



SE



Learner Information Guide

2024



NAMCOL

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VERY IMPORTANT

Please note that NAMCOL will offer Grade 11 of the new curriculum in 2024. In addition, AS (Higher Level subjects) will only be offered as part of the PETE programme and at selected centres.

Introduction

This booklet contains important information on secondary education, specifically Grade 11. Use this as your guide to remain updated with important dates etc.

The information in this booklet is valid for the 2024 academic year only. However, NAMCOL reserves the right to amend, supplement or otherwise change any of the information contained in this booklet without prior notice.

Enrolment fees

REGISTRATION FEE

N\$120.00 Once-off

EACH GRADE 11 (NSSC) SUBJECT

N\$320.00

ENROLMENT PERIOD

22 JANUARY - 1 FEBRUARY 2024

What do you need to enrol?

- Proof of identity [ID card, passport, driver's licence, birth certificate];
- Original Certificate of your highest educational qualifications; OR
- Original Statement of Results for the most recent examination you sat [certified copies of the above documents are not acceptable];
- Subject fees paid in full (cash)
- Study permit [for all foreign nationals];
- One Passport Photo;
- Statement of Entry (applicable to learners enrolled with NAMCOL previous academic years).

Secondary Education Services

NAMCOL offers the following basic package of services to all learners enrolled for NSSCO/AS:

- A full set of NAMCOL study guides and/or textbook for each subject;
- Five weeks Block Tuition sessions at selected centres;
- Mock Examinations;
- Two assignments.

Enrolment Points

Northern Region

OSHANA REGION	
NAMCOL Regional Office	Ongwediva PETE
EvuJukko SS	Oshakati
Ipumbu SSS	Oshakati
Gabriel Taapopi SSS	Ongwediva
Andimba Totvo ya Totvo SSS	Ondangwa
OSHKOTO REGION	
Nehale CS	Onayena
Omuthiya Ipundi CS	Omuthiya Ipundi
Omukwiyugawanyana JSS	Oshigambo
Hans Daniel Namuhuja JS	Oniipa Town
Uukule SSS	Onyanya
KUNENE REGION	
Putuavanga	Opuwo
OHANGWENA REGION	
Eangedjo SS	Omungwelumbe
Eerhans SS	Eerhans
Oshela SSS	Okongo
Ponholi SSS	Halao Nafdi Town
Ongha SS	Ongha Settlement
Ondobe CS	Ondobe Village
Shitwa SS	Endola
OMUSATI REGION	
St Charles Leungu	Omuzukika
David Sheehana	Outapi
Haudano	Okalongo
Mwasila	Tsandi
Shaanika Nashilongo	Okahao
Onesi	Onesi
Ombaumbu JSS	Oshifo - Ruacana
Pendukeni Ivula Ithana SS	Onamhindi Village
Nuuyoma	Oshikuku

Central Region

ERONGO REGION	
St Gobs SS	Omaruru
Coastal High SS	Swakopmund
Duinesig HS	Walvis Bay
Kusebmund SS	Walvis Bay
De Duine SS	Walvis Bay
Usakos SS	Usakos
OSHKOTO REGION	
Ojikoto SS	Tsumeb
KUNENE REGION	
Cornelius Gorseb SS	Khorixas
OTJOZONDJUPA REGION	
Okakarara SS	Okakarara
Paresis SS	Otiwarongo
Fridrich Awazab SS	Groctforten
Tsumkwe SSS	Tsumkwe
NAMCOL Regional Office	Otiwarongo (PETE only)

North-Eastern Region

ZAMBEZI REGION	
Katima Sub-Regional Office	Katima Mulilo
KAVANGO WEST REGION	
Niurenkuru SS	Niurenkuru
KAVANGO EAST REGION	
Diundu CS	Diundu Town
NAMCOL Regional Office	Rundu

Southern Region

HARDAP REGION

Dame Joubert CS	Mariental
Rehoboth SS	Rehoboth

/KARAS REGION

Luderitz JS	Luderitz
Karasburg Learning Village	Karasburg/Lordsville
Keetmanshop TRC	Keetmanshop
Aussenkehr PS	Aussenkehr
Rosh Pinah Public Library	Rosh Pinah
Oranjemund Namdeb Centre	Oranjemund
Noordower JSS	Noordower

OTJOZONDJUA

Okahandja SS	Okahandja
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OMAHESKE REGION

Hosea Kutako/Epako	Gobabis
C. Heuwa High S	Ojombinde
Gustav Krandji JSS	Ojineke
Epkuro Post Secondary School	Epkuro

KHOMAS REGION Jetu Jama (Hall)

Hage Geingob	Windhoek
C.J. Brandt	Windhoek
Highline	Windhoek
Dr Frans Auja 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

NSSCO and NSSCAS subjects

Code	Subject
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	Otjherero
8225	Physics
8194	Rukwangali
6188	Metal work and Welding
6189	Motor Mechanics

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

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

Kuisebmond SS (Erongo Region)

Otjikoto SS (Oshikoto Region)

North Eastern Region

Rundu SS

Southern Region

Gobabis/Hosea Kutako Centre

Kronlein PS (Keetmanshoop)

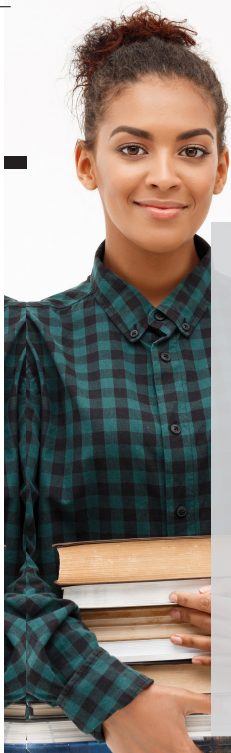
NSSCAS subjects

(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)

Programme

NSSCAS part-time candidate's entry requirements

- NSSCO at C symbol or higher on NSSCO or at least a 4-symbol on NSSCH is a prerequisite 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.

PETE FEES

NON-REFUNDABLE APPLICATION FEE
NON-REFUNDABLE REGISTRATION FEE
SUBJECT FEE

- N\$160.00
- N\$900.00 (Including Data Package)
- N\$430.00 PER SUBJECT

APPLICATION PERIOD

OPENS - 03 JANUARY 2024
CLOSES - 08 JANUARY 2024



Pre-entry to Tertiary Education Programme

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)

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)
Entrepreneurship

ONGWEDIVA
NSSCAS:
Biology
Chemistry
Physics
English
Mathematics

OTJIWARONGO
NSSCAS:
Biology
Chemistry
English
Mathematics
Physics

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

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

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

Admission Requirements and procedures

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 more than three NSSCO subjects per year.

Since NAMCOL's courses and the national examinations are heavily subsidised by the government, it is our policy NOT to 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.

FOREIGN NATIONALS

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.



Examination Registration

Registering for the examinations is a separate exercise from registering for tuition with NAMCOL, therefore, candidates have to register separately for tuition and for the examination. Registration period for the October/November exams will be announced by the Ministry of Education, Art and Culture. Candidates wanting to opt to carry forward marks for the Oral or SBA component must note that only marks of the examinations written the previous year (Oct/Nov) can be carried forward.

Candidates must ensure that they register at the examination centres registered with the Ministry of Education, Arts and Culture. In each region certain schools have been identified as examination centres for part-time candidates and registration takes place during dedicated time slots.

Please note that you cannot claim back your exam registration money if you did not turn up for the examinations, nor can it be transferred to the next examinations.

Any errors detected on your admission permit must be reported to the Head of Examination Centre.



Examination Registration

The National examinations for Grades 11 and 12 learners are administered by the Ministry of Education, Arts and Culture under the Directorate (MoEAC): National Examinations and Assessment (DNEA).

All NAMCOL learners should register for examinations separately. Examination dates will be announced later in the media.

Please note that failure to do so, will result in the learner being **UNABLE** to sit for examinations during OCT/NOV 2024 final examinations.



Secondary Education Academic Calendar

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.

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 Kandji JSS	Otjinene
Epkuro Post SS	Epkuro
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
Shitua SS	Endola

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

CENTRAL REGION:	
Paresis SS	Otiwarongo
Fridrich Awaseb	Grootfontein
Okakarara	Okakarara
Duinesig HS	Walvis Bay
Coastal SS	Swakopmund
Otijikoto SS	Tsumber
Kuisebmond SS	Walvis Bay

NSSCO AGRICULTURE practicals

NSSCO Agriculture is a practical subject. It consists of 3 examination papers, namely,

Paper 1 – multiple choice

Paper 2 – structured questions and

Paper 3 – school-based practical exercises paper

Paper 3 is an examination component which consists of five assessed practicals that contribute towards the final examination mark.

Dates for centre-based practical exercises

Practical 1 - 5:
March - September 2024

Please Note

It is therefore, very important to note that NSSCO Agriculture is a practical subject and if you take it, you have to attend the centre-based practical exercises on the dates indicated above at your centre.





eLearning the new way of learning

Introducing eLearning materials for Grades 8 - 11 learners. Visit the MoEAC/NAMCOL platforms and access exciting ways of teaching and learning.

Just a click away!

A Ministry of Education, Arts and Culture (MoEAC) and NAMCOL initiative

Platforms:



Youtube



Notesmaster



Radio



TV

Links:



www.notesmaster.com



www.namcol.edu.na



<https://www.youtube.com/channel/UCNz9TsWE4QLPAXObLN5tZKA>



www.moe.gov.na



<https://www.youtube.com/channel/UCW0lu0j7uceXrSD1uklujvg>



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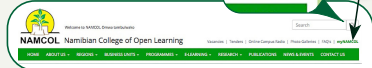
How to access myNAMCOL student portal

NAMCOL has introduced a student portal that would enable all registered students to access their student information such as personal details, assignment and examination marks, proof of registration and lecture notes. All you need to do to register is to enter your **STUDENT NUMBER** and **PIN** code that was smsed to you by NAMCOL. Use the following steps to get started:

Step 1.

To access NAMCOL student portal go to www.namcol.edu.na

Once the home page of NAMCOL open, click on "myNAMCOL" to access the portal.



Step 4.

To view personal information, (e.g. create or update postal address and contact numbers) Click on **Student Administration**.

Step 5.

To view marks, and academic records, click on **Student Enquiry**.

Step 2.

Select the "student" button. Enter your student number and PIN and click on login.

Please use the login screen below if you already have the appropriate login information. If not, system administrator!

Student Personal Other Alumni

Student Number: (5 numeric digits. Do not start with a 0.)

Pin: (5 numeric digits. Do not start with a 0.)

Step 3.

Change your pin to your preferred new pin.



Pin Being Changed For: Mr R Moots

Note: Enter and Verify your new pin and click "Change Pin" in order to change your current pin or click "Back" in order to return to the log in screen.

New Pin: (5 numeric digits.)

Verify New Pin: (5 numeric digits.)

reate or update
Click on

 [Registration](#)
 [Student Administration](#)
[Service Centre\(s\)](#)
[Examination Centre](#)
[Address Validation](#)
[Personal Contact Detail](#)




ords, click

 [Student Enquiry](#)
[Academic Admission Status](#)
[Assessment Status](#)
[Progress Report](#)
[Summarised Statement Of Account](#)
[Detail Address/Contacts Enquiry](#)

on



Student Web

 [Application](#)
 [Registration](#)
 [Student Administration](#)
 [Student Enquiry](#)

[Logout](#)

You will be prompted to change the PIN to a new number. Here are the rules when creating your new PIN:

- 5 numeric digits (no letters, just numbers)
- Do not start with zero 0
- Do not have repeating numbers next to each other (e.g. 99 or 44)



For further information, please contact:

Northern Region

Mr. L. Bock
NAMCOL Regional Office
Marula Street
P.O. Box 80002
Ongwediva
Tel: (065) 233 780
bock@namcol.edu.na

North-Eastern Region

NAMCOL Regional Office
Independence Avenue
P/Bag 2123, Rundu
Tel: (066) 255 545/7

Central Region

Mrs. D. Haufiku
NAMCOL Regional Office
P. O. Box 2006
Cnr of Waterberg &
Prosit Str Otjiwarongo
Tel: (067) 304 379
Fax: (067) 303 170
haufiku@namcol.edu.na

Southern Region

Mr. C. Hinanifa
Jetu Jama Centre, Katutura
P/Bag 13275, Windhoek
Tel: (061) 320 5272/36
hinanifa@namcol.edu.na

Sub-Regional Offices

Gobabis
Tel: 062 – 564 321

Keetmanshoop
Tel: 063 – 222 100

Walvis Bay
Tel: (064) 205 990

Katima Mulilo
Tel: (066) 253 065

Eenhana
Tel: (065) 263845

Omuthiya
Tel: 065 247 607



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