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September 2011

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Any queries regarding the course/studies or administrative matters should be directed to the nearest NAMCOL Office. (See list of NAMCOL Offices on Pages 12-15)

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(You can dial this number to obtain more information on programmes and services offered by NAMCOL)

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MISSION

We are committed to providing wider access to quality educational services for our learners and other customers using a variety of open learning methods.

VISION

We strive to be a world-class institution of excellence, accessible to all, with committed professional staff, educating people through an innovative range of ODL programmes, providing quality services in a sustainable manner.

INSTITUTIONAL VALUES

- ACCESSIBILITY:** To provide opportunities for adults and out-of-school youth to further their education or develop new skills
- SUSTAINABILITY:** To ensure the College has sufficient resources to continue developing and offering programmes in future
- QUALITY:** To strive for the highest standards of service delivery
- EFFICIENCY:** To make the best use of available resources
- ACCOUNTABILITY:** To provide our stakeholders with convincing evidence of the value of what we do
- RELIABILITY:** To provide accurate and trustworthy information on our activities
- RESPONSIVENESS:** To address emerging challenges and training needs in a timely fashion
- TRANSPARENCY:** To be open and fair in all our business operations

CONTINUITY: To contribute to lifelong learning experiences of learners

EXCELLENCE: To pursue the goal of continuous improvement in everything we do.

ABBREVIATIONS

CA	-	Continuous Assessment
CBLC	-	Computer-Based Learning Centre
CBM	-	Certificate in Business Management
CED	-	Certificate in Education for Development
CECD	-	Certificate in Early Childhood Development
CLGS	-	Certificate in Local Government Studies
COL	-	Commonwealth of Learning
CYP	-	Commonwealth Diploma in Youth Development Work
CWCY	-	Certificate in Community Based Work with Children and Youth
DEASA	-	Distance Education Association of Southern Africa
DECPPE	-	Diploma in Early Childhood and Pre-Primary Education
DED	-	Diploma in Education for Development
DNEA	-	Directorate of National Examinations and Assessment
ECC	-	English Communication Course
JSC	-	Junior Secondary Certificate
ICDL	-	International Computer Driving License
MoE	-	Ministry of Education
NEACB	-	National Examinations, Assessment and Certification Board
NIED	-	National Institute for Educational Development
NOLNet	-	Namibian Open Learning Network Trust
NSSC(O)	-	Namibia Senior Secondary Certificate (Ordinary Level)
NQA	-	Namibia Qualifications Authority
ODL	-	Open and Distance Learning
PoN	-	Polytechnic of Namibia
UNAM	-	University of Namibia

FOREWORD

The Namibian College of Open Learning (NAMCOL) is reckoned for being the largest Open and Distance Learning institution in the country that offers study opportunities to adults and out-of-school youth. Our mission enables us to open up opportunities for those in need of improving their educational levels through distance education. Although some regard Open and Distance Learning as second-rate education, NAMCOL has made a significant contribution to the education sector by expanding access to those who cannot be reached by the conventional school system. Our government has a responsibility to give all citizens access to learning opportunities as guaranteed in Article 20 of the Namibian Constitution.

NAMCOL has started from humble beginnings in 1997 with a student population of 16 640, this figure has increased to 31 687 in 2011. We will continue to provide quality learning opportunities to youth and adults through the secondary education programme, and even pave the way for further education and professional development in careers such as local government, community and youth development, business management, early childhood development and pre-primary education and psychosocial support. We believe that through some of these programmes, the College would contribute to the eradication of illiteracy and improvement of livelihoods of our people.

Improving service delivery is key to NAMCOL's strategic plans; therefore, we will continue to invest all our energy and resources in the delivery of quality services to our learners. Through strategic partnerships we are developing multimedia content which includes video, radio and web-based lessons to supplement the print-based content we give to our learners.

Many people dream of a career without compromising education in fact, this equalizer enables them to reach beyond their dreams

with successes and achievements. NAMCOL has provided this platform to many such people who are now living their dreams. It is our hope that you will enjoy every moment of your studies, since it is the key to a better future. This document aims at opening the possibilities of studies for you. As you browse through the Prospectus, it is our hope that you will consider the opportunities we have on offer which could be in your area of interest.

Congratulations for choosing to study with Namibia's premier Open and Distance Learning Institution. Remember, you have taken the decision to study through the "People's College", therefore nobody should deter you from achieving your career objectives.

We remain committed to your personal and professional development and reassure you of our support.



.....
Mr. H. V. Murangi
Director

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INTRODUCTION

The Namibian College of Open Learning (NAMCOL) is a semi-autonomous educational institution created by an Act of Parliament (Act 1 of 1997) and falls under the jurisdiction of the Ministry of Education. NAMCOL offers programmes for adults and out-of-school youth to further their education.

In its 14 years of existence, NAMCOL has grown exponentially to become the largest educational institution in Namibia in terms of the number of registered learners. NAMCOL has established its credibility both nationally and internationally. Today, NAMCOL is highly regarded in the international arena owing to the development and introduction of web-based lessons, video lessons and the quality of its study materials. As a result, NAMCOL has received two international awards from the Commonwealth of Open Learning (COL).

NAMCOL plays an integral role in the development of the country's human resources and will continue to help the nation achieve the national development goals of Vision 2030. The College is committed to providing quality services to all its customers. NAMCOL has well-trained staff and makes use of modern technology to develop multi-media contents for its learners. The institution is a proud member of the Namibian Open Learning Network Trust (NOLNet) and the Distance Education Association of Southern Africa (DEASA), which aims to promote the use of distance education as an alternative to conventional education, not only in Namibia, but also in the SADC region.

The programmes on offer are in three categories: secondary education, professional and vocational. The College's programmes have drawn national and international recognition. The professional programmes are accredited by the Namibia Qualifications Authority (NQA), and aim to address the diverse training needs

of the Namibian people. The secondary education study materials conform to the curricula of the Namibian Junior and Senior Secondary Certificates.

For all the programmes, NAMCOL offers the opportunity for learners to learn at their own pace through innovative learning methods, not limited to a particular time or place. In addition learners are provided with high quality study materials and face-to-face support. NAMCOL makes optimum use of its limited resources, both human and material, to take education beyond the four walls of a classroom.

NAMCOL`s Head Office is situated in Windhoek at the Yetu Yama Centre. It has four Regional Offices - in Ongwediva, Otjiwarongo, Rundu and Windhoek, and three Sub-Regional Offices - in Gobabis, Katima Mulilo and Keetmanshoop.

If, after having read this Prospectus carefully, you still have queries of any nature, you are most welcome to contact our staff at the Regional Offices or Head Office. (Addresses provided on pages 12-15).

This Prospectus can be obtained free of charge from our Head Office, Regional Offices and Sub-Regional Offices at any time during the year and at the enrolment centres, at the time of enrolment.

WHY CHOOSE NAMCOL?

NAMCOL is one of the well-established Open and Distance Learning institutions in Namibia. NAMCOL has over the past thirteen years grown exponentially in enrolment, resources and offering of programmes. Since its mandate caters for the diverse needs of the population, the first professional programmes were introduced in 2001. Today, NAMCOL offers a range of these programmes in various fields such as community development, business management, local government, early childhood development, youth work, and community based work with children and youth. NAMCOL continues to make its programmes accessible for its customers and places a high priority on quality.

Here are some of the reasons why open and distance learning is important and why Namibian people need access to open and distance learning:

- Limited place in formal secondary schools;
- Age restriction in formal schools;
- Many learners have to commute long distances to and from schools;
- Limited space in hostels of formal secondary school for those who live in remote areas;
- To provide an opportunity for learners who could not complete the formal schooling;
- To give adults and out-of-school youth a chance to improve their qualifications to enter tertiary education or get better employment;
- To give people the opportunity to learn while they earn;
- To correct the imbalances of the past educational system.

NAMCOL MANAGEMENT



Mr. H. V. Murangi
Director



Mrs. F.N. Keendjele
Deputy Director:
Management & Support
Services



Mr. J. Nitschke
Deputy Director:
Programmes & Materials
Development



Mrs. P. Kamati
Deputy Director:
Finance & Administration



Ms. N. Afunde
Acting Regional Manager:
Southern Region



Ms. D. Haufiku
Regional Manager:
North-Eastern Region



Mr. M. Strauss
Regional Manager:
Central Region



Mr. P.A. Pea
Regional Manager:
Northern Region

Divisions at Head Office and Contact Details:

Office of the Director (OD)

Tel: (061) 320 5233

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Fax2mail: 0886 201 21

Programmes and Materials Development (PMD)

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Fax2mail: 0886 200 78

Management and Support Services (MSS)

Tel: (061) 320 5246

Fax2mail: 0886 201 05

Other Important Sections

Switch Board

Tel: (061) 320 5111

Fax: (061) 216 987

Fax2mail: 0886 200 69

Bookshop

Tel: (061) 320 5202/85

Fax: (061) 320 5211

Fax2mail: 0886 201 13

Resource Centre

Tel: (061) 320 5271

Fax2mail: 0886 207 22

Computer-Based Learning Centre

Tel: (061) 320 5279

Fax2mail: 0886 207 23

REGIONAL OFFICES



Northern Region

NAMCOL Regional Office
Marula Street
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Regional Manager

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Southern Region

NAMCOL Regional Office
Yetu Yama Centre
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Acting Regional Manager
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Sub-Regional Offices:

Gobabis

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Area Coordinator: Mr. A Mujeu

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Area Coordinator: Mr. N. Barth

Katima Mulilo

Area Coordinator: Mr. L. Lubanda
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Fax No. 066 - 252 710
Email: lubanda@namcol.com.na



Area Coordinator: Mr. L. Lubanda

PROGRAMMES ON OFFER

NAMCOL's programmes are open to all Namibian residents, without regard to age, gender, race, colour, creed or nationality.

Secondary Education

Objectives and target group

The Secondary Education programme is intended for learners who have been unable to gain admission to the formal education system for Grade 10 (JSC) or Grade 12 (NSSC). It is open to both out-of-school youth and adults. The objective is to allow this target group to study at their own pace and convenience in order to complete their JSC and NSSC subjects.

Note: The Namibian Senior Secondary Certificate (NSSC) curriculum was implemented nationally in Grade 11 in January 2006. This Curriculum has replaced the International General Certificate of Secondary Education (IGCSE) which was offered in collaboration with Cambridge International Examinations (CIE). NAMCOL has implemented the NSSC curriculum since 2007.

Currently, NAMCOL only offers the Ordinary Level of the Namibia Senior Secondary Certificate (NSSCO).

Choice of subjects

The following is the list of subjects on offer, with the respective examination subject codes:

Grade 10 (Junior Secondary Certificate)

Subject	Code
Accounting	1500
Afrikaans 1st Language	1100
Afrikaans 2nd Language	1130
Agriculture	1600
Entrepreneurship	1505
English 2nd Language	1131
Geography	1300
History	1301
Life Science	1220
Mathematics	1200
Oshikwanyama 1st Language	1104
Oshindonga 1st Language	1105
Otjiherero 1st Language	1106
Physical Science	1210
Rukwangali 1st Language	1108
Rumanyo 1st Language	1107
Silozi 1st Language	1110
Thimbukushu 1st Language	1111

Grade 12 (Namibia Senior Secondary Certificate)

Subject	Code
Accounting	4345
Afrikaans 1st Language	4101
Afrikaans 2nd Language	4115
Agriculture	4321
Biology	4322
Business Studies	4346
Development Studies	4331
Economics	4347
English 2nd Language	4116
Geography	4332

History	4333
Mathematics	4324
Oshikwanyama 1st Language	4105
Oshindonga 1st Language	4106
Otjiherero 1st Language	4107
Physical Science	4323
Rukwangali 1st Language	4108
Rumanyo 1st language	4109
Silozi 1st Language	4111
Thimbukushu 1st Language	4112

Admission requirements and procedure

For entry into secondary education programmes, proof must be provided that the learner has passed the same or similar subject at a lower grade or standard in order to be able to enrol for the specific subject(s). This applies to enrolment for both JSC and NSSC learners.

The National Examinations, Assessment and Certification Board (NEACB) of Namibia, under the auspices of the Ministry of Education (MoE) has laid down requirements for registration to sit for the Grade 10 (JSC) and Grade 12 (NSSCO) examinations. Accordingly, admission to courses offered by the College are subject to admission requirements as set out by the NEACB.

According to the NEACB guidelines, JSC (Grade 10) first-time takers are not allowed to take more than three subjects with NAMCOL. A re-sit candidate is, however, allowed to enroll with NAMCOL for up to six Grade 10 subjects.

Similarly, NSSCO (Grade 12) first-time takers are not allowed to enroll with NAMCOL for more than three subjects. Re-sit NSSCO learners are permitted to enroll for more than three NSSCO subjects per year.

Since NAMCOL`s courses and the national examinations are heavily subsidised by the Government, it is our policy NOT TO enroll learners who do not meet the requirements of the NEACB and are thus not allowed to sit for the examination.

The following documents are needed for enrolment:

- Proof of identity document (Namibian ID card OR passport, NAMCOL Learner ID, birth certificate);
- ORIGINAL certificate of your highest educational qualification or ORIGINAL statement of results for the most recent examination you sat (certified copies of the above documents are NOT acceptable);
- Payment in full of subject fees (by cash or money order);
- Study Permit for all foreign nationals*;
- One passport-size photo;
- Statement of Entry for 2003-2011 (applicable to learners who previously enrolled with NAMCOL during the 2003-2011 academic years).

**Foreign nationals may contact the Ministry of Home Affairs or the Regional Offices for advice on the processing of study permits.*

You can enroll at any of the Enrolment Points provided in the list on Page 71 during the enrolment period from 23 January to 01 March 2012. You have to present the above-mentioned documents for enrolment. Enrolment Officers will be present to assist you with the process.

Upon enrolment, you will be given a set of study materials, a copy of the Receipt of Payment and a Learner ID as proof that you have enrolled with NAMCOL. After the enrolment period, you will receive a Statement of Entry indicating your enrolment particulars and all subjects you have enrolled for during the current academic year.

Please keep all these documents in a safe place. Your NAMCOL ID and proof of payment will be required if you re-register for the examinations or when you collect outstanding study material.

Please note: The NAMCOL Statement of Entry must be presented along with your proof of payment and Learner ID when you register for examinations with the Directorate of National Examinations and Assessment (DNEA).

Change of Details

After the first enrolment, if learners need to add or change the information provided on the enrolment forms, a 'Change of Details' form will have to be completed. Such a learner must present proof of payment and the Learner ID Card at the time of completing the change of details form.

If a learner wishes to CHANGE any of the details on his/her enrolment form (name, address, telephone or subjects), the learner must go back to the Enrolment Point. The Enrolment Officer or another NAMCOL official will fill out a Change of Details form for the learner. The learner will have to pay and get a new receipt if a new subject is added or a subject is replaced with another one.

Cancellation

Cancellation in this context means the following: when a learner cancels a subject and requests a refund or when he/she cancels a subject and changes to another subject. Learners should therefore, make sure about the subject choices before they enroll. Any change or cancellation of a subject will result in a deduction of 20% from the subject fee.

Learners will have to pay the full subject fee if they change to a new subject. A refund for cancelled or changed subjects will be processed through NAMCOL's Head Office in Windhoek. A waiting period of four months after the enrolment period is needed to process refunds.

Tuesday, 01 March 2012 is the final cut-off date for any cancellation and change of subjects.

Fee Structure

The following fees must be paid in FULL at the time of enrolment:

N\$ 60.00 non-refundable registration fee per learner
N\$ 123.00 for each Grade 10 (JSC) subject
N\$ 196.00 for each Grade 12 (NSSCO) subject.

You may add more subjects (if eligible as per NEACB regulations) as long as you pay the additional fees before the enrolment deadline.

Please note: The fee paid for enrolment with NAMCOL does not cover the cost of examination registration. For details of examination registration and fees, please see the DNEA booklet on examinations, obtainable from DNEA and NAMCOL Centres.

Deadline for enrolment and payment of tuition fee is 01 March 2012
NO LATE ENROMENTS WILL BE CONSIDERED.

Learner Support

NAMCOL offers the following basic package of services to all learners enrolled for JSC and NSSCO subjects:

- Five-hour orientation workshop;
- Copy of the NAMCOL Good Study Guide;
- A full set of NAMCOL study guides and/or textbooks for each subject;
- Five 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 vacation workshops every year (for those learners who cannot attend the weekly tutorial sessions);
- Three assignments; and
- Self-supervised study halls (where available).

Besides the above, learners have access to web-based reading materials (<http://www.namcol.edu.na>) and educational radio and television programmes on various radio and television stations. These programmes are developed with financial support from the Ministry of Education, and are screened on local TV stations and aired on national, local and community radio stations during the academic year. Schedules are made available to learners and members of the public prior to the commencement broadcasts.

Orientation Workshop: An orientation workshop is conducted at the beginning of each academic year to familiarise learners with operational procedures and the academic programme for the year.

NAMCOL Good Study Guide: The Good Study Guide provides guidance to the learners on how to learn through open and distance education. It explains some of the techniques and study skills that can be used by an open and distance education learner. It contains important information and hints on how to prepare for and take examinations.

Study Materials: Materials for different subjects are presented in books referred to as study guides and modules. These materials have special features to ensure that they are easy to read and understand.

The study guides are the basic instructions for the course. All study guides or textbooks for each subject are given out at the time of enrolment. In case learners do not receive their study material at the point of enrolment, they are advised to contact their centres before 30 March 2012.

Tuition: NAMCOL has more than 90 tuition centres across the country. Tuition is provided to the learners throughout the academic year in weekly face-to-face tutorial sessions. These sessions are conducted over 26 weeks of the academic year (05 March to 02 October, 2011). NSSCO learners receive three hours of face-to-face tuition per week in each subject, while JSC learners receive five hours of face-to-face tuition per week in each subject.

Vacation Workshops: Vacation workshops are organised for non-contact learners. These are offered at a limited number of centres throughout the country. These workshops are organised twice a year during school holidays.

At these workshops, learners have the opportunity to meet tutors and fellow learners, clarify their queries, ask tutors questions about the subjects they are studying and receive advice from NAMCOL staff. All vacation workshops are organised by NAMCOL's Regional officials and are conducted in the different regions. The workshops are held at no extra cost to the non-contact learners. However, learners must make their own arrangements for travel and accommodation. Refer to page 76 of Vacation Workshop Venues.

First workshop: 30 April - 04 May 2012
Second workshop: 27 - 31 August 2012

Assignments: Assignments are used to help the learners to master the subject contents, and to make a success of their studies. Learners are urged to do their best when answering assignments. Every year new assignments are prepared and learners receive these along with the study guides upon enrolment. Learners may only submit assignments for the current academic year. Assignments should be completed for every subject the learner enrolled for.

Learners should submit their assignments to tutors of that specific subject at the centre. Learners are encouraged to discuss the assignments with other learners or to ask for help from other people such as teachers. However, learners must remember that the assignment must be their own work. If an irregularity of any kind is noted, the assignment will be returned to the learner unmarked. The tutors at the centres mark the assignments. Tutors will provide feedback on the marked assignments immediately after the marking process.

Deadlines for submission of assignments in 2012 for Secondary Education:

Assignment 1: Wednesday, 18 April 2012

Assignment 2: Wednesday, 30 May 2012

Assignment 3: Wednesday, 27 June 2012

Deadlines for submission of assignments in 2012 for English Communication:

Assignment 1: Wednesday, 18 April 2012

Assignment 2: Wednesday, 30 May 2012

Assignment 3: Wednesday, 25 July 2012

Assignments submitted after the deadlines will not be accepted by the tutors for marking.

Assignments should NOT be mailed to NAMCOL Head office, Regional Office or any NAMCOL Centre. Assignments mailed will not be marked. Assignments without original NAMCOL covers, full names, and date of birth, addresses and learner numbers will not be accepted.

Learners must make sure that full names, date of birth, address and learner number are written clearly in the space provided on the original assignment cover.

NB: Marked assignments will be returned with a memorandum which gives suggested answers to questions in a particular assignment.

Important:

SUBMIT YOUR ASSIGNMENTS TO THE RELEVANT TUTOR/ ASSIGNMENT COORDINATOR AT THE CENTRE WHERE YOU HAVE ENROLLED.

Study Halls/Venue: Study halls or venues are organised where learners can study on their own at the centre. Learner Representative Councils and Heads of Centres co-ordinate the organisation of these study halls. Learners may use these study halls to do their homework and assignments as well as prepare for the next contact session.

Radio Talks: Radio talks are organised for English language lessons during the English weeks through the NBC radio station. The English weeks take place during the first week of every month for six months commencing in March and ending in August every year. This initiative is complemented by the essay-writing competition for NAMCOL learners in Grades 10 and 12.

Web-based Materials: Web-based lessons are now available for JSC and NSSC(O) Physical Science, Mathematics, JSC/NSSC English, JSC Geography and JSC Life Science on NAMCOL's website (<http://www.namcol.edu.na>). This initiative was supported with funding from UNESCO. Lessons do not cover the full scope of the syllabus, but rather focus on key problem areas.

Radio/Television Lessons: This initiative is aimed at adding value and additional support to the print-based materials provided to learners in both Grade 10 and Grade 12. NAMCOL manages the implementation of this project on behalf of the Ministry of Education and other partners.

Resource Centres/NOLNet Centres: For additional reading materials, learners can also make use of the NOLNet centres. NOLNet stands for the Namibian Open Learning Network Trust, a charitable trust which aims to promote Open and Distance Learning in Namibia through sharing of resources and expertise. All government-funded ODL institutions in Namibia are part of NOLNet: NAMCOL, the National Institute for Educational Development (NIED), Polytechnic of Namibia (PoN), the University of Namibia (UNAM) as well as the Ministry of Education. NAMCOL learners can make use of any of these resource centres. Registered learners pay a minimum charge for the use of facilities such as the Internet, fax machines, printing and copying of documents. For NOLNet Centres, refer to the Map on Page 80.

Additional Resources: NAMCOL supplies materials to the following bookshops:

- NAMCOL Bookshop, Windhoek 061-320 5202
- NAMCOL Bookshop, Ongwediva 065-233 780
- NAMCOL Bookshop, Rundu 066-255 545
- Edumeds, Windhoek 061-226 371
- Edumeds, Rundu 066-255 100
- Edumeds, Ongwediva 065-231 472
- Gamsberg-MacMillan, Windhoek 061-235 543
- Longman Namibia, Windhoek 061-231 214

The above-mentioned suppliers can be approached for additional reading material, exam booklets and modules. The NAMCOL bookshops exclusively sell video and radio lessons.

Examination Booklets: Compilations of past national examination papers with answers and extended explanations are additional resources to assist learners in their examination preparation. Examination booklets for higher level are available in the same subjects. These are available at the NAMCOL Bookshops.

Continuous Assessment: This forms part of the studies and is important because it enables learners to assess their academic progress throughout the year.

JSC

Assignments are an important component of continuous assessment. The marks awarded for assignments will count towards the continuous assessment marks. The final mark for each subject is the total of the continuous assessment mark PLUS the examination mark.



NAMCOL hands out new assignments every year. A learner may only submit assignments for the current academic year in order to receive a continuous assessment mark. All assignments must be completed in full and handed in to the tutors before or on the due date. A learner will receive incomplete results if he/she fails to hand in assignments.

NSSCO

All NSSCO learners must complete and hand in three assignments for marking. In doing so, learners will receive valuable guidelines that will help them to be more successful in their studies.

For languages, NAMCOL learners are required to do oral work, which will be assessed by trained officials at examination centres in each NAMCOL Region. Learners registered for Agriculture must do practical work, under the supervision of qualified teachers. The dates for oral assessment are indicated in the DNEA examination booklet. Further information on times and venues can be obtained from the respective NAMCOL Regional Offices.

Examinations

The JSC and NSSCO Examinations take place in October/November every year. The National Examinations, Assessment and Certification Board of Namibia lay down the requirements for registration to sit for the JSC and NSSCO examinations. Such requirements change from time to time. Hence learners are advised to consult the DNEA booklet on examinations. More information can be obtained from the Heads of the local examination centres or the Examinations Officers at the Regional Offices of the Ministry of Education.

Examinations are the responsibility of DNEA and not NAMCOL. (Refer to the DNEA booklet on examination information.) Some of the important points are reproduced here:

Examination registration for Grade 10 (JSC) and Grade 12 (NSSCO) usually takes place between February and April each year. (Registration after the specified period calls for a late registration fee.)

Learners must register and pay for the examination at their nearest examination centres. After paying the fees, learners should complete the examination registration form and hand in the form to the Head of the Examination Centre.

Learners should take their identity documents (ID card, passport, birth certificate or certified copies of any of these) for registration. Learners must also take the NAMCOL payment receipt. This is to confirm that they are enrolled with NAMCOL.

It is vital that learners fill in the form completely and accurately. They are responsible for the correctness of their personal and subject entry details. When registering for each subject, it is important that learners use the correct subject codes or option codes in the spaces provided on the form.

From the middle of June onwards, the preliminary registration list is available at each examination centre. Learners must go to the centres before the end of June to check whether their personal information is correct. This is the last chance for them to rectify any errors, for example wrong birth dates, wrong subjects and so forth.

Learners should collect their examination admission permits at the examination centre where they registered for examinations, usually at the beginning of September.

Please note:

1. Learners who enrolled for JSC English, Afrikaans or another Namibian Home language must sit for the fourth examination paper on literature. Please contact the Head of the Examination Centre to find out when to sit for this paper.
2. NSSC Agriculture consists of 3 compulsory examination papers:
Paper 1: Multiple choice questions
Paper 2: Structured questions
Paper 3: Practical Assessment: It is very important for learners to know that the Practical Assessment (Paper 3) should be done through face-to-face sessions conducted throughout the year. Each learner is required to carry out practical exercises of which 5 should be assessed by a tutor as part of Paper 3. Learners who fail to carry out these exercises will get an incomplete result.
3. All NSSC language first-time takers are required to do Oral Assessment early in September. However, re-sit candidates may transfer the marks from the previous year (2011).
4. Learners must sit for all examination papers, otherwise they will obtain an incomplete result. *(Please consult the DNEA booklet for further information in this regard.)*

Centre Support Committees

Centre Management Committee: To increase community participation and involvement in NAMCOL activities, the institution has made provision for the establishment of Centre Management Committees. These committees, consisting of community leaders, parents, tutors and learners assist in the running of the tuition centre. Some of the other key functions of these Committees are:

- Screening and recruitment of tutors;
- Promoting a good relationship between the community and the centre;
- Organising social, cultural, sporting or other extra-curricular activities at the centre;
- Administration of the centre's budget;
- Organising self-help study groups for learners; and
- Fundraising for the centres.

Learner Representative Councils: Every tuition centre must have a Learner Representative Council (LRC), which gives the learners an opportunity to get involved in the running of their centre and in NAMCOL activities. The NAMCOL Act makes provision for the establishment of a National Learners' Representative Council to be recognised by the NAMCOL Board. Establishing LRCs at every centre is the first step towards this goal.

A LRC consists of at least seven members nominated by the learners at the centre. The selection is made by secret ballot. Any registered learner at the centre is eligible for election to the LRC. All learners enrolled at the centre are entitled to vote.

The LRCs play an important role in:

- Assisting the staff and Centre Management Committee in monitoring the activities of the centre with regard to attendance and punctuality of learners and tutors, execution of assigned tasks, discipline and fundraising projects;
- Reporting learners' grievances, complaints of irregularities and suggestions to the Head of Centre and the Centre Management Committee;
- Assisting in the organisation of study halls or venues for learners and supervising classes in the absence of tutors;
- Assisting in organising social, cultural, sporting or other extra-curricular activities at the centre.

NAMCOL Computer Centres

NAMCOL realized the importance of Information and Communication Technologies as part of our secondary education offering. To this extend, the College opened five Computer Centres in each of the following towns: Katima Mulilo, Rundu, Otjiwarongo, Gobabis and Keetmanshoop. Computer classes are offered free of charge to NAMCOL learners, with the assistance of qualified and professional staff. Learners are exposed to basic computer skills which will enable them to build a good basis for the development of further IT skills.

English Communication Course (ECC)

The English Communication Course (ECC) aims to improve the English communication skills of learners to a level where they can communicate and study more effectively through the medium of English and, therefore, achieve greater success in their studies.

Objectives and Target Group

This course is intended to develop and improve the four English language skills, namely: reading, writing, speaking and listening.

This course will enable learners to:

- communicate more confidently in English and enhance their English language proficiency;
- study more effectively through the medium of English;
- increase their opportunities for success in the examinations.

The course is open for:

- potential Grade 12 learners of NAMCOL who wish to improve their English language;
- proficiency in order to do well in their studies;
- Grade 12 learners currently enrolled with NAMCOL who are experiencing difficulty with English;
- members of the general public who would like to improve their English language proficiency skills.

Admission Requirements and Procedure

The following documents are required at registration:

- A Grade 10 or 12 Certificate or Statement of Results (certified copies are accepted).
- An Identity Document (Namibian ID card, birth certificate or passport).

Prospective learners can enroll at any of the NAMCOL regional or sub-regional offices as from 23 January 2012 – 01 March 2012. (See list of Regional and Sub-regional offices on page 12-15).

Please contact your nearest NAMCOL office to obtain information in this regard. (see the list of NAMCOL offices on page 12-15).

Programme Structure and Content

This course consists of four modules with three audio tapes, as well as three tutor-marked assignments.

1. ECC Core - refers to Modules 1 - 3
2. ECC Extended - refers to Modules 1 - 4 (Module 4 is optional) for students who wish to further their studies at tertiary level.

Learner Support

Learners will receive the following basic package of services:

- one-day (5 hours) orientation workshop;
- 2 hours of face-to-face tuition per week;
- full set of self-study materials (4 Modules);
- audio cassette tapes (Modules 1-3 are each supplemented with an audio cassette tape which contains the listening comprehension exercises);
- 3 tutor-marked assignments; and
- a final, end-of-year examination.

Assessment

Continuous Assessment is done through the submission of assignments. There will be three tutor-marked assignments based on the three modules for core learners, and four modules for extended. Learners will be required to keep a file of their written work.

In order to pass this course, a learner must obtain a final mark of at least 50%. The following requirements need to be met to pass this course:

- A CA Mark of 50% to write the exam;
- 50% in the Exam to pass the course.

A learner will only be awarded with a Certificate if these requirements have been fulfilled. A final examination will take place at the end of the academic year (October each year).

It remains the responsibility of a learner to ensure that assignments are submitted at their Tutor Centres on or before the due dates. Marked assignments will be returned to learners within four weeks after the due date of the assignment.

Duration of the Course

This is a one-year Distance Education course combined with face-to-face tuition.

Exemption at Polytechnic of Namibia

Learners who have passed English Communication at NAMCOL and who would like to pursue studies at the Polytechnic of Namibia, will be exempted from Principles of Language Use and Language Practice A as from January 2011, provided they meet the academic entry requirements of the Polytechnic.

Fee Structure for 2012

All Professional Programme Learners must pay at least 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. The following fees are to be paid:

Failure of Payment: Learners will be denied admission to the examination when fees are not paid in full by the end of May and legal action will be instituted.

Important: The prices below reflect the current cost, but will be increased in 2012.

Type of Fee	Fee
Non-refundable Registration Fee	N\$ 50.00
Tuition Fee	N\$ 183.00
Examination Fee	N\$ 67.00
TOTAL	N\$ 300.00

The fees will be reviewed on an annual basis and increased based on the Consumer Price Index (CPI).

Sponsored learners must provide proof from their institutions that the fees will be paid for them.

Professional and Vocational Programmes

As part of its strategy to address training needs in the market, NAMCOL has developed and introduced a number of professional and vocational programmes. The following programmes are currently on offer:

- Certificate in Education for Development (CED) - for Community Development Workers;
- Certificate in Local Government Studies (CLGS) – for Regional and Local Government Administrators;
- Commonwealth Diploma in Youth Development Work (CYP) – for Youth Development Workers;
- Certificate in Business Management (CBM) – for Grade 12 school-leavers and existing Entrepreneurs;
- Certificate in Community Based Work with Children and Youth (CWCY) – volunteers and people working with children in adversity (OVCs etc.);
- Certificate in Early Childhood Development (CECD) – for CECD holders and members of the general public who meets entry requirements;
- Diploma in Education for Development (DED)– for CED holders;
- English Communication Course (ECC) – for interested members of the general public.

Certificate in Education for Development (CED)

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

Objectives and Target Group

The course objectives are to help:

- 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.

CED is particularly useful for community development workers such as district literacy organisers, literacy promoters, agricultural extension workers, health educators, project managers and other non-formal educators working in both government and non-governmental organisations and the private sector.

Admission Requirements and Procedure

To be admitted to this programme, a candidate must have:

- A Grade 12 (Standard 10) certificate with a minimum of 20 points on the Ministry of Education's points scale plus one-year field experience in community development work; or
- A Grade 10 (Standard 8) certificate with a minimum of 23 points on the Ministry of Education's point scale and at least three years of experience in community development work.

Prospective learners can apply by completing a prescribed application form at any of the NAMCOL offices as from the beginning of August to the end of September each year. (See list of Regional and Sub-regional offices on pages 12-15). The deadline for submitting applications is the end of September. Applicants will be informed in writing about the outcome of the applications.

The following documents will be required for admissions:

- Identity document (Namibian ID card, birth certificate or passport).
- Certificate or statement of results of highest qualification (certified copies are accepted).
- Proof of experience in community development work, e.g. letter from employer.

Programme Structure and Content

The programme consists of five courses:

1. English Communication (1701) – (CED 01)
2. Development Studies (1702) – (CED 02)
3. Theory and Practice of Adult Learning (1703) – (CED 03)
4. Theory and Practice of Community Development (1704) – (CED 04)
5. Project Development and Management (1705) – (CED 05)



Learner Support

Learners are supported through contact sessions. An orientation workshop is organised at the beginning of each academic year of the programme. During this workshop learners register and receive study materials and are guided on how to study through distance learning. Vacation workshops are held during the year. An examination workshop is held towards the end of the academic year to assist learners to prepare for the examinations.

Learners will be provided with all the study materials during registration. This will include study guides, assignments, answer sheets, assignment covers and envelopes.

Assessment

Learners are assessed through examinations and assignments.

- Two assignments per module.
- Assignments will contribute 50% towards the final mark.
- An admission mark of 50% in the assignments is required to sit for the examination in each course.
- One 2 hour examination paper per course (exam mark will contribute 50% towards the final mark).

It remains the responsibility of a learner to ensure that assignments are submitted at their Tutor Centres on or before the due dates.

Marked assignments will be returned to learners within four weeks after the due date of the assignment.

Fee Structure for 2012

The total fee for the two-year programme is N\$ 2690.00. All Professional Programme Learners must pay at least 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. The following is a detailed breakdown and payment/fee structure:

Failure of Payment: Learners will be denied admission to the examination when fees are not paid in full by the end of May and legal action will be instituted.

Important: *The prices below reflect the current cost, but will be increased in 2012.*

Year One			
Type of Fee	Unit Cost	Number of Courses	Total Fee
Registration Fee	N\$ 67.00	2.5	N\$ 167.50
Tuition Fee	N\$ 942.00	2.5	N\$ 2 355.00
Examination Fee	N\$ 67.00	2.5	N\$ 167.50
Fees per Year			N\$ 2 690.00

The fees will be reviewed on an annual basis and increased based on the Consumer Price Index (CPI).

Sponsored learners must provide proof from their institutions that the fees will be paid for them.

Certificate in Local Government Studies (CLGS)

The Certificate in Local Government Studies is a tailor-made one-year distance education study programme for capacity-building initiatives of regional councils and local authorities.

Objectives and Target Group

The 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 of UNAM. This is subject to students meeting the academic entry requirements of UNAM.

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 and Procedure

To be admitted to this programme, a candidate must have:

- A Grade 12 Certificate with a minimum of 20 points on the Ministry of Education's point scale with an E symbol in English, or any other equivalent qualification.
- A Grade 10 Certificate with a minimum of 23 points on the Ministry of Education's point scale and at least an E symbol in English.

In addition, learners with Grade 10 will only be considered if they have three years of relevant working experience.

Prospective learners can apply by completing a prescribed application form at any of the NAMCOL offices as from the beginning of August to the end of September every year. (See list of Regional and Sub-regional offices on page 12-15). The deadline for submitting applications is the end of September. Applicants will be informed in writing about the outcome of the applications.

The following documents will be required for admission:

- Identity document (Namibian ID card, birth certificate or passport)
- Certificate or statement of results of your highest qualification (certified copies will be accepted)
- Proof of work experience in this field, e.g. letter from employer.

Learners who do not meet these requirements may be considered for Recognition of Prior Learning (RPL) in accordance with NAMCOL's RPL policy.

Programme Structure and Content

The programme consists of 7 modules as listed below.

- English for General Communication (1901)
- Regional and Local Government in Namibia (1902)
- Foundation of Local Government Administration (1903)
- Basics of Local Government Economics (1904)
- Local Public Finance and Accounting (1905)
- Regional and Local Government Administration (1906)
- Introduction to Community Development (1907)

Learner Support

This is a distance education study programme and learners are supported through contact sessions. There will be an orientation workshop at the start of the programme. During this workshop, learners will receive study materials and guidance on how to study through distance learning. Contact sessions through vacation workshops will be held during the course of the year.

Learners will be provided with all the study materials during registration. This will include study guides, assignments, answer sheets, assignment covers and envelopes.

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% in the assignments 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).

It remains the responsibility of a learner to ensure that assignments are submitted at their tutor Centres on or before the due dates. Marked assignments will be returned to learners within four weeks after the due date of the assignment.

Fee Structure for 2012

The current total fee for the programme is N\$ 4200-00. All Professional Programme Learners must pay at least 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.

Failure of Payment: Learners will be denied admission to the examination when fees are not paid in full by the end of May and legal action will be instituted.

Important: *The prices below reflect the current cost, but will be increased in 2012.*

Type of Fee	Unit Cost	Number of Courses	Total Fee
Registration Fee	N\$ 67.00	7	N\$ 469.00
Tuition Fee	N\$ 466.00	7	N\$ 3 262.00
Examination Fee	N\$ 67.00	7	N\$ 469.00
Total			N\$ 4 200.00

The fees will be reviewed on an annual basis and increased based on the Consumer Price Index (CPI).

Sponsored learners must provide proof from their institutions that the fees will be paid for them.

Commonwealth Diploma in Youth Development Work (CYP)

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

Objectives and Target Group

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 youths in development work;
- provide a firm grounding upon which entrants to the diploma programme can proceed to the Bachelor Degree in Youth Work.

CYP is particularly useful for people working with the youth – formally and informally (Church, Communities, NGOs, Ministry of Youth, etc.)

Admission Requirements and Procedure

To be admitted to this programme a candidate must have:

- A Grade 12 Certificate with a minimum of 20 points on the Ministry of Education's point scale and;
- one year field experience in youth work.

Prospective learners can apply by completing a prescribed application form at any of the NAMCOL offices as from the beginning of August to the end of September each year. (See list of Regional and Sub-regional offices on pages 12-15). The deadline for submitting applications is the end of September. Applicants will be informed in writing about the outcome of the applications.

The following documents are required:

- Identity document (Namibian ID card, birth certificate or passport);
- Certificate or statement of results of your highest qualification (certified copies);
- Proof of experience in youth work, e.g. Letter from your employer.

Learners who do not meet these requirements may be considered for Recognition of Prior Learning (RPL) in accordance with NAMCOL's RPL policy.

Programme Structure and Content

The programme consists of 15 modules spread over four semesters:

Semester 1:

1. Commonwealth Values in Youth Development Work (1801)
2. Young People and Society (1802)
3. Working with People and their Communities (1804)
4. Learning Processes (1806)

Semester 2:

5. Youth and Health (1812)
6. Gender and Development (1805)
7. Principles and Practice of Youth in Development Work (1803)
8. Project Planning; Monitoring and Evaluation (1808)

Semester 3:

9. Management Skills (1807)
10. Policy Planning and Implementation (1809)
11. Conflict Resolution Strategies and Skills (1810)
12. Promoting Enterprise and Economic Development (1811)

Semester 4:

13. Sustainable Development (1813)
14. Orphans & Vulnerable Children Programme Management and Policy Development (1814)
15. Psychosocial Support of Orphans and Vulnerable Children (1815)

Learner Support

This is a distance education study programme and learners are supported through contact sessions. There will be orientation workshops at the beginning of each semester. During these workshops, learners 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. The dates and venues for the first orientation workshop will be communicated in the letter of acceptance.

Learners will be provided with all the study materials during registration. This will include study guides, assignments, answer sheets, assignment covers and envelopes.

Assessment

Learners are assessed through assignments and examinations at the end of each semester.

- One assignment per module
- Assignments will contribute 50% towards the final mark
- An admission mark of 50% in the assignments 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)
- An end of semester examination.

It remains the responsibility of a learner to ensure that assignments are submitted at their tutor Centres on or before the due dates.

Marked assignments will be returned to learners within four weeks after the due date of the assignment.

Fee Structure for 2012

The total fee for the programme is N\$ 5400.00. All Professional Programme Learners must pay at least 50% of the total fee when they register. The balance can be paid in full or instalments can be arranged, but on condition that the last instalment is paid on or before 30 May of each year. The table below shows a detailed breakdown of the payment/fee structure.

Failure of Payment: Learners will be denied admission to the examination when fees are not paid in full by the end of May and legal action will be instituted.

Important: *The prices below reflect the current cost, but will be increased in 2012.*

SEMESTERS (1-3)			
Type of Fee	Unit Cost	Number of Courses	Total Fee
Registration Fee	N\$ 50.00	4	N\$ 200.00
Tuition Fee	N\$ 260.00	4	N\$ 1 040.00
Examination Fee	N\$ 50.00	4	N\$ 200.00
Sub Total (per Semester)			N\$ 1 440.00
SEMESTER (4)			
Registration Fee	N\$ 50.00	3	N\$ 150.00
Tuition Fee	N\$ 260.00	3	N\$ 780.00
Examination Fee	N\$ 50.00	3	N\$ 150.00
Sub Total			N\$ 1 080.00

The fees will be reviewed on an annual basis and increased based on the Consumer Price Index (CPI).

Sponsored learners must provide proof from their institutions that the fees will be paid for them.

Certificate in Business Management (CBM)

The Certificate in Business Management aims to provide an opportunity and appropriate training for Grade 12 school-leavers and existing entrepreneurs who need to empower themselves with business knowledge and skills.

Objectives and Target Group

The programme is designed to:

- Empower Grade 12 school-leavers with business knowledge and skills to become self employed, seek employment or study further;
- Enable existing entrepreneurs, such as small medium enterprises (SME) owners to acquire more business knowledge and skills to become successful in their businesses.

Admission Requirements and Procedure

To be admitted to this programme a candidate must have:

- a Grade 12 certificate with a minimum of 20 points on the Ministry of Education's point scale
- at least an E symbol in English.

Prospective learners can apply by completing a prescribed application form at any of the NAMCOL offices as from the beginning of August to the end of September each year. (See list of Regional and Sub-regional offices on pages 12-15). The deadline for submitting applications is the end of September. Applicants will be informed in writing about the outcome of the applications.

The following documents will be required for admissions:

- Identity Document (Namibian ID card, birth certificate or passport).
- Certificate or statement of results of highest qualification (certified copies are accepted).
- Proof of experience in community development work, e.g. letter from employer.

Learners who do not meet these requirements may be considered for Recognition of Prior Learning (RPL) in accordance with NAMCOL's RPL policy.

Programme Structure and Content

This is a one-year distance education programme supported by some face-to face sessions. The programme is modularised to cater for the needs of some existing entrepreneurs.

The programme consists of 6 modules as listed below:

Module 1: Self-Development (2001)

Module 2: Introduction to Business (2002)

Module 3: Introduction Marketing and Selling (2003)

Module 4: Introduction Managing Human Resources (2004)

Module 5: Introduction Financial Management (2005)

Module 6: Introduction Managing Operations (2006)

Learners are also required to develop a business plan as part of the programme requirements.

Learner Support

This is a distance education study programme and learners are supported through contact sessions. Orientation workshops will be held at the beginning of the academic year. During these workshops, learners will receive study materials as well as the course outline for the specific module. Contact sessions through vacation workshops will be held during the year.

Learners will be provided with all the study materials during registration. This will include study guides, assignments, answer sheets, assignment covers and envelopes.

Assessment

Learners are assessed through assignments and examinations at the end of each module.

- One assignment per module
- Assignments will contribute 50% towards the final mark
- An admission mark of 50% in the assignments 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)
- A business plan.

It remains the responsibility of a learner to ensure that assignments are submitted at their Tutor Centres on or before the due dates.

Marked assignments will be returned to learners within four weeks after the due date of the assignment.

Fees Structure for 2012

The total fee for the programme is N\$ 3830.00. All Professional Programme Learners must pay at least 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 instalment is paid on or before 30 May of each year. The table below shows a detailed breakdown of the payment/fee structure.

Failure of Payment: Learners will be denied admission to the examination when fees are not paid in full by the end of May and legal action will be instituted.

Important: The prices below reflect the current cost, but will be increased in 2012.

Type of Fee	Unit Cost	Number of Courses	Total Fee
Registration Fee	N\$ 67.00	6	N\$ 402.00
Tuition Fee	N\$ 504.33	6	N\$ 3 026.00
Examination Fee	N\$ 67.00	6	N\$ 402.00
Total			N\$ 3 830.00

The fees will be reviewed on an annual basis and increased based on the Consumer Price Index (CPI).

Sponsored learners must provide proof from their institutions that the fees will be paid for them.

Modularisation

Consideration will be given to modularise the programme to cater for the needs of some entrepreneurs. In terms of such a consideration, potential learners will be allowed to register for the module of their choice. Apart from a business plan, all assessment criteria will apply.

Certificate in Community Based Work with Children and Youth (CWCY)

This programme focuses on providing a coherent theoretical framework and enhance the skills and practice of volunteers and people working in the care and support of children and youth (communities) who are put at risk (physically, emotionally and economically) through the AIDS pandemic, poverty, conflict and displacement.

Objectives and Target Groups

This programme is designed to equip learners to:

- communicate with and on behalf of young persons at risk for development and therapeutic ends;
- develop professional and personal competence in auxiliary child and youth care work;
- participate in development assessments of children and youth at risk and
- provide support for children and youth at risk.

Admission Requirements and Procedure

To be admitted to the programme a candidate must have:

a Grade 10 with a minimum of 23 points and;

At least an E in English with 3 years experience in the field.

Prospective learners can apply by completing a prescribed application form from any of the NAMCOL offices as from the beginning of March to the end of May every year. (See list of Regional and Sub-regional offices on pages 12-15). The deadline for submitting applications is the end of May. Applicants will be informed in writing about the outcome of the applications.

The following documents are required:

- Identity Document (Namibian ID card, birth certificate or passport);
- Certificate or statement of results of your highest qualification (certified copies are accepted)

Learners who do not meet these requirements may be considered for Recognition of Prior Learning (RPL) in accordance with NAMCOL's RPL policy.

Programme Structure and Content

The Certificate in Community-based Work with Children and Youth consists of 6 modules. It is an 18 month study programme offered through a combination of distance and face-to-face modes of study.

- Module 1: Personal and Professional Development
- Module 2: Human Rights Approaches
- Module 3: Child and Youth Development
- Module 4: Care and Support
- Module 5: Community Development
- Module 6: Service Learning



Learner Support

This is a distance education study programme and learners are supported through contact sessions. Orientation workshops will be held at the beginning of the academic year. During these workshops, learners will receive study materials as well as the course outline for the specific module. Contact sessions through

vacation workshops will be held during the year. Learners will have to attend mentoring sessions every third week. The mentoring session will be conducted at various venues across the country.

Learners will be provided with all the study materials during registration. This will include study guides, assignments, answer sheets, assignment covers and envelopes.

The Certificate is an 18-month study programme offered through a combination of distance and face-to-face modes of study.

Assessment

Assessment will be done through Assignments and Examinations. Assessment will consist of the following:

- 1st assignment – 15%
- 2nd assignment – 25%
- Participation – 10%
- Examination – 50%

A learner must obtain a minimum of 50% per course to be allowed to write the examination. There will be no examination for Module 6. Learners will only be required to submit a mini project.

It remains the responsibility of a learner to ensure that assignments are submitted at their Tutor Centres on or before the due dates.

Marked assignments will be returned to learners within four weeks after the due date of the assignment.

Fee Structure for 2012

The total fee for the programme is N\$ 2800.00. All Professional Programmes learners must pay at least 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. The table below shows a detailed breakdown of the payment/fee structure.

Failure of Payment: Learners will be denied admission to the examination when fees are not paid in full by the end of May and legal action will be instituted.

Important: *The prices below reflect the current cost, but will be increased in 2012.*

Type of Fee	Unit Cost	Number of Courses	Total Fee
Registration Fee	N\$ 67.00	6	N\$ 402.00
Modules	N\$ 67.00	6	N\$ 402.00
Examination Fee	N\$ 332.70	6	N\$ 1996.00
Total			N\$ 2 800.00

Please Note: The fees will be reviewed on an annual basis and increased based on the Consumer Price Index (CPI).

Sponsored learners must provide proof from their institutions that the fees will be paid for them.

Certificate in Early Childhood Development (CECD)

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 and Target Groups

The programme aims to:

- Provide a safe nurturing and loving environment for the children;
- Use available resources constructively, creatively and effectively;
- Provide national uniformity to the programme followed at the ECD centres;
- Create and understanding of the significance of a child's development;

- Develop a lively, questioning, appreciative and creative intellect in a child;
- Develop 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.

Educators in the Industry and members of the general public who would like to pursue a career in this field, may apply.

Admission Requirements and Procedure

To be admitted to the programme a candidate must have:

- a Grade 10 Certificate plus Basic Caregivers Course plus 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's point scale.

Prospective learners can apply by completing a prescribed application form from any of the NAMCOL offices as from the beginning of August to the end of September every year. (See list of Regional and Sub-regional offices on pages 12-15). The deadline for submitting applications is the end of September. Applicants will be informed in writing about the outcome of the applications.

The following documents will be required for admissions:

- Identity document (Namibian ID Card, birth certificate or passport).
- Certificate or statement of results of highest qualification (certified copies are accepted).
- Proof of experience in the field, e.g. letter from employer.

Learners who do not meet these requirements may be considered for Recognition of Prior Learning (RPL) in accordance with NAMCOL's RPL policy.

Programme Structure and Content

The programme is modularised to cater for the needs of existing caregivers.

The programme consists of twelve modules.

Semester 1

- Module 1: Early Childhood Development within the Namibian Context (2101)
- Module 2: Management and Administration (2102)
- Module 3: Hygiene and Safety (2103)
- Module 4: Nutrition and Health Care (2104)

Semester 2

- Module 5: Development Areas and Stages of the Child (2105)
- Module 6: Foundation Level ICT Literacy (2106)
- Module 7: Basic Word Processing (2107)
- Module 8: Pedagogy (2108)

Semester 3

- Module 9: Resources (2109)
- Module 10: Learning Areas: Part A (2110)
- Module 11: Learning Areas Part B (2111)
- Module 12: 2 Practicums (2112)

Learner Support

This is a distance education study programme and learners are supported through contact sessions. There will be orientation workshops at the beginning of each semester. During these workshops, learners 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. The dates and venues for the first orientation workshop will be communicated in the letter of acceptance.

Learners will be provided with all the study materials during registration. This will include study guides, assignments, answer sheets, assignment covers and envelopes.

Assessment

Learners are assessed through assignments and written examinations at the end of each semester.

- One assignment per module
- Assignments will contribute 50% towards the final mark
- An admission mark of 50% in the assignments 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)
- 2 practicums
- An end of semester examination

It remains the responsibility of a learner to ensure that assignments are submitted at their Tutor Centres on or before the due dates.

Marked assignments will be returned to learners within four weeks after the due date of the assignment.

Fee Structure for 2012

The total fee for the programme is N\$ 3 830.00. Learners must pay at least 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 instalment is paid on or before 30 May of each year. The table below shows a detailed breakdown of the payment/fee structure.

Failure of Payment: Learners will be denied admission to the examination when fees are not paid in full by the end of May and legal action will be instituted.

Important: *The prices below reflect the current cost, but will be increased in 2012.*

Type of Fee	Unit Cost	Number of Modules	Total Fee
Registration Fee	N\$ 67.00	12	N\$ 804.00
Tuition Fee	N\$ 185.16	12	N\$ 2 222.00
Examination Fee	N\$ 67.00	12	N\$ 804.00
Total			N\$ 3 830.00

The fees will be reviewed on an annual basis and increased based on the Consumer Price Index (CPI).

Sponsored learners must provide proof from their institutions that the fees will be paid for them.

Diploma in Education for Development (DED)

The Diploma in Education for Development aims to provide an opportunity for Certificate in Education for Development (CED) graduates to further their studies in the field of community development and related fields.

Objectives and Target Group

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.

Admission Requirements and Procedures

To be admitted to the programme, a candidate must have:

- NAMCOL's or UNISA's CED Qualification; or
- any other relevant qualification.

Prospective learners can apply by completing a prescribed application form from any of the NAMCOL offices as from the beginning of August to the end of September every year. (See list of Regional and Sub-regional offices on pages 12-15). The deadline for submitting applications is the end of September. Applicants will be informed in writing about the outcome of the applications.

The following documents will be required for admissions:

- Identity document (Namibian ID card, birth certificate or passport).
- Certificate or statement of results of highest qualification (certified copies are accepted).
- Proof of experience in community development work, e.g. letter from employer.

Programme Structure and Content

This is a one-year distance education programme supported by some face-to face sessions.

The programme consists of five modules:

- Module 1: Adult Teaching and Learning
- Module 2: Development Studies
- Module 3: Research Methods
- Module 4: Research Report
- Module 5: Project Teaching Practice

Learner Support

NAMCOL will be using the study materials of the University of South Africa (UNISA) for this programme (for the current year).

Learners are supported through contact sessions. An orientation workshop is organised at the beginning of each academic year of the programme. During this workshop learners register and receive study materials and are guided on how to study through distance learning. Vacation workshops are held during the year. An examination workshop is held towards the end of the academic year to assist learners to prepare for the examinations.

Learners shall be provided with all the study materials during registration. This will include study guides, assignments, answer sheets, assignment covers and envelopes.

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% in the assignments 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)
- Research report
- Evaluation of teaching practice.

It remains the responsibility of a learner to ensure that assignments are submitted at their Tutor Centres on or before the due dates.

Marked assignments will be returned to learners within four weeks after the due date of the assignment.

Fee Structure For 2012

The total fee for the programme is N\$ 4 500.00. All Professional Programme Learners must pay at least 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. The table below shows a detailed breakdown of the payment/fee structure.

Failure of Payment: Learners will be denied admission to the examination when fees are not paid in full by the end of May and legal action will be instituted.

Important: The prices below reflect the current cost, but will be increased in 2012.

Type of Fee	Unit Cost	Number of Courses	Total Fee
Registration Fee	N\$ 67.00	5	N\$ 335.00
Tuition Fee	N\$ 766.00	5	N\$ 3 830.00
Examination Fee	N\$ 67.00	5	N\$ 335.00
Total			N\$ 4 500.00

The fees will be reviewed on an annual basis and increased based on the Consumer Price Index (CPI).

Sponsored learners must provide proof from their institutions that the fees will be paid for them.

Diploma in Early Childhood and Pre-Primary Education (DECPPE)

The aim of this diploma is to address the critical shortage in ECE and pre-primary teachers who should lay a solid foundation for Lower Primary learning.

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

Objectives and Target Groups

The programme is designed to:

Develop skilled, committed and versatile professionals who have the subject knowledge and pedagogical skills to promote effective and inclusive learning in ECD centres and primary schools.

Admission Requirements and Procedure

To be admitted to the programme a candidate must have:

- The NAMCOL ECE Certificate or another level 4 recognised certificate
- Grade 12 certificate a minimum of 22 points in five subjects on the UNAM admission scale. English as a compulsory subject should have been obtained on a First or Second Language ordinary Level, with a symbol D as minimum.

Prospective learners can apply by completing a prescribed application form from any of the NAMCOL offices as from the beginning of August to the end of September every year. (See list of Regional and Sub-regional offices on pages 12-15). The deadline for submitting applications is the end of September. Applicants will be informed in writing about the outcome of the applications.

The following documents will be required for admissions:

- Identity document (Namibian ID Card, birth certificate or passport).
- Certificate or statement of results of highest qualification (certified copies are accepted).
- Proof of experience in the field, e.g. letter from employer.

Learners who do not meet these requirements may be considered for Recognition of Prior Learning (RPL) in accordance with NAMCOL's RPL policy.



Programme Structure and Content

The programme is modularised to cater for the needs of existing caregivers.

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)

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

Semester 2 (yr 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 ArtsA

Module title: Educational Management A

Module title: English Second Language

Semester 2

Module title: Inclusive Education (double module)

Module title: Integrated ArtsB

Module title: Educational Management B

Module title: Professional Development

Module title: First Aid

Module title: Workplace Learning Phase 3

Learner Support

This is a distance education study programme and learners are supported through contact sessions. There will be orientation workshops at the beginning of each semester. During these workshops, learners 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. The dates and venues for the first orientation workshop will be communicated in the letter of acceptance.

Learners will be provided with all the study materials during registration. This will include study guides, assignments, answer sheets, assignment covers and envelopes.

Assessment

Learners are assessed through assignments and written examinations at the end of each semester.

- One assignment per module
- Assignments will contribute 50% towards the final mark
- An admission mark of 45% in the assignments is required to sit for the examination in each course
- One 2 -3 hour examination paper per course (exam mark will contribute 50% towards the final mark)

It remains the responsibility of a learner to ensure that assignments are submitted at their tutor centres on or before the due dates.

Marked assignments will be returned to learners within four weeks after the due date of the assignment.

Fee Structure for 2012

Still to be determined.

International Computer Driving License (ICDL)

The International Computer Driving License (ICDL) is an internationally accredited certificate that certifies one's ability and competency to use a computer and its most popular applications (MS Office Suite). It is designed specifically for those who wish to gain a benchmark qualification in computing, to enable them to develop their IT skills and enhance their careers.

NAMCOL offers the course at its two Computer-Based Learning Centres (CBLCs) in Windhoek and Ongwediva.

Admission Requirements and Procedure

- ICDL is open to anyone regardless of age, gender, education, experience or background.
- No prior knowledge of information communication technology or computer skills is required. Enrolment takes place at any time of the year. Upon registration learners will receive a Skills Log book which records progress through the certification process.

Programme Structure and Content

The ICDL course consists of seven modules as listed below:

- Basic concepts of IT
- File Management
- Word Processing
- Spreadsheets
- Database
- Presentations
- Internet and e-mail

ICDL START

When 4 modules have been successfully passed, a Start Certificate can be issued.

Benefits

- Raises the level of ICT knowledge and competency;
- Improves productivity at work;
- Reduces ICT support costs;
- Provides an internationally recognised qualification;
- Improves the individual's job prospects and mobility.

Assessment

Registered candidates will be tested on each module in order to acquire the Certificate. Both CBLCs use Automated Testing for the ICDL, which enables the College to run the tests at these centres and provide results immediately to the learners (on-line testing).

- Candidates may write the modules at random and at their own pace.
- Tests must be booked at least two days in advance.

Fee Structure

Important: The prices below reflect the current cost, but will be increased in 2012.

Option 1: Full package for ICDL™ Core (N\$ 3350.00). Includes a skills logbook training manual, training on all seven modules and testing (1 test per module).

Option 2: ICDL™ Start package (N\$ 2 060.00). Includes a skills logbook, training manual, training on any four modules and 1 test per module.

Option 3: Self Training (N\$ 1 420.00). Buy the skills logbook and training manual (optional) and train on your own. However, you should have access to a computer with appropriate software.

Option 4: Testing only (N\$ 110.00 per test). Book tests in advance and do the primer one day in advance. This option is only for candidate who already have skills logbooks.



GRADUATION CEREMONY AND DIRECTOR'S AWARD

The Institution's Graduation Ceremony takes place in August annually or bi-annually, depending on the number of graduates. Every year a best performance-based award is announced from the Director's Office. The aggregate mark of 75% is the guide to determine the best performers in the Professional Programmes.



ENROLMENT POINTS

NORTHERN REGION

Oshikoto Region

Elambo CS
Epembe CS
Hans Daniel Namuhuja JS
Iikokola CS
Nehale CS
Nyambali SP
Omukwiyugwemanya
Omuthiya lipundi CS
Onguti SS
Onankali South CS
Amen CS
Otjikoto SS
Uukule SSS
Uukumwe CS

Ohangwena Region

Eenhana SS
Kauluma CS
Odibo CS
Okatope CS
Ondobe CS
Ongha SS
Oshela SSS
Oshikunde SS
Ponhofi SSS
Uukelo CS
Shituwa CS
Eengedjo SS
Ekangolinene CS
Ongenga SP

Oshana Region

Gabriel Taapopi SSS
Iipumbu SSS
Nuuyoma SSS
Ogongo CS
Oikango CS
Evululuko SS
Nangolo SS
Okatana CS
Onamutai SS
Ongwediva Control
Omusheshe CS
Omusimboti CS
Ondjora CS
Oshakati SSS
Andimba Toivo ya Toivo SSS
Uukwiyuushona CS
Elolo CS
Kapembe JSS
Nengushe CS
Iindangungu CS

Omusati Region

Ananias Emvula CS
David Sheehama SS
Mwaala JSS
Ngendjo CS
Nuuyoma SS
Haudano SS
ST Charles Lwanga CS
Ogongo Cs
Oshilemba CS
Onaanda CS
Onampira SS
Onambala SP
Nambula CS
Pendukeni Ivula-Itana CS
Onesi SSS
Ongolo CS
Oshikulufitu CS
Ombuumbuu CS
Shaanika Nashilongo SS

NORTH-EASTERN REGION

Kavango Region

Divundu CS
Dr Romanus Kampungu SS
Elia Neromba SS
Maria Mwengere SS
Ncamagoro CS
Ngone CS
Nkure-nkuru CS
Romanus Kamunoko SS
Rucara CS
Rundu SS
Rupara CS
Sarasungu CS
Sauyemwa CS
Tondoro CS

Caprivi Region

Brendan Simbwaye PS
Caprivi SS
Mavuluma JS
Mavuluma PS
Mwafwila SS
Sangwali SS
Simataa SS

CENTRAL REGION

Kunene Region

Putuavanga SS
Etishapoort JSS
Elias Amxab CS
Cornelius Goreseb SS
Kamanjab CS

Otjozondjupa Region

Khorab JSS
Okamatapati JSS
Okongjatu JSS
Coblenz CS
Okakarara SS
Paresis SS
Fridrich Awaseb SS
Tsumkwe JSS

Erongo Region

Khorab JSS
Okamatapati JSS
Okongjatu JSS
Coblenz CS
Okakarara SS
Paresis SS
Fridrich Awaseb SS
Tsumkwe JSS

SOUTHERN REGION

Khomas Region

A. Shipena SS
(Grade 12 only)
Augustineum SS
Goreangab JSS
C.J Brandt HS
Acacia HS
Hage Geingob HS
Olof Palme PS
(Grade 10 only)
Concordia College
Jan Jonker Afrikaner HS
Khomas High School
(Grade 12 only)
Highline HS
(Grade 12 only)

Hardap Region

Rehoboth HS
Danie Joubert CS
Gibeon NAMCOL Centre

Karas Region

Lüderitz HS
NAMDEB Adult Education
Centre
Lordsville JSS
Keetmanshoop TRC
OBIB Training Centre - Rosh
Pinah
Aussenkehr SPS

Omaheke Region

Epukiro Post 3 JSS
C. Heuva JSS
Epako JSS
Tsjaka Ben Hur
Rietquelle JSS
Gustav Kandjii JSS

Otjozondjupa Region

Okahandja SS

VACATION WORKSHOP VENUES FOR SECONDARY EDUCATION

Southern Region

Yetu Yama Tutorial Centre
Danie Joubert SPS
Keetmanshoop TRC

.....

Central Region

Mureti SS
Paresis SS
Swakop SSS

.....

Northern Region

Ukule SS
Andimba Toivo ya Toivo SS
Oshakati SS
David Sheehama SS
Eenhana SS

.....

North-Eastern Region

Rundu SS
Mavaluma PS

ACADEMIC CALENDAR FOR 2012: SECONDARY EDUCATION

Enrolment Period	Monday 23 January 2012 Thursday 01 March 2012	
Start of Academic Year	Monday 05 March 2012	7 Weeks
End of First Term	Wednesday 25 April 2012	
First Holiday: 26 April - 28 May 2012		
Start of Second Term	Tuesday 29 May 2012	15 Weeks
End of Second Term	Wednesday 22 August 2012	
Second Holiday: 23 August - 04 September 2012		
Start of Third Term	Wednesday 05 September 2012	4 Weeks
End of Third Term	Tuesday 02 October 2012	
Total Academic Weeks	26 Weeks	
Vacation Workshops 2011	First	30 April - 04 May 2012
	Second	27- 31 August 2012
Due Dates for Assignments 2011 SE: Secondary Education EC: English Communication	First	Wednesday 18 April 2012 (SE & EC)
	Second	Wednesday 30 May 2012 (SE & EC)
	Third	Wednesday 27 June 2012 (SE) Wednesday 25 July 2012 (EC)

PROFESSIONAL PROGRAMMES IMPORTANT DATES FOR 2012

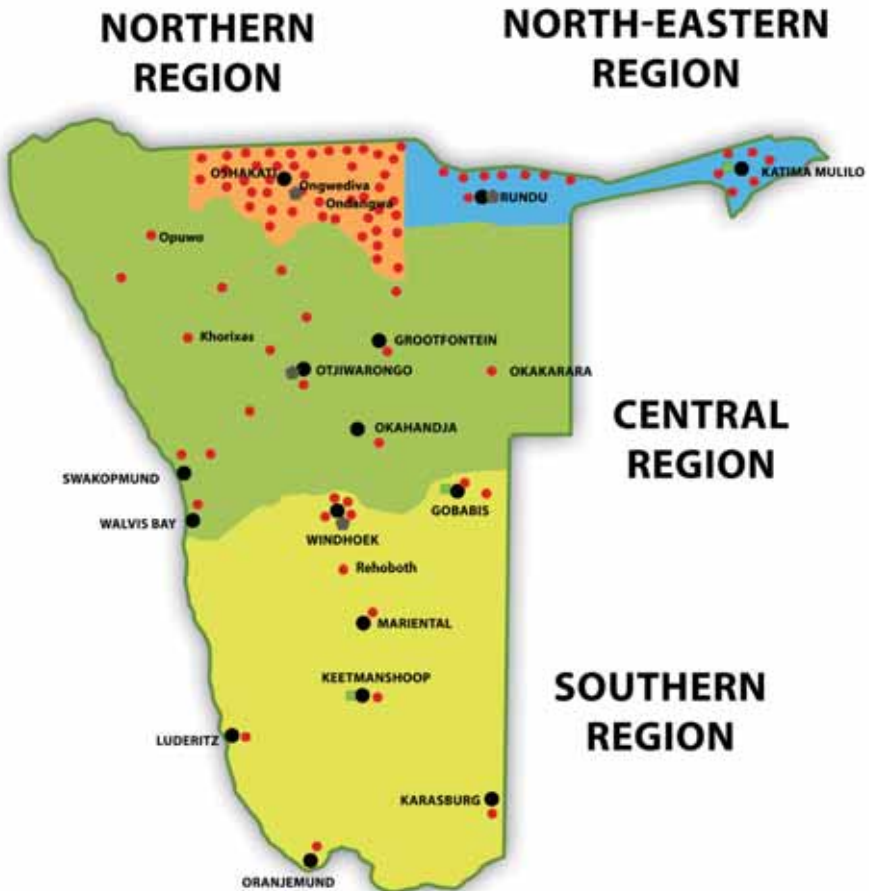
Programme	Orientation Workshop	Vacation Workshop	Examination Preparation Workshop	Examination
Certificate in Education for Development (CED)	1st Year 30 Jan – 02 Feb	1st Year 07-09 May	1st Year 27-29 August	17 Oct – 02 Nov
	2nd Year 31 Jan - 03 Feb	2nd Year 09-11 May	2nd Year 29 - 31 August	
Certificate of Local Government Studies (CLGS)	Ongwediva 13-18 Feb	18-23 June	27 Aug- 01 Sep	17 Oct - 02 Nov
	Windhoek 06-11 Feb			
Commonwealth Diploma in Youth Development Work (CYP)	Semester 1&3 01-03 Feb	-	Semester 1&3 17-19 May	Semester 1&3 12-20 July
	Semester 2&4 04-06 July		Semester 2&4 11-12 Oct	Semester 2&4 06-15 Nov
Certificate in Business Management (CBM)	06-11 Feb	07-11 May	17-22 Sep	17 Oct - 02 Nov
Certificate in Early Childhood Development (CECD)	Semester 1 Ongwediva 06-10 Feb	-	Semester 1 17-21 May	Semester 1 12-20 June
	Windhoek 13-17 Feb		Semester 2 11-14 October	Semester 2 06-15 Nov
	Semester 2 4-6 July			
Diploma in Education for Development (DED)	20-25 Feb	04-08 June	10-14 Aug	17 Oct – 02 Nov

Please note: The programme Diploma in Early Childhood and Pre-Primary Education (DECPPE) will be launched in March 2012.

PUBLIC HOLIDAYS FOR 2012

New Years Day	-	Sunday 01 January
Public Holiday	-	Monday, 02 January
Independence Day	-	Monday, 21 March
Good Friday	-	Friday, 06 April
Easter Sunday	-	Sunday, 08 April
Public Holiday	-	Monday, 09 April
Worker's Day	-	Tuesday, 01 May
Cassinga Day	-	Friday, 04 May
Africa Day	-	Friday, 25 May
Ascension Day	-	Thursday, 17 May
Heroes' Day	-	Sunday, 26 August
Public Holiday	-	Monday, 27 August
International Human Rights Day	-	Monday, 10 December
Christmas Day	-	Tuesday, 25 December
Family Day	-	Wednesday, 26 December

MAP OF REGIONAL AND SUB-REGIONAL OFFICES



- NAMCOL CENTRES
- NAMCOL REGIONAL OFFICES
- NAMCOL SUB-REGIONAL OFFICES
- MAJOR TOWNS

KNOW YOUR STATUS

Why go for an HIV-test?



The HIV test is the only way to find out about your status. Knowing about your status can help you to change your behaviour and attitude. It will also help you to take care of yourself, look for correct treatment and protect others in the event you test positive. If you are pregnant, you can avoid passing the virus to your baby.

How does it work?

A counsellor at a clinic, hospital, health centre or new start testing centre will explain to you how the test works and talk about the possible results. Then your blood will be taken and be tested for HIV antibodies.

What happens when I get the results?

The counsellor will tell you the outcome of the test very confidentially after a thorough discussion. If you are negative, he/she will give you advice on how to stay safe. If you are positive the counsellor will inform you about treatments, care and other support initiatives.

What if I am positive?

Life does not end if you test HIV positive. You can still have a healthy and good life for many years. Knowing about your status will help you to stay well by taking care of yourself, getting correct treatment and other support services. You can also protect yourself from re-infection and avoid passing on the virus to others, including your baby, if you are pregnant.

TIPS ON HOW TO AVOID GETTING INFECTED WITH HIV

Say no to sex! Abstinence from sex is the best ever way to avoid infection. If you have not started yet, WAIT. Wait until you are married or mature enough and know all about safer sex and feel comfortable to talk about it with your partner. Wait until you feel you can always use or make your partner use a condom. You can also abstain from sex after you already have had sex.

Stay with one partner! If you have more than one partner the risk for you to contract HIV is high. The best is to find one partner that you love, trust and respect and stay with that person. Still, to be safe, you must always use a condom even with that partner.

Condomise. If you have sex, use a condom EVERY time. Through this you protect yourself not only from HIV, but also from other STD's and unwanted pregnancies.

Use all these strategies to stay safe: Delay sex until you are mature enough to know all about safer sex, have only one sex partner and always use a condom.