the greatest equaliser.

Education is

the greatest equaliser.
VISION
The Institute for Open Learning commits itself to excellent, recognised educational programmes, involvement with community educational activities and becoming one of the foremost distance learning institutions in Namibia.

MISSION
IOL aims to achieve this vision by:
* Contributing to the educational, economic and social advancement of all Namibians;
* Being responsive to the educational needs of all its students in the workplace;
* Preparing all its students for participation as responsible citizens at local, national and international levels;
* Valuing change that leads to the development of innovative educational programmes and services;
* Fostering acceptable collaborative working relationships with other stakeholders in education in order to improve the quality of life of all Namibians.
content

PART ONE

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Teachers
open the door, but you must enter by yourself.
1. INTRODUCTION

The Institute for Open Learning is a Distance Education Institution, which offers you an opportunity for studying in various directions.

Language
Study guides are only available in English for all IOL courses. A student may write examinations and submit assignments in English only. Contact sessions are conducted in English except in the language subjects.

2. APPLICATION

All new applications must be accompanied by certified copies of the following documents:
- ID or passport document;
- Highest academic qualification.

Applications take place throughout the year. Please take note: Students who wish to start their studies during the first semester of the academic year (starting 1 December), must complete registration on or before 30 November. Students who complete registration after this date will only start their studies during the second semester of the next academic year (starting 1 May). Please refer to the relevant sections in this booklet with regard to contact sessions, assignments and examination venues.

3. REGISTRATION

The first semester begins on 1 December and ends at the end of April the following year and the second semester is from 1 May to the end of November.

Please indicate on the registration form (from the list provided), which examination centre you wish to write examinations at. Your first examination opportunity will depend on when your registration is finalized. Please refer to the examinations section of this booklet for more information.

After registration is approved at IOL Head Office, you should receive your study materials. Compare the study materials you receive with the check list.

After registration
A 1st year student starts with study material for the 1st semester of year 1.
A 2nd year student starts with study material for the 1st semester of year 2.
A 3rd year student starts with study material for the 1st semester for year 3.

Address, examination venue, school, salary number, pay point.
It is your responsibility to notify IOL of any changes to your address, examination venue, school, salary number or pay point. IOL cannot be held responsible for any damage that you may suffer if you had not submitted information as required by IOL.

4. CORRESPONDENCE

Address and contact details:
Institute for Open Learning         Tel.: 061-2754700
Trustco Building Fax:              061-2754090
c/o Robert Mugabe & Uhland Street  e-mail: iol@tgi.na
Windhoek Private Bag: 15007, Namibia, Katutura

Telephone numbers for staff of different departments
Registration       Student Support       Finance
2754376 or 4682    2754873 or 4874    2754642 or 4625
4846 or 4533       or 4871 or 4869     or 4359 or 4721
ICDL: 2754343       Marketer: 2754145

petrusj@tgi.na      dolorsw@tgi.na
adiannal@tgi.na

YOUR STUDENT NUMBER MUST BE STATED ON ALL CORRESPONDENCE

Regional Offices and Staff members:
RUNDU:         Tel: 066-25 5066  Fax: 066-25 6808
ONGWEDIVA:     Tel: 065-23 3300  Fax: 065-23 3400
KATIMA MULILO: Tel: 066-25 4433  Fax: 066-21 2020
WALVIS BAY:    Tel: 084-21 2000

Change of major subject(s)
The cost involved is as follows: Administration fees - N$300-00

Change of course
The cost involved is as follows: Administration fees - N$1000-00

Graduation ceremonies
Graduation ceremonies will be held twice a year during the first term of each year. Students will be notified in advance. If a certificate is lost and students want to apply for an additional certificate, the cost involved is N$250-00 per certificate.

Short Courses and ICDL graduation will be held during the third term of each year.
KEETMANSHOOP: Tel.: 063-227200
Fax: 063-227216

Departments and contact persons – Head Office

REGISTRATION: Pieter Janse van Vuren (GM) Tel.: 061-2754353
Jacky De Koe (Manager) Tel.: 061-2754314

DEBTORS: Oscar Lambert Tel.: 061-2754713

STUDENT SUPPORT: Dolores Wolfardt (GM) Tel.: 061-2754680
Ilana Calitz (GM) Tel.: 061-2754866
Anne Philander (Manager) Tel.: 061-2754301
Emily Sheya (Manager) Tel.: 061-2754320

Print and dispatch of study material
The dispatching of textbooks and study guides will be done directly from IOL, Windhoek. Study material will be delivered through the postal services or courier services. Indicate your option of delivery of study material on your registration document i.e. collecting at offices, postal delivery or courier delivery.

IOL will send your study material to the address you indicated for the delivery of study material. Please note that you must indicate a physical address or work address for the delivery of the study material.

Study material sent by the general postal services, must be collected from the Post Office within 7 working days. If the package is not collected within 7 working days it will be returned to IOL and the student will be liable for cost of postage.

If you have not received your study materials within a month after registration you must contact your nearest IOL Office in order for them to follow it up.

Contact details
TEXT BOOKS: Tel.: 061-2754347
STUDY GUIDES: Tel.: 061-2754307
MET COMPUTERS: Tel.: 061-2754353
ICDL Department Tel.: 061-2754344

5. CONTACT SESSIONS

IOL provides ACE, B.Ed(Honours), SPTED, JPTED and Grade 12 students with the opportunity to attend a number of contact sessions per year. Students who attended these contact sessions experience remarkable improvement in marks and are well prepared for examinations. During these sessions you will meet with relevant subject specialists who will give you advise on your assignments, feedback regarding completed assignments and academic guidance through your study material. The tutors will be reachable by telephone right through the year.

It is very important that you come well-prepared to a contact session. Contact sessions are presented on Saturdays and the schedule is enclosed in the addendums. Please ensure to bring your questions and queries along.

The contact sessions take place at certain venues in the vicinity of the IOL regional offices.

Venues, times and dates
From time to time the timetables will be published in the weekly Informante.

7. ASSIGNMENTS

All students will be required to submit assignments according to the dates in the information booklet. To qualify for examinations ensure that you complete your assignments by the due date. All assignments must be sent by registered mail/couriered to, or submitted and signed for at any IOL Regional Office for distribution and assessment.

Assignments ensure your admission to the examination. Once you have met the minimum requirements for the examination and you then fail the examination, you do not have to re-submit assignments. Please take note, assignments received at IOL Head Office after the closing date will be marked for the following semester and you will only be allowed to write examinations in the following semester. Please ensure to submit your assignment in time.

Due dates for all assignments – 2009 academic year.
15 January 2009 and 15 June 2009

In order to ensure that your assignments reach the Institute for Open Learning safely, you should do one of the following:

• Mail your original assignment per registered mail (keep a copy) to:
  Institute for Open Learning
  Private Bag 15007
  Katutura
  Windhoek

• Use a courier service and courier the original to:
  Institute for Open Learning
  c/o Robert Mugabe & Uhland Street
  Trustco (North) Building, 1st Floor
  Windhoek

• Deliver the assignment to any one of our regional offices:
  Windhoek
  Ongwediva
  Rundu
  Katima Mulilo
  Walvis Bay
  Keetmanshoop

If assignments are handed in at any of the above-mentioned offices, please make sure that you sign the Assignment Register and get the acknowledgement slip. This will be proof of your date of submission.

Assignments may NOT be submitted electronically.
NB. All subjects/courses have the same closing date.
6. STUDENTS SUPPORT SERVICE

- Regular weekly contact classes in all 6 regions
- Complete set of DVD’s with lessons of all subjects
- Full access to Resource Centre library with all study guides, textbooks and recommended reference books
- Friendly environment to come and study
- IOL Coordinator will assist students with studies at the Resource Centre
- Your own unique e-mail address (CIF number) enclosed in your letter
- Free internet access
- Free access to IOL Website
- Access on website to old assignments and examination papers as well as electronic version of study guides
- Typing facilities – computer to type your assignments
- Free photocopy and Fax service
- A free sms Academic Helpline
  The sms communication will consist of:
  SMS 711 and then the bolded option:
  AR - Academic/results
  GQ - General Questions
  FM - Financial Matters
  SM - Study materials
- Free EUCE/RIDO computer training for ACE students
- Monthly question and answer service in Informante, will also be posted on website

Notes from tutors distributed in contact classes on website

Unlimited daily contact classes for ICDL students

Contact with tutors between 18:00 and 20:00 weekdays.

The IOL Co-ordinators are:
Keetmanshoop: Martha Poller - 063-227200
Walvis Bay: Karin Visagie - 064-212000
Ongwediva: Linda Shipiki - 066-233300
Rundu: Petrus Kasera - 066-255066
Katima Mulilo: Koeks Vernooy - 066-254433
Windhoek: Help Desk - 061-2754874/4873/4871

Information Booklet
Learning and neatness is essential.

Quote directly from the study material;
Presentation of information from sources in your own words – do not use your own words.
Practical examples which will demonstrate that you can apply your knowledge;
Reference list/bibliography;

During the evaluation of assignments attention will be paid to the following:
- Student number, name and surname, ID number and correct postal address;
- Study course and Subject Code e.g. ACE - ORLK511;
- Your cell number in case of emergency.

Staple your green assignment cover onto your assignment and submit to the IOL Regional Office for marking – do not staple assignments made without proof!!

Examinations

Make sure you are registered at one of the following Examination Centres (listed below) before 30 January 2009, the very last date.

Contact:
- Mr Swartz  Tel.:  061-2754353
- Mr Van Vuren  Tel.:  061-2754353

The deadline for change of an examination centre for the September/October examination is 30 June 2009. Reminder sms’ will be send to students.

Examination Venues

Oshakati/Mweshipandeka SS
Onandjwa/Heaeros PS
Khomas/TRC
Rundu/Noordgrens
Tsumkwe/Tsumkwe SS
Grootfontein/Fridrich Awaseb SS
Okakarara/Okakarara SS
Omaruru/Library
Karasburg/TRC
Mariental/Mariental SS
Ondangwa/Khorixas/Tsumkwe/Tsumkwe SS
Outapi/Omusati Youth Centre
Walvis Bay/Meesigs Church Hall
Katima Mulilo/Caprivii College Education
Dawid Bezuidenhoudt SS
Opwui/TRC
Otjiwarongo/Paresis SS
Gobabis/TRC
Luderitz/Helen v Rhijn PS
Usakos/Usakos SS
Rehoboth/TRC
Khorixas/TRC
Katima Mulilo/Caprivi College Education
Khorixas/TRC
Ondangwa/Hearoes PS
Walvis Bay/Meersig Church Hall

Guidelines for writing assignments

The prescriptions set out in the following few paragraphs serve as a guide when writing assignments.

Plan your assignment beforehand
- Study the topic thoroughly before attempting to do the assignment.
- Make sure that you know what is expected before you start writing.
- Use your own words.
- Make sure that you answer the question.

Structure of the assignment

The assignment should form a logically structured unit consisting of:
- An introduction;
- Statement of the problem and how you intend to address it;
- Explanation of your own ideas clearly and correctly. Do not insert unnecessary quotes, since they only disturb the line of argumentation; and
- A conclusion summarizing the main points.

Technical aspects

- Use the supplied green assignment cover and indicate your name and surname, student number, address, course name, module name and the number of the assignment.
- Include a table of contents;
- Proof-read your assignment thoroughly;
- Number your headings and subheadings and leave open lines between different sections of the answer.
- Make sure of the assignment’s required length.
- Source-references must be included in the following style: “.... As occurs in the majority of cases” (Clinton, 1993: 56).
- Include an alphabetically arranged reference list of all the sources that you have consulted at the end of the assignment. These sources are presented in the following fashion:

Robinson, S.A. 1991. The Recreation of Creation. Cape Town: Peterson (First the surname of the author, then his initials, then the year of publication, the title, its place of publication and finally the publisher).

Articles from scientific journals are indicated as follows: Robinson, S.A. 1991. The creation regained. *Journal of Education, 13*(3): 56 – 66, July (first the surname of the author(s), then his initials, then the year of publication, the title of the article, then the journal in italics or underlined, then the volume and number in the volume between brackets, the specific page-numbers after the colon and finally the month in which the number appeared). Try in all cases to be precise in punctuation (full stops, commas, brackets, colons and so forth).

8. EXAMINATIONS
• Time of examination sessions

Examination dates
• First semester examination will take place 5 May to 22 May 2009.
• Second semester examination will take place 26 August to 7 September 2009.

You can write your examination ONLY at the examination venue indicated on your Admission Permit.

Please take careful note of the details given below regarding your examination procedures so that you will know what is expected of you.

Time of Examination Sessions

- April/May Examination: Morning Session 09h00 – 12h00
  Afternoon Session 14h00 – 17h00

- August/Sept Examination: Morning Session 09h00 – 12h00
  Afternoon Session 14h00 – 17h00

Important points

- Examination time table
  1. Take note of the dates and time as indicated on your examination timetable.
  2. Familiarize yourself with the exam timetable and be prepared to write the exams on the stipulated days. The exam timetables have been finalized and NO changes will be considered.
  3. You must personally ascertain the location of the examination venue with your nearest IOL office.

- General guidelines
  1. A personal timetable for examination leave that can be submitted to your employer, will be posted to you. If you have NOT received this timetable by two weeks before the exams are due, please inform the IOL regional office immediately.
  2. You must be seated at least 15 minutes before the examination starts.
  3. The invigilator is officially in control of the examination and must be obeyed in all matters pertaining to the examination.
  4. You must present the following identity documents to be admitted to the examination room:
     a. Letter of Admission (your personal timetable);
     b. ID document/passport/driver’s license

THIS IS COMPULSORY.

5. You must read, complete and sign the attendance register.
6. You cannot leave the examination room during the examination without supervision. Should you complete your examination before the examination officially ends, you must hand your answer book to the invigilator.
7. You may not leave the examination room during the first 30 minutes after the examination officially started or during the last 15 minutes of the examination. Students who arrived late, may only be admitted to write the examination if they have a very good reason. It is the Chief Invigilator’s decision.
8. All cell phones must be kept OFF during the examination. If not, the invigilator will confiscate your examination answer book and you will not be allowed to complete the examination.
9. Examination papers are set and marked by lectures and mentors from NWU and IOL Windhoek.
10. As soon as your results have been processed, they will be posted to you.
11. If you fail a module during the April/May examination, you will have the opportunity to rewrite the module the following semester. If you fail the subject again for the second time during the September/October examination you will have to re-register for the module to obtain the opportunity to write it again in April/May the following year and pay for the module again.
12. Examination regulations appear on each answer book. Any irregularities during examinations are considered a serious offence and the necessary legal steps will be taken.

13. Dishonesty during the examination will lead to a candidate being expelled from the course. Please ensure that you do not become a victim of this kind of behavior. It is not worth it.
14. No marks will be given telephonically.

Examination marks are evaluated as follows:

• Assignments give you admission to the examination (SM).
• Examination sub-minimum = 40% per module (EM).
• Participation and examination marks total the module or final mark (FM).
• Distinction = 75%
• Pass mark = 50%
• Examination = 60% + participation = 40% of module mark (final mark).

Pass requirements

JPTED and SPTED: The minimum assignment mark of 40% must be obtained to be eligible to write examination. A minimum of 40% must be obtained in the examination paper. SM (40%) plus EM (60%) must give a total of 50% to pass a subject.

ACE: A sub minimum for all modules in which the examination are taken is 40%. The requirement for passing a module in which an examination is taken is a module mark of 50%.

BED: A sub minimum for all modules in which the examination are taken is 40%. The requirement for passing a module in which an examination is taken is a module mark of 50%.

The minimum assignment mark of 40% must be obtained because of the sub-minimum requirement in the exams which is 40%.

Remarking

Only the JPTED and SPTED students may request for a remarking of an examination. Previous examination papers can be obtained from the internet or can be collected at the Resource Centre in the regional offices.

Change of Address/cell phone number

It is important to inform the IOL Regional Offices of any change of address or contact number. Valuable information regarding your studies will be lost if we do not have this information. A form is available for changes of address, cell number, course change and module change.

There are no re-marking facilities available for ACE and B.Ed.
Number of examination opportunities

Students can write any module during the first or second semester examination. Examination opportunities will be twice a year, i.e. April/May and August. Student may have two attempts at an examination in a module thereafter a fee will have to paid.

8. REGISTRATION PROCEDURES

1. Marketers market the client/student.
2. Client in cooperation with the Marketer complete and sign the Application Form plus all other relevant documents.
3. Client/student provide certified copies of ID, Payslip, Grade 10/12 Certificate, Educational Qualifications.
4. Marketer submit the complete Application to the Registrar for verifying and approval.
5. Registrar forward the approved Application to various Divisions (CIF, INVOICE, FINANCE, REGISTRATION) to finally register the client/student.
6. REGISTRATION Division telephonically confirm the registration details with the client/student before proceeding with a final registration.

5. Registrar forward the approved Application to various Divisions.

6. REGISTRATION Division telephonically confirm the registration details with the client/student before proceeding with a final registration.

8. REGISTRATION PROCEDURES

i. Refunds will only be made for approved cancellations, if accepted terms of the provisions of the Usury Act as applicable from time to time. The period of the repayment will automatically be extended to cover all the arrear amounts to be repaid on a monthly basis until debt has been settled.

10. FINANCIAL PROCEDURES

9. TERMINATIONS

Advance Certificate in Education (ACE) and Bachelor in Education (B.Ed Hons)

• Because of a contract signed between IOL and North West University (NWU), IOL must comply to their rules and regulations regarding the ACE and B.Ed (Hons) courses.
• ACE is a one (1) year course, however, a part time student, studying distance mode has two (2) years to successfully complete the course and being issued the Certificate. If a student fails the successful completion of the course, the student will be allowed one (1) additional examination session to do so. If then still not successful, his/her studies will be terminated.
• BEd (Hons) is a two (2) year course, however, a part time student, studying distance mode has three (3) years to successfully complete the course and being issued the Degree. If a student fails the successful completion of the Course, the student will be allowed one (1) additional Examination session to do so. If then still not successful, his/her studies will be terminated.
• Termination of the ACE and BEd (Hons) courses result in no credits obtained for the completed modules and if a student wishes to continue his/her studies, the student will have to register and pay for a complete new Course in a different subject field and start from the first (1) year.

Junior Primary Teaching Education Diploma (JPTED) and Senior Primary Teaching Education Diploma (SPTED)

Both the JPTED and SPTED courses are being phased out. Therefore, no new students who wish to enroll/register as from the first year will be allowed to do so. Only students currently busy with their studies in JPTED and SPTED will be allowed to continue and should complete their studies on or before March 2011 when these courses will be discontinued.

The JPTED and SPTED courses are three (3) year courses. However, as a part time student studying distance mode, you have four (4) years to complete the course.

Students should take note that if they fail to successfully complete the course within the four (4) years, their studies will be terminated.

The JPTED and SPTED will phase out in 2011 and thereafter students will not have any opportunity to finalise these two courses.

10. FINANCIAL PROCEDURES

• TGF stands for Trustco Group Finance (Pty) Ltd. Trustco Finance offers 100% finance on all IOL courses.
• A single cash payment per IOL course can be done or if you prefer, financing is available from Trustco Finance through installment payments.

IOL Bank Details:
Institute of Open Learning
Bank Windhoek Sanlam Centre
Account number: 1230612701
Branch code: 486372

The following procedures must be followed when depositing money into the account of IOL:

i. Fax the deposit slip to IOL Finance (061-275 4090)
ii. Clearly state your surname and full names and student number, ID number and contact number.

IOL cannot be held responsible for damages if the above procedures are not followed. It is the responsibility of the student to make sure that the monthly installment is paid to TGF regardless of whether he/she is being financed by means of loan or bursary. If for some reason deductions don’t take place, you are expected to make a payment or alternative arrangements.

Upon approval of the loan, the principal debt outstanding shall attract monthly interest at a rate linked to the bank’s prime lending rate, calculated on the daily balance and capitalized monthly in arrears at a time determined by the lender (IOL). IOL Finance reserves the right to increase/decrease the interest rate at any time should the prime rate change. Interest accrues on all overdue amounts in terms of the provisions of the Usury Act as applicable from time to time. The period of the repayment will automatically be extended to cover all the arrear amounts to be repaid on a monthly basis until debt has been settled.

Refunds: If, for some reason, overpayment by you has occurred, the overpayment will be refunded at the end of that specific month.

i. Refunds will only be made for approved cancellations, if accepted and agreed upon by the Managing Director of IOL, ensure that you read your contract.
ii. Course fees paid by a student cannot be transferred to another student.
iii. No refunds will be made towards payments for rewriting exams.
A liberally educated person meets new ideas with curiosity and fascination. An illiberally educated person meets new ideas with fear.

Cancellation of courses
A loan agreement can be cancelled when:
   a) The loan is repaid in full.
   b) A student terminates the agreement by giving written notice 3 working days after completion of the application form.
   c) If the student proved not to be creditworthy before any services rendered.
   d) If IOL and or Trustco Finance (Pty)Ltd did not provide services within reasonable time.
   e) When studies are terminated and the cancellation of the debt is approved by the Registrar and or the Managing Director.

Contract signing
Too many people are not aware of the consequences of signing a legally binding document. Trustco Finance’s loan application is a legally binding contract which clearly states in BOLD CAPITAL LETTERS that clients may not cancel after registration. A signature means that a person agrees to what is in the document.

Some rules to consider before signing a loan agreement:
1. The document must be fully completed before the applicant signs;
2. The amounts must be calculated and filled in correctly. No alterations are allowed on the document without the client’s signature.
3. The client must make sure that they understand and the document clearly states what they are signing for;
4. It is the client’s responsibility to read the document before signing it.

There are usually a number of other documents that need to be copied and certified that must accompany the application. Have all this done before signing. This will give you enough time to be sure that you are serious about investing in your future.

FINANCIAL ASSISTANCE : TRUSTCO FINANCE
Tel: 061-2754700
Fax: 061-2754090
Enquiries 061-2754315
Government deductions 061-2754359
Private company deductions 061-2754642
Refunds 061-2754721

11. EVALUATION OF CERTIFICATES
After receiving the certificates/diplomas/degrees students must submit it to NQA for verification. Once that is done, it must be handed in at the Personnel Office of the Ministry of Education for salary adjustments. It is very important that you attach a copy of your last personal time table as proof of the last date when you last wrote the examination paper – without this they will not adjust your salary from the correct date.
NWU and IOL Courses

1. Introduction

The Institute for Open Learning is an Accredited Distance Education Institution, which offers you an opportunity for studying in various fields.

Recognition of Courses

SAQA accredited courses are qualifications of good standing in the country of origin of the accredited institution.

2. Junior Primary Teacher Education Diploma (JPTED)

Programme is phasing out therefore, no first time takers will be registered.

ADMISSION REQUIREMENTS

Grade 12 (must be in teaching), OR
(Grade 10 + LPTC), OR
(Grade 10 + ECP), or (Grade 10 + PTC)

Second Year

First Semester
Compulsory Subjects

<table>
<thead>
<tr>
<th>Junior Primary Studies JPS21</th>
<th>English Language Education ELEJ21</th>
</tr>
</thead>
<tbody>
<tr>
<td>Education EDUJ21</td>
<td>Natural Science &amp; Health Education NSHJ21</td>
</tr>
<tr>
<td>Social Studies SSJ21</td>
<td>Practical English PEJ21</td>
</tr>
<tr>
<td>Music MU21</td>
<td>Religious and Moral Education RM21</td>
</tr>
</tbody>
</table>

You may be transferred to the next year with a maximum of 2 subjects failed

Second Semester

<table>
<thead>
<tr>
<th>Junior Primary Studies JPS22</th>
<th>English Language Education ELEJ22</th>
</tr>
</thead>
<tbody>
<tr>
<td>Education EDUJ22</td>
<td>Natural Science &amp; Health Education NSHJ22</td>
</tr>
<tr>
<td>Social Studies SSJ22</td>
<td>Practical English PEJ22</td>
</tr>
<tr>
<td>Dance DAJ22</td>
<td></td>
</tr>
</tbody>
</table>

After completion:

First Year

Students who successfully completed the first year of study must apply for admission to the second year of the Junior Primary Teacher Education Diploma. A student is allowed to proceed to the second year if two subjects or fewer are failed, but must complete these subjects with the next examination. (See registration dates)

Second Year

Students who successfully completed the second year of study must apply for admission to the third year of the Junior Primary Teacher Education diploma. A student is allowed to proceed to the third year if two subjects or fewer are failed, but must complete these subjects with the next examination. (See registration dates)

Third Year

Students in possession of the Junior Primary Teacher Education Diploma may enroll for the Advanced Certificate in Education (ACE). A STUDENT CAN ONLY PROCEED TO ACE IF THIS COURSE (JUNIOR PRIMARY TEACHER EDUCATION DIPLOMA) IS FULLY COMPLETED. The JPTED completed academic record must be attached to the new application for ACE.

Course Fees

Course fees are available on request from your nearest IOL Branch or from their marketers. Special financial packages are available for 12, 24, 36 and 60 months.

Registration/Study Materials

After final registration at IOL Head Office a student should receive his/her study materials.

Assignments

Students should complete one assignment per subject to gain admission to the examination. The pass mark for an assignment or examination is 40%. For non-examination subjects the pass requirement for the assignment is 50%.

Copying of assignments will result in a 0% and/or possible suspension. (See due date for assignments)

3. Senior Primary Teacher Education Diploma (SPTED)

Program is phasing out therefore, no first time takers.

ADMISSION REQUIREMENTS

Grade 12 (must be in teaching), OR
(Grade 10 + LPTC), OR
(Grade 10 + ECP), OR (Grade 10 + PTC)

Curriculum

MAJOR SUBJECTS (Choose only one combination. This combination remains for three years)

<table>
<thead>
<tr>
<th>Major Subjects</th>
<th>Subject Codes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mathematics &amp; Integrated Natural Science</td>
<td>MAS &amp; INS</td>
</tr>
<tr>
<td>Mathematics &amp; English Language Education</td>
<td>MAS &amp; ELES</td>
</tr>
<tr>
<td>Social Studies &amp; English Language Education</td>
<td>SSS &amp; ELES</td>
</tr>
<tr>
<td>Integrated Natural Science &amp; English Education</td>
<td>INS &amp; ELES</td>
</tr>
</tbody>
</table>

Second Year

First Semester

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<thead>
<tr>
<th>Two Major Subjects</th>
<th>Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Education</td>
<td>EDUS21</td>
</tr>
<tr>
<td>Practical English</td>
<td>PES21</td>
</tr>
<tr>
<td>Remedial Education</td>
<td>RE21</td>
</tr>
</tbody>
</table>

You may be transferred to the next year with a maximum of 2 subjects failed

Second Year

First Semester

<table>
<thead>
<tr>
<th>Two Major Subjects</th>
<th>Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Education</td>
<td>EDUS31</td>
</tr>
<tr>
<td>Practical English</td>
<td>PES31</td>
</tr>
<tr>
<td>Basic Sport Science</td>
<td>BSS31</td>
</tr>
</tbody>
</table>

Third Year

Students in possession of the Senior Primary Teacher Education Diploma may enroll for the Advanced Certificate in Education (ACE). A STUDENT CAN ONLY PROCEED TO ACE IF THIS COURSE (SENIOR PRIMARY TEACHER EDUCATION DIPLOMA) IS FULLY COMPLETED. The SPTED completed academic record must be attached to the new application for ACE.

Course Fees

Course fees are available on request from your nearest IOL Branch or from their marketers. Special financial packages are available for 12, 24, 36 and 60 months.

Registration/Study Materials

After final registration at IOL Head Office a student should receive his/her study materials.

Assignments

Students should complete one assignment per subject to gain admission to the examination. The pass mark for an assignment or semester is 40%. For non-examination subjects the pass requirement for the assignment is 50%.

Copying of assignments will result in a 0% and/or possible suspension. (See due date for assignments)
AFTER COMPLETION

First Year
Students who successfully completed the first year of study must apply for admission to the second year of the Senior Primary Teacher Education Diploma. A student is allowed to proceed to the second year if two subjects or fewer are failed, but must complete these subjects with the next examination. (See registration dates)

Second Year
Students who successfully completed the second year of study must apply for admission to the third year of the Senior Primary Teacher Education diploma. A student is allowed to proceed to the third year if two subjects or fewer are failed, but must complete these subjects with the next examination. (See registration dates)

Registration/Study Materials
After final registration at IOL Head Office a student should receive his/her study materials.

Assignments
Students should complete one assignment per subject to gain admission to the examination. Assignments must be handed in before or on the closing date of assignments. No late assignments will be marked. The pass mark for an assignment or semester is 40%. Non-promotional subjects have only an assignment and the pass requirement is 50%.

Copying of assignments will result in a 0% and/or possible suspension. (See due date for assignments)

Text Books for students extra reading – Not compulsory
<table>
<thead>
<tr>
<th>Subject Text Book</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Integrated Natural Science 101</td>
<td>Discovering Science, Grade 5</td>
</tr>
<tr>
<td>Integrated Natural Science 102</td>
<td>Discovering Science, Grade 6</td>
</tr>
<tr>
<td>Mathematics 101</td>
<td>Maths for Life, Grade 5</td>
</tr>
<tr>
<td>Mathematics 102</td>
<td>Maths for Life, Grade 6</td>
</tr>
<tr>
<td>Mathematics 103</td>
<td>Maths for Life, Grade 7</td>
</tr>
<tr>
<td>Social Studies 101</td>
<td>Social Studies for Namibia, Grade 6</td>
</tr>
<tr>
<td>Social Studies 102</td>
<td>Go for Social Studies, Grade 6</td>
</tr>
<tr>
<td>Social Studies 103</td>
<td>Go for Social Studies, Grade 7</td>
</tr>
<tr>
<td>Basic Sport Science 103</td>
<td>Neuro-motor Processes &amp; other related aspects of Movement: Theory &amp; Practice</td>
</tr>
</tbody>
</table>

The objective

of education is to prepare the young to educate themselves throughout their lives.

Third Year
Students in possession of the Senior Primary Teacher Education Diploma may enroll for the Advanced Certificate in Education (ACE). A STUDENT CAN ONLY PROCEED TO ACE IF THIS COURSE (SENIOR PRIMARY TEACHER EDUCATION DIPLOMA) IS FULLY COMPLETED. The SPTED completed academic record must be attached to the new application for ACE.

Course Fees
Course fees are available on request from your nearest IOL Branch or from their marketers.

Text book fees are included in your total course amount and will be provided after receipt of your first payment.

Special financial packages are available for 12, 24, 36, 48 and 60 months.
### 4. ADVANCE CERTIFICATE IN EDUCATION (ACE)

**Admission Requirements**
Grade 12 plus 3 year recognized teaching diploma

**Duration of study**
The minimum duration of study is one (1) year. The maximum duration of study is a period of two (2) years for an ACE specialization which is offered over one year. Should you fail to pass in the prescribed time you will need permission from NWU to register for an alternative course.

For every module proof of participation in the form of an assignment must be recorded. Calculating the module mark the participation mark carries a weight of 40% and the examination mark a weight of 60%.

#### ACE in LIFE ORIENTATION

<table>
<thead>
<tr>
<th>First semester Module</th>
<th>Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Education Law, Systems and Administration A</td>
<td>ORAK 511</td>
</tr>
<tr>
<td>Teaching and Learning A</td>
<td>ORLK 511</td>
</tr>
<tr>
<td>Foundation studies in Education</td>
<td>FSET 511</td>
</tr>
<tr>
<td>End-user computing for educators</td>
<td>EUCE 511</td>
</tr>
</tbody>
</table>

**PLUS**
- Citizenship Education: LOBO 571
- Personal Well-Being: LOCK 571
- Personal Well-Being: Health and Aids: LOHA 571

#### ACE in ENGLISH EDUCATION

<table>
<thead>
<tr>
<th>First semester Module</th>
<th>Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Education Law, Systems and Administration A</td>
<td>ORAK 511</td>
</tr>
<tr>
<td>Teaching and Learning A</td>
<td>ORLK 511</td>
</tr>
<tr>
<td>Foundation studies in Education</td>
<td>FSET 511</td>
</tr>
<tr>
<td>End-user computing for educators</td>
<td>EUCE 511</td>
</tr>
</tbody>
</table>

**PLUS**
- Advanced Thematic Studies for English in Education: ATEK 511
- Construction and Deconstruction in English Teaching: CDEK 511

<table>
<thead>
<tr>
<th>Second Semester Module</th>
<th>Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Education Law, Systems and Administration B</td>
<td>ORAK 521</td>
</tr>
<tr>
<td>Teaching and Learning B</td>
<td>ORLK 521</td>
</tr>
<tr>
<td>HIV / Aids: Legislation, counseling &amp; support Introduction in research Method</td>
<td>HIVA 521</td>
</tr>
<tr>
<td>Method</td>
<td>EDFM 523</td>
</tr>
</tbody>
</table>

**PLUS**
- Subject Didactical Aspects of English Teaching: SDEK 522
- Applied Subject Didactics of English: Intermediate and Senior Phase: ASDK 522

#### ACE in GEOGRAPHY EDUCATION

<table>
<thead>
<tr>
<th>First semester Module</th>
<th>Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Education Law, Systems and Administration A</td>
<td>ORAK 511</td>
</tr>
<tr>
<td>Teaching and Learning A</td>
<td>ORLK 511</td>
</tr>
<tr>
<td>Foundation studies in Education</td>
<td>FSET 511</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Second Semester Module</th>
<th>Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Education Law, Systems and Administration B</td>
<td>ORAK 521</td>
</tr>
<tr>
<td>Teaching and Learning B</td>
<td>ORLK 521</td>
</tr>
<tr>
<td>HIV / Aids: Legislation,</td>
<td></td>
</tr>
</tbody>
</table>

**PLUS**
- Subject Didactical Aspects of English Teaching: SDEK 522
- Applied Subject Didactics of English: Intermediate and Senior Phase: ASDK 522
End-user computing for educators | EUCE 511 | counseling & support HIVA 521
---|---|---
**PLUS**
Population Geography and Urban Geography | GBGK 511 | **PLUS**
Climatology and Geomorophology | GKLK 521
Subject Didactics of Geography A | GSGK 511 | Subject Didactics of Geography B | GGGK 521

### ACE in HISTORY EDUCATION

**First semester**

<table>
<thead>
<tr>
<th>Module</th>
<th>Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Education Law, Systems and Administration A</td>
<td>ORAK 511</td>
</tr>
<tr>
<td>Teaching and Learning A Foundation studies in Education</td>
<td>ORLK 511</td>
</tr>
<tr>
<td>End-user computing for educators</td>
<td>EUCE 511</td>
</tr>
<tr>
<td>African History</td>
<td>AGSK 512</td>
</tr>
<tr>
<td>Subject Didactics of History A</td>
<td>VGAK 511</td>
</tr>
</tbody>
</table>

**Second Semester**

<table>
<thead>
<tr>
<th>Module</th>
<th>Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Education Law, Systems and Administration B</td>
<td>ORAK 521</td>
</tr>
<tr>
<td>Teaching and Learning B Foundation studies in Education</td>
<td>ORLK 521</td>
</tr>
<tr>
<td>End-user computing for educators</td>
<td>EUCE 511</td>
</tr>
<tr>
<td>Namibian History</td>
<td>SSGK 521</td>
</tr>
<tr>
<td>Subject Didactics of History B</td>
<td>VGBK 521</td>
</tr>
</tbody>
</table>

### ACE in MATHEMATICS EDUCATION

**First semester**

<table>
<thead>
<tr>
<th>Module</th>
<th>Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Teaching and Learning A Foundation studies in Education</td>
<td>ORLK 511</td>
</tr>
<tr>
<td>End-user computing for Educators</td>
<td>EUCE 511</td>
</tr>
<tr>
<td>Development of Number Sense</td>
<td>NWPK 511</td>
</tr>
<tr>
<td>Fundamentals of Algebra</td>
<td>NWPK 512</td>
</tr>
</tbody>
</table>

**Second Semester**

<table>
<thead>
<tr>
<th>Module</th>
<th>Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Teaching and Learning B Foundation studies in Education</td>
<td>ORLK 521</td>
</tr>
<tr>
<td>End-user computing for Educators</td>
<td>EUCE 511</td>
</tr>
<tr>
<td>Geometric Thinking</td>
<td>NWPK 521</td>
</tr>
<tr>
<td>Graphs and Data Analysis</td>
<td>NWPK 522</td>
</tr>
<tr>
<td>Didactics of Mathematics</td>
<td>NDWK 522</td>
</tr>
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</table>

### ACE in LEARNER SUPPORT

**First semester**

<table>
<thead>
<tr>
<th>Module</th>
<th>Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Education Law, Systems and Administration A</td>
<td>ORAK 511</td>
</tr>
<tr>
<td>Teaching and Learning A Foundation studies in Education</td>
<td>ORLK 511</td>
</tr>
<tr>
<td>End-user computing for educators</td>
<td>EUCE 511</td>
</tr>
</tbody>
</table>

**Second Semester**

<table>
<thead>
<tr>
<th>Module</th>
<th>Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Education Law, Systems and Administration B</td>
<td>ORAK 521</td>
</tr>
<tr>
<td>Teaching and Learning B Foundation studies in Education</td>
<td>ORLK 521</td>
</tr>
<tr>
<td>End-user computing for educators</td>
<td>EUCE 511</td>
</tr>
<tr>
<td>HIV / Aids: Legislation, counseling &amp; support</td>
<td>HIVA 521</td>
</tr>
<tr>
<td>Introduction in Research Methods</td>
<td>EDFM 523</td>
</tr>
</tbody>
</table>

---

**The tassle’s worth the hassle.**
PLUM
Emotional and other difficulties in Education LSED 518
Inclusive Education: A Policy Perspective LSIE 518
Difficulties in Education LSDL 528
Social and Health Issues in Education LSSH 528

ACE IN CURRICULUM & PROFESSIONAL DEVELOPMENT

FIRST SEMESTER

MODULE CODE
Creation of Positive Learning Environment EDTM511
Knowledge of Curriculum and Learning Programmes EDTM512
Curriculum and the Administration of the Resources and Records EDTM513
Lesson Planning Preparation Presentation Assessment and Learner Achievement EDTM514
Professional Growth and Development EDSM511

SECOND SEMESTER

MODULE CODE
Human Relations and School Development Administration of and Participation in Extra Curricular Activities School and Personnel Management EDTM515
Decision-Making and Accountability EDSM524
Learnership Communication and Service EDSM526
Education Management Development EDSM527

Prescribed Text Books for ACE

Compulsory Subjects

English Education
- Othello by William Shakespeare
- All quiet on the Western Front by Erich Maria Remarque
- A Man for all Seasons by Robert Bolt
- To Kill a Mocking Bird by H. Lee
- Identities by G.E. de Villiers
- Attitudes by G.S. de Villiers
- Wordsmith’s: An Approach to Short Story Study by J.O. Hendry
- Literature and Language Teaching: A Guide for Teachers and Trainers by G. Lazar

Geography Education

Mathematics Education

The important thing is never to stop questioning.”
5. B.Ed Degree (Honours)

Admission Requirements
4 Year Teaching Diploma (M+4 Cat. D)  
N6 or three year diploma + Certificate in Training  
Bachelor's degree and Higher Education Diploma  
3 year teaching diploma + 1 year Specialization

Duration of study
The minimum duration of study is two (2) years. The maximum duration of study is a period of three (3) years.

GENERAL TEACHING AND LEARNING

<table>
<thead>
<tr>
<th>Module Code</th>
<th>Module Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>LEON 611</td>
<td>LEON 621</td>
</tr>
<tr>
<td>LEON 612</td>
<td>LEON 622</td>
</tr>
<tr>
<td>LEON 614</td>
<td>LEON 622</td>
</tr>
</tbody>
</table>

You may proceed to the next year with a maximum of two years failed

EDUCATION MANAGEMENT, LAW AND SYSTEMS

<table>
<thead>
<tr>
<th>Module Code</th>
<th>Module Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>LEON 611</td>
<td>LEON 621</td>
</tr>
<tr>
<td>LEON 612</td>
<td>LEON 622</td>
</tr>
<tr>
<td>VGLO 612</td>
<td>LEON 623</td>
</tr>
</tbody>
</table>

You may proceed to the next year with a maximum of two years failed

LEARNER SUPPORT

<table>
<thead>
<tr>
<th>Module Code</th>
<th>Module Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>LEON 611</td>
<td>LEON 621</td>
</tr>
<tr>
<td>LEON 612</td>
<td>LEON 622</td>
</tr>
</tbody>
</table>

You may proceed to the next year with a maximum of two years failed
### SECOND YEAR

<table>
<thead>
<tr>
<th>First Semester</th>
<th>Module</th>
<th>Code</th>
<th>SECOND SEMESTER</th>
<th>Module</th>
<th>Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Health Promotion and Organisational Development</td>
<td></td>
<td>OPSK 613</td>
<td>Learners with Special Needs B</td>
<td></td>
<td>OPSK 625</td>
</tr>
<tr>
<td>Educational Research</td>
<td>NAVR 611</td>
<td>School Guidance</td>
<td>Assessment of Learning</td>
<td>LEO 624</td>
<td>NAVR 621</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Action Research</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Prescribed Text Books for B.Ed (Hons)

**EDUCATION MANAGEMENT, -LAW AND SYSTEMS**

- Van der Westhuizen, P.C. (ed) 2003. Schools as Organisations. 2n Edition
- Oosthuizen, I.J. & Rossouw, J.P. Statutes for Education Law 2003

**TEACHING AND LEARNING**

- Van der Westhuizen, P.C. (ed) 2003. Schools as Organisations. 2n Edition

**LEARNER SUPPORT**

ARE YOU CLUELESS?
WHEN IT COMES TO COMPUTERS

SUBJECT: INTERNET PROBLEMS!!

Sender: Hi. I have a problem with my internet!!
It keeps saying “Web page not found”.
What does that mean?!!

IT Dept: All you need to do is go to your top menu
and select tools, then “internet options”
and click on connections. Then go to
Local Area Network (LAN) Settings and
change your proxy server IP address
from 192.168.0.20 to 192.168.0.10.

Sender: Huh????????????????????????????????

ICDL (International Computer Driver’s License) is:

- accredited by the NQA
- internationally recognised
- the ONLY accredited computer
  end-user certification in Namibia

GET LICENSED NOW!!
welcome to Your School of SUCCESS

You can be anything you want to be at the IOL Business School. We offer Certificates, Higher Certificates, Higher Diplomas and Degrees in Business Administration, Human Resource Management, Finance Management, Marketing Management, Business Information Systems, Small Business Management, Travel, Tourism and Hospitality and HIV/AIDS Management.
1. CERTIFICATE IN BASIC POLICING (OBP)

This certificate is equivalent to Grade 12 certificate and accepted by the Polytechnic of Namibia. It is recognized by the Namibian Police.

<table>
<thead>
<tr>
<th>First Semester Code</th>
<th>Module</th>
<th>Second Semester Code</th>
<th>Module</th>
</tr>
</thead>
<tbody>
<tr>
<td>English Tools for Learning</td>
<td>Module 1</td>
<td>Charge Office Administration</td>
<td>Module 5</td>
</tr>
<tr>
<td>Introduction to Policing</td>
<td>Module 2</td>
<td>Operation Completion of:</td>
<td></td>
</tr>
<tr>
<td>• Criminal Law</td>
<td>• Registers</td>
<td>Close supervision in:</td>
<td></td>
</tr>
<tr>
<td>• Criminal Procedures</td>
<td>• Documents</td>
<td>Scene of the crime</td>
<td></td>
</tr>
<tr>
<td>• Human Rights</td>
<td>• Dealing with reports, requests</td>
<td>Collecting and giving of evidence</td>
<td></td>
</tr>
<tr>
<td>Community Policing</td>
<td>Module 3</td>
<td>Parades</td>
<td></td>
</tr>
<tr>
<td>• Verbal Skills</td>
<td>Administration, Financial and Logistic aspects</td>
<td>Handling of victims and witnesses</td>
<td></td>
</tr>
<tr>
<td>• Non-Verbal Skills</td>
<td>Pro-Active Policing</td>
<td>Interrogation</td>
<td></td>
</tr>
<tr>
<td>• Listening Skills</td>
<td>Module 6</td>
<td>Informers</td>
<td></td>
</tr>
<tr>
<td>• Questioning Skills</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Life Skills Module 4

• Self Management
• Problem Solving
• Conflict Resolution
• Creativity
• Decision Making

Diversity Awareness
Stress and Job Management as a Police Official

Assessment
One written examination – 50% pass requirement

7. NAMIBIA SENIOR SECONDARY CERTIFICATE – GRADE 12

This is a distance education course, but nine contact classes in each of the subjects will be hosted at the six IOL regional offices. The timetable for these classes will be advertised in the Informante and on IOL Learn on NBC/TV.

Students must do two (2) assignments in each subject. The assignments will serve as preparation for the examination and the format will be similar to an examination paper. The due dates for these assignments are:

15 May and 14 August

Weekly homework tasks will be posted on the IOL website for students to complete. It is not compulsory to send in these tasks for marking. It is Optional. It can also be send electronically to the tutor.

Books and examination fees are included.
In June/July of each year students will have to get into contact with one of the IOL the regional offices to confirm their choice of subjects and their personal details on their admission permits. This will be the final chance to change subjects for thereafter a penalty fee will be enforced.

Examinations will be in October/November of each year. Each student will receive a personal time table that must be provided at the examination centre in order to be allowed to write the paper. These timetables will be available from September of each year.

**Subjects**

- English 2nd Language Core
- English 2nd Language Core CF
- English 2nd Language Extended CF
- English 2nd Language Extended CF
- Afrikaans 2nd Language Core
- Afrikaans 2nd Language Core CF
- Afrikaans 2nd Language Extended CF
- Afrikaans 2nd Language Extended CF
- Accounting
- Development Studies
- Geography
- Oshikwanyama 1st Language
- Oshikwanyama 1st Language CF
- Mathematics Core
- Business Studies
- Economics
- History
- Biology
- Physical Science

The results will normally be released towards the third week of January the following year. Students will then also have the opportunity to correct their personal details (e.g. spelling of names etc.) which will appear on their certificates.
PART 3

1. Microsoft E-TRAINING

The student works at his/her own place and can write the examination at his/her own convenience. Students have a duration of 2 years to complete the exam on all 4 modules.

This package includes a: PC case, 17” Monitor, 650va UPS, MET books (2 books incl.4 modules)

LCD Monitors available

Printers are optional at an additional cost

Laptops available

A choice from 2 computers

1. Intel Celeron 1.8GHz CPU
   512mb RAM memory
   80gb HDD
   DVD-Writer
   Operating system (latest)
   MS Office (Latest)
2. Intel P4 2.0GHz CPU
   512mb RAM memory
   80gb HDD
   DVD-Writer
   Operating system (Latest)
   MS Office Office (Latest)

3 year carry in warranty on computer
FREE
3 year Internet or ISP service
3 year own E-mail account
8am to 10pm Telephone support line
N$5000.00 funeral benefit
Delivery to nearest NamPost depot
Installation guide
EXAMINATION

Watch the press or contact your nearest branch for more information

2. International Computer Driving License (ICDL)

The Institute for Open Learning now offers the International Computer Driving License (ICDL) qualification in computer competency. The ICDL is internationally recognized as the global standard to End-User Computer skills. The qualification is widely accepted by governments, international organizations and corporations. The unrivaled quality of the certificate and its vendor-neutral status makes the ICDL the natural choice for employers and employees worldwide. Students get the opportunity to attend weekly contact classes as per the enclosed schedule.

IOL: ICDL TRAINING COURSE (ICDLT)

2.1. ECDL/ICDL Syllabus Four
ICDL Passport
Module 1 – Concepts of IT
Module 2 – Using the computer
Module 2 – Using the computer and managing files
Module 3 – Word Processing
Module 4 – Spreadsheets
Module 5 – Database
Module 6 – Presentation
Module 7 – Information and Communication

2.2. ICDL ADVANCED
ECDL AM3 (course ware + passport) Word Processing
ECDL AM4 (course ware + passport) Spreadsheets
ECDL AM5 (course ware + passport) Database
ECDL AM6 (course ware + passport) Presentations

2.3. ECDL/ICDL Syllabus Four – Basic : Distance Learning
Passport, 7 Manuals + 11 Examination Vouchers + CBT Disk.

2.4. ECDL/ICDL (Syllabus Four) – Advance Package – Distance Learning
Basic Passport
Advanced Passport 1
Advanced Passport 2
Advanced Passport 3
Advanced Passport 4
11 Instruction Manuals
Funeral Benefit
Credit Insurance
ICDL Materials

<table>
<thead>
<tr>
<th></th>
<th>Log Book</th>
<th>Manuals</th>
<th>Exam Vouchers</th>
<th>Computer-based Training Disk</th>
<th>Intel Celeron</th>
</tr>
</thead>
<tbody>
<tr>
<td>ICDL Start</td>
<td>1 Log Book</td>
<td>4 manuals (1 for each module)</td>
<td>5 exam vouchers</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>ICDL Distance</td>
<td>1 Log Book</td>
<td>7 manuals (1 for each module)</td>
<td>11 exam vouchers</td>
<td>Exercise Disk</td>
<td>N/A</td>
</tr>
<tr>
<td>ICDL-T + Access to</td>
<td>1 Log Book</td>
<td>7 manuals (1 for each module)</td>
<td>11 exam vouchers</td>
<td>Exercise Disk</td>
<td>N/A</td>
</tr>
<tr>
<td>Training Centre</td>
<td></td>
<td></td>
<td></td>
<td>Exercise Disk</td>
<td>Intel Celeron 3.06 GHZ Processor</td>
</tr>
<tr>
<td>ICDL + PC</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

3. COMPUTER SHORT COURSES
3.1 MICROSOFT:
- XCEL 2007 - FOUNDATION LEVEL
- EXCEL 2007 - INTERMEDIATE LEVEL
- EXCEL 2007 - ADVANCED LEVEL
- WORD 2007 - FOUNDATION LEVEL
- WORD 2007 - INTERMEDIATE LEVEL
- WORD 2007 - ADVANCED LEVEL
- VISIO XP - FOUNDATION LEVEL
- PUBLISHER 2003 - FOUNDATION LEVEL
- PROJECT 2003 - FOUNDATION LEVEL
- ACCESS 2007 - FOUNDATION LEVEL
- ACCESS 2007 - INTERMEDIATE LEVEL
- ACCESS 2007 - ADVANCED LEVEL
- POWERPOINT 2007 - FOUNDATION LEVEL
- POWERPOINT 2007 - INTERMEDIATE LEVEL
- POWERPOINT 2007 - ADVANCED LEVEL
- INTERNET EXPLORER 7 - FOUNDATION LEVEL
- OUTLOOK 2007 - FOUNDATION LEVEL
- FRONTPAGE 2003 - FOUNDATION LEVEL

it is by sitting down to write every morning that one becomes a writer.
IOL student support centres make studying a lot easier. Our centres in Windhoek, Ongwediva, Rundu, Keetmanshoop, Katima Mulilo and Walvis Bay are open weekdays from 07h30 - 16h30. Students have access to the internet, printers, reading materials, tutorials, pre-recorded episodes of classes they might have missed. IOL student support centres - because studying doesn’t have to be so hard.
<table>
<thead>
<tr>
<th>Student number</th>
<th>Surname and Initials</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title</td>
<td></td>
</tr>
<tr>
<td>First names</td>
<td></td>
</tr>
<tr>
<td>Marital Status</td>
<td></td>
</tr>
<tr>
<td>Date of Birth</td>
<td>ID NR</td>
</tr>
<tr>
<td>Year/Month/Day</td>
<td>PP NR</td>
</tr>
<tr>
<td>Are you physically disabled?</td>
<td>Yes/No</td>
</tr>
<tr>
<td>Telephone numbers (dialed code and number)</td>
<td>Home</td>
</tr>
<tr>
<td>Work</td>
<td>Fax</td>
</tr>
<tr>
<td>Personal Address</td>
<td>Employers details</td>
</tr>
<tr>
<td>Postal Address</td>
<td>Company</td>
</tr>
<tr>
<td></td>
<td>Pay point number</td>
</tr>
<tr>
<td></td>
<td>Postal Address</td>
</tr>
<tr>
<td>Delivery Address</td>
<td>Town</td>
</tr>
<tr>
<td></td>
<td>Circuit</td>
</tr>
</tbody>
</table>

**Registration Office**

| Windhoek | Ongwediva | Keetmanshoop | Walvis Bay | Rundu | Katima Mulilo |

**COURSE APPLIED FOR**

<table>
<thead>
<tr>
<th>Computer short courses</th>
<th>Year applied for e.g. 1/2/3:</th>
</tr>
</thead>
<tbody>
<tr>
<td>MS Access 2007 F/I/A</td>
<td>MS Excel 2007 F/I/A</td>
</tr>
<tr>
<td>MS Project 2003 F</td>
<td>MS Publisher 2007 F</td>
</tr>
<tr>
<td>Internet Explorer 7 F</td>
<td>MS Word 2007 F/I/A</td>
</tr>
<tr>
<td>MS Visio XP F</td>
<td></td>
</tr>
</tbody>
</table>

**International Computer Driving Licence Start/Training/Basic/M**

<table>
<thead>
<tr>
<th>Module 1</th>
<th>Module 2</th>
<th>Module 3</th>
<th>Module 4</th>
</tr>
</thead>
<tbody>
<tr>
<td>Certificate in Basic Policing</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Microsoft E-training Package**

| Celeron PC | Pentium 4 PC | Standard Proline T12 Laptop | DeskJet Color printer |

**North West University of South Africa Business School short courses**

<table>
<thead>
<tr>
<th>Skills Course for Office Managers - Module:</th>
<th>Office Management</th>
<th>Receptionist Training Programme</th>
</tr>
</thead>
<tbody>
<tr>
<td>Marketing Management</td>
<td>Advance Marketing Strategy</td>
<td>Management Negotiations In Labour Relations</td>
</tr>
</tbody>
</table>

**New Namibia Senior Secondary Certificate (Grade 12)**

<table>
<thead>
<tr>
<th>English 2nd Language Core</th>
<th>English 2nd Language Core CF</th>
<th>English 2nd Language Extended</th>
<th>English 2nd Language Extended CF</th>
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</thead>
<tbody>
<tr>
<td>Geography</td>
<td>Business studies</td>
<td>Economics</td>
<td>History</td>
</tr>
<tr>
<td>Mathematics Core</td>
<td>Development Studies</td>
<td>Oshikwanyama 1st Language</td>
<td>Oshikwanyama 1st Language CF</td>
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<tr>
<td>Accounting</td>
<td>Biology</td>
<td>Physical Science</td>
<td>Afrikaans 2nd Language</td>
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</tbody>
</table>

**Advanced Certificate in Education**

<table>
<thead>
<tr>
<th>Life Orientation</th>
<th>English Education</th>
<th>Geography Education</th>
<th>History Education</th>
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</thead>
<tbody>
<tr>
<td>Learner Support</td>
<td>Mathematics Education</td>
<td>Curriculum Professional Development</td>
<td></td>
</tr>
</tbody>
</table>

**B.Ed Honours Degree**

<table>
<thead>
<tr>
<th>General Teaching and Learning</th>
<th>Education Management</th>
<th>Learner Support</th>
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<tbody>
<tr>
<td>National Professional Diploma in Education</td>
<td>Foundation Phase</td>
<td>Intermediate Phase</td>
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**FOR OFFICE USE ONLY**

<table>
<thead>
<tr>
<th>Identification ID/PP/BC</th>
<th>Payslip</th>
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<tbody>
<tr>
<td>Appointment Letter</td>
<td>Cash payment</td>
</tr>
<tr>
<td>Declaration under oath</td>
<td>Amount received</td>
</tr>
<tr>
<td>Highest tertiary qualification</td>
<td>Receipt date:</td>
</tr>
<tr>
<td>Salary stop order</td>
<td>Agreement no</td>
</tr>
<tr>
<td>Bank deposit/Bank transfer</td>
<td>Approval stamp Finance</td>
</tr>
<tr>
<td>Approval stamp Registrar</td>
<td>Comments</td>
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</table>
### Examination Venues

<table>
<thead>
<tr>
<th>Region</th>
<th>Venue</th>
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</thead>
<tbody>
<tr>
<td>Oshakati</td>
<td>Mweshipandeka SS</td>
</tr>
<tr>
<td>Outapi</td>
<td>Omusati Youth Centre</td>
</tr>
<tr>
<td>Ondangwa</td>
<td>Heroes PS</td>
</tr>
<tr>
<td>Walvis Bay</td>
<td>Meersig Church Hall</td>
</tr>
<tr>
<td>Khorixas</td>
<td>TRC</td>
</tr>
<tr>
<td>Katima Mulilo</td>
<td>Zambesi Priv. Sch</td>
</tr>
<tr>
<td>Rundu</td>
<td>Rundu SS</td>
</tr>
<tr>
<td>Windhoek</td>
<td>Academia SS</td>
</tr>
<tr>
<td>Tsumkwe</td>
<td>Tsumkwe SS</td>
</tr>
<tr>
<td>Opunwo</td>
<td>TRC</td>
</tr>
<tr>
<td>Grootfontein</td>
<td>Fridrich Awaseb SS</td>
</tr>
<tr>
<td>Otjiwarongo</td>
<td>Okakarara/Okakarara SS</td>
</tr>
<tr>
<td>Gobabis</td>
<td>TRC</td>
</tr>
<tr>
<td>Omaruru</td>
<td>Library</td>
</tr>
<tr>
<td>Luderitz</td>
<td>Helen v Rhijn PS</td>
</tr>
<tr>
<td>Karasburg</td>
<td>TRC</td>
</tr>
<tr>
<td>Usakos</td>
<td>Usakos SS</td>
</tr>
<tr>
<td>Mariental</td>
<td>Mariental SS</td>
</tr>
<tr>
<td>Rehoboth</td>
<td>TRC</td>
</tr>
<tr>
<td>Keetmanshoop</td>
<td>TRC</td>
</tr>
</tbody>
</table>

### Highest school qualifications (e.g. Grade 12)

Attach certified copies of school certificates.

### Give particulars of all previous registrations with IOL and / or another recognized institution starting with the most recent registration

<table>
<thead>
<tr>
<th>Institution that issued qualification (E.g. Unam MBESC etc.)</th>
<th>Qualification (e.g. BETD)</th>
<th>Year(s) E.g. 1998-2000</th>
<th>Student number at other institution</th>
<th>Date of Completion (E.g. Dec 2001)</th>
</tr>
</thead>
</table>

### NEXT OF KIN DETAILS (May not be residing at the same address as applicant and must be 18 years or older)

Title (Ms, Mrs or Mr)  Surname  Initials  Date of birth  Relationship  Specify  Tel. Home  Tel. Work  Cellular Number  Residential Address  Occupation

### METHOD OF PAYMENT - Select ONE payment procedure only

1. **BANK DETAILS:**

   Institute for Open Learning  
   Bank Windhoek  
   Sanlam Centre – Windhoek  
   Account Number: 1230012701  
   Branch Code: 480372  
   Fax or attach the deposit slip for any payments made into the bank account of IOL. Indicate the following: Student number or ID number

2. **Trustco Finance**

   N$  
   Non Govt employees 50% of full course fee

3. **ESSENTIAL DOCUMENTS:**

   Certified copy of ID  
   Letter of Appointment  
   Copy of last pay slip  
   IOL will need a declaration under oath if there is a variation of your ID particulars referring to your ID, salary advice and relevant documents.

   Approval of your application may be delayed if any part of the above information is not included

This is a legal and binding contract between THE INSTITUTE FOR OPEN LEARNING and the undersigned. NO CANCELLATIONS WILL BE ACCEPTED AFTER REGISTRATION.

I declare that,

1. all the particulars furnished by me on this form are true and correct, and I undertake to comply with the rules, regulations and decisions of IOL, and any amendments thereto, and have taken note of advice which may be applicable to students in general and / or to the field of study for which I am registered.

2. the duty is upon myself to establish the level of benefits, if any, offered by my employer in case of successful completion of the course.

STUDENT SIGNATURE ___________________________________________________________________________  DATE ___________________________________________________________________________

MARKETER: FULL NAME / SURNAME __________________________  SIGNATURE __________________________

### BENEFICIARY FOR FUNERAL BENEFIT

**SURNAME:**  
**NAMES:**  
**ID NUMBER:**  
**RELATIONSHIP:**

**POSTAL ADDRESS:**