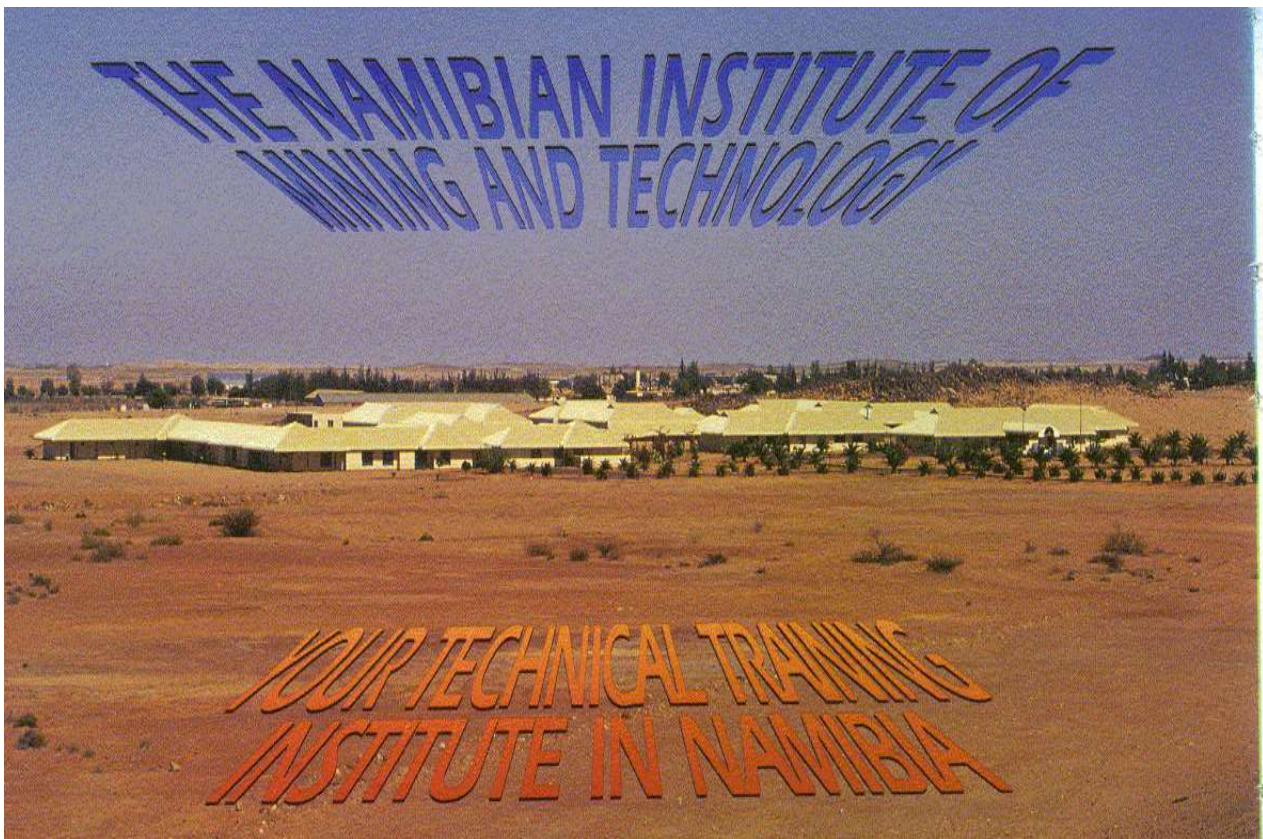


NIMT



**INFORMATION
BROCHURE
MARCH 2018 –
AUGUST 2018**



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VISION STATEMENT

The Namibian Institute of Mining and Technology strives to be the premier vocational and educational training provider by choice.

MISSION

The Namibian Institute of Mining and Technology provides cost effective and quality vocational and educational training.

VALUES

The Namibian Institute of Mining and Technology promotes the following values at all times:

Care

Integrity

Teamwork

Excellence

The Namibian Institute of Mining and Technology is an autonomous entity, which is governed by the NIMT Board of Trustees. As is the case with all other training entities, the Institute developed rules and regulations to ensure the smooth operation of the facility.

All trainees/employers are required to familiarise themselves with and respect the contents of this brochure.

The NIMT is fully accredited by the Namibian Qualifications Authority for both its vocational and theoretical tuition/training.

NB: All correspondence always has to be addressed to the Executive Director. If not adhered to, it could be termed: "Private Correspondence."

Introduction:

Although advances are being made in developing Namibians into skilled and managerial positions within the mining and other industries, it is true that non-Namibians often still have to fill such positions. However, it is a stated aim of the Government that Namibians should become increasingly able to effectively take up these positions.

Namibia still has a huge demand for artisans, technicians and supervisors in the mining, metallurgy, geology and engineering disciplines.

It is here where a gap is perceived in the education facilities within the country, which needs to be bridged for the benefit of the mining, engineering and other industries.

As an independence gift to Namibia, Rössing Uranium Ltd (Rio Tinto) originally proposed to help establish the Institute of Mining and Technology (NIMT) to train Namibians in the technical skills required by the mining, engineering and other industries.

The level of training is targeted towards providing people with the theoretical, practical and technical skills necessary to effectively take up positions as artisans, but also to provide for a career-path of life-long learning.

Location:

It is recognised that a technical institute naturally benefits from having the long-term support of major companies. Siting the Institute close to supporting companies enables interaction between them and the NIMT, particularly regarding the provision of practical training (Job-attachments).

In Arandis, Tsumeb and Keetmanshoop we have towns with good infrastructure, sporting and recreational facilities.

The NIMT offers classes to both full-time and day-release students from all over the country.

Management:

An Executive Director, reporting to the Board of Trustees, is responsible for managing both the academic and financial performance of the Institute. It is envisaged that the Institute is to be partially self-financing for both capital and operational costs. Funds are obtained from tuition- and residential fees, central government and private sector support and other benefactors. For this purpose a 'Trust' known as the "Namibian Institute of Mining and Technology" had been created. The NIMT's Head Office as well as the Engineering and Building/Civil Trades Campuses are located in Arandis. NIMT also has a fully operational Campus in Tsumeb - the Northern Campus, and in Keetmanshoop - the Southern Campus, for which the Executive Director is fully responsible and all Principals have to report to him.

Course/Training:

The objective of the Institute is to equip Namibians with the skills and knowledge that will enable them to take up positions as artisans within the mining, engineering, building and civil industries.

Training is presently provided in:

- Fitting & Turning (including Machining): Arandis, Tsumeb and Keetmanshoop
- Boilermaking/Plating/Welding: Arandis, Tsumeb and Keetmanshoop
- Diesel-/Petrol Mechanics: Arandis, Tsumeb and Keetmanshoop

- Electrical: Arandis, Tsumeb and Keetmanshoop
- Instrumentation: Arandis only
- Bricklaying/Plastering: Arandis and Keetmanshoop
- Carpentry/Joinery: Arandis only
- Plumbing/Sheetmetalwork: Arandis only
- Refrigeration/Air-conditioning: Arandis only
- Clothing Production: Arandis only
- Millwright (Electrical) - Tsumeb only
- Autotronics - Tsumeb only
- Fitting: Arandis, Tsumeb and Keetmanshoop

Theory:

Daily tuition up to the Namibian Technical Certificate, Level III, in Mathematics, Engineering/Building Science, Engineering/Building/Structural Steel Drawing, Industrial Electronics and applicable Trade Theory.

Supplementary Subjects/Courses are:

First Aid, Safety Courses, Computer Literacy, Communication English, Entrepreneurial Skills/Business Management and Environmental Control.

Training is either vocational/apprenticeship, skills-upgrading or “special trainee” training:

Skills Upgrading Training (Recognition of Prior Learning):

A two-day evaluation test is one of the prerequisites of the NIMT to enable registration for the skills upgrading route.

Evaluation tests are taken down to allow/enable the NIMT to advise the employer on which level of training the candidate/s should start. Certified service confirmation letters are to be presented by the employer at registration of the employee.

- | | | |
|--------------------------|---|---------|
| • Level 1 | = | 6 weeks |
| • Level 2 | = | 7 weeks |
| • Level 3 | = | 9 weeks |
| • Trade Test Preparation | = | 8 weeks |

Between each level the applicable tasks have to be done in industry before the next level can be assigned. Only one level will be allowed per year.

Skills Upgrading Requirements:

- Trainee must first do an evaluation test at the NIMT to establish trainability/recognition of prior learning.
- Trainee must be literate.
- Must be employed to enable him/her (the trainee) to complete the prescribed tasks before advancing to the next level.
- Minimum of three years practical work/job experience, for which appropriate service documents must be presented on application. (by the employer).
- Must be registered by the employer, who also has to carry all applicable expenses.
- Minimum Grade 6 with passes in Mathematics, Physical Science and English (Official Language).

SPECIAL TRAINING/ARTISAN ASSISTANT: (GRADE 10 AND LOWER)

The NIMT also offers the Special Trainee Vocational Training possibility.

Please be informed about the following and adhere to the given details delinquentlly:

- This is an one semester (6 months) Vocational Modular Training route. It starts at the beginning of a semester and will end at the end of the semester;
- No theoretical tuition is attached to this training possibility, except Health, Safety and Environment Level 1;
- Early school leavers with Grade 10 or lower will be given preference;
- Only a fixed number of candidates per trade will be enrolled;
- No trade with an electrical background will be considered for this training - route;
- Special Trainees will have to follow and abide to all NIMT's rules and regulations;
- NIMT cannot promise any accommodation and/or transport possibilities as the NIMT is normally fully utilizing these possibilities for its formal trainees;
- Maintenance etc. will be the trainees' own responsibility;
- This is a self-paced, modular training route conducted in our official language, English;
- At enrolment you have to pay **in full N\$3,000.00** at the Campus you are enrolling with;
- You have to apply for a governmental loan from the NSFAF;
- You will receive a receipt, which has to be shown at the Central Stores of the Campus. Only then you will be issued with your Practical Safety gear etc.;

As the NIMT's training and education programme is fully accredited by/with our Namibian Qualifications Authority (NQA), you will be certified on the completion of the training semester on all the modules you have been declared to be competent in. You are then to seek employment in our industry as an artisan-assistant in your trade. After having worked for four uninterrupted years in your trade, the company you are employed with may register you for the National Trade Test. If you are successful, then you have reached/obtained artisan-status.

Apprenticeship/Vocational Training:

Training is conducted over four years:

1 st - 3 rd year	Maximum of six months in the institute, six months in industry (on-the-job-training/job attachment).
4 th year	10 months in industry and two months at the Institute for final trade upgrading.

NIMT Entrance Requirements

Apprenticeship/Vocational Trainee

For the Electrical Field of Study, which includes Air-conditioning & Refrigeration, Autotronics, Electrical General, Instrumentation and Millwright - Electrical, candidates must have completed the grade 12 certificate or equivalent qualification successfully, with at least 14 points in the 5 best subjects, of which at least 4 credits in Mathematics, Science and English (at first or second language) respectively. Preference will be given to students with higher grades. Must be declared healthy and fit by a medical practitioner.

For the Mechanical Field of Study, which includes Boilermaker, Diesel Mechanics and Fitting & Turning, candidates must have completed the grade 12 certificate or equivalent qualification successfully, with at least 11 points in the 5 best subjects, of which at least 3 credits in

Mathematics, Science and English (at first or second language) respectively. Preference will be given to students with higher grades.

Must be declared healthy and fit by a medical practitioner.

For the Building and Civil Field of Study, which includes Bricklaying & Plastering, Carpentry & Joinery and Plumbing & Sheetmetal work, candidates must have completed the grade 12 certificate or equivalent qualification successfully, with at least 8 points in the 5 best subjects, of which at least 2 credits in Mathematics, Science and English (at first or second language) respectively. Preference will be given to students with higher grades. Must be declared healthy and fit by a medical practitioner.

For Clothing Production candidates must have completed the Grade 12 certificate or equivalent qualification successfully, with at least 8 points in the 5 best subjects, of which a least 2 credits in English (at first or second Language). Preference will be given to students with Higher Grades.

Skills Upgrading Trainee

Trainee has to undergo an evaluation test with the NIMT to establish trainability/recognition of prior learning.

Trainee must be English literate.

Minimum of three years job experience. (Copy of "Service Record" is a prerequisite and therefore must be handed to the Registrar when the trainee registers for the evaluation test).

Minimum Grade 6 with a pass in Mathematics, Physical Science and English, which is our official language.

Must be employed to enable the trainee to complete the prescribed tasks before entering for the next Level.

Special Training/Artisan Assistant Trainee

At least 16 years of age.

Early school leavers with Grade 10 or lower will be given preference.

No trade with an electrical background will be considered for this training route.

Admission Point System

POINTS	NIMT	
	NSSC (H)/ HIGCSE	NSSC (O)/ IGCSE
10	1	
9	2	
8	3	
7	4	A, A ⁺
6		B
5		C
4		D
3		E
2		F
1		G

• Companies should:

- Ensure that the trainee does the practical side of the training under the guidance of a qualified artisan.
- Ensure a secure financial source/backing to cover the tuition/hostel fees and other costs.
- Sign an apprenticeship contract as well as pay the trainee an allowance during the said apprenticeship period.

Allocations for Training Assistance:

Trainees, not from companies, will be able to apply for a governmental loan/subsidy enabling them to pay the under-mentioned costs. The documents for loan/subsidy applications of trainees, applying for a loan/subsidy, will be sent to the Ministry of Education's NSFAP who will then in turn finalise the loan/subsidy application. This is a ministerial responsibility in co-operation with the NIMT.

The loan amount, provided over a four-year training period, must be paid back in full once a trainee has completed his/her training and gained employment.

Loans will only be granted to applicants whose parents, together, do not earn more than a specific amount.

Assistance is usually offered twice per year e.g. January/February for the March intake and July/August for the September intake.

Training Assistance Trainees require a Grade 12 Certificate with a pass in Mathematics, Physical Science and English (Official Language).

Trainees are not covered by a medical aid or pension fund, nor are female students covered for maternity leave etc., which could lead to the extension of their training at the NIMT. All trainees have to sign a "training assistance" and "governmental training" contract.

Training Assistance covers the training costs up to the amount of N\$20,750.00.00 per annum. Trainees will be held responsible for costs of N\$16,000.00, which they can apply for and obtain a governmental loan - per annum.

Total training costs: for governmental trainees only N\$36,750.00 per annum, this is subject to change. Private trainees annually pay N\$22,000.00.

Governmental trainees annually have to pay a non-refundable registration fee of N\$3,000.00 on the day of registration. Private company trainees: fee is paid by company.

Private trainees will have to meet NIMT's enrolment requirements before they will be accepted. Parents, who pay for the trainee themselves, have to provide a bank guarantee letter to the NIMT, before the trainee will be enrolled.

Trainees enrolled by parents and/or companies: N\$22,000.00 - per annum. To be paid in full on the day of enrolment.

Trainees from private companies: the company will be billed accordingly.

Trainees are responsible for providing their own accommodation in either Arandis, Swakopmund or Walvis Bay. If they want to stay in NIMT accommodation, they have to be willing to share rooms. The costs for 6 months are N\$5,100.00 - once off - excluding meals and linen. Accommodation is not NIMT's responsibility and only limited places are available.

Governmental trainees who live in Swakopmund or Walvis Bay have to pay a transport fee of N\$5,100.00 for the semester, if the trainee wants to use NIMT transport to and from the Institute. Without a valid receipt, trainees will not be supplied with bus tickets. Without a valid ticket, trainees will not be allowed to use NIMT transport. Transport is not a NIMT obligation and only limited seats are available. Trainees who pay the transport/accommodation fee in full on the day of registration will receive preference in the allocation of a seat/room.

Trainees must be able to maintain themselves during their period of training at their own/parent's cost.

If all fees have not been paid in full at the end of each semester, no progress reports or certificates will be issued and the next level of training will only be available if all outstanding fees have been paid in full.

Note:

At present there are companies, which offer study bursaries for technical trainees at the NIMT. Therefore we suggest that you personally contact them.

- Enquire at UNAM/Polytechnic, which companies offer bursaries
- Contact various large Namibian Corporations for either employment or bursary assistance.
- Should you wish to pursue a training route at any Namibian Company, please contact them personally, as the NIMT does not organise/arrange employment for trainees.
- Bank loans for vocational training are available.

1. Trainees: Rules and Regulations

1.1 Attendance:

The Institute's training hours are 07:30 until 16:00. (Monday - Friday)

1.1.1 Punctuality:

All trainees are to ensure that they are in class/workshop at 07:30 sharp and that they do not leave the premises before 16:00. Everyone should be at the NIMT at least fifteen minutes before lecturing/training actually starts.

1.1.2 Absenteeism:

- Only official leave and sick leave (written doctor's certificate in which the trainee is booked off) will be accepted as reasons for absence.
- No trainee is allowed to be absent without phoning and reporting his/her absenteeism to the relevant Campus's Principal or the Personal Assistant. Any trainee who does not inform the relevant Campus's Principal or their Personal Assistant about their absenteeism, will be issued with a Letter of Warning. ***It must be noted that 3 (three) Letters of Warning could result in immediate expulsion from the NIMT.***
- All requests for leave, must be authorised in the first instance by their Principal and then the Executive Director or in his absence, via the Management member acting on his behalf for approval of such leave.

1.1.3 Breaks:

Breaks of no longer than five minutes will be permitted:

- Two in the morning, three in the afternoon.
- All smokers have to apply the appropriate law and smoking has to be only during the breaks
- Smoke-breaks are not for non-smokers.
- A day does not start and does not end with a smoke-break.

Should these 'smoke breaks' be abused, they will be cancelled immediately. Should cigarette-butts be found littering the premises, smoking on the premises could be prohibited.

1.1.4 Workshop:

No trainee is permitted to leave the workshop without the permission of the Training Officer. Anybody who enters another workshop always first has to report to the responsible Training Officer.

1.1.5 Premises:

Permission to leave the premises during training hours must be obtained from the relevant Campus's Principal, but should only be granted for emergencies.

1.1.6 Training Period:

Trainees have to complete the duration of the training period. Deviation is only permitted with the prior consent of the Executive Director/Principal of a campus and/or the respective employer.

1.1.7 Trade Test:

All tradetest dates etc. are forwarded by the NTTC, Ministry of Education, NTA to the Executive Director and the Principals. All trade testing is being organised by the NTTC/NTA and is not the responsibility of the NIMT, but NIMT has to register its trainees for Trade Testing. This is done by the office of the NIMT's Registrar, Mrs A Stephanus, for all trainees.

1.2 Safety:

1.2.1 Safety Rules and Regulations:

All prescribed safety rules and regulations must be adhered to (NOSA/HSE and Modular).

All new trainees will undergo a basic Safety, First Aid and AIDS Awareness course before they are permitted to commence training. This is part of the NIMT's two-week induction programme. They have to have passed the safety modules applicable to their trade at least by the second attempt. Failure will lead to the expulsion of the trainee.

1.2.2 Clothing and Equipment:

It is mandatory for all trainees to wear safety clothing and to use safety equipment in all workshops. (PPE) Only NIMT approved PPE will be permitted on our premises.

In the workshops there are clearly marked walkways. Visitors have to remain on these walkways.

1.2.3 Safety Meeting:

All trainees have to attend all safety meetings/fire drills etc.

1.2.4 Machinery:

Trainees are not permitted to work on, or switch on, any machine whilst there is no supervision in the workshop area.

1.2.5 NIMT Vehicles:

Nobody may drive any NIMT vehicle, unless he/she is in the possession of a written "letter of consent" and a valid driver's licence. Before any NIMT vehicle is being driven, the driver concerned must ensure that the Principal and Personal Assistant, have a copy of his/her licence on file, which has to be certified by the Executive Director himself before being filed.

1.2.6 Alcohol:

No alcoholic beverages or drugs are allowed on the premises or in any vehicle being driven to and from the NIMT. This will lead to immediate expulsion from the NIMT training system. An alcohol/drug test could be conducted on you by the NIMT. **Refusal to undergo such test will lead to immediate dismissal.**

No weapons and/or alcohol are allowed in the NIMT or in any accommodation provided to the trainee by the NIMT. This also applies to the NIMT accommodation facilities - no drinking or being under the influence of alcohol will be permitted.

NIMT HAS ZERO TOLERANCE FOR ALCOHOL AND DRUG ABUSE. THIS INCLUDES ALL NIMT ACCOMMODATION FACILITIES, TOO. THIS APPLIES TO ALL NIMT TRAINEES, EMPLOYEES, GUESTS/VISITORS.

1.2.7 Indemnity Form:

No trainee will be allowed in any workshop if he/she has not signed and handed the required NIMT Indemnity Form to his Training Officer, who in turn has to ensure that it reaches the Registrar's office.

1.2.8 NIMT BUS TRANSPORT AND REGULATIONS

Any trainee wishing to make use of NIMT bus transport has to adhere to the NIMT bus transport rules and regulations. Transport is a privilege and NOT a right. Transport will be provided on a first come first served basis. Violation of any of the NIMT bus transport rules and regulations will lead to the issuing of misconducts. After the issue of a third misconduct, the bus transport card/receipt/permit of the culprit will be revoked and the culprit will be banned from using the NIMT bus transport any further. The transport fee paid, will be forfeited.

- To utilize NIMT bus transport, you must have one of the following with you at all times:
 - A valid NIMT bus transport card;
 - A valid NIMT Transport receipt;
 - A temporary bus transport permit;
- NIMT bus transport cards/receipts/permits are NOT transferable. Only the person, to whom the NIMT bus transport card/receipt/permit has originally been issued, will be allowed to utilize NIMT bus transport. If you provide your card/receipt/permit to any other trainee, this will be seen as fraud and both you and the person you gave the card/receipt/permit to, will be banned from using NIMT transport. Your NIMT bus transport card/receipt/permit will be revoked and you will forfeit the transport fee paid.
- Passenger control will be conducted each morning when you board the bus to travel to NIMT and each afternoon when you board the bus to leave NIMT. All trainees must show their valid NIMT bus transport card/receipt/permit to the bus controller to be allowed on the bus.

- Be at your pick-up point at least 5 (five) minutes before the pre-determined pick-up time.
- Follow the bus driver's and the bus controller's instructions at all times.
- Smoking and the use of alcohol/drugs is strictly prohibited on the bus.
- Fighting, shouting, horseplay and the use of obscene language is strictly prohibited.
- Any dangerous, disturbing or annoying object is strictly prohibited on the bus.
- Eating and drinking (including chewing gum) is strictly prohibited on the bus.
- Personal hygiene and neatness is of the utmost importance at all times.
- Littering is strictly prohibited. Do not throw any object out of the bus windows.
- Tampering with the bus and vandalizing the bus or any part thereof is strictly prohibited.
- NIMT dress code has to be followed at all times:
 - Clothing worn must be neat, clean and in good state of repair.
 - Neither beach thongs nor open sandals are permitted;
 - Neither overalls nor safety boots allowed on the bus;
- Hold onto the handrail when you get onto the bus. No pushing and shoving allowed.
- Take your seat promptly and sit properly. Face forward at all times. Fill up the bus from the back to the front. Fill up all seats from the window sides of the bus to the aisle.
- Reservation of seats for fellow trainees is strictly prohibited.
- No switching of seats is allowed, while the bus is moving.
- Either place your bags/parcels under your seat or on the parcel shelve or keep these on your lap.
- No drawing boards to be placed on the parcel shelve, put them under your seat.
- Keep the aisle of the bus clear at all times. No trainee is allowed to stand in the aisle.
- Keep all body parts inside the bus at all times.
- Please keep conversations quiet and hushed. The bus driver needs to concentrate to ensure your safety and wellbeing. Ensure absolute quietness when railroad crossings are approached.
- The use of earphones is required, whenever listening to music on the bus. Loud music is strictly prohibited.
- Remain seated until the bus comes to a complete stop.

- When passengers get off the bus, the front seated passengers get off first and thereafter the passengers seated in the back. Pushing and shoving is strictly prohibited.
- When you get off the bus, hold onto the handrail and exit safely. Once outside, move away from the bus.
- NEVER cross the road in front of the bus.
- Remember: If you cannot see the bus driver, the bus driver cannot see you.
- **In case of an accident or emergency:**
 - Stay calm;
 - Evacuate the bus safely and as quickly as possible - do NOT run/push/shove;
 - Ensure all passengers as well as the driver are safely out of the bus;
 - Ensure all passengers and bus driver are safe and out of danger;
 - In case of an accident contact the **MVA** at **081 9682** to report accident and request ambulance and First Aid services;
 - Attend to injuries where possible;

1.3 General:

1.3.1 Personal:

Private Business/Private Jobs during training hours are not permitted without the prior consent of the Executive Director. Job cards, signed by the Executive Director, or in his absence, the management member acting on his behalf and/or the Principal of the campus, have to be handed to the responsible Training Officer for any job that needs to be done in or for a workshop. These job-cards are to be completed in full, as such tasks will be credited to the section, which had to complete the tasks.

1.3.2 Telephone Calls and Cell-phones:

Telephone calls are only to be made and received during lunch- and tea breaks.

It must be noted that under no circumstances may a trainee use the telephone in the office of a Training Officer, unless permission has been given/granted by the Executive Director personally. Should this rule be disregarded, a Letter of Warning will be issued to both the Trainee as well as the Training Officer concerned.

No cell-phones are allowed to be used by students on the NIMT premises.

1.3.3 NIMT Property:

- **Loss of/Injury to:**

Should a trainee cause loss of and/or damage to property belonging to the Institute or injury to either a staff member, student or visitor, because of proven negligence, he/she will be held responsible/liable for the costs incurred by his/her actions.

- **Tools etc.**

Tools, equipment, material etc. may not be removed from the premises without the consent of the Executive Director, or in his absence, the Management member acting

on his behalf. The lending-out register has to be filled in, after permission had been granted and on return of this item.

Tools vandalised or vanishing out of the workshop etc. will be charged equally to all trainees using the specific workshop if the culprit cannot be found.

- **Photocopies:**

Private photocopies must be paid for. The Receptionist should be approached in this regard. She is responsible for the printing of such photocopies at the NIMT/campus.

- **Correspondence:**

All correspondence to the NIMT always has to be addressed/directed to the Executive Director and all correspondence from the NIMT is to be countersigned by the Executive Director. If not, such correspondence will not be classified as an official document to or from the NIMT.

1.3.4 Laundry:

Trainees are requested to familiarise themselves with laundry days and are to ensure that all laundry they hand in, is properly marked.

1.3.5 Visitors:

- Trainees/lecturing/training and service staff-members are not allowed to receive visitors during training/lecture periods.
- All NIMT visitors are to report to the Receptionist (Admin. Block) of each campus and are to obtain a visitor's card, which has to be worn whilst being on any one of the NIMT premises.
- All visitors to the Institute are to be treated courteously and with respect.

1.3.6 Fraternisation:

Fraternisation is not permitted between trainees and NIMT personnel/visitors etc.

1.3.7 Locker Keys:

N\$250.00 will be levied and charged to a trainee for loosing his/her locker key.

1.3.8 Stationery:

Stationery will be issued and charged to all trainees. Only one set of each will be issued, thereafter all replacements have to be paid for in cash at the receptionist/PA and the receipt has to be shown to NIMT Central Stores before any item will be replaced to you, the trainee.

1.3.9 If safety-apparel (overalls etc.) has to be replaced, the old item has to be handed in, before a new item will be issued.

1.3.10 Any module, which has to be re-issued, will cost N\$ 8.00 and this amount has to be paid to the receptionist before the trainee is to be handed his/her module.

With your co-operation the Executive Director and all staff members will ensure that the NIMT maintains a positive image and that the facility upholds standards, which we all can be proud of.

2. You, the Trainee:

2.1 A Message to all Trainees:

You should always keep in mind that you, of your own free will, have made the choice of a career **and** to be trained at the NIMT.

You will find that in order to become a first class artisan, you have to apply yourself conscientiously to work for the full period of traineeship. It is very important that this outlook is also carried to all technical/theory classes you are required to attend.

In your contact with the artisans and training officers, who will give their time and knowledge to train you in all practical and theoretical aspects of your trade, you will find that you will be called upon to do your part by showing a lively interest and willingness in your work. If you start off in this way, you will in time gain the inner satisfaction, which goes with a sense of duty and pride of workmanship. Pride of workmanship plays a very important role in your trade. **Whatever job you do, no matter how small, do it to the best of your ability, in the most efficient and safe way.**

2.2 Your obligation towards the Institute:

It will be required from you:

- 2.2.1 To apply yourself diligently and conscientiously to the work given to you; to be punctual, productive, well behaved and obedient. You will also be required to observe the rules and practices concerning the prevention of accidents. (Safety/and NIMT standards).
- 2.2.2 To attend prescribed classes, apply yourself seriously to your studies and pass the applicable courses each year.
- 2.2.3 To obtain, with the assistance of your Company or the Institute, a recognised first aid certificate and attend fire fighting and safety courses as scheduled.
- 2.2.4 To adhere to **all** rules and regulations of the Institute.

2.3 Instructors:

Your training officer/instructor/lecturer will play an important part in all aspects of your traineeship. You will soon get to know that although he/she is strict, he/she will be fair and a good advisor to you.

Some of your instructor's most important functions are:

- To provide you with sound training during your training period at the Namibian Institute of Mining and Technology.
- To collaborate with the relevant training sections in the workshops and elsewhere to ensure that training programmes are carried out in the best way possible and also that trainees receive fair and considerate treatment.

- To take an interest in the trainee's appraisal and to look into the difficulties of those trainees whose ratings are below average, with the objective of improving their ratings.
- To watch you, the trainee, with interest and be available to those who wish to come to her/him with any of their problems or for those who require advice.
- To ensure that you adhere to NIMT's and your company's rules and regulations.
- Your Employer/Job-Attachment Company will also take a special interest in your attendance and studies at the NIMT. He/it will keep in touch with the Institute so that difficulties can be dealt with as soon as they arise.

2.4 Trainee Appraisal/Rating:

2.4.1 At regular intervals your appearance, behaviour and practical work will be evaluated according to a standard marking sheet.

2.4.1 The information obtained from these marking sheets will assist your employer and instructor in detecting any problems you might have.

2.5 Leave:

2.5.1 Trainees are not entitled to annual leave, except for proven emergencies. Trainees intending to take emergency leave have to obtain their instructor's signed approval prior to the Principal's and the Executive Director's approval. Any other leave is to be taken during the annual holidays of the Institute, e.g. June and December.

2.5.2 Annual/Other Leave whilst training at NIMT:

All NIMT trainees must adhere to the following **NIMT 'Leave Conditions'**:

- Leave will only be granted in the proven case of either a trainee being ill or death within his immediate family. (Compassionate leave). Here the prescribed law will be applied. Uncles, aunts, nephews etc are not immediate family.
- All absenteeism will be reported directly to the employer of the trainee concerned.
- If leave is applied for, the employer/s must give his/their consent to NIMT (in writing) before leave will be considered/granted to a trainee.
- For all absenteeism e.g. medical/funeral arrangements etc. written proof must be provided.
- Should a trainee be absent without prior arrangement, i.e. missed the bus etc. he has to phone in immediately (before noon) and complete a NIMT leave application form on his return. No trainee is allowed to be absent without phoning in and reporting his absenteeism. **This still is no valid excuse for absenteeism.**
- No trainee is allowed to be absent for private reasons and to apply for leave afterwards. (AWOL)
- Absenteeism could lead to written warnings.

As this is a training centre, it is important to use all the possibilities available to be prepared for a life-long artisanship/learnership. Therefore, should the above conditions

not be adhered to, a trainee will be issued with a **Letter of Warning**. It must be noted that **three written warnings could lead to immediate expulsion**.

2.6 Log Books:

Each and every trainee must diarise all work done by him/her whilst on job-attachment. While being an excellent reference book, it also assists the training officer in determining the time spent on various aspects of the trade.

Entries in the Log book have to reflect the complexity of the exercise, e.g. where a job was painted, an entry like 'paint job - 4 hours' would be sufficient, but when a flange is made, a detailed description has to be given. Sketches and formulae have to, where possible, be included.

Being expelled from a job-attachment position for bad behaviour, negative performance, theft, damage caused, laziness and absent without leave etc. could lead to expulsion from the NIMT, too. All requests, problems while being on job-attachment, are to be channelled to the Principal Job-attachments, Mr I Groenewald/Mr W de Klerk: 064-511807/938.

2.7 Overalls and Safety Apparel:

Trainees have to wear overalls, safety shoes and safety glasses supplied by his/her Company/the Institute. Other items such as gloves, earplugs and cutting goggles will be supplied whenever the need arises.

2.8 Smoking (see also safety rules):

2.8.1 Smoking in either the lunchroom during tea/lunch breaks or in the workshop(s), classroom, dining hall is not permitted.

2.8.2 Ashtrays are provided in smoking areas and these have to be emptied and cleaned daily. No cigarette butts to lie around anywhere else.

Ashtrays are not to be used as dustbins.

2.8.3 No smoking is allowed on NIMT busses nor in any other NIMT vehicle. The national law on smoking has to be applied fully.

2.9 Housekeeping:

Trainees are responsible for excellent housekeeping. Tools and equipment used in the execution of work have to be cleaned and stored after the completion of work. The workbench and surroundings have to be swept at the end of each workday. Trainees have to also paint floors, demarcation lines etc.

2.10 Standard of Work:

- Trainees have to give their instructor their full co-operation. They have to ensure that instructions, both verbal and written, are clearly understood in order to produce work of the highest quality. Exercises not within the specified tolerances will have to be repeated, and sloppy work will not be tolerated.

- Maintenance work, routine and/or breakdowns are done internally, whenever possible by you and the training officers.
- Trainees are to complete job-cards under supervision of their training officers - project work.

2.11 Horseplay:

Horseplay invariably leads to injuries and will not be tolerated.

2.12 Insubordination:

Trainees have to obey all reasonable instructions (including alterations to the workshop and equipment and cleaning of workshop and surrounding area). Insubordination cannot be tolerated.

2.13 Disciplinary Code:

- In cases where disciplinary action is required, the Executive Director will apply the NIMT disciplinary code and will inform the relevant employer accordingly.
- In addition to the above-mentioned procedure, the Executive Director might undertake disciplinary steps against you at his discretion.
- If drunkenness is suspected, the Executive Director or his delegate has the right to make the trainee blow into an alcohol-tester. Drunkenness, under the influence of drugs etc. will lead to a trainee's immediate suspension, until all disciplinary hearings are completed - ultimately, if found guilty, it will lead to dismissal.

2.14 Prevention of Accidents:

You will be taught to use hand tools to do the work properly. Your hands as well as your senses and your tools have always to be well cared for.

Tools that are in a poor condition can easily injure you and, therefore, one of the fundamental lessons will be that you have to pay a great deal of attention to the condition of your tools. Once you have learned this habit, it will stand you in good stead throughout your career, not only preventing injury, but also damage to expensive tools and equipment.

At later stages, you will be taught to handle power driven machine tools and, in time, you will work with machinery. By this time you should have acquired a sense of caution and alertness which will ensure that you, as well as those with you or under your guidance, are safe.

The Institute endeavours to safeguard all its trainees to the best of its ability. To this end all trainees are taught to work safely at all times and it is compulsory to wear the relevant personal protection equipment. (NIMT standards to be followed).

Trainees are expected to pass the Safety Courses presented to them, as the failure of Safety leads to failing the semester.

2.15 Trainees:

2.15.1 Conduct on and off the Job:

Trainees are expected to be well behaved on and off the job. Abusive language in the workshop or in public places will call for disciplinary measures.

Drunkenness and rowdiness in public places and lodgings will render the offender liable to suspension or dismissal. Alcohol-/drug abuse tests will be done at random and a NIMT trainee has no right to refuse this test. By refusing the test, he/she has made himself automatically guilty and will be suspended until all disciplinary hearings have been completed - ultimately it could lead to dismissal.

2.15.2 Training Programme:

A training programme is laid down and this programme will be followed as closely as possible. In addition you will be trained in all aspects of your trade not covered by the programme, but encountered at your place of work. You must remember, however, that the ability to keep to the programme will depend very largely on your own efforts and your rate of progress in each section of the programme.

You will be required to spend a part of your training programme at the Institute, where you will be taught the basic handling of tools, machines and work processes like filing, drilling, tapping, etc.

You will also be required to attend classes on first aid, safety, fire fighting, etc.

Should you encounter any problems, be it in the classrooms, workshops or after hours (private), please do not hesitate to approach your instructor for assistance. He is there to help you. All after hours (private problems) are to be discussed during your instructor's NIMT working hours.

2.15.3 Theory Tuition - Rules and Regulations:

Every trainee shall attend the prescribed theory classes until such time as he passes his trade test.

All subjects taken at the Institute will be as prescribed by the Training Act and/or the NIMT.

All prescribed subjects shall be taken on certificate level and failure in any one subject will result in the trainee being suspended until he/she passes the failed subject on his/her own initiative and costs. Before a trainee is enrolled for the next certificate, he will have to supply official proof of having passed the necessary subjects on the previous level.

NB: Only an extension-period of one year in total will be permitted - applicable for the four-year period. This includes absenteeism because of maternity leave.

2.15.4 Trainees on Rotation:

- Trainees have to do job-attachment annually according to schedule within the various job-attachment companies in conjunction with the NIMT.
- The responsible NIMT representative will, whenever possible, regularly contact the foreman or training staff concerned to discuss any problems about you, the trainee's, progress. He will inspect the diary/logbook, which every apprentice has

to keep and will generally keep himself informed about your, the trainee's, development.

- He will also attend to all other job attachment problems and will keep the Executive Director fully informed about all proceedings.

2.15.5 Trade Assessment:

Before a trainee can undergo a Trade Test, he must:

- Fulfil all his/her obligations towards his/her employer as set out in his contract of apprenticeship.
- Obtain the minimum theoretical qualifications required by the Training Act. (At least NTC III in 4 subjects -of which Trade Theory is compulsory).
- Pass a competency test, both practical and theoretical, at the completion of each level of training.
- Have completed all the required modules contained in the training programme.
- Obtain the relevant practical "on-the-job" experience required. (Job attachment record has to be excellent).
- Satisfy the Institute and his employer that he will be able to shoulder the full responsibility of a qualified artisan.
- Pass NIMT's Mock Trade Test (minimum 60%).

2.16 Workshop and Safety Rules:

2.16.1 Always be on time - seconds lost can never be regained.

2.16.2 Clean overalls on Monday mornings or as necessary.

2.16.3 Always enter the workshop in an orderly manner.

2.16.4 Keep tools and machines in good order - treat them like your personal property.

2.16.5 Do not talk to the operator of any machine - you may cause a serious accident if his/her attention is distracted.

2.16.6 Always shut off your machine when leaving it, even if you leave it only for a moment.

2.16.7 The practical joker does not belong in any workshop: This includes our workshops. Horseplay cannot be tolerated.

2.16.8 Leave your workplace as clean and orderly as you found it - keep it that way at all times.

2.16.9 Smoking is hazardous to your and your neighbour's health and not permitted in the classroom or workshop.

2.16.10 Before starting a new operation with which you are unfamiliar, be sure you know exactly what you are doing and obtain the approval of your instructor.

- 2.16.11 Do not leave your workplace without permission; be it the classroom or workshop.
- 2.16.12 Should your trainer send you on an errand, make sure you report to the person in charge on entering his area.
- 2.16.13 A workshop is a place of work - do not use it as a through-fare, use the outside walkways provided for that purpose instead.
- 2.16.14 The NIMT telephone may only be used for emergencies during training time. Private calls have to be made and received during your breaks.
- 2.16.15 Economise on material and time - they are both expensive in the long run.
- 2.16.16 Additional leave or early departure from NIMT may only be granted if the employer has given his written consent e.g. by letter, fax or per e-mail. Verbal messages, mysterious phone calls etc. are not acceptable. Even then NIMT still has the right to make the final decision according to the applicant's performance, attitude etc.
- 2.16.17 All trainees who wish to see the Executive Director have to make an appointment with either his personal assistant or with the receptionist. The trainee has to then wait in the reception area until he/she is granted permission to proceed to the Executive Director's office. Appointments will only be possible during tea- and lunch-breaks.
- 2.16.18 Private business is not permitted during training time.
- 2.16.19 A training day cannot begin with a smoke break. During the so-called smoke breaks trainees are not permitted to lounge around, nor making of phone-calls etc.
- 2.16.20 Modular training not only means that a trainee should do his/her modules, he/she should also be confronted with as much practical work as possible to really attain a good, sound ability of doing the trade he is being trained for. (Projects and job-cards)
- 2.16.21 Alcoholic beverages, drugs etc. are not permitted on the premises of the Institute nor may alcohol/drugs be consumed whilst being a passenger in either a NIMT vehicle or bus, or while travelling in private vehicles.
- 2.16.22 You will serve a probation period of three months, which could be extended to six months without the NIMT giving any reasons to the trainee.
- 2.16.23 You are not permitted to write/complete any official examinations/criterion tests in pencil! Should this happen, it will be erased and you thus will not have been allocated any marks for such work done.
- 2.16.24 No political activities/posters/campaigning will be tolerated on the NIMT premises.
- 2.16.25 Stick to the motto: **A job worth doing, is worth doing well.**

3. The NIMT Health matters:

The NIMT is not running a Clinic. Therefore, please:

- Every centre has a sickbay, except Arandis, where we have MEDIXX on our premises.

- All occupational health matters for both the first year intakes and staffmembers are the responsibility of the individual campuses:
NET & NBCT: MEDIXX;
NNC: Dr Pretorius and his team;
NSC: Local Doctors, but their findings will be verified/signed off by MEDIXX in Arandis. All their reports therefore are to be forwarded to Arandis.

All NIMT trainee reports, including NNC, are forwarded to MEDIXX in Arandis, as all trainee and staff files have been handed over to them for safekeeping.

- First-year trainees have to bring along their completed medical forms, done by their doctor/the state doctor, on the day of admission. Copies are made, one stays with the campus, original goes to MEDIXX and one copy is forwarded to the NIMT Head Office in order to be put on each trainee's file. Copies are attached to your acceptance letter or they are obtainable at each campus.
- Small accidents/incidents are either treated in house or are to be referred to the nearest doctor/state hospital
- If a trainee/staffmember is ill, the private doctor or the state doctor is to pay attention to such cases. In Arandis, for private medical aid members, the doctors are those of Dr Meintjies medical practitioners' Clinic in Arandis.
- The N\$200.00 of every trainee is paid into the medical account. Medical expenditures will be paid out of these funds. (This amount is included in the registration fee of N\$3,000,00.)
- The overall responsibilities for all medical matters are vested in the position of the HSE colleague.
- Every campus has a breathalyser and test equipment for drug abuse. Regular, at random tests, are conducted and, whenever positive, the result has to be verified by a doctor etc.
- We are to have a uniform approach for all our staffmembers and trainees.

NIMT: TRAINEE RESIDENT QUARTERS/DORMITORIES:

ACCOMMODATION IS A PRIVILEGE AND NOT AN OBLIGATION TO TRAINEES.

PLEASE OBSERVE THE FOLLOWING RULES AND REGULATIONS APPLICABLE TO ALL NIMT TRAINEES RESIDING IN ANY OF THE NIMT DORMITORIES. OVERSTEPPING OF THESE RULES, WILL LEAD TO EVICTION.

Code of Conduct:

1. Respect and good manners towards the supervisor/caretaker, visitors and fellow residents must be maintained at all times. Fellow residents and neighbours must not be disturbed nor inconvenienced in any way. **QUIET TIME is from 22:00 to 08:00.**
2. No alcohol nor drugs nor any kind of weapon is permitted in any room, nor anywhere else on the dormitory premises.
3. Neither you personally nor any visitor is allowed to consume alcohol nor any illegal substance in your room nor anywhere else on the dormitory premises.
4. No parties will be allowed in any of the NIMT dormitories.
5. Trainees must be willing to share a room with one or two fellow trainees.
6. As the facilities are there for the use of all residents, it is important that they are looked after and used in a responsible manner. All furnishings and fittings must be handled with the same care as you would handle your own personal property. Wilful damage, or any damage, resulting from anything other than normal wear and tear, will be rectified at the occupant's expense. This also applies to the ablution blocks, kitchen and entire dormitory premises.
7. No furniture nor consumables may be removed from the premises, without the written approval of the Executive Director or his appointed representative.
8. Rooms have to be kept neat and tidy at all times. This is your responsibility, not NIMT's. For a number of reasons the supervisor/caretaker has been instructed not to disturb, pack away or tidy up any personal clothing, paper or personal belongings in the rooms. It is expected of the residents to keep their rooms and cupboards tidy at all times.
9. All the residents of all NIMT dormitories, together have to accept responsibility for cleaning up and leaving the kitchen, ablution blocks and premises in a tidy condition. Stoves and all cooking utensils etc. must be cleaned after use.
10. The supervisor/caretaker or any authorised NIMT employee has the authority to inspect, do any searches of rooms or any area, which he/she deems fit.
11. The keys for the rooms have to be collected, against signature, from the supervisor/caretaker. The person collecting the key is responsible for returning it to the supervisor/caretaker.
12. The supervisor/caretaker, matron or any other NIMT staff member, has to first inspect the room, before it is vacated and sign the Dormitory Clearance form, before the keys are handed back.
13. Visitors are not permitted to stay overnight in any of the NIMT dormitories.

14. No animals nor pets may not be kept in any of the NIMT dormitories.
15. No cooking nor catering is allowed in the rooms of trainees. Cooking and preparation of all food must be done in the kitchens of the NIMT dormitories only.
16. No political activities whatsoever are permitted in the dormitories.
17. No business or industrial undertakings may be carried out on NIMT property.
18. The last person leaving the kitchen, ablution facility or room is responsible for closing the windows, switching off the lights and ensuring that the doors are locked.
19. The entrance gate of each NIMT dormitory is fitted with a lock, which has to be locked each evening at 22h00 by the supervisor/caretaker.
20. Please report any maintenance related problems/faults immediately to the supervisor/caretaker or the NIMT Maintenance officer.
21. Please do not leave money or valuables lying around. Whenever you leave your room ensure that the door is locked and that all valuables are stored out of sight and out of reach.
22. Considerate driving and parking on the premises is a **must**.
23. Any pregnant female trainee staying in a NIMT dormitory will be required to vacate her room three months before the expected confinement. Please inform NIMT, three months in advance, to ensure that information on accommodation entitlement is obtained.
24. Should you wish to stay in your room during NIMT holidays or while being on job-attachment, a written application has to reach the Registrar/Executive Director two weeks before the holiday/job-attachment period starts.

Fees:

1. N\$750-00 per month for the rental of the room, laundry facilities and use of kitchen and ablution facilities, but excluding meals and linen. This fee may be increased should the municipal bill be extremely high.
2. Accommodation is provided on a first come first served basis. The full rental fee of N\$5,100-00 must be paid on the day of registration at the start of the semester.
3. Each trainee must have a valid NIMT receipt to be allowed in the dormitory. The supervisor/caretaker shall not allow any trainee in any of the NIMT dormitories without a valid NIMT receipt.
4. Each trainee has to complete and hand back to the supervisor/caretaker the pre-numbered information registration form. No duplicates are permitted, as the forms are numbered in sequence.

IT IS HOPED THAT YOU, THE RESIDENT, UNDERSTAND THAT RUNNING AN OPERATION SUCH AS ACCOMMODATION FOR TRAINEES IS HEAVILY SUBSIDISED BY THE NIMT.

FURTHERMORE, EACH AND EVERY RESIDENT IS CONSIDERED TO BE A RESPONSIBLE INDIVIDUAL AND IF EVERYBODY ADHERES TO THE BASIC RULES AND REGULATIONS, THAT HAVE BEEN LAID DOWN, NOTHING SHOULD STAND IN THE WAY OF THE ACCOMMODATION FACILITIES BEING A SMOOTHLY RUN

AND HEALTHY OPERATION.

THANK YOU FOR YOUR CO-OPERATION.

THE NIMT CURRICULUM FRAMEWORK: ADDITIONAL INFORMATION

Before we outline what a curriculum framework entails, we need to understand exactly what the term **curriculum** means and how it is applied in this document.

The term **curriculum** refers to all teaching and learning opportunities that take place in learning institutions. It includes the aims and objectives of the education system, the content taught, the skills imparted, strategies for teaching and learning, forms of assessment and evaluation, how the curriculum is serviced and resourced, and how it reflects the needs and interests of those it serves, including the learners. In other words, curriculum is concerned with what institutions teach, and with what, how and under what conditions learners acquire the required knowledge, skills, values and attitudes.

Social, economic and political context

Namibian learners need to develop the necessary life competencies that will enable them to engage in all aspects of life, including work, the environment, politics, cultural and social relationships. Above all, the curriculum needs to nurture the mental, spiritual and psychological well-being of all individuals to create a better, more caring and productive society.

We are living in a rapidly changing world, where old skills are no longer relevant and new skills are required to adapt to rapidly changing demands. Today's workplace is characterised by global competition, cultural diversity, technological and management processes that require workers to think critically, solve problems and communicate effectively. It is therefore imperative that learners be exposed to a curriculum that concentrates broadly on all aspects of career development.

The key to a successful integrated approach to education and training lies at the Further Education and Training level. The developmental task of the Further Education sector is to address the inadequacy of programmes at the senior secondary level and above, both in school and out of school, in the work-place, in other institutions, or by private study.

For Namibia to be able to compete in the global market of the 21st century, serious attention will have to be given to the increasing number of our people who need to be trained and educated for the future. It has become imperative for the curriculum to shift away from the traditional divisions between academic and applied learning, theory and practice, knowledge and skills. The adapted curriculum moves towards a new, balanced learning experience that will provide flexible access to further education, lifelong learning and higher education, and to productive employment in a range of occupational contexts.

In today's technological sophisticated society, the large numbers of low-skilled or semi-skilled jobs are eliminated by the rapid application of advancing technology in the workplace. Through integrated education and training programmes, learners will have the opportunity to learn the basic academic skills in relation to the broad mid-level and high-level skill requirements in the work place and in higher education. This will provide them with skills to adapt to any form of change in the labour market.

A single, lifelong career will increasingly become the exception. People will need knowledge and skills to adapt, control and manage their own working lives. The integrated education and training advocated by the NIMT will stimulate and empower learners to acquire and apply knowledge, skills, values and critical understanding required to confidently and creatively respond and rise to the challenges of a changing social, political and economic environment through lifelong learning.

Curriculum goals

The suggested curriculum framework should provide for all learners' educational needs:

The **NIMT holistic curriculum goals** are the following:

- To prepare our trainees and workforce for the challenges of the 21st Century;
- To promote the social, cultural and personal development of our people;
- To understand and appreciate Namibia in the context of the continent and the world;
- To promote understanding and respect for our language and cultural diversity;
- To improve the quality of education and training; and
- To improve learner performance and achievement.

To accomplish the above goals, the following **specific goals** have to be achieved:

- A **curriculum framework** that will provide NIMT trainees with the knowledge, skills, values and attitudes necessary to respond rapidly and creatively to the demands of the growing national and global economy;
- **Curricula** driven by and through **developmental outcomes**.
- A single **curriculum framework** that **integrates** academic and vocational education, theory and practice.
- **Curricula** that will offer a **flexible combination** of fundamental, core and elective learning.
- **Curricula** derived from a combination of credits for the NIMT modules/standards/units, leading towards **nationally recognised qualifications**.

Outcome-based approach to the curriculum

The NIMT is committed to an **outcome-based approach** to learning and teaching. This move was made due to growing concerns about the ineffectiveness, non-productivity and wastefulness of the previous education system, which was largely 'content based' and teacher-centred. The traditional approach to learning and teaching promoted convergent thinking and was only driven by examinations, chiefly required rote learning and was characterised by a syllabus that encouraged minimal cross-fertilisation because of the compartmentalisation into distinct subjects.

The OBE approach is founded on the belief that all NIMT trainees should be able to learn and achieve, and that the role of this training institution is to create the conditions that will enable them to do so. In this context, the learner is the focus of learning activities and the teacher is the facilitator. The focus is on learning by doing, learning how to learn, learning through experience and using critical contextual information for analysis. Trainees gradually become responsible for their own learning and progress, and are constantly motivated by feedback and positive comments on the value of their efforts. Above all, the system is designed to encourage and promote a thirst for knowledge and a love for learning.

Outcomes have been defined as end-products of learning processes. These state clearly what competencies a learner should be able to demonstrate. Programmes of learning are designed to help learners to achieve these outcomes. Learning and the learner are the central foci of curriculum development. Both learners and educators are to focus their attention on the results (outcomes) expected at the end of each learning process, as well as on the processes of constructing knowledge in order that the learner may achieve the outcomes.

Thus, training outcomes are the observable and/or measurable knowledge; skills and values that learners are expected to have acquired at certain key stages of the training process.

Principles underpinning the NIMT approach

The NIMT Training Policy is based on principles that have arisen out of the need for **redress, access, equity and quality**. Collectively, this approach should provide the background against which all curriculum application processes should occur.

Integrating theory and practice: An integrated approach to education and training implies a view of learning, which distances itself from a rigid division between academic and applied knowledge, theory and practice, knowledge and skills, and head and hand.

Learning how to learn and embracing lifelong learning: The rapid increase in knowledge and the pace of changing technology have created two priorities for education and training. Firstly, it must support the continued acquisition of new and expanding knowledge and secondly, it must meet growing labour market demands for adaptable workers who can acquire new skills rapidly. Our curriculum therefore lays the basis of the development of lifelong learning skills and knowledge.

Relevant and flexible curricula: Programmes are to be both relevant and flexible. They must be **relevant** to the needs of the learner, community, business, industry and economy, and **flexible** enough to be responsive to the changing needs and demands of these constituents. Flexibility implies that programmes are developed to provide an increasing range of learning possibilities offering learners flexibility in choosing where, when, how and at what pace they want to progress. Relevance in education and training implies those basic messages and skills dealing with HIV/AIDS, drugs, human rights, conservation, awareness and preparation for the world of work; they are all to be included in the curriculum.

Recognition of prior learning: Recognising and building on the prior knowledge and experience of employees is one of the steps towards creating a curriculum that focuses on the learner's needs. It also enhances the self-esteem and accomplishments of trainees and, at the same time prevents wastage of time, effort and resources. (Skills upgrading training, specifically)

Learners with special education needs: Programmes also aim at facilitating the creation of opportunities for all learners, to strive towards the attainment of learning outcomes. Special support will be provided to integrate those learners with special education needs, as far as it is feasible. This includes individual differences among learners with regard to differences in their background, pace and approach to training at the NIMT. (Special trainees' course)

Advancing nation-building and non-discriminatory behaviour: All curriculum contents subscribe to the building of a new national identity that embraces diversity. Namibia's role and responsibility with regard to Africa and the rest of the world, especially within the context of an African Renaissance, must also remain a major focus of this task. (Programme 2030)

Developing critical and creative thinking abilities: Programmes are aimed at promoting the trainee's ability to think logically and analytically, as well as holistically and laterally. This is reflected in the development of the curricula and programmes based on critical outcomes. It will acknowledge the need to balance independent, individualised thinking with social responsibility, as well as the ability to function as part of a group, community or society.

Assessment and quality assurance: Ongoing assessment and a system assurance and quality improvement are fundamental to ensuring NIMT programmes meet the needs of learners, communities, employers and society. The curriculum includes a number of different types of assessment that are used, either alone or combined. To ensure the holistic assessment of the learner, assessment methods are combined in different ways to suit the specific needs of the different trades.

Assessing, transferring and progression within the curriculum: The curriculum offers a diversity of programmes and qualifications to meet the varied needs of trainees in different fields and at different stages on their training route. Trainees will be able to progress on the basis of learning outcomes achieved. The accumulation of modules passed, based on attaining outcomes, is central to this principle and has been accommodated within the development of curricula.

UNIT STANDARDS AND CREDIT VALIDATION

The NIMT is based on the principles of credit/module accumulation and transfer. This will ensure learner mobility, and the accumulation and portability of credits/modules.

Credit-based certificates - issued on accumulation of the required credits for levels 1,2 and 3 - will enable a learner to articulate with work, or progress to the next higher level and/or will allow a learner to articulate with work or gain access to HE. (National Trade Certificate 3 and NTC-certificates)

Who proceeds to the next (and higher) level of learning?

A trainee, who has been declared to be competent in all the requirements of a particular level.

What is a unit standard/module?

A unit standard/module is a nationally registered statement of desired education and training outcomes and their associated performance criteria. They give attention to critical cross-field outcomes, though it is not essential to address all of them within a single unit standard/module. Unit standards/modules are assigned credit ratings.

The purpose of a unit standard/module is to **provide guidance** to:

- The **learner** on what outcomes/modules are to be assessed
- The **assessor** on what criteria are to be used for assessment; and
- The **educator** on the preparation of learning material to assist the learner to reach the outcomes.

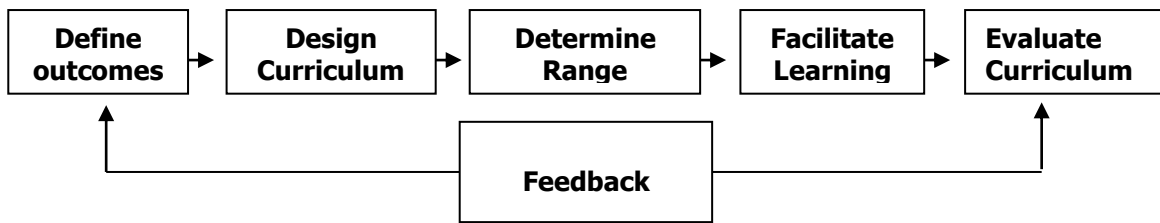
The unit standards/modules generated are registered with the NQA. The following has been considered: the breadth and depth of knowledge; the skills and values advanced by learning; and the way one or more critical outcomes have been addressed.

PROCESSES FOR CURRICULUM DEVELOPMENT

Key phases in the curriculum development process are:

- Define learning outcomes: based on the needs of the trainees, the requirement for the systematic attainment of knowledge and skills, and the demands of society and the labour market. Learning outcomes will need to reflect the critical cross-field and related outcomes.
- Design the curriculum: from the outcomes, including the development and validation of guidelines for the identification of outcomes, and the selection and structuring of the range of learning. This is to be consistent with the curriculum framework.
- Determine the range of learning to be covered: selected and structured in accordance with the desired learning outcomes, taking the learner's developmental stage into account. It should balance knowledge, skills and values.
- Facilitate learning: achieved through the implementation of learning and teaching activities in accordance with the OBE approach.

- Evaluate the curriculum: linked to continuous curriculum renewal and innovation.



PROGRAMME DEVELOPMENT

Programme development occurs when educators, community members, business and industry representatives meet to interpret the curriculum framework and to design programmes that meet their needs. Programmes are developed to guide the activities of trainees and educators in meeting the nationally agreed outcomes. The development of these programmes will include meaningful combinations of nationally registered unit standards/modules into coherent courses. It will also include the development of learning statements, including their learning ranges, tasks, activities, etc., and assessment strategies.

All programme development is based on the organising framework of the NIMT and programmes are developed at the level of the NIMT and in accordance with the national curriculum framework.

The various NIMT Trades and National Industrial Advisory Board (IAB's) each assume responsibility for programme development in a number of sub-fields.

At institutional level, development is the responsibility of the Trades and IAB (of the institution) and subject to the approval of Management, the NIMT Board of Trustees and the NQA.

When the programmes are developed, albeit at national or institutional level, the process must include the following steps:

- Deciding on the learning outcomes for the programme, or its purpose;
- Designing the programme holistically by indicating the competencies, i.e. the knowledge, skills and aptitudes required;
- Identifying the range of learning to be included in the programme and selecting unit standards/modules;
- “Topping up” the specific outcomes of various unit standards/modules for coherence and to meet the learning outcomes of the programme;
- Agreeing on the mode/s of delivery to be used;
- Deciding on the entry level, knowledge, skills and aptitudes required for the programme, including the recognition of prior learning; (school-leaving qualifications)
- Deciding on the types of assessment to be used; and
- Planning for the resources required during the implementation of the programme.

Further functions of IAB's etc. would include ensuring:

- The inclusion of curriculum principles;

- Exposure to relevant work experience;
- That programmes meet the requirements of the framework, e.g. in terms of assessment and progression;
- That programmes have clear articulation possibilities; and
- That all programmes are portable and contain pathways for mobility.

LEARNING AND TEACHING

Open learning systems and an integrated approach to education and training will thus enable learners to learn what they need as to satisfy their cultural, spiritual, career, personal and other developmental needs. Flexible, open programmes, through resource-based learning, must be fully utilised.

The Ministry of Education's open learning philosophy and programme-based approach to provision encourages institutional diversity, the use of multiple learning sites and the growth of institutions.

Mixed modes of delivery, as well as a variety of media and learning and teaching approaches have many implications for the organisation of learning sites and for the development of curricula and qualifications. The learning system that promotes lifelong learning includes flexibility in learning and teaching, and needs to promote distance education and resource-based learning at the NIMT, too. Improving the quality of resource-based learning will make it easier for learners to access instructions of higher learning and to succeed.

Distance education is not equivalent to correspondence study. It entails the creative use of modern technologies to bring education and training closer to the various communities, especially rural and hard-to-reach areas/very important while being on job-attachment.

Resource-based learning provides the opportunity to increase both the quality and effectiveness of programmes. It enables programme developers to employ their creative abilities to the fullest in providing high-quality and relevant learning resources for utilisation in guided self-study and face-to-face learning situations.

The multitude of available **Information Communication Technologies (ICTs)** allows institutions to offer a broader range of high-quality programmes that would not otherwise be possible. ICTs include the use of a variety of media, such as multimedia technology, traditional information technologies, etc.

All mode/s of delivery will display an adequate balance of combinations that are both learner-based and technology-enhanced. When determining the mode/s of delivery to be used, cost-effectiveness and responsiveness to the needs of learners and programmes must be the guiding criteria. The mode/s of delivery chosen must be most appropriate for the type and purpose of the programme and the nature of the target group.

ASSESSMENT AND CERTIFICATION ASSESSMENT

Learning, teaching and assessment are inextricably linked. Many assessment practices remain as valid today as they have ever been. However, new challenges have arisen, which traditional approaches to assessment are failing to address. There is also an increase in research and development, which supports the need for a new approach to assessment.

An **outcomes-based** approach to learning and teaching requires that the focus of assessment must be on assessing learning outcomes and not learning inputs.

THE PURPOSE OF ASSESSMENT

A key role of assessment is determining whether or not learning outcomes have been attained. Assessment has a developmental and monitoring function, although its fundamental goal is to promote learning. It is through assessment that the efficiency of the teaching and learning process can be evaluated. Feedback from assessment informs teaching and learning, and allows for the critique of outcomes, methodology and materials.

The explicit statement of outcomes also serves to guide the teaching and learning process. Accordingly, assessment will play a key role in:

- The continuous monitoring of learners' progress towards achieving these outcomes;
- Providing information to teachers about problems experienced at given moments in the learning process; and
- Providing coherence to overcome the "free-standing" nature of unit standards/modules;
- Through integrative assessment techniques.

Hence, the new approach to assessment will:

- Assess applied competence, which is a combination of practical, foundational and reflexive competence;
- Be flexible through the use of various assessment methods and instruments;
- Be based on clearly articulated criteria and standards of achievement;
- Enable progression through the levels;
- Be transparent in terms of the standards expected;
- Be fair to all learners, ensuring that no learner is disadvantaged in any way; and
- Allow for accelerated access to further learning through "Recognition of Prior Learning".
- Create a careerpath for life-long and advanced learning.

Hence, all assessment must be **fair, valid, reliable and practical**. It will be the primary responsibility of the NIMT to ensure that at least the above four **principles** of good assessment are adhered to.

The primary responsibility for assessment within the framework of approved curricula, outcomes and quality assurance mechanisms rests with the NIMT. To ensure the validity and reliability of assessment practices at the Institution, external monitoring and moderation will be conducted at the NTTC/NTA etc. External monitoring and moderation of assessment are important to ensure the comparability and integrity of results. (NTC I-III examinations and National Trade Tests)

ASSESSMENT TECHNIQUES

The learner-centred ethos, borne of outcomes-based assessment techniques, can best be accommodated if classes are seen as heterogeneous groups of learners moving at different speeds through a series of progressively demanding activities to develop competence in relation to progressively sophisticated learning outcomes. This will also facilitate the gradual mainstreaming of a whole range of learners and their education needs.

Assessment then takes on a truly supportive, **formative** and diagnostic role, both guiding the learner and helping the educator on a **continuous** basis, to plan appropriate activities to meet the learner's need.

Outcomes-based Education and Training requires a move away from relying entirely on **norm-referenced** assessment to largely **criterion-referenced** assessment. If the trainee has met the stated criteria, she/he has achieved the outcomes. If not, the learner is invited to attempt the attainment of the outcomes a second time. Counselling or special support services may be required by those learners who do not meet the specified standards.

Assessment techniques will be largely:

- Formative with a summative component;
- Criterion-referenced with a place for norm-referenced marking; and
- Continuous for diagnostic purposes;
- Internal and external academic, formal examinations (NTC I-III, trade related theory tests, HSE etc.

ASSESSMENT OF PRIOR LEARNING

This application of assessment commonly referred to as Recognition of Prior Learning (RPL) is an important aspect of assessment, especially in the Skills upgrading context. It allows employees, especially adult learners, to accredit learning gained or skills acquired outside formal educational institutions. The emphasis of RPL is on what a person knows or can do regardless of where, how and when it was acquired. Evaluation tests done at the NIMT will establish the individual's level of competence.

It is consistent and comprehensive, and serves a variety of purposes:

- It promotes continuous learning by allowing employees who can demonstrate achievement of outcomes to progress, irrespective of the learning context;
- It allows some employees to earn credits towards a qualification in less than the usual time;
- It assists adults in capitalising on their accumulated knowledge and skills, and reduces the amount of time needed to fulfil requirements;
- It benefits those from disadvantaged socio-economic backgrounds, who may be able to demonstrate ability even though they lack formal qualifications;
- It benefits adult learners by providing an alternative route to education and training, whilst enabling mobility in career and learning pathways;

Registration requirements are listed on page 5.

Prior Learning and Assessment services have been developed and implemented according to NIMT policies and guidelines. This will enable assessors to assess and credit learners in order to place them correctly for further learning.

CERTIFICATION

Outcomes-based learning requires that learning be assessed at certain levels - i.e. at key certification points - to determine whether learning outcomes have been achieved and whether credits or a qualification can be awarded.

At levels 1, 2 and 3, credit-based certificates will be issued by the NIMT, on condition that the minimum compulsory credits have been attained. The credits accumulated at levels 1, 2 and 3 will be registered and captured, while in the fourth year (maximum 12 months job attachment completed successfully,) the practical assessment abilities will be administered externally to ensure that national standards and international comparability are maintained (Trade Test and National Diploma).

A record of learning, which reflects the number of credits accumulated, will be issued by the NIMT per semester.



Eckhart D G Mueller
Executive Director: NIMT

INTRODUCTION TO THE FIRST MODULE OF EVERY TRAINEE

HOW TO GAIN THE MOST FROM YOUR COURSE OF STUDY

Your training modules contain all the material you need to learn on/about the subject. Certain basic principles and theories are essential for your understanding of the subject matter, and the jobs you will perform in maintenance. In each module every effort has been made to make these principles and theories understandable, and to relate them to your job.

Each of the modules has been carefully planned to make your understanding of the subject matter as easy as possible. But to really get the kind of knowledge required to do your job well, you must make a determined effort. The responsibility for learning is on **you**.

1. The tests designed for each module in the course will help both you and your instructor to evaluate your individual progress during your course of study. You will not be compared with anyone else. These tests only measure how well you learned the subject material.
2. **Self-check Quizzes / Self-test:** These are the quizzes that you take and grade yourself, without fear of failure or embarrassment. They are included at the end of each lesson to help you determine what you have learned from the lesson. Like the programmed exercises, the other purpose of the self-check quiz is to reinforce what you have learned. When you take the self-check quiz, circle the correct answers on the quiz page. The correct answers are in the modules. For best evaluation and reinforcement, do not check your answers until after you have completed the quiz.
3. **End-of-Module Tests (Criterion Test):** You will be given these tests by your instructor after you completed a module of the level you are in. These tests consist of questions based solely on the material contained in the modules. You should be able to complete an end-of-module test in a specified time, but don't worry if you aren't as fast as some of your fellow trainees. Getting the right answer the first time is more important in the long run than giving a quick answer.
4. It is important that you write your response in the space provided before you look at the correct answer. Do not take the obvious short cut-merely reading the answers to the programmed exercises-because you will actually reduce the amount of information that you learn and retain. The number of lines to be filled in will tell you how many words are in the answer. In most cases, you should know the correct answer and not need this hint. Do not depend on the length of each line to guide you to the right answer. Select your response and write it in before you uncover the correct answer.
5. Completing the module successfully depends on your developing good study habits. Try to set aside a period of time each day to study, in an area where you can concentrate without being disturbed. Select the time of day when you ordinarily feel good - a period when you can concentrate comfortably. If you can't study in a quiet area at the proper time, find an area where you can at least study without being bothered.

How you apply yourself to your first lesson is important: Work carefully while you familiarize yourself with the study method. Once you become familiar with how the material is presented, you can set your own speed in completing the lessons. To get the most out of the lessons, try the following:

Step One - At the beginning of a training session or study period, quickly go through the lesson in this manner:

- A. Just read the titles, headings, and subheadings. See if you can recognize how they are related and how they are arranged.

- B. Look at the pictures, tables, and graphs, and read the captions. See what is familiar to you and what isn't.
- C. Then proceed, page-by-page, just reading the first and last sentences in each paragraph.

You should be able to complete this preview in as little as five or ten minutes. These few minutes will give you a good idea of the important points, and you will know what to expect as you begin to really study the material. When you quickly survey each following lesson, you can see how the new material ties in with the material you have already learned. If necessary, get used to use a technical dictionary.

Step Two - Now start studying the lesson. Read each paragraph carefully, and study the pictures, tables, and graphs. Be sure you understand what each sentence says. Look up words in the dictionary, whose meanings you are unsure of. After each paragraph, stop and think about what you have read. In your own mind, put into words what you have learned.

Step Three - Write down what you have learned. This will help you remember it better. If you don't have time to write things down, at least underline the important points. Then, when you review the material, you will be able to spot them easily. Do not underline too many points. Try to distinguish between main points and ones that are minor. You can tell some of the main points simply by the stress placed on them. New terms and important concepts are often printed in **bold**, in *italics*, or in CAPITAL letters. Other main points are made apparent by what the words say: "it is important to" or "be sure to".

There are various ways of marking the text. You can identify important points by using different coloured pens or pencils. Other important points can be enclosed in brackets. You can also identify important points by numbers or letters. Be sure you have a reason for making your marks, however, because the marks alone do not indicate that you are learning.

Do not underline the important points or make notes until *after* you have read a paragraph or page of text material. If you start writing notes or underlining material as you read each sentence, you may miss some of the important relationships in the subjects.

Step Four - Before you take the self-check quiz/self-test, review the exercises and the key points in the lesson. The underlining and note-taking, which you have done, will help.

After you have completed all of the lessons in a module, make a careful review of the key points, programmed exercises, and self-check tests again. After your final review, you are ready to take the end-of-module test. If, in your final review, you find that some subject areas are still not clear to you, reread the material and go over it with your instructor, if possible.

IMPROVING YOUR READING HABITS

You can increase your reading speed and save study time - without reducing your understanding - if you make yourself to read faster. As you read, try to see more than one word. Try to see phrases or groups of words. Think of the meaning of the phrase you have just read, rather than the meaning of each word. Many people repeat the words to themselves as they read. This actually reduces reading speed. Make a note of how long it takes you to read and understand a page in your lesson. Then try to do better on

the following pages. Although you may not see much change at first, you will soon increase your reading speed, and still understand what you are reading.

HOW TO TAKE THE END-OF-MODULE TEST (CRITERION TEST):

These are the same kind of questions that you will answer in the self-check quizzes. Because you are to answer these kind of questions many times before you take the end-of-module test, you will have a lot of practice and the end-of-module test will be familiar to you.

Read each question carefully. If the answer that first comes to mind does not appear among the choices, reread the question. If you still cannot determine what the answer is, go on to the next question. Then, after you have gone through all of the questions, go back to the questions you were not able to answer. It should be easier to select the right answer then.

After you have answered all the questions, review the test before turning it in. It is easy to make mistakes in a test. You may have misread the question or simply not have checked the answer you intended.

Remember:

- Modules are to be studied/learned at home;
- Practical application is to be done in the workshop;
- Self-tests are to be honestly done;
- Questions/explanations are to be asked before you do the self-test and after you - possibly, failed the criterion test at the first attempt;
- You are only permitted to have two attempts. Thereafter the module will be labelled: **failed/not competent**;
- You are only permitted to have failed 5% of all the modules per level - higher percentages will result in you having failed the semester. This again will lead to you having to repeat the semester on own costs and in full;
- You are not allowed to have not mastered more than two modules per semester. More than two unattempted modules will also lead to failing the semester;
- If you have failed two modules, you have to pass **all** the remaining modules, otherwise you will have failed the semester.
- At the end of the semester you will be given an overall practical test on all modules. Pass rate: 60%. You will only be given a second attempt, if you have more than 50% - not less;
- At the end of each semester you will be writing an examination on all trade related theory of the modules. (See page 34 for more details).

TRAINING CYCLE:

All trainees enrolled at the NIMT must be aware of the following:

- A Formal trainee has a **maximum** training period of four years;
- A Special trainee, who is an early school-leaver, will be trained for one semester in the vocational modules only;
- A Skills-upgrading trainee will only be enrolled for one Skills-upgrading level per year (vocational modules only) and has to be registered by his company.

FORMAL TRAINEESHIP:

This route requires a maximum duration of four years, of which a minimum of 24 months is taken up by job-attachment exposure in our Namibian industry.

Formal education and training per level is conducted over a period of six months. The NIMT and trainees have to master the following on Level 1 - 3:

1. The Vocational Modules for each level
2. Theoretical subjects, which are:
 - Mathematics;
 - Engineering/Building Science;
 - Engineering/Building/Structural Steel Drawing/Industrial Electronics;
 - Trade Theory;
 - Health, Safety and Environment. (HSE)

Minimum pass percentage for each subject is 40. Trainees who have a year-mark lower than 40% cannot be registered for the external examinations.

If one or more subject(s) is/are not passed, during the internal examination, a supplementary assessment has to be written, but only, if the candidate had at least 20% or more for the subject. If the candidate had less than 20%, he/she has to repeat the subject internal examination, but only if he/she has registered for the examination and has paid N\$150.00 per subject at the NIMT Examination Division.

Should the trainee fail any of the above-mentioned subjects, in the final, external examination, he/she has to rewrite (and pass) the subject. Subjects failed have to be re-written during the job-attachment period.

Registration for a rewrite has to be done with the NIMT's Internal- and External Examination Division - Tel: 064-511 860.

(Cost of rewrite to be borne by candidate - N\$300.00 per subject.)

An average percentage of 40% has also to be obtained in the IBOS, which are of:

- Entrepreneurial Skills/Business Management;
- Communication English/Environmental Control;
- Computer Skills;
- **NB:** Should 40% average for the eight subjects not have been achieved, the trainee has failed the semester.

Condonation can only be considered by the Executive Director up to a maximum of 2% and only if the trainee failed one subject only. An overall average of less than 40%, will result in the trainee failing the semester, which then has to be repeated on own costs. This means the average pass rate for all eight subjects is 40%. A pass in HSE and Trade Theory is compulsory.

NB: Level 2 - 3: same subjects, same promotion/assessment requirements apply.

NATIONAL TRADE ASSESSMENT:

After all job-attachment periods have been completed successfully, the NIMT will register the fourth-year trainees for the National Trade Test, which is done/taken down by the Ministry of Education/NTA/NTTC. The trade test dates are decided on and implemented by the Ministry of Education. A trainee has to:

- Have a pass of at least 40% in all the **four subjects** up to Level 3;
- Pass the two mock trade tests taken down during his/her two months trade test preparation period at the NIMT. If a trainee fails the second mock trade test, he/she will be placed in a suitable job-attachment position again in order to improve on his/her skills and speed. As this is a NIMT requirement, it will result in an extension of the training period and therefore no additional costs will occur for such trainee.

The duration of such additional job-attachment period will be decided on by the NIMT Head Office from trainee to trainee.

After the National Trade Test has been attempted, the end of a four-year-cycle has been reached. If the trainee has passed the National Trade Test, the trainee will be taken out of the NIMT system.

If the trainee has failed his/her National Trade Test, a repetition has to be done **at own costs** and needs to be applied for in writing and all correspondence has to be addressed to the Executive Director: NIMT

Extension of the training period can only be decided on as a result of:

- A pregnancy;
- Medical reasons or
- Repetition on own costs;
- Mock Trade Test failure;
- Failure of/outstanding theory subject results. (for the training period of four years only a one-year grace-period will be given). After five years have expired and you have not completed your training/are qualified, you will be taken out of the NIMT system.

For the first two extension applications, professional medical proof is a pre-requisite.

If a trainee failed a semester, his GRN subsidy/loan application will be put on hold until the trainee has successfully repeated the semester on own costs. Thereafter the subsidy/loan will be reinstated. A trainee has only twelve months (two semesters) time to repeat the semester. Thereafter, if not done, the trainee will be taken out of the system.

A total grace-period of one year is the maximum additional extension period of the training cycle. This includes pregnancy/maternity leave.

TRAINEES ON JOB-ATTACHMENT:

Be aware of the fact that, if a trainee has failed some subjects and does not rewrite and pass these failed subjects during his/her allocated job-attachment period of six months, this job-attachment position will be terminated and the company, where the trainee had been placed, will be informed that the trainee is no longer a NIMT trainee.

The tendency that trainees opt to stay with a company, because they want to earn money and therefore do not register for rewrites, is not permitted. Once the end of the four-year training cycle has been reached, the trainee will be taken out of the NIMT system.

This information has to be read together with the NIMT's job-attachment and assessment approaches, which are clearly explained/stated in the NIMT's Information Brochure/logbook each trainee has been issued with.

When a job-attachment period has ended, you have to vacate/leave your position.

EXAMINATION INFORMATION WHILE ON JOB ATTACHMENT

Things to remember **If you have to write/re-write**

As soon as we get the external examination results we will distribute them to all NIMT campuses and also upload them to the NIMT's web page: www.nimtnamibia.com
If you failed some of your subjects, you need to re-write.

Please Note:

- Use the attached examination registration re-write form to register.
- Notify your employer timely of your upcoming examination if you are on Job Attachment.
- Payments must be made into the NIMT's bank account. (N\$ 300 per subject)
- Banking Details: Bank: First National Bank
 Branch: Swakopmund
 Account Nr.: 55460014860
 Branch Code: 280472
 Fax: 064-510369
- Fax both your deposit slip and the examination registration form to: 064-510369
- Phone the examination department to confirm if they received your application form **and** deposit slip.
- You do not have to register/write at the campus you are enrolled with.

When you go to the examination center to write your examination, then make sure to take some identification along: **ID or Birth Certificate with photo.**

Please Note: You have to go and write at the examination **center where you registered.**
If you go to any other examination center you will **not** be allowed to write.

If you go to your examination center for your first subject, you will get your **admission permit.** Always take it with you as well as your identification when you have to write a subject. If you are not sure where you did register, then please phone **us at least a week beforehand** so that we can inform you and that you still have enough time to do your travel arrangements. (Please inform your company as well)

This information and the examination registration form is also available in your logbook and the NIMT's information brochure. The time-table and re-write examination application form will be available on the NIMT's Web Page: www.nimtnamibia.com

NIMT Examination contact details: (7H30 - 15H50)

064-511860	Mr. D. Sachikela
064-511861	Mrs. A. Templin
064-511811	Mrs. G. Angermund

ASSESSMENT AND EXAMINATIONS, WHICH THE TRAINEE HAS TO PASS EVERY YEAR IN ORDER TO BE PROMOTED TO THE NEXT LEVEL:

MODULES:

Every module has to be mastered and the criterion test has to be passed. For mastering a module, only two attempts will be permitted. Only 2 modules or 5% of the modules are to be carried forward to the next year. If the trainee failed two modules and it is not more than 5%, the trainee has to pass all remaining modules. If the trainee fails more than two modules and/or the trainee has more than two modules outstanding or more than 5% not done, the trainee fails the semester.

INTERNAL EXAMINATIONS:

One internal theoretical subject examination is written during the semester. In order to be registered for the final examination, every subject has to be passed with 40%. This includes the industry support subjects (IBOS).

If one or more subject(s) is/are not passed, during the internal examination, a supplementary assessment has to be written, but only, if the candidate had at least 20% or more for the subject. **If the candidate had less than 20% he/she has to rewrite the examination at the next assessment, but has to register at the Examination Division and has to pay N\$200.00 per subject. He/she may not return (Level 1 & 2) if not all 4 subjects have been passed! Remember the grace-period of one year!**

Registration for Final Examination

All candidates will be registered.

Once we receive the internal examination results, released by the Executive Director, the registration of the subjects in which the candidates do not meet the 40% requirement, will be cancelled.

The 40% requirement is per subject, not the average of the four subjects. This means if the candidate fails a subject, he/she can still write the other subjects..

These repeaters of subjects will be placed in a job-attachment position if they fulfilled all other pass requirements, but will only be able to proceed to the next Level once they passed all four subjects. However, they still have to adhere to the grace-period of only one year.

The 40% requirement is for all the subjects, including our own subjects like:

- Autotronics L1, L2 and L3;
- Instrumentation Trade Theory L1;
- Plating & Structural Steelwork Theory L3;
- Clothing Production L1, L2 and L3.

The average result of 40% for all eight subjects remains to be the lowest pass average in order to have passed the theoretical subjects of each Level.

EXTERNAL EXAMINATIONS:

This examination is written two times per year. 40% of the final result is determined by the trainee's year (term) mark and 60% is from the result obtained in the trainee's external examination. **All eight subjects have to be passed every year.** A pass in Trade Theory and HSE is compulsory every year. An overall average of minimum 40% has to be

achieved in all eight subjects. If not, the trainee has failed the semester, which then has to be repeated in full and at own costs. The minimum pass rate is 40% and this includes the industry support subjects.

INFORMATION CONCERNING WIREMAN'S LICENCE EXAMINATION:

- The Wireman's Licence Examinations are written every trimester, i.e in April, August and November of each year.
- To register for examinations, each candidate has to have a trade diploma or trade certificate, which means he/she must be a qualified electrician. These entry requirements are compulsory.
- The cost for every examination is N\$350.00 per subject and for two subjects N\$700.00.

Enrolment and registration dates:

A candidate should apply for entry to an examination before the following dates:

- 7 February in the case of the examination which is conducted in April;
- 5 June in the case of the examination which is conducted in August;
- 25 September in the case of the examination which is conducted in November.
- The candidate must pass Paper 1 and Paper 2 with 50% each. Both examination papers may be written during the same examination period. However, candidates need not to pass both examinations during the same trimester, but the second examination must be passed with 12 months of the first, otherwise both examinations must be re-written. If a candidate obtains 75 of 100 marks in any one of the examinations, he/she will be permanently exempted from re-writing that examination
- The NIMT does not provide distance learning, we only facilitate the examinations.

PRACTICAL ASSESSMENT AND TRADE RELATED THEORY ASSESSMENT:

At the end of every semester the trainee has to pass the practical modular test as well as the trade related theory test.

Should the trainee fail anyone of the above examinations, the trainee will have failed the year. The trainee then either will have to repeat the year on his/her own costs or his/her training at the NIMT has ended.

For sitting the National Trade Test the trainee needs to have passed his/her first to third year regarding:

- His/her theoretical subjects;
- His/her trade related theory test;
- His/her practical test/ his/her job-attachment period;
- The NIMT's Mock Trade Test.

A trainee who obtained **less than 30%** in the first attempt in his/her end-of-the-semester trade related theory test and **less than 50%** in the end-of-the-semester practical test will not be permitted to have a second attempt and therefore has failed the semester, which then has to be redone in its totality and (GRN trainees) at own cost (N\$20,000.00).

The HSE (Health, Safety & Environment) subject: a pass is compulsory for promotion to the next Level.

Without the National Technical Certificate NTC I; NTC II and NTC III the trainee will not be registered for the National Trade Test and his/her training will be ended.

Therefore: Work consistently, diligently and very conscientious from the first day up to the last day of every level. Pay special attention to your job-attachment position. Should you be expelled from your job-attachment, you automatically could have lost your training place/position at the NIMT.

NIMT JOB-ATTACHMENT GUIDELINES AND INFORMATION

Being a training institution it is our task to train young Namibians to the highest possible standards of craftsmanship. Once qualified, the trainee should be a valuable / very useable asset to the industrial section of our country as well as a worthy citizen of Namibia.

This is not achievable without the assistance of private companies, our partners-in-training. We therefore request you to please scrutinize the following guidelines, to use them and to comply to them. In this way, both entities involved will be able to ensure that the trainee(s) in your company will be an asset to Namibia, now and in his future career.

1. LOGBOOKS

The practical job-attachment period is one of the legal requirements for a trainee to one day be a qualified artisan. After the four-year training-period - theoretical and practical - the trainee has to sit the National Trade Test. Having passed the test - by demonstrating the necessary competencies for the skills required - he has reached artisan-status. As part of his/her training programme, an apprentice has to keep a logbook, which has to be a true reflection and record of his/her industrial training. Only then sufficient documentary proof exists to proof that the apprentice has completed a properly structured training programme.

The apprentice, while being placed in a job-attachment position, is fully responsible to complete and upkeep his/her logbook. This logbook has to be submitted to governmental examiners on request. Therefore proper use and completion of the logbook is essential. It should be regularly subjected to close scrutiny by the foreman/supervisor of a company - the person the trainee reports to directly.

The logbook has to-at least-be submitted to the supervisor/foreman for inspection **every month**. His/her comments have to be completed monthly in the space provided for and should relate to all aspects of the trainee's competencies, practical progress, job attitude, co-operation and productivity. **If the logbook is not submitted, please ask for it and ensure that you give us a true opinion of your views. Never refuse to complete the logbook. This in itself is an indication that something is wrong. Rather state in writing why you would have preferred not to complete the monthly comments section.**

Included in the logbook is a **mark sheet**. Please help us in evaluating the student by completing this mark-sheet at the end of his/her training period. Be objective, fair, impartial, but very honest in your judgement. Any comments/suggestions regarding the composition of the logbook will be highly appreciated.

The Logbook has to be handed to the Trade Test Officials before the Trade Test starts, is to be signed off by them and is to be handed back to you/to be collected after the Trade Test.

2. SAFETY

The NIMT aims to be a NOSA 5-star Platinum graded training institution. As such, our apprentices are subjected to a high standard of safe working procedures and housekeeping. With your help we would like to keep them working according to these standards. Fully realizing that companies are not a training institution, but a production-profit-orientated establishment, we do however take the opportunity to ask the companies to ensure that our apprentices adhere to the following basic safety aspects:

- 2.1 Apprentices have to wear their applicable safety apparel at all times.
- 2.2 All basic safety rules are to be adhered to, especially for each and every machine an apprentice is working on i.e. guards, grinding, goggles etc.
- 2.3 No machine, special tool or any piece of equipment is to be used or operated without the necessary authorization and ascertainment that the apprentice has the ability to operate/use the equipment or machinery. A record of the apprentice's training can be found in the logbook, section 2 under the heading, "Institutional Training Record".
- 2.4 Driving of a company vehicle without the necessary license is not allowed/an illegal act.
- 2.5 No horseplay of any kind is to be allowed during working hours.
- 2.6 Unless a company has a standing arrangement, apprentices are fully responsible for the condition (mending and washing) of their overalls. Overalls must be buttoned up/closed up at all times. Safety shoes have to be clean and properly laced.

3. GENERAL

In order for us to provide industry with a high-quality, competent artisan, not only with the necessary skills and knowledge, but also somebody who is honest, reliable, diligent and not a mere "jobseeker" we ask from the companies the following:

- 3.1 Unless sanctioned by the relevant authority, all absenteeism should be substantiated by a medical certificate. All such documentation (or a copy thereof) has to be attached to the applicable log sheet in the logbook and the day is to be signed off by the artisan/supervisor.
- 3.2 Punctuality is something we value very high at the NIMT. We therefore ask you not to tolerate any unnecessary habitual late coming of our apprentices. If this becomes a problem to you, please contact the NIMT immediately.
- 3.3 Under no circumstances may an apprentice change from one company to another during his/her job-attachment period. Should such a request from an apprentice be put to you, please contact the NIMT immediately.
- 3.4 Should it happen that you cannot accommodate an apprentice any longer for one reason or the other, please contact the NIMT and we will arrange another placement for him/her. Under no circumstances should an apprentice be allowed to make his/her own arrangements.
- 3.5 A third year apprentice will be at a company for approximately twelve (12) months. In some cases it might even be longer. By this time (in his third year) apprentices normally have gathered enough skills to work fairly independent. To be able to do this-however- he needs his own tools/equipment. Since he will be at your company for approximately 12 months and will be given a reasonable allowance, we would like you to (if at all possible) consider the following:

In consultation with the NIMT, could your company not advance to him/them an amount of ± N\$2,000.00 enabling him/her to buy the most needed tools for his/her trade. An agreement can then be reached / signed between yourself and the apprentice(s) according to which he/she pays back an amount of ± N\$ 200.00 monthly, for the duration of his stay at your company. This amount can be deducted from his monthly “salary.” This however is merely a request, but we are of the opinion that by doing this you will contribute to a large extent to having a more efficient and productive apprentice on your premises.

- 3.6 **Please take note:** The NIMT has taught the apprentice(s) the basics of his/her chosen career: His practical module on a certain aspect is normally only done once - in an environment conducive to training. **How to apply his skills in the practical situation** - that is the reason why this/these apprentice(s) is/are currently on your premises. Your company is currently contributing to and supporting training in Namibia and therefore an apprentice is never to be seen as a fairly skilled cheap labourer at hand.

At the end of his/her training period i.e. trade test, an apprentice’s competencies will be measured according to what each company (including yours) has done in terms of:

- Productivity
- Adjustment to pressure situations
- Trade knowledge
- Knowledge of tools

The ability to work independently etc. to produce and train an excellent artisan.

The development of the positive aspects of a young Namibian’s characteristics entrusted to you.

Proper planning of all tasks.

By accepting an apprentice in a job-attachment-position, a company accepts co-responsibility for his/her training. Together we can be successful in our endeavours to supply our country ongoingly with well-trained, useable artisans who will join us in building a prosperous future for all of us.

- 3.7 If a company has any specific needs regarding the training programme of the attached apprentice, please feel free to contact us in this regard. It might be a general need for the country as such and we might be able to solve your problem. We (the NIMT) want to serve our industry and the trainees and will gladly do so when asked to.
- 3.8 If you have any problems with any of our apprentices regarding his/her behaviour, work performance or productivity, please do not hesitate to inform the NIMT immediately. As partners-in-training we are there to help each other.

Contact persons: Mr I Groenewald Principal: Job-attachments
Telephone 064- 511800

Mrs A. Stephanus: Senior Registrar
Telephone 064-511800

Mr EDG Mueller: Executive Director
Telephone 064-511800

NIMT 2018 FEE STRUCTURE

1.	Books, Stationery etc. are additional costs, which could increase if more than basic is needed.	+/- N\$1,600.00 per annum
2.	Skills Upgrading Training only:	N\$2,000.00 per week
3.	Trade Assessment Preparation:	N\$2,500.00 per week
4.	Evaluation Assessment: (private trainees/candidates)	N\$1,500.00 per day
5.	Re-tests:	N\$2,000.00 per day.
6.	National Examination Fees HSE/IBOS/Internal rewrites:	N\$350.00 per subject N\$200.00 per subject
7.	Hostel Facilities, Seminars and Workshop facilities:	Available on request. Prior booking is necessary. Costs will be quoted before bookings.
8.	Miscellaneous Costs: Telephone calls, facsimiles, photocopies, stationery, books etc.	Will be charged additionally as and when utilised.
9.	Replacement of locker keys: In cases where locker locks are maliciously damaged or keys are lost and the locks need to be replaced.	N\$250.00
10.	Safety Apparel: Safety clothes, shoes etc. are the responsibility of the trainees' employer, which could increase if more than basic is needed.	Employer's responsibility or will be charged to employer additionally. +/- N\$800.00 per annum
11.	Transport:	Bus: Walvis Bay/Swakopmund/Arandis (return).
	11.1 Private candidates (Skills upgrading & Evaluation tests)	N\$70.00 per day (N\$350.00 per week)
	11.2 Transport for fulltime trainees:	N\$5,100.00 per semester
12.	Accommodation: Basic Accommodation for full-time trainees: as and when available. This excludes meals, toiletries etc.	N\$5,100.00 per semester
13.	Apprenticeship costs:	
	13.1 Private/company funded trainees/repeaters (per level of training - 6 months):	N\$22,000.00 (all inclusive) To be paid in full at registration
	13.2 Governmental loan assistance trainees: (excludes accommodation/transport)	N\$16,000.00 per annum: (loan from NSFAP to be taken.) N\$3,000-00 (Registration fee)

14. Special Trainees:

14.1 Private/company funded trainees/repeaters per level of training (6 months):	N\$22,000.00 (all inclusive) To be paid in full at registration
14.2 Governmental loan assistance trainees: (excludes accommodation/transport)	N\$16,000.00 per annum: (loan from NSFAP to be taken.) N\$3,000-00 (Registration fee)

Please note:

1. Trainees have a maximum of one week, from the date the campus has started each semester, to ensure that the registration fees are paid in full. If the registration fees are not paid after the first week, the trainee will not be allowed to register and has to postpone his/her registration to the next intake.
2. Governmental trainees annually have to pay, on day of registration as a trainee, a non-refundable amount of N\$3,000.00. This annual registration fee has to be paid by all trainees who are GRN loan/subsidy receivers. Training will be refused if the fee has not been paid in full on the first day of each semester.
3. Full-time trainees living in Swakopmund or Walvis Bay who want to use the NIMT buses for transportation to and from the Institute, have to pay a transport fee of N\$5,100.00 for the semester. Without a NIMT bus card (valid receipt), you will not be allowed to use our transport. To be paid in full at registration.
4. From all valid refunds, which need to be authorised and approved by the Executive Director, NIMT, shall subtract an administration fee of 10%.
5. Please Note: All tariffs are subject to alteration without prior notification. Increased costs will have to be billed to companies additionally, as NIMT cannot, at the moment, forecast purchasing increases for 2018.

FINAL EXAMINATION REGISTRATION FORM

EXAMINATION CENTER	NBCT	NET	NNC	NSC	Rosh-Pinah	WHK PIONEERS BOYS HIGH
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CAMPUS WHERE YOU STUDY	NBCT	NET	NNC	NSC	TRANS-NAMIB	NAM POWER	WHK PIONEERS BOYS HIGH
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TRADE	
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CURRENT IN LEVEL	
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INTAKE	MAR	2011	2012	2013	2014	2015	2016	2017	2018	2019
	SEPT	2011	2012	2013	2014	2015	2016	2017	2018	2019

SURNAME												
NAME												
ID	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> </tr> </table>											
CELL NUMBER												

SUBJECTS	LEVEL	AMOUNT
1		
2		
3		
4		
5		

STUDENT SIGNATURE

DATE: ____/____/____

FINAL EXAMINATION REGISTRATION FORM

RE-WRITE

EXAMINATION CENTER	NBCT	NET	NNC	NSC	Rosh-Pinah	WHK PIONEERS BOYS HIGH
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CAMPUS WHERE YOU STUDY	NBCT	NET	NNC	NSC	TRANS-NAMIB	NAM POWER	WHK PIONEERS BOYS HIGH
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TRADE	
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CURRENT IN LEVEL	
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INTAKE	MAR	2011	2012	2013	2014	2015	2016	2017	2018	2019
	SEPT	2011	2012	2013	2014	2015	2016	2017	2018	2019

SURNAME												
NAME												
ID	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> </tr> </table>											
CELL NUMBER												

SUBJECTS	LEVEL	AMOUNT
1		
2		
3		
4		
5		

STUDENT SIGNATURE

DATE: ____/____/____

NIMT 2018 TRAINING SCHEDULE

15 JANUARY 2018 UNTIL 31 AUGUST 2018

LEVEL 1, 2 AND 3 VOCATIONAL TRAINING ANNUAL FIRST INTAKE: 05 MARCH 2018 UNTIL 31 AUGUST 2018		
DATE	TRADE	LEVEL OF TRAINING
05/03/2018 until 31/08/2018	Diesel/Petrol Mechanics	Level 1, 2 & 3
05/03/2018 until 31/08/2018	Electricians	Level 1, 2 & 3
05/03/2018 until 31/08/2018	Fitting & Turning / Machining	Level 1, 2 & 3
05/03/2018 until 31/08/2018	Plating: Boilermaker/Welder	Level 1, 2 & 3
05/03/2018 until 31/08/2018	Instrumentation	Level 1, 2 & 3
05/03/2018 until 31/08/2018	Bricklaying/Plastering	Level 1, 2 & 3
05/03/2018 until 31/08/2018	Plumbing/Sheetmetal work	Level 1, 2 & 3
05/03/2018 until 31/08/2018	Carpentry/Joinery/Cabinetmaking	Level 1, 2 & 3
05/03/2018 until 31/08/2018	Clothing Production	Level 1, 2 & 3
05/03/2018 until 31/08/2018	Air-conditioning/Refrigeration	Level 1, 2 & 3
05/03/2018 until 31/08/2018	Millwright-Electrical	Level 1, 2 & 3
05/03/2018 until 31/08/2018	Autotronics	Level 1, 2 & 3

03 SEPTEMBER 2018 UNTIL 27 FEBRUARY 2019

LEVEL 1, 2 AND 3 VOCATIONAL TRAINING ANNUAL SECOND INTAKE: 03 SEPTEMBER 2018 UNTIL 27 FEBRUARY 2019		
DATE	TRADE	LEVEL OF TRAINING
03/09/2018 until 27/02/2019	Diesel/Petrol Mechanics	Level 1, 2 & 3
03/09/2018 until 27/02/2019	Electricians	Level 1, 2 & 3
03/09/2018 until 27/02/2019	Fitting & Turning / Machining	Level 1, 2 & 3
03/09/2018 until 27/02/2019	Plating: Boilermaker/Welder	Level 1, 2 & 3
03/09/2018 until 27/02/2019	Instrumentation	Level 1, 2 & 3
03/09/2018 until 27/02/2019	Bricklaying/Plastering	Level 1, 2 & 3
03/09/2018 until 27/02/2019	Plumbing/Sheetmetalwork	Level 1, 2 & 3
03/09/2018 until 27/02/2019	Carpentry/Joinery/Cabinetmaking	Level 1, 2 & 3
03/09/2018 until 27/02/2019	Clothing Production	Level 1, 2 & 3
03/09/2018 until 27/02/2019	Air-conditioning/Refrigeration	Level 1, 2 & 3
03/09/2018 until 27/02/2019	Millwright	Level 1, 2 & 3
03/09/2018 until 27/02/2019	Autotronics	Level 1, 2 & 3

THEORETICAL COURSES

COURSES CONDUCTED	FROM/UNTIL	SUBJECTS
First Intake: March: Level 1, 2 and 3		
Level 2 & 3	07/03/2018 until 18/07/2018	Mathematics
Level 1	19/03/2018 until 18/07/2018	Engineering Science
Final & National Examination	18/07/2018 until 08/08/2018	Building Science
Second Intake: September: Level 1, 2 and 3		
Level 2 & 3	05/09/2018 until 27/02/2019	Engineering Drawing
Level 1	17/09/2018 until 27/02/2019	Building Drawing
Final Examinations Level 1, 2 & 3	20/03/2019 until 12/04/2019	Plating & Structural
Steel Drawing		
Fashion Drawing		
Clothing		
Construction		
Pattern Construction		
Factory Organisation		
Industrial Electronics		
Relevant Trade		
Theory		

SKILLS UPGRADING COURSES:

Only for long-term employees. Proof of at least 3 years of relevant trade experience to be submitted with the registration. The service document has to be compiled by the employer and has to be signed by the employer personally.

FOLLOWING TRADES:

**DIESEL/PETROL MECHANICS; ELECTRICAL/MILLWRIGHT;
FITTING/TURNING/MACHINING; BOILERMAKING/WELDING;
INSTRUMENTATION; REFRIGERATION; BRICKLAYING/PLASTERING;
CARPENTRY&JOINERY; PLUMBING & SHEETMETALWORKS;
CLOTHING PRODUCTION**

SKILLS UPGRADING TRAINING ROUTE FOR 2018:

15/01/2018 - 23/02/2018	Level 1	6 weeks
26/02/2018 - 27/04/2018	Level 3	9 weeks

MID-YEAR BREAK: 25 JUNE 2018 - 06 JULY 2018

09/07/2018 - 24/08/2018	Level 2	7 weeks
03/09/2018 - 12/10/2018	Level 1	6 weeks
15/10/2018 - 30/11/2018	Level 2	7 weeks

Final Revision and Training Period (Duration): 8 weeks prior to candidate's trade test date (ongoingly). Evaluation Test for Skills Upgrading: 2 days (ongoingly).

All Registrars **NOTE:**

1. Only one level to be done per annum.
2. Trade Assessment Preparation only to be taken after all training levels have been completed and passed. Trade Assessment Preparation will only be available for trainees who had been trained fully by the NIMT.
3. Daily training hours: 07:30 until 16:00: Monday - Friday.
4. Own overalls, safety glasses, safety shoes to be brought along. Without them, nobody will be permitted in the workshop. (Skills-upgrading and evaluation tests)
5. Registration forms are available from: The Senior Registrar
Mrs Ansie Stephanus
Tel No: 064-511800
Fax No: 064-510369

Candidates are to be registered by the employer, who also has to pay for all costs.

6. Forms to be signed by both the company representative and the employees who wish to undergo training.
7. Banking Details:

NIMT Arandis	Banking details: NNC	Banking details: NSC
Name of Account: NIMT	Name of Account: NIMTNC	Name of Account: NIMT SC
Bank: FNB Swakopmund	FNB: Tsumeb	FNB: Keetmanshoop
Bank Acc Nr: 554 600 148 60	Bank Acc Nr: 622 412 58343	Bank Acc Nr: 622 4164 5558
Branch code: 28-04-72	Branch code: 28-08-73	Branch code: 28-02-71

PROVISIONAL TIMETABLE FOR SEMESTER

05 MARCH 2018 - 31 AUGUST 2018

26-28 February 2018	Registration Level 1 & Special trainees - All campuses Start of Level 3 Skills upgrading
01-16 March 2018	Induction period Level 1 trainees.
05 March 2018	Start of new semester - NET, NBCT, NNC & NSC Level 2 & 3 trainees Official opening of semester - NNC
07 March 2018	Official opening of semester - NSC Theory classes start for Level 2 & 3 trainees
09 March 2018	Official opening of semester - NET & NBCT
12 March 2018	Start of Trade Test Preparation - All campuses.
19 March 2018	Theory classes start for Level 1 trainees - All campuses IBOS classes for L1 - 3; all campuses. Question papers and memorandums to be handed in for moderating purposes - Level 1, 2 & 3 Internal Examination.
20 March - 13 April 2018	National Examination N1 -N6/Final Examination Level 1- 3.
29 March 2018	Question papers and memorandums to be handed in for moderating purposes - Level 3 Skills Upgrading.
09-13 April 2018	Internal Trade Test 1 (Mock Trade Test 1).
25 April 2018	All original question papers, copies and memorandums to be locked away by 15:00 - Level 3 Skills Upgrading.
27 April 2018	Modular Theory Test - Level 3 Skills Upgrading.
07 May 2018	Marked scripts to be handed in for moderating purposes - Level 3 Skills Upgrading.
07-28 May 2018	Registration period for August National N1 to N6 & Final Examination L1 to L3.
08 May 2018	Moderating of answer scripts to be completed - Level 3 Skills Upgrading. All original question papers, copies and memorandums to be locked away by 15:00 - Level 1, 2 & 3 Internal Examination.
11-17 May 2018	Internal Examination - Level 1, 2 & 3
14-18 May 2018	Internal Trade Test 2 (Mock Trade Test 2). Less than 60% to be placed on job-attachment again.
23 May 2018	Last day on which marked scripts can be handed in for moderating purposes - Level 1, 2 & 3 Internal Examination.
28 May 2018	Question papers and memorandums to be handed in for moderating purposes - Level 1, 2 & 3 National / Final Examination - July/August.
28 May- 22 June 2018	National Trade Test.
29 May 2018	Moderating of answer scripts to be completed - Internal Examination Level 1, 2 & 3.
08 June 2018	HSE Final Examination - Level 2 & 3
01 June 2018	Question papers and memorandums to be handed in for moderating purposes - Modular Theory Test - Level 1, 2 & 3.
11-15 June 2018	Re-write/Supplementary Examination - Level 1, 2 & 3.
22 June 2018	NIMT CLOSSES FOR MID-YEAR BREAK

09 July 2018	NIMT RE-OPENS AFTER MID-YEAR BREAK Start of Level 2 Skills Upgrading.
16 July 2018	HSE Re-test - Level 2 & 3/HSE Level 1 Final Examination. All original question papers, copies and memorandums to be locked away by 15:00 - Level 1, 2 & 3 Final Examination.

18 July - 08 August 2018	National Examination N1 - N6 / Final Examination L1 - L3 - August 2018. Study Leave for Level 1, 2 & 3 trainees. IBOS Final Examination.
27 July 2018	Question papers and memorandums to be handed in for moderating purposes

	- Level 2 Skills Upgrading.
13 August 2018	HSE Re-test Level 1
17 August 2018	All original question papers, copies and memorandums to be locked away by 15:00 - Modular Theory Test - Level 1, 2 & 3.
21 August 2018	Modular Theory Test - Level 1, 2 & 3. Last day for completion of modules.
22 August 2018	All original question papers, copies and memorandums to be locked away by 15:00 - Level 2 Skills Upgrading.
23 August 2018	Marked scripts to be handed in for moderating purposes - Modular Theory Test - Level 1, 2 & 3.
24 August 2018	Modular Theory Test - Level 2 Skills Upgrading.
28 August 2018	Modular Theory Re-Test - Level 1, 2 & 3. Marked scripts to be handed in for moderating purposes - Level 2 Skills Upgrading.
30 August 2018	Inform trainees if they have passed or failed the Re-Test.
31 August 2018	END OF THE SEMESTER - VOCATIONAL TRAINEES

03 September 2018	START OF THE NEW SEMESTER - NSC
05 September 2018	START OF THE NEW SEMESTER - NNC
07 September 2018	START OF THE NEW SEMESTER - NET & NBCT

*There are only two ways
to approach life:
as victim or as gallant fighter.
You must decide if you want
to act or to react.
Deal your own cards or
play with a stacked deck.
And if you do not decide,
which way to play with life,
it always palsy with you.*

Author: Merle Shain

