



# International Training College- Lingua PROSPECTUS

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## Note: This Prospectus is valid for 2025 only

Although the information contained in this Prospectus has been compiled as accurately as possible, the Lingua Board and Executive Management accept no responsibility for any errors and omissions that may occur. International Training College - Lingua reserves the right to revise, alter or discontinue courses of study at any time without prior notice. There might be courses in this prospectus which are for some reasons not currently offered, but are earmarked for offering at a later stage within the current academic year or early in the next academic year.

# Welcome to International Training College - Lingua Towards Educational Excellence

We are delighted to welcome you to the 2025 academic year of International Training College - Lingua. The College was established in 2001 'to provide educational training, more specifically language training for the Namibian market, but has since expanded to offer courses in different fields with the main objective to provide quality education that can contribute to the vision of Namibia of a skilled and educated nation. Quality Education remains our core mission and we understand that it is critical that we maintain a professional approach. Expansion is unavoidable—facilities need to be upgraded, courses need to be reviewed and developed, new approaches to lecturing should be implemented which would enable us to compete on the international arena.

Thank you for choosing International Training College - Lingua and we wish you a very productive and enjoyable year at the College.

## Historical Background

International Training College – Lingua also known as Lingua College was established in 2001 and officially opened its doors on 7 January 2002. The College has rapidly evolved over the years to become a high-quality tertiary, vocational and secondary education provider.

The College is accredited by the Namibia Qualifications Authority (NQA), registered by the National Council for Higher Education (NCHE), registered by the Namibia Training Authority (NTA) as a private provider for Vocational Training and Registered by the Ministry of Education, Arts and Culture as a Private School and Part-time Tuition and Examination Centre.

Our courses are offered on Full-time, Part-time and Distance Mode. All our programs have been developed with inputs from industry. We currently offer qualifications from Certificate level (Level 1) to Masters Programmes (Level 9) with plans in place for PHD programs (Level 10) to be rolled out by 2026. With an annual steady growth in students, staff, expansion and improvement of facilities, Lingua College is definitely a dynamic and exciting place to be.

### Departments and programmes offered

The College currently offers Certificates, Diplomas, Bachelors, Bachelor Honours Degrees through the Departments of Business, Law and Management, Tourism & Hospitality, Information Technology and Education. Masters Programmes are offered through the Departments of Business, Law and Management, Tourism & Hospitality and Information Technology. The Vocational Department offers certificates and diplomas from Level 1-5.



## **Lingua Research & Consultancy Services**

International Training College - Lingua's (ITCL) Research and Consultancy Services is an extension of the Higher Education Centre. Its main aim is to cover the seeming gap in research in the country, in terms of actual academic research, training and consultancy.

International Training College - Lingua offers research and consultancy services to clients from various backgrounds, including government departments, the business community and civil society.

## **Vocational Training**

International Training College - Lingua offers vocational training in various areas of skills shortage.

## **Language Services**

### **Services/Training**

- Teaching of Local and Foreign Languages
- Teaching of language and communication skills
- Conducting language research
- Developing language teaching, learning material and diverse forms of learning;
- Offering translation, interpretation, transcription and editing services.

### **Short Courses**

International Training College - Lingua offers short courses, workshops and conferences. These provide a means for the ongoing education of professionals, outside the formal academic courses offered at International Training College - Lingua. A certificate of attendance or of successful completion (where an examination is passed) is normally issued. Some courses may be undertaken outside normal working hours, while others may require full-time attendance for a number of days. Courses may also be run on an in-house basis for companies, if requested.

These short courses are ideal if you want:

1. To learn informally about a subject for personal or professional development
2. Flexible start and completion dates
3. The support of an expert learning adviser to answer your questions



# 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:

1. 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
2. assist educationally disadvantaged students gain access to education and succeed in their studies
3. give each student trained by us an opportunity to achieve his/her full potential through appropriate training
4. provide access for a broad spectrum of students
5. commit itself to transformation, equity, diversity and lifelong learning
6. provide a caring working environment and opportunities to staff for continuous development
7. co-operate fully with other stakeholders to develop an excellent and, therefore, transformed education system.

# Vision

**Our Vision as a value-driven College, is to be the leader in optimizing the potential of our communities towards sustainable development.**

To achieve our vision, we must be characterized by:

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

Having attained our Vision, we will be able to:

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



# Academic Calendar 2025

## Academic Calendar

### JANUARY 2025

Monday 6 January 2025	Administration office opens
	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 2024 starts
	Hostel registration commences
Monday, 13 January 2025	Academic staff resumes duty
Monday, 13 January 2025	Supplementary & Special exams registration closes for all courses
Monday, 13 January 2025	Official on-campus and online registration starts
Monday, 20 January 2025	Supplementary & 2nd Opportunity Examination starts: All Courses
Friday, 31 January 2025	Supplementary & 2nd Opportunity Examination ends: All Courses

### FEBRUARY 2025

Monday, 03 February 2025 - Wednesday 05 February 2025	Orientation: 1st Year Students (All Levels)
Thursday 06 February 2025 – Friday 07 February 2025	Orientation: (Level 7 – 9)
Monday, 10 February 2025	Full-time & part-time classes commence
Friday, 14 February 2025	Release of Supplementary Results
Friday, 14 February 2025	Last Day for Application Re-check/Re-Mark of November Examination Results 2024
Friday, 21 February 2025	Closing date for Special Exams Applications
Monday, 24 February 2025	Official opening of academic year
Monday, 24 February 2025	Special Examinations start
Friday, 28 February 2025	Examination Fees Due: June Intake Students
Friday, 28 February 2025	Students Get-to-Know Day
Friday, 28 February 2025	Special Examinations end

### MARCH 2025

Tuesday, 05 March 2025	Closing date: Course Cancellation and Late registration
Monday, 10 – Wednesday 12 March 2025	Major Test 1
Thursday, 13 – Friday 14 March 2025	Release of Special examinations results – on campus
Monday, 31 March 2025 – Wednesday 02 April 2025	Major Test 2

### APRIL 2025





Monday, 07 April 2025 - Friday, 11 April 2025	Distance contact session
	Mid-semester break
Monday, 14 April 2025	Resume classes
Friday, 18 April 2025 - Monday, 21 April 2025	Public Holiday (no classes): Easter Holidays
Wednesday, 30 April 2025 - Friday, 02 May 2025	Entrance Test
<b>MAY 2025</b>	
Thursday, 1 May 2025	Workers' Day
Monday, 5 May 2025	Public Holiday (no classes): Cassinga Day
Monday, 26 May 2025	Public Holiday (no classes): Africa Day
Wednesday, 28 May 2025	Genocide Remembrance Day
Thursday, 29 May 2025	Public Holiday (no classes): Ascension Day
Friday, 30 May 2025	Outstanding Balance on all accounts to be paid: June Intake
Friday, 30 May 2025	Semester Examinations start
<b>JUNE 2025</b>	
Friday, 13 June 2025	Semester Examinations end
Friday, 13 June 2025	End of Academic Year: June Intake
Monday, 30 June 2025	Orientation: June intake Students (All courses, All levels)
<b>JULY 2025</b>	
Tuesday, 01 July 2025	Classes Commence (January & June Intake): Full-time & Part-time
Thursday, 03 July 2025	Release of June Examination Results
	Application for Re-check/Re-Mark of June Examination Results starts
Monday, 14 July 2025	Supplementary & 2nd Opportunity Examinations start: All Courses
Friday, 18 July 2025	Supplementary & 2nd Opportunity Examinations end: All Courses
Tuesday, 22 July 2025	Application for Re-check/Re-Mark of June Examination Results ends
Friday, 25 July 2025	Graduation
<b>AUGUST 2025</b>	
Thursday, 31 July 2025 - Friday 04 August 2025	Major Test 1
Tuesday, 5 August 2025	Release of Supplementary Results
Thursday, 14 August 2025	Debate/ Public Speaking day
Tuesday, 26 August 2025	Public Holiday (no classes): Heroes' day
Friday, 29 August 2025	Examination Fees Due: All January Intake Students
	Late Registration Ends: June Intake
<b>SEPTEMBER 2025</b>	
Friday, 29 August 2025 - Wednesday, 3 September 2025	Major Test 2
Monday, 08 September 2025 - Friday, 12 September 2025	Distance Contact Session
Monday, 08 September 2025 - Friday, 12 September 2025	Mid- Semester Break
Monday, 15 September 2025	Classes resume: Full-time & Part-time
<b>OCTOBER 2025</b>	



Tuesday, 30 September 2025 - Friday, 03 October 2025	Entrance Test
Monday, 27 October 2025	Semester Examinations commence
<b>NOVEMBER 2025</b>	
Friday, 07 November 2025	Semester Examinations end
<b>DECEMBER 2025</b>	
Tuesday, 02 December 2025	Release of November Examination Results
Wednesday, 10 December 2025	Human Rights/ Namibian Women's Day
Friday, 19 December 2025	Institution closes

**MAJOR TESTS & EXAMINATIONS 2025**

Monday, 20 January 2025 – Friday, 05 February 2025	Supplementary & 2nd Opportunity Examination: All Courses
Monday, 10 – 12 March 2025	Major Test 1
Monday, 31 March 2025 – Wednesday 02 April 2025	Major Test 2
Wednesday, 30 April 2025 - Friday, 02 May 2025	Entrance Test
Friday, 30 May 2025 - Friday, 13 June 2025	Semester Examinations
Tuesday, 03 July 2025	Release of June Examinations Results
Monday, 14 July 2025 – Friday 18 July 2025	Supplementary & 2nd Opportunity Examination: All Courses
Thursday, 31 July 2025 - Friday 04 August 2025	Major Test 1
Friday, 29 August 2025 - Wednesday, 3 September 2025	Major Test 2
Tuesday, 30 September 2025 - Friday, 03 October 2025	Entrance Test
Monday, 29 October 2025 - Friday, 07 November 2025	Semester Examinations
Tuesday, 02 December 2025	Release of November Examinations Results

**PUBLIC & INSTITUTIONAL HOLIDAYS 2025**

Wednesday, 01 January 2025	Public Holiday: New year Day
Friday, 21 March 2025	Public Holiday (no classes): Independence Day
Friday, 18 April 2025 - Monday, 21 April 2025	Public Holiday (no classes): Easter Holidays
Thursday, 1 May 2025	Public Holiday (no classes): Workers' Day
Monday, 05 May 2025	Public Holiday: Cassinga Day
Monday, 26 May 2025	Public Holiday: Africa Day
Wednesday, 28 May 2025	Genocide Remembrance Day
Thursday, 29 May 2025	Public Holiday: Ascension Day
Tuesday, 26 August 2025	Public Holiday: Heroes' Day
Wednesday, 10 December 2025	Human Rights/ Namibian Women's Day
Monday, 22 December 2025 – Friday, 02 January 2026	Institutional Holiday

**SEMESTER DATES & SEMESTER BREAKS 2025**

Monday, 06 January 2025 – Friday, 13 June 2025	Semester 1
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Monday, 07 April 2025 - Friday, 11 April 2025	Mid-semester Break (Full-& Part-time Students)
Monday, 16 June 2025 - Friday, 30 June 2025	Mid-year Recess for students
Tuesday, 1 July 2025 – 07 Friday, November 2025	Semester 2

**NOTE:** The Executive Management of International Training College - Lingua reserves the right to change/amend the 2025 Academic Calendar.

**Full-time (FT), Part-time  
(PT) and Distance  
Education (DE)**

# Qualifications

## Foundation (Pre-Higher) & Higher Education Qualifications





<b>DEPARTMENT OF BUSINESS, LAW &amp; MANAGEMENT</b>			
<b>ACCOUNTING &amp; FINANCE</b>	<b>LEVEL</b>	<b>BUSINESS ADMINISTRATION</b>	<b>LEVEL</b>
Certificate in Accounting & Finance	4	Certificate in Business Administration	4
Diploma in Accounting & Finance	5	Diploma in Business Administration	5
Diploma in Accounting & Finance	6	Diploma in Business Administration	6
Diploma in Accounting & Finance	7	Bachelor of Business Administration	7
Bachelor of Accounting & Finance	7	Bachelor of Business Administration Honours	8
Bachelor of Accounting & Finance Honours	8		
<b>HUMAN RESOURCE MANAGEMENT</b>		<b>LAW</b>	
Certificate in Human Resource Management	4	Certificate in Labour Law	4
Diploma in Human Resource Management	5	Diploma in Labour Law	5
Diploma in Human Resource Management	6	Diploma in Labour Law	6
Diploma in Human Resource Management	7	Bachelor of Arts in Law	7
Bachelor of Human Resource Management	7	Bachelor of Commerce in Law	7
Bachelor of Human Resource Management Honours	8		
<b>OFFICE ADMINISTRATION</b>		<b>MASTER'S DEGREE</b>	
Certificate in Office Administration	4	Master of Management (Research)	9
Diploma in Office Administration	5		
Diploma in Office Administration	6		
<b>DEPARTMENT OF EDUCATION</b>			
<b>EARLY CHILDHOOD DEVELOPMENT</b>		<b>PRE- &amp; JUNIOR PRIMARY EDUCATION</b>	
Certificate in Early Childhood Development	4	Diploma in Pre- and Junior Primary Education	6
Diploma in Early Childhood Development	5	Bachelor of Education in Pre and Junior Primary Education	7
Diploma in Early Childhood Development	6	Bachelor of Education in Pre and Junior Primary Education Honours	8
<b>SENIOR PRIMARY EDUCATION</b>		<b>SECONDARY EDUCATION</b>	
Diploma in Senior Primary Education	6	Diploma in Junior Secondary Education	6
Bachelor of Education in Senior Primary Education	7	Bachelor of Education in Junior Secondary Education	7
Bachelor of Education in Senior Primary Education Honours	8	Bachelor of Education in Secondary Education Honours	8
		Postgraduate Diploma in Education	8
<b>VOCATIONAL TEACHING</b>		<b>ONLINE TEACHING</b>	
Certificate in Technical & Vocational Teaching	4	Certificate in Online Teaching	
Diploma in Technical & Vocational Teaching	5		
Diploma in Technical & Vocational Teaching	6		
Bachelor in Technical & Vocational Teaching	7		
<b>DEPARTMENT OF INFORMATION TECHNOLOGY</b>			
Certificate in Information Technology	4	Bachelor of Information Technology Honours: Management Information Systems	8
Diploma in Information Technology	5	Bachelor of Information Technology Honours: Networking and Systems Administration	8



Diploma in Information Technology	6	Bachelor of Information Technology Honours: Software Development	8
Diploma in Information Technology	7		
Bachelor of Information Technology: Management Information Systems	7	<b>MASTERS DEGREE</b>	
Bachelor of Information Technology: Networking and Systems Administration	7	Master of Science in Computer Science (Research)	9
Bachelor of Information Technology: Software Development	7		
<b>DEPARTMENT OF TOURISM &amp; HOSPITALITY</b>			
<b>TRAVEL &amp; TOURISM</b>		<b>HOSPITALITY MANAGEMENT</b>	
Certificate in Travel and Tourism	4	Certificate in Hospitality	4
Diploma in Travel and Tourism	5	Diploma in Hospitality	5
Diploma in Travel and Tourism	6	Diploma in Hospitality	6
Bachelor of Tourism Management	7	Bachelor of Hospitality Management	7
Bachelor of Tourism Management Honours	8	Bachelor of Hospitality Management Honours	8
<b>MASTERS DEGREE</b>			
Master in Tourism & Hospitality Management	9		





<b>BUSINESS SERVICES (OFFICE ADMINISTRATION); REAL ESTATE</b>	<b>LEVEL</b>	<b>EARLY CHILDHOOD DEVELOPMENT</b>	<b>LEVEL</b>
National Vocational Certificate in Business Services (Office Administration)	1-3	Certificate in Early Childhood development	3-4
Diploma in Real Estate (Real Estate Agent)	5		
<b>BRICKLAYING; CARPENTRY; CABINETMAKING; ELECTRICAL, PLUMBING,</b>		<b>TRANSPORT, OPERATIONS &amp; LOGISTICS</b>	
Certificate in Electrical General	1-4	National Vocational Certificate in Transport, Operations & Logistics (Freight Handling)	2-3
Certificate in Bricklaying and Plastering	1-4	National Vocational Certificate in Transport, Operations & Logistics (Freight Forwarding & Customs Compliances)	4
Certificate in General Construction in Carpentry	1-4	National Vocational Certificate in Transport, Operations & Logistics (Freight Coordination)	5
Certificate in Joinery & Cabinetmaking	1-4		
Certificate in Civil and Building Services Engineering in Plumbing	1-4	<b>TOURISM &amp; HOSPITALITY</b>	
		Certificate in Hospitality	1-3
		Certificate in Travel & Tourism	1-3
<b>CLOTHING PRODUCTION</b>		National Vocational Certificate in Hospitality and Tourism: Apprentice Guide	3
National Vocational Certificate in Clothing Production	1-4	National Vocational Certificate in Hospitality and Tourism: Local Guide	3
		National Vocational Certificate in Hospitality and Tourism: National Guide	4
<b>COUNSELLING; HIV/AIDS &amp; HEALTH</b>		National Vocational Certificate in Hospitality and Tourism: Transfer Guide	3
National Vocational Certificate in Counselling (Community Counselling)	3		
National Vocational Diploma in Counselling (Community Counselling)	6	<b>WHOLESALE &amp; RETAIL OPERATIONS</b>	
Basic Awareness in HIV & AIDS	1	National Vocational Certificate in Wholesale and Retail Operations	2
Certificate in Health (Care Giving)	1-4	National Vocational Certificate in Wholesale and Retail Distribution	2
Diploma in Healthcare (Care Giving – Specialisation)	5	National Vocational Certificate in Wholesale and Retail Operations Supervision	4
	6	National Vocational Certificate in Facility Maintenance (Facility Maintenance Worker)	2
<b>INFORMATION TECHNOLOGY</b>		National Vocational Certificate in Facility Maintenance (Facility Maintenance Technician)	3
Certificate in Information Technology	3		
National Vocational Certificate in Information and Communication Technology-Foundation	2	<b>Boiler Maker, Fitting and Machining</b>	





National Vocational Certificate in Information and Communication Technology (Telecommunication and Wireless Technology)	4	National Vocational Certificate in Mechanical Engineering (Fitting & Machining)	1-2
National Vocational Certificate in Information and Communication Technology (Telecommunication and Wireless Technology)	5	National Vocational Certificate in Metal Fabrication	2-3
National Vocational Certificate in Information and Communication Technology (Networking)	4	Financial Services	
National Vocational Certificate in Information and Communication Technology (Networking)	5	National Vocational Certificate in Financial Services	4
National Vocational Certificate in Information and Communication Technology (Web Development)	4	National Vocational Certificate in Insurance Intermediate	4
National Vocational Certificate in Information and Communication Technology (Web Development)	5	Merchandiser	
National Vocational Certificate in International Computer Driving License	1	National Vocational Certificate in Merchandiser	3

## GENERAL INFORMATION AND REGULATIONS

### GENERAL NOTES AND DISCLAIMER

#### General Regulations

Students shall, annually prior to the commencement of their studies, register as students of International Training College - Lingua by completing the registration form in full, thereby binding themselves to the rules of the College and undertaking to pay the prescribed fees.

Application forms are available on request from the Administration Office, on the website, on email or on WhatsApp. All applications must be accompanied by the relevant documents and fees. The closing date for all applications is published on the Institutional Calendar. Applicants will be notified as soon as possible whether their applications for admission have been successful or not.

Students are provisionally registered until they submit certified copies of the original certificates serving as requirements for admission to a particular programme. Such certificates must be submitted on or before 5<sup>th</sup> March every year.

International Training College - Lingua reserves the right to cancel face-to-face course groups consisting of less than 12 students (Full-time and Part-time). These Students will be required to follow the distance mode in cases where the face-to-face mode has been cancelled due to insufficient numbers.

#### Documents to be submitted upon registration

Upon registration the certified copies of the original documents must be submitted. In the case of a change of name or surname, where applicable, official proof must be provided.

Documents submitted to the college will not be returned to applicants or students, nor will copies of such documents be made from student files without permission from the Director of Non –Academic Affairs.

#### Registration dates

Student registration will take place in accordance with the registration dates as contained in the Academic Calendar.

#### Late registration

A late registration fee is levied on students who register during or after the period of late registration provided for in the Academic Calendar.

### ADMISSION CRITERIA

#### General Criteria

- The highest qualification of a candidate will serve as a basis for evaluation for admission.
- Students, who cannot provide substantial proof of admission requirements, will not be allowed to continue with their studies.

Candidates may generally be admitted to the College on the following conditions:

LEVEL	MINIMUM ENTRY REQUIREMENTS
LEVEL 1	Grade 9 or the equivalent or a pre NQF Level 1 Qualification/Course
LEVEL 2	An accredited NQF Level 1 Qualification or the equivalent thereof
LEVEL 3	Namibian Junior Certificate (Grade 10) or the equivalent thereof or an accredited NQF Level 2 qualification
LEVEL 4	Namibian Senior Certificate Ordinary (Grade 11) or the equivalent thereof with at least 14 points in 6 subjects or an accredited NQF Level 3 qualification
LEVEL 5	Namibian Senior Certificate Ordinary (NSSCO)/Higher (NSSCH)/Advance Subsidiary (AS) or the equivalent thereof with at least 25 points in 6 subjects or



	an accredited NQF Level 4 qualification (This level is the first year of the Bachelor's Degree programme)
<b>LEVEL 6</b>	An accredited NQF Level 5 qualification in a related field
<b>LEVEL 7</b>	An accredited NQF Level 6 qualification in a related field
<b>LEVEL 8</b>	A Bachelor's Degree or an accredited NQF Level 7 qualification in a related field
<b>LEVEL 9</b>	A Bachelor Honours Degree or an accredited NQF Level 8 qualification in a related field

## OTHER ADMISSION ENTRIES

### Mature Age Entry

Candidates aspiring for admission to International Training College - Lingua through the Mature Age Entry Scheme must meet the following requirements:

- They should be at least 23 years old on the first day of the academic year in which admission is sought;
- They should preferably have successfully completed junior secondary education.
- Have at least 3 years working experience in the required field of studies.
- Demonstrate English language competence at least at NQF level 2.
- Must be in possession of at least a Junior Secondary Certificate (to be admitted on a level 4, if required for a specific course).
- Must be in possession of at least a Senior Secondary Certificate (to be admitted on a level 5, if required for a specific course).

*Note: Mature Age Entry Applicants may not be considered for some programmes due to Industry requirements and/or the Scientific and/or Mathematical basis of these programmes.*

### Credit recognition

The Executive Management of International Training College - Lingua may admit applicants with credits or completed qualifications from other accredited institutions of higher learning to higher study levels within a programme.

Credit recognition shall be considered on the volume of relevant credits presented and the attainment of core competencies (learnings) within the curriculum of the programme. Admission with credit recognition shall be considered under the following conditions:

- The volume of the credits granted shall not exceed 50% of the credit requirements for a degree, except in such cases where an intermediate qualification in the same programme is considered appropriate for enrolment in the final year of a degree.
- Applicants wishing to be considered for credit recognition must apply on the prescribed form and must pay the prescribed, non-refundable fee. Applications for credit recognition must be made together with the application for admission.

### Application for Resumption of Studies

Students who have gained credits towards completing their qualification but who have interrupted their studies for a semester or longer, must re-apply for resumption of studies by completing the prescribed form.

### Registration as a Special Student

A person who is not a registered student of the institution may register for non-degree purposes with the permission of the respective department subject to meeting the required entry requirements, paying the prescribed fees and availability of space on the respective course.

Any person who does not want to follow an approved degree or diploma programme but intends to attend lectures in one or more courses may be admitted as a special student, if he/she:

- completes the prescribed application form
- obtains the written permission from the Executive Management to attend the lecture(s)
- registers as a Special student and pay the required fees.



### **Requirement to combine different Study Modes**

Students are allowed to combine offering types at the course level, i.e. for courses on a combination of full-time, part-time and distance education modes provided that this is arranged beforehand with the Head of Department and approved by the Director of Academic Affairs, Research and Quality Assurance. This could be for example someone working shifts who is able to attend certain classes during the day and others only on distance mode.

### **Study Material**

The College is under no obligation to provide study material free of charge to students. Students should buy their own textbooks and supplement any study material issued with additional research or readings.

### **Student cards**

The College issues a student card to each student on which the student's registration number and photo appear. Lost student cards are only replaced after submission of an official receipt for the prescribed replacement fee.

Students are required to carry their student cards at all times and may be asked to show such student card by any staff member of International Training College - Lingua. Students may be denied access to buildings, classrooms, examinations and/or services should they be unable to show a valid student card of the current academic year.

### **Change of address**

A student must immediately notify the Head of Administration and Finance of any change of address on the prescribed form.

### **Proof of registration**

A student wishing to obtain a proof of registration after the standard document has been issued at registration shall pay the prescribed fee.



## ACADEMIC REGULATIONS

### Timetable Clashes

In cases where repeated modules cause timetable clashes, affected students will be required to combine their mode of studies (some modules on full-time/part-time/distance mode) in such a way that these can be accommodated within the existing timetable.

### Course Amendment

A student may only amend his/her curriculum course(s) within the period as published in the Academic Calendar. In respect of each amendment:

- the written approval of the Director of Academic Affairs, Research & Quality Assurance must be obtained
- the Director of Non-Academic Affairs must be notified on the prescribed form within the prescribed period

### Termination of Studies

In the case of a student who wishes to terminate a course or programme, the Director of Non-Academic Affairs must be notified in writing. The date on which such written notification is received will be deemed as the official date for the cancellation of the course and/or programme. Where the accepted enrolment place of a course is cancelled by the applicant, the full amount paid is forfeited to the college and the student remains responsible for full payment if cancellation has not been done before classes have been attended.

### Requirement to be registered before participating in a course

Students are not allowed to attend classes or participate in a course in any manner or form (such as submitting assignments) without being registered for such course(s). Should it become clear that a student is participating in a course for which s/he is not registered, such participation will be terminated with immediate effect.

### General Conditions and Procedures for Course Recognition

Students, who wish to apply for recognition of courses successfully completed at academic institutions other than International Training College - Lingua, must direct such applications to the Director of Academic Affairs, Research and Quality Assurance.

An application for recognition of a course must be accompanied by documentary proof issued by the examining body concerned that the student has passed the relevant course.

Course recognition will normally be considered if the corresponding course covers a minimum 80% of the current syllabus.

A student, who has not completed a qualification at the College and wants to enroll for another qualification at International Training College - Lingua, will be entitled to recognition of all corresponding courses. However, a student from another institution who has not completed a qualification, and who wants to enroll for a programme of study at the College, will only be entitled to recognition of a maximum of 50% of the courses contained in the curriculum of a corresponding programme.

The number of courses for recognition may be exceeded only with the approval of the Executive Management.

### Procedure: Application for course recognition

Upon application for course recognition, a certified copy of the original transcript of results must accompany the application as well as syllabi of the courses for which recognition is requested.

A non-refundable fee is payable to the College upon application.

### Unsuccessful application for course recognition

In the case of an unsuccessful application, the student remains fully liable as far as academic and financial consequences for the relevant courses he/she might have registered for are concerned.



### **Recognition of courses of other institutions**

*The Executive Management may grant recognition for examinations and/or courses completed successfully at other institutions up to a maximum of 50% of the modules required for a qualification. Such recognition shall be applied for on the prescribed form and shall be granted on merit as judged against the following criteria:*

- There is at least 80% overlap between the learning outcome and syllabus content of the two courses concerned that is, the one presented for recognition and the one for which recognition is requested.
- The institution at which the course was completed is recognized by the relevant authorities in Namibia.
- The academic standard and the standard of assessment in the course are to the satisfaction of the Department.
- The syllabus of the course presented has not changed significantly since the completion of the course.
- In cases where the Namibian NQF level of the course is known, recognition shall only be granted for courses which can be considered to be at the same or higher NQF level or is known to be at the same or higher NQF level, while the volume of content, the number of NQF credits will also be considered.

### **Recognition of Internal Examinations/Courses**

A student, who wishes to register for another programme of study before completing a qualification at the College, is entitled to recognition of all corresponding courses on condition that the current programme of study is cancelled and that the overlap between the syllabi of such courses is at least 80%. Such recognition shall also be applicable to corresponding courses completed for non-credit purposes.

## **CLASS ATTENDANCE**

### **Attendance of lectures/contact sessions**

- Full-time and Part-time students are expected to attend at least 80 % of contact sessions, practicals and excursions.
- Students are expected to attend lectures regularly and do the required assessments.
- Active participation in classes and contact sessions, virtual and face-to-face, is an important aspect of learning and is the prime responsibility of the students. Lecturers may allocate part of the in-course assessment mark for such active participation. Absence from lectures may be considered in the calculation of a student's semester mark.
- Students are not allowed to use devices (such as cell phones or audio sets) that may cause disturbance during contact sessions.

### **Full-time/part-time Jobs**

Full-time students should note that they are registered at International Training College - Lingua on a full-time basis and therefore the College may make demands on the time of such students.

In the case where programmes are offered both full-time and part-time, employed persons are expected to make use of the part-time or distance mode.





## STIPULATIONS REGARDING STUDENT FEES

### 1. GENERAL

The Executive Management reserves the right to amend, without prior notice, all fees payable to International Training College - Lingua.

### 2. FINANCE REGULATIONS

#### 2.1. TUITION FEES

- 2.1.1. Tuition fees paid in instalments. Shall be paid on or before the 1<sup>st</sup> of every month irrespective of the date of enrolment/commencement of classes. A penalty of 10% per month will be charged on late payments.
- 2.1.2. Students in arrears of up to one (1) month instalment, will be suspended from classes until such fees owed have been paid in full.
- 2.1.3. Students in arrears will not be allowed to sit for any examination.
- 2.1.4. No transcripts/examination results shall be released to any student before clearing of all outstanding fees.
- 2.1.5. Fees are payable on a monthly basis, whether a student received an account or not. Failure to adhere to stipulated due dates may result in de-registration, withheld of results, refusal of access to accommodation, examinations and any other services.
- 2.1.6. It is the responsibility of each student to obtain financial statements and verify his/her account(s) on a regular basis.
- 2.1.7. Outstanding balances of previous years should be settled in full before registration for the next year.

### 3. PAYMENT REQUIREMENTS

- 3.1. Cash payments must be made only to the cashier and not to any other staff member.
- 3.2. A Stamped College receipt will be issued upon payments made.
- 3.3. Students who make payments at the cashier should verify their receipts and change before leaving the counter.
- 3.4. The cashier will not be responsible for any mistakes on receipts and/ or wrong change that may be claimed afterwards.

### 4. REFUND POLICY

- 4.1. There will be No Refund on any payment made.
- 4.2. Students/ Parents/legal guardians are advised to confirm or liaise with the finance personnel to avoid any overpayment made.
- 4.3. 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. Over payment will be transferred to tuition fees of the following academic year.
- 4.4. No refunds of credit balances will be considered without written consent of the donor/parent.
- 4.5. Application for refund and cancellation is done through the Finance office and the date of the email or stamped date on receipt 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.

### 5. SPECIAL CONSIDERATION

All Fees charged for the 2025 academic year (examinations included) settled before 28 February 2025 (January Intake) and 31 August 2025 (June Intake), receive N\$ 1 000.00 discount.

### 6. FAMILY REBATE

- 6.1. When more than one (1) child from a family (from the same parent) enrol for full-time study at International Training College - Lingua, each child will receive a 10% discount on the tuition fees.
- 6.2. Applicants must provide a full birth certificate as proof that at least one parent is the same or documentary proof that they are legally adopted.





## 7. STUDENT FINANCIAL ASSISTANCE

### 7.1. Loans from Banks

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

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

7.2.1. An application for funding 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. Kindly note that the acknowledgement letter is not a guarantee for a loan to be awarded.

7.2.2. Students funded by NSFAF and other sponsors, are required to pay full registration fees and the deposit upon registration and required to continue with monthly instalment until such a time that the student receives a final award letter.

7.2.3. Unless payment has been received, no confirmation letters by sponsors during the examination period will be accepted for examination admission.

7.2.4. Written proof of sponsorship must be provided by students at registration.

### 7.3. Loans/Bursaries from Private Companies/Individuals or NGOs

Students should obtain information from the various media channels or directly from the company/individual or NGO. International Training College – Lingua publishes from time-to-time sponsorship opportunities through its communication channels (WhatsApp/Sms/Facebook).

## 8. FEES PAYABLE

8.1. Fees are charged in Namibian dollar, N\$.

8.2. **In addition to the annual tuition fees, the following compulsory fees are required to be paid by all students irrespective of the qualification, level and mode registered for.**

Application & Registration Fees		
January Intake June Intake	Before or on 30 November 2024 Before or on 30 June 2025	N\$500.00
January Intake June Intake	From 1 December 2024 – 31 December 2024 From 1 July 2025 - 31 July 2025	N\$750.00
January Intake June Intake	From 1 January 2025 – 4 March 2025 From 1 – 15 August 2025	N\$850.00
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 June Intake	Before or on 31 August 2025 Before or on 30 April 2025	N\$840
	Level 7- 9	
January Intake June Intake	Before or on 31 August 2025 Before or on 30 April 2025	N\$2900.00
	Graduation/Certification Fee (Qualification awarded after each year successfully completed)	
January & June Intake	In presence/in absentia	N\$600.00
Mode of Payment		
<b>Instalments</b>		
<ul style="list-style-type: none"> <li>January Intake (final instalment is due on 31<sup>st</sup> October irrespective of the registration date)</li> <li>June Intake (final instalment is due on 30<sup>th</sup> April irrespective of the date of registration)</li> <li><b>Instalments for Qualifications completed with 6 Months duration</b></li> </ul>		x10 Monthly Instalments  x5 Monthly instalments
Payment required upon Registration before classes start		Registration, Admin & Support fee + 1 Instalment (Year Tuition ÷ 10 months)



DEPARTMENT OF BUSINESS, LAW AND MANAGEMENT		
Name of Qualification	NQF Level	Fees
<b>BUSINESS SERVICES (OFFICE ADMINISTRATION)</b>		
National Vocational Certificate in Business Services (Office Admin)	1	9000
National Vocational Certificate in Business Services (Office Admin)	2	11000
National Vocational Certificate in Business Services (Office Admin)	3	14000
<b>ACCOUNTING &amp; FINANCE</b>		
Certificate in Accounting & Finance	4	15000
Diploma in Accounting & Finance	5	16000
Diploma in Accounting & Finance	6	17000
Bachelor of Accounting & Finance	7	19000
Bachelor of Accounting & Finance Honours	8	20500
<b>BUSINESS ADMINISTRATION</b>		
Certificate in Business Administration	4	15000
Diploma in Business Administration	5	16000
Diploma in Business Administration	6	17000
Bachelor of Business Administration	7	19000
Bachelor of Business Administration Honours	8	20500
<b>HUMAN RESOURCE MANAGEMENT</b>		
Certificate in Human Resource Management	4	15000
Diploma in Human Resource Management	5	16000
Diploma in Human Resource Management	6	17000
Bachelor of Human Resource Management	7	19000
Bachelor of Human Resource Management Honours	8	20500
<b>OFFICE ADMINISTRATION</b>		
Certificate in Office Administration	4	15000
Diploma in Office Administration	5	16000
Diploma in Office Administration	6	17000
<b>LAW</b>		
Certificate in Paralegal Studies	4	15 000
Diploma in Paralegal Studies	5	15 500
Diploma in Paralegal Studies	6	16 500
Certificate in Labour Law	4	15 000
Diploma in Labour Law	5	15 500
Diploma in Labour Law	6	16 500
Bachelor of Commerce in Law (Year 1)	5	17 500
Bachelor of Commerce in Law (Year 2)	6	18 000
Bachelor of Commerce in Law (Year 3)	7	19 000
Bachelor of Arts in Law (Year 1)	5	17 500
Bachelor of Arts in Law (Year 2)	6	18 500
Bachelor of Arts in Law (Year 3)	7	19 000

DEPARTMENT OF TOURISM & HOSPITALITY		
Name of Qualification	NQF Level	Fees
<b>HOSPITALITY</b>		
Certificate in Hospitality	1	9000
Certificate in Hospitality	2	11000
Certificate in Hospitality	3	14000
Certificate in Hospitality	4	15000



Diploma in Hospitality	5	16000
Diploma in Hospitality	6	17000
Bachelor of Hospitality Management	7	19000
Bachelor of Hospitality Management Honours	8	20500
<b>TRAVEL &amp; TOURISM</b>		
Certificate in Travel & Tourism	1	9000
Certificate in Travel & Tourism	2	11000
Certificate in Travel & Tourism	3	14000
Certificate in Travel & Tourism	4	15000
Diploma in Travel & Tourism	5	16000
Diploma in Travel & Tourism	6	17000
Bachelor of Tourism Management	7	19000
Bachelor of Tourism Management Honours	8	20500

Name of Qualification	NQF Level	Fees
Certificate in Information Technology	3	14000
Certificate in Information Technology	4	15500
Diploma in Information Technology	5	16500
Diploma in Information Technology	6	17500
Bachelor of Information Technology: Management Information Systems	7	19500
Bachelor of Information Technology: Software Development	7	19500
Bachelor of Information Technology: Networking & System Administration	7	19500
Bachelor of Information Technology: Management Information Systems Honours	8	21000
Bachelor of Information Technology: Networking & System Administration Honours	8	21000

DEPARTMENT OF EDUCATION				
Name of Qualification	NQF Level	Year 1	Year 2	Year 3
<b>EARLY CHILDHOOD DEVELOPMENT (TEACHING)Development</b>				
Certificate in Early Childhood Development (ECD)	3	15000	-	-
Certificate in Early Childhood Development (ECD)	4	16000	-	-
Diploma in Early Childhood Development (ECD)	5	17000	-	-
Diploma in Early Childhood Development (ECD)	6	19000	-	-
<b>PRIMARY EDUCATION TEACHING</b>				
Diploma in Pre and Junior Primary Education	6	16000	17000	19000
Bachelor of Education in Pre and Junior Primary Education	7	17000	19000	21000
Bachelor of Education in Pre and Junior Primary Education Honours	8	23000	-	-
Diploma in Senior Primary Education	6	16000	17000	19000
Bachelor of Education in Senior Primary Education	7	17000	19000	21000
Bachelor of Education in Senior Primary Education Honour	8	23000	-	-
<b>SECONDARY EDUCATION TEACHING</b>				
Diploma in Junior Secondary Education	6	16000	17000	19000
Bachelor of Education in Secondary Education	7	17000	19000	21000



Bachelor of Education in Secondary Education Honours	8	23000	-	-
<b>TECHNICAL &amp; VOCATIONAL EDUCATION AND TRAINING (TEACHING)</b>				
Certificate in Technical and Vocational Education and Training: Trainer	4	16000	-	-
Diploma in Technical and Vocational Education and Training: Trainer	5	16000	17000	-
Diploma in Technical and Vocational Education and Training: Trainer	6	16000	17000	19000
Bachelor of Education: Technical and Vocational Education and Training	7	17000	19000	21000
Bachelor of Education Honours: Technical and Vocational Education and Training	8	23000	-	-
<b>POST GRADUATE EDUCATION TEACHING</b>				
Postgraduate Diploma in Technical and Vocational Education and Training	8	23000	-	-
Post Graduate Diploma in Education	8	23000	-	-
<b>ENGLISH TEACHING</b>				
Diploma in Teaching English as a Foreign Language	5	14500		
<b>ONLINE TEACHING</b>				
Certificate in Teaching Online (short course- 3 months)		9000		
<b>English for Speakers of Other Languages</b>		16000		

<b>HEALTHCARE</b>		
Name of Qualification	NQF Level	Fees
<b>HEALTHCARE</b>		
Certificate in Health (Care Giving)	1	14000
Certificate in Health (Care Giving)	2	15000
Certificate in Health (Care Giving)	3	16000
Certificate in Health (Care Giving)	4	17000
Diploma in Health (Care Giving)	5	18000
Diploma in Health (Care Giving)	6	19000
<b>COUNSELLING SKILLS</b>		
National Vocational Certificate in Counselling Services (Community Counselling)	3	14500
National Vocational Certificate in Counselling Services	4	15500
National Vocational Diploma in Counselling Services	5	16500
National Vocational Diploma in Counselling Services	6	17500

<b>MASTERS DEGREES (BY RESEARCH)</b>			
Name of Qualification	NQF Level	Fees	
		Year 1	Year 2
Master of Tourism & Hospitality Management	9	28000	28000
Master of Management (Business/Management/Marketing/Management Information Systems/Finance/Economics/Accounting)	9	28000	28000
Master of Science in Computer Science	9	28000	28000



<b>DEPARTMENT OF VOCATIONAL STUDIES</b>		
<b>Name of Qualification</b>	<b>NQF Level</b>	<b>Annual Fees</b>
National Trade Certificate in Electrical General	1	19250
National Trade Certificate in Electrical General	2	20250
National Trade Certificate in Electrical General	3	21250
National Vocational Certificate in Electrical Engineering (Electrical General)	2	20250
National Vocational Certificate in Electrical Engineering (Electrical General)	3	21250
National Vocational Certificate in Electrical Engineering (Electrical General)	4	22250
National Vocational Diploma in Electrical Engineering (Electrical General)	5	23250
Certificate in HIV & AIDS (Demonstrate basic awareness of HIV & AIDS)	1	2900
Certificate in Mechanical Engineering (Fitting & Machining)	1	19250
Certificate in Mechanical Engineering (Fitting & Machining)	2	20250
Certificate in Metal Fabrication (Boiler Making)	1	19250
Certificate in Metal Fabrication (Boiler Making)	2	20250
Certificate in Metal Fabrication (Boiler Making)	3	21250
National Vocational Certificate in Clothing Production	1	13500
National Vocational Certificate in Clothing Production	2	14000
National Vocational Certificate in Clothing Production	3	14500
National Vocational Certificate in Clothing Production	4	15000
National Vocational Certificate in Transport; Operations & Logistics (Freight handling)	2	14000
National Vocational Certificate in Transport; Operations & Logistics (Freight handling)	3	14500
National Vocational Certificate in Transport, Operations & Logistics (Freight forwarding & Customs compliance)	4	15500
National Vocational Diploma in Transport, Operations & Logistics (Freight coordination)	5	16500
National Vocational Diploma in Real Estate	5	16500
National Vocational Certificate in Civil and Building Services Engineering (Plumbing)	1	18000
National Vocational Certificate in Civil and Building Services Engineering (Plumbing)	2	19000
National Vocational Certificate in Civil and Building Services Engineering (Plumbing)	3	20000
National Vocational Certificate in Civil and Building Services Engineering (Plumbing)	4	22250
National Vocational Certificate in Civil and Building Services Engineering Bricklaying and Plastering	1	18000
National Vocational Certificate in Civil and Building Services Engineering (Bricklaying and Plastering)	2	19250
National Vocational Certificate in Civil and Building Services Engineering (Bricklaying and Plastering)	3	20250
National Vocational Certificate in Civil and Building Services Engineering (Bricklaying and Plastering)	4	21250
National Vocational Certificate in International Computer Driving Licence	1	18000
National Vocational Certificate in Joinery and Cabinet Making	1	18000
National Vocational Certificate in Joinery and Cabinet Making	2	19250
National Vocational Certificate in Joinery and Cabinet Making	3	20250
National Vocational Certificate in Joinery and Cabinet Making	4	21250
National Vocational Certificate in General Construction (Carpentry)	1	18000
National Vocational Certificate in General Construction (Carpentry)	2	19250
National Vocational Certificate in General Construction (Carpentry)	3	20250
National Vocational Certificate in General Construction (Carpentry)	4	21250
National Vocational Certificate in Wholesale and Retail Operations	1	12000
National Vocational Certificate in in Wholesale and Retail Distributions	2	14000
National Vocational Certificate in Wholesale and Retail Operations Supervision	3	14500
National Vocational Certificate in Information and Communication Technology (Foundation)	2	14000



National Vocational Certificate in Information and Communication Technology (Computer System Support)	3	14500
National Vocational Certificate in Information and Communication Technology (Telecommunication and Wireless Technology)	4	16500
National Vocational Certificate in Information and Communication Technology (Telecommunication and Wireless Technology)	5	16500
National Vocational Certificate in Information and Communication Technology (Networking)	4	15500
National Vocational Certificate in Information and Communication Technology (Networking)	5	16500
National Vocational Certificate in Information and Communication Technology (Web Development)	4	15500
National Vocational Certificate in Information and Communication Technology (Web Development)	5	16500
National Vocational Certificate in Merchandising	3	14500

### BOARDING/HOSTEL FEES

Room Per Year (without own bathroom)- no meals included	N\$24000.00
Room Per Year (with own bathroom)- no meals included	N\$30000.00
Annual Maintenance Fee (Once- off: To be paid upon registration)	N\$1000.00
Instalments (room with own bathroom)	N\$3000.00 per month/
Instalments (room without own bathroom)	N\$ 2400.00 per month
Meals	N\$4200 per month
Meals	N\$1050/week
Meals	
Breakfast	N\$50.00/day
Lunch	N\$120.00/day
Dinner	N\$150.00/day

### OTHER FEES PAYABLE

	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)	300.00
12.	Reprint of Examination Results	250.00
13.	Special Exams (per subject)	1500.00
14.	Late Submission of Thesis (project)	1500.00
15.	Graduation Tickets (per ticket)	300.00
16.	Assignment Cover Page fee	1.00
17.	Copies (per page)	1.00
18.	Syllabus/Course Outline	95.00
19.	Reprint of Account statement	5.00
20.	Single subject	2900.00



## ENQUIRIES AND PAYMENTS

### METHODS OF PAYMENT

#### IN PERSON AT THE GAMMAMS CAMPUS

OR

#### BY DIRECT DEPOSIT

Account Name	Lingua Consultancy Services
Bank	First National Bank
Branch	FNB Corporate
Account Type	Cheque/Platinum Business Account
Branch Number	28 18 72
Account Number	62034752320
Swift Code	FIRNNANX
Reference <i>Kindly ensure that the correct student Name and Surname is clearly stated as reference.</i>	Student Name and Surname/Student Number
E-mail proof of payment to	<a href="mailto:adminfinance@collegelingua.com">adminfinance@collegelingua.com</a>
OFFICE HOURS	7H00-17H00

## DISTANCE STUDIES







## 1. Introduction

International Training College - Lingua recognizes the value of Distance Education as a means of furthering its educational mission and reaching a diverse population of learners with a wide range of needs. Distance studies allows 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.

Students can study wherever they live with the convenience of course materials being available via the College Online Portal (Moodle), email and WhatsApp. Alternatively, course materials can be delivered by courier to a place of convenience at the cost of the student.

## 2. Classes for Distance Students

Distance Students are required to study independently and attend two (2) contact sessions per year, one (1) per semester.

## 3. Delivery of distance material

Distance material of International Training College - Lingua is delivered in print-based and digital format.

- **Print-based material:** This is for students without access to technology or the internet. All material for print-based courses is printed and couriered to students. Students are expected to courier completed coursework for instructor feedback and grading.
- **Digital Format:** This is for students who have access to technology and the internet. Digital courses are offered through the College's Online Portal (Moodle), where students will have access to all course material and will be able to upload completed assignments, unless otherwise specified by the Lecturer.

## 4. Support Services

International Training College - Lingua provides the following Student Support Services for registered Distance Students:

### 4.1. Orientation

**4.2. Online Training:** Distance students receive training (in person or online) on the use of the Learning Management System.

**4.3. Contact Sessions:** One (1) Contact session is scheduled per semester:

**NOTE:** The specific dates for contact sessions are indicated on the academic calendar.

Contact Sessions are offered at the Lingua Campus in Windhoek. Students are expected to be prepared for contact sessions, as face-to-face contact with lecturers is limited. Students who are unable to attend these sessions should contact the Distance Coordinator well in advance and provide valid reasons for their absenteeism.

**4.4. Instructional material (study guides, reference books, etc):** Study guides were written in a special way to accommodate the needs of the distance education students. Students should therefore study the course content thoroughly before attempting the assignments.

**4.5. Email/Telephone assistance:** Lecturers will do their best to be available for consultation. Only academic queries concerning the course content and assignment questions may be referred to the lecturers. The contact details of lecturers are made available at the start of each semester. WhatsApp groups are created for the purpose of assisting Distance Students with course related matters.

**4.6. Administrative queries:** These should be referred directly to the Distance Coordinator or Course Administrative Officer or the Head of Administration.

**4.7. Face-to-Face Classes:** Distance Students who are able to attend full-time classes during certain times, should make arrangements with the Distance Coordinator and the concerned lecturer.

**4.8. Access to Internet and E-mail services:** All registered students have access to Internet and E-mail services at the College.

**4.9. SMS/WhatsApp Reminders/Notices:** International Training College - Lingua makes use of SMS/WhatsApp reminders/notices to inform students about prompt submission of assignments, attendance of contact sessions and other urgent notices/information.

**Online Classes:** Online classes are provided via Zoom at selected times on a monthly basis. Students receive a time-table for these sessions.

**4.10. IT support:** Students who seek individual IT related support, should contact the Distance Coordinator and/or Head of Information Technology Department.



- 4.11. Student Accommodation:** Distance students who reside outside Windhoek, may make use of the Lingua's Student Accommodation during the Distance contact sessions and examinations at the required fee and conditions of the College.
- 4.12. Counselling Services:** Some of the services we offer may include (but are not limited to):
- Psychological services, which include individual and group counselling
  - Social support services, including HIV/AIDS
  - Career guidance and counselling
  - Enhancing the first-year experience (including adjustment to campus life, and general development for first-time entrants)
  - Support for students with special needs
- 4.13. The Student Representative Council (SRC):** The SRC represents all students and plays a crucial role in assisting students in all student related matters.  
They play a crucial role in:
- reporting and seeking solutions to suggestions; grievances, complaints of irregularities
  - assisting in organising social, cultural, sporting or other extra-curricular activities at the college
  - promoting a good relationship between the community and the college
  - fundraising for the college
- 4.14. Assessment**
- Continuous assessment counts 40% towards the final mark of a module and consists of tests (online tests) and assignments.
  - Examinations count 60% towards the final mark of a module.



## INTERNATIONAL STUDENTS

International Training College - Lingua strives to provide training to a broad spectrum of people and therefore offers international students the opportunity to pursue their learning goals in a diverse and thriving academic community located in Windhoek, the capital city of Namibia or via distance learning.

International students include all persons whose nationality is from abroad (outside of Namibia), who is not in possession of a Namibian Identity Document.

International students have unique requirements associated with their study in Namibia and thus need specialised support. International Training College - Lingua is dedicated to support international students at various stages in the process of their education at the College.

International Students can contact the Administration Office of International Training College - Lingua for assistance when applying for admission or when assistance is needed for student visa applications.

### APPLICATION TO INTERNATIONAL TRAINING COLLEGE - LINGUA

Application forms are available from the College website [www.collegelingua.com](http://www.collegelingua.com) or can be requested from the people listed below.

#### Contact persons:

**Ms. R. Bock: Head- Administration**

E-mail: [rbock@collegelingua.com](mailto:rbock@collegelingua.com)

**Mr. E. Nahango**

[enahango@collegelingua.com](mailto:enahango@collegelingua.com)

[info@collegelingua.com](mailto:info@collegelingua.com)

**Telephone numbers:** +26461-301032/4/5

**Cell numbers:** +264813819770/+264811478415/+26481325405`1

Alternatively, visit our main campus, **961 Hosea Kutako Drive; Transnamib/Lingua Gammams Training Centre**; Monday to Friday from 7h30-17h00

### STUDY REQUIREMENTS

By law, all international students intending to travel to Namibia for the purposes of studying are required to apply for a valid study (or any other relevant) permit. International students that will participate in remote studies (online) outside of Namibia are not required to produce a study permit prior to their registration.

### STUDENT ACCOMMODATION

Student accommodation is available to registered students of International Training College - Lingua.

### STUDENT ACTIVITIES

Students are invited and encouraged to participate in activities and events of the College. A number of activities are listed under the Students Services and Activities section in this prospectus.

**DEPARTMENT OF BUSINESS, LAW &  
MANAGEMENT**





**CERTIFICATE IN ACCOUNTING AND FINANCE (LEVEL 4)  
FULL-TIME/PART-TIME/DISTANCE**

**DURATION: 1 YEAR**

**CREDITS: 120**

**Programme Description**

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

**Qualification Requirements**

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

**Who should apply?**

- School leavers who have sat for the Grade 11 NSSCO examinations or the equivalent thereof, who are looking to pursue a career in Accounting and Finance but do not meet the minimum requirements to enter at a degree level.
- Students who have completed a Level 3 qualification.
- Individuals already employed in the field of Accounting and Finance but without formal qualifications.

Modules	Level	Credits
<b>January - June Semester</b>		
Computer Studies 1	3	12
English 1	3	12
Introduction to Micro-Economics	4	16
Principles of Accounting	4	24
<b>July - November Semester</b>		
Business Management 1	4	16
Commercial Numeracy	4	16
Computerised Accounting 1	5	12
English 1	3	12

**Progression**

Students will be able to progress to the Diploma in Accounting and Finance Level 5 which serves as the first year of the Bachelor of Accounting and Finance Level 7 at International Training College - Lingua.



## DIPLOMA IN ACCOUNTING AND FINANCE (LEVEL 5) FULL-TIME/PART-TIME/DISTANCE

**DURATION: 1 YEAR**

**CREDITS: 124**

### Programme Description

This qualification is aimed primarily at giving the student 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 Bachelor's degree programme) or as a stand-alone qualification.

### Qualification Requirements

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

### Who should apply?

- School leavers who have obtained a minimum of 25 points in the NSSCO/AS examinations or the equivalent thereof and who wish to pursue a career in Accounting and Finance.
- Students who have completed a Level 4 qualification in the same field.
- Individuals already employed in the field of Accounting and Finance but without formal qualifications.

Modules	Level	Credits
<b>January - June Semester</b>		
Computer Studies 1 (non-credit bearing)	3	NCB
English 1 (non-credit bearing)	3	NCB
Entrepreneurship	5	16
Introduction to Micro- Economics	4	16
Macro-Economics	5	16
<b>July - November Semester</b>		
Business Management 1	4	16
Computerised Accounting 1	5	16
Commercial Law	5	12
English 1 (non-credit bearing)	3	NCB
Financial Accounting 1	5	16
Introduction to Micro- Economics (June Intake)	4	16
Macro-Economics(June Intake)	5	16
Quantitative Methods	6	16

*NB: Exemption/ Credit recognition will be granted for Modules successfully completed at the Certificate in Accounting & Finance Level 4*

### Progression

Students will be able to progress to the Diploma in Accounting and Finance Level 6 which serves as the second year of the Bachelor of Accounting and Finance Level 7 at International Training College - Lingua.



**DIPLOMA IN ACCOUNTING AND FINANCE (LEVEL 6)  
FULL-TIME/PART-TIME/DISTANCE**

**DURATION: 1 YEAR**

**CREDITS: 124**

**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 Bachelor's degree programme) or as a stand-alone qualification.

**Qualification Requirements**

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

**Who should apply?**

- Students who have completed a Level 5 qualification in the same field.

Modules	Level	Credits
<b>January - June Semester</b>		
Company Law	6	16
Computerised Accounting 2	5	12
Cost and Management Accounting 1	6	16
Financial Accounting 2	6	16
<b>July - November Semester</b>		
Auditing 1	6	16
Business Management 2	6	16
Financial Management 1	6	16
Taxation 1	6	16

**Progression**

Upon successful completion of this qualification at this level, students may exit to obtain employment or may progress to the third year of the Bachelor of Accounting and Finance Level 7.



**BACHELOR OF ACCOUNTING AND FINANCE LEVEL 7  
FULL-TIME/PART-TIME/DISTANCE**

**DURATION: 3 YEARS**

**CREDITS: 376**

**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 students credited with a minimum of 376 credits and who have met the requirements of the programme.

**Who should apply?**

Applicants who have completed a Level 6 qualification in the same field and who wish to top-up the Diploma in Accounting & Finance Level 6 to obtain a Bachelor of Accounting & Finance Level 7.

Year 1 (Level 5)			Year 2 (Level 6)			Year 3 (Level 7)		
Module	Level	Credit	Module	Level	Credits	Module	Level	Credits
Business Management 1	4	16	Auditing 1	6	16	Jan - June Semester		
Commercial Law	5	16	Business Management 2	6	16	Auditing 2	7	12
Computerized Accounting 1	5	12	Company Law	6	16	Financial Management 2	7	16
Computer Studies 1 (non-credit bearing)	3	NCB	Computerized Accounting 2	5	12	Taxation 2	7	12
English 1 (non-credit bearing)	3	NCB	Cost and Management Accounting 1	6	16	Internship	7	48
Entrepreneurship	5	16	Financial Accounting 2	6	16			
Financial Accounting 1	5	16	Financial Management 1	6	16	July - Nov Semester		
Introduction to Micro-Economics	4	16	Taxation 1	6	16	Accounting Information Systems	7	12
Macro-Economics	5	16				Cost And Management Accounting 2	7	12
Quantitative Methods	6	16				Financial Accounting 3	7	16
						Internship	7	48

**Progression**

Upon successful completion of this qualification at this level, students may exit to obtain employment or may progress to the Bachelor of Accounting and Finance Honours Level 8.





**BACHELOR OF ACCOUNTING AND FINANCE HONOURS LEVEL 8  
FULL-TIME/PART-TIME/DISTANCE**

**DURATION: 1 YEAR**

**CREDITS: 124**

**Programme Description**

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

**Qualification Requirements**

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

**Who should apply?**

- Students who have completed a Bachelor of Accounting & Finance Level 7 qualification or the equivalent thereof and who wish to obtain a Bachelor of Accounting & Finance Honours Level 8.

Module	Level	Credits
<b>January - June Semester</b>		
Corporate Finance	8	16
Financial Reporting and Analysis	8	16
Performance Management	8	16
Research Methods ( for January intake only)	8	16
<b>July - November Semester</b>		
Corporate Governance	8	12
Financial Investigation and Forensic Accounting	8	16
Research Methods (for June intake only)	8	16
Research Project (Mini-Thesis)	8	32

**Progression**

Upon successful completion of this qualification at this level, students may exit to obtain employment or may progress to a Masters at Level 9 at International Training College - Lingua or at other institutions of higher learning.



## MASTER OF MANAGEMENT LEVEL 9 BY RESEARCH

**DURATION: 2 YEARS**

**CREDITS: 240**

### Programme Description

The Master of Management by Research is a research-based qualification which allows the student to conduct in-depth research in their desired field and independently allow them to conduct research work of their choice in the Business and Management domain.

### Qualification Requirements

This qualification will be awarded to students credited with a minimum of 240 credits, and who have met the requirements of the programme.

### Who should apply?

- Students who have completed a Bachelor of Accounting & Finance Honours Level 8 qualification or the equivalent thereof.

Module	Level	Credits
Advanced research methods	9	32
Research Dissertation	9	208

### Progression

Upon successful completion of this qualification at this level, students may exit to obtain employment or may progress to a PhD in Management or Doctor of Business Administration Level 10 at International Training College - Lingua or at other institutions of higher learning.



## CERTIFICATE IN BUSINESS ADMINISTRATION (LEVEL 4) FULL-TIME/PART-TIME/DISTANCE

**DURATION: 1 YEAR**

**CREDITS: 124**

### Programme Description

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

### Qualification Requirements

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

### Who should apply?

- School leavers who have sat for the Grade 11 NSSCO/AS examinations or the equivalent thereof, who are looking to pursue a career in Business Administration but do not meet the minimum requirements to enter at a degree level.
- Students who have completed a Level 3 qualification.
- Individuals already employed in the field of Business Administration but without formal qualifications.

Modules	Level	Credits
<b>January - June Semester</b>		
Fundamentals of Marketing	4	16
Principles of Accounting	4	24
English 1	3	12
Introduction to Micro Economics	4	16
<b>July - November Semester</b>		
Business Management 1	4	16
Commercial Numeracy	4	16
English 1	3	12
Computer Studies	3	12

### Progression

Upon successful completion of this qualification students will be able to progress to the Diploma in Business Administration Level 5 which serves as the first year of the Bachelor of Business Administration Level 7 at International Training College - Lingua.



## DIPLOMA IN BUSINESS ADMINISTRATION (LEVEL 5) FULL-TIME/PART-TIME/DISTANCE

**DURATION: 1 YEAR**

**CREDITS: 124**

### Programme Description

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

### Qualification Requirements

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

### Who should apply?

- School leavers who have obtained a minimum of 25 points in the NSSCO/AS examinations or the equivalent thereof and who wish to pursue a career in Business Administration.
- Students who have completed a Level 4 qualification in the same field.
- Individuals already employed in the field of Business Administration but without formal qualifications.

Module	Level	Credits
<b>January to June Semester</b>		
Introduction to Micro-Economics	4	16
Macro-Economics	5	16
Entrepreneurship	5	16
Marketing Management 1	5	16
Computer Studies 1 (non-credit bearing)	3	NCB
English 1 (non-credit bearing)	3	NCB
Human Resources Management 1	5	16
<b>July to November</b>		
Business Management 1	4	16
Computerized Accounting 1	5	12
Financial Accounting 1	5	16
Computer Studies 1 (non-credit bearing) -runs in both semesters	3	NCB
English 1 (non-credit bearing) -runs in both semesters	3	NCB
Introduction to Micro-Economics -runs in both semesters	4	16
Macro-Economics -runs in both semesters	5	16

*NB: Exemption/ Credit recognition will be granted for modules successfully completed at the Certificate in Business Administration level 4*

### Progression

Upon successful completion of this qualification students will be able to progress to the Diploma in Business Administration Level 6 which serves as the second year of the Bachelor of Business Administration Level 7 at International Training College - Lingua.



**DIPLOMA IN BUSINESS ADMINISTRATION (LEVEL 6)**  
**FULL-TIME/PART-TIME/DISTANCE**

**DURATION: 1 YEAR**

**CREDITS: 128**

**Programme Description**

The Diploma in Business Administration 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 Business Administration Level 6. It is important to note that the Diploma in Business Administration program is structured as part of an integrated degree programme (year 2 of the Bachelor's degree programme) or as a stand-alone qualification.

**Qualification Requirements**

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

**Who should apply?**

- Students who have completed a Level 5 qualification in the same field.

Module	Level	Credits
<b>January to June Semester</b>		
Human Resources Management 2	6	16
Economics 2	6	16
Financial Accounting 2	6	16
<b>July to November Semester</b>		
Labour Law	5	16
Marketing Management 2	6	16
Quantitative Methods	6	16
Commercial Law	5	16
Business Management 2	5	16

**Progression**

Upon successful completion of this qualification at this level, students may exit to obtain employment or may progress to the third year of the Bachelor of Business Administration Level 7.



**BACHELOR OF BUSINESS ADMINISTRATION NQF LEVEL 7  
FULL-TIME/PART-TIME/DISTANCE**

**DURATION: 3 YEARS**

**CREDITS: 380**

**Programme Description**

A Bachelor of Business Administration program at level 7 typically provides students with a comprehensive understanding of various aspects of business management, preparing them for entry-level managerial positions or further education at graduate level. Third year (top up) constitutes the final year of the Bachelor of Business Administration NQF level 7. A student who successfully completes the final year will be awarded a Bachelor of Business Administration NQF Level 7.

**Qualification Requirements**

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

**Who should apply?**

- Students who have completed a Level 6 qualification in the same field and who wish to top-up the Diploma in Business Administration NQF Level 6 to obtain a Bachelor of Business Administration NQF Level 7.

Year 1 (Level 5)			Year 2 (Level 6)			Year 3 (Level 7)		
Module	Level	Credits	Module	Level	Credits	Module	Level	Credits
<b>January to June Semester</b>			<b>January to June Semester</b>			<b>January to June Semester</b>		
Introduction to Micro-Economics	4	16	Human Resources Management 2	6	16	International Marketing	7	16
Macro-Economics	5	16	Economics 2	6	16	Project Management	8	16
Entrepreneurship	5	16	Financial Accounting 2	6	16	Human Resources Management 3	7	16
Marketing Management 1	5	16				Work Related Learning/Internship	7	48
Computer Studies 1 (non-credit bearing)	3	NCB	<b>July to November Semester</b>					
English 1 (non-credit bearing)	3	NCB	Labour Law	5	16	<b>July to November Semester</b>		
Human Resources Management 1	5	16	Marketing Management 2	6	16	Business Management 3	6	16
			Quantitative Methods	6	16	Company Law	7	16
<b>July to November Semester</b>			Commercial Law	5	16	Work Related/Internship	7	48
Business Management 1	5	16	Business Management 2	5	16			
Computerised Accounting 1	5	12						
Financial Accounting 1	5	16						
Computer Studies 1 (non-credit bearing)	3	NCB						
English 1 (non-credit bearing)	3	NCB						



Introduction to Micro-Economics - runs in both semesters	4	16						
Macro-Economics - runs in both semesters	5	16						

**Progression**

Upon successful completion of this qualification at this level, students may exit to obtain employment or may progress to the Bachelor of Business Administration Honours NQF Level 8.



## BACHELOR OF BUSINESS ADMINISTRATION HONOURS LEVEL 8 FULL-TIME/PART-TIME/DISTANCE

**DURATION: 1 YEAR****CREDITS: 128****Programme Description**

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

**Qualification Requirements**

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

**Who should apply?**

Students who have completed a Bachelor of Business Administration NQF Level 7 qualification or the equivalent thereof and who wish to obtain a Bachelor of Business Administration Honours Level 8.

Module	Level	Credits
<b>January to June Semester</b>		
Research Methods	8	16
Research Methods (Mini-Thesis)	8	32
Organisational Development and Change Management	7	16
<b>July to November Semester</b>		
Managerial Economics	8	16
Research Methods - runs in both semesters	8	16
Research Methods (Mini-Thesis) -runs in both semesters	8	16
Small and Medium Enterprise Leadership	7	16
<b>Electives (Choose one stream)</b>		
Strategic Business Management A	8	16
Strategic Business Management B	8	16
Strategic Human Resource Management A	8	16
Strategic Human Resource Management B	8	16
<i>***All electives run in both semesters***</i>		

**Progression**

Upon successful completion of this qualification at this level, students may exit to obtain employment or may progress to a Masters at NQF Level 9 at International Training College - Lingua or at other institutions of higher learning.





## MASTER OF MANAGEMENT LEVEL 9 BY RESEARCH

**DURATION: 2 YEARS**

**CREDITS: 240**

### Programme Description

The Master of Management by Research is a research-based qualification which allows the student to conduct in-depth research in their desired field and independently allow them to conduct research work of their choice in the Business and Management domain.

### Qualification Requirements

This qualification will be awarded to students credited with a minimum of 240 credits, and who have met the requirements of the programme.

### Who should apply?

Students who have completed a Bachelor of Business Administration Honours Level 8 qualification or the equivalent thereof.

Module	Level	Credits
Advanced research methods	9	32
Research Dissertation	9	208

### Progression

Upon successful completion of this qualification at this level, students may exit to obtain employment or may progress to a PhD in Management or Doctor of Business Administration Level 10 at International Training College - Lingua or at other institutions of higher learning.



**CERTIFICATE IN HUMAN RESOURCES MANAGEMENT (LEVEL 4)  
FULL-TIME/PART-TIME/DISTANCE**

**DURATION: 1 YEAR**

**CREDITS: 124**

**Programme Description**

The primary purpose of the qualification is to provide students with the appropriate knowledge and skills for the Human Resource functions at entry level in an organisation. This programme will prepare students to reflect on the applications of Human Resource Management and will also prepare them for further study in Human Resource Management at NQF Level 5.

**Qualification Requirements**

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

**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.

Modules	Level	Credits
<b>January to June Semester</b>		
Introduction to Micro Economics	4	16
Principles of Accounting	4	24
Introduction to Human Resource Management	4	16
English 1	3	12
<b>July to November Semester</b>		
English 1	3	12
Commercial Numeracy	4	16
Computer Studies 1	3	12
Business Management 1	4	16

**Progression**

Upon successful completion of this qualification students can progress to the Diploma in Human Resource Management NQF Level 5



**DIPLOMA IN HUMAN RESOURCE MANAGEMENT (LEVEL 5)  
FULL-TIME/PART-TIME/DISTANCE**

**DURATION: 1 YEAR**

**CREDITS: 128**

**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 students with the appropriate knowledge and skills to effectively pursue a career in human resource management.

**Qualification Requirements**

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

**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

Module	Level	Credits
<b>January to June Semester</b>		
Business Ethics	5	16
Introduction to Micro Economics	4	16
Macro Economics	5	16
English 1	3	NCB
Human Resource Management 1	5	16
Entrepreneurship	5	16
<b>July to November Semester</b>		
Financial Accounting 1	5	16
Computer Studies	3	NCB
Business Management 1	5	16
Labour Law	5	16
English 1	3	NCB
Introduction to Micro Economics; runs in both semesters	4	16
Macro Economics: runs in both semesters	5	16

*NB: Exemption/ Credit recognition will be granted for modules successfully completed at the Certificate Human Resource Management Level 4*

**Progression**

Upon successful completion of this qualification students can progress to the Diploma in Human Resource Management NQF Level 6



**DIPLOMA IN HUMAN RESOURCES MANAGEMENT (LEVEL 6)  
FULL-TIME/PART-TIME/DISTANCE**

**DURATION: 1 YEAR**

**CREDITS: 128**

**Programme Description**

The Diploma in Human Resources Management 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 Human resources Management NQF Level 6. It is important to note that the Diploma in Human Resource Management 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 students credited with a minimum of 128 credits, and who have met the requirements of the programme.

**Who should apply?**

Students who have completed a Level 5 qualification in the same field.

Module	Level	Credits
<b>January to June Semester</b>		
Organisational Behaviour	6	16
Performance Management	7	16
Compensation Management	6	16
Industrial Relations 1	6	16
<b>July to November Semester</b>		
Human Resource Management 2	6	16
Management of Training 1	6	16
Business Management 2	5	16
HR Information Systems and Technology	6	16

**Progression**

Upon successful completion of this qualification at this level, students may exit to obtain employment or may progress to the third year of the Bachelor of Human Resources Management NQF Level 7.



## BACHELOR OF HUMAN RESOURCE MANAGEMENT LEVEL 7 FULL-TIME/PART-TIME/DISTANCE

**DURATION: 3 YEARS**

**CREDITS: 400**

### Programme Description

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

### Qualification Requirements

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

### Who should apply?

Students who have completed a Level 6 qualification in the same field and who wish to top-up the Diploma in Human Resource Management Level 6 to obtain a Bachelor of Human Resource Management Level 7.

Year 1 (Level 5)			Year 2 (Level 6)			Year 3 (Level 7)		
Module	Level	Credits	Module	Level	Credits	Module	Level	Credits
<b>January to July</b>			<b>January to July</b>			<b>January to July</b>		
Business Ethics	5	16	Industrial Relations 1	6	16	Work Related Learning / Internship	7	48
Introduction to Micro Economics	4	16	Compensation Management	6	16	Organisational Development and Change Management	7	16
Macro Economics	5	16	Organisational Behavior	6	16	Industrial Relations	7	16
English 1	3	NCB	Performance Management	7	16	Human Resource Management 3	7	16
Entrepreneurship	5	16	<b>July to November Semester</b>			<b>July to November Semester</b>		
Human Resource Management 1	5	16	Management of Training	6	16	Management of Training 2	7	16
<b>July to November Semester</b>			Human Resource Management 2	6	16	Management of Employee Wellbeing Health and Safety	7	16
Financial Accounting	5	16	HR Information System and Technology	6	16	Work Related Learning / Internship	7	48
English 1	3	NCB	Business Management	5	16	Business Management 3	6	16
Business Management 1	5	16						
Labour Law	5	16						
Computer Studies	3	NCB						
Introduction to Micro Economics	4	16						
Macro Economics	5	16						

### Progression

Upon successful completion of this qualification, students may exit to obtain employment or may progress to the Bachelor of Human Resources Management Honours NQF Level 8.



**BACHELOR OF HUMAN RESOURCES MANAGEMENT HONOURS LEVEL 8  
FULL-TIME/PART-TIME/DISTANCE**

**DURATION: 1 YEAR**

**CREDITS: 144**

**Programme Description**

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

**Qualification Requirements**

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

**Who should apply?**

Students who have completed a Bachelor of Human Resources Management Level 7 qualification or the equivalent thereof and who wish to obtain a Bachelor of Human Resources Management Honours Level 8.

Module	Level	Credits
<b>January to June Semester</b>		
Talent Management	8	16
Research Methods	8	16
Research Project: Mini Thesis	8	32
Strategic Business Management A: runs in both semesters	8	16
Strategic Business Management B: runs in both semesters	8	16
Strategic Human Resource Management A:runs in both semesters	8	16
Strategic Human Resource Management B: runs in both semesters	8	16
<b>July to November Semester</b>		
Industrial Relations 3	8	16
Research Methods	8	16
Research Project: Mini Thesis	8	32
Strategic Business Management A	8	16
Strategic Business Management B	8	16
Strategic Human Resource Management A	8	16
Strategic Human Resource Management B	8	16

**Progression**

Upon successful completion of this qualification, students may exit to obtain employment or may progress to a Masters at NQF Level 9 at International Training College - Lingua or at any other recognised institution of higher learning.



## MASTER OF MANAGEMENT LEVEL 9 BY RESEARCH

**DURATION: 2 YEARS**

**CREDITS: 240**

### **Programme Description**

The Master of Management by Research is a research-based qualification which allows the student to conduct in-depth research in their desired field and independently allow them to conduct a research work of their choice in the Business and Management domain.

### **Qualification Requirements**

This qualification will be awarded to students credited with a minimum of 240 credits, and who have met the requirements of the programme.

### **Who should apply?**

Students who have completed a Bachelor of Human Resources Management Honours Level 8 qualification or the equivalent thereof.

Module	Level	Credits
Advanced research methods	9	32
Research Dissertation	9	208

### **Progression**

Upon successful completion of this qualification, students may exit to obtain employment or may progress to a PhD in Management or Doctor of Business Administration NQF Level 10 at International Training College - Lingua or at other institutions of higher learning.



## CERTIFICATE IN OFFICE ADMINISTRATION (LEVEL 4) FULL-TIME/PART-TIME/DISTANCE

**DURATION: 1 YEAR**

**CREDITS: 156**

### Programme Description

This qualification is intended to enhance the provision of service within the field of administration in all sectors. The qualification builds the students' 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 students credited with a minimum of 156 credits, and who have met the requirements of the programme.

### Who should apply?

- Applicants 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.

Module	Level	Credits
<b>January to June Semester</b>		
Audio Transcription 01	4	12
Computer Studies	3	12
Fundamentals of marketing	4	16
Principles of Accounting	4	24
Introduction To Micro-Economics	4	16
English for Office Skills	3	12
<b>July to November Semester</b>		
Business Studies	4	16
Computerised Accounting 01	5	12
English for Office Skills	3	12
Office Procedures 01	4	12
Typing	4	12

### Progression

Upon successful completion of this qualification students can progress to the Diploma in Office Administration NQF Level 5.





**DIPLOMA IN OFFICE ADMINISTRATION (LEVEL 5)  
FULL-TIME/PART-TIME/DISTANCE**

**DURATION: 1 YEAR**

**CREDITS: 140**

**Programme Description**

This qualification will equip students 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 learners to understand the importance of the consistent application of appropriate administrative theories and principles.

**Qualification Requirements**

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

**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.

Modules	Levels	Credits
<b>January to June Semester</b>		
Human Resource Management 01	5	16
Entrepreneurship	5	16
Marketing Management 01	5	16
Computerized Accounting 02	6	12
English for Office Skills 02	5	12
<b>July to November Semester</b>		
Financial Accounting 01	5	16
Business Management 01	4	16
Office Procedures 01	4	12
Secretarial Public Relations 01	5	12
Audio Transcription 02	5	12

*NB: Exemption/ Credit recognition will be granted for modules successfully completed at the Certificate in Office Administration Level 4*

**Progression**

Upon successful completion of this qualification students can progress to the Diploma in Office Administration NQF Level 6.



**DIPLOMA IN OFFICE ADMINISTRATION (LEVEL 6)**  
**FULL-TIME/PART-TIME/DISTANCE**

**DURATION: 1 YEAR**

**CREDITS: 144**

**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 student 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 students credited with a minimum of 144 credits, and who have met the requirements of the programme.

**Who should apply?**

Students who have successfully completed the Diploma in Office Administration NQF level 5 modules at International Training College or the equivalent thereof at a recognized institution.

Year 1 (Level 4)			Year 2 (Level 5)			Year 3 (Level 6)		
Module	Level	Credits	Module	Level	Credits	Module	Level	Credits
<b>January to June Semester</b>			<b>January to December Semester</b>			<b>January to June Semester</b>		
Principles of Accounting	4	24	Entrepreneurship	5	16	Financial Accounting 02	6	16
Introduction To Micro-Economics	4	16	Marketing Management 01	5	16	Business Management 01	5	16
Fundamentals of Marketing	4	16	Human Resource Management 01	5	16	Computerized Accounting 03	7	12
Computer Studies	3	12	Computerized Accounting 02	6	12	Internship	6	48
English for Office Skills	3	24	English for Office Skills 02	5	12			
<b>July to November</b>			<b>July to November</b>			<b>July to November</b>		
Computerised Accounting 01	5	12	Financial Accounting 01	5	16	Marketing Management 02	6	16
Audio Transcription 01	4	12	Audio Transcription 02	5	12	Office Procedures 02	6	12
Business Studies	4	16	Office Procedures 01	4	12	Secretarial Public Relations 02	6	12
Office Procedures 01	4	12	Secretarial Public Relations 01	5	12	Interpersonal Skills	6	12
Typing	4	12	Business Management 01	4	16	Internship	6	-

**Progression**

Upon successful completion of this qualification students can progress to the Bachelor of Business Administration NQF Level 7.



**BACHELOR OF ARTS IN LAW LEVEL 7  
FULL-TIME/PART-TIME/DISTANCE**

**DURATION: 3 YEARS**

**CREDITS: 408**

**Programme Description**

This qualification introduces learners to a range of key areas within the legal profession, equipping them with the knowledge that they need to progress within their careers. The qualification is ideal for students with a keen interest in social sciences. Studying a Bachelor of Arts in Law Level 7 enriches the understanding of human behaviour and social issues, while it lays an excellent foundation for a more advanced study of the law.

**Qualification Requirements**

This qualification will be awarded to students credited with a minimum of 408 credits and who have met the requirements of the programme

**Who should apply?**

- School leavers who have sat for the Grade 11 NSSCO/AS examinations or the equivalent thereof, who are looking to pursue a career in Business and Law but do not meet the minimum requirements to enter at a degree level.
- Students who have completed a Level 4 qualification.
- Individuals already employed in the field of Business and Law but without formal qualifications.

Year 1 (Level 5)			Year 2 (Level 6)			Year 3 (Level 7)		
Module	Level	Credits	Module	Level	Credits	Module	Level	Credits
Jan - Jun Semester			Jan - Jun Semester			Jan - Jun Semester		
Computer Essentials	5	12	Constitutional Law the Bill of Rights	6	12	Law of Succession	7	12
English 1	5	12	Legal Interpretation	6	12	Law of Delict	7	12
Law of Persons	5	12	English for Legal Purposes 2	6	24	Jurisprudence	7	12
Introduction to Law	5	12	Law of Property	6	12	Law of Contract	7	12
Family Law	5	12	<b>Elective 1: Choose One (1)- Must be from the same group as chosen in Year 1</b>			Law of Evidence	6	12
<b>Elective 1: Choose One (1)</b>			<b>Psychology:</b> (Organisational Behaviour)	6	12	<b>Elective 1: Choose One (1)- Must be from the same group as chosen in Year 1</b>		
<b>Psychology:</b> (Introduction to Psychology)	5	12	<b>Political Studies:</b> (Comparative Politics)	6	12	<b>Psychology:</b> Counselling & Ethical Conduct		
<b>Political Studies:</b> Introduction to Political Science	5	12	<b>Industrial Psychology:</b> (Organisational Behaviour)	6	12	<b>Political Studies:</b> Political Theories		
<b>Industrial Psychology:</b> Introduction to Industrial Psychology	5	12	<b>July - Nov Semester</b>			<b>Industrial Psychology</b> Counselling & Ethical Conduct		
<b>July - Nov Semester</b>			English for Legal Purposes 2			<b>July - Nov Semester</b>		



Labour Law	5	12	Business Risk Management & Compliance	6	12	Banking Law, Negotiable Instruments & Insurance	7	12
English for Legal Purposes 1	5	12	Administrative Law	6	12	Law of Insolvency	7	12
Introduction to Micro-Economics (June Intake)	4	12	<b>Elective 2: Choose One (1)- Must be from the same group as chosen in Year 1</b>			Legal Research Skills	7	12
Introduction to Law (June Intake)			<b>Psychology:</b> (Positive Psychology)			Internship / Work Integrated Learning (WIL)	7	48
<b>Elective 2: Choose One (1)-Must be from the same group as chosen in Elective 1</b>			<b>Industrial Psychology</b> (Career Psychology)	6	12			
<b>Psychology:</b> (Social & Community Psychology)	5	12	<b>Political Studies</b> (African Politics)	6	12	<b>Elective 2: Choose One (1)- Must be from the same group as chosen in Year 1</b>		
<b>Political Studies:</b> (Namibian Politics)	5	12				Psychology: Applied Psychology	7	12
<b>Industrial Psychology:</b> (Occupational Health)	5	12				Political Studies: International Political Economy	7	12
						Industrial Psychology: Personnel Psychology	7	12

### Progression

Upon successful completion of this qualification, students may exit to obtain employment or may progress to a related Honours degree.

**BACHELOR OF COMMERCE IN LAW LEVEL 7  
FULL-TIME/PART-TIME/DISTANCE**

**DURATION: 3 YEARS**

**CREDITS: 420**

**Programme Description**

The Bachelor of Commerce in Law degree is a business law degree that equips graduates with the knowledge base, theory and methodology of commerce and the general rules of law. Students interested in law, commerce, economic, management sciences and business subjects are ideal for the Bachelor of Commerce in Law degree. Core subjects within the Department of Business & Management are covered together with specific law subjects. This degree ensures a broad perspective on both legal and commercial issues and lays an excellent foundation for a more advanced study of the law.

**Qualification Requirements**

This qualification will be awarded to students credited with a minimum of 420 credits, and who have met the requirements of the programme.

**Who should apply?**

- Students who have completed a Level 4 qualification in the same field.
- Individuals already employed in the field of law but without relevant qualifications.

Year 1 (Level 5)			Year 2 (Level 6)			Year 3 (Level 7)		
Module	Level	Credit	Module	Level	Credit	Module	Level	Credits
<b>Jan - Jun Semester</b>			<b>Jan - Jun Semester</b>			<b>Jan - Jun Semester</b>		
Introduction to Micro- economics	4	12	Legal Interpretation	6	12	Law of Succession	7	12
Computer Studies	5	12	Constitutional Law & the Bill of Rights	6	12	Law of Contract	7	48
English 1	5	12	Law of Property	6	12	Jurisprudence	7	12
Law of Persons	5	12	English for Legal Purposes 2	6	24	Law of Delict	7	12
Family Law	5	12	<b>ELECTIVES; Choose One</b>			Company Law	6	12
Macro- economics (June intakes)	5	12	Financial Accounting 2			Law of Evidence	6	12
Introduction to Law	5	12	Economics 2	6	12	<b>Jul - Nov Semester</b>		
<b>Jul - Nov Semester</b>	5	12	Business Management 2 (Offered in July Sem)	6	12	Tax Law	7	12
Financial Accounting 1	5	12	<b>Jul - Nov Semester</b>			Legal Research Skills	7	12
Business Management 1	5	12	Administrative Law	6	12	Banking Law, Negotiable Instruments & Insurance	7	12
Macro-economics (Jan Intakes)	5	12	Financial Accounting 2	6	12	Law of Insolvency	7	12
English for Legal Purposes 1			Business Management 2	5	12	Internship / Work integrated Learning (WIL)	7	48
Introduction to Micro-Economics (June Intake)	4	12	Administrative Law	6	12	<b>ELECTIVES; Choose One (Must be same group as One chosen in year 2)</b>		
Introduction to Law (June Intake)	5	12	Commercial Law	5	12	Financial Accounting 3	7	12
Labour Law	5	12	Business Risk Management & Compliance	6	12	Managerial Economics	7	12
						Business Management 3	6	12



### **Progression**

Upon successful completion of this qualification, students may exit to obtain employment or may progress to a related Honours degree.



## CERTIFICATE IN LABOUR LAW (LEVEL 4) FULL-TIME/PART-TIME/DISTANCE

**DURATION: 1 YEAR**

**CREDITS: 100**

### Programme Description

The Certificate in Labour Law is designed to prepare students for entry level careers in both public and private labour practice.

### Qualification Requirements

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

### Who should apply?

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

Modules	Level	Credits
<b>Jan - Jun Semester</b>		
English for Foundation Studies	4	06
Introduction to Human Resource Management	4	16
Introduction to Law	5	12
Law of Persons	5	12
Computer Studies	4	12
<b>July - Nov Semester</b>		
English for Foundation Studies	4	06
Labour Law Practice	4	12
Employee Well-being, Health & Safety	4	12
Introduction to Labour Law	4	12

### Progression

Upon successful completion of this qualification students will be able to progress to the Diploma in Labour Law NQF Level 5 or The Bachelor of Law NQF Level 5 or The Bachelor of Commerce NQF Level 5 at International Training College - Lingua.



## DIPLOMA IN LABOUR LAW (LEVEL 5) FULL-TIME/PART-TIME/DISTANCE

**DURATION: 1 YEAR**

**CREDITS: 120**

### Programme Description

The Diploma in Labour Law Level 5 is designed for learners who endeavour to pursue a career in Labour Law and Labour Relations to practice as labour brokers, human resource practitioners, union officials and labour officials. It will prepare students for careers in both public and private labour practice.

This qualification is aimed at providing participants with a general overview and survey of labour law. Labour law, in a narrow sense, is that body of law which governs the employment relationship.

The qualification is ideal for students with a keen interest in Labour Relations and labour related issues. Studying Labour Law Level 5 enriches the understanding of the workplace environment and labour issues, while it lays an excellent foundation for a more advanced study of labour law.

### Qualification Requirements

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

### Who should apply?

- School leavers who have obtained a minimum of 22 points in the NSSCO/AS examinations or the equivalent thereof and who wish to pursue a career in Labour Law.
- Students who have completed a Level 4 qualification in the same field.
- Individuals already employed in the field of Labour Law but without formal qualifications.

Module	Level	Credits
<b>Jan - Jun Semester</b>		
Law of Persons	5	12
Computer Essentials	5	12
English Communication	5	06
Family Law	5	12
Human Resource Management 1	5	16
Introduction to Law	5	12
<b>July - Nov Semester</b>		
English Communication	5	06
Introduction to Human Rights Law	5	16
Labour Law 1	5	16
Administrative Law	6	12

*NB: Exemption/ Credit recognition will be granted for modules successfully completed at the Certificate in Labour Level 4*

### Progression

Upon successful completion of this qualification, students can proceed to Level 6 of the Labour Law qualification of International Training College - Lingua or any other higher learning institution. Students who will proceed with further studies at International Training College - Lingua will receive credits for modules already completed.





## DIPLOMA IN LABOUR LAW (LEVEL 6) FULL-TIME/PART-TIME/DISTANCE

**DURATION: 1 YEAR**

**CREDITS: 120**

### Programme Description

The Diploma in Labour Law Level 6 is designed to provide learners with an in-depth understanding of the complex legal framework and advanced principles of labour law in Namibia. This qualification is intended for individuals who have a strong background in labour law and wish to develop their knowledge and skills to an advanced level.

The Level 6 qualification is a higher level qualification that is suitable for individuals who have completed a Level 5 qualification in labour law or have equivalent knowledge and experience in this area. It is also suitable for individuals who are seeking to specialise in labour law and wish to pursue a career in this field.

### Qualification Requirements

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

### Who should apply?

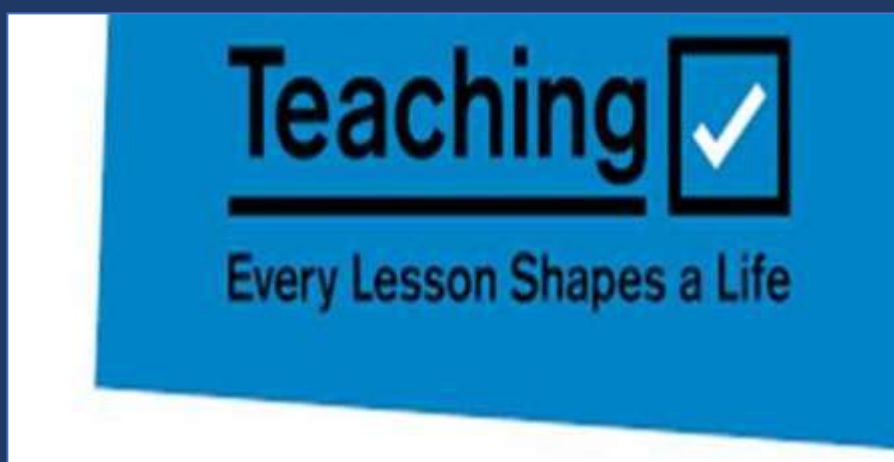
- Applicants who have obtained 22 points in 6 subjects in NSSCO/AS or the equivalent thereof may enter this qualification.
- An accredited NQF Level 5 Qualification or the equivalent thereof.

Module	Level	Credits
<b>Jan - Jul Semester</b>		
Organisational Behaviour	6	16
Industrial Relations 1	6	16
Labour Law 2	7	16
Law of Contract	6	12
Law of Evidence	6	16
<b>Jul - Nov Semester</b>		
Human Resource Information Systems & Technology	6	16
Human Resource Management 2	6	16
English for legal purposes 1	5	12

### Progression

Upon successful completion of this qualification students will be able to progress to a related qualification in Law at International Training College - Lingua or proceed to a Level 7 qualification in Labour Law at any other recognised institution of higher learning.

# DEPARTMENT OF EDUCATION





**CERTIFICATE IN EARLY CHILDHOOD DEVELOPMENT (LEVEL 3)  
FULL-TIME/PART-TIME/DISTANCE**

**DURATION: 1 YEAR**

**CREDITS: 114**

**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 candidates to facilitate the all-round development of young children in a manner that is sensitive to culture 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 centres, at home and in institutions.

**Qualification Requirements**

This qualification will be awarded to people credited with a minimum of 114 credits and who have met the requirements of all compulsory sections.

**Who should apply?**

- Applicants who have obtained less than 14 points in 6 subjects in the NSSCO/AS.
- Applicants with a grade 10 certificate or the equivalent thereof
- Applicants with a related NQF Level 2 qualification from any recognized institution.

Modules	Level	Credits
<b>January- June Semester</b>		
Computer Studies	3	Non- Credit Bearing (NCB)
English 1	3	12
Introduction to Child Health, Safety and Nutrition	3	12
Introduction to Early Childhood Growth and Development	3	10
Introduction to Early Childhood Education	3	10
<b>July-November Semester</b>		
Principles of Teaching Young Children	3	10
Teaching Practice 1	3	16
Creative Arts for Young Children	3	12
Introduction to Numeracy in Early Childhood	3	10
Introduction to Language Arts In the Early Childhood Years	3	10
English 1	3	12

**Progression**

Upon successful completion of this qualification students will be able to progress to the Certificate in Early Childhood Development Level 4.

Alternatively, students will be able to progress to the Diploma in Pre and Junior Primary /Senior Primary/ Secondary Education Level 4 which serves as the first year of the Diploma in Junior/Senior/Secondary Education NQF Level 6 at International Training College - Lingua.



## CERTIFICATE IN EARLY CHILDHOOD DEVELOPMENT (LEVEL 4) FULL-TIME/PART-TIME/DISTANCE

**DURATION: 1 YEAR**

**CREDITS: 126**

### Programme Description

This qualification prepares candidates to operate as Early Childhood Development practitioners. There is a vast need for early childhood development services and it is critical that the field must be served by competent practitioners. This qualification therefore has been designed to meet the needs and interests of the early childhood development sector in a variety of settings and contexts with an inclusive focus on education, health and safety issues, amongst others.

### Qualification Requirements

This qualification will be awarded to people credited with a minimum of 126 credits and who have met the requirements of all compulsory sections.

### Who should apply?

- Entry requirement to the programme shall be a NSSCO/AS and has passed six subjects with a minimum 14 points.
- Enter with a NQF Level 3 qualification from any recognized institution.

Module	Level	Credits
<b>January- June Semester</b>		
Computer Studies (Non-Credit Bearing)	3	NCB
Childhood Growth and Development 1	4	10
Early Childhood Education 1	4	10
English 2 ( <b>Year Module</b> )	4	8
Introduction to Guidance and Classroom Management	4	10
Play in the Lives of Young Children	4	10
Communication Skills	4	10
<b>July- November Semester</b>		
Literacy Development in the Early Years	4	10
English 2 ( <b>Year Module</b> )	4	8
Music and Movement for Children	4	12
Numeracy in Early Childhood 1	4	12
Teaching Methods 1	4	10
Teaching Practice 2	4	16

*NB: Exemption/ Credit recognition will be granted for modules successfully completed at the Certificate in Early Childhood Development Level 3*

### Progression

Upon successful completion of this qualification, students will be able to progress to the Diploma in Early Childhood Development Level 5. Alternatively, students will be able to progress to the Diploma in Pre and Junior Primary Education Level 5 which serves as the second year of the Diploma in Pre and Junior Primary Education NQF Level 6 at International Training College - Lingua.



**DIPLOMA IN EARLY CHILDHOOD DEVELOPMENT (LEVEL 5)  
FULL-TIME/PART-TIME/DISTANCE**

**DURATION: 1 YEAR**

**CREDITS: 144**

**Programme Description**

There is a need for qualified Early Childhood Development practitioners. These practitioners need knowledge and skills to ensure optimal education and developmental outcomes for children from birth to six years. The aim of the Diploma in Early Childhood Development programme is to provide an opportunity and appropriate training for ECD candidates so that they are equipped with basic knowledge and skills that will enable them to teach pre and junior primary education.

**Qualification Requirements**

This qualification will be awarded to people credited with a minimum of 144 credits and who have met the requirements of all compulsory sections.

**Who should apply?**

- Applicants with NSSCO/AS and has passed six subjects with a minimum of 25 points.
- Alternatively, a student with a Certificate in Early Childhood Development or in a related field at NQF Level 4 from any recognized institution.

Module	Level	Credits
<b>January-June Semester</b>		
Computer Studies (Non-Credit Bearing)	3	<b>NCB</b>
Child, Family, and Community	5	10
Childhood Growth and Development 2	5	10
Early Childhood Education 2	5	10
English 3 ( <b>Year Module</b> )	5	8
Entrepreneurship	5	16
Promote Healthy Development in ECD Programmes	5	8
<b>July-November Semester</b>		
Management and Administration of the Early Childhood Centres	6	12
Mother Tongue Instruction in Early Childhood	5	8
Literacy and Numeracy in Early childhood	5	8
English 3 ( <b>Year Module</b> )	5	8
Teaching Children with Special Needs	6	12
Teaching Practice 3	5	32
Teaching Methods 2	5	10

*NB: Exemption/ Credit recognition will be granted for modules successfully completed at the Diploma in Early Childhood Development Level 4.*

**Progression**

Upon successful completion of this qualification, students can progress to the Diploma in Early Childhood Development NQF 6 at International Training College - Lingua or any other recognised institution of higher learning.



**DIPLOMA IN EARLY CHILDHOOD DEVELOPMENT (LEVEL 6)  
FULL-TIME/PART-TIME/DISTANCE**

**DURATION: 1 YEAR**

**CREDITS: 144**

**Programme Description**

This program aims to produce early childhood educators who have a broad understanding of the theories underpinning the care and education of young children. By studying the perspectives of various disciplines candidates will be prepared for a career in any aspect of Early Childhood Education and Care, equipped to work with families and colleagues from a variety of professions. The modules for this program are designed to equip candidates 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 ECD setting.

**Qualification Requirements**

This qualification will be awarded to people credited with a minimum of 144 credits and who have met the requirements of all compulsory sections.

**Who should apply?**

Applicants with a Diploma in Early Childhood Development Level 5 or in a related field at Level 5 from a recognized institution.

Module	Level	Credits
<b>January- June Semester</b>		
Child Psychology	6	10
Health, Safety and Nutrition	6	12
Observation and Assessment	6	12
Classroom and Behaviour Management	6	10
Teaching Mathematics in the Early Childhood and Elementary Classroom	6	8
English 4	6	12
<b>July-November Semester</b>		
English 4	6	12
Curriculum Development in Early Childhood Development	7	10
Developing a Numeracy Program	6	12
Developing a Literacy Program	6	10
Teaching Practice	6	48

*NB: Exemption/ Credit recognition will be granted for modules successfully completed at the Diploma in Early Childhood Development Level 5*

**Progression**

Upon successful completion of this qualification, students can progress to the Bachelor of Education in Early Childhood Development NQF level 7 at International Training College – Lingua or any other recognised institution of higher learning.



## BACHELOR OF EDUCATION IN EARLY CHILDHOOD DEVELOPMENT LEVEL 7 FULL-TIME/PART-TIME/DISTANCE

**DURATION: 3 YEARS**

**CREDITS: 440**

### Programme Description

The aim of the Bachelor of Education in 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 in the foundation phase dealing with children from birth to 6 years old. This qualification will provide candidates with the knowledge, skills and understanding that will enable them to provide a quality early childhood education and care for young children in Namibia.

### Qualification Requirements

This qualification will be awarded to people credited with a minimum of 440 credits and who have met the requirements of all compulsory sections.

### Who should apply?

- Applicants who have obtained a minimum of 25 points in 6 subjects in NSSCO/AS or the equivalent thereof will be admitted to the 3-year degree programme
- Applicants with a NQF Level 6 obtained at International Training College - Lingua or any other institutions of higher learning.

Modules	Level	Credits
<b>Year 1</b>		
<b>January-June Semester</b>		
Creative Arts for Young Children	4	8
Child, Family, and Community	5	10
Childhood Growth and Development 2	5	10
Computer Essentials	5	10
Early Childhood Education 2	5	10
English for Communication Purposes	5	8
Entrepreneurship	5	16
Promote Healthy Development in ECD Programs	5	8
<b>July- November Semester</b>		
Literacy and Numeracy in Early childhood	5	8
Management and Administration of the Early Childhood Centers	6	12
Mother Tongue Instruction in Early Childhood	5	8
Play in the Lives of Young Children	4	10
Stimulation Methods	5	12
School Based Practice1	5	16
English for Communication Purposes	5	8
Teaching Children with Special Needs	6	8
<b>Year 2</b>		
<b>January- June Semester</b>		
Child Psychology	6	10
Health, Safety and Nutrition	6	12
Assessment and evaluation	6	12
Observation and Assessment	6	12
Classroom and Behavior Management	6	10
Teaching Mathematics in the Early Childhood and Elementary Classroom	6	8
English for Academic Purposes	6	8
<b>July- November Semester</b>		



Curriculum planning and development	6	12
Developing a Numeracy Program	6	12
Developing a Literacy Program	6	10
English for Academic Purposes	6	8
School Based Practice1	6	32
<b>Year 3</b>		
<b>January- June Semester</b>		
Guidance and Counselling	7	8
Inclusive education	7	8
Physical Activity and Sport in Schools	7	8
Psychology of Education	7	12
Child Protection, Advocacy and Rights	7	8
<b>July- November Semester</b>		
Critical Thinking for Teaching	7	12
Fostering Creativity in young children	7	8
Integrated Educational Technology	7	12
Research Methods	7	16
School Based Practice1	7	32
Trends and Issues in Early Childhood Education	7	8

### Progression

Upon successful completion of this qualification, students can progress to the Bachelor of Education in Early Childhood Development Honours NQF level 8 at International Training College – Lingua or any other recognised institution of higher learning.





**BACHELOR OF EDUCATION IN EARLY CHILDHOOD DEVELOPMENT HONOURS  
LEVEL 8  
FULL-TIME/PART-TIME/DISTANCE**

**DURATION: 1 YEAR**

**CREDITS: 126**

**Programme Description**

The Bachelor of Education in Early Childhood Development Honours Level 8 will provide professional educators and leaders at a post-graduate level with a clear understanding of theories and theoretical frameworks, which support education systems. This qualification will deepen the expertise of educators; broaden the leadership base in the field of education, training and development. Upon graduating, students with this qualification will have the ability to address the education needs in the foundation phase dealing with children from birth to 6 years old.

**Qualification Requirements**

This qualification will be awarded to people credited with a minimum of 126 credits and who have met the requirements of all compulsory sections.

**Who should apply?**

Applicants should have a Bachelor of Education in Early Childhood Development or in a related field at Level 7 from any recognized institution.

Modules	Level	Credits
<b>January- June Semester</b>		
Child Health, Well-Being, Learning and Development	8	10
Educational law and Policies	8	8
Educational Management and Leadership.	8	8
Research Project	8	32
<b>July- November Semester</b>		
Professional Ethics and Morality in Teaching	8	8
Supervision and Administration of Children's Programs	8	16
Guiding Children from Pre Primary to Grade 1	8	12
School Based Practice	8	32

**Progression**

Upon successful completion of this qualification, students can progress to the Master of Education in Early Childhood Development NQF Level 9 at International Training College – Lingua or any other recognised institution of higher learning.



**DIPLOMA IN PRE AND JUNIOR PRIMARY EDUCATION (LEVEL 6)  
FULL-TIME/PART-TIME/DISTANCE**

**DURATION: 3 YEARS**

**CREDITS: 400**

**Programme Description**

The Diploma in Pre and Junior Primary Education is an initial teaching qualification for candidates to be registered as fully qualified professional educators. This qualification is aimed at producing teachers ready to enter the primary education teaching profession. Educators who have been teaching without qualifications will have the opportunity to complete a formal specialisation in pre and junior primary education.

**Qualification Requirements**

This qualification will be awarded to students credited with a minimum of 400 credits and who have met the requirements of all compulsory sections.

**Who should apply?**

- Applicants who have obtained a minimum of 20 points in 6 subjects in NSSCO/AS or the equivalent thereof will be admitted to the 3-year diploma programme.
- Applicants with a qualification at NQF Level 4 obtained at International Training College - Lingua or other institutions of higher learning.

<b>YEAR 1</b>		
<b>Module</b>	<b>LEVEL</b>	<b>CREDITS</b>
<b>January- June Semester</b>		
Computer Studies	4	12
English for Foundation Studies ( <i>Year Module</i> )	4	8
Introduction to Life Skills	4	8
Introduction to Education	4	10
<b>July- November Semester</b>		
Micro Teaching	4	10
Study Skills and Academic Integrity	4	8
Introduction to Employability Skills	4	10
English for Foundation Studies ( <i>Year Module</i> )	4	8
<b>YEAR 2</b>		
<b>January- June Semester</b>		
Becoming a Teacher	5	10
Philosophy of Education	5	10
Computer Essentials	5	10
Human Development and Learning	5	8
Environmental Studies 1 ( <i>Year Module</i> )	5	4
Mathematics for Pre and Junior Primary 1 ( <i>Year Module</i> )	5	4
English for Communication Purposes ( <i>Year Module</i> )	5	8
English Language and Literacy Education 1 ( <i>Year Module</i> )	5	4
Namibian Language of Choice 1 ( <i>Year Module</i> )	5	5
<b>July- November Semester</b>		
Arts (music, dance, drama, visual art)	5	8
English for Communication Purposes ( <i>Year Module</i> )	5	8
Environmental Studies 1 ( <i>Year Module</i> )	5	4
Mother Tongue Instruction in Early Childhood	5	8
Religious and Moral Education 1	5	8
English Language and Literacy Education 1 ( <i>Year Module</i> )	5	4
Teaching Practice Phase 1	5	16
Teaching Methods	5	12
Literacy Development in Early Years	5	10
Introduction to Physical Education	5	8



Namibian Language of Choice 1 ( <i>Year Module</i> )	5	5
Mathematics for Pre and Junior Primary 1 ( <i>Year Module</i> )	5	4
<b>YEAR 3</b>		
<b>January- June Semester</b>		
Assessment and Evaluation	6	12
English for Academic Purposes ( <i>Year Module</i> )	6	8
Classroom and Behaviour Management	6	10
Mathematics for Pre and Junior Primary 2 ( <i>Year Module</i> )	6	4
English Language and Literacy Education 2 ( <i>Year Module</i> )	6	6
Namibian Language of Choice 2 ( <i>Year Module</i> )	6	5
Environmental Studies 2 ( <i>Year Module</i> )	6	4
<b>July- November Semester</b>		
Arts (music, dance, drama, visual art)	6	8
Religious and Moral Education 2	6	8
Environmental Studies 2 ( <i>Year Module</i> )	6	4
English Language and Literacy Education 2 ( <i>Year Module</i> )	6	6
English for Academic Purposes ( <i>Year Module</i> )	6	8
Sociology of Education	6	12
Mathematics for Pre and Junior Primary 2 ( <i>Year Module</i> )	6	4
Namibian Language of Choice 2 ( <i>Year Module</i> )	6	5
Teaching ICT in Junior Primary	6	8
Teaching Online	6	12
Curriculum, Planning and Development	6	12
Teaching Practice Phase 2	6	32

### Progression

Upon successful completion of this qualification, students can progress to the Bachelor of Education in Pre and Junior Primary Education NQF Level 7 at International Training College – Lingua or any other recognised institution of higher learning.



## BACHELOR OF EDUCATION IN PRE AND JUNIOR PRIMARY EDUCATION LEVEL 7 FULL-TIME/PART-TIME/DISTANCE

**DURATION: 3 YEARS**

**CREDITS: 475**

### Programme Description

This qualification is aimed at producing teachers ready to enter the primary education teaching profession. Educators who have been teaching without qualifications will also have the opportunity to complete a formal specialization in Pre and Junior 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 students credited with a minimum of 475 credits and who have met the requirements of all compulsory sections.

### Who should apply?

- Applicants who have obtained a minimum of 25 points in 6 subjects in the NSSC/AS or the equivalent thereof will be admitted to the 3-year degree programme.
- Applicants may also be admitted with a qualification at NQF Level 4 obtained at International Training College - Lingua or any recognised institution of higher learning.
- Applicants with a qualification at NQF Level 6 obtained at International Training College - Lingua or any recognised institution of higher learning or the equivalent thereof, to a Bachelors' degree Level 7 (top up).

YEAR 1		
Module	Level	Credits
<b>January- June Semester</b>		
Becoming a Teacher	5	10
Philosophy of Education	5	10
Computer Essentials	5	10
Human Development and Learning	5	8
Environmental Studies 1	5	8
English Language and Literacy Education 1 ( <i>Year Module</i> )	5	4
Mathematics for Pre and Junior Primary 1 ( <i>Year Module</i> )	5	4
English for Communication Purposes ( <i>Year Module</i> )	5	8
Namibian Language of Choice 1 ( <i>Year Module</i> )	5	5
<b>July- November Semester</b>		
Arts (music, dance, drama, visual art)	5	8
English for Communication Purposes ( <i>Year Module</i> )	5	8
Mother Tongue Instruction in Early Childhood	5	8
Religious and Moral Education 1	5	8
English Language and Literacy Education 1 ( <i>Year Module</i> )	5	5
Namibian Language of Choice 1 ( <i>Year Module</i> )	5	5
Mathematics for Pre and Junior Primary 1 ( <i>Year Module</i> )	5	4
Teaching Practice <i>Phase 1</i>	5	16
Teaching Methods	5	12



Literacy Development in Early Years	5	10
Introduction to Physical Education	5	8
<b>Year: 2</b>		
<b>January- June Semester</b>		
Assessment and Evaluation	6	12
English for Academic Purposes ( <i>Year Module</i> )	6	8
Classroom and Behaviour Management	6	10
Mathematics for Pre and Junior Primary 2 ( <i>Year Module</i> )	6	4
English Language and Literacy Education 2 ( <i>Year Module</i> )	6	6
Environmental Studies 2 ( <i>Year Module</i> )	6	4
Namibian Language of Choice 2 ( <i>Year Module</i> )	6	5
<b>July- November Semester</b>		
Arts (music, dance, drama, visual art)	6	8
Religious and Moral Education 2	6	8
Environmental Studies 2 ( <i>Year Module</i> )	6	8
English Language and Literacy Education 2 ( <i>Year Module</i> )	6	6
English for Academic Purposes ( <i>Year Module</i> )	6	8
Sociology of Education	6	12
Namibian Language of Choice 2 ( <i>Year Module</i> )	6	5
Mathematics for Pre and Junior Primary 2 ( <i>Year Module</i> )	6	4
Teaching ICT in Junior Primary	6	8
Teaching Online	6	12
Curriculum, Planning and Development	6	12
Teaching Practice <i>Phase 2</i>	6	32
<b>Year 3</b>		
<b>January- June Semester</b>		
Psychology of Education	7	12
Inclusive Education	7	8
Guidance and Counselling	7	8
Environmental Studies 3 ( <i>Year Module</i> )	7	4
Mathematics for Pre and Junior Primary 3 ( <i>Year Module</i> )	7	4
English Language and Literacy Education 3 ( <i>Year Module</i> )	7	5
Namibian Language of Choice 3 ( <i>Year Module</i> )	7	5
<b>July- November Semester</b>		
Mathematics for Pre and Junior Primary 3 ( <i>Year Module</i> )	7	4
Environmental Studies 3 ( <i>Year Module</i> )	7	4
Critical Thinking Skills for Teachers	7	12
English Language and Literacy Education 3 ( <i>Year Module</i> )	7	5
Namibian Language of Choice 3 ( <i>Year Module</i> )	7	5



Physical Activity and Sport in Schools	7	8
Research Methods	7	16
Teaching Practice <i>Phase 3</i>	7	32
Integrated Educational Technology	7	12

### Progression

Upon successful completion of this qualification, students can progress to the Bachelor of Education in Pre and Junior Primary Education Honours NQF Level 8 at International Training College – Lingua or any other recognized institution of higher learning.



## BACHELOR OF EDUCATION IN PRE AND JUNIOR PRIMARY EDUCATION HONOURS LEVEL 8 FULL-TIME/PART-TIME/DISTANCE

**DURATION: 1 YEAR**

**CREDITS: 120**

### Programme Description

The Bachelor of Education in Pre and Junior Primary Education Level 8 Honours qualification will prepare students for research-based postgraduate studies in the field of education. It serves to reinforce, expand and strengthen the student's expertise and to develop appropriate research capacity. The Bachelor of Education in Pre and Junior Primary Education Level 8 Honours will provide professional educators and leaders at a post-graduate level with a clear understanding of theories and theoretical frameworks, which support education systems.

### Qualification Requirements

This qualification will be awarded to people credited with a minimum of 120 credits and who have met the requirements of all compulsory sections.

### Who should apply?

Applicants to the Bachelor of Education in Pre and Junior Primary Education Level 8 Honours should have a Bachelor of Education in Pre and Junior Primary Level 7 or in a related field at Level 7 from any recognized institutions of higher learning.

YEAR 1		
Module	Level	Credits
Educational Law and Policies	8	8
Educational Management and Leadership	8	8
Research Project	8	32
Teaching Methods for Pre and Junior Primary 1 ( <i>Year Module</i> )	8	8
Teaching Methods for Pre and Junior Primary 2 ( <i>Year Module</i> )	8	8
<b>July- November Semester</b>		
Teaching Methods for Pre and Junior Primary 1 ( <i>Year Module</i> )	8	8
Teaching Methods for Pre and Junior Primary 2 ( <i>Year Module</i> )	8	8
Teaching Practice <i>Phase 4</i>	8	32
Professional Ethics and Morality in Teaching	8	8

### Progression

Upon successful completion of this qualification, students can progress to the Master of Education NQF Level 9 at International Training College – Lingua or any other recognised institution of higher learning.



**DIPLOMA IN SENIOR PRIMARY EDUCATION  
(LEVEL 6)  
FULL-TIME/PART-TIME/DISTANCE**

**DURATION: 3 YEARS**

**CREDITS: 334**

**Programme Description**

The Diploma in Senior Primary Education is an initial teaching qualification for candidates to be registered as fully qualified professional educators. This qualification is aimed at producing teachers ready to enter the primary education teaching profession. Educators who have been teaching without qualifications also have the opportunity to complete a formal specialization in their Senior Primary Education qualification.

**Qualification Requirements**

This qualification will be awarded to students credited with a minimum of 334 credits and who have met the requirements of all compulsory sections.

**Who should apply?**

- Applicants who have obtained a minimum of 20 points in 6 subjects in NSSCO/AS or the equivalent thereof will be admitted to the 3-year diploma programme.
- Applicants with a qualification at NQF Level 4 obtained at International Training College - Lingua or other institutions of higher learning.

Modules	Level	Credits
<b>Year 1</b>		
<b>January – June Semester</b>		
Computer Studies	4	12
English for Foundation Studies	4	8
Introduction to Life Skills	4	8
Introduction to Education	4	10
<b>July – November Semester</b>		
Introduction to Employability Skills	5	10
Micro Teaching	4	10
Study Skills and Academic Integrity	4	8
English for Foundation Studies	4	8
<b>Year 2</b>		
<b>January – June Semester</b>		
Becoming a Teacher	5	10
Philosophy of Education	5	10
Computer Essentials	5	10
English for Communication Purposes ( <i>Year module</i> )	5	8
Human Development and Learning	5	8
School Subject 1 ( <i>Year Module</i> )	5	8
School Subject 2 ( <i>Year Module</i> )	5	8
<b>July – November Semester</b>		
School Subject 1 ( <i>Year Module</i> )	5	8
School Subject 2 ( <i>Year Module</i> )	5	8
English for Communication Purposes ( <i>Year module</i> )	5	8
Teaching Methods	5	12
Introduction to Physical Education	5	8
Teaching Practice Phase 1	5	16
<b>Year 3</b>		
<b>January- June Semester</b>		
Assessment and Evaluation	6	12
English for Academic Purposes ( <i>Year Module</i> )	6	8





Classroom and Behaviour Management	6	10
School Subject 1 ( <i>Year Module</i> )	6	8
School Subject 2 ( <i>Year Module</i> )	6	8
<b>July- November Semester</b>		
School Subject 1 ( <i>Year Module</i> )	6	8
School Subject 2 ( <i>Year Module</i> )	6	8
English for Academic Purposes ( <i>Year Module</i> )	6	8
Sociology of Education	6	12
Curriculum, Planning and Development	6	12
Teaching Online	6	12
Teaching Practice Phase 2	6	32

### Progression

Upon successful completion of this qualification, students can progress to the Bachelor of Education in Senior Primary Education NQF Level 7 of International Training College - Lingua or any other recognised institution of higher learning.



## BACHELOR OF EDUCATION IN SENIOR PRIMARY EDUCATION LEVEL 7 FULL-TIME/PART-TIME/DISTANCE

**DURATION: 3 YEARS**

**CREDITS: 400**

### Programme Description

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

### Qualification Requirements

This qualification will be awarded to students credited with a minimum of 400 credits and who have met the requirements of all compulsory sections.

### Who should apply?

- Applicants who have obtained a minimum of 25 points in 6 subjects in the NSSC/AS or the equivalent thereof will be admitted to the 3-year degree programme.
- Applicants may also be admitted with a qualification at NQF Level 4 obtained at International Training College - Lingua or any recognised institution of higher learning.
- Applicants with a qualification at NQF Level 6 obtained at International Training College - Lingua or any recognised institution of higher learning or the equivalent thereof, to a Bachelors' degree Level 7 (top up).

### Progression

Upon successful completion of the Bachelor of Education in Senior Primary Education level 7, successful candidates can proceed to the Bachelor of Education in Senior Primary Education Honours Level 8 of International Training College – Lingua or any other recognised institution of higher learning.

Module	Level	Credits
<b>Year 1</b>		
<b>January – June Semester</b>		
Becoming a Teacher	5	10
Philosophy of Education	5	10
Computer Essentials	5	10
English for Communication Purposes ( <i>Year module</i> )	5	8
Human Development and Learning	5	8
School Subject 1 ( <i>Year Module</i> )	5	8
School Subject 2 ( <i>Year Module</i> )	5	8
<b>July – November Semester</b>		
School Subject 1 ( <i>Year Module</i> )	5	8
School Subject 2 ( <i>Year Module</i> )	5	8
English for Communication Purposes ( <i>Year module</i> )	5	8
Teaching Methods	5	12
Introduction to Physical Education	5	8
Teaching Practice <i>Phase 1</i>	5	16
<b>Year 2</b>		
<b>January- June Semester</b>		
Assessment and Evaluation	6	12
English for Academic Purposes ( <i>Year Module</i> )	6	8
Classroom and Behaviour Management	6	10
School Subject 1 ( <i>Year Module</i> )	6	8



School Subject 2 ( <i>Year Module</i> )	6	8
<b>July- November Semester</b>		
School Subject 1 ( <i>Year Module</i> )	6	8
School Subject 2 ( <i>Year Module</i> )	6	8
English for Academic Purposes ( <i>Year Module</i> )	6	8
Sociology of Education	6	12
Curriculum, Planning and Development	6	12
Teaching Online	6	12
Teaching Practice <i>Phase 2</i>	6	32
<b>Year 3</b>		
<b>January – June Semester</b>		
Critical Thinking Skills for Teachers	7	12
Guidance and Counselling	7	8
Inclusive Education	7	8
Integrated Educational Technology	7	12
Psychology of Education	7	12
School Subject 1 ( <i>Year module</i> )	7	8
School Subject 2 ( <i>Year module</i> )	7	8
<b>July – November Semester</b>		
Physical Activity and Sport in Schools	7	8
Research Methods	7	16
School Subject 1 ( <i>Year module</i> )	7	8
School Subject 2 ( <i>Year module</i> )	7	8
Teaching Practice <i>Phase 3</i>	7	32

### Progression

Upon successful completion of this qualification, students can progress to the Bachelor of Education in Senior Primary Education Honours NQF Level 8 at International Training College - Lingua or any other recognised institution of higher learning.



**DURATION: 1 YEAR**

**CREDITS: 140**

### Programme Description

The Bachelor of Education in Senior Primary Education Honours qualification will prepare students for research-based postgraduate studies in a field of education as per chosen specialisation. This qualification will provide professional educators and leaders at a post-graduate level with a clear understanding of theories and theoretical frameworks, which supports education systems.

### Qualification Requirements

This qualification will be awarded to students credited with a minimum of 140 credits and who have met the requirements of all compulsory sections.

### Who should apply?

Applicants to the Bachelor of Education in Senior Primary Education Honours Level 8 should have a Bachelor of Education in Senior Primary Level 7 or in a related field at Level 7 from any recognized institutions of higher learning.

Modules	Level	Credits
<b>January – June Semester</b>	8	8
Educational Management and Leadership	8	8
Research Methods	8	8
Teaching Method of School Subject 1 ( <i>Year module</i> )	8	8
Teaching Method of School Subject 2 ( <i>Year module</i> )	8	8
<b>July – November Semester</b>		
Research Project	8	32
Educational Law and Policies	8	8
Professional Ethics and Morality in Teaching	8	8
Teaching Method of School Subject 1 ( <i>Year module</i> )	8	10
Teaching Method of School Subject 2 ( <i>Year module</i> )	8	10
Teaching Practice	8	32

### Progression

Upon successful completion of this qualification, students can progress to the Master of Education NQF Level 9 at International Training College - Lingua or any other recognised institution of higher learning.



**DIPLOMA IN JUNIOR SECONDARY EDUCATION (LEVEL 6)  
FULL-TIME/PART-TIME/DISTANCE**

**DURATION: 3 YEARS**

**CREDITS: 334**

**Programme Description**

This qualification is aimed at producing teachers to enter the Junior Secondary Education profession in Educators without qualifications also have the opportunity to complete a formal specialization in their Junior 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 students credited with a minimum of 334 credits and who have met the requirements of all compulsory sections.

**Who should apply?**

- Applicants who have obtained a minimum of 20 points in 6 subjects in NSSCO/AS or the equivalent thereof will be admitted to the 3-year diploma programme.
- Applicants with a qualification at NQF Level 4 obtained at International Training College - Lingua or other institutions of higher learning.

Modules	Level	Credits
<b>Year 1</b>		
<b>January – June Semester</b>		
Computer Studies	4	12
English for Foundation Studies	4	8
Introduction to Life Skills	4	8
Introduction to Education	4	10
<b>July – November Semester</b>		
Introduction to Employability Skills	5	10
Micro Teaching	4	10
Study Skills and Academic Integrity	4	8
English for Foundation Studies	4	8
<b>Year 2</b>		
<b>January – June Semester</b>		
Becoming a Teacher	5	10
Philosophy of Education	5	10
Computer Essentials	5	10
English for Communication Purposes ( <i>Year module</i> )	5	8
Human Development and Learning	5	8
School Subject 1 ( <i>Year Module</i> )	5	8
School Subject 2 ( <i>Year Module</i> )	5	8
<b>July – November Semester</b>		
School Subject 1 ( <i>Year Module</i> )	5	8
School Subject 2 ( <i>Year Module</i> )	5	8
English for Communication Purposes ( <i>Year module</i> )	5	8
Teaching Methods	5	12
Introduction to Physical Education	5	8
Teaching Practice <i>Phase 1</i>	5	16
<b>Year 3</b>		
<b>January- June Semester</b>		
Assessment and Evaluation	6	12



English for Academic Purposes ( <i>Year Module</i> )	6	8
Classroom and Behaviour Management	6	10
School Subject 1 ( <i>Year Module</i> )	6	8
School Subject 2 ( <i>Year Module</i> )	6	8
<b>July- November Semester</b>		
School Subject 1 ( <i>Year Module</i> )	6	8
School Subject 2 ( <i>Year Module</i> )	6	8
English for Academic Purposes ( <i>Year Module</i> )	6	8
Sociology of Education	6	12
Curriculum, Planning and Development	6	12
Teaching Online	6	12
Teaching Practice <i>Phase 2</i>	6	32

### Progression

Upon successful completion of this qualification, students can progress to the Bachelor of Education in Junior Secondary Education NQF Level 7 at International Training College - Lingua or any other recognised institution of higher learning.



## BACHELOR OF EDUCATION IN SECONDARY EDUCATION LEVEL 7 FULL-TIME/PART-TIME/DISTANCE

**DURATION: 3 YEARS**

**CREDITS: 400**

### 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 graduates with substantial subject content knowledge, educational theory and methodology that will enable them to demonstrate competence and responsibility to the profession at large. Educators who have been teaching without qualifications also have the opportunity to complete a formal specialization in their Secondary Education qualification.

### Qualification Requirements

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

### Who should apply?

- Applicants who have obtained a minimum of 25 points in 6 subjects in the NSSC/AS or the equivalent thereof will be admitted to the 3-year degree programme.
- Applicants may also be admitted with a qualification at NQF Level 4 obtained at International Training College - Lingua or any recognised institution of higher learning.
- Applicants with a qualification at NQF Level 6 obtained at International Training College - Lingua or any recognised institution of higher learning or the equivalent thereof, to a Bachelors' degree Level 7 (top up).

Module	Level	Credits
<b>Year 1</b>		
<b>January – June Semester</b>		
Becoming a Teacher	5	10
Philosophy of Education	5	10
Computer Essentials	5	10
English for Communication Purposes ( <i>Year module</i> )	5	8
Human Development and Learning	5	8
School Subject 1 ( <i>Year Module</i> )	5	8
School Subject 2 ( <i>Year Module</i> )	5	8
<b>July – November Semester</b>		
School Subject 1 ( <i>Year Module</i> )	5	8
School Subject 2 ( <i>Year Module</i> )	5	8
English for Communication Purposes ( <i>Year module</i> )	5	8
Teaching Methods	5	12
Introduction to Physical Education	5	8
Teaching Practice <i>Phase 1</i>	5	16
<b>Year 2</b>		
<b>January- June Semester</b>		
Assessment and Evaluation	6	12
English for Academic Purposes ( <i>Year Module</i> )	6	8
Classroom and Behaviour Management	6	10
School Subject 1 ( <i>Year Module</i> )	6	8
School Subject 2 ( <i>Year Module</i> )	6	8



<b>July- November Semester</b>		
School Subject 1 ( <i>Year Module</i> )	6	8
School Subject 2 ( <i>Year Module</i> )	6	8
English for Academic Purposes ( <i>Year Module</i> )	6	8
Sociology of Education	6	12
Curriculum, Planning and Development	6	12
Teaching Online	6	12
Teaching Practice <i>Phase 2</i>	6	32
<b>Year 3</b>		
<b>January – June Semester</b>		
Critical Thinking Skills for Teachers	7	12
Guidance and Counselling	7	8
Inclusive Education	7	8
Integrated Educational Technology	7	12
Psychology of Education	7	12
School Subject 1 ( <i>Year module</i> )	7	8
School Subject 2 ( <i>Year module</i> )	7	8
<b>July – November Semester</b>		
Physical Activity and Sport in Schools	7	8
Research Methods	7	16
School Subject 1 ( <i>Year module</i> )	7	8
School Subject 2 ( <i>Year module</i> )	7	8
Teaching Practice <i>Phase 3</i>	7	32

### Progression

Upon successful completion of this qualification, students can progress to the Bachelor of Education in Secondary Education Honours NQF Level 8 at International Training College - Lingua or any other recognised institution of higher learning.





**BACHELOR OF EDUCATION IN SECONDARY EDUCATION HONOURS LEVEL 8  
FULL-TIME/PART-TIME/DISTANCE**

**DURATION: 1 YEAR**

**CREDITS: 140**

**Programme Description**

The aim of the Bachelor of Education Honours Level 8 qualification in Secondary Education is to extend the depth of a candidate's education degree as an expert educator and enable them gain an in-depth understanding of educational ideas and undertake placement based research into their practical application. This qualification responds to the need for disciplinary, pedagogical and professional ethics in an entry postgraduate graduate context that will enable further postgraduate studies.

**Qualification Requirements**

This qualification will be awarded to people credited with a minimum of 140 credits and who have met the requirements of all compulsory sections.

**Who should apply?**

Applicants to the Bachelor of Education in Secondary Education Honours Level 8 should have a Bachelor of Education in Secondary Education Level 7 or in a related field at Level 7 from any recognized institutions of higher learning.

Modules	Level	Credits
<b>January – June Semester</b>	8	8
Educational Management and Leadership	8	8
Research Methods	8	8
Teaching Method of School Subject 1 ( <i>Year module</i> )	8	8
Teaching Method of School Subject 2 ( <i>Year module</i> )	8	8
<b>July – November Semester</b>		
Research Project	8	32
Educational Law and Policies	8	8
Professional Ethics and Morality in Teaching	8	8
Teaching Method of School Subject 1 ( <i>Year module</i> )	8	10
Teaching Method of School Subject 2 ( <i>Year module</i> )	8	10
Teaching Practice Phase	8	32

**Progression**

Upon successful completion of this qualification, students can progress to the Master of Education NQF Level 9 at International Training College - Lingua or any other recognised institution of higher learning.



**POSTGRADUATE DIPLOMA IN EDUCATION LEVEL 8  
FULL-TIME/PART-TIME/DISTANCE**

**DURATION: 1 YEAR**

**CREDITS: 156**

**Programme Description**

The Postgraduate Diploma in Education is aimed to provide candidates with pedagogical knowledge to become skilled and qualified educators as required in the teaching profession.

**Qualification Requirements**

This qualification will be awarded to people credited with a minimum of 156 credits and who have met the requirements of all compulsory sections.

**Who should apply?**

- Applicants to the Post graduate diploma in Education Level 8 should have a Bachelor's degree or Diploma NQF Level 7 from any recognized institutions of higher learning.

Modules	Level	Credits
<b>January- June Semester</b>		
Educational Management and Leadership	8	8
Fundamentals of Education	8	8
Managing a Classroom	8	8
Student Assessments and Grading	8	8
Research Methods	8	16
Teaching Methods of School Subject 1	8	8
Teaching Methods of School Subject 2	8	8
<b>July- November Semester</b>		
Teaching Methods of School Subject 1	8	10
Teaching Methods of School Subject 2	8	10
Teaching Practice	8	32
Research Project	8	32
Curriculum Development	8	8

**Progression**

Upon successful completion of this qualification, students can progress to the Master of Education at Level NQF 9 at International Training College - Lingua or any other recognised institution of higher learning

**DEPARTMENT OF INFORMATION  
TECHNOLOGY**





## CERTIFICATE IN INFORMATION TECHNOLOGY (LEVEL 4) FULL-TIME/PART-TIME/DISTANCE

**DURATION: 1 YEAR**

**CREDITS: 100**

### Programme Description

The design of the qualification aims to offer learners the opportunity to secure employment within the IT industry while also facilitating their pursuit of advanced studies. In addition, this qualification has undergone realignment to integrate the most recent requirements of the ICT industry. Additionally, it tackles issues related to computer number systems for concept clarification and underscores the significance of operating systems. The qualification also strives to cultivate effective communication skills within the realm of IT, fostering the capacity for interpreting and exchanging information technology-related content.

### Qualification Requirements

This qualification will be awarded to students credited with a minimum of 100 credits, and who have met the requirements of all compulsory sections.

### Who should apply?

- Applicants must have obtained a NSSCO/AS and has passed six subjects with a minimum 14 points.
- Applicants must have NQF Level 3 qualification from any recognized institution.

Module	Level	Credits
<b>January to June Semester</b>		
Computer Mathematics	4	12
Integrated Applications	4	12
English for IT Purposes	4	24
Information Technology Principles	4	12
<b>July to November Semester</b>		
Computer System Repair and Maintenance	5	16
English for IT Purposes	4	-
Operating System Fundamentals	4	12
Programming Fundamentals	4	12

### Progression

Upon completion of this qualification, students will be able to progress to the Diploma in Information Technology Level 5 which serves as the first year of the Bachelor of Information Technology (Management Information Systems, Software Development, Networking and Systems Administration) Level 7 at International Training College - Lingua or any other recognised institution of higher learning.



## DIPLOMA IN INFORMATION TECHNOLOGY (LEVEL 5) FULL-TIME/PART-TIME/DISTANCE

**DURATION: 1 YEAR**

**CREDITS: 148**

### Programme Description

This qualification aims to educate and train candidates who wish to be employed or who are employed in an Information Technology field. Furthermore, the Diploma in Information Technology Level 5 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 students credited with a minimum of 148 credits, and who have met the requirements of the programme.

### Who should apply?

- Applicants who have obtained a minimum of 25 points in six subjects in the NSSCO/AS examinations or the equivalent thereof and who wish to pursue a career in Information Technology
- Applicants who have completed a Level 4 qualification in Information Technology
- Individuals already employed in the field of Information Technology but without formal qualifications.

Module	Level	Credits
<b>January to June Semester</b>		
English 1	3	24
Programming 1A	5	16
Operating Systems	5	12
Introduction to Statistics	5	16
Computer Networks & Applications 1	5	16
<b>July to November Semester</b>		
English 1	3	-
Programming 1B	5	16
Information Security Fundamentals	5	12
Business Information Systems Fundamentals	5	12
Computer Systems Repair and Maintenance	5	12
Computer Organisation and System Architecture	5	12

*NB: Exemption/ Credit recognition will be granted for modules successfully completed in Information Technology Level 4*

### Progression

Upon completion of this qualification, students will be able to progress to the Diploma in Information Technology (Level 6) which serves as the second year of the Bachelor of Information Technology (Management Information Systems, Software Development, Networking and Systems Administration) Level 7 at International Training College - Lingua or any other recognised institution of higher learning.



## DIPLOMA IN INFORMATION TECHNOLOGY (LEVEL 6) FULL-TIME/PART-TIME/DISTANCE

**DURATION: 1 YEAR**

**CREDITS: 160**

### Programme Description

The qualification provides students with a solid foundation in the IT domain, empowering them to apply their expertise in areas such as Management Information Systems, Software Development or Networking and Systems Administration. Given the increasing demand for IT services, there is a noticeable shortage of professional skills both in Namibia and on a global scale. This industry-focused qualification is tailored for individuals entering the workforce with newly acquired qualifications, providing them with a robust understanding of the IT field and the capacity to apply their skills effectively. Furthermore, it prepares them for more specialized and in-depth learning experiences.

### Qualification Requirements

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

### Who should apply?

- Applicants who have completed a Level 5 qualification in Information Technology.

Module	Level	Credits
<b>January to June Semester</b>		
Software Engineering Fundamentals	6	16
Systems Analysis and Design	6	16
Data Structures and Algorithm Design	6	16
Database Development 1	6	16
IT Project Management	6	16
<b>July to November Semester</b>		
Computer Networks & Applications 2	6	16
Managing Business Processes	6	16
Mobile Application Development 1	6	16
Object-Oriented Programming 1	6	16
Web Development 1	6	16

### Progression

Upon completion of this qualification, students may exit to obtain employment or may progress to the third year of the Bachelor of Information Technology (Management Information Systems, Software Development, Networking and Systems Administration) Level 7 at International Training College - Lingua or any other recognised institution of higher learning.



## BACHELOR OF INFORMATION TECHNOLOGY (MANAGEMENT INFORMATION SYSTEMS) LEVEL 7 FULL-TIME/PART-TIME/DISTANCE

**DURATION: 3 YEARS**

**CREDITS: 440**

### Programme Description

This program aims at providing the students with tools to harness information technology, from both strategic and operational perspectives to create business efficiencies. It will enhance their analytical, problem solving, decision-making, critical thinking skills and help them to develop an understanding of key business concepts. Student who have completed this qualification will be competent in the development of IT systems in a distributed computing environment and in Management Information Systems.

The Bachelor of Information Technology (Management Information Systems) 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 Information Technology NQF Level 5
- A student who successfully completes Year 2 and exits from the programme at that point, will be awarded a Diploma in Information Technology NQF Level 6
- A student who successfully completes the final year will be awarded a Bachelor of Information Technology (Management Information Systems) Level 7.

### Qualification Requirements

This qualification will be awarded to students credited with a minimum of 440 credits and who have met the requirements of the programme.

### Who should apply?

Applicants who have completed a Level 6 qualification in Information Technology and wish to top-up the Diploma in Information Technology (Level 6) to obtain a Bachelor of Information Technology (Management Information Systems) Level 7

Year 1 (Level 5)			Year 2 (Level 6)			Year 3 (Level 7)		
Module	Level	Credits	Module	Level	Credits	Module	Level	Credits
<b>January to June Semester</b>			<b>January to June Semester</b>			<b>January to June Semester</b>		
English 1	3	24	Software Engineering Fundamentals	6	16	Business Intelligence	7	12
Programming 1A	5	16	Systems Analysis and Design	6	16	E-Commerce and Strategy	7	12
Operating Systems	5	12	Data Structures and Algorithm Design	6	16	Enterprise Architecture	7	16
Introduction to Statistics	5	16	Database Development 1	6	16			
Computer Networks & Applications 1	5	16	IT Project Management	6	16			
<b>July to November Semester</b>			<b>July to November Semester</b>			<b>July to November Semester</b>		



English 1	3	24	Computer Networks & Applications 2	6	16	Information Security Management	7	16
Programming 1B	5	16	Managing Business Processes	6	16	Financial Accounting 1	5	16
Information Security Fundamentals	5	12	Mobile Application Development	6	16	Strategic Information Systems	7	12
Business Information Systems Fundamentals	5	12	Object-Oriented Programming	6	16	Work Related Learning	7	48
Computer Systems Repair and Maintenance	5	12	Web Development 1	6	16			
Computer Organisation and System Architecture	5	12						

### Progression

Upon completion of this qualification, students may exit to obtain employment or may progress to the Bachelor of Information Technology Honours (Management Information Systems) Level 8 at International Training College - Lingua or any other recognised institution of higher learning.





**BACHELOR OF INFORMATION TECHNOLOGY (NETWORKING AND SYSTEMS ADMINISTRATION) LEVEL 7  
FULL-TIME/PART-TIME/DISTANCE**

**DURATION: 3 YEARS**

**CREDITS: 440**

**Programme Description**

The Bachelor of Information Technology (Networking and System Administration) Level 7 is aimed at developing both generic and specific skills required within the networking and systems administration area. A graduate in this programme will be competent in the development of IT systems in a distributed computing environment and in Networking & Systems Administration.

The Bachelor of Information Technology (Networking and Systems Administration) 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 Information Technology NQF Level 5
- A student who successfully completes Year 2 and exits from the programme at that point, will be awarded a Diploma in Information Technology NQF Level 6
- A student who successfully completes the final year will be awarded a Bachelor of Information Technology (Networking and Systems Administration) Level 7.

**Qualification Requirements**

This qualification will be awarded to students credited with a minimum of 440 credits and who have met the requirements of the programme.

**Who should apply?**

Applicants who have completed a Level 6 qualification in Information Technology and wish to top-up the Diploma in Information Technology Level 6 to obtain a Bachelor of Information Technology (Networking and Systems Administration) Level 7.

Year 1 (Level 5)			Year 2 (Level 6)			Year 3 (Level 7)		
Module	Level	Credits	Module	Level	Credits	Module	Level	Credits
<b>January to June Semester</b>			<b>January to June Semester</b>			<b>January to June Semester</b>		
English 1	3	24	Software Engineering fundamentals	6	16	Client/Server Computing Systems	7	12
Programming 1A	5	16	Systems Analysis and Design	6	16	Cloud Computing	6	12
Operating Systems	5	12	Data Structures and Algorithm Design	6	16	Server Administration	7	12
Introduction to Statistics	5	16	Database Development 1	6	16			
Computer Networks & Applications 1	5	16	IT Project Management	6	16			
<b>July to November Semester</b>			<b>July to November Semester</b>			<b>July to November Semester</b>		
Programming 1B	5	16	Computer Networks & Applications 2	6	16	Managing and Supporting Systems	7	12
Information Security Fundamentals	4	12	Managing Business Processes	6	16	Information Security Management	7	12
English 1	3	-	Mobile Application Development 1	6	16	Wireless Networking Solutions	7	12
Business Information	5	12	Object-Oriented Programming 1	6	16	Virtualisation	7	12



Systems Fundamentals								
Computer Systems Repair and Maintenance	5	12	Web Development 1	6	16	Work Related Learning (WRL)	7	48
Computer Organisation and System Architecture	5	12						

**Progression**

Upon completion of this qualification, students may exit to obtain employment or may progress to the Bachelor of Information Technology Honours (Networking and Systems Administration) Level 8 at International Training College – Lingua or any other recognised recognised institution of higher learning.



## BACHELOR OF INFORMATION TECHNOLOGY (SOFTWARE DEVELOPMENT) LEVEL 7 FULL-TIME/PART-TIME/DISTANCE

**DURATION: 3 YEARS**

**CREDITS: 428**

### Programme Description

Students 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. Students 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. Students will have the opportunity to explore the structure and design of software systems.

The Bachelor of Information Technology (Software Development) 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 Information Technology NQF Level 5
- A student who successfully completes Year 2 and exits from the programme at that point, will be awarded a Diploma in Information Technology NQF Level 6
- A student who successfully completes the final year will be awarded a Bachelor of Information Technology (Software Development) Level 7.

### Qualification Requirements

This qualification will be awarded to students credited with a minimum of 428 credits and who have met the requirements of the programme.

### Who should apply?

Applicants who have completed a Level 6 qualification in Information Technology and wish to top-up the Diploma in Information Technology Level 6 to obtain a Bachelor of Information Technology (Software Development) Level 7.

Year 1 (Level 5)			Year 2 (Level 6)			Year 3 (Level 7)		
Module	Level	Credit	Module	Level	Credits	Module	Level	Credits
<b>January to June Semester</b>			<b>January to June Semester</b>			<b>January to June Semester</b>		
English 1	3	24	Computer Networks & Applications 2	6	16	Advanced Programming in .NET	7	12
Programming 1A	5	16	Data Structures and Algorithm Design	6	16	Business Intelligence	7	12
Operating Systems	5	12	IT Project Management	6	16	Software Development Fundamentals	7	12
Introduction to Statistics	5	16	Software Engineering Fundamentals	6	16			
Computer Networks & Applications 1	5	16	Systems Analysis and Design	6	16			
<b>July to November Semester</b>			<b>July to November Semester</b>			<b>July to November Semester</b>		
Programming 1B	5	16	Database Development 1	6	16	Database Development 2	7	12
Information Security Fundamentals	4	12	Mobile Application Development 1	6	16	Information Security Management	7	12
English 1	3	-	Managing Business Processes	6	16	Object-Oriented Programming 2	7	12



Business Information Systems Fundamentals	5	12	Web Development 1	6	16	Work Related Learning (WRL)	7	48
Computer Systems Repair and Maintenance	5	12						
Computer Organisation and System Architecture	5	12						

**Progression**

Upon completion of this qualification at this level, students may exit to obtain employment or may progress to the Bachelor of Information Technology Honours (Software Development) Level 8 at International Training College – Lingua or any other recognised institution of higher learning.



**BACHELOR OF INFORMATION TECHNOLOGY HONOURS (MANAGEMENT INFORMATION SYSTEMS) LEVEL 8  
FULL-TIME/PART-TIME/DISTANCE**

**DURATION: 1 YEAR**

**CREDITS: 125**

**Programme Description**

This program aims at providing the student 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, critical thinking skills and help to develop an understanding of key business concepts.

**Qualification Requirements**

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

**Who should apply?**

Applicants who have completed a Bachelor of Information Technology (Management Information Systems) Level 7 qualification or the equivalent thereof and wish to obtain a Bachelor of Information Technology Honours (Management Information Systems) Level 8.

Module	Level	Credits
<b>January to June Semester</b>		
Web Science	8	16
Big Data: Systems, Programming and Management	8	16
Research Methods	8	16
<b>July to November Semester</b>		
Information Systems Governance	8	16
Business Continuity Management	8	16
Research Project (Mini-Thesis)	8	45

**Progression**

Upon completion of this qualification, students may exit to obtain employment or may progress to Master of Science in Computer Science NQF Level 9 at International Training College - Lingua or any other recognised institution of higher learning.



**BACHELOR OF INFORMATION TECHNOLOGY HONOURS (NETWORKING AND SYSTEMS ADMINISTRATION) LEVEL 8  
FULL-TIME/PART-TIME/DISTANCE**

**DURATION: 1 YEAR  
120**

**CREDITS:**

**Programme Description**

This program aims to provide the students with advanced concepts and practical applications of network communications, security, and cryptography. The qualification will enable the student 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 students credited with a minimum of 120 credits, and who have met the requirements of the programme.

**Who should apply?**

Applicants who have completed a Bachelor of Information Technology (Networking and Systems Administration) Level 7 qualification or the equivalent thereof and wish to obtain a Bachelor of Information Technology Honours (Networking and Systems Administration) Level 8.

Module	Level	Credits
<b>January to June Semester</b>		
Advanced Networking and Communications	8	18
Cybersecurity		18
Research Methods	8	16
<b>July to November Semester</b>		
Cryptography	8	18
Systems Administration	8	18
Research Project (Mini-Thesis)	8	32

**Progression**

Upon completion of this qualification, students may exit to obtain employment or may progress to a Master of Science in Computer Science NQF Level 9 at International Training College - Lingua or any other recognised institution of higher learning.



**BACHELOR OF INFORMATION TECHNOLOGY HONOURS  
(SOFTWARE DEVELOPMENT) LEVEL 8  
FULL-TIME/PART-TIME/DISTANCE**

**DURATION: 1 YEAR**

**CREDITS: 120**

**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 students 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 students credited with a minimum of 120 credits, and who have met the requirements of the programme.

**Who should apply?**

Applicants who have completed a Bachelor of Information Technology (Software Development) Level 7 qualification or the equivalent thereof and wish to obtain a Bachelor of Information Technology Honours (Software Development) Level 8.

Module	Level	Credits
<b>January to June Semester</b>		
Advanced Programming	8	18
Software Design and Modelling	8	18
Research Methods	8	16
<b>July to November Semester</b>		
Secure Programming	8	18
Software Architecture, Process & Management	8	18
Research Project (Mini-Thesis)	8	32

**Progression**

Upon completion of this qualification, students may exit to obtain employment or may progress to a Master of Science in Computer Science NQF Level 9 at International Training College - Lingua or any other recognised institution of higher learning.



## MASTER OF SCIENCE IN COMPUTER SCIENCE LEVEL 9 (BY RESEARCH)

**DURATION: 1 YEAR**

**CREDITS: 240**

### Programme Description

The Master of Science in Computer Science is a research-based qualification, which allows the student to conduct in-depth research in specific chosen area in Computer Science or Computing. The purpose of this qualification is to equip students with advanced specialist knowledge and skills in Computer Science, able to function as effective and critical researchers who can identify, investigate and answer relevant research questions and generate new knowledge in the chosen field of study, thus contributing towards the improved understanding of Computer Science.

### Qualification Requirements

This qualification will be awarded to students credited with a minimum of 240 credits, and who have met the requirements of the programme.

### Who should apply?

Applicants who have completed a Bachelor of Information Technology (Management Information Systems, Software Development, Networking and Systems Administration) Level 8 qualification or the equivalent.

Module	Level	Credits
Advanced research methods	9	32
Research Dissertation	9	208

### Progression

Upon completion of this qualification, students may exit to obtain employment or may progress to a Doctor of Philosophy at any other recognised institution of higher learning.



# DEPARTMENT OF TOURISM AND HOSPITALITY





## CERTIFICATE IN HOSPITALITY (LEVEL 4) FULL-TIME/PART-TIME/DISTANCE

**DURATION: 1 YEAR**

**CREDITS: 104**

### Programme Description

This qualification will provide the students with the necessary knowledge, skills and attitudes of the hospitality industry and be able to demonstrate 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 prospective students credited with a minimum of 104 credits, and who have met the requirements of the program.

### Who should apply?

- Applicants must have obtained a NSSCO/AS and has passed six subjects with a minimum 14 points.
- Applicants must have NQF Level 3 qualification from any recognized institution.
- Individuals already employed in the field of Travel and Tourism but without formal qualifications.

Modules	Level	Credits
<b>January to June Semester</b>		
Core Food and Beverage	4	12
Core Housekeeping and Laundry Operations	4	12
Computer Studies	3	12
Fundamentals of Marketing	4	16
English	4	12
<b>July to November Semester</b>		
Core Commercial Cookery	4	16
Customer Service Management in Tourism and Hospitality	4	12
English	4	12
<b>Elective</b>		
Foreign Language 1 (French)	3	NCB
Foreign Language 1 (German)	3	NCB
Foreign Language 1 (Portuguese)	3	NCB

### Progression

Upon completion of this qualification, students will be able to progress to the Diploma in Hospitality Level 5 at International Training College – Lingua or any other recognised institution of higher learning.



## DIPLOMA IN HOSPITALITY (LEVEL 5) FULL-TIME/PART-TIME/DISTANCE

**DURATION: 1 YEAR**

**CREDITS: 148**

### Programme Description

This qualification provides students with broad knowledge and technical skills in all areas and comprehensive knowledge and competence of the Hospitality industry.

### Qualification Requirements

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

### Who should apply?

- Applicants who have obtained a minimum of 25 points in six subjects in the NSSCO/AS examinations or the equivalent thereof and who wish to pursue a career in Hospitality
- Applicants who have completed a Level 4 qualification in Hospitality
- Individuals already employed in the field of Hospitality but without formal qualifications.

Modules	Level	Credits
<b>January to June Semester</b>		
Marketing Management 1	5	16
English	5	12
Advanced Housekeeping and Laundry Operations	5	12
Entrepreneurship	5	16
Tourism Gastronomy	5	12
Computer Essentials	5	12
<b>July to November Semester</b>		
Advanced Commercial Cookery	5	16
Customer Service Management in Tourism and Hospitality	5	12
Advanced Food and Beverage	5	16
Reservation and Ticketing	5	12
English	5	12
<b>Elective</b>		
Foreign Language 1 (French)	5	NCB
Foreign Language 1 (German)	5	NCB
Foreign Language 1 (Portuguese)	5	NCB

*NB: Exemption/Credit recognition will be granted for modules successfully completed in Hospitality Level 4*

### Progression

Upon completion of this qualification, students will be able to progress to the Diploma in Hospitality Level 6 at International Training College – Lingua or any other recognised institution of higher learning.



## DIPLOMA IN HOSPITALITY MANAGEMENT (LEVEL 6) FULL-TIME/PART-TIME/DISTANCE

**DURATION: 1 YEAR**

**CREDITS: 128**

### Programme Description

This qualification provides students with broad knowledge, application skills, and technical skills that are necessary for the Hospitality industry. The qualification combines practical culinary skills with theoretical management concepts.

### Qualification Requirements

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

### Who should apply?

- Applicants who have completed a Level 5 qualification in Hospitality
- Individuals already employed in the field of Hospitality but without formal qualifications.

Modules	Level	Credits
<b>January to June Semester</b>		
Human Resource Management	6	16
Rooms Division Management	6	16
Conference and Events Management	6	16
<b>July to November Semester</b>		
Food and Beverage Costing and Control	6	16
Marketing Management 2	6	16
Financial Accounting 1	5	16
Customer Relationship Management	6	16
Front Office Management	6	16

### Progression

Upon completion of this qualification, students will be able to progress to the Bachelor of Hospitality Management Level 7 at International Training College – Lingua or any other recognised institution of higher learning.



## BACHELOR OF HOSPITALITY MANAGEMENT LEVEL 7 FULL-TIME/PART-TIME/DISTANCE

**DURATION: 3 YEARS**

**CREDITS: 420**

### Programme Description

The Bachelor of Hospitality Management will prepare students with both the management theories and operational competencies necessary to enter any segment of the industry upon graduation. The students will be equipped with the necessary advanced knowledge, expertise and skills necessary for managerial positions.

The Bachelor of Hospitality Management 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 Hospitality NQF Level 5
- A student who successfully completes Year 2 and exits from the programme at that point, will be awarded a Diploma in Hospitality NQF Level 6
- A student who successfully completes the final year will be awarded a Bachelor of Hospitality Management Level 7.

### Qualification Requirements

This qualification will be awarded to students credited with a minimum of 420 credits, and who have met the requirements of the program.

### Who should apply?

Applicants who have completed a Level 6 qualification in the same field and wish to top-up the Diploma in Hospitality Management Level 6 to obtain a Bachelor of Hospitality Management Level 7.

Year 1 (Level 5)			Year 2 (Level 6)			Year 3 (Level 7)		
Module	Level	Credits	Module	Level	Credits	Module	Level	Credits
<b>January to June Semester</b>			<b>January to June Semester</b>			<b>January to June Semester</b>		
Computer Essentials	5	16	Rooms Division Management	6	16	International Marketing	7	16
Marketing Management 1	5	16	Conference and Events Management	6	16	Hotel Innovation Management	7	16
Advanced Housekeeping and Laundry Operations	5	12	Human Resource Management	6	16	Hotel and Lodging Operations Management	7	16
Tourism Gastronomy	5	12						
English for communication purposes	5	8				Hospitality Law and Ethics	7	16
Entrepreneurship	5	16						
<b>July to November Semester</b>			<b>July to November Semester</b>			<b>July to November Semester</b>		
Advanced Food and Beverage	5	16	Food and Beverage Costing and Control	6	16	Tourism and Hotel Economics	7	16
Customer Service Management in Tourism and Hospitality	5	12	Marketing Management 2	6	16	Internship	7	48
Reservation and Ticketing	5	12	Customer Relationship Management	6	16	Food and Beverage Management	7	16



Advanced Commercial Cookery	5	16	Front Office Management	6	16			
English for communication purposes	5	8	Financial Accounting	5	16			

### Progression

Upon completion of this qualification, students will be able to progress to the Bachelor of Hospitality Management Honours Level 8 at International Training College - Lingua or any other recognised institution of higher learning.

## BACHELOR OF HOSPITALITY MANAGEMENT HONOURS LEVEL 8 FULL-TIME/PART-TIME/DISTANCE

**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 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 students credited with a minimum of 125 credits, and who meet the requirements of the program.

### Who should apply?

- Applicants who have completed a Bachelor of Hospitality Management Level 7 qualification or the equivalent thereof and wish to obtain a Bachelor of Hospitality Management Honours Level 8
- Individuals already employed in the field of Travel and Tourism but without formal qualifications.

Modules	Level	Credits
<b>January to June Semester</b>		
Hospitality Management and Leadership	8	16
Revenue Management in Hospitality	8	16
Research Methodology	8	16
<b>July to November Semester</b>		
Research Project	8	45
Strategic Management in Hospitality	8	16
Strategic Marketing in Hospitality	8	16

### Progression

Upon completion of this qualification, students may exit to obtain employment or may progress to a Master of Tourism and Hospitality Management Level 9 at International Training College - Lingua or any other recognised institution of higher learning.



## CERTIFICATE IN TRAVEL AND TOURISM (LEVEL 4) FULL-TIME/PART-TIME/DISTANCE

**DURATION: 1 YEAR**

**CREDITS: 88**

### Programme Description

This qualification provides a solid industry related foundation for the individual to enter the tourism and hospitality sector with the applicable background and skills in order to embark on a variety of career choices in the industry. Upon completion of the course graduates will be able to perform basic duties in the field of travel, tourism and hospitality.

### Qualification Requirements

This qualification will be awarded to students credited with a minimum of 88 credits, and who have met the requirements of the program.

### Who should apply?

- Applicants must have obtained a NSSCO/AS and has passed six subjects with a minimum 14 points.
- Applicants must have NQF Level 3 qualification from any recognized institution.
- Individuals already employed in the field of Travel and Tourism but without formal qualifications.

Modules	Level	Credits
<b>January to June Semester</b>		
Computer Studies 1	3	12
Principles of Tourism	4	12
English	3	12
Fundamentals of Marketing	4	16
<b>July to November Semester</b>		
Tourism Destinations Attractions	4	12
Customer Service Management in Tourism and Hospitality	5	12
English	3	12
<b>Optional Subjects :</b>		
Foreign Language 1(French)	3	NCB
Foreign Language 1(German)	3	NCB
Foreign Language 1(Portuguese)	3	NCB

### Progression

Upon completion of this qualification, students will be able to progress to the Diploma in Travel and Tourism Level 5 at International Training College – Lingua or any other recognised institution of higher learning.



## DIPLOMA IN TRAVEL AND TOURISM (LEVEL 5) FULL-TIME/PART-TIME/DISTANCE

**DURATION: 1 YEAR**

**CREDITS: 132**

### Programme Description

This qualification provides students with broad knowledge and technical skills in all areas of the Tourism and Hospitality industry including marketing, finance, administration, environment and entrepreneurial skills enabling them to venture towards entrepreneurship and becoming industry practitioners.

### Qualification Requirements

This qualification will be awarded to students credited with a minimum of 132 credits, and who have met the requirements of the programme.

### Who should apply?

- Applicants who have obtained a minimum of 25 points in six subjects in the NSSCO/AS examinations or the equivalent thereof and who wish to pursue a career in Travel and Tourism
- Applicants who have completed a Level 4 qualification in Travel and Tourism
- Individuals already employed in the field of travel and tourism but without formal qualifications.

Modules	Level	Credits
<b>January to June Semester</b>		
Computer Studies 1	3	NCB
Fundamentals of Marketing	4	16
English	4	12
Entrepreneurship	5	16
Ecotourism	5	12
<b>July to November Semester</b>		
Commercial Numeracy	4	16
Tourism Industry	5	12
Tourism Geography	5	12
Reservation and Ticketing	5	12
Customer Service Management in Tourism & Hospitality	5	12
English	4	12
<b>Electives:</b>		
Foreign Language 1(French)	3	NCB
Foreign Language 1(German)	3	NCB
Foreign Language 1(Portuguese)	3	NCB

*NB: Exemption/ Credit recognition will be granted for modules successfully completed in Travel and Tourism Level 4*

### Progression

Upon completion of this qualification, students will be able to progress to the Diploma in Travel and Tourism Level 6 at International Training College – Lingua or any other recognised institution of higher learning.



## DIPLOMA IN TRAVEL AND TOURISM (LEVEL 6) FULL-TIME/PART-TIME/DISTANCE

**DURATION: 1 YEAR**

**CREDITS: 124**

### Programme Description

This qualification provides students with broad knowledge, application skills, and technical skills that are necessary for the Tourism and Hospitality industry. In addition, the qualification also provides knowledge and entrepreneurial skills enabling them to be practitioners in the travel and tourism industry.

### Qualification Requirements

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

### Who should apply?

- Students who have completed a Level 5 qualification in the same field and wish to top-up the Diploma in Travel and Tourism NQF Level 6.

Modules	Level	Credits
<b>January to June Semester</b>		
Conference and Events Management	6	12
Tourism Destination Management	6	12
Tour Guiding	5	12
Human Resource Management 1	5	16
Marketing Management 1	5	16
<b>July to November Semester</b>		
Marketing Management 2	6	16
Team Management	6	12
Customer Relationship Management	6	12
Financial Accounting 1	5	16

### Progression

Upon completion of this qualification, students may exit to obtain employment or may progress to the Bachelor of Travel and Tourism Level 7 at International Training College - Lingua or any other recognised institution of higher learning.



## BACHELOR OF TOURISM MANAGEMENT LEVEL 7 FULL-TIME/PART-TIME/DISTANCE

**DURATION: 3 YEARS**

**CREDITS: 384**

### Programme Description

The Bachelor of Tourism Management provides students with information and skills within an inter-disciplinary tourism environment to be able to demonstrate evidence of independent cognitive and applied research skills. The students will be able to utilise and apply critical thinking skills and problem-solving techniques within a tourism development and management environment.

The Bachelor of Tourism Management 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 Travel and Tourism NQF Level 5.
- A student who successfully completes Year 2 and exits from the programme at that point, will be awarded a Diploma in travel and Tourism NQF Level 6.
- A student who successfully completes the final year will be awarded a Bachelor of Tourism Management NQF Level 7.

### Qualification Requirements

This qualification will be awarded to students credited with a minimum of 384 credits, and who have met the requirements of the program.

### Who should apply?

Applicants who have completed a Level 6 qualification in the same field and who wish to top-up the Diploma in Travel and Tourism Level 6 to obtain a Bachelor of Tourism Management Level 7.

Year 1 (Level 5)			Year 2 (Level 6)			Year 3 (Level 7)		
Module	Level	Credits	Module	Level	Credits	Module	Level	Credits
<b>January to June Semester</b>			<b>January to June Semester</b>			<b>January to June Semester</b>		
Computer Studies 1	3	12	Conference and Events Management	6	12	Cultural Heritage Management	7	16
Ecotourism	5	12	Tourism Destination Management	6	12	Tourism Policy and Planning	7	16
Fundamentals of Marketing	5	16	Tour Guiding	5	12			
English	4	24	Human Resource Management 1	5	16			
Entrepreneurship	5	16	Marketing Management 1	5	16			
<b>July to November Semester</b>			<b>July to November Semester</b>			<b>July to November Semester</b>		
Commercial Numeracy	5	16	Team Management	6	12	Tourism Web Design Development	6	16
Tourism Industry	5	12	Financial Accounting 1	5	16	International Marketing	7	16
Tourism Geography	5	12	Marketing Management 2	6	16	Tourism Economics	7	16



Reservation and Ticketing	5	12	Customer Relationship Management	6	12	Internship	7	48
Customer Service Management in Tourism & Hospitality	5	12						
<b>Electives (choose 1):</b>								
Foreign Language 1(French)	NCB							
Foreign Language 1(German)	NCB							
Foreign Language 1(Portuguese)	NCB							

**Progression**

Upon completion of this qualification, students may exit to obtain employment or may progress to the Bachelor of Tourism Management Honours Level 8 at International Training College - Lingua or any other recognised institution of higher learning.



## BACHELOR OF TOURISM MANAGEMENT HONOURS LEVEL 8 FULL-TIME/PART-TIME/DISTANCE

**DURATION: 1 YEAR**

**CREDITS: 120**

### Programme Description

The Bachelor of Tourism Management Honours qualification provides students with post-graduate level knowledge and the opportunity to develop managerial skills and gain an advanced understanding of tourism and hospitality management. This qualification further provides in-depth knowledge and highly advanced analytical skills necessary to succeed in the fast-changing and challenging tourism industries.

### Qualification Requirements

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

### Who should apply?

Applicants who have completed a Bachelor of Tourism Management Level 7 qualification or the equivalent thereof and wish to obtain a Bachelor of Tourism Management Honours Level 8.

Modules	Level	Credits
<b>January to June Semester</b>		
E-Tourism	8	15
Environmental Law	8	15
Research Methodology	8	15
<b>July to November Semester</b>		
Sustainable Tourism Management	8	15
Tourism Operation Management	8	15
Research Project	8	45

### Progression

Upon completion of this qualification, students may exit to obtain employment or may progress to a Master of Tourism and Hospitality Management at Level 9 at International Training College - Lingua or any other recognised institution of higher learning.



## MASTER OF TOURISM AND HOSPITALITY MANAGEMENT LEVEL 9 BY RESEARCH

**DURATION: 2 YEARS**

**CREDITS: 240**

### Programme Description

The Master of Tourism and Hospitality Management by Research is a research-based qualification which allows the student to conduct in-depth research in their desired field and independently allow them to conduct research work of their choice in the Tourism and Hospitality domain. The primary purpose of this masters' degree is to develop and train researchers who can contribute more to research, acquire the necessary skills to build a knowledge-based society for the economic development of the country.

### Qualification Requirements

This qualification will be awarded to students credited with a minimum of 240 credits and who have met all the requirements of qualification.

### Who should apply?

Applicants who have completed the Bachelors of Hospitality Management and Tourism Management Honours Level 8 at International Training College - Lingua or an equivalent accredited Honours Level 8 degree obtained at another institution and wish to develop in a more focused way by means of research.

Modules	Level	Credits
Advanced research methods	9	32
Research Dissertation	9	208

### Progression

Upon completion of this qualification, students may exit to obtain employment or may progress to a Doctor of Philosophy at any other recognised institution of higher learning.

**DEPARTMENT OF VOCATIONAL  
EDUCATION AND TRAINING (TVET)**





## NATIONAL VOCATIONAL CERTIFICATE IN BUSINESS SERVICES (OFFICE ADMINISTRATION)- (LEVEL 1)

**DURATION: 1 YEAR**

**CREDITS: 80**

### Programme Description

This qualification enables the students to gain the skills and knowledge required to perform basic office administration tasks that involve 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 students credited with a minimum of 80 credits, and who have met the requirements of the programme.

### Entry Requirements

- Applicants who are conversant in basic communication skills in the English language and demonstrates numeracy skills
- A foundation pre-Level qualification.

Unit Standard	Level	Credits
Communicate effectively with colleagues and clients in an office environment	1	3
Follow effective work practices in an office environment	1	4
Demonstrate basic word processing skills to perform administrative duties in an office environment	1	6
File and retrieve documents in an office environment	1	5
Apply knowledge of an organisation to respond to basic customer enquiries in an office environment	1	4
Demonstrate and apply knowledge of office equipment	1	7
Demonstrate knowledge of teamwork	1	3
Apply fundamental computer literacy skills	1	8
Apply basic numeracy skills in a workplace Environment	1	5
Apply basic financial literacy skills	1	4
Demonstrate basic awareness of HIV and AIDS	1	6
Demonstrate basic knowledge of workplace health and safety	1	7
Apply basic entrepreneurship skills	1	5
Apply basic reading skills in a workplace environment	1	3
Interact with others in a workplace environment	1	5
Use workplace documents	1	5

### Progression

Upon completion of the National Vocational Certificate in Business Services (Office Administration) Level 1, successful candidates can proceed to the National Vocational Certificate in Business Services (Office Administration) Level 2 at International Training College - Lingua or any other recognised institution.





## NATIONAL VOCATIONAL CERTIFICATE IN BUSINESS SERVICES (OFFICE ADMINISTRATION)- (LEVEL 2) FULL-TIME/PART-TIME/DISTANCE

**DURATION: 1 YEAR**

**CREDITS: 59**

### Programme Description

This qualification enables students to gain skills and knowledge required to perform administrative and office related duties including demonstrating IT skills, operating and maintaining office equipment, completing routine financial documents and maintaining office records on a database programme.

### Qualification Requirements

This qualification will be awarded to students credited with a minimum of 59 credits, and who have met the requirements of the programme.

### Who should apply?

- Applicants who have successfully completed the National Vocational Certificate in Business Services (Office Administration) Level 1 or the equivalent thereof.
- Applicants who have obtained a Grade 10 Certificate or the equivalent thereof
- Individuals already employed in the field of Office administration but without formal qualifications.

Unit Standard	Level	Credits
Handle office mail in an office environment	2	6
Deliver a service to customer and provide feedback in an office environment	2	6
Maintain a reception area in an office environment	2	4
Communicate information in an office environment	2	6
Process customer feedback as part of office procedures	2	3
Demonstrate intermediate word processing skills to perform administrative duties in an office environment	2	8
Access and secure records as part of office procedures	2	4
Manage a diary as part of office procedures	2	4
Operate and maintain office equipment as part of office operations	2	6
Complete routine financial documents in an office environment	2	4
Maintain office records on a database programme in an office environment	2	8

### Progression

Upon completion of the National Vocational Certificate in Business Services (Office Administration) Level 2, successful candidates can proceed to the National Vocational Certificate in Business Services (Office Administration) Level 3 at International Training College - Lingua or any other recognised institution.



## NATIONAL VOCATIONAL CERTIFICATE IN BUSINESS SERVICES (OFFICE ADMINISTRATION)- (LEVEL 3) FULL-TIME/PART-TIME/DISTANCE

**DURATION: 1 YEAR**

**CREDITS: 57**

### Programme Description

This qualification aims to provide the competencies required in the administration function of an organisation. It is intended to demonstrate the skills, knowledge and attitude required to perform administrative tasks.

### Qualification Requirements

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

### Who should apply?

- Applicants who have successfully completed the National Vocational Certificate in Business Services (Office Administration) Level 2 or the equivalent thereof.
- Applicants who have obtained a NSSCO/AS Certificate with related subjects or the equivalent thereof.
- Individuals already employed in the field of Office administration but without formal qualifications.

Unit Standard	Level	Credits
Coordinate own work schedule with that of others to achieve team goals as part of office procedures	3	3
Monitor and maintain stock levels in an office environment	3	7
Demonstrate advanced word processing skills to perform administrative duties in an office environment	3	10
Produce a presentation document as part of office procedures	2	8
Produce a basic document in a desktop publishing application as part of office procedures	2	8
Operate basic functions of a spreadsheet application as part of office procedures	2	8
Plan and write office documents to facilitate communication flow as part of office procedures	3	7
Provide an efficient and secure reception services	3	6

### Progression

Upon completion of the National Vocational Certificate in Business Services (Office Administration) Level 3, successful candidates can proceed to the Certificate in Office Administration/Business Administration/Human Resource Management Level 4 at International Training College - Lingua or any other recognised institution.



## CERTIFICATE IN CIVIL AND BUILDING SERVICES ENGINEERING (PLUMBING) (LEVEL 1)

**DURATION: 1 YEAR**

**CREDITS: 84**

### Programme Description

This qualification recognises people who have the competencies required for performing basic plumbing tasks. It is awarded to people who have demonstrated the skills and knowledge required to apply occupational health and safety in working environment, use and maintain hand tools used in plumbing operations, handle and store plumbing materials, read and produce basic sketches and drawings used in plumbing operations, carry out basic excavation and backfilling as part of plumbing operations, perform basic estimations, measurements and calculations as part of plumbing operations, plan and organise plumbing work, perform basic pipe-work as part of plumbing operations, carry out maintenance of domestic plumbing installations, install and adjust water service controls and devices, install and fit sanitary fixtures as part of plumbing operations. They further have a good understanding of demonstrating basic awareness of HIV and AIDS, provide basic first aid, apply basic numeracy skills in workplace environment, apply basic reading skills in a workplace environment, interact with others in a workplace environment, use workplace documents, apply basic entrepreneurship skills, apply knowledge of basic building drawing in different contexts, demonstrate basic knowledge of workplace health and safety and apply fundamental computer literacy skills.

### Qualification Requirements

The entry requirement for this qualification is the ability to demonstrate basic communication skills in English language and numeracy. This qualification will be awarded to people who are credited with 84 credits and have met the requirements of the compulsory sections as well as all the requirements for Workplace Integrated Learning (WIL) as laid out in the National Policy on Work-Integrated Learning for Technical Vocational Education and Training (TVET).

Unit Standard	Level	Credits
Apply occupational health and safety in working environment	1	2
Use and maintain hand tools used in plumbing operations.	1	2
Handle and store plumbing materials.	1	2
Read and produce basic sketches and drawings used in plumbing operations.	1	2
Carry out basic excavations and backfilling as part of plumbing operations.	1	4
Perform basic estimations, measurements and calculations as part of plumbing operations.	1	2
Plan and organize plumbing work.	1	2
Perform basic pipe work as part of plumbing operation.	1	4
Carry out maintenance of domestic plumbing installations.	1	6
Install and adjust water service controls and devices.	2	5
Install and fit sanitary fixtures as part of plumbing operations.	3	6
Demonstrate basic awareness of HIV and AIDS	1	6
Provide Basic First Aid.	1	3
Apply basic numeracy skills in a workplace environment	1	5
Apply basic reading skills in a workplace environment.	1	3
Interact with others in a workplace environment.	1	5
Use workplace documents.	1	5
Apply basic Entrepreneurship Skills	1	5
Demonstrate Basic Knowledge of Workplace Health and Safety	1	7
Apply Fundamental Computer literacy Skills.	1	8

### Progression

Upon completion of the qualification, candidates can proceed to the Certificate in Civil and Building Services Engineering (Plumbing) Level 2 at International Training College - Lingua or any other recognised institution.



## CERTIFICATE IN CIVIL AND BUILDING SERVICES ENGINEERING (PLUMBING) (LEVEL 2)

**DURATION: 1 YEAR**

**CREDITS: 79**

### Programme Description

This qualification recognises people who have the competencies required for performing plumbing tasks. It is awarded to people who have demonstrated the skills and knowledge required to communicate effectively with others as part of plumbing operations, use and maintain power tools and machines as part of plumbing operations, apply basic welding techniques as part of plumbing operations, perform calculations related to plumbing operations, carry out basic levelling as part of plumbing operations, perform basic bricklaying and plastering and rendering tasks as part of plumbing operations, perform basic concreting as part of plumbing operations, carry out basic setting out as part of plumbing operations, read and interpret basic building drawings as part of plumbing operations, install and repair water mains pipe system, perform basic sheet metal work and soft soldering, set out and install water services. They further have a good understanding of applying knowledge of pre-basic mathematics in different contexts, apply knowledge of basic building science in different contexts and apply knowledge of basic building drawing in different contexts.

### Qualification Requirements

The entry requirement is the National Vocational Certificate in Civil and Building Services Engineering (Plumbing) (Level 1) or equivalent. This qualification will be awarded to people who are credited with 79 credits and have met the requirements of the compulsory sections as well as all the requirements for Workplace Integrated Learning (WIL) as laid out in the National Policy on Work-Integrated Learning for Technical Vocational Education and Training (TVET).

Unit Standard	Level	Credits
Communicate effectively with others as part of plumbing operations.	2	2
Use and maintain power tools and machines as part of plumbing operations.	2	4
Apply basic welding techniques as part of plumbing operations.	2	8
Perform calculations related to plumbing operations.	2	2
Carry out basic levelling as part of plumbing operations.	2	3
Perform basic plastering and bricklaying and rendering tasks as part of plumbing operations.	2	5
Perform basic concreting as part of plumbing operations	2	4
Carry out basic setting out as part of plumbing operations.	2	4
Read and interpret basic building drawings as part of plumbing operations	2	3
Install and repair main pipes system	2	6
Perform basic sheet metal work and soft soldering.	1	14
Set out and install water services.	2	6
Apply knowledge of pre-basic mathematics in different context.	2	6
Apply knowledge of basic building science in different context.	2	6
Apply knowledge of basic building drawing in different context	2	6

### Progression

Upon completion of the qualification, candidates can proceed to the Certificate in Civil and Building Services Engineering (Plumbing) Level 3 at International Training College - Lingua or any other recognised institution.



## CERTIFICATE IN CIVIL AND BUILDING SERVICES ENGINEERING (PLUMBING) (LEVEL 3)

**DURATION: 1 YEAR**

**CREDITS: 62**

### Programme Description

This qualification recognises people who have the competencies required for performing advanced plumbing tasks. It is awarded to people who have demonstrated the skills and knowledge required to install basic gas supply system as part of plumbing operations, select and fit insulation and sheathing as part of plumbing installations, install storm water and sub-soil drainage systems as part of plumbing operations, install and repair below ground sanitary drainage systems as part of plumbing operations, fabricate and install flashings as part of plumbing operations, install gutters and down pipes, erect and dismantle scaffolding as part of plumbing operations, plan and install hot water supply systems as part of plumbing operations. They further have a good understanding of apply knowledge of basic mathematics in different context, apply knowledge fundamental building science in different context and apply fundamental knowledge of building drawing in different contexts.

### Qualification Requirements

The entry requirement is the National Vocational Certificate in Civil and Building Services Engineering (Plumbing) (Level 2) or equivalent. This qualification will be awarded to people who are credited with 62 credits and have met the requirements of the compulsory sections as well as all the requirements for Workplace Integrated Learning (WIL) as laid out in the National Policy on Work-Integrated Learning for Technical Vocational Education and Training (TVET).

Unit Standard	Level	Credits
Install basic gas supply system as part of plumbing operations.	3	6
Select and fit insulation and sheathing as part of plumbing installation.	3	4
Install storm water and sub-soil drainage systems as part of plumbing operations.	3	4
Install and repair below ground sanitary drainage systems as part of plumbing operations.	3	8
Fabricate and install flashings as part of plumbing operations.	3	4
Install gutters and down pipes.	3	4
Erect and dismantle scaffolding as part of plumbing operations.	3	6
Plan and install hot water systems as part of plumbing operations.	4	8
Apply knowledge of basic mathematics in different context.	3	6
Apply knowledge fundamental building science in different context.	3	6
Apply fundamental knowledge of building drawing in different context	3	6

### Progression

Upon completion of the qualification, candidates can proceed to the Certificate in Civil and Building Services Engineering (Plumbing) Level 4 at International Training College - Lingua or any other recognised institution.



## CERTIFICATE IN CIVIL AND BUILDING SERVICES ENGINEERING (PLUMBING) (LEVEL 4)

**DURATION: 1 YEAR**

**CREDITS: 85**

### Programme Description

This qualification recognises people who have the competencies required for performing specialized plumbing tasks. It is awarded to people who have demonstrated the skills and knowledge required to plan and install water firefighting system, plan, install and commission domestic pumps, plan, install and remove trench support as part of plumbing operations, plan and prepare quotations, complete tender documents for plumbing projects and products, connect and test irrigation system as part of plumbing operations, plan and install on-site domestic effluent treatment plants, develop innovative ideas for the plumbing workplace. They further have a better understanding for applying knowledge of intermediate mathematics in different context, apply advanced knowledge of building science in different context, apply knowledge of advanced building drawing in different context, establish a business as part of entrepreneurship operations, implement, control and monitor business operations.

### Qualification Requirements

The entry requirement is the National Vocational Certificate in Civil and Building Services Engineering (Plumbing) (Level 3) or equivalent.

Unit Standard	Level	Credits
Plan and install water firefighting systems.	4	6
Plan, install and commission domestic pipes.	4	6
Plan, install and remove trench support as part of plumbing operations.	4	4
Plan and prepare quotations, complete tender documents for plumbing projects and products.	4	4
Connect and test irrigation systems as part of plumbing operations.	4	8
Plan and install onsite domestic effluent treatment plants	4	8
Develop innovative ideas for the plumbing workplace.	3	4
Apply knowledge of intermediate mathematics in different context.	4	6
Apply advanced knowledge of building science in different context.	4	6
Apply knowledge of advanced building drawing in different context	4	6
Establish a business as part of entrepreneurship operations.	4	12
Implement, control and monitor business operations	4	15

### Progression

Upon completion of the qualification, candidates can proceed to the Certificate in Civil and Building Services Engineering (Plumbing) Level 5 at International Training College - Lingua or any other recognised institution of higher learning.



## CERTIFICATE IN GENERAL CONSTRUCTION (LEVEL 1) (CARPENTRY)

**DURATION: 1 YEAR**

**CREDITS: 70**

### Programme Description

This Qualification has been developed to assist with the advancement of people across general construction industry in which carpentry operations are carried out.

The intention of this qualification is to assist:

- Those who have been in the workplace for a long time, by using the recognition of prior learning process to assess and recognize workplace skills acquired without the benefit of formal education and training;
- New entrants, by describing the learning outcomes required to participate effectively, e.g. in a structured workplace programme;
- Education and training providers, by providing guidance for the development of appropriate learning programmes and assessment documentation;
- Employers, by enabling skills gaps to be identified and addressed ensuring that productivity levels are increased and business objectives achieved.

### Detailed qualification requirements

This qualification will be awarded to people who are credited with 70 credits and have met the requirements of the compulsory sections.

Unit Standard	Level	Credits
Use and maintain hand tools.	1	6
Use and maintain portable power tools and equipment.	1	4
Use machines in basic operations	1	4
Construct timber joints by hand.	1	4
Select materials for products	1	3
Construct products.	1	6
Install finished products.	1	4
Demonstrate drawing techniques.	1	4
Perform calculations.	1	4
Demonstrate basic knowledge of workplace health and safety	1	7
Demonstrate basic awareness about HIV and AIDS.	1	6
Apply basic numeracy skills in a workplace environment.	1	5
Apply basic reading skills in a workplace environment.	1	3
Interact with others in a workplace environment.	1	5
Use workplace documents	1	5

### Progression

Upon completion of the qualification, candidates can proceed to the Certificate in General Construction Level 2 (Carpentry) at International Training College - Lingua or any other recognised institution.



## CERTIFICATE IN GENERAL CONSTRUCTION (LEVEL 2) (CARPENTRY)

**DURATION: 1 YEAR**

**CREDITS: 77**

### Programme Description

This qualification has been developed to assist with the advancement of people across general construction industry in which carpentry operations are carried out. The intention of this qualification is to assist:

- Those who have been in the workplace for a long time, by using the recognition of prior learning process to assess and recognize workplace skills acquired without the benefit of formal education and training;
- New entrants, by describing the learning outcomes required to participate effectively, e.g. in a structured workplace programme;
- Education and training providers, by providing guidance for the development of appropriate learning programmes and assessment documentation;
- Employers, by enabling skills gaps to be identified and addressed ensuring that productivity levels are increased and business objectives achieved.

### Qualification Requirements

Holders of this qualification are able to perform basic carpentry tasks. It is awarded to people who have demonstrated the skills and knowledge required to select and fit hardware; use and maintain machines; construct complex timber joints by hand; read and produce sectional drawings; install and replace windows and doors; construct wooden doors and door frames; construct timber products; set out and transfer levels using different techniques; erect and dismantle system access scaffolding; construct and erect roofing; construct and strip different formwork, provide basic first aid, apply basic financial literacy skills, apply fundamental computer literacy skills and apply basic entrepreneurship skills.

Unit Standard	Level	Credits
Select and fit hardware	2	4
Use and maintain machines.	2	6
Construct complex timber joints by hand.	2	5
Read and produce sectional drawings.	2	5
Install and replace timber windows and doors.	2	7
Construct wooden doors and door frames.	2	9
Construct timber products.	2	14
Set out and transfer levels using different techniques.	2	4
Erect and dismantle system access scaffolding.	2	6
Construct and erect roofing.	2	7
Construct and strip formwork.	2	6
Provide basic first aid.	2	4
Apply basic financial literacy	1	4
Apply fundamental computer literacy skills.	1	8
Apply basic entrepreneurship skills.	1	5

### Progression

Upon completion of the qualification, candidates can proceed to the Certificate in General Construction Level 3 (Carpentry) at International Training College - Lingua or any other recognised institution.





## CERTIFICATE IN GENERAL CONSTRUCTION (LEVEL 3) (CARPENTRY)

**DURATION: 1 YEAR**

**CREDITS: 73**

### Programme Description

This Qualification has been developed to assist with the advancement of people across general construction industry in which carpentry operations are carried out. The intention of this qualification is to assist:

- Those who have been in the workplace for a long time, by using the recognition of prior learning process to assess and recognise workplace skills acquired without the benefit of formal education and training;
- New entrants, by describing the learning outcomes required to participate effectively, e.g. in a structured workplace programme;
- Education and training providers, by providing guidance for the development of appropriate learning programmes and assessment documentation;
- Employers, by enabling skills gaps to be identified and addressed ensuring that productivity levels are increased and business objectives achieved.

### Qualification Requirements

Holders of this qualification are able to performing basic carpentry tasks. It is awarded to people who have demonstrated the skills and knowledge required to manufacture and install timber products; install complex doors and door frames; manufacture complex timber windows and window frames; perform glazing; construct timber joints using machines; plan and estimate cost of products; set out timber doors, windows and frames; construct and erect advance roofing; set out and install partitions; set out and construct advance formwork; demonstrate formwork reinforcement techniques; demonstrate formwork propping techniques; interpret and apply scaffolding health and safety legislative requirements and demonstrate scaffold reinforcement techniques.

Unit Standard	Level	Credits
Manufacture and install timber products	3	5
Install complex doors and door frames	3	6
Manufacture complex timber windows and window frames.	3	4
Perform glazing.	3	4
Construct timber joints using machines.	3	6
Plane and estimate cost of products.	3	3
Set out timber doors, windows and frames.	3	2
Construct and erect advanced roofing.	3	10
Set out and install partitions	3	6
Set out and construct advanced formwork	3	6
Demonstrate formwork reinforcement techniques.	3	3
Demonstrate framework propping technique	3	3
Interpret and apply scaffolding health and safety legislative requirements.	3	5
Demonstrate scaffolding reinforcement techniques.	3	10

### Progression

Upon completion of the qualification, candidates can proceed to the Certificate in General Construction Level 4 (Carpentry) at International Training College - Lingua or any other recognised institution.



## CERTIFICATE IN GENERAL CONSTRUCTION (LEVEL 4) (CARPENTRY)

**DURATION: 1 YEAR**

**CREDITS: 75**

### Programme Description

This qualification has been developed to assist with the advancement of people across general construction industry in which carpentry operations are carried out. The intention of this qualification is to assist:

- Those who have been in the workplace for a long time, by using the recognition of prior learning process to assess and recognise workplace skills acquired without the benefit of formal education and training;
- New entrants, by describing the learning outcomes required to participate effectively, e.g. in a structured workplace programme;
- Education and training providers, by providing guidance for the development of appropriate learning programmes and assessment documentation;
- Employers, by enabling skills gaps to be identified and addressed ensuring that productivity levels are increased and business objectives achieved.

### Qualification Requirements

This qualification will be awarded to people who are credited with 75 credits and have met the requirements of the compulsory sections.

Unit Standard	Level	Credits
Produce computer aided project drawings.	4	5
Construct and install straight flight stairs.	4	10
Set out and install suspended wooden ceilings.	4	10
Plan and construct ceilings.	4	5
Plan and install wooden flooring systems.	4	6
Design products.	4	5
Construct and erect gable roof with hipped – end and valley.	4	7
Renovate and maintain structural components.	4	10
Set out and install wall cladding.	4	7
Inspect access scaffolding for use.	4	6
Set out and manufacture curved and geometric stairs.	4	10

### Progression

Upon completion of the qualification, candidates can proceed to the Certificate in General Construction Level 5 (Carpentry) at International Training College - Lingua or any other recognised institution of higher learning.



## NATIONAL VOCATIONAL CERTIFICATE IN CLOTHING PRODUCTION (LEVEL 1)

**DURATION: 1 YEAR**

**CREDITS: 91**

### Programme Description

This qualification recognises people who have the competencies required for performing clothing production tasks in a clothing production environment. It is awarded to people who have demonstrated the skills and knowledge required to produce fashion illustrations, follow workplace safety procedures in a clothing production environment; communicate with colleagues and clients; lay and mark fabrics and garment pieces; construct and manipulate blocks; perform cutting, sewing and pressing operations; apply finishing procedures; apply quality standards in a clothing production environment. They are able to demonstrate basic knowledge of workplace health and safety, demonstrate basic awareness of HIV and AIDS and apply fundamental communication and numeracy competencies in the workplace.

### Detailed qualification requirements

The entry requirement for this qualification is the ability to demonstrate basic communication skills in the English language and numeracy. This qualification will be awarded to people who are credited with a minimum of 91 credits and have met the requirements of the compulsory section.

Unit Standard	Level	Credits
Follow workplace safety procedures, work practices and code of contact in a clothing production environment.	1	2
Produce fashion illustrations and technical drawing.	1	6
Construct basic pattern blocks.	1	10
Manipulate basic bodice, blouses and skirts blocks.	1	20
Lay out and mark fabrics to perform cutting operations.	1	6
Sew and press garments.	1	16
Demonstrate basic knowledge workplace health and safety.	1	7
Apply basic numeracy skills in a workplace environment.	1	5
Apply basic reading skills in a workplace environment	1	3
Interact with others in a workplace environment	1	5
Use workplace documents	1	5
Demonstrate basic awareness of HIV and AIDS.	1	6

### Progression

Upon completion of the qualification, candidates can proceed to the National Vocational Certificate in Clothing Production Level 2 at International Training College - Lingua or any other recognised institution.



## NATIONAL VOCATIONAL CERTIFICATE IN CLOTHING PRODUCTION (LEVEL 2)

**DURATION: 1 YEAR**

**CREDITS: 92**

### Programme Description

This qualification recognises people who have the competencies required of performing clothing production tasks in a clothing production environment. It is awarded to people who have demonstrated the skills and knowledge required to, produce fashion illustrations, make a marker; construct, manipulate and grade basic pattern blocks; perform cutting, sewing and pressing operations in a clothing production environment and selecting and handling materials as part of clothing production operations. They are able to apply basic financial literacy, fundamental computer literacy and, entrepreneurial skills in the workplace.

### Qualification Requirements

The entry requirement is the National Vocational Certificate in Clothing Production (Level 1) or equivalent. This qualification will be awarded to people who are credited with a minimum of 92 credits and have met the requirements of the compulsory section.

Unit Standard	Level	Credits
Produce and interpret fashion illustrations and technical drawing.	2	8
Construct and grade pattern blocks.	2	10
Manipulate and grade basic pattern blocks.	2	25
Make a marker.	2	4
Perform cutting operations in a clothing production environment.	2	8
Perform sewing and pressing operations.	2	20
Apply basic financial literacy skills.	2	4
Apply fundamental computer literacy skills.	1	8
Apply basic entrepreneurship skills.	1	5

### Progression

Upon completion of the qualification, candidates can proceed to the National Vocational Certificate in Clothing Production Level 3 at International Training College - Lingua or any other recognised institution.



## NATIONAL VOCATIONAL CERTIFICATE IN CLOTHING PRODUCTION (LEVEL 3)

**DURATION: 1 YEAR**

**CREDITS: 73**

### Programme Description

This qualification recognises people who have the competencies required of performing clothing production tasks in a clothing production environment. It is awarded to people who have demonstrated the skills and knowledge required to perform cutting, sewing and pressing operations on garments; manipulate pattern blocks; develop innovative ideas in a clothing production environment. They are able to develop a business plan as part of business start-up activities; and identify, create and select business opportunities in a clothing production environment.

### Qualification Requirements

The entry requirement is the National Vocational Certificate in Clothing Production (Level 2) or equivalent.

This qualification will be awarded to people who are credited with a minimum of 73 credits and have met the requirements of the compulsory section.

Unit Standard	Level	Credits
Produce advanced fashion illustrations and technical drawings.	3	10
Manipulate blocks into complex patterns.	3	25
Perform cutting operations on complex garments.	3	5
Perform sewing and pressing operations on complex garments.	3	16
Develop a business plan as part of business start-up activities.	3	12
Identify create and select business opportunities.	3	5

### Progression

Upon completion of the qualification, candidates can proceed to the National Vocational Certificate in Clothing Production Level 4 at International Training College - Lingua or any other recognised institution.



## NATIONAL VOCATIONAL CERTIFICATE IN CLOTHING PRODUCTION (LEVEL 4)

**DURATION: 1 YEAR**

**CREDITS: 99**

### Programme Description

This qualification recognises people who have the competencies required for performing clothing production tasks in a clothing production environment. It is awarded to people who have demonstrated the skills and knowledge required to perform cutting, sewing and pressing operations on menswear; manipulate, construct and grade menswear pattern blocks; Produce fashion illustration and technical drawing for menswear. They are able to implement, control and monitor business operations; and Establish a business as part of entrepreneurship operations.

### Qualification Requirements

The entry requirement is the National Vocational Certificate in Clothing Production (Level 3) or equivalent. This qualification will be awarded to people who are credited with a minimum of 99 credits and have met the requirements of the compulsory section.

Unit Standard	Level	Credits
Produce fashion illustration and technical drawing for menswear.	4	12
Construct and grade menswear pattern blocks.	4	20
Manipulate menswear pattern blocks.	4	20
Perform cutting operations on menswear.	4	4
Perform sewing and pressing operations on menswear.	4	16
Implement, control and monitor business operations.	4	15
Establish a business as part of entrepreneurship operations.	4	12

### Progression

Upon completion of the qualification, candidates can proceed to the National Vocational Certificate in Clothing Production Level 5 at International Training College - Lingua or any other recognised institution of higher learning.



## NATIONAL VOCATIONAL CERTIFICATE IN ELECTRICAL ENGINEERING (ELECTRICAL GENERAL) : (LEVEL 2)

**DURATION: 1 YEAR**

**CREDITS: 103**

### Programme Description

This qualification recognises people who have the competencies required for electrical engineering – electrical general. It is awarded to people who have demonstrated the skills and knowledge required to apply knowledge of basic circuit protection devices; install electrical cables and accessories; demonstrate knowledge of basic electronic components and circuits; design and construct a single phase electrical circuit; use test equipment for electrical measurements; demonstrate knowledge of emergency preparedness and response; demonstrate knowledge of electrical fundamentals; conduct insulation resistance tests; perform installation, inspection and testing of wiring for single phase of domestic, commercial and industrial electrical circuits; install electric wire ways; install and test single phase electrical appliances; demonstrate basic knowledge of analogue and digital electronics; communicate in an electrical work environment; perform basic soldering and de-soldering procedures for electrical work; prevent electrostatic damage to electrical components; install electrical fixtures and accessories; perform manual excavations; work safely on ladders, scaffolding and hoists; and install, repair and maintain lighting systems and structures.

### Detailed qualification requirements

This qualification will be awarded to people who are credited with a minimum of 103 credits and have met the requirements of the compulsory section, as well as all requirements for Workplace Integrated Learning (WIL) as laid out in the National Policy On Work-Integrated Learning for Technical and Vocational Education and Training (TVET).

Unit Standard	Level	Credits
Communicate in an electrical work environment.	2	2
Perform basic soldering and de-soldering procedures for electrical work.	2	3
Prevent electrostatic to electrical components.	2	2
Apply knowledge of basic circuit protection devices	2	3
Install electrical cables and accessories.	2	3
Demonstrate knowledge of basic electronic components and circuits.	2	3
Design and construct a basic a single –phased electrical circuit.	2	3
Use test equipment for electrical measurement.	2	4
Demonstrate knowledge of emergency preparedness and response.	2	3
Demonstrate knowledge of electrical fundamentals.	2	3
Contact insulation resistance test.	2	2
Perform installation, inspection and testing of wiring for single phase of domestic, commercial and industrial electrical circuits.	2	4
Install electrical wire ways.	2	3
Install and test single phase electrical appliances.	2	4
Demonstrate basic knowledge of analogue and digital electronics.	2	4
Install electrical fixtures and accessories.	2	3
Perform manual excavation	2	4
Work safely on ladders, scaffoldings and hoists.	2	4
Install, repair and maintain lightning systems and structure	2	5
Demonstrate knowledge and skills required to be a successful entrepreneur	2	4
Demonstrate introductory knowledge of entrepreneurship.	2	5
Apply fundamental computer literacy skills.	2	8
Demonstrate basic knowledge of workplace health and safety.	2	7
Apply basic numeracy skills in a workplace environment.	2	5
Apply basic knowledge of engineering science in different context.	2	6
Apply basic knowledge engineering drawings in different context	2	6

### Progression

Upon completion of the qualification, candidates can proceed to the National Vocational Certificate in Electrical Engineering (Electrical General) Level 3 at International Training College - Lingua or any other recognised institution.

## NATIONAL VOCATIONAL CERTIFICATE IN ELECTRICAL ENGINEERING (ELECTRICAL GENERAL) (LEVEL 3)

**DURATION: 1 YEAR**
**CREDITS: 102**

### Programme Description

This qualification recognises people who have the competencies required for electrical engineering – electrical general. It is awarded to people who have demonstrated the skills and knowledge required to demonstrate knowledge of earthing, under voltage and over current protection; establish customer relations in an electrical work environment; inspect and test a single phase domestic, industrial and commercial installations; install electrical fixed equipment; maintain portable and fixed electrical equipment; demonstrate knowledge of alternating current (AC) machines; demonstrate knowledge of direct current (DC) machines; install and commission alternating current (AC) machines; demonstrate knowledge of hydraulic and pneumatic principles; demonstrate knowledge of power generation plants; and install Direct-on-line (DOL) energy metering devices.

### Qualification Requirements

This qualification will be awarded to people who are credited with a minimum of 102 credits and have met the requirements of the compulsory section, as well as all requirements for Workplace Integrated Learning (WIL) as laid out in the National Policy On Work-Integrated Learning for Technical and Vocational Education and Training (TVET).

Unit Standard	Level	Credits
Demonstrate knowledge of earthing, under voltage and over current protection.	3	6
Establish customer relations in an electrical work environment.	3	3
Inspect and test a single phase domestic, commercial and industrial installation.	3	10
Install electrical fixed equipment.	3	10
Maintain portable and fixed electrical equipment	3	8
Demonstrate knowledge of alternating current (AC) machines.	3	6
Demonstrate knowledge of direct current (DC) machines	3	6
Install and commission alternating current (AC) machines.	3	6
Demonstrate knowledge of hydraulic and pneumatic principals.	2	4
Demonstrate knowledge of power generation plants.	3	8
Install Direct-on-line (DOL) energy metering devices.	3	6
Apply knowledge of pre-basic mathematics in different context.	2	6
Apply knowledge of fundamental engineering science in different contexts	3	6
Generate and execute business ideas.	3	7
Develop a business plan for a small business.	3	12

### Progression

Upon completion of the qualification, candidates can proceed to the National Vocational Certificate in Electrical Engineering (Electrical General) Level 4 at International Training College - Lingua or any other recognised institution.





## CERTIFICATE IN ELECTRICAL ENGINEERING (ELECTRICAL GENERAL) (LEVEL 4)

**DURATION: 1 YEAR**

**CREDITS: 178**

### Programme Description

This qualification recognises people who have the competencies required for electrical engineering – electrical general. It is awarded to people who have demonstrated the skills and knowledge required to perform basic industrial instrument installations, measurements and calibration; demonstrate knowledge of advanced electrical engineering principles; inspect and test a three phase domestic, industrial and commercial installation; install standby power systems; maintain customer care; maintain DC and AC machines; design electrical installation; repair portable electrical equipment; comply with ethical and legal responsibilities of electricians; conduct planned and unplanned maintenance; prepare bill of quantities for electrical work; demonstrate knowledge of coal fired power plant; demonstrate knowledge of gas fired power plant; demonstrate knowledge of hydro power plant; demonstrate knowledge of commissioning power plant; demonstrate knowledge of photo-voltaic (PV) power plant; demonstrate knowledge of wind power plant; maintain and operate distribution line tools and equipment; perform distribution line pole erection; install overhead line accessories; install power lines and cables; work in line gang; demonstrate knowledge of installing poles and pylons; design a voltage and current energy metering installation; install batteries, battery rooms and/or battery tripping units (BTU); and maintain batteries, battery rooms and/or battery tripping units (BTU).

### Qualification Requirements

This qualification will be awarded to people who are credited with a minimum of 178 credits and have met the requirements of the compulsory section, as well as all requirements for Workplace Integrated Learning (WIL) as laid out in the National Policy On Work-Integrated Learning for Technical and Vocational Education and Training (TVET).

Unit Standard	Level	Credits
Perform basic industrial instrumental installation.	4	6
Demonstrate knowledge of advanced electrical engineering principals	4	10
Inspect and test a three phase domestic, industrial and commercial installation.	4	4
Install standby power systems.	4	2
Maintain customer care.	4	8
Maintain direct current (DC) and alternating current (AC) machines.	4	4
Design electrical installation.	4	6
Repair portable electrical equipment.	4	3
Comply with legislations and regulatory requirements of electrical installation.	4	6
Conduct planned and unplanned maintenance.	4	6
Prepare bill of quantities for electrical work.	4	6
Demonstrate knowledge of coal fired power plant.	4	6
Demonstrate knowledge of gas fired power plant.	4	6
Demonstrate knowledge of hydro fired power plant		
Demonstrate knowledge of commissioning power plant.	4	4
Demonstrate knowledge of photo- voltaic (PV) power plant.	4	6
Demonstrate knowledge of wind power plant.	4	6
Maintain and operate distribution line tools and equipment.	3	8
Install overhead lines accessories	3	8
Install power lines and cables	3	8
Work in line gang	3	3
Demonstrate knowledge of, installing poles and pylons.	3	4
Design a voltage and current transformer energy metering installation.	4	8
Install batteries, battery room and / or battery tripping units (BTU).	4	10
Maintain batteries, battery rooms and / or battery tripping units (BTU).	3	6
Apply knowledge of basic mathematics in different context.	3	6
Apply advanced knowledge of engineering science in different context	4	6
Expand business operations and supporting mechanisms	4	12



### **Progression**

Upon completion of the qualification, candidates can proceed to the National Vocational Diploma in Electrical Engineering (Electrical General) Level 5 at International Training College - Lingua or any other recognised institution of higher learning



## DIPLOMA IN ELECTRICAL ENGINEERING (ELECTRICAL GENERAL) (LEVEL 5)

**DURATION: 1 YEAR**

**CREDITS: 120-187**

### Programme Description

This qualification recognises students who have the competencies required for working effectively in various industries of the electrical energy sector. It is awarded to students who have demonstrated the knowledge and skills required to apply labour requirements; manage electrical projects; provide customer service; and apply supervisory skills. Students can either specialise in the following areas: Electrical Metering; demonstrate knowledge of electrical protection system of instrument transformer; demonstrate the knowledge and skills required to find fault on low and medium voltage reticulation systems; test and maintain isolators and switchgear; inspect, test and maintain low and medium voltage transformers; joint low and medium voltage cables; install electrical customer supply points; operate on low and medium voltage networks; operate on customer supply voltage networks; inspect and clean low and medium voltage yards and enclosures; demonstrate knowledge of power generation plants; install batteries, battery rooms and/or battery tripping units (BTU); and maintain batteries, battery rooms and/or battery tripping units (BTU); demonstrate the knowledge and skills required to inspect and test a single phase domestic, industrial and commercial installations; inspect and test a three phase domestic, industrial and commercial installation; conduct planned and unplanned maintenance; manage business, financial and legal requirements for an electrical business; issue certificate of compliance for domestic, industrial and commercial installations; prepare bill of quantities for electrical work; test and commission installations; install, inspect and test electric fencing; install energy metering auxiliaries; install Direct-on line (DOL) energy metering devices; and install and commission electricity current transformer metering.

### Qualification Requirements

This qualification will be awarded to the students who are credited with a minimum of:

- 120 credits: Electrical Installation or;
- 126 credits: Electrical Metering or;
- 187 credits: Electrical Low and Medium Voltage and have met the requirements of both the compulsory and strand sections, as well as all requirements for Workplace Integrated Learning (WIL) as laid out in the draft National Policy On Work-Integrated Learning for Technical and Vocational Education and Training (TVET).

Unit Standard	Level	Credits
<b>Electrical General - Core</b>		
Apply labour requirements	5	4
Manage the electrical projects	5	16
Provide customer service	5	6
Apply supervisory skills	5	15
<b>Electrical Metering</b>		
Install Direct-on-line (DOL) energy metering devices	3	6
Design a voltage and current transformer energy metering installation	4	8
Install energy metering auxiliaries	5	4
Demonstrate knowledge of energy metering systems and installations	5	10
Programme energy meter data loggers in the electricity supply industry	5	4
Bench test and adjust energy meters	5	5
Install and commission metering current and voltage transformer	5	10
Calibrate energy revenue metering systems in the electricity supply industry	5	10
Calibrate revenue metering current and voltage transformers in the electricity supply industry	5	12
Calibrate high accuracy energy meters in the electricity supply industry	5	12
Demonstrate knowledge of electrical protection system of instrument transformer	5	4
<b>Electrical Low and Medium Voltage</b>		
Find fault on low and medium voltage reticulation systems	5	5
Access and exit prohibited and restricted areas safely	5	10
Construct, maintain and dismantle low and medium voltage overhead networks	5	11
Inspect, record and report condition of low and medium voltage station apparatus	5	6



Inspect, test and maintain isolators and switchgear	5	12
Inspect, test and maintain low and medium voltage transformers	5	12
Install and replace low and medium voltage apparatus and hardware	5	6
Install, terminate and joint low and medium voltage cables	5	10
Install electrical customer supply points	5	10
Operate on low and medium voltage networks	5	20
Operate on customer supply voltage networks	5	10
Inspect and clean low and medium voltage yards and enclosures	5	10
<b>Power Plant Operations</b>		
Demonstrate knowledge of power generation plants	3	8
<b>Electrical Installation</b>		
Maintain batteries, battery rooms and/or battery tripping units (BTU)	3	6
Install batteries, battery rooms and/or battery tripping units (BTU)	4	10
Inspect and test a single phase domestic, industrial and commercial installations	3	10
Inspect and test a three-phase domestic, industrial and commercial installation	4	10
Conduct planned and unplanned maintenance	4	6
Manage business, financial and legal requirements for an electrical business	5	5
Issue certificate of compliance for domestic, industrial and commercial installations	5	6
Prepare bill of quantities for electrical work	4	6
Test and commission installations	5	4
Install, test and maintain electric fencing	5	12
<b>Electrical Metering</b>		
Install Direct-on-line (DOL) energy metering devices	3	6
Install energy metering auxiliaries	5	4
Install and commission metering current and voltage transformer	5	10

### Progression

Upon completion of the qualification, candidates can proceed to the National Vocational Diploma in Electrical Engineering (Electrical General) Level 6 at International Training College - Lingua or any other recognised institution of higher learning.



## CERTIFICATE IN FINANCIAL SERVICES (INSURANCE INTERMEDIARY) (LEVEL 4)

**DURATION: 1 YEAR**

**CREDITS: 67**

### Programme Description

This qualification recognizes people who have the competencies required to adhere to the fit and proper requirements to register as a financial intermediary at NAMFISA. It is awarded to people who have demonstrated the skills and knowledge required to provide professional financial advice to clients. They are able to assess the financial needs of clients, analyse the information collected, and assist clients to find amicable solutions to face personal financial challenges. They further have a good understanding of the history and scope of insurance, financial services available in Namibia, risk and risk management, the importance of effective communication, the importance of personal development, and Namibian legislation applicable to insurance. They are also able to perform financial calculations to assess their own financial situation as well as that of clients, and to find professional solutions to financial challenges.

### Detailed qualification requirements

This qualification will be awarded to people who are credited with a minimum of 67 credits and have met the requirements of the compulsory sections, as well as all requirements for Workplace Integrated Learning (WIL) as laid out in the National Policy On Work-Integrated Learning for Technical and Vocational Education and Training (TVET).

Unit Standard	Level	Credits
Demonstrate understanding of the history, development and scope of insurance	4	6
Demonstrate and understanding of financial services available in Namibia.	4	6
Demonstrate understanding of the role and responsibility of financial intermediary	4	4
Demonstrate understanding of personal inter-personal and professional development.	4	4
Demonstrate an understanding of risk and risk management strategies and purposes.	4	4
Demonstrate understanding Namibian regulatory framework applicable to insurance.	4	4
Demonstrate understanding of effective communication skills.	4	4
Perform financial calculations	4	4
Perform personal financial planning.	4	4
Provide professional financial planning advice.	4	6
Identify, create and select business opportunities.	3	5
Develop a business plan as part of business start-up activities.	3	12

### Progression

Upon completion of the qualification, students can proceed in Financial Services (Insurance Intermediary) qualifications at any recognised institution.



## CERTIFICATE IN HEALTH (CARE GIVING) – (LEVEL 1) FULL-TIME/PART-TIME/DISTANCE

**DURATION: 1 YEAR**

**CREDITS: 78**

### Programme Description

The Certificate in Health (Care Giving) Level 1 programme is designed to provide students with the fundamental knowledge, skills and attitudes of care giving at entry level. It is aimed at preparing individuals for roles in the healthcare field.

### Qualification Requirements

The qualification will be awarded to students credited with a minimum of 78 credits and who have met the requirements of the programme.

### Entry Requirements

- Applicants may enter this qualification if they have obtained Grade 8 from any recognised institution.  
OR
- Enter through mature age with a minimum 23 years, with grade 10- and 2-years work experience/recognition of prior learning which includes formal, informal and non-formal learning and work experience. If the candidate is able to demonstrate competence in the knowledge, skills, values and attitude implicit in this qualification the appropriate credits should be assigned to the candidate.

Modules	Level	Credits
<b>January to June Semester</b>		
Introduction to Health Care	1	10
Basic English	1	8
Computer Fundamentals	2	10
Introduction to Numeracy skills	2	10
<b>June to November Semester</b>		
Introduction to Homebased Care	1	10
Human Growth and Development	1	10
Nutrition Health and Safety	1	12
Basic English	1	8

### Progression

Upon completion of this qualification, students can proceed to study for a Certificate in Health (Care Giving) Level 2 at International Training College - Lingua or any other institution.



## CERTIFICATE IN HEALTH (CARE GIVING) – (LEVEL 2) FULL-TIME/PART-TIME/DISTANCE

**DURATION: 1 YEAR**

**CREDITS: 78**

### Programme Description

The Certificate in Health (Care Giving) Level 2 program is designed to equip students with an understanding of the fundamentals of healthcare activities, human body system, communication, values and principles in healthcare. This qualification is structured to provide students with a fundamental theoretical foundation in healthcare skills. It is aimed at preparing individuals for roles in the healthcare field.

### Qualification Requirements

The qualification will be awarded to students credited with a minimum of 78 credits and who have met the requirements of the programme.

### Entry Requirements

- Applicants may enter this qualification if they have obtained Grade 9 or Certificate in Healthcare Level 1 from International Training College - Lingua or any recognised institution.  
OR
- Enter through mature age with a minimum 23 years, with grade 10 and 2 years work experience recognition of prior learning which includes formal, informal and non-formal learning and work experience. If the candidate is able to demonstrate competence in the knowledge, skills, values and attitude implicit in this qualification the appropriate credits should be assigned to the candidate.

Modules	Level	Credits
<b>January to June Semester</b>		
Computer Fundamentals	2	10
English Communication	2	8
Human Body Systems	2	12
Introduction to Numeracy skills	2	10
<b>June to November Semester</b>		
Communication in Health care	2	10
Health care activities	2	10
Values and Principles	2	10
Practicals	2	NCB
English Communication	4	8

### Progression

Upon completion of this qualification, students can proceed to study for a Certificate in Health (Care Giving) Level 3 at International Training College - Lingua or any other institution.



## CERTIFICATE IN HEALTH (CARE GIVING) – (LEVEL 3) FULL-TIME/PART-TIME/DISTANCE

**DURATION: 1 YEAR**

**CREDITS: 88**

### Programme Description

The Certificate in Health (Care Giving) Level 3 qualification is aimed primarily to provide students with an understanding of a social healthcare setup, basic caregiving to individuals, providing home-based care and promoting public health to support the community. The qualification will build a strong theoretical, technical, practical knowledge and workplace experience along with the necessary skills in the healthcare domain.

### Qualification Requirements

This qualification will be awarded to students credited with a minimum of 88 credits, and who have met the requirements of the programme.

### Entry Requirements

- Applicants who have obtained 14 points in 6 subjects in the NSSCO/AS level or equivalent thereof with less than 14 points in 6 subjects,
- or an equivalent qualification on NQF Level 2,
- Enter through mature age with a minimum 23 years, with grade 10 and 2 years work experience/recognition of prior learning which includes formal, informal and non-formal learning and work experience. If the candidate is able to demonstrate competence in the knowledge, skills, values and attitude implicit in this qualification the appropriate credits should be assigned to the candidate.

Module	Level	Credits
<b>January to June Semester</b>		
Computer studies	3	12
English	4	8
Meeting Individual care and support needs	3	12
Promoting Public Health and Home-Based Care	3	16
Human Body System	3	12
<b>July to November Semester</b>		
Equality, Diversity and Rights in Health and Social Care	3	10
Physiological Disorder and their Care	3	10
Practicals	3	NCB
English	4	8

### Progression

Upon completion of this qualification, students can proceed to study for a Certificate in Health (Care Giving) Level 4 at International Training College - Lingua or any other recognised institution.





## CERTIFICATE IN HEALTH (CARE GIVING) – (LEVEL 4) FULL-TIME/PART-TIME/DISTANCE

**DURATION: 1 YEAR**

**CREDIT: 92**

### Programme Description

The primary aim of the Certificate in Health (Care Giving) Level 4 qualification is to cater to the global and local demand on essential training of healthcare. This qualification will enable the students to become employable.

### Qualification Requirements

This qualification will be awarded to students credited with a minimum of 92 credits, and who have met the requirements of the programme.

### Who should apply?

- Applicants who have obtained 14 points in 6 subjects in the NSSCO/AS level or equivalent thereof.
- Applicants with a relevant NQF Level 3 qualification.
- Entry through mature age minimum 23 years with grade 10 and 2 years work experience/recognition of prior learning which includes formal, informal and non-formal learning and work experience. If the candidate is able to demonstrate competence in the knowledge, skills, values and attitude implicit in this qualification the appropriate credits should be assigned to the candidate.

Module	Level	Credits
<b>January to June Semester</b>		
Anatomy and Physiology	5	16
Computer Studies	3	12
English	4	8
Introduction to Basic care giving	5	12
<b>July to November Semester</b>		
Infection Prevention and Control	4	12
Medical Concerns & Emergencies Procedures	4	12
Patient Rights	4	12
Practicals	4	NCB
English	4	8

### Progression

Upon completion of this qualification, students can proceed to study for a Diploma in Health Care Giving (specialisation) Level 5 at International Training College - Lingua or any other recognised institution of higher learning.



## DIPLOMA IN HEALTH CARE GIVING (SPECIALIZATION) – (LEVEL 5) FULL-TIME/PART-TIME/DISTANCE

**DURATION: 1 YEAR**

**CREDIT: 126**

### Programme Description

The Diploma in Health Care Giving (specialisation) qualification has been developed to produce employable graduates with the ability to work in the healthcare industry locally and globally. The main objective of this programme is to develop skilled and qualified healthcare professionals with the knowledge of the healthcare sector.

### Qualification Requirements

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

### Who should apply?

- Applicants who have obtained 25 points in 6 subjects or above in 6 subjects in the NSSCO/AS level or equivalent thereof.
- Applicants with a Certificate in Health Care Giving Level 4.
- Enter through mature age minimum 23 years with grade 10 and 2 years work experience/recognition of prior learning which includes formal, informal and non-formal learning and work experience. If the candidate is able to demonstrate competence in the knowledge, skills, values and attitude implicit in this qualification the appropriate credits should be assigned to the candidate.

Module	Level	Credits
<b>January to June Semester</b>		
Anatomy and Physiology	5	16
Introduction to Basic caregiving	5	12
Computer Essentials	3	16
English	4	8
<b>July to November Semester</b>		
General Nursing Science	5	16
Community and Public Health Nursing	5	16
Introduction to Pharmacology	5	12
Introduction to Psychology	5	16
Practicum	5	6
English	4	8

### Progression

Upon completion of this qualification, students can proceed to study for a Diploma in Health Care Giving (specialisation) Level 6 at International Training College - Lingua or any other recognised institution of higher learning.



## DIPLOMA IN HEALTH CARE GIVING (SPECIALIZATION) – (LEVEL 6) FULL-TIME/PART-TIME/DISTANCE

**DURATION: 1 YEAR**

**CREDIT: 120**

### Programme Description

This qualification is primarily directed at students who have obtained a Level 5 Health Care Giving qualification as well as in-service workers who wish to develop and improve their skills. The qualification will provide an opportunity to students to develop specific knowledge and skills applicable to healthcare.

### Qualification Requirements

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

### Who should apply?

- Applicants who have obtained a relevant NQF Level 5 qualification.  
OR
- Enter through mature age minimum 23 years with grade 10 and 2 years work experience/recognition of prior learning which includes formal, informal and non-formal learning and work experience. If the candidate is able to demonstrate competence in the knowledge, skills, values and attitude implicit in this qualification the appropriate credits should be assigned to the candidate.

Year 1 (Level 4)			Year 2 (Level 5)			Year 3 (Level 6)		
Module	Level	Credit	Module	Level	Credits	Module	Level	Credits
<b>January to June Semester</b>			<b>January to June Semester</b>			<b>January to June Semester</b>		
Anatomy and Physiology	5	16	Anatomy and Physiology	5	16	Ethos and Professional Practice	5	16
Introduction to Basic caregiving	5	12	Introduction to Basic caregiving	5	12	Maternal, Child and Women's Health Care	6	12
Computer Studies	3	12	English	4	8	Occupational Health and Safety	6	16
English	4	8						
<b>July to November Semester</b>			<b>July to November Semester</b>			<b>July to November Semester</b>		
Infection Prevention and Control	4	12	Community and Public Health Nursing	5	16	General Nursing Science 2	6	12
Patient Rights	4	12	English	4	16	Nursing Unit Management	6	16
Medical Concerns & Emergencies Procedures	4	12	General Nursing Science	5	16	Practicum	6	32
Practicum	4	12	Introduction to Pharmacology	5	12			
English	4	8	Introduction to Psychology	5	16			
			Practicum	5	6			

### Progression

Upon completion of this qualification, students can proceed to study for a qualification in Health Care Giving Level 7 at any other recognised institution of higher learning.



## DEMONSTRATE BASIC AWARENESS OF HIV AND AIDS – (LEVEL 1)

**DURATION: 3 MONTHS**

**CREDITS 52**

### **Programme Description**

The purpose of this unit standard is to provide participants with the knowledge of HIV and AIDS. It includes understanding the nature of HIV and AIDS, HIV transmission and ways of minimising infection.

### **Qualification Requirements**

This unit standard will be awarded to students who have completed all outcomes of this unit standard.

<b>Module</b>	<b>Level</b>	<b>Credits</b>
Computer Studies	3	12
English	1	16
Nature of HIV and AIDS	1	12
Transmission of HIV and ways of minimizing infection.	1	12



## CERTIFICATE IN HOSPITALITY – (LEVEL 1)

**DURATION: 6 MONTHS**

**CREDITS: 80**

### Programme Description

The primary purpose of the Certificate in Hospitality Level 1 is to provide students with the fundamental knowledge, skills and attitudes of hospitality at entry level. Students will be able to perform basic duties under supervision in the field of the hospitality industry.

### Qualification Requirements

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

### Who should apply?

- Applicants who have completed Grade 9 or the equivalent thereof.
- Entry through mature age, minimum 23 years with grade 10 and 2 years work experience/recognition of prior learning which includes formal, informal and non-formal learning and work experience
- Individuals already employed in the field of Hospitality but without formal qualifications.

Module	Level	Credits
Basic Commercial Cookery	1	10
Computer Studies	1	10
English	1	10
Front Office Operations	1	10
Introduction to Housekeeping	1	10
Introduction to the Tourism and Hospitality Industry	2	10
Nutrition, Safety and Hygiene	2	10
Fundamentals of Food and Beverage	1	10

### Progression

Upon completion of the qualification, students may proceed to the Certificate in Hospitality Level 2 at International Training College – Lingua or any other recognised institution of higher learning.



## CERTIFICATE IN HOSPITALITY – (LEVEL 2)

**DURATION: 1 YEAR**

**CREDITS: 92**

### Programme Description

The primary purpose of the Certificate in Hospitality Level 2 is to provide students with the basic knowledge, skills and attitudes of the hospitality industry. The qualification provides a solid industry related foundation, availing opportunities for individuals entering this sector.

### Qualification Requirements

This qualification will be awarded to students credited with a minimum of 92 credits, and who have met the requirements of the programme.

### Who should apply?

- Applicants who have completed Grade 10 or the equivalent thereof.
- Entry through mature age, minimum 23 years with grade 10 and 2 years work experience/recognition of prior learning which includes formal, informal and non-formal learning and work experience
- Individuals already employed in the field of Hospitality but without formal qualifications.

Skills, Knowledge and experience for competencies gained elsewhere for example in the workplace are also evaluated in the RPL process as per Recognition for Prior Learning Policy of International Training College Lingua.

Module	Level	Credits
<b>January to June Semester</b>		
Nutrition, Safety and Hygiene	2	10
Computer Fundamentals	2	12
Basic English Communication	2	10
Introduction to Housekeeping	2	10
<b>July to November Semester</b>		
Front Office Operations	2	10
Introduction to Commercial Cookery	2	10
Introduction to the Tourism and Hospitality Industry	2	10
Introduction to Food and Beverage	2	10
Customer Care and Communication	1	10

### Progression

Upon completion of the qualification, students may proceed to the Certificate in Hospitality Level 3 at International Training College – Lingua or any other recognised institution of higher learning.



## CERTIFICATE IN HOSPITALITY – (LEVEL 3)

**DURATION: 1 YEAR**

**CREDITS: 84**

### Programme Description

The primary purpose of the Certificate in Hospitality Level 3 is to provide students with the general knowledge, skills and competencies 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 students credited with a minimum of 84 credits, and who have met the requirements of the programme.

### Who should apply?

- Applicants may enter this qualification if they have at least a NSSCO/AS or the equivalent thereof
- Certificate in Hospitality (Level 2) from International Training College - Lingua or the equivalent thereof.
- Entry through mature age, minimum 23 years with grade 10 and 2 years work experience/recognition of prior learning which includes formal, informal and non-formal learning and work experience
- Individuals already employed in the field of Hospitality but without formal qualifications.

Skills, Knowledge and experience for competencies gained elsewhere for example in the workplace are also evaluated in the RPL process as per Recognition for Prior Learning Policy of International Training College Lingua.

Module	Level	Credits
<b>January to June Semester</b>		
Computer Studies	3	12
English	3	12
First Aid Training	3	10
Principles of Housekeeping	3	10
<b>July to November Semester</b>		
Principles of Commercial Cookery	3	10
Principles of Food and beverage	3	10
Front Office Operations	3	10
Grooming and Personality Development	3	10

### Progression

Upon completion of the qualification, students may proceed to the Certificate in Hospitality Level 4 at International Training College – Lingua or any other recognised institution of higher learning.



## CERTIFICATE IN TRAVEL & TOURISM – (LEVEL 1)

**DURATION: 6 MONTHS**

**CREDITS: 52**

### Programme Description

The primary purpose of the Certificate in Travel and Tourism Level 1 is to provide students with the fundamental knowledge, skills and attitudes of travel and tourism at entry level. They will be able to perform basic duties under supervision in the field of travel and tourism industry.

### Qualification Requirements

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

### Who should apply?

- Applicants who have completed Grade 9 or the equivalent thereof.
- Entry through mature age, minimum 23 years with grade 10 and 2 years work experience/recognition of prior learning which includes formal, informal and non-formal learning and work experience
- Individuals already employed in the field of Travel and Tourism but without formal qualifications.

Skills, Knowledge and experience for competencies gained elsewhere for example in the workplace are also evaluated in the RPL process as per Recognition for Prior Learning Policy of International Training College Lingua.

Module	Level	Credits
Career Paths in Tourism	1	10
Computer Studies 1	3	12
Customer Care and Communication	1	10
English	1	10
Tourism Destinations and Attractions in Namibia	1	10

### Progression

Upon completion of the qualification, students may proceed to the Certificate in Travel and Tourism Level 2 at International Training College – Lingua or any other recognised institution of higher learning.





## CERTIFICATE IN TRAVEL & TOURISM – (LEVEL 2)

**DURATION: 6 MONTHS**

**CREDITS: 62**

### Programme Description

The primary purpose of the Certificate in Travel and Tourism Level 2 is to provide students with the basic knowledge, skills and attitudes of travel and tourism. This qualification allows students to progress further and broaden their skills, knowledge in the field of tourism and hospitality industry. This qualification will be useful in providing an insight into the operations of the industry.

### Qualification Requirements

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

### Who should apply?

- Applicants who have completed Grade 10 or the equivalent thereof.
- Entry through mature age, minimum 23 years with grade 10 and 2 years work experience/recognition of prior learning which includes formal, informal and non-formal learning and work experience.
- Individuals already employed in the field of Travel and Tourism but without formal qualifications

Skills, Knowledge and experience for competencies gained elsewhere for example in the workplace are also evaluated in the RPL process as per Recognition for Prior Learning Policy of International Training College Lingua.

Module	Level	Credits
Computer Studies 1	3	12
Customer Care and Communication	1	10
English	2	10
Introduction to the Tourism Industry	2	10
Retail Travel Operations	2	10
Tour Guiding	2	10

### Progression

Upon completion of the qualification, students may proceed to the Certificate in Travel & Tourism Level 3 at International Training College – Lingua or any other recognised institution of higher learning.



## CERTIFICATE IN TRAVEL & TOURISM – (LEVEL 3)

**DURATION: 6 Months**

**CREDITS: 62**

### Programme Description

The primary purpose of the Certificate in Travel and Tourism Level 3 is to provide students with the general knowledge on concepts and principles of business operations in travel, tourism and hospitality. The qualification provides a comprehensive understanding of the complex interrelationship between geography and tourism from an international perspective. It provides the knowledge and skills required as a base for further training in the tourism industry.

### Qualification Requirements

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

### Who should apply?

- Applicants may enter this qualification if they have at least a NSSCO/AS or the equivalent thereof
- Certificate in Hospitality (Level 2) from International Training College - Lingua or the equivalent thereof.
- Entry through mature age, minimum 23 years with grade 10 and 2 years work experience/recognition of prior learning which includes formal, informal and non-formal learning and work experience
- Individuals already employed in the field of Travel and Tourism but without formal qualifications.

Skills, Knowledge and experience for competencies gained elsewhere for example in the workplace are also evaluated in the RPL process as per Recognition for Prior Learning Policy of International Training College Lingua.

Module	Level	Credits
Computer Studies 1	3	12
Customer Care and Communication	1	10
English	3	10
Introduction to Tourism Geography	3	10
Introduction to the Tourism Industry	2	10
Promotion for Tourism Services	3	10

### Progression

Upon completion of the qualification, students may proceed to the Certificate in Travel & Tourism Level 4 at International Training College – Lingua or any other recognised institution of higher learning.



## NATIONAL VOCATIONAL CERTIFICATE IN HOSPITALITY AND TOURISM (LEVEL 3) (APPRENTICE GUIDE)

**DURATION: 1 YEAR**

**CREDITS: 139 – 142**

### Programme Description

This is an entry level qualification for people embarking on a career in the Hospitality and Tourism sector. In particular, this qualification is intended as a first qualification for people wanting to become a National Guide in Namibia. The qualification recognises the competencies needed to guide tourists, likely under the supervision or mentorship of a recognized National Guide, on extended tours of more than one day. The qualification, therefore, likely leads onto the Q0424 National Vocational Certificate in Hospitality and Tourism (Level 4) (National Guide). The qualification contains two Elective Sets that enable the recognition of specific knowledge of interest to tourists. It is likely that additional unit standards will be added to Elective Set B in the future. In keeping with the competency needs of this sector and the country, training programmes linked to this qualification should include comprehensive attention to health and relationship matters associated with such things as HIV and AIDS, sexually transmitted infections, tuberculosis, and malaria.

### Detailed qualification requirements

This qualification will be awarded to people who have met the requirements of the Compulsory and the two Elective sections.

### Who should apply?

- Applicants who have completed Grade 10 or the equivalent thereof.
- Entry through mature age, minimum 23 years with grade 10 and 2 years work experience/recognition of prior learning which includes formal, informal and non-formal learning and work experience
- Individuals already employed in the field of Travel and Tourism but without formal qualifications.

Unit Standard	Level	Credits
<b>January to June Semester</b>		
Follow occupational health and safety procedures in tourist guide.	2	4
Work with colleagues and tourist in a culturally diverse tourist guiding environment.	2	3
Communicate with others in English when guiding tourist.	2	
Covey information on the socio-economic and political structures of Namibia in tourist guiding.	3	5
Provide customer care in tourist guiding	3	5
Perform routine estimations and calculations in tourist guiding	3	5
Apply first laid in tourist guiding	3	4
Convey information about different cultures and traditions in Namibia in tourist guiding	3	5
Comply with ethical and legal responsibilities of tourist guides.	3	6
Demonstrate knowledge of the tourism industry and related jobs and career pathways.	2	6
Convey information on personalities, current events, destinations and attractions in tourist guiding.	3	5
Convey information about the history of Namibia in tourist guiding.	3	5
Convey information on the physical environment of Namibia in tourist guiding.	4	8
Prepare and Conduct an extended tourist experience.	3	10
Operate and maintain a tour vehicle on a formed road.	3	10
Demonstrate awareness of environmental sustainability in tourist guiding.	3	10
Convey information on the night sky over Namibia in tourist guiding.	3	6
<b>July to November Semester</b>		
Convey information on rural communities in tourist guiding.	3	7



Convey information on urban communities in tourist guiding.	3	4
Demonstrate knowledge of and convey information on flora found in Namibia in tourist guiding.	4	4
Demonstrate knowledge of and convey information on fauna found in Namibia in tourist guiding.	4	15
Demonstrate knowledge of and convey information on birds encountered in Namibia in tourist guiding.	4	15
Lead Tourist on a Short Experience	4	10
Guide an Extended Desert Tour in Namibia	4	12

### Progression

Upon completion of the qualification, students may proceed to the National Vocational Certificate in Hospitality and Tourism Level 4 at International Training College - Lingua or any other recognised institution of higher learning.



## NATIONAL VOCATIONAL CERTIFICATE IN HOSPITALITY AND TOURISM (LEVEL 3) (LOCAL GUIDE)

**CREDITS: 71 – 87**

**DURATION: 1 YEAR**

### Programme Description

This is an entry level qualification for people embarking on a career in the Hospitality and Tourism sector. It is intended for people who guide short tours in a single locality or at a main tourist attraction or facility. The tour would likely have a specialist focus in a cultural, social, historical, natural environment, adventure, rural or urban area of interest to tourists. This range of interest areas is reflected in the Elective Set B of the qualification.

People holding this qualification could, if they wished, continue in the industry to become a National Guide in Namibia. The qualification could, therefore, lead onto the National Vocational Certificate in Hospitality and Tourism (Level 4) (National Guide).

### Qualification Requirements

This qualification will be awarded to people who have met the requirements of the Compulsory and the two Elective sections.

### Who should apply?

- Applicants who have completed Grade 10 or the equivalent thereof.
- Entry through mature age, minimum 23 years with grade 10 and 2 years work experience/recognition of prior learning which includes formal, informal and non-formal learning and work experience
- Individuals already employed in the field of Travel and Tourism but without formal qualifications.

Unit Standard	Level	Credits
<b>January to June Semester</b>		
Follow occupational health and safety procedures in tourist guide.	2	4
Work with colleagues and tourist in a culturally diverse tourist guiding environment.	2	3
Communicate with others in English when guiding tourist.	2	
Covey information on the socio-economic and political structures of Namibia in tourist guiding.	3	5
Provide customer care in tourist guiding	3	5
Perform routine estimations and calculations in tourist guiding	3	5
Apply first laid in tourist guiding	3	4
Comply with ethical and legal responsibilities of tourist guides.	3	6
Demonstrate knowledge of the tourism industry and related jobs and career pathways.	2	6
Convey information on personalities, current events, destinations and attractions in tourist guiding.	3	5
Convey information about the history of Namibia in tourist guiding.	3	5
Convey information on the physical environment of Namibia in tourist guiding.	4	8
Demonstrate awareness of environmental sustainability in tourist guiding.	3	10
<b>July to November Semester</b>		
Convey information on the night sky over Namibia in tourist guiding.	3	6
Convey information on rural communities in tourist guiding.	3	7
Convey information on urban communities in tourist guiding.	3	4
Convey information on flora found in Namibia on a short tourist experience.	3	7



Convey information on fauna found in Namibia on a short tourist experience.	3	7
Convey information on birds found in Namibia on a short tourist experience.	3	7
Prepare to conduct a short tourist experience.	3	4
Conduct a short tourist experience.	3	10
Operate and maintain a 4x4 tour vehicle in off-road tours.	4	10
Demonstrate competencies in tourist guiding in a language other than English.	4	10
Lead tourist on a short adventure experience.	4	10
Convey information on rural communities in tourist guiding.	3	4
Convey information on urban communities in tourist guiding.	3	4

### Progression

Upon completion of the qualification, students may proceed to the National Vocational Certificate in Hospitality and Tourism Level 4 at International Training College - Lingua or any other recognised institution of higher learning.



## NATIONAL VOCATIONAL CERTIFICATE IN HOSPITALITY AND TOURISM (LEVEL 3) (TRANSFER DRIVER)

**CREDITS: 60 – 70**

**DURATION: 1 YEAR**

### Programme Description

This is an entry level qualification for people embarking on a career in the Hospitality and Tourism sector. The qualification recognises people who have the competencies required for transferring people, particularly tourists, to and from their accommodation, a place of interest, and/or between places of interest.

The Elective Set of the qualification enables the recognition of areas of interest in which the driver might pass on information to the tourists being transported.

### Qualification Requirements

This qualification will be awarded to people who have met the requirements of the Compulsory and the Elective section.

### Who should apply?

- Applicants who have completed Grade 10 or the equivalent thereof.
- Entry through mature age, minimum 23 years with grade 10 and 2 years work experience/recognition of prior learning which includes formal, informal and non-formal learning and work experience
- Individuals already employed in the field of Travel and Tourism but without formal qualifications.

Unit Standard	Level	Credits
<b>January to June Semester</b>		
Follow occupational health and safety procedures in tourist guide.	2	4
Work with colleagues and tourist in a culturally diverse tourist guiding environment.	2	3
Communicate with others in English when guiding tourist.	2	
Covey information on the socio-economic and political structures of Namibia in tourist guiding.	3	5
Provide customer care in tourist guiding	3	5
Perform routine estimations and calculations in tourist guiding	3	5
Apply first laid in tourist guiding	3	4
Convey information about different cultures and traditions in Namibia in tourist guiding	3	5
Comply with ethical and legal responsibilities of tourist guides.	3	6
Demonstrate knowledge of the tourism industry and related jobs and career pathways.	2	6
Convey information on personalities, current events, destinations and attractions in tourist guiding.	3	5
Convey information about the history of Namibia in tourist guiding.	3	5
Convey information on the physical environment of Namibia in tourist guiding.	4	8
Assist a tourist guide with preparations for an extended tourist experience.	3	8
Assist a tourist guide to conduct an extended tourist experience.	3	6
Operate and maintain a tour vehicle on a formed road.	3	10
Demonstrate awareness of environmental sustainability in tourist guiding.	3	10
<b>July to November Semester</b>		
Convey information on the night sky over Namibia in tourist guiding.	3	6
Convey information on rural communities in tourist guiding.	3	7
Convey information on urban communities in tourist guiding.	3	4



Demonstrate knowledge of and convey information on flora found in Namibia in tourist guiding.	4	4
Demonstrate knowledge of and convey information on fauna found in Namibia in tourist guiding.	4	15
Demonstrate knowledge of and convey information on birds encountered in Namibia in tourist guiding.	4	15

### **Progression**

Upon completion of the qualification, students may proceed to the National Vocational Certificate in Hospitality and Tourism Level 4 at International Training College - Lingua or any other recognised institution of higher learning.





## CERTIFICATE IN INFORMATION TECHNOLOGY (LEVEL 3) FULL-TIME/PART-TIME/DISTANCE

**DURATION: 6 MONTHS**

**CREDITS: 50**

### Programme Description

The Level 3 Certificate in Information Technology is tailored to address the requirements of individuals seeking comprehensive computing skills applicable across various industries. Proficiency in End-User Computing is deemed essential in today's business landscape, making this qualification relevant to all sectors of the economy. The program is flexible, catering to both formal education participants and individuals already engaged in employment. Its primary objective is to cultivate knowledgeable and adept students capable of applying their acquired skills across different industries, thereby enhancing overall workplace productivity and efficiency.

### Qualification Requirements

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

### Who should apply?

- Applicants may enter this qualification if they have at least a NSSCO/AS or the equivalent thereof
- Entry through mature age, minimum 23 years with grade 10 and 2 years work experience/recognition of prior learning which includes formal, informal and non-formal learning and work experience
- Individuals already employed in the field of Information technology but without formal qualifications.

Modules	Level	Credits
Basic Mathematics	3	10
Computer Operations and Applications	3	10
English	3	10
Information Technology Technical Support	3	10
Installing and Upgrading Software	3	10

### Progression

Upon completion of the qualification, students will be able to progress to the Certificate in Information Technology Level 4 at International Training College - Lingua or any other recognised institution of higher learning.

**CERTIFICATE IN INFORMATION AND COMMUNICATION TECHNOLOGY – FOUNDATION  
(LEVEL 2)****CREDITS: 111****DURATION: 1 YEAR****Programme Description**

This qualification recognises people who have the competencies required for performing basic information and communication technology tasks. It is awarded to people who have demonstrated the skills and knowledge required to recognize PC equipment and Accessories perform desktop publishing, identify and utilize operating system components, use basic word processing, use basic spreadsheets, use basic internet and email applications, use basic presentation, demonstrate an understanding of database architecture and functions, perform advanced spreadsheet functions, perform advanced word processing, perform advanced presentation, describe software for personal computers. They further have a good understanding of providing basic first aid; apply basic reading skills in a workplace environment; interact with others in a workplace environment; use workplace document; demonstrate basic awareness of HIV and AIDS, demonstrate basic knowledge of workplace health and safety, and apply basic entrepreneurship.

**Detailed qualification requirements**

This qualification will be awarded to people who are credited with a minimum of 111 credits and have met the requirements of the compulsory section, as well as all requirements for Workplace Integrated Learning (WIL) as laid out in the National Policy On Work-Integrated Learning for Technical and Vocational Education and Training (TVET).

**Who should apply?**

- Applicants should be in possession of an ordinary level certificate (NSSCO/AS) or equivalent qualification
- Applicants should be conversant in the English language and demonstrate basic numeracy skills

Unit Standard	Level	Credits
Recognize PC equipment and accessories.	1	2
Perform desktop publishing.	2	5
Identify and utilise operating system components.	2	4
Use basic word processing	2	10
Use basic spreadsheet	2	12
Use basic internet and email application.	2	4
Use basic presentation.	2	6
Demonstrate an understanding of database architecture and functions	2	10
Perform advanced spreadsheet functions.	3	6
Perform advanced word processing.	3	5
Perform advanced presentation.	3	4
Describe and install software for personal computers.	3	6
Provide basic first aid.	1	3
Apply basic reading skills in a workplace environment	1	3
Interact with others in a workplace environment	1	5
Use workplace documents.	1	5
Demonstrate basic awareness of HIV and AIDS	1	6
Demonstrate basic knowledge of workplace health and safety	1	7
Apply basic entrepreneurship	1	5

**Progression**

Upon completion of the qualification, students may proceed to the National Vocational Certificate in Information and Communication Technology Level 3 at International Training College - Lingua or any other recognised institution



## CERTIFICATE IN INFORMATION AND COMMUNICATION TECHNOLOGY (COMPUTER SYSTEM SUPPORT) (LEVEL 3)

**CREDITS: 73**

**DURATION: 1 YEAR**

### Programme Description

This qualification recognises people who have the competencies required for performing computer system support tasks. It is awarded to people who have demonstrated the skills and knowledge required to demonstrate an understanding of personal computer, demonstrate an understanding of in server administration, demonstrate an understanding of emerging technologies, analyze operating systems, review computer organization and architecture, apply security and disaster recovery procedures, demonstrate an understanding of fault tolerance and disaster recovery, demonstrate an understanding of Transmission Control Protocol/Internet Protocol TCP/IP fundamentals, demonstrate an understanding of WAN and remote access technologies.

### Qualification Requirements

This qualification will be awarded to people who are credited with a minimum of 73 credits and have met the requirements of the compulsory section, as well as all requirements for Workplace Integrated Learning (WIL) as laid out in the National Policy On Work-Integrated Learning for Technical and Vocational Education and Training (TVET).

### Who should apply?

- Applicants should be in possession of the National Vocational Certificate in Information and Communication Technology Level 2 or equivalent from International Training College – Lingua or any other from recognised institution.

Unit Standard	Level	Credits
Demonstrate an understanding of personal computer.	3	6
Demonstrate an understanding of in sever administration.	3	10
Demonstrate an understanding of emerging technologies.	3	6
Analyze operating systems.	3	8
Review computer organization and architecture.	3	10
Apply security and disaster recovery procedures.	3	7
Install and maintain printers and scanners.	3	7
Demonstrate an understanding of fault tolerance and disaster recovery.	4	7
Demonstrate an understanding of transmission control protocol/ internet protocol(TCP/IP) fundamentals	3	5
Demonstrate an understanding of Wide Area Network (WAN) and remote access technologies.	4	7

### Progression

Upon completion of the qualification, students may proceed to the National Vocational Certificate in Information and Communication Technology Level 4 at International Training College - Lingua or any other recognised institution



# CERTIFICATE IN INFORMATION AND COMMUNICATION TECHNOLOGY (BROADCASTING) (LEVEL 4)

**CREDITS: 75**

## **DURATION: 1 YEAR**

### **Programme Description**

This qualification recognises people who have the competencies required for performing broadcasting tasks. It is awarded to people who have demonstrated the skills and knowledge required to demonstrate an understanding of adding new services to conditional access systems, demonstrate an understanding of assembling connectors, audio, video and data cables, demonstrate an understanding of operational principles and circuit theory of satellite and digital television decoders, implement fault-finding techniques in electronic systems, perform user support on audio and video equipment in the broadcasting environment, demonstrate an understanding of broadcasting technology, demonstrate an understanding of lightning arrestors, demonstrate an understanding of broadcasting fundamentals, demonstrate introductory knowledge of circuit concepts and measurements for electronics, demonstrate and apply fundamental knowledge of analogue electronic circuits.

### **Qualification Requirements**

This qualification will be awarded to people who are credited with a minimum of 75 credits and have met the requirements of the compulsory section, as well as all requirements for Workplace Integrated Learning (WIL) as laid out in the National Policy On Work-Integrated Learning for Technical and Vocational Education and Training (TVET).

### **Who should apply?**

Applicants should be in possession of the National Vocational Certificate in Information and Communication Technology Level 3 or equivalent from International Training College – Lingua or any other from recognised institution.

<b>Unit Standard</b>	<b>Level</b>	<b>Credits</b>
Demonstrate an understanding of adding new services to conditional access systems.	4	9
Demonstrate an understanding of assembling connectors, audio, video and data cables.	4	8
Demonstrate an understanding of operational principles and circuit theory of satellite and digital television decoders.	4	6
Implement fault-finding techniques in electronic systems	4	10
Perform user support on audio and video equipment in the broadcasting environment	4	13
Demonstrate an understanding of broadcasting technology	3	6
Demonstrate an understanding lightning arrestors	3	6
Demonstrate an understanding of broadcasting fundamentals.	3	7
Demonstrate introductory knowledge of circuit concepts and measurement for electronics	1	3
Demonstrate and apply fundamental knowledge of analogue electronic circuits.	1	3

### **Progression**

Upon completion of the qualification, students may proceed to the National Vocational Certificate in Information and Communication Technology Level 5 at International Training College - Lingua or any other recognised institution of higher learning.



## CERTIFICATE IN INFORMATION AND COMMUNICATION TECHNOLOGY (BROADCASTING) (LEVEL 5)

**DURATION: 1 YEAR**

**CREDITS: 99**

### Programme Description

This qualification recognizes people who have the competencies required for performing broadcasting tasks. It is awarded to people who have demonstrated the skills and knowledge required to perform measurements on broadcasting equipment, demonstrate an understanding of installing and commissioning broadcast equipment, maintain and repair broadcast systems and equipment, perform routing and switching in a broadcast environment, maintain a technical workshop, monitor, diagnose and repair service levels for conditional access pay television encryption systems, perform setup and operate portable man pack microwave/radio frequency links, demonstrate an understanding of fault tolerance and disaster recovery. They further have a good understanding of to identify, create and select business opportunities and develop a business plan as part of business start-up activities.

### Qualification Requirements

This qualification will be awarded to people who are credited with a minimum of 99 credits and have met the requirements of the compulsory section, as well as all requirements for Workplace Integrated Learning (WIL) as laid out in the National Policy On Work-Integrated Learning for Technical and Vocational Education and Training (TVET).

### Who should apply?

Applicants should be in possession of the National Vocational Certificate in Information and Communication Technology Level 4 or equivalent from International Training College – Lingua or any other from recognised institution.

Unit Standard	Level	Credits
Perform measurements on broadcasting equipment	5	10
Demonstrate an understanding of installing and commissioning broadcast equipment.	5	13
Maintain and repair broadcast systems and equipment	5	11
Perform routing and switching in broadcast environment.	5	10
Maintain a technical workshop	5	5
Monitor, diagnose and repair services levels for conditional access pay television encryption system	5	13
Perform setup and operate portable man pack microwave/radio frequency links.	5	13
Demonstrate an understanding of fault tolerance and disaster recovery.	4	7
Identify, create and select business opportunities.	3	5
Develop a business plan as part of business start-up activities.	3	12

### Progression

Upon completion of the qualification, students may proceed to the National Vocational Certificate in Information and Communication Technology Level 6 at International Training College - Lingua or any other recognised institution of higher learning.



## CERTIFICATE IN INFORMATION AND COMMUNICATION TECHNOLOGY (TELE-COMMUNICATION AND WIRELESS TECHNOLOGY) (LEVEL 4)

**DURATION: 1 YEAR****CREDITS: 102****Programme Description**

This qualification recognises people who have the competencies required for performing Tele-communication and Wireless Technology tasks. It is awarded to people who have demonstrated the skills and knowledge required demonstrate an understanding of mobile operating modes, demonstrate an understanding of satellite and terrestrial principles, install overhead cables in telecommunications environment, demonstrate an understanding of digital concepts and computer arithmetic, demonstrate an understanding of basic telecommunications, demonstrate an understanding of terrestrial technologies, install and power telecommunication devices, demonstrate an understanding of systems and mediums of communication used in transmission, demonstrate an understanding of next generation networks, demonstrate an understanding of data communication principles and applications, demonstrate an understanding of tcp/ip fundamentals, demonstrate an understanding of wired and wireless network, demonstrate knowledge of customer premises equipment and accessories, apply safety rules and procedures in a telecommunications work environment, demonstrate knowledge of telecommunications cables and accessories and develop innovative ideas for the telecommunication workplace.

**Qualification Requirements**

This qualification will be awarded to people who are credited with a minimum of 102 credits and have met the requirements of the compulsory section, as well as all requirements for Workplace Integrated Learning (WIL) as laid out in the National Policy On Work-Integrated Learning for Technical and Vocational Education and Training (TVET).

**Who should apply?**

Applicants should be in possession of the National Vocational Certificate in Information and Communication Technology Level 3 or equivalent from International Training College – Lingua or any other from recognised institution.

Unit Standard	Level	Credits
Demonstrate an understanding of mobile operating modes.	4	6
Demonstrate an understanding of satellite and terrestrial principals	4	10
Install overhead cables in telecommunications environment.	4	8
Install and power telecommunication devices.	4	5
Demonstrate an understanding of digital concepts and computer arithmetic.	4	8
Demonstrate an understanding of basic telecommunication.	4	10
Demonstrate an understanding of terrestrial technologies.	4	5
Demonstrate an understanding of systems and mediums of communication used in transmission.	3	7
Demonstrate knowledge of customer premises equipment and accessories.	3	6
Apply safety rules and procedures in a telecommunications work environment.	3	4
Demonstrate knowledge of telecommunications cables and accessories	3	6
Develop innovative ideas for the telecommunication workplace.	3	6
Demonstrate an understanding of next generation networks	5	7
Demonstrate an understanding of data communication principals and applications.	3	2
Demonstrate an understanding of Transmission Control Protocol/Internet Protocol (TCP/IP) fundamentals.	4	6
Demonstrate an understanding of wired and wireless network	3	5

**Progression**

Upon completion of the qualification, students may proceed to the National Vocational Certificate in Information and Communication Technology Level 5 at International Training College - Lingua or any other recognised institution of higher learning.



## CERTIFICATE IN INFORMATION AND COMMUNICATION TECHNOLOGY (TELE-COMMUNICATION AND WIRELESS TECHNOLOGY) (LEVEL 5)

**DURATION: 1 YEAR**

**CREDITS: 138**

### Programme Description

This qualification recognizes people who have the competencies required for performing tele-communication and wireless technology tasks. It is awarded to people who have demonstrated the skills and knowledge required to demonstrate an understanding of different types of signals application and communication system, apply knowledge of broadband technologies, demonstrate an understanding of wireless network technologies, demonstrate an understanding of antenna and duplex technology, demonstrate an understanding of VSWR (voltage standing wave ratio), radio measurements and frequency bands, demonstrate an understanding of mediums of communication network, install underground cables in telecommunications environment, join copper cables in telecommunications installation, splice fibre optic cables in telecommunications installation, maintain telecommunication cables, monitor information and communications technology networks, demonstrate an understanding of fault tolerance and disaster recovery. They further have a good understanding to identify, create and select business opportunities, develop a business plan as part of business start-up activities.

### Qualification Requirements

This qualification will be awarded to people who are credited with a minimum of 138 credits and have met the requirements of the compulsory section, as well as all requirements for Workplace Integrated Learning (WIL) as laid out in the National Policy On Work-Integrated Learning for Technical and Vocational Education and Training (TVET)

### Who should apply?

Applicants should be in possession of the National Vocational Certificate in Information and Communication Technology Level 4 or equivalent from International Training College – Lingua or any other from recognised institution.

Unit Standard	Level	Credits
Demonstrate an understanding of different types of signals applications and communication systems.	5	10
Apply knowledge of broadband technologies	4	8
Demonstrate an understanding of wireless mobile network technologies	5	8
Demonstrate an understanding of antenna and duplex technology	5	12
Demonstrate an understanding of Voltage Standing Wave Ratio (VSWR) radio measurement and frequency bands.	5	11
Demonstrate an understanding of medium of communication network	4	9
Install underground cables In telecommunications environments	5	8
Join copper cables in telecommunications installation	5	8
Splice fiber optic cables in telecommunications installation	5	6
Maintain telecommunication cables	5	6
Monitor information and communication technology networks	5	10
Demonstrate an understanding of fault tolerance and disaster recovery.	4	7
Identify, create and select business opportunities	3	5
Develop a business plan as art of business start-up activities.	3	12

### Progression

Upon completion of the qualification, students may proceed to the National Vocational Certificate in Information and Communication Technology Level 6 at International Training College - Lingua or any other recognised institution of higher learning.



## CERTIFICATE IN INFORMATION AND COMMUNICATION TECHNOLOGY (NETWORKING) (LEVEL 4)

**DURATION: 1 YEAR**

**CREDITS: 60**

### Programme Description

This qualification recognises people who have the competencies required for performing networking tasks. It is awarded to people who have demonstrated the skills and knowledge required to apply data protocols principles and network installations, demonstrate an understanding of next generation networks, install Local Area Network (LAN) and Wide Area Network (WAN), demonstrate an understanding of network access and security, demonstrate an understanding of data communication principles and applications, demonstrate an understanding of TCP/IP fundamentals, demonstrate an understanding of wired and wireless network, demonstrate an understanding of WAN and remote access technologies, demonstrate an understanding of networking fundamentals.

### Qualification Requirements

This qualification will be awarded to people who are credited with a minimum of 60 credits and have met the requirements of the compulsory section, as well as all requirements for Workplace Integrated Learning (WIL) as laid out in the National Policy On Work-Integrated Learning for Technical and Vocational Education and Training (TVET).

### Who should apply?

Applicants should be in possession of the National Vocational Certificate in Information and Communication Technology Level 3 or equivalent from International Training College – Lingua or any other from recognised institution.

Unit Standard	Level	Credits
Apply data protocols principals and network installation	4	7
Demonstrate an understanding of next generation networks	3	2
Install Local Area Network (LAN) and Wide Area Network (WAN).	4	9
Demonstrate an understanding of network access and security	4	10
Demonstrate and understanding of data communication principles and applications.	4	6
Demonstrate an understanding of Transmission Control Protocol/Internet Protocol(TCP/IP) fundamentals	3	5
Demonstrate an understanding of wired and wireless network.	4	7
Demonstrate an understanding of Wide Area Network (WAN) and remote access technologies.	4	7
Demonstrate an understanding of networking fundamentals.	3	7

### Progression

Upon completion of the qualification, students may proceed to the National Vocational Certificate in Information and Communication Technology Level 5 at International Training College - Lingua or any other recognised institution of higher learning.





## CERTIFICATE IN INFORMATION AND COMMUNICATION TECHNOLOGY (NETWORKING) (LEVEL 5)

**DURATION: 1 YEAR**

**CREDITS: 74**

### Programme Description

This qualification recognizes people who have the competencies required for performing networking tasks. It is awarded to people who have demonstrated the skills and knowledge required to perform acceptance and commissioning of network elements, perform operations on internet protocol networks, monitor information and communications technology networks, demonstrate an understanding of fault tolerance and disaster recovery, manage network access security, apply knowledge of intermediate mathematics in different context, apply advanced knowledge of engineering science in different contexts, apply knowledge of advanced engineering drawing in different contexts. They further have a good understanding to identify, create and select business opportunities, develop a business plan as part of business start-up activities.

### Qualification Requirements

This qualification will be awarded to people who are credited with a minimum of 74 credits and have met the requirements of the compulsory section, as well as all requirements for Workplace Integrated Learning (WIL) as laid out in the National Policy On Work-Integrated Learning for Technical and Vocational Education and Training (TVET).

### Who should apply?

Applicants should be in possession of the National Vocational Certificate in Information and Communication Technology Level 4 or equivalent from International Training College – Lingua or any other from recognised institution.

Unit Standard	Level	Credits
Perform acceptance and commissioning of network elements.	5	10
Perform operations on Internet Protocol (IP) networks.	5	11
Monitor information and communication technology networks	5	10
Demonstrate an understanding of fault tolerance and disaster recovery.	4	7
Manage network access security	5	10
Perform routing and switching on network devices	5	9
Identify, create and select business opportunities	3	5
Develop a business plan as part of business start-up activities.	3	12

### Progression

Upon completion of the qualification, students may proceed to the National Vocational Certificate in Information and Communication Technology Level 6 at International Training College - Lingua or any other recognised institution of higher learning.



## CERTIFICATE IN INFORMATION AND COMMUNICATION TECHNOLOGY (WEB DEVELOPMENT) (LEVEL 4)

**DURATION: 1 YEAR**

**CREDITS: 50**

### Programme Description

This qualification recognises people who have the competencies required for performing web development tasks. It is awarded to people who have demonstrated the skills and knowledge required to demonstrate an understanding of database concepts, create basic database, perform basic Hypertext Mark-up Language (HTML) development, demonstrate an understanding of web development fundamentals, demonstrate an understanding of web design tools and user interface.

### Qualification Requirements

This qualification will be awarded to people who are credited with a minimum of 50 credits and have met the requirements of the compulsory section, as well as all requirements for Workplace Integrated Learning (WIL) as laid out in the National Policy On Work-Integrated Learning for Technical and Vocational Education and Training (TVET).

### Who should apply?

Applicants should be in possession of the National Vocational Certificate in Information and Communication Technology Level 3 or equivalent from International Training College – Lingua or any other from recognised institution.

Unit Standard	Level	Credits
Demonstrate an understanding of database concepts	4	10
Create basic database.	4	10
Perform basic Hypertext Markup Language (HTML) development.	4	10
Demonstrate an understanding of web development fundamentals.	3	10
Demonstrate an understanding of web design tools and user interface	4	10

### Progression

Upon completion of the qualification, students may proceed to the National Vocational Certificate in Information and Communication Technology Level 5 at International Training College - Lingua or any other recognised institution of higher learning.



## CERTIFICATE IN INFORMATION AND COMMUNICATION TECHNOLOGY (WEB DEVELOPMENT) (LEVEL 5)

**DURATION: 1 YEAR**

**CREDITS: 63**

### Programme Description

This qualification recognizes people who have the competencies required for performing web development tasks. It is awarded to people who have demonstrated the skills and knowledge required to perform advanced database queries, perform advanced HTML development, perform server-side web development, demonstrate an understanding of Content Management System (CMS), demonstrate an understanding of fault tolerance and disaster recovery. They further have a good understanding to identify, create and select business opportunities and develop a business plan as part of business start-up activities.

### Qualification Requirements

This qualification will be awarded to people who are credited with a minimum of 63 credits and have met the requirements of the compulsory section, as well as all requirements for Workplace Integrated Learning (WIL) as laid out in the National Policy On Work-Integrated Learning for Technical and Vocational Education and Training (TVET).

### Who should apply?

Applicants should be in possession of the National Vocational Certificate in Information and Communication Technology Level 4 or equivalent from International Training College – Lingua or any other from recognised institution.

Unit Standard	Level	Credits
Perform advanced database queries.	5	3
Perform advanced HTML development	5	13
Perform server-side web development	5	13
Demonstrate an understanding of content management system (CMS)	5	10
Demonstrate an understanding of fault tolerance and disaster recovery.	4	7
Identify, create and select business opportunities.	3	6
Develop a business plan as part of business start-up activities.	3	12

### Progression

Upon completion of the qualification, students may proceed to the National Vocational Certificate in Information and Communication Technology Level 6 at International Training College - Lingua or any other recognised institution of higher learning.



## CERTIFICATE IN MANUFACTURING (JOINERY AND CABINET MAKING) (LEVEL 1)

**CREDITS: 83**

**DURATION: 1 YEAR**

### Programme Description

This qualification recognizes people who have the competencies required for performing basic joinery and cabinet making tasks. It is awarded to people who have demonstrated the skills and knowledge required to describe timber jointing materials; use and maintain hand tools; construct timber joints by hand; read and produce sketches and drawings; perform estimation, measurement and calculations; manufacture timber products; perform wood surface finishing processes; use and maintain portable power tools; install finished products; demonstrated basic knowledge of workplace health and safety; demonstrate basic awareness of HIV and AIDS; apply basic numeracy skills in a workplace environment; apply basic reading skills in a workplace environment; interact with others in a workplace environment; use workplace documents; apply basic financial literacy skills; apply fundamental computer literacy skills and apply basic entrepreneurship skills.

### Detailed qualification requirements

This qualification will be awarded to people who are credited with 83 credits and have met the requirements of the compulsory sections.

### Who should apply?

- Applicants who have completed Grade 8 or the equivalent thereof.
- Entry through mature age, minimum 23 years with 1 year work experience/recognition of prior learning which includes formal, informal and non-formal learning and work experience
- Individuals already employed in the field of Joinery and Cabinet Making but without formal qualifications.

Unit Standard	Level	Credits
Describe timber jointing materials	1	4
Use and maintain hand tools	1	4
Construct timber joints by hand	1	4
Read and produce sketches and drawings	1	4
Perform estimation, measurement and calculations	1	4
Manufacture timber products	1	6
6Perform wood surface finishing processes	1	2
Use and maintain portable power tools	1	3
Install finished products.	1	4
Demonstrate knowledge of workplace health and safety.	1	7
Demonstrate basic awareness of HIV and AIDS.	1	6
Apply basic numeracy skills in a workplace environment.	1	5
Apply basic reading skills in a workplace environment.	1	3
Interact with others in a workplace environment	1	5
Use workplace documents	1	5
Apply basic financial literacy skills	1	4
Apply fundamental computer literacy skills	1	8
Apply basic entrepreneurship skills.	1	5

### Progression

Upon completion of the qualification, students may proceed to the Certificate in Manufacturing (Joinery and Cabinet Making) Level 2 at International Training College - Lingua or any other recognised institution.



## CERTIFICATE IN MANUFACTURING (JOINERY AND CABINET MAKING) (LEVEL 2)

**CREDITS: 86**

**DURATION: 1 YEAR**

### Programme Description

This qualification recognizes people who have the competencies required for performing joinery and cabinet making tasks. It is awarded to people who have demonstrated the skills and knowledge required to apply advanced wood surface finishing processes; perform calculations; construct complex timber joints by hand; use and maintain portable power tools and machines; read and produce detailed orthographic and isometric drawings; install and replace windows and doors; set out and manufacture doors and door frames; construct and install built-in furniture; set out and manufacture timber furniture; transport and store materials and finished products. They further have a good understanding of demonstrate knowledge of the requirements of entrepreneurs apply knowledge of basic building science in different contexts; apply knowledge of basic building drawing in different contexts and apply knowledge of pre-basic mathematics in different context.

### Qualification Requirements

This qualification will be awarded to people who are credited with 86 credits and have met the requirements of the compulsory sections.

### Who should apply?

- Applicants who have completed Grade 9 or the equivalent thereof.
- Entry through mature age, minimum 23 years with 2 years work experience/recognition of prior learning which includes formal, informal and non-formal learning and work experience
- Individuals already employed in the field of Joinery and Cabinet Making but without formal qualifications.
- Applicants in possession of the National Vocational Certificate in Manufacturing (Joinery and Cabinet Making) Level 1 or equivalent from International Training College – Lingua or any other from recognised institution.

Unit Standard	Level	Credits
Perform advanced wood surface finishing processes	2	4
Perform calculations in a joinery and cabinet making environment	2	3
Construct complex timber joints by hand	2	6
Use and maintain portable power tools and machines	2	6
Read and produce detailed orthographic and isometric drawings	2	4
Install and replace windows and doors	2	7
Set out and manufacture doors and door frames.	2	9
Construct and install built-in furniture.	2	8
Set out and manufacture timber furniture	2	14
Transport and store materials and finished products.	2	3
Demonstrate knowledge of the requirements of entrepreneurs	2	4
Apply knowledge of basic building science in different context.	2	6
Apply knowledge of basic building drawing in different contexts	2	6
Apply knowledge of pre-basic mathematics in different context.	2	6

### Progression

Upon completion of the qualification, students may proceed to the Certificate in Manufacturing (Joinery and Cabinet Making) Level 3 at International Training College - Lingua or any other recognised institution.



## CERTIFICATE IN MANUFACTURING (JOINERY AND CABINET MAKING) (LEVEL 3)

**DURATION: 1 YEAR**

**CREDITS: 96**

### Programme Description

This qualification recognizes people who have the competencies required for performing joinery and cabinet making tasks. It is awarded to people who have demonstrated the skills and knowledge required to use and maintain stationary machines; set out and manufacture complex doors and door frames; manufacture and install built-in cupboards; install complex doors and door frames; set out and manufacture complex timber windows and window frames; perform glazing; decorate furniture; prepare costing estimation for projects and products; construct complex timber joints using machines and produce furniture designs. They further have a good understanding of provide general First Aid; demonstrate responsibility within the workplace to protect the environment; ensure own actions reduce risk to health and safety; Identify, create and select business opportunities; develop a business plan as part of business start-up activities; apply knowledge of basic mathematics in different context; apply knowledge fundamental building science in different context and apply fundamental knowledge of building drawing in different contexts.

### Qualification Requirements

This qualification will be awarded to people who are credited with 96 credits and have met the requirements of the compulsory sections.

### Who should apply?

- Applicants who have completed Grade 10 with related subjects or the equivalent thereof.
- Entry through mature age, minimum 23 years with 3 years of work experience/recognition of prior learning which includes formal, informal and non-formal learning and work experience
- Individuals already employed in the field of Joinery and Cabinet Making but without formal qualifications.
- Applicants in possession of the National Vocational Certificate in Manufacturing (Joinery and Cabinet Making) Level 2 or equivalent from International Training College – Lingua or any other from recognised institution.

Unit Standard	Level	Credits
Use and maintain stationary machines	3	5
Set out and manufacture complex doors and door frames.	3	5
Manufacture and install built-in cupboards.	3	8
Install complex doors and door frames.	3	6
Set out and manufacture complex timber windows and window frames.	3	4
Perform glazing	3	4
Decorate furniture.	3	4
Prepare costing estimation for projects and products	3	2
Construct complex timber joints using machines	3	6
Produce furniture designs	3	4
Provide general first aid.	3	4
Ensure own actions reduce risk to health and safety.	3	3
Demonstrate responsibility within the workplace to protect the environment	3	5
Identify, create and select business opportunities	3	5
Develop a business plan as part of business start-up activities.	3	12
Apply knowledge of basic mathematics in different context.	3	6
Apply knowledge fundamental building science in different context.	3	6
Apply fundamental knowledge of building drawing in different contexts.	3	6

### Progression

Upon completion of the qualification, students may proceed to the Certificate in Manufacturing (Joinery and Cabinet Making) Level 4 at International Training College - Lingua or any other recognised institution.



## CERTIFICATE IN MANUFACTURING (JOINERY AND CABINET MAKING) (LEVEL 4)

**DURATION: 1 YEAR**

**CREDITS: 125**

### Programme Description

Holders of this qualification are able to performing basic joinery and cabinet making tasks. It is awarded to people who have demonstrated the skills and knowledge required to perform advanced machining processes using stationary machines; produce computer aided project production drawings; assemble and install wooden stairs; set out and manufacture wooden stair components for straight flight stairs; set out and manufacture wooden stair components for curved and geometric stairs; construct suspended ceilings construct wooden ceilings; construct wooden flooring; set out and manufacture complex timber furniture and renovate timber products. They further have a good understanding to provide advanced First Aid, develop procedures to safely control work operations, monitor procedures to safely control work operations, supervise the health, safety and welfare of an employee new to the role in the work place, establish a business as part of entrepreneurship operations, implement, control and monitor business operation, apply knowledge of intermediate mathematic in different contexts, building science in different context, and advanced building drawing in different context.

### Qualification Requirements

This qualification will be awarded to people who are credited with 125 credits and have met the requirements of the compulsory sections.

### Who should apply?

- Applicants who have completed NSSCO/AS with related subjects or the equivalent thereof.
- Entry through mature age, minimum 23 years with 3 years work experience/recognition of prior learning which includes formal, informal and non-formal learning and work experience
- Individuals already employed in the field of Joinery and Cabinet Making but without formal qualifications.
- Applicants in possession of the National Vocational Certificate in Manufacturing (Joinery and Cabinet Making) Level 3 or equivalent from International Training College – Lingua or any other from recognised institution.

Unit Standard	Level	Credits
Perform advanced machining processes using stationary machines	4	4
Produce computer aided projects production drawings	4	5
Assemble and install wooden stairs.	4	5
Set out and manufacture wooden stairs components for straight flight stairs	4	8
Set out and manufacture wooden stair components for curved and geometric stairs	4	6
Construct suspended ceiling	4	5
Construct wooden ceiling	4	5
construct wooden flooring	4	5
Set out and manufacture complex timber furniture	4	7
Renovate timber products.	4	3
Provide advanced first aid.	4	8
Develop procedures to safely control work operations	4	6
Monitor procedures to safely control work operations	4	5
Supervise the health, safety and welfare of an employee new role in the work place.	4	8
Establish a business as part of entrepreneurship operations	4	12
Implement, control and monitor business operations	4	15
Apply knowledge of intermediate mathematic In different context.	4	6
Apply advanced knowledge of building science in different context.	4	6
Apply knowledge of advanced building drawing in different context	4	6

### Progression

Upon completion of the qualification, students may proceed to the Diploma in Manufacturing (Joinery and Cabinet Making) Level 5 at International Training College - Lingua or any other recognised institution.



## CERTIFICATE IN TRANSPORT, OPERATIONS & LOGISTICS (FREIGHT HANDLING) (LEVEL 2)

**DURATION: 1 YEAR**

**CREDITS: 87**

### Programme Description

This qualification recognizes people who have the competencies required for working in the field of Transport and Logistics. It is awarded to people who have demonstrated the skills and knowledge required to demonstrate introductory knowledge of transport and logistics; apply basic principles of cargo handling; demonstrate an understanding of geographical principles, interpret maps and navigate pre-determined routes; carry out calculations and measurements for logistics operations; dispatch freight; move cargo using manual handling methods; package, load, secure and unload cargo for transportation; pick, allocate, package and group freight for dispatch; receive freight; lift, move and place loads with a forklift as part of freight operations, apply the basic skills of customer service in a logistics environment and apply basic business ethics in a work environment.

### Qualification Requirements

This qualification will be awarded to people who are credited with a minimum of 87 credits and have met the requirements of the compulsory sections, as well as all requirements for Workplace Integrated Learning (WIL).

### Entry Requirements

The entry requirement for this qualification is the ability to demonstrate basic communication skills in the English language and the ability to demonstrate basic numeracy skills.

It is further required that applicants should have at least a Grade 9 qualification or the equivalent thereof or a Certificate Level 1 from International Training College - Lingua or any other accredited institution. Mature age applications or applicants with non-Namibian school-leaving qualifications will be considered on an individual basis.

Skills, Knowledge and experience for competencies gained elsewhere for example in the workplace are also evaluated in the RPL process as per Recognition for Prior Learning Policy of International Training College - Lingua.

Unit Standard	Level	Credits
Demonstrate introductory knowledge of transport and logistics	3	3
Apply basic principles of cargo handling	3	4
Demonstrate an understanding of geographical principals, interpret maps and navigate pre- determined routes.	2	3
Carry out calculations and measurements for logistics operations	3	5
Dispatch freight	2	4
Move cargo using manual handling methods	2	7
Package, load, secure and unload cargo for transportation.	2	3
Pick, allocate, package and group freight for dispatch	2	4
Receive freight	2	4
Lift, move, and place loads with a forklift as part of freight operations.	2	5
Apply basic skills of customer service in logistics environment	2	4
Apply basic business ethics in a work environment.	2	4
Provide basic first aid	1	3
Demonstrate basic awareness of HIV and AIDS.	1	6
Demonstrate basic knowledge of workplace health and safety.	1	7
Apply basic reading skills in a workplace environment	1	3
Interact with others in a workplace environment	1	5
Use workplace documents	1	5
Apply fundamentals computer literacy skills	1	8

### Progression

Upon completion of the Certificate in Transport, Operations and Logistics – Freight handling (Level 2), students may proceed to the Certificate in Operations and Logistics- Freight handling (Level 3) at International Training College – Lingua or any other recognized institution.





## CERTIFICATE IN TRANSPORT, OPERATIONS & LOGISTICS (FREIGHT HANDLING) (LEVEL 3)

**DURATION: 6 MONTHS**

**CREDITS: 49**

### Programme Description

This qualification recognizes people who have the competencies required for working in the field of Transport and Logistics. It is awarded to people who have demonstrated the skills and knowledge required to accept, handle and control dangerous goods during warehousing; comply with handling procedures in respect of lost, discrepant and damaged cargo; control and locate stock; demonstrate understanding of basic freight logistic principles; demonstrate understanding of road freight distribution; follow security procedures when working with goods and cargo; monitor and track cargo movement; apply basic invoicing and accounting principles; accept air cargo for national and international distribution; load and unload dangerous goods for dispatch and receipt in a transport logistics work environment; apply safe procedures when handling and transporting dangerous goods or explosives and; load and unload vehicles carrying special loads as part of transport logistics operations.

### Qualification Requirements

This qualification will be awarded to people who are credited with a minimum of 49 credits and have met the requirements of both the compulsory and elective sections, as well as all requirements for Workplace Integrated Learning (WIL).

### Who should apply?

The entry requirement for this qualification is National Vocational Certificate in Transport, Operations and Logistics (Freight Handling) Level 2 or have 2 years working experience in the logistics industry and the ability to demonstrate basic communication skills in the English language and numeracy.

Unit Standard	Level	Credits
Accept, handle and control dangerous goods during warehousing.	3	6
Comply with handling procedures in respect of lost, discrepant and damaged cargo	3	3
Control and locate stock	3	8
Demonstrate understanding of basic freight logistic principles	3	8
Demonstrate understanding of road freight distribution	3	6
Follow security procedures when working with cargo	3	3
Monitor and track cargo movement	3	2
Apply basic invoicing and accounting principles	3	4
Accept air cargo for national or international distribution	3	5
Apply safe procedures when handling and transporting dangerous goods	3	4
Load and unload dangerous goods for dispatch and receipt in a transport logistics work environment	3	7
Load and unload vehicle carrying special loads	3	7

### Progression

Upon completion of the Certificate in Transport, Operations and Logistics – Freight handling Level 3, students may proceed to a Certificate in Transport, Operations and Logistics Freight Forwarding and Customs Compliance Level 4 or a related qualification at Level 4 at International Training College – Lingua or any other recognized institution.



## CERTIFICATE IN TRANSPORT, OPERATIONS & LOGISTICS (FREIGHT FORWARDING & CUSTOMS COMPLIANCE) (LEVEL 4)

**DURATION: 1 YEAR**

**CREDITS: 72**

### Programme Description

This qualification recognizes people who have the competencies required for working in the field of Transport and Logistics. It is awarded to people who have demonstrated the skills and knowledge required to calculate mass, area and quantify dimensions; consolidate freight; demonstrate basic understanding of dangerous goods; demonstrate understanding of the concepts of import and export; recommend equipment and infrastructure to be used in the transportation of cargo; comply with administration procedures in respect of lost, discrepant and damaged cargo; outline the operational functions of freight forwarding company; demonstrate knowledge and understanding of the legal framework of freight forwarding; demonstrate knowledge of the International Commerce Terms (INCOTERMS) for an international sale; demonstrate knowledge and understanding of transport insurance; prepare and submit a freight quote or estimate; frame and submit customs declarations and carrier release documentation; apply the Customs and Excise Act to comply with customs regulations for import and export; classify, pack, mark and label dangerous goods for transportation by air; calculate cost of airfreighting goods; market international freight forwarding services and; identify and select sea freight carriers and agents.

### Qualification Requirements

This qualification will be awarded to people who are credited with a minimum of 72 credits and have met the requirements of both the compulsory and elective sections, as well as all requirements for Workplace Integrated Learning (WIL) as laid out in the National Policy On Work-Integrated Learning for Technical and Vocational Education and Training (TVET).

### Who should apply?

The entry requirement for this qualification is National Vocational Certificate in Transport, Operations and Logistics (Freight Handling) Level 3, or Ordinary Level Certificate and 2 years working experience in the logistical environment, and the ability to demonstrate basic communication skills in the English language and numeracy.

Unit Standard	Level	Credits
Calculate mass, area and quantify dimensions	4	6
Consolidate freight	4	3
Demonstrate basic understanding of dangerous goods	4	4
Demonstrate understanding of the concept of import and export	4	7
Recommend equipment and infrastructure to be used in the transportation of cargo	4	5
Comply with administrative procedures in respect of lost, discrepant and damaged cargo	4	3
Outline the operational functions of a freight forwarding company	4	6
Demonstrate knowledge and understanding of the legal framework of freight forwarding	4	7
Demonstrate knowledge of the international commerce terms (INCOTERMS) for an international sale.	4	7
Demonstrate knowledge and understanding of transport insurance	4	4
Prepare and submit freight quote	4	3
Frame and submit customs declaration and carrier release documentation	4	5
Apply the customs and excise act to comply with customs regulations for import and export.	4	6
Classify, pack, mark and label dangerous goods for transportation by air.	4	5
Calculate cost of airfreighting goods	4	3
Market international freight forwarding services	4	7
Identify and select sea freight carriers and agents.	4	3

### Progression

Upon completion of the Certificate in Transport, Operations and Logistics – Freight handling and Customs Compliance Level 4, students may proceed to the Diploma in Transport, Operations and Logistics Freight Coordination Level 5 or a related qualification at Level 5 at International Training College – Lingua or any other recognised institution.



## DIPLOMA IN TRANSPORT, OPERATIONS & LOGISTICS (FREIGHT COORDINATION) (LEVEL 5)

**DURATION: 1 YEAR**

**CREDITS: 130**

### Programme Description

This qualification recognises people who have the competencies required for working in the field of Transport and Logistics. It is awarded to people who have demonstrated the skills and knowledge required to align logistics activities to achieve competitive advantage; manage service provider agreements for a forwarding operation; monitor, assess and manage risk; demonstrate an understanding of the fundamental principles of the economy; Demonstrate an understanding of complying with corporate governance principles and social responsibility; negotiate with suppliers and clients; manage employees; foster and maintain customer relations; demonstrate an understanding the maritime transport industry; secure and retain new business in the freight forwarding industry; prepare products for transportation; manage the return of goods and warehousing; apply financial analysis and identify financial implications for making decisions; manage the finances of a unit; formulate risk management policies and procedures for international trading companies; analyse logistics systems and implement appropriate strategic plans; manage in and out sourcing; design a distribution network; analyse a business and determine the way it functions; and demonstrate understanding of maritime liner trades and apply maritime geography.

### Qualification Requirements

This qualification will be awarded to people who are credited with a minimum of 130 credits and have met the requirements of both the compulsory and elective sections, as well as all requirements for Workplace Integrated Learning (WIL).

### Entry Requirements

The entry requirement for this qualification is the National Vocational Certificate in Transport, Operations and Logistics (Freight Forwarding and Customs Compliance) Level 4.

Unit Standard	Level	Credits
Align logistics activities to achieve competitive advantage	5	10
Manage service provider agreements for a forwarding operation	5	6
Monitor, assess and manage risk	5	7
Demonstrate an understanding of the fundamental principles of the economy	5	9
Demonstrate an understanding of complying with corporate governance principles and social responsibility	5	7
Negotiate with suppliers and clients	5	7
Manage employees	5	6
Foster and maintain customer relations	5	5
Demonstrate understanding of the maritime transport industry	5	5
Secure and retain new business in the freight forwarding industry	5	8
Apply financial analysis and identify financial implications for making decisions	5	12
Manage the finance of a unit	5	8
Identify, create and select business opportunities	3	5
Develop a business plan as part of business start-up activities.	3	15
Prepare products for transportation and manage the return of goods and warehousing.	5	8
Formulate risk management policies and procedures for international service providers	5	8
Analyse logistics systems and implement appropriate strategic plans	5	7
Manage in and out sourcing	5	5
Design a distribution network	5	7
Analyse a business and determine the way it functions	5	7
Demonstrate understanding of maritime liner trades	5	10
Apply maritime geography	5	3

### Progression

Upon completion of the Diploma in Transport, Operations and Logistics – Freight Coordination Level 5, students may proceed to a related qualification at Level 6 at International Training College – Lingua or any other recognized institution.



## CERTIFICATE IN MERCHANDISER (LEVEL 3)

**DURATION: 1 YEAR**

**CREDITS: 59**

### Programme Description

This qualification recognizes people who have the competencies required for maintain organisational stock levels; mark and display stock; create and maintain displays; implement promotional instructions and loss control measures; interact with customers; count stock for stock-take; merchandise chillers and freezers; present and evaluate a visually merchandised display.

### Qualification Requirements

This qualification will be awarded to people who are credited with a minimum of 59 credits and who have met the requirements of both compulsory and elective sections as well as all requirements for Work Integrated Learning (WIL).

### Entry Requirements

The entry requirement for this qualification is National Vocational Certificate in Wholesale and Retail (Operations) Level 2 or a related Level 2 qualification obtained at International Training College - Lingua or any other accredited institution.

Unit Standard	Level	Credits
Maintain organisational stock levels	3	12
Mark and display stock	2	8
Create and maintain displays	3	10
Implement promotional instructions	3	8
Interact with customers	2	5
Count stock for stock-take	2	5
Implement loss control measures	3	5
Ensure own actions reduce risks to health and safety	3	3
Merchandise chillers and freezers	2	3
Present a visual merchandising display	3	8
Evaluate a visually merchandised display	3	10

### Progression

Upon completion of the National Vocational Certificate in Merchandiser Level 3, students may proceed to a National Vocational Certificate in Wholesale and Retail Operations Supervision Level 4 or a related qualification at International Training College – Lingua or any other recognised institution.



## DIPLOMA IN RETAIL BUYER (LEVEL 5)

**DURATION: 1 YEAR**

**CREDITS: 121-129**

### Programme Description

This qualification recognizes people who have the competencies required for demonstrating an understanding of basic financial skills and of targeted market; manage own time and supplier effectively; maintain and control stock levels of an organisation; implement price changes; procure products for an organisation; import merchandise for a wholesale or retail organisation; apply leadership skills to achieve objectives, effective customer management skills and tenders to obtain business; implement loss control measures and promotional activities; and propose a product range for an organisation. They are able to provide general first aid.

### Qualification Requirements

This qualification will be awarded to people who are credited with a minimum of 121 credits and have met the requirements of the both compulsory and elective section, as well as all requirements for Work-Integrated Learning (WIL).

### Entry Requirements

The entry requirement for this qualification is National Vocational Certificate in Wholesale and Retail (Operations Supervision) Level 4 or a related qualification obtained at International Training College - Lingua or any other accredited institution and the ability to demonstrate basic communication skills in the English language and numeracy.

Unit Standard	Level	Credits
Demonstrate an understanding of basic financial skills	4	8
Demonstrate understanding of target market	5	12
Manage own time effectively	4	8
Maintain and control stock levels of an organisation	5	15
Implement price changes	5	8
Manage supplier effectively	5	15
Procure products for an organisation	5	10
Import products for an organisation	5	10
Apply leadership skills to achieve objectives	4	8
Tender to get business for the organisation	5	10
Implement loss control measures	3	5
Manage the implementation of promotional activities	4	12
Apply effective customer management skills	4	8
Propose a product range for an organisation.	5	8
Provide general first aid	3	4

### Progression

Upon completion of the National Vocational Diploma in Retail Buyer Level 5, students may proceed to a related qualification at Level 6 at International Training College – Lingua or any other recognised institution.



## CERTIFICATE IN WHOLESALE & RETAIL OPERATIONS (LEVEL 2)

**DURATION: 1 YEAR**

**CREDITS: 116**

### Programme Description

This qualification recognises people who have the competencies required to define the core concepts of Wholesale and Retail, complete basic business calculations, count stock for a stock-take, interact with Customers, maintain a safe and secure wholesale and retail environment, record transactions, process payment at a Point of Sale (POS), mark merchandise and maintain displays, implement promotional instructions, apply in-bound contact centre operations within a commercial environment, maintain and adapt oral communication, write and present information for a defined context, use language and communication in occupational learning programmes, access and use information from texts, use mathematics to investigate and monitor the financial aspects of personal and community life, demonstrate understanding of rational and irrational numbers and number systems, identify, describe, compare, classify, explore shape and motion in 2-and 3-dimensional shapes in different contexts, apply basic knowledge of statistics and probability to influence the use of data and procedures in order to investigate life related problems, and work with a range of patterns and functions and solve problems.

### Qualification Requirements

This qualification will be awarded to people who are credited with a minimum of 116 credits and have met the requirements of the compulsory section, as well as all requirements for Workplace Integrated Learning (WIL).

### Entry Requirements

- Applicants who have completed Grade 8 or the equivalent thereof.
- Entry through mature age, minimum 23 years with 1 year work experience/recognition of prior learning which includes formal, informal and non-formal learning and work experience
- Individuals already employed in the field of Retail and Wholesale but without formal qualifications
- Applicants should have the ability to demonstrate basic communication skills in the English language and basic numeracy.

Unit Standard	Level	Credits
Demonstrate understanding of core concepts in the wholesale and retail environment	2	10
Complete basic business calculations	2	5
Count stock for stock-take	2	5
Interact with customers	2	8
Maintain a safe and secure wholesale and retail environment	2	10
Record transactions	2	8
Process payment at a Point of Sale (POS)	2	10
Mark merchandise and maintain displays	2	10
Implement promotional instruction	2	6
Apply in-bound contact center operations within a commercial environment	2	8
Maintain and adapt oral communication	2	5
Write and present information for defined context	2	5
Use language and communication in occupational learning programmes	2	5
Access and use information from texts	2	5
Use mathematics to investigate and monitor the financial aspects of personal and community life	2	2
Demonstrate understanding of rational and irrational numbers and number systems	2	3
Identify, describe, compare, classify, explore shape and motion in 2-and-3 dimensional shapes in different context.	2	3
Apply basic knowledge of statistics and probability to influence the use of data and procedures in order to investigate life related problems	2	3
Work with a range of patterns and functions and solve problems	2	5

### Progression

Upon completion of the National Vocational Certificate in Wholesale and Retail Operations Level 2, students may proceed to the National Vocational Certificate in Wholesale and Retail: Frontline Supervision Level 3, as well as the National Vocational Certificate in Wholesale and Retail Merchandiser Level 3 or a related qualification and level at International Training College – Lingua or any other recognised institution.



## CERTIFICATE IN WHOLESALE & RETAIL DISTRIBUTION (LEVEL 2)

**DURATION: 1 YEAR**

**CREDITS: 115**

### Programme Description

This qualification recognises people who have the competencies required to define the core concepts of Wholesale and Retail, complete basic business calculations, count stock for a stock-take, move, pack and maintain stock in a distribution centre/warehouse, pick stock in a distribution centre or warehouse, maintain a safe and secure environment in a distribution centre, apply in-bound Contact Centre Distribution within a commercial environment, dispatch Stock, uplift stock for return, maintain and adapt oral communication, write and present information for a defined context, Use language and communication in occupational learning programmes, access and use information from texts, use mathematics to investigate and monitor the financial aspects of personal and community life, demonstrate understanding of rational and irrational numbers and number systems, identify, describe, compare, classify, explore shape and motion in 2-and 3-dimensional shapes in different contexts, apply basic knowledge of statistics and probability to influence the use of data and procedures in order to investigate life related problems, and work with a range of patterns and functions and solve problems.

### Qualification Requirements

This qualification will be awarded to people who are credited with a minimum of 115 credits and have met the requirements of the compulsory section, as well as all requirements for Workplace Integrated Learning (WIL) as laid out in the National Policy On Work-Integrated Learning for Technical and Vocational Education and Training (TVET).

### Entry Requirements

- Applicants who have completed Grade 8 or the equivalent thereof.
- Entry through mature age, minimum 23 years with 1 year work experience/recognition of prior learning which includes formal, informal and non-formal learning and work experience
- Individuals already employed in the field of Retail and Wholesale but without formal qualifications.
- Applicants should have the ability to demonstrate basic communication skills in the English language and basic numeracy.

Unit Standard	Level	Credits
Demonstrate understanding of core concepts in the wholesale and retail environment	2	10
Complete basic business calculations	2	5
Count stock for stock-take	2	5
Move, pack and maintain stock in distribution center or warehouse	2	12
Pick stock in a distribution center or ware house	2	12
Maintain a safe and secure environment in a distribution center	2	12
Apply in-bound contact center distribution within a commercial environment	2	8
Dispatch stock	2	10
Uplift stock for return	2	5
Maintain and adapt oral communication	2	5
Write and present information for a defined context	2	5
Use language and communication in occupational learning programmes.	2	5
Access and use information from texts	2	5
Use mathematics to investigate and monitor the financial aspects of personal and community life	2	2
Demonstrate understanding of rational and irrational numbers and number systems	2	3
Identify, describe, compare, classify, explore shape and motion in 2-and-3 dimensional shapes in different context	2	3
Apply basic knowledge of statistics and probability to influence the use of data and procedures in order to investigate life related problems	2	3
Work with a range of patterns and functions and solve problems.	2	5

### Progression

Upon completion of the National Vocational Certificate in Wholesale and Retail Distribution Level 2, students may proceed to the National Vocational Certificate in Wholesale and Retail: Frontline Supervision Level 3, as well as National Vocational Certificate in Wholesale and Retail Merchandiser Level 3 or a related qualification and level at International Training College – Lingua or any other recognised institution.



## CERTIFICATE IN WHOLESALE & RETAIL FRONTLINE SUPERVISION (LEVEL 3)

**DURATION: 1 YEAR**

**CREDITS: 72**

### Programme Description

This qualification recognizes people who have the competencies required to define the core concepts of the wholesale and retail environment, apply theft, fraud and safety control measures in a Wholesale and Retail Outlet, build customer relations in an operational unit, explain the factors that impact on the bottom line of a Wholesale and Retail unit, apply knowledge of self and team in order to develop a plan to enhance team performance, apply occupational health, safety and environmental principles, demonstrate knowledge of products in own area of operation in a Wholesale and Retail environment, communicate in an assertive manner with clients and fellow workers, conduct a structured meeting, motivate and build a team, and priorities time and work for self and team.

### Qualification Requirements

This qualification will be awarded to people who are credited with a minimum of 72 credits and have met the requirements of the compulsory section, as well as all requirements for Workplace Integrated Learning (WIL).

### Entry Requirements

The entry requirement for this qualification is the National Vocational Certificate in Wholesale and Retail (Distribution) Level 2 or the National Vocational Certificate in Wholesale and Retail (Operations) Level 2 or a Level 2 Qualification obtained at International Training College - Lingua or any other accredited institution.

Unit Standard	Level	Credits
Apply theft, fraud and safety control measures in a wholesales and related outlet	3	8
Build customer relations in an operational unit	3	10
Explain the factors that impact on the bottom line of a wholesale and retail unit	3	10
Apply knowledge of self and team in order to develop a plan to enhance team performance	3	5
Apply occupational health , safety and environmental principles	3	10
Demonstrate knowledge of products in own area of operation in a wholesale and retail environment	3	5
Communicate in an assertive manner with clients and fellow workers	3	4
Conduct a structured meeting	3	5
Motivate and build a team	3	10
Prioritise time and work for self and team	3	5

### Progression

Upon completion of the National Vocational Certificate in Wholesale and Retail Frontline Supervision Level 3, students may proceed to a Certificate in Wholesale and Retail: Operations Supervision Level 4 or any related qualification at International Training College - Lingua or any other recognized institution.





## CERTIFICATE IN WHOLESALE & RETAIL OPERATIONS SUPERVISION (LEVEL 4)

**DURATION: 1 YEAR**

**CREDITS: 99**

### Programme Description

This qualification recognizes people who have the competencies required to indicate the role of a team leader ensuring that a team meets and organization's standards, motivate a team, supervise customer service standards, sales performance, stock counts, housekeeping and hygiene in a store, implementation of loss control measures, Point of Sale Operations and promotional activities, apply the budget function in a business unit, interpret basic financial statements, conduct a formal meeting, induct new members into a team, demonstrate basic understanding of labour legislation the impacts on a business unit, and describe and apply the management functions of an organization.

### Qualification Requirements

This qualification will be awarded to people who are credited with a minimum of 99 credits and have met the requirements of the compulsory section, as well as all requirements for Workplace Integrated Learning (WIL)

### Entry Requirements

The entry requirement for this qualification is the National Vocational Certificate in Wholesale and Retail (Operations with Specialization in Frontline Supervision) Level 3 or National Vocational Certificate in Wholesale and Retail (Merchandising) Level 3.

Unit Standard	Level	Credits
Indicate the role of team leader ensuring that a team meets an organisations standards.	4	6
Motivate a team	4	6
Supervise customer service standards	4	8
Supervise sales performance	4	8
Supervise stock counts	4	8
Supervise housekeeping and hygiene in store	4	6
Supervise implementation of loss control measure	4	8
Supervise point of sale operations	4	8
Supervise promotional activities	4	8
Apply the budget functions in a business unit	4	5
Interpret financial statements	4	4
Conduct a formal meeting	4	3
Induct new members into team	4	3
Demonstrate basic understanding of labour legislation the impact on a business unit.	4	8
Describe and apply the management functions of an organization	4	10

### Progression

Upon completion of the National Vocational Certificate in Wholesale and Retail Operations Supervision Level 4, students may proceed to the National Vocational Certificate in Wholesale and Retail: Retail Buyer Level 5 or a related qualification at Level 5 at International Training College - Lingua or any other recognized institution.

## ASSESSMENT & GRADUATION





## 1. GENERAL PROVISIONS

Evaluation of a student's performance in a certificate/diploma/degree programme shall be based on continuous assessment and/or examinations. The weighting between continuous assessment and formal examinations shall be as determined by the syllabus of the course.

Overall performance in a course shall be assessed on a percentage scale divided as follows:

- 75 and above Distinction
- 70-74 Merit
- 60-69 Credit
- 50-59 Pass
- 45-49 Supplementary
- 0-44 Fail

## 2. Passing a course

In order to pass a module/subject, a student must obtain a pass mark of at least 50 % in that subject/module.

## 3. PROMOTION REGULATIONS: EXAMINATIONS

### 3.1. General Regulations

#### 3.1.1. Duration and scope of examinations

The duration and scope of the examinations for the different qualifications shall be determined by the Executive Management, and be conducted under the supervision of the Head of Examinations. Unless the Executive Management determines otherwise, all papers for a specific course shall be written during the same examination period.

Practical Examinations for full- and part-time students shall be conducted in the week before the commencement of semester or end of year examinations.

#### 3.1.2. Determination of the Semester Mark

- The semester mark will be determined by way of appropriate assessments during the semester.
- A minimum of three assessments must be set per semester per subject/module.
- Students who miss one or more of these assessments or who failed/missed an assessment or need a make-up assessment to gain admission to the examination will be allowed access to make up assessment. The make-up assessment mark should replace the failed assessment mark. Lecturers must communicate the arrangements for the make-up assessment to all students well in advance and must ensure that all students who either qualify for a supplementary assessment or who wish to make use of such supplementary assessment, are informed of the arrangements for the supplementary assessment.

### 3.2. Examination Admission

A student who is registered for a course shall be admitted to the examination of such a course after having satisfied the assessment requirements of the course. Satisfactory work is determined by the various departments by means of practicals, tests and assignments embodied in a semester mark.

A student shall be required to produce a valid student card of the current academic year and any other documentation that may be required from time to time on entrance to the examination venue.

Students, who gain admission to examinations for which they do not meet all academic, administrative, financial or any other requirements, will have their marks for such courses nullified and will be subject to disciplinary action.

### 3.3. Determination of the final mark

In determining the final mark for a subject/module, continuous assessment and the examination mark are used in the ratio of 40 to 60 respectively.

### 3.4. Examining

#### 3.4.1. Examination opportunities

Examination opportunities will be offered at the end of each semester. Students are encouraged to utilize the first opportunity offered immediately following the semester in which the course is taught, but may



also utilise only the second opportunity in the following cases:

- a) A candidate prevented from sitting 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. Circumstances may include financial difficulties during the first examination, sickness, death, etc.
- b) In the case of an illness, a medical certificate must be submitted, and with the death of a family member, a certified copy of the death certificate is required. If possible, the certificate should be submitted not later than three (3) days after the examination.
- c) Family includes the following persons: student's spouse, life partner, and students' parents/guardians. brother, sister, adopted parents, grandparent, child, adopted child, grandchild, or his/her legal spouse's parents.
- d) A special examination may be granted to a student who is required to take part in any recognized 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 Director of Academic Affairs, Research and Quality Assurance.

### **3.4.2. Supplementary Examinations**

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

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

#### **3.4.2.1. Nature and Scope of Supplementary Examinations**

- Supplementary examinations are conducted under the same conditions as the normal examination.
- As a supplementary examination is a fully - fledged examination, the examination time of a subject corresponds with that of the normal examination.
- A student who does not obtain a final mark of 50% in the supplementary examination must re- register for the subject concerned and pay the relevant fees.
- Should a candidate not report for a supplementary examination, the mark achieved in the normal examination is used to determine the final mark.
- A student who is absent from the second/supplementary examination, for whatever reason, shall re-register and repeat the course.

#### **3.4.2.2. Special examinations**

In the event of a lost, stolen, or damaged exam script, students will be informed in writing that a special examination will be scheduled within a reasonable time to give them a fair chance / opportunity to pass the course. If a student missed or failed the special examination, s/he will have to re-register and repeat the course when it is offered again and pay the prescribed fee.

### **3.5. GRADING CRITERIA**

A student must obtain a minimum final mark of 50% to successfully pass a subject/module.

#### **3.5.1. Repeating a subject/module**

A student who does not pass a module in the first or supplementary examinations must repeat the module by registering for it again subjected to the re -registration regulations of the college.

#### **3.6. Assessment of Students with Special Learning Needs**

International Training College - Lingua may grant additional time based on the category of disability to students with physical disabilities to complete tests and examinations.

Students who requires extra time for examinations should submit a written request to the Head of Examinations and should provide proof of the disability.

#### **3.7. Progression to a new level**

Students who have passed at least 50% of their course, may proceed to the next level on the following conditions:

- 3.7.1. Progression will only be for the passed modules;
- 3.7.2. Modules failed, must be repeated and the required fee per repeated module must be paid in addition to the full fee of the new level.



- 3.7.3. If a failed module is a pre-requisite for a new module, the student will not be allowed to register for the module at a higher level e.g. Business Management 1 is a pre-requisite for Business Management 2. A student who has failed Business Management 1 will not be allowed to do Business Management 2 unless he/she has passed Business Management 1.
- 3.7.4. Students who have failed more than 50% of the full qualification at a level, will be required to re-register for the full qualification. Students are not required to repeat passed modules in cases of repetition of the full qualification.
- 3.7.5. In cases where clashes on the time-table occur due to repeated modules, students will be required to attend classes on a part-time basis or register as a distance study student for the concerned module where the clash occurs.

### 3.8. Appeal Procedure

A student who has failed a course may request for an application form for re-marking from the Head of Administration and pay the required fees for re-marking. The student should have obtained a minimum mark of 35% to qualify for re-mark. Payment for re-marking is non-refundable. A student will not be allowed to see his or her examination script. The marks obtained after the re-mark will be considered to be the final mark.

Such result shall supersede the result of the original examination and may cause a lowering of the mark or symbol originally awarded. If the remarking results in the student passing the course, this shall supersede the original and/or supplementary examination result.

### 3.9. Special Arrangements

International Training College - Lingua aims to facilitate open access to their qualifications for candidates 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 candidate 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.

### 3.10. Duration

The duration of an examination shall be as approved by the Executive Management.

### 3.11. Examiners and Moderators

It is the policy of International Training College - Lingua to ensure the reliability, credibility and validity of assessment is maintained. This is done by appointing moderators to monitor the standards of assessments being carried out by lecturing staff at the College.

Lecturers are responsible for the assessment of students' theoretical and practical ability. The moderators are 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 moderate before examinations. Scripts are marked by the examiners and then given to the relevant person for moderation. Examiners and moderators confirm the final marks. The moderators evaluate at least 10% of theory papers of the final examinations.

1. Examiners for undergraduate studies shall be a lecturer who has been involved in the internal teaching of the course.
2. Internal moderators shall be senior lecturers and Heads of Departments for all courses.
3. External moderators shall be appointed for courses on NQF level 7-9.



4. An external person is a person who:
  - is not a full-time employee of the College;
  - is not involved with the teaching of the course at International Training College - Lingua.
5. In the absence of an internal moderator, an external moderator may be appointed.

## 4. GRADUATION

### 4.1. Requirements for Graduation

- Qualifications of International Training College - Lingua will only be awarded to students who have met all curriculum requirements for the specific programme.
- Students who have passed all requirements of a level, will be awarded a qualification e.g. if a student has passed all modules of a Qualification at Level 5, he/she qualifies for a qualification to be awarded at the annual formal graduation ceremony of the institution. Certain qualifications however will only be awarded after at least 4 years of study due to industry requirements (e.g. with the exception of Early Childhood Development Education Programmes, certain qualifications in Education can only be awarded once all levels have been completed)
- Students who have outstanding financial or other obligations to International Training College - Lingua will not be allowed to graduate.

### 4.2. Posthumous Awards

- A deceased student will be granted a normal award posthumously if registered at the time of death and they have completed all the required assessment at the time of death.
- The student will be granted the award on which they were registered.

### 4.3. Registration for Graduation

Students who qualify for graduation, must complete and register for graduation at least three months before the graduation ceremony takes place. Students should ensure that information on the registration form is correct as they will be held accountable for information provided on such forms. Graduating students who are unable to attend the graduation ceremony, the qualification will be awarded in absentia.

### 4.4. Obtaining a Qualification Cum Laude

A student shall pass a qualification Cum Laude if s/he has achieved an overall average of 75% for all courses in the curriculum of the diploma degree, provided that each course was passed with at least a credit. None of the courses prescribed in the programme must have been failed and the programme must have been completed in the minimum prescribed time. Cum Laude awards will only be made at the highest qualification in Diploma and Degree programme. Cum Laude will only be awarded at a Level 7 and a higher qualification and if the duration is at least three (3) years.

## STUDENT SERVICES & ACTIVITIES





## 1. STUDENT SERVICES & ACTIVITIES

International Training College - Lingua strives to provide comprehensive and integrated campus life programs and services with a vision to cultivate a student-centered environment that contributes to students becoming socially responsible global citizens with an enduring connection to the College.

The Office of the Director of Non-Academic Affairs is responsible for matters of general student welfare and student activities. The Director of Non-Academic Affairs is assisted by the Head of Administration & Finance, the Sport & Culture Coordinator, the Marketing Department and the Student Representative Council (SRC) in these functions.

## 2. THE STUDENT REPRESENTATIVE COUNCIL (SRC)

The Student Representative Council (SRC) is elected annually by the students to represent the students of International Training College - Lingua and to assist with the running of student affairs. The SRC supports, encourages and empowers students throughout their academic experience. The main objective of the SRC is to serve the interests of the students. The SRC represents the interests of students at the College, and does this through active participation in committees as well as through a range of programmes and projects. The SRC also coordinates the work of student structures such as clubs and societies. Students are encouraged to discuss/consult with the student body on issues which are of general student concern.

## 3. NEW STUDENT ORIENTATION

Orientation is a required College-wide program for all new students. The purpose of the Orientation Office is to provide programs and services that facilitate the transition of new students into the College, to prepare new students for the College's educational opportunities and to integrate students into the campus community. Since family involvement can be very important in determining student success, family members are welcome to register as guests and participate in orientation.

## 4. STUDENT ACTIVITIES AND INVOLVEMENT

As a part of the total educational experience at International Training College - Lingua, student activities and involvement opportunities are regularly revised and updated to meet the needs and preferences of the student body. The Sport and Culture Officer with the assistance of the SRC is responsible to register student organizations and student activities. All organizations and student activities should however be approved by the Director of Non-Academic Affairs. Student activities and involvement is a resource for all students to stay engaged while at International Training College - Lingua. Students can get involved in events, internships, research, volunteer opportunities, sports, etc.

## 5. STUDENT CLUBS AND SOCIETIES

International Training College - Lingua provides a number of clubs and societies that cater for cultural, religious and special interests. These are outside of the formal academic programmes and are open to all registered students. Societies' activities are directed by students and there are many opportunities to get involved at an organisational level. Through such activities, students will develop valuable skills in leadership and organisation. The following societies and clubs exist currently at the College and students are encouraged to register additional clubs/societies of interest with the SRC.

### Clubs/Societies:

- Debating & Public Speaking Club
- International Student Association
- Lingua Law Association
- Cyber security Club
- Tourism & Hospitality Club
- Lingua Christian Society
- Lingua Running & Walking Club
- Lingua Chess
- Drama





### **Sport Activities**

The following Sport Codes are offered at International Training College - Lingua:

- Athletics
- Rugby
- Soccer
- Netball
- Basketball
- Table tennis
- Dancing
- Volleyball

### **Other Activities:**

- Mr. & Miss Lingua
- Lingua Got Talent
- Market day
- Cultural day
- Departmental Expo

## **6. COMPUTING FACILITIES**

International Training College - Lingua provides computer workstations for use by students. All students are allocated a personal email address. Wireless coverage is available on campus.

## **7. E-LEARNING AND E-TUTORING:**

International Training College - Lingua supports and provides students with resources to facilitate a successful online learning experience. The focus is to assist students with the integration of technology into courses. Students in need of assistance in online learning may request for additional training from the IT department. Weekly training is available to all Lingua students.

## **8. STUDENT CARDS**

The Administration office administers the issuance of student cards. The Lingua student card is the official picture identification for students.

## **9. LIBRARY**

The library offers study and research materials, as well as professional assistance in finding information and carrying out research. The library further provides assistance to online library webpage material. It offers computer workstations and wireless internet access. Students are also encouraged to make use of the public library in town and the libraries at the public Universities.

## **10. LEARNING AND STUDENT SUCCESS**

The Office of the Director of Academic Affairs, Research and Quality Assurance aims to assist all students throughout their academic journey, cultivates student success and academic excellence by developing academic support and engagement programs that guide students to a future of lifelong learning.

## **11. CAREER ASSISTANCE**

The Marketing Department through the Office of the Director of Non-Academic Affairs, provides information on both on-campus and off-campus jobs to current and past students. All information is shared on a College WhatsApp group specifically created for this purpose.

## **12. LINGUA CARE/HEALTH**

International Training College - Lingua aims to empower students to be healthy, responsible and successful by providing wellness information, dynamic programs and services on health-related issues, such as stress management; healthy lifestyle; sexual health and well-being; substance safety; healthy relationships; women and gender equity; and much more. These services enhance the health of the Lingua community and increase opportunities for students' academic and personal success.

## **13. COUNSELLING AND PSYCHOLOGICAL SERVICES**

The Office of the Director of Non-Academic Affairs strives to provide Lingua students with quality, timely and effective mental health services that allow them to improve and maintain their mental well-being;



therefore, meeting their educational, personal, emotional and psychological goals. Trained Counsellors through the Office of the Director of Non-Academic Affairs offer counselling services to currently enrolled students. Records and information are confidential and separate from all other College records. Information about students receiving services cannot be disclosed without their written permission and is confidential except when disclosure is required by law.

To make an appointment, please contact the Director of Non-Academic Affairs or the Head of Administration.

#### **14. SUPPORT FOR STUDENTS WITH SPECIAL NEEDS**

International Training College - Lingua aims to support students with documented special needs in their pursuit of equity and excellence in education. Staff ensures that reasonable accommodations are provided to students, including an equal opportunity to learn in the classroom setting.

Registration as a special needs student with the Office of the Director of Academic Affairs, Research & Quality Assurance is at the student's option and is not mandatory. However, in order to receive authorized academic accommodations from the College due to a barrier, the student must register with the Office of the Director of Academic Affairs. Academic accommodations are based on medical reports of the special needs, effective prior accommodations, observation and interaction with the Director of Academic Affairs, as well as documentation submitted by the student. These accommodations are provided to support students in achieving academic success at the College as well as to assist them in developing the necessary compensatory skills they will need to be successful. All special needs -related records are confidential and are released only with the student's written permission.

#### **15. TYPES OF IMPAIRMENTS**

- “Sensory” impairment includes but is not limited to, persons who are deaf or hard of hearing; are blind or visually impaired; mute or are deaf-blind.
- “Physical” impairment includes but is not limited to persons who have a physical difference or mobility difficulty.
- “Other” impairment may include but is not limited to: long-term medical conditions such as chronic fatigue syndrome, epilepsy, diabetes, HIV or AIDS, or Parkinson’s disease.
- “Neurodiversity” includes but is not limited to persons who have dyspraxia, dyslexia, ADHD, dyscalculia, or are on the autistic spectrum.
- “Psycho-social” impairment includes but is not limited to, persons who have a mental health condition (for example, anxiety, depression, eating disorders, bipolar affective disorder, obsessive compulsive disorder, etc.)

#### **16. STUDENT ACCOMMODATION**

The Administration Office administers all operational functions associated with campus housing. The office coordinates applications, contracts, billing, maintenance, and facility management. Accommodation Supervisors reside on the premises to manage student accommodation and to provide the necessary assistance to hostel students. International Training College - Lingua offers two types of rooms: 1) rooms with their own bathrooms and toilets and (2) rooms with shared bathrooms and toilets. A common kitchen with a stove and microwave are available for students. Students are allowed a fridge in the room at an additional fee.

#### **17. FOOD SERVICES**

The Lingua Tuckshop is open to staff and students on a daily basis from 7h30 – 17h00.

#### **18. STUDENT CONDUCT**

The Student Code of Conduct is an integral part of the College. It emphasizes the development of each individual’s acceptance of his or her own personal and social responsibilities, ensuring fairness in the implementation of the procedural requirements described in this regulation for all students.

The Lingua Student Code of Conduct is designed to provide and help maintain an atmosphere within the College Community that is conducive to academic pursuits. Serious action against a student, such as suspension, is considered and invoked only when other remedies fail. International Training College-Lingua, however, recognizes its responsibilities to all members of the College community, and the protection of personal, institutional rights and property is a primary focus of the process.



## 19. SECURITY SERVICES

The Lingua Security Service provides a range of safety services 24 hours a day, seven days a week on the Lingua Campus and Lingua Student Accommodation.

The Head of Security regularly provides information on safety and security precautions to students and staff members and organises training and crime prevention information sessions on the following topics:

- Acquaintance Rape Programs for women and men
- Personal Safety - reduce your risk of becoming a victim
- Drugs and Alcohol
- Relationship Violence, Healthy Relationships
- Resident Housing Safety
- Burglary/Theft Prevention

The Lingua Security personnel are available to provide any additional crime prevention programming that may be needed to address an ongoing problem or special situation and encourages all members of the campus community to become involved in crime prevention.

## POLICIES





Registered students of International Training College - Lingua are expected to be familiar with and to comply with the college's mission and policies. All College policies can be download from the College online portal.

This section highlights some of the policies applicable to students and related information and procedures. Additional policies applicable to students should be obtained from the website or can be requested from the Head of Administration and Finance, via e-mail or WhatsApp. All students should review the College Policies to be familiar with the expectations of International Training College - Lingua.

Any questions pertaining to the College policies, should be directed to the Director of Non-Academic Affairs and the Director of Academic Affairs, Research and Quality Assurance.



## EQUAL OPPORTUNITIES POLICY

### 1. INTRODUCTION

The College recognises the real educational and business benefits of having a diverse community of staff and students who value one another and their different contributions they make in achieving the College's mission which is to be a world-class College that is open and accessible.

### 2. DEFINITION OF TERMS

- **Race:** is the classification of humans into groups based on physical traits, ancestry, common languages genetics or social relations, or the relations between them.
- **Bullying:** is threatening, abusive, intimidating or insulting behaviour that may be an abuse of power, position or knowledge.

### 3. PURPOSE OF THE POLICY

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, colour, disability, religion, nationality, age, occupation, marital status, sexual orientation or any other distinction.

### 4. SCOPE OF THE POLICY

This policy applies to all aspects of staff and student activities within the College. Everyone is expected to

- Support and implement the equal opportunities policy.
- Ensure that their behaviour and/or actions do not amount to discrimination or harassment in any way.
- Staff and students of the College are required to comply with this policy and are expected to promote a culture free of discrimination, prejudice, all forms of harassment and bullying. Any incidents of discrimination, harassment or bullying will be investigated and may form a ground for expulsion or dismissal.

### 5. EQUAL OPPORTUNITIES FOR STUDENTS

#### 5.1 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, colour, disability, religion, nationality, age, occupation, marital status, sexual orientation or any other 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 it is possible.

#### 5.2. 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.

### 6. RACE EQUALITY

The College is committed to both developing a diverse workforce and to achieving a student intake which are not only representative of the community at large but also are appropriate to a global economy.

The College will seek to be a place in which staff and students can develop their capabilities without any barrier of racial discrimination and will promote understanding and good relations between constituents of different racial backgrounds. It will both encourage and expect all members of the College to evidence this in their work and study, and with the wider community.

### 7. LANGUAGE

Prejudice and discrimination can arise and be reinforced by the 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 the 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.

## **8. RELIGION AND BELIEF**

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:

- Everyone is treated with dignity and fairness.
- Recruitment, selection and promotion of staff and students are based on criteria, which exclude religious or cultural belief or non-belief.
- Where reasonable and practical appropriate services and facilities are provided to meet the religious and cultural needs of staff and students.

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

### 1. 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. The College is committed to Equal Opportunities and will not tolerate bullying nor harassment of one member of the College community by another. This guidance applies both to staff and to students.

Although cases of harassment may be resolved informally, it may be necessary to take formal action which could lead to disciplinary action and possibly dismissal for staff or expulsion for student. The possibility that complaints may be made with mischievous or malicious intent is also recognized by the College and will be treated as grounds for possible disciplinary action.

### 2. DEFINITION OF TERMS

- **Harassment:** is any behaviour that is unwelcome and affects the dignity of those subjected to it.
- **Sexual harassment:** Is hostile and/or offensive behaviour by one person towards another on the grounds of their gender, marital status, sexual orientation or sexuality. Such behaviour 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.
- **Racial harassment:** Is hostile and/or offensive behaviour from one individual or group of people towards those of a different racial, religious or ethnic origin. Such behaviour might include racist derogatory name-calling, belittling remarks, ridicule, insults, jokes, graffiti, verbal abuse, threats or physical assault because of cultural and/or religious differences.
- **Bullying:** Is threatening, abusive, intimidating or insulting behaviour that may be an abuse of power, position or knowledge.

### 3. PURPOSE OF THE POLICY

The purpose of this policy to assist in developing and encouraging a working and learning environment in which a culture of harassment is unacceptable. Individuals should 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 it.

### 4. HARASSMENT IN GENERAL TERMS

There are many forms of harassment and bullying which can be described in simple terms as unwelcome behaviour 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 victim. Harassment has many forms and includes behaviour related to gender, ethnicity, colour, disability, religion, nationality, age, occupation, marital status, sexual orientation, etc. It is actions or comments viewed as demeaning or unacceptable and/or illegal.

Sexual harassment is hostile and/or offensive behaviour by one person towards another on the grounds of their gender, marital status, sexual orientation, or sexuality. Such behaviour 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.

Sexual harassment also includes unwanted and unwelcome sexual behaviour which may include the following amongst others:

- Suggestive looks, leering and remarks.
- Suggestive behaviour, offensive flirtations or unwanted physical contact.
- Unwanted demands for sex.
- Stalking.
- Inappropriate sexual/homophobic remarks, innuendos, lewd comments, jokes or threats of disclosing sexuality.
- Compromising invitations.
- Repeated and unwelcome invitations for dates.





- Offers of favoured treatment in return for sex (or threats of disadvantage if refused).
- Offensive/degrading display or electronic transmission of pornographic and suggestive/homophobic material.

## 5. FORMS OF HARASSMENT

Forms of harassment may include the following:

### • **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 behaviour 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 behaviour that leads to other people becoming stressed, demotivated or frightened is unacceptable.

### • **Harassment on the Grounds of Disability**

Harassment on the grounds of disability is hostile and/or offensive behaviour from one individual or group of people towards those with a disability. Such behaviour might include derogatory name-calling, belittling remarks, ridicule, insults, jokes, graffiti, verbal abuse, threats or physical assault because of a disability. It might also include any comments that imply that disability impairs the person's ability to perform their role within the College community.

### • **Racial Harassment**

Racial harassment is hostile and/or offensive behaviour from one individual or group of people towards those of a different racial, religious or ethnic origin. Such behaviour might include racist derogatory name-calling, belittling remarks, ridicule, insults, jokes, graffiti, verbal abuse, threats or physical assault because of cultural and/or religious differences. It might also include any comments that imply that ethnicity or religion impairs the person's ability to perform their role within the College community.

### • **Religious Harassment**

Religious harassment is hostile and/or offensive behaviour from one individual or group of people towards those of a different religion. Such behaviour might include derogatory name-calling, belittling remarks, ridicule, insults, jokes, graffiti, verbal abuse, threats or physical assault because of religious differences. It includes any unwelcome remarks to an individual's religious beliefs. It might also include any comments that imply that religion impairs the person's ability to perform their role within the College community.

### • **Harassment on the Grounds of Age**

Harassment on the grounds of age is based on attitudes; assumptions and stereotyping that are prejudicial to older or younger people. Some examples of age-related harassment are derogatory remarks or behaviour, expressing prejudicial assumptions about abilities, or exclusion from work or social activities. It might also include any comments that imply that age impairs the person's ability to perform their role within the College community.

### • **Sexual Harassment and Harassment Relating to Sexuality**

Sexual harassment also includes unwanted and unwelcome sexual behaviour. Harassment on the grounds of sexuality may be of heterosexuals, but is more usually of lesbians, gay men, transsexuals, bisexuals or people who are transgendered.

Forms of sexual harassment may include

- suggestive looks, leering and unwelcome remarks.
- suggestive behaviour and offensive flirtations.
- unwanted physical contact.
- unwanted sexual demands.
- stalking.
- inappropriate sexual and/or homophobic remarks, innuendos, lewd comments, jokes
- threats of disclosing sexuality.
- compromising invitations.
- repeated and unwelcome invitations for dates.
- offers of favoured treatment in return for sex (or threats of disadvantage if refused).
- offensive and/or degrading display or electronic transmission of pornographic.
- suggestive or homophobic material.



## **6. 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. However, if such a situation exists then the institution will support punitive measures and/or remedial actions to prevent such an occurrence.

## **7. REMEDIAL ACTIONS AGAINST HARASSMENT AND BULLYING**

Bullying and/or harassment should not be tolerated. This may not always be easily recognizable or easy to deal with. It is therefore advisable to keep a record of such incidents. If you feel unable to speak to the person concerned, contact the College officials.

## **8. FORMAL ACTION**

If the matter is formalized, a full investigation and hearing will take place which will provide both sides the opportunity to present their cases and call witnesses as applicable and appropriate. Such an investigation will be conducted without delay and within agreed time scales. The rights of all parties will be protected and confidentiality remain priority. Accurate records will be kept throughout the formal process. 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 behaviour of the accused remains unaltered then these are enough grounds for expulsion of the harasser or bully.

## **9. COUNSELLING AND SUPPORT**

It is recognised that being the subject of bullying or harassment and making a complaint can be an extremely distressing experience. Students can seek support from the College's Counselling Service. Students may also seek informal support from one of the relevant student societies such as the Lingua for Christ.

## **10. CONFIDENTIALITY**

All complaints (informal or formal) will be treated confidentially. Information shall only be divulged on a need to know the basis and with the knowledge of the complainant.

It should be recognised, however, that maintaining anonymity of the complainant may limit the extent to which the procedure can be progressed. There may also be rare occasions when the legal duty of care means that the College is unable to maintain an individual's anonymity, for example where there may be a risk to the individual or others.

The individual against whom the complaint has been made and their nominated representative shall be entitled to receive copies of the complaint against them.



## STUDENT CONDUCT POLICY

### 1. STATEMENT OF THE POLICY

International Training College - Lingua, like other communities and organizations in our society, has a right to require the cooperation of its members in the performance of its educational functions, and to oversee and regulate the conduct and behaviour of such members which, actually or has potential to, impede, obstruct, or threaten the maintenance of order and achievement of the College's educational goals.

The standards of non-academic misconduct set forth in this policy are applicable to all full-time; Part-time and Distance undergraduate and Post-graduate students and Student Organizations at International Training College - Lingua.

### 2. PROHIBITED CONDUCT

The following behaviour is prohibited for students and all Student Organizations of International Training College - Lingua:

### 3. ALCOHOL AND OTHER SUBSTANCES

Engaging in behaviour prohibited at International Training College - Lingua which include but are not limited to the behaviours specifically noted below.

- Possession or use of alcoholic beverage(s)
- Distribution of alcoholic beverage(s)
- Possession or use of controlled substance(s)
- Distribution of controlled substance(s)

### 4. THREATENING AND ABUSIVE BEHAVIOR

- Engaging in or threatening to engage in behaviour(s) that, by virtue of their intensity, repetitiveness, or otherwise, endanger or compromise the health or safety of oneself, another person, or the general College community. This includes, but is not limited to, threatening, tormenting, mocking, intimidating, maliciously or inappropriately ridiculing another's work or comments beyond the scope of scholarly inquiry, and exploiting known psychological or physical vulnerabilities or impairment.
- Abusive behaviour toward an employee or agent acting in performance of their duties.
- Physical violence, actual or threatened, against any individual or group of persons.
- Unjustified abuse, neglect, or violence toward an animal.

### 5. DESTRUCTION OF PROPERTY

Vandalizing, damaging, destroying, defacing, or tampering with College property or the property of others.

### 6. DISCRIMINATION AND HARASSMENT

Engaging in behaviour prohibited under the Equal Opportunity and Anti-Harassment Policy for Students or for Employees.

### 7. DISORDERLY CONDUCT

- Disorderly, disruptive, or antagonizing behaviour that interferes with the safety, security, or health of the community, and/or the regular operation of the College are prohibited.
- Prohibited Behaviours are behaviours that, by virtue of their intensity and/or repetitiveness, interfere with an educational activity (e.g., classroom, remote or online learning environments, advising session, lecture, and workshop). This includes but is not limited to: persistently talking without being recognized; creating noise that obstructs the learning process; smoking/vaping or use of prohibited substance; repeatedly interrupting others; or deliberately engaging in other behaviours that unreasonably and illegitimately distracts from or interferes with the educational experience or otherwise violates the College policy.

### 8. FAILURE TO COMPLY

Failure to comply promptly with the reasonable request or instruction of a College employee or agent acting in an official capacity, including, but not limited to:

- Refusing to provide identification, refusing to dispose of or turn over prohibited items, leaving the scene of an incident, failing to disperse, or violating a no contact directive.
- Failing to abide by or fulfil the terms of a sanction or condition issued through the student conduct process.



## **9. FIRE SAFETY**

- Intentionally or recklessly damaging or destroying property by fire or explosives.
- Creating or maintaining a fire or fire hazard.
- Tampering with or misuse of emergency or fire safety equipment, including emergency call devices, fire alarms, fire exits, firefighting equipment, smoke/heat detectors, or sprinkler systems.
- Failing to immediately exit any facility or building when a fire alarm or other emergency notification has been sounded.

## **10. GUESTS AND VISITORS**

Knowingly allowing one's visitors or guests to violate this policy and/or other College policies, or failing to monitor the behaviour of one's visitors or guests to assure their adherence to such standards.

## **11. I. HAZING**

Any action taken or situation created, intentionally or unintentionally, whether on or off College premises and whether presented as optional or required, that produces: mental, physical, or emotional discomfort; servitude; degradation; embarrassment; harassment; ridicule; or to cause or encourage violation of law, for the purpose of initiation into, affiliation with, or admission to, or as a condition for continued membership in a group, team, or other organization, regardless of an individual's willingness to participate.

## **12. MISREPRESENTATION**

- Making, possessing, or using any falsified College document or record; unauthorized altering any College document or record
- Assuming or facilitating the use of another person's identity, role, or access through deception or without proper authorization. This includes communicating or acting under the guise, name, identification, access, email address, signature, or indicia of another, or communicating under the rubric of an organization, entity, or unit without authorization.
- Knowingly providing false information, submitting false or altered documents, or making a false report to the College
- Unauthorized use, duplication, or aiding in the unauthorized use of a College identification card, keys, or any other access controls.

## **13. RETALIATION**

Participating in any adverse action against an individual for making a good faith report of prohibited conduct or participating in any proceeding under this policy. Retaliation includes threatening, intimidating, harassing, or any other conduct that would discourage a reasonable person from engaging in activity protected under this policy.

## **14. SEXUAL MISCONDUCT**

Engaging in Sexual Misconduct, Relationship Violence, and Stalking.

## **15. SMOKING**

International Training College - Lingua promotes a smoke free environment. No student or employee are allowed to smoke on campus.

## **16. THEFT AND UNAUTHORIZED TAKING**

- Taking (e.g., stealing, theft) of property or services without permission from the owner, regardless of intent to return the item.
- Knowingly possessing, selling, or distributing stolen property or materials.

## **17. MISUSE OF COLLEGE PROPERTIES**

- Entering, remaining in, or using College property, facility, and/or virtual spaces without proper authorization.
- Solicitation, canvassing, or using College facilities, resources or services, or misappropriation of the College name, for the purpose of conducting business or non-profit endeavors not otherwise authorized or sponsored by the College.



## **18. WEAPONS AND RELATED ITEMS**

Weapons; Knives, firearms and any other weapon is prohibited at International Training College - Lingua.

## **19. VIOLATIONS OF OTHER POLICIES**

- Engaging in behaviour as prohibited under other established policies of International Training College - Lingua.
- Failure to abide by any College policy or governmental orders issued concerning public health.

## **20. CONDUCT OUTSIDE THE COLLEGE CONTEXT**

International Training College - Lingua shall not use its powers to interfere with the rights of a student beyond the College environment. Notwithstanding, the College may take student disciplinary action for conduct occurring outside the College context which substantially disrupts the regular operation of the institution or threatens the health, safety, or security of the College community. When conduct constitutes violations of both College policy and public law, a student may be subject to both College student conduct action as well as public sanctions.

## **21. STUDENT ORGANIZATIONS**

All Student Organizations at the College are expected to abide by the standards of conduct as outlined above. Whether acting in an official or unofficial capacity, Student Organizations and individuals within those organizations may be held accountable for violations of this policy.

## **22. POLICY DEFINITIONS**

- "International Training College - Lingua" or "College" includes all divisions; departments; units of International Training College - Lingua.
- "Student" means an individual registered on full-time; part-time or distance in a degree; diploma or certificate at International Training College - Lingua. Further, individuals registered and attending a course at International Training College - Lingua as a visiting or guest student must abide by the standards set forth in this policy during the period of their enrolment or visit.
- "Student Organization" means a group of students who have complied with the registration requirements of the College or otherwise recognized by the International Training College - Lingua through formal advising and/or oversight. This term includes, but is not limited to, organizations; clubs and groups recognized and/or advised by other administrative or academic units of International Training College - Lingua.



## STUDENT DISCIPLINARY POLICY

### 1. INTRODUCTION

**The Student Disciplinary Code is aimed at:**

- upholding the name and reputation of the College
- maintaining order, discipline, safety and security at the College
- ensuring the integrity of the academic processes of the College
- assuring the quality of the assessment processes at the College

Any conduct of a student that contravenes the Disciplinary Policy and/or negatively impacts on the goals of the Policy may be regarded as misconduct and subject to disciplinary measures. The general supervision and control of student discipline at International Training College - Lingua (ITCL) vests with the Disciplinary committee and is administered in terms of the Students' Disciplinary Code of the College.

### 2. DEFINITION OF TERMS

- **College:** All the campuses of International Training College - Lingua
- **Student:** means any person, who at the time of the alleged misconduct is or was
- Registered for a qualification listed in the College's curriculum, or
- Taught or evaluated at the College premises by an employee or someone contracted by the College for that purpose.
- **Disciplinary:** enforcing or administering correction/ rectification
- **Student Disciplinary Committee:** means a committee constituted by the Managing Directors and senior staff to adjudicate charges of misconduct relating to students.
- **Employee** means a person who is permanently or temporarily working for the College.
- **College premises:** refers to any building which is the property of the College or is controlled by the College.
- **Misconduct:** is defined as any conduct within the College which interferes with, disrupts or obstructs the activities of the College, or of another student or of members of staff of the College in carrying out their duties, or of any other person legitimately on the College premises such as a visitor or supplier of services.
- **Lecturer:** A lecturer is a teacher at International Training College - Lingua
- **Administrator:** An administrator is a person whose job involves helping to organize and supervise the way that an organization or institution functions.
- **Managing Director:** The managing director of International Training College - Lingua is in charge of the way the College is managed and control resources and expenditures.

### 3. PURPOSE OF THE POLICY

The purpose of the policy is to promote positive behaviour as a way of supporting student progress towards reaching their potential. This policy will:

- maintain a professional approach to investigating and resolving unacceptable conduct or behaviour issues through an agreed process;
- ensure that all disciplinary matters are dealt with in accordance with the procedure as set out in this policy;
- deal with all disciplinary matters promptly;
- ensure all the facts are gathered during the investigation phase;
- be firm and fair, ensuring that action taken is reasonable in the circumstances;
- be consistent – apply the same rules and considerations to each case;
- Ensure that, where the facts are in dispute, no disciplinary penalty is imposed until the case has been carefully investigated.

All guidelines in this document are based on these important principles. In many cases, they are similar to guidelines governing other forms of communication at the College.



#### 4. SCOPE OF THE POLICY

The policy applies to all students of the College, regardless of mode of attendance, at any time they are engaged in college activities whether they are on or off site. It also encapsulates students engaged on short courses provided by the College.

This policy covers the following:

- **Behaviour:** Students agree to abide by the College rules at the time they register and they apply not just on campus but within the local area around the College. Parents, residents, the press, staff and students all expect us to maintain a safe, orderly and peaceful environment. We take this very seriously.
- **Commitment:** A student's commitment to learning and academic performance including where a student is failing to meet the required standards to pass the course e.g. failure to comply with assignment deadlines, not complying with health and safety requirements, not being adequately prepared for learning activities.

The College reserves the right to take disciplinary action against students for incidents not directly related to college that could be considered to put other students or staff at risk or bring the College into disrepute e.g., allegations of assault or involvement in illegal drugs.

#### 5. PRINCIPLES

##### GENERAL COLLEGE PRINCIPLES

- All College staff are expected to challenge inappropriate behaviour. If the inappropriate behaviour persists, tutors are expected to take the issue to the student's personal or course tutor along with the information about the steps taken to address the behaviour.
- Although minor behaviour can be dealt with, it is recognised that persistent minor behaviour issues can have a detrimental effect on not only the student but the rest of the group. This is why it is important for staff to follow the procedure and use the tutorial process to try and change behaviour prior to using sanctions.
- No disciplinary action will be taken against a student until the circumstances have been investigated. In the case of alleged gross misconduct, it may be appropriate for students to be asked not to attend College until an incident has been investigated further (for their own or others safety or to ensure a fair investigation)
- At every stage, a student has the right to be advised of the reason for disciplinary meetings, to hear the evidence against them and to state their case.
- If a student does not attend a disciplinary meeting which they have been instructed to attend, the meeting can take place and a decision made in their absence.

#### 6. UNACCEPTABLE CONDUCT

Any academic or non-academic conduct which adversely interferes with teaching and learning is disrespectful to other members of the College community or property or breaches the Code of Conduct, which is:

- to not use a mobile phone in class unless directed by the lecturer;
- to engage with the College (e.g. through listen to learner forums) and be positive about it;
- to be respectful and considerate of each other and the College environment, avoiding and causing nuisance to others;
- to speak to one another and staff calmly and politely, avoiding words and actions that may be interpreted as abusive, offensive or threatening;

#### 7. SERIOUS MISCONDUCT

Any conduct that is a serious threat to the management of the College or causes threat or harm to other members of the College community. Examples of such conduct, not exclusively, are:

- physical or verbal assault on another student or member of staff or visitor, or threatening behaviour;
- the possession, use or dealing of any illegal substances including alcohol;



- incapacity caused by being, or appearing to be, under the influence of alcohol, illegal drugs or solvents;
- the possession of any offensive weapon(s);
- theft, fraud, deliberate falsification of records;
- deliberate damage to property owned by the College, its staff, student or visitors;
- behaviour likely to be offensive to public decency (including swearing and offensive language);
- all forms of harassment whatever they are based upon (for example whether based on sex, race, sexual orientation, disability, age, health, appearance, background, personal or political beliefs or religion or any protected characteristic);
- refusal to follow any instruction of college staff relating to health and safety, or the orderly management of the College's business and its environment;
- behaviour prejudicial to the good name of the College, whether on or off the College premises;
- academic cheating, including plagiarism, forgery, impersonation and any other form of cheating in assessments or examinations;
- inappropriate use of technology or any of the College's computer equipment or facilities
- Failure to pay any outstanding debts to the College e.g. course fees, examination fees.

### **8. FAILURE TO MEET ACADEMIC STANDARDS**

All courses depend on a commitment and application to study and the production of required work. This will include, but not limited to:

- assignments as part of the assessed Curriculum (submitted within required guidelines);
- homework and research set to aid learning;
- In class activities.

A student who fails to meet these requirements, without satisfactory explanation, will be regarded as neglecting their academic obligations. In the first instance this will be dealt with by the appropriate lecturer.

### **9. FAILURE TO COMPLY WITH THE RULES AND REGULATIONS OF THE COLLEGE WILL RESULT IN DISCIPLINARY ACTION, WHICH COULD INCLUDE:**

- revocation of a qualification obtained from the College in an improper manner;
- a written reprimand and/or warning;
- a fine not exceeding twice the annual tuition fee for the full first year of study of the qualification for which the student is registered or as defined in the examinations policy;
- payment of compensation or requiring the accused student to repair the damage caused by his/her misconduct;
- denial of the opportunity to register for a particular study module or course offered by the College;
- annulment of examination results and/or withdrawal of a credit(s) obtained in a study module and/or courses;
- confirmation of the temporary suspension of a student, and/or the suspension of the student for a specified period or further period subject to any condition(s) which the Disciplinary Policy deems reasonable;
- denial of the opportunity to register or enrol again as a student at the College for a specified period;
- Any other appropriate sanction(s) which the Disciplinary Policy deems suitable in the particular circumstances.

### **10. ROLES AND RESPONSIBILITIES**

It is the responsibility of all members of staff to report misconduct. The lines of responsibility within the student disciplinary policy and procedures follow those of the College management structure.

- Lecturers and the Administrators are the first point of referral and are responsible for informal disciplinary measures;
- For further stages, the Director for Non-Academic Affairs will follow the responsibilities detailed in the disciplinary procedures;





## GRIEVANCE/COMPLAINTS PROCEDURES

### 1. BACKGROUND

International Training College - Lingua is committed to providing excellent education and high-quality services to our students. We value complaints and use information to help us improve our services.

- If something goes wrong or you are dissatisfied with our services, please tell us.
- This guide describes our complaints procedure and how to make a complaint. It also tells you about how we will handle your complaint and what you can expect from us
- No complainant will be disadvantaged as a result of making a complaint. The college will not tolerate harassment or victimization of anyone raising a complaint. This includes any threat, whether conveyed by words or conduct, to influence the academic career of a student who raises a complaint.

### 2. WHAT IS A COMPLAINT?

We regard a complaint as any expression of dissatisfaction about our action or lack of action, or about the standard of service provided by us or on our behalf.

### 3. WHAT CAN I COMPLAIN ABOUT?

You can complain about things like:

- Failure or refusal to provide a service
- Inadequate quality or standard of service, or an unreasonable delay in providing a Service
- Dissatisfaction with one of our policies or its impact on the individual
- Failure to properly apply law, procedure or guidance when delivering services
- Failure to follow the appropriate administrative process
- Conduct, treatment by or attitude of a member of staff or student
- Disagreement with a decision

### 4. WHAT CAN'T I COMPLAIN ABOUT?

There are some things we can't deal with through our complaints handling procedure. These include:

- issues that are in court or have already been heard by a court or a tribunal (if you decide to take legal action, you should let us know as the complaint cannot then be considered under this process)
- disagreement with a decision where there is a statutory procedure for challenging that decision (such as for freedom of information and subject access requests), or an
- established appeals process followed throughout the sector (such as an appeal about an academic decision on assessment or admission)
- grievance relating to employment or staff recruitment
- an attempt to reopen a previously concluded complaint or to have a complaint reconsidered where we have already given our final decision.
- abuse or unsubstantiated allegations about our Institution or staff.
- a concern about the actions or service of a different organization, where we have no involvement in the issue (except where the other organization is delivering services on our behalf).

### 5. WHO CAN COMPLAIN?

- Anyone who receives, requests or is directly affected by our services can make a complaint to us. This includes the representative of someone who is dissatisfied with our service.
- If you are making a complaint on someone else's behalf, you will normally need their written consent.

### 6. HOW DO I COMPLAIN?

You can complain in person at our offices, by phone, in writing or by email

- It is easier for us to resolve complaints if you make them quickly and directly to the service concerned. Where possible, your concerns should be raised with the relevant staff member, college representative or department

#### When complaining, please tell us:

- your full name and contact details
- as much as you can about the complaint
- what has gone wrong



## 7. IN WHICH TIMEFRAME SHOULD I LAY A COMPLAINT?

- Normally, you must make your complaint within six months of the event you want to complain about.
- In exceptional circumstances, we may be able to accept a complaint after the time limit (for example, where you were not able to complain due to serious illness or recent bereavement or where the complaint relates to a serious issue which, by its nature, resulted in your being unable to raise it at the time). If you feel that the time limit should not apply to your complaint, please tell us why.
- The time limit will not apply to complaints of sexual misconduct.

## 8. WHAT HAPPENS WHEN I HAVE COMPLAINED?

- We will always tell you who is dealing with your complaint.
- Our complaints procedure has two stages.

### Stage 1: Frontline response

- We aim to respond to complaints quickly (where possible, when you first tell us about the issue). This could mean an on-the-spot apology and explanation if something has clearly gone wrong, or immediate action to resolve the problem.
- We will give you our decision at stage 1 in five working days or less, unless there are exceptional circumstances.
- If you are not satisfied with the response we give at this stage, we will tell you what you can do next.
- If you choose to, you can take your complaint to stage 2.
- You must normally ask us to consider your complaint at stage 2 either:
  - within six months of the event you want to complain about or finding out that you have a reason to complain; or within two months of receiving your stage 1 response (if this is later).
- In exceptional circumstances, we may be able to accept a stage 2 complaint after the time limit.
- If you feel that the time limit should not apply to your complaint, please tell us why.

### Stage 2: Investigation

Stage 2 deals with two types of complaints: those where the complainant remains dissatisfied after stage 1 and those that clearly require investigation, and so are handled directly at this stage. If you do not wish your complaint to be handled at stage 1, you can ask us to handle it at stage 2 instead.

### When using stage 2:

We will acknowledge receipt of your complaint within three working days;

- We may ask you to complete a complaint form
- We will try to resolve your complaint where we can (in some cases we may suggest using an alternative complaint resolution approach, such as mediation); and
- where we cannot resolve your complaint, we will give you a full response as soon as possible, normally within 20 working days.
- If our investigation will take longer than 20 working days, we will tell you. We will tell you our revised time limits and keep you updated on progress.

## 9. WHAT IF I'M STILL DISSATISFIED?

After we have given you our final decision, if you are still dissatisfied with our decision or the way we dealt with your complaint, you can ask the Managing Directors to intervene.

## 10. GETTING ASSISTANCE TO MAKE YOUR COMPLAINT

- We understand that you may be unable or reluctant to make a complaint yourself.
- We accept complaints from the representative of a person who is dissatisfied with our service.
- We can take complaints from a friend, relative, or an advocate, if you have given them your consent to complain for you.
- We are committed to making our service easy to use for all members of the community.

## 11. CONTACT PERSONS:

**Point 1:** In a professional and friendly manner, try to deal directly with the person involved (staff member or student).

**Point 2:** Refer/Discuss the matter with your respective Head of Department if you are dissatisfied with the outcome or delay of point 1.



**Point 3:** Make an appointment with the Director of Non-Academic Affairs or Director of Academic Affairs for cases of a serious nature (sexual harassment; rape; fraud, academic dishonesty; etc)

**Academic Cases:**

[mkawesha@collegelingua.com](mailto:mkawesha@collegelingua.com)

**Non-Academic cases:**

[lhartung@collegelingua.com](mailto:lhartung@collegelingua.com)

**Point 3:** If matter is not resolved at point 3 or you are dissatisfied with the outcome or delay to resolve the matter, please refer the matter to the Managing Directors

[iwmettler@collegelingua.com](mailto:iwmettler@collegelingua.com)

[lpmettler@collegelingua.com](mailto:lpmettler@collegelingua.com)



## OFFICE HOURS

**MONDAY TO FRIDAY: 7H30 – 17H00**

VISIT THE COLLEGE HOME PAGE AT [www.collegelingua.com](http://www.collegelingua.com)

We have made every effort to ensure the accuracy of the information in this Prospectus and other handbooks.

We reserve the right at any time, if circumstances dictate, to:

- (i) make alterations or changes to any of the published details in this Prospectus, as well as the courses and curricula on offer or
- (ii) add to or withdraw any of the courses or programmes on offer.

We give students every assurance that changes to courses and curricula will only be made under extraordinary and compelling circumstances and we will inform students as soon as possible of any changes.