

NAMIBIA NATIONAL TRAINING ORGANISATION (PTY) LTD TRADINGS AS WVTC

Private Bag 13334/PO Box 3771, Windhoek, Namibia
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**RECENT
PASSPORT
PHOTO**

APPLICATION FORM 2026

INSTRUCTIONS AND INFORMATION FOR THE COMPLETION OF THE FORM

1. Complete the form in **BLOCK LETTERS** with Blue/Black ink.
2. **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.
3. A non-refundable application fee of **N\$ 150.00** must accompany this form. Attach original proof of payment.
4. E-mailed applications will not be accepted and incomplete application forms will **NOT** be considered.
5. The forms must be submitted at Windhoek Vocational Training Centre or via courier. Please courier in good time.
6. The closing date for applications is **14th November 2025**.
7. Applicants with Non-Namibian Qualifications must have their qualifications evaluated by NQA and certified copy of evaluation should be attached.
8. NB: Early application to NSFAF for funding is the responsibility of the applicant. Apply for a loan on 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/or 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/or 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/or 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.

WVTC offers the following National Vocational Certificates (NVC):

Choose the Qualification you wish to enroll in: Note: Please choose wisely, as there are no opportunities to change	First Choice (Please tick ☒ only one trade)	Second Choice (Please tick ☒ only one trade)
1. NVC in Air-Conditioning and Refrigeration		
2. NVC in Automotive Engineering: Automotive Mechatronics		
3. NVC in Civil and Building Services Engineering: Bricklaying and Plastering		
4. NVC in Civil and Building Services Engineering: Plumbing and Pipefitting		
5. NVC in Electrical Engineering: Electronics		
6. NVC in Electrical Engineering: Electrical General		
7. NVC in Information & Communication Technology		
8. NVC in Manufacturing: Joinery and Cabinet Making		
9. NVC in Mechanical Engineering: Fitter Machinery		
10. NVC in Metal Fabrication: Boiler Making		
11. NVC in Metal Fabrication: Welding		
12. NVC in 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 ☐ Female ☐					
Nationality:								Passport No:					
Personal Protective Equipment (PPE): Safety Boots Size:								PPE: Overall Size:					
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 ☐ No ☐
If yes, please specify and attach documents specifying your condition.	
Based on your disability, do you have special needs?	Yes ☐ No ☐
If yes, briefly state your additional needs arising from the above mentioned impaired or disability.	
Do you suffer from any chronic illnesses?	Yes ☐ No ☐
If yes, give details of the illness.	

Are you a member of any Marginalized group e.g. San, Ovahimba/Ovazemba etc..	Yes ☐ No ☐
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

(Only if the applicant is under the age of 18)

Date

D	D	M	M	Y	Y	Y	Y
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FOR OFFICIAL USE ONLY			
Proof of Payment:	☐	Receipt Number	
		Date	
Accepted first choice	☐	Accepted second choice	☐
		Rejected	☐

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.....

