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NAMIBIA TRAINING AUTHORITY

Assessment Roster August - September 2021

Importance notice to all VTPs and candidates

Attached please see the final version of the August - September 2021 assessment Roster

Candidates must be provided with comprehensive information about the final assessment to allow them to prepare, address any concerns and take responsibility for the quality of evidence that they produce during the assessment.

VTP assessment coordinator must provide comprehensive assessment information including Code of Conduct to Candidates and Assessment Practitioners.

Candidates are expected to:

- be ready and prepared to undertake the assessment:
 - know the unit standards and criteria they are to be assessed against
 - attend the pre-assessment interview and/or briefing session
 - complete the assessment –readiness form and Code of Conduct for Candidates
- know the assessment details, rules and requirements
- bring all equipment and materials required for the assessment and ensure they are in good working condition e.g. tools, uniform, personal protective equipment/safety gear, writing materials
- follow all instructions as specified by the assessor, invigilator and/or assessment coordinator.

Candidates are required to observe the rules for assessments conducted by or on behalf of the NTA, as well as the day-to-day rules of their VTP/Assessment Centre.

All assessment practitioners are issued with directions for the administration of the NTA assessments and are required to report all alleged breaches or malpractice.

Good conduct is expected of all Candidates.

The NTA and VTP rules and procedures must be adhered to and any breach of those rules may result in sanctions and penalties.

The roster includes a common schedule for practical assessment of Office Administration.

Please take note of the following key dates

Pre assessment meetings	26 – 30 July 2021
Foundational Communication Skills (Oral) (335) & (1151)	26 – 30 July 2021
Issuing of group result and Statement of Achievement (SoA)	01 September 2021
Issuing of certificates	01 October 2021



NAMIBIA TRAINING AUTHORITY

Assessment Roster August - September 2021

No	Occupational Area	Training System	Level 1	Date	Time	Duration	
1.	Trade Theory (all occupational areas)	Modular	1	02 August 2021	14:00-17:00	3 hours	
2.	Mathematics			03 August 2021	14:00-17:00	3 hours	
3.	Technical/Building Drawing/Industrial Electronics			04 August 2021	09:00-13:00	4 hours	
4.	Engineering and Building Science			05 August 2021	14:00-17:00	3 hours	
5.	Workshop preparation for Practice			06 August 2021	07:30-17:00		
6.	Trade Practice (All Trades)			26 - 30 July 2021	07:30-17:00	See occupation specific time schedule	
7.	Foundational Communication Skills (Oral) (335) Foundational Communication Skills (Oral) (1151)	CBET	1	26 - 30 July 2021	07:30-17:00	15 minutes/Candidate 40 minutes/Candidate	
8.	Theory (all occupational areas)			02 August 2021	14:00-17:00	3 hours	
9.	Foundational communication Skills (Reading & Directed Writing) (333, 1150 & 1152)			03 August 2021	09:00-11:45	2 hours 45 minutes	
10.	Foundational Communication Skills(Listening Comprehension) (334)			04 August 2021	14:00-14:45	45 minutes	
11.	Provide Basic First Aid (843)			05 August 2021	15:00 -17:00	2 hour	
12.	Workplace Health and Safety (1157)			06 August 2021	15:00 -17:00	2 hour	
13.	HIV/AIDS (330, 1155 & 916)			1 & 4	09 August 2021	14:00 -16:00	2 hour
14.	Fundamental Computer Literacy Skills Theory			1	10 August 2021	08:00 -09:30	1h30 minutes
15.	Foundational Numeracy/Basic Numeracy Skills (332 & 1153)				11 August 2021	09:00 -12:00	3 hours
16.	Apply Basic Financial Literacy (1154)				12 August 2021	09:00 - 12:00	3 hours
17.	Apply basic entrepreneurship skills (1158)					14:00 -15:00	1 hour
18.	Demonstrate Basic Word Processing Skills (93)				26 July 2021	08:00 – 09:30	1h30 minutes
19.	Operate Office Equipment (97)				27 July 2021	08:00 – 17:00	15 minutes/candidate
20.	Apply Computer Fundamental Skills Practical (All Trades)				28 July 2021	08:00 – 17:00	2 hour/candidate



NAMIBIA TRAINING AUTHORITY

No	Occupational Area	Training System	Level 1	Date	Time	Duration
21.	Trade Practice (All Trades Except Office Administration)			26 - 30 July 2021	07:30 -17:00	See occupation specific time schedule

No	Occupational Area	Training System	Level	Date	Time	Duration
1.	Trade theory	Modular	2	02 August 2021	09:00-12:00	3 hours
2.	Mathematics			03 August 2021	09:00-12:00	3 hours
3.	Technical/Building Drawing/Industrial Electronics			04 August 2021	09:00-13:00	4 hours
4.	Engineering Science/Building			05 August 2021	09:00-12:00	3 hours
5.	Workshop preparation for Practice			06 August 2021	08:00-17:00	8 hours
6.	Trade Practice (All Trades)			09 – 27 August 2021	07:30-17:00	See occupation specific time schedule
7.	Trade Theory (All occupational areas)	CBET	2	02 August 2021	09:00-12:00	3 hours
8.	Hospitality Core and Agriculture Theory			09:00-12:00	3 hours	
9.	Apply Financial Literacy (1326)			03 August 2021	09:00-12:00	3 hours
10.	Hospitality (strand A compulsory) unit ID 54, 278 &64			09:00-12:00	3 hours	
11.	Hospitality Foreign Language (516)			04 August 2021	09:00-12:00	3 hours
12.	Hospitality (strand A electives)			14:00-17:00	3 hours	
13.	Apply pre-basic Mathematics in different context (890)			09:00-12:00	3 hours	
14.	Basic Building Drawing /Engineering Drawing (900)			05 August 2021	09:00-13:00	4 hours
15.	Hospitality (strand B compulsory) commercial cookery and catering			09:00-12:00	3 hours	
16.	Hospitality (strand B electives) commercial cookery and catering			14:00-15:00	1 hour	
17.	Building Science (897)/Engineering Science (893)			06 August 2021	09:00 -12:00	3 hours
18.	Hospitality (strand B compulsory) food and beverage services			09:00 -12:00	3 hours	
19.	Hospitality(strand B electives) food and beverage services			14:00-15:00	1 hour	
20.	Agriculture Electives Demonstrate an understanding of energy sources used on a farm (1337)			04 August 2021	09:00-10:00	1 hour



NAMIBIA TRAINING AUTHORITY

No	Occupational Area	Training System	Level	Date	Time	Duration
	Harvest field crops (1295)	CBET	2	04 August 2021	10:00-11:00	45 minutes
	Produce fodder crops (1296)				11:00-12:00	45 minutes
	Handle eggs (1373)				12:00-13:00	45 minutes
	Conduct basic fruit production techniques (1297)				14:00-15:00	45 minutes
	Conduct basic gardening, nursery and ornamental plant (1298)				15:00-16:00	45 minutes
21.	Establish vegetable crops (1299)			05 August 2021	09:00-10:00	45 minutes
	Establish vegetable crops in sustainable ecological (1300)				10:00-11:00	45 minutes
	Operate simple irrigation system (1380)				11:00-12:00	45 minutes
	Harvest fruit and vegetable crops (1301)				12:00-13:00	45 minutes
	Apply pest, disease, disorder and weed treatments (1306)				14:00-15:00	45 minutes
22.	HIV/AIDS (331)			03 August 2021	9:00-11:00	2 hour
	Basic economics principles of farming (1327)			06 August 2021	9:00-10:00	45 minutes
	Construct fences, crush pens and kraals (1340)				14:00-15:00	45 minutes
23.	Apply soil sampling (1307)			09 August 2021	09:00-10:00	45 minutes
	Produce Compost (1312)				10:00-11:00	45 minutes
	Report pests, diseases, disorders and weeds in crops (1314)				11:00-12:00	45 minutes
	Conduct post-harvest operations for field crops (1323)				12:00-13:00	45 minutes
	Carry out basic repair and maintenance of water infrastructure (1345)				15:00-16:00	45 minutes
24.	Entrepreneurship (732)			13 August 2021	08:00-09:30	1h30 minutes
25.	Handle horticulture produce after harvest (1324)			10 August 2021	09:00-09:45	45 minutes
26.	Agriculture Electives			11 August 2021	9:00-10:00	45 minutes
	Carry out basic animal health maintenance (1349)				10:00-11:00	45 minutes
	Conduct livestock identification (1352)				11:00-12:00	45 minutes
	Dehorn Calves (1353)				12:00-13:00	45 minutes
	Demonstrate knowledge of basic anatomy and physiology (1354)				14:00-15:00	45 minutes
Carry out maintenance of simple irrigation systems (1386)						
27.	Slaughter farm animals (1360)			12 August 2021	9:00-10:00	45 minutes
	Milk dairy animals (1367)	10:00-11:00	45 minutes			
	Establish field crops (1293)	11:00-12:00	45 minutes			



NAMIBIA TRAINING AUTHORITY

No	Occupational Area	Training System	Level	Date	Time	Duration
	Establish field crops in sustainable, ecological and organic agriculture (1294)				12:00-13:00	45 minutes
28.	Demonstrate an understanding of basic economic principles of farming (1327)			13 August 2021	08:00-08:45	45 minutes
29.	Operate Farm Machineries (1379)				09:00-09:45	45 minutes
30.	Demonstrate intermediate word processing skills (Office Administration)			09 August 2021	08:00 – 13:00	2 hours/candidate
31.	Maintain office records on a database program (Office Administration)			09 August 2021	14:00 – 17:00	1h30 minutes /candidate
32.	Complete routine financial documents (Office Administration)			10 August 2021	08:00 – 13:00	1 hour/candidate
33.	Handle office mail (Office Administration)			10 August 2021	14:00 – 17:00	15 Minutes/candidate
34.	Trade Practice (All Trades, for Office Administration, see their specific date and time in this roster)			09 – 27 August 2021	07:30-17:00	See occupation specific time schedule
1.	Trade theory (all occupational areas)	Modular	3	02 August 2021	09:00-12:00	3 hours
2.	Mathematics			03 August 2021	09:00-12:00	3 hours
3.	Technical/Building Drawing Industrial Electronics			04 August 2021	09:00-13:00	4 hours
4.	Engineering Science			05 August 2021	09:00-12:00	3 hours
5.	Workshop preparation for Practice			06 August 2021	08:00-17:00	8 hours
6.	Trade Practice (All occupational Areas)			09 – 27 August 2021	07:30-17:00	See occupation specific time schedule
7.	Trade Theory (All occupational Areas)			02 August 2021	09:00:12:00	3 hours
8.	Hospitality Theory Core and Agriculture Theory Core				09:00-12:00	3 hours
9.	Hospitality: Receive, Store and Rotate Stock (271 Practical)				14:00-14:45	45 minutes
10.	Apply basic mathematics in different context (891)			03 August 2021	14:00-17:00	3 hours



NAMIBIA TRAINING AUTHORITY

No	Occupational Area	Training System	Level	Date	Time	Duration
11.	Hospitality Commercial Cookery (Theory)	CBET	3		09:00-10:00	3 hours
12.	Hospitality Commercial Cookery (Electives)				14:00-16:00	1 hours
13.	Building Drawing/ Engineering Drawing (901)			04 August 2021	09:00-13:00	4 hours
14.	Hospitality Food and Beverage Service (Theory)				09:00-12:00	3 hours
15.	Hospitality Food & Beverage Service (Electives)			05 August 2021	14:00-15:00	1 hours
16.	Engineering Science/Building Science (894)				09:00-12:00	3 hours
17.	Hospitality Front Office Operation (Theory)			06 August 2021	09:00-12:00	3 hours
18.	Hospitality Front Office (Electives)				14:00-15:00	1 hours
19.	Provide General First Aid (844)			09 August 2021	09:00 – 12:00	3 hours
20.	Hospitality Housekeeping Operation (Theory)				09:00-12:00	3 hours
21.	Hospitality Housekeeping Operation (Electives)			10 August 2021	09:00-10:00	1 hours
22.	Hospitality Foreign Language (516)				14:00-17:00	3 hour
23.	Entrepreneurship (733)				09:00-10:30	1h30 minutes
24.	Coordinate tasks for irrigation of crops (1304)			11 August 2021	09:00-10:00	45 minutes
	Coordinate crop production tasks (1316)				10:00-11:00	45 minutes
	Repair wind, solar and diesel pumps (1347)				11:00-12:00	45 minutes
	Carry out repairs and maintenance of automated irrigation systems (1389)				12:00-13:00	45 minutes
	Harvest fruit and vegetable crops (1301)				14:00-15:00	45 minutes
	Coordinate tasks for storage and handling of horticultural products (1325)				09:00-10:00	45 minutes
	Operate automated irrigation systems (1383)				10:00-11:00	45 minutes
	Prevent and respond to wildfire (1394)				11:00-12:00	45 minutes
	Coordinate pest, disease, disorder and weed control tasks in conventional crop production (1317)				12:00-13:00	45 minutes
Harvest field crops (1295)	14:00-15:00			45 minutes		
25.	Coordinate fruit crop production tasks (1303)	12 August 2021	09:00-10:00	45 minutes		
	Coordinate crop production tasks (1316)		10:00-11:00	45 minutes		



NAMIBIA TRAINING AUTHORITY

No	Occupational Area	Training System	Level	Date	Time	Duration	
	Coordinate pest, disease, disorder and weed control tasks in conventional crop production (1317)				11:00-12:00	45 minutes	
	Coordinate pest, disease, disorder and weed management tasks in sustainable, ecological and organic crop production (1318)				12:00-13:00	45 minutes	
	Coordinate sustainable, ecological and organic crop production tasks (1319)				14:00-15:00	45 minutes	
	Repair and maintain water infrastructure and pumps (1345)			13 August 2021	09:00-10:00	45 minutes	
	Carry out basic animal health maintenance (1349)				10:00-11:00	45 minutes	
	Conduct livestock identification (1352)				11:00-12:00	45 minutes	
	Demonstrate knowledge of basic anatomy and physiology of farm animals (1354)				12:00-13:00	45 minutes	
	Maintain housing for livestock (1358)				14:00-15:00	45 minutes	
	Slaughter farm animals (1360)				16 August 2021	09:00-10:00	45 minutes
	Coordinate movement of livestock (1364)					10:00-11:00	45 minutes
	Carry out maintenance of simple irrigation systems (1386)			11:00-12:00		45 minutes	
	Conduct basic arc welding and repair of metal structures (1387)			12:00-13:00		45 minutes	
	Demonstrate knowledge of condition of rangeland (1396)				14:00-15:00	45 minutes	
	26.			Apply pest, disease, disorder and weed treatments (1306)			17 August 2021
Demonstrate knowledge of the structure, functions and nutrition of crop plants (1322)		10:00-11:00	45 minutes				
Report pests, diseases, disorders and weeds in crops (1314)		11:00-12:00	45 minutes				
Maintain farm roads (1342)		12:00-13:00	45 minutes				
Maintain farm animal housing environment (1365)		14:00-15:00	45 minutes				
Manage lactation cycles in dairy animals (1368)		15:00-16:00	45 minutes				
Operate simple irrigation systems (1380)		16:00-17:00	45 minutes				
26	Demonstrate advanced word processing skills to perform administrative			16 August 2021	08:00 – 13:00	2 hour/candidate	



NAMIBIA TRAINING AUTHORITY

No	Occupational Area	Training System	Level	Date	Time	Duration	
27	Operate the advanced functions of a spreadsheet application (Office Administration)			16 August 2021	14:00 – 17:00	2 hour/candidate	
28	Produce a presentation document (Office Administration)			17 August 2021	08:00 – 13:00	1 hour/candidate	
29	Produce a basic document in a desktop (Office Administration)			17 August 2021	14:00 – 17:00	1 hour/candidate	
30	Trade Practice (All Trades, for Office Administration, see their specific date and time in this roster)			09 – 27 August 2021	07:30-17:00	See occupation specific time schedule	
1.	Trade Theory (All occupational Areas)	CBET	4 & 5	02 August 2021	09:00:12:00	3 hours	
2.	Hospitality Theory Core Skills					09:00-12:00	3 hours
3.	Hospitality Commercial Cookery (Theory)		03 August 2021		09:00-12:00	3 hours	
4.	Hospitality Commercial Cookery (Electives)				14:00-15:00	1 hours	
5.	Representative Strand Theory				09:00-12:30	3 hours	
6.	Supervisor Strand Theory				14:00 – 17:00	3 hours	
7.	Demonstrate complex word processing skills (Office Administration)				18 August 2021	08:00 – 13:00	3 hours/candidate
8.	Monitor customer services (Office Administration)				18 August 2021	14:00 – 17:00	1 hour 30 minutes/candidate
9.	Plan and organize meetings (Office Administration)				19 August 2021	08:00 – 13:00	1 hour 30 minutes/candidate
10.	Organize events (Office Administration)				19 August 2021	14:00 – 17:00	2 hours/candidate
11.	Organize travel arrangements (Office Administration)				20 August 2021	08:00 – 13:00	1 hour 30 minutes/candidate
12.	Present information in a report format (Office Administration)				20 August 2021	14:00 – 17:00	2 hours/candidate
13.	Trade Practice (All Trades, for Office Administration, see their specific date and time in this roster)				09 – 27 August 2021	07:30-17:00	See occupation specific time schedule