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**THESE TRAINING OPPORTUNITIES ARE FUNDED BY THE  
NAMIBIA TRAINING AUTHORITY UNDER THE 35% VET LEVY KEY  
PRIORITY GRANT.**

## **Application Form: August 2021 Intake**

Instructions for the completion of this form

The AIMS Vocational Training Centre again takes this opportunity to invite all suitable applicants for possible admission.

### **1. Admission Requirements:**

#### **Entry requirement: old curriculum:**

- Automotive Mechanics: Grade 10: 20 Points
- Electrical General: Grade 10: 20 Points, English E and Mathematics – D.
- Applicant must also submit a CV a certified copy of identification and Grade 10 results
- Grade 12 is an added advantage

#### **ENTRY REQUIREMENT FOR NEW CURRICULUM:**

- Grade 11, 18 Points, English E and Mathematics D

2. Complete the form in **BLOCK LETTERS** in **black ink**.

3. A non-refundable application fee of **N\$20.00** must accompany this application. **Please do not send cash**. Payment can be made in cash at the Centre or by bank deposit.

4. Please enclose your **ORIGINAL** deposit slip with this application.

Our banking details: **Africa Institutional Management Services CC First National Bank, Account Number: 62010781658, FNB Old Power Station Branch, Branch code: 281-174.**

5. The form must be submitted to AIMS Vocational Training Centre (Arandis) or Windhoek campus on or **before 16<sup>th</sup> August 2021**. **No late applications will be entertained.**

6. **NO INCOMPLETE, FAXED OR EMAILED APPLICATION WILL BE ACCEPTED.**

<b>Application Number</b> <i>For official use only</i>		<b>Candidate Number</b> <i>For official use only</i>	
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01. PERSONAL DETAILS										
<b>PLEASE MARK WITH AN X WHERE APPROPRIATE</b>										
Surname										
First Names										
Identity No.					Date of Birth					
Gender	Male	<input type="checkbox"/>	Female	<input type="checkbox"/>	Title	Mr.	Miss.	Mrs.	Ms.	Dr.
Nationality										
Parent Status	Both alive	<input type="checkbox"/>	Both dead	<input type="checkbox"/>	Father Dead	<input type="checkbox"/>	Mother dead	<input type="checkbox"/>		
Home Town					Home Language					
Region										
PERSONAL PROTECTIVE CLOTHING										
Shoe Size:	Overall Size:			Shirt Size:			Skirt /Trouser:			

02. CONTACT DETAILS	
Physical Address	
Postal Address	
Home Telephone No.	Fax No.
Cellphone No.	
Email Address.	

03. PARENTS DETAILS	
Name & Surname	
Relationship to the applicant	
Physical Address	
Work Physical Address	
Postal Address	
Work Telephone No.	
Home Telephone No.	
Cellphone No.	
Email Address	
Monthly income (Parent/Guardian)	
Number of Dependents	

04. MEDICAL INFORMATION			
<b>PLEASE MARK WITH AN X WHERE APPROPRIATE</b>			
Do you have any disability?	Hearing Impaired	YES	NO
	Visually Impaired	YES	NO
	Wheel chair	YES	NO

Do you have any chronic illness? (If yes please provide details.)			
Equity type	Woman	<input type="checkbox"/>	
	Vulnerable Marginalized	<input type="checkbox"/>	
	Previously disadvantaged	<input type="checkbox"/>	
	People with Disability	<input type="checkbox"/>	
Disability Type (Please Specify)			

05. EMERGENCY CONTACT/ PARENT/LEGAL GUARDIAN			
Name in full:			
Address:			
Town:	Telephone:	Cell:	
Relationship:			

06. EDUCATIONAL BACKGROUND									
Name of School Attended									
Last Year Attended				Last Grade Attended					
Highest Grade Passed									
Subjects						Grades /Symbol			
LANGUAGE									
First Language				Fluent	<input type="checkbox"/>	Good	<input type="checkbox"/>	Average	<input type="checkbox"/>
Second Language				Fluent	<input type="checkbox"/>	Good	<input type="checkbox"/>	Average	<input type="checkbox"/>
Other Language				Fluent	<input type="checkbox"/>	Good	<input type="checkbox"/>	Average	<input type="checkbox"/>
Fluency in English	Fluent	<input type="checkbox"/>	Good	<input type="checkbox"/>	Average	<input type="checkbox"/>			

07. ANY OTHER TRAINING ATTENDED			
Name of Institution (s)			
Qualification Obtained		Level	Year

08. EMPLOYMENT PROFILE			
PLEASE MARK WITH AN X WHERE APPROPRIATE			
Employed	<input type="checkbox"/>	Unemployed	<input type="checkbox"/>
<b>Applicable to employed and previously employed personnel only</b>			
Present Employer/Organization			
Current Position			
Years in current Position			
Employer Contact Details			
Employer Physical Address			
Employer Postal Address			

09. ANY OTHER TRAINING ATTENDED	
<b>Trades</b>	<b>Minimum requirements (Old curriculum Grade 12 &amp; 10 and Revised Curriculum Grade 11)</b>
National Vocational Certificate in Automotive Mechanic (Level 1)	Grade 10, 11 and 12 with 20 points in six (6) Subjects E symbol in English and Mathematics D symbol. <b>ENTRY REQUIREMENT FOR NEW CURRICULUM:</b> Grade 11, 18 Points, English E and Mathematics
National Vocational Certificate in Electrical General (level 1)	Grade 12 and 11 with 20 points in six (6) Subjects E symbol in English and Mathematics D symbol

10. PROPOSED FIELD OF STUDY				
PLEASE MARK WITH AN X	Choice			Approval <i>For Official use only</i>
	LEVEL 1			
				YES/ NO
Automotive Mechanics				
Electrical General				

11. FINANCIAL INFORMATION				
Who is paying for your studies (Indicate with an x)				
NTA Students (funded Trades only)	<input type="checkbox"/>	Private Student (Parents)	<input type="checkbox"/>	Others
<b>If OTHERS please fill in the information below (Please attach the proof)</b>				
Sponsor Name				
Physical Address				
Postal Address				
Work Telephone No.				
Cellphone No.				
Email Address				

**Hostel Accommodation Application - Arandis (Campus) female trainees only**

Do you wish to acquire accommodation in the hostel? YES/ NO

***If YES, please complete the hostel Application form***

**DECLARATION**

I, the undersigned hereby declare;

To the best of my knowledge and belief the information furnished in this application/enrolment contract is true and that if it be found to be false and misleading in any respect, this application/enrolment may be invalidated and the applicant's registration terminated;

That a statement signed by the finance department shall represent the amount owing to the AIMS Business School by me/us, and further that in the event of such amount being handed over for collection I/we shall pay all legal charges incurred on the attorney and client scale;

That I/we accept that the AIMS Business School keeps documents, including this Declaration and Agreement, electronically and distributes them as such. The AIMS Business School shall at all times be entitled to utilize such documentation in electronic format for whatever purpose required;

Accept that I may cancel my registration for current year of study as a whole and be exonerated from liability for the full payment of fee excluding the registration and other administration fees provided that AIMS Business School is informed in writing within 7 days of registration;

Hold myself responsible for the full payment of tuition fees, notwithstanding the fact that my employer/sponsor has undertaken to pay the full tuition fees relating thereto; Agree that AIMS business School reserve the right to withhold the assessment result/assessment booking with NTA for final certification, should there be any default in payments according to this signed contract.

Signature of the applicant

Date

**DECLARATION BY PARENT / LEGAL GUARDIAN (if applicant is under the age of 21 or is a legal minor)**

I agree and consent to the above declaration, undertaking waiver and indemnity by this applicant. I consent to the applicant signing the registration forms if admitted I hold myself jointly and severally liable with the applicant as co-debtor for all amounts due by the applicant to the AIMS Business School until I notify the AIMS Business School in writing to the contrary in which event such notification shall take effect only from the beginning of the following academic year. I irrevocably undertake that I shall not in any capacity, hold the AIMS Business School liable for any damage or loss which the applicant or any person may suffer under any of the circumstances set out in the applicant's declaration.

Signature of parent/guardian

Date

**FOR OFFICE USE ONLY**

<b>CHECK LIST for documents submitted</b>			
<b>Indicate with an x</b>			
<input type="checkbox"/>	All parts of the application have been completed		
<input type="checkbox"/>	Application Fee enclosed		
<b>The following documents are enclosed</b>			
<input type="checkbox"/>	Certified copy of Identity Document/Birth Certificate/Passport		
<input type="checkbox"/>	Certified copy of latest school results		
<input type="checkbox"/>	Certified copy of certificate, diploma or degree		
<input type="checkbox"/>	Application fee received	Amount N\$	
<input type="checkbox"/>	Registration fee received	Amount N\$	
Type of School Result			
Overall Points obtained			
Year			
Application Approved		Application Rejected	
Student Number			
<b>Signature of Admission Officer:</b>		<b>Signature of Head of Business School:</b>	
<b>Comments:</b>		<b>Comments:</b>	