As part of its strategy to address training needs in the market, NAMCOL has developed and introduced a number of tertiary level programmes which are as follow:

| Certificate in Education for Development |
| Certificate in Community Based Work with Children and Youth |
| Certificate in Local Government Studies |
| Certificate in Early Childhood Development |
| Diploma in Youth Development Work |
| Diploma in Education for Development |
| Diploma in Early Childhood & Pre-Primary Education |
These are distance education study programmes and students are supported through contact sessions. Orientation workshops will be conducted at the beginning of each semester. During these workshops, students will receive their study materials as well as the course outline for that specific semester or course. Contact sessions through vacation workshops will be held during the course of the year.

**METHOD OF APPLICATION:**
Application forms can be obtained at any NAMCOL office. (see the list of NAMCOL offices on the back cover).

**ADMISSION REQUIREMENTS:**
Prospective students who do not meet the requirements for the following programmes: CED, CECD, CLGS and CWCY might be considered for Recognition of Prior Learning (RPL) in accordance with NAMCOL's RPL policy. Registration fees are non-refundable in all the programmes.
WHEN CAN YOU APPLY?
Prospective students can apply from 01 June 2016.

CLOSING DATE FOR APPLICATIONS:
29 July 2016.

METHOD OF PAYMENT

Sponsored Students
Sponsored students must provide proof from their sponsors that the fees will be paid for them.

Other Students/Non-sponsored Students
Students must pay 50% of the total fee when they register. The balance can be paid in full or installments can be arranged, but on condition that the last installment is paid on or before 30 May of each year.
Certificate in Local Government Studies

AIM
This programme aims to empower students to provide support for the decentralisation and democratisation process in Namibia and to support capacity building initiatives of regional councils and local authorities through a tailor-made academic programme.

OBJECTIVES
This programme is designed to:
• Provide support for the decentralisation and democratisation process in Namibia;
• Support capacity building initiatives of regional councils and local authorities through a tailor-made academic programme;
• Provide opportunities for school leavers who have an interest in a career in regional and local government;
• Provide an academic programme that would be acceptable as a basic entry qualification for students interested in enrolling for a Diploma in Local Government Studies in the Department of Political and Administrative Studies at UNAM. This is subject to students meeting the academic entry requirements of UNAM.

WHO MAY APPLY?
Officers working in local and regional government offices and municipalities as well as members of the general public who have an interest in either taking up a career in local government administration or enhancing a career in this field may apply for this programme.

ADMISSION REQUIREMENTS
• A Grade 12 Certificate with a minimum of 20 points on the Ministry of Education point scale with an E symbol in English, or any other equivalent qualification, OR
• A Grade 10 Certificate with a minimum of 23 points and at least an E-symbol in English, plus three years of relevant working experience.
ASSESSMENT
Assessment will be done through Assignments and Examinations:

• One assignment per subject.
• Assignments will contribute 50% towards the final mark.
• An admission mark of 50% through assignment marks is required to sit for the examination in each subject.
• One 3 hour examination paper per subject (exam mark will contribute 50% towards the final mark).

DURATION OF THE PROGRAMME
This is a one-year programme and students are supported through contact sessions.

PROGRAMME CONTENT
The programme consists of 7 subjects
1. English for General Communication;
2. Regional and Local Government in Namibia;
3. Foundation of Local Government Administration;
5. Local Government Finance and Accounting;
6. Regional and Local Government Management;
7. Introduction to Community Development.

FEE STRUCTURE FOR 2016

<table>
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<tr>
<th>TYPE OF FEE</th>
<th>AMOUNT</th>
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<td>Registration fee</td>
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<td>Tuition Fee</td>
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<tr>
<td>TOTAL</td>
<td>N$ 4 620.00</td>
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</tbody>
</table>

The 2017 fees are currently under review and will be increased.
Certificate in Early Childhood Development

AIM
The aim of the Certificate in Early Childhood Development (CECD) Programme is to provide an opportunity and appropriate training for ECD students so that all children in Namibia at pre-school level have access to well trained staff that offer suitable and appropriate services at ECD centres.

OBJECTIVES
This programme is designed to:
• Improve knowledge and understanding of how to care for children in their developmental stages.
• Provide a safe nurturing and loving environment for the children.
• Use available resources constructively, creatively and effectively.
• Ensure national uniformity of the programme followed at the ECD centres.
• Understand the significance of a child’s development.
• Develop a lively, questioning, appreciative and creative intellect in a child.
• Develop a positive self-esteem through social interaction, as well as self-confidence and understanding of the world a child lives in.
• Provide for the child’s individual needs and aptitudes.
• Promote and foster the highest moral and ethical values within a child.

WHO MAY APPLY?
Educarers in the Industry and members of the general public who meet the admission requirements and would like to pursue a career in this field.

ADMISSION REQUIREMENTS
• A Grade 10 Certificate plus NIED Basic Caregivers Course plus NIED Advanced Caregivers Course OR
• A Special Grade 10 Certificate plus preparatory Educare OR
• A Grade 10 Certificate with experience as a national ECD Trainer
• A Grade 12 Certificate with a minimum of 20 points on the Ministry of Education point scale plus an E-symbol in English.
ASSESSMENT
Assessment will be done through Assignments and Examinations:
• One assignment per module
• Assignments will contribute 50% towards the final mark
• An admission mark of 50% through assignment marks is required to sit for the examination in each module
• One 3 hour examination paper per module (exam mark will contribute 50% towards the final mark)
• 1 practicum
• End of semester examinations.

DURATION OF THE PROGRAMME
This is an eighteen month distance education study programme and students are supported through contact sessions.

PROGRAMME CONTENT
The Programme consists of 12 Modules:

<table>
<thead>
<tr>
<th>MODULES:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Early Childhood Development within the Namibian Context</td>
</tr>
<tr>
<td>Units: History of Integrated Early Childhood Development,</td>
</tr>
<tr>
<td>Significance of Integrated Early Childhood Development, Roles and</td>
</tr>
<tr>
<td>Responsibilities of an Educare Giver, Roles and Responsibilities of</td>
</tr>
<tr>
<td>Stakeholders, ECD Facilities</td>
</tr>
<tr>
<td>2. Management and Administration</td>
</tr>
<tr>
<td>Units: Administrative Systems, Record Keeping of Children, Services</td>
</tr>
<tr>
<td>and Professionalism.</td>
</tr>
<tr>
<td>3. Hygiene and Safety - Units: Hygiene, Safety of the Facility, and General Safety</td>
</tr>
<tr>
<td>4. Nutrition and Safety</td>
</tr>
<tr>
<td>Units: Nutrition, Infant Care, Health Care, HIV and AIDS and Children</td>
</tr>
<tr>
<td>with Special Needs.</td>
</tr>
<tr>
<td>5. Development Areas and Stages of the Child</td>
</tr>
<tr>
<td>Units: Development Domains, Stages of Child Development and</td>
</tr>
<tr>
<td>Handling the Young Child.</td>
</tr>
<tr>
<td>6. Foundation level ICT Literacy</td>
</tr>
<tr>
<td>Units: Basic Computer Equipment and Accessories.</td>
</tr>
<tr>
<td>8. Pedagogy</td>
</tr>
<tr>
<td>9. Education Resources</td>
</tr>
<tr>
<td>Units: Educare Materials, Create and Management of Materials.</td>
</tr>
<tr>
<td>10. Learning Areas: Part A - Units: Creative Activities, Literacy and Numeracy.</td>
</tr>
<tr>
<td>11. Learning Areas: Part B - Units: Environmental Learning, Physical</td>
</tr>
<tr>
<td>Education and Religious and Moral Education.</td>
</tr>
<tr>
<td>12. Practicums - Units: Practicum One and Two</td>
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FEE STRUCTURE FOR 2016

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<td><strong>Total</strong></td>
<td>N$ 4 560.00</td>
</tr>
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</table>

The 2017 fees are currently under review and will be increased.
Certificate in Education for Development

AIM
This programme aims to provide students with practical skills to increase their effectiveness as community workers. It will also prepare students as practitioners in aspects of adult education at community level.

OBJECTIVES
This programme is designed to:

• Identify, design and manage community development projects,
• Monitor and evaluate development programmes, select and use participatory methods in training situations, communicate effectively in both written and spoken English.
• Communicate effectively in both written and spoken English.

WHO MAY APPLY?
Community development workers such as District Literacy Organisers, Literacy Promoters, Agricultural Extension Workers, Health Educators, Project Managers and any other non-formal Educators working in government ministries; non-governmental organisations and the private sector.

ADMISSION REQUIREMENTS

• A Grade 12 Certificate with a minimum of 20 points on the Ministry of Education point scale, plus E symbol in English, plus one year experience in community development work, or
• A Grade 10 Certificate with a minimum of 23 points or Standard 8 Certificate and at least three years experience in community development work.

ASSESSMENT
Assessment will be done through Assignments and Examinations:

• Two assignments per subject.
• Assignments will contribute 50% towards the final mark.
• An admission mark of 50% through assignment marks is required to sit for the examination in each subject.
• One 3 hour examination paper per subject (exam mark will contribute 50% towards the final mark).
DURATION OF THE PROGRAMME
This is a two-year distance education study programme and students are supported through contact sessions.

Subjects:

<table>
<thead>
<tr>
<th>YEAR ONE</th>
<th>YEAR TWO</th>
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<tbody>
<tr>
<td>- CED 01</td>
<td>- CED 01</td>
</tr>
<tr>
<td>- CED 02</td>
<td>- CED 04</td>
</tr>
<tr>
<td>- CED 03</td>
<td>- CED 05</td>
</tr>
</tbody>
</table>

PROGRAMME CONTENT
The programme consists of 5 subjects:

SUBJECTS:

1. English Communication (CED 01)
   This subject aims at enabling students to:
   • use vocabulary correctly and confidently,
   • communicate effectively and appropriately through the medium of written English,
   • use correct grammatical structures in speaking and in writing,
   • understand and critically evaluate written information in English from the course material and from other relevant sources.

2. Development Studies (CED 02)
   Looks at what development means in the Namibian context. It investigates the relation of health, employment, environment and education to the development in Namibia. The course discusses development policies in Namibia and analyses the effectiveness of different approaches. It looks at specific development needs and suggest interventions.

3. Theory and Practice of Adult Learning (CED 03)
   Attempts to identify who your learners are. It looks at how adults learn, barriers to learning, recruitment, screening of learners and assessment of learners. It discusses different teaching methods and resources.

4. Theory and Practice of Community Development (CED 04)
   Looks at how we mobilise communities. It focuses on different target groups, namely women and youth. Special attention is given to people with disabilities.

5. Project Development and Management (CED 05)
   Explains how learners can manage community development projects. It looks at effective management skills. Emphasis is put on practical skills eg. minute writing, proposal writing, organising meetings, etc.

FEE STRUCTURE FOR 2016

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<th>TYPE OF FEE</th>
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<tr>
<td>Total</td>
<td>N$ 4 600.00</td>
</tr>
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</table>

The 2017 fees are currently under review and will be increased.
Certificate in Community Based Work with Children and Youth

This certificate is offered in conjunction with REPPSI and the University of KwaZulu Natal. The certificate course is an innovative approach to professionalising community-based care for children and youth, so that vulnerable populations receive the care and support they are entitled to. The course is delivered by supported open distance learning in ten countries in Eastern and Southern Africa.

WHAT IS THE CERTIFICATE COURSE?
The Certificate in Community Based Work with Children and Youth aims to enhance effectiveness in working with children at risk and to give students knowledge, skills and information to study key trends, theories and approaches in working with vulnerable groups.

WHO IS THE CERTIFICATE COURSE FOR?
Prospective students who wish to work with Children, Families and Communities (affected by HIV & Aids, Conflict, Poverty and Displacement in Africa). People working with youth, formally and informally (Church, Communities, NGO’s, Ministry of Youth, etc.).

HOW IS THE QUALITY ASSURED?
The Certificate is academically rigorous in design and is quality assured by the University of KwaZulu Natal. An independent assessment, conducted by the South African Institute for Distance Education, found that the Certificate:

• Is an excellent example of a well-designed distance education access programme.
• Offers an innovative learning and teaching model that combines learning materials, supported by trained mentors and continuous assessment.

WHY IS THE CERTIFICATE COURSE IMPORTANT?
Our graduates are professionalising the field of community-based child care and mainstreaming child protection, psychosocial support and community mobilisation principles into their work. Many graduates have moved from voluntary positions to paid staff as a result of their qualification. The importance of the course is reflected in the phenomenal graduation rate (89.5% for 2009), and the commitment of the mentors and students, some of whom travel long distances to attend group study sessions.

HOW CAN I SUPPORT THE CERTIFICATE COURSE?
If you are a government, company or organisation, we invite you to provide sponsorship for selected applicants. If you are an
organisation working with vulnerable children and youth, you can sponsor staff or partners to enroll in the Certificate. This will build your organisation’s capacity to provide improved, professionalised services to children.

HOW IS THE CERTIFICATE DELIVERED?
The Certificate is an 18-month course, containing 6 modules. It is a supported distance learning certificate, meaning that students study while continuing to work. Students meet at least once every three weeks for a facilitated discussion in which they share learning and write a pop quiz. They submit two assignments and write a 3 hour examination for each module. The course builds upon the students’ previous experiences and encourages application of learning in practice.

PROGRAMME CONTENT
• Personal and Professional Development
• Human Rights and Child protection
• Child and Youth Development
• Care and Support
• Integrated Community Development
• Project

ADMISSION REQUIREMENTS
• Grade 10 Certificate or equivalent with a minimum of 23 points on the Ministry of Education point scale, plus E symbol in English, plus 3 years of relevant experience, OR
• Grade 12 Certificate or equivalent with a minimum of 20 points on the Ministry of Education point scale, plus E symbol in English, plus one year of relevant experience.

WHO ARE REPSSI?
REPSSI is a non-profit organisation working to lessen the devastating social and emotional impact of poverty, conflict, HIV and AIDS among children and youth. Our aim is to ensure that all children have access to quality emotional and social (psychosocial) support. We work in 13 countries of Eastern and Southern Africa, partnering with governments, development partners and NGOs. With our assistance these partners strengthen communities and NGOs. With our assistance these partners strengthen communities’ and families’ ability to care for their children. 3 million children are currently being reached by REPSSI partners.

FEE STRUCTURE FOR 2016

<table>
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<tr>
<th>TYPE OF FEE</th>
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<td>Tuition Fee</td>
<td>N$ 3 600.00</td>
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<td><strong>TOTAL</strong></td>
<td><strong>N$ 4 620.00</strong></td>
</tr>
</tbody>
</table>

The 2017 fees are currently under review and will be increased.
Diploma in Early Childhood & Pre-Primary Education

**AIM**
The aim of the diploma is to address the critical shortage of teachers in Early Childhood Development and Pre-Primary Education who should lay a solid foundation for Lower Primary Education.

In addition, the Diploma aims to develop teachers as empowered citizens with employable skills such as problem solving, critical thinking, assertive communication and emotional intelligence to become ‘competent beginners’ in the Namibian labour force.

**OBJECTIVES**
The programme is designed to:
Develop skilled, committed and flexible professionals who have the subject knowledge and pedagogical skills to promote effective and inclusive education in Early Childhood Development (ECD) Centres and Pre-Primary schools.

**WHO MAY APPLY?**
Anyone who has obtained the Certificate in Early Childhood Development (CECD) offered by NAMCOL or UNISA or interested members of the public who meet the requirements.

**ADMISSION REQUIREMENTS**
NAMCOL and UNISA’s CECD or Level 5 recognised certificates in the related fields; OR
• Grade 12 certificate with a minimum of 22 points in five subjects on the Ministry of Education’s point scale with a grade in Mathematics and E symbol in English.

**ASSESSMENT**
Assessment will be done through Assignments and Examinations:
• One assignment per module
• Assignments will contribute 50% towards the final mark
• An admission mark of 50% through assignment marks is required to sit for the examination in each course/subject
• A three hour examination paper per subject will contribute 50% towards the final mark.
DURATION OF THE PROGRAMME
This is a three-year programme and students are supported through contact sessions.

PROGRAMME CONTENT
The programme consists of the following 15 modules:

**Year 1 – Semester 1**
- Module title: English for General Communication (double module)
- Module title: Mother Tongue Literacy and Development A
- Module title: Life Orientation A
- Module title: History, Policy and Programmes of Early Childhood Education
- Module title: Computer Literacy (double module)

**Year 1 – Semester 2**
- Module title: English for General Communication (double module)
- Module title: Child Development and Learning A
- Module title: Life Orientation B
- Module title: Computer Literacy (double module)
- Module title: Workplace Learning Phase 1

**Year 2 – Semester 1**
- Module title: Child Development and Learning B
- Module title: Numeracy and Mathematics for ECE A
- Module title: Environmental Learning A
- Module title: Educational Resources

**Year 2 – Semester 2**
- Module title: Physical Development for ECE A
- Module title: Numeracy and Mathematics B
- Module title: Environmental Learning B
- Module title: Mother Tongue Literacy and Development B
- Module title: Workplace Learning Phase 2

**Year 3 – Semester 1**
- Module title: Physical Development B
- Module title: Inclusive Education (double module)
- Module title: Integrated Arts A
- Module title: Educational Management A
- Module title: English Second Language

**Year 3 – Semester 2**
- Module title: Inclusive Education (double module)
- Module title: Integrated Arts B
- Module title: Educational Management B
- Module title: Professional Development
- Module title: First Aid
- Module title: Workplace Learning Phase 3

FEE STRUCTURE OF 2016

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<td><strong>TOTAL</strong></td>
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The 2017 fees are currently under review and will be increased.
The Diploma in Education for Development aims to provide an opportunity for graduates of the Certificate in Education for Development (CED) to further their studies in the field of community development and related fields.

OBJECTIVES
This programme is designed to:

• Enhance a theoretical understanding of educational practice;
• Develop an understanding of the relationship between education, training and development;
• Enhance practical skills and knowledge of community workers and;
• Provide an opportunity for students to become competent in researching, establishing and sustaining community development.

WHO MAY APPLY?
Anyone who has obtained the Certificate in Education for Development (CED) offered by NAMCOL or UNISA.

ADMISSION REQUIREMENTS
• NAMCOL’s or UNISA’s CED qualification or
• Any other relevant qualification in this field.

ASSESSMENT
Assessment will be done through Assignments and Examinations:

• Two assignments per module.
• Assignments will contribute 50% towards the final mark.
• An admission mark of 50% through assignment marks is required to sit for the examination in each course.
• One 3 hour examination paper per subject (exam mark will contribute 50% towards the final mark).
• Research Project.
• Evaluation of Teaching Practice.

DURATION OF THE PROGRAMME
This is a one-year programme and students are supported through contact sessions.

PROGRAMME CONTENT
The Programme consists of 5 Subjects:

<table>
<thead>
<tr>
<th>MODULES</th>
<th>DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Adult Teaching and Learning:</td>
<td>• Teaching Literacy/Numeracy and Health to Adults.</td>
</tr>
<tr>
<td>2. Development Studies:</td>
<td>• Teaching Adults about Small Business Development.  • Teaching Adults about the Environment.</td>
</tr>
<tr>
<td>3. Research Methods</td>
<td></td>
</tr>
<tr>
<td>4. Research Project</td>
<td></td>
</tr>
<tr>
<td>5. Project Teaching Practice</td>
<td></td>
</tr>
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NAMCOL will be using the study materials of the University of South Africa (UNISA) for this programme (for the current year).

FEE STRUCTURE FOR 2016

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The 2017 fees are currently under review and will be increased.
Diploma in Youth Development Work

**AIM**
This programme aims to provide students with practical skills to enhance their effectiveness as youth workers. It will also prepare students as practitioners in aspects of youth education.

**OBJECTIVES**
The programme is designed to:
- prepare youth workers to effectively perform their duties in youth development work;
- equip youth workers with appropriate skills, knowledge and attitudes that would enable them to train other youth in development work;
- provide a firm grounding upon which entrants to the diploma programme can proceed to the Bachelor Degree in Youth Work.

**WHO MAY APPLY?**
DYD is particularly useful for people working with the youth, formally and informally (Churches, Communities, NGO’s, Ministry of Youth, etc.)

**ADMISSION REQUIREMENTS**
A Grade 12 Certificate with a minimum of 20 points on the Ministry of Education’s point scale plus an E symbol in English or any other equivalent qualifications, plus one year field experience in youth work.

**ASSESSMENT**
Assessment will be done through Assignments and Examinations:
- One assignment per module.
- Assignments will contribute 50% towards the final mark.
- An admission mark of 50% through assignment marks is required to sit for the examination in each course.
- One 3 hour examination paper per course (exam mark will contribute 50% towards the final mark).
DURATION OF THE PROGRAMME
The DYD programme will be offered over a period of 2 years, covering 4 semesters and supported by face-to-face sessions.

PROGRAMME CONTENT
The programme consists of the following 15 modules:

**MODULES:**

<table>
<thead>
<tr>
<th>Semester 1:</th>
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<tbody>
<tr>
<td>1. Commonwealth Values in Youth Development Work (Module 1);</td>
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<tr>
<td>2. Young People and Society (Module 2);</td>
</tr>
<tr>
<td>3. Working with People and their Communities (Module 4);</td>
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<td>4. Learning Processes (Module 6).</td>
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<table>
<thead>
<tr>
<th>Semester 2:</th>
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<tbody>
<tr>
<td>5. Youth and Health (Module 12);</td>
</tr>
<tr>
<td>6. Gender and Development (Module 5);</td>
</tr>
<tr>
<td>7. Principles and Practice of Youth in Development Work (Module 3);</td>
</tr>
<tr>
<td>8. Project Planning, Monitoring and Evaluation (Module 8).</td>
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<table>
<thead>
<tr>
<th>Semester 3:</th>
</tr>
</thead>
<tbody>
<tr>
<td>9. Management Skills (Module 7);</td>
</tr>
<tr>
<td>10. Policy Planning and Implementation (Module 9);</td>
</tr>
<tr>
<td>11. Conflict Resolution Strategies and Skills (Module 10);</td>
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<table>
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<tr>
<th>Semester 4:</th>
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<tbody>
<tr>
<td>13. Sustainable Development (Module 13);</td>
</tr>
<tr>
<td>14. Orphans &amp; Vulnerable Children Programme Management and Policy Development (Module 14);</td>
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FEE STRUCTURE OF 2016

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<td><strong>Total</strong></td>
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The 2017 fees are currently under review and will be increased.
Professional Programmes

Certificate in Education for Development
Certificate in Community Based Work with Children and Youth
Certificate in Local Government Studies
Certificate in Early Childhood Development
Diploma in Education for Development
Diploma in Youth Development Work
Diploma in Early Childhood & Pre-Primary Education
Tertiary Level Programmes

For further information please contact:

NAMCOL Head Office
Distance Education Coordinator
Mr T. Shikukumwa
Tel: (061) 320 5261
E-mail: shikukumwa@namcol.edu.na

Distance Education Coordinator
Ms H. Garises
Tel: (061) 320 5244
E-mail: garises@namcol.edu.na

Distance Education Coordinator
Ms U. Kazombiaze
Tel: (061) 320 5243/45
E-mail: Uajoroka@namcol.edu.na

Southern Region
Ulrich Hummel (Keetmanshoop)
Tel/Fax: (063) 222 100

Visitor Kasiyana (Gobabis)
Tel: (062) 564 321

Northern Region
Learner Support Officer
Ms. N. Mwahengeshapwa

NAMCOL Regional Office
Marula Street
P. O. Box 80002, Ongwediva
Tel: (065) 233 780
E-mail: mwahengeshapwa@namcol.edu.na

Central Region
Mr. M. Strauss (Otjiwarongo)
Manager

Erf 280, Corner of Prosit and Waterberg Street, Otjiwarongo
Tel. No. (067) 304 379
E-mail: strauss@namcol.edu.na

Mr. C. Block (Walvis Bay)
Tel. No. (064) 205 990
E-mail: block@namcol.edu.na

North-Eastern Region
Ms. D. Haufiku (Rundu)
Manager

Tel. No. (066) 255 545/7
E-mail: haufiku@namcol.edu.na

Mr C. Mbaimbai
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