



Gobabis Vocational Training Center

APPLICATION FORM

Intake:

Year:

Please
attach
photo

Surname:

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.....

First Name/s:

.....

.....

Date of Birth:

...../...../.....

ID Number:

.....

Gender:

Male

Female

Contact Number

.....

Nationality:

.....

Postal Address:

.....

.....

Residential Address:

.....

Home Language:

.....

Region:

.....

Indicate whether you are physically challenged:

Yes

☐

No

☐

If your answer is yes, please provide medical documentation.

NEXT OF KIN

Name:

Residential Address:

Town: Tel No:

Cell No: Relationship:

BACKGROUND INFORMATION

School/Institution attended:

Region: Address:

Phone: Fax:

Year of Examination:

Instructions for the completion of the Form

1. Complete the areas on the Form in BLOCK LETTERS using black ink.
2. Payments can be made by Bank deposits only. Our banking details are:

NTA BANK ACCOUNT (GVTC)
Bank Windhoek, Account
Number: 8001012018
Kudu Branch, Windhoek.

3. A non-refundable application Fee of N\$ 50.00 should be deposited in the Account above and attach the deposit slip on the Application Form.
4. A Compulsory Registration Fee of N\$ 2500.00 must be deposited in the account, upon Registration.

Minimum Requirements:

New Curriculum

- NSSCO Grade 11 with 20 points in 6 Subjects (at least an E Symbol in English, Mathematics and Science).
- Grade 12 with 20 points in 6 Subjects (at least an E Symbol in English, Mathematics and Science).
- Physics is compulsory for technical Trades.

Old Curriculum

- Grade 10 with 23 points pass (at least an E grade) in English, Mathematics and Physical Science.
 - Students with pre-vocational subjects NSSCO Grade 11 with 18 points in 6 Subjects (at least an F symbol in English, Mathematics and Science; and a D symbol in Technical Subjects).
5. The Application Form can be hand delivered at GVTC reception or couriered to Gobabis Vocational Training Centre, Free Market Street, SADC Industrial Area, Gobabis.
 6. No late, faxed or emailed applications will be accepted.

Received
Official stamp

GOBABIS VOCATIONAL TRAINING CENTRE

Free Market Street SADC Industrial Area Postal Address 245, Gobabis
Private Bag 245 Gobabis, Namibia **Telephone:** +264 62 565 002 **Email:** info@gvvc.edu.na **Website:** www.gvvc.edu.na

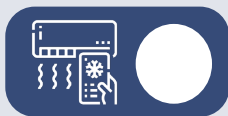
TRADE CHOICE

Please fill in the circles below by using numbers only, e.g., for your first choice indicate number 1 and second choice indicate number 2 and select mode of study

TRADES ON OFFER:



**NATIONAL VOCATIONAL
CERTIFICATE IN AUTOMOTIVE
ENGINEERING (AUTOMOTIVE
MECHATRONICS) NQF LEVEL 2-4**



**NATIONAL
VOCATIONAL CERTIFICATE
IN AIR CONDITIONING &
REFRIGERATION NQF LEVEL 1-4**



**NATIONAL VOCATIONAL
CERTIFICATE IN CLOTHING
PRODUCTION NQF LEVEL 1-3**



**NATIONAL VOCATIONAL
CERTIFICATE IN BUSINESS
SERVICES (OFFICE
ADMINISTRATION) NQF LEVEL 1-4**



**NATIONAL VOCATIONAL
CERTIFICATE IN WELDING AND
METAL FABRICATION NQF LEVEL 2-3**



**NATIONAL VOCATIONAL
CERTIFICATE IN LEATHER
PRODUCTS DESIGN AND
MANUFACTURING NQF LEVEL 3**



**NATIONAL VOCATIONAL
CERTIFICATE IN ELECTRICAL
ENGINEERING (ELECTRICAL
GENERAL) NQF LEVEL 2-4**



**NATIONAL VOCATIONAL
CERTIFICATE IN BOILER MAKING
NQF LEVEL 2-3**



**NATIONAL VOCATIONAL
CERTIFICATE IN WATER
SANITATION AND SUPPLY
NQF LEVEL 2-4**

Full-time ☐

Part-time ☐

Blended ☐

Distance ☐

WORK EXPERIENCE

Employer:

Employer Address:

Occupation:

Duration:

Tel No:

Fax No:..... Email:

DECLARATION

*declare that all the above information is correct and that all the
attached documents are authentic.*

Signature of Applicant:

Date:

DOCUMENTS CHECKLIST:

Certified copies of: ☐

National ID or Passport ☐

Birth Certificate or Citizenship: ☐

Latest Academic Results ☐

SCHOOL LEAVING PARTICULARS

Name of last school attended or current school:

.....

Highest Grade passed:

Year of Examination:

Subject (Best 6 subjects, including English and compulsory subjects)	Levels: NSSCAS; NSSCH/HIGCSE; NSSCO/IGCSE; SC-HG; SC-SG; ANGOLAN; A LEVEL; HSEC-GED	Symbol	Points

Accepted



OFFICIAL USE ONLY

Rejected



GENERAL STIPULATIONS REGARDING TRAINEE FEES

1. Trainees MUST register for all their subjects in the beginning of every semester / year.
2. All other subjects which are not registered in the beginning of every semester may not be attended and no examination results for such subjects will be recognized.
3. Should the Centre temporarily or permanently suspend any trainee's rights or privileges, or permanently refuse admission to any Trainee, the Trainee concerned shall forfeit all claims to refunds, reduction or remission of fees paid or payable to GVTC.
4. It is the responsibility of each Trainee to obtain his/her financial statements from the loan officer and verify his/her account on a regular basis.
5. All Trainees account enquiries should be forwarded to the Loan Officer without delay.
6. Trainees and parents should under no circumstances deposit money intended for personal use into the Centre account.
7. NTA reserves the right to amend, all fees payable to the Centre without prior notice.

TRAINEES CODE OF CONDUCT

1. You shall properly conduct yourself, both inside and outside the Centre in a manner befitting a trainee of a prestigious Centre. Each trainee shall show due respect and courtesy to each member of the GVTC staff and stakeholders.
2. Lack of courtesy and decorum; unbecoming conduct within and outside the Centre; violence, willful damage to Centre property, removal of any Centre property without permission from the Centre management, use of discriminatory, abusive and offensive language shall constitute violation of the code of conduct leading to possible suspension or expulsion.
3. Trainees are not allowed to bring private tools or equipment to the Centre without permission from the Centre management. The security guards have the right to confiscate such items which will then be surrendered to and converted to Centre property.
4. Any theft or malicious damage to property will result in immediate expulsion and a police case. Any damage will be paid for by the guilty party.
5. In case of a trainee who commits a crime which leads to imprisonment, such trainee will be automatically expelled, if proven guilty by the court of law.
6. Cell phones must be totally switched off, and must not be used at all, including charging, during training time. Ignoring of this rule will result in confiscation of the cell phone.
7. No trainee will be allowed to use or receive calls from GVTC telephones unless in cases of emergencies.
8. Nobody is allowed to consume any drug or alcoholic drinks during training time, or on GVTC premises. Once detected drunk or intoxicated, you will be subjected to disciplinary action.
9. If a trainee falls pregnant, she needs to declare it in writing to the Head of Trainee Support/VET Trainer. This should be done during the first three months of pregnancy, Should a trainee fail to do so, GVTC will not be held responsible for any arising consequences.
10. Scaling of the fence is a criminal offence punishable by law. Anyone found scaling the fence will face disciplinary action and/or a police case may be laid against the offender.
11. Loitering or congregating, being a source of distraction and annoyance to others, disturbing fellow trainees in their studies is not permitted.
12. Adoption of unfair practices in assignments, internal and external assessment shall constitute a violation of the code of conducts.
13. Trainees are required to dress neatly and decently at all times.
14. Trainees are not allowed to leave the Centre during training hours without the written permission from the management.
15. No responsibility will be accepted by the Centre for any injury due to negligence, loss or damage to the personal belongings of trainees.
16. Whatever nature of activities, trainees shall at all times observe all safety precautions in order to avoid unnecessary injuries.
17. It is compulsory for the trainees to attend functions /activities organized by the Centre on various occasions like Science Week, World AIDS day, graduation ceremony etc, whether the function falls on a working day or on holidays. Absence from such functions without valid reasons will invite disciplinary action.
18. Trainees are prohibited to take part in ragging, political, religious activity or any activity which is detrimental to the dignity of the Centre, Wearing or displaying politically affiliated regalia is prohibited on premises.
19. Trainees on job attachment must not down tools (partake, in strikes whether legal or illegal). Disobeying this rule may lead to disciplinary action by the Centre.
20. Trainees must keep their trainee cards always with them and shall show the same on demand by any official of the Centre.
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TRAINEES: RULES AND REGULATIONS

1. **PUNCTUALITY**
 - Assembly on Monday mornings starts at 07:45.
 - Normal training starts at 07:30 a.m. everyday
 - The attendance register should be signed before training commences.
 - Tea break is 15 minutes, from 10:30-10:45 and lunch is one hour, from 13:00 to 14:00.
 - Training ends at 17:00 from Monday to Thursday and 13:30 on Fridays.
 - Late coming will not be tolerated and disciplinary action will be taken accordingly.
2. **PERSONAL HYGIENE AND CLEANLINESS IN WORKSHOPS**
 - Trainees are expected to be in clean overalls/uniform at all times.
 - Ablution facilities should be used responsibly.
 - No foodstuff/ drink of any kind is allowed in the workshops.
 - Trainees are responsible for maintenance and cleanliness of workshop and classroom.
 - Machines and workshop equipment must be cleaned by trainees after use.
 - No littering of any kind is permitted on the premises.
 - Trainees should adhere to the designed cleaning roster
3. **WORKSHOP AND PERSONAL SAFETY**
 - All trainees must wear Personal Protective Equipment/Clothing (PPE/C) during training.
 - Nobody will be allowed in the workshop for training without proper safety gear.
 - It is the primary responsibility of every trainee to ensure his/her safety as well as of fellow trainees.
 - Horse play is strictly forbidden inside or outside the workshop and anywhere else on GVTC premises.
 - Prescribed safety regulations for the use of equipment/machines should be strictly followed.
 - No equipment/machine should be operated without the authorisation of the instructor / Trainer.
 - Workshop floors should be kept free/clean of oil and any hazardous materials.
4. **WORKSHOP MACHINES AND EQUIPMENT**
 - All trainees should understand the maintenance and operational instructions of every machine/equipment in the workplace before attempting to operate or use such machine/equipment.
 - Before using machines/equipment, trainees should first ask the permission from the Trainer.
 - VET Trainer and ensure that such machines/equipment are in proper working order.
 - Any defect/malfunction should be reported immediately to the VET Trainer.

5. TOOLS AND EQUIPMENT ISSUED TO INDIVIDUAL TRAINEES

- Trainees should sign for all tools and equipment before collecting them.
- Trainees may be held responsible for any missing, broken tools/items that were assigned to them.
- Broken and unserviceable tools and equipment should be reported to the instructor immediately.
- A tool inventory must be performed on close of business day and any missing tools should be noted and accounted for.

6. ABSENCE FROM TRAINING/JOB ATTACHMENT.

- Trainees will be excused from training without disciplinary action if: s/ There is death in the immediate family.
- They have to go for medical treatment (medical certificate will be required) and No traditional doctor/church certificate will be accepted)
- No absenteeism from training will be tolerated. Anyone absenting him/herself from training, either at Gobabis VTC or his/her place of attachment should write a letter to the Supervisor/VET Trainer, stating reasons for absence.
- If a trainee stays away from training for three consecutive days without notifying the Centre, he/she will be issued with a Written Warning. Further absenteeism will result in expulsion.
- If a trainee is absent from training for more than 20 days with/without permission, over a period of 6 months, assessment will be withheld until the next assessment period. This is also applicable to trainees on job attachment where a trainee may be resending for job attachment.
- In all other cases, where a trainee needs to be absent, or excused from classes, the trainee must seek permission from the VET Trainer.
- No private business shall be conducted within the Centre.
- Expelled trainee may not be re-admitted at GVTC.

7. BULK STORE/STOREROOMS

- No trainee is allowed in the storeroom unless authorised by the VET Trainer (stock controller).
- Nobody is allowed to take anything from the storeroom without authorisation.
- After completion of a task, all borrowed tools must be returned to the storeroom immediately.

8. GVTC TRAINEE DISCIPLINARY PROCEDURES

Disciplinary framework

a. Recording an Oral Warning

- A formal warning is usually given for the first instances where your behavior gives cause of concern. This may be for lateness, non-attendance or other minor misconduct and will be given after your instructor has spoken to you about the concern. You will be asked for behavioral change. A verbal warning can be

given by any VET Trainer or Centre Manager.

- Procedure for an oral warning
- If appropriate, issue oral warning and record on a disciplinary record form and signed by the offender.
- Retain a copy of the form on the file of the offender
- Issue the offender a copy of the completed form
- Send a copy of the form to Administration officer for record keeping.
- Should any future misconduct of any kind occur, trainee will be disciplined further Oral warning is valid for 3 months after the date of issue.

b. First written warning

- If a further misconduct occurs, or if your behaviour does not improve after a recorded oral warning, a first written warning may be issued. In such instances the VET Trainer will rediscuss the Trainee Disciplinary Procedures and Code of Conduct with the trainee and issue the first written warning letter to the trainee.
- Trainer issue the letter to the trainee.
- Trainee sign to acknowledge the receipt of the letter.
- Trainer retain a copy of the letter on the file of the offender
- Issue the offender a copy of the letter
- Send a copy of the letter to Administration officer for record keeping.
- Should any future misconduct of any kind occur, trainee will be disciplined further.
- First written warning is valid for 6 months after the date of issue.

c. Final written warning

- If further misconduct occurs following the previous warnings, a final written warning may be issued. (Alternatively, where a serious misconduct has occurred, you may be given an immediate notice of suspension).
- In such instances the steps detailed for 'first written warning' will be carried out.
- Additionally, you will be informed that further misconduct or failure to meet the conduct of the behaviour and standards expected will result in your expulsion from the Centre.
- Details of recorded oral warnings and written warnings will remain in your file for 12 months from the date the warning was issued. Failure to attend a disciplinary hearing may result in a decision being made in your absence.
- Final written warning is valid for 12 months after the date of issue.

d. Formal Hearing

- If your behaviour is considered to

be Serious or a Major Misconduct or you have not met the Action Plan agreed at all the other stages of warning, you will be invited to a Formal Hearing.

- You will be informed about the time and place of the hearing in writing at least five working days beforehand .
- You will be able to bring a parent/guardian or a witness to the hearing.
- If, for a very good reason, you cannot attend the hearing, then you must inform the chairperson of the Disciplinary Committee.
- f your reason is acceptable, for example, if you are ill and can produce a medical certificate, another hearing date will be arranged.
- You are strongly advised to attend; it is your opportunity to discuss the situation.

What happens at the hearing?

- The hearing will be chaired by the chairperson of the Trainee Disciplinary Committee.
- During the hearing, members of Disciplinary Committee will explain the reason for your disciplinary hearing.
- You will have the chance to put forward your point of view and explain consequences surrounding your behaviour.
- Your witnesses, if available, will be given a chance to testify
- The chairperson will then make a decision about the outcome of the hearing.
- Before making a decision, the chairperson will have to be sure that there is enough evidence that you have committed the offence, that the outcome is appropriate for the level of misconduct and that the process has been fair.
- The chairperson will then inform you about the outcome of the hearing.

9. SUSPENSION

- In case where the alleged misconduct is serious and it may be detrimental to the smooth running of the course or the centre for you to remain on the site, or if your presence at the centre interferes with the investigations:
- Suspension may need to be considered while the case is being investigated. In such cases you will be informed of the reason for your suspension.
- This will be confirmed in writing, with a copy to your parent/guardian if you are under the age of 18.
- The period of suspension will not be more than four weeks, unless awaiting the outcome of criminal proceedings, o While suspended you are not allowed to enter the premises, unless you have arranged it in advance.
- You should receive a letter confirming your suspension and then a letter inviting you. to attend a formal hearing.

TRAINEES: RULES AND REGULATIONS *Continued*

10. EXPULSION

- Expulsion is a recommendation made during the formal hearing by the Disciplinary Committee to the Centre Management, after serious considerations of the merits of the case.

11. APPEALS

- If you feel that the decision taken was unjustified, you may appeal against the decision.
- You may do this in writing to the Centre Manager within 5 working days of receiving your letter, giving reasons

why you feel the proceedings were not fair.

- Under the disciplinary framework, appeals are permitted at all stages.
- The letter will state to whom the appeal should be made.
- The Centre Manager will conduct the appeal case and notify you of the decision in writing within five working days.
- An appeal can only be made on the following grounds:
 - That the process as laid out in the GVTC code of conduct and Procedure has not been followed.
 - That there is new evidence that was not

available during the original hearing that may directly have an impact on the outcome.

- You believe that the decision was not fair in relation to the information or evidence available and presented.

12. RECORDING OF DISCIPLINARY ACTION

- Details of Written Warnings, Suspensions and Appeals will be notified in writing to the Centre Manager and held on a central register. Your Instructor will also keep a record on your file for 12 months from the date of the disciplinary action.

I have read this agreement and the prospectus of Gobabis Vocational Training Center (GVTC), and I understand all aspects of the agreement. All information provided in my application, transcripts, and written work is true and accurate. All work submitted to GVTC is my own, except where clearly stated otherwise. I also understand and accept that if it is found at any time that I have misrepresented myself or my work, I may be dismissed from GVTC with no refund of fees paid, and any qualifications awarded may be rescinded. I also agree to adhere to the rules and regulations of GVTC.

Trainee Signature: Date: Parent's/Guardian/Sponsor(s)/Employer's Signature:

Date: Business Address:

Contact details: Cell: (w) Email:

FOR OFFICE USE ONLY

Grade 12 points confirmed ☐ Grade 11 points confirmed ☐ Grade 10 points confirmed ☐

English Grade ☐ Math's Grade ☐ Science subjects grade ☐

Additional English Proficiency Requirements – Tick one only where required

Short Course in English Required ☐ Further Assessment Required ☐

Course(s) Admitted To:

Admission FULL or PROVISIONAL (Non- Namibian or awaiting exemptions)

Admission Confirmed by: Signature:

Biographical Data Captured by: Signature:

Academic Registration by: Signature:

Registration Fees Confirmed ☐ Deposit Slip Attached ☐ Receipt Number.....

Proof Printed ☐ Student Card ☐ Language Evaluation ☐

Comment:

.....
.....

CENTER MANAGER SIGNATURE: DATE: ____/____/20____