



APPLICATION FOR ADMISSION

January 2026
Blended Distance Learning

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 and testimonials. 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 4

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

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

National Vocational Certificate in Wholesale and Retail Operations Level 2

National Vocational Certificate in Transport, Operations and Logistics (Freight Handling) 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 and Mathematics

National Vocational Certificate in Financial Services (Insurance Intermediary) Level 4

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

National Vocational Diploma in Civil and Building Services Engineering (Building and Civil Construction Management) Level 5

National Vocational Certificate in Bricklaying and Plastering, Plumbing, Carpentry, Joinery and Cabined Making an NQF Level 4 or equivalent qualifications with two (2) years' practical experience in one of the occupations mentioned above. Consideration will be given to Modular Level 3 or CBET Level 4 graduates in required field.

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).

QUALIFICATION AREAS	Choice	Committee Approval - Official Use Only (Please, do not write in this space)
National Vocational Certificate in Transport, Operations and Logistics (Freight Handling) Level 2		
National Vocational Certificate in Business Services (Office Administration) Level 4		
National Vocational Certificate in Financial Services (Insurance Intermediary) Level 4		
National Vocational Diploma in Civil and Building Services Engineering (Building and Civil Construction Management) Level 5		
National Vocational Certificate in Wholesale and Retail Operations) Level 2		
National Vocational Certificate in ICT (Foundation) Level 2		

EDUCATIONAL HISTORY (TERTIARY)

1. Institution Attended:		Region:	
Address:			
Phone:	Fax:	Year of Examination:	

EDUCATIONAL (HIGH SCHOOL) HISTORY

Highest Grade passed:	
Name of the School:	Town:

Subjects of the Highest Grade Passed

Subjects	Levels (See table below)	Grades/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	

WORKING EXPERIENCE (If applicable)

Employer:	
Employer address:	
Phone:	Fax:
Town:	Region:

Position held:		Duration:			
e-mail Address:					
Your application will be evaluated based on your work history and other relevant experience. As a result, you should provide complete and accurate information about all of your relevant current and previous work experience. Please include a copy of your employer's original reference letter (s) stating your year of experience and the capacity in which you have worked.					
Name and Address of current organization	Job title and summary of Responsibilities/Achievement	From		To	
		Month	Year	Month	Year
HEALTH PARTICULARS					
Do you have any Disability?		Yes		No	
If yes, state the nature of your disability. <i>(If possible, please attach medical report)</i>					
Based on your disability, do you have any special need/s? (Please specify)					
Do you suffer from any chronic disease/s?		Yes		No	
If yes, please specify. <i>(If possible, please attach medical report)</i>					
Do you have access to the following:(Please tick where applicable)?		Computer ☐		Cellphone ☐	
				Internet ☐	
PERSONAL PROTECTIVE EQUIPMENT					
Shoe size:Overall size:Shirt size:Skirt/Trouser size: Chef Uniform Trouser size.....Chef Uniform Jacket size.....					
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:	

BANKING DETAILS:

NTA- Nakayale VTC
Bank Windhoek
Account Number: 8004837283
Cheque Account, Outapi Branch
Branch Code: 484-173
Reference: Applicant name and surname