

APPLICATION FOR ADMISSION

January Intake 2026

Full-Time

INSTRUCTION TO APPLICANTS:

1. Complete the areas on the form in Block letters in black/ blue ink
2. A non-refundable application fee of N\$100.00 must accompany this application. Please do not send cash if posted. Payments can be made in cash at the Centre through Finance office, or by bank deposit and enclose the original bank deposit slip.
3. This application must be accompanied by Certified copy of ID/Full birth certificate, School leaving certificates, academic qualifications/ statement of results. Please do not send original documents.
4. Completed application forms can be submitted at Nakayale VTC in Outapi or mailed to Nakayale VTC, P.O. Box 910, Outapi before or on **31 OCTOBER 2025**.

Attach Recent Passport photo here

APPLICANT'S PARTICULARS (Mark in Appropriate box with an 'X')

Title:	Mr		Ms	
Surname:				
First Name(s):				
Date of birth:		Gender:		Identity Number:
Contact Number:			Nationality:	
Marital Status:	Single		Married	
Residential (Home) Address:				
Region:				
Postal Address:				
Email:				
Emergency Contact/legal Guardian				
Name:			Cell Number:	
Relationship:			Region:	
Email Address:				
Town or Village:				

MINIMUM REQUIREMENTS

National Vocational Certificate in Business Services (Office Administration) Level 3

National Certificate in Business Services (Office Administration) Level 2

National Vocational Certificate in Clothing Production Level 1

National Vocational Certificate in Metal Fabrications (Welding) Level 2

National Vocational Certificate in Wholesale and Retail Operations Level 2

Grade 10 with 23 points in six (6) subjects with an E symbol in English and Mathematics (old curriculum)

Grade 11/12 with 20 points in six (6) subjects with an F symbol in English, Mathematics and Physical Science/ Chemistry

National Vocational Certificate in Electrical Engineering (Electronics) Level 2

National Vocational Certificate in (Electrical General) CBET Level 2

Grade 11/12 with 20 points in six (6) subjects with an F symbol in English, Mathematics, Physical Science or Chemistry

National Vocational Certificate in Hospitality and Tourism Level 2

Grade 10 with 23 points in six (6) subjects with an E symbol in English (Old Curriculum)

Grade 11/12 with 20 points in six (6) subjects with an F symbol in English

National Vocational Certificate in Hospitality and Tourism (Front Office Operations) Level 3

National Vocational Certificate in Hospitality and Tourism Level 2

National Vocational Certificate in Hospitality and Tourism (Food and Beverage) Level 3

National Vocational Certificate in Hospitality and Tourism Level 2

National Vocational Certificate in Hospitality and Tourism (Core Commercial Cookery) Level 3 National Vocational Certificate in Hospitality and Tourism Level 2
National Vocational Certificate in Hospitality and Tourism (Advanced Core Commercial Cookery) Level 4 National Vocational Certificate in Hospitality and Tourism certificate Level 3 in Core-Commercial Cookery /statement of results
National Vocational Certificate in ICT (Foundation) Level 2 Grade 11/12 with 20 points in six (6) subjects with an F symbol in English & Mathematics
Candidates with Pre-Vocational Subjects NSSCO qualifications (revised curriculum), 18 points in six (6) subjects with an F in English, Mathematics and Science and D grade in the respective pre-vocational Subject.
Prospective candidates seeking for admission through the Mature Age Entry Scheme must meet the following criteria: - Have reached the age of 23 years or above - Must have a grade 10 Junior Secondary Certificate (JSC) - Have a proof of at least 3 years relevant working experience relating to proposed qualification - Reference letter from employer Indicating your years of experience as well as the job title

CAREER CHOICE Choose in order of preference, the Occupational areas you are applying for: put a number in the box in order of preference e.g., First choice write 1 and second choice write 2 . CHOOSE ONLY 2 (Two trades).		
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QUALIFICATION AREAS		Committee Approval - Official Use Only <i>(Please, do not write in this space)</i>
	Choice	
National Vocational Certificate in Information, Communication and Technology (Foundation) Level 2		
National Vocational Certificate in (Electrical General) CBET Level 2		
National Vocational Certificate in Clothing Production Level 1		
National Vocational Certificate in Metal Fabrications (Welding) Level 2		
National Vocational Certificate in Wholesale and Retail Operations) Level 2		
National Vocational Certificate in Business Services (Office Administration) Level 3		
National Vocational Certificate in Electrical Engineering (Electronics) Level 2		
National Vocational Certificate in Hospitality and Tourism Level 2		
National Vocational Certificate in Hospitality and Tourism (Front Office Operations) Level 3		
National Vocational Certificate in Hospitality and Tourism (Food and Beverage) Level 3		
National Vocational Certificate in Hospitality and Tourism (Core Commercial Cookery) Level 3		
National Vocational Certificate in Hospitality and Tourism (Advanced Core Commercial Cookery) Level 4		
National Vocational Certificate in ICT (Foundation) Level 2		

EDUCATIONAL HISTORY (TERTIARY)		
Institution Attended:		Region:
Address:		
Phone:	Fax:	Year of Examination:

EDUCATIONAL HISTORY (HIGH SCHOOL)		
Highest Grade Passed:		

SUBJECTS		
Subjects	Levels (See table below)	Symbols

LEVEL				
ON = NSSC	IG = IGCSE	AL = A LEVEL	HG = HIGHER GRADE	LG = LOWER GRADE
NH = NSSC	HI = HIGCSE	OL = O-LEVEL	SG = STANDARD GRADE	

EMPLOYMENT INFORMATION (If Applicable)

Employer:	
Employer's Address:	
Phone:	Fax:
Town:	Region:
Position held:	Duration:
Email Address:	

FINANCIAL ASSISTANCE

Do you need financial assistance?	Yes		No		
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HOSTEL ACCOMODATION

Do you need hostel accommodation?	Yes		No		
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HEALTH PARTICULARS

Do you have any disability?	Yes		No		
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If yes, state the nature of your disability

Based on your disability, do you have any special need/s? (please specify)

If yes, please specify

Do you suffer from any chronic disease/s?	Yes		No		
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PERSONAL PROTECTIVE EQUIPMENT

Shoe size: _____ Overall size: _____ T-shirt size: _____ Skirt/Trousers size: _____

Chef Uniform Trouser size _____ Chef Uniform Jacket size _____

Do you have access to the following:(Please tick where applicable)?	Computer ☐	Cellphone ☐	Internet ☐
DECLARATION			
I hereby confirm that all the information provided is correct to the best of my knowledge and that all the attached supporting documents are authentic. Any false information will lead to my application being disqualified. SIGNATURE OF THE APPLICANT: Date:			
FOR OFFICE USE ONLY			
Payment (Cash Slip):			
Receipt number:			
Status of the Application: ☐ Admitted ☐ Not Admitted Reason(s): 			

BANKING DETAILS: NTA- Nakayale VTC Bank Windhoek Account Number: 8004837283 Cheque Account, Outapi Branch Branch Code: 484-173 Reference: Applicant name and surname
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APPLICATION FOR HOSTEL ACCOMMODATION															
Nakayale Vocational Training Centre has limited space for accommodation. Admission to the Centre does not necessarily guarantee hostel accommodation. Take Note: This is a self-catering hostel.															
APPLICANT'S PARTICULARS															
Title	Mr				Ms										
Surname:															
First Name(s):						Middle Name:									
Date of birth:	Y	Y	Y	Y	M	M	D	D		Gender:	M		F	Cell/Tel No:	
												Nationality:			
Marital Status:				Single					Married						
Postal Address:															
Residential Address:															
Town/Village															
Region:															
Email Address:															
EMERGENCY CONTACT PERSON															
Full Name:															
Relationship:															
Home Address (Town /Village)								Region:							
Tel. No:								Cell. No:							
Email Address:															
DECLARATION															
I hereby confirm that all the information provided is correct to the best of my knowledge. Any false information will lead to my application not being considered.															
Signature of applicant:.....										Date:					

FOR OFFICE USE ONLY			
Semester		Year	
Candidate No		Occupation and Level	
Block		Room No	
Signature HC		Date	