



PASSPORT  
PHOTO



NAMCOL

## Tertiary Programmes APPLICATION FORM

CERTIFICATE IN DESIGNING AND DEVELOPING ONLINE ASSESSMENTS

COURSE FEE:

N\$ 1500

TP



### INSTRUCTIONS FOR THE COMPLETION OF THE FORM

1. This form should be completed by prospective applicants who do not meet the minimum admission requirements by qualification, but who obtained their skills and experiences through formal or informal learning.
2. Complete the form in **BLOCK LETTERS** with black ink.
3. This application must be accompanied by certified copies of birth certificate or identity card, relevant academic certificates, latest school results and a testimonial letter for work experience.
4. Payments can only be done through direct bank deposit (please attach proof of payment).
5. Please do not send cash.
6. Incomplete applications will **NOT** be considered.
7. The forms must be submitted at NAMCOL centres or posted before **29 February 2024**.
8. Successful candidates will be notified via email.
9. Late application will NOT be accepted.

### APPLICANT PARTICULARS

Title (tick)	Mr	Mrs	Ms	Other:
Surname:			First Name (s):	
Student No:			ID/Passport no/DoB	
Nationality			Cell No:	
Gender (tick)	MALE	FEMALE	Highest Qualification:	
Email Address: (Compulsory)			Nationality:	
Postal Address:			Disability if yes please specify:	
Village/Town/City:				
Physical Address:				
If not a Namibian citizen, please provide the following details				
Country of Origin		Passport No:	Expiry Date	
Type of Permit		Permit No:	Expiry Date	

### EMERGENCY CONTACT / PARENT / LEGAL GUARDIAN

NAME			
ADDRESS		Town	
Work No:		Cell No:	
Relationship			

**REGION: CROSS (X) THE APPROPRIATE REGION OF ORIGIN BELOW.**

KHOMAS		HARDAP		KUNENE		KAVANGO WEST		ERONGO		KAVANGO EAST		ZAMBEZI	
OSHIKOTO		OSHANA		OMUSATI		OMAHEKE		OHANGWENA		OTJOZONDJUPA		KARAS	

**SCHOOL LEAVING PARTICULARS**

Last Secondary Attended:			
Town of the school		Region of the school	
Highest Grade passed			
Date of the Examination for the highest grade			
Examination Body (Cape, IGCSE, DNEA)			

NOTE: A CERTIFIED COPY OF YOUR CERTIFICATE SHOULD ACCOMPANY THIS APPLICATION.

SUBJECT (BEST SIX SUBJECTS PASSED) e.g. English 2nd Language	LEVEL e.g. NSSC	SYMBOL e.g. C
1.		
2.		
3.		
4.		
5.		
6.		

**LEVELS**

ON = NSSC

IG = IGCSE

AL = A LEVEL

HG = HIGHER GRADE

NH = NSSCH

SG = STANDARD GRADE

OL = O LEVEL

LG = LOWER GRADE

**POST SCHOOL ACADEMIC QUALIFICATION:**

NOTE: SUBMIT A FULL RECORD ISSUED BY THE INSTITUTION

NAME OF THE PROGRAMME (E.G. BA)	FROM YEAR	TO YEAR	NAME OF UNIVERSITY/COLLEGE

## EMPLOYMENT HISTORY

POSITION	INSTITUTION	EMPLOYER'S ADDRESS	CONTACT DETAILS

## ICT COMPETENCY

GIVE HONEST RESPONSE BECAUSE THIS IS NOT A CRITERIA FOR ADMISSION

WHAT IS YOUR LEVEL OF ICT COMPETENCY	ADVANCE	INTERMEDIATE	BEGINNER
ARE YOU WILLING TO STUDY ONLINE	YES	NO	
DO YOU HAVE ACCESS TO INTERNET	YES	NO	

## DECLARATION

I agree to abide by all existing and further rules and/or regulations of NAMCOL.

Applicant's signature: \_\_\_\_\_ Date: \_\_\_\_\_

NB: ATTACH ALL CERTIFIED COPIES OF QUALIFICATIONS, IDENTIFICATION DOCUMENTS, WORK EXPERIENCE (E.G. TESTIMONIAL LETTERS, PROOF OF PAYMENT OF APPLICATION FEE AND YOUR PASSPORT PHOTO).

Deposit the application fees into this account: NAMCOL  
Account number: **1141143121**  
Bank Windhoek  
Katutura Branch  
\*No Postal Orders will be accepted.

## FOR OFFICIAL USE:

INCLUDED ALL REQUIRED SUPPORTING DOCUMENTS	
COMPLETED APPLICATION FORM	
APPROVED	
REJECTED	
NAME OF NAMCOL OFFICIAL	
SIGNATURE	
DATE	