

NAMIBIA NATIONAL TRAINING ORGANISATION (PTY) LTD

Private Bag 13334; P. O Box 3771; Windhoek; Namibia

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Tsukoe//Gowases street, Windhoek

Website: www.wvtc.edu.na



APPLICATION FOR ADMISSION - AUGUST 2022

Part A Qualification you wish to enroll in:

1. National Vocational Certificate in Air Conditioning and Refrigeration Level 1 – Full Time
2. National Vocational Certificate in Civil and Building Services Engineering (Bricklaying and Plastering) Level 1 – Full Time
3. National Vocational Certificate in Civil and Building Services Engineering (Plumbing and Pipefitting) Level 1 – Full Time
4. National Vocational Certificate in Metal Fabrication (Boiler making) Level 1 – Full Time
5. National Vocational Certificate in Metal Fabrication (Welding) Level 1 – Full Time
6. National Vocational Certificate in Manufacturing (Joinery and Cabinet Making) Level 1 – Full Time
7. National Vocational Certificate in Electrical Engineering (Electrical General) Level 1 – Full Time
8. National Vocational Certificate in Business Services (Office Administration) Level 4 (Part-Time)

First (1) Choice

Second (2) Choice

Minimum Admission Requirements

- NSSCO qualification (revised curriculum);
- **Twenty (20) Points in six (6) subjects;**
- **E grade in English, F grade in Mathematics and Physical Science;**

For candidates who had pre-vocational subjects

- NSSCO Qualification (revised 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.**

Instructions for the completion of the form

1. Complete the form in BLOCK LETTERS with black ink.
2. A non-refundable application fee of N\$150.00 must accompany the application form.
3. Payment can be made to:

Account Name: Namibia National Training Organization
Bank: Nedbank
Branch: Business Banking
Account Type: Current Account
Account Number: 11000034225
Branch code: 461617

4. Please enclose the original deposit slip with the application, it is important that you keep a copy of the deposit slip for your records.
5. Please do not send cash if posting
6. No fax or emailed applications will be considered.
7. The closing date for applications is **27 June 2022**
8. Late applications will be accepted until **01 July 2022**. A late application fee of N\$350.00 is payable.
9. This application must be accompanied by certified copies of birth certificate/identity document and relevant academic certificates / latest school results.
10. A non-refundable Registration fee of N\$ 3000.00 is required once you are accepted.
11. Incomplete application forms will NOT be considered.
12. Applicants with Non-Namibian Qualifications obtained outside the Namibia, must have these qualifications evaluated by the Namibia Qualifications Authority.

Part B Personal Details

Surname:

First Name(s):

Date of birth:

Namibian Identity Number:

Passport Number:

Mobile:

Tel (H):

Gender: Male Female

Residential Address:

Town:

Home Language:

Postal Address:

Region: (mark X in appropriate box below)													
Erongo	Hardap	//Karas	Kavango East	Kavango West	Khomas	Kunene	Ohangwena	Omaheke	Omusati	Oshana	Oshikoto	Otjozondjupa	Zambezi
Personal Protective Equipment (PPE)													
Safety Boots Size: (mark X in appropriate box below)													
1	2	3	4	5	6	7	8	9	10	11	12		
Overall Size (mark X in appropriate box below)													
24	26	28	30	32	34	36	38	40	42	44	46		
Part C Educational Particulars													
Secondary Education details: Please enclose certified copy of your NSSCO final results. Current NSSCO learners should attach their latest school results. It is of utmost importance that you provide us with your NSSCO examination details													
Name of last school attended/ Current school													
Examination Authority			Grade 12 Examination Number			Year of Examination							
Pre-Vocational Education Details: Please enclose certified copies of certificates, diplomas, transcripts, etc.													
Name of Institution			FROM		TO		Qualification obtained or Enrolled for						
			Month	Year	Month	Year							
Part D Parent/Guardian Contact details (this information is required in the case of an emergency)													
Full Name and Surname:													
Postal Address:													
Home (Street) Address:													
Country:				Town:				Mobile:					
Relationship													
Part E Physical Challenges													
<i>WVTC strives to create opportunities for people with disabilities. In many instances we have not yet eliminated all the barriers, it would therefore, be helpful for us to know in advance whether or not you have any special needs so that we can work together to achieve access to the study programme. Please supply us with the following information.</i>													
Indicate whether you are physically challenged? Yes <input type="checkbox"/> No <input type="checkbox"/> (if your answer is "yes" tick (x) the appropriate challenge you are experiencing.)													
Visually Impaired:			Wheelchair Bound:										
Visually impaired: partially blind – find it difficult to read printed text. Need help in form of audio cassettes, enlarged print			Muscular/skeletal/joint/limb deficiencies/diseases, such as polio or muscular dystrophy										
Hearing Impaired:													
State other challenge you might experience and assistance that you might need:													

Part F Specially designated Ethnic Minorities

Are you a member of the following ethnic minorities? Please tick (X) Ovahimba/Ovazemba San

If your answer is "yes" attach hereto you full birth certificate and a sworn declaration by your Regional Councilor or Headman confirming your ethnic group of origin.

Part G Declaration and Undertaking by Applicant

I/we, the undersigned hereby declare:

To the best of my knowledge and belief the information furnished in this application is true and correct and that if it be found to be false and misleading in any respect, this application may be invalidated and the applicant's registration terminated;

That I/we will accept liability for any damage to WVTC property caused by me and indemnify WVTC against any loss or damage howsoever caused in respect of property left at WVTC by the applicant. I/we also indemnify WVTC against any claim whatsoever for damages howsoever caused or arising which the applicant may sustain whilst registered as a student at WVTC, acknowledging the Applicant's participation in any sporting or other activity at WVTC or conveyance of the applicant in any WVTC vehicle, shall be at the Applicant's sole and absolute risk. This indemnity shall be binding on the Applicant's Executors and Heirs;

That I/we acknowledge that a specified minimum deposit is required before or on the date of registration. The balance on the account is then payable monthly as per dates specified in the WVTC Fee Structure.

That a statement signed by the Head of Finance and Administration or his/her delegate shall represent the amount owing to WVTC by me/us, and further that in the event of such amount being handed over for collection, I/we shall pay all legal charges incurred on the attorney and client scale;

That I/we shall pay all interest on all overdue fees, and disbursements at a rate of 15% per annum compounded monthly and calculated from the first day of each month following the date by which final payment of all fees and disbursements must have been made;

That I/we shall abide by all regulations of WVTC – and further that the applicants shall, if accepted, be under the disciplinary control of WVTC as from the date on which he/she takes up residence at WVTC or the day on which he/she commences studies or attends an orientation week or registers as a student, whichever is earliest, until WVTC accepts a notice of withdrawal from me/us or the applicant fails to renew his/her registration on the due date;

That I/we accept that WVTC keeps documents, including this Declaration and Agreement, electronically and distributes them as such. WVTC shall at all times be entitled to utilize such documentation in electronic format for whatever purpose required and I/We agree that the electronically generated documents shall replace the originals signed by me;

That although WVTC does not take any responsibility for informing parents or guardian or major fee contributor of disciplinary action against a student (whether pending or finalized), academic performance or any other matters relating to the student, WVTC may in its discretion report to the parents or guardian or major fee contributor such breaches of the rules by the applicant as WVTC deems necessary and further to report on any matter concerning progress, conduct, well-being

Applicant Signature: _____

Date: _____

Declaration by Parent / Legal Guardian (if applicant is under the age of 21 or is a legal minor) I agree and consent to the above declaration, undertakings, waiver and indemnity by the applicant. I consent to the applicant signing the registration forms if admitted. I hold myself jointly and severally liable with the applicant as co-debtor for all amounts due by the applicant to WVTC until I notify WVTC in writing to the contrary in which event such notification shall take effect only from the beginning of the following academic year. Irrevocably undertake that I shall not, in any capacity, hold WVTC liable for any damage or loss which the applicant or any person may suffer under any of the circumstances set out in the applicants' declaration.

Signature of Parent/guardian: _____

Date: _____

Check List: items that must be submitted before your application will be processed. Please tick (X)

Check List		
<input type="checkbox"/>	Application Form: all parts of the application has been completed	Original official translation of foreign qualifications – if in foreign language other than English
<input type="checkbox"/>	Application Fee: proof of payment is attached	Certified copy of the Namibian Qualifications Authority (NQA) evaluation of foreign qualifications (if qualification is obtained in another country other than SADC)
<input type="checkbox"/>	Certified copy of NSSCO school results e.g. August results	Certified ID document (Namibian Citizens) or Passport (foreign students)
<input type="checkbox"/>	Certified copies of academic records	
<input type="checkbox"/>	Certified copies of foreign qualifications	

FOR OFFICIAL USE ONLY:			
Payment: Postal Order	Cash: <input type="checkbox"/>	Receipt Number:	<input type="text"/>
Notified: Yes <input type="checkbox"/>	No <input type="checkbox"/>		
Accept first choice <input type="checkbox"/>	Accept second choice <input type="checkbox"/>	Returned <input type="checkbox"/>	Rejected <input type="checkbox"/>
<p>Applicants are pre-selected for an Aptitude Test. The pre-selected candidates must write the Aptitude Test on or before July 2022 at WVTC. Notification will be done through the media or via SMS to attend the Aptitude Test.</p>			