

Namibian College of Open Learning

# Prospectus



# 2025

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**NAMCOL**



TAKING EDUCATION TO THE PEOPLE

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Any queries regarding the course/studies or administrative matters should be directed to the nearest NAMCOL office. (See list of NAMCOL offices on pages 10-11)

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Namibian College of Open Learning

# 2025

Any correspondence on this prospectus or  
NAMCOL regulations should be addressed to:

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Plot: 2031  
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Katutura, Windhoek  
Namibia

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# Abbreviations

<b>CLGS</b>	Certificate in Local Government Studies
<b>CED</b>	Certificate in Education for Development
<b>CECD</b>	Certificate in Early Childhood Development
<b>CBE</b>	Certificate Business and Entrepreneurship
<b>DSLl</b>	Diploma In Sign Language Interpreting
<b>DED</b>	Diploma in Education for Development
<b>DBE</b>	Diploma in Business and Entrepreneurship
<b>DYCD</b>	Diploma in Youth and Community Development
<b>DWCY</b>	Diploma in Community-Based Work With Children and Youth
<b>PDOSOM</b>	Postgraduate Diploma in Open School Operation & Management
<b>BECJPE</b>	Bachelor of Education in Early Childhood and Junior Primary
<b>BEdJPEH</b>	Bachelor of Education in Junior Primary Education Honours
<b>BAYCD</b>	Bachelor of Arts in Youth and Community Development
<b>BECJPE</b>	Bachelor Degree in Early Childhood and Junior Primary Education
<b>MAYCD</b>	Master of Arts in Youth and Community Development

<b>NQA</b>	Namibia Qualifications Authority
<b>NTA</b>	Namibia Training Authority
<b>ODL</b>	Open and Distance Learning
<b>NUST</b>	Namibia University of Science and Technology
<b>UNAM</b>	University of Namibia
<b>ICDL</b>	International Computer Driving Licence
<b>MoEAC</b>	Ministry of Education, Arts and Culture
<b>NEACB</b>	National Examinations, Assessment and Certification Board
<b>NIED</b>	National Institute for Educational Development
<b>NOLNet</b>	Namibian Open Learning Network Trust
<b>NSSC(O)</b>	Namibia Senior Secondary Certificate (Ordinary)
<b>NSSC(AS)</b>	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 & Material  
Development



**Dr. N. Afunde**  
Acting (CEO)  
Director:  
Student Support



**Mr. C. Hinanifa**  
Regional Manager:  
Southern Region



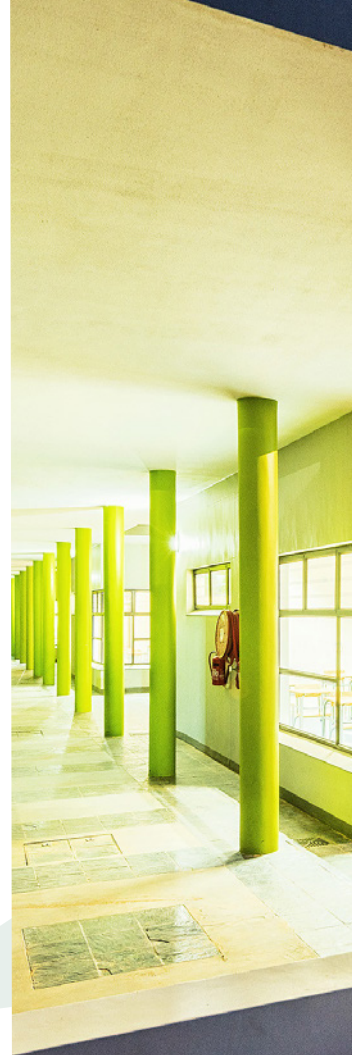
**Mr Jack Eixab**  
Company Secretary



**Mr. L. J. Bock**  
Regional Manager:  
Central Region

**Vacant**  
Regional Manager:  
Northern Region

**Vacant**  
Regional Manager:  
North-Eastern Region





# Contact Details

## HEAD OFFICE

2031 Independence Avenue, Katutura, Windhoek,  
Private Bag 15008, Katutura, Windhoek, Namibia  
Tel.: +264-61-320 5111 Fax: +264-61-216 987

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### Curriculum and Material Development (CMD)

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## REGIONAL OFFICES

### Southern Region (SR)

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Email: hinanifa@namcol.edu.na

### Central Region (CR)

P. O. Box 2006, Erf 280, Corner of Prosit and Waterberg  
Street, Otjiwarongo  
Telephone: 065 - 233 780  
Email: bock@namcol.edu.na

### North-Eastern Region (NER)

Independence Avenue, P/Bag 2123, Rundu  
Telephone: 061-3205 551  
Email: munango@namcol.edu.na

### Northern Region (NR)

Marula Street, P.O.Box 80002, Ongwediva  
Telephone: 061 320 5501  
Email: sheehama@namcol.edu.na

## OTHER IMPORTANT SECTIONS

### Resource Centre

Tel: (061) 320 5270

### 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: (061) 320 5503

### CBLC (Rundu)

Tel: (066) 320 5557/8

### CBLC (Otjiwarongo)

Tel: (067) 304 379

# Contact Details

## SUB-REGIONAL OFFICES:



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Area Coordinator

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# Foreword

NAMCOL remains a beacon of hope for thousands of Namibians seeking affordable and quality education at the secondary, vocational, and tertiary levels. As we strive to become Namibia's premier open university, we are continuously expanding our programme offerings.

Recent additions to our curriculum include the Bachelor of Education in Junior Primary Education Honors (BEJPEH) and the vocational programme in Occupational Health and Safety. Furthermore, we offer short courses in Plumbing and Pipe Fitting, Auto Mechanic, and Welding and Metal Fabrication, equipping individuals with valuable technical skills.

NAMCOL remains committed to supporting Namibia's development by fostering a skilled workforce.

We wish all students success in their studies through NAMCOL in 2025 and beyond!

# 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.

A young man with short, dark hair is looking towards the camera. He is wearing a grey zip-up jacket with the NAMCOL logo on the left chest. The logo features a stylized tree and the acronym 'NAMCOL'. He is standing in a library, with bookshelves filled with books visible in the background. The lighting is bright, and the overall atmosphere is professional and educational.

## Note:

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](http://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.

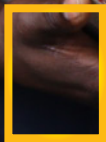
NAMCOL's programmes are open to all Namibian residents regardless of age, gender, race, colour or creed, as well as to foreign students, provided they are in possession of a study permit.

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](http://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 channel.

## STUDY MATERIALS

Study materials for different subjects are presented in books referred to as study guides and textbooks. 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 (MS Teams) 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 on 91.0 FM. The Campus Radio also is 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 recognizes 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 (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 registration or the receipt 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.

## 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 enroll. Any cancellation of a subject will result in a deduction of 80% from the subject fee refund.

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:

**The following fees must be paid in FULL at enrolment:**

**Non-refundable registration fee per learner**  
**N\$130.00**

**Each Grade 11 (NSSCO) subject with printed study material**  
**N\$340.00 (Non - PETE)**

**Each Grade 12 (NSSCAS) subject with printed study material**  
**N\$340.00 (Non - PETE)**

# 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

**Wednesday, 05 February 2025**

### Enrolment Period

Wednesday, 20 January - Wednesday, 5 February 2025



# 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)
6143	Accounting
6108	Afrikaans 2nd Language
6115	Agricultural Science
6116	Biology
6117	Chemistry
6136	Development Studies
6109	English 2nd Language
6146	Entrepreneurship
6137	Geography
6138	History
6198	Khoekhoegowab
6131	Mathematics
6101	Otjiherero
6118	Physics

Code	Subject Africa Languages
6102	Rukwangali
6105	Silozi
6099	Oshikwanyama
6100	Oshindonga

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:

<b>Northern Region</b>
Gabriel Taapopi
<b>Central Region</b>
Kuisebmond SS (Erongo Region)
Otjikoto SS (Oshikoto Region)
<b>North Eastern Region</b>
Rundu SS
<b>Southern Region</b>
Gobabis/Hosea Kutako Centre
Kronlein PS (Keetmanshoop)
Jetu Jama (Windhoek)

## 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 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.

# 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)
8244	Accounting
8222	Agricultural Science
8223	Biology
8245	Business Studies
8246	Economics
8233	Geography
8234	History
8227	Mathematics
8191	Oshikwanyama 1st Language
8192	Oshindonga 1st Language
8225	Physics
8306	Rukwangali 1st Language
8202	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 NSSCAS 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;
- NSSCAS students may repeat the subjects.
- 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\$ 170-00**.

## DOCUMENTS REQUIRED

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

- NSSCO and NSSCAS certificates of the most recent examinations you sat.
- Original bank deposit slip (Application Fees)
- Identity document card/full birth certificate

## PETE FEES

<b>NON-REFUNDABLE APPLICATION FEE</b>	- N\$170.00
<b>NON-REFUNDABLE REGISTRATION FEE</b>	- N\$130.00
<b>SUBJECT FEE (NSSCO/ NSSCAS)</b>	- N\$450.00 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)
- NAMCOL Southern Regional Office (Gobabis)

<b>JETU JAMA:</b>
<b>NSSCAS/NSSCO</b>
Mathematics (O/AS)
Biology (O/AS)
English (O/AS)
Physics (O/AS)
Chemistry (O/AS)
Business Studies (O/AS)
Economics (O/AS)
Geography (O/AS)
History (O/AS)
English (O/AS)
Agricultural Science (O)
Accounting (O)
Development Studies (O)

<b>OTJIWARONGO</b>
<b>NSSCAS:</b>
Biology
Chemistry
English
Mathematics
Physics

<b>RUNDU:</b>
<b>NSSCAS:</b>
Mathematics
Biology
English
Physics
Chemistry
Business Studies
Economics
Geography
History
Accounting

<b>ONGWEDIVA</b>
<b>NSSCAS/NSSCO</b>
Biology
Chemistry
Physics
English
Mathematics

<b>GOBABIS:</b>
<b>NSSCO:</b>
Mathematics
Biology
English
Physics
Chemistry
Business Studies
Economics
Geography
History
Accounting
Development Studies
Entrepreneurship
Agricultural Science
Khoekhoegowab
Afrikaans
Otjiherero

## APPLICATION PERIOD

**OPENS** - 01 NOVEMBER 2024  
**CLOSES** - 13 JANUARY 2025

### Note:

The following fields of study will be offered as part of this programme:

<b>Subject Offerings</b>
<b>Science Field</b>
English 2nd Language (O/AS)
Biology (O/AS)
Physics (O/AS)
Chemistry
<b>Social Science Field</b>
Mathematics (O/AS)
Geography (O/AS)
History (O/AS)
<b>Commercial Field</b>
English 2nd Language (O/AS)
Economics (O/AS)
Accounting (O/AS)
Business Studies (O/AS)
Entrepreneurship

# SE Student Support Services

## **STUDY VENUES:**

Study 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 venues. Learners may use these study venues 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 institutions mentioned. 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 their 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 maximum of four NSSCO subjects per year. NSSCAS first-time takers are not allowed to enrol with NAMCOL for more than two subjects. Re-sit NSSCAS learners are permitted to enrol for maximum of three NSSCAS 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:

Original and certified copies of

- Proof of identity (ID card; passport; driver's licence; birth certificate)
- Highest school leaving certificate
- Latest statement of results
- Study permit [applicable to foreign nationals only]
- Subject fees must be paid in full (in cash or bank deposit with proof of payment),
- Proof of registration or receipt 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, proof of registration and receipt. Please keep all these documents in a safe place as they 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:

- |   |                     |
|---|---------------------|
| • <b>Proof of Registration</b>                  | <b>- N\$ 110.00</b> |
| • <b>Statement of Results (Progress Report)</b> | <b>- N\$ 100.00</b> |
| • <b>Academic Record</b>                        | <b>- N\$ 150.00</b> |
| • <b>Semester Results</b>                       | <b>- N\$ 80.00</b>  |
| • <b>Receipts</b>                               | <b>- N\$ 50.00</b>  |
| • <b>Certificate</b>                            | <b>- N\$ 400.00</b> |



# Assessments 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 textbooks 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 arrangements 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

Learners who registered for languages are required to do oral assessment that will be conducted by trained interlocutors. Learners who have registered for African languages are required to carry out the research project.

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

Learners registered for Agricultural Science are required to carry out Agriculture practical 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 2025 FOR  
SECONDARY EDUCATION:**

**Assignment 1: 14 - 17 April 2025**

**Assignment 2: 23 - 27 June 2025**

## **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.**

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/AS 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 NAMCOL. (Refer to the DNEA booklet on examination information.) Some of the important points are reproduced here:

- Examination registration for (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. NSSCO Agricultural Science 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.

- 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.
- 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

### Student Representative Councils

Every tuition centre must have a Student Representative Council (SRC), 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 Executive Council (NEC) to be recognised by the NAMCOL Board of Directors. Establishing SRCs at all the centres is the first step towards this goal.

An SRC consists of at least seven members nominated by the students at the centres. The election is made by secret ballot. Any registered learner at the centre is eligible for election on the SRC. All learners enrolled at the centre are entitled to vote.

### The SRCs 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 students 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 students 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
lipumbu SS	Oshakati
Gabriel Taapopi SS	NAMCOL Regional Office
Andimba Toivo ya Toivo SS	Ondangwa
OSHIKOTO REGION	
Nehale SS	Onayena
Omuthiya lipundi SS	Omuthiya lipundi
Omukwiyugwemanya SS	Oshigambo
Hans Daniel Namuhuja SS	Oniipa Town
Uukule SS	Onyaanya
KUNENE REGION	
Putuavanga	Opuwo

OHANGWENA REGION	
Eengedjo SS	Omungwelume
Eenhana SS	Eenhana
Oshela SS	Okongo
Ponhofi SS	Helao Nafidi Town
Ongha SS	Ongha Settlement
Ondobe SS	Ondobe Village
Shituwa SS	Endola
OMUSATI REGION	
St Charles Lwanga SS	Omuulukila
David Sheehama SS	Outapi
Haudano SS	Okalongo
Mwaala SS	Tsandi
Shaanika Nashilongo SS	Okahao
Onesi SS	Onesi
Ombuumbu SS	Oshifo - Ruacana
Pendukeni Ivula Ithana SS	Onamhindi Village
Nuuyoma SS	Otshikuku

# Enrolment Points Southern Region

HARDAP REGION	
Danie Joubert CS	Mariental
Rehoboth SS	Rehoboth
C. //Oaseb SSS	Gibeon

//KARAS REGION	
Lüderitz JS	Lüderitz
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 SS	Windhoek
C.J. Brandt SS	Windhoek
Highline SS	Windhoek
A. Shipena SS	Windhoek
Augustineum SS	Windhoek
Jan Jonker SSS	Windhoek
Concordia College	Windhoek
Khomas HS	Windhoek
Acacia HS	Windhoek
PETE	Windhoek

# Enrolment Points Central Region

ERONGO REGION	
SI Gobs SS	Omaruru
Coastal High SS	Swakopmund
Duinesig HS	Walvis Bay
Kuisebmond SS	Walvis Bay
Atlantic HS	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: 14-17 April 2025 · 23 June - 08 July 2025 · 08 - 11 September 2025**

SOUTHERN REGION:	
Hage Geingob	Windhoek
Khomas High School	Windhoek
Augustineum SS	Windhoek
Concordia College	Windhoek
A. Shipena SS	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
C//Oaseb SSS	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 SS	Ongwediva
Hans Daniel Namuhuja SS	Oniipa Town
Haudano SS	Okalongo
lipumbu SS	Oshakati
Mwala SS	Tsandi
Nehale SS	Onayena
Nuuyoma SS	Oshikuku
Omuthiya lipundi SS	Omuthiya lipundi
Ondobe SS	Ondobe Village
Ombuumbu SS	Oshifo - Ruacana
Ongha SS	Ongha Settlement
Oshela SS	Okongo
Ponhofi SS	Helao Nafidi Town
Putuavanga SS	Opuwo
Shaanika Nashilongo SS	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	Otiwarongo
Fredrich Awaseb	Grootfontein
Okakarara	Okakarara
Duinesig HS	Walvis Bay
Coastal HS	Swakopmund
Otijkoto SS	Tsumeb
Kuisebmond SS	Walvis Bay
Cornelius Goreseb	Khorixas
S. I. !Gobs	Omaruru

# Academic Calendar

## Secondary Education

TERM	DATE
<b>FIRST TERM</b>	
NAMCOL re-opens	Monday, 6 January
Enrolment Period	Monday, 20 January - Wednesday, 5 February
First day of the Term	Wednesday, 12 February
Independence Day	Thursday, 21 March
School Holiday	Friday, 26 May
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
Last day of the Term	Thursday, 12 June
Africa day	Saturday, 25 May
<b>SECOND TERM</b>	
First day of the term	Tuesday, 15 July 2025
Last day of term	Friday, 05 December 2025

# Academic Calendar Secondary Education

<b>Block tuition sessions</b>	Block one 14-17 April 2025 Block two 23 June - 08 July 2025 Block three 08-11 September 2025
<b>African Languages mid-week classes</b>	March - September 2025
<b>PETE Classes</b>	March - September 2025
<b>Agriculture and entrepreneurship mid-week classes</b>	March - September 2025
<b>Assignment submission dates</b>	Assignment 1: 14-17 April 2025 Assignment 2: 23-27 June 2025
<b>Mock examinations</b>	14 July - 08 August 2025
<b>Mid-term breaks (NAMCOL Staff)</b>	28 April - 02 May 2025 25 - 29 August 2025

IMPORTANT DATES		
NAMCOL enrolment period <b>20 January - 05 February 2025</b> Last date for transfers from one exam centre to another <b>05 February 2025</b>	NSSCO(Grade 11) / NSSCAS (Grade 12) Exam Registration <b>20 January - 07 March 2025</b>  NSSCO(Grade 11) / NSSCAS (Grade 12) Exam Verification of details <b>14 April - 02 May 2025</b>  Collecting permits, Oral assessment dates, and the National examinations dates will be determined by the MoEAC, Directorate: National examinations and assessment.	<b>Failure to register for examinations will result in no examination opportunity for the 2025 academic year.</b>

# Tertiary Programmes

## Short Courses

**LINGUASKILL**

Cambridge English Language Assessment

**CDTOC**

Certificate in Developing and Teaching Online Courses

**CDDOA**

Certificate in Designing and Developing Online Assessments

## Tertiary Programmes (TP)

**MAYCD**

Master of Arts in Youth and Community Development

**PDOSOM**

Postgraduate Diploma in Open School Operations & Management

**BEdJPEH**

Bachelor of Education in Junior Primary Education Honours

**BECJPE**

Bachelor of Education in Early Childhood and Junior Primary

**BAYCD**

Bachelor of Arts in Youth and Community Development

**BBE**

Bachelor of Business and Entrepreneurship

**DED**

Diploma in Education for Development

**DYCD**

Diploma in Youth and Community Development

**DWCY**

Diploma in Community-Based Work With Children and Youth

**CECD**

Certificate in Early Childhood Development

**CED**

Certificate in Education for Development

**CLGS**

Certificate in Local Government Studies



**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 trailed 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\$1 068.00
Speaking and Writing	N\$1 068.00

# Certificate in Developing and Teaching Online Courses

## 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 NS\$1 571.00 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

## Note:

A once-off Administration fee of NS\$ 571.00 is payable as required.

## 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

## 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	



# Structure of all the Programmes

These are distance education study programmes and students are supported through a few contact sessions. Study Materials will be issued during registration. Orientation workshops will be conducted at the beginning of each term. During these workshops, students receive their module outline for that specific term or year. Contact sessions for examination preparation workshops are held before the examinations.

## **METHOD OF APPLICATION:**

Application forms can be obtained at any NAMCOL office or downloaded from the NAMCOL website: [www.namcol.edu.na](http://www.namcol.edu.na)

Applications for some tertiary programmes are available online (website).

## **ADMISSION REQUIREMENTS:**

Refer to the admission requirements under each programme. However, prospective students who do not meet the requirements for the following programmes: CED, CECD and CLGS might be considered for Recognition of Prior Learning (RPL) in accordance with NAMCOL's RPL policy. Application Fees are non-refundable regarding all the programmes.

## **WHEN CAN YOU APPLY?**

Prospective students can apply from 1 June 2025.

## **CLOSING DATE FOR APPLICATIONS:**

30 August 2025.

## **METHOD OF PAYMENT**

### **SPONSORED STUDENTS**

Sponsored students must provide proof from their sponsors that the fees will be paid for them.

### **OTHER STUDENTS/NON-SPONSORED STUDENTS**

Students must pay N\$2 500.00 upon registration. The balance can be paid in full, or instalments can be arranged, on condition that the last instalment is paid on or before 31 May for the first semester and 30 September for the second semester of each 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) including an E symbol in English OR
- Grade 10 Certificate (25 points in six subjects) including an E symbol in English
- Three 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 subject (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

Duration:  
1 year

NQF  
Level:4

## PROGRAMME CONTENT

The programme consists of 9 modules and 2 institutional core modules.

	MODULES	CODE
Semester 1	1. English for General Communication	9901G
	2. Introduction to Computer	9902G
	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 2025

### SEMESTER 1

Registration fee is N\$2500.00, which should be paid upon registration, the remaining amount should be settled by May 31.

### SEMESTER 2

Registration fee is N\$2500.00, which should be paid upon registration, the remaining amount should be settled by September 30.

TYPE OF FEE	AMOUNT
Institutional Core Modules X 2	1 048.00
Modules X 9	9 612.00
<b>Grand Total</b>	<b>10 660.00</b>

**Note:**

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

# 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

- 20 points in six subjects on the NSSCO/AS level, including an E symbol in English OR
- 25 points in six subjects on Grade 10 Certificate / JSC Old Curriculum including an E symbol in English and three 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. Applied Basic Mathematics 1	1707
	4. Theory and Practice of Adult Education	1710
	5. Development Studies	1711
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 2025

### SEMESTER 1

Registration fee is N\$2500.00, which should be paid upon registration, the remaining amount should be settled by May 31.

### SEMESTER 2

Registration fee is N\$2500.00, which should be paid upon registration, the remaining amount should be settled by 30 September.

TYPE OF FEE	AMOUNT
Institutional Core Modules X 2	1 048.00
Modules X 6	6 408.00

## Note:

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

# 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?

Educators 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) including an E symbol in English OR
- Grade 10 Certificate JSC/Old Curriculum (25 points in six subjects) including an E symbol in English and three 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)
- 21 practicums
- End of semester examinations.

## DURATION OF THE PROGRAMME

This is an 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	2120
	11. Learning Areas Part A	2121
	12. Learning Areas Part B	2122
	13. Practicum B	2123

## FEE STRUCTURE FOR 2025

### SEMESTER 1

Registration fee is N\$2500.00, which should be paid upon registration, the remaining amount should be settled by May 31.

### SEMESTER 2

Registration fee is N\$2500.00, which should be paid upon registration, the remaining amount should be settled by September 30.

TYPE OF FEE	AMOUNT
Institutional Core Modules X 2	1 048.00
Modules X 7	4 102.00
<b>Grand Total</b>	<b>5 150.00</b>

## Note:

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



A young man with dark hair and a friendly smile is wearing a blue and white checkered button-down shirt. He is holding his right hand up, palm facing forward, with fingers slightly spread. The background is a bright, out-of-focus classroom with whiteboards and other students.

Tertiary  
Programmes

**Diplomas**

# Diploma in Sign Language Interpreting

## AIM

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 2025

### SEMESTER 1

Registration fee is N\$2500.00, which should be paid upon registration, the remaining amount should be settled by May 31.

### SEMESTER 2

Registration fee is N\$2500.00, which should be paid upon registration, the remaining amount should be settled by 30 September.

TYPE OF FEE	AMOUNT
Institutional Core Modules X 2	1 070.00
Modules X 7	7 842.00
<b>Grand Total</b>	<b>N\$8 890.00</b>

**Note:**

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



# 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

- 22 points in 5 subjects on the NSSCO/AS level, including an 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.

# 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
	14. Teaching Methods of Adult Education (year module)	2222
	15. Work Attachment (year module)	2223
Semester 4	16. Adult Education for Development and Social Change	2218
	17. Management of Community and Adult Education Projects	2219
	18. Environmental and Population Education	2220
	19. Research, Monitoring and Evaluation of Programmes	2221

## FEE STRUCTURE FOR 2025

### SEMESTER 1

Registration fee is N\$2500.00, which should be paid upon registration, the remaining amount should be settled by May 31.

### SEMESTER 2

Registration fee is N\$2500.00, which should be paid upon registration, the remaining amount should be settled by September 30.

TYPE OF FEE	AMOUNT
Institutional Core Modules X 2	1 048.00
Modules X 7	8 645.00
<b>Grand Total</b>	<b>9 693.00</b>

**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

- Grade 11/12 with certificate (22 points in 5 subjects) including 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.

## DURATION OF THE PROGRAMME

This is a two-year distance education study programme and students are supported through online interactions.

# Diploma in Youth and Community Development

## PPROGRAMME CONTENT

The programme consists of 17 modules and 2 institutional core modules.

MODULES	CODE
1. English for General Communication	9901H
2. Introduction to Computer	9902H
<b>Semester 1</b>	
3. Commonwealth Values in Youth Development Work	1816
4. Young People in Society	1817
5. Principles and Practice of Youth in Development – Part A	1818
6. Working with People and their Communities	1819
<b>Semester 2</b>	
7. Gender and Development	1820
8. Principles and Practice of Youth in Development – Part B	1821
9. Youth and Health	1822
10. Project Planning, Monitoring & Evaluation	1823
<b>Semester 3</b>	
11. Management Skills	1824
12. Learning Processes – Part A	1825
13. Policy Planning and Implementation	1826
14. Conflict Resolution, Strategies and Skills	1827
15. Promoting Enterprise and Economic Development	1828
<b>Semester 4</b>	
16. Sustainable Development and Environmental Issues	1830
17. Orphans & Vulnerable Children Programme Management and Policy Development	1831
18. Psychological Support of Orphans & Vulnerable Children	1832
19. Learning Processes – Part B	1833

## FEE STRUCTURE FOR 2025

### SEMESTER 1

Registration fee is N\$2500.00, which should be paid upon registration, the remaining amount should be settled by May 31.

### SEMESTER 2

Registration fee is N\$2500.00, which should be paid upon registration, the remaining amount should be settled by September 30.

TYPE OF FEE	AMOUNT
Institutional Core Modules X 2	<b>NS1 048.00</b>
Modules X 8	<b>NS8 544.00</b>
<b>Grand Total</b>	<b>NS9 592.00</b>

**Note:**

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

# 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 Psycho-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.

## DURATION OF THE PROGRAMME

This is a two-year distance education study programme and students are supported through online interactions.



# Diploma in Community-Based Work with Children and Youth

## PROGRAMME CONTENT

The programme consists of 12 modules and 2 institutional core modules.

MODULES		CODE
	1. English for General Communication	9901J
	2. Introduction to Computer	9902J
Semester 1	3. Personal and Professional Development	2407
	4. Child and Youth Rights and Safety	2408
	5. Child and Youth Development	2409
Semester 2	6. Care and Support	2410
	7. Community Development	2411
	8. Service Learning Project	2412
Semester 3	9. Communication Skills	2413
	10. Entrepreneurship	2414
	11. Community Based Psychosocial Support Intervention Strategies	2415
	12. Research Methods (year module)	2418
Semester 4	13. Social Services in Developing Countries	2416
	14. Leadership and Project Management	2417
	Research Methods (year module)	2418

## FEE STRUCTURE FOR 2025

### SEMESTER 1

Registration fee is N\$2500.00, which should be paid upon registration, the remaining amount should be settled by May 31.

### SEMESTER 2

Registration fee is N\$2500.00, 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\$1 048.00
Modules X 8	N\$6 282.00
<b>Grand Total</b>	<b>N\$7 330.00</b>

## Note:

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



Tertiary  
Programmes

**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 BECJPE thus aims to provide aspiring educators 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 five subjects on the NSSCO/ AS level, including English with a minimum grade of D OR
- Applicants who are graduates of NAMCOL Certificate in Early Childhood Development

# Bachelor of Education in Early Childhood and Junior Primary Education

## 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.
- 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 and 1 institutional core course. See the table below for names of the modules. The B. Ed Degree offered over four years looks as follows:

MODULES		CODE
	1. Introduction to Computers	9902I
YEAR 1 SEMESTER 1	2. Religious and Moral Education	3301
	3. English Language Competence I	3302
	4. Basic Mathematics for ECD/Junior Primary Educators I	3303
	5. Integrated Creative and Visual Arts Development	3304
	6. Integrated Environmental Awareness	3305
YEAR 1 SEMESTER 2	7. English Language Competence II (Independent User)	3306
	8. Professional and Educational Orientation	3307
	9. Basic Math for ECD/Junior Primary Educators II	3308
	10. Integrated Music and Drama Development	3309
	11. Integrated Environmental Education	3310
YEAR 2 SEMESTER 1	12. Theories of Learning in Early Childhood and Junior Primary Education (Western and African perspective)	3311
	13. Pre-Numeracy Development (ECD)	3312
	14. Pre-Literacy and Language Development (ECD)	3313
	15. Physical Development and Motor Skills	3314
	16. English as Second Language	3315
	17. Namibian Language as Medium of Instruction (Mother Tongue)	3316
	18. Educational practice 1A	3317

# Bachelor of Education in Early Childhood and Junior Primary Education

MODULES	CODE	
YEAR 2 SEMESTER 2	19. Mathematics & Numeracy Education(Grade 1-3)	3318
	20. Literacy & Language Education (Grade 1-3)	3319
	21. Physical Development and Motor Skills (Grade 1-3)	3319
	22. English as Second Language	3319
	23. Namibian Language as Medium of Instruction (mother tongue)	3319
YEAR 3 SEMESTER 1	24. Educational practice 1B	3320
	25. Holistic Child Development Milestones and Needs	3321
	26. Inclusive Education for Child Development and Learning Challenges	3322
	27. Numeracy Intervention	3323
YEAR 3 SEMESTER 2	28. English Language Competence III (Professional User)	3324
	29. Project Based Learning	3325
	30. Reading and Writing intervention	3326
	31. Curriculum Development and Science of Teaching	3327
	32. History, Policies and Standards in ECE	3328
YEAR 4 SEMESTER 1	33. Project-Based Learning	3329
	34. Educational Practice II	3330
	35. Namibian Language as Medium of Instruction (mother tongue) II	
	36. Educational Research Methodology	3331
YEAR 4 SEMESTER 2	37. Guidance and Counseling of young children	3332
	38. Educational Leadership and Management I	3333
	39. First Aid	3334
	40. Educational Practice III	3335
YEAR 4 SEMESTER 2	41. Guidance and Counselling of Young Children	3335
	42. Educational Leadership and Management II	3336
	43. Research Project	3337

## FEE STRUCTURE FOR 2025

### SEMESTER 1

Registration fee is N\$2500.00, which should be paid upon registration, the remaining amount should be settled by May 31.

### SEMESTER 2

Registration fee is N\$2500.00, 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\$524.00
Modules X 11	N\$14 971.00
<b>Grand Total</b>	<b>N\$15 495.00</b>

**Note:**

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

# 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) and an 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
	8. Youth Health Safety and Well-being	3106
	9. Contemporary Issues in Youth Development	3107
	10. Personal and Professional Development	3108
	11. Learning Processes - PART B	3109
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
18. Youth Advocacy: Principles and Tools		3116
19. Youth Advocacy: ICTs in Youth Work		3117
20. Youth Development Work: Networks, Partnerships and Resources		3118
21. Introduction to Social Research -PART A		3119
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
	26. Work Integrated Learning	3124

## FEE STRUCTURE FOR 2025

### SEMESTER 1

Registration fee is N\$2500.00, which should be paid upon registration, the remaining amount should be settled by May 31.

### SEMESTER 2

Registration fee is N\$2500.00, 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\$ 1 048.00
Modules X 9	N\$ 17 334.00
<b>Grand Total</b>	<b>N\$ 18 382.00</b>

**Note:**

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

# 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 a 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).

**Note:**

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



(BBE)

# Bachelor of Business and Entrepreneurship

Duration:  
3 Years

## 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 of 25 modules and two institutional core modules  
The BBE degree offered over three years looks as follows:

MODULES		CODE
	1. English for General Communication 2. Introduction to Computers	9901K 9902K
<b>YEAR 1 SEMESTER 1</b>	3. Introduction to Entrepreneurship 4. Introduction to Business Accounting 5. Principles of Marketing	3501 3502 3503
<b>YEAR 1 SEMESTER 2</b>	6. Business Communication 7. Introduction to Business Accounting 8. Human Resources Management 9. Designing Thinking Intervention Process 10. Prototype Process Design 1	3504 3504 3505 3506 3507
<b>YEAR 2 SEMESTER 1</b>	11. Business Information Systems 12. Risk Management 13. Principles of Management 14. Management Accounting	3308 3309 3310 3311
<b>YEAR 2 SEMESTER 2</b>	15. Business Environment 16. Management Accounting 17. Enterprise Mentoring, Coaching and Consulting 18. Prototype Process Design 2	3312 3313 3314 3315

<b>YEAR 3 SEMESTER 1</b>	19. Business Research Practices	3316
	20. Team Management	3317
	21. Strategic Planning	3318
	22. Financial Management	3319
<b>YEAR 3 SEMESTER 2</b>	23. Business Law	3320
	24. Managing Business Projects	3321
	25. Entrepreneurial Innovation Systems	3322
	26. Stage Three Prototype Design	3323
	27. Work Integrated Learning (WIL)	3324

## FEE STRUCTURE FOR 2025

### SEMESTER 1

Registration fee is N\$2500.00, which should be paid upon registration, the remaining amount should be settled by May 31.

### SEMESTER 2

Registration fee is N\$2500.00, which should be paid upon registration, the remaining amount should be settled by September 30.

TYPE OF FEE	AMOUNT
<b>Institutional Core Modules X 2</b>	<b>1 048.00</b>
<b>Modules X 8</b>	<b>15 248.00</b>
<b>Grand Total</b>	<b>16 296.00</b>



Tertiary  
Programmes

Honours  
Degree

# Bachelor of Education in Junior Primary Education Honours

## AIM

The Bachelor of Education in Junior Primary Education Honours programme is aimed at producing capable and well-prepared educators. The programme aims to ensure that graduates can positively impact young children's educational growth.

The programme aims cover a wide range of areas, from providing a strong foundation in educational theory and practical applications specific to junior primary education, to nurturing graduates who can address diverse student needs and fostering a commitment to ongoing professional development.

The programme also emphasises creating inclusive and engaging learning environments, collaborating effectively, and upholding ethical and professional standards.

The programme's objectives detail the skills and competencies students will gain, including understanding child development theories, delivering appropriate instruction, using effective teaching strategies and technologies, implementing inclusive practices, managing classrooms, and engaging in reflective practice. These objectives collectively prepare graduates to excel as educators while adhering to ethical and cultural responsibilities in education.

## OBJECTIVES

The main objectives of the programme are:

- to prepare graduates with a strong foundation in educational theory and practice specific to the field of junior primary education;
- to develop graduates who possess the knowledge, skills, and dispositions necessary to meet the diverse needs of young learners in the junior primary phase;

- to foster graduates who are reflective practitioners, committed to continuous professional growth and lifelong learning;
- to equip graduates with the ability to create inclusive, engaging, and culturally responsive learning environments that promote the holistic development of young children;
- to cultivate graduates who can effectively collaborate with colleagues, families, and the broader community to support student learning and well-being, and
- to instill in graduates a commitment to ethical and professional conduct, adhering to legal and ethical responsibilities within the education profession.

## WHO MAY APPLY?

- Junior primary educators
- Aspiring teachers
- Passionate advocates of early childhood education.

## ADMISSION REQUIREMENTS:

- A Bachelor's Degree in Early Childhood and Junior Primary Education Level 7 for pre-primary to grade 3, or an equivalent relevant qualification from any recognised institution.
- A Diploma in Early Childhood and Pre-Primary Education (DECPEE) (Level 7) from NAMCOL, with a minimum of two years' relevant work experience. Students may be required to do additional modules from the Bachelor of Education in Early Childhood and Junior Primary.
- Any other relevant bachelor's degree at level 7 from a recognised institution of higher learning.

# Bachelor of Education in Junior Primary Education Honours

## DURATION OF THE PROGRAMME:

2 Years

## PROGRAMME CONTENT:

The programme consists of the following 15 modules.

MODULES		CODE
YEAR 1 SEMESTER 1	1. Technology Integration in JPE	3601
	2. Mathematics & Numeracy Teaching	3602
	3. Assessment and Evaluation in JPE	3603
	4. Discipline Management	3604
	5. Academic Writing	3605
YEAR 1 SEMESTER 2	6. Namibian Language Education I	3606
	7. English Second Language I	3607
	8. Research Methodology in Education	3608
	9. School-Based Studies I (two weeks)	3609
YEAR 2 SEMESTER 1	10. Leadership and Management in Education	3610
	11. English Second Language II	3611
	12. Namibian Language Education II	3612
	13. School-Based Studies II (four weeks over the year)	3613
YEAR 2 SEMESTER 1 (A STUDENT WILL CHOOSE ONLY ONE OF THE MODULES BELOW PLUS THE RESEARCH)	14. Curriculum Development Studies	3614
	• Policy Development in JPE	3615
	• Educational Technology	3616
	• Diversity and Inclusive Education	3617
	• Environmental Education for Sustainability	3618
	15. Research Project	3619

## FEE STRUCTURE FOR 2025

### SEMESTER 1

Registration fee is N\$2500.00, which should be paid upon registration, the remaining amount should be settled by May 31.

### SEMESTER 2

Registration fee is N\$2500.00, which should be paid upon registration, the remaining amount should be settled by September 30.

TYPE OF FEE	AMOUNT
Modules X 9	16 020.00
<b>Grand Total</b>	<b>16 020.00</b>

# Note:

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



Tertiary  
Programmes

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

## FEE STRUCTURE FOR 2025

### SEMESTER 1

Registration fee is N\$2500.00, 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 registration for 60G data each month for the whole year.

### SEMESTER 2

Registration fee is N\$2500.00, which should be paid upon registration, the remaining amount should be settled by September 30.

TYPE OF FEE	AMOUNT
Modules X 4	7 624.00
<b>Grand Total</b>	<b>7 624.00</b>

**Note:**

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



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		CODE
Year 1 Semester 1	1. Academic Writing for Postgraduate Students (Year module)	3401
	2. Critical Perspective in Youth Work and Community Development	3402
	3. Social Research Practice	3403
	4. Psychosocial Support: Building an Inclusive Society	3404
	5. Principles of Designing, Planning and Implementing Youth and Community Development Projects (Year Module)	3405
Year 1 Semester 2	6. Contemporary Personal and Professional Development	3406
	7. Contemporary Approaches to Management Leadership and Enterprises	3407
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
<b>First Year</b>	
Registration Deposit	2 500.00
Total First Year Cost	29 316.00

# Tertiary Programmes: Academic Calendar for Admissions & Student Support

PROGRAMME	ORIENTATION WORKSHOP	EXAMINATION PREPARATION WORKSHOP	MAIN EXAMINATION	SUPPLEMENTARY EXAMINATION	SPECIAL EXAMINATION	SPECIAL EXAMINATION WORKSHOP	GRADUATION
<b>CECD</b> Face-to-face	Year 1 - 2; Sem: 1 – 3 17 – 21 Feb 2025 14 - 18 July 2025 Face-to-face	05 - 09 May 2025 29 Sept - 03 Oct 2025	28 May-07 Jun 2025  29 Oct-08 Nov 2025	30 June - 05 Jul 2025  26 Nov-02 Dec 2025	27-31 Jan 2025	03-07 Feb 2025	17 April 2025 <b>WHK</b> 24 April <b>ONGWEDIVA</b>  18 Sept 2025 <b>WHK</b>
<b>BeDECDPH Yr1</b> Online facilitation	24 – 28 Feb 2025 Face-to-face 07 - 11 July 2025 <b>ONLINE</b>	12 - 16 May 2025 <b>ONLINE</b> 06 - 10 Oct 2025 <b>ONLINE</b>	28 May-07 Jun 2025  29-Oct-08 Nov 2025	30 June - 05 Jul 2025  26 Nov-02 Dec 2025	27-31 Jan 2025	03-07 Feb 2025	17 April 2025 <b>WHK</b> 24 April <b>ONGWEDIVA</b>  18 Sept 2025 <b>WHK</b>
<b>BeDECDPH Yr2</b> Online facilitation	24 – 28 Feb 2025 Face-to-face 07 - 11 July 2025 <b>ONLINE</b>	12 - 16 May 2025 <b>ONLINE</b> 06 - 10 Oct 2025 <b>ONLINE</b>	28 May-07 Jun 2025  29-Oct-08 Nov 2025	30 June - 05 Jul 2025  26 Nov-02 Dec 2025	27-31 Jan 2025	03-07 Feb 2025	17 April 2025 <b>WHK</b> 24 April <b>ONGWEDIVA</b>  18 Sept 2025 <b>WHK</b>
<b>BECJPE Yr1 – Yr3</b> Face-to-face	24 – 29 Feb 2025 face to face 07 - 11 July 2025 face to face	12 - 16 May 2025  06 - 10 Oct 2025 face to face	28 May-07 Jun 2025  29-Oct-08 Nov 2025	30 June - 05 Jul 2025  26 Nov-02 Dec 2025	27-31 Jan 2025	03-07 Feb 2025	17 April 2025 <b>WHK</b> 24 April <b>ONGWEDIVA</b>  18 Sept 2025 <b>WHK</b>
<b>CEC Yr 1 – 2</b> Online facilitation	17 – 21 Feb 2025 face to face 14 - 18 July 2025 <b>ONLINE</b>	12 - 16 May 2025 <b>ONLINE</b> 29 Sept - 03 Oct 2025 <b>ONLINE</b>	28 May-07 Jun 2025  29-Oct-08 Nov 2025	30 June - 05 Jul 2025  26 Nov-02 Dec 2025	27-31 Jan 2025	03-07 Feb 2025	17 April 2025 in <b>WHK</b> 24 April in <b>ONGWEDIVA</b>  18 Sept 2025 in <b>WHK</b>

# Tertiary Programmes: Academic Calendar for Admissions & Student Support

PROGRAMME	ORIENTATION WORKSHOP	EXAMINATION PREPARATION WORKSHOP	MAIN EXAMINATION	SUPPLEMENTARY EXAMINATION	SPECIAL EXAMINATION	SPECIAL EXAMINATION WORKSHOP	GRADUATION
<b>DED</b> Yr1 – Yr2	17 – 21 Feb 2025 -Face-to-face 14 - 18 July 2025 <b>ONLINE</b>	05 - 09 May 2025 <b>ONLINE</b> 29 Sept - 03 Oct 2025 <b>ONLINE</b>	28 May-07 Jun 2025 29-Oct-08 Nov 2025	30 June - 05 Jul 2025 26 Nov-02 Dec 2025	27-31 Jan 2025	03-07 Feb 2025	17 April 2025 in <b>WHK</b> 24 April in <b>ONGWEDIVA</b> 18 Sept 2025 in <b>WHK</b>
<b>CLGS</b>	17 – 21 Feb 2025 14 - 18 July 2025	05 - 09 May 2025 29 Sept - 03 Oct 2025	28 May-07 Jun 2025 29-Oct-08 Nov 2025	30 June - 05 Jul 2025 26 Nov-02 Dec 2025	27-31 Jan 2025	03-07 Feb 2025	17 April 2025 in <b>WHK</b> 24 April in <b>ONGWEDIVA</b> 18 Sept 2025 in <b>WHK</b>
<b>DWCY</b> Yr1 – Yr2	24 – 29 Feb 2025 face to face 14 - 18 July 2025	05 - 09 May 2025 - <b>online</b> 29 Sept - 03 Oct 2025	28 May-07 Jun 2025 29-Oct-08 Nov 2025	30 June - 05 Jul 2025 26 Nov-02 Dec 2025	27-31 Jan 2025	03-07 Feb 2025	17 April 2025 in <b>WHK</b> 24 April in <b>ONGWEDIVA</b> 18 Sept 2025 in <b>WHK</b>
<b>BAYCD</b> Yr1 Online facilitation	24 – 28 Feb 2025 - Face-to-face 07 - 11 July 2025 <b>ONLINE</b>	24 – 28 Feb 2025 - Face-to-face 06 - 10 Oct 2025 <b>ONLINE</b>	28 May-07 Jun 2025 29-Oct-08 Nov 2025	30 June - 05 Jul 2025 26 Nov-02 Dec 2025	27-31 Jan 2025	03-07 Feb 2025	17 April 2025 in <b>WHK</b> 24 April in <b>ONGWEDIVA</b> 18 Sept 2025 in <b>WHK</b>
<b>BAYCD</b> Yr 2 - 3 Online facilitation	24 – 29 Feb 2025 <b>ONLINE</b> 07 - 11 July 2025 <b>ONLINE</b>	12 - 16 May 2025 <b>ONLINE</b> 06 - 10 Oct 2025 <b>ONLINE</b>	28 May-07 Jun 2025 29-Oct-08 Nov 2025	30 June - 05 Jul 2025 26 Nov-02 Dec 2025	27-31 Jan 2025	03-07 Feb 2025	17 April 2025 in <b>WHK</b> 24 April in <b>ONGWEDIVA</b> 18 Sept 2025 in <b>WHK</b>

PROGRAMME	ORIENTATION WORKSHOP	EXAMINATION PREPARATION WORKSHOP	MAIN EXAMINATION	SUPPLEMENTARY EXAMINATION	SPECIAL EXAMINATION	SPECIAL EXAMINATION WORKSHOP	GRADUATION
DYCD Yr 1 – 2 Online facilitation	24 – 28 Feb 2025 - Face-to-face 07 - 11 July 2025 <b>ONLINE</b>	12 - 16 May 2025 <b>ONLINE</b>  06 - 10 Oct 2025 <b>ONLINE</b>	28 May-07 Jun 2025  29-Oct-08 Nov 2025	30 June - 05 Jul 2025  26 Nov-02 Dec 2025	27-31 Jan 2025	03-07 Feb 2025	17 April 2025 in <b>WHK</b> 24 April in <b>ONGWEDIVA</b>  18 Sept 2025 in <b>WHK</b>
BBE Yr1 Online facilitation	24 – 28 Feb 2025 - Face-to-face 07 - 11 July 2025 <b>ONLINE</b>	12 - 16 May 2025 <b>ONLINE</b>  06 - 10 Oct 2025 <b>ONLINE</b>	28 May-07 Jun 2025  29-Oct-08 Nov 2025	30 June - 05 Jul 2025  26 Nov-02 Dec 2025	27-31 Jan 2025	03-07 Feb 2025	17 April 2025 in <b>WHK</b> 24 April in <b>ONGWEDIVA</b>  18 Sept 2025 in <b>WHK</b>
BBE Yr2 Online facilitation	24 – 28 Feb 2025 <b>ONLINE</b> 07 - 11 July 2025 <b>ONLINE</b>	12 - 16 May 2025 <b>ONLINE</b>  06 - 10 Oct 2025 <b>ONLINE</b>	28 May-07 Jun 2025  29-Oct-08 Nov 2025	30 June - 05 Jul 2025  26 Nov-02 Dec 2025	27-31 Jan 2025	03-07 Feb 2025	17 April 2025 in <b>WHK</b> 24 April in <b>Ongwediva</b>  18 Sept 2025 in <b>WHK</b>
PDO SOM Yr1 – Yr2 Online facilitation	24 – 28 Feb 2025 - Face-to-face 07 - 11 July 2025 <b>ONLINE</b>						17 April 2025 in <b>WHK</b> 24 April in <b>ONGWEDIVA</b>  18 Sept 2025 in <b>WHK</b>
MAYCD Yr1 – Yr2 Online facilitation	24 – 28 Feb 2025- Online 07 - 11 July 2025 <b>ONLINE</b>						17 April 2025 in <b>WHK</b> 24 April in <b>ONGWEDIVA</b>  18 Sept 2025 in <b>WHK</b>
Extra Mother Tongues Face-to-face	17 – 21 Feb 2025 14 - 18 July 2025 Face-to-face	05 - 09 May 2025 29 Sept - 03 Oct 2025	28 May-07 Jun 2025  29-Oct-08 Nov 2025	30 June - 05 Jul 2025  26 Nov-02 Dec 2025	27-31 Jan 2025	03-07 Feb 2025	17 April 2025 in <b>WHK</b> 24 April in <b>ONGWEDIVA</b>  18 Sept 2025 in <b>WHK</b>
BEdJPEH Yr1 Online facilitation	24 – 28 Feb 2025 Face-to-face 07 - 11 July 2025 <b>ONLINE</b>	12 - 16 May 2025 <b>ONLINE</b>  06 - 10 Oct 2025 <b>ONLINE</b>	28 May-07 Jun 2025  29-Oct-08 Nov 2025	30 June - 05 Jul 2025  26 Nov-02 Dec 2025	27-31 Jan 2025	03-07 Feb 2025	17 April 2025 in <b>WHK</b> 24 April in <b>ONGWEDIVA</b>  18 Sept 2025 in <b>WHK</b>

A photograph of two young adults, a woman on the left and a man on the right, standing in a workshop. They are both wearing dark blue work jackets with white reflective stripes on the sleeves and a logo on the chest that says 'NAMCOL TVET'. The woman is smiling and looking towards the camera. The man is looking slightly to the right of the camera. They are standing in front of various pieces of machinery, including a blue engine on the left and a yellow frame structure in the foreground. The background shows a white wall with some electrical equipment.

# TVET

## Programmes

**Automotive Engineering Mechatronics (Foundation)**

**Welding and Metal Fabrication**

**Plumbing and Pipefitting**

**Office Administration**

**Occupational Health and Safety**

# Technical, Vocational Education and Training Programmes

## INTRODUCTION

NAMCOL offers the following Technical, Vocational Education and Training Programmes:

- Automotive Engineering Mechatronics **level 2-4**
- Plumbing and Pipefitting **level 1-3**
- Welding and Metal Fabrication **level 2-4**
- Office Administration **level 1-3**
- Occupational Health and Safety **level 4-5**

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

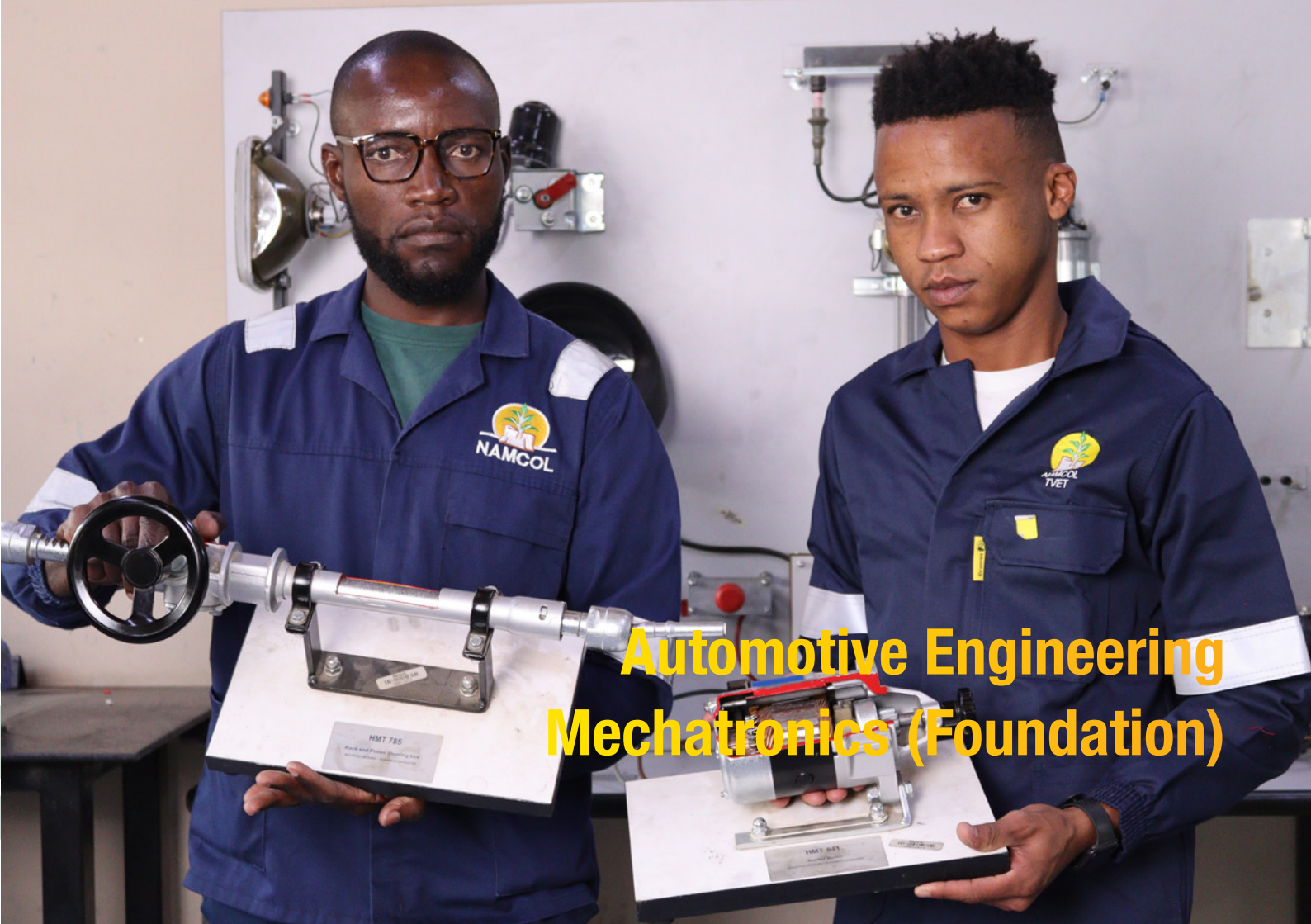
Trainees are assessed internally and externally through practical and theoretical activities. External assessment is regulated by Namibia Training Authority (NTA).

## 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



NAMCOL

NAMCOL  
TVET

# Automotive Engineering Mechatronics (Foundation)

HMT 785  
Rock and Pinion Grinding Test  
Mechanical Engineering

HMT 825  
Mechanical Engineering



(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

(TVET)

**Duration:**

NTA  
Level 2  
12 months

Job  
Attachment  
6 months

NTA  
Level 4  
12 months

# 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 awareness
- 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

(TVET)

**Duration:**

NTA  
Level 2  
12 months

Job  
Attachment  
6 months

NTA  
Level 3  
12 months

# Plumbing and Pipefitting

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

(TVET)

# 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

**Duration:**

**NTA**  
**Level 3**  
6 months

**NTA**  
**Level 4**  
6 months

**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



**Occupational Health  
and Safety**

(TVET)

# Occupational Health and Safety

Duration:

NTA  
Level 4  
6 months

NTA  
Level 5  
6 months

**National Vocational Certificate in Preventive Health (Level 4) (Occupational Health and Safety) with strands as Supervisor and Safety Representative**

This qualification recognizes people who have the competencies required for performing supervising occupational health and safety and as a safety representative in the workplace.

## Unit Standard Title

- Ensure your own actions reduce risks to health and safety
- Demonstrate responsibility within the workplace to protect the environment
- Monitor procedures to safely control work operations
- Supervise the health, safety and welfare of an employee new to a role in the workplace

- Advocate and keep pace with improvements in health and safety practice
- Develop and maintain individual and organisational competence in health and safety matters
- Develop and implement the health and safety programme
- Develop procedures to safely control work operations
- Promote a positive health and safety culture in workplaces
- Contribute to health and safety legal actions



(TVET)

Duration:

NTA  
Level 4  
6 months

NTA  
Level 5  
6 months

# Occupational Health and Safety

## National Vocational Diploma in Preventive Health (Level 5) (Occupational Health and Safety) Management

This qualification recognizes people with the competencies required to perform as a Safety Officer in the workplace.

### Unit standards

- Ensure your own actions reduce risks to health and safety
  - Demonstrate responsibility within the workplace to protect the environment
  - Promote a positive health and safety culture in workplaces
  - Develop procedures to safely control work operations
  - Monitor procedures to safely control work operations
  - Supervise the health, safety and welfare of an employee new to a role in the workplace
  - Advocate and keep pace with improvements in health and safety practices
  - Develop and maintain individual and organisational competence in health and safety matters
  - Develop and implement effective communication systems for health and safety information
  - Develop and implement the health and safety programme
  - Conduct a health and safety risk assessment in a workplace
  - Develop and carry out health and safety audit systems
  - Develop and implement health and safety emergency response systems and procedures
- Investigate and evaluate health and safety incidents, accidents and complaints in the workplace
  - Develop and review the organisation's health and safety strategy
  - Develop and implement health and safety review systems
  - Contribute to health and safety legal actions
  - Review health and safety procedures in workplaces

### Requirements for this programme

- Grade 10 (old curriculum) with 23 points and E symbol in English
- Grade 12 with 18 points and F symbol in English
- Grade 11 with 20 points and F symbols in English



BU

# NAMCOL

## Business Units

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





# CBLCS

Computer Based Learning Centres

retardant  
resistant

MANICOL  
T/ET



The Digital Skills Standard



# 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 module enables the production of quantity and quality information that 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\$)
<b>This package includes a skills logbook, training material, face-to-face training and testing on all four modules.</b>	
Computer Essentials	<b>Deposit: N\$ 800.00</b>
Online Essentials	550.00
Word Processing	550.00
Spreadsheets	550.00
<b>Total:</b>	<b>N\$ 2 450.00</b>

Duration for ICDL Base: 4 - 8 months

# Course Modules and Fees

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

## 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
<b>TOTAL</b>	<b>N\$ 2 000.00</b>

OPTION 2	PRICE (N\$)
Online Collaboration	700.00
Database	600.00
Project Planning	700.00
<b>TOTAL</b>	<b>N\$ 2 000.00</b>

OPTION 3	PRICE (N\$)
Online Collaboration	700.00
Presentation	600.00
Project Planning	700.00
<b>TOTAL</b>	<b>N\$ 2 000.00</b>

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
<b>TOTAL</b>	<b>N\$ 490.00</b>

- 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
<b>TOTAL</b>	<b>N\$ 3280.00</b>

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
Information Technology Technical Support Certification	
CompTIA Fundamentals (ITF+)	1 500.00
CompTIA A+	5 140.00
CompTIA N+	3 780.00

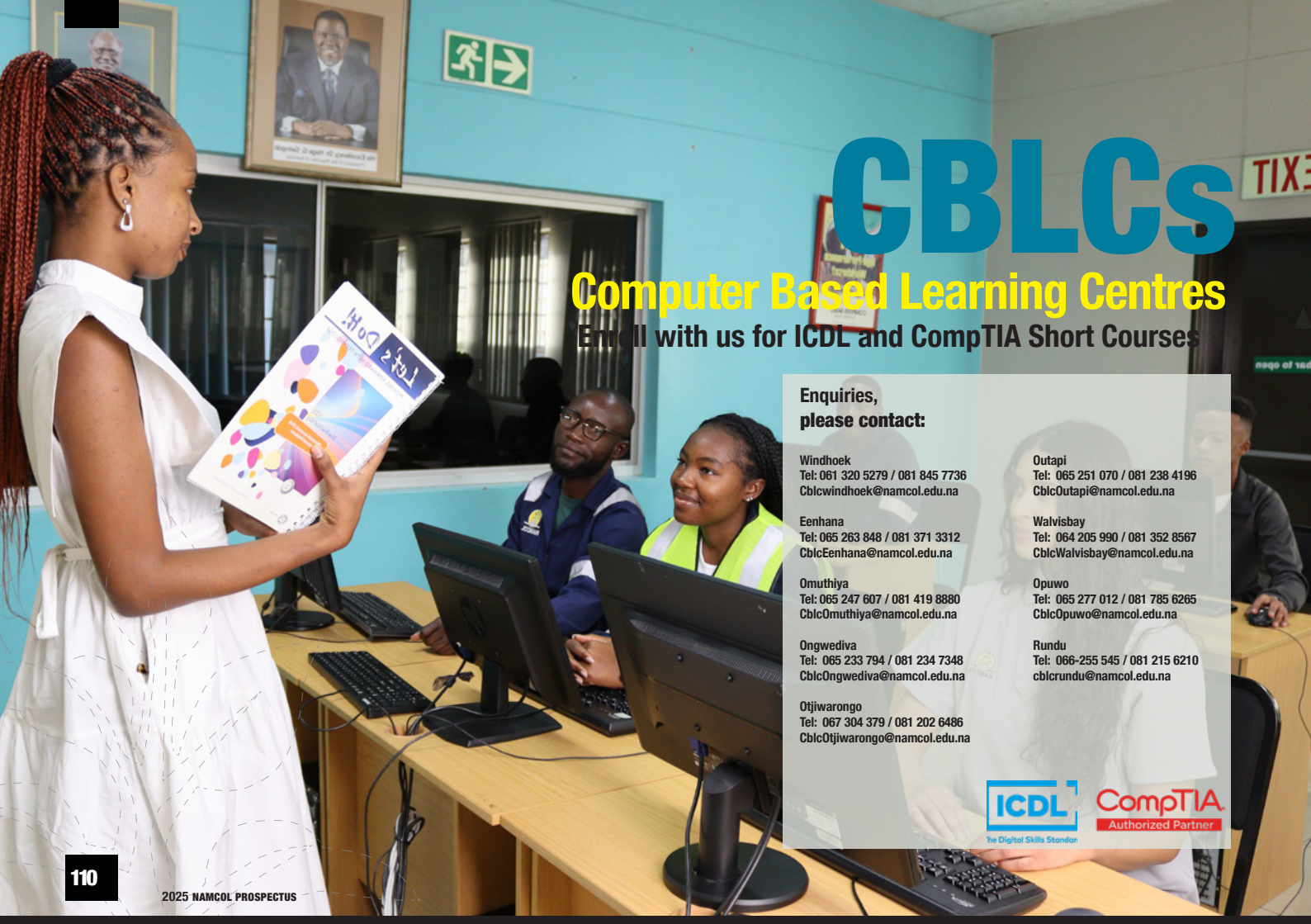
### Business Hours:

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

**CompTIA**  
Authorized Partner



# 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  
Cbhcwindhoek@namcol.edu.na

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

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

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

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

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

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

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

Rundu  
Tel: 066-255 545 / 081 215 6210  
cbhcRundu@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

**Otiwarongo 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



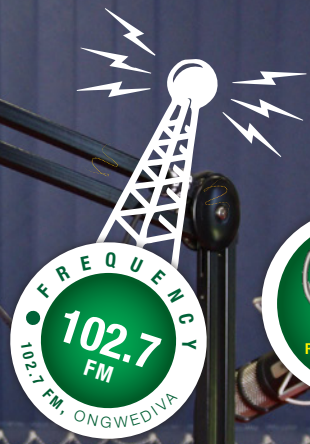




**VIDEO  
PRODUCTION STUDIO**

**RECORDING STUDIO**

**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/](http://www.namcol.edu.na/campus-radio/)



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



Campus Radio | 91.0FM (Windhoek)  
 102.7FM (Ongwediva)



## NAMCOL

### 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**



For further information, please contact:

Mr Phillip Kambonde

Tel: 061 320 5218

Email: [f.kambonde@namcol.edu.na](mailto:f.kambonde@namcol.edu.na)



**FULL DAY PLAY**



**NAMCOL**  
ENTERPRISE  
DEVELOPMENT



ADVERTISE HERE

NAMCOL

Get your message across instantly.  
Catch your audience!

# RATE CARD

## for hiring facilities

TYPE OF VENUE	Main Hall	Sound System in the Hall + Sound Technician	Auditorium	Galleries x 3
FEES	N\$ 8000.00	N\$ 6000.00	N\$ 3500.00	N\$ 700.00 each
EVENTS	<ul style="list-style-type: none"> <li>• Conferences</li> <li>• Meetings</li> </ul>	<ul style="list-style-type: none"> <li>• Conferences</li> <li>• Meetings</li> </ul>	<ul style="list-style-type: none"> <li>• Lectures</li> <li>• Presentations</li> <li>• Meetings</li> </ul>	<ul style="list-style-type: none"> <li>• Meetings</li> <li>• Break-away rooms</li> </ul>
CAPACITY	<ul style="list-style-type: none"> <li>• 500-600 without tables</li> <li>• 300-350 with tables</li> </ul>		<ul style="list-style-type: none"> <li>• 120</li> </ul>	<ul style="list-style-type: none"> <li>• 20-25 per room</li> </ul>

Kitchen	Cream Room	Classrooms x 5	Training Room
N\$ 2000.00	N\$ 700.00	N\$ 500.00 each	N\$ 3500.00
<ul style="list-style-type: none"> <li>• Cooking</li> <li>• Serving</li> </ul>	<ul style="list-style-type: none"> <li>• Meetings</li> <li>• Presentations</li> <li>• VIP Launch</li> </ul>	<ul style="list-style-type: none"> <li>• Lectures</li> <li>• Exams</li> <li>• Presentations</li> </ul>	<ul style="list-style-type: none"> <li>• Trainings</li> <li>• Workshops</li> </ul>
<ul style="list-style-type: none"> <li>• 22</li> </ul>	<ul style="list-style-type: none"> <li>• 20-25</li> </ul>	<ul style="list-style-type: none"> <li>• 35 per class</li> </ul>	<ul style="list-style-type: none"> <li>• 40</li> </ul>

### Equipment installed and available in the different venues:

- Hall with projector, screen, podium, aircon and 500 Chairs.
- 3 x Gallery rooms with build-in speakers, aircon, tables and chairs.
- Auditorium with projector, aircon and screen
- Kitchen with sound, 3 x fridges, stove/oven, microwave and cupboards.
- Cream Room with build-in speakers, projector, screen, aircon, tables and chairs.
- 5 x classrooms with build-in speakers, projector, screen, 35 x desks and 35 x chairs each.
- Training room with projector, aircon, screen, 17 x tables and 34 x chairs.
- Parking is available at the back and front of the hall.



# 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 in Local Government Studies (CLGS) - (ONLINE)

# Graduation Ceremonies Continue

## Diplomas

- Diploma in Sign Language Interpreting (DSLII)
- 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 Education in Early Childhood and Junior Primary (BECJPE)
- Bachelor of Arts in Youth and Community Development (BAYCD)
- Bachelor of Business and Entrepreneurship (BBE)

## Postgraduate Diploma

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

## Honours Degree

- Bachelor of Education in Junior Primary Education Honours (BEJPEH)

## 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
- Occupational Health and Safety





## 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:**

## SE SCHOLARSHIPS APPLICATIONS

OPEN - 03 NOVEMBER 2024

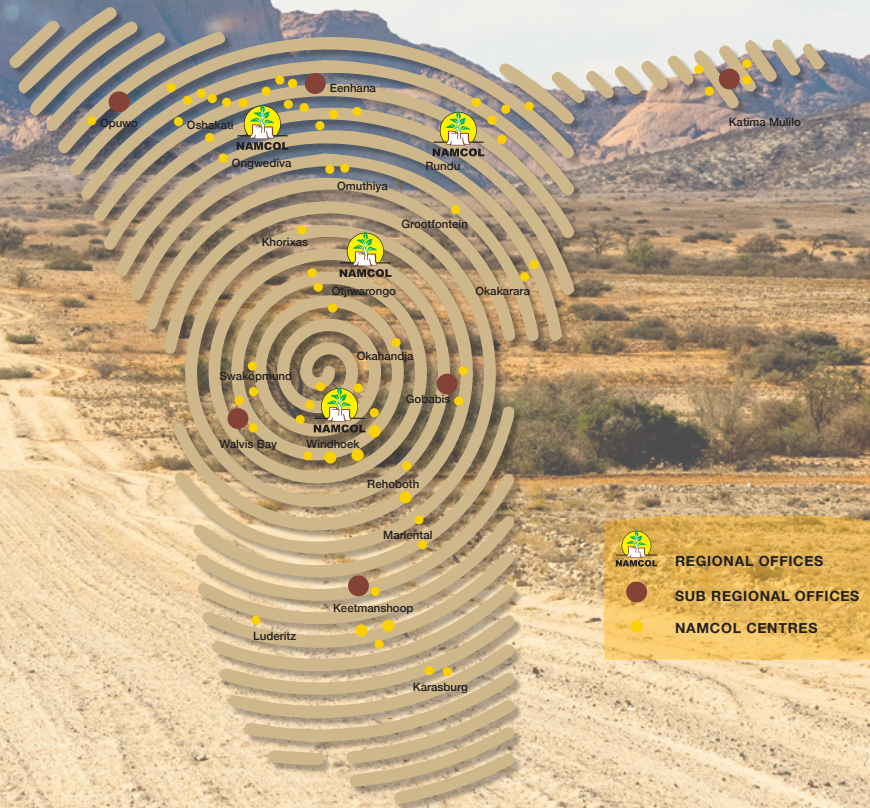
CLOSE - 12 JANUARY 2025

# Map of Nolnet Affiliated Centres





# Map of Regional and Sub-Regional offices





**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.

## 2025 Public Holidays

Holiday	Date	Day
New Year	1 Jan	Wednesday
March Equinox	20 Mar	Thursday
Independence Day	21 Mar	Friday
Good Friday	18 Apr	Friday
Easter Monday	21 Apr	Monday
Workers' Day	1 May	Thursday
Africa Day	25 May	Sunday
Genocide Remembrance Day	28 May	Wednesday
Ascension Day	29 May	Thursday
June Solstice	21 Jun	Saturday
Heroes' Day	26 Aug	Tuesday
September Equinox	22 Sep	Monday
Day of the Namibian Women and International Human Rights Day	10 Dec	Wednesday
December Solstice	21 Dec	Sunday
Christmas Day	25 Dec	Thursday
Family Day	26 Dec	Friday

## Observance Days 2025, but not Public Holidays

Observance Days	Date	Day
Easter Sunday	20 Apr	Sunday
Cassinga Day	4 May	Sunday
Cassinga Day observed	5 May	Monday
Africa Day observed	26 May	Monday
Day of the Namibian Child	28 September	Sunday
United Nations Day	24 October	Friday

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.



## NAMCOL HEAD OFFICE

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Visit our website  
[www.namcol.edu.na](http://www.namcol.edu.na)



TAKING EDUCATION TO THE PEOPLE