



2024

# SIVET PROSPECTUS



enhance your  
career with our TVET programs



THE SIYA  
INSTITUTE OF  
VOCATIONAL  
EDUCATION  
AND TRAINING

~BUILDING COMPETENCIES~

WWW.SIVET.EDU.NA  
P O BOX 8, RUANANA



OMATEMBA  
OSHIFO - RUACANA FALLS  
MAIN ROAD



## FOUNDERS' FORWARDS

Access to education is a sacrosanct constitutional right for every Namibian citizen. This noble responsibility is bestowed upon the government to ensure delivery of education services to its population in an equitable manner. Despite the tangible efforts by government in giving due diligence to the agenda of citizenship education through continuous development of mechanisms in which education with regard to social rights and responsibilities, and the development of soft skills, could be imparted to young people alongside employment skills education, it is certainly not entirely upon state alone. It is a shared responsibility for every able citizen to fulfil this fundamental obligation.

We took cognisance that Technical Vocational Education and Training (TVET) is a national key priority under the Ministry of Higher Education, Technology and Innovation and it is on this basis that the Siya Institute of Vocational Education and Training (SIVET) was founded. Its mandate is aligned to the national strategic plans on TVET, as well as on the national and international developmental frameworks such as the National Development Plan 5 (NDP-5 with NDP- 6 in progress), the Harambee Prosperity Plan II, Vision 2030, Agenda 2063 and the Sustainable Development Goals.

With a large young population in the country, we devote our energies and resources to tackle gaps in education geographic spread, low levels of skills among young people, and low economic growth rate. SIVET is steadfast with breaking barriers in ensuring access to quality post-secondary education for young people and other class of individuals, through well-coordinated TVET programs.

As a young institution of learning, we understand the plight of the communities' knowledge economy and we are determined to bring you the best career oriented educational and training programs which are designed to suit your needs and demands of the industries. We are committed to contributing to the transformation of the national economy with a profound influence on economic development and socio-cultural dynamics of our communities.

Be sure to join this dynamic institution of young and vibrant academic instructors/trainers, who are dedicated to brighten your career and unlock your potentials. We wish you prosperity and excellence in your study endeavours at SIVET.

DR. IYAMBO IYAMBO  
CO - FOUNDER

SAMUEL S SHIIMBI  
CO - FOUNDER



## ABOUT SIVET

### INSTITUTION OVERVIEW

The current global economic climate and scarcity of resources imposes challenges on education and skills development needs of young people in many developing and middle class countries, and Namibia is of no exception. The focus of the Millennium Development Goals (MDGs) on universal primary education (UPE) contributed towards improving enrolment rates at that level, which consequently increased enrolment at secondary level. However, pursuant to a relatively high drop-out rates at junior and secondary levels, there exists a broad gap in transition from secondary to any form of formal post-secondary education, including both technical and vocational education and training (TVET) and higher education. In countries with relatively large population of young generation and limited resources, young people are exposed to street crime, drugs, psychological issues, and conflict.

The challenge for many of us is how to transform these young people into useful resources which can contribute towards the economic development process of their respective communities and help them become responsible citizens.

The Siya Institute of Vocational Education and Training (SIVET) is a privately owned technical vocational education and training, working towards skills development and entrepreneurship in Namibia. Situated at the heart of the marginalized communities of the Ovazemba and Himba people in the Omusati Region, North-West of Namibia, our institution is committed to providing

variety of vocational oriented courses through multi-disciplinary learning platform with endless opportunities to groom skills and help young people build their career and prepare them for the industry.

SIVET's mandate is aligned to the strategic path of the Namibia Training Authority, who in turn has prioritised the provision of effective and efficient TVET services as a key deliverable under its current five-year Strategic Plan. SIVET further recognises Namibia's Fourth Industrial Revolution (4IR) dream as valid, and hence strives to make tangible contributions towards the realization of Namibia's vision of becoming an industrialized nation.

### OUR MANDATE

To provide effective demand-driven and inclusive Technical Vocational Education and Training (TVET) which contribute to improving employment and entrepreneurship opportunities in the formal and informal labour market for all, towards achieving positive local and national economic development.

### VISION

To become the premier technical vocational education and training provider through sustainable community based research, innovation and excellence by 2030.

### MISSION

To develop a highly successful, and value-driven vocational institution & training centre which provides quality and market responsive life-long learning technical vocational education and training for the enhancement of community development and uplifting.



## ABOUT SIVET

### OUR VALUES

**Competence:** We strive to achieve the highest quality in all our programmes, researches, services and activities through zeroed competencies.

**Innovation:** We uphold creative thinking and recognize the value of the impact of each member of our community towards the innovative future.

**Discipline:** We embrace a culture of uncompromising discipline. Seeing that discipline is the mother of all success in any forward moving organization, without which failure is inevitable.

**Accountability:** We accept responsibility for our mandate and actions and will deliver on our promise to society.

**Collaboration:** We take cognisance of the importance of continuous cooperation with our partners and stakeholders.

**Equity:** We hold a strong stance in education for all. This stems from the value of fairness, diversity embracement, tolerance and impartiality in knowledge economy.

### OUR CORE BUSINESS

Our core business is Training - providing quality and competitive technical vocational education and training to every student coming through the centre's gates of success.





## STUDY AT SIVET

### GENERAL ADMISSION REQUIREMENTS



The Siya Institute of Vocational Education and Training takes pleasure in inviting all prospective applicants for possible admission at our training institution. Applicants aspiring to enroll with this dynamic centre should, download, complete and submit/forward the application form to the centre or may apply online. ALL application forms must be accompanied by a processing fee as well as relevant documentation (as stipulated in the application Form).

Applicants are advised to familiarize themselves with applicable admission criteria as per the course or trade applied for, before submission of application is done.

**The following are the general minimum requirement for admission at SIVET (Old curriculum and revised curriculum):**

Grade 10 with 23 points in Six subjects, with "E" Symbol in English, (old curriculum), or Grade 11 with 18 points in Six subjects, with "F" Symbol in English, (new curriculum), at the final year.

#### **Mature Age Admission Requirements (General)**

Candidates aspiring for admission to SIVET programmes through the Mature Age Entry Scheme must satisfy the following conditions:

- They should be at least 25 years old on the first day of the academic year in which admission is sought;
- They should preferably have successfully completed junior secondary education; and
- They should normally have proof of relevant industrial experience relating to the proposed trade or course.
- Or be considered through Recognized Prior Learning (RPL).
- The applicants will be required to complete application forms and submit to the Centre, accompanied by a processing fee as well as relevant documentation (as stipulated herein above).

#### **Special Trainee Programme:**

Admission to the special trainees' program may be considered on the basis of individuals attributes, as the Admission Committee may deem suitable, without being prejudicial to the applicable standards. Learners from marginalised communities are encouraged to participate on this programme. A **grade 9 Certificate** is required for enrollment.

#### **Important Notes:**

- Individual programmes may have additional admission requirements. Further information and details can be found in the SIVET Prospectus or individual Departments on the SIVET website at [www.sivet.edu.na](http://www.sivet.edu.na).
- New applicants should attach school leaving certificates & Identity documents).
- Current final year school learners must apply with their August results.



## TRAINING DEPARTMENTS

### TECHNICAL TRAINING



Vocational programmes mainly lead to industry skills certificates, either for credit or non-credit certificate. The types of credentials offered may vary by the field of study and the level of the programmes. Eligibility Criteria Minimum qualification necessary for a full-time course is Grade 10 with 23 points, a pass in English, Mathematics and Science (old curriculum), Grade 11 with 18 points, a pass in English, Mathematics and Science (new curriculum).

Admission to the special trainees' program may be considered on the basis of individuals attributes, as the admission committee may deem suitable, without being prejudicial to the applicable standards.

Courses on Offer:

#### 1. National Vocational Certificate in Electrical General: Level 1

Admission requirements:

- Grade 10 with 23 points in six (6) subjects with an E symbol in English/Grade 11/12 with 18 points in six (6) subjects with an F symbol in English, Mathematics and science.
- Admission through the Mature Age Entry Scheme. (As per set criterial)

#### 2. National Vocational Certificate in Electrical General: Level 2

Admission requirements:

- National Vocational Certificate in Electrical General Level 1/Statement of results

#### 3. National Vocational Certificate in Plumbing and Pipe Fitting: Level 1

Admission requirements:

- Grade 10 with 23 points in six (6) subjects with an F symbol in English/Grade 11 or 12 with 18 points in six (6) subjects with an F symbol in English, Mathematics and Science.
- Admission through the Mature Age Entry Scheme. (As per the set criterial)

#### 4. National Vocational Certificate in Occupational health and safety: Level 4

Admission requirements:

- Grade 10 with 23 points in six (6) subjects with an E symbol in English/Grade 11 or 12 with 18 points in six (6) subjects with an E symbol in English.
- Admission through the Mature Age Entry Scheme. (As per the set criterial)





## TRAINING DEPARTMENTS

### HOTEL MANAGEMENT



Eligibility Criteria Minimum qualification necessary for a hotel management course is Grade 10 with 23 points, a pass in English, (old Curriculum), and Grade 11 with 20 points, a pass in English (new Curriculum).

Depending on the cost and duration of the course, one can opt for a certificate, or diploma course. Certificate courses can be of two years' duration (L2-3), a Higher Certificate of three years' duration, a diploma of five years' duration (L5).

#### Courses on Offer:

#### 1. National Vocational Certificate in Hospitality: Level 2

Admission Requirements:

- Grade 10 with 20 points in six (6) subjects with an F symbol in English/Grade 11 or 12 with 16 points in six (6) subjects with an F symbol in English.
- Admission through the Mature Age Entry Scheme. (As per the set criteria)

#### 3. National Vocational Higher Certificate in Hospitality: Level 3

Admission Requirements:

- Hospitality and Tourism Level 2 Certificate/or statement of results.





## ACADEMIC DEPARTMENTS



### MANAGEMENT AND COMPUTING

#### **MANAGEMENT:**

Management Courses are comprised of Human Science, Commerce, administration and Arts.

Courses on Offer:

#### **Office Administration:**

Effective Office Administration is an essential skill required by every organisation. Employers and business owners need skilled, competent administration managers who will add value and ensure that smooth and effective administration processes are maintained. This qualification develops administrative management competencies required in the workplace and will enable you to become the productive and efficient administration manager that employers want.

.Admission Requirements:

- Grade 10 with 23 points in six (6) subjects with an E symbol in English/Grade 11 or 12 with 18 points in six (6) subjects with an E symbol in English.
- Admission through the Mature Age Entry Scheme. (As per the set criteria)

#### **Accounting and Bookkeeping:**

This is a professional six to one-year certificate that prepares you for a variety of jobs in public accounting, private industry, government, and non-profit organizations. Accounting and Bookkeeping Certificate students will dive deep into realistic customer scenarios to apply your knowledge of bookkeeping and accounting. You'll get to review and reconcile accounts, record business transactions, and balance books to produce key financial statements for a variety of business types.

To enroll, you must have a background in Accounting, with at least a minimum knowledge in recording journal entries and preparation of financial statements, as proven by any of the following: Completion of at least 3 units in Accounting, and or Employment work involving Accounting.







## ACADEMIC DEPARTMENTS

### MANAGEMENT AND COMPUTING



#### **Accounting and Bookkeeping:**

This is a professional six to one-year certificate that prepares you for a variety of jobs in public accounting, private industry, government, and non-profit organizations. Accounting and Bookkeeping Certificate students will dive deep into realistic customer scenarios to apply your knowledge of bookkeeping and accounting. You'll get to review and reconcile accounts, record business transactions, and balance books to produce key financial statements for a variety of business types.

To enrol, you must have a background in Accounting, with at least a minimum knowledge in recording journal entries and preparation of financial statements, as proven by any of the following: Completion of at least 3 units in Accounting, and or Employment work involving Accounting.

#### **COMPUTING**

The Department is envisioned to offer varieties of conversant computer related courses which allows students to study the fundamentals of computer applications, to in depth computer users' skills. The courses impart scientific, practical and technical knowledge to students about various computer tools that are used in day to day life. The applications make tasks easier and provide ease of use.

Courses on Offer:

#### **Basic Information and Computer Certificate**

The good thing is that anybody is eligible to study this Certificate course. After completing Basic computer course, one can have a number of career prospects and all sectors are open to you. The programs impart specialization in the fields of: Basic Computer Skills, Micro-Soft Office, Applications, Internet, Basics E-Business, Software Hacking & IT security, PC Assembly and Troubleshooting.





## STUDENT FEES

### PAYMENTS AND CANCELLATION REFUNDS



#### TRAINEE FEES

- Application fee : N\$ 0.00
- Non-Refundable Registration fee : N\$ 750.00
- Fees Payable at Registration : (Registration + First Month Instalment)
- Monthly Tuition Fee : 10 % of tuition fees
- Payment Duration : 12 Months Maximum
- Total Tuition Fee : As per course of choice

#### FEES PER COURSE (Entry Levels):

- N\$ 7800.00 for Hospitality and Tourism (2)
- N\$ 10200.00 for Electrical General (L1)
- N\$ 9000.00 for Plumbing and Pipe Fitting (L1)
- N\$ 9000.00 for Occupational Health and Safety (L4)
- N\$ 8400.00 for Office administration (L1)

NB: If selected to stay in the hostel, you be will required to pay N\$ 350.00 per month for accommodation for six months. You will also be required to bring your own bed sheets and blankets.

#### CANCELLATION

##### Study Cancellation

Registration Fee: **Non-refundable**

Tuition Fees:

##### Cancellation period

- | <u>Cancellation period</u>   | <u>Refund</u> |
|--|---------------|
| • Within ten (10) official working days after registration                       | :100%         |
| • After eleven (11) to twenty-five (25) official working days after registration | :50%          |
| • After twenty-six (26) official working days after registration                 | :0%           |

Our Banking details:

**SIYA INSTITUTE OF VOCATIONAL EDUCATION AND TRAINING**  
**BANK WINDHOEK ACCOUNT NUMBER: 802 5616 106**  
**CURRENT ACCOUNT, ONGWEDIVA BRANCH**  
**BRANCH CODE: 485 – 673**  
**SWIFT CODE: BWLINANX**

Financial Enquiries should be addressed to:

Tel: +264816655680 or +264812726792

Email: [finance@sivet.edu.na](mailto:finance@sivet.edu.na)



## STUDENT SUPPORT

### GENERAL INFORMATION



#### Internship opportunities

Industrial exposure for trainees is an integral part of Technical Vocational Education & Training. The duration for trainees' job attachment is normally six months. During these time trainees spend time at a company refining their practical skills in a particular trade by putting their centre-based theory lesson and practical's into real practice. The Centre will continuously work closely with various industrial stakeholders to create attachments opportunities for its students where and when possible.

#### Trainee Representative Council (TRC)

SIVET trainees annually elect a Trainee Representative Council, a trainee leadership body which represents the interests of trainees in order to enhance proper functioning of the centre and promote democratic participation of trainees by serving as a mouth piece for the trainee population. The TRC serves as the link between the trainee population and the SIVET Management. The TRC is represented on the SIVET advisory Board by the President.

Sports and recreation helps forge long-lasting, supportive bonds as well as boosts emotional and physical well-being for students. SIVET offers you many options to get together with fellow trainees to play sports and go on adventures. We fully subscribe to the view that regular sporting and exercise builds a health body and mind.

On that premise, SIVET offers various sports codes of which facilities (sports fields) are available on our campus.

- Soccer (Male & female)
- Netball
- Volleyball

It is the vision of the Centre to have as many sport code, cultural groups and musical groups/Choirs, through which student can participate and by extend earn with the Centre a significant number of sports accolades.

#### Hostel Boarding

The Centre have limited hostel accommodation facilities on campus for Full-time boarding trainees at a cost of N\$ 350.00 per month for six (06) months, including water and electricity.

#### Uniforms and Training Manuals/Modules

Trainees are required to bring along own Safety Boots (per safety standards of the Centre), and basic stationaries. Manuals are provided for by the Centre.

The Centre will provide Overalls branded with the institution's colours at a fee.

Other PPEs such as Helmets, Goggles, and Gloves will be provided by the institution.



## WHY STUDY AT SIVET

### WHY US?



- ✓Expert Instructors/Trainers
- ✓Trending Courses
- ✓Our courses are aligned and design as per Namibia Training Authority (NTA) Qualifications Frameworks.
- ✓Registered with NTA under the Vocational Education and Training Act 1 of 2008.
- ✓On campus admission, assessments, result and certificate verification.
- ✓Registered with Ministry of Labour, Industrial Relations and Employment Creation, Govt. of Namibia as a training provider.
- ✓In-house Library
- ✓Career Oriented programs and mentoring
- ✓Vast Learning Space
- ✓Hostel Accommodation
- ✓Cultural Diversity

### WHAT WE OFFER

#### Attractive Courses

We come to bring the in-demand courses for you just to ensure that you get the best results from what you learn.

#### Latest Curriculum

The curriculum we offer for a variety of courses are aligned with the current industry demands.

#### Study Material

The learning material we provide is planned after reading and filtering several books and articles.

#### Personalized Touch

We care for you and your career. We research hard to recommend what best fits your dreams and future.

#### Personalized patterns

Every student has his/her own pace of learning and our learning patterns are flexible enough to cater it.

#### Support

Our experienced counsellors and staff are there to help you and guide you round the clock.

### HOW WE DO IT

Institutional and individual commitment of well experienced Instructors/Trainers dedicated to assist you in achieving the best results in your career path of choice.



**Harnessing one's  
potential through  
high standard  
Technical Vocational  
Education and  
Training (TVET).**

**CONTACT US:**

We are readily available on the following contacts. Feel free to reach out.

Siya Institute of vocational  
Education and Training  
P O Box 8, Ruacana  
Info@sivet.edu.na  
www.sivet.edu.na  
Omatemba, Oshifo - Ruacana  
Falls Main Rd.

Call: +264816655680  
+264812726792



We are proudly Namibian