

# NAMIBIA NATIONAL TRAINING ORGANISATION (PTY) LTD TRADINGS AS WVTC

Private Bag 13334/PO Box 3771, Windhoek, Namibia  
11Tsukhoe//Gowases Street, Khomasdal, Windhoek

Website: [web.wvtc.edu.na](http://web.wvtc.edu.na)

Email: [info@wvtc.edu.na](mailto:info@wvtc.edu.na)

Tel: 061-211742



**RECENT  
PASSPORT  
PHOTO**

## APPLICATION FORM 2025

### INSTRUCTIONS AND INFORMATION FOR THE COMPLETION OF THE FORM

1. Complete the form in **BLOCK LETTERS** with Blue/Black ink.
2. **No cash** accepted at the Centre. All payments must be made at the Centre via Speed point/Swipe, EFT or directly deposited into the Bank Account of WVTC indicated on the last page of this form.
3. A non-refundable application fee of **N\$ 150.00** must accompany this form. Attach original proof of payment.
4. E-mailed applications will not be accepted and incomplete application forms will **NOT** be considered.
5. The forms must be submitted at Windhoek Vocational Training Centre or via courier. Please courier in good time.
6. The closing date for applications is **01<sup>st</sup> November 2024**.
7. Applicants with Non-Namibian Qualifications must have their qualifications evaluated by NQA and certified copy of evaluation should be attached.
8. A non-refundable registration fee of **N\$3 000.00** is required upon confirmation of acceptance.
9. NB: Early application to NSFAF for funding is the responsibility of the applicant. Apply for a loan on [www.nsfaf.na](http://www.nsfaf.na)

#### Minimum Admission Requirements – Grade 11 (New Curriculum):

- Twenty (20) Points in six (6) subjects.
- At least an E grade in English, F grade in Mathematics and/or Physical Science.

#### Minimum Admission Requirements – Grade 10 and 12 (Old Curriculum):

- Twenty (20) Points in six (6) subjects.
- At least an E grade in English, F grade in Mathematics and/or Physical Science.

#### For candidates who had Pre-Vocational subjects:

- NSSCO Qualification (Revised Curriculum) or Grades 10 OR 12 Certificate (Old Curriculum)
- Eighteen (18) points in six (6) subjects.
- E grade in English, F grade in Mathematics and/or Physical Science.
- D grade in the respective pre-vocational subjects.

**Foreign students must attach a certified copy of the study permit and certified copy of passport.**

#### WVTC offers the following National Vocational Certificates (NVC):

Choose the Qualification you wish to enroll in: Note: Please choose wisely, as there are no opportunities to change	First Choice (Please tick <input checked="" type="checkbox"/> only one trade)	Second Choice (Please tick <input checked="" type="checkbox"/> only one trade)
1. NVC in Air-Conditioning and Refrigeration		
2. NVC in Boilermaker		
3. NVC in Bricklaying and Plastering		
4. NVC in Electrical General		
5. NVC in Fitter and Turner (Fitter Machinist)		
6. NVC in Joinery and Cabinet Making		
7. NVC in Plumbing and Pipefitting		
8. NVC in Welding and Metal Fabrication		
9. NVC in Automotive Engineering (Automotive Mechatronics)		
10. NVC in Electrical Engineering (Electronics)		
11. NVC in Information & Communication Technology		
12. NVC in Solar Equipment Installation and Maintenance		

PERSONAL DETAILS													
Surname:								Title (e.g., Mr, Mrs, Ms, Dr, etc.)					
Full Names:								Initials:					
Date of Birth:				ID Number:				Gender: Male <input type="checkbox"/> Female <input type="checkbox"/>					
Nationality:								Passport No:					
Personal Protective Equipment (PPE): Safety Boots Size:								PPE: Overall Size:					
CONTACT DETAILS													
Contact Number:				E-mail:									
Residential Address:													
Postal Address:													
Town:													
Region: Cross (x) appropriate region of origin below:													
Erongo	Hardap	!Karas	Kavango East	Kavango West	Khomas	Kunene	Ohangwena	Omaheke	Omusati	Oshana	Oshikoto	Otjozondjupa	Zambezi

HEALTH QUESTIONNAIRE	
Do you have an impairment or disability?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, please specify and attach documents specifying your condition.	
Based on your disability, do you have special needs?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, briefly state your additional needs arising from the above mentioned impaired or disability.	
<b>Do you suffer from any chronic illnesses?</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, give details of the illness.	

Are you a member of any Marginalized group e.g. San, Ovahimba/Ovazemba etc..	Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, please attach your full birth certificate and a sworn declaration from your Regional Council Office.	

NEXT OF KIN/LEGAL GUARDIAN DETAILS			
Surname:		Title (e.g., Mr, Mrs, Ms, Dr, etc.)	
Full Names:		Initials:	
Address:			
Town:		Cell:	Work No:
Relationship:			
Employer:			
Occupation:			
Employer's Address:			

EMPLOYMENT DETAILS (attach a letter from employer permitting you to attend classes)	
Name of Employer:	
Employer's Address	
Your Occupation:	
Years of Experience:	
Employer's Telephone No:	

SCHOOL LEAVING DETAILS	
School/Institution Attended:	Region:
Address:	
Contact No:	Year of Examination:
Highest Grade Passed:	Points Obtained:

Subjects	Grade	Symbol
English		
Mathematics		
Physical Science		

Pre-Vocational Education Details (Enclose certified copies of certificates, diplomas, transcripts, etc.)			
Name of Institution	From	To	Qualification obtained

DECLARATION

I \_\_\_\_\_ hereby declare that all the particulars given in this application form are true and correct. I further declare that my enrollment as a trainee of Windhoek Vocational Training Centre shall be subject to the terms and conditions contained in the agreement, which I shall complete, sign, and submit upon registration.

Applicant's Signature	<input type="text"/>	Date	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Guardian's Signature (Only if the applicant is under the age of 18)	<input type="text"/>	Date	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

FOR OFFICIAL USE ONLY			
Proof of Payment:	<input type="checkbox"/>	Receipt Number	<input type="text"/>
		Date	<input type="text"/>
Accepted first choice	<input type="checkbox"/>	Accepted second choice	<input type="checkbox"/>
		Rejected	<input type="checkbox"/>

**Banking Details**

**Account Name:** Namibia National Training Organization  
**Bank:** Bank Windhoek  
**Account No.:** 8033705751  
**Account Type:** Cheque  
**Branch Code:** 481972  
**Reference:** Application Fee

**Application Form Proof of Submission**

Full Name of the Applicant: .....  
Trade applied for: .....  
Received by: .....  
Receiver 's Signature.....

