NAMCOL

2024

Namibian College of Open Learning

Prospectus

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www.namcol.edu.na

TAKING EDUCATION TO THE PEOPLE

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Abbreviations

CLGS	Certificate in Local Government Studies
CED	Certificate in Education for Development
CECD	Certificate in Early Childhood Development
CBE	Certificate Business and Entrepreneurship
DSLI	Diploma In Sign Language Interpreting
DED	Diploma in Education for Development
DBE	Diploma in Business and Entrepreneurship
DYCD	Diploma in Youth and Community Development
DWCY	Diploma in Community-Based Work With Children and Youth
PDOSOM	Postgraduate Diploma in Open School Operation & Management
B. Ed (Hon.) ECD & PPE	Bachelor of Education (Honours) in Early Childhood Development and Pre-Primary
BA:YCD	Bachelor of Arts in Youth and Community Development
BECJPE	Bachelor Degree in Early Childhood and Junior Primary Education
MAYCD	Master of Arts in Youth and Community Development

NQA	Namibia Qualifications Authority
NTA	Namibia Training Authority
ODL	Open and Distance Learning
NUST	Namibia University of Science and Technology
UNAM	University of Namibia
ICDL	International Computer Driving Licence
MoEAC	Ministry of Education, Arts and Culture
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)
NSSC(AS)	Namibia Senior Secondary Certificate (Advanced Subsidiary)

NAMCOL Values

Accessibility
To provide opportunities for adults and out-of-school youth to further their education or develop new skills.

Accountability
To provide our stakeholders with convincing evidence of the value of what we do.

Quality
To strive for the highest standards of service delivery.

Responsiveness
To address training needs and emerging challenges in a timely fashion.

Sustainability
To ensure the College has sufficient resources to continue developing and offering programmes in future.

Vision
To be an open distance and eLearning institution of excellence.

Mission
To provide inclusive, quality education and training through innovative approaches.

NAMCOL Management

Mr. A. Kulobone
Director:
Marketing, Enterprise
Development and ICT

Mrs. P. Kamati
Director:
Finance, Human Resources &
Administration

Mr. J. Nitschke
Director:
Curriculum & Materials
Development

Dr. N.Afunde
Director:
Student Support

Ms. D. Haufiku
Regional Manager:
Central Region

Mr. C. Hinanifa
Regional Manager:
Southern Region

Mr Jack Eixab
Company Secretary

Mr. L. J. Bock
Regional Manager:
Northern Region

Contact Details

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REGIONAL OFFICES

Southern Region (SR)
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Central Region (CR)
P. O. Box 2006, Erf 280, Corner of Prosit and Waterberg Street, Otjiwarongo
Telephone: 067 304 379
Email: haufiku@namcol.edu.na

North-Eastern Region (NER)
Independance Avenue, P/Bag 2123, Rundu
Telephone: 066 255 545
Email: munango@namcol.edu.na

Northern Region (NR)
Marula Street, P.O.Box 80002, Ongwediva
Telephone: 065 233 780/81
Email: bock@namcol.edu.na

OTHER IMPORTANT SECTIONS

Resource Centre
Tel: (061) 320 527

Bookshop
Tel: (061) 320 5202/85

Recording Studio
Tel: (061) 320 5255

Campus Radio
Tel: (061) 320 5309

Switch Board
Tel: (061) 320 5111

CBLC (Jetu Jama)
Tel: (061) 320 5279

CBLC (Ongwediva)
Tel: (065) 233 794

CBLC (Rundu)
Tel: (066) 255 545

CBLC (Otjiwarongo)
Tel: (067) 304 379

Contact Details

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Foreword

The Namibian College of Open Learning continues to grow at a steady pace, not only to provide quality education that is affordable to our constituency, but also adding value to the national objectives. NAMCOL continues with its quest to become the first open University in Namibia, thus our offering continues to increase.

In 1998 the College started with the Certificate in Education for Development (CED) and today the College is already offering a Masters degree. NAMCOL is offering 16 certificates, diplomas, degrees, honours degrees, a post graduate diploma and master's degree programme.

For 2024, the following programme will be added:
* Bachelor of Business and Entrepreneurship (BBE)

The slogan of "Taking Education to the People" is being fully articulated in our offerings and last year, NAMCOL added online classes to its mode of tuition, thus hopefully adding additional study resources to the secondary learners to increase the pass rates.

As the country enters a new era in terms of economic development through the finds of oil and natural gases, so shall NAMCOL continue to prepare themselves to meet the demands of the employment space.

The College takes this opportunity to wish you all a wonderful 2024 and may you continue to upskill yourselves for the benefit of yourselves and our country!

"The Choices you make depicts your future"
-Paul Levos

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, Arts and Culture. NAMCOL offers programmes for adults and out-of-school youth to further their education. In all its 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 e-learning, 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) on Excellence in Distance Education Materials and web-based lessons, respectively. NAMCOL boasts with the World Summit Award in the Learning and Science category, a remarkable achievement was reached through the interactive Notesmaster platform. With the assistance of the Ministry of Education, Arts and Culture, this platform was further developed in 2020 to benefit all secondary learners in Namibia. NAMCOL plays an integral role in the development of the country's human resources and continues to help the nation achieve the National Development Goals and Vision 2030.

The College is committed to providing quality services to all its customers. NAMCOL has a 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), the Distance Education Association of Southern Africa (DEASA and the Commonwealth Open Schooling Association (CAMOSA)), 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, namely secondary, tertiary and technical vocational, and have drawn national and international recognition.

NAMCOL introduced TVET (Technical Vocational Education and Training) and Tertiary Programmes that are accredited by the Namibia Qualifications Authority (NQA) and the Namibia Training Authority (NTA), and aim to address the diverse training needs of the Namibian people.

The secondary education study materials conform to the Namibian Senior Secondary Certificate curricula for Grade 11 and AS.

NAMCOL`s Head office is situated in Windhoek at the Jetu Jama Campus. It has four regional offices at Ongwediva, Otjiwarongo, Rundu and in Windhoek, and six sub-regional offices at Gobabis, Katima Mulilo, Walvis Bay, Eenhana and Keetmanshoop.

This prospectus can be downloaded from our website at **www.namcol.edu.na**

Why choose NAMCOL?

NAMCOL is the only well-established open and distance learning institution in Namibia. The College has grown over the past twenty six years exponentially in enrolment, resources and the offering of programmes. Since its mandate caters for the diverse needs of the population, the first tertiary programmes were introduced in 2001.

Today, NAMCOL offers a range of these programmes in various fields such as community development, business management, entrepreneurship, local government, early childhood development, youth work and community-based work with children and youth, additional to its secondary education programme. NAMCOL continues to make its programmes accessible for its customers and places a high priority on quality.

NAMCOL`s programmes are open to all Namibian residents regardless of age, gender, race, colour or creed, as well as to foreign students, provided they are in possession of a study permit.

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

- Limited places in formal secondary schools
- Age restrictions in formal schools
- Long distances to and from schools
- Limited space in hostels of formal secondary schools for those who live in remote areas
- Lack of opportunity for learners who could not complete their formal schooling
- Lack of opportunity for adults and out-of-school youth to improve their qualifications to enter tertiary education or get better employment
- People are given the opportunity to learn while they earn
- Imbalances of the past education system need to be rectified.

In 2020, with the onset of the COVID-19 pandemic, NAMCOL further developed its existing Notesmaster platform to cater for all the needs of the Senior Secondary phase. This was done in full collaboration with the Ministry of Education, Arts and Culture.

Secondary Education

☐ **NSSCO
NSSCAS
PETE**
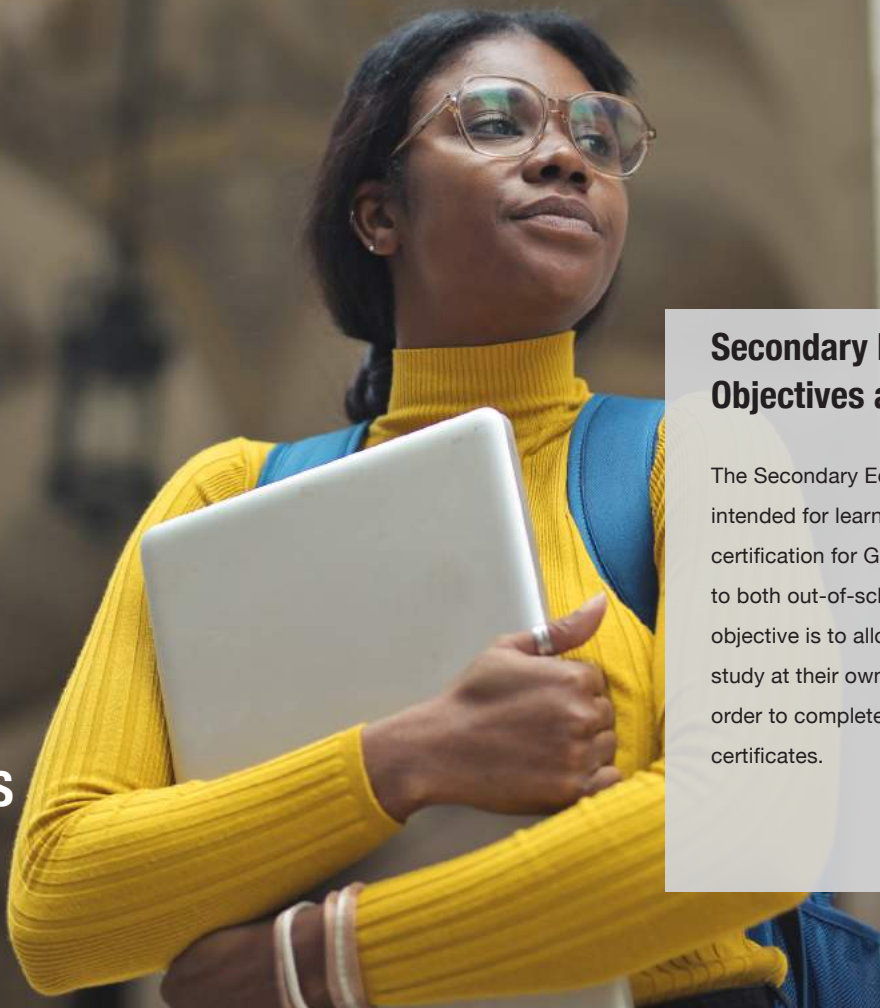
Secondary Education Objectives and target groups

The Secondary Education Programme is intended for learners who would like to obtain certification for Grade 11 and AS. It is open to both out-of-school youth and adults. The objective is to allow these target groups to study at their own pace and convenience in order to complete their NSSCAS (Grade12) certificates.

Products and Services

NAMCOL offers the following basic package of services to all learners who enrol for NSSC subjects:

- An orientation workshop
- A full set of NAMCOL study guides and/or learner books for each subject
- Three Block Tuition workshops every year
- Two assignments
- Self-supervised study halls (where available).
- Mock examinations (assessment)

e-LEARNING

Besides the above, learners have access to e-Learning through the Notesmaster platform (www.notesmaster.com) and educational radio and television programmes. In addition, lessons are available on the NAMCOL YouTube channel. TVET and TP students can access online content via the Moodle platform.

Television programmes are developed with financial support from the Ministry of Education, Arts and Culture and are available on the NAMCOL Youtube channel. Schedules are made available to learners and are aired on NBC and One Africa TV as well as on NAMCOL YouTube.

STUDY MATERIALS

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

The study guides contain the basic instructions for the courses. All study guides or textbooks for each subject are issued at enrolment.

Tuition: NAMCOL has about 100 enrolment points across the country. Tuition is provided to learners during the times provided under 'Block Tuition' as well as online classes.

Products and Services

BLOCK TUITION

NAMCOL will offer Block Tuition sessions only. These sessions are conducted during school holidays. Additionally, online classes will be offered for grade 11 and AS learners.

CAMPUS RADIO

NAMCOL, with support from the Ministry of Education, established a modern and state-of-the-art digital recording studio and Campus Radio at its Head Office Complex in Katutura. The Campus Radio is currently available in Ongwediva on 102.7 FM and can be streamed online.

RECORDING STUDIO

The NAMCOL Studio has the capacity to record live bands, choirs, radio dramas and educational radio documentaries. It is situated at the Jetu Jama campus.

RADIO/TELEVISION LESSONS

This initiative is aimed at adding value and additional support to the print-based materials provided to learners doing the NSSCO/AS.

COUNSELLING SERVICES

A student's health and well-being is very important for their academic success and literature confirms that students who are in control of their personal lives are more likely to achieve academically.

NAMCOL recognises the importance of students' health and well-being in relation to their academic progression. Therefore, NAMCOL has introduced counselling and welfare services for its students.

Products and Services

After the first enrolment, if a learner wishes to change any of the details on his/her enrolment form (name, address, telephone numbers or subjects), the learner must go back to the enrolment point. The enrolment officer or another NAMCOL official will fill in a change of details form for the learner.

Such a learner must present proof of payment and the statement of entry at the time of completing the change of details form. The learner will have to pay and get a new receipt if a new subject is added. In case a learner registered for a subject and wishes to replace it with another one, a material return voucher should be issued to indicate the cancelled and replacing subject (No receipt should be issued and no money handling should be allowed in this case).

CANCELLATION

Cancellation in this context means that a learner cancels a subject and requests for a refund. Learners should therefore make sure about the subject choices before they enrol. Any cancellation of a subject will result in a deduction of 50% from the subject fee refund. A material return voucher should be issued to indicate the cancelled and the replacing subject(s). No receipt should be issued and no additional payments should be made. Note, this only applies to subjects within the same programme. A refund for cancelled or changed subjects will be processed through NAMCOL's Head Office in Windhoek. A waiting period of 4 months after the enrolment period is needed to process refunds.

Fees 2024:

The following fees must be paid in FULL at enrolment:

Non-refundable registration fee per learner
N$120.00

Each Grade 11 (NSSCO) subject
N$320.00

EBook Grade 11 (NSSCO) subject
N$240.00

Products and Services

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.

Note:

CANCELLATION OF SUBJECTS

Thursday, 01 February 2024

Enrolment Period
Monday, 22 January - Thursday, 1 February 2024

Secondary Education NSSCO subjects

(Namibia Senior Secondary Certificate)

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

Code	Subject (NSSCO)
8244	Accounting
8201	Afrikaans 2nd Language
8222	Agricultural Science
8223	Biology
8245	Business Studies
8224	Chemistry
6136	Development Studies
8246	Economics
8202	English 2nd Language
8247	Entrepreneurship
8233	Geography
8234	History
8190	Khoekhoegowab
8227	Mathematics
8193	Otjiherero
8225	Physics
8194	Rukwangali

Code	Subject (AS) HOME LANGUAGES
8194	Rukwangali
8192	Oshindonga
8191	Oshikwanyama
8197	Silozi

Code	Pre-Vocational Subjects
6188	Metal Work and Welding
6189	Motor Mechanics

Secondary Education NSSCAS subjects

(Namibia Senior Secondary Certificate Advanced Subsidiary)

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

NSSCAS subjects will be offered under the PETE programme and at selected centres country wide.

Selected centres offering NSSCAS:

Northern Region
Gabriel Taapopi
Central Region
Kuisebmund SS (Erongo Region)
Otjikoto SS (Oshikoto Region)
North Eastern Region
Rundu SS
Southern Region
Gobabis/Hosea Kutako Centre
Kronlein PS (Keetmanshoop)

NSSCAS part-time candidates's entry requirements

- NSSCO at C symbol or higher on NSSCO or at least a 4-symbol on NSSCH is a prerequiste to continue with a subject on NSSCAS.
- NO RPL is accepted.
- A maximum of 3 NSSCAS subjects at a time may be taken on a part time basis.
- Learners who did not meet the promotion requirements for NSSCAS subjects before, may repeat on NSSCAS level
- Support must be given to candidates at part time centres.

NSSCAS subjects

(Namibia Senior Secondary Certificate/Advanced Subsidiary)

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

Code	Subject (AS)
8335	Accounting
8222	Agricultural Science
8321	Biology
8336	Business Studies
8337	Economics
8330	Geography
8331	History
8323	Mathematics
8304	Oshikwanyama 1st Language
8305	Oshindonga 1st Language
8322	Physics
8306	Rukwangali 1st Language
8315	English 2nd Language
8224	Chemistry
8247	Entrepreneurship

Pre-Entry to Tertiary Education (PETE)

This is a special programme, necessitated by the trend that current science and technology related programmes at institutions of higher learning indicate low admission. This is in relation to gender and the least advantaged groups. The PETE programme was thus introduced to address the mismatch and bridge the gap between exit skills at secondary level and the required entry skills at the higher education level.

OBJECTIVES OF THIS PROGRAMME

This programme aims to give learners the opportunity to rewrite specific NSSCO and NSSC (AS Level) subjects and improve their competencies to levels which will enable them to gain admission into tertiary institutions, and be able to cope with curricula demands at tertiary level.

ADMISSION REQUIREMENTS

Candidates are required to submit their applications at NAMCOL's regional and sub-regional offices at the beginning of every year. The selection process will involve preliminary screening of applications and the administration of aptitude tests.

Candidates who wish to apply for this programme must:
- have at least an E symbol in the four target subjects for Ordinary Level;
- a C symbol in order to qualify for Advanced Subsidiary;
- be prepared to write an aptitude test.

APPLICATION PROCEDURES

Prospective candidates can collect an application form at NAMCOL's regional and sub-regional offices. The current non-refundable application fee is **N$ 160-00.**

DOCUMENTS REQUIRED

Please submit certified copies of the following documents with your PETE application:

- Grade 11 and AS certificate of the most recent examination you sat.
- Identity document card/full birth certificate

PETE FEES

NON-REFUNDABLE APPLICATION FEE	- N$160.00
NON-REFUNDABLE REGISTRATION FEE	- N$800.00 (Including Data Package)
SUBJECT FEE	- N$430.00 PER SUBJECT

Pre-Entry to Tertiary Education (PETE)

PROGRAMME DELIVERY

Prospective candidates should note that face-to-face sessions will be offered at the following venues:

- NAMCOL Head Office (Jetu Jama Centre, Katutura)
- NAMCOL Northern Regional Office (Ongwediva)
- NAMCOL North-Eastern Regional Office (Rundu)
- NAMCOL Central Regional Office (Otjiwarongo)

APPLICATION PERIOD

OPENS	- 03 JANUARY 2024
CLOSES	- 08 JANUARY 2024

Course Offerings
The following courses will be offered as part of this programme:
Science Field
English 2nd Language (O/AS)
Biology (O/AS)
Physics (O/AS)
Chemistry
Social Science Field
Mathematics (O/AS)
Geography (O/AS)
History (O/AS)
Commercial Field
English 2nd Language (O/AS)
Economics (O/AS)
Accounting (O/AS)
Business Studies (O/AS)
Entreprenuership

JETU JAMA:

NSSCAS:
Mathematics
Biology
English
Physics
Chemistry
Business Studies
Development Studies
Economics
Geography
History
English

OTJIWARONGO

NSSCAS:
Biology
Chemistry
English
Mathematics
Physics

RUNDU:

NSSCAS:
Mathematics
Biology
English
Physics
Chemistry
Business Studies
Economics
Geography
History
Accounting

ONGWEDIVA

NSSCAS:
Biology
Chemistry
English
Mathematics

SE Student Support Services

STUDY HALLS/VENUES:

Study halls or venues are organised where learners can study on their own at the centres. Learner Representative Councils and Heads of Centres coordinate 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 Block Tuition session.

RESOURCE CENTRES/NOLNET CENTRES:

For additional reading materials, learners can also make use of the NOLNet centres. NOLNet (Namibian Open Learning Network Trust) is a charitable trust which aims to promote open and distance learning in Namibia through sharing resources and expertise.

Government-funded ODL institutions in Namibia which are part of NOLNet are: NAMCOL, the National Institute for Educational Development (NIED), University of Science and Technology (NUST), the University of Namibia (UNAM) and the Ministry of Education, Arts and Culture (MoEAC).

NAMCOL learners can make use of any of these resource centres at the mentioned institutions. Registered learners pay a minimum charge for the use of facilities such as the internet, fax machines and the printing and copying of documents. Students are encouraged to make use of the computer centres in your respective regions. These facilities are free of charge for all students.

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 AS are also available in some subjects. These are available at the NAMCOL bookshops in Windhoek, Ongwediva, Rundu and Otjiwarongo.

Admission Procedures

For entry into the secondary education programme, proof must be provided that the learner has passed subjects at a lower or standard grade.

According to the National Examinations, Assessment and Certification Board (NEACB) committee guidelines, NSSCO (Grade 11) first-time takers are not allowed to enrol with NAMCOL for more than three subjects. Re-sit NSSCO learners are permitted to enrol for four NSSCO subjects per year.

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

ENROLMENT
The certified copy of the following documents are needed for enrolment:
- Proof of identity (Namibian ID card OR passport, birth certificate),
- Certificate of your highest educational qualification or statement of results for the most recent examination you sat for,
- Payment in full of subject fees (in cash or bank deposit with proof of payment),
- Study permit for all foreign nationals*,
- Statement of Entry for learners previously enrolled with NAMCOL.

You can enrol at any of the enrolment points. 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 and a copy of the receipt of payment 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 the subjects you have enrolled for during the current academic year.

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

Admission Procedures

Foreign Nationals Admission Requirements

All foreign nationals are required to have a study permit to study in Namibia. In order to study at NAMCOL, foreign nationals are expected to comply with the following:

- Apply six months in advance,
- Complete an application form for admission to the College,
- Receive a letter of intent if the approval is granted,
- Use the letter of intent to apply to the Ministry of Home Affairs and Immigration for a study permit,
- Passport valid for at least a year,
- Identity document,
- Visa,
- Police clearance,
- Highest qualification certified by the National qualification authority (NQA),
- Medical clearance report.

Note: No foreign national will be enrolled with the College if any of the documents listed is not submitted.

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

FEES FOR LOST DOCUMENTATION:

- Proof of Registration - N$ 110.00
- Statement of Results - N$ 100.00 (Progress Report)
- Academic Record - N$ 150.00
- Semester Results - N$ 80.00
- Receipts - N$ 50.00
- Certificate - N$ 400.00

Assessment and **Assignments**

Assessment for Secondary Education

ASSIGNMENTS

Assignments are used to help learners to master the subject contents and make a success of their studies. Learners are urged to do their best when completing assignments.

Every year new assignments are prepared and learners receive these along with the study guides upon enrolment. Learners can only submit assignments for the current academic year. Assignments must be completed for every subject the learner enrolled for.

Learners must submit their assignments to tutors of that specific subject at the tuition centres during Block Tuition sessions. However, learners who are unable to attend Block Tuition can make arrangments to submit their assignments. 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. Tutors at the centres will mark the assignments, and will provide feedback on the marked assignments during the Block Tuition period.

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

SCHOOL-BASED ASSESSMENT

As part of the school-based assessment, learners who registered for languages are required to be interviewed for oral assessment that will be conducted by trained interlocutors.

Learners registered for Entrepreneurship are required to prepare and submit portfolios as part of their assessment.

Learners are allowed to use their oral assessment marks from the previous assessment for Grade 11 only, provided that such marks are not older than 12 months. Prior arrangement must be made with NAMCOL and DNEA. Learners registered for Agriculture Science are required to carry out Agriculture practicals under the supervision of qualified teachers.

The dates for the oral assessments are indicated in the DNEA examination booklet. The dates and other agricultural-related details are available at respective NAMCOL regional offices.

PLEASE NOTE: Learners who fail to conduct oral assessments, agricultural practicals and Entrepreneurship portfolios will have incomplete results, even if they write other components.

Assessment for Secondary Education

DEADLINES FOR SUBMISSION OF ASSIGNMENTS IN 2024 FOR SECONDARY EDUCATION:

Assignment 1: 25 - 28 March 2024
Assignment 2: 13 - 17 May 2024

IMPORTANT
Submit your assignments to the relevant tutor/ assignment coordinator at the centre where you enrolled.

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

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

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, date of birth, addresses and learner numbers will not be accepted. Learners must make sure that full names, date of birth, addresses and learner numbers are written clearly in the spaces provided on the original assignment covers. **NB: MARKED ASSIGNMENTS WILL BE RETURNED DURING BLOCK TUITION.**

Assessment for Secondary Education

LEARNERS NEED TO TAKE NOTE OF THE FOLLOWING IMPORTANT CHANGES IN ASSESSMENT:

MOCK EXAMINATION

The MOCK EXAMINATION takes place in the second semester.

NATIONAL EXAMINATIONS

The NSSCO examinations take place in October/November every year. The National Examinations, Assessment and Certification Board of Namibia (NEACBN) laid down requirements for national examination registration in order for learners to sit for the 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, Arts and Culture.

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

- Examination registration for Grade 11 (NSSCO/AS) usually takes place between January and March each year.

- 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 it in 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 receipts or proof of registration. This is to confirm that they are enrolled with NAMCOL.

- It is vital that learners fill in the form fully 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.

Assessment for Secondary Education

From the middle of May onwards, the preliminary registration list will be available at each examination centre. Learners must go to the centres to confirm the correctness of their personal information and subject entry on dates still to be confirmed by DNEA. This is the last chance for them to rectify any errors, e.g. wrong birth dates, wrong subjects and so forth.

EXAMINATION PERMITS

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

PLEASE NOTE

1. 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 at the centre where you have registered as part of Paper 3.

Learners who fail to carry out these exercises will get an incomplete result even if they sit for the national examinations.

2. All NSSC language first-time takers are required to do the oral assessment early in September. Re-sit candidates may transfer their oral assessment marks from their previous year (2023). However, learners must notify NAMCOL and DNEA of their intention during the examination registration period.

3. 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).

Note:

EXAMINATION REGISTRATION & FEES

As per indication by the Directorate: National Examinations and Assessment (DNEA)

Centre Management

CENTRE SUPPORT COMMITTEES

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 of Directors. Establishing LRCs at all the centres is the first step towards this goal.

An LRC consists of at least seven members nominated by the learners at the centre. The election is made by secret ballot. Any registered learner at the centre is eligible for election on 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
- Promoting a good relationship between the community and the centre.

NAMCOL realised the importance of Information and Communication Technologies as part of its secondary education offering. With this in mind the College opened Learner Support Centres at Rundu, Otjiwarongo, Omuthiya, Outapi, Eenhana, Walvis Bay and Opuwo. Ongwediva and Windhoek are Business Units. Computer classes are offered to members of the public and NAMCOL learners.

Enrolment
Points

Enrolment Points Northern Region

OSHANA REGION	
NAMCOL Regional Office	Ongwediva PETE
Evululuko SS	Oshakati
Iipumbu SSS	Oshakati
Gabriel Taapopi SSS	Ongwediva
Andimba Toivo ya Toivo SSS	Ondangwa

OSHIKOTO REGION	
Nehale CS	Onayena
Omuthiya Iipundi CS	Omuthiya Iipundi
Omukwiyugwemanya JSS	Oshigambo
Hans Daniel Namuhuja JS	Oniipa Town
Uukule SSS	Onyaanya

KUNENE REGION	
Putuavanga	Opuwo

OHANGWENA REGION	
Eengedjo SS	Omungwelume
Eenhana SS	Eenhana
Oshela SSS	Okongo
Ponhofi SSS	Helao Nafidi Town
Ongha SS	Ongha Settlement
Ondobe CS	Ondobe Village
Shituwa SS	Endola

OMUSATI REGION	
St Charles Lwanga	Omuulukila
David Sheehama	Outapi
Haudano	Okalongo
Mwaala	Tsandi
Shaanika Nashilongo	Okahao
Onesi	Onesi
Ombuumbu JSS	Oshifo - Ruacana
Pendukeni Ivula Ithana SS	Onamhindi Village
Nuuyoma	Otshikuku

Enrolment Points Southern Region

HARDAP REGION	
Danie Joubert CS	Mariental
Rehoboth SS	Rehoboth

//KARAS REGION	
Luderitz JS	Luderitz
Karasburg Learning Village	Karasburg/Lordsville
Keetmanshop TRC	Keetmanshoop
Aussenkehr PS	Aussenkehr
Rosh Pinah Public Library	Rosh Pinah
Oranjemund Namdeb Centre	Oranjemund
Noordoewer JSS	Noordoewer

OTJOZONDJUPA	
Okahandja SS	Okahandja

OMAHEKE REGION	
Hosea Kutako/Epako	Gobabis
C. Heuva High S	Otjombinde
Gustav Kandjii JSS	Otjinene
Epukiro Post Secondary School	Epukiro

KHOMAS REGION Jetu Jama (Hall)	
Hage Geingob	Windhoek
CJ. Brandt	Windhoek
Highline	Windhoek
Dr Frans Aupa Indongo	Windhoek
A. Shipena SS	Windhoek
Augustineum SS	Windhoek
Jan Jonker SSS	Windhoek
Concordia College	Windhoek
Khomas High School	Windhoek
Ella du Plessis	Windhoek
Acacia HS	Windhoek
St Barnabas	Windhoek
PETE	Windhoek

Enrolment Points Central Region

ERONGO REGION	
Sl Gobs SS	Omaruru
Coastal High SS	Swakopmund
Duinesig HS	Walvis Bay
Kuisebmund SS	Walvis Bay
De Duine SS	Walvis Bay
Usakos SS	Usakos

OSHIKOTO REGION	
Otjikoto SS	Tsumeb

OTJOZONDJUPA REGION	
Okakarara SS	Okakarara
Paresis SS	Otjiwarongo
Fridrich Awaseb SS	Grootfontein
Tsumkwe SSS	Tsumkwe
NAMCOL Regional Office	Otjiwarongo (PETE only)

KUNENE REGION	
Cornelius Goreseb SS	Khorixas

Enrolment Points North-Eastern Region

ZAMBEZI REGION	
Katima Sub-Regional Office	Katima Mulilo

KAVANGO WEST REGION	
Nkurenkuru SS	Nkurenkuru

KAVANGO EAST REGION	
Divundu CS	Divundu Town
NAMCOL Regional Office	Rundu

Block Tuition Centres

Secondary Education Block Tuition Centres

NAMCOL offers Block Tuition for all Grade 11 and AS learners that are not part of the PETE programme. This method replaced the usual face-to-face tuition sessions and it is offered during school holidays.

Block Tuition Dates: 25 - 28 March 2024   ·   17 June - 05 July 2024   ·   09 - 13 September 2024

SOUTHERN REGION:	
Hage Geingob	Windhoek
Khomas High School	Windhoek
Augustineum SS	Windhoek
Concordia College	Windhoek
St Barnabas PS	Windhoek
A. Shipena SS	Windhoek
Dr Frans Indongo	Windhoek
Ella du Plessis HS	Windhoek
Jan Jonker SSS	Windhoek
Acacia HS	Windhoek
Highline HS	Windhoek
CJ Brandt HS	Windhoek
Okahandja SS	Okahandja
Danie Joubert CS	Mariental
Rehoboth SS	Rehoboth
Keetmanshoop TRC	Keetmanshoop
Oranjemund Namdeb Centre	Oranjemund
Luderitz JS	Luderitz
Hosea Kutako OL	Gobabis
Gustav Kandjii JSS	Otjinene
Epukiro Post SS	Epukiro
C. Heuva HS	Talismanus

NORTHERN REGION:	
Andimba Toivo ya Toivo SSS	Ondangwa
David Sheehama	Outapi
Eengedjo SS	Omungwelume
Eenhana SS	Eenhana
Gabriel Taapopi SSS	Ongwediva
Hans Daniel Namuhuja JS	Oniipa Town
Haudano	Okalongo
Iipumbu	Oshakati
Mwaala	Tsandi
Nehale CS	Onayena
Nuuyoma	Otshikuku
Omuthiya Iipundi CS	Omuthiya Iipundi
Ondobe CS	Ondobe Village
Ombuumbu JSS	Oshifo - Ruacana
Ongha SS	Ongha Settlement
Oshela SSS	Okongo
Ponhofi SSS	Helao Nafidi Town
Putuavanga	Opuwo
Shaanika Nashilongo	Okahao
Shituwa SS	Endola

NORTH EASTERN REGION:	
Ngweze PS	Katima
Brendan Simbwaye PS	Katima
Caprivi SS	Katima
Nkurenkuru SS	Nkurenkuru
Rundu SS	Rundu
Elia Neromba SS	Rundu
Romanus Kamunoko	Rundu
Ngweze SS	Katima
Dr Romanus Kampungu	Rundu
Divindu CS	Divundu

CENTRAL REGION:	
Paresis SS	Otjiwarongo
Fredrich Awaseb	Grootfontein
Okakarara	Okakarara
Duinesig HS	Walvis Bay
Coastal HS	Swakopmund
Otjikoto SS	Tsumeb
Kuisebmund SS	Walvis Bay

Academic Calendar
Secondary Education

TERM	DATE
FIRST TERM	
NAMCOL re-opens	Wednesday, 3 January
Enrolment Period	Monday, 22 February - Friday, 1 February
First day of the Term	Monday, 12 February
Last day of the Term	Friday, 12 June
Independence Day	Thursday, 21 March
Good Friday	Friday, 29 March
Easter Monday	Monday, 1 April
Workers day	Wednesday, 1 May
Cassinga day	Saturday, 4 May
Ascension day	Thursday, 9 May
School Holiday	Friday, 19 May
Africa day	Saturday, 25 May
School Holiday	Friday, 26 May
SECOND TERM	
First day of the term	Monday, 15 July 2024
Last day of term	Friday, 06 December 2024

Academic Calendar
Secondary Education

Block tuition sessions	Block one 25-28 March 2024 Block two 17 June - 05 July 2024 Block three 09-13 September 2024
African Languages mid-week classes	March - September 2024
PETE Classes	March - September 2024
Agriculture and entrepreneurship mid-week classes	March - September 2024
Assignment submission dates	Assignment 1: 25-28 March 2024 Assignment 2: 13-17 May 2024
Mock examinations	15 July - 08 August 2024
Mid-term breaks (NAMCOL Staff)	29 April - 03 May 2024 26 - 30 August 2024

IMPORTANT DATES		
NAMCOL enrolment period **22 January - 1 February 2024** Last date for transfers from one exam centre to another **1 February 2024**	Registration, verification of details, collecting permits, Oral assessment, and the National examinations will be determined by the MoEAC, Directorate: National examinations and assessment.	**Failure to register for examinations will result in no examination opportunity for the 2024 academic year.**

Tertiary Programmes

- **Linguaskill**
- **Certificate in Developing and Teaching Online Courses (CDTOC)**
- **Certificate in Designing and Developing Online Assessments (CDDOA)**
- **Certificate in English Communication (CEC)**
- **Certificate Local Government Studies (CLGS) - (ONLINE)**
- **Certificate in Education for Development (CED)**
- **Certificate in Early Childhood Development (CECD)**
- **Diploma In Sign Language Interpreting (DSLI) - (Face-to-Face programme)**
- **Diploma in Education for Development (DED)- (ONLINE)**
- **Diploma in Youth and Community Development (DYCD) - (ONLINE)**
- **Diploma in Community-Based Work With Children and Youth (DWCY)**
- **Bachelor Degree in Early Childhood and Junior Primary Education (BECJPE)**
- **Bachelor of Arts in Youth and Community Development (BA:YCD)**
- **Bachelor of Business and Entrepreneurship (BBE)**
- **Bachelor of Education (Honours) in Early Childhood Development and Pre-Primary (B. Ed (Hon.) ECD & PP)**
- **Postgraduate Diploma in Open School Operation & Management (PDOSOM) (ONLINE)**
- **Master of Arts in Youth and Community Development (MAYCD)**

Short
Courses

Cambridge English Language Assessment **LINGUASKILL**

NAMCOL now offers a unique opportunity to Namibians to test their levels of English language proficiency. The College provides one of the world's leading English language qualifications at the tip of your fingers. Globally, it is recognised by more than 20 000 leading universities, employers and governments. NAMCOL is the only institution in Namibia offering Linguaskill in collaboration with the University of Cambridge.

WHAT IS LINGUASKILL?

Linguaskill is a quick and convenient online test to determine the English levels of individuals, employees and groups of candidates. It tests all four language skills: speaking, writing, reading and listening. It is fast and accurate, easily administered, invigilated and results are immediately available, indicating competencies.

WHY CHOOSE LINGUASKILL?

• To measure improvement in your language ability over time;
• To increase the ability of organisations for development of staff;
• To get an indication of the students` readiness for universities.
• To appoint employees with good English proficiency for the work environment;

ACCURATE AND TRUSTED

Linguaskill has been trailled by speakers of over 40 languages from 50 countries to ensure the accuracy and reliability of the results.

It is aligned to the Common European Framework of Reference (CEFR), the international standard for describing language ability.

EASY TO ADMINISTER

Linguaskill does not have any set dates or venues; you can book at our centres at Ongwediva or in Windhoek, that are offering the test.

SKILL COMBINATION	AMOUNT
Reading and Listening	N$1 500.00
Speaking and Writing	N$1 500.00

Certificate in Developing and Teaching Online Courses

CDTOC

Duration:
2 months/
8 weeks

AIM
This course will support teachers, tutors, lecturers, instructors and trainers to effectively design and develop online or blended courses using a variety of delivery technologies and pedagogical methods.

OBJECTIVES
Upon completion of the Developing and Teaching Online Courses, participants will be able to:

- Analyse the need for the course or workshop that you are currently teaching.
- Develop a course plan (storyboard) for your online or blended course.
- Create a quality checklist to guide the design and implementation of your online or blended course.
- Apply Bloom's Taxonomy to write clear, succinct learning outcomes.
- Create an assessment strategy for your course.
- Develop a grading rubric for an online assessment.
- Develop your course or workshop online or blended using your Moodle course shell.
- Identify the necessary skills for successful online teaching.
- Describe several strategies for improving interaction and engagement in an online course.
- Develop an orientation module for your online or blended course.

WHO MAY APPLY?
The target audience for this course are professionals engaged in the day to day teaching and learning environment. This can include:
1. Teachers/tutors/instructors/trainers/ lecturers
2. Programme Coordinators.
3. Administrators/Managers.
4. Students/learners Support Personnel.
5. Curriculum/Instructional Designers.
6. Technology Support Personnel.

DURATION OF THE PROGRAMME
2 months/8 weeks

Admission requirements
Grade 11/12 certificate (20 points in six subjects) including an E symbol in English OR Grade 10 certificate (25 points in 6 subjects) including an E symbol in English plus at least three years' experience.

PROGRAMME CONTENT
A certificate in Developing and Teaching Online Courses will consist of five modules that are designed to guide you through the process of planning, designing, developing and teaching an online or blended course using Moodle, a Learning Management System (LMS).
- Module 1: Getting Started (this module)
- Module 2: Before the Planning Stage
- Module 3: The Planning Stage
- Module 4: The Development Stage
- Module 5: Teaching Your Course

Note:

A once-off Administration fee of N$1500 is payable as required.

Certificate in Designing and Developing Online Assessments

AIM
This introductory course will support teachers, tutors, lecturers, instructors and trainers to explore online assessment practices, familiarise themselves with principles of online assessment, and develop and practice skills relevant to designing and conducting assessments suitable for a course they currently teach or expect to teach online

OBJECTIVES
Upon completion of the Developing and Teaching Online Courses, participants will be able to:

• Explain why you assess students
• Distinguish between different types of assessments
• Select and justify between different kinds of assessments
• Manipulate different kinds of assessments
• Revise one of your assessments (or create a new one) for the online environment

WHO MAY APPLY?
The target audience for this course are post-secondary educators engaged in the day to day teaching and learning environment. This can include:

1. Teacher/tutors/instructors/trainers/ lecturers
2. Programme Coordinators
3. Administrators/Managers
4. Student/learner Support Personnel
5. Curriculum/Instructional Designers
6. Technology Support Personnel

DURATION OF THE PROGRAMME
This course is paced, asynchronous, lasts 5 weeks, and requires approximately 4-5 hours of work per week.

ADMISSION REQUIREMENTS
• Interested applicants with educational background/qualification and computer literacy skills as a MUST
• Applicants must be in possession of a computer/laptop
• Applicants must have access to internet connection as the course is a fully online programme
• Applications should be done strictly online

PROGRAMME CONTENT
A certificate in Designing and Developing Online Assessments Course will consist of five modules that are designed to guide through the principles and practices of online assessment using Moodle, a Learning Management System (LMS).
Module 1: Online Assessments
Module 2: Principles of Online Assessments
Module 3: Methods of Online Assessments
Module 4: Assessment Design
Module 5: Assessment sharing

Note:

A once-off Administration fee of N$1500 is payable as required.

Certificate in Designing and Developing Online Assessments

MODULE FLOW/SEQUENCE BY WEEK

The table below represents the recommended module flow for students. The table below illustrates the suggested sequencing for a student.

WEEK 1	WEEK 2	WEEK 3	WEEK 4
Module 1: Getting Started (optional study)	Module 2: Before the Planning Stage (Optional study)	Module 2: Before the Planning Stage (Optional Study)	Module 3: The Planning Stage (Optional study)
Module 3: The Planning Stage	Module 4: The Development Stage	Module 4: The Development Stage	Module 4: The Development Stage
Module 4: The Development Stage	Module 5: Teaching Your Course	Module 5: Teaching Your Course	

COURSE FEE

N$1 500.00 (N$300 per module X 5 modules)

Certificate in English Communication

The Certificate in English Communication (CEC) 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. This course is offered online only, therefore, all students in this course must be computer literate and able to study through e-Learning.

OBJECTIVES AND TARGET GROUPS
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.

FEES
N$1200.00

THE COURSE IS OPEN FOR
- potential Grade 12 learners of NAMCOL who wish to improve their English language
- 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 PROCEDURES
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, birth certificate or passport).

Prospective learners are required to register online only.

PROGRAMME STRUCTURE AND CONTENT
This course consists of four modules, as well as 8 tutor-marked assignments.

- CEC Core (6 assignments) - refers to Modules 1 - 3
- CEC Extended (8 assignments) - refers to Modules 1 - 4 Module 4 is optional for students who wish to further their studies at tertiary level.

Certificate in English Communication

STUDENT SUPPORT - ONLINE FACILITATION
All materials, assignments and quizes are online (uploaded on Moodle)
• No materials given
• all assessment uploaded on Moodle

ASSESSMENT
Continuous assessment is done through the submission of assignments. There will be 6 tutor-marked assignments based on the three modules for core learners, and 8 assignments for four modules for extended. Students will be required to keep a file of their written work.

In order to pass this course, a student must obtain a final mark of at least 50% in each assignment submitted. No examinations are written.

A student will only be awarded a certificate if these requirements have been fulfilled. A final examination will take place at the end of the academic year (November each year).

Note:

The fees are only applicable to year one of the studies and they are subject to change.

IMPORTANT:
A once-off N$690.00 data fee is charged with registation for 60G of data each month for the whole year.

Tertiary
Programmes
Certificates

Certificate in Local Government Studies

AIM

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

OBJECTIVES

This programme is designed to:

- Provide support for the decentralisation and democratisation process in Namibia;
- Support capacity building initiatives of regional councils and local authorities through a tailor-made academic programme;
- Provide opportunities for school-leavers who have an interest in a career in regional and local government administration;
- Provide an academic programme that would be acceptable as a basic entry qualification for students interested in enrolling for a Diploma in Local Government Studies in the Department of Political and Administrative Studies at UNAM. This is subject to students meeting the academic entry requirements of UNAM.
- Provide a better chance to qualify as a Certified Municipal Professional (CMP) with the Namibian Association of Local Authority Offices (NALAQO) once obtaining this qualification.

WHO MAY APPLY?

Officials 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 improving their qualifications in this field may apply for this programme.

ADMISSION REQUIREMENTS

- Grade 11/12 Certificate (20 points in six subjects)
- E symbol in English OR
- Grade 10 Certificate (25 points in six subjects)
- E symbol in English
- 3 years relevant working experience

ASSESSMENT

Assessment will be done through Assignments and Examinations:

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

DURATION OF THE PROGRAMME

This is a one-year programme and students are supported through online interactions.

Certificate in Local Government Studies

PROGRAMME CONTENT

The programme consists of 11 modules of which two are institutional core modules:

MODULES		CODE
1. English for General Communication		9901G
2. Introduction to Computer		9902G
Semester 1	3. Regional and Local Government in Namibia	1911
	4. Regional and Local Government Management	1912
	5. Economics for Local Government Practitioners A	1913
	6. Local Government Finance and Accounting A	1914
Semester 2	7. Basic Community Development	1915
	8. Economics for Local Government Practitioners B	1916
	9. Local Government Change and Diversity Management	1917
	10. Local Government Finance and Accounting B	1918
	11. Practical Job Placement	1919

FEE STRUCTURE FOR 2024

SEMESTER 1

Registration fee is N$2690.00, which should be paid upon registration, the remaining amount should be settled by May 31. The once-off N$690.00 data fee is charged with registation for 60G data each month for the whole year.

SEMESTER 2

Registration fee is N$2000.00, which should be paid upon registration, the remaining amount should be settled by September 30.

TYPE OF FEE	AMOUNT
Institutional Core Modules X 2	1 000.00
Modules X 9	9 180.00
Grand Total	**10 180.00**

Note:

The fees are only applicable to year one of the studies and they are subject to change.

IMPORTANT:
A once-off N$690.00 data fee is charged with registation for 60G of data each month for the whole year.

Certificate in Education for Development

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

OBJECTIVES
This programme is designed to:

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

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

ADMISSION REQUIREMENTS
- Grade 11/12 Certificate (20 points in six subjects)
- E symbol in English OR
- Grade 10 Certificate (25 points in six subjects)
- E symbol in English
- 3 years relevant working experience

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

DURATION OF THE PROGRAMME
This is a one-year distance education study programme and students are supported through online interactions.

Certificate in Education for Development

PROGRAMME CONTENT

The programme consists of 6 modules and 2 Institutional core modules:

MODULES		CODE
1. English for General Communication		9901 E
2. Introduction to Computer		9902 E
Semester 1	3. Development Studies	1710
	4. Theory and Practice of Adult Education	1711
	5. Applied Basic Mathematics 1	1707
Semester 2	6. Applied Basic Mathematics 2	1713
	7. Theory and Practice of Community Development	1714
	8. Project Development and Management	1715

FEE STRUCTURE FOR 2024

SEMESTER 1

Registration fee is N$2690.00, which should be paid upon registration, the remaining amount should be settled by May 31. The once-off N$690.00 data fee is charged with registation for 60G of data each month for the whole year.

SEMESTER 2

Registration fee is N$2000.00, which should be paid upon registration, the remaining amount should be settled by 30 September.

TYPE OF FEE	AMOUNT
Institutional Core Modules X 2	1000.00
Modules X 6	6 120.00
Grand Total	**7 120.00**

Note:

The fees are only applicable to year one of the studies and they are subject to change.

IMPORTANT: A once-off N$690.00 data fee is charged with registation for 60G of data each month for the whole year.

Certificate in Early Childhood Development

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

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

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

ADMISSION REQUIREMENTS
- Grade 11/12 Certificate (20 points in six subjects)
- E symbol in English OR
- Grade 10 Certificate (25 points in six subjects)
- E symbol in English
- 3 years relevant working experience

ASSESSMENT
Assessment will be done through Assignments and Examinations.
- Two assignments per module
- Assignments will contribute 50% towards the final mark
- An admission mark of 50% through assignment marks is required to sit for the examination in each module
- One three-hour examination paper per module (exam mark will contribute 50% towards the final mark)
- 1 practicum
- End of semester examinations.

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

Certificate in Early Childhood Development

PROGRAMME CONTENT

The Programme consists of 11 Modules and 2 Institutional core modules:

MODULES		CODE
1. English for General Communication		9901A
2. Introduction to Computer		9902A
Semester 1	3. Early Childhood Development within the Namibian Context	2113
	4. The Child and the Educarer	2114
	5. Physical Resources and Information Management	2115
Semester 2	6. Hygiene and Safety	2116
	7. Nutrition and Health Care	2117
	8. Child Development	2118
	9. Practicum A	2119
Semester 3	10. Pedagogy	2110
	11. Learning Areas Part A	2111A
	12. Learning Areas Part B	2111B
	13. Practicum B	2112B

FEE STRUCTURE FOR 2024

SEMESTER 1

Registration fee is N$2690.00, which should be paid upon registration, the remaining amount should be settled by May 31. The once-off N$690.00 data fee is charged with registation for data 60G each month for the whole year.

SEMESTER 2

Registration fee is N$2000.00, which should be paid upon registration, the remaining amount should be settled by September 30.

TYPE OF FEE	AMOUNT
Institutional Core Modules X 2	1000.00
Modules X 7	3 920.00
Grand Total	4 920.00

NOTE:

The fees are only applicable to year one of the studies and they are subject to change.

Note:

The fees are only applicable to year one of the studies and they are subject to change.

IMPORTANT: A once-off N$690.00 data fee is charged with registation for 60G of data each month for the whole year.

Tertiary
Programmes
Diplomas

DSLI

Duration:
2 Years

NQF
Level:6

Diploma in Sign Language Interpreting

AIM & OBJECTIVES

This programme was designed to prepare students to enter the field of sign language interpreting as professionals who can make a significant contribution to the deaf community and in the field of interpreting for the deaf. Through this programme interpreters will understand the communication process and apply the knowledge they have gained through the programme. By training qualified Namibian Sign Language Interpreters, deaf Namibians can be included in society.

Speaking at the first National Workshop on interpreting in the United States, the President of the National Association of the Deaf closed his remarks with these words:

Without interpreters, our world would be much narrower than it is. These wonderful people, understanding, and dedicated, are our bridges and our gates to the world of sound, our escape from silence. Through their ears, we communicate with the hearing. Through hearts, we feel the ties of brotherhood even through the invisible wall of silence that sets us apart (Sanderson, 1964). The main aim of the programme is to make the communication experience as complete as possible for both hearing and deaf or hard of hearing people. Interpreters constitute the "voice" of deaf people.

Therefore, the objectives are to:
•	prepare professional interpreters who are competent, ethical, and lifelong learners.
•	 prepare culturally-sensitive interpreters to work in a variety of settings.
•	prepare interpreters to work between Namibian Sign Language (NSL) and English knowing that many variables influence language use including gender, ethnicity, social status, education, age, and bilingualism.

WHO SHOULD ENROL FOR THE DIPLOMA PROGRAMME?

If you are a professional that is proficient in Namibian sign language. The following fields of employment would need interpreters although the fields are not exhausted:

•	teaching,
•	law enforcement,
•	sales field,
•	medical staff e.g. nurses.
•	counselling and CODAS (Children of Deaf parents).

ADMISSION REQUIREMENTS

To qualify for the Diploma applicants should the following requirements:
•	Be a holder of a Namibia Senior Secondary Certificate Ordinary (NSSCO) level qualification with a minimum of 22 points in five subjects on the Ministry of Education point scale or equivalent with a D symbol in English and be proficient in Namibian Sign Language (any recognised proficiency training in NSL).

HOW IS THE PROGRAMME DELIVERED?

The Diploma in Sign Language Interpreting is a practical programme and therefore cannot be offered as a distance programme but only as a full-time face-to-face programme.

DURATION

The programme will be offered over a period of 2 years, covering 4 semesters.

Diploma in Sign Language Interpreting

PROGRAMME CONTENT

The programme consists of seven (7) modules plus two (2) institutional core modules.

MODULES			CODE
1. English for General Communication **(YEAR MODULE)**			9901
2. Introduction to Computer			9902
Year 1 **Semester 1 & 2**	3.	Theory of Sign Language Interpretation A	2901
	4.	Namibian Sign Language Acquisition: Language Development A	2902 2903
	5.	Namibian Sign Language Linguistics	2904
Year 2 **Semester 3**	6.	Principles of Sign Language Interpreting B	2905
	7.	Namibian Sign Language Acquisition: Language Development B	2907 2908
	8.	Deaf Culture	
Year 2 **Semester 4**	9.	Sign Language Interpreting (Practical/Attachment)	5007

FEE STRUCTURE FOR 2024

SEMESTER 1

Registration fee is N$2690.00, which should be paid upon registration, the remaining amount should be settled by May 31. The once-off N$690.00 data fee is charged with registation for 60G data each month for the whole year.

SEMESTER 2

Registration fee is N$2000.00, which should be paid upon registration, the remaining amount should be settled by 30 September.

TYPE OF FEE	AMOUNT
Institutional Core Modules X 2	1 000.00
Modules X 7	N$7 490.00
Grand Total	**N$8 490.00**

Note:

The fees are only applicable to year one of the studies and they are subject to change.

IMPORTANT:
A once-off N$690.00 data fee is charged with registation for 60G of data each month for the whole year.

Diploma in Education for Development

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

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

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

ADMISSION REQUIREMENTS
• Grade 11/12 certificate (22 points in 5 modules)
• E symbol in English OR
• NAMCOL or UNISA CED qualification

ASSESSMENT
Assessment will be done through Assignments and Examinations:

• Two assignments per module.
• Assignments will contribute 50% towards the final mark.
• An admission mark of 50% through assignment marks is required to sit for the examination in each module.
• A three-hour examination paper per module (examination mark will contribute 50% towards the final mark).
• Work Attachment.
• Teaching Practice.

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

Note:

The fees are only applicable to year one of the studies and they are subject to change.

IMPORTANT: A once-off N$690.00 data fee is charged with registation for 60G of data each month for the whole year.

Diploma in Education for Development

PROGRAMME CONTENT

The Programme consists of 17 modules and 2 Institutional Core Modules:

MODULES		CODE
1. English for General Communication		9901F
2. Introduction to Computer		9902F
Semester 1	3. Foundations of Adult Education	2207
	4. Teaching Basic Literacy and Numeracy Skills	2208
	5. Introduction to Community Development	2209
	6. Health Education	2210
Semester 2	7. Introduction to Sustainable Development	2211
	8. Planning and Development of Community and Adult Education Projects	2212
	9. Introduction to Youth Development	2213
Semester 3	10. Gender in Adult Education and Community Development	2214
	11. Youth Development, Family and Society Projects	2215
	12. Income Generation and Entrepreneurial Development	2216
	13. Principles of Research, Monitoring and Evaluation of Programmes	2217
Semester 4	14. Adult Education for Development and Social Change	2218
	15. Management of Community and Adult Education Projects	2219
	16. Environmental and Population Education	2220
	17. Research, Monitoring and Evaluation of Programmes	2221
	18. Teaching Methods of Adult Education (year module)	2222
	19. Work Attachment (year module)	2223

FEE STRUCTURE FOR 2024

SEMESTER 1

Registration fee is N$2690.00, which should be paid upon registration, the remaining amount should be settled by May 31. The once-off N$690.00 data fee is charged with registation for 60G data each month for the whole year.

SEMESTER 2

Registration fee is N$2000.00, which should be paid upon registration, the remaining amount should be settled by September 30.

TYPE OF FEE	AMOUNT
Institutional Core Modules X 2	1 000.00
Modules X 7	8 260.00
Grand Total	9 260.00

NOTE:
The fees are only applicable to year one of the studies and they are subject to change.

Diploma in Youth and Community Development

AIM

This qualification aims to create a group of qualified, innovative, committed youth leaders and educators equipped with the professional competencies required for effective youth development work in Namibia. Additionally, it aims to address the critical shortage of trained youth development educators and empower youth to become creators of employment and produce graduates with employability skills to meet the challenges they face.

OBJECTIVES

This programme is designed to:

- equip youth workers with appropriate skills, knowledge and attitudes that would enable them to train other youth in development work;
- prepare youth workers to effectively perform their duties in youth development;
- promote equal opportunities for life-long learning for youth workers and educators;
- provide a firm foundation upon which entrants to the diploma programme can develop questioning, appreciative and creative intellects.

The programme further developed with a level of complexity measured at the diploma level covering knowledge, comprehension, application and analysis. Very little synthesis and evaluation levels are incorporated in some course material.

WHO SHOULD ENROL FOR THE DIPLOMA PROGRAMME?

The Diploma programme is an opportunity for people working with the youth, formally and informally (Churches, NGOs, Local Authorities, Government Ministries and Agents).

ADMISSION REQUIREMENTS

- A Namibia Senior Secondary Certificate Ordinary (NSSCO) level qualification with a minimum of 22 points on the Ministry of Education's point scale in five subjects as well as an E-symbol in English. OR
- Any other relevant and equivalent qualifications at NQF level 5 and/or pre-qualifications from a recognised institution of higher learning.

HOW IS THE PROGRAMME DELIVERED?

This programme is offered via distance mode combined with face-to-face online virtual tutorials. Students have a minimum of 16 hours to meet the tutor-marker per module during the duration of the programme. Students have to attend two compulsory workshops: orientation and examination preparation. These translate into the following approximate equivalent contact hours and, are used in the calculations of module credits:

- 100 notional hours are given per module;
- 5 notional hours to complete an assignment;
- 16 notional hours to attend workshops per module;
- 3 hours for an examination paper which can conclude the total number of hours per module.

Diploma in Youth and Community Development

PROGRAMME CONTENT
The programme consists of fifteen (19) modules plus two (2) institutional core modules.

MODULES		CODE
1. English for General Communication 2. Introduction to Computer		9901H 9902H
Semester 1	3. Commonwealth Values in Youth Development Work 4. Young People in Society 5. A-Principles and Practice of Youth in Development – Part A 6. Working with Youth and their Communities	1816 1817 1818 1819
Semester 2	7. Gender and Development 8. B-Principles and Practice of Youth in Development – Part B 9. Youth and Health 10. Project Planning, Monitoring & Evaluation	1820 1821 1822 1823
Semester 3	11. Management Skills 12. A-Learning Processes – Part A 13. Policy Planning and Implementation 14. Conflict Resolution, Strategies and Skills 15. Promoting Enterprise and Economic Development	1824 1825 1826 1827 1828
Semester 4	16. Sustainable Development and Environmental Issues 17. Orphans & Vulnerable Children Programme Management and Policy Development 18. Psychological Support of Orphans & Vulnerable Children 19. B-Learning Processes – Part B	1829 1830 1831 1832

FEE STRUCTURE FOR 2024

SEMESTER 1

Registration fee is N$2690.00, which should be paid upon registration, the remaining amount should be settled by May 31. The once-off N$690.00 data fee is charged with registation for 60G data each month for the whole year.

SEMESTER 2

Registration fee is N$2000.00, which should be paid upon registration, the remaining amount should be settled by September 30.

TYPE OF FEE	AMOUNT
Institutional Core Modules X 2	N$1 000.00
Modules X 8	N$8 160.00
Grand Total	N$9 160.00

NOTE:
The fees are only applicable to year one of the studies and they are subject to change.

Note:

The fees are only applicable to year one of the studies and they are subject to change.

IMPORTANT: A once-off N$690.00 data fee is charged with registation for 60G of data each month for the whole year.

Diploma in Community-Based Work with Children and Youth

AIM

The purpose of this qualification is to create a group of qualified, innovative, committed community workers, educators equipped with professional competencies required for effective community-based work with children and youth for Namibia and the world at large. Additionally, it aims to address the critical shortage of trained community child and youth care workers.

Furthermore, it aims to empower community workers to become creators of employment, producer of knowledge and produce citizens with employability skills to meet developmental challenges they face.

OBJECTIVES

The main objectives of the programme are to:

- Develop questioning, appreciative and creative intellects;
- Equip community workers with appropriate knowledge, skills, attitude and competencies that would enable them to train other community workers in Psyco-Social Support (PSS);
- Prepare community workers to effectively perform their duties in community work;
- Promote community workers and educators with equal opportunities for lifelong learning;
- Provide a firm foundation upon which entrants to the diploma can proceed to other related Bachelors' in the field.

WHO MAY APPLY?

This programme is open to all qualifying prospective students wishing to advance their career in working with vulnerable groups.

ADMISSION REQUIREMENTS

For the students to be admitted to the DWCY, they must meet the minimum entry requirement of NAMCOL:

- Students should have a:
- Grade 11/12 certificate with 22 points in 5 subjects and an E symbol in English; or
- Certificate in Community-Based Work with Children and Youth offered by NAMCOL; or
- Any equivalent relevant Level 4 qualification.

Diploma in Community-Based Work with Children and Youth

PROGRAMME CONTENT

The programme consists of 12 modules. See the table below for names of the modules.
The diploma offered over three years looks as follows:

MODULES	
1. English for General Communication 2. Introduction to Computer	
Semester 1	Personal and Professional Development Child and Youth Rights and Safety Child and Youth Development
Semester 2	Care and Support Community Development Service Learning Project
Semester 3	Communication Skills Entrepreneurship Community Based Psychosocial Support Intervention Strategies Research Methods-year module
Semester 4	Social Services in Developing Countries Leadership and Project Management Research Methods

FEE STRUCTURE FOR 2024

SEMESTER 1

Registration fee is N$2690.00, which should be paid upon registration, the remaining amount should be settled by May 31. The once-off N$690.00 data fee is charged with registation for 60G data each month for the whole year.

SEMESTER 2

Registration fee is N$2000.00, which should be paid upon registration, the remaining amount should be settled by September 30.

NOTE:

The fees are only applicable to year one of the studies and they are subject to change.

Note:

The fees are only applicable to year one of the studies and they are subject to change.

IMPORTANT: A once-off N$690.00 data fee is charged with registation for 60G of data each month for the whole year.

Degrees

Bachelor of Education in Early Childhood and Junior Primary Education

AIM

The overarching aim of this programme is to support prospective and upgrading Diploma students to be competent, confident teachers who are able to facilitate the mastery of the school curriculum competencies in all Early Childhood and Junior Primary subjects.

Early Childhood Care, Development and Junior Primary Education lay the foundation for formal Education and thus contribute to building a nation. This phase of learning is recognised internationally as an essential launching block in life. Early childhood and Junior Primary Education forms an integral part of the 'Education for All' agenda since it ensures a more effective transition to and integration in formal education for all Namibian children. The B. Ed ECJPE thus aims to provide aspiring educarers and teachers with a solid theoretical background and effective pedagogical skills to build a sound foundation for young Namibians.

OBJECTIVES

The programme is designed to:

- Train student teachers to understand, value and treat young children with respect and value their diversity.
- Expose students to educational practice opportunities to establish theoretical underpinnings and school curriculum expectations.
- Develop effective relevant teaching strategies for all school subjects to promote learning.
- Develop a deep understanding of children and their needs through relevant action research.
- Provide students with theoretical background knowledge on holistic child development, inclusion, counseling and human classroom management skills.

WHO MAY APPLY?

This B.Ed ECJPE qualification will acknowledge former alumni of NAMCOL who have obtained the Diploma in Early Childhood and Pre Primary Education as well as new recruits who wish to obtain an education degree in the Early Childhood and Junior Primary Phase and cannot afford full time studies. The B.Ed ECJPE qualification offers an opportunity to student teachers who have a calling and have a strong desire to serve the nation through teaching young children and helping them achieve a good chance at success.

ADMISSION REQUIREMENTS

- Applicants must have at least 25 points in the five subjects on the NSSCO/AS level, including English with a minimum D Grade OR
- Applicants who are graduates of NAMCOL's Certificate in Early Childhood Development (CECD)
- Applicants who are graduates from the NAMCOL Diploma in Early Childhood and Development (DECPPE) or any other equivalent relevant qualification.

ASSESSMENT

- The assessment process comprises assignments which form continuous assessment over the course of a Semester or year and count as a Continuous Assessment (CA) year/Semester mark, allowing Semester students to qualify for an examination if they have at least 50%.
- Some modules will be based on practical work (photographed or done during compulsory tutorial sessions) plus assignments only, such as Educational Practice and Integrated Arts while other modules will have a final examination paper written.

Bachelor of Education in Early Childhood and Junior Primary Education

- First Aid will be certified separately.
- Lecturers are expected to provide guiding and informative feedback on assignments. Assignments and examination papers will be moderated as well as a selection of the marked scripts.

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

PROGRAMME CONTENT
The programme consists of 43 modules. See the table below for names of the modules. The B. Ed Degree offered over four years looks as follows:

MODULES	Semester 2	
Year 1 Semester 1	1. Religious and Moral Education 2. English Language Competence I 3. Basic Mathematics for ECD/Junior Primary Educators I 4. Introduction to Computers (Year Module) 5. Integrated Creative and Visual Arts 6. Integrated Environmental Awareness ECD	7. English Language Competence II (Independent User) 8. Professional and Educational Orientation 9. Basic Math for ECD/Junior Primary Educators II 10. Introduction Computers 11. Integrated Music and Drama Development 12. Integrated Environmental Education JPE

MODULES	Semester 2	
Year 2 Semester 2	13. Theories of Learning in Early Childhood and Junior Primary Education (Western and African perspective) 14. Pre-Numeracy Development (ECD) 15. Pre-Literacy and Language Development (ECD) 16. Physical Development and Motor Skills 17. English as Second Language 18. Namibian Language as Medium of Instruction (Mother Tongue) 19. Educational practice 1A	20. Mathematics & Numeracy Education (Grade 1-3) 21. Literacy & Language Education (Grade 1-3) 22. Physical Development and Motor Skills (Grade 1-3) 23. English as Second Language 24. Namibian Language as Medium of Instruction (mother tongue) 25. Educational practice 1B
Year 2 Semester 2	1. Holistic Child Development Milestones and Needs 2. Inclusive Education for Child Development and Learning Challenges 3. Numeracy Intervention 4. English Language Competence III (Professional User) 5. Project Based Learning	6. Reading and Writing intervention 7. Curriculum Development and Science of Teaching 8. History, Policies and Standards in ECE 9. Project-Based Learning 10. Educational Practice II
Year 4 Semester 4	11. Educational Research Methodology 12. Guidance and Counseling of young children 13. Educational Leadership and Management I 14. First Aid 15. Educational Practice III	16. Guidance and Counselling of Young Children 17. Educational Management II 18. Research Project

Bachelor of Education in Early Childhood and Junior Primary Education

FEE STRUCTURE FOR 2024

SEMESTER 1

Registration fee is N$2690.00, which should be paid upon registration, the remaining amount should be settled by May 31. The once-off N$690.00 data fee is charged with registation for 60G data each month for the whole year.

SEMESTER 2

Registration fee is N$2000.00, which should be paid upon registration, the remaining amount should be settled by September 30.

TYPE OF FEE	AMOUNT
Institutional Core Modules X 1	N$500.00
Modules X 10	N$13 000.00
Grand Total	**N$13 500.00**

NOTE:
The fees are only applicable to year one of the studies and they are subject to change.

Note:

The fees are only applicable to year one of the studies and they are subject to change.

IMPORTANT: A once-off N$690.00 data fee is charged with registation for 60G of data each month for the whole year.

Duration:
3 Years

NQF
Level:7

Bachelor of Arts in Youth and Community Development

AIM
The aim of the Bachelor of Arts in Youth and Community Development is to create qualified, innovative, committed professional and community equipped with professional competencies required for effective youth and community development work in Namibia and the world at large.

OBJECTIVES
• This programme is designed to:
• Introduce the discipline of Youth and Community Development;
• Uptake highly interested individuals to develop their competencies within the vast youth development field;
• Develop effective and reflective youth development practitioners capable of applying theory to practice when working with youth;
• Equip students with knowledge, attitudes, and skills and prepare them for work at management level.

WHO MAY APPLY?
• Practitioners or Professionals working with youth including:
• Civil Servants;
• Community Development Practitioners;
• Youth Workers; and
• Interested individuals seeking competency at degree level in youth and community development work.

ADMISSION REQUIREMENTS:
• Grade 11/12 certificate with 25 points (in five subjects)
• E symbol in English **OR**

• Anyone who has obtained the Diploma in Youth Development (DYD) at NAMCOL or Any other equivalent qualification

ASSESSMENT
• Two assignments per module.
• Assignments will contribute 50% towards the final mark.
• An admission mark of 50% through assignment marks is required to sit for the examination in each module.
• One three-hour examination paper per module.
• End of semester examination.

DURATION OF THE PROGRAMME:
Three-year programme supported by face-to-face sessions

PROGRAMME CONTENT:
The programme consists of 26 modules, which include 2 Institutional Core Modules + 1 Research Project as listed:

Bachelor of Arts in Youth and Community Development

MODULES	CODE
1. English for General Communication	9901B
2. Introduction to Computer	9902B
YEAR 1 SEMESTER 1 3. Learning Processes - Part A	3101
4. Introduction to Theory and Practice of	3102
5. Introduction to Sociology	3103
6. Management and Leadership Skills for Youth Work	3104
YEAR 1 SEMESTER 2 7. Working with Youth in Community and Organisational Settings	3105 3106
8. Youth Health Safety and Well-being	3107
9. Contemporary Issues in Youth Development	3108
10. Personal and Professional Development	3109
11. *Learning Processes - PART B	
YEAR 2 SEMESTER 1 12. Youth Governance, Transparency and Participation	3110
13. Youth and Society A	3111
14. English for Academic Purposes	3112
15. Youth and Sustainable Development	3113
16. Youth Entrepreneurship and Innovation	3114
YEAR 2 SEMESTER 2 17. Developmental Psychology	3115
18. Youth Advocacy: Principles and Tools	3116
19. Youth Advocacy: ICTs in Youth Work	3117
20. Youth Development Work: Networks, Partnerships and Resources	3118 3119
21. Introduction to Social Research -PART A	
YEAR 3 SEMESTER 1 22. Supporting Youth in Grief and Trauma	3120
23. Peace, Conflict Resolution and Mediation	3121
24. Strategic Planning and Programme Management	3122
YEAR 3 SEMESTER 2 25. Introduction to Social Reserch - PART B (YEAR MODULE)	3123 3124
26. Work Integrated Learning	

FEE STRUCTURE FOR 2024

SEMESTER 1

Registration fee is N$2690.00, which should be paid upon registration, the remaining amount should be settled by May 31. The once-off N$690.00 data fee is charged with registation for 60G data each month for the whole year.

SEMESTER 2

Registration fee is N$2000.00, which should be paid upon registration, the remaining amount should be settled by September 30.

TYPE OF FEE	AMOUNT
Institutional Core Modules X 2	1 000.00
Modules X 9	16 380.00
Grand Total	**17 380..00**

Note:

The fees are only applicable to year one of the studies and they are subject to change.

IMPORTANT: A once-off N$690.00 data fee is charged with registation for 60G of data each month for the whole year.

Bachelor of Business and Entrepreneurship

AIM

The BBE programme aims to produce business leaders and entrepreneurs who are visionary, realistic, and driven to develop innovative business ventures. Moreover, the programme seeks to address the critical number of youth unemployment by imparting in them some practical business and entrepreneurial skills that are essential stimulants for self-employment and job creation. The programme further aims to result in a more robust economy as more businesses can be opened up when entrepreneurial students graduate, thus creating start-up businesses.

OBJECTIVES

The specific objectives of the programme are to enable future entrepreneurs to:

• pursue their business ideas;
• promote innovation and creativity;
• create employment;
• earn stable incomes;
• build the spirit of self-reliance;
• seek for business and entrepreneurial opportunities;
• develop global business and entrepreneurial consultative skills that make partnerships essential; and
• start a successful business

WHO MAY APPLY?

There are four principal audiences for the BBE programme:

• school leavers who are seeking academic qualifications for employment and self-employment;
• mid-career professionals who wish to change and enhance their current career status and become entrepreneurs;
• NAMCOL future entrepreneurs from the Certificate and Diploma in Business and Entrepreneurship; and
• Self-taught entrepreneurs who seek a formal qualification.

ADMISSION REQUIREMENTS:

Admission criteria ensure that future entrepreneurs who get admission to the programme possess the ability to cope with the programme's demands. Therefore, to be admitted into the Bachelor of Business and Entrepreneurship programme, future entrepreneurs should have:

• NSSCO or NSSCAS Certificates with a minimum of 25 points in five subjects and at least an D-Symbol in English OR
• NAMCOL level 5 Certificate/Diploma Level 6 in Business and Entrepreneurship OR
• Any other relevant and equivalent qualification at NQF level 6, and/or pre-qualifications from a recognised institution of higher learning.

ASSESSMENT

The assessment of a student's performance will be based on four components:

• Continuous assessment;
• Written examination;
• Tangible business idea (Prototype); and
• Portfolio assessment for work-integrated learning (WIL).

(BBE)

Duration:
3 Years

Bachelor of Business and Entrepreneurship

DURATION OF THE PROGRAMME:

The duration of the programme delivery is three years. Each year will have two semesters, adding up to six semesters. The maximum period to complete the programme is six years. This programme is offered via the blended mode (combination of online virtual and face to face tutorials).

PROGRAMME CONTENT:

The programme consists 26 of modules.
The BBE degree offered over three years looks as follows:

MODULES	
YEAR 1 SEMESTER 1	1. English for General Communication 2. Introduction to Computers 3. Introduction to Entrepreneurship 4. Introduction to Business Accounting 5. Principles of Marketing
YEAR 1 SEMESTER 2	6. Business Communication 7. Introduction to Business Accounting 8. Human Resources Management 9. Designing Thinking Intervention Process 10. Prototype Process Design 1
YEAR 2 SEMESTER 1	11. Business Information Systems 12. Risk Management 13. Principles of Management 14. Management Accounting
YEAR 2 SEMESTER 2	15. Business Environment 16. Management Accounting 17. Enterprise Mentoring, Coaching and Consulting 18. Prototype Process Design 2

YEAR 3 SEMESTER 1	19. Business Research Practice 20. Team Management 21. Strategic Planning 22. Financial Management
YEAR 3 SEMESTER 2	23. Business Law 24. Managing Business Projects 25. Enterpreneurial Innovation Systems 26. Stage Three Prototype Design 27. Work Integrated Learning (WIL)

FEE STRUCTURE FOR 2024

SEMESTER 1

Registration fee is N$2690.00, which should be paid upon registration, the remaining amount should be settled by May 31. The once-off N$690.00 data fee is charged with registation for 60G data each month for the whole year.
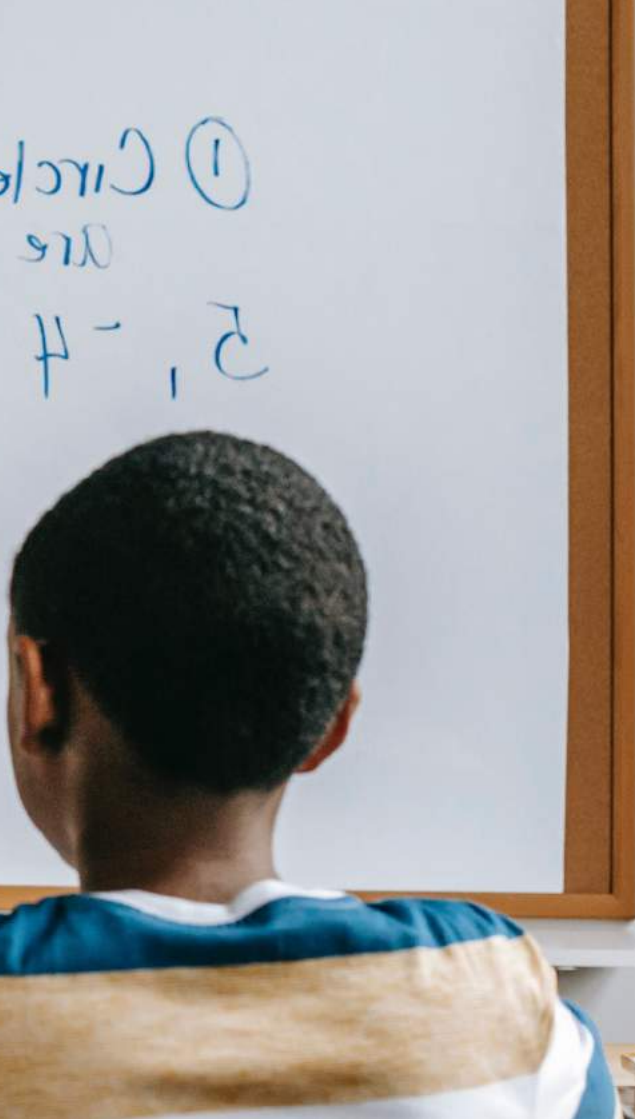
SEMESTER 2

Registration fee is N$2000.00, which should be paid upon registration, the remaining amount should be settled by September 30.

NOTE:
FEES TO BE DETERMINED

Minute #7

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1, 2, 6, 1, 0.8, 100

Tertiary
Programmes

Honours
Degree

Bachelor of Education (Honours) in Early Childhood Development and Pre-Primary

AIM

This bachelor degree aims to produce qualified teachers and educarers with advanced and comprehensive expertise in ECD and PP. The programme expects to produce enthusiastic graduates who understand, value, and respect children's diversity as well innovative, patient graduates with a good sense of humour. In addition, the programme expects to produce influential ECD & PP teachers and educarers as well as competent and qualified ECD and PP leaders and managers.

The B. Ed (Hons) in Early Childhood Development and Pre-primary allows the students to reflect on the practical experience as they study, and during their teaching career.

OBJECTIVES

The main objectives of the programme are to:
- increase the student's knowledge of the holistic development of the young child;
- provide the students with effective teaching and learning strategies and experiences to comfortably face and cope with the challenging new demands in early childhood settings;
- foster the student's understanding, sensitivity, and appreciation of
- culture and environment related to child rights, care, health and safety, and nutrition;
- enhance students' research skills in conducting educational research;
- provide the students with opportunities to gain knowledge and in-depth understanding of the latest issues affecting early childhood education, teacher education, research, and ethics;
- provide the students with the opportunity to apply what they learned while gaining real experience through school-based studies placements in the appropriate learning environments to teach children from zero to six years old; and
- understand the child's developmental stages and milestones.

WHO MAY APPLY?
- This programme is open to all qualifying prospective students wishing to advance their teaching career in Early Childhood Development and Pre-primary Education. To be admitted to the B. Ed (Hons) in Early Childhood Development and Pre-primary study programme, students must meet the minimum entry requirements of NAMCOL as stated below.

ADMISSION REQUIREMENTS:
- Bachelor Degree in Early Childhood and Junior Primary for Ages 3 to Grade 3 – (Level 7) or equivalent; or
- A Diploma in Early Childhood Development and Pre-Primary Education (DECPPE) offered by NAMCOL (Level 6) plus a minimum of three years teaching experience;
- Candidates who do not meet the entry requirements mentioned aboveand/or pre-qualifications from a recognised institution of higher learning.
- may register for the Bachelor's Degree in Early Childhood and Junior Primary Education (Level 7) offered by NAMCOL. Those who complete the degree successfully will be eligible candidates for the B. Ed (Hons) in Early Childhood Development and Pre-primary Education (Level 8) Programme.

Bachelor of Education (Honours) in Early Childhood Development and Pre-Primary

DURATION OF THE PROGRAMME:
- The B. Ed (Hons) in Early Childhood Development and Pre-primary is a two-year- programme offered in Blended mode. A minimum of two years (4 semesters) and a maximum of four years (8 semesters) enrolment is required for this distance learning programme.

PROGRAMME CONTENT:
The programme consists of 17 modules. See below for names of the modules.

MODULES	
1. English for General Communication	
2. Introduction to Computer	
YEAR 1 SEMESTER 1	3. • 2531 Life-long Learning
	4. • 2532 Child Psychology
	5. • 2533 Curriculum, Pedagogy and Assessment Studies
	6. • 2534 Health and Safety in ECE
	7. • 2535 Academic Writing
YEAR 1 SEMESTER 2	8. • 2536 Language and Literacy Development
	9. • 2537 Leadership and Management in ECD
	10. • 2538 Diversity and Inclusive Education
	11. • 2539 Research Methodology in Education
	12. • 2540 Teaching as a Profession
YEAR 2 SEMESTER 1	13. • 2541 English Second Language Education
	14. • 2542 Science in ECD
	15. • 2543 Mathematics and Numeracy Education
	16. • 2544 Education, Training and Governance
	17. • 2545 School-based Studies
YEAR 2 SEMESTER 2	18. • 2546 Physical and Movement Education
	19. • 2547 Research Project

FEE STRUCTURE FOR 2024

SEMESTER 1

Registration fee is N$2690.00, which should be paid upon registration, the remaining amount should be settled by May 31. The once-off N$690.00 data fee is charged with registation for 60G data each month for the whole year.

SEMESTER 2

Registration fee is N$2000.00, which should be paid upon registration, the remaining amount should be settled by September 30.

TYPE OF FEE	AMOUNT
Institutional Core Modules X 2	1 000.00
Modules X 10	17 000.00
Grand Total	18 000..00

NOTE:
The fees are only applicable to year one of the studies and they are subject to change.

Postgraduate Diploma

Post-Graduate Diploma in Open School Operations and Management

AIM

This graduate programme will prepare administrators, support staff and faculty to effectively plan and manage the day to day operations of an Open School using a variety of delivery technologies and pedagogical methods.

OBJECTIVES

- Upon completion of the Open School Operations and Management Graduate Programme, participants will be able to:
- Examine the historical development of the ODL approach and its philosophical and theoretical underpinnings.
- Examine the foundations and best practices of ODL and the Open School methods.
- Design and develop ODL learning materials using a variety of sources including OER.
- Deliver ODL modules to Open School learners.
- Employ a wide variety of media/ICT technologies and social media tools needed to support Open School learners.
- Support and manage an Open School environment, faculty and support staff.
- Create policies and guidelines to govern Open School systems.
- Demonstrate the habits of reflective practice as part of a process of continuing professional development.

WHO MAY APPLY?

- The target audience for this programme are professionals engaged in the day to day operations and management of Open Schools throughout the developing world. This can include, but is not limited to:
- ODL Programme Coordinators.
- Academic Facilitators/Instructors.
- Open School Administrators/Managers.
- Student Support Personnel.
- Curriculum/Instructional Designers.
- ODL Technology Support Personnel.
- ODL Tutors/Mentors.
- ODL Programme Evaluators.
- Ministry professionals guiding the implementation and management of Open School policies and regulations.
- Consultants supporting Open School/ODL clients.

Post-Graduate Diploma in Open School Operations and Management

ADMISSION REQUIREMENTS
- Any relevant ODEL recognised qualification at level 7 OR
- Open Distance Learning (ODL) practitioners with a level 6 qualification plus 3 years relevant experience.

DURATION OF THE PROGRAMME
This is a 2 year distance education study programme.

PROGRAMME CONTENT
The Programme consists of 7 Institutional core modules:

MODULES		CODE
Year 1	1. Foundations, History and Evolution of ODL and Open Schooling 2. Open Schools Systems and Models	2801 2802
	3. OER Design, Development and Publication. 4. Module Delivery and Student Management	2803 2804
Year 2	5. Student and Facility Support in Open Schools 6. Open School Management	2805 2806
	7. Major Project (begins in semester 2)	2807

FEE STRUCTURE FOR 2024
SEMESTER 1

Registration fee is N$2690.00, which should be paid upon registration, the remaining amount should be settled by May 31. The once-off N$690.00 data fee is charged with registation for 60G data each month for the whole year.

SEMESTER 2

Registration fee is N$2000.00, which should be paid upon registration, the remaining amount should be settled by September 30.

TYPE OF FEE	AMOUNT
Modules X 4	7 280.00
Grand Total	**7 280.00**

NOTE:
The fees are only applicable to year one of the studies and they are subject to change.

Note:

The fees are only applicable to year one of the studies and they are subject to change.

IMPORTANT: A once-off N$690.00 data fee is charged with registation for 60G of data each month for the whole year.

Tertiary
Programmes

Master's
Degree

Master of Arts in
Youth and Community Development

AIM

The Namibian youth development industry is expanding and is receiving priority support from the government and international entities. However, Namibia faces a number of youth development challenges, and such challenges require interventions of qualified and skilled youth development personnel. The demand for qualified personnel is particularly high in the government sectors (Ministries and Departments of Gender, Youth, Health, etc.), community-based organisations (Churches, NGOs, CBOs, etc.). The programme will aid most government and non-governmental projects in new areas, while building and strengthening the assets of young people, and emphasising the strengths, abilities and potential of youth. Hence, the NAMCOL is introducing a specialised qualification at Master programme pitched at NQF level 9 to contribute to increased educational attainment at the stated level.

This programme aims to develop qualified Youth and Community workers who can demonstrate skills for employment and future learning and have attributes valued by employers within the specific youth and community work workforce and wider related settings; this includes the ability to undertake primary research and evaluation into areas of professional practice, using a wide range of approaches and evidence.

OBJECTIVES

The overall objective of the programme is therefore to develop qualified workers who can demonstrate skills for employment and future learning and, have attributes valued by employers within the specific youth and community work workforce and wider related settings; this includes the ability to undertake primary research and evaluation into areas of professional practice, using a wide range of approaches and evidence.

Therefore, the programme is designed to:

•   equip students with a sophisticated understanding of the place of social sciences in the professional and applied contexts of youth and community development practices;

•   develop questioning, creative intellectuals with competencies to assess and evaluate evolving models of practice and synergies in youth and community work;

•   produce youth and community workers with employable knowledge, skills, and values that reflect best and innovative practices in complex situations;

•   produce experts capable of promoting youth and community development and advance monitoring and evaluation research in the area; and

•   build professional capacity particularly for the Namibian economy, since there are limited qualified professionals in the field of youth and community development in the country.

WHO SHOULD ENROL FOR THE MASTER PROGRAMME?

The Master programme is an opportunity for graduates of the Bachelor of Arts in Youth and Community Development. Prospective students who wish to work or working youth and communities in Namibia and Africa and have attained qualification at NQF level 7 can enroll for this qualification

ADMISSION REQUIREMENTS

•   A candidate must have a Bachelor of Arts in Youth and Community Development qualification or an equivalent qualification from NAMCOL in a related field or any other recognised institution of higher learning.

•   Any level 8 qualification plus at least two years' experience in Youth and Community Development.

Master of Arts in
Youth and Community Development

PLEASE NOTE:
- All applications will be reviewed and shortlisted by NAMCOL Admission Committee;
- Prospective students may be interviewed by NAMCOL Admission Committee should be deemed necessary (e.g. proficiency in English test);
- Applicants should note that submission of an application does not necessarily ensure admission.

HOW IS THE PROGRAMME DELIVERED?

The programme is offered via self-directed learning mode with interactive online facilitations. This means the programme will be offered through course work, discussion group/seminars and thesis. NAMCOL has a Moodle Platform which has the following components:
- developing platform for content development and online assessment;
- facilitation i.e. allows for live discussions, announcements and forums set-up;
- easy integration with other meeting platforms e.g. Zoom, Meet-me etc.;
- data analytic tool e.g. student readiness to partake in the programme (pre-survey) and, post-survey; and a
- tool to avoid plagiarism, etc.

Students will have a minimum of 20 hours to interact with the facilitators per module during the duration of the programme. He/she will further have a minimum of 160 contact hours with the research supervisor. Online workshops are compulsory. This will translate into the following approximately equivalent contact hours and, are used in the calculation of module credits:

- 300 hours are given per module;
- 600 hours for research communications, writing and presentation; and
- 4 hours to attend two compulsory workshops online.

MODULES	
Year 1 Semester 1	1. Academic Writing for Postgraduate Students (Year module) 2. Critical Perspective in Youth Work and Community Development 3. Social Research Practice 4. Psychosocial Support: Building an Inclusive Society 5. Principles of Designing, Planning and Implementing Youth and Community Development Projects (Year Module)
Year 1 Semester 2	6. Contemporary Personal and Professional Development 7. Contemporary Approaches to Management Leadership and Enterprises
Year 2	8. Thesis

DURATION

The duration of the programme will be a 2 year fixed enrolment period and completion set at 3 years.

TYPE OF FEE	AMOUNT
First Year	
Registration Deposit	**2 690.00**
Total First Year Cost	**28 690.00**
Second Year	
Registration Deposit	**2 690.00**
Total First Year Cost	**15 690.00**

NOTE:

The fees are only applicable to year one of the studies and they are subject to change.

Tertiary Programmes:
Academic Calendar for Admissions & Student Support

PROGRAMME	ORIENTATION WORKSHOP	EXAMINATION PREPARATION WORKSHOP	MAIN EXAMINATION	SUPPLEMENTARY EXAMINATION	SPECIAL EXAMINATION	SPECIAL EXAMINATION WORKSHOP	GRADUATION
Registration	05 – 16 February 2023	05 – 16 February 2023	05 – 16 February 2023	05 – 16 February 2023	05 – 16 February 2023	05 – 16 February 2023	05 – 16 February 2023
Certificate in Early Childhood Development Year 1 -2: SEM: 1 - 3 Windhoek, Ongwediva, Rundu & Katima Mulilo	19 –23 February 2024 08 – 12 July 2024	06 – 10 May 2024 30 September – 04 October 2024	29 May – 08 June 2024 30 October – 09 November 2024	01 – 06 July 2024 27 November – 03 Dec 2024	26 February – 01 March 2024 23 – 27 September 2024	19 – 23 February 2024 16 – 20 September 2024	18 April 2024 **Ongwediva** 25 April 2024 **WHK** 12 September 2024 **WHK** 19 September 2024 **Ongwediva**
Master of Arts in Youth and Community Development	ONLINE	ONLINE	29 May – 08 June 2024 30 October – 09 November 2024	01 – 06 July 2024 27 November – 03 Dec 2024	26 February – 01 March 2024 23 – 27 September 2024	19 – 23 February 2024 16 – 20 September 2024	18 April 2024 **Ongwediva** 25 April 2024 **WHK** 12 September 2024 **WHK** 19 September 2024 **Ongwediva**
Bachelor of Arts in Youth and Community Development Year 1 – 3: SEM 1 – 2	ONLINE	ONLINE	29 May – 08 June 2024 30 October – 09 November 2024	01 – 06 July 2024 27 November – 03 Dec 2024	26 February – 01 March 2024 23 – 27 September 2024	19 – 23 February 2024 16 – 20 September 2024	18 April 2024 **Ongwediva** 25 April 2024 **WHK** 12 September 2024 **WHK** 19 September 2024 **Ongwediva**

Tertiary Programmes:
Academic Calendar for Admissions & Student Support

PROGRAMME	ORIENTATION WORKSHOP	EXAMINATION PREPARATION WORKSHOP	MAIN EXAMINATION	SUPPLEMENTARY EXAMINATION	SPECIAL EXAMINATION	SPECIAL EXAMINATION WORKSHOP	GRADUATION
Diploma in Education for Development Year 1-2: SEM 1 - 2	ONLINE	ONLINE	29 May – 08 June 2024 30 October – 09 November 2024	01 – 06 July 2024 27 November – 03 Dec 2024	26 February – 01 March 2024 23 – 27 September 2024	19 – 23 February 2024 16 – 20 September 2024	18 April 2024 **Ongwediva** 25 April 2024 **WHK** 12 September 2024 **WHK** 19 September 2024 **Ongwediva**
Certificate in Education for Development Year 1: SEM 1-2	ONLINE	ONLINE	29 May – 08 June 2024 30 October – 09 November 2024	01 – 06 July 2024 27 November – 03 Dec 2024	26 February – 01 March 2024 23 – 27 September 2024	19 – 23 February 2024 16 – 20 September 2024	18 April 2024 **Ongwediva** 25 April 2024 **WHK** 12 September 2024 WHK 19 September 2024 **Ongwediva**
Diploma in Early Childhood and Pre-Primary Education Year 3: SEM 1 & 2 Windhoek, Ongwediva, Rundu & Katima Mulilo	19 – 23 February 2024 15 – 19 July 2024	13 – 17 May 2024 07 – 11 October 2024	29 May – 08 June 2024 30 October – 09 November 2024	01 – 06 July 2024 27 November – 03 Dec 2024	26 February – 01 March 2024 23 – 27 September 2024	19 – 23 February 2024 16 – 20 September 2024	18 April 2024 **Ongwediva** 25 April 2024 **WHK** 12 September 2024 **WHK** 19 September 2024 **Ongwediva**

PROGRAMME	ORIENTATION WORKSHOP	EXAMINATION PREPARATION WORKSHOP	MAIN EXAMINATION	SUPPLEMENTARY EXAMINATION	SPECIAL EXAMINATION	SPECIAL EXAMINATION WORKSHOP	GRADUATION
Bachelor Degree in Early Childhood and Junior Primary Education Year 1 & 2: SEM 1 & 2 Windhoek & Ongwediva	27 – 29 February 2024 08 – 12 July 2024	06 – 10 May 2024 30 September – 04 October 2024	29 May – 08 June 2024 30 October – 09 November 2024	01 – 06 July 2024 27 November – 03 Dec 2024	26 February – 01 March 2024 23 – 27 September 2024	19 – 23 February 2024 16 – 20 September 2024	18 April 2024 **Ongwediva** 25 April 2024 **WHK** 12 September 2024 **WHK** 19 September 2024 **Ongwediva**
Bachelor of Education (Honors) in Early Childhood Development & Pre-Primary Education Year 1 & 2: SEM 1 & 2	ONLINE	ONLINE	29 May – 08 June 2024 30 October – 09 November 2024	01 – 06 July 2024 27 November – 03 Dec 2024	26 February – 01 March 2024 23 – 27 September 2024	19 – 23 February 2024 16 – 20 September 2024	18 April 2024 **Ongwediva** 25 April 2024 **WHK** 12 September 2024 **WHK** 19 September 2024 **Ongwediva**
Certificate in Community – Based Work with Children & Youth Windhoek & Ongwediva	ONLINE	ONLINE	29 May – 08 June 2024 30 October – 09 November 2024	01 – 06 July 2024 27 November – 03 Dec 2024	26 February – 01 March 2024 23 – 27 September 2024	19 – 23 February 2024 16 – 20 September 2024	18 April 2024 **Ongwediva** 25 April 2024 **WHK** 12 September 2024 **WHK** 19 September 2024 **Ongwediva**
Diploma in Community – Based Work with Youth & Children Year 1: SEM 1 – 2	ONLINE	ONLINE	29 May – 08 June 2024 30 October – 09 November 2024	01 – 06 July 2024 27 November – 03 Dec 2024	26 February – 01 March 2024 23 – 27 September 2024	19 – 23 February 2024 16 – 20 September 2024	18 April 2024 **Ongwediva** 25 April 2024 **WHK** 12 September 2024 **WHK** 19 September 2024 **Ongwediva**

PROGRAMME	ORIENTATION WORKSHOP	EXAMINATION PREPARATION WORKSHOP	MAIN EXAMINATION	SUPPLEMENTARY EXAMINATION	SPECIAL EXAMINATION	SPECIAL EXAMINATION WORKSHOP	GRADUATION
Certificate in Business and Entrepreneurship Year 1: SEM 1 & 2	ONLINE	ONLINE	29 May – 08 June 2024 30 October – 09 November 2024	01 – 06 July 2024 27 November – 03 Dec 2024	26 February – 01 March 2024 23 – 27 September 2024	19 – 23 February 2024 16 – 20 September 2024	18 April 2024 **Ongwediva** 25 April 2024 **WHK** 12 September 2024 **WHK** 19 September 2024 **Ongwediva**
Diploma in Business and Entrepreneurship Year 1: SEM 1 & 2	ONLINE	ONLINE	29 May – 08 June 2024 30 October – 09 November 2024	01 – 06 July 2024 27 November – 03 Dec 2024	26 February – 01 March 2024 23 – 27 September 2024	19 – 23 February 2024 16 – 20 September 2024	18 April 2024 **Ongwediva** 25 April 2024 **WHK** 12 September 2024 **WHK** 19 September 2024 **Ongwediva**
Bachelor of Business and Entrepreneurship	ONLINE	ONLINE	29 May – 08 June 2024 30 October – 09 November 2024	01 – 06 July 2024 27 November – 03 Dec 2024	26 February – 01 March 2024 23 – 27 September 2024	19 – 23 February 2024 16 – 20 September 2024	18 April 2024 **Ongwediva** 25 April 2024 **WHK** 12 September 2024 **WHK** 19 September 2024 **Ongwediva**
Certificate in Local Government Studies Year 1: SEM 1 & 2	ONLINE	ONLINE	29 May – 08 June 2024 30 October – 09 November 2024	01 – 06 July 2024 27 November – 03 Dec 2024	26 February – 01 March 2024 23 – 27 September 2024	19 – 23 February 2024 16 – 20 September 2024	18 April 2024 **Ongwediva** 25 April 2024 **WHK** 12 September 2024 **WHK** 19 September 2024 **Ongwediva**

TVET
Programmes

Office Administration

Welding and Metal Fabrication

Plumbing and Pipefitting

Automotive Engineering Mechatronics (Foundation)

Technical, Vocational Education and Training Programmes

INTRODUCTION

NAMCOL offers the following Technical, Vocational Education and Training Programmes:
- Automotive Engineering Mechatronics
- Plumbing and Pipefitting
- Welding and Metal Fabrication
- Office Administration

The aim of these programmes is to support the Government's effort to attain Vision 2030 which states that Namibia should become an industrialised country by then. As employment opportunities in the formal sector shrink, the acquisition of technical and entrepreneurial skills for self-employment becomes crucial, thus development of these skills for self-employment is a vital component of these programmes.

TARGET GROUPS

THE PRIMARY BENEFICIARIES WILL BE:
- Existing NAMCOL trainees
- Unemployed youths and adults
- Artisans seeking to upgrade their skills.

OBJECTIVES

THE PROGRAMME OBJECTIVES ARE TO:
- equip trainees with knowledge, skills and attitudes to become competent artisans;
- produce competitive artisans for the job market;
- produce entrepreneurial artisans;
- assist existing entrepreneurs with skills upgrading.

ADMISSION REQUIREMENTS
To be admitted to this programme, a candidate must have:
At least a Grade 10 certificate with 23 points plus an E in English, Mathematics and Science. There is no age restriction.

Prospective candidates will be subject to an objective and transparent selection process. Successful applicants will have an equal chance to apply for a study loan from NSFAF. After completion of Level 2 external assessment, all trainees that are found competent in level 2 are attached to the industry for job attachment.

DOCUMENTS REQUIRED FOR ADMISSION:
- Namibian Identity document (ID card, birth certificate or passport);
- Certified copies of highest qualification
- People from marginalised and diasadvantaged groups are encouraged to apply
- Candidates with pre-vocational subjects at secondary schools have an added advantage
- Proof of income of parents/guardians for loan application.

TRAINEE SUPPORT
Trainees are required to attend daily face-to-face classes. For new intakes an orientation workshop is organised at the beginning of each term. At this workshop trainees register, receive study materials and are introduced to their study environment.

ASSESSMENT
Trainees are assessed internally and externally through practical and theoretical activities. External assesment is regulated by Namibia Training Authority (NTA).

JOB ATTACHMENT
Trainees are required to go for job attachments after successful completion of level 2. This is compulsory to every trainee at this level.

OTHER PROGRAMMES OFFERED ARE:
1. Short Courses and Skills Upgrading
2. Assesment preparation for both CEBT and Modular
3. RPL mentoring and coaching and skill gap training to RPL Candidate

Automotive Engineering Mechatronics (Foundation)

(TVET)

Duration:

NTA
Level 2
12 months

Job
Attachment
6 months

NTA
Level 3
12 months

NTA
Level 4
12 months

Automotive Engineering
Automotive Mechatronic (Foundation)

This trade aims to enable trainees to obtain the competencies required to demonstrate knowledge of basic components of an automobile and apply automotive mechanics services tools and equipment.

PROGRAMME STRUCTURE AND CONTENT:
Each programme consists of Unit Standard Titles and modules, recognised by NTA.

LEVEL 2:
UNIT STANDARD TITLES
- Apply knowledge of basic mathematical and engineering science related to automotive mechanics
- Apply workplace safety fundamentals in an automotive workshop
- Communicate effectively in an automotive workplace
- Demonstrate basic metal joining techniques used in automotive mechanics
- Demonstrate knowledge on fuels, lubricants and materials
- Perform basic metal work in automotive engineering
- Prepare and use bearings, seals, gaskets, sealants, adhesives and locking devices
- Use and maintain measuring equipment and hand tools in an automotive workplace
- Demonstrate knowledge of motor vehicle care
- Demonstrate knowledge of motor vehicle fundamentals
- Service wheels and tyres of a motor vehicle in an automotive workshop
- Remove and replace electrical and electronic units
- Demonstrate knowledge and understanding of electrical fundamentals

GENERIC UNIT STANDARDS
- First Aid
- HIV and AIDS Awareness

- Occupational health and Safety
- Entrepreneurship
- Mathematics
- Engineering Science
- Engineering Drawing
- Computer Fundamentals
- Communication Skills

LEVEL 3:
UNIT STANDARD TITLES
- Carry out motor vehicle major service
- Demonstrate knowledge of basic electrical and electronic circuits an components
- Maintain batteries and lighting system
- Maintain chassis and suspension systems
- Maintain motor vehicle emission control
- Repair steering systems and wheels
- Repair engine cooling systems
- Repair vehicle lubrication systems
- Service hydraulic and electronically controlled motor vehicle braking systems
- Use and maintain diagnostic testing tools and equipment
- Demonstrate basic knowledge of advanced car technologies
- Implement dealership workshop organization

GENERIC UNIT STANDARDS
- Entrepreneurship
- Mathematics
- Engineering Science
- Engineering Drawings

Welding and
Metal Fabrication

Welding and Metal Fabrication

This trade aims to enable trainees to obtain the competencies required for performing metal fabrication tasks such as applying safety rules and regulations; planning and organising metal fabrication work; using hand tools for metal fabrication operations and others.

PROGRAMME STRUCTURE AND CONTENT:
Each programme consists of Unit Standard Titles and modules, as prescribed by NTA.

LEVEL 2:
UNIT STANDARD TITLES
* Apply safety rules and regulations in a metal fabrication work
* Plan and organize metal fabrication work
* Use hand tools for metal fabrication operations
* Operate portable electrical and power tools for metal fabrication
* Interpret welding signs and symbols as part of metal fabrication operations
* Assemble and test Oxy-Acetylene welding equipment as part of metal fabrication operations
* Weld mild steel using Oxy-Acetylene in the down hand position
* Weld mild steel using the manual arc welding process in the down hand position
* Cut mild steel using oxy-acetylene cutting equipment as part of metal fabrication operations
* Complete routine tasks using metal fabrication machines
* Demonstrate knowledge of engineering metals, properties and standards
* Demonstrate knowledge of the electrodes and filler rods

GENERIC UNIT STANDARD
* Engineering science
* Engineering drawing

* Entrepreneurship
* First Aid
* Mathematics
* HIV/AIDS awerness
* Computing Fundamentals
* Occupational Health and Safety
* Communication Skills

LEVEL 3:

UNIT STANDARD TITLES
* Apply workplace communication processes in a metal fabrication workplace
* Perform basic estimations, measurements and calculations for metal fabrication operations
* Make templates and jigs as part of metal fabrication operations
* Weld cast iron using the manual arc welding process in the down hand position
* Estimate production costs
* Join Metals using oxy-acetylene brazing and silver soldering equipment as part of metal fabrication operations
* Weld Aluminium using the manual arc welding process in the down hand position
* Weld stainless steel using the manual arc welding process in the down hand position
* Cut work pieces using the plasma cutting process as part of metal fabrication operations
* Weld stainless steel using the tungsten inert gas welding process in the down hand position
* Weld mild steel using the metal inert gas welding process in the down hand position
* Carry out basic rigging and safe lifting practices as part of metal fabrication operations
* Weld mild steel using the manual arc welding process in horizontal, vertical up and overhead position
* Weld mild steel work piece using the shielded metal arc welding process in flat position
* Interpret and draw basic engineering drawings and sketches as part of metal fabrication operations

(TVET)

Duration:

**NTA
Level 2**
12 months

**Job
Attachment**
6 months

**NTA
Level 3**
12 months

**NTA
Level 4**
12 months

Welding and Metal Fabrication

GENERIC UNIT STANDARD
- Mathematics
- Engineering drawing
- First Aid
- Engineering Science

LEVEL 4:

UNIT STANDARD TITLES
- Gouge metals using manual arc equipment as part of metal fabrication operations
- Weld aluminium using the tungsten inert gas welding process in the down hand position
- Weld thermoplastics with electrofusion equipment
- Weld mild steel using the tungsten inert gas welding process in all positions
- Perform advanced manual arc welding on aluminium in all positions
- Perform advanced tungsten inert gas welding on aluminium in all positions
- Perform advanced manual arc welding on stainless steel in all positions
- Perform advanced tungsten inert gas welding on stainless steel in all positions
- Hard face surfaces as part of metal fabrication operations
- Weld stainless steel pipe in all positions using the tungsten gas arc welding process

GENERIC UNIT STANDARD
- Mathematics
- Engineering drawing
- Engineering Science

Plumbing and Pipefitting

Plumbing and Pipefitting

Duration:

**NTA
Level 2**
12 months

**Job
Attachment**
6 months

**NTA
Level 3**
12 months

This trade aims to enable trainees to obtain the competencies required for performing basic plumbing tasks such as applying safety rules and regulations; using and maintaining hand tools; handling and storing plumbing materials; measurements and calculations, etc.

LEVEL 1:
UNIT STANDARD TITLES
- Communicate effectively with colleagues and clients in an office environment
- Follow effective work practices in an office environment
- Demonstrate basic word processing skills to perform administrative duties in an office environment
- File and retrieve documents in an office environment
- Apply knowledge of an organisation to respond to basic customer enquiries in an office environment
- Demonstrate and apply knowledge of office equipment
- Demonstrate knowledge of teamwork

GENERIC UNIT STANDARDS
ICT
- Apply fundamental computer literacy skills

Numeracy, Financial skills
HIV and AIDS, Occupational Health and Safety, Entrepreneurship, Communication Skills, Numeracy & Financial Literacy

LEVEL 2:

UNIT STANDARD TITLES
- Communicate effectively with others as part of plumbing operations
- Use and maintain power tools and machines as part of plumbing
- operations
- Apply basic welding techniques as part of plumbing operations
- Perform calculations related to plumbing operations
- Carry out basic levelling as part of plumbing operations
- Perform basic bricklaying and plastering and rendering tasks as part of plumbing operations
- Perform basic concreting as part of plumbing operations
- Carry out basic setting out as part of plumbing operations
- Read and interpret basic building drawings as part of plumbing operations
- Install and repair water main pipes system
- Perform basic sheet metal work and Soft soldering
- Set out and install water services

Plumbing and Pipefitting

Duration:

**NTA
Level 2**
12 months

**Job
Attachment**
6 months

**NTA
Level 3**
12 months

GENERIC UNIT STANDARD
- Numeracy
- Building drawing
- Building Science
- Job Attachment

LEVEL 3:
UNIT STANDARD TITLES
- Install gas supply system as part of plumbing operations
- Select and fit insulation and sheathing as part of plumbing installations
- Install storm water and sub-soil drainage systems as part of plumbing operations
- Install below-ground sanitary drainage systems as part of plumbing operations
- Fabricate and install flashings as part of plumbing operations
- Install pre-fabricated inspection openings and enclosures as part of plumbing operations
- Install gutters and down-pipes
- Install and fit sanitary fixtures as part of plumbing operations
- Erect and dismantle scaffolding as part of plumbing operations
- Develop innovative ideas for the plumbing workplace

GENERIC UNIT STANDARDS
- Numeracy
- Building Science
- Building Drawing

Office
Administration

Office Administration

LEVEL 3:

UNIT STANDARD TITLES
- Coordinate own work schedule with that of others to achieve team goals as part of office procedures
- Take dictation to produce a text document as part of office procedures
- Collect and provide information to facilitate communication flow as part of office procedures
- Determine, monitor and maintain stock levels in an office environment
- Demonstrate more advanced word processing skills to perform administrative duties in an office environment
- Produce a presentation document as part of office procedures
- Produce a basic document in a desktop publishing application as part of office procedures
- Operate the advanced functions of a spreadsheet application as part of office procedures
- Plan and write office documents as part of office procedures

LEVEL 4:

UNIT STANDARD TITLES
- Coordinate team projects as part of office procedures
- Monitor customer services as part of office procedures
- Plan and organise meetings as part of office procedures
- Organise events as part of office procedures
- Organise travel arrangements as part of office procedures
- Demonstrate complex word processing skills to perform administrative duties in an office environment
- Monitor an established office records system as part of office procedures
- Present information in a report format as part of an office environment
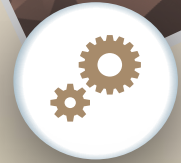
NAMCOL
Business Units

- Computer Based Learning Centres (CBLCs)
- Bookshop
- Campus Radio
- Audio/Video Studio
- Multi-Media Production Centre (MMPC)
- Digital Billboard
- Hiring of Facilities

CBLCs
Computer Based Learning Centres

International Computer Driving License (ICDL)

INTRODUCTION

International Computer Driving License (ICDL) is the world's leading end-user computer certification programme. The ICDL courses are offered at NAMCOL's Computer Based Learning Centres (CBLC) that form part of the College's Business Units. ICDL courses are available to anyone regardless of age, gender, education, experience or background. No prior knowledge of Information Communication Technology (ICT) or computer skill is required in order to enrol for ICDL courses.

NAMCOL offers the ICDL Certification programme which covers the key concepts of computing and its practical applications (MS Office). It is the world's leading end-user computer certification programme and modules are organised into three categories, namely: ICDL Base, ICDL Standard, and ICDL Advanced.

NAMCOL offers the ICDL Certification programme which covers the key concepts of computing and its practical applications. It is the world's leading end-user computer certification programme and modules are now organised into three profile groups: ICDL Base Profile, ICDL Standard Profile and ICDL Advanced Profile as outlined on the right:

THREE MAIN ICDL CATEGORIES

BASE	STANDARD	ADVANCED
Computer Essentials	Presentation	Advanced Word Processing
Online Essentials	Using Database	Advanced Spreadsheets
Word Processing	Online Collaboration	Advanced Databases
	IT Security	Advanced Presentation
	Project Planning	

International Computer Driving License (ICDL)

The following information briefly summarises each category and its content:

COMPUTER ESSENTIALS
Covers everything from hardware and software to malware. It teaches essential concepts and skills about the use of devices, file creation and management, networks and data security.

ONLINE ESSENTIALS
Covers security and safety on the web, the concepts of online communities, communications and email. It covers the essentials you need for going online, including web browsing, effective search engine use, online communication and email.

WORD PROCESSING
Provides the candidate the ability to use a word processing application for everyday tasks associated with creating, formatting and finishing small-sized word processing documents that are ready for distribution.

SPREADSHEETS
Provides the candidate the concept of spreadsheets and demonstrate the use of a spreadsheet application. The candidate will understand and be able to accomplish tasks associated with developing, formatting, modifying and using a spreadsheet of limited scope that is ready for distribution.

STANDARD PROFILE MODULES
ONLINE COLLABORATION
Is a new Standard Module that is essential for our world of cloud storage, shared online documents and social networking. It covers the tools, theories, technologies and risks behind online collaboration.

USING DATABASES
Requires the candidate to understand some of the main concepts of databases and demonstrates the ability to use a database to create and modify tables, queries, forms and reports, and prepare outputs ready for distribution.

PRESENTATION
Requires the candidate to demonstrate competence in using presentation tools to accomplish tasks such as creating, formatting, modifying and preparing presentations, using different slide layouts for display and printed distribution. It also requires the candidate to be able to duplicate and move text, pictures, images and charts within and between presentations.

IT SECURITY
Allows candidates to understand the main concepts underlying the secure use of ICT in daily life and to use relevant techniques and applications to maintain a secure network connection, use the internet safely and securely, and manage data and information appropriately.

PROJECT PLANNING
Enables candidates to use a project management software to prepare project plans and monitor projects, including planning and managing time, costs, tasks and resources.

ICDL Advanced Profile Modules

ADVANCED WORD PROCESSING

Is a high-level certification programme through which enables candidates to demonstrate their ability to use the advanced features of word processing applications to enhance their work, improve productivity and save time in the creation, production, review and distribution of documents.

ADVANCED SPREADSHEETS

Is a high-level certification programme that provides candidates with the opportunity to enhance their spreadsheet skills to an expert level. Completion of this module will enable candidates to master the more advanced functions of spreadsheet applications, enabling them to produce more sophisticated reports and perform complex mathematical and statistical calculations.

ADVANCED PRESENTATION

Covers advanced presentation features that will allow candidates to use the presentation application to its full potential. In addition, it will allow them to plan and design more effective presentations that will have greater impact to better engage and involve an audience.

ADVANCED DATABASES

Enables candidates to maximise database functions in order to manage and analyse high volumes of data. This moduleenablestheproductionof quantityandquality informationthat business demands today.

Course Modules and Fees

A once-off Administration fee of N$50.00 is payable for all face-to-face and self-study courses, and all fees per module are payable prior to the commencement of the training.

ICDL comprises of three categories depending on skill level: Base, Standard, and Advanced. These categories also represent the different stages of digital proficiency in a form of profiles.

The following course options are available
ICDL BASE PROFILE

ICDL BASE (Face-To-Face)	PRICE (N$)
This package includes a skills logbook, training material, face-to-face training and testing on all four modules.	
Computer Essentials	Deposit: N$ 800.00
Online Essentials	550.00
Word Processing	550.00
Spreadsheets	550.00
Total:	**N$ 2 450.00**

Duration for ICDL Base: 4 - 8 months

Course Modules and Fees

ICDL BASE (Self - Study)	PRICE (N$)
This package includes a skills logbook, training material and Examinations	
ICDL Logbook (Compulsory)	350.00
ICDL Base study material	300.00
ICDL Base Modules Exam per Module = N$190 x 4 Modules	760.00
Total:	**N$ 1 410.00**

ICDL STANDARD PROFILE

On completion of the ICDL Base modules, it is recommended that a student should enrol for any of the ICDL Standard options below.

OPTION 1	PRICE (N$
Online Collaboration	700.00
Presentation	600.00
IT Security	700.00
TOTAL	**N$ 2 000.00**

OPTION 2	PRICE (N$)
Online Collaboration	700.00
Database	600.00
Project Planning	700.00
TOTAL	**N$ 2 000.00**

OPTION 3	PRICE (N$)
Online Collaboration	700.00
Presentation	600.00
Project Planning	700.00
TOTAL	**N$ 2 000.00**

Duration: ICDL Standard 1-2 months per module

ICDL STANDARD (Self - Study)	PRICE (N$)
Study Material per Module	300.00
Exam per Module	190.00
TOTAL	**N$ 490.00**

- Student must complete ICDL Base to qualify for ICDL Standard modules.
- Students who register for any ICDL Standard module should be in a position of a skills logbook received when registered for ICDL Base modules.

Course Options and fees

ICDL ADVANCED PROFILE

ICDL ADVANCED (Face-To-Face)	PRICE (N$)
Advanced MS Word	820.00
Advanced MS Excel	820.00
Advanced MS Access	820.00
Advanced MS PowerPoint	820.00
TOTAL	**N$ 3280.00**

Duration for ICDL Advanced: 1 – 2 months per module

ICDL ADVANCED (Self-Study)	PRICE (N$)
Training Material per Module	300.00
Testing/Exam fee per Module	380.00
Skills Logbook (optional)	350.00

Examination Fees:
- ICDL Base N$ 190.00 per Module
- ICDL Advanced: N$380.00 per module.

For options 1 to 3 for ICDL Standard, modules must be paid in full on a module-by-module basis prior to training. The Self-study mode is available to all course options. For more information, contact your CBLC Facilitator to discuss this option (see contact details at the back of the booklet).

Please note that these fees are subject to change.

Certification - Certificates are issued by the ICDL Foundation in South Africa upon completion of the various options. A waiting period is required before certificates are issued. Certificates are issued when the following options have been completed:
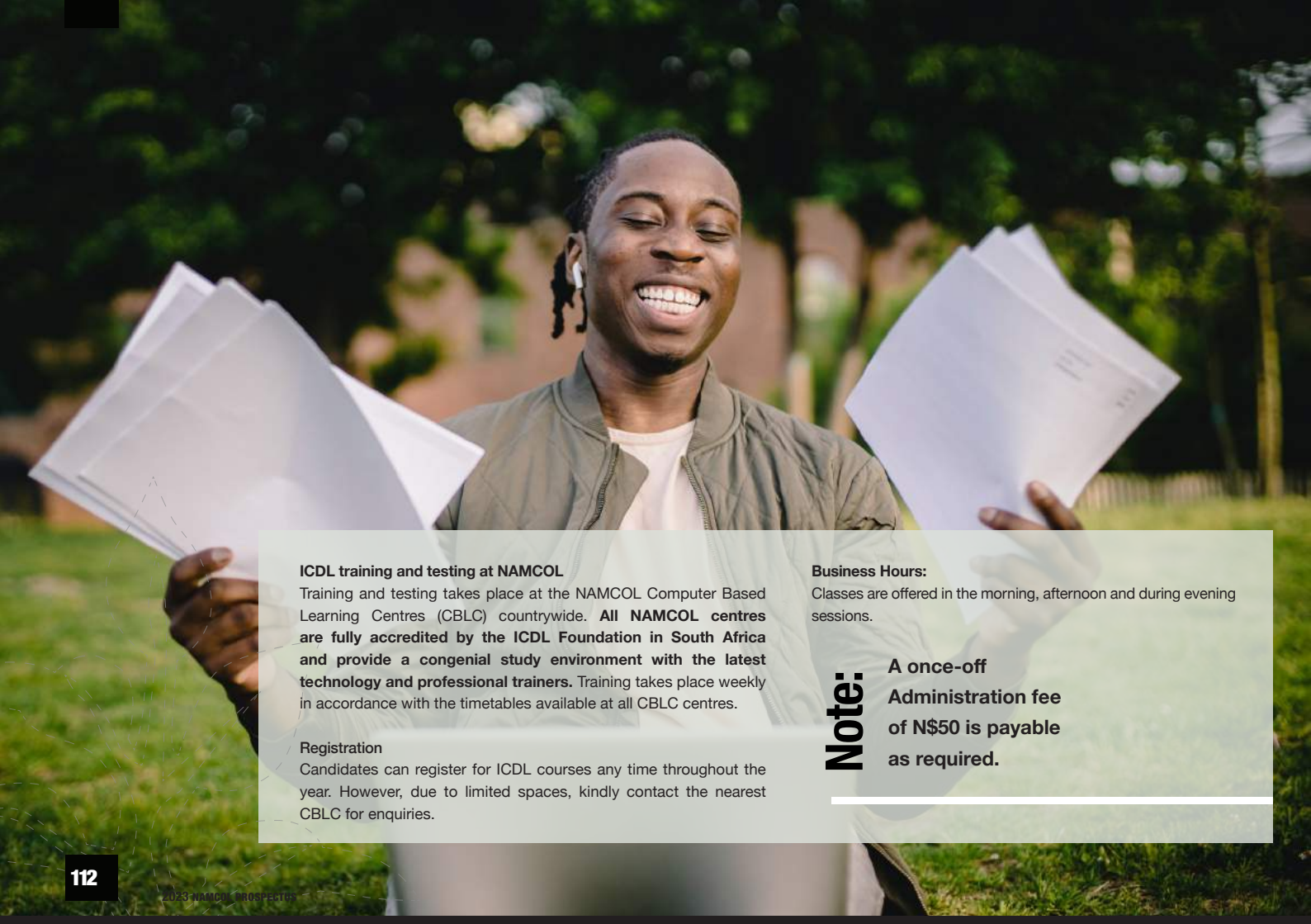
ICDL Base: On completion of all ICDL Base Modules

ICDL Base + any other 3 ICDL Standard modules: Eligible for ICDL Standard Certificate

ICDL Advanced: Any module passed
Certificates will only be printed on request (upon completion of modules in the options offered)

ICDL Profile Certificate: A candidate will be able to receive the ICDL Profile Certificate for any combination of modules from the first module passed. The certificate will list all the modules that the candidate has successfully completed to-date.

ICDL training and testing at NAMCOL

Training and testing takes place at the NAMCOL Computer Based Learning Centres (CBLC) countrywide. **All NAMCOL centres are fully accredited by the ICDL Foundation in South Africa and provide a congenial study environment with the latest technology and professional trainers.** Training takes place weekly in accordance with the timetables available at all CBLC centres.

Registration

Candidates can register for ICDL courses any time throughout the year. However, due to limited spaces, kindly contact the nearest CBLC for enquiries.

Business Hours:

Classes are offered in the morning, afternoon and during evening sessions.

Note: A once-off Administration fee of N$50 is payable as required.

CompTIA -
Information Technology Technical Support Certification

Study Opportunities

NAMCOL is a fully certified and accredited Computing Technology Industry Association (CompTIA) partner. CompTIA boasts with a successful track record of over 30 years in the IT industry. The demand for a knowledge-based society pertaining to the Information and Communication Technologies shifts as the world is becoming a global village, and research has shown that certified employees have superior communication skills and are better able to understand new and complex technologies.

This programme aims to provide valuable tools and resources to assist training and certifying IT professionals. Successful IT careers start with quality training and certification. The programme is designed to promote international certifications and enhance IT career pathways for students.

The prerequisites of the CompTIA courses:
• High school reading level
• Computer literacy Skills will be an advantage.

Information Technology Technical Support Certification include the following Categories:

a. CompTIA IT Fundamentals (ITF+)
b. CompTIA A+
c. CompTIA N+

(This package includes training material, training (face-to-face/online) and the international examinations)
Duration: One Year

Registration:
You can register any time of the year. However due to limited space, kindly enquire at the Computer-Based Learning Centre (CBLC) NAMCOL Windhoek (+264)61 320 5279.

An administration fee of N$ 50.00 is payable.

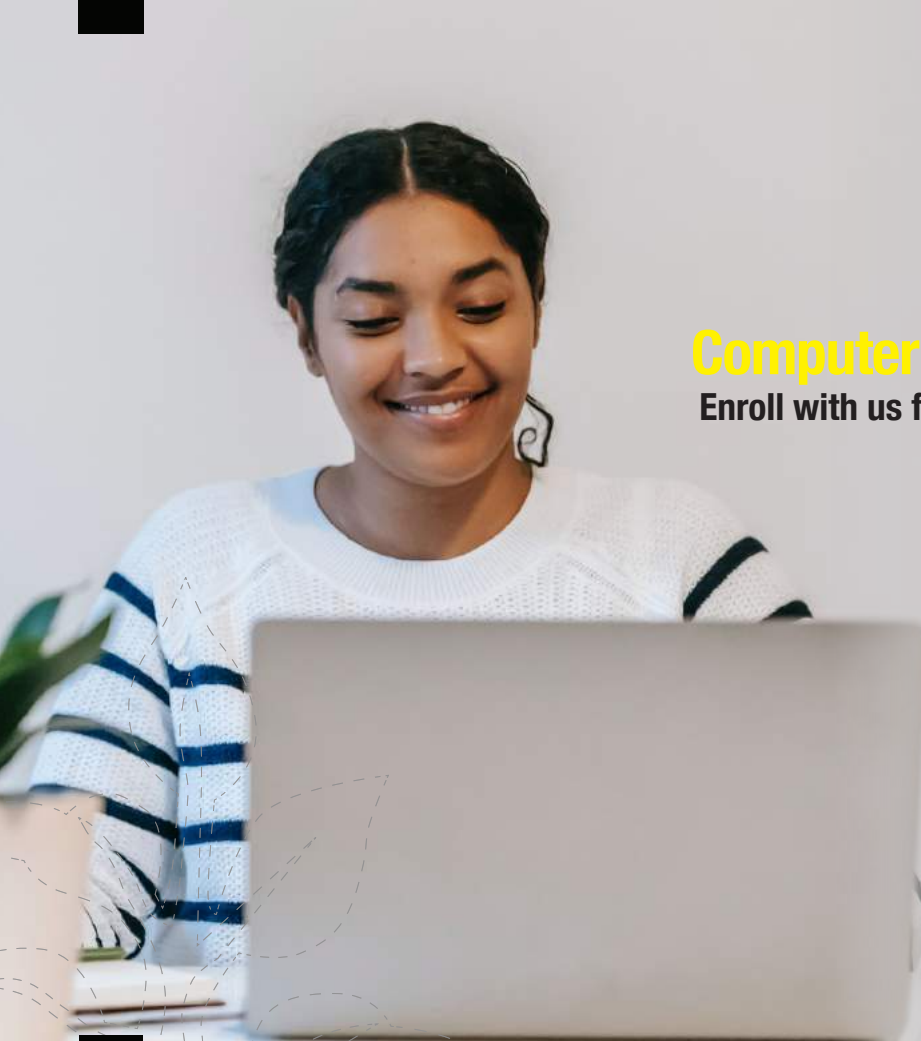| COURSE NAME	COURSE FEE
Informantion Technology Technical Support Certification	
CompTIA Fundamentals (ITF+)	1 500.00
CompTIA A+	5 140.00
CompTIA N+	3 780.00

Business Hours:
Classes are offered in the morning (08H00- 13H00), afternoon (14H00-17H00) and during evening sessions (17H30-20H30).

For further information, please contact:
(061) 320 5279

CBLCs
Computer Based Learning Centres
Enroll with us for ICDL and CompTIA Short Courses

**Enquiries,
please contact:**

Windhoek
Tel: 061 320 5279 / 081 845 7736
Cblcwindhoek@namcol.edu.na

Eenhana
Tel: 065 263 848 / 081 371 3312
CblcEenhana@namcol.edu.na

Omuthiya
Tel: 065 247 607 / 081 419 8880
CblcOmuthiya@namcol.edu.na

Ongwediva
Tel: 065 233 794 / 081 234 7348
CblcOngwediva@namcol.edu.na

Otjiwarongo
Tel: 067 304 379 / 081 202 6486
CblcOtjiwarongo@namcol.edu.na

Outapi
Tel: 065 251 070 / 081 238 4196
CblcOutapi@namcol.edu.na

Walvisbay
Tel: 064 205 990 / 081 352 8567
CblcWalvisbay@namcol.edu.na

Opuwo
Tel: 065 277 012 / 081 785 6265
CblcOpuwo@namcol.edu.na

Rundu
Tel: 066-255 545 / 081 215 6210
cblcrundu@namcol.edu.na

The NAMCOL BOOKSHOP
New NSSCO curriculum

Self-instructional/learning materials for learners in Namibia

* NIED approved learner books aligned to the new curriculum
* Examination booklets with model answers
* Radio and Video lessons to enhance subject content

Enquiries, please contact:

Windhoek Bookshop
Independence Avenue
Katutura, opposite KFC
Tel: (061) 320 5285/02
Email 1: wbookshop1@namcol.edu.na
Email 2: wbookshop@namcol.edu.na

Ongwediva Bookshop
Marula Street
Opposite Africa Stadt Haus Hotel
Tel: (065) 233 780
Email: nbookshop@namcol.edu.na

Otjiwarongo Bookshop
Erf 280
Cnr of Prosit and Waterberg Street
Tel: (067) 304 379
Email 1: crbookshop@namcol.edu.na
Email 2: kazao@namcol.edu.na

Rundu Bookshop
NAMCOL Regional Office
Independence Avenue
Tel: (066) 255 545
Email: nerbookshop@namcol.edu.na

The NAMCOL MULTI-MEDIA Production Centre (MMPC)

The Multi Media Production Centre offers copying and printing services to the public, institutions and businesses in Windhoek at affordable prices. This service is, however, not yet available at our other offices.

Services:

- Bulk photocopying
- Duplication
- Printing
- Binding of documents
- Flyers, brochures, posters
- Scanning
- Lamination

For further information please contact:

NAMCOL Head Office
2031, Independence Avenue
Jetu Jama Centre
Katutura, Windhoek
Namibia

MMPC
mmpc@namcol.edu.na
(061) 320 5297

The NAMCOL Recording Studio, Video production and Campus Radio

The recording studio has the capacity to record live bands, choirs, radio dramas and educational radio documentaries. The video production studio has the capacity to shoot and edit video material. Learn through our educational radio programmes by listening to the NAMCOL campus radio on www.namcol.edu.na/campus-radio/

FREQUENCY
102.7 FM
102.7 FM, ONGWEDIVA

NAMCOL
Recording Studio

Mr Manfred Isaacks
Educational Broadcast Coordinator
isaacks@namcol.edu.na • Tel: (061) 320 5203/5111

ADVERTISE HERE

ADVERTISE ON OUR LED DIGITAL
DOUBLE SIDED BILLBOARD

In the Jetu Jama Complex, NAMCOL Head Office, in close proximity to :

• Black Chain Mall in the heart of Katutura
• KFC Soweto
• UN Sports ground and Community Plaza
• Soweto Market on Independence Avenue

Our Billboard is the first double-sided Light Emitting Diode (LED) Digital Billboard in Namibia. Advertising on the NAMCOL Billboard will ensure double views by road users and pedestrians passing the Billboard daily. We can assure you that your message will not go unseen!

PRICING SCHEDULE
N$ 15 000 Per Month

24 HOURS

FULL DAY PLAY

Get your message across instantly.
Catch your audience!

FOR FURTHER INFORMATION PLEASE CONTACT:

Mr Phillip Kambonde
Tel: 061 320 5218
Email: f.kambonde@namcol.edu.na

RATE CARD

for hiring facilities

TYPE OF VENUE	Main Hall	Auditorium	Galleries x 3	Kitchen and Lobby	Cream Room	Parking	Classrooms x 5	Training Room	Lapa
FEES	N$8000.00	N$3000.00	N$700.00 each	N$2000.00	N$700.00	N$00.00	N$500.00 each	N$2000.00	N$2000.00
EVENTS	• Conference • Meetings	• Lectures • Presentations Meetings	• Meetings • Break-away rooms	• Lunch • Cocktails	• Meetings • Presentations • VIP Launch	• Vehicles	• Lectures • Exams • Presentations	• Trainings • Workshops	• Parties
CAPACITY	• 500-600 without tables • 300-350 with tables	• 120	• 20-25 per room	• 22 Kitchen 80-100 Lobby	• 30-35	• 60	• 40 per class	• 40 per class	• 50-60 with tables.

Fees include all equipment installed and available in the different rooms:

- Hall with projector, screen, podium, sound, technician and 600 Chairs.
- 3 x Gallery rooms with sound, tables and chairs.
- Auditorium with sound, technician, projector and screen
- Kitchen/Lobby with sound, 3 x fridges, stove/oven, Cupboards, 7 x tables and 22 x Chairs.

All rooms including the hall are air conditioned

- Cream Room with sound, projector, screen, tables and chairs.
- 5 x classrooms with sound, projector, screen, 40 desks and 40 tables each.
- Training room with projector, screen, 6 x round tables and chairs.
- Lapa with sound, 2 x fridges, TV, DSTV, 5 x tables and chairs.
- Parking is available at the back and front of the hall.

FOR FURTHER INFORMATION PLEASE CONTACT:

Ms Latitia Mogotsi
Tel: 061 320 5254
Email: financesecretary@namcol.edu.na

Graduation Ceremonies

Graduation

Every year in April and August, a graduation ceremony is held, rewarding students for their hard work during the course of the programmes.

Certificates

- Certificate in Early Childhood Development (CECD)
- Certificate in Education for Development (CED)
- Certificate Local Government Studies (CLGS) - (ONLINE)

Graduation Ceremonies Continue

Diplomas
- Diploma In Sign Language Interpreting (DSLI)
- Diploma in Education for Development (DED)
- Diploma in Youth and Community Development (DYCD)
- Diploma in Community-Based Work With Children and Youth (DWCY)

Undergraduate Degrees
- Bachelor of Arts in Youth and Community Development (BA:YCD)
- Bachelor Degree in Early Childhood and Junior Primary Education (BECJPE)
- Bachelor of Business and Entrepreneurship (BBE)

Postgraduate Diploma
- Postgraduate Diploma in Open School Operation & Management (PDOSOM)

Honours Degree
- Bachelor of Education (Honours) in Early Childhood Development and Pre-Primary (B. Ed (Hon.) ECD & PPE)

Master's Degree
- Master of Arts in Youth and Community Development (MAYCD)

Technical Vocational Education and Training Programmes
- Automotive Mechanics
- Plumbing and Pipefitting
- Welding and Metal Fabrication
- Office Administration

CEO`s Award

NAMCOL's best-performing students are honoured at the annual graduation with a monetary reward for all students that do their best in the various programmes.

The aggregate mark of 75% and above is the guideline to best performers.

The CEO`s Award is given to a well-deserving student who performs the overall best of all the best-performing students from all the programmes. This student is rewarded with a trophy and a scholarship to pursue their studies at any institution of their choice.

Scholarships

NAMCOL offers scholarships to needy secondary and tertiary students every year as part of our corporate social responsibility.

Economically disadvantaged students who experienced challenges in completing their studies have a difficult time with succeeding in school, thus the College provides partial or full assistance to identified students who are not in a position to continue their education because of financial hardships.

For tertiary students, the applications are handled internally and open in November/December each year and forms are available on the NAMCOL website or at any NAMCOL Office countrywide.

For secondary learners, NAMCOL has decentralised the facilitation of scholarships to the Regional Councils countrywide. Regional Councillors inform the communities in their constituencies.

Applicants will be required to meet the criteria below to be considered for a scholarship award:

- The needy applicant must have a letter of provisional admission from the College (Tertiary Students);
- Unemployed applicants or applicants whose parents/ legal guardians are unemployed need to submit a police declaration to support their applications;
- The maximum combined household income should not exceed N$3 000.00, proof will have to be provided in that regard;
- In the case of orphaned applicants, a full birth certificate and certificates of deceased parents should be submitted;
- Letter from the Regional constituency councillor, or traditional authority or social worker
- Applicants both secondary and tertiary, must provide any other relevant documentation to substantiate their status as needy students (i.e. letter from regional councillor, traditional authority or civil society organisation)

Note:

SCHOLARSHIPS APPLICATIONS

OPEN - 01 NOVEMBER 2023
CLOSE - 12 JANUARY 2024

Map of NolNet Affiliated Centres

Ruacana
Oshakati
Eenhana
Rundu
Katima Mulilo
Opuwo
Ongwediva
Okahao
Oniipa
Omuntele
Omuthiya
Tsumeb
Grootfontein
Khorixas
Outjo
Okakarara
Otjiwarongo
Karibib
Usakos
Okahandja
Swakopmund
Gobabis
Walvis Bay
Windhoek
Rehoboth
Mariental
Keetmanshoop
Luderitz
Kalkrand
Karasburg

NOLNET HEAD OFFICE
NOLNET CENTRE
NOLNET CENTRES

Map of Regional and Sub-Regional offices

REGIONAL OFFICES

SUB REGIONAL OFFICES

NAMCOL CENTRES

Opuwo
Eenhana
Oshakati
NAMCOL Ongwediva
NAMCOL Rundu
Omuthiya
Katima Mulilo
Grootfontein
Khorixas
NAMCOL Otjiwarongo
Okakarara
Okahandja
Swakopmund
Gobabis
Walvis Bay
NAMCOL Windhoek
Rehoboth
Mariental
Keetmanshoop
Luderitz
Karasburg

**World Health
Organisation
Mental health**

Mental health is a state of mental well-being that enables people to cope with the stresses of life, realize their abilities, learn well and work well, and contribute to their community. It is an integral component of health and well-being that underpins our individual and collective abilities to make decisions, build relationships and shape the world we live in. Mental health is a basic human right. And it is crucial to personal, community and socio-economic development.

Mental health is more than the absence of mental disorders. It exists on a complex continuum, which is experienced differently from one person to the next, with varying degrees of difficulty and distress and potentially very different social and clinical outcomes.

Mental health conditions include mental disorders and psychosocial disabilities as well as other mental states associated with significant distress, impairment in functioning, or risk of self-harm.

Determinants of mental health
Exposure to unfavourable social, economic, geopolitical and environmental circumstances – including poverty, violence, inequality and environmental deprivation – also increases people's risk of experiencing mental health conditions.

Risks can manifest themselves at all stages of life, but those that occur during developmentally sensitive periods, especially early childhood, are particularly detrimental. For example, harsh parenting and physical punishment is known to undermine child health and bullying is a leading risk factor for mental health conditions.

Protective factors similarly occur throughout our lives and serve to strengthen resilience. They include our individual social and emotional skills and attributes as well as positive social interactions, quality education, decent work, safe neighbourhoods and community cohesion, among others.

Mental health risks and protective factors can be found in society at different scales. Local threats heighten risk for individuals, families and communities. Global threats heighten risk for whole populations and include economic downturns, disease outbreaks, humanitarian emergencies and forced displacement and the growing climate crisis.

Mental health promotion and prevention

Promotion and prevention interventions work by identifying the individual, social and structural determinants of mental health, and then intervening to reduce risks, build resilience and establish supportive environments for mental health. Interventions can be designed for individuals, specific groups or whole populations.

Reshaping the determinants of mental health often requires action beyond the health sector and so promotion and prevention programmes should involve the education, labour, justice, transport, environment, housing, and welfare sectors.

Suicide prevention is a global priority and included in the Sustainable Development Goals. Much progress can be achieved by limiting access to means, responsible media reporting, social and emotional learning for adolescents and early intervention. Banning highly hazardous pesticides is a particularly inexpensive and cost–effective intervention for reducing suicide rates.

Mental health care and treatment

In the context of national efforts to strengthen mental health, it is vital to not only protect and promote the mental well-being of all, but also to address the needs of people with mental health conditions.

This should be done through community-based mental health care, which is more accessible and acceptable than institutional care, helps prevent human rights violations and delivers better recovery outcomes for people with mental health conditions. Community-based mental health care should be provided through a network of interrelated services that comprise:

mental health services that are integrated in general health care, typically in general hospitals and through task-sharing with non-specialist care providers in primary health care;

community mental health services that may involve community mental health centers and teams, psychosocial rehabilitation, peer support services and supported living services; and

services that deliver mental health care in social services and non-health settings, such as child protection, school health services, and prisons.

2024 Public Holidays

Holiday	Date	Day
New Year's Day	01 January	Monday
Independence Day	21 March	Thursday
Good Friday	29 March	Friday
Easter Monday	01 April	Monday
Workers' Day	01 May	Wednesday
Cassinga Day	04 May	Saturday
Ascension Day	09 May	Thursday
Africa Day	25 May	Saturday
Heroes Day	26 August	Monday
Women's Day	10 December	Tuesday
Christmas Day	25 December	Wednesday
Family Day	26 December	Thursday

Observance Days 2024, but not Public Holidays

Observance Days	Date	Day
Constitution Day	9 February	Saturday
Day of the African Child	16 June	Sunday
Day of the Namibian Child	28 September	Saturday
United Nations Day	24 October	Thursday

According to the Public Holidays Act, 1990 (Act 26 of 1990) the Monday, following a Sunday which is a public holiday, shall also be a public holiday, unless the Monday is already a public holiday.

NOTES

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NAMCOL

Visit our website
www.namcol.edu.na

TAKING EDUCATION TO THE PEOPLE