

**National Vocational Certificate in Information and Communication Technology – Foundation (Level 2)**

**NQF Level of qualification: 2**

**Total credits available: 111**

**Total credits required: 111**

	<b>Compulsory</b>	<b>Elective</b>
<b>level 1 credits available</b>	<b>39</b>	-
<b>level 2 credits available</b>	<b>51</b>	-
<b>level 3 credits available</b>	<b>21</b>	
<b>Minimum Credit required</b>	<b>111</b>	-

**Registration date:** 30 July 2020

**Scheduled review date:** 30 July 2025

**Body responsible for the qualification:** Namibia Training Authority through the Post and Telecommunications Industry Skills Committee.

**Other bodies whose unit standards are included in the qualification:** None

## **1. Purpose**

This qualification recognises people who have the competencies required for performing basic information and communication technology tasks. It is awarded to people who have demonstrated the skills and knowledge required to recognise PC equipment and Accessories perform desktop publishing, identify and utilise operating system components, use basic word processing, use basic spreadsheets, use basic internet and email applications, use basic presentation, demonstrate an understanding of database architecture and functions, perform advanced spreadsheet functions, perform advanced word processing, perform advanced presentation, describe software for personal computers. They further have a good understanding of providing basic first aid; apply basic reading skills in a workplace environment; interact with others in a workplace environment; use workplace document; demonstrate basic awareness of HIV and AIDS, demonstrate basic knowledge of workplace health and safety, and apply basic entrepreneurship.

The entry requirement for this qualification is an ordinary level certificate or equivalent qualification and the ability to demonstrate basic communication skills in the English language and basic numeracy. This has been done in order to remove barriers of formal educational prerequisites.

This qualification leads vertically to National Vocational Certificate in Information and Communication Technology (Computer System Support) (Level 3) through participating in full time study at an accredited training provider or through RPL (Recognition of Prior Learning).

## 2 Regulations for the qualification

### 2.1 summary of qualification requirements

This qualification will be awarded to people who are credited with a minimum of 111 credits and have met the requirements of the compulsory section, as well as all requirements for Workplace Integrated Learning (WIL) as laid out in the National Policy On Work-Integrated Learning for Technical and Vocational Education and Training (TVET).

### 2.2 Detailed qualification requirements

#### Compulsory

*All the unit standards listed below are required.*

**Field:** Manufacturing, Engineering and Technology  
**Subfield:** Information and Communication Technology  
**Domain:** Information and Communication Technology - Foundation

Unit No.	Unit Standard Title	Level	Credits
2327	Recognise PC equipment and accessories	1	5
2328	Perform desktop publishing	2	5
2329	Identify and utilise operating system components	2	4
2330	Use basic word processing	2	10
2331	Use basic spreadsheets	2	12
2332	Use basic internet and email applications	2	4
2333	Use basic presentation	2	6
2334	Demonstrate an understanding of database architecture and functions	2	10
2335	Perform advanced spreadsheet functions	3	6
2336	Perform advanced word processing	3	5
2337	Perform advanced presentation	3	4
2338	Describe and install software for personal computers	3	6

#### AND

**FIELD:** Health Science and Social Services  
**Subfield:** Core Health  
**Domain:** First Aid

Unit No.	Unit Standard Title	Level	Credits
843	Provide basic First Aid	1	3

#### AND

**FIELD:** Communication Studies and Languages  
**Subfield:** Communication  
**Domain:** Foundational Communication Skills

Unit No.	Unit Standard Title	Level	Credits
1150	Apply basic reading skills in a workplace environment	1	3
1151	Interact with others in a workplace environment	1	5
1152	Use workplace document	1	5

**AND**

**FIELD:** Health Sciences and Social Services  
**Subfield:** Core Health  
**Domain:** HIV and AIDS Awareness

Unit No.	Unit Standard Title	Level	Credits
1155	Demonstrate basic awareness of HIV and AIDS	1	6

**AND**

**FIELD:** Health Science and Social Services  
**Subfield:** Preventative Health  
**Domain:** Occupational health and Safety

Unit No.	Unit Standard Title	Level	Credits
1157	Demonstrate basic knowledge of workplace health and safety	1	7

**AND**

**FIELD:** Financial and Business Services  
**Subfield:** Business Development  
**Domain:** Entrepreneurship

Unit No.	Unit Standard Title	Level	Credits
1158	Apply basic entrepreneurship	1	5

**3. Credit recognition and transfer arrangements**

Credits for any version of a unit standard of the same identification number will be recognised in the award of this qualification.

**4. Special arrangements**

- 4.1 Providers seeking accreditation and registration to deliver this qualification must meet the following special arrangements
- 4.1.1 This qualification will be offered to trainees *either* including a 6 months period of **industrial/job attachment**, *or* as an **apprenticeship scheme** of a duration determined and agreed upon by the employer and the training provider on a ratio of 70/30 (70% at workplace and 30% at Training institution) basis.

**Industrial/job attachment** is defined as a period in a workplace setting where a trainee obtains structured practical experience in a specific occupation in order to complement competencies acquired during training at a technical vocational training provider (TVTP).

**Apprenticeship** refers to the system of work integrated learning, where an apprentice is employed by a company on contractual basis, earning a monthly salary, learning and working side-by-side with an experienced mentor. In this case the employer must be an NTA approved entity (company) to register apprentices and has to identify a suitable training provider to provide the apprentice with the opportunity to gain skills and knowledge from theoretical training.

Employers and training providers are encouraged to consult the **National Policy On Work-Integrated Learning (WIL) for Technical and Vocational Education and Training (TVET) Sector** for further details on WIL implementation.

- 4.1.2 Providers involved in the assessment of this qualification and the associated unit standards must comply with the national assessment arrangements for the VET system up to and including level 5 of the Namibia Qualifications Framework. Assessment will include performance and achievement assessment acquired through work integrated learning period. Assessment arrangement apply to all occupations and industries which are encompassed in the technical vocational education sector.
- 4.1.3 Providers of this qualification and the associated unit standards must be registered and /or accredited.
- 4.1.4 Providers of this qualification and their associated unit standards must have access to all equipment and facilities detailed in the tools and equipment list for the of the relevant training program.
- 4.2 Competencies covered in this qualification may be assessed through Recognition of Prior Learning (RPL).
- 4.3 Further relevant information and documentation may be accessed through:

**Namibia Training Authority**  
 10 Rand Street  
 Khomasdal  
 Namibia  
 Telephone number: 061 207 8550  
 Facsimile number: 061 207 8551

## 5. TRANSITION ARRANGEMENTS

### 5.1 Non National Qualifications Framework transition

None

## 5.2 National Qualifications Framework transition

This is the first version of this qualification, however these qualification has replace the qualification ID Q0030 National Vocational Certificate in Information Communication Technology (Level 1) (Computing Fundamentals) which is currentlry registered on the framework.

The qualification ID Q0030 National Vocational Certificate in Information Communication Technology (Level 1) (Computing Fundamentals) will not be awarded as from 31 December 2021.

People currently working towards qualification ID Q0030 are advised to transfer their existing credit awards to this version of the qualification at any time during 2020 and beyond.

People holding the earlier version of qualification ID Q0030 will continue to have their qualification recognised within the Information and Communication Technology (Foundation) in terms of meeting relevant career and further learning entry and/or progression requirements.

**National Vocational Certificate in Information and Communication Technology  
(Computer System Support) (Level 3)**

**NQF Level of qualification: 3**

**Total credits available: 73**

**Total credits required: 73**

	<b>Compulsory</b>	<b>Elective</b>
<b>level 3 credits available</b>	<b>59</b>	-
<b>level 4 credits available</b>	<b>14</b>	-
<b>Minimum Credit required</b>	<b>73</b>	-

**Registration date:** 30 July 2020

**Scheduled review date:** 30 July 2025

**Body responsible for the qualification:** Namibia Training Authority through the Post and Telecommunications Industry Skills Committee.

**Other bodies whose unit standards are included in the qualification:** None

## **1. Purpose**

This qualification recognises people who have the competencies required for performing computer system support tasks. It is awarded to people who have demonstrated the skills and knowledge required to demonstrate an understanding of personal computer, demonstrate an understanding of in server administration, demonstrate an understanding of emerging technologies, analyze operating systems, review computer organization and architecture, apply security and disaster recovery procedures, demonstrate an understanding of fault tolerance and disaster recovery, demonstrate an understanding of Transmission Control Protocol/Internet Protocol TCP/IP fundamentals, demonstrate an understanding of WAN and remote access technologies.

This qualification is designed to be accessible and flexible. The entry requirement is the National Vocational Certificate in Information and Communication Technology – Foundation (Level 2) or equivalent.

## **2. Regulations for the qualification**

### **2.1 summary of qualification requirements**

This qualification will be awarded to people who are credited with a minimum of 73 credits and have met the requirements of the compulsory section, as well as all requirements for Workplace Integrated Learning (WIL) as laid out in the National Policy On Work-Integrated Learning for Technical and Vocational Education and Training (TVET).

## 2.2 Detailed qualification requirements

### Compulsory

All the unit standards listed below are required.

**Field:** Manufacturing, Engineering and Technology  
**Subfield:** Information and Communication Technology  
**Domain:** Computer System Support

Unit No.	Unit Standard Title	Level	Credits
2320	Demonstrate an understanding of personal computer	3	6
2321	Demonstrate an understanding of in server administration	3	10
2322	Demonstrate an understanding of emerging technologies	3	6
2323	Analyze operating systems	3	8
2324	Review computer organization and architecture	3	10
2325	Apply security and disaster recovery procedures	3	7
2326	Install and maintain printers and scanners	3	7

### AND

**Field:** Manufacturing, Engineering and Technology  
**Subfield:** Information and Communication Technology  
**Domain:** Networking

Unit No.	Unit Standard Title	Level	Credits
2303	Demonstrate an understanding of fault tolerance and disaster recovery	4	7
2297	Demonstrate an understanding of Transmission Control Protocol/Internet Protocol (TCP/IP) fundamentals	3	5
2305	Demonstrate an understanding of Wide Area Network (WAN) and remote access technologies	4	7

## 3. Credit recognition and transfer arrangements

Credits for any version of a unit standard of the same identification number will be recognised in the award of this qualification.

## 4. Special arrangements

- 4.1 Providers seeking accreditation and registration to deliver this qualification must meet the following special arrangements
- 4.1.1 This qualification will be offered to trainees ***either*** including a 6 months period of **industrial/job attachment**, ***or*** as an **apprenticeship scheme** of a duration determined and agreed upon by the employer and the training provider on a ratio of 70/30 (70% at workplace and 30% at Training institution) basis.

**Industrial/job attachment** is defined as a period in a workplace setting where a trainee obtains structured practical experience in a specific occupation in order to complement competencies acquired during training at a technical vocational training provider (TVTP).

**Apprenticeship** refers to the system of work integrated learning, where an apprentice is employed by a company on contractual basis, earning a monthly salary, learning and working side-by-side with an experienced mentor. In this case the employer must be an NTA approved entity (company) to register apprentices and has to identify a suitable training provider to provide the apprentice with the opportunity to gain skills and knowledge from theoretical training.

Employers and training providers are encouraged to consult the **National Policy On Work-Integrated Learning (WIL) for Technical and Vocational Education and Training (TVET) Sector** for further details on WIL implementation.

- 4.1.2 Providers involved in the assessment of this qualification and the associated unit standards must comply with the national assessment arrangements for the VET system up to and including level 5 of the Namibia Qualifications Framework. Assessment will include performance and achievement assessment acquired through work integrated learning period. Assessment arrangement apply to all occupations and industries which are encompassed in the technical vocational education sector.
- 4.1.3 Providers of this qualification and the associated unit standards must be registered and /or accredited.
- 4.1.4 Providers of this qualification and their associated unit standards must have access to all equipment and facilities detailed in the tools and equipment list for the of the relevant training program.
- 4.2 Competencies covered in this qualification may be assessed through Recognition of Prior Learning (RPL).
- 4.3 Further relevant information and documentation may be accessed through:

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 10 Rand Street  
 Khomasdal  
 Namibia  
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## 5. TRANSITION ARRANGEMENTS

### 5.1 Non National Qualifications Framework transition

None

## **5.2 National Qualifications Framework transition**

This is the first version of this qualification.