

NAMCOL NEWS



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FROM PARENTS
TO LEARNERS

Safety tips for returning to school during COVID-19

Returning to school has taken on new meaning and a new set of worries for everyone during the age of coronavirus disease 2019 (COVID-19). Schools must now balance the educational, social, and emotional needs of their students along with the health and safety of students and staff amid the evolving COVID-19 pandemic, and the Namibian College of Open Learning (NAMCOL) is no exception.

The decision on what school and learning look like is usually made on the local level by school boards and government officials. Overall, schools largely choose from one of three options:

- **Distance learning.** All instruction is done remotely in this model using technology and other tools.
- **In-person schooling.** This model is similar to traditional schooling with enhanced health and safety precautions and procedures.
- **Hybrid schooling.** This model includes elements of both distance and in-person schooling (Which NAMCOL uses).

Schools may adopt one or more approaches during the school year and pandemics. Being prepared for a variety of schooling environments can empower you and reduce anxiety. In each case, there are steps you can take to reduce the risks of COVID-19 and make informed decisions during the COVID-19 pandemic.

1 Practice safe distancing

Social distancing, or physical distancing, is the practice of allowing enough space between individuals to reduce the spread of disease. During the COVID-19 pandemic, the Health Organization (WHO) recommends keeping at least 6 feet (2 meters) of space between yourself and people outside your household to meet these goals.

2 Wear a mask

The WHO recommends wearing a face mask in indoor public spaces and outdoors where there is a high risk of COVID-19 transmissions, such as at a crowded event, and schools are no exception. This advice is based on data showing that people with COVID-19 can transmit the virus before realizing that they have it.

If you go for the use of cloth face masks, consider these tips:

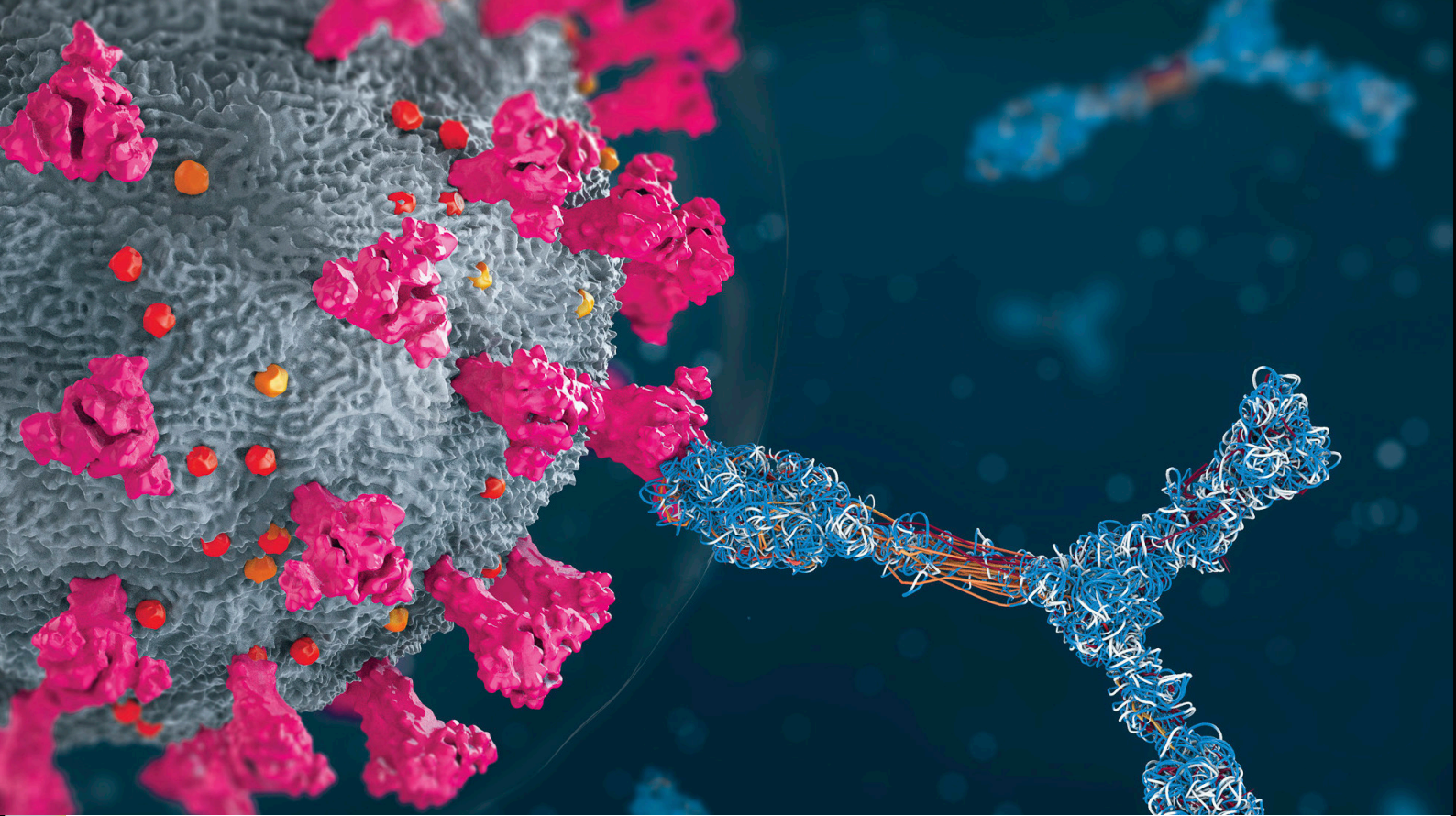
- Wearing cloth face masks should be a priority especially when it's hard to maintain social distance, such as on the bus, at carpool drop-off or pickup, and when entering the building.

• Have multiple cloth face masks available for you. Provide yourself with a clean mask and backup mask each day and a clean, re-sealable bag for them to store the mask when you can't wear it, such as at lunch.

- Label your mask clearly so it's not confused with another learner.
- Practice properly putting on and taking off cloth face masks while avoiding touching the cloth portions.
- Clean your hands before and after touching your mask.
- Never share or trade masks with others.

Source: <https://gmat.economist.com/news-announcements/seven-tips-home-studying-during-coronavirus-pandemic>





3 Keep hands clean

It is important to wash your hands with soap and water for at least 20 seconds, especially before and after eating, coughing/sneezing, or adjusting a face mask. Use an alcohol-based hand sanitizer that contains at least 60% alcohol. Also, explain that he or she should avoid touching his or her eyes, nose, and mouth.

4 Clean and disinfect

Cleaning and disinfecting frequently touched surfaces can help reduce the risk of illness. This includes frequently touched items such as doorknobs, faucets, keyboards, tablets, and phones.

5 Stay home if sick

You should monitor yourself each day for signs of COVID-19. These include

- Fever
- Nasal congestion or runny nose
- Cough
- Sore throat
- Shortness of breath
- Fatigue
- Headache
- Muscle aches
- Nausea or vomiting
- Diarrhoea
- Poor appetite
- New loss of taste or smell
- Belly pain
- Pink eye

To limit the spread of COVID-19 as well as other germs, you should stay home from school and other activities if you have any signs of illness or a fever. Contact your doctor if you have questions.

6 Don't skip vaccinations

Whether classes are happening at school or home, make sure you are up to date with all recommended vaccines. Although the flu shot does not protect against COVID-19, it can reduce the risk of the flu and its complications. It's another layer of defense to help prevent missed school days.

7 What to do if you are exposed to COVID-19

If you will be attending in-person school, take steps to be prepared for possible exposure to COVID-19 and changing scenarios.

- Develop a plan to protect the family and household members who are at risk of severe illness, such as those with compromised immune systems or chronic conditions.
- Make sure that your emergency contact information and school pickup and drop-off information are current at school. If that list includes anyone who is at risk of illness, consider adding an alternate contact.
- Find out how your school will communicate with families when a positive case or exposure to someone with COVID-19 happens and how they plan to maintain student privacy.
- Plan in advance for periods of quarantine or school closures. Schools may close if COVID-19 is spreading more in your community or if multiple children or staff test positive. Your child may also need to stay home if he or she is exposed to close contact with COVID-19.

Following these steps can help you feel assured that you are safe as possible during the COVID-19 pandemic.

Stay safe!!!

Source: www.myoclinic.com

Poems

Look For The Blossom

The blossom will always grow.
The seasons will always change.
People come and go,
Their shadows comforting and strange.

The flowers will always bloom
Once the darkness subsides.
When every corner is filled with gloom,
Remember the sun just hides.

Brighter days will follow.
Earth will keep moving.
Look for the brighter color.
Help lift the darkness looming.

Breathe in the air around us.
Close your eyes for a minute's rest.
Live life for those who guided us,
For this moment is just a test.

You will get stronger.
Days will get longer.
Hope will flourish,
Memories to cherish.

I look just like a Yeti!

Keep Safe

No more shaking hands.
Don't touch your face.
Never stand too close
In a crowded place.

A virus is amongst us.
It's roaming around our land.
It contaminates and does us harm
By the simple touch of our hands.

Dark days are fast approaching.
We have to be aware.
Hygiene is our only shield
To this demon who waits out there.

Our world is now at war
With an enemy that's unseen.
But we can beat the invader
If we all keep our hands squeaky clean.

There's A Jungle On My Head

There's a jungle on my head.
My hair's gone absolutely wild.
It looks like the Amazon rainforest.
I really don't like this style.

It's been ages since I saw a barber.
I've been stuck at home for weeks.
My hair is like a thicket;
I think it's growing weeds.

There is a jungle on my head;
it feels untamed and beastly.
I think a tiger lives in there;
getting him out won't be easy.

There is a forest on my head.
It's getting kind of funky.
Animals swing from the vines to and fro;
I think my head has monkeys.

Snakes are in the undergrowth.
They slither and hiss and slide.
I think they must be huge,
At least four inches wide.

Next time I see a barber,
I hope he has a machete.
He'll have to cut right through my jungle.
I look just like a Yeti!



FAREWELL MESSAGE

5 OCTOBER 2021

Programme Director, thank you for the opportunity granted to me at this occasion: Thank you Dr Murangi for everything and your kind words for me, it is all highly valued Dr; Thank you so much my fellow Directors for your pleasant words and encouragement, it is highly appreciated;

As a first part of my presentation, may I briefly take you through my professional journey and my employment history/experience at the College.

I took up my first teaching post at Gabriel Taapopi SS in Ongwediva at the beginning of 1988 (immediately after graduation from the University), where I taught up to Dec 1990. As a teacher and subject head, I was responsible for English Grade 11 & History Grade 12.

I was transferred to A Shipena SS at the beginning of 1991, where I taught English Grades 10s & 11s.

In 1993 while teaching at A Shipena, I became a Head of Non-Formal Education Activities at A Shipena centre, succeeding the then School Principal (Mr Kangueehi) who had been a head of Non-formal education activities at that School. I was very honoured by that assignment since I was one of the junior teachers in the staff at that stage.

I then continued as a teacher and head of centre for 3 years, from 1993 to August 1996, when I was appointed as a Training Officer in the Directorate of Non- formal Education in the Ministry of Education, Art, Sport and Culture. This position was shortly thereafter converted into Student Support Officer position, that is why I ended up being transferred to the office (regional office) where we could directly deal with learners. The regional office situated in Windhoek at that time was headed by Mr, now Dr Murangi as an Inspector: Non- formal education.

During the transformation of the Non-formal Education Directorate into NAMCOL, some new employment positions emerged and staff members in the directorate were allowed to apply for the positions. I applied for the Area Coordinator position, then I was appointed as such for Windhoek areas in 1998, falling under Southern Region, managed by Dr Murangi as a Regional Manager.

In 2000, the College's staffing structure made provision for the positions of Deputy Directors, among others, then some high-ranking staff members, through the normal recruitment and selection process were promoted / appointed as Deputy Directors, including Dr Murangi. The RM position in SR became vacant and through the recruitment and selection process I was blessed to be appointed as an RM in Southern Region in 2000, a position I held with great appreciation until 2007 in July when I was promoted to the position of Deputy Director in the department: Management and Support Services.

This position was more of a challenging responsibility as the department was assigned four of the main functions in the College's operations, which were learner/ student support, Marketing and Sales, Research, Monitoring and Evaluation and HR. The Department, therefore, hosted those four divisions: HR, Marketing & Sales, Research, Monitoring and Evaluation and Learner Support. The diverse responsibilities and tasks these divisions were to carry out and the fact that they were mostly independent from one another, made the task of the deputy director more challenging in ensuring that staff in all divisions are guided, managed and supervised so that together we meet the set departmental and institutional objectives. We thank our Lord we managed to a greater extent!!

In 2016, through the restructuring process of the College, the then Management and Support Services was split in two new Directorates of which Learner/Student Support was one, I was privileged to be presented with a choice as to which directorate I would be wanting to lead; hence I have chosen Student Support in line with my academic and professional qualifications.

The newly established Learner/ Student Support is mainly tasked with the implementation of Tertiary Programmes, Student Records and Information Management, Student Welfare and Inclusive Education and a portion of TVET as well as small portion of Secondary Education. This is the Directorate I have been managing until today- my retirement time.

My work experience:

I have been privileged and highly blessed to have been granted the opportunity to work with the variety of talents. A number of divisions in my department indeed translated in a big contingent of staff members that I had to work with and I believe this situation created a synergy, which in turn, enable us to work as a team and indeed together we were able to move mountains in order to make a difference in the lives of our customers, mainly students. Although, it was not always rosy to manage a big group of staff members hailed from different cultural backgrounds and enable them to pull together for one and the same purpose, I would humbly acknowledge that, in most cases, my staff members remained focused and attempted to deliver at the accepted standards, albeit operating in different divisions and units. I should therefore confidently state that together my staff and I have over the years made a significant contribution to the growth and development of the College. This accomplishment is evidenced in a number of operational systems, policies, processes, procedures, products, among others, that we have developed and implemented with the aim to effectively conduct our business and efficiently carry out our assigned tasks and responsibilities. This achievement also include the crafting of documents such as operational manuals, prospectus, brochures and other information material as well as a remarkable amount of revenue we were able to generate/ collect either through tuition fees or Bookshop sales. In this way we managed to attain, to a significant extent, our organisational goals.

I mentioned earlier that it was not always rosy in the way we conduct our business, there were times that we messed up a big time (maybe there is no need to be specific in this respect), however, the good news was that we were always able to learn from our mistakes. We hardly repeated our mistakes and this help us to ensure continued improvement and assured quality in our operations.



Director of Programme and Colleagues, the achievement highlighted above would not have materialised, had not been the dedicated efforts and giant steps made by the following staff members in no specific order:

Ephraim Davids; late Andre Moller (may his soul rest in peace), Harold Guiob, Ndeshi Afunde, Rholene Bok, Adam Muhewa, Hilka Kankondi, Junion Nelumbu, Hanna Garises, Nahum Namukwambi, Rakkell Kanandjembo, Abisai Kamati, Saima Shanyengana, Fiina Ivula, Lucia Uarum, Eddie Kisting, Nancy van Neel, Magnaem Hofni, Faesa Alberts, Sonia Mathews, Michael Mokatu, Valentina Shivute, Josephina Kashindi, Cordelia Milunga, Bobby Amadhila, Samuel Fillemon, Indileni Daniel, Imogene Hilukilua, Lizelle Kooper, Ailly Ndaoya, Bioty Muhosho, Gahasia Kazenaimue, Lawrence Likando, Dorothy Musweu, Fredinand Haiteta, Tadeus Shikukumwa (soon to be conferred a PhD holder) Victoria Amakali, Lydia Britz, Tutaleni Nampira, Penina Iyambo, Lucia Upendura, Penahfo Pohamba, Laina Namulo, Venessa Karises, Lukas Tjitunga, Uajoroka Kazombaize, Siggie Kazombiaze, Faith Kapia, Paul Tjihitja, Hesekiel Nauta, late Rodger uaTjirare (may his soul rest in peace), Jafet Shiimi, Tylvis Hangula, Niklaas Tjamburo, Benhirua Mbingeneeko, Freddy Kaukungwa, Marven Tjazuko Rehabeam Amadhila, Conny Samaria, Bella Swarts, Newman Tjirera, Auguste Simeon, Mwinano Machelisa, Johanna Mbudhi, Palesa Maime, Severenus Haishonga and Noleen Lisuaniso (I might have left out some staff members unintentionally).

Dear Fellow colleagues, these are staff members who were or/and are members of the department I have headed and I personally have reaped fruit and picked roses during my 23 year of employment at the College. This was made possible because of their hard work, commitment, innovativeness and team work. I greatly thank you Colleagues from the bottom of my heart and wish you our Lord's blessings as you continue to render your services to our customers and nation in general in one or other ways.

In addition, colleagues, my above statements should not be taken to say I have lost sight of the valuable support my Directorate and I have received from other directorates and other individual colleagues (Elton, Alexia, Miems Laticia and others). You must have realised that our activities have been so interlinked that one activity can be hardly completed without the support from other departments. Therefore, I equally acknowledge and highly value your support and significant contribution to the achievements of our directorate. This includes the support from Tate Frans Shiyelekeni and Henock Kashamane.

Zooming into my current team – staff members in the following divisions: Student Records and Information Management, Student Welfare and Inclusive Education; Admissions and Student Support and Assessment and Certification. You always make me feel blessed to have a team that has been characterised by hard work, dedication, commitment, innovativeness, high sense of responsibility, high spirit of team work, the list is long. It is my prayer that our Lord continue to bless you in all spheres of your lives so that the legacy continues, otherwise, people will say I was lying about you!! I have placed my trust in Hanna and Nahum to build on the legacy so as to improve it continuously. Not to mention the CEO, Dr Murangi, who has been and remains an enabling force without which the above accomplishments could not have been achieved at the level they have been. Some quality that is outstanding from my team, is the demonstrated willingness to pursue their further studies. I am backing my statement by highlighting that up to this point in time 56% of this team obtained Masters' degrees, 78% Honours degrees, 22% Diplomas and Undergraduate degrees, 11% PhDs and 11% in the process of obtaining PhDs. This achievement has given me a peace of mind as education and studying have been my passion. My advice to them and other staff members remains "the sky should be a limit".

Expression of Appreciation:

I would like to praise my Lord for countless blessings in my life, I thank Him for the unmerited favour, protection and provision. To be honest with you my life experience whispers to me that I am blessed and for this all glory to the Almighty.

Thought I have already expressed my profound gratitude and appreciation through various platforms, I still feel indebted to every member of NAMCOL staff, including our regional staff for the valued support, which have made my life easy at the College. Thank you also for your soothing messages and kind words you inundated my devices with, it is indeed highly appreciated.

However, I would like to single out Dr Murangi, for your unmeasurable support and guidance throughout my tenure at the College. The fact that I could occupy the positions you had left vacant – your magic must be at play. Thank you so much for your thoughtfulness and dynamic leadership. I trust that with your team of my colleagues and staff at large you have all what is required to take this institution to high heights.

To my colleagues, counterparts, thank you so much for your support and the spirit of comradeship we enjoyed among ourselves. I wish you all strength and wisdom as you forge ahead with your teams to realise all strategic objectives we set for this people's College. May our Lord bless all your endeavours.

I shall fail in my duty if I do not express my great appreciation to my family for the unwavering support, love and patience for me during my 23 years of employment at the College. Most working days I would work until late at office and would arrive late home. They never show bitterness about this, but rather helped themselves with whatever was available in the kitchen and I think this habit is the one forced them to gain cooking skills. I thank you so much my people, may God continue to bless.

In conclusion, I would like to make an advisory statement which says: for any institution to flourish and obtain its strategic and operational objectives, high level of work ethics, staff commitment, hard work and of course, motivated staff are prerequisite, to mention just few. I therefore urge all and mostly those in Management to do all what can be done to maintain and uphold these prerequisite at all time.

The Director of programme, thank you so much for guiding the programme and all your kind words.

I THANK YOU ALL AND GOOD BYE!!

NAMCOL 1st Cohort of Bachelor of Youth & Community Development (BAYCD) graduated

On 16 September 2021, history was made at Namibian College of Open Learning (NAMCOL) when seventeen (17) students from the very 1st cohort of Bachelor of Arts in Youth and Community Development (BAYCD) graduated at the NAMCOL Jetu Jama Centre, Katutura in Windhoek.



Some of the proud Bachelor of Youth & Community Development (BAYCD) graduates on graduation day.

The proud and joyous BAYCD graduates expressed their gratitude to the partnership between NAMCOL and the Commonwealth Higher Education Consortium for Youth Work (CHEC4YW), which made their dreams come true after three years of studying. One graduate, Mr Oliver T. Mhuriro (originally from Zimbabwe), made his fellow graduates and NAMCOL proud as he graduated with “Cum Laude/First Class”. Mr Mhuriro also holds a Commonwealth Diploma in Youth Development Work (Cum Laude) which he also obtained from NAMCOL. The former Mayor of the City of Windhoek, Mr Mueseke Kazapua, was also one of the BAYCD graduates.



CELEBRATION TIME: Jovial BAYCD graduates celebrating their historic achievement at NAMCOL.



Mr Oliver T. Mhuriro receiving his BAYCD Merit Award Certificate for Outstanding Academic Performance from NAMCOL CEO, Dr Haroldt Murangi.

This shows how NAMCOL is excelling in producing highly skilled and competitive Youth Work graduates who are ready to pursue a Youth Work career with confidence. Mr Mhuriro and three other BAYCD graduates are part of the Steering Committee that is currently working towards the establishment of the first-ever Namibia Youth Workers' Association (NYWA) with the guidance, financial support and mentorship from the Commonwealth Alliance of Youth Workers' Associations (CAYWA). There is a great need for Namibia Youth Workers to form an association to help facilitate the professionalisation of Youth Work in Namibia, and establish a Code of Conduct that would help to regulate the profession as well.

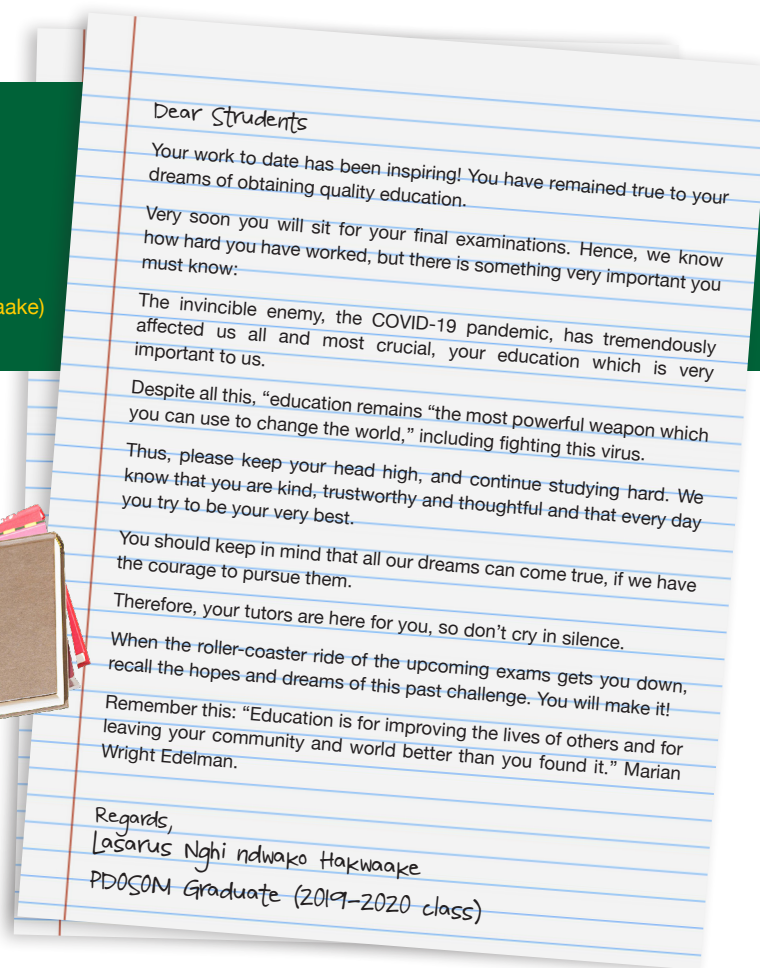
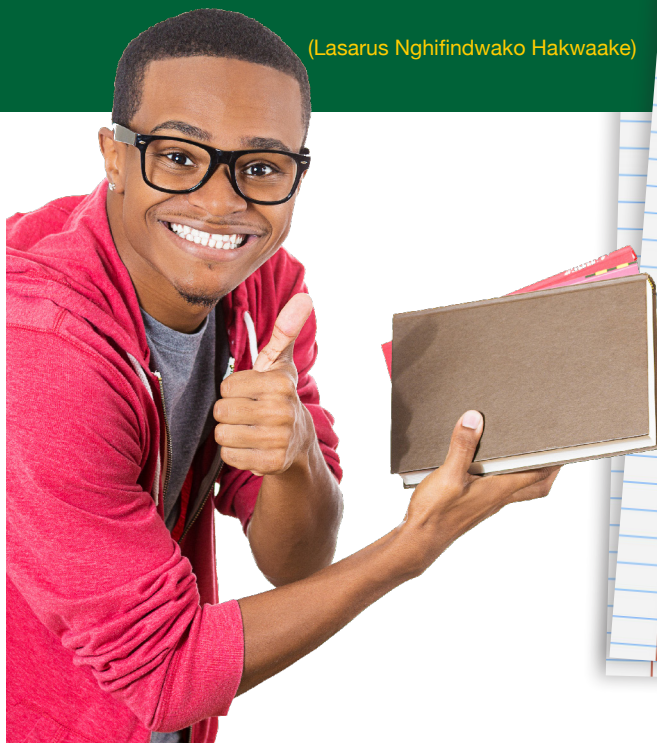
Just as the CEO of NAMCOL, Dr Haroldt Murangi, told the BAYCD graduates to change and showcase their innovation in Youth Development practice, the graduates are ready to do so, taking into consideration that Namibia still has a very low number of qualified professional Youth Workers. The graduates would like to see more young people studying in the Youth Work field especially now that Africa is experiencing the “youth bulge” phenomenon.



From LEFT: Oliver T. Mhuriro, Tjirimuje Tjarirove-Hangara & Goma S. Kandjimi.

An Open Letter to Students

(Lasarus Nghifindwako Hakwaake)



FROM PARENTS TO LEARNERS

Ms Ester Hashikutuva

Despite the COVID-19 pandemic, life has to continue. Your destiny is as bright as the morning star. Education has to continue and thus you have to do your best, so that you can shine as bright as the star you are. All the best for the exams. You can do it, believe in yourself. Good luck and best wishes!

Mr Christof Tjiurutue

Dear learners,

COVID -19 has come and might remain for a very long time. Thus, it is upon us to learn how to live with it by continuously adhering to the precautionary measures put in place by our Government. In addition, you should not be discouraged. Study very hard in order to emerge victorious at the end of the day. Due to the situation we find ourselves in, you should use the online platforms provided, and get in touch with your tutors whenever you need questions to be answered. Time management is very important. Therefore, you need to draw up a flexible study timetable and strictly stick to it. You should attend all your classes and all the best.



Outjo Municipality visits NAMCOL



Members of the Outjo Municipality paid a courtesy and plea visit to the NAMCOL Director, Dr Heroldt Murangi, in April 2021. The delegation included the Chief Executive Officer, Mr Josef Abel /Urib, the Mayor Ms Sieglinde Amamus and the Strategic Executive Officer, Mr Bartholomeus !Aibeb.

The visit was necessitated by the need to fund the completion of the "Legacy Centre" situated in the Outjo informal settlement area in Etoshapooort. The "Legacy Centre" will boast academic resources such as computers, the internet and the library in the rural area of Outjo in need of these developmental activities.

Furthermore, it also hosts a service station for water meters that will make it easier to get water for household activities and a library for learners and students in the community, thereby, taking services closer to the residence of Outjo.



The project started in 2020 through community volunteerism and it is still in need of some other materials.

According to Mr !Aibeb, the Municipality Council, under the leadership of, by then the Mayor of the town Honourable Marius Sheya, conducted community consultative meetings with the residents of the town in 2016. "Residents of the informal settlement area mostly complained about the unavailability of services such as Policing, prepaid water and electricity especially for the elders and academic resources for learners, hence, the establishment of the centre," he said.

Mr !Aibeb added that donations have been coming through from business communities and institutions after they visited these entities. He further said that there are still chairs, tables, computers and other items needed for the centre to fully operate and urged the NAMCOL leadership to assist where possible with the items especially textbooks, tables and chairs.

Those who wish to donate can contact the Outjo Municipality at 067313013 or email the Chief Executive Officer at jaurib@outjomun.com.na

NAMCOL Donates Textbooks to the NLAS



The Namibian College of Open Learning (NAMCOL) donated 1235 NSSCO (Gr. 10-11) learner textbooks from the new curriculum valued at N\$ 162 807.45 to the Namibia Library and Archives Services (NLAS) in March 2021.

The learner textbooks are for the new curriculum introduced in 2019 and are for learners making use of public libraries as a way to supplement the shortage of textbooks in schools.

Textbooks donated are of Biology, Chemistry, Development Studies, English second Language, Entrepreneurship, Geography, Physics, Business Studies, and Agriculture.

The Namibia Library and Archives Service (NLAS) act as a central agency for the implementation of National and International standards relating to Library and Information work. Its purpose is to secure equal access to knowledge and information for lifelong learning by creating and maintaining professional expertise and a nationwide network of libraries/information centres.



NANSO Launches Assistance Centre



The Namibia National Student Organisation (NANSO) launched the first-ever students, learners and trainees' assistance centre on 10 June 2021 at the NAMCOL, Head Office, in Windhoek.

The centre will offer aid with academic issues and challenges through accessible technological devices that learners can use for free. It will open daily from Mondays to Fridays and will be coordinated by NANSO members. In addition, it will also provide information about NANSO and how to become a member.

The Namibia National Students Organisation (NANSO) is a national student organisation in Namibia. It was founded on 04 July 1984 in Döbra, about 25 kilometres north of the capital Windhoek.



Exam Preparation: Ten Study Tips

1. Give yourself enough time to study

Don't leave it until the last minute. While some students do seem to thrive on last-minute cramming, it's widely accepted that (for most of us) this is not the best way to approach an exam. To help sort out your time management, set up a timetable for your study. Write down how many exams you have and the days on which you have to sit them. Then organize your study accordingly. You may want to give some exams more study time than others, so find a balance that you feel comfortable with.

2. Organize your study space

Make sure you have enough space to spread your textbooks and notes out. Have you got enough light? Is your chair comfortable? Are your computer games out of sight?

Try and get rid of all distractions, and make sure you feel as comfortable and able to focus as possible. For some people, this may mean almost complete silence, for others, background music helps. Some of us need everything completely tidy and organized in order to concentrate, while others thrive in a more cluttered environment. Think about what works for you, and take the time to get it right.

3. Use flow charts and diagrams

Visual aids can be really helpful when revising. At the start of a topic, challenge yourself to write down everything you already know about a topic - and then highlight where the gaps lie. Closer to the exam, condense your revision notes into one-page diagrams. Getting your ideas down in this brief format can then help you to quickly recall everything you need to know during the exam.

4. Practice on old exams

One of the most effective ways to prepare for exams is to practice taking past versions. This helps you get used to the format of the questions, and - if you time yourself - can also be good practice for making sure you spend the right amount of time on each section.

5. Explain your answers to others

Parents and little brothers and sisters don't have to be annoying around exam time. Use them to your advantage. Explain an answer to a question to them. That will help you to get it clear in your head, and also to highlight any areas where you need more work.

6. Organize study groups with friends

Get together with friends for a study session. You may have questions that they have the answers to and vice versa. As long as you make sure you stay focused on the topic for an agreed amount of time, this can be one of the most effective ways to challenge yourself.

7. Take regular breaks

While you may think it's best to study for as many hours as possible, this can actually be counterproductive. If you were training for a marathon, you wouldn't try and run 24 hours a day. Likewise, studies have shown that for long-term retention of knowledge, taking regular breaks helps.

Everyone's different, so develop a study routine that works for you. If you study better in the morning, start early before taking a break at lunchtime. Or, if you're more productive at nighttime, take a larger break earlier on so you're ready to settle down come evening.

Try not to feel guilty about being out enjoying the sunshine instead of hunched over your textbooks. Remember Vitamin D is important for a healthy brain.

8. Snack on brain food

You may feel like you deserve a treat, or that you don't have time to cook, but what you eat can really have an impact on energy levels and focus, so keep away from junk food. Keep your body and brain well-fueled by choosing nutritious foods that have been proven to aid concentration and memory, such as fish, nuts, seeds, yogurt and blueberries. The same applies on exam day - eat a good meal before the test, based on foods that will provide a slow release of energy throughout. Sugar may seem appealing, but your energy levels will crash an hour later.

9. Plan your exam day

Make sure you get everything ready well in advance of the exam - don't leave it to the day before to suddenly realize you don't know the way, or what you're supposed to bring. Check all the rules and requirements, and plan your route and journey time. If possible, do a test run of the trip. If not, write down clear directions.

Work out how long it will take to get there - then add on some extra time. You really don't want to arrive having had to run halfway or feeling frazzled from losing your way. You could also make plans to travel to the exam with friends or classmates, as long as you know they're likely to be punctual.

10. Drink plenty of water

As a final tip, remember that being well hydrated is essential for your brain to work at its best. Make sure you keep drinking plenty of water throughout your revision, and also on the exam day.

Good luck!



UNIVERSITY GUIDE

Choosing the right course and the right institution for you may be one of the most important decisions of your life. Not only can it affect which career options are open to you after graduation, but you'll have to spend at least three years at this institution, so it's important to find one that you'll be happy at.

Below are some suggestions of the Institutions you can apply to.

| | | |
|--|---|--|
|  <p>NAMCOL T: +264 61-320 5201 E: nitschke@namcol.edu.na Website: www.namcol.edu.na</p> |  <p>I-O-L INSTITUTE FOR OPEN LEARNING T: +264 61 2709100 E: IOL@TGH.NA Website: www.iol.na</p> |  <p>Potchefstroom Academy T: (018) 294 9037/ (018) 294 5581 E: info@potchacademy.co.za Website: www.potchacademy.co.za</p> |
|  <p>University of Namibia T: +264 61 2063111 E: info@unam.na Website: www.unam.edu.na</p> |  <p>Welwitschia University T: +264 61 247238 E: info@welwitschiauniversity.com Website: www.wu.edu.na</p> |  <p>Prestige Academy T: 021995036 E: info@prestigeacademy.co.za Website: www.prestigeacademy.co.za</p> |
|  <p>Namibia University of Science and Technology T: +264 61 2079111 E: admissions@nust.na Website: www.nust.na</p> |  <p>Business School of Excellence T: +264 61 247879 E: Helga.Volschenk@bse.com.na Website: www.bse.com.na</p> |  <p>University of Pretoria T: +27 (0) 12 420 3111 E: ssc@up.ac.za</p> |
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