



Jetu Jama Center Independence Avenue Windhoek
Private Bag 15008 Katutura, Windhoek
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FREQUENTLY ASKED QUESTIONS (FAQ) ON ENROLMENT FOR SE, TVET & TP

QUESTION 1: Will NAMCOL only offer Grade 11 this/next year?

ANSWER: NAMCOL will from 2022 (this year) only offer Grade 11 (NSCCO and NSCCAS) new Curriculum). Learners with Grade 10 can enrol for Grade 11 (NSCCO), but will only be able to take three subjects. Grade 12 old curriculum will no longer be offered.

QUESTION 2: When will the enrolment period commence and which documents should learners bring along to the enrolment points?

ANSWER: The enrolment period for the 2022, Academic Year is as follows:

Starting of Enrolment: Monday, 21 February 2022

Closing of Enrolment: Wednesday, 11 March 2022

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

- Proof of Identity (ID card; passport; driver's licence; birth certificate)
- **Original** certificate of your highest educational qualification[s]; or
- The original Statement of Results for the most recent examination you sat; [***Certified copies of these documents are not acceptable***]
- Study Permit [applicable to foreign nationals only];
- One passport- size photo, and
- Statement of entry (applicable to learners enrolled with NAMCOL during the 2004-2021 academic years).

A friendly reminder to our potential customers; our experience is that learners and parents usually wait until the last day of enrolment and usually come in big numbers to the enrolment points. Waiting until the last days of enrolment might disadvantage you by not finding study materials.

THE ENROLMENT PERIOD WILL NOT BE EXTENDED.

All official correspondence must be addressed to the Director.

Board of Governors:

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QUESTION 8: Where can learners go for registration?

ANSWER: To make enrolment accessible to all, we have Enrolment Points countrywide. These are also available on our website www.namcol.edu.na. Please note that the enrolment process and examination registration will run concurrently. Examination registration will take place from 21 February – 25 March 2022.

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

ANSWER: NAMCOL will provide **all learners** with self-study materials, called Learner Books (in the subjects where textbooks are needed) at the point of enrolment.

QUESTION 3: What is new at NAMCOL this year?

ANSWER: NAMCOL no longer offer daily classes but will offer Block Tuition only. Block Tuition is offered during school holidays; thus it will only take place during five weeks of the year.

Block one 02-05 May 2022

Block two 20 June - 05 July 2022

Block three 26-29 September 2022

QUESTION 4: What is Block Tuition?

ANSWER: Block Tuition replaces the daily classes NAMCOL offered in the past. Due to various factors, including the availability of classrooms and teachers throughout the year, NAMCOL decided to offer 5 weeks of Block Tuition classes where learners get tuition during the periods indicated above from 08h00-17h00. Centres where the Block Tuition will be offered are available on our website www.namcol.edu.na

QUESTION 5: Can learners still choose to study through either the Face-to-Face OR Distance Education modes?

ANSWER: All NAMCOL offerings are distance. With the introduction of Block Tuition at all centres, learners are specifically encouraged to study hard on their own as the only face-to-face sessions will be when they see the Tutors during the Block Tuition sessions that will take place from:

- Block one 02-05 May 2022
- Block two 20 June - 05 July 2022
- Block three 26-29 September 2022

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QUESTION 6: How much is the tuition fees?

ANSWER: The tuition fees for Grade 11 is N\$300.00 per subject plus a N\$110.00 non-refundable registration fee. It should be noted that while our fees are affordable, it does not mean inferior education.

- In addition, learners receive the following basic package:
- A full set of NAMCOL study guides for each subject and/or textbooks;
- Five weeks of Block Tuition per year.
- Two assignments; and
- Self-supervised study halls (where available).
- **QUESTION 10: Does the enrolment fees of NAMCOL also cover national examination registration?**
- **ANSWER:** The fees learners pay when enrolling with NAMCOL **DOES NOT INCLUDE NATIONAL EXAMINATION REGISTRATION**. National examination is the responsibility of the Directorate of National Examinations and Assessment [DNEA], which is operating within the Ministry of Education. DNEA is responsible for **ALL NATIONAL EXAMINATION** related matters. They conduct the registration for examinations, set examination papers, determine the dates for examinations, release examination results, and very importantly, determine the **FEES** for examination registration. The Directorate of National Examinations and Assessment has set different dates and different fees to register for examinations for 2022.
- Registration for examinations, the period for checking preliminary entries and the collection of admission permits will be as directed by the Ministry of Education, Arts and Culture.

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QUESTION 9: Does NAMCOL offer scholarships?

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

QUESTION 10: Does NAMCOL cater for learners with special needs?

ANSWER: Yes, we do. NAMCOL wishes to encourage learners and members of the public with special needs and who wish to complete their secondary education to come and enrol with NAMCOL. Just make sure that during the enrolment process, you indicate to the Enrolment Officers that you have special needs and indicate those needs. For the blind for example, NAMCOL provides all their study materials in braille.

QUESTION 12: Why are study permits needed and where should foreign students obtain.

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

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

QUESTION 13: Can I enrol at one centre and attend classes at another centre?

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

QUESTION 14: Can a formal learner enrol for one-part time subject with NAMCOL?

Only with permission of the Ministry of Education.

QUESTION 15: Are mock exams compulsory?

The mock exams are there to guide learners as to where they need to improve for the final exams, thus it is very important to write.

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Pre-Entry to Tertiary Education (PETE)

QUESTION 1: What other Secondary Education programmes does NAMCOL offer?

ANSWER: NAMCOL also offers the Pre-Entry to Tertiary Education Programme (PETE). The new NSSCCAS curriculum is only offered under PETE programme which is intended for those learners wishing to pursue further studies in Natural Science, Social Science, and Commerce at institutes of higher learning. **Please note that this programme will only be offered at Jetu Jama in Windhoek and at the NAMCOL Regional Offices in the following towns: Rundu, Otjiwarongo and Ongwediva.** NAMCOL offers this programme to selected Grade 11 learners who wish to improve their grades for admission at Institutions of Higher Learning.

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

JETU JAMA

GRADE 11: Mathematics, Biology, English, Physical science, Chemistry

NSSCAS: Mathematics, Biology, English, Physical science, Chemistry, Bus Studies, Development studies, Economics Geography, History, English

RUNDU

GRADE 11: Biology, English, Mathematics, Physics, and Chemistry

NSSCAS: Biology, English, Mathematics, Physics, Chemistry and Rukwangali

OTJIWARONGO

GRADE 11: Biology, Chemistry, English, Mathematics and Physics

NASSCAS: Biology, Chemistry, English, Mathematics, and Physics

ONGWEDIVA

GRADE 11: Biology, Chemistry, Mathematics, Physics and English

NSSCAS: Biology, Chemistry, Physics, and English

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QUESTION 2: When are the applications for the PETE programme opening?

ANSWER: PETE applications will open in January and close on 10 February 2022

QUESTION 3: Where can the application forms be obtained and what is the fee?

ANSWER: Application forms can be obtained from and submitted at NAMCOL Offices countrywide. Application fee is N\$150.00.

QUESTION 4: What are the admission requirements?

ANSWER: Potential learners are required to obtain:

- at least an E symbol in the four target subjects of OL;
- a D symbol in order to qualify for AS;
- should be prepared to write an aptitude test;
- have own accommodation in Windhoek, Otjiwarongo or Rundu.

TVET

QUESTION 1: When is the registration period?

ANSWER: TVET registration for new intake will start on the 25 January until 31. Registration will be for Plumbing and Pipefitting, Welding and Metal Fabrication and Office Administration

QUESTION 2: What are the application requirements?

ANSWER: Trainees are required to provide their original documents .e.g. ID or Passport, certificates and registration fees as indicated on the sms sent to them. The requirements for TVET is minimum 23 points in grade 10, E symbols in English and for hard trades E symbols in Math and Science.

Tertiary Programmes

QUESTION 1: When are the Supplementary Examinations for the 2022 academic year taking place?

ANSWER: Supplementary Examination will be written from **11 – 24 January 2022** and it is ONLY for those who qualify for Supplementary and Special Examination as indicated on your Examination Result, available on the Student Portal. The timetable has been uploaded on the eLearning platform. In case you have failed any of the year / semester 1 subjects in the 2021 academic year, you will have to pay and register for it as from 20 January- 03 February 2022 as per table below.

The due date for applications for remark of the November 2021 examination is **14 January 2022**. Please read the policy guidelines before you apply for remark.

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QUESTION 2: In which towns and when will registration take place?**ANSWER:** The registration for the 2022 academic year will take place in the following towns:

Town	Dates	Venue
Windhoek	20 January - 03 February 2022	Jetu Jama, Katutura
Ongwediva	20 January - 03 February 2022	Ongwediva NR Office
Katima Mulilo	01 - 03 February 2022	Katima Sub-Regional Office
Rundu	01 – 03 February 2022	Rundu NER Office
Opuwo	01 – 03 February 2022	Putuavanga Combined School
Otjiwarongo	01 – 03 February 2022	Otjiwarongo CR Office
Keetmanshoop	01 – 03 February 2022	Keetmasnhoop Sub-Regional Office
Gobabis	01 – 03 February 2022	Gobabis Regional Office
Eenhana	01 – 03 February 2022	Eenhana Sub-Regional Office
Walvis Bay	31 January – 03 February 2022	Walvis Bay Sub-Regional Office

You may register at any of the above registration points during 09h00 – 16h30.**QUESTION 3: How much is registration fee?****ANSWER:** The course fee for the 2022 academic year remains the same as for 2021. Additionally, a N\$690.00 data fee should be paid (**once off**) together with the registration deposit.

- Registration fee **N\$2000-00** + data fee **N\$690-00**
- Any outstanding amount for semester 1 shall be settled by **31 May**.
- A letter of financial assistance from your sponsor (this is only applicable to sponsored students). Please take note that acknowledgement letter will not be accepted

*All official correspondence must be addressed to the Director, NAMCOL***QUESTION 4: What is the details of the NAMCOL bank account?****ANSWER:** You should deposit the fee into NAMCOL's bank account**Bank: Bank Windhoek****Account Holder: NAMCOL****Account number: 114 114 3101****Branch: Katutura****Branch number: 482972****Address: P\Bag 15008, Katutura**Use your **student number** as **reference** on your deposit slip and email the proof of payment to Mr Elton Tjiuna at tjiuna@namcol.edu.na and Ms Julia Kandali Imene at kandali@namcol.edu.na for update of accounts

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QUESTION 5: Can I register online?

ANSWER: Students are encouraged to register online. Guidelines for online registration is uploaded on the eLearning Platform:

- N\$2000 + N\$690 to be paid **2 days** in advance into NAMCOL's Bank Account before registering online.
- Email the proof of payment to Mr Elton Tjuma at tjuma@namcol.edu.na and Ms Julia Kandali Imene at kandali@namcol.edu.na for update of accounts.
- Collect material with the proof of registration and payment from your nearest NAMCOL Regional Office.

QUESTION 6: What are the orientation workshops date and venues for 2022 Academic year?

ANSWER: Orientation workshops date and venues are as follow:

PROGRAMME	DATE	VENUE
CBE	07 – 11 February 2022	Windhoek Only
CECD	07 – 11 February 2022	WHK, Rundu, Katima, & Ongwediva
CED	14 – 18 February 2022	WHK & Ongwediva
CLGS	14 – 18 February 2022	WHK & Ongwediva
CWCY	12 February 2022	WHK & Ongwediva
DBE	07 – 11 February 2022	WHK Only
DECPPE	21 – 25 February 2022	WHK, Rundu, Katima, & Ongwediva
DED	21 – 25 February 2022	WHK & Ongwediva
DYD	14 – 18 February 2022	WHK Only
DYCD	14 – 18 February 2022	WHK Only
BAYCD	14 – 18 February 2022	WHK Only

For more information about the 2022 academic year i.e. workshops and exam dates, log onto the eLearning platform or visit the NAMCOL website at www.namcol.edu.na for the 2022 prospectus or contact your Distance Education Coordinator.

You may also call the Regional Office responsible for your region or Head Office in Windhoek or access our website at www.namcol.edu.na or our Facebook Page.

Contact Person at Head Office:

Mr. F. Kaukungua
Marketing & Information Officer
NAMCOL Head Office
WINDHOEK
Tel: [061] 320 5213
kaukungua@namcol.edu.na

Northern Region

Mr. L. Bock
NAMCOL Regional Office
Ongwediva
Tel: 065 - 233 780

Central Region

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

North-Eastern Region

Ms. N. Afunde
NAMCOL Regional Office
Rundu
Tel: 066 – 255 545/7

Southern Region

Mr. C. Hinanifa
NAMCOL Regional Office
Tel: 061 – 320 5236

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