

National Vocational Certificate in Manufacturing (Joinery and Cabinet Making) (Level 1)
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Level of qualification: 1

	Compulsory	Elective
level 1 credits available	83	-
minimum totals required	83	-

Registration date: 28 March 2018

Scheduled review date: 2023

Body responsible for the qualification: Namibia Training Authority

Other bodies whose unit standards are included in the qualification:

None

1. Purpose

This qualification recognises people who have the competencies required for performing basic joinery and cabinet making tasks. It is awarded to people who have demonstrated the skills and knowledge required to describe timber jointing materials; use and maintain hand tools; construct timber joints by hand; read and produce sketches and drawings; perform estimation, measurement and calculations; manufacture timber products; perform wood surface finishing processes; use and maintain portable power tools; install finished products; demonstrated basic knowledge of workplace health and safety; demonstrate basic awareness of HIV and AIDS; apply basic numeracy skills in a workplace environment; apply basic reading skills in a workplace environment; interact with others in a workplace environment; use workplace documents; apply basic financial literacy skills; apply fundamental computer literacy skills and apply basic entrepreneurship skills.

This qualification is designed to be accessible and flexible. There are no entry requirements for this qualification.

The main focus is on the outcomes of this qualification, not the how, when and where learning occurred. Some people applying to do this qualification may currently be competent in one or more of the unit standards and should then be given the opportunity to apply for recognition of prior learning.

This qualification leads to the National Vocational Certificate in Manufacturing (Level 2) (Joinery and Cabinet Making).

2 Regulations for the qualification

2.1 Summary of qualification requirements

This qualification will be awarded to people who are credited with 83 credits and have met the requirements of the compulsory sections.

2.2 Detailed qualification requirements

Compulsory

All the unit standards listed below are required.

FIELD: Manufacturing, Engineering and Technology

Subfield: Manufacturing

Domain: Joinery and Cabinet Making

Unit No.	Unit Standard Title	Level	Credit
393	Describe timber jointing materials	1	4
394	Use and maintain hand tools	1	4
395	Construct timber joints by hand	1	4
396	Read and produce sketches and drawings	1	4
397	Perform estimation, measurement and calculations	1	4
398	Manufacture timber products	1	6
399	Perform wood surface finishing processes	1	2
400	Use and maintain portable power tools	1	3
401	Install finished products	1	4

AND

FIELD: Health Sciences and Social Services

Subfield: Preventative Health

Domain: Occupational Health and Safety

Unit No.	Unit Standard Title	Level	Credit
1157	Demonstrate knowledge of workplace health and safety	1	7

AND

FIELD: Health Sciences and Social Services

Subfield: Core Health

Domain: HIV and AIDS awareness

Unit No.	Unit Standard Title	Level	Credit
1155	Demonstrate basic awareness of HIV and AIDS	1	6

AND

FIELD: Physical, Mathematical and Computer Studies
Subfield: Numeracy
Domain: Foundation Numeracy Skills

Unit No.	Unit Standard Title	Level	Credit
1153	Apply basic numeracy skills in a workplace environment	1	5

AND

FIELD: Communication Studies and Languages
Subfield: Communication Skills
Domain: Foundation Communication Skills

Unit No.	Unit Standard Title	Level	Credit
1150	Apply basic reading skills in a workplace environment	1	3
1151	Interact with others in a workplace environment	1	5
1152	Use workplace documents	1	5

AND

FIELD: Communication Studies and Languages
Subfield: Financial Skills
Domain: Foundation Financial Skills

Unit No.	Unit Standard Title	Level	Credit
1154	Apply basic financial literacy skills	1	4

AND

FIELD: Communication Studies and Languages
Subfield: Financial Skills
Domain: Computing fundamentals

Unit No.	Unit Standard Title	Level	Credit
1156	Apply fundamental computer literacy skills	1	8

AND

FIELD: Communication Studies and Languages
Subfield: Financial Skills
Domain: Entrepreneurship

Unit No.	Unit Standard Title	Level	Credit
1158	Apply basic entrepreneurship skills	1	5

3 Credit recognition and transfer arrangements

Credits for any version of a unit standard of the same identification number will be recognised in the award of this qualification.

This qualification contains unit standards that are replacements of earlier unit standards. For the purposes of this qualification, people who have gained credit for any of the expiring unit standards will be exempt from the requirement to gain credit for the replacement unit standard(s).

4 Special Arrangements

4.1 Providers seeking registration and/or accreditation to deliver this qualification must meet the following special arrangements.

4.1.1 Providers involved in the assessment of this qualification and the associated unit standards must comply with the national assessment framework for the TVET system up to and including level 5 of the National Qualifications Framework. Assessment will include performance and achievement assessment acquired through work integrated learning periods. Assessment arrangements apply to all occupations and industries which are encompassed in the technical vocational education and training sector.

4.1.2 Providers of this qualification and the associated unit standards must be registered and/or accredited.

4.1.3 Providers of this qualification and their associated unit standards must have access to all equipment and facilities detailed in the tools and equipment list of the relevant training program.

4.2 Competencies covered in this qualification may be assessed through Recognition of Prior Learning (RPL).

4.3 Further relevant information and documentation may be accessed through:

Namibia Training Authority

Rand Street

Khomasdal

Namibia

Telephone number: 061 207 8550

Facsimile number: 061 207 8551

5 Transition arrangements

5.1 Non National Qualifications Framework transition

None.

5.2 National Qualifications Framework transition

Version 2

This qualification was updated and issued as Version 2 in 2018.

Version 1 of this qualification will not be awarded as from 31 December 2020. People currently working towards Version 1 of this qualification are advised to transfer their existing credit awards to this version of the qualification at any time during 2019 and beyond.

People holding the earlier version of this qualification will continue to have their qualification recognised within the Manufacturing Industry (Joinery and Cabinet Making) in terms of meeting relevant career and further learning entry and/or progression requirements.

National Vocational Certificate in Manufacturing (Joinery and Cabinet Making) (Level 2)
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Level of qualification: 2

Total credits available: 86

Total credits required: 86

	Compulsory	Elective
level 2 credits available	86	-
minimum totals required	86	-

Registration date: 28 March 2018

Scheduled review date: 2023

Body responsible for the qualification: Namibia Training Authority

Other bodies whose unit standards are included in the qualification:

None

1 Purpose

This qualification recognises people who have the competencies required for performing joinery and cabinet making tasks. It is awarded to people who have demonstrated the skills and knowledge required to apply advanced wood surface finishing processes; perform calculations; construct complex timber joints by hand; use and maintain portable power tools and machines; read and produce detailed orthographic and isometric drawings; install and replace windows and doors; set out and manufacture doors and door frames; construct and install built-in furniture; set out and manufacture timber furniture; transport and store materials and finished products. They further have a good understanding of demonstrate knowledge of the requirements of entrepreneurs apply knowledge of basic building science in different contexts; apply knowledge of basic building drawing in different contexts and apply knowledge of pre-basic mathematics in different context.

This qualification is designed to be accessible and flexible. The entry requirement is the National Vocational Certificate in Manufacturing (Level 1) (Joinery and Cabinet Making) or equivalent.

The main focus is on the outcomes of this qualification, not the how, when and where learning occurred. Some people applying to do this qualification may currently be competent in one or more of the unit standards and should then be given the opportunity to apply for recognition of prior learning.

This qualification leads to the National Vocational Certificate in Manufacturing (Level 3) (Joinery and Cabinet Making).

2 Regulations for the qualification

2.1 Summary of qualification requirements

This qualification will be awarded to people who are credited with 86 credits and have met the requirements of the compulsory sections.

2.2 Detailed qualification requirements

Compulsory

All the unit standards listed below are required.

FIELD: Manufacturing, Engineering and Technology
Subfield: Manufacturing
Domain: Joinery and Cabinet Making

Unit No.	Unit Standard Title	Level	Credit
1711	Perform advanced wood surface finishing processes	2	4
405	Perform calculations in a joinery and cabinet making environment	2	3
406	Construct complex timber joints by hand	2	6
407	Use and maintain portable power tools and machines	2	6
408	Read and produce detailed orthographic and isometric drawings	2	4
409	Install and replace windows and doors	2	7
410	Set out and manufacture doors and door frames	2	9
411	Construct and install built-in furniture	2	8
412	Set out and manufacture timber furniture	2	14
413	Transport and store materials and finished products	2	3

AND

FIELD: Business, Commerce and Management Studies
Subfield: Business Development
Domain: Entrepreneurship

Unit ID	Unit Standard Title	Level	Credits
732	Demonstrate knowledge of the requirements of entrepreneurs	2	4

AND

FIELD: Physical, Planning and Construction
Subfield: Building Science and Drawing
Domain: Foundation Building Science and Drawing Skills

Unit ID	Unit Standard Title	Level	Credits
897	Apply knowledge of basic building science in different contexts	2	6
903	Apply knowledge of basic building drawing in different contexts	2	6

AND

FIELD: Physical, Mathematics and Computer Science
Subfield: Numeracy
Domain: Foundation Numeracy Skills

Unit ID	Unit Standard Title	Level	Credits
890	Apply knowledge of pre-basic mathematics in different context	2	6

3 Credit recognition and transfer arrangements

Credits for any version of a unit standard of the same identification number will be recognised in the award of this qualification.

4 Special Arrangements

4.1 Providers seeking registration and/or accreditation to deliver this qualification must meet the following special arrangements.

4.1.1 This qualification will be offered to trainees ***either*** including a 6 months period of **industrial/job attachment**, ***or*** as an **apprenticeship scheme** of a duration determined and agreed upon by the employer and the training provider on a ratio of 70/30 (70% at workplace and 30% at Training institution) basis.

Industrial/job attachment is defined as a period in a workplace setting where a trainee obtains structured practical experience in a specific occupation in order to complement competencies acquired during training at a technical vocational training provider (TVTP).

Apprenticeship refers to the system of work integrated learning, where an apprentice is employed by a company on contractual basis, earning a monthly salary, learning and working side-by-side with an experienced mentor. In this case the employer must be an NTA approved entity (company) to register apprentices and has to identify a suitable training provider to provide the apprentice with the opportunity to gain skills and knowledge from theoretical training.

Employers and training providers are encouraged to consult the **National Policy On Work-Integrated Learning (WIL) for Technical and Vocational Education and Training (TVET) Sector** for further details on WIL implementation.

4.1.2 Providers involved in the assessment of this qualification and the associated unit standards must comply with the national assessment framework for the TVET system up to and including level 5 of the National Qualifications Framework. Assessment will include performance and achievement assessment acquired through work integrated learning periods. Assessment arrangements apply to all occupations and industries which are encompassed in the technical vocational education and training sector.

4.1.3 Providers of this qualification and the associated unit standards must be registered and/or accredited.

4.1.4 Providers of this qualification and their associated unit standards must have access to all equipment and facilities detailed in the tools and equipment list of the relevant training program.

4.2 Competencies covered in this qualification may be assessed through Recognition of Prior Learning (RPL).

4.3 Further relevant information and documentation may be accessed through:

Namibia Training Authority

Rand Street

Khomasdal

Namibia

Telephone number: 061 207 8550

Facsimile number: 061 207 8551

5 Transition arrangements

5.1 Non National Qualifications Framework transition

None.

5.2 National Qualifications Framework transition

Version 2

This qualification was updated and issued as Version 2 in 2018.

Version 1 of this qualification will not be awarded as from 31 December 2020. People currently working towards Version 1 of this qualification are advised to transfer their existing credit awards to this version of the qualification at any time during 2019 and beyond.

People holding the earlier version of this qualification will continue to have their qualification recognised within the Manufacturing Industry (Joinery and Cabinet Making) in terms of meeting relevant career and further learning entry and/or progression requirements.

National Vocational Certificate in Manufacturing (Joinery and Cabinet Making) (Level 3)
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Level of qualification: 3

Total credits available: 96

Total credits required: 96

	Compulsory	Elective
level 2 credits available	96	-
minimum totals required	96	-

Registration date: 28 March 2018

Scheduled review date: 2023

Body responsible for the qualification: Namibia Training Authority

Other bodies whose unit standards are included in the qualification:

None

1 Purpose

This qualification recognises people who have the competencies required for performing joinery and cabinet making tasks. It is awarded to people who have demonstrated the skills and knowledge required to use and maintain stationary machines; set out and manufacture complex doors and door frames; manufacture and install built-in cupboards; install complex doors and door frames; set out and manufacture complex timber windows and window frames; perform glazing; decorate furniture; prepare costing estimation for projects and products; construct complex timber joints using machines and produce furniture designs. They further have a good understanding of provide general First Aid; demonstrate responsibility within the workplace to protect the environment; ensure own actions reduce risk to health and safety; Identify, create and select business opportunities; develop a business plan as part of business start-up activities; apply knowledge of basic mathematics in different context; apply knowledge fundamental building science in different context and apply fundamental knowledge of building drawing in different contexts.

This qualification is designed to be accessible and flexible. The entry requirement is the National Vocational Certificate in Manufacturing (Level 2) (Joinery and Cabinet Making) or equivalent.

The main focus is on the outcomes of this qualification, not the how, when and where learning occurred. Some people applying to do this qualification may currently be competent in one or more of the unit standards and should then be given the opportunity to apply for recognition of prior learning.

This qualification leads to the National Vocational Certificate in Manufacturing (Level 4) (Joinery and Cabinet Making).

2 Regulations for the qualification

2.1 Summary of qualification requirements

This qualification will be awarded to people who are credited with 96 credits and have met the requirements of the compulsory sections.

2.2 Detailed qualification requirements

Compulsory

All the unit standards listed below are required.

FIELD: Manufacturing, Engineering and Technology
Subfield: Manufacturing
Domain: Joinery and Cabinet Making

Unit ID	Unit Standard Title	Level	Credit
414	Use and maintain stationary machines	3	6
415	Set out and manufacture complex doors and door frames	3	5
416	Manufacture and install built-in cupboards	3	8
417	Install complex doors and door frames	3	6
418	Set out and manufacture complex timber windows and window frames	3	4
419	Perform glazing	3	4
420	Decorate furniture	3	4
421	Prepare costing estimation for projects and products	3	2
424	Construct complex timber joints using machines	3	6
502	Produce furniture designs	3	4

AND

FIELD: Health Sciences and Social Science
Subfield: Core Health
Domain: First Aid

Unit ID	Unit Standard Title	Level	Credits
844	Provide general First Aid	3	4

AND

FIELD: Health Sciences and Social Services
Subfield: Preventative Health
Domain: Occupational Health and Safety

Unit ID	Unit Standard Title	Level	Credits
856	Ensure own actions reduce risk to health and safety	3	3

857	Demonstrate responsibility within the workplace to protect the environment	3	5
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AND**FIELD:** Business, Commerce and Management Studies**Subfield:** Business Development**Domain:** Entrepreneurship

Unit ID	Unit Standard Title	Level	Credits
733	Identify, create and select business opportunities	3	5
734	Develop a business plan as part of business start-up activities	3	12

AND**FIELD:** Physical, Mathematical and Computer Science**Subfield:** Numeracy**Domain:** Foundation Numeracy Skills

Unit ID	Unit Standard Title	Level	Credits
891	Apply knowledge of basic mathematics in different context	3	6

AND**FIELD:** Physical, Planning and Construction**Subfield:** Building Science and Drawing**Domain:** Foundation Building Science and Drawing Skills

Unit ID	Unit Standard Title	Level	Credits
898	Apply knowledge fundamental building science in different context	3	6
904	Apply fundamental knowledge of building drawing in different contexts	3	6

3 Credit recognition and transfer arrangements

Credits for any version of a unit standard of the same identification number will be recognised in the award of this qualification.

4 Special Arrangements

4.1 Providers seeking registration and/or accreditation to deliver this qualification must meet the following special arrangements.

4.1.1 This qualification will be offered to trainees ***either*** including a 6 months period of **industrial/job attachment**, ***or*** as an **apprenticeship scheme** of a duration determined and agreed upon by the employer and the training provider on a ratio of 70/30 (70% at workplace and 30% at Training institution) basis.

Industrial/job attachment is defined as a period in a workplace setting where a trainee obtains structured practical experience in a specific occupation in order to complement competencies acquired during training at a technical vocational training provider (TVTP).

Apprenticeship refers to the system of work integrated learning, where an apprentice is employed by a company on contractual basis, earning a monthly salary, learning and working side-by-side with an experienced mentor. In this case the employer must be an NTA approved entity (company) to register apprentices and has to identify a suitable training provider to provide the apprentice with the opportunity to gain skills and knowledge from theoretical training.

Employers and training providers are encouraged to consult the **National Policy On Work-Integrated Learning (WIL) for Technical and Vocational Education and Training (TVET) Sector** for further details on WIL implementation.

4.1.2 Providers involved in the assessment of this qualification and the associated unit standards must comply with the national assessment framework for the TVET system up to and including level 5 of the National Qualifications Framework. Assessment will include performance and achievement assessment acquired through work integrated learning periods. Assessment arrangements apply to all occupations and industries which are encompassed in the technical vocational education and training sector.

4.1.3 Providers of this qualification and the associated unit standards must be registered and/or accredited.

4.1.4 Providers of this qualification and their associated unit standards must have access to all equipment and facilities detailed in the tools and equipment list of the relevant training program.

4.2 Competencies covered in this qualification may be assessed through Recognition of Prior Learning (RPL).

- 4.3 Further relevant information and documentation may be accessed through:

Namibia Training Authority

Rand Street

Khomasdal

Namibia

Telephone number: 061 207 8550

Facsimile number: 061 207 8551

5 Transition arrangements

5.1 non National Qualifications Framework transition

None.

5.2 National Qualifications Framework transition

Version 2

This qualification was updated and issued as Version 2 in 2018.

Version 1 of this qualification will not be awarded as from 31 December 2020. People currently working towards Version 1 of this qualification are advised to transfer their existing credit awards to this version of the qualification at any time during 2019 and beyond.

People holding the earlier version of this qualification will continue to have their qualification recognised within the Manufacturing Industry (Joinery and Cabinet Making) in terms of meeting relevant career and further learning entry and/or progression requirements.

National Vocational Certificate in Manufacturing (Joinery and Cabinet Making) (Level 4)
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Level of qualification: 4

Total credits available: 125

Total credits required: 125

	Compulsory	Elective
level 2 credits available	125	-
minimum totals required	125	-

Registration date: 28 March 2018

Scheduled review date: 2023

Body responsible for the qualification: Namibia Training Authority

Other bodies whose unit standards are included in the qualification:

None

1 Purpose

Holders of this qualification are able to performing basic joinery and cabinet making tasks. It is awarded to people who have demonstrated the skills and knowledge required to perform advanced machining processes using stationary machines; produce computer aided project production drawings; assemble and install wooden stairs; set out and manufacture wooden stair components for straight flight stairs; set out and manufacture wooden stair components for curved and geometric stairs; construct suspended ceilings construct wooden ceilings; construct wooden flooring; set out and manufacture complex timber furniture and renovate timber products. They further have a good understanding to provide advanced First Aid, 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 the role in the work place, establish a business as part of entrepreneurship operations, implement, control and monitor business operation, apply knowledge of intermediate mathematic in different contexts, building science in different context, and advanced building drawing in different context.

This qualification is designed to be accessible and flexible. The entry requirement is the National Vocational Certificate in Manufacturing (Level 3) (Joinery and Cabinet Making) or equivalent.

The main focus is on the outcomes of this qualification, not the how, when and where learning occurred. Some people applying to do this qualification may currently be competent in one or more of the unit standards and should then be given the opportunity to apply for recognition of prior learning.

2 Regulations for the qualification

2.1 Summary of qualification requirements

This qualification will be awarded to people who are credited with 53 credits and have met the requirements of the compulsory sections.

2.2 Detailed qualification requirements

Compulsory

All the unit standards listed below are required.

FIELD: Manufacturing, Engineering and Technology

Subfield: Manufacturing

Domain: Joinery and Cabinet Making

Unit No.	Unit Standard Title	Level	Credit
422	Perform advanced machining processes using stationary machines	4	4
423	Produce computer aided project production drawings	4	5
425	Assemble and install wooden stairs	4	5
427	Set out and manufacture wooden stair components for straight flight stairs	4	8
428	Set out and manufacture wooden stair components for curved and geometric stairs	4	6
429	Construct suspended ceilings	4	5
430	Construct wooden ceilings	4	5
431	Construct wooden flooring	4	5
432	Set out and manufacture complex timber furniture	4	7
433	Renovate timber products	4	3

AND

FIELD: Health Science and Social Studies

Subfield: Core Health

Domain: First Aid

Unit ID	Unit Standard Title	Level	Credits
845	Provide advanced First Aid	4	8

AND

FIELD: Health Science and Social Sciences

Subfield: Preventative Health

Domain: Occupational Health and Safety

Unit ID	Unit Standard Title	Level	Credits
848	Develop procedures to safely control work operations	4	6
849	Monitor procedures to safely control work operations	4	5
850	Supervise the health, safety and welfare of an employee new to the role in the work place	4	8

AND

FIELD: Business, Commerce and Social Studies
Subfield: Business Development
Domain: Entrepreneurship

Unit ID	Unit Standard Title	Level	Credits
735	Establish a business as part of entrepreneurship operations	4	12
736	Implement, control and monitor business operation	4	15

AND

FIELD: Physical, Mathematical and Computer Science
Subfield: Numeracy
Domain: Foundation Numeracy Skills

Unit ID	Unit Standard Title	Level	Credits
892	Apply knowledge of intermediate mathematic in different contexts	4	6

AND

FIELD: Physical, Planning and Construction
Subfield: Building Science and Drawing
Domain: Foundation Building Science and Drawing Skills

Unit ID	Unit Standard Title	Level	Credits
899	Apply advanced knowledge of building science in different context	4	6
905	Apply knowledge of advanced building drawing in different context	4	6

3 Credit recognition and transfer arrangements

Credits for any version of a unit standard of the same identification number will be recognised in the award of this qualification.

4 Special Arrangements

4.1 Providers seeking registration and/or accreditation to deliver this qualification must meet the following special arrangements.

4.1.1 This qualification will be offered to trainees ***either*** including a 6 months period of **industrial/job attachment**, ***or*** as an **apprenticeship scheme** of a duration determined and agreed upon by the employer and the training provider on a ratio of 70/30 (70% at workplace and 30% at Training institution) basis.

Industrial/job attachment is defined as a period in a workplace setting where a trainee obtains structured practical experience in a specific occupation in order to complement competencies acquired during training at a technical vocational training provider (TVTP).

Apprenticeship refers to the system of work integrated learning, where an apprentice is employed by a company on contractual basis, earning a monthly salary, learning and working side-by-side with an experienced mentor. In this case the employer must be an NTA approved entity (company) to register apprentices and has to identify a suitable training provider to provide the apprentice with the opportunity to gain skills and knowledge from theoretical training.

Employers and training providers are encouraged to consult the **National Policy On Work-Integrated Learning (WIL) for Technical and Vocational Education and Training (TVET) Sector** for further details on WIL implementation.

4.1.2 Providers involved in the assessment of this qualification and the associated unit standards must comply with the national assessment framework for the TVET system up to and including level 5 of the National Qualifications Framework. Assessment will include performance and achievement assessment acquired through work integrated learning periods. Assessment arrangements apply to all occupations and industries which are encompassed in the technical vocational education and training sector.

4.1.3 Providers of this qualification and the associated unit standards must be registered and/or accredited.

4.1.4 Providers of this qualification and their associated unit standards must have access to all equipment and facilities detailed in the tools and equipment list of the relevant training program.

4.2 Competencies covered in this qualification may be assessed through Recognition of Prior Learning (RPL).

- 4.3 Further relevant information and documentation may be accessed through:

Namibia Training Authority

Rand Street

Khomasdal

Namibia

Telephone number: 061 207 8550

Facsimile number: 061 207 8551

5 Transition arrangements

5.1 Non National Qualifications Framework transition

None.

5.2 5.2 National Qualifications Framework transition

Version 2

This qualification was updated and issued as Version 2 in 2018.

Version 1 of this qualification will not be awarded as from 31 December 2020. People currently working towards Version 1 of this qualification are advised to transfer their existing credit awards to this version of the qualification at any time during 2019 and beyond.

People holding the earlier version of this qualification will continue to have their qualification recognised within the Manufacturing Industry (Joinery and Cabinet Making) in terms of meeting relevant career and further learning entry and/or progression requirements.