



# GOVERNMENT GAZETTE

## OF THE

# REPUBLIC OF NAMIBIA

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## General Notice

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### NAMIBIA QUALIFICATIONS AUTHORITY

No. 354

2006

#### ACCREDITATION OF THE INSTITUTE FOR OPEN LEARNING

In terms of regulation 7 (3) of the Regulations for the Accreditation of Persons, Institutions or Organisations: Namibia Qualifications Authority Act, 1996 the Council of the Namibia Qualifications Authority hereby publishes its decisions, taken on 28 September 2006, to:

- a) accredit the courses leading to the following qualifications offered by the Institute for Open Learning:
  - i) Junior Primary Teacher Education Diploma
  - ii) Senior Primary Teacher Education Diploma
- b) accredit the Institute for Open Learning to offer its courses leading to the above named qualifications.

The period of accreditation extends until 31 October 2007 by which time any application by the Institute for Open Learning for re-accreditation for the above courses must have been considered by the Council.

Copies of the report of the NQA's findings arising from the consideration of the application for accreditation by the Institute for Open Learning are available from the Institute for Open Learning or from the Namibia Qualifications Authority.

**E.D.G. MUELLER**  
**CHAIRPERSON**  
**NAMIBIA QUALIFICATIONS**  
**AUTHORITY COUNCIL**

Windhoek, 28 September 2006

### **NAMIBIA QUALIFICATIONS AUTHORITY**

No. 355

2006

#### **REGISTRATION OF UNIT STANDARDS ONTO THE NATIONAL QUALIFICATIONS FRAMEWORK (NQF) FOR NAMIBIA**

In terms of regulation 9 (2) (a) of the Regulations Setting Up the National Qualifications Framework for Namibia, the Council wishes to announce decisions taken on 28 September 2006 to register the following unit standards onto the NQF:

<b>Vocational Area</b>	<b>NQF Levels</b>	<b>Unit Identifiers</b>
<b>Automotive Mechanic</b>	1 and 2	65 to 89
<b>Bricklaying</b>	1 to 4	1 to 41
<b>Clothing Production</b>	1 to 4	130 to 164
<b>Hospitality</b>	1 and 2	42 to 64
<b>ICT Fundamentals</b>	1	165 to 169
<b>Office Administration</b>	1 to 4	90 to 129

The unit standards now registered onto the NQF represent the occupational standard for Namibia relevant to the specific competences reflected in each unit standard. The Council now expects all training courses related to any of the knowledge and skills covered in the unit standards at the NQF Levels shown to be directed towards the attainment of the relevant unit standards.

The Council, in association with the Programme Management Unit of the Namibia Training Authority (PMU-NTA) shall only grant accreditation to institutions and for their relevant courses when this has been proven to be the case.

The award of any unit standard may only be made by an appropriately accredited institution or organisation which has complied fully with the national assessment arrangements specified for each vocational area.

Intending providers should contact the PMU-NTA for details on the availability of national curricula and learning materials related to each listed unit standard.

Copies of the unit standards may be obtained from the Namibia Qualifications Authority and/or the Programme Management Unit of the Namibia Training Authority.

Details of the unit standards for each of the vocational areas listed above are given in the following sections.

### AUTOMOTIVE MECHANIC

**FIELD: MANUFACTURING, ENGINEERING AND TECHNOLOGY**

**Subfield: Automotive Engineering**

**Domain: Automotive Mechanics**

Unit Id	Unit Standard Title	NQF Level	NQF Credits
65	Apply safety rules and regulations in an automotive mechanics workshop	1	2
66	Use basic metal processing tools in automotive mechanics	1	3
67	Apply basic metal joining techniques used in automotive mechanics	1	2
68	Demonstrate knowledge of basic components of an automobile	1	3
69	Apply automotive mechanics service tools and equipment	1	3
70	Clean and finish the interior, exterior and components of an automobile	1	3
71	Plan, organise and complete work in an automotive mechanics environment	1	2
73	Apply knowledge of basic mathematical and engineering science related to automotive mechanics	2	3
74	Communicate in an automotive mechanic work environment	2	2
75	Use automotive measuring and checking tools and instruments	2	3
76	Produce and interpret engineering sketches related to automotive mechanics	2	3
77	Service wheels and tyres of a motor vehicle in an automotive mechanics workshop	2	3
78	Service motor vehicle drive train shafts, joints and bearings	2	3
79	Service motor vehicle cooling system	2	3
80	Service motor vehicle carburettor fuel system	2	3
81	Service a motor vehicle exhaust system	2	3
82	Maintain basic electrical circuits of a vehicle	2	4
83	Maintain conventional ignition system of a motor vehicle	2	3
84	Perform lubrication service on a vehicle	2	3
85	Carry out soft soldering of vehicle's electrical wiring	2	1
86	Apply basic oxy acetylene welding techniques used in automotive mechanics	2	2
87	Apply basic gas metal arc welding techniques used in automotive mechanics	2	2
88	Apply basic manual metal arc welding techniques used in automotive mechanics	2	2
89	Establish customer relations in an automotive mechanic environment	2	2

The Council's approval of the national unit standards listed above was on the recommendation of the Programme Management Unit of the Namibia Training Authority. Under a Memorandum of Understanding between the NQA and the PMU-NTA the latter body is recognised by the NQA as being able to develop unit standards and associated qualifications for vocational education and training up to and including NQF Level 5.

### BRICKLAYING

**FIELD: PHYSICAL PLANNING AND CONSTRUCTION**

**Subfield: General Construction**

**Domain: Bricklaying**

Unit Id	Unit Standard Title	NQF Level	NQF Credits
1	Plan and organise bricklaying work	1	2
3	Apply safety rules and regulations in bricklaying operations	1	2
4	Manufacture bricks and blocks	1	4
5	Use brick and block laying hand tools	1	2
6	Communicate in the bricklaying industry	2	2
7	Work in a bricklaying team	2	4
8	Perform basic estimations, measurements and calculations for bricklaying operations	2	2
9	Carry out basic levelling as part of bricklaying operations	2	4
10	Carry out basic excavation as part of bricklaying operations	2	4
11	Carry out basic setting out as part of bricklaying operations	2	4
12	Read and interpret basic building drawings as part of bricklaying operations	2	2
13	Work safely on scaffolding, platforms and ladders as part of bricklaying operations	2	2
14	Build a straight brick wall	2	8
15	Use plastering and concreting hand tools	2	2
16	Cast, finish and cure concrete	2	4
17	Perform basic plastering and rendering	2	4
18	Carry out basic concreting	3	4
19	Carry out reinforced concrete work	3	4
20	Perform setting out and levelling operations as part of bricklaying operations	3	8
21	Construct masonry arches	3	8
22	Construct masonry curved walls	3	4
23	Construct masonry stairs and steps	3	4
24	Erect and dismantle scaffolding as part of bricklaying operations	3	4
25	Install and strip formwork for concrete slabs on ground and footings	3	4

26	Install door and window frames as part of bricklaying operations	3	4
27	Lay paving	3	4
28	Lay stone	3	4
29	Lay wall and floor tiles	3	8
30	Use bricklaying and plastering machine tools	3	2
31	Use concreting machine tools	3	2
32	Plaster/render large areas of wall and ceiling	3	8
33	Develop innovative ideas for the bricklaying workplace	3	8
34	Apply decorative finishes to concrete surfaces	4	8
35	Apply advanced plastering/rendering techniques	4	8
36	Plan, set out and construct corbels and decorative surfaces	4	8
37	Plan, set out and construct cavity brick/block work	4	8
38	Plan, set out and construct chimneys and fireplaces	4	8
39	Plan, set out and construct multi thickness walls and piers	4	8
40	Plan, set out and construct masonry drainage structures	4	8
41	Restore or renovate concrete, brick and block structure	4	8

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### CLOTHING PRODUCTION

**FIELD: MANUFACTURING, ENGINEERING AND TECHNOLOGY**

**Subfield: Clothing, Textile and Leather Manufacturing**

**Domain: Clothing Production**

Unit Id	Unit Standard Title	NQF Level	NQF Credits
130	Follow workplace safety procedures in a clothing production environment	1	2
131	Communicate with colleagues and clients in a clothing production environment	1	2
132	Follow effective work practices in a clothing production environment	1	2
133	Lay and mark fabrics and garment pieces	1	4
134	Make alterations on patterns and/or blocks	1	4
135	Perform cutting operations using domestic equipment in a production environment	1	3
136	Perform sewing operations on garments using domestic equipment in a clothing production environment	1	14

137	Perform pressing operations using domestic equipment in a clothing production environment	1	4
138	Apply finishing procedures in a clothing production environment	1	2
139	Apply quality standards in a clothing production environment	1	3
140	Make a marker	2	3
141	Bundle pieces of cut work	2	2
142	Make and place tickets and labels in a commercial clothing production environment	2	2
143	Construct basic pattern blocks	2	3
144	Manipulate basic pattern blocks	2	4
145	Grade basic pattern blocks	2	3
146	Perform cutting operations on basic garments using industrial equipment in a clothing production environment	2	4
147	Perform sewing operations on basic garments using industrial equipment in a clothing production environment	2	14
148	Perform pressing operations on basic garments using industrial equipment in a clothing production environment	2	6
149	Select and handle materials as part of clothing production operations	2	2
150	Perform cutting operations on advanced garments using industrial equipment in a clothing production environment	3	4
151	Perform sewing operations on advanced garments using industrial equipment in a clothing production environment	3	16
152	Perform pressing operations on advanced garments using industrial equipment in a clothing production environment	3	4
153	Manipulate advanced pattern blocks	3	4
154	Construct advanced pattern blocks	3	4
155	Grade advanced pattern blocks	3	3
156	Develop innovative ideas in the clothing production environment	3	2
157	Control production in a clothing production environment	3	3
158	Perform cutting operations on complex garments using industrial equipment in a clothing environment	4	4
159	Perform sewing operations on complex garments using industrial equipment in a clothing environment	4	16
160	Perform pressing operations on complex garments using industrial equipment in a clothing environment	4	4
161	Manipulate complex pattern blocks	4	4
162	Construct complex pattern blocks	4	4
163	Grade complex pattern blocks	4	4
164	Manage clothing production operations to achieve outcomes	4	4

The Council's approval of the national unit standards listed above was on the recommendation of the Programme Management Unit of the Namibia Training Authority. Under a Memorandum of Understanding between the NQA and the PMU-NTA the latter body is recognised by the NQA as being able to develop unit standards and associated qualifications for vocational education and training up to and including NQF Level 5.

### HOSPITALITY

**FIELD: SERVICES AND LIFE SCIENCES**

**Subfield: Hospitality and Tourism**

**Domain: Food and Beverage Service**

Unit Id	Unit Standard Title	NQF Level	NQF Credits
59	Demonstrate knowledge of basic food and beverage service terminology	2	2
60	Identify, clean and store cutlery, crockery, glassware and table linen in a hospitality establishment	2	6

**Domain: Food Preparation**

Unit Id	Unit Standard Title	NQF Level	NQF Credits
61	Identify local food items and basic ingredients in a hospitality establishment	2	5
62	Undertake pre-preparation of food items in a hospitality establishment	2	4
63	Clean food production areas, equipment and utensils in a hospitality establishment	2	4

**Domain: Front Office Operations**

Unit Id	Unit Standard Title	NQF Level	NQF Credits
52	Use business communication devices in a hospitality establishment	2	6
53	Provide basic information on tourist attractions in Namibia	2	3
54	Provide porter services in a hospitality establishment	2	4
55	Provide courtesy transport for a hospitality establishment	2	4

**Domain: Hospitality Operations**

Unit Id	Unit Standard Title	NQF Level	NQF Credits
42	Follow workplace health, safety and hygiene procedures in a hospitality establishment	1	6
43	Prepare for and provide customer care in a hospitality establishment	1	4
44	Work with colleagues and customers in a culturally diverse hospitality establishment	2	3

45	Conduct basic oral and written workplace communication in English in a hospitality establishment	2	5
46	Update and maintain hospitality industry knowledge and ethics	2	3
47	Dispose of waste in a hospitality establishment	2	4
48	Conserve resources and report maintenance requirements in a hospitality establishment	2	3
49	Organise work in a hospitality environment	2	2
50	Demonstrate understanding of the importance of tourism for Namibia	2	3
51	Demonstrate general cleaning techniques for premises and equipment in a hospitality establishment	2	6

**Domain: Housekeeping Operations**

Unit Id	Unit Standard Title	NQF Level	NQF Credits
56	Clean guest rooms, public and service areas and toilet and bathroom areas in a hospitality establishment	2	6
57	Apply cleaning chemicals to clean interior and exterior surfaces in a hospitality establishment	2	2
58	Laundry linen and guest clothes	2	6

**Domain: Lodge, Camp and Guest House Operations**

Unit Id	Unit Standard Title	NQF Level	NQF Credits
64	Practice environmental ethics in a hospitality establishment	2	5

The Council's approval of the national unit standards listed above was on the recommendation of the Namibia Tourism Board, a statutory body able to set skill standards for its sectors.

**ICT FUNDAMENTALS**

**FIELD: PHYSICAL, MATHEMATICAL AND COMPUTER SCIENCE**

**Subfield: Information Communication and Technology**

**Domain: Computing**

Unit Id	Unit Standard Title	NQF Level	NQF Credits
165	Identify basic computer equipment and accessories	1	5
166	Use navigational systems in a computer application	1	5
167	Perform basic word processing	1	10
168	Produce basic spreadsheets	1	10
169	Use basic Internet and email applications	1	10



The Council's approval of the national unit standards listed above was on the recommendation of the Programme Management Unit of the Namibia Training Authority. Under a Memorandum of Understanding between the NQA and the PMU-NTA the latter body is recognised by the NQA as being able to develop unit standards and associated qualifications for vocational education and training up to and including NQF Level 5.

### OFFICE ADMINISTRATION

**FIELD: BUSINESS, COMMERCE AND MANAGEMENT STUDIES**

**Subfield: Business Services**

**Domain: Office Administration**

Unit Id	Unit Standard Title	NQF Level	NQF Credits
90	Follow workplace safety procedures in an office environment	1	2
91	Communicate effectively with colleagues and clients in an office environment	1	2
92	Follow effective work practices in an office environment	1	4
93	Demonstrate basic word processing skills to perform administrative duties in an office environment	1	6
94	Handle office mail	1	4
95	File and retrieve documents in an office environment	1	5
96	Apply knowledge of enterprise to respond to basic customer enquiries in an office environment	1	4
97	Operate office equipment	1	5
98	Participate in a team to achieve allocated tasks in an office environment	1	3
99	Deliver a service to customers in an office environment	2	2
100	Maintain a reception area in an office environment	2	2
101	Communicate ideas and information in an office environment	2	4
102	Demonstrate good customer relations in an office environment	2	3
103	Process customer feedback as part of office procedures	2	2
104	Demonstrate advanced word processing skills to perform administrative duties in an office environment	2	4
105	Organise courier and bulk mailing arrangements in an office environment	2	3
106	Access and secure records as part office procedures	2	4
107	Manage a diary as part of office procedures	2	2
108	Receive and pass on messages in an office environment	2	2
109	Maintain office equipment as part of office procedures	2	3
110	Respond to inquiries in an office environment	2	3
111	Complete routine financial documents in an office environment	2	4
112	Maintain office records on a database programme in an office environment	2	4

113	Coordinate own work schedule with that of others to achieve team goals as part of office procedures	3	3
114	Take dictation to produce a text document as part of office procedures	3	3
115	Collect and provide information to facilitate communication flow as part of office procedures	3	4
116	Determine, monitor and maintain stock levels in an office environment	3	3
117	Demonstrate more advanced word processing skills to perform administrative duties in an office environment	3	5
118	Produce a presentation document as part of office procedures	3	6
119	Produce a basic document in a desktop publishing application as part of office procedures	3	6
120	Operate the advanced functions of a spreadsheet application as part of office procedures	3	6
121	Plan and write office documents as part of office procedures	3	4
122	Coordinate team projects as part of office procedures	4	4
123	Monitor customer services as part of office procedures	4	4
124	Plan meetings as part of office procedures	4	5
125	Organise events as part of office procedures	4	5
126	Organise travel arrangements as part of office procedures	4	5
127	Demonstrate complex word processing skills to perform administrative duties in an office environment	4	5
128	Supervise an established office records system as part of office procedures	4	5
129	Plan and write a complex document as part of office procedures	4	6

The Council's approval of the national unit standards listed above was on the recommendation of the Programme Management Unit of the Namibia Training Authority. Under a Memorandum of Understanding between the NQA and the PMU-NTA the latter body is recognised by the NQA as being able to develop unit standards and associated qualifications for vocational education and training up to and including NQF Level 5.

**E.D.G. MUELLER**  
**CHAIRPERSON**  
**NAMIBIA QUALIFICATIONS**  
**AUTHORITY COUNCIL**

Windhoek, 28 September 2006

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### **NAMIBIA QUALIFICATIONS AUTHORITY**

No. 356

2006

### **APPROVAL OF NATIONAL PROFESSIONAL STANDARDS FOR TEACHERS IN NAMIBIA**

Pursuant to its statutory function prescribed in section 3 (c) of the Namibia Qualifications Authority, (Act No. 29 of 1996) to set the occupational standards for any occupation,

job, post or position in any career structure the Council of the Namibia Qualifications Authority approved, at its meeting of 28 September 2006, the following competency standards comprising the National Professional Standards for Teachers in Namibia:

1. Demonstrate understanding of the concepts, theories, principles and facts related to the curriculum subject/s being taught
2. Demonstrate knowledge and understanding of the development of children and teenagers in physical, cognitive and language, and socio-emotional domains
3. Demonstrate understanding of education theory in general, with particular application to the subject areas being taught
4. Develop long and medium term plans for teaching
5. Analyse curriculum and syllabus requirements and develop a scheme of work
6. Design learning sessions and learning experiences
7. Access and prepare learning resources
8. Organise and manage the learning environment
9. Apply strategies to promote English competence across the curriculum
10. Facilitate learning using a variety of group orientated methodologies
11. Facilitate learning through interactive presentations, instruction and demonstrations
12. Manage learning and learners
13. Work with special needs learners
14. Analyse learner syllabus standards and develop multiple assessment strategies
15. Use multiple assessment strategies to assess learners
16. Provide feedback on assessments
17. Analyse assessment results
18. Meet classroom administrative requirements
19. Participate in school decision making structures and processes
20. Provide guidance to learners on educational, academic and career issues
21. Provide advice and support to learners on personal, social and educational issues
22. Promote awareness and understanding of HIV/AIDS
23. Provide care and protection for learners
24. Provide primary emergency care as a first responder

25. Build relationships with parents, guardians, families and agencies in the larger community to support learner's learning and well-being
26. Evaluate own performance in each teacher role
27. Engage in own professional development, and participate as a member of the professional learning community
28. Demonstrate understanding of, and uphold, the professional code of conduct for teachers
29. Contribute to community welfare
30. Contribute to developing and/or enhancing the professional expertise and practice of other teachers.

The Council's approval of the national, professional, occupational standards listed above was on the recommendation of the National Standard Setting Body 05 (Education, Training and Development) and followed extensive regional and national consultation processes.

The Council shall, as from this date, expect all applications seeking the accreditation of pre-service and/or in-service courses intended for the training of teachers to be directed towards the attainment of the outcomes (competences) described by each of the listed standards.

Similarly, pre-service and/or in-service qualifications submitted for registration on the National Qualifications Framework (NQF) will, as from this date, be expected to require the attainment of the outcomes (competences) to the standards described in the performance criteria for each of the Professional Standards before they are awarded.

Copies of the abovementioned National Professional Standards for Teachers in Namibia are available from the Namibia Qualifications Authority.

**E.D.G. MUELLER**  
**CHAIRPERSON**  
**NAMIBIA QUALIFICATIONS**  
**AUTHORITY COUNCIL**

Windhoek, 28 September 2006

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