

# NAMIBIA NATIONAL TRAINING ORGANISATION (PTY) LTD TRADINGS AS WVTC

Private Bag 13334/PO Box 3771, Windhoek, Namibia  
 Tsukoe//Gowases Street, Khomasdal, Windhoek  
 Website: [www.wvtc.edu.na](http://www.wvtc.edu.na)  
 Email: [info@wvtc.edu.na](mailto:info@wvtc.edu.na)  
 Tel: 061-211742



## APPLICATION FORM 2024

### INSTRUCTIONS AND INFORMATION FOR THE COMPLETION OF THE FORM

- Complete the form in **BLOCK LETTERS** with Blue/Black ink.
- No cash** accepted at the Centre. All payments must be made at the Centre via Speed point/Swipe, EFT or directly deposited into the Bank Account of WVTC indicated on the last page of this form.
- A non-refundable application fee of **N\$ 150.00** must accompany this form. Attach original proof of payment.
- E-mailed applications will not be accepted and incomplete application forms will **NOT** be considered.
- The forms must be submitted at Windhoek Vocational Training Centre or via courier on or before **06 October 2023**.
- Late applications will be accepted until **20 October 2023**. A late application fee of **N\$ 350.00** is payable. (*non-refundable*)
- Applicants with Non-Namibian Qualifications must have their qualifications evaluated by NQA and certified copy of evaluation should be attached.
- A *non-refundable* registration fee of **N\$3 000.00** is required upon confirmation of acceptance.
- NB: Early application to NSFAP for funding is the responsibility of the applicant. Apply for loan on [www.nsfaf.na](http://www.nsfaf.na)

#### Minimum Admission Requirements – Grade 11 (New Curriculum):

- Twenty (20) Points in six (6) subjects.
- At least an E grade in English, F grade in Mathematics and Physical Science.

#### Minimum Admission Requirements – Grade 10 and 12 (Old Curriculum):

- Twenty (20) Points in six (6) subjects.
- At least an E grade in English, F grade in Mathematics and Physical Science.

#### For candidates who had Pre-Vocational subjects:

- NSSCO Qualification (Revised Curriculum) or Grades 10 OR 12 Certificate (Old Curriculum)
- Eighteen (18) points in six (6) subjects.
- E grade in English, F grade in Mathematics and Physical Science.
- D grade in the respective pre-vocational subjects.

Foreign students must attach a certified copy of the study permit and certified copy of passport.

#### Trade Choice:

Qualifications you wish to enroll in: Note: Please choose wisely, as there are no opportunities to change trades	First Choice (Please tick <input checked="" type="checkbox"/> only one trade)	Second Choice (Please tick <input checked="" type="checkbox"/> only one trade)
<b>Modular Courses:</b>		
1. Air-Conditioning and Refrigeration		
2. Boiler Making		
3. Bricklaying and Plastering		
4. Electrical General		
5. Fitter Machinery		
6. Joinery and Cabinet Making		
7. Plumbing and Pipefitting		
8. Welding and Fabrication		
<b>Competency-Based Education &amp; Training (CBET):</b>		
9. Automotive Mechatronics		
10. Electronics		
11. Information & Communication Technology		
12. Solar Equipment Installation and Maintenance		

#### PERSONAL DETAILS

Surname:		Title (e.g., Mr, Mrs, Ms, Dr, etc.)	
Full Names:		Initials:	
Date of Birth:	ID Number:	Gender: Male <input type="checkbox"/> Female <input type="checkbox"/>	
Nationality:		Passport No:	

CONTACT DETAILS													
Contact Number:				E-mail:									
Residential Address:													
Postal Address:													
Town:													
Region: Cross (x) appropriate region of origin below:													
Erongo	Hardap	!Karas	Kavango East	Kavango West	Khomas	Kunene	Ohangwena	Omaheke	Omusati	Oshana	Oshikoto	Otjozondjupa	Zambezi

HEALTH QUESTIONNAIRE	
Do you have an impairment or disability?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, please specify and attach documents specifying your condition.	
Based on your disability, do you have special needs?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, briefly state your additional needs arising from the above mentioned impaired or disability.	
Do you suffer from any chronic illnesses?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, give details of the illness.	

Are you a member of any Marginalized group e.g. San, Ovahimba/Ovazemba etc..	Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, please attach your full birth certificate and a sworn declaration from your Regional Council Office.	

NEXT OF KIN/LEGAL GUARDIAN DETAILS			
Surname:			Title (e.g., Mr, Mrs, Ms, Dr, etc.)
Full Names:			Initials:
Address:			
Town:	Cell:	Work No:	
Relationship:			
Employer:			
Occupation:			
Employer's Address:			

EMPLOYMENT DETAILS (attach a letter from employer permitting you to attend classes)	
Name of Employer:	
Employer's Address	
Your Occupation:	
Years of Experience:	
Employer's Telephone No:	

SCHOOL LEAVING DETAILS	
School/Institution Attended:	Region:
Address:	
Contact No:	Year of Examination:
Highest Grade Passed:	Points Obtained:

Subjects	Grade	Symbol
English		
Mathematics		
Physical Science		

Pre-Vocational Education Details (Enclose certified copies of certificates, diplomas, transcripts, etc.)			
Name of Institution	From	To	Qualification obtained

DECLARATION

I \_\_\_\_\_ hereby declare that all the particulars given in this application form are true and correct. I further declare that my enrollment as a trainee of Windhoek Vocational Training Centre shall be subject to the terms and conditions contained in the agreement, which I shall complete, sign, and submit upon registration.

Applicant's Signature  Date 

D	D	M	M	Y	Y	Y	Y
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Guardian's Signature  Date 

D	D	M	M	Y	Y	Y	Y
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(Only if the applicant is under the age of 18)

FOR OFFICIAL USE ONLY			
Proof of Payment: <input type="checkbox"/>	Receipt Number <input type="text"/>	Date <input type="text"/>	
Accepted first choice <input type="checkbox"/>	Accepted second choice <input type="checkbox"/>	Rejected <input type="checkbox"/>	

**Applicants are pre-selected for an Aptitude Test.**  
**The prospective candidates must write the Aptitude test on or before November 2023 at WVTC.**  
**Notification will be done through the media or via SMS to attend the Aptitude test.**

**Banking Details**

**Account Name:** Namibia National Training Organization  
**Bank:** Bank Windhoek  
**Account No.:** 8033705751  
**Account Type:** Cheque  
**Branch Code:** 481972  
**Reference:** Application Fee

**Application Form Proof of Submission**

Full Name of the Applicant: .....  
Trade applied for: .....  
Received by: .....  
Receiver 's Signature.....

