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FREQUENTLY ASKED QUESTIONS (FAQ) ON ENROLMENT FOR SECONDARY EDUCATION

QUESTION 1: When will the enrolment period commence and which documents should learners bring along to the enrolment points?

ANSWER: The enrolment period for the 2018, Academic Year is as follows:

Starting of Enrolment: Monday, 15 January 2018.

Closing of Enrolment: Wednesday, 07 February 2018.

QUESTION 2: What should learners bring along?

Learners wishing to enrol with NAMCOL should bring the following documents along:

- Proof of Identity (ID card; passport; driver's licence; birth certificate)
- **Original** certificate of your highest educational qualification[s]; or
- The original Statement of Results for the most recent examination you sat; [**Certified copies of these documents are not acceptable**]
- Study Permit [applicable to foreign nationals only];
- One passport- size photo, and
- Statement of entry (applicable to learners enrolled with NAMCOL during the 2004-2017 academic years.

QUESTION 3: Is there late enrolment?

A friendly reminder to our potential customers; our experience is that learners and parents usually wait until the last day of enrolment and usually come in big numbers to the enrolment points. Waiting until the last days of enrolment might result that you will find the study materials finished.

THE ENROLMENT PERIOD WILL NOT BE EXTENDED.

QUESTION 4: When will the academic year commence?

ANSWER: The academic year commences on Monday, 12 February 2018. On this day, all learners are invited to attend an orientation workshop at the centres where a learner enrolled. Classes formally start the next day.

QUESTION 5: How much is the tuition fees?

ANSWER: The tuition fees for Grade 10 is N\$170.00 per subject while for Grade 12 it is N\$290.00 per subject plus a N\$90.00 non-refundable registration fee. It should be noted that while our fees are affordable, it does not mean inferior education.

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QUESTION 6: Does NAMCOL offer scholarships?

Off course there are learners who will be unable to afford these fees and for them, NAMCOL offers scholarships. They need to apply for the scholarships and submit a letter from a Social worker of their Constituency Councillor indicating the reason for them being unable to pay the fees.

QUESTION 7: When learners enrol with NAMCOL, will they receive study materials or are they expected to buy these study materials?

ANSWER: NAMCOL will provide **all learners** with self-study materials and/or textbooks (in the subjects where textbooks are needed) at the point of enrolment.

QUESTION 8: Where can learners go for enrolment?

ANSWER: To make enrolment accessible to all, we have Enrolment Points countrywide. (See list of enrolment points on www.namcol.edu.na under Secondary Education Programmes)

QUESTION 9: Can learners still choose to study through either the Face-to-Face OR Distance Education modes?

ANSWER: Learners, especially at Grade 12 level, can choose which mode of study to enrol for (whether face-to-face or distance education), while Grade 10 learners are normally encouraged to take the face-to-face option.

QUESTION 10: What else is new at NAMCOL?

NAMCOL last year introduced Block Tuition at certain Grade 12 centres. This mode of delivery will be offered during school holidays to replace the current face-to-face tuition. The method is introduced to deal with the challenges of availability of tutors and facilities at schools.

Centres where the Block Tuition will be offered in 2018 are as follows:

NORTHERN REGION:	CENTRAL REGION:	SOUTHERN REGION:	NORTH EASTERN REGION:
<ul style="list-style-type: none"> • Andimba Toivo Ya Toivo SSS • Gabriel Taapopi SSS • lipumbu • Shaanika Nashilongo SS 	<ul style="list-style-type: none"> • De Duine SS • Paresis SS • Coastal High (Gr 12) • Fridrich Awaseb (Gr 12) 	<ul style="list-style-type: none"> • Krönlein PS • #Khaodawes • A.Shipena SS • St. Barnabas PS • Highline HS • Khomas High • Concordia SS 	<ul style="list-style-type: none"> • Noordgrens SS • Brendan Simbwaye PS • Romanus Kamunoko SS • Ngweze SS

First Block Tuition: 19 – 23 March 2018

Second Block Tuition: 30 April - 18 May 2018

Third Black Tuition: 27 – 31 August 2018

QUESTION 11: What else do learners receive from NAMCOL?

In addition the learners receive the following basic package:

- Five-hour orientation workshop;
- Copy of the NAMCOL Good Study Guide;
- A full set of NAMCOL study guides for each subject and/or textbooks;
- Three hours of face-to-face tuition per week in each subject for JSC;
- Three hours of face-to-face tuition per week in each subject for NSSCO;
- Two week-long vacation workshops every year (for those learners who cannot attend the weekly tutorial sessions);
- Three assignments for Grade 12 and two for Grade 10; and
- Self-supervised study halls (where available).

QUESTION 12: Does the enrolment fees of NAMCOL also cover examination registration?

ANSWER: The fees learners pay when enrolling with NAMCOL **DOES NOT INCLUDE EXAMINATION REGISTRATION**. The examination is the responsibility of the Directorate of National Examinations and Assessment [DNEA], which is operating within the Ministry of Education.

DNEA is responsible for **ALL EXAMINATION** related matters. They conduct the registration for examinations, set exam papers, determine the dates for examinations, they release examination results, and very importantly, they determine the **FEES** for examination registration.

The Directorate of National Examinations and Assessment has set different dates and different fees to register for examinations for 2018.

Please take note of the following very important dates and information:

Registration for examinations for October/November will take place from **February – April 2018**

- The period for checking preliminary entries takes place during **June 2018**.
- Collection of admission permits takes place from **September 2018**.

Learners who have registered for the Oct/Nov examinations must return to the centres where they have registered for exams in June to check whether their details are correct. Learners who fail to check their entry details will be held responsible for mistakes or missing information on their statement of results or certificates.

Learners are encouraged to carefully study the Exam Registration Booklet provided to them at enrolment points for more information on examinations registration and related matters.

QUESTION 13: What other Secondary Education programmes do NAMCOL offer?

ANSWER: NAMCOL also offers the Pre-Entry to Tertiary Education Programme (PETE). PETE is offered by NAMCOL to learners who intend to pursue further studies in Sciences and Commerce at Institutes of Higher Learning. **Please note that this programme will only be offered at Yetu Yama in Windhoek and at the NAMCOL Regional Offices in the following towns: Rundu, Otjiwarongo and Ongwediva.**

NAMCOL offers this programme to selected Grade 12 learners who wish to improve their grades for admission at Institutions of Higher Learning.

Important: *The subjects that will be offered as part of the PETE programme:*

Jetu Jama: English 2nd Language, Mathematics, Biology (Ordinary and Higher), Physical Science (Ordinary and Higher), Accounting (Ordinary and Higher), Economics (Ordinary and Higher) and Business Studies (Ordinary and Higher).

Rundu: English 2nd Language, Physical Science, Rukwangali.

Otjiwarongo: English 2nd Language, Physical Science, Biology and Mathematics (All Ordinary level).

Ongwediva: English 2nd Language, Mathematics, Biology, Physical Science, Economics, Business Studies and Accounting (All Ordinary level)

I would like to place a little emphasis on the English Communication Course. This is a one-year programme, with face-to-face tuition as well. This programme aims to improve English proficiency in writing, speaking, reading and listening.

Learners and members of the public who experience difficulty and who would like to improve their English proficiency are welcome to enrol for English Communication Course. The course pitches at Grade 12 level, therefore one has to have a Grade 10 qualification to be able to enrol for ECC. The cost is only N\$700.00 (all inclusive). This course is one of our Professional courses, thus the payment.

QUESTION 14: Does NAMCOL offer subjects on Higher Level?

ANSWER: Yes, the College offers the following subjects on higher level at the following centres:

Northern Region

- Eenhana (English & Oshikwanyama)
- Ongha (Oshikwanyama)
- Ponthofi (Oshikwanyama)
- Eengedjo (Oshikwanyama)
- Gabriel Taapopi (English, Oshindonga & Oshikwanyama)
- lipumbu (English, Oshindonga & Oshikwanyama)
- Haudano (English & Oshikwanyama)
- David Sheehama (English & Oshindonga)
- Shaanika Nashilongo (Oshindonga)
- Andima TyT (Oshindonga)
- Hans Daniel Namuhuja (Oshindonga)
- Nuuyoma (English)

Central Region

- De Duine (English & Mathematics for Grade 12)

North Eastern Region

- NAMCOL regional Office (Rukwangali, Physical Science & English)

Southern Region

Jetu Jama, Katutura (Accounting, Economics, Physical Science, Biology, Business Studies, English and Mathematics)

QUESTION 15: Why are study permits needed and where should foreign students obtain these documents?

ANSWER: Study permits; this is a national directive issued by the Ministry of Home Affairs that all students of foreign origin **MUST** first apply for Study Permits at the Ministry before approaching any educational institution for enrolment; they need to have the following:

- Passport valid for at least a year,
- Identification Document,
- A valid Visa (if required),
- Police Clearance,
- Highest educational qualifications certified by Namibia Qualifications Authority and a
- Medical Clearance Report.

QUESTION 16: Can I enrol at one centre and attend classes at another centre?

No. You have to attend classes where you enrol in order not to cause congestion at other centres. However, permission could be granted by the Regional Manager if you wish to transfer from one centre to the next.

QUESTION 17: Can I enrol for Grade 12 if I did not complete Grade 10?

No, you need to complete Grade 10 first before moving on to Grade 12. However, upon enrolling for Grade 12, you would only be permitted to take no more than three subjects per year.

QUESTION 18: Can a formal learner enrol for one part time subject with NAMCOL?
Only with permission of the Ministry of Education.

QUESTION 19: Can I enrol for both Gr 10 and Gr 12 simultaneously at NAMCOL?
Unfortunately not. You first have to complete Grade 10 before going to Grade 12.

QUESTION 20: Are mock exams compulsory?
Mock examinations are not compulsory, however, for Grade 10, it has replaced the 3rd Assignment. The mock exams are there to guide learners as to where they need to improve for the final exams, thus it is very important to write.

QUESTION 21: Are learners with disabilities catered for at NAMCOL?

Yes, learners with disabilities such as the blind, deaf and those in wheelchairs are free to apply to NAMCOL. Upon enrolment, they should indicate their disabilities and remedial action would be taken to assist them. For example, learners who are blind will receive their study materials in braille.

For any further information, you may call the Regional Office responsible for your region or Head Office in Windhoek or access our website at www.namcol.edu.na or our Facebook Page.

Contact Person at Head Office:

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Marketing & Information Officer

NAMCOL Head Office

WINDHOEK

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Northern Region

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NAMCOL Regional Office
Ongwediva
Tel: 065 - 233 780

Central Region

Ms. D. Haufiku
NAMCOL Regional Office
Tel: 067 - 304 379

North-Eastern Region

Vacant
NAMCOL Regional Office
Rundu
Tel: 066 – 255 545/7

Southern Region

Mr. C. Hinanifa
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Tel: 061 – 320 5236

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