




INTERNATIONAL TRAINING COLLEGE - LINGUA



PROSPECTUS 2023

Note:

This Prospectus is valid for 2023 only



International Training College - Lingua is concerned at all times with evaluating its courses in light of statutory obligation, accreditation requirements and responses from staff, students, lecturers and to make improvements where they are considered to be appropriate.

International Training College - Lingua has made reasonable efforts to ensure that this Prospectus is accurate and up to date when compiled and accept no responsibility for any errors or omissions. International Training College - Lingua reserves the right to revise, alter or discontinue courses of study at any time without prior notice.

Welcome Message from the founder & Managing Director Mrs. I. W. Mettler



Welcome to International Training College-Lingua. Founded in 2001, the College has a well-established reputation for academic excellence. We take pride in our former graduates who have made a distinct mark as knowledgeable intellectuals, skilled professionals, and critical, caring and compassionate citizens who are contributing to economic and social development of our country.

Our graduates perform well in an increasingly competitive job market and are highly regarded by employers. The employability of our graduates continues to increase and ranks up there with the very best the world has to offer. Our courses prepare students for the job market by ensuring they develop the skills employers want, whether through work experience, industrial attachments or social activities.

The professions and disciplines that our departments serve are constantly evolving and improving in response to the job market and government policy or to changes in legislation. The academic programmes we offer are continually adapting to these changes, ensuring that we provide our students with the essential skills, knowledge and professionalism to succeed in their future practice, and to meet the needs of particular student groups

Our academic and support staff are here to support you; they are here to help you realise your dreams, goals and aspirations; they are here to make your college experience a positive, rewarding and fulfilling one. International Training College-Lingua has a dedicated and committed staff, who offer that personal touch that makes a difference in your life.

At International Training College- Lingua, your education is more than reading; it's doing. Our internships, industry-linked projects will give you the confidence, skills and real industry experience you'll need tomorrow, today.

The programmes of International Training College-Lingua are well recognised by the private and public sectors as well as professional bodies. We have close ties with the industry which provides invaluable workplace experience for our students. All of these experiences empower you with a greater chance of employment – even before you graduate.

We expect that our students will leave with relevant entrepreneurial and/or employable skills, social experiences, and lifetime networks. In this regard, I encourage students to explore our in-and-out of classroom services which include company visits, local and international tours, cultural and entrepreneurial events etc.

In order to serve you better, we continuously strive to upgrade our facilities to the benefit of our students and the community. Current work of our facilities include improvement to teaching and learning spaces, the library, student accommodation and our sports fields.

You can rest assured that registering with us is one of the best decisions that you have made. You have selected a quality institution that is determined to help you achieve your personal aspirations.

The College prospectus is designed to help you settle into your studies and life on campus as soon as possible by providing you with a range of important information. So please do make sure that you read this document.

We look forward to a blessed and interesting year with you. I wish you every success as you work towards realising your dreams.

With best wishes,

Ms. Ingrid W. Mettler
Founder and Managing Director



International Training College-Lingua The Transformation



PROPOSED INTERNATIONAL TRAINING COLLEGE - LINGUA ON ERF 8816, WINDHOEK, NAMIBIA

INTRODUCTION

International Training College - Lingua (ITCL) was established in November 2001 and officially opened its doors on the 7th of January 2002. It started as a language school, but the College has rapidly evolved over the years to become a high-quality educational group (private school, vocational and tertiary).

International Training College - Lingua is registered as an Institution of Higher Learning with The National Council of Higher Education (NCHE), accredited by the Namibia Qualifications Authority (NQA), registered with the National Commission on Research, Science and Technology (NCRST) and the Namibia Training Authority (NTA). With an annual steady growth in students, staff, expansion and improvement of facilities, ITCL is definitely a dynamic and progressive institution making significant growth in the society.

The College currently offers programmes through various departments and courses are offered on Full-time, Part-time, Online and Distance modes. All our programmes have been developed with input from industry thus our graduates are ready to hit the ground running. We currently offer qualifications from Certificate level (NQF Level 1) to Degree programmes (NQF Level 7 and NQF Level 8(Honours) and Master Degrees at NQF Level 9.

ITCL also offers a diverse range of short programmes for individuals, professionals, and organizations. Our services comprise of:

- Higher Education Programmes
- Vocational Training
- Secondary Education
- Research & Consultancy Services
- Corporate & Marketing Services
- Renting of Corporate Facilities
- Translation & Interpretation Services

International Training College - Lingua continuously provides its students with a conducive learning environment. We continually invest in our infrastructure and the latest technology driven learning resources. So far we have invested in a number of buildings and the necessary equipment needed for learning purposes.

Our student community comprises of local and international students with a continuous focus to increase student diversity by attracting more students from different countries.

The College is driven by the core values of excellence, leadership, and innovation, and aims to become a centre of excellence in education and a driver for positive social change.

VISION



Our vision as a value-driven college is to be the leader in optimizing the potential of our communities towards sustainable development not in Africa.

To achieve our vision, we must be characterized by:

Academic excellence

- An enduring value system
- Successful transformation processes that redress past inequalities
- A diverse range of relevant academic programmes informed by the need for sustainable development
- A constructive contribution to the human development of our communities.

Having attained our vision, we will be able to:

- Contribute to the transformation and development of our communities in terms of the full spectrum of their needs
- Empower our institution, graduates and communities to contribute and compete both locally and internationally



MISSION



International Training College-Lingua is an engaged and people-centred college that serves the needs of its diverse communities by contributing to sustainable development through excellent academic programmes, research and service delivery.

To this end, we shall seek:

- to commit ourselves to being a student-centred college by providing a supportive learning environment and opportunities that recognize the diverse aspirations and needs of our students
- to assist educationally disadvantaged students, gain access to education and succeed in their studies.
- to give each student trained by us, an opportunity to achieve his/her full potential through appropriate Training
- to provide access for a broad spectrum of students
- to commit ourselves to transformation, equity, diversity and lifelong learning
- to provide a caring working environment and opportunities to staff for continuous development
- to co-operate fully with other stakeholders to develop an excellent and, therefore, transformed higher and vocational education system.



ACADEMIC CALENDAR 2023

| JANUARY 2023 | |
|---------------------------|--|
| Thursday, 05 January 2023 | International Training College-Lingua's administration office open |
| | Acceptance of new applications (January & June Intake) & re-application of continuing students continues |
| | Late Registration commences (All Courses) |
| | Registration starts: Supplementary & Special exams |
| | Application for Re-check/Re-Mark of November examination Results 2022 starts |
| | Hostel registration starts |
| Monday, 9 January 2023 | Academic staff resumes duty |
| Friday, 13 January 2023 | Supplementary & Special exams registration closes for all courses |
| Monday, 16 January 2023 | Official Registration starts for 1st Year students |
| Monday, 23 January 2023 | Supplementary & 2nd Opportunity Examination start: All Courses |
| Friday, 27 January 2023 | Supplementary & 2nd Opportunity Examination end: All Courses |

FEBURARY 2023

| | |
|--|--|
| Thursday, 02 February 2023 - Tuesday, 07 February 2023 | Compulsory Orientation: 1st Year Students |
| Monday, 13 February 2023 | Full-time & part time classes commence |
| Thursday, 16 February 2023 | Release of Supplementary Results |
| Friday, 17 February 2023 | Last Day for Application Re-check/Re-Mark of November examination Results 2022 |
| Wednesday, 22 February 2023 | Closing date for Special Exams Applications |
| Tuesday, 28 February 2023 | Examination Fees Due: All June Intake |
| Tuesday, 28 February 2023 | Special Examinations start |

MARCH 2023

| | |
|--|---|
| Friday, 03 March 2023 | Special Examinations end |
| Monday, 06 March 2023 - Wednesday, 08 March 2023 | Major Tests 1 |
| Friday, 10 March 2023 | Departmental Students' Workshop |
| | Closing date: Course Cancellation and Late registration |
| Tuesday, 21 March 2023 | Independence Day holiday |

| APRIL 2023 | |
|---|--|
| Monday, 03 April 2023 - Thursday, 06 April 2023 | Major Test 2 |
| Friday, 07 April 2023 - Monday, 10 April 2023 | Public Holiday (no classes): Easter Holidays |
| Monday, 24 April 2023 - Friday, 28 April 2023 | Distance contact session |
| | Mid semester break |

| MAY 2023 | |
|--|---|
| Monday, 01 May 2023 | Workers' Day (No classes) |
| Tuesday, 02 May 2023 - Friday, 05 May 2023 | Entrance Test |
| | Commencement of classes |
| Thursday, 4 May 2023 | Public Holiday (no classes): Cassinga day |
| Thursday, 18 May 2023 | Public Holiday (no classes): Ascension Day |
| Thursday, 25 May 2023 | Public Holiday (no classes): Africa day |
| Monday, 29 May 2023 | End of Semester Examinations start |
| Wednesday, 31 May 2023 | Outstanding Balance on all accounts to be paid: June Intake |
| Wednesday, 31 May 2023 | Registration Starts: 2023 June Intake Students |

| JUNE 2023 | |
|----------------------|-----------------------------------|
| Friday, 09 June 2023 | End of Semester Examinations end |
| Monday, 12 June 2023 | Recess starts |
| Friday, 30 June 2023 | Recess ends |
| | Orientation: June intake Students |

| JULY 2023 | |
|-----------------------|---|
| Monday, 03 July 2023 | Classes Commence (January & June Intake): Full-time & Part-time |
| Tuesday, 04 July 2023 | Release of June Examination Results |
| | Application for Re-check/Re-Mark of June examination Results starts |
| Monday, 17 July 2023 | Supplementary & 2nd Opportunity Examination Starts: All Courses |
| Friday, 21 July 2023 | Supplementary & 2nd Opportunity Examination ends: All Courses |
| Tuesday, 25 July 2023 | Application for Re-check/Re-Mark of June examination Results ends |
| Friday, 28 July 2023 | Graduation |

| AUGUST 2023 | |
|--|---|
| Tuesday, 01 August 2023 - Thursday, 03 August 2023 | Major Tests 1 |
| Wednesday, 09 August 2023 | Release of Supplementary Results |
| Thursday, 17 August 2023 | Debating Day/ Seminars |
| Thursday, 31 August 2023 | Examination Fees Due: All January Intake Students |
| Thursday, 31 August 2023 | Late Registration Ends: June Intake |

SEPTEMBER 2023

| | |
|--|---|
| Friday, 01 September 2023 - Wednesday, 06 September 2023 | Major Tests 2 |
| Monday, 11 September 2023 - Friday, 15 September 2023 | Distance Contact Session |
| Monday, 11 September 2023 - Friday, 15 September 2023 | Mid- Semester Break |
| Monday, 18 September 2023 | Classes Commence: Full-time & Part-time |

OCTOBER 2023

| | |
|---|-------------------------------------|
| Monday, 02 October 2023 - Friday, 06 October 2023 | Entrance Test |
| Monday, 30 October 2023 | End of Semester Examinations starts |
| | |

NOVEMBER 2023

| | |
|--------------------------|-----------------------------------|
| Friday, 10 November 2023 | End of semester examinations ends |
|--------------------------|-----------------------------------|

DECEMBER 2023

| | |
|---|--|
| Monday, 04 December 2023 | Release of examination marks |
| Sunday, 10 December 2023 - Monday, 11 December 2023 | Human Rights Day / Women's Day Holiday |
| Friday, 15 December 2023 | Institution closes |

OUR PROGRAMS

Certificate in Accounting & Finance NQF Level 4
Diploma in Accounting & Finance NQF Level 5
Diploma in Accounting & Finance NQF Level 6
Bachelor of Accounting & Finance NQF Level 7
Bachelor of Accounting & Finance Honours NQF Level 8

Certificate in Business Administration NQF Level 4
Diploma in Business Administration NQF Level 5
Diploma in Business Administration NQF Level 6
Bachelor of Business Administration Degree NQF Level 7
Bachelor of Business Administration Honours NQF Level 8

Certificate in Human Resource Management NQF Level 4
Diploma in Human Resource Management NQF Level 5
Diploma in Human Resource Management NQF Level 6
Bachelor of Human Resource Management NQF Level 7
Bachelor of Human Resource Management Honours NQF Level 8

Certificate in Office Administration NQF Level 4
Diploma in Office Administration NQF Level 5
Diploma in Office Administration NQF Level 6

Master of Management (By Research) NQF Level 9

Certificate in Paralegal Studies NQF Level 4
Diploma in Paralegal Studies NQF Level 5
Diploma in Paralegal Studies NQF Level 6
Certificate in Legal Secretary NQF Level 4
Diploma in Legal Secretary NQF Level 5
Diplomain Legal Secretary NQF Level 6
Certificate in Labour Law NQF Level 4
Diploma in Labour Law NQF Level 5
Diploma in Labour Law NQF Level 6
Bachelor of Art (Law) NQF Level 7
Bachelor of Commerce (Law) NQF Level 7

Certificate in Travel and Tourism NQF Level 1
Certificate in Travel and Tourism NQF Level 2
Certificate in Travel and Tourism NQF Level 3
Certificate in Travel and Tourism NQF Level 4
Diploma in Travel and Tourism NQF Level 5
Diploma in Travel and Tourism Management NQF Level 6
Bachelor of Travel and Tourism Management NQF Level 7
Bachelor of Travel and Tourism Management Honours NQF Level 8

National Vocational Certificate in Hospitality and Tourism (Level 3) Apprentice Guide
National Vocational Certificate in Hospitality and Tourism (Level 3) Local Guide
National Vocational Certificate in Hospitality and Tourism (Level 3) Transfer Driver
National Vocational Certificate in Hospitality and Tourism (Level 3) National Guide

Certificate in Hospitality NQF Level 1
Certificate in Hospitality NQF Level 2
Certificate in Hospitality NQF Level 3
Certificate in Hospitality NQF Level 4
Diploma in Hospitality NQF Level 5
Diploma in Hospitality Management NQF Level 6
Bachelor of Hospitality Management NQF Level 7
Bachelor of Hospitality Management Honours NQF Level 8

Master of Tourism and Hospitality Management (By Research) NQF Level 9

Certificate in Information Technology NQF Level 3
Certificate in Information Technology NQF Level 4
Diploma in Information Technology NQF Level 5
Diploma in Information Technology NQF Level 6
Bachelor of Information Technology: Management Information System NQF Level 7
Bachelor of Information Technology: Software Development NQF Level 7
Bachelor of Information Technology: Network and System Administration NQF Level 7
Bachelor of Information Technology Honours Management Information System NQF Level 8
Bachelor of Information Technology Honours: Software Development NQF Level 8
Bachelor of Information Technology Honours: Network and System Administration NQF Level 8
Master of Science in Computer Science (By Research) NQF Level 9

Certificate in Early Childhood Development NQF Level 3
Certificate in Early Childhood Development NQF Level 4
Diploma in Early Childhood Development NQF Level 5
Diploma in Early Childhood Development NQF Level 6
Bachelor of Education in Early Childhood Development NQF Level 7
Bachelor of Education in Early Childhood Development Honours NQF Level 8

Diploma in Pre and Junior Primary NQF Level 6
Bachelor of Education in Pre and Junior Primary NQF Level 7
Bachelor of Education in Pre and Junior Primary Honours NQF Level 8

Diploma in Senior Primary NQF Level 6
Bachelor of Education in Senior Primary NQF Level 7
Bachelor of Education in Senior Primary Honours NQF Level 8

Diploma in Secondary Education NQF Level 6
Bachelor of Education in Secondary Education NQF Level 7
Bachelor of Education in Secondary Education Honours NQF Level 8

Postgraduate Diploma in Education NQF Level 8

National Vocational Certificate in Electrical Engineering (Electrical General) Level 1
National Vocational Certificate in Electrical Engineering (Electrical General) Level 2
National Vocational Certificate in Electrical Engineering (Electrical General) Level 3

National Vocational Certificate in Clothing Production Level 1
National Vocational Certificate in Clothing Production Level 2
National Vocational Certificate in Clothing Production Level 3
National Vocational Certificate in Clothing Production Level 4

National Certificate in Counselling Services (Level 3) Community Counselling
National Certificate in Counselling Services (Level 6) Counselling Supervision

National Vocational Certificate in Transport, Operations and Logistics (Freight Handling) (Level 2)
National Vocational Certificate in Transport, Operations and Logistics (Freight Handling) (Level 3)
National Vocational Certificate in Transport, Operations and Logistics (Freight Forwarding and Customs compliance) (Level 4)
National Vocational Certificate in Transport, Operations and Logistics (Freight Coordination) (Level 5)

A group of five women are standing in a line on a paved sidewalk in front of a brick building. From left to right: the first woman wears a blue t-shirt, jeans, and a black face mask; the second wears a blue polo shirt, jeans, and a black face mask; the third wears a white polo shirt, light-colored pants, and a blue face mask; the fourth wears a blue t-shirt, jeans, and a pink face mask; the fifth wears a blue polo shirt, dark pants, and a blue face mask. In the background, there is a brick building with large windows and a glass door, and some trees. A man in a black jacket is walking away in the background on the left. The text "DEPARTMENT OF ADMINISTRATION" is overlaid in large, bold, black capital letters at the bottom of the image.

A collage of technology-related terms in various fonts and colors. The word 'ADMINISTRATION' is prominently displayed in large, white, bold letters on a blue background. Other visible words include 'PASSWORD', 'NETWORK', 'IDENTITY', 'SURVEILLANCE', 'SYSTEM', 'FIREWALL', 'GUARD', 'RISKS', 'DATA', 'VIDEO', 'PRIVACY', 'COMPUTER', 'TECHNOLOGY', 'SECURITY', 'INSULTANT', 'ELECTRONIC', 'COMMUNICATION', 'FIRE', 'NET', 'ACCESS', 'INFORMATION', 'SECURE', 'KNOWLEDGE', 'EQUIPMENT', 'BUSINESS', 'CITY', 'Y', 'A', 'CHIEF', 'TY'. A hand holding a black pen is pointing at the word 'ADMINISTRATION'. In the bottom left corner, there is a calculator and a white cup.





ADMISSION INFORMATION



In addition to the normal admission criteria for enrolment, the college reserves the right to restrict the number of students being admitted to a particular course by means of selection.

- Candidates should have obtained a school certificate that meets the prescribed requirement.
- Students who cannot provide substantial proof of school certification may be allowed to enrol as Special Students. However, this depends on the chosen course and the subsequent approval of the management on such an application.
- Application forms are available on request from the Administration office or from the college website: [www. collegelingua.com](http://www.collegelingua.com) Submit one application only.
 - Ensure that the form is completed.
 - Incomplete application forms may not be considered.
 - Ensure that all supporting documents are included in your application.

Registration as a Student and General Regulations

Prospective students shall complete an application form either physically or online.

Returning students, prior to the commencement of the new academic year, shall enroll by completing the application form. Upon completion of the application form, the student is bound by the rules and regulations of the institution which inter alia includes the full payment of the prescribed fees.

Students shall provide authentic documents as proof that all the admission requirements have been met for the course of study for which the student wishes to enroll. The following authentic documents should be submitted together with the student's application for registration:

1. Last school report and other relevant educational documents
2. ID/Birth Certificate/Passport
3. 2 Passport Photos
4. Curriculum Vitae

Registration as a Special Student

A person who does not wish to enrol for an accredited course but is only interested in a specific subject or subjects or a person who does not meet the minimum requirements, may register as a Special Student (for Non-Certificate/Diploma purposes) provided that he/she:

- Has the ability to understand, read and write English
- Should have attended and has written the grade 10 examination or the equivalent thereof.
- Completes the prescribed application form; and
- Registers as a Special Student and pays the prescribed fees.

Registration Dates

Student registration will take place in accordance with the registration dates as indicated in the academic calendar. Prospective students must make sure of the dates, times and venues of registration. Students must abide by the registration programme and relevant deadlines.

Subject/Course Amendments and Termination of Study

Subject and course amendments are normally allowed until three weeks after commencement of lectures.

In respect of each subject and course amendment, a written approval from the Director of Academic Affairs must be obtained. In the case of a student who wishes to terminate a subject or course, the Director of Non-Academic Affairs or Head of Administration must be notified in writing.

All course amendments and applications for termination of studies should be completed on the prescribed forms obtained from the Administration Office. The date on which such written notification (on prescribed form: termination of studies) is received will be deemed as the official date for the cancellation of the relevant subject(s) or course.

Admission Criteria

| LEVEL | ENTRY REQUIREMENT |
|----------------|---|
| LEVEL 1 | Grade 9 or the equivalent thereof or a pre NQF Level 1 Foundation Course |
| LEVEL 2 | Should have been in Grade 10 or the equivalent thereof or an accredited NQF Level 1 Qualification |
| LEVEL 3 | Namibia Senior Secondary Certificate Ordinary/Higher/Advance Subsidiary (NSSCO/H/AS) with less than 14 points or a grade 10 certificate or the equivalent thereof |
| LEVEL 4 | Namibia Senior Secondary Certificate Ordinary/Higher/Advance Subsidiary (NSSCO/H/AS) with at least 14 points in 6 subjects or the equivalent thereof or an accredited NQF Level 3 Qualification |
| LEVEL 5 | Namibia Senior Secondary Certificate Ordinary/Higher/Advance Subsidiary (NSSCO/H/AS) with 25 points in 6 subjects or the equivalent thereof or an accredited NQF Level 4 Qualification in a related field. (This level is also the first year of the bachelor's degree programme) |
| LEVEL 6 | An accredited NQF Level 5 Qualification in a related field |
| LEVEL 7 | An accredited NQF Level 6 qualification in the related field |
| LEVEL 8 | Bachelor's Degree NQF level 7 in a related field or the equivalent thereof |
| LEVEL 9 | Level 8 Qualification in related field |

OR

Enter through the mature age/recognition of prior learning, which includes formal, informal and non-formal learning and work experience. If the learner is able to demonstrate competence in the knowledge, skills, values and attitudes implicit in this qualification the appropriate credits should be assigned to the learner.

Recognition of Prior Learning (RPL)

General Regulations

Recognition of Prior Learning (RPL) at International Training College - Lingua is a process of assessing the knowledge and skills of a person against a qualification or part thereof. The process involves the identification, assessment and acknowledgment of knowledge and skills obtained through formal or informal learning.

The Director of Academic Affairs may, upon recommendation from the Head of Department, grant admission with advanced standing i.e., admit applicants with credits on completed qualifications from other accredited institutions of higher learning to higher study levels within a programme. Granting such advance standing shall involve an evaluation of the volume of relevant credits presented and the attainment of core competencies (learning) within the curriculum of the programme.

In the RPL process, the emphasis is usually placed on learning that took place in the workplace and through experience gained on the job. There may also be a focus on learning in community activities, in short courses or in-house training and in self-directed study. Learning such as this may be of great value, but not formally recognised.

Recognition of Courses from Other Institutions

The College may, upon recommendation from the concerned department, grant recognition for exemptions on courses completed successfully at other institutions accredited by the Namibian Qualifications Authority (NQA).

Such recognition shall be granted on merit as judged against the following criteria

1. There is at least 80% overlap between the content of the two courses concerned. That is, the one presented for recognition and the one for which recognition is requested.
2. The Institution at which the course was completed, is recognised by the relevant authorities in Namibia.
3. The academic standard and the standard of assessment in the course are to the satisfaction of the department
4. The curriculum of the course presented has not changed significantly since the completion of the course.

Recognition of Non-Certified Prior Learning

A registered student at International Training College –Lingua may apply for the recognition of competencies gained through experience for the purpose of gaining credit for a course or courses that form part of the programme that he/she is registered for.

Students wishing to apply for such recognition of prior learning should do so in writing indicating clearly the course(s) that they wish to be assessed for and should pay the prescribed fees (please see Fee Structure). Such candidates should construct a portfolio of evidence of the learning and present this to the relevant Head of Department. This portfolio with recommendation from the Head of the Department will be forwarded to the Director of Academic Affairs who will make the final decision based on the assessment of prior learning on his/her portfolio of evidence presented.

Transfer Arrangement

Transfer Arrangements

Students may apply for credits or exemptions for subjects already passed at International Training College - Lingua or at other recognised Institutions. A student who transfers from one programme to another programme will be given credit for relevant modules successfully completed. These credits will not exceed 50% of the total credits.

Foreign Qualifications

Foreign qualifications need to be evaluated by the Namibia Qualifications Authority (NQA) for admission purposes by International Training College - Lingua

Please contact NQA office: Telephone: +26461-384116

Fax: +26461-384114

Mature Age Entry

To be considered eligible for mature age admission, applicants must:

1. Be at least 23 years or older by 1 March in the year that he/she wants to commence studies at International Training College - Lingua.
2. Have at least 3 years working experience in the required field of studies.
3. Demonstrate English language competence at least at NQF level 2.
4. Must be in possession of at least a Junior Secondary Certificate (to be admitted on a level 4) (if required for a specific course).
5. Must be in possession of at least a Senior Secondary Certificate (To be admitted on a level 5, if required for a specific course).

STUDENT FEES AND PAYMENTS

Finance Regulations

1. Management reserves the right to amend, without prior notice, all fees payable to International Training College - Lingua.
2. Should the management temporarily or permanently suspend any student's rights or privileges, or permanently refuse admission to any student, the student concerned shall forfeit all claims to refunds, reduction or remission of fees paid or payable to International Training College - Lingua.
3. Fees are payable on a monthly basis (holidays included), whether a student receives an account statement or not. Failure to adhere to stipulated due dates will result in de-registration, withholding of results, refusal of access to classes, online material, and/or examinations.
4. Textbooks are not included in the student fees.
5. At least 60% of the total tuition year fees must be settled by 30 June each year (January Intake) and by 30 November (June intake).
6. All fees must be settled before the start of the end of year examinations.
7. Students paying their tuition fees in instalments must settle their accounts by the end of October for January Intakes and end of April for June Intakes.
8. Tuition fees paid by instalment shall be paid on or before the 1st of every month irrespective of the date of enrolment/commencement of classes and irrespective if a statement has been received or not.
9. Students paying their tuition fees in instalments will be charged an additional 10% in fees for late payments.
10. It is the responsibility of each student debtor to verify his / her account(s) on a regular basis.
11. Outstanding balances of previous years should be settled in full, before registration for the next year.

Rebates

1. When more than one (1) child from a family (from the same parent) enrolls for full-time study at International Training College-Lingua, each child will receive a 10% discount on the tuition fees.
2. Applicable to Year Courses Only
3. Not applicable to Single Subjects, Non-Namibians or short courses
4. Students must submit proof (e. g Full-Birth Certificate)
5. Applicants must provide a full birth certificate as proof that at least one parent is the same or documentary proof that the children are legally adopted.

Repeating a Subject/ Subjects

1. Repeating 50% or more subjects per year: Full Tuition fees payable.
2. Less than 50% of subjects: N\$1260 per subject plus full fees for next level
3. Subject repeat only and not registered for next level: N\$1260 per subject, plus Registration, Administration, Deposit and Examination fees.

Payment Requirements

1. Cash payments must be made only to the Cashier and not to any other staff member.
2. No payments should be made without obtaining an official receipt from the cashier. Students who make payments at the cashier should verify their receipts and change, before leaving the counter.
3. The cashier will not be responsible for any mistakes on receipts and or wrong change that may be claimed afterwards.

Payments Options

1. Students are allowed to pay their tuition fees either in full or in monthly Instalments.
2. Students paying their tuition fees in monthly instalments should note that fees are calculated from 31 January to 31 October (January Intake) and 30 June to 30 April (June Intake) irrespective if registration was done late or not.
3. Students will be eligible for a discount of N\$1 000 if all fees(examinations as well) are paid in full by the following dates:

January Intake: Before or on 28 February

June Intake: Before or on 31 July

FEES PAYABLE

The following fees are paid by all students irrespective of the qualification, level and mode.

| Application & Registration fees | | |
|---|---|------------|
| January Intake | Before or on 30 November 2022 | N\$500.00 |
| June Intake | Before or on 30 June 2023 | |
| January Intake | From 01 December 2022 – 31 December 2022 | N\$750.00 |
| June Intake | From 01 July 2023-31 July 2023 | |
| January Intake | From 01 January 2023 – 04 March 2023 | N\$850.00 |
| June Intake | From 01 – 15 August 2023 | |
| Admin & Student Support | | |
| January & June Intake | Full payment upon registration and before classes can be attended | N\$1920.00 |
| Examination fees | | |
| Level 1-6 | | |
| January Intake | Before or on 31 August 2023 | N\$840 |
| June Intake | Before or on 30 April 2023 | |
| Level 7 & 8 | | |
| January Intake | Before or on 31 August 2023 | N\$2900.00 |
| June Intake | Before or on 30 April 2023 | |
| Graduation/Certification Fee (Qualification awarded after each year successfully completed) | | |
| January & June Intake | In presence/in absentia | N\$600.00 |

| Instalment Option | |
|---|---|
| In full before or on 28th February for January Intake, And 31st July for the June Intake. | N\$1000 discount |
| Instalments January Intake (final instalment is due on 31st October irrespective of registration date) June Intake (final instalment is due on 30th April irrespective of the date registration) | x10 Monthly Instalments |
| Instalments for Qualifications completed within 6 Months Payment required upon Registration before classes start | x5 Monthly instalments Registration & Application fee + Admin & Support fee+ 1 Instalment (Year Tuition ÷ 10 months) |

TUITION FEES

(Tuition fees is exclusive of Registration fee, Admin & Student Support fee, Examination fee and Graduation fee)

DEPARTMENT OF BUSINESS, LAW AND MANAGEMENT

| Name of Qualification | NQF Level | Fees for Namibians | Fees for Non-Namibians |
|---|-----------|--------------------|------------------------|
| Business Services (Office Admin) | | | |
| Certificate in Business Services (Office Admin) | 1 | 9000 | 10 000 |
| Certificate in Business Services (Office Admin) | 2 | 11000 | 12000 |
| Certificate in Business Services (Office Admin) | 3 | 14000 | 15000 |
| Accounting & Finance | | | |
| Certificate in Accounting & Finance | 4 | 15000 | 16000 |
| Diploma in Accounting & Finance | 5 | 16000 | 17000 |
| Diploma in Accounting & Finance | 6 | 17000 | 18000 |
| Bachelor of Accounting & Finance | 7 | 19000 | 20000 |
| Bachelor Honours of Accounting & Finance | 8 | 20500 | 21500 |
| Business Administration | | | |
| Certificate in Business Administration | 4 | 15000 | 16000 |
| Diploma in Business Administration | 5 | 16000 | 17000 |
| Diploma in Business Administration | 6 | 17000 | 18000 |
| Bachelor of Business Administration | 7 | 19000 | 20000 |
| Bachelor Honours of Business Administration | 8 | 20500 | 21500 |
| Office Administration | | | |
| Certificate in Office Administration | 4 | 15000 | 16000 |
| Diploma in Office Administration | 5 | 16000 | 17000 |
| Diploma in Office Administration | 6 | 17000 | 18000 |

| Human Resource Management | | | |
|---|------------------|---------------------------|-------------------------------|
| Name of the qualifications | NQF Level | Fees for Namibians | Fees for Non-Namibians |
| Certificate in Human Resource Management | 4 | 15000 | 16000 |
| Diploma in Human Resource Management | 5 | 16000 | 17000 |
| Diploma in Human Resource Management | 6 | 17000 | 18000 |
| Bachelor of Human Resource Management | 7 | 19000 | 20000 |
| Bachelor Honours of Human Resource Management | 8 | 20500 | 21500 |
| Law | | | |
| Certificate in Paralegal Studies | 4 | 15 000 | 16 000 |
| Diploma in Paralegal Studies | 5 | 15 500 | 16 500 |
| Diploma in Paralegal Studies | 6 | 16 500 | 17 500 |
| Certificate in Legal Secretary | 4 | 15 000 | 16 000 |
| Diploma in Legal Secretary | 5 | 15 500 | 16 500 |
| Diploma in Legal Secretary | 6 | 16 500 | 17 500 |
| Certificate in Labour Law | 4 | 15 000 | 16 000 |
| Diploma in Labour Law | 5 | 15 500 | 16 500 |
| Diploma in Labour Law | 6 | 16 500 | 17 500 |
| Bachelor of Commerce: Law (Year 1) | 5 | 17 500 | 18 000 |
| Bachelor of Commerce: Law (Year 2) | 6 | 18 000 | 18 500 |
| Bachelor of Commerce: Law (Year 3) | 7 | 19 000 | 20 000 |
| Bachelor of Arts in Law (Year 1) | 5 | 17 500 | 18 000 |
| Bachelor of Arts in Law (Year 2) | 6 | 18 500 | 18 500 |
| Bachelor of Arts in Law (Year 3) | 7 | 19 000 | 20 000 |

DEPARTMENT OF TOURISM & HOSPITALITY

| Name of Qualification | NQF Level | Fees for Namibians | Fees for Non-Namibians |
|--|-----------|--------------------|------------------------|
| Hospitality | | | |
| Certificate in Hospitality | 1 | 9000 | 10 000 |
| Certificate in Hospitality | 2 | 11000 | 12000 |
| Certificate in Hospitality | 3 | 14000 | 15000 |
| Certificate in Hospitality | 4 | 15000 | 16000 |
| Diploma in Hospitality | 5 | 16000 | 17000 |
| Diploma in Hospitality | 6 | 17000 | 18000 |
| Bachelor of Hospitality Management | 7 | 19000 | 20000 |
| Travel & Tourism | | | |
| Name of the Qualification | NQF Level | Fees for Namibians | Fees for Non-Namibians |
| Certificate in Tour guiding | 3 | 14000 | 15000 |
| Certificate in Travel & Tourism | 1 | 9000 | 10000 |
| Certificate in Travel & Tourism | 2 | 11000 | 12000 |
| Certificate in Travel & Tourism | 3 | 14000 | 15000 |
| Certificate in Travel & Tourism | 4 | 15000 | 16000 |
| Diploma in Travel & Tourism | 5 | 16000 | 17000 |
| Diploma in Travel & Tourism | 6 | 17000 | 18000 |
| Bachelor of Tourism Management | 7 | 19000 | 20000 |
| Bachelor of Tourism Management Honours | 8 | 20500 | 21500 |

| DEPARTMENT OF INFORMATION TECHNOLOGY | | | |
|--|---|-------|-------|
| Certificate in Information Technology | 3 | 14000 | 15000 |
| Certificate in Information Technology | 4 | 15500 | 16500 |
| Diploma in Information Technology | 5 | 16500 | 17500 |
| Diploma in Information Technology | 6 | 17500 | 18500 |
| Bachelor of Information Technology: Management Information Systems | 7 | 19500 | 20500 |
| Bachelor of Information Technology: Software Development | 7 | 19500 | 20500 |
| Bachelor of Information Technology: Networking & System Administration | 7 | 19500 | 20500 |
| Bachelor Honours of Information Technology: Management Information Systems | 8 | 21000 | 22000 |
| Bachelor Honours of Information Technology: Software Development | 8 | 21000 | 22000 |
| Bachelor Honours of Information Technology: Networking & System Administration | 8 | 21000 | 22000 |

| DEPARTMENT OF EDUCATION | | | | | | | |
|--|-----------|--------------------|--------|--------|------------------------|--------|--------|
| Name of Qualification | NQF Level | Fees for Namibians | | | Fees for Non-Namibians | | |
| | | Year 1 | Year 2 | Year 3 | Year 1 | Year 2 | Year 3 |
| Early Childhood Development (Teaching) | | | | | | | |
| Certificate in Early Childhood Development (ECD) | 3 | 15000 | | | 15500 | | |
| Certificate in Early Childhood Development (ECD) | 4 | 16000 | | | 16500 | | |
| Diploma in Early Childhood Development (ECD) | 5 | 17000 | | | 17500 | | |

| | | | | | | | |
|--|---|-------|-------|-------|-------|-------|-------|
| Diploma in Early Childhood Development (ECD) | 6 | 19000 | | | 19500 | | |
| Bachelor of Education: Early Childhood Development | 7 | 17000 | 19000 | 21000 | 17500 | 19500 | 21500 |
| Bachelor of Education Honours: Early Childhood Development | 8 | 23000 | | | 23500 | | |
| Primary Education Teaching | | | | | | | |
| Diploma in Primary Education | 6 | 16000 | 17000 | 19000 | 16500 | 17500 | 19500 |
| Bachelor of Education: Pre-Junior Primary | 7 | 17000 | 19000 | 21000 | 17500 | 19500 | 21500 |
| Bachelor of Education: Senior Primary | 7 | 17000 | 19000 | 21000 | 17500 | 19500 | 21500 |
| Bachelor of Education Honours: Junior Primary | 8 | 23000 | | | 23500 | | |
| Secondary Education Teaching | | | | | | | |
| Diploma in Secondary Education | 6 | 16000 | 17000 | 19000 | 16500 | 17500 | 19500 |
| Bachelor of Education: Secondary | 7 | 17000 | 19000 | 21000 | 17500 | 19500 | 21500 |
| Bachelor of Education Honours: Secondary | 8 | 23000 | | | 23500 | | |



| Education: Computer Science | | | | | | | |
|--|---|-------|-------|-------|-------|-------|-------|
| Diploma in Education: Computer Science | 6 | 16000 | 17000 | 19000 | 16500 | 17500 | 19500 |
| Bachelor of Education: Computer Science | 7 | 17000 | 19000 | 21000 | 17500 | 19500 | 21500 |
| Bachelor of Education Honours: Computer Science | 8 | 23000 | | | 23500 | | |
| Technical and Vocational Education and Training (Teaching) | | | | | | | |
| Certificate in Technical and Vocational Education and Training: Trainer | 4 | 16000 | | | 16500 | | |
| Diploma in Technical and Vocational Education and Training: Trainer | 5 | 16000 | 17000 | | 16500 | 17500 | |
| Diploma in Technical and Vocational Education and Training: Trainer | 6 | 16000 | 17000 | 19000 | 16500 | 17500 | 19500 |
| Bachelor of Education: Technical and Vocational Education and Training | 7 | 17000 | 19000 | 21000 | 17500 | 19500 | 21500 |
| Bachelor of Education Honours: Technical and Vocational Education and Training | 8 | 23000 | | | 23500 | | |

| Post Graduate Education Teaching | | | | | | | |
|---|---|-------|--|--|-------|-------|--|
| Post Graduate Diploma in Higher Education | 8 | 27000 | | | 27500 | | |
| Postgraduate Diploma in Technical and Vocational Education and Training | 8 | 23000 | | | 23500 | | |
| Post Graduate Diploma in Education: Travel & Tourism/ Business Management/ Computer Science | 8 | 23000 | | | | 23500 | |
| English Teaching | | | | | | | |
| Diploma in Teaching English as a Foreign Language | 5 | 14500 | | | 15000 | | |
| ESOL | | | | | 16000 | | |
| Online Teaching | | | | | | | |
| Certificate in Teaching Online (short course- 3 months) | | 9000 | | | 10000 | | |

| DEPARTMENT OF HEALTHCARE | | | | | |
|---------------------------|-----------|--------------------|--------|------------------------|--------|
| Name of Qualification | NQF Level | Fees for Namibians | | Fees for Non-Namibians | |
| | | Year 1 | Year 2 | Year 1 | Year 2 |
| HEALTH CARE | | | | | |
| Certificate in Healthcare | 1 | 14000 | | 15000 | |

| | | | | | |
|-----------------------------------|---|-------|--|-------|--|
| Certificate in Healthcare | 2 | 15000 | | 16000 | |
| Certificate in Healthcare | 3 | 16000 | | 17000 | |
| Certificate in Healthcare | 4 | 17000 | | 18000 | |
| Diploma in Healthcare | 5 | 18000 | | 19000 | |
| Diploma in Healthcare | 6 | 19000 | | 20000 | |
| COUNSELLING | | | | | |
| Certificate in Counselling Skills | 4 | 15500 | | 16500 | |
| Diploma in Counselling Skills | 5 | 16500 | | 17500 | |
| Diploma in Counselling Skills | 6 | 17500 | | 18500 | |
| LIFE COACHING | | | | | |
| Diploma in Life Coaching | 5 | 17000 | | 18000 | |
| Diploma in Life Coaching | 6 | 18000 | | 19000 | |

| MASTERS DEGREES BY RESEARCH | | | | | |
|---|------------------|-----------------------|---------------|---------------------------|---------------|
| Name of Qualification | NQF Level | Fees Namibians | | Fees Non-Namibians | |
| | | Year 1 | Year 2 | Year 1 | Year 2 |
| Master of Tourism & Hospitality Management (by Research) | 9 | 28000 | 28000 | 30000 | 30000 |
| Master of Management (by Research) (Business/ Management/Marketing/Management Information Systems/Finance/Economics/Accounting) | 9 | 28000 | 28000 | 30000 | 30000 |
| Master of Science in Computer Science (by Research) | 9 | 28000 | 28000 | 30000 | 30000 |

VOCATIONAL QUALIFICATION FEES

| Name of Qualification | NQF Level | Reg Fees | Admin Fees | Monthly instalment | Tuition Fees | Annual Fees |
|--|-----------|----------|------------|--------------------|--------------|-------------|
| Electrical General | 1-3 | 500 | 3250 | 1550 | 15500 | 19250 |
| HIV & AIDS Awareness | 5 | 500 | 3250 | 1650 | 16500 | 20250 |
| Mechanical Engineering (Fitting & Machining) | 1 | 500 | 3250 | 1550 | 15500 | 19250 |
| Mechanical Engineering (Fitting & Machining) | 2 | 500 | 3250 | 1650 | 16500 | 20250 |
| Metal Fabrication (Boiler Making) | 1 | 500 | 3250 | 1550 | 15500 | 19250 |
| Metal Fabrication (Boiler Making) | 2 | 500 | 3250 | 1650 | 16500 | 20250 |
| Metal Fabrication (Boiler Making) | 3 | 500 | 3250 | 1750 | 17500 | 21250 |

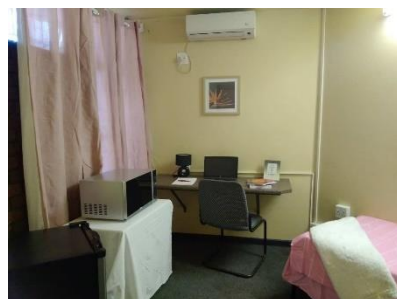


| Name of Qualification | NQF Level | Reg Fees | Admin Fees | Monthly instalment | Tuition Fees | Annual Fees |
|---|------------------|-----------------|-------------------|---------------------------|---------------------|--------------------|
| Clothing Production | 1 | 500 | 3250 | 1550 | 15500 | 19250 |
| Clothing Production | 2 | 500 | 3250 | 1650 | 16500 | 20250 |
| Clothing Production | 3 | 500 | 3250 | 1750 | 17500 | 21250 |
| Clothing Production | 4 | 500 | 3250 | 1850 | 18500 | 22250 |
| Transport; Operations & Logistics (Freight handling) | 2 | 500 | 3250 | 1550 | 15500 | 19250 |
| Transport; Operations & Logistics (Freight handling) | 3 | 500 | 3250 | 1650 | 16500 | 20250 |
| Transport, Operations & Logistics (Freight forwarding & Customs compliance) | 4 | 500 | 3250 | 1750 | 17500 | 21250 |
| Transport, Operations & Logistics (Freight coordination) | 5 | 500 | 3250 | 1850 | 18500 | 22250 |
| Real Estate | 5 | 850 | 2760 | 1600 | 16000 | 19610 |
| Advanced ICT | 1 | 500 | 3250 | 1550 | 15500 | 19250 |
| Plumbing and Pipefitting | 1 | 500 | 2500 | 1500 | 15000 | 18000 |
| Plumbing and Pipefitting | 2 | 500 | 2500 | 1600 | 16000 | 19000 |
| Plumbing and Pipefitting | 3 | 500 | 2500 | 1700 | 17000 | 20000 |
| Bricklaying | 1 | 500 | 2500 | 1500 | 15000 | 18000 |
| International Computer Driving Licence | 1 | 500 | 2500 | 1500 | 15000 | 18000 |
| Joinery and Cabinet Making | 1 | 500 | 2500 | 1500 | 15000 | 18000 |

BOARDING / HOSTEL FEES

| Boarding/Hostel Fees | |
|--|---|
| Room Per Year (without own bathroom) - no meals included | N\$20000.00 |
| Room Per Year (with own bathroom) - no meals included | N\$33000.00 |
| Annual Maintenance Fee (Once- off: To be paid upon registration) | N\$1000.00 |
| Instalments (room) | N\$ 2000.00 per month / N\$3300.00 per month |
| Meals | N\$4200.00 per month |
| Meals | N\$1050.00/week |
| Meals: Breakfast | N\$50.00/day |
| Lunch | N\$120.00/day |
| Dinner | N\$150.00/day |

NB: Availability of rooms: January – November



OTHER FEES PAYABLE

| S.NO | DESCRIPTION | AMOUNT (N\$) |
|------|---------------------------------------|--------------|
| 1 | Graduation Fees (per Qualification) | 600.00 |
| 2 | Graduation Tickets (per ticket) | 300.00 |
| 3 | Transcript of Academic Record | 250.00 |
| 4 | Qualification Replacement (Duplicate) | 600.00 |
| 5 | Exemption Fee | 500.00 |
| 6 | Mature Age Entry | 500.00 |
| 7 | Remarking of examination paper | 450.00 |
| 8 | Reprint of Proof of Registration | 150.00 |
| 9 | Replacement of Student card | 150.00 |
| 10 | Subject Repeat (per subject) | 1260.00 |
| 11 | Supplementary Exams (Non-refundable) | 200.00 |
| 12 | Reprint of Examination Results | 250.00 |
| 13 | Special Exams (per subject) | 1500.00 |
| 14 | Late Submission of Thesis (project) | 1500.00 |
| 15 | Assignment Cover Page fee | 1.00 |
| 16 | Copies | 1.00 |
| 17 | Syllabus/Course Outline | 95.00 |
| 18 | Reprint of Account statement | 5.00 |
| 19 | Single subject | 2900.00 |

Uniform Fee

The uniform is compulsory (where relevant) for your respective course. The students are expected to purchase relevant Uniforms such as nurse uniform or the chef uniform, Personal Protective Equipment etc., You may be directed by the institution where to buy. Uniforms are not provided by the institution.



MODE OF PAYMENTS

There are two ways to make your payment

Pay directly at the campus as cash or using the swiping facility
EFT or direct bank deposit (Details given below)

DIRECT BANK DEPOSIT OR EFT (Bank Details are as follows)

Bank: FNB
Account Name: Lingua Consultancy Services
Account No.: 62034752320
Branch: FNB Corporate
Account Type: Cheque/Platinum Business Account
Branch Code: 281872
Swift code: FIRNNANX

On the Deposit Slip, Please Indicate the Following:

In the Reference give the Name & Surname of the Student E.g. Martin van Wyk

Please send Proof of Deposit to:

- adminfinance@collegelingua.com OR
- deliver personally at the college, Transnamib; Gammams Training Centre; Erf 961; Hosea Kutako Drive, Windhoek, Namibia OR
- send by post: International Training College Lingua, P.O. Box 50097, Bach brecht, Windhoek

**Special
Consideration**

1. Students who pay registration, administration and at least one instalment by 30 November 2022, will be charged on the 2022 fees and not the 2023 fees.
2. All Fees charged for the 2023 academic year (examinations included) settled before 28 February 2023, receive N\$ 1 000.00 discount.

Refund Policy

There will be no refund on any payment made in cases of cancellation of classes by a student.

Students/Parents and legal guardians are advised to confirm or liaise with the finance personnel to avoid any over payment.

Refunds will only be done at the end of November of each year and only students who are exiting the college will be eligible for refunds, returning (continuing) students over payment will be transferred to next year tuition fees, therefore no refunds will be issued.

Application for refund and cancellation is done through the Finance office and the date of the e-mail or stamped date on received by the Finance office will determine the effective date of cancellation. A refund form should be obtained and submitted to the Finance office for processing.



Student Financial Assistance

Loans from Banks

Most banks offer loans at preferential interest rates. Further information can be obtained directly from the banks.

Loans/Bursaries from the Namibia Student Financial Assistance Fund (NSFAF), The Namibian Training Authority (NTA), and any other Government Loan/Bursary)

The NSFAF and the NTA offer grants/loans to students from International Training College - Lingua. Students should however apply for these funds and attach all the relevant documents required. Please note that an application does not necessarily guarantee that a grant/loan has been granted. Students, who are successful in their application for a grant or loan, should present proof of such assistance to the college. Students registering with an acknowledgement letter of Namibia Student Financial Assistant Fund (NSFAF) should pay the registration fee, admin fee, deposit and the first instalment. Kindly note that the acknowledgement letter is not a guarantee for a loan to be awarded.

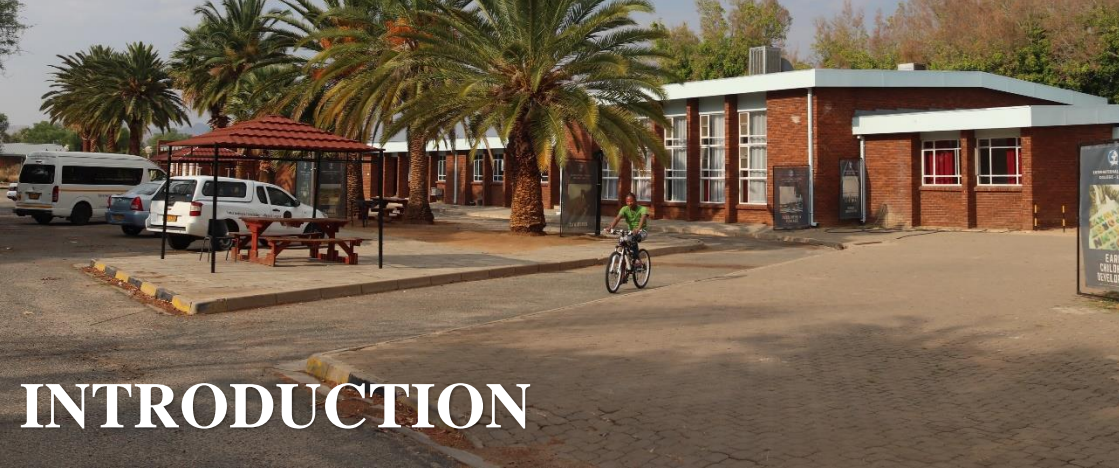
Loans from Private Companies/NGOs or Ministries

Students should obtain information from the various media channels or directly from the company/NGO or ministry. International Training College - Lingua will also publish information from time to time through its communication channels.

All sponsorship/bursary holders need to provide written proof from the donor.



DEPARTMENT OF BUSINESS, LAW AND MANAGEMENT



INTRODUCTION

The Department of Business, Management and Law at International Training College - Lingua offers extensive programmes in the business and management disciplines, which are accredited by the Namibia Qualifications Authority (NQA) and the National Council for Higher Education (NCHE). Although these programmes meet the requirements of these regulators, the Business, Management and Law Department goes beyond this and endeavors to develop and expand the potential of graduates by providing them with unique learning experiences that are reinforced by practical learning delivered by industry experts, thus preparing the students for today and tomorrow's work places.

The programmes offered in this department cater for students intending to build careers in Business Administration, Accounting and Finance, Human Resource Management, Office Administration and Law. The department has expanded its curricula and now offers bachelors and honors degrees.

The vision of the department is to be the leading provider of Business, Management and Law expertise in Namibia.

The Department aims to:

- Provide an in-depth understanding of Accounting and Finance, Human Resource Management, Business Administration, Office Administration and Law by offering the modules which analyse various aspects of management and law
- Develop critical thinking capabilities of students in an economic, social and environmental context
- Develop communication skills and co-operation relevant to a student's future career
- Create an entrepreneurial hub that fosters the development of business ideas and solutions that suit the Namibian Industry
- Offer a curriculum that meets the current needs of the industry
- Encourage knowledge, intellectual and professional development of students

Programme Description

The purpose of this qualification is to provide the learner with the skills, competencies, knowledge and understanding to become an accounting technician. The qualification enables the learner to develop work relevant competence, as an aid to employment and career progression. It also enables learner to progress further, to a qualification at NQF Level 5.

Qualification Requirements

This qualification will be awarded to the learners credited with a minimum of 120 credits, and who have met the requirements of the programme.

Programme Structure

| | |
|----|---------------------------------|
| 1. | Principles of Accounting |
| 2. | Computerised Accounting 1 |
| 3. | Business Management 1 |
| 4. | Commercial Numeracy |
| 5. | Computer Studies 1 |
| 6. | English 1 |
| 7. | Introduction to Micro-Economics |

Assessment

Continuous Assessment (40%)

Final examination (60%)

Modes of Delivery

This programme will be offered through full time/part time and distance learning mode

Articulation

Completion of the Certificate in Accounting and Finance NQF Level 4 meets the minimum entry requirements for admission to the Diploma in Accounting and Finance NQF Level 5/Bachelor of Accounting and Finance NQF Level 7.

Career Opportunities

This qualification prepares learners for entry level accounting positions including:

- Bookkeeper/Accounts Clerk
- Debtors'/ Creditors' clerk
- Client consultant
- Finance Administrator
- Administrator/Administrative Assistant
- Bank clerk
- Fundraising Planner

Who should apply

- School leavers looking to pursue a career in Accounting and Finance but do not meet the minimum requirements to enter at a degree level.
- Individuals already employed in the field of accounting and finance but without formal qualifications.

Programme Description

This qualification is aimed primarily at giving the learner technical, theoretical, practical and workplace knowledge and skills required in their chosen occupational area. It is important to note that the Diploma in Accounting and Finance Programme is structured as part of an integrated degree programme (year 1 of the degree programme) or as stand-alone qualification.

Qualification Requirements

This qualification will be awarded to the learners credited with a minimum of 124 credits, and who have met the requirements of the programme.

Programme Structure

| | |
|-----|---|
| 1. | Business Management 1 |
| 2. | Computerised Accounting 1 |
| 3. | Commercial Law |
| 4. | Computer Studies 1 (non-credit bearing) |
| 5. | English 1 (non-credit bearing) |
| 6. | Entrepreneurship |
| 7. | Financial Accounting 1 |
| 8. | Introduction to Micro-Economics |
| 9. | Macro-Economics |
| 10. | Quantitative Methods |

Career Opportunities

This qualification prepares learners for entry level accounting positions including:

- Bookkeeper/Accounts Clerk
- Debtors'/ Creditors' clerk
- Client consultant
- Finance Administrator
- Administrator/Administrative Assistant
- Bank clerk
- Fundraising Planner

Assessment

Continuous Assessment (40%)
Final examination (60%)

Modes of Delivery

This programme will be offered through full time /part time and distance learning

Articulation

Completion of the Diploma in Accounting and Finance NQF Level 5 meets the minimum entry requirements for admission to the Diploma in Accounting and Finance NQF Level 6/Bachelor of Accounting and Finance NQF Level 7.

Who should apply

- School leavers looking to pursue a career in Accounting and Finance
- Individuals already employed in the field of accounting and finance but without formal qualifications

Programme Description

The Diploma in Accounting & Finance NQF Level 6 is offered as a 1-year programme. A student who successfully completes and exits from the programme at this point will be awarded a Diploma in Accounting & Finance NQF Level 6. It is important to note that the Diploma in Accounting & Finance Programme is structured as part of an integrated degree programme (year 2 of the degree programme) or as a stand-alone qualification.

Qualification Requirements

This qualification will be awarded to the learners credited with a minimum of 124 credits, and who have met the requirements of the programme.

Programme Structure

| | |
|----|----------------------------------|
| 1. | Auditing 1 |
| 2. | Business Management 2 |
| 3. | Company Law |
| 4. | Computerised Accounting 2 |
| 5. | Cost and Management Accounting 1 |
| 6. | Financial Management 1 |
| 7. | Financial Accounting 2 |
| 8. | Taxation 1 |

Assessment

Continuous Assessment (40%)
Final examination (60%)

Modes of Delivery

This programme will be offered through full time /part time and distance learning mode

Articulation

Completion of the Diploma in Accounting and Finance NQF Level 6 enables learners to progress further, to a Bachelor of Accounting and Finance at NQF Level 7

Career Opportunities

This qualification prepares learners for entry level accounting positions including:

- Bookkeeper/Accounts Clerk
- Debtors'/Creditors' clerk
- Client consultant
- Finance Administrator
- Administrator/Administrative Assistant
- Bank clerk
- Fundraising Planner

Who should apply

- Individuals holding a NQF Level 5 qualification in Accounting and Finance
- Individuals already employed in the field of accounting and finance but without relevant qualifications.

Programme Description

The Bachelor of Accounting and Finance NQF level 7 is offered as a 3-year degree programme with two lower exit points as follows:

- A student who successfully completes the first year and exits from the programme at that point, will be awarded a Diploma in Accounting and Finance NQF Level 5
- A student who successfully completes Year 2 and exits from the programme at that point, will be awarded a Diploma in Accounting and Finance NQF Level 6
- Third year (top up) constitutes the final year of the Bachelor of Accounting and Finance NQF level 7. A student who successfully completes the final year will be awarded a Bachelor of Accounting and finance NQF Level 7.

Qualification Requirements

This qualification will be awarded to the learners credited with a minimum of 376 credits and who have met the requirements of the programme.

Programme Structure**YEAR 1**

| | |
|----|---|
| 1. | Business Management 1 |
| 2. | Commercial Law |
| 3. | Computerized Accounting 1 |
| 4. | Computer Studies 1 (non-credit bearing) |
| 5. | English 1 (non-credit bearing) |
| 6. | Entrepreneurship |
| 7. | Financial Accounting 1 |
| 8. | Introduction to Micro-Economics |

Assessment

Continuous Assessment (40%)

Final examination (60%)

Modes of Delivery

This programme will be offered through full time /part time and distance learning mode

YEAR 2

| | |
|----|----------------------------------|
| 1. | Company Law |
| 2. | Financial Accounting 2 |
| 3. | Cost and Management Accounting 1 |
| 4. | Computerized Accounting 2 |
| 5. | Business Management 2 |
| 6. | Auditing 1 |
| 7. | Financial Management 1 |
| 8. | Taxation 1 |

YEAR 3

| | |
|----|----------------------------------|
| 1. | Auditing 2 |
| 2. | Taxation 2 |
| 3. | Financial Management 2 |
| 4. | Internship |
| 5. | Cost And Management Accounting 2 |
| 6. | Financial Accounting 3 |
| 7. | Accounting Information System |

Career Opportunities

This qualification prepares learners for accounting positions including:

- Financial Accountants
- Investment Analysts
- Financial Analysts
- Cost Analysts
- Cost Accountants
- Stock brokers
- Tax planners
- Audit Clerks and Tax Consultants,
- Forensic Auditors
- Financial Controllers
- Real Estate Appraisers
- Business Valuation Specialists
- Accounting Information System Specialists
- Actuarial Accountants/
Insurance Accountants
- Budget Analysts
- Payroll Accountants
- Compliance Managers
- Treasury Analysts

Articulation

Completion of the Bachelor of Accounting and Finance NQF Level 7 enables learners to progress further, to a Bachelor of Accounting and Finance (Honours) at NQF Level 8

Who should apply

- School leavers looking to pursue a career in Accounting and Finance
- Individuals already employed in the field of accounting but without relevant qualifications.



BACHELOR OF ACCOUNTING AND FINANCE HONOURS LEVEL 8

DURATION: 1 YEAR

CREDITS: 124

Programme Description

The primary purpose of the qualification is to provide qualifiers with post-graduate level knowledge, specific skills, applied competence and the necessary attitudes in the field associated with accounting, finance, commerce and industry that prepare them to be lifelong learners, employable workers/ managers/entrepreneurs and contributors to society and the business community.

Qualification Requirements

This qualification will be awarded to the learners credited with a minimum of 124 credits, and who have met the requirements of the programme.

Programme Structure

| | |
|----|---|
| 1. | Corporate Finance |
| 2. | Corporate Governance |
| 3. | Financial Investigation and Forensic Accounting |
| 4. | Financial Reporting and Analysis |
| 5. | Performance Management |
| 6. | Research Methods |
| 7. | Research Project (Mini-Thesis) |

Assessment

Continuous Assessment (40%)

Final examination (60%)

Modes of Delivery

This programme will be offered through full time /part time and distance learning mode

Articulation

Completion of the Bachelor of Accounting and Finance (Honours) NQF Level 8 enables graduates to progress further to the Masters' degree at NQF Level 9

Who should apply

- Individuals looking to pursue a further career in Accounting and Finance
- Individuals already employed in the field of accounting but without relevant qualifications.

Career Opportunities

This qualification prepares learners for accounting positions including:

- Financial Accountants
- Investment Analysts
- Financial Analysts
- Cost Analysts
- Cost Accountants
- Stock brokers
- Tax planners
- Audit Clerks and Tax Consultants,
- Forensic Auditors
- Financial Controllers
- Real Estate Appraisers
- Business Valuation Specialists
- Accountants
- Insurance

- Actuarial / Insurance Accountants
- Budget Analysts & Treasury Analysts
- Payroll Accountants
- Compliance Managers
- Accounting Information System Specialists

Programme Description

This qualification is to provide candidates with an entry level for further study in Business Administration, as well as for initial employment in administrative roles. The certificate will also provide a foundational qualification for learners who are pursuing a career in business administration. The qualification also provides basic business skills for start-up entrepreneurs and thus resonates well with the National Development plan (NDP5) on the importance of enterprise development to Namibia

Qualification Requirements

This qualification will be awarded to the learners credited with a minimum of 124 credits, and who have met the requirements of the programme.

Programme Structure

| | |
|----|--------------------------------|
| 1. | English 1 |
| 2. | Fundamentals of Marketing |
| 3. | Introduction to Microeconomics |
| 4. | Principles of Accounting |
| 5. | Business Management 1 |
| 6. | Commercial Numeracy |
| 7. | Computer Studies 1 |

Career Opportunities

This qualification prepares learners for entry level business administration positions including:

- Business Administrator Assistant
- Business Administrator
- Warehouse Administrator
- Client consultant
- Finance Administrator
- Administrator
- Administrative Assistant
- Bank clerk

Assessment

Continuous Assessment (40%)
Final examination (60%)

Modes of Delivery

This programme will be offered through full time /part time and distance learning mode

Articulation

Completion of the Certificate in Business Administration NQF Level 4 meets the minimum entry requirements for admission to the Diploma in Business Administration NQF Level 5/Bachelor of Business Administration NQF Level 7

Who should apply

- School leavers looking to pursue a career in Business but do not meet the minimum requirements to enter at degree level.
- Individuals already employed in the field of Business but without formal qualifications.

Programme Description

This qualification will equip learners with Administration and Management competencies that are generic to all business sectors, as well as with specialist knowledge, skills and values applicable to the particular sector in which they are employed or wishing to be employed or in which they have a particular interest.

Qualification Requirements

This qualification will be awarded to the learners credited with a minimum of 124 credits, and who have met the requirements of the programme.

Programme Structure

| | |
|----|---------------------------------|
| 1. | Business Management 1 |
| 2. | Computer Studies 1 |
| 3. | Computerised Accounting 1 |
| 4. | Entrepreneurship |
| 5. | Financial Accounting 1 |
| 6. | Human Resource Management 1 |
| 7. | Introduction to Micro-Economics |
| 8. | Macro-Economics |
| 9. | Marketing Management 1 |

Career Opportunities

This qualification prepares the learners for entry level business administration positions including:

- Assistant Business Administrator
- Business Administrator
- Warehouse Administrator
- Client consultant
- Finance Administrator
- Administrator
- Administrative Assistant
- Bank clerk

Assessment

Continuous Assessment (40%)
Final examination (60%)

Modes of Delivery

This programme will be offered through full time /part time and distance learning mode

Articulation

Completion of the Diploma in Business Administration NQF Level 5 meets the requirements for admission to Diploma in Business Administration NQF Level 6 / Bachelor of Business Administration NQF Level 7

Who should apply

- School leavers looking to pursue a career in Business Administration but do not meet the minimum requirements to enter at degree level.
- Individuals already employed in the field of business administration but without a formal qualification.

Programme Description

The purpose of the qualification is to provide learners with advanced level of knowledge, specific skills and applied competencies in a number of fields of business and management. It also provides opportunities for continued personal growth, gainful economic activity and rewarding contribution to the society.

Qualification Requirements

This qualification will be awarded to the learners credited with a minimum of 128 credits, and who have met the requirements of the programme.

Programme Structure

| | |
|----|-----------------------------|
| 1. | Business Management 2 |
| 2. | Quantitative Methods |
| 3. | Economics 2 |
| 4. | Marketing Management 2 |
| 5. | Commercial Law |
| 6. | Human Resource Management 2 |
| 7. | Labour Law |
| 8. | Financial Accounting 2 |

Assessment

Continuous Assessment (40%)
Final examination (60%)

Modes of Delivery

This programme will be offered through full time /part time and distance learning mode

Articulation

Completion of the Diploma in Business Administration NQF Level 6 meets the minimum entry requirements for admission to the Bachelor of Business Administration NQF Level 7

Career Opportunities

This qualification prepares learners for business administration positions including:

- Assistant Business Administrator
- Business Administrator
- Warehouse Administrator
- Client consultant
- Finance Administrator
- Administrator
- Administrative Assistant
- Bank clerk

Who should apply

- Learner who has successfully completed the Diploma in Business Administration NQF Level 5 at International Training College or the equivalent thereof at a recognized institution
- Individuals already employed in the field of business administration but without formal qualifications.

Programme Description

This qualification will equip learners with Administration and Management competencies that are generic to all business sectors, as well as with specialist knowledge, skills and values applicable to the particular sector in which they are employed or wishing to be employed or in which they have a particular interest.

Qualification Requirements

This qualification will be awarded to the learners credited with a minimum of 380 credits, and who have met the requirements of the programme.

Programme Structure**YEAR 1**

| | |
|----|---------------------------------|
| 1. | Business Management 1 |
| 2. | Computer Studies 1 |
| 3. | Computerized Accounting 1 |
| 4. | Entrepreneurship |
| 5. | Financial Accounting 1 |
| 6. | Human Resource Management 1 |
| 7. | Introduction to Micro-Economics |
| 8. | Macro-Economics |
| 9. | Marketing Management 1 |

Assessment

Continuous Assessment (40%)

Final examination (60%)

Modes of Delivery

This programme will be offered through full time /part time and distance learning mode

YEAR 2

| | |
|----|-----------------------------|
| 1. | Business Management 2 |
| 2. | Quantitative Methods |
| 3. | Economics 2 |
| 4. | Marketing Management 2 |
| 5. | Commercial Law |
| 6. | Human Resource Management 2 |
| 7. | Labour Law |
| 8. | Financial Accounting 2 |

YEAR 3

| | |
|----|----------------------------------|
| 1. | Business Management 3 |
| 2. | Company Law |
| 3. | Human Resource Management 3 |
| 4. | International Marketing |
| 5. | Project Management |
| 6. | Work Related Learning/Internship |

Career Opportunities

This qualification prepares the learners for business administration positions including:

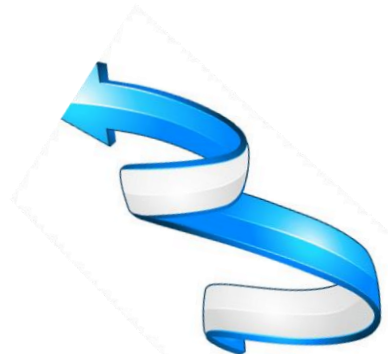
- Budget, cost or systems analyst
- Marketing manager
- Human resources manager
- Training and development Manager
- Risk Management Consultant
- Finance Administrator
- Administrator
- Administrative Assistant
- Front office manager
- Bank clerk
- Fundraising Planner

Articulation

Completion of the Bachelor of Business Administration NQF Level 7 meets the requirements for admission to Bachelor of Business Administration Honours NQF Level 8

Who should apply

- School leavers looking to pursue a career in business administration
- Students who have successfully completed the Diploma in Business Administration NQF level 6
- Individuals already employed in the field of Business administration but without formal qualifications.



BACHELOR OF BUSINESS ADMINISTRATION HONOURS LEVEL 8

DURATION: 1 YEAR

CREDITS: 128

Programme Description

The Bachelor of Business Administration Honours degree should produce knowledgeable, intellectually skilled individuals who are able to contribute to improved productivity and efficiency within the organisation. It should provide the means for current individuals in the general management field to receive recognition of prior learning and to upgrade their skills and knowledge base

Qualification Requirements

This qualification will be awarded to the learners credited with a minimum of 128 credits, and who have met the requirements of the programme.

Programme Structure

| | |
|-----|--|
| 1. | Managerial Economics |
| 2. | Organisational Development and Change Management |
| 3. | Small and Medium Enterprise Leadership |
| 4. | Strategic Business Management A |
| 5. | Strategic Human Resource Management A |
| 6. | Strategic Marketing Management A |
| 7. | Research Methods |
| 8. | Strategic Business Management B |
| 9. | Strategic Human Resource Management B |
| 10. | Strategic Marketing Management B |
| 11. | Research Project (Mini-Thesis) |

Career Opportunities

This qualification prepares learners for business administration positions including:

- Budget, cost or systems analyst
- Marketing / Administrative manager
- Human resources manager
- Training and development consultant
- Training and development manager
- Risk Management consultant
- Finance administrator / manager

Assessment

Continuous Assessment (40%)
Final examination (60%)

Modes of Delivery

This programme will be offered through full time /part time and distance learning mode

Articulation

Completion of the Business Administration Honours NQF Level 8 meets the minimum entry requirements for admission to the Master in Business Administration NQF Level 9

Who should apply

- Candidates who Students who have successfully completed the Bachelor Degree in Business Administration NQF Level 7

CERTIFICATE IN HUMAN RESOURCE MANAGEMENT LEVEL 4

DURATION: 1 YEAR

CREDITS: 124

Programme Description

The primary purpose of the qualification is to provide learners with the appropriate knowledge and skills for the Human Resource functions at entry level in an organisation. This programme will prepare learners to reflect on the applications of Human Resource Management and will also prepare them for further study in Human Resource Management.

Qualification Requirements

This qualification will be awarded to the learners credited with a minimum of 124 credits, and who have met the requirements of the programme.

Programme Structure

| | |
|----|---|
| 1. | Principles of Accounting |
| 2. | Introduction to Human resource management |
| 3. | Business Management 1 |
| 4. | Commercial Numeracy |
| 5. | Computer Studies 1 |
| 6. | English 1 |
| 7. | Introduction to Micro-Economics |

Career Opportunities

This qualification prepares learners for entry level human resource positions including:

- Entrepreneur
- Human Resource Assistant
- Training and Development Officer
- Labour Relations Inspector Officer
- Human Resource Officer
- HR Consultant (Industrial Relations, Recruitment and Selection, etc.)
- Industrial Relations Assistant/Officer
- Labour Relations Assistant/Officer

Assessment

Continuous Assessment (40%)
Final examination (60%)

Modes of Delivery

This programme will be offered through full time /part time and distance learning mode

Articulation

Completion of the Certificate in Human Resource Management NQF Level 4 meets the minimum entry requirements for admission to the Diploma in Human Resource Management NQF Level 5/Bachelor of Human Resource Management NQF Level 7

Who should apply

- School leavers looking to pursue a career in Human Resource management but do not meet the minimum requirements to enter at degree level.
- Individuals already employed in the field of Human resource but without formal qualifications.

Programme Description

The primary purpose of the qualification is to build on the knowledge and skills gained in the Certificate in Human Resource Management and to provide qualifying learners with the appropriate knowledge and skills to effectively pursue a career in human resource management.

Qualification Requirements

This qualification will be awarded to the learners credited with a minimum of 128 credits, and who have met the requirements of the programme.

Programme Structure

| | |
|-----|---------------------------------|
| 1. | Business Ethics |
| 2. | Entrepreneurship |
| 3. | Human resource management1 |
| 4. | Business Management 1 |
| 5. | Commercial Numeracy |
| 6. | Computer Studies 1 |
| 7. | English 1 |
| 8. | Introduction to Micro-Economics |
| 9. | Financial Accounting 1 |
| 10. | Labour law |
| 11. | Macro-economics |

Career Opportunities

This qualification prepares learners for entry level human resource positions including:

- Entrepreneur
- Human Resource Assistant
- Training and Development Assistant/ Officers
- Labour Relations Inspector Assistant/ Officer
- Human Resource Officer
- HR Consultant (Industrial Relations, Recruitment and Selection, etc.)
- Industrial Relations Assistant/Officer
- Labour Relations Assistant/Officer

Assessment

Continuous Assessment (40%)
Final examination (60%)

Modes of Delivery

This programme will be offered through full time /part time and distance learning mode

Articulation

Completion of the Diploma in Human Resource Management NQF Level 5 meets the minimum entry requirements for admission to the Diploma in Human Resource Management NQF Level 6 / Bachelor of Human Resource Management NOF Level 7

Who should apply

- Individuals looking to pursue a further career in human resource
- Individuals already employed in the field of human resource but without relevant qualifications.

Programme Description

The primary purpose of the qualification is to build on the earlier knowledge and skills gained in the human resource and to provide qualifying learners with the appropriate knowledge and skills to effectively pursue a career in human resource management.

Qualification Requirements

This qualification will be awarded to the learners credited with a minimum of 128 credits, and who have met the requirements of the programme.

Programme Structure

| | |
|----|---|
| 1. | Business Management 2 |
| 2. | Compensation Management |
| 3. | Human Resource Management System & Technology |
| 4. | Human Resource Management 2 |
| 5. | Industrial Relations 1 |
| 6. | Management of Training 1 |
| 7. | Organisational Behaviour 1 |
| 8. | Performance Management |

Assessment

Continuous Assessment (40%)
Final examination (60%)

Modes of Delivery

This programme will be offered through full time /part time and distance learning mode

Articulation

Completion of the Diploma in Human Resource Management NQF Level 6 meets the minimum entry requirements for admission to the Bachelor's Degree in Human Resource Management NQF Level 7

Career Opportunities

This qualification prepares the learners for human resource positions including:

- Entrepreneur
- Human Resource Assistant
- Training and Development Officer
- Labour Relations Inspector Officer
- Human Resource Officer
- HR Consultant (Industrial Relations, Recruitment and Selection, etc.)
- Industrial Relations Assistant/Officer
- Labour Relations Assistant/Officer

Who should apply

- School leavers looking to pursue a career in Human Resource Management but do not meet the minimum requirements to enter at the higher level.
- Individuals already employed in the field of Human resource but without formal qualifications.

Programme Description

This qualification is to provide learners with the competencies needed to apply Human Resources Management actions in the world of work to ensure efficiency and high levels of productivity by the workforce. Graduates will deal with the effective management of an organisation's workforce, from junior to senior staff members

Qualification Requirements

This qualification will be awarded to the learners credited with a minimum of 400 credits, and who have met the requirements of the programme.

Programme Structure**YEAR 1**

| | |
|-----|---------------------------------|
| 1. | Business Ethics |
| 2. | Entrepreneurship |
| 3. | Human resource management 1 |
| 4. | Business Management 1 |
| 5. | Commercial Numeracy |
| 6. | Computer Studies 1 |
| 7. | English 1 |
| 8. | Introduction to Micro-Economics |
| 9. | Financial Accounting 1 |
| 10. | Labour law |
| 11. | Macro-economics |

Assessment

Continuous Assessment (40%)

Final examination (60%)

Modes of Delivery

This programme will be offered through full time /part time and distance learning mode

YEAR 2

| | |
|----|--|
| 1. | Business Management 2 |
| 2. | Compensation Management |
| 3. | Human Resource Information System & Technology |
| 4. | Human Resource Management 2 |
| 5. | Industrial Relations 1 |
| 6. | Management of Training 1 |
| 7. | Organisational Behaviour 1 |
| 8. | Performance Management |

YEAR 3

| | |
|----|---|
| 1. | Business Management 3 |
| 2. | Industrial Relations 2 |
| 3. | Human Resource Management 3 |
| 4. | Management of Training 2 |
| 5. | Organisational Development and Change Management |
| 6. | Management of Employee Wellbeing, Health and Safety |

Career Opportunities

This qualification prepares learners for human resource positions including:

- Human Resource Specialists (Human Resource Assistant/Human Resource Officer /Manager)
- HR Consultant (Industrial Relations, Recruitment and Selection, etc.)
- Training and Development specialists
- Labour Relations Inspector Assistant/ Officer/Manager Arbitrator
- Careers adviser
- Equality, diversity and inclusion officer
- Life coach/Employee counsellor
- Mediator
- Talent agent
- Trade union research officer
- Payroll specialist
- HRIS specialist

Articulation

Completion of the Bachelor Degree of Human Resource Management NQF Level 7 meets the minimum entry requirements for admission to the Bachelor of Human Resource Management Honours NQF Level 8

Who should apply

- School leavers looking to pursue a career in Human Resource Management but do not meet the minimum requirements to enter at degree level.
- Individuals already employed in the field of human resources but without formal qualifications.



BACHELOR OF HUMAN RESOURCE MANAGEMENT HONOURS LEVEL 8

DURATION: 1 YEAR

CREDITS: 144

Programme Description

This qualification in Human Resource Management is designed to provide learners with a sound basis of Human Resource Management theory as well as the application of its principles in both the public and private sectors. The purpose of the qualification is to consolidate and deepen the learner's expertise in Human Resource Management and to develop research capacity in its methodology and techniques.

Qualification Requirements

This qualification will be awarded to the learners credited with a minimum of 144 credits, and who have met the requirements of the programme.

Programme Structure

| | |
|----|---------------------------------------|
| 1. | Strategic Business Management A |
| 2. | Strategic Business Management B |
| 3. | Strategic Human Resource Management A |
| 4. | Strategic Human Resource Management B |
| 5. | Industrial Relations 3 |
| 6. | Talent Management |
| 7. | Research Methods |
| 8. | Research Mini Thesis |

Career Opportunities

This qualification prepares learners for human resource positions including:

- Budget, cost or systems analyst.
- Marketing / Administrative manager.
- Human resources manager.
- Training and development specialist
- Training and development manager
- Risk Management Consultant
- Finance Administrator / Manager

Assessment

Continuous Assessment (40%)
Final examination (60%)

Modes of Delivery

This programme will be offered through full time /part time and distance learning mode

Articulation

Completion of the Human Resource Management Honours NQF Level 8 meets the minimum entry requirements for admission to the Master of Human Resource Management NQF Level 9

Who should apply

- Candidates who Students who have successfully completed the Bachelor's Degree in Human Resource Management NQF level 7

Programme Description

This qualification is intended to enhance the provision of service within the field of administration in all sectors. The qualification builds the candidates day-to-day administration skills, and general operational competencies to meet standards of service excellence required within the administration fields.

Qualification Requirements

This qualification will be awarded to the learners credited with a minimum of 144 credits, and who have met the requirements of the programme.

Programme Structure

| | |
|-----|---------------------------------|
| 1. | Audio Transcription 01 |
| 2. | Business Studies |
| 3. | English for Office Skills |
| 4. | Fundamentals of marketing |
| 5. | Typing |
| 6. | Introduction To Micro-Economics |
| 7. | Office Procedures 01 |
| 8. | Computer Studies |
| 9. | Principles of Accounting |
| 10. | Computerised Accounting 01 |

Career Opportunities

This qualification prepares learners for entry level in office administration positions including:

- Receptionist
- Office Assistant
- Marketing Administrator
- Filing clerk
- Personnel Assistant

Assessment

Continuous Assessment (40%)
Final examination (60%)

Modes of Delivery

This programme will be offered through full time /part time and distance learning mode

Articulation

Completion of the Certificate in Office Administration NQF Level 4 meets the minimum entry requirements for admission to the Diploma in Office Administration NQF Level 5

Who should apply

- School leavers looking to pursue a career in office administration but do not meet the minimum requirements to enter at degree level.
- Individuals already employed in the field of office administration but without formal qualifications.

Programme Description

This qualification will equip learners with knowledge and skills required to gain theoretical and practical understanding of the context and strategies relevant to basic administrative and office processes within a business or associated environment. It helps the learner's understand of the importance of the consistent application of appropriate administrative theories and principles.

Qualification Requirements

This qualification will be awarded to the learners credited with a minimum of 140 credits, and who have met the requirements of the programme.

Programme Structure

| | |
|-----|---------------------------------|
| 1. | Audio Transcription 02 |
| 2. | Business Management 01 |
| 3. | Computerized Accounting 02 |
| 4. | English for Office Skills 02 |
| 5. | Entrepreneurship |
| 6. | Financial Accounting 01 |
| 7. | Human Resource Management 01 |
| 8. | Marketing Management 01 |
| 9. | Office Procedures 01 |
| 10. | Secretarial Public Relations 01 |

Career Opportunities

This qualification prepares learners for entry level office administration positions including:

- Junior Office Administrator
- Receptionist
- Office Assistant
- Public Relations Officer
- Marketing Administrator
- Secretary
- Filing clerk
- Personnel Assistant

Assessment

Continuous Assessment (40%)
Final examination (60%)

Modes of Delivery

This programme will be offered through full time /part time and distance learning mode

Articulation

Completion of the Diploma in Office Administration NQF Level 5 meets the minimum entry requirements for admission to the Diploma in Office Administration NQF Level 6

Who should apply

- School leavers looking to pursue a career in office administration but do not meet the minimum requirements to enter at higher level.
- Individuals already employed in the field of office administration but without formal qualifications.

Programme Description

Programme provides a solid background of administrative management skills which will enable the candidate to grow and progress in today's competitive business environment. It helps the learner to be an important all-rounder in any office, by gaining necessary office administration and management skills.

Qualification Requirements

This qualification will be awarded to the learners credited with a minimum of 144 credits, and who have met the requirements of the programme.

Programme Structure

| | |
|----|---------------------------------|
| 1. | Business Management 02 |
| 2. | Computerized Accounting 03 |
| 3. | Financial Accounting 02 |
| 4. | Interpersonal Skills |
| 5. | Marketing Management 02 |
| 6. | Office Procedures 02 |
| 7. | Secretarial Public Relations 02 |
| 8. | Internship |

Assessment

Continuous Assessment (40%)
Final examination (60%)

Modes of Delivery

This programme will be offered through full time /part time and distance learning mode

Articulation

Completion of the Diploma in Office Administration NQF Level 6 meets the minimum entry requirements for admission to the Bachelor of Business Administration NQF Level 7

Career Opportunities

This qualification prepares learners for office administration positions including:

- Office Administrator
- Receptionist
- Office Assistant
- Junior Public Relations Officer
- Marketing Administrator
- Personal Secretary
- Secretary

Who should apply

- School leavers looking to pursue a career in office administration but do not meet the minimum requirements to enter at degree level.
- Individuals already employed in the field of Office administration but without formal qualifications.

CERTIFICATE IN BUSINESS SERVICES (OFFICE ADMINISTRATION) LEVEL 1

DURATION: 1 YEAR

CREDITS: 80

Programme Description

This qualification enables the skills and knowledge required to perform basic office administration tasks that involves communicating effectively with colleagues and clients; filing and retrieving of documents; using of office equipment; and demonstrating basic IT skills in performing office administration duties.

Qualification Requirements

This qualification will be awarded to the learners credited with a minimum of 80 credits, and who have met the requirements of the programme.

Programme Structure

| | |
|----|---------------------------------|
| 1. | Computing Fundamentals |
| 2. | Foundation Numeracy Skills |
| 3. | Foundation Financial Skills |
| 4. | HIV and AIDS awareness |
| 5. | Occupational Health and Safety |
| 6. | Entrepreneurship |
| 7. | Foundation Communication Skills |

Career Opportunities

This qualification prepares learners for entry level in office administration positions including:

- Receptionist
- Office Assistant
- Marketing Administrator
- Filing clerk
- Personnel Assistant

Assessment

Continuous Assessment (40%)
Final examination (60%)

Modes of Delivery

This programme will be offered through full time /part time and distance learning mode

Articulation

Completion of the Certificate in Business Services NQF Level 1 meets the minimum entry requirements for admission to the Certificate in Business services NQF Level 2

Who should apply

- School leavers looking to pursue a career in office administration but do not meet the minimum requirements to enter at a higher level.
- Individuals already employed in the field of Office administration but without formal qualifications.

Programme Description

This qualification enables the skills and knowledge required to perform administrative and office related including demonstrating IT skills; operating and maintaining office equipments; completing routine financial documents; and maintaining office records on a database programme

Qualification Requirements

This qualification will be awarded to the learners credited with a minimum of 80 credits, and who have met the requirements of the programme.

Programme Structure

| | |
|----|---------------------------------------|
| 1. | Computing Fundamentals |
| 2. | Customer feedback |
| 3. | Financial Skills |
| 4. | Customer Service |
| 5. | Database |
| 6. | Managing dairy and records |
| 7. | Communication Skills |
| 8. | Maintaining Reception |
| 9. | Operate and maintain office equipment |

Career Opportunities

This qualification prepares learners for entry level in office administration positions including:

- Receptionist
- Office Assistant
- Marketing Administrator
- Filing clerk
- Personnel Assistant

Assessment

Continuous Assessment (40%)
Final examination (60%)

Modes of Delivery

This programme will be offered through full time /part time and distance learning mode

Articulation

Completion of the Certificate in Business Services NQF Level 2 meets the minimum entry requirements for admission to the Certificate in Business services NQF Level 3

Who should apply

- School leavers looking to pursue a career in office administration but do not meet the minimum requirements to enter at degree level.
- Individuals already employed in the field of Office administration but without formal qualifications.

CERTIFICATE IN BUSINESS SERVICES (OFFICE ADMINISTRATION) LEVEL 3

DURATION: 1 YEAR

CREDITS: 57

Programme Description

This qualification enables the skills and knowledge required to perform administrative tasks including monitoring and maintaining stock levels; demonstrating basic IT skills; efficient customer services; necessary office procedures.

Qualification Requirements

This qualification will be awarded to the learners credited with a minimum of 57 credits, and who have met the requirements of the programme.

Programme Structure

| | |
|----|--------------------------------------|
| 1. | Coordinating to achieve Team goals |
| 2. | Stock monitoring and maintenance |
| 3. | Word processing skills |
| 4. | Spreadsheet skills |
| 5. | Presentation and DTP applications |
| 6. | Office document planning and writing |
| 7. | Reception services |

Career Opportunities

This qualification prepares learners for entry level in office administration positions including:

- Receptionist
- Office Assistant
- Assistant Administrator
- Filing clerk
- Personnel Assistant

Assessment

Continuous Assessment (40%)

Final examination (60%)

Modes of Delivery

This programme will be offered through full time /part time and distance learning mode

Articulation

Completion of the Certificate in Business Services NQF Level 3 meets the minimum entry requirements for admission to the Certificate in Business Administration NQF Level 4

Who should apply

- School leavers looking to pursue a career in office administration but do not meet the minimum requirements to enter at higher level.
- Individuals already employed in the field of Office administration but without formal qualifications.

- **Forensic and Investigative Auditing**
- **Prevention and Detection of Corruption and Procurement Fraud**
- **Business Development Management**
- **Leadership, Innovation and Change Management**
- **Strategic Thinking & Execution for Business Growth**
- **Governance and Development Law**
- **Business Systems Analysis**
- **Business Risk Management**
- **Practical Labour Law**
- **Negotiation and Conflict Resolution**
- **Bookkeeping**



DEPARTMENT OF INFORMATION TECHNOLOGY





INTRODUCTION

The Department of Information Technology at International Training College-Lingua offers extensive computing programmes in Management Information Systems, Networking and Systems Administration and Software Development, which are accredited by the Namibia Qualifications Authority (NQA). The Department also offers the internationally acclaimed CISCO Certified Network Associate (CCNA) certification and other in-demand IT short courses.

The Department Aims:

1. To teach computing with emphasis on software development, networking and systems administration, and management information systems
2. To foster the development of systems that suits the industry
3. To encourage entrepreneurship in the development of local products
4. To offer a curriculum that meets the current needs of employers
5. To encourage intellectual and professional development of students

Due to the dynamic and competitive higher education landscape in Namibia, the Department of Information Technology uses innovative teaching, learning and international partnerships to remain at the cutting edge of technology. Our focus is on reflective but critical thinking in novel ways of problem solving.



Programme Description

The qualification is designed to meet the needs of learners who require computing skills in all sectors of the economy, as End User computing is an essential skill in any business today. It aims to develop informed and skilled learners that can apply the acquired skills in any industry and should contribute towards improved productivity and efficiency in the workplace.

Qualification Requirements

This qualification will be awarded to the learners credited with a minimum of 50 credits, and who have met the requirements of the programme.

Programme Structure

| | |
|----|--|
| 1. | Basic Mathematics |
| 2. | Computer Operations and Applications |
| 3. | English |
| 4. | Information Technology Technical Support |
| 5. | Installing and Upgrading Software |

Career Opportunities

This qualification prepares learners for entry level in IT including:

- IT Technician
- Hardware Technician
- IT Support
- Help Desk Assistant

Assessment

Continuous Assessment (40%)
Final examination (60%)

Modes of Delivery

This programme will be offered through full time /part time and distance learning mode

Articulation

Completion of the Certificate in Information Technology NQF Level 3 meets the minimum entry requirements for admission to the Certificate in Information Technology NQF Level 4

Who should apply

- School leavers looking to pursue a career in Information Technology but do not meet the minimum requirements to enter at Level 4
- Individuals already employed in the field of Information Technology but without formal qualifications.

Programme Description

The qualification helps to address the problems relating to number systems used in a computer to explain concepts and the role of operating systems. This qualification also aims to establish proper skills in the context of IT and developing the ability and strategies for the interpretation and exchange of information technology (IT) related content.

Qualification Requirements

This qualification will be awarded to the learners credited with a minimum of 100 credits and who have met the requirements of the programme.

Programme Structure

| | |
|----|---|
| 1. | Computer Mathematics |
| 2. | Computer Systems Repair and Maintenance |
| 3. | English |
| 4. | Information Technology Principles |
| 5. | Integrated Applications |
| 6. | Operating System Fundamentals |
| 7. | Programming Fundamentals |

Career Opportunities:

This qualification prepares learners for entry level in IT including:

- IT Technician
- Hardware Technician
- IT Support
- Help Desk Assistant
- IT Sales person

Assessment

Continuous Assessment (40%)
Final examination (60%)

Modes of Delivery

This programme will be offered through full time /part time and distance learning mode

Articulation

Completion of the Certificate in Information Technology NQF Level 4 meets the minimum entry requirements for admission to the Diploma in Information Technology NQF Level 5

Who should apply

- School leavers looking to pursue a career in Information Technology but do not meet the minimum requirements to enter at Level 5
- Individuals already employed in the field of Information Technology but without formal qualifications.

Programme Description

The qualification will give candidates opportunities to gain a recognised qualification to enter employment as an IT professional or progress to higher education qualifications such as degrees in computing or related areas. It will also develop candidates' skills, techniques and attributes essential for successful performance in a working environment

Qualification Requirements

This qualification will be awarded to the learners credited with a minimum of 148 credits, and who have met the requirements of the programme.

Programme Structure

| | |
|-----|--|
| 1. | Business Information Systems Fundamentals |
| 2. | Computer Networks & Applications 1 |
| 3. | Computer Organisation and Systems Architecture |
| 4. | Computer System Repair and Maintenance |
| 5. | English |
| 6. | Information Security Fundamentals |
| 7. | Introduction to Statistics |
| 8. | Operating Systems |
| 9. | Programming 1A |
| 10. | Programming 1B |

Assessment

Continuous Assessment (40%)
Final examination (60%)

Modes of Delivery

This programme will be offered through full time /part time and distance learning mode

Articulation

Completion of the Diploma in Information Technology NQF Level 5 meets the minimum entry requirements for admission to the Diploma in Information Technology NQF Level 6

Career Opportunities:

This qualification prepares learners for entry level in IT including:

- IT Help Desk assistant
- Hardware Technician
- IT Support
- Network Technicians

Who should apply

- Learners looking to pursue a career in Information Technology but do not meet the minimum requirements to enter at Level 6
- Individuals already employed in the field of Information Technology but without formal qualifications.

Programme Description

The qualification provides students with a sound knowledge base in the IT field and the ability to apply their knowledge and skills in Management Information Systems, Systems Development, Technical Support or Networking and Systems Administration sub-fields and ability to apply their knowledge and skills at their workplace.

Qualification Requirements

This qualification will be awarded to the learners credited with a minimum of 160 credits, and who have met the requirements of the programme.

Programme Structure

| | |
|-----|--------------------------------------|
| 1. | Computer Networks & Applications 2 |
| 2. | Database Development 1 |
| 3. | Data Structures and Algorithm Design |
| 4. | IT Project Management |
| 5. | Managing Business Processes |
| 6. | Mobile Application Development 1 |
| 7. | Object-Oriented Programming 1 |
| 8. | System Analysis and Design |
| 9. | Software Engineering Fundamentals |
| 10. | Web Development 1 |

Assessment

Continuous Assessment (40%)
Final examination (60%)

Modes of Delivery

This programme will be offered through full time /part time and distance learning mode

Articulation

Completion of the Diploma in Information Technology NQF Level 6 meets the minimum entry requirements for admission to the Bachelor of Information Technology NQF Level 7

Career Opportunities:

This qualification prepares learners for IT positions including:

- IT Support
- IT Help Desk officer
- Network Technician
- Web Developer
- Assistant Software Developer
- Technical Support Engineer
- Database Developer
- Information officer
- App Developer

Who should apply

- Learners looking to pursue a career in Information Technology but do not meet the minimum requirements to enter at Level 7
- Individuals already employed in the field of Information Technology but without formal qualifications.

BACHELOR OF INFORMATION TECHNOLOGY LEVEL 7 (Management Information Systems Specialisation)

DURATION: 3 YEAR

CREDITS: 416

Programme Description

The qualification provides learners with a sound knowledge base in the IT field and the ability to apply their knowledge and skills in Management Information Systems, Systems Development, Technical Support or Networking and Systems Administration sub-fields and the ability to apply their knowledge and skills at their workplace.

Qualification Requirements

This qualification will be awarded to the learners credited with a minimum of 416 credits, and who have met the requirements of the programme.

Programme Structure

| YEAR ONE | |
|----------|--|
| 1. | Business Information Systems Fundamentals |
| 2. | Computer Networks & Applications 1 |
| 3. | Computer Organisation and Systems Architecture |
| 4. | Computer System Repair and Maintenance |
| 5. | English |
| 6. | Information Security Fundamentals |
| 7. | Introduction to Statistics |
| 8. | Operating Systems |
| 9. | Programming 1A |
| 10. | Programming 1B |

| YEAR TWO | |
|----------|--------------------------------------|
| 1. | Computer Networks & Applications 2 |
| 2. | Database Development 1 |
| 3. | Data Structures and Algorithm Design |
| 4. | IT Project Management |
| 5. | Managing Business Processes |
| 6. | Mobile Application Development 1 |
| 7. | Object-Oriented Programming 1 |
| 8. | System Analysis and Design |
| 9. | Software Engineering Fundamentals |
| 10. | Web Development 1 |

Assessment

Continuous Assessment (40%)

Final examination (60%)

Modes of Delivery

This programme will be offered through full time /part time and distance learning mode

Articulation

Completion of the Bachelor of Information Technology (MIS) NQF Level 7 meets the minimum entry requirements for admission to the Bachelor of Information Technology Honours (MIS) NQF Level 8

YEAR THREE

| | |
|----|------------------------------------|
| 1. | Business Intelligence |
| 2. | E-Commerce and Strategy |
| 3. | Enterprise Architecture |
| 4. | Financial Accounting 1 |
| 5. | Information Security Management |
| 6. | Strategic Information Systems |
| 7. | Internship (Work Related Learning) |

Who should apply

- School leavers looking to pursue a career in Information Technology but do not meet the minimum requirements to enter at Level 7
- Individuals already employed in the field of Information Technology but without formal qualifications.

Career Opportunities:

This qualification prepares learners for industry jobs in IT including:

- IT Help Desk Officer
- Hardware Technician
- IT Support Specialist
- Network Technicians
- Network Designer
- Database Developer
- Website Developer

- Business Intelligence Analyst
- Mobile Application Developer
- IT Analyst
- IT Manager
- Management Analyst
- Data Manager
- Computer Systems Analyst



BACHELOR OF INFORMATION TECHNOLOGY HONOURS LEVEL 8 (Management Information Systems Specialisation)

DURATION: 1 YEAR

CREDITS: 127

Programme Description

This program aims at providing the learner with tools to harness information technology, from both strategic and operational perspectives, to create business efficiencies. It will enhance the analytical, problem solving, decision-making and critical thinking skills and help to develop an understanding of key business concepts.

Qualification Requirements

This qualification will be awarded to the learners credited with a minimum of 127 credits, and who have met the requirements of the programme.

Programme Structure

| | |
|----|---|
| 1. | Big Data: Systems, Programming and Management |
| 2. | Business Continuity Management |
| 3. | Information Systems Governance |
| 4. | Research Project (Mini-thesis) |
| 5. | Research Methods in Information Systems |
| 6. | Web Science |

Career Opportunities:

This qualification prepares learners for IT positions including:

- IT Analyst
- IT Manager
- Management Analyst
- Data Manager
- Computer Systems Analyst

Assessment

Continuous Assessment (40%)
Final examination (60%)

Modes of Delivery

This programme will be offered through full time/part time and distance learning mode

Articulation

Completion of the Bachelor of Information Technology Honours (MIS) NQF Level 8 meets the minimum entry requirements for admission to the Master of Information Technology NQF Level 9

Who should apply

- Learners who wish to upgrade themselves and a holder Level 7 Bachelor degree qualification in Information Technology (MIS)
- Individuals already employed in the field of Information Technology but without formal qualifications.

BACHELOR OF INFORMATION TECHNOLOGY LEVEL 7 (Networking and System Administration Specialisation)

DURATION: 3 YEAR

CREDITS: 416

Programme Description

A graduate at this level is competent in the development of IT systems in a distributed computing environment and will be competent in Networking & System Administration. It also helps to meet specified needs so that they work reliably and their production and maintenance is cost effective.

Qualification Requirements

This qualification will be awarded to the learners credited with a minimum of 416 credits, and who have met the requirements of the programme.

Programme Structure

| YEAR ONE | |
|----------|--|
| 1. | Business Information Systems Fundamentals |
| 2. | Computer Networks & Applications 1 |
| 3. | Computer Organisation and Systems Architecture |
| 4. | Computer System Repair and Maintenance |
| 5. | English |
| 6. | Information Security Fundamentals |
| 7. | Introduction to Statistics |
| 8. | Operating Systems |
| 9. | Programming 1A |
| 10. | Programming 1B |

| YEAR TWO | |
|----------|--------------------------------------|
| 1. | Computer Networks & Applications 2 |
| 2. | Database Development 1 |
| 3. | Data Structures and Algorithm Design |
| 4. | IT Project Management |
| 5. | Managing Business Processes |
| 6. | Mobile Application Development 1 |
| 7. | Object-Oriented Programming 1 |
| 8. | System Analysis and Design |
| 9. | Software Engineering Fundamentals |
| 10. | Web Development 1 |

Assessment

Continuous Assessment (40%)
Final examination (60%)

Modes of Delivery

This programme will be offered through full time /part time and distance learning mode

Articulation

Completion of the Bachelor of Information Technology (NSA) NQF Level 7 meets the minimum entry requirements for admission to the Bachelor of Information Technology Honours NQF Level 8 (NSA)

YEAR THREE

| | |
|----|------------------------------------|
| 1. | Client/Server Computing Systems |
| 2. | Cloud Computing |
| 3. | Information Security Management |
| 4. | Managing and Supporting Systems |
| 5. | Server Administration |
| 6. | Virtualisation |
| 7. | Wireless Networking Solutions |
| 8. | Internship (Work Related Learning) |

Who should apply

- School leavers looking to pursue a career in Information Technology
- Individuals already employed in the field of Information Technology but without formal qualifications.

Career Opportunities:

This qualification prepares learners for industry jobs in IT including:

- IT Help Desk Officer
- Hardware Technician
- IT Support Specialist
- Network Technicians
- Network Manager
- Network Designer
- Distributed system specialist

- Network Administrator
- Information Security Officer
- Information Security Specialist
- Mobile Application Developer
- Networking Specialist
- IT Project Manager
- Systems Administrator



BACHELOR OF INFORMATION TECHNOLOGY HONOURS LEVEL 8 (Networking and System Administration Specialisation)

DURATION: 1 YEAR

CREDITS: 127

Programme Description

This program aims to provide the learner with advanced concepts and practical applications of network communications, security, and cryptography. The qualification will enable the learner to gain extensive knowledge and experience in designing, constructing, analysing, and securing networks. The completion of this program qualifies graduates to manage computer systems and network infrastructures.

Qualification Requirements

This qualification will be awarded to the learners credited with a minimum of 127 credits, and who have met the requirements of the programme.

Programme Structure

| | |
|----|---------------------------------------|
| 1. | Applied Networking and Communications |
| 2. | Cybersecurity |
| 3. | Modern Cryptography |
| 4. | Research Project (Mini-thesis) |
| 5. | Research Methods |
| 6. | Systems Administration |

Career Opportunities:

This qualification prepares learners for IT positions including:

- Network Security Administrator
- Network Service Technician
- Server Administrator
- Cloud Support Engineer
- Computer Network Architect
- Wireless Network Engineer

Assessment

Continuous Assessment (40%)
Final examination (60%)

Modes of Delivery

This programme will be offered through full time/part time and distance learning mode

Articulation

Completion of the Bachelor of Information Technology Honours (NSA) NQF Level 8 meets the minimum entry requirements for admission to the Master of Information Technology NQF Level 9

Who should apply

- Learners who wish to upgrade themselves and a holder Level 7 Bachelor degree qualification in Information Technology (NSA)
- Individuals already employed in the field of Information Technology but without formal qualifications.

BACHELOR OF INFORMATION TECHNOLOGY

LEVEL 7

(Software Development Specialisation)

DURATION: 3 YEAR

CREDITS: 416

Programme Description

Learners who pursue this degree will learn how to perform key processes at different stages of software creation, along with the fundamental theories that guide this cutting-edge field. Learners will gain practical experience in developing software solutions that involves assembling extensive amounts of code into working applications, as well as updating and fixing problems in existing software.

Qualification Requirements

This qualification will be awarded to the learners credited with a minimum of 416 credits, and who have met the requirements of the programme.

Programme Structure

YEAR ONE

| | |
|-----|--|
| 1. | Business Information Systems Fundamentals |
| 2. | Computer Networks & Applications 1 |
| 3. | Computer Organisation and Systems Architecture |
| 4. | Computer System Repair and Maintenance |
| 5. | English |
| 6. | Information Security Fundamentals |
| 7. | Introduction to Statistics |
| 8. | Operating Systems |
| 9. | Programming 1A |
| 10. | Programming 1B |

YEAR TWO

| | |
|-----|--------------------------------------|
| 1. | Computer Networks & Applications 2 |
| 2. | Database Development 1 |
| 3. | Data Structures and Algorithm Design |
| 4. | IT Project Management |
| 5. | Managing Business Processes |
| 6. | Mobile Application Development 1 |
| 7. | Object-Oriented Programming 1 |
| 8. | System Analysis and Design |
| 9. | Software Engineering Fundamentals |
| 10. | Web Development 1 |

Assessment

Continuous Assessment (40%)

Final examination (60%)

Modes of Delivery

This programme will be offered through full time /part time and distance learning mode

Articulation

Completion of the Bachelor of Information Technology (SD) NQF Level 7 meets the minimum entry requirements for admission to the Bachelor of Information Technology Honours (SD) NQF Level 8

YEAR THREE

| | |
|----|------------------------------------|
| 1. | Advanced Programming in .NET |
| 2. | Business Intelligence |
| 3. | Database Development 2 |
| 4. | Information Security Management |
| 5. | Object-Oriented Programming 2 |
| 6. | Software Development Fundamentals |
| 7. | User Experience & Interface Design |
| 8. | Internship (Work Related Learning) |

Who should apply

- School leavers looking to pursue a career in Information Technology
- Individuals already employed in the field of Information Technology but without formal qualifications.

Career Opportunities:

This qualification prepares learners for industry jobs in IT including:

- IT Help Desk Officer
- Hardware Technician
- IT Support Specialist
- Database Developer
- Software Developer
- Software Systems Designer
- Software Tester

- Software Systems Administrator
- Software Engineer
- Software Architect
- System Analyst
- Business Intelligence Analyst
- Web Developer
- IT Project Manager



BACHELOR OF INFORMATION TECHNOLOGY HONOURS LEVEL 8 (Software Development Specialisation)

DURATION: 1 YEAR

CREDITS: 127

Programme Description

The qualification produces well trained individuals who can conduct a practical investigation to provide stakeholders with information about the quality of the software product or service. It will provide learners with in-depth knowledge in the advanced theoretical and practical concepts to enhance their ability to apply the knowledge and skills in the workplace.

Qualification Requirements

This qualification will be awarded to the learners credited with a minimum of 127 credits, and who have met the requirements of the programme.

Programme Structure

| | |
|----|---|
| 1. | Advanced Programming |
| 2. | Research Methods |
| 3. | Research Project (Mini-thesis) |
| 4. | Secure Programming |
| 5. | Software Architecture, Process & Management |
| 6. | Software Design and Modelling |

Career Opportunities:

This qualification prepares learners for IT positions including:

- Software Tester
- Software developer
- Computer Systems designer
- Software engineer
- Software Architect
- Web developer
- Application Developer
- Software System Engineer

Assessment

Continuous Assessment (40%)
Final examination (60%)

Modes of Delivery

This programme will be offered through full time /part time and distance learning mode

Articulation

Completion of the Bachelor of Information Technology Honours (SD) NQF Level 8 meets the minimum entry requirements for admission to the Master of Information Technology NQF Level 9

Who should apply

- Learners who wish to upgrade themselves and a holder Level 7 Bachelor degree qualification in Information Technology (SD)
- Individuals already employed in the field of Information Technology but without formal qualifications.

CISCO Networking Academy

(International Training College - Lingua is registered as a CISCO Academy) with the CISCO Networking Academy, our students will gain access to:

1. Multimedia web-based delivery that supports student centered learning
2. Hands-on training that develops problem solving skills
3. Globally accepted industry standard certification
4. Exciting careers in networking environments

CISCO CERTIFIED NETWORK ASSOCIATE (CCNA)

Information and Communication Technology (ICT) professionals are in short supply. Networking is predicted to be the second fastest growing occupation faster than the average for all occupations and will continue to grow as investments are made in newer faster technology and mobile networks. The CCNA curriculum helps students prepare for ICT careers and prepare students for the industrial CCNA certifications.



CCNA, Designed for Entry-Level ICT Jobs

In this curriculum, CISCO Networking Academy™ participants develop workforce readiness skills and build a foundation for success in networking related careers and degree programmes. With the support of video and rich interactive media, participants learn, apply, and practice CCNA knowledge and skills through a series of in-depth hands-on experiences and simulated activities that reinforce their learning. Upon completion of all three course offerings, learners will be prepared to take the Cisco CCNA Unified certification exam.

CCNA v7 teaches comprehensive networking concepts and skills, from network applications to the protocols and services provided to those applications. Learners will progress from basic networking to more complex enterprise and theoretical networking models later in the curriculum.

Industry Recognised Certification Alignment

The CCNA curriculum is aligned with the Cisco Certified Network Associate (CCNA) certification that helps maximize students' investment in foundational networking knowledge and increase their value for employers. The CCNA certification validates students' ability to install, configure, operate, and troubleshoot medium-size routed and switched networks

CCNA Curriculum

The CCNA curriculum consists of three courses:

1. **Introduction to Networks (ITN)** is the first course in the CISCO CCNA curriculum teaching students the architecture, structure, functions, components of the internet and other computer networks. By the end of the course, students will be able to build simple LANs, perform basic configurations for routers & switches, and implement IP addressing schemes.
2. **Switching, Routing and Wireless Essentials (SRWE)**, Scope and Sequence curriculum is designed for participants who are seeking entry-level jobs in the ICT industry or hope to fulfill prerequisites to pursue more specialized ICT skills. The CCNA v7 curriculum is presented in three courses: Introduction to Networks (ITN), Switching, Routing and Wireless Essentials (SRWE), and Enterprise Networking, Security, and Automation (ENSA). These three courses provide integrated and comprehensive coverage of networking topics including: IP routing and switching fundamentals, network security and services, and network programmability and automation, while providing learners extensive opportunities for hands-on practical experience and career skills development.
3. **Enterprise Networking, Security, and Automation (ENSA)**, Scope and Sequence curriculum is designed for participants who are seeking entry-level jobs in the ICT industry or hope to fulfill prerequisites to pursue more specialized ICT skills.

- **PC Repair and Maintenance**
- **Microsoft Office Suits**
- **Cybersecurity**
- **Web Development**
- **Graphics Design**
- **Information Security Management**
- **Photoshop**
- **Basic Computer Skills**
- **System Administration**
- **IT Project Management**
- **Virtualization**
- **Business Intelligence**

DEPARTMENT OF TOURISM AND HOSPITALITY





Introduction

The Department of Tourism and Hospitality at International Training College-Lingua offers different travel and tourism qualifications which are accredited by the Namibia Qualifications Authority (NQA). The Department offers courses from Certificate to Honours degree level in Travel and Tourism and Hospitality. These qualifications will provide students with the skills needed to work in a range of tourism and hospitality sector. The qualifications are aimed at equipping students with the knowledge, skills, values and attitudes that will enable them to be confident, independent and contribute responsibly in the sustainable development and growth of tourism and hospitality industry. The qualification will equip the learners to meet the needs and demands of the tourism and hospitality industry nationally and internationally



Programme Description

The Certificate in Travel and Tourism has been designed to help students to understand the skills and knowledge needed to work in the sector and to develop practical skills in preparation for employment or progression in education. Students will also be able to select a possible pathway or sector in which they can begin to apply specific skills in a tourism context.

Qualification Requirements

This qualification will be awarded to the learners credited with a minimum of 52 credits, and who have met the requirements of the programme.

Programme Structure

| | |
|----|--|
| 1. | Customer Care and Communication |
| 2. | Career Path in Tourism |
| 3. | Computer Studies 1 |
| 4. | Tourism Destination and Attractions in Namibia |
| 5. | English |
| 6. | Computer Studies |

Career Opportunities

This qualification prepares learners for entry level in Travel and tourism positions including:

- Front office Assistants
- Waiter/Waitress
- Tourism Information Centre Assistant
- Holiday representative
- Porter
- Valet

Assessment

Continuous Assessment (40%)
Final examination (60%)

Modes of Delivery

This programme will be offered through full time /part time and distance learning mode

Articulation

Completion of the Certificate in Travel and Tourism NQF Level 1 meets the minimum entry requirements for admission to the Certificate in Travel and Tourism NQF Level 2

Who should apply

- School leavers looking to pursue a career in Travel and Tourism but do not meet the minimum requirements to enter at this level
- Individuals already employed in the field of Travel and Tourism but without formal qualifications.

Programme Description

This qualification has been developed for those at a junior level in the tourism and hospitality industry and qualification will assist with the regulation of people entering the industry. The qualification provides a solid industry related foundation, availing opportunities for individuals entering this employment sector.

Qualification Requirements

This qualification will be awarded to the learners credited with a minimum of 62 credits, and who have met the requirements of the programme.

Programme Structure

| | |
|----|----------------------------------|
| 1. | Computer Studies 1 |
| 2. | Customer Care and Communication |
| 3. | English |
| 4. | Introduction to Tourism Industry |
| 5. | Retail Travel Operations |
| 6. | Tour Guiding |

Career Opportunities

This qualification prepares learners for entry level in Travel and tourism positions including:

- Front office Assistants
- Waiter/Waitress
- Tourism Information Centre Assistant
- Holiday representative
- Porter
- Tour Guide
- Tour guide assistant

Assessment

Continuous Assessment (40%)
Final examination (60%)

Modes of Delivery

This programme will be offered through full time /part time and distance learning mode

Articulation

Completion of the Certificate in Travel and Tourism NQF Level 2 meets the minimum entry requirements for admission to the Certificate in Travel and Tourism NQF Level 3

Who should apply

- School leavers looking to pursue a career in Travel and Tourism but do not meet the minimum requirements to enter at higher level
- Individuals already employed in the field of Travel and tourism but without formal qualifications.

Programme Description

The qualification provides essential knowledge and skills required as a base for further training in the tourism industry. This qualification prepares people for entry to the Certificate in Travel and Tourism NQF level 4

Qualification Requirements

This qualification will be awarded to the learners credited with a minimum of 62 credits, and who have met the requirements of the programme.

Programme Structure

| | |
|----|-----------------------------------|
| 1. | Computer Studies 1 |
| 2. | Customer Care and Communication |
| 3. | English |
| 4. | Introduction to Tourism Industry |
| 5. | Promotion for Tourism Services |
| 6. | Introduction to Tourism geography |

Career Opportunities

This qualification prepares learners for entry level in Travel and tourism positions including:

- Front office Assistants
- Waiter/Waitress
- Tourism Information Centre Assistant
- Holiday representative
- Tour Guide
- Tour guide assistant
- Marketing Assistant

Assessment

Continuous Assessment (40%)
Final examination (60%)

Modes of Delivery

This programme will be offered through full time /part time and distance learning mode

Articulation

Completion of the Certificate in Travel and Tourism NQF Level 3 meets the minimum entry requirements for admission to the Certificate in Travel and Tourism NQF Level 4

Who should apply

- School leavers looking to pursue a career in Travel and Tourism but do not meet the minimum requirements to enter at higher level
- Individuals already employed in the field of Travel and tourism but without formal qualifications.

Programme Description

This qualification provides a solid industry related foundation, availing opportunities for the individual to enter this employment sector with the applicable background and skills in order to embark on a variety of career choices in this industry. Students will be able to perform basic duties under supervision in the field of tourism and hospitality.

Qualification Requirements

This qualification will be awarded to the learners credited with a minimum of 72 credits, and who have met the requirements of the programme.

Programme Structure

| | |
|----|--|
| 1. | Computer Studies 1 |
| 2. | Customer Service Management in Tourism and Hospitality |
| 3. | English |
| 4. | Destination Attractions |
| 5. | Fundamentals of Marketing |
| 6. | Principles of Tourism |

| Optional subjects | |
|-------------------|--------------------------------|
| 1. | Foreign Language 1(French) |
| 2. | Foreign Language 1(German) |
| 3. | Foreign Language 1(Portuguese) |

Career Opportunities

This qualification prepares learners for entry level in Travel and Tourism positions including:

- Front office Assistants
- Tourism Information Centre Assistant
- Holiday representative
- Tour Guide
- Marketing representative

Assessment

Continuous Assessment (40%)
Final examination (60%)

Modes of Delivery

This programme will be offered through full time /part time and distance learning mode

Articulation

Completion of the Certificate in Travel and Tourism NQF Level 4 meets the minimum entry requirements for admission to the Diploma in Travel and Tourism NQF Level 5

Who should apply

- School leavers looking to pursue a career in Travel and Tourism but do not meet the minimum requirements to enter at this level
- Individuals already employed in the field of Travel and tourism but without formal qualifications.

Programme Description

This qualification provides learners with broad knowledge, technical skills and values essentials in all areas of Tourism and Hospitality industry including marketing, finance, administration, environment and entrepreneurial skills enabling them to start their own business and create jobs.

Qualification Requirements

This qualification will be awarded to the learners credited with a minimum of 120 credits, and who have met the requirements of the programme.

Programme Structure

| | |
|-----|--|
| 1. | Computer Studies 1 |
| 2. | Customer Service Management in Tourism & Hospitality |
| 3. | Commercial Numeracy |
| 4. | English |
| 5. | Entrepreneurship |
| 6. | Ecotourism |
| 7. | Fundamental of Marketing |
| 8. | Tourism Industry |
| 9. | Tourism Geography |
| 10. | Reservation and Ticketing |

Career Opportunities

This qualification prepares learners for Travel and Tourism positions including:

- Front office Assistants
- Tourism Information Centre Officer
- Holiday representative
- Tour Guide
- Marketing Officer
- Travel Agent
- Concierge

Optional subjects

| | |
|----|--------------------------------|
| 1. | Foreign Language 1(French) |
| 2. | Foreign Language 1(German) |
| 3. | Foreign Language 1(Portuguese) |

Assessment

Continuous Assessment (40%)
Final examination (60%)

Modes of Delivery

This programme will be offered through full time /part time and distance learning mode

Articulation

Completion of the Certificate in Travel and Tourism NQF Level 5 meets the minimum entry requirements for admission to the Diploma in Travel and Tourism NQF Level 6

Who should apply

- School leavers looking to pursue a career in Travel and Tourism but do not meet the minimum requirements to enter at this level
- Individuals already employed in the field of Travel and tourism but without formal qualifications.

Programme Description

This qualification provides learners with broad knowledge, technical skills and values essentials in all areas of Tourism and Hospitality industry including marketing, finance, administration, environment and entrepreneurial skills enabling them to start their own business and create jobs.

Qualification Requirements

This qualification will be awarded to the learners credited with a minimum of 120 credits, and who have met the requirements of the programme.

Programme Structure

| | |
|----|----------------------------------|
| 1. | Conference and Events Management |
| 2. | Customer Relationship Management |
| 3. | Financial Accounting 1 |
| 4. | Human Resource Management 1 |
| 5. | Marketing Management 1 |
| 6. | Marketing Management 2 |
| 7. | Team Management |
| 8. | Tourism Destination Management |
| 9. | Tour Guiding |

Assessment

Continuous Assessment (40%)
Final examination (60%)

Modes of Delivery

This programme will be offered through full time /part time and distance learning mode

Articulation

Completion of the Diploma in Travel and Tourism NQF Level 6 meets the minimum entry requirements for admission to the Bachelor of Tourism Management NQF Level 7

Career Opportunities

This qualification prepares learners for Travel and Tourism positions including:

- Front office Supervisor
- Tourism Information Centre Officer
- Holiday representative
- Tour Guide
- Tourism Consultant and Service Agent
- Event and Conference Organizer
- Resort Manager

Who should apply

- School leavers looking to pursue a career in Travel and Tourism but do not meet the minimum requirements to enter at the next level
- Individuals already employed in the field of Travel and tourism but without formal qualifications.

Programme Description

The Bachelor's Degree in Tourism Management is meant to equip learners with the necessary advanced knowledge, expertise and skills necessary for upper-level managerial jobs. They will be able to apply critical thinking skills and problem-solving techniques within a tourism development and management environment.

Qualification Requirements

This qualification will be awarded to the learners credited with a minimum of 380 credits, and who have met the requirements of the programme.

Programme Structure**YEAR ONE**

| | |
|-----|--|
| 1. | Computer Studies 1 |
| 2. | Customer Service Management in Tourism & Hospitality |
| 3. | Commercial Numeracy |
| 4. | English |
| 5. | Entrepreneurship |
| 6. | Ecotourism |
| 7. | Fundamental of Marketing |
| 8. | Tourism Industry |
| 9. | Tourism Geography |
| 10. | Reservation and Ticketing |

YEAR THREE

| | |
|----|--------------------------------|
| 1. | Cultural Heritage Management |
| 2. | Entrepreneurship |
| 3. | International Marketing |
| 4. | Internship |
| 5. | Tourism Economics |
| 6. | Tourism Policy and Planning |
| 7. | Tourism Web Design Development |

YEAR TWO

| | |
|----|----------------------------------|
| 1. | Conference and Events Management |
| 2. | Customer Relationship Management |
| 3. | Financial Accounting 1 |
| 4. | Human Resource Management 1 |
| 5. | Marketing Management 1 |
| 6. | Marketing Management 2 |
| 7. | Team Management |
| 8. | Tourism Destination Management |
| 9. | Tour Guiding |

Optional subjects

| | |
|----|--------------------------------|
| 1. | Foreign Language 1(French) |
| 2. | Foreign Language 1(German) |
| 3. | Foreign Language 1(Portuguese) |

Assessment

Continuous Assessment (40%)
Final examination (60%)

Modes of Delivery

This programme will be offered through full time /part time and distance learning mode

Career Opportunities

This qualification prepares learners for Travel and Tourism positions including:

- Parks and Wildlife Management Officers.
- Tour manager
- Tourism officer
- Tourist information centre manager
- Travel agency manager
- Conference centre manager
- Customer service manager
- Event manager
- Marketing executive
- Heritage interpreter
- Reservation Manager

Articulation

Completion of the Bachelor of Tourism Management NQF Level 7 meets the minimum entry requirements for admission to the Bachelor of Tourism Management Honours NQF Level 8

Who should apply

- School leavers looking to pursue a career in Travel and Tourism.
- Individuals already employed in the field of Travel and tourism but without formal qualifications.



BACHELOR OF TOURISM MANAGEMENT HONOURS LEVEL 8

DURATION: 1 YEAR

CREDITS: 120

Programme Description

The Bachelor of Tourism Management Honours qualification will provide students with the opportunity to develop managerial skills and gain an advance understanding of tourism and hospitality management. The qualification will provide an in-depth knowledge and highly advanced analytical skills necessary to succeed in the fast-changing and challenging international industries

Qualification Requirements

This qualification will be awarded to the learners credited with a minimum of 120 credits, and who have met the requirements of the programme.

Programme Structure

| | |
|----|--------------------------------|
| 1. | E-Tourism |
| 2. | Environmental Law |
| 3. | Tourism Operation Management |
| 4. | Sustainable Tourism Management |
| 5. | Research Methods |
| 6. | Research Project |

Career Opportunities:

This qualification prepares learners for Travel and Tourism positions including:

- Parks and Wildlife Management Officer.
- Tour manager
- Tourism officer
- Tourist information centre manager
- Travel agency manager
- Conference centre manager
- Customer service manager
- Event manager
- Heritage interpreter
- Reservation Manager

Assessment

Continuous Assessment (40%)
Final examination (60%)

Modes of Delivery

This programme will be offered through full time /part time and distance learning mode

Articulation

Completion of the Bachelor of Tourism Management Honours NQF Level 8 meets the minimum entry requirements for admission to the Master of Tourism Management NQF Level 9

Who should apply

- Learners who wish to upgrade themselves and a holder Level 7 Bachelor degree qualification in Tourism Management
- Individuals already employed in the field of Tourism industry but without formal qualifications.

CERTIFICATE IN HOSPITALITY LEVEL 1

DURATION: 1 YEAR

CREDITS: 80

Programme Description

The Certificate in Hospitality provide learners with the fundamental knowledge, skills and attitudes of hospitality at entry Level. They will be able to perform basic duties under supervision in the field of tourism and hospitality industry. This qualification will be useful in providing guidance on hospitality career path and it allows career progression in the hospitality sector or further study.

Qualification Requirements

This qualification will be awarded to the learners credited with a minimum of 80 credits, and who have met the requirements of the programme.

Programme Structure

| | |
|----|---|
| 1. | Fundamental Food and Beverage |
| 2. | Introduction Tourism and Hospitality Industry |
| 3. | Fundamental Front Office Operations |
| 4. | Introduction Nutrition, Safety and Hygiene |
| 5. | Fundamental Commercial Cookery |
| 6. | Fundamental Housekeeping |
| 7. | Computer Fundamentals |
| 8. | Basic English Communication |

Career Opportunities:

This qualification prepares learners for entry level in Tourism and Hospitality including:

- Junior Front office assistant
- Housekeeping assistant
- Food and beverage assistant
- Assistant cook
- Health and Safety Assistant

Assessment

Continuous Assessment (40%)
Final examination (60%)

Modes of Delivery

This programme will be offered through full time /part time and distance learning mode

Articulation

Completion of the Certificate in Hospitality NQF Level 1 meets the minimum entry requirements for admission to the Certificate in Hospitality NQF Level 2

Who should apply

- School leavers looking to pursue a career in Tourism but do not meet the minimum requirements to enter at the immediate higher level
- Individuals already employed in the field of Travel and Tourism but without formal qualifications.

Programme Description

The Certificate in Hospitality provide learners with the fundamental knowledge, skills and attitudes of hospitality at entry Level. This qualification allows learner to progress further and broaden their skills, knowledge in the field of hospitality industry. This qualification has been developed for those at a junior Level in the tourism and hospitality industry.

Qualification Requirements

This qualification will be awarded to the learners credited with a minimum of 80 credits, and who have met the requirements of the programme.

Programme Structure

| | |
|----|---|
| 1. | Introduction to Food and Beverage |
| 2. | Introduction Tourism and Hospitality Industry |
| 3. | Introduction to Front Office Operations |
| 4. | Nutrition, Safety and Hygiene |
| 5. | Introduction to Commercial Cookery |
| 6. | Introduction to Housekeeping |
| 7. | Computer Fundamentals |
| 8. | Basic English Communication |

Career Opportunities:

This qualification prepares learners for entry level in Tourism and Hospitality positions including:

- Junior Front office assistant
- Housekeeping assistant
- Food and beverage assistant
- Assistant cook
- Health and Safety Assistant

Assessment

Continuous Assessment (40%)
Final examination (60%)

Modes of Delivery

This programme will be offered through full time /part time and distance learning mode

Articulation

Completion of the Certificate in Hospitality NQF Level 2 meets the minimum entry requirements for admission to the Certificate in Hospitality NQF Level 3

Who should apply

- School leavers looking to pursue a career in Tourism but do not meet the minimum requirement to enter at a immediate higher level
- Individuals already employed in the field of Travel and Tourism but without formal qualifications.

Programme Description

The Certificate in Hospitality provide learners with the fundamental knowledge, skills and attitudes of hospitality industry operations. The qualification has been developed for those with a general experience in the hospitality Industry.

Qualification Requirements

This qualification will be awarded to the learners credited with a minimum of 90 credits, and who have met the requirements of the programme.

Programme Structure

| | |
|----|--|
| 1. | Principles of Food and Beverage |
| 2. | Principles of Tourism and Hospitality Industry |
| 3. | Front Office Operations |
| 4. | First Aid Training |
| 5. | Principles of Commercial Cookery |
| 6. | Principles of Housekeeping |
| 7. | Grooming and personality development |
| 8. | Computer Studies |
| 9. | English 1 |

Assessment

Continuous Assessment (40%)
Final examination (60%)

Modes of Delivery

This programme will be offered through full time /part time and distance learning mode

Articulation

Completion of the Certificate in Hospitality NQF Level 3 meets the minimum entry requirements for admission to the Certificate in Hospitality NQF Level 4

Career Opportunities:

This qualification prepares learners for entry level in Tourism and Hospitality positions including:

- Cook
- Waitron
- Kitchen / Restaurant Runner
- Stock controller
- Housekeeper
- Front office assistant

Who should apply

- School leavers looking to pursue a career in Tourism but do not meet the minimum requirements to enter at the immediate higher level
- Individuals already employed in the field of Travel and Tourism but without formal qualifications.

Programme Description

The Certificate in Hospitality provide learners with the fundamental knowledge, skills and attitudes of hospitality industry operations. The learners will demonstrate skills, qualities and behaviours needed for effective performance in the workplace. The qualification provides a solid industry related foundation, availing opportunities for individuals entering the hospitality sector.

Qualification Requirements

This qualification will be awarded to the learners credited with a minimum of 116 credits, and who have met the requirements of the programme.

Programme Structure

| | |
|----|--|
| 1. | Food and Beverage |
| 2. | Principles of Tourism and Hospitality Industry |
| 3. | Customer Service Management in Tourism and Hospitality |
| 4. | Fundamentals of Management |
| 5. | Commercial Cookery |
| 6. | Housekeeping and Laundry Operations |
| 7. | Occupational Health and Safety |
| 8. | Computer Studies |
| 9. | English |

Career Opportunities:

This qualification prepares learners forentry level in Tourism and Hospitality positions including:

- Junior Chef
- Kitchen Supervisor
- Housekeeping Supervisor
- Waitron Supervisor
- Health and Safety Supervisor
- Front office assistant

Assessment

Continuous Assessment (40%)

Final examination (60%)

Modes of Delivery

This programme will be offered through full time /part time and distance learning mode

Articulation

Completion of the Certificate in Hospitality NQF Level 4 meets the minimum entry requirements for admission to the Diploma in Hospitality NQF Level 5

Who should apply

- School leavers looking to pursue a career in Tourism but do not meet the minimum requirements to enter at the immediate higher level
- Individuals already employed in the field of Travel and Tourism but without formal qualifications.

Programme Description

The Diploma in Hospitality provide learners with the fundamental knowledge, technical skills and value essential in all areas of hospitality industry. The qualification was designed to provide candidates with comprehensive knowledge and competence on managerial and cookery skills, such as analytical, planning and organizational skills that are essential in the hospitality industry.

Qualification Requirements

This qualification will be awarded to the learners credited with a minimum of 124 credits, and who have met the requirements of the programme.

Programme Structure

| | |
|----|--|
| 1. | Food and Beverage |
| 2. | Customer Service Management in Tourism and Hospitality |
| 3. | Tourism Gastronomy |
| 4. | Marketing Management 1 |
| 5. | Commercial Cookery |
| 6. | Housekeeping and Laundry Operations |
| 7. | Entrepreneurship |
| 8. | Computer Studies |
| 9. | English |

Career Opportunities:

This qualification prepares learners for Tourism and Hospitality positions including:

- Chef
- Food and beverage Supervisor
- Senior Kitchen Supervisor
- Bar Supervisors
- Senior Rooms Division Supervisor
- Bakers
- Cocktails and Bartending Supervisor

Elective

| | |
|----|---------------------------------|
| 1. | Foreign Language 1 (French) |
| 2. | Foreign Language 1 (German) |
| 3. | Foreign Language 1 (Portuguese) |

Assessment

Continuous Assessment (40%)
Final examination (60%)

Modes of Delivery

This programme will be offered through full time /part time and distance learning mode

Articulation

Completion of the Diploma in Hospitality NQF Level 5 meets the minimum entry requirements for admission to the Diploma in Hospitality Management NQF Level 6

Who should apply

- School leavers looking to pursue a career in Tourism but do not meet the minimum requirements to enter at the immediate higher level
- Individuals already employed in the field of Travel and Tourism but without formal qualifications.

Programme Description

The Diploma in Hospitality Management provide learners with a broad knowledge and managerial skills essential in the hospitality industry. The qualification combines practical culinary skills with theoretical management concepts, preparing learners for leadership or supervisory positions.

Qualification Requirements

This qualification will be awarded to the learners credited with a minimum of 128 credits, and who have met the requirements of the programme.

Programme Structure

| | |
|----|---------------------------------------|
| 1. | Conference and Events Management |
| 2. | Food and Beverage Costing and Control |
| 3. | Front office management |
| 4. | Rooms Division Management |
| 5. | Customer Relationship Management |
| 6. | Financial Accounting |
| 7. | Human Resource Management |
| 8. | Marketing Management 2 |

Assessment

Continuous Assessment (40%)
Final examination (60%)

Modes of Delivery

This programme will be offered through full time /part time and distance learning mode

Articulation

Completion of the Diploma in Hospitality Management NQF Level 6 meets the minimum entry requirements for admission to the Bachelor of Hospitality Management NQF Level 7.

Career Opportunities:

This qualification prepares learners for various roles in Tourism and Hospitality including:

- Conference centre Supervisor
- Customer service Supervisor
- Event Supervisor
- Room Service Supervisor
- Food and Beverage Supervisor
- Cookery Supervisor

Who should apply

- School leavers looking to pursue a career in Tourism but do not meet the minimum requirements to enter at the immediate higher level
- Individuals already employed in the field of Travel and Tourism but without formal qualifications.

Programme Description

The Bachelor of Hospitality Management will prepare learners with both the management theories and operational competencies necessary to enter any segment of the industry upon graduation. They are equipped with the necessary advanced knowledge, expertise and skills necessary for upper-level managerial jobs.

Qualification Requirements

This qualification will be awarded to the learners credited with a minimum of 376 credits, and who have met the requirements of the programme.

Programme Structure

| | |
|-----|--|
| 1. | Hotel and lodging operations |
| 2. | Food and Beverage Management |
| 3. | Tourism and Hotel Economics |
| 4. | Tourism Gastronomy |
| 5. | Hospitality Law and Ethics |
| 6. | Internship |
| 7. | Food and Beverage |
| 8. | Commercial cookery |
| 9. | Housekeeping and Laundry Operations |
| 10. | Hotel Innovation Management |
| 11. | Computer Studies |
| 12. | Conference and Events Management |
| 13. | Customer Service Management in Tourism and Hospitality |
| 12. | Customer Relationship Management |
| 13. | Entrepreneurship |
| 14. | Financial Accounting |
| 15. | Human Resource Management |

| | |
|-----|---------------------------------------|
| 16. | Marketing management 1 |
| 17. | Marketing management 2 |
| 18. | International Marketing |
| 19. | Food and Beverage Costing and Control |
| 20. | Front office management |
| 21. | Rooms Division Management |
| 22. | English |

Electives

| | |
|----|--------------------------------|
| 1. | Foreign Language 1(French) |
| 2. | Foreign Language 1(German) |
| 3. | Foreign Language 1(Portuguese) |

Assessment

Continuous Assessment (40%)
Final examination (60%)

Modes of Delivery

This programme will be offered through full time /part time and distance learning mode

Career Opportunities:

This qualification prepares learners for various roles in Tourism and Hospitality including:

- Conference centre manager
- Customer Relationship manager
- Event manager
- Food and Beverage Manager
- Hotel/Restaurant Manager
- Lodging Manager
- Operations Supervisor/Manager
- Budgeting and Cost control supervisor/Manager
- Housekeeping Manager

Articulation

Completion of the Bachelor of Hospitality Management NQF Level 7 meets the minimum entry requirements for admission to the Bachelor of Hospitality Management Honours NQF Level 8

Who should apply

- School leavers looking to pursue a career in Tourism but do not meet the minimum requirements to enter at the immediate higher level
- Individuals already employed in the field of Travel and Tourism but without formal qualifications.



BACHELOR OF HOSPITALITY MANAGEMENT HONOURS LEVEL 8

DURATION: 1 YEAR

CREDITS: 125

Programme Description

The Bachelor in Hospitality Management Honour is designed to equip students with advanced knowledge, expertise, and strategic skills required for management-related work in the hospitality sector. The qualification provides qualifying students with a comprehensive and in-depth knowledge base; as well as theory and practical competencies of hospitality management

Qualification Requirements

This qualification will be awarded to the learners credited with a minimum of 125 credits, and who have met the requirements of the programme.

Programme Structure

| | |
|----|-------------------------------------|
| 1. | Hospitality Management & Leadership |
| 2. | Strategic Management in Hospitality |
| 3. | Strategic Marketing in Hospitality |
| 4. | Research Methods |
| 5. | Research Project |
| 6. | Revenue Management for Hospitality |

Career Opportunities:

This qualification prepares learners for various roles in Tourism and Hospitality including:

- Revenue Management Specialist
- Strategic Consultant
- Marketing Manager
- Hospitality Manager
- Guest Service manager
- Conference and Event Organizer / Manager
- Restaurant and Hotel Manager

Assessment

Continuous Assessment (40%)
Final examination (60%)

Modes of Delivery

This programme will be offered through full time /part time and distance learning mode

Articulation

Completion of the Bachelor of Hospitality Management Honours NQF Level 8 meets the minimum entry requirements for admission to the Master of Tourism and Hospitality Management NQF Level 9

Who should apply

- School leavers looking to pursue a career in Tourism but do not meet the minimum requirements to enter at the immediate higher level
- Individuals already employed in the field of Travel and Tourism but without formal qualifications.

Tourism & Hospitality Department



- **Baking: Cakes and Pastries**
- **Pizza Making**
- **Cocktail Bartending**
- **Wine Tasting**
- **Commercial Cookery**
- **Tour Guiding**
- **Front Office Management**
- **Food & Beverage Service**



DEPARTMENT OF EDUCATION



INTRODUCTION

The future of Namibia lies in the education of its people. A career in education is not only challenging and rewarding, but also crucial for the growth and development of the nation. In order to prepare educators, teachers, educational psychologists, managers and policy makers for this huge challenge, the Department of Education at International Training College-Lingua offers qualifications that are both innovative and relevant. Students are equipped to face new challenges when practising the profession. for those who want to become fully qualified and professionally registered teachers in various areas of education.

The department produces tech savvy and quality teachers who make the difference in the young minds.

Few careers are as rewarding as education, and there is no better place to embark on your future career than at the Department of Education at International Training College - Lingua. The department has options for those who want to become fully qualified and professionally registered teachers in various areas of education. The department produces tech savvy and quality teachers who make the difference in the young minds.

Programme Description

This is an entry-level qualification for those who want to enter the field of Education, Training and Development, specifically within the sub-field of Early Childhood Development (ECD) as assistant teachers or caregivers. This qualification will enable learners to facilitate the all-round and individual needs (including special needs), and enable them to provide quality early childhood development services for children in a variety of contexts, including community-based services, ECD centers, at home and in institutions.

Qualification Requirements

This qualification will be awarded to the learners credited with a minimum of 110 credits, and who have met the requirements of the programme.

Programme Structure

| | |
|-----|--|
| 1. | Computer Studies |
| 2. | Creative Arts for Young Children |
| 3. | Introduction to Child Health, Safety and Nutrition |
| 4. | Introduction to Early Childhood Education |
| 5. | Introduction to Early Childhood Growth and Development |
| 6. | Introduction to Language Arts in the Early Childhood Years |
| 7. | Principles of Teaching Young Children |
| 8. | Introduction to Numeracy in Early Childhood |
| 9. | English 1 |
| 10. | Teaching Practice 1 |

Career Opportunities

This qualification prepares learners for various positions including:

- Preschool teacher
- Family support workers
- Assistant Teacher

Assessment

Continuous Assessment (40%)
Final examination (60%)

Modes of Delivery

This programme will be offered through full time /part time and distance learning mode

Articulation

Completion of the Certificate in Early Childhood Development NQF Level 3 meets the minimum entry requirements for admission to the Certificate in Early Childhood Development NQF Level 4

Who should apply

- School leavers looking to pursue a career in Early Childhood but do not meet the minimum requirements to enter at this level
- Individuals already employed in the field of Early Childhood Development but without formal qualifications.

Programme Description

This qualification prepares learners to operate as Early Childhood Development Practitioners. There is a vast need for early childhood development services, and it is critical that the field is served by competent practitioners. In order to meet the needs at early childhood development, it is important to be able to identify and recognise competent early childhood development practitioners who are able to work in early childhood development settings.

Qualification Requirements

This qualification will be awarded to the learners credited with a minimum of 118 credits, and who have met the requirements of the programme.

Programme Structure

| | |
|-----|---|
| 1. | Childhood growth Development 1 |
| 2. | Computer Studies |
| 3. | Early Childhood Education 1 |
| 4. | Guidance and Classroom Management |
| 5. | Play in the Lives of Young Children |
| 6. | Teaching Methods 1 |
| 7. | Music and Movement for Children |
| 8. | Communication Skills |
| 9. | Literacy Development in the Early Years |
| 10. | English 2 |
| 11. | Numeracy in Early Childhood 1 |
| 12. | Teaching Practice 2 |

Career Opportunities

This qualification prepares learners for various positions including:

- Preschool teacher
- Family support workers
- Assistant Teacher

Assessment

Continuous Assessment (40%)
Final examination (60%)

Modes of Delivery

This programme will be offered through full time /part time and distance learning mode

Articulation

Completion of the Certificate in Early Childhood Development NQF Level 4 meets the minimum entry requirements for admission to the Diploma in Early Childhood Development NQF Level 5

Who should apply

- School leavers looking to pursue a career in Early Childhood but do not meet the minimum requirements to enter at higher level
- Individuals already employed in the field of Early Childhood Development but without formal qualifications.

Programme Description

The qualification enables learners to plan and prepare for early childhood development, facilitate, provide and monitor the development of babies, toddlers and young children. The qualification facilitates the all-round development of young children in a manner that is sensitive to culture and individual needs (including special needs) and teaches learners to provide quality early childhood development services for children in a variety of contexts, including community-based services, ECD centers, at home and in institutions.

Qualification Requirements

This qualification will be awarded to the learners credited with a minimum of 144 credits, and who have met the requirements of the programme.

Programme Structure

| | |
|-----|--|
| 1. | Child, Family, and Community |
| 2. | Computer Studies |
| 3. | Child Growth and Development 2 |
| 4. | Early Childhood Education 2 |
| 5. | English 3 |
| 6. | Literacy and Numeracy in Early childhood |
| 7. | Management and Administration of the Early Childhood Centers |
| 8. | Promote Healthy Development in ECD Programmes |
| 9. | Teaching Children with Special Needs |
| 10. | Teaching Methods 2 |
| 11. | Mother Tongue Instruction in Early Childhood |
| 12. | Entrepreneurship |
| 13. | Teaching practice 3 |

Career Opportunities

This qualification prepares learners for various positions including:

- Preschool teacher
- Family support workers
- Teaching Assistant
- Special Education Teacher

Assessment

Continuous Assessment (40%)
Final examination (60%)

Modes of Delivery

This programme will be offered through full time /part time and distance learning mode

Articulation

Completion of the Diploma in Early Childhood Development NQF Level 5 meets the minimum entry requirements for admission to the Diploma in Early Childhood Development NQF Level 6

Who should apply

- School leavers looking to pursue a career in Early Childhood but do not meet the minimum requirements to enter at higher level
- Individuals already employed in the field of Early Childhood Development but without formal qualifications.

Programme Description

This qualification also allows learners to continue with their educational journey. The modules for this qualification are selected in a way that allows learners to be well equipped with comprehensive knowledge of health, safety and nutritional needs of young children and enables them to acquire the skills, knowledge and competence that are required to work in an Early Childhood settings.

Qualification Requirements

This qualification will be awarded to the learners credited with a minimum of 140 credits, and who have met the requirements of the programme.

Programme Structure

| | |
|-----|--|
| 1. | Child Psychology |
| 2. | Curriculum development in early childhood development |
| 3. | Developing a Numeracy Program |
| 4. | Developing a Literacy Program |
| 5. | Health, Safety and Nutrition |
| 6. | Observation and Assessment |
| 7. | Classroom and Behaviour management |
| 8. | Teaching Mathematics in the Early Childhood and Elementary Classroom |
| 9. | English 4 |
| 10. | Teaching Practice 4 |

Assessment

Continuous Assessment (40%)
Final examination (60%)

Modes of Delivery

This programme will be offered through full time /part time and distance learning mode

Articulation

Completion of the Diploma in Early Childhood Development NQF Level 6 meets the minimum entry requirements for admission to the Diploma in Early Childhood Development NQF Level 7

Career Opportunities

This qualification prepares learners for various positions including:

- Preschool teacher
- Family support workers
- Teaching Assistant
- Special Education Teacher
- ECD Centre Administrator
- ECD Centre Managers

Who should apply

- School leavers looking to pursue a career in Early Childhood and holds a Level 5 ECD qualification meet the minimum requirements to enter at higher level.
- Individuals already employed in the field of Early Childhood Development but without formal qualifications.

Programme Description

The aim of the Bachelor of Early Childhood Development qualification is to produce competent teachers with graduate-level knowledge, skills, values and applied competences, who will have an understanding of and the ability to address the education needs of the country in the junior primary phase.

Qualification Requirements

This qualification will be awarded to the learners credited with a minimum of 416 credits, and who have met the requirements of the programme.

Programme Structure

| YEAR ONE | |
|----------|--|
| 1. | Computer Studies |
| 2. | Child, Family, and Community |
| 3. | Childhood Growth and Development 2 |
| 4. | Early Childhood Education 2 |
| 5. | English 3 |
| 6. | Entrepreneurship |
| 7 | Promote Healthy Development in ECD Programmes |
| 8 | Literacy and Numeracy in Early childhood |
| 9 | Management and Administration of the Early Childhood Centers |
| 10 | Mother Tongue Instruction in Early Childhood |
| 11 | Teaching Children with Special Needs |
| 12 | Teaching Methods 2 |
| 13 | Teaching Practice Phase 1 |

| YEAR TWO | |
|----------|--|
| 1. | Child Psychology |
| 2. | Health, Safety and Nutrition |
| 3. | Observation and Assessment |
| 4. | Classroom & Behaviour management |
| 5. | Teaching Mathematics in the Early Childhood and Elementary Classroom |
| 6. | Curriculum development in ECD |
| 7. | Developing a Numeracy Program |
| 8. | Developing a Literacy Program |
| 9. | English 4 |
| 10. | Teaching Practice Phase 2 |

Assessment

Continuous Assessment (40%)
Final examination (60%)

Modes of Delivery

This programme will be offered through full time /part time and distance learning mode

| YEAR THREE | |
|------------|--|
| 1. | Guidance and Counselling |
| 2. | Inclusive education |
| 3. | Physical Activity and Sport in Schools |
| 4. | Psychology of Education |
| 5. | Child Protection, Advocacy and Rights |
| 6. | Critical Thinking for Teaching |
| 7 | Fostering Creativity in young children |
| 8 | Integrated Educational Technology |
| 9 | Research Methods |
| 10 | Teaching Practice Phase 3 |
| 11 | Trends and issues in Early Childhood Education |

Career Opportunities

This qualification prepares learners for various positions including:

- Preschool teacher
- Family support workers
- Teaching Assistant
- Special Education Teacher
- ECD Centre Administrator
- ECD Centre Managers

Articulation

Completion of the Bachelor in Early Childhood Development NQF Level 7 meets the minimum entry requirements for admission to the Bachelor of Early Childhood Development Honours NQF Level 8

Who should apply

- School leavers looking to pursue a career in Early Childhood and holds a Level 6 ECD qualification meet the minimum requirements to enter at this level.
- Individuals already employed in the field of Early Childhood Development but without formal qualifications.



Programme Description

The Bachelor of Early Childhood Development (Honours) aims to provide the early childhood sector with holistic, highly competent engaged practitioners. This qualification fosters progressive thinking in the field of education by developing graduates with a wider and deeper understanding of the transformation of early childhood education.

Qualification Requirements

This qualification will be awarded to the learners credited with a minimum of 126 credits, and who have met the requirements of the programme.

Programme Structure

| | |
|----|---|
| 1. | Child Health, Well-Being, Learning and Development |
| 2. | Educational law and Policies |
| 3. | Educational Management |
| 4. | Research project |
| 5. | Professional Ethics and Morality in Teaching |
| 6. | Supervision and Administration of Children's Programs |
| 7 | Guiding Children from Grade R to Grade 1 |
| 8 | Teaching Practice 4 |

Career Opportunities

This qualification prepares learners for various positions including:

- Preschool teacher
- Family support workers
- Teaching Assistant
- Special Education Teacher
- ECD Centre Administrator
- ECD Centre Managers

Assessment

Continuous Assessment (40%)
Final examination (60%)

Modes of Delivery

This programme will be offered through full time /part time and distance learning mode

Articulation

Completion of the Bachelor in Early Childhood Development Honours NQF Level 8 meets the minimum entry requirements for admission to NQF Level 9 qualification

Who should apply

- Students looking to pursue a career in Early Childhood and holds a Level 7 ECD qualification meet the minimum requirements to enter at this level.
- Individuals already employed in the field of Early Childhood Development but without formal qualifications.

Programme Description

The Diploma in Pre & Junior Primary is an initial teaching qualification for learners to be registered as fully qualified professional educators in schooling. The qualification accredits the development of professional competence informed by sound knowledge and understanding of their area/s of specialisation and of educational theory. This qualification is aimed at producing teachers ready to enter the primary education teaching profession in schools.

Qualification Requirements

This qualification will be awarded to the learners credited with a minimum of 398 credits, and who have met the requirements of the programme.

Programme Structure

| YEAR ONE | |
|----------|--------------------------------------|
| 1 | Computer Studies |
| 2 | English for foundation Studies |
| 3 | Introduction to Life Skills |
| 4 | Introduction to Education |
| 5 | Micro Teaching |
| 6 | Study Skills and Academic Integrity |
| 7 | Introduction to Employability Skills |
| 8 | English for foundation Studies |

Assessment

Continuous Assessment (40%)

Final examination (60%)

Modes of Delivery

This programme will be offered through full time /part time and distance learning mode

| YEAR TWO | |
|----------|--|
| 1 | Becoming a Teacher |
| 2 | Philosophy of Education |
| 3 | Computer Essentials |
| 4 | Human Development and Learning |
| 5 | Environmental Studies |
| 6 | Mathematics |
| 7 | Second Language of choice |
| 8 | Arts (music, dance, drama, visual art) |
| 9 | English for communication purposes |
| 10 | Mother Tongue Instruction in Early Childhood |
| 11 | Religious and Moral Education |
| 12 | English 1 |
| 13 | Teaching Practice Phase 1 |
| 14 | Teaching Methods |
| 15 | Literacy Development in Early Years |
| 16 | Introduction to physical education |

| YEAR THREE | |
|------------|--|
| 1. | Assessment and Evaluation |
| 2. | Teaching online |
| 3. | English for Academic purposes |
| 4. | Classroom and Behaviour Management |
| 5. | Mathematics |
| 6. | Second Language |
| 7 | Arts (music, dance, drama, visual art) |
| 8 | Religious and Moral Education |
| 9 | Environmental Studies |
| 10 | English 2 |
| 11 | Sociology of Education, |
| 12 | Curriculum, Planning and development |
| 13 | Teaching Practice Phase 2 |

Articulation

Completion of the Diploma in Pre & Junior Primary NQF Level 6 meets the minimum entry requirements for admission to Bachelor of Pre & Junior Primary or equivalent NQF Level 7 qualification

Who should apply

- School leavers looking to pursue a career in Pre & Junior Primary Education and holds a Level 3 qualification meet the minimum requirements to enter at this level.
- Individuals already employed in the field of Education but without formal qualifications.

Career Opportunities

This qualification prepares learners for various positions including:

- Pre School-Teacher
- Junior Primary Teacher
- Education Consultant for Pre and Junior Education
- Curriculum Developer



BACHELOR OF EDUCATION: PRE & JUNIOR PRIMARY EDUCATION LEVEL 7

DURATION: 3 YEAR

CREDITS: 456

Programme Description

This qualification will be developing learners ready to enter the primary education teaching profession in schools. Educators who have been teaching without qualifications also have the opportunity to complete a formal specialisation in their Primary Education qualification. This enables them to obtain a deeper and broader level knowledge and understanding of the content they teach and the teaching profession.

Qualification Requirements

This qualification will be awarded to the learners credited with a minimum of 456 credits, and who have met the requirements of the programme.

Programme Structure

| YEAR ONE | |
|----------|--|
| 1. | Becoming a Teacher |
| 2. | Philosophy of Education |
| 3. | Computer Essentials |
| 4. | Human Development and Learning |
| 5. | Environmental Studies |
| 6. | Mathematics |
| 7 | English for communication purposes |
| 8 | Second Language of choice |
| 9 | Arts (music, dance, drama, visual art) |
| 10 | English for communication purposes |
| 11 | Mother Tongue Instruction in Early Childhood |
| 12 | Religious and Moral Education |
| 13 | English 1 |
| 14 | Teaching Practice Phase 1 |
| 15 | Teaching Methods |
| 16 | Literacy Development in Early Years |
| 17 | Introduction to physical education |

| YEAR TWO | |
|----------|--|
| 1. | Assessment and Evaluation |
| 2. | Teaching online |
| 3. | English for Academic purposes |
| 4. | Classroom and Behaviour Management |
| 5. | Mathematics |
| 6. | Second Language |
| 7 | Arts (music, dance, drama, visual art) |
| 8 | Religious and Moral Education |
| 9 | Environmental Studies |
| 10 | English 2 |
| 11 | English for Academic purposes |
| 12 | Sociology of Education, |
| 13 | Curriculum, Planning and development |
| 14 | Teaching Practice Phase 2 |

| YEAR THREE | |
|------------|--|
| 1. | Psychology of Education |
| 2. | Inclusive education |
| 3. | Physical Activity and Sport in Schools |
| 4. | Guidance and Counselling |
| 5. | English 3 |
| 6. | Second Language of choice |
| 7 | Mathematics |
| 8 | Environmental Studies |
| 9 | Critical Thinking for Teaching |
| 10 | Research Methods |
| 11 | Teaching Practice Phase 3 |
| 12 | Integrated Educational Technology |

Assessment

Continuous Assessment (40%)
Final examination (60%)

Modes of Delivery

This programme will be offered through full time /part time and distance learning mode

Articulation

Completion of the Bachelor of Pre & Junior Primary NQF Level 7 meets the minimum entry requirements for admission to Bachelor of Pre & Junior Primary Honours or equivalent NQF Level 8 qualification

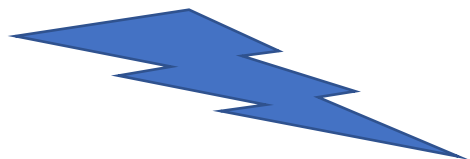
Career Opportunities

This qualification prepares learners for various positions including:

- Principal
- Senior Pre School-Teacher
- Senior Teacher for Junior Primary
- Education Consultant for Pre and Junior Education
- Curriculum Developer
- Counsellor

Who should apply

- School leavers looking to pursue a career in Pre & Junior Primary Education and holds a Level 4 qualification meet the minimum requirements to enter at this level.
- Individuals already employed in the field of Education but without formal qualifications.



BACHELOR OF EDUCATION: PRE & JUNIOR PRIMARY EDUCATION HONOURS LEVEL 8

DURATION: 1 YEAR

CREDITS: 152

Programme Description

The Bachelor of Education Honours qualification in Pre & Junior Primary will prepare students for research-based postgraduate studies in a field of education as per chosen specialisation. It serves to reinforce, expand and strengthen the student's expertise of the field in that specialisation, and to develop appropriate research capacity for that field.

Qualification Requirements

This qualification will be awarded to the learners credited with a minimum of 152 credits, and who have met the requirements of the programme.

Programme Structure

| | |
|----|--|
| 1. | Educational law and Policies |
| 2. | Educational Management and Leadership |
| 3. | Research project |
| 4. | Environmental Studies |
| 5. | Mathematics |
| 6. | Second Language of choice |
| 7 | Arts(music, dance, drama, visual art) |
| 8 | Physical Education |
| 9 | Religious and Moral Education |
| 10 | English 4 |
| 11 | Teaching Practice Phase 4 |
| 12 | Professional Ethics and Morality in Teaching |

Assessment

Continuous Assessment (40%)

Final examination (60%)

Modes of Delivery

This programme will be offered through full time /part time and distance learning mode

Articulation

Completion of the Bachelor of Pre & Junior Primary Honours NQF Level 8 meets the minimum entry requirements for admission to equivalent NQF Level 9 qualification

Career Opportunities

This qualification prepares learners for various positions including:

- Senior Pre & Junior Primary Teacher
- Education Consultant for Pre and Junior Education
- Curriculum Developer
- Principals, Heads, Policy Developer

Who should apply

- Students holding a level 7 qualification in Pre and Junior Primary education meet the minimum requirements to enter at this level.
- Individuals already employed in the field of Education and holding a Level 7 qualification.

Programme Description

The Diploma in Senior Primary Education is an initial teaching qualification for candidates to be registered as fully qualified professional educators in schooling. The qualification accredits the development of professional competence informed by sound knowledge and understanding of their area/s of specialisation and of educational theory. This qualification is aimed at producing teachers ready to enter the primary education

Qualification Requirements

This qualification will be awarded to the learners credited with a minimum of 348 credits, and who have met the requirements of the programme.

Programme Structure

| YEAR ONE | |
|----------|--------------------------------------|
| 1. | Computer Studies |
| 2. | English for foundation Studies |
| 3. | Introduction to Life Skills |
| 4. | Introduction to Education |
| 5. | Micro Teaching |
| 6. | Study Skills and Academic Integrity |
| 7. | Introduction to Employability Skills |
| 8. | English for foundation Studies |

| YEAR THREE | |
|------------|------------------------------------|
| 1. | Assessment and Evaluation |
| 2. | Teaching online |
| 3. | English for Academic purposes |
| 4. | Classroom and Behaviour Management |
| 5. | School Subject 1 |
| 6. | School Subject 2 |
| 7. | English for Academic purposes |
| 8. | Sociology of Education, |
| 9. | Curriculum, Planning & development |
| 10. | Teaching Practice Phase 2 |

| YEAR TWO | |
|----------|------------------------------------|
| 1. | Becoming a Teacher |
| 2. | Philosophy of Education |
| 3. | Computer Essentials |
| 4. | Human Development and Learning |
| 5. | School Subject 1 |
| 6. | School Subject 2 |
| 7. | English for communication purposes |
| 8. | School Subject 1 |
| 9. | School Subject 2 |
| 10. | Teaching Practice Phase 1 |
| 11. | Teaching Methods |
| 12. | Introduction to physical education |

Assessment

Continuous Assessment (40%)
Final examination (60%)

Modes of Delivery

This programme will be offered through full time /part time and distance learning mode

Career Opportunities

This qualification prepares learners for various positions including:

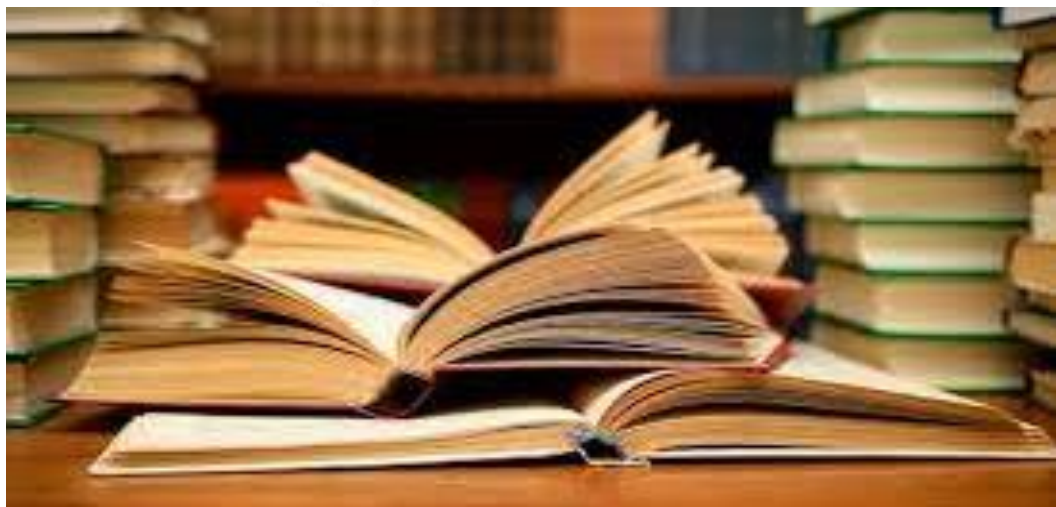
- Senior Primary Teacher
- Subject specialised teacher
- Education Consultant for Pre and Junior Education
- Curriculum Developer
- Student Supervisor

Articulation

Completion of the Diploma in Senior Primary Education NQF Level 6 meets the minimum entry requirements for admission to Bachelor of Education Senior Primary or equivalent NQF Level 7 qualification

Who should apply

- School leavers looking to pursue a career in Senior Primary Education and holds a Level 3 qualification meet the minimum requirements to enter at this level.
- Individuals already employed in the field of Education but without formal qualifications.



BACHELOR OF EDUCATION: SENIOR PRIMARY EDUCATION LEVEL 7

DURATION: 3 YEAR

CREDITS: 406

Programme Description

This qualification is aimed at producing teachers ready to enter the primary education teaching profession in schools. Educators who have been teaching without qualifications also have the opportunity to complete a formal specialisation in their primary education qualification

Qualification Requirements

This qualification will be awarded to the learners credited with a minimum of 406 credits, and who have met the requirements of the programme.

Programme Structure

| YEAR ONE | |
|----------|------------------------------------|
| 1. | Becoming a Teacher |
| 2. | Philosophy of Education |
| 3. | Computer Essentials |
| 4. | Human Development and Learning |
| 5. | School Subject 1 |
| 6. | School Subject 2 |
| 7 | English for communication purposes |
| 8 | School Subject 1 |
| 9 | School Subject 2 |
| 10 | Teaching Practice Phase 1 |
| 11 | Teaching Methods |
| 12 | Introduction to physical education |

| YEAR THREE | |
|------------|--|
| 1. | Psychology of Education |
| 2. | Inclusive education |
| 3. | Physical Activity and Sport in Schools |
| 4. | Guidance and Counselling |
| 5. | School Subject 1 |

| YEAR TWO | |
|----------|--------------------------------------|
| 1. | Assessment and Evaluation |
| 2. | Teaching online |
| 3. | English for Academic purposes |
| 4. | Classroom and Behaviour Management |
| 5. | School Subject 1 |
| 6. | School Subject 2 |
| 7. | Sociology of Education |
| 8. | Curriculum, Planning and development |
| 9. | Teaching Practice Phase 2 |

| YEAR THREE - CONTINUOUS | |
|-------------------------|-----------------------------------|
| 6. | School Subject 2 |
| 7. | Critical Thinking for Teaching |
| 8. | Research Methods |
| 9. | Teaching Practice Phase 3 |
| 10. | Integrated Educational Technology |

Career Opportunities

This qualification prepares learners for various positions including:

- Senior Primary Teacher
- Subject specialised teacher
- Education Consultant for Pre and Junior Education
- Curriculum Developer
- Student Supervisor
- Principal
- Head of the Department

Assessment

Continuous Assessment (40%)
Final examination (60%)

Modes of Delivery

This programme will be offered through full time /part time and distance learning mode

Articulation

Completion of the Bachelor of Senior Primary Education NQF Level 7 meets the minimum entry requirements for admission to Bachelor of Education Senior Primary Honours or equivalent NQF Level 8 qualification

Who should apply

- School leavers looking to pursue a career in Senior Primary Education and holds a Level 4 qualification meet the minimum requirements to enter at this level.
- Individuals already employed in the field of Education but without formal qualifications.



BACHELOR OF EDUCATION: SENIOR PRIMARY EDUCATION HONOURS LEVEL 8

DURATION: 1 YEAR

CREDITS: 128

Programme Description

The Bachelor of Education Honours qualification in Senior Primary will prepare students for research-based postgraduate studies in a field of education as per chosen specialisation. It serves to reinforce, expand and strengthen the student's expertise of the field in that specialisation, and to develop appropriate research capacity for that field.

Qualification Requirements

This qualification will be awarded to the learners credited with a minimum of 128 credits, and who have met the requirements of the programme.

Programme Structure

| | |
|----|--|
| 1. | Educational law and Policies |
| 2. | Educational Management and Leadership |
| 3. | Research project |
| 4. | Teaching method of Schools subject 1 |
| 5. | Teaching method of Schools subject 2 |
| 6. | Teaching Practice Phase 4 |
| 7. | Professional Ethics and Morality in Teaching |

Career Opportunities

This qualification prepares learners for various positions including:

- Senior Primary Teacher
- Education Consultant for Senior Primary Education
- Curriculum Developer
- Principal
- Head of the department
- Policy Developer

Assessment

Continuous Assessment (40%)
Final examination (60%)

Modes of Delivery

This programme will be offered through full time /part time and distance learning mode

Articulation

Completion of the Bachelor of Senior Primary Education Honours NQF Level 8 meets the minimum entry requirements for admission to equivalent NQF Level 9 qualification

Who should apply

- Students holding a Level 7 qualification in Senior Primary education meet the minimum requirements to enter at this level.
- Individuals already employed in the field of Education and holding a level 7 qualification.

Programme Description

This qualification is aimed at producing teachers ready to enter the secondary education profession in schools. Educators who have been teaching without qualifications also have the opportunity to complete a formal specialization in their secondary education qualification. This enables them to obtain a deeper and broader level knowledge and understanding of the content they teach and the teaching profession

Qualification Requirements

This qualification will be awarded to the learners credited with a minimum of 340 credits, and who have met the requirements of the programme.

Programme Structure

| YEAR ONE | |
|----------|--------------------------------------|
| 1 | Computer Studies |
| 2 | English for foundation Studies |
| 3 | Introduction to Life Skills |
| 4 | Introduction to Education |
| 5 | Micro Teaching |
| 6 | Study Skills and Academic Integrity |
| 7 | Introduction to Employability Skills |

| YEAR THREE | |
|------------|------------------------------------|
| 1 | Assessment and Evaluation |
| 2 | Teaching online |
| 3 | English for Academic purposes |
| 4 | Classroom and Behaviour Management |
| 5 | School Subject 1 |
| 6 | School Subject 2 |
| 7 | English for Academic purposes |
| 8 | Sociology of Education, |
| 9 | Curriculum, Planning & development |
| 10 | Teaching Practice Phase 2 |

| YEAR TWO | |
|----------|------------------------------------|
| 1 | Becoming a Teacher |
| 2 | Philosophy of Education |
| 3 | Computer Essentials |
| 4 | Human Development and Learning |
| 5 | School Subject 1 |
| 6 | School Subject 2 |
| 7 | English for communication purposes |
| 8 | School Subject 1 |
| 9 | School Subject 2 |
| 10 | Teaching Practice Phase 1 |
| 11 | Teaching Methods |
| 12 | Introduction to physical education |

Assessment

Continuous Assessment (40%)

Final examination (60%)

Modes of Delivery

This programme will be offered through full time /part time and distance learning mode

Career Opportunities

This qualification prepares learners for various positions including:

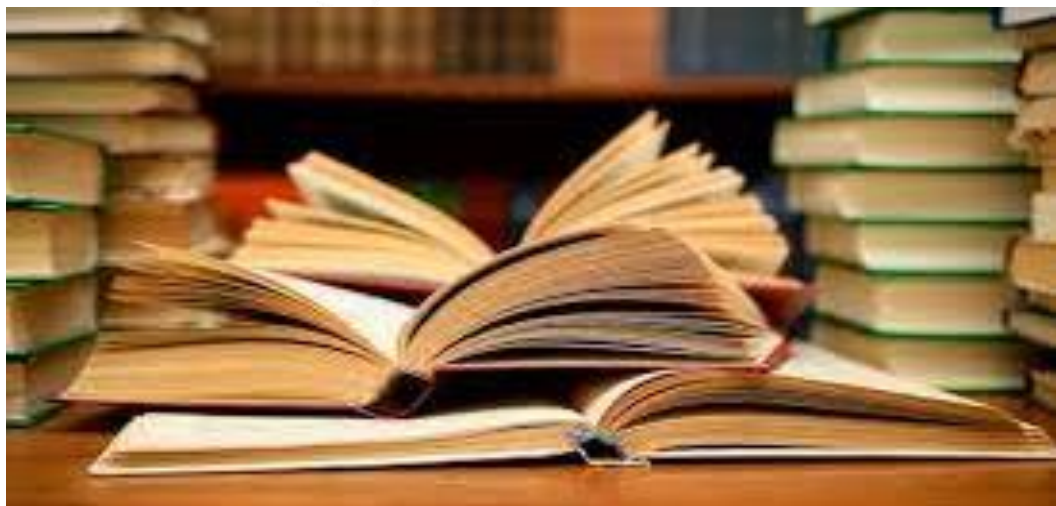
- Secondary School Teacher
- Subject specialised teacher
- Education Consultant for Secondary Education
- Curriculum Developer
- Student Supervisor
- School Counsellor

Articulation

Completion of the Diploma in Secondary Education NQF Level 6 meets the minimum entry requirements for admission to Bachelor of Education Secondary education or equivalent NQF Level 7 qualification

Who should apply

- School leavers looking to pursue a career in Secondary Education and holds a Level 3 qualification meet the minimum requirements to enter at this level.
- Individuals already employed in the field of Education but without formal qualifications.



BACHELOR OF EDUCATION: SECONDARY EDUCATION LEVEL 7

DURATION: 3 YEAR

CREDITS: 398

Programme Description

This qualification aims to provide candidates with the required knowledge, understanding and skills to enhance teaching and learning in two school subjects. The qualification provides education and training that equips the graduates with substantial subject content knowledge, educational theory and methodology that will enable them to demonstrate competencies and responsibilities to the profession at large.

Qualification Requirements

This qualification will be awarded to the learners credited with a minimum of 398 credits, and who have met the requirements of the programme.

Programme Structure

| YEAR ONE | |
|----------|------------------------------------|
| 1. | Becoming a Teacher |
| 2. | Philosophy of Education |
| 3. | Computer Essentials |
| 4. | Human Development and Learning |
| 5. | School Subject 1 |
| 6. | School Subject 2 |
| 7. | English for communication purposes |
| 8. | School Subject 1 |
| 9. | School Subject 2 |
| 10. | Teaching Practice Phase 1 |
| 11. | Teaching Methods |
| 12. | Introduction to physical education |

| YEAR THREE | |
|------------|--|
| 1. | Psychology of Education |
| 2. | Inclusive education |
| 3. | Physical Activity and Sport in Schools |
| 4. | Guidance and Counselling |
| 5. | School Subject 1 |

| YEAR TWO | |
|----------|--------------------------------------|
| 1. | Assessment and Evaluation |
| 2. | Teaching online |
| 3. | English for Academic purposes |
| 4. | Classroom and Behaviour Management |
| 5. | School Subject 1 |
| 6. | School Subject 2 |
| 7. | Sociology of Education, |
| 8. | Curriculum, Planning and development |
| 9. | Teaching Practice Phase 2 |

| YEAR THREE - CONTINUOUS | |
|-------------------------|-----------------------------------|
| 6. | School Subject 2 |
| 7. | Critical Thinking for Teaching |
| 8. | Research Methods |
| 9. | Teaching Practice Phase 3 |
| 10. | Integrated Educational Technology |

Career Opportunities

This qualification prepares learners for various positions including:

- Secondary School Teacher
- Subject specialised teacher
- Education Consultant for Secondary Education
- Curriculum Developer
- School Counsellor

Assessment

Continuous Assessment (40%)

Final examination (60%)

Modes of Delivery

This programme will be offered through full time /part time and distance learning mode



Articulation

Completion of the Bachelor of Education Secondary Education NQF Level 7 meets the minimum entry requirements for admission to Bachelor of Education Secondary Education Honours or equivalent NQF Level 8 qualification



Who should apply

- School leavers looking to pursue a career in Secondary Education and holds a level 4 qualification meet the minimum requirements to enter at this level.
- Individuals already employed in the field of Education but without formal qualifications.

BACHELOR OF EDUCATION: SECONDARY EDUCATION HONOURS LEVEL 8

DURATION: 1 YEAR

CREDITS: 128

Programme Description

The Bachelor of Education Honours qualification in secondary education will prepare students for research-based postgraduate studies in a field of education as per chosen specialisation. It serves to reinforce, expand and strengthen the student's expertise of the field in that specialisation, and to develop appropriate research capacity for that field.

Qualification Requirements

This qualification will be awarded to the learners credited with a minimum of 128 credits, and who have met the requirements of the programme.

Programme Structure

| | |
|----|--|
| 1. | Educational law and Policies |
| 2. | Educational Management and Leadership |
| 3. | Research project |
| 4. | Teaching method of Schools subject 1 |
| 5. | Teaching method of Schools subject 2 |
| 6. | Teaching Practice Phase 4 |
| 7. | Professional Ethics and Morality in Teaching |

Career Opportunities

This qualification prepares learners for various positions including:

- Secondary School Teacher
- Education Consultant for Secondary Education
- Curriculum Developer
- Principal
- Head of the department
- Policy Developer
- Senior Education officers

Assessment

Continuous Assessment (40%)
Final examination (60%)

Modes of Delivery

This programme will be offered through full time /part time and distance learning mode

Articulation

Completion of the Bachelor of Secondary Education Honours NQF Level 8 meets the minimum entry requirements for admission to equivalent NQF Level 9 qualification

Who should apply

- Students holding a level 7 qualification in Secondary education meet the minimum requirements to enter at this level.
- Individuals already employed in the field of Education and holding a level 7 qualification.

Programme Description

This Postgraduate Diploma in Education is aimed to assist in serving the staff without a proper educational qualification and who aspire to become as a teacher after a degree qualification. It helps to become a skilled and qualified educators with a strong research skills and domain knowledge to meet appropriate human capital demands of the nation.

Qualification Requirements

This qualification will be awarded to the learners credited with a minimum of 196 credits, and who have met the requirements of the programme.

Programme Structure

| | |
|-----|---------------------------------------|
| 1. | Fundamentals of Education |
| 2. | Educational Management and Leadership |
| 3. | Managing a Classroom |
| 4. | Teaching Methods of School Subject 1 |
| 5. | Research Methods |
| 6. | Research Project |
| 7. | E - Teaching and Technology |
| 8. | Curriculum Development |
| 9. | Teaching Methods of School Subject 2 |
| 10. | Teaching Practice Level 8 |
| 11. | Student Assessments and Grading |

Career Opportunities

This qualification prepares learners for various positions including:

- Teaching at any academic environment
- Managing an Educational institution
- Curriculum Development

Assessment

Continuous Assessment (40%)
Final examination (60%)

Modes of Delivery

This programme will be offered through full time /part time and distance learning mode

Articulation

Completion of the Postgraduate Diploma in Education NQF Level 8 meets the minimum entry requirements for admission to equivalent NQF Level 9 qualification

Who should apply

- Students holding a Level 7 qualification in education meet the minimum requirements to enter at this level.
- Individuals already employed in the field of Education and holding a level 7 qualification.





INTRODUCTION

International Training College - Lingua is committed to the promotion and development of all language skills namely: speaking, reading, writing and listening. We offer people the opportunity to learn languages such as English, Afrikaans, German, Portuguese, French, Oshiwambo and other local languages. Our experienced and highly qualified staff is specialized in helping students to achieve their language goals.

We provide a wide range of services tailor made to the needs of our clients and these include translations, interpretations, proofreading and editing, proposal writing and minute taking. We craft solutions to fit people's exact language needs.

The department encourages and supports students to practice their language skills continuously by organising debates and preparing them for interviews through role plays.

The Language Department uses various high - quality resources to enhance students' understanding and acquisition of the skills necessary to succeed in an English - speaking academic environment.



Certificate Courses in English

- English for Beginners/Intermediate/Advanced
- English for Business Purposes
- Certificate in Teaching English as a Foreign Language
- Certificate in Teaching English for Specific Purposes (Tourism/Fisheries/Medical/IT/etc.)

Other Foreign Languages

- German
- French
- Portuguese
- Spanish

Other Namibian Languages

- | | |
|---------------|---------------|
| ➤ Afrikaans | ➤ Otjiherero |
| ➤ Damara/Nama | ➤ Rukwangili |
| ➤ Oshiwambo | ➤ Thimbukushu |

Candidates may register for short courses or for a year course. A short course runs for a period of 8 weeks/ 2 months.

Other Language Services

- 1. Language Training Services**
- 2. Translation Services**
- 3. Interpretation Services**
- 4. Proofreading and Editing**
- 5. Transcription Services**
- 7. Public Speaking**
- 8. Minute Taking Services**
- 9. Presentation Skills**
- 10. Effective Communication in the Workplace**



EXAMINATIONS DEPARTMENT

Examinations and Evaluations

Assessment

Student assessment is a vital part of the learning process. Assessment aims at determining students' performance as they progress towards achieving the qualification as stipulated in the International Training College – Lingua curriculum. Evaluation of students' performance at a Certificate, Diploma and Degree level shall be based on continuous assessment and/or examinations.

Continuous Assessment

Continuous assessment is determined on the grounds of an evaluation of a student's performance by means of inter alia: tests, practical tasks, assignments and research projects. A minimum of three assessments must be set per semester although variations may occur per course.

The continuous assessment constitutes a weighting of 40% of the Final Mark. The continuous assessment component of each module shall be supervised by the Head of Department. Continuous assessment is only valid for the specific academic semester in which it has been allocated.

Examination

The examination of the various modules taught at Lingua will take place on completion of each module (i.e. at the end of the semester when the module is completed). The examination assessment constitutes a weighting of 60% of the Final Mark.

Enrolment for Examination

Students of International Training College - Lingua should register and pay each year for examination in those subjects in their course/qualification registered for the year/semester provided that:

1. They meet the examination admission requirements.
2. The prescribed fees have been paid in full.

Note: Students with outstanding accounts will not be allowed to sit for any examination.

Admission to Examination Venues

1. Candidates must be seated 30 minutes before the examination session commences and nobody may leave the venue within the first hour or during the last 15 minutes of the examination session. No candidate will be admitted to the examination venue once the first hour of the session has passed.
2. A candidate will only be allowed into the examination venue if he/she is in possession of his/her student card, valid passport, driver's license or national identification card.

Method of Evaluation and Conduct of Candidates in Test and Examination Venues

1. Tests and Examinations can be conducted as written or oral examinations or by means of a practical examination as well as online.
2. All question papers except some language examinations will be available in the official language which is English.
3. Unless otherwise stipulated for an examination, a candidate may only have in his/her possession, stationery, an identity document/ student card and the examination material handed to him/her by the invigilating staff. Pocket calculators (not cell phones) may be used by a candidate in the examination except in cases where the use of calculators is strictly forbidden in the question paper.
4. Under no circumstances may a candidate communicate or try to communicate with or receive assistance from or try to receive assistance from any other candidate. No explanation of examination questions may be requested or shall be given.
5. No candidate who has seen a question paper may leave the examination venue without the permission of the invigilator
6. During the examination session, a candidate may leave the examination venue in an emergency only, on which occasion he/she must be accompanied by an invigilator.
7. The instructions of the invigilator must be obeyed at all times.
8. Smoking, eating, drinking and wearing of cap in the examination venue are prohibited.
9. No bags, cell phones or communication devices are allowed in the examination venue.

10. Students caught cheating or using any communication device e.g. cell phones during the examinations will be subjected to a prescribed fine. The concerned paper will be cancelled and he/she will be subjected to a disciplinary action.

Determination of the Final Semester Mark

In determining the final mark for a subject, the following regulations apply:

1. Unless otherwise stipulated, 40% of continuous assessment and the 60 % of examination mark are used to calculate the final mark for a given module.
2. In a subject where no continuous assessment mark is required, the examination mark constitutes the final mark.
3. Where a student fails to report for an examination in a subject, an examination mark of zero is awarded for the relevant subject

Determination of the Final Year Mark

1. Languages are offered over two semesters. The average of both semesters will constitute the final mark of the module.
2. In the event of a subject being offered only in one semester, the mark obtained at the end of that semester will be considered as the final mark.

Passing Requirements

1. To pass a subject/module, the student must obtain a final mark of at least 50%.
2. Overall performance in a course shall be assessed/ evaluated on a percentage scale indicated as follows:

| PERCENTAGE | MARK |
|------------|---------------|
| 75% - 100% | Distinction |
| 70% - 74% | Merit |
| 60% - 69% | Credit |
| 50% - 59% | Pass |
| 45% - 49% | Supplementary |
| 0% - 44% | Fail |

Special Examinations

1. A candidate who has failed to sit for an examination due to circumstances beyond his/her control may be granted permission to sit for a Special Examination. Such a candidate must submit a written application with the necessary applicable documentation.
2. In the case of an illness, a medical certificate must be submitted. In the event of death in the family*, a certified copy of the death certificate should be submitted to the Head of Examinations and the Head of Department before the examination. If possible, the certificate should be submitted not later than three (3) days after the day of that examination session.
3. *Family normally includes the following persons: student's spouse, life partner, parents, brother, sister, adopted parents, grandparent, child, adopted child, grandchild, or his/her legal spouse's parents.
4. A Special Examination may be granted by the relevant department to a student who is required to take part in any recognised sport, cultural or other student activities with proven documentation at regional or higher level. Such an examination should be at a time which is not likely to affect his/her preparation for and/or writing of an examination. A student who does not agree with the decision of the department may appeal against such decision in writing to the Management of the Institution.
5. Special Examination will not be allowed if candidates were to:
 - a. misinterpret the examination timetable
 - b. act on unofficial information
 - c. arrive late for an examination.
6. A student who passes the special examinations will be awarded a final mark of 50% irrespective of the marks scored in the special examination.

Supplementary Examinations

A student shall be entitled to sit for a supplementary examination if he/she complies with the following conditions:

1. Obtain a final examination mark in the first opportunity examination of 45 - 49%
2. He/she has paid the prescribed fees per subject in full.

Nature and Scope of Supplementary Examinations

1. Supplementary Examinations are conducted under the same conditions as the normal examinations.
2. As a Supplementary Examination is a fully - fledged examination, the examination time of a subject corresponds with that of the normal examination.

Determination of the final mark

1. A student who passes the Supplementary Examinations will be awarded a final mark of 50%.
2. Continuous Assessment marks are not taken into account for Supplementary Examinations.
3. A student who does not obtain a final mark of 50% in the Supplementary Examination must repeat the subject concerned and pay the relevant fees.
4. Should a student not report for a supplementary examination the mark achieved in the normal examination is used to determine the final mark.
5. **Note:** A student who is absent from the supplementary examination for whatever reason, shall repeat the course.

Appeal Procedure

A student who has failed a course may request for a re-mark from the Head of Examinations. A prescribed non-refundable fee has to be paid before such remarking of the scripts for that affected course(s) may take place. Such an application for re-marking should not be later than two weeks after the

release of the examination results. A fee of N\$450.00 will be charged for re-marking.

For a script to be re-marked, a student shall have obtained an examination mark of at least 35% and a final mark of at least 45%. The marks obtained after the re-mark will be considered to be the final mark.

Remarking shall not be permitted for scripts already moderated, practical examinations or for a course of which all papers are marked entirely by computer.

Examiners and Moderators/Verifiers

It is the policy of International Training College - Lingua to ensure the reliability, credibility and validity of our awards. We do this by appointing moderators and verifiers to monitor the standards of assessments being carried out by staff at the College. Lecturers are responsible for the assessment of the candidates' practical ability. The moderators and visiting verifier is responsible for verifying that the assessments carried out by the lecturers and the results obtained are in accordance with the required standards.

All final assessments at all levels of the curriculum are moderated by internal and external moderators. Examination papers and memoranda are given to the moderators to evaluate before examinations. Scripts are marked by the examiners and then given to the relevant moderators for moderation. Examiners and moderators confirm the final marks.

Repeating a Course

A student who does not pass a module/course in the first or supplementary examinations must repeat the subject/course by registering for it again subjected to the re-registration regulations of the College. In cases, where clashes occur, students would be expected to attend classes on a part-time basis or register as a distance study student for the concerned subject/module.

Special Arrangements

International Training College - Lingua aims to facilitate open access to its qualifications, for students who are eligible for access arrangements or special consideration in assessments, without compromising the assessment of the skills, knowledge, understanding or competence being measured. This will be achieved through:

Access Arrangements – These are agreed at the pre-assessment or pre - planning stage and help to reduce the effect of a disability or difficulty, which places the candidate at a substantial disadvantage in the assessment situation. Access arrangements must not, however, affect the reliability or validity of assessment outcomes nor must they give the candidate an assessment advantage over other candidates undertaking the same or similar assessments.

Special Consideration - This is a post- assessment or post examination allowance to reflect temporary illness, injury or indisposition that occurred at the time of assessment. Any special consideration granted cannot remove the difficulty the student faced at the time of assessment and can only be a relatively small adjustment to ensure that the integrity of the assessment is not compromised.

Assessment of Work-Integrated Learning (WIL) and Internship

All the Level 7 students should complete internship. After completion of the internship, the students are required to submit an internship report to their respective Head of Department.

Grading Criteria

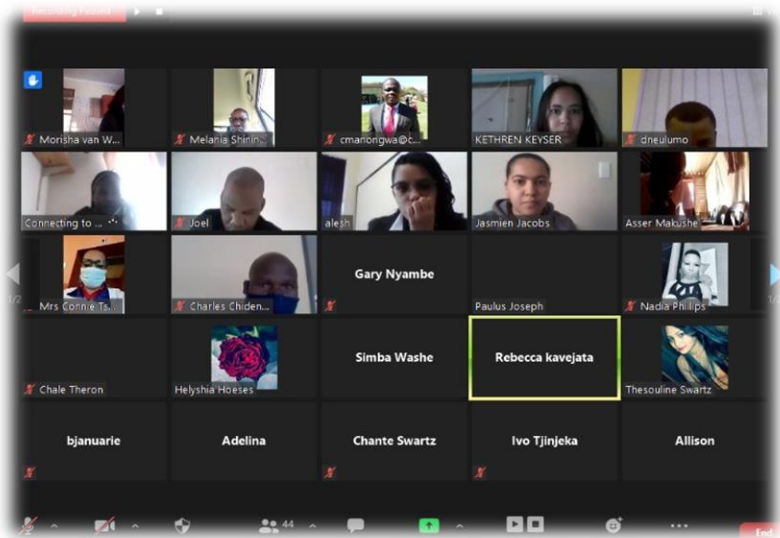
A student must obtain a minimum final mark of 50% to successfully pass the course. Assessment is done jointly by the Internship Coordinator from within the College and the Field Supervisor. The grading of your internship experience will be based on the total points earned in each of the following areas:

| |
|---|
| Field Supervisor's Final Evaluation (50%) Internship Evaluation report (50%) |
|---|



DISTANCE LEARNING

Education is a life-long process. It does not stop at any particular age. The conventional system of education was proved inadequate to accommodate the growing needs of the learners. Therefore, the system of Distance Education has emerged as an effective alternative channel to the conventional system of education. Distance Education system caters for the needs of those who cannot pursue full-time or part-time college education and those who wish to improve their knowledge and skills.



Distance Studies allow students to fit their studies around work, social or family commitments. The convenience of distance studies means that students do not have to attend classes at times that may not fit in with their lifestyle. Distance studies enhance students career prospects and help students to achieve their personal and professional goals without having to leave their jobs.

Students can study wherever they are - rural, urban or overseas locations - with the convenience of course materials being available on e-learning, email or delivered by post.

The motivation and perseverance of distance learners sets them apart from other students and these are qualities highly sought after by employers. Students are assured that International Training College - Lingua is committed to excellence in distance education.

Main objectives of the distance studies is to:

1. improve access to education
2. provide an effective alternative path to wider opportunities in education
3. meet the challenges of changing needs of the society in a global environment.
4. provide affordable high-quality education

Registration as a Distance Student

Follow the general registration process, rules and regulations of International Training College - Lingua.

Closing Dates for Registration

1. Applications for registration must be received on or before the prescribed closing date. Applications received after the closing date will NOT be accepted for the specific semester and will be transferred to the following intake.
2. Students are advised to register in advance and NOT to wait until the closing date.
3. Take note of closing dates for applications, registration, cancellation of courses, notices of expectations to applicants, due dates for payment of tuition fees and other important dates students need to adhere to (refer to the academic calendar).

The completed application form together with the proof of payment must be received before the closing date.

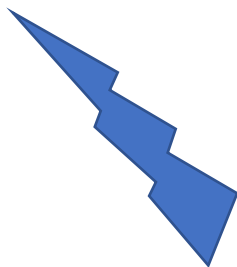
The above should be sent to: The Head of Administration

P.O. Box 50097, BachbrechtWindhoek

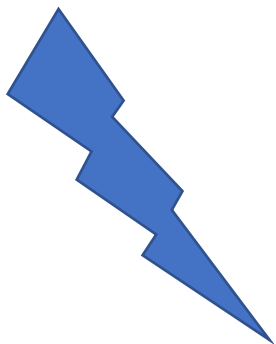
For more information contact the your respective department heads

Windhoek Office Tel: +26461-301032/4/5

distancelearning@collegelingua.com



**DISTANCE STUDENTS ATTENDING ORIENTATION DURING THE DISTANT
CONTACT SESSION**





E - LEARNING

International Training College-Lingua introduced e-Learning in 2016. In 2020 the institution migrated from face-to-face teaching to a fully-fledged e-learning management system due to the global outbreak of the COVID -19. This means that a newer a of learning has emerged and that International Training College - Lingua is contributing to other existing e-initiatives in Namibia. E-learning has ensured continuity in education in the face of COVID -19. It also offers students greater flexibility with regards to time and place.

E-Learning also provides the chance to expand the curriculum and portfolio of courses offered to students. This creates more diversity in the courses and studies as it also allows easy access for students from wherever they are.

E-Learning embraces a culture of lifelong and flexible learning as it gives opportunities to everyone.

It gives access to all types of academic resources of a traditional course. E-learning needs a student to have a stable internet connection to attend different courses. One of the many advantages of e-learning is that it teaches you self- discipline in the process. E-Learning courses also add value to a candidate's resume.

ITCL uses Moodle, a Learning Management System (LMS) as the official e-learning platform. Moodle is designed to provide educators, administrators and learners with a secure and integrated system to create personalised learning environments. Moodle supports self-directed and collaborative learning by enhancing self-monitoring and social interaction as well as active learning of students. When combined with complementary learning tools such as Zoom, YouTube etc., Moodle makes up ITCL's Virtual Learning Environment (VLE).

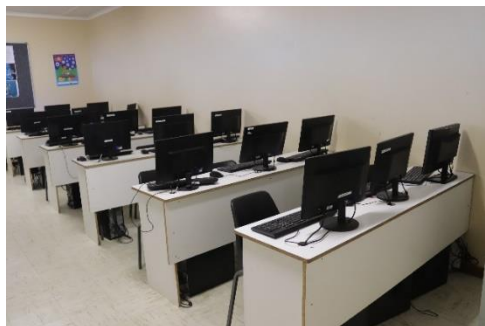
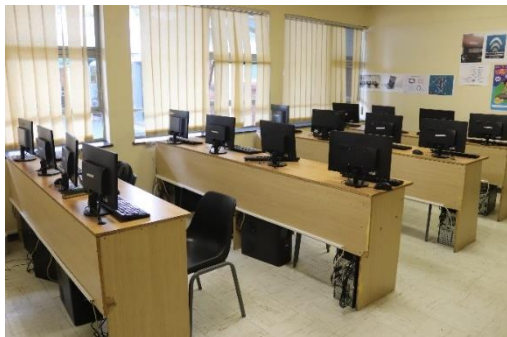
Our IT Facilities

International Training College-Lingua is constantly striving to offer quality computer services to our students. Our objective is to ensure that all the students are equipped with relevant computer skills and knowledge of information systems to give them an advantage in the job market.

The college has campuswide wireless connections and wired connections enabling students to use their own devices to access the internet and the College's portal etc.,

The College has enough computers to accommodate and assist the number of students on the campus.

The college upgraded its network to accommodate high-speed fiber-optic internet connection, providing gigabit ethernet to the desktop of all systems in the laboratory. Students have free access to computer laboratories where they can do their assignments and research.



LIBRARY – THE KNOWLEDGE HUB

The library aims to serve as a comprehensive gateway to global knowledge using not only the internet and the physical resources of information within the library but also other related academic programmes in the college.

With technology, the library becomes virtual and is not confined by space and time. The opening times of the library is Monday to Friday 07h30 -20h00.

We hold significant collections and resources that support teaching, learning and research needs of the International Training College-Lingua. Students are allowed to use laptops in the library



The library aims to serve as a comprehensive gateway to global knowledge using not only the internet and the physical resources of information within the library but also other related academic programmes in the college.

E-Resources

International Training College - Lingua library provides online access to several electronic journals. The majority of e-journals are electronic versions of print journals that you can access via the internet at the comfort of your own home.





STUDENT AFFAIRS AND EXTRA CURRICULAR ACTIVITIES





SPORT, CLUBS AND SOCIETIES

The College has a vibrant sporting and culture activity covering a wide range of codes, clubs and societies such as

- Rugby
- Soccer
- Netball
- Basketball
- Volleyball
- Tennis
- Table tennis
- Walking
- Athletics
- Fitness and boot camp
- Chess
- Dance
- Swimming
- Tourism Society
- Cultural Society
- Economics Society
- Accounting Society
- IT Society



- Public Speaking
- Drama Club
- Arts & Painting
- Poetry Club
- Reading and Creative Writing
- Lingua for Christ
- Choir

Our qualified/competent and committed staff who will mentor you to your best ability in your chosen sport field.

The Tertiary Cup

ITCL prides itself of being the initiator of the tertiary floating cup, which brings together institutions of higher learning in the country to compete in a variety of sporting disciplines. We will continue with our partnership arrangements with sporting associations like TISAN to expose our students to local and international competitions.



Sports Day

The Sports day is an annual event organised by the college and open to all students. It is not only for the sports enthusiast but primarily a platform for all students to have fun through getting to know their peers as well as the lecturers away from class time





Culture

Students at International Training College - Lingua come from different cultural backgrounds. The College encourages integration amongst these different students through an annual event namely, the Cultural Day where students display their diversity. On this day, students exhibit their cultural attire, food, drinks, and music.

In a bid to make your life at ITCL as memorable as possible, we encourage you to join at least one of the following clubs/societies. This presents an enormous opportunity for your learning outside the classroom and networking with students from other institutions of higher learning in Namibia and from other countries.



Cultural Day



Cultural day is an annual event which exists to promote the arts and diversity that exists within the Lingua College community. Staff members and students dress up in their cultural attires for the occasion, showcase local cuisines and indulge in traditional dance and drama.

Health week

We strongly believe health and wellness plays an important role in achieving success in the career our staff and students. International Training College Lingua runs a yearly event called health week focuses physical and mental health of the students and staff. During the week checking the blood pressure, donating blood and other basic important test are performed on a volunteer basis. Various health professionals are invited to deliver talks during the week for example on importance of male circumcision, understanding mental health, suicide prevention etc., Our students and staff community are actively involved in the health week



OUR VENUE FACILITIES

We also offer Conference and workshop venue hire / Venue hire / Sport field rental etc.,



OUR INTERNATIONAL COMMUNITY



Study permits

ITCL is home to students from across the globe. Our international students enjoy the benefits of having their visa and study permit issues taken care of by the College.



See the world

By studying at ITCL, international students will experience a brand-new country (Namibia) with incredible new outlooks, customs and activities. The College plans annual student tours to the country's tourist attractions. In addition, they will not be limited to visit places in Namibia only but also international destinations.

Experience a new culture

Namibia's distinct diverse cultural perspectives fascinate many students who come to ITCL. They will find incredible new foods, customs, traditions and social atmospheres. They will get a better understanding and appreciation of the hospitable Namibian people. They experience a completely new way of life.



Make lifelong friends

One of the biggest benefits of studying at ITCL is the opportunity to meet new lifelong friends from different countries and backgrounds. Attending classes and living with students from Namibia and other countries presents an opportunity to get to know and create lasting relationships. After their studies, our past students make efforts to stay in touch with their international friends who become important networking tools later down the road.



Personal development

There is nothing like being in Namibia on your own at ITCL. This brings out their independent nature. Our international students become explorers of Namibia and really discover the curiosity and excitement that they harbour. They discover themselves while gaining an understanding of the Namibian culture.



An oval graphic with a dark background featuring a glowing network diagram of interconnected nodes and lines in shades of purple, blue, and green. The text "Alumni Network" is written in a large, white, cursive script across the top. Below it, the words "Connect / Learn / Develop" are written in a smaller, white, sans-serif font, separated by forward slashes.

Alumni Network
Connect / Learn / Develop

STAY CONNECTED

A silhouette of a large crowd of people at the bottom of the image, with many individuals raising their arms in a cheering or celebratory gesture against a light blue background.

When you graduate, you join a community of International Training College - Lingua alumni with access to a network of former students designed to support you wherever you are in the world.

Our alumni programme is not just designed to assist you during your transition from student to graduate but to help you build a rewarding lifelong relationship with the College.

With our support you will be able to build relationships that can help you develop your career, open up new opportunities with like-minded professionals, form new friendships and invaluable social networks.

You will also have access to a wide range of benefits and services, including college tours, volunteering opportunities, exclusive discounts and event invitations.

**JOIN OUR
ALUMNI ASSOCIATION
AND
BE PART OF THE CHANGE**

SOME OF OUR PROUD ALUMNUS



Ms. Cherien Aletha Kock
Her Worship, the Mayor of Mariental

Cherien Aletha Kock, currently the serving Mayor of Mariental, a town of about 15,000 inhabitants. She obtained a qualification in Travel and Tourism and worked in the Hospitality Industry in Windhoek before being elected as Mayor. Her Worship, the Mayor encourages students to study at Lingua College as it is one of the fastest growing institutions of higher education in Namibia. The outstanding, timely, and precise lessons with lecturers serve students with adequate knowledge, supervision and attention.

Mr. Becker is a hardworking individual who has obtained a Bachelor of Information Technology (Software Development) Honours at the International Training College - Lingua. Mr. Becker currently works as a Group ICT Manager at Westair Aviation (PTY) Ltd, a position he held over two years. He believes the college has given him the tools and education he needed to advance his career. Mr Becker's favourite quote is "The people who are crazy enough to think they can change the world are the ones who do" by Steve Jobs. He encourages Lingua students to work hard, keep pushing forward and to never give up.



Mr. Fritz Becker
Group ICT Manager
Westair Aviation



Mr. Francois Platt
Management Accountant
Sea Pride Foods

I enrolled at International Training College-Lingua for a Bachelor Honours degree in Accounting and Finance. The curriculum of this program includes a compulsory internship module which prepares students for the work world. From internship I was immediately hired as an Accounts Clerk and rose through the ranks to my present position of Management Accountant at Sea Pride Foods all because of the knowledge and skills acquired from this college. The reasons I chose International Training College-Lingua are endless-among these reasons, a quiet conducive learning environment.

The lecture rooms equipped with up-to-date facilities like computer labs, library, fast Wi-Fi and an array of sporting disciplines and facilities. All these facilities enable students to focus on their studies. The college genuinely cares for each one of their students and wants to see them succeed not only academically, but in all areas of their lives. I strongly recommend this college to any candidate who wants a life changing institution of higher learning. ITCL students get to see the world through international tours as evidenced by my class that travelled to Ghana, France and Germany in 2019



Ms. Priscilla Tembo
Principal
Siebra Academy, Botswana

Ms Tembo describes her studies at the International Training College - Lingua as breath-taking despite the unprecedented times of COVID-19 which brought about many widespread changes in how we live, work, and study. Ms Tembo is currently working as a principal at Siebra Academy in Gaborone, Botswana. The Early Childhood Development programme allowed her to make a difference in young lives and influence future generations. She extends her special thanks to the Education Department and the entire College staff for their unwavering support she has been given throughout her studies

risk management
priorities
CONSISTENCY
COMPLIANCE
guidelines
laws adherence
process mitigation
regulations



CERTIFICATION POLICY

1. Policy

- a. Students who have successfully satisfied the minimum exit level requirements of their programme of study are awarded their Certificates/Diplomas/Degrees at a formal graduation ceremony held annually.
- b. Certificates/Diplomas/Degrees will not be issued for incomplete qualifications and/or part qualifications.

Certificate/Diploma/Degree Signatories

- a. Certificates/Diplomas/Degrees are signed by the Director of Academic Affairs and the Managing Directors.
- b. Certificates/Diplomas/Degrees issued for short courses will only be signed the Director of Academic Affairs.

Seal of approval

- a. Each Certificate/Diploma/Degree is given a seal of approval. Without the seal the Certificate/Diploma/Degree is not valid.

2. Certificate/Diploma/Degree Replacement

- a. Students may only receive a new Certificate/Diploma/Degree after sufficiently proving that the previously awarded Certificate/Diploma/Degree has been destroyed or ruined. This proof must come in the form of a signed affidavit, physical proof of damaged certificate or photographs showing damage.
- b. All replaced certificates/diplomas/degrees will be recorded in the College system.

Awarding Certificates/Diplomas/Degrees

- a. Certificates/Diplomas/Degrees are awarded at a graduation ceremony.
- b. Graduates who are not present at the ceremony must collect their Certificates/Diplomas/Degrees in person from the College.
- c. Graduates who are unable to collect certificates in person must arrange for a legal representative such as a guardian to collect the certificate on their behalf.
- d. Certificates/Diplomas/Degrees cannot be couriered unless graduates have left the country and have no other means of collecting their certificate. In the case the certificate/diploma/degree must be sent to them at their own cost via secure courier services.

EQUAL OPPORTUNITY POLICY

Introduction

The College recognises the real educational and business benefits of having a diverse community of staff and students who value one another and the different contributions they make in achieving the College's mission to be a world-class College that is open and accessible.

International Training College - Lingua is fully committed to being an equal opportunity employer and providing equality of opportunity for all of its staff and students, applicants and visitors. The College will not tolerate unfair or unlawful discrimination on the grounds of gender, ethnicity, color, disability, religion, nationality, age, occupation, marital status, sexual orientation or any other irrelevant distinction.

This policy applies to all aspects of staff and student activities within the College. Everyone is expected to:

1. Support and implement the equal opportunities policy.
2. Ensure that their behavior and/or actions do not amount to discrimination or harassment in any way.
3. Staff and students of the College are required to comply with this policy and are expected to promote a culture free of unfair discrimination, prejudice, all forms of harassment and bullying. Any incidents of discrimination, harassment or bullying will be investigated and may be grounds for expulsion or dismissal.

Equal Opportunities for Students

Admissions

All qualifying applicants will be given equal consideration during the selection process and will not be discriminated against on the grounds of gender, ethnicity, color, disability, religion, nationality, age, occupation, marital status, sexual orientation or any other irrelevant distinction.

The College welcomes applications from people with disabilities who will be considered on the same academic grounds as other potential students. Considerations about individual needs arising from disability will be made separately, and the College will strive to meet an individual disabled student's needs wherever possible.

Selection

Entry requirements for courses will only include those that are necessary and justifiable. All selection processes will be thorough, carried out objectively, and will only address the applicant's suitability for the course requirements.

LANGUAGE POLICY

Prejudice and discrimination can arise and be reinforced by our use of language which often may not be completely neutral and value-free. Words and phrases can be associated with negative attitudes and may give offence to people, including members of groups that are subject to prejudice, harassment or discrimination.

Everyone is expected to ensure that their written, spoken and electronically transmitted material does not contain racist or sexist language, or any other language that may cause offence to others. Rather than be prescriptive about use of language, staff and students are asked to exercise good judgment. In particular, staff and students should be aware of inappropriate references to gender, disability, age, sexual orientation or race.

RELIGION AND BELIEF POLICY

International Training College-Lingua welcomes religious and cultural diversity in its community and acknowledges that the right to freedom of belief, conscience and religion is absolute but the right to manifest beliefs must be moderated by the need to protect the rights and freedoms of others. To this end the College seeks to ensure that:

1. Everyone is treated with dignity and fairness.
2. Recruitment, selection and promotion of staff and students are based on criteria, which exclude religious or cultural belief or non-belief.
3. Where reasonably and practicably appropriate services and facilities are provided to meet the religious and cultural needs of staff and students.
4. Reasonable accommodations are made for students and staff whose recognised religious holy days coincide with their work and study schedules.
5. The International Training College-Lingua itself does not promote any particular form of religion but recognises that some general holidays are based around the Christian calendar.

HARASSMENT POLICY

Introduction

International Training College - Lingua supports the right of all staff and students to be treated with dignity and respect. This policy is designed both to help prevent harassment and to offer support to any member of the College who feels that they are being harassed or bullied by another member.

This policy aims to assist in developing and encouraging a working and learning environment and culture in which harassment is known to be unacceptable and where individuals have the confidence to complain of harassment without fear of ridicule or reprisals. The College recognises that in addition to a legal obligation to deal with instances of harassment, it has a moral responsibility to provide a working and learning environment free of harassment.

Although cases of harassment may be resolved informally, it may be necessary to take formal action which could lead to disciplinary action and possibly expulsion for students/ dismissal for staff. The possibility that complaints may be made with mischievous or malicious intent is also recognised by the College and will be treated as grounds for possible disciplinary action.

In addition to the internal College procedures and remedies for dealing with harassment, individuals who harass another individual will be in breach of civil and criminal law and may be prosecuted in the courts. Students should be confident that we take these issues very seriously.

Responsibility and Accountability

All members of the College, both staff and students, have a duty to ensure that individuals do not suffer any form of harassment and that if they do, they are supported in seeking to eliminate it and in pursuing any legitimate complaint about the harassment.

Definitions

Harassment in General Terms

There are many forms of harassment and bullying which can be described in simple terms as unwelcome behavior that affects the dignity of women and men. It is the conduct of one person against another or others when an intimidating, hostile or offensive atmosphere is created for the

complainant(s). Harassment takes many forms and includes behavior related to gender, ethnicity, color, disability, religion, nationality, age, occupation, marital status, sexual orientation or other personal characteristics. In general terms, it is actions or comments viewed as demeaning or unacceptable by the recipient.

It may be so serious and/or unrelenting that the person who is being or has been harassed feels it necessary to change their job or leave their course of study.

Conduct that is acceptable to one person may prove to be unwelcome to another and the test applied must be that the conduct, whether unwitting or deliberate, is unacceptable to the recipient and would be judged as harassment by any reasonable person.

Sexual harassment is hostile and/or offensive behavior by one person towards another on the grounds of their gender, marital status, sexual orientation, or sexuality. Such behavior might include derogatory name-calling, belittling remarks, ridicule, insults, jokes, graffiti, verbal abuse, threats or physical assault because of gender, marital status, sexual orientation or sexuality. It might also include any comments that imply that a person's gender, marital status, sexual orientation, or sexuality impairs the person's ability to perform their role within the College community.

Sexual harassment also includes unwanted and unwelcome sexual behavior. Examples are given below. These are just a small number of the many forms that sexual harassment and harassment relating to sexuality can take; other forms will be viewed equally seriously:

1. Suggestive looks, leering and remarks.
2. Suggestive behavior, offensive flirtations or unwanted physical contact.
3. Unwanted demands for sex.
4. Stalking.
5. Inappropriate sexual/homophobic remarks, innuendos, lewd comments, jokes or threats of disclosing sexuality.
6. Compromising invitations.
7. Repeated and unwelcome invitations for dates.
8. Offers of favored treatment in return for sex (or threats of disadvantage if refused).
9. Offensive/degrading display or electronic transmission of pornographic and suggestive/homophobic material.

Bullying

Bullying i.e. threats, abuse, intimidation or insults that may be constituted as an abuse of power, position or knowledge. What may be perceived as bullying behavior by one individual may occasionally be viewed as no more than firm management or strong personality by another and therefore may sometimes be difficult to define. However, inappropriate behavior that leads to other people becoming stressed, demotivated or frightened is unacceptable.

What Can You Do if You Feel You Are Being Harassed or Bullied?

If you think that you are being bullied or harassed by a student or a member of staff, do not feel that you have to tolerate the situation. Bullying and harassment may not always be easily recognizable or easy to deal with. It is advisable, therefore, to keep a record of incidents that bother you. Make a note of the date, time, circumstances, and names of any witnesses and how you felt at the time.

Students Individual Action

If possible, make it clear to the person causing the offence that you find the behavior unacceptable and ask the person to stop. In some situations, this will be sufficient to resolve the situation. If you feel unable to speak to the person concerned or if the situation was addressed, however the behavior nonetheless persists then notes of the details, dates, times, circumstances, and names of possible witnesses should be stipulated. A note should be made how the incident(s) have caused the violated person to change her/his pattern of work. Unwillingness to approach the individual will not be interpreted by the College as consent nor will it prejudice any complaint brought.

Informal Action

If an employee feels unable to take individual action or if such action(s) has not been sufficient to resolve the issue, then the employee should talk informally to any one of the following:

1. The Director for Non-Academic Affairs or the Head of your Department
2. Any of the Staff members that you feel comfortable with

As harassment and bullying can be an on-going issue, it is always advisable to keep written records of dates, times, witnesses and how you felt at the time. Any such discussion will be confidential, and no further action will be

taken without the employee's permission, unless the safety of the employee or others is deemed to be at risk.

Formal Action

If the matter is formalized, a full investigation and hearing where both sides can put forward their cases will be conducted with the involvement of the departmental head and the management. The investigation will be conducted without delay, within agreed time scales, with the rights of all parties protected and confidentiality maintained. Both parties will be provided with an opportunity to put forward their case and call witnesses as applicable and appropriate. Accurate records must be kept throughout the formal process and investigation. Both parties will be informed about the documents that will be kept on their personal files after the completion of the investigation.

The alleged harasser could be subjected to disciplinary action depending on the outcome of the hearing. This may result in a verbal warning, written warning or dismissal/expulsion depending on the seriousness of the deed. If the matter is serious or if the behavior of the accused remains unaltered then these are enough grounds for expulsion or dismissal of the harasser or bully.

HEALTH AND SAFETY POLICY

It is the policy of International Training College - Lingua, as far as it is reasonably practical, to:

1. Provide an environment in which staff, students and visitors can function without risk to their health or safety.
2. Ensure that the College is a safe place and that the environment, facilities, equipment etc. are subject to safe conditions in order to prevent risks to health or safety.
3. Provide and maintain an environment that is suitable with regard to facilities and arrangements to safeguard the occupational health requirements and welfare of employees and students.
4. Provide an environment in which everyone can carry out their tasks without fear of intimidation, harassment, violence, or undue stress.
5. To identify the need for and to provide training, instruction, information and supervision to all staff and students.

6. Provide a means of consultation on health and safety matters for all employees, their representatives and the student representatives.
7. Promote personal responsibility and effort on the part of everyone to avoid/prevent health hazards or injuries to themselves and to others who may be affected by their acts or omissions.
8. Ensure that all those with responsibilities for managing equipment, premises or supervising others are aware that these responsibilities include health and safety requirements and the need to carry out risk assessments for all potentially hazardous activities.
9. Ensure that the principles of good health and safety management are applied to all activities undertaken by the College, including activities such as events, travel and field trips.
10. Make arrangements to act upon health and safety matters at all levels through Departmental meetings.

STUDENT CONDUCT POLICY, RIGHTS AND APPEALS PROCEDURE

General Student Conduct Policy

International Training College-Lingua is committed to maintain a safe environment for all students, departments, staff and visitors. There may arise on occasion circumstances in which a student's conduct within the college interferes or disrupts effective instruction or the smooth operation of the college. Such interferences will be dealt with immediately. A lecturer may dismiss a student from class for misconduct. The department will contact security to have a student physically removed if a student refuses to leave. If a lecturer dismisses a student from any class, the lecturer will notify the Director of Academic Affairs or the appropriate head of Department in writing stating the problem and the action taken by the lecturer including a recommendation. The student will be disciplined according to the complaint/ discipline procedure.

Students are expected to conduct themselves in a lawful and legal manner. Any student who commits or attempts to commit an act of misconduct shall be subjected to disciplinary procedures.

Acts of misconduct include, but are not limited to:

1. Dishonesty, including, but not limited to cheating, plagiarism, forgery, alteration or misuse of college documents or records.
2. Failure to comply with an order or summons issued by an identified college official who is acting within the scope of his/her authority or office. Proper identification of a college official constitutes a statement of name and title upon request.
3. Willful failure of a student to identify himself/herself when so requested by a college official.
4. Intentional disruption of the orderly process and educational atmosphere of the college, both in the classroom and on all college property.
5. Refusal to comply with departmental or staff instruction(s) regarding vocal/physical behavior, unauthorized entry, obstruction of or occupation of any room, building or area of the college.
6. Assaulting, threatening, physically abusing, unduly harassing, or endangering in any manner the health or safety of a student, staff, any person on the college property at any college-sponsored or supervised function/event.

Violation of the law, and/or college regulations/policies on college premises, including but not limited to,

1. Theft, wilful destruction, damage, misuse of any property belonging to or in the possession of the college, any person at the college, at any college-sponsored or -supervised function.
2. The sale or knowing possession or use of restricted and/or dangerous drugs or narcotics on the College- owned property, or at any scheduled, sponsored function.
3. Disorderly conduct, lewd, indecent or obscene conduct.
4. Abetting or procuring another to breach the peace at the College-owned property or at any college- sponsored or supervised function.
5. Possession or use of firearms, explosives, dangerous chemicals, other weapons including knives on the property owned or controlled by the college or at any college-sponsored or supervised function.
6. Misconduct pertaining to International Training College-Lingua computer resources.

7. Intentional disruption of access of other students, department or staff to college computer resources.
8. Any unauthorized access or attempted access to computer resources.

Using college computer equipment to interfere with the lawful rights of others, including, but not limited to the falsifying or altering of records, creating false records, damaging programmes belonging to others and accessing confidential information of others.

Complaint/Discipline Procedure

Complaints are submitted in writing to the Head of the Disciplinary Committee who will conduct an investigation. The Disciplinary committee together with the Director of Non-Academic Affairs determines the appropriate sanction and notifies the student in writing.

The Directors of International Training College- Lingua have the authority to expel students and to hear expulsion appeals.

Student Disciplinary Actions

The college may impose disciplinary actions which may include expulsion, suspension, disciplinary probation and lesser actions such as disciplinary warnings upon any student who commits or attempts to commit an act of misconduct. Each act of violation of any part of the conduct policy will be dealt with on an individual basis considering all of the circumstances involved in the incident.

Additionally, the impact on other students, staff, department and the community will be considered by using disciplinary actions. Therefore, there may be incidents that are deemed serious enough for immediate suspension or expulsion.

The forms of discipline are the following:

1. Warning and probation by official notification from the college that the behavior of the student is being monitored and further violations may result in a more severe penalty.
2. Suspension means that the student is dismissed from the college for a specified length of time. The authority to suspend a student rests with the Management of the College.
3. Expulsion means that the student is permanently dismissed from the college.

4. Cases may arise where a sanction other than those listed may be imposed.
5. Expelled or suspended students remain obliged to pay their college fees in terms of the contract.

Student Rights

In proceedings regarding student conduct that results in disciplinary action, the student has the right to:

1. Be informed in writing as to the violation.
2. Have the opportunity for a hearing.
3. Request or present any information on his/her behalf.
4. Make statements and ask questions.
5. Receive a written decision on which the student may appeal.

Student Conduct Appeal Procedures

The student may appeal against the disciplinary actions or decisions in all cases.

Probation and Warning: A written appeal of the decision must be made to the Disciplinary Committee within 10 days of notification.

Suspension: Written appeal against the decision must be made to the Disciplinary Committee within 10 days of notification.

Expulsion: The student will be notified of the meeting where the case will be reviewed.

CLASS ATTENDANCE POLICY

International Training College - Lingua has a mandatory Class Attendance Policy which requires each student to attend a minimum of 80% of class sessions in each of their registered subjects or be administratively withdrawn from that subject. Consistent attendance offers the most effective opportunity for students to understand concepts, materials and expectations of those subjects in which they are enrolled. An absence for any reason, including late registration, counts towards the maximum of 20% absences allowed.

It is the policy of the College to excuse the absences of students for the following reasons:

1. Illness or injury when the student is unable to attend class

2. Participation in school/college activities at the request of college authorities
3. Compelling verifiable circumstances beyond the control of the student

Student responsibilities

1. Students are responsible for attending classes for which they are registered and are responsible for work covered. Students are
2. responsible for monitoring their attendance and remaining aware of the number of absences they have in each class.
3. Students are responsible for notifying lecturers if they miss class(es). They are to provide documentation in support of absenteeism for the lecturer to review and evaluate according to course attendance policies. Students with excused absences (as approved by the Director of Academic Affairs/ Director of Non-Academic Affairs) are able to make up all classwork missed during the absenteeism period.

Violation of the Code of Student Conduct

Signing an attendance register on behalf of another student constitutes a violation of the Code of Student Conduct. Such violations will be reported to the Director of Academic Affairs/ Director of Non-Academic Affairs. Students will be punished accordingly if found to have violated the code of conduct.

Lecturer's responsibilities

1. Lecturers will provide an absenteeism policy on each course syllabus and explain the policy to all students.
2. They will honour absences that are properly documented and provide either the same or in-kind assignments and provide opportunities for students to make up missed coursework during or immediately following an excused absence period.

Excused absence

1. Students requesting an excused absence must provide documentation to the lecturer two weeks prior to the scheduled absence when known in advance or as soon as possible when not known in advance. Absences that do not fall into any of the above categories are unexcused.

2. Students are encouraged to notify the Head of Department of anticipated class absences as soon as they learn they will be missing class.
3. Students who are absent from class are responsible for any missed work, assignments or assessments (e.g., quizzes, tests, papers, etc.).
4. Lecturers are required to allow students with documented excused absences to make up missed work or assignments when this is feasible. When the nature of the assignment makes this impossible, lecturers should attempt to make a reasonable adjustment of the assignment.

Absence due to illness, injury, family emergency

Whenever possible, students should inform lecturers prior to missing classes for reasons beyond their control (e.g., illness, injury, family emergency). If an evaluative event (e.g., a quiz or test) will be missed due to an unavoidable illness or emergency, it is the student's responsibility to contact the lecturer as soon as the unavoidable absence is known to discuss ways to make up the work.

If circumstances (e.g., hospitalization, emergency, or death of an immediate family member) prevent a student from contacting lecturers, students or their parents/guardians may be requested to provide documentation verifying the legitimacy of the absence.

Students are responsible for contacting lecturers to request for arrangements to make up missed work or evaluative events. No make-up work/tests will be given to students one week prior to examinations and during the examination period.

Prolonged Absence

When a student anticipates a prolonged absence due to accident or illness, the student should immediately notify the Office of the Director of Non –Academic Affairs. Under this circumstance, the student is advised to arrange a leave of absence for the semester in question.

Appeal

Appeals of administrative withdrawals are granted in very limited circumstances at the sole discretion of the Director of Academic Affairs/ Director of Non- Academic Affairs. Students may appeal a disputed absence matter to the Director of Academic Affairs. Director of Non-Academic Affairs /The Director of Academic Affairs' decision will be

final. Proper documentation must be provided in support of the appeal. If the appeal is approved, the Director of Academic Affairs/Director of Non-Academic Affairs will communicate the reason for the approval and the remedy to the lecturers who will permit the student (s) to make up missed coursework in a timely manner.

On occasion, students may request that attendance records be changed to reflect that they were present in class on a given day, as they may have missed or forgotten to sign the attendance sheet. Students requesting attendance record changes must present sufficient evidence supporting their claim to the department.

Contact Us

For any Queries

In Person:



**International Training College – Lingua
Transnamib; Gammams Training Centre;
Erf 961; Hosea Kutako Drive**



By Phone:

+264 61 30 1032/3/4/5



By Mobile Phone:

+264 81 3819770



By Email: Info@collegelingua.com

For more information visit: **www.collegelingua.com**

