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## INTRODUCTION

Nampol College of Education started off as Nampol Vocational Training Centre and has been in existence for the past fourteen (14) years. The institution has been offering certificate programmes in Business Studies, Tourism, Information Technology and Early Childhood Teacher Training, Automotive Mechanics, Dressmaking and Fashion Design. The College has recently realigned and extended its scope of training to offer Certificate and Diploma in Teacher Training courses with focus on Early Childhood Education.

## VISION

To be the institution that will provide excellent Early Childhood Education, professional education training and skill development to meet the current societal and economical needs.

## MISSION

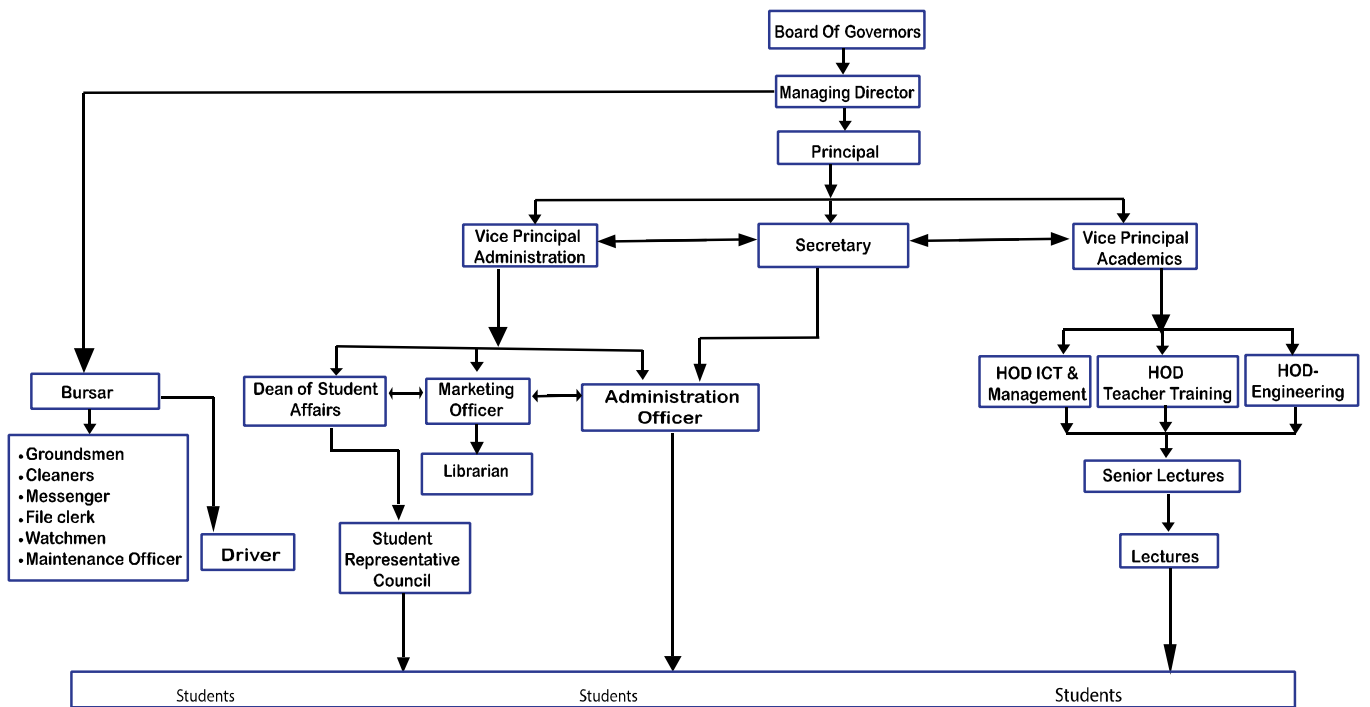
Nampol College of Education shall provide Early Childhood, professional educational training and skill development for excellence, produce competent professionals who will easily adapt to the vast technical changes, increased productivity and diversified economy of Botswana and the world as a whole.

## VALUES

- **BELIEF:** We believe that all students have equal opportunities to attain the highest level of achievement.
- **COMMITMENT:** Lifelong commitment to help students to be college and career ready.
- **ACCESS:** Provide an academically excellent and accessible education to all.
- **DIVERSITY:** Nurture an environment that embraces the diverse backgrounds, culture, ideas and perspective that contributes to reach high and quality learning experience.
- **COLLABORATION:** Cultivate academic excellence, business and community developmental partnerships that position the college as a premier choice for adult learning and teaching of high and quality education.
- **COLLEGIALITY:** A collegial, inviting and safe learning environment that emphasizes excellent teaching encouraging growth and rewarding academic achievement.
- **HONESTY:** Be honest and live with integrity.
- **RESPECT:** Value all people and seek to learn from their diverse experiences and knowledgeable perspectives.
- **INNOVATION AND AMBITION:** Through its leadership in teaching, service, research, recruitment, and international skills, the institution prepares professionals who will contribute substantially to the improvement of the lives of an increasing diverse group of individuals in our changing technological, complex and diverse society.
- **OUTSTANDING TEACHING SERVICE:** Efficient and able stewardship of the college. Outstanding teaching is dedicated to offering nationally accredited programs

that are based on essential knowledge, sound practice, relevant research and realistic clinical training.

# ORGANISATION STRUCTURE



## COURSES OFFERED

Nampol College of Education offers BQA accredited programs at certificate and Diploma levels as per the NQCF regulated by BQA.

### 1.1. Certificate Programs

#### A. National Certificate in Early Childhood Education

An NQCF level 5 program designed to train Preschool Teachers. The program runs for 1 Year and the modules include:

- Language Development
- Child Psychology
- Preschool Mathematics
- Education Organization and Management
- Communication and Information Technology
- Health and Environmental Sciences
- Production of Teaching & Learning Aids
- Creative and Expressive Activities
- Teaching Practice

#### Certificate in Teacher Training and Assessment

A one year NQCF level 6 program designed to equip those who possess any qualification and wishes to divert to teaching with relevant teaching experience. The modules for this course include:

- Teaching in the discipline
- Teaching in an IT environment
- Teaching methods and techniques
- Lesson preparation and assessing learning
- Teaching quality standards and enhancement
- Teaching practice

### 1.2. Department of ICT and Management

#### A. Certificate in Human Resource Management

This program is offered for six months and has the following modules:

- Principles of People Management
- Recruiting People into the Organisation
- Principles of Staff Development
- Dealing with Release Process
- Human Resource Remuneration

#### B. Certificate in Business Management

This program is offered for six months and has the following modules:

- Economics of the Market
- Business Strategy and Planning
- Understanding the Market Environment
- Principles of Budget and Financial Information
- Understanding Functions and Roles within Business Organisation.

### C. Secretarial and Administration

This program is offered for six months and has the following modules:

- Office Skills
- Customer Care
- IT Applications
- Entrepreneurship
- Bookkeeping
- English for Business Communication
- Safety and Health at the Workplace

### D. Computer Engineering

This program is offered for six months and has the following modules:

- The Computer
- Principles of ICT Systems and Data Security
- Customer Care
- Introduction to Networking
- Personal Computer Hardware Support

### E. Business Information Systems

This program is offered for six months and has the following modules:

- Introduction to Accounting
- Introduction to Business
- Introduction to World of Computers
- IT Application and Skills

### F. Modular Courses

The modular courses are tailor made to meet the needs and demands of the prospective students and the industry in line with the accredited module. Each modular course is expected to run for a minimum of one month and a maximum of three months' tailor made to the needs of the prospective students. For further information, contact the Vice Principal Academics:

## 1.3. Department of Motor Engineering

### A. Certificate in Automotive Mechanic

This program is offered for one year and has the following modules:

- Engine systems
- Chassis systems
- Mathematics and Science
- Communication and Information Technology
- Technical Drawing

### 1.4. Fashion Design and Dress Making

- Craft (Skills Training)
- Designing of Garments
- Practicals

## 1.5. Diploma programs

### A. Diploma in Education - Early Childhood

The program is offered for two years with the following modules:

#### Program Structure

##### Year 1

##### Semester 1

- IT Applications / Comprehensive Sexuality Education
- Language Development and Communication Skills
- Child Psychology and Education Psychology
- Sociology of Early Childhood Education

##### Semester 2

- Research Methods in Early Childhood Education
- Early Childhood Curriculum
- History and Philosophy of Early Childhood Education
- Special Needs Education Guidance and Counselling

##### Year 2

##### Semester 1

- Health, Environmental Science and Pre-Mathematics
- Creative and Expressive Activities
- Production of Teaching and Learning Aids
- Dissertation

##### Semester 2

- Teaching Practice (preparation & review)
- Organization Management and Administration
- Entrepreneurship / History and Religious Education
- Parenting, Child Protection and Teaching Children in Early Childhood Education

## STUDENT ADMISSION PROCEDURES

## 1.1. Requirements for admission for a Nampol Programme

Programme	Duration	Level	Requirements
<b>Certificate programs in Early Childhood Education, Automotive Mechanics, Dressmaking and Fashion Design</b>	1 Year	5	<ul style="list-style-type: none"> <li>• Minimum of Junior Certificate with 5 passes include D in English and Mathematics.</li> <li>• Mature entry: two years' experience in a specified field for those who do not meet the criterion above.</li> </ul>
<b>Certificate programs in ICT &amp; Management</b>	6 months		<ul style="list-style-type: none"> <li>• Minimum of three (3) 'O' level (BGCSE) Passes.</li> </ul>
<b>Diploma in Education - Early Childhood</b>	2 Years	6	<ul style="list-style-type: none"> <li>• Minimum of five (5) 'O' level (BGCSE) Three Credits, passes in English. Or A pass in any teaching certificate</li> </ul>
<b>Certificate in Teacher Training, and Assessment</b>	1 Year	5	<ul style="list-style-type: none"> <li>• Diploma &amp; above in any field.</li> </ul>

TABLE 1. ENTRY REQUIREMENTS



## FEE STRUCTURE AND PAYMENT PROCEDURES

### 1.1. Tuition Fee Structure for Certificate Programmes

CERTIFICATE LEVEL								
COURSE	Entry Qualification	Enrolment Fee [Non-refundable]	Cash Fee	Terms	Deposit [Non-refundable]	Months	Installments	Examination fee
Human Resources Management	3 passes at BGCSE or equivalent	P200.00	P3040.00	P3200.00	P200.00	6	P500.00	P3500.00
Business Management	3 passes at BGCSE or equivalent	P200.00	P3040.00	P3200.00	P200.00	6	P500.00	P3500.00
National Certificate in Secretarial & Administration	JC with 3 passes	P200.00	P3040.00	P3200.00	P200.00	6	P500.00	P2500.00
National Certificate in Automotive Mechanics	BGCSE or equivalent and a pass @ JC with D <b>OR</b> Minimum of 2-years industrial experience	P200.00	P7315.00	P7700.00	P1200.00	10	P650.00	P2500.00
Modular courses	No prior qualification	P200.00	P1000.00	N/A	N/A	1	N/A	N/A
Certificate in Dressmaking & Fashion design	BGCSE or equivalent and a pass @ JC with D <b>OR</b> Minimum of 2-years industrial experience	P200.00	P7315.00	P7700.00	P1200.00	10	P650.00	P2500.00
National Certificate in Early Childhood	BGCSE or equivalent With 3 passes. <b>OR</b> JC with 3 passes including English & Maths	P200.00	P6935.00	P7300.00	P800.00	10	P650.00	P350/subject (P2800)
Certificate in Computer Engineering	3 passes at BGCSE or equivalent	P200.00	P3040.00	P3200.00	P200.00	6	P500	P3500.00

**1.2. Tuition Fee Structure for Diploma Programmes**

COURSE	Entry Qualifications	Enrolment Fee [Non-refundable]	Cash Fee	Terms	Deposit [Non-refundable]	Months	Instal	Exam FEES
Diploma in Education: Early Childhood	BGSCE Three Credits Passes in Eng /Cert in any teaching certificate	P200	P22040	P23200	P1200	22	P1000	P600/subject
Certificate in Teacher Training, and Assessment	Diploma & above in any field	P200	P9215	P9700	P1200	10	P850	P600/subject

TABLE 2. TUITION FEE STRUCTURE FOR DIPLOMA PROGRAMMES

<ul style="list-style-type: none"> <li>• Replacement of Certificate               <ul style="list-style-type: none"> <li>✓ Human Resource Management</li> <li>✓ Business Management</li> </ul> </li> </ul>	<b>P850.00</b>
<ul style="list-style-type: none"> <li>• Replacement of local Certificate</li> </ul>	<b>P550.00</b>
<b><u>REFERRED STUDENTS</u></b>	
<ul style="list-style-type: none"> <li>• Continuing students.(failed to write examination)</li> </ul>	<b>P350.00/Month</b>
<ul style="list-style-type: none"> <li>• Revision</li> </ul>	<b>P150.00/Unit/Month</b>
<ul style="list-style-type: none"> <li>• External students(Examination)</li> </ul>	<b>P800.00/Unit</b>
<b><u>GRADUATION INCLUSIVE OF LUNCH</u></b>	
<ul style="list-style-type: none"> <li>• Purchased gown from centre</li> </ul>	<b>P1100.00</b>
<ul style="list-style-type: none"> <li>• Hired gown from centre</li> </ul>	<b>P500.00</b>
<ul style="list-style-type: none"> <li>• Own gown</li> </ul>	<b>P300.00</b>

## TEACHING PRACTICE/INDUSTRIAL ATTACHMENT FEES

<b>Molepolole area</b>	<b>Cost</b>
1 student shall pay	P160.00
2 students each	P80.00
3 or more students each	P55.00

<b>Molepolole surrounding areas to Mahetlwe, Mogonono, Mmanoko, Gakuto, Gamodubu, Thamaga, Gakgatla</b>	<b>Cost</b>
1 student shall pay	P200.00
2 students each	P100.00
3 or more students each	P75.00

<b>GABORONE surrounding areas to (Tlokweng, Mogoditshane, Phakalane, Rasesa, Gabane, Kumakwane, Lentsweletau, Kopong)</b>	<b>Cost</b>
1 student shall pay	P400.00
2 students each	P200.00
3 or more students each	P140.00

<b>MOCHUDI surrounding areas to ( Sikwane, Mabalane, Bokaa, Modipane, Morwa, Oodi, Pilane</b>	<b>Cost</b>
1 student shall pay	P500.00
2 students each	P250.00
3 or more students each	P175.00

<b>KANYE Surrounding areas to (Moshopa, Jwaneng, Ranaka, Mmankgodi</b>	<b>Cost</b>
1 student shall pay	P500.00
2 students each	P250.00
3 or more students each	P175.00

<b>LETLHAKENG Surrounding areas to (Sesung, Thebepatswa, Serinane, Mantshwabise, Ditshegwane</b>	<b>Cost</b>
1 student shall pay	P500.00
2 students each	P250.00
3 or more students each	P175.00

<b>SOJWE Surrounding areas to (Botlhapatlou, Lephephe, Otse, Boatlaname</b>	<b>Cost</b>
1 student shall pay	P500.00
2 students each	P400.00
3 or more students each	P275.00

**NB: We cannot observe students beyond the above stated places.**

### 1.3. Payment Plan

The college offers three payment plans for students to have a more flexible and convenient way to pay their tuition fees. Payment maybe made by monthly instalment, quarterly instalments or at cash discount of 5%. Sponsors and trainees are advised to consider very carefully the financial implication before enrolment as prolonged non-payment will result in suspension of the learner from class.

<b>BANKING DETAILS FOR PAYMENTS</b>		
<b>Tuition fee</b>	<b>Examinations</b>	<b>Nampol Little Scholars Academy Hostels</b>
Bank: Barclays Botswana Account Name: NAMPOL Branch: Broadhurst Account Number: 7734487	Bank: Standard Chartered Bank Account Name: NAMPOL Branch: Mall Branch Account Number: 0100153262600	Bank: First National Bank (FNBB) Account Name: NAMPOL Branch: Molepolole Account Number: 62262994348

### 1.4. Payment Procedure

- All monthly payment must be paid by the 5th of the preceding month. Non-payment after 8 weeks will lead to you being suspended from attending classes.
- If a temporally lack of finance requires special consideration, please contact; The Director- Administration immediately to prevent unpleasant consequences and Possibly, to reach a solution to the problem.
- There is a provision for Sponsors or Trainees to make direct deposit to our Bank or Transfer into the account. After deposit, send proof of payment with the trainee's name to the Accounts office for receipt.
- Our Bank details are as follows:

### 1.5. Refund Policy

Conditions qualifying for a refund

- A student can withdraw from the program within twenty-one days of enrolment. If payment was made in advance a refund of tuition must be made.
- A student who has not attended lessons a refund must be made if the student made any advance payment to the school.
- In case of sponsor losing employment the student shall be referred to the next academic year. Advanced payment shall be held by the school accounts after reaching an agreement with the sponsor.
- Examination fee are non-refundable because they are directly paid to the examination bodies.
- Students can withdraw due to natural calamities. Such a case documentation must be submitted to the Accountant with a letter of withdrawal.
- A student can withdraw if the sponsor is on transfer and has no intention to transfer the student in boarding. Ay advance payment must be refunded.

**NB: Refund refers to the money paid to the client for non-study period. Refunds are received by client fourteen days from the date of claim.**

**1.6. Process of recruitment**

- Newspaper advert
- Flyers
- Posters
- Online advertisement social media, website
- Radio & Television Adverts

**1.7. Students' response**

- Collection of Application forms from the College
- Downloading the Application forms from the College's website

**1.8. Application submission through:**

- Email
- telephone/fax
- hand delivery

**1.9. College first contact with the prospective students:**

Shortlisted prospective students are called for interviews where there are limited spaces. Interviews are conducted either as Verbal or written interviews or both. Successful students are then invited for the orientation to prepare them for their studies at NAMPOL.

**1.10. Orientation Process**

The new students have to go through an orientation session for one week to help them to succeed in their academic journey. This orientation is informative and diagnostic in nature. Informative in that it is a period when vital information about the programs offered at Nampol College of Education is availed to the prospective students. Diagnostics in that it is a period during which measurement of prospective students' needs and/or skills are done so as to facilitate placement into suited NAMPOL College of Education programs in which each prospective student qualifies.

At the point of registration all students/sponsors have signed the registration form and accepted the conditions as binding.

## STATIONARY LIST/ BOARDING ITEMS

### Stationary List/Boarding Items\*

<b>TUITION</b>	<b>BOARDING</b>
<ul style="list-style-type: none"> <li>• 8 Note books &amp; scribblers</li> </ul>	<ul style="list-style-type: none"> <li>• Bathing soap</li> </ul>
<ul style="list-style-type: none"> <li>• A set of pens</li> </ul>	<ul style="list-style-type: none"> <li>• Bathing basin</li> </ul>
<ul style="list-style-type: none"> <li>• A set of pencils</li> </ul>	<ul style="list-style-type: none"> <li>• Blankets</li> </ul>
<ul style="list-style-type: none"> <li>• 1 ream bond</li> </ul>	<ul style="list-style-type: none"> <li>• Electric kettle</li> </ul>
<ul style="list-style-type: none"> <li>• 4 ring files</li> </ul>	<ul style="list-style-type: none"> <li>• Toilet paper</li> </ul>
<ul style="list-style-type: none"> <li>• 1 puncher</li> </ul>	<ul style="list-style-type: none"> <li>• Washing soap</li> </ul>
<ul style="list-style-type: none"> <li>• 1 stapler</li> </ul>	
<ul style="list-style-type: none"> <li>• A ruler</li> </ul>	
<ul style="list-style-type: none"> <li>• 4 assorted markers</li> </ul>	
<ul style="list-style-type: none"> <li>• Safety boots for Motor Mechanic</li> </ul>	
<ul style="list-style-type: none"> <li>• Calculator for Business, management studies.</li> </ul>	

Table 1. STATIONARY LIST/ BOARDING ITEMS

## RECOMMENDED TEXT BOOKS

## 1.1. Recommended Text Books

Course	Text book	ISBN	Author	Other Resources
Human Resource Management	Management of organizations and Human Recourses Mastering Human resources Management	978-0135518212  978-0333792803	James A.A. Stoner  Kelvin Cheatle	
Business Management	Competing For the Future Small Business Management		Meir Liraz	
Tourism and Hospitality Management	Tourism Principles and Practise The Business of Tourism	978-0-273-71710-2	John Fletcher Allan, Flyall	J Christopher Holloway
Motor vehicle Engineering	Motor Vehicle Engineering and Maintenance -Graded Exercises in Technical drawing	978-0-08096-998-5  0-582-65095-X		-A3 – Drawing Board -Rotring Compass.
Early Child hood Education	Principles and Practice of Education Sociology,	0-582-60772-8		
Early Child hood Education	Sociology: Concepts and Applications in a diverse world		Sulliran T.J	
Early Child hood Education	Sociology: Themes and Perspectives		Borich C.D Tombari, M.L	
Early Child hood Education	Educational Psychology: An African Perspective		Mwasnwenda T. S	
Early Child hood Education	Child Language: Acquisition & Development	13978-1412902328	Matthew Saxton	
Early Child hood Education	Understanding Second Language Acquisition	034090559X	Lourdes Ortega	
Early Child hood Education	The Expressive Arts Activity	1843108615	Wendde Health	
Early Child hood Education	The Wonderful Colourful World Wheel of Colour	1607058926	Lynn Koolish	
Early Child hood Education	The Book of Song Dances	1622770862	John M. Feierabend	
Early Child hood Education	The Art of Story Telling	97800465078073	Annette Simmons	
Early Child hood Education	The Bias Of Communication	0802068391	Harold A. Inus	
Early Child hood Education	A first Look at Communication	0073385026	Em Griffin	



Business Information System	Business information systems	978877681463 2	Elizabeth Hardcastle	
Financial Management	Business Accounting 1 12 <sup>th</sup> edition Cost and Management Accounting	978027375918 8  978184480349 1	Frank Wood and Alan Sangster	Colin Drury
Dress Making and Fashion Design	Modern Pattern Design		Harriet Pepin	
Secretarial and Administration	Business Accounting 1 Spreadsheet	0-340-80007-0	Frank Wood & Alan Sangster	Julian Mott & Ian Rendell

Table 1: RECOMMENDED TEXT BOOKS

## INTERNATIONALISATION

Nampol College of Education appreciates that the benefits of international Education go beyond the economical contributions made by students, but does: Enrich and change our College perception and deepen the relation across borders.

To this effect the college has entered into memorandum of understanding with college beyond our needs in order to realise this objective. Based on the memorandum of understanding with different institution the college shall be able to build a strong institutional long life relationship by cooperating in different manners:

- Student exchange program in fields of research.
- Interactive social and sports programmes.
- Resident training for a certain period in areas for common interest.
- Development of programs by utilisation of the resources in the different institutions.
- Exchange of ideas in different lifelong skills.
- Learning the cultural and diverse technology beyond our borders.

Our appointed in various countries directly or indirectly with our Partners will facilitate temporal Visa requirement as per requirement by the department of Immigration and Labour. The agents will negotiate on behalf of our partners with our Botswana Embassy under Secretary Ministry of Education.

The other initiative by our College is to open doors to nationalities for Training as long as they meet immigration requirement of our country. Therefore, the College as part

of an international market will attempt to attract students from around the globe through our website and appointed agents, not only for the benefit of the individual students but for the institution as well.

International students applying directly through our website and Facebook are given support by Vice Principal Administration in processing of the student resident permit with Immigration Department in Ministry Labour and Home Affairs. The student will have to wait for the outcome from immigration to resume classes, or depending on the situation will be awarded a waiver for protection while awaiting the outcome of the permit.

Under the office of the Dean of students Affairs the following processes are undertaken:

- Welcome International students and provide a specialist induction programme
- Offer learning support, particularly English language courses for students coming from non-English speaking countries.
- Consider the college calendar to ensure that major cultural and religious holidays are recognised.
- Ensure that college publications do not contain assumptions about the ethnicity of the readers.
- Develop proactive policies against discrimination and harassment.
- Provide specialist counselling advice and support services.
- Provide places for all faiths to carry out acts of worship (freedom of worship)

## STUDENT IDENTIFICATION CARDS

### 1.1. Introduction

Student identity Card is a necessity for every Academic Institution. It plays a major role in managing and controlling students in the institution. The ID cards serve as a proof of status in the College and provide access to many resources provided and available in the school.

### 1.2. Regulations governing the Student ID

- The ID is compulsory for every student in the College.
- Must be carried by the student at all times in the College or during any activities related to the College and visible for all to see.
- Cards remain the property of Nampol College of Education.
- Cards are not transferable and must not be lent to others.
- In the event that an ID is stolen, lost, damaged or the student want to change names, it is the responsibility of the student to obtain a new card which shall come with a replacement fee regulated by the Bursar's office.
- Lost cards must be replaced within 5 working days.
- Any transfer, alteration, falsification, or forgery of a Student ID card constitutes an offence which may result in an appropriate disciplinary action.

- A fee shall be charged for obtaining the student ID which shall be regulated by the Bursar's office.

### **1.3. Processing of the Student IDs**

The ID is part of the package given to a student upon payment of the initial deposit.

## STUDENT CODE OF CONDUCT AND ACADEMIC INTEGRITY

### 1.1. Code of Conduct

Students are expected to be responsible for their actions and to conduct themselves in accordance with the rules and regulations of the college. Violation of the College Code of Conduct shall lead to disciplinary action.

### 1.2. Academic Integrity

Nampol College of Education ascribes to the highest standards of academic integrity. Adhering to these standards of academic integrity means observing the values of: honesty, trust, fairness, respect, and responsibility. Students are expected to conduct themselves in a manner consistent with these values. These standards of academic integrity require Students not to engage in or allow integrity violations, including falsification, misrepresentation or deception.

### 1.3. College Rules

- Phones must be switched off during lessons
- No food stuffs (Gums, drinks, snacks) in classroom
- Keep the classroom clean at all time
- Punctuality must be observed
- Students must be formally dressed at all time
- No sleeping during lessons.
- Maintain silence during lessons.
- Any damage of property must be replaced by the student involved
- Deadlines for assignment must be observed
- Timetables for tests and examinations must be observed.
- Respect the members of staff and your fellow students.
- Channels of communication must be observed.
- No alcohol and drugs are allowed in the campus.
- All students must attend tutorials.
- 

### 1.4. Library Rules

- Maintain Silence in the Library
- Books found in the Library must not be taken away for personal use
- Leave all books at the front desk if you are not sure
- Ask questions at the front desk if you are not sure
- Reference books must not be taken out of the library
- No food stuffs are allowed in the library
- The front desk furniture is off limits to all students
- No bags are allowed in the library
- Keep your cell phone on silent or vibrations if not switched off
- All resource books must be shared amongst students
- The Library will remain closed during lunch break and on holidays including Sundays
- No one is allowed to move chairs from where they are. Furniture must not be moved any how

- No student is allowed in the library in the absence of the librarian
- A student is only allowed to borrow one book at a time, and only to keep it for two days. Any extra day will attract a penalty of P5.00
- Losing a book will attract a payment equivalent to the cost of the book plus a penalty of 20% of the cost of the book.

## LEARNER SUPPORT SERVICES

### 1.1. Introduction

Learner Support Service (LSS) constitutes a critical component of effective learning environment. It focuses primarily on what the lecturer or instructor can do to help learners beyond formal delivery of content or skills development to achieve positive learning outcomes. LSS also goes beyond classroom to assist learners with personal issues which may impinge on their academic work. Likewise, Nampol College of Education has strategies in place to support its prospective students. When deemed necessary, the college may need to refer to external support (social welfare services, HRDC etc.) to meet learners needs. The following are learner support services provide in the college:

### 1.2. Guidance and counselling

Guidance and counselling is an integral and essential service that helps students have a positive and rewarding educational experience. It helps students achieve academic, personal, and social success. Nampol College of Education offers a tailor made guidance and counselling services aimed at supporting students before beginning their academic life, during training and at the end of their training period. This may take place in the classroom, at talks or on an individual basis. Students are encouraged to make appointments for individual meetings through the office of the Dean of Student Affairs. The following are processes that are undertaken by the school in achieving this objective.

#### 1.2.1. Pre-entry guidance

- The process of supporting student learning begins as soon as students are recruited. After enrolment the Vice Principal-Administration will help the students to understand the aims and structure of the course they have been accepted on. Pre-entry guidance should also give students the opportunity to check that their choice of course, or chosen modules, is consistent with their career plans.
- If enrolled students are known to have special needs they should be referred to the disability service under the Dean of Student Affairs for their needs to be assessed as early as possible in order that support can be put in place involving, for example, scribes, signers or a buddy to help with personal requirements.
- **Mature students:** Special consideration must be given for the students enrolling with a qualification to place them at an appropriate level in the chosen field of study. The assessment of such qualification is referred to the Vice Principal-Academics who is the Head of Advisory Assessment Committee.

#### 1.2.2. On training guidance and counselling

- During training, the College offers guidance on effective study skills and examination techniques as well as counselling to support and help with study difficulties e.g. exam stress, parental/peer stress, home difficulties, substance abuse, depression, bullying.

### 1.2.3. Post training guidance

Post training guidance offered to our students include CV preparation and interview skills, job search, career planning and interests' assessment as well as assisting our students in securing funding from government funding agencies such as Youth Development Fund (YDF), Citizen Entrepreneurial Development Agency (CEDA), Gender Affairs to mention a few.

### 1.3. Tutorial/ Remedial classes

- Remedial lessons are assigned to assist students who are lagging behind during structured learning so that they don't only catch up with other but also in order to help them achieve expected academic competencies. Remedial lessons are facilitated by lecturers who schedule them at the times convenient to him/her and the students.
- Tutorial lessons are facilitated by lecturers and are run in smaller groups (15-25 students). Tutorials allow group discussion of lecture content and assessment, and presentation and debate on themes and concepts related to the course. Most modules have one weekly scheduled tutorial.

### 1.4. E-learning

Nampol has strategies in place through the use of Information Communications Technologies (ICT) to enhance online learning environment for learning support. The strategies include:

- Wi-Fi

Wi-Fi promotes mobile learning as through Wi-Fi enabled smartphones like the iPhone and Android, learners are able to engage in a number of activities, such as accessing course assignments, completing activities, research, reading educational materials, and communicating with teachers and classmates. All bona fide students of Nampol are eligible to be connected to the Wi-Fi in the college. Students are to bring their student ID cards and a mobile device to the IT office for connection.

- E-mail

All students must have our College based and customised email account to be used for online communications such as:

- Sending and receiving assignments
- Receiving assessment grades
- Receiving announcements

In order to create an account, students are requested to log into [www.gmail.com](http://www.gmail.com) the go to 'sign up' where they will follow the instructions given to create an account. Students are required to create their email addresses following format:

[\(initial\)\(last name\)\(dot\)\(nampol\)@gmail.com](mailto:(initial)(last name)(dot)(nampol)@gmail.com). all characters must be in small caps, for example: [abotswana.nampol@gmail.com](mailto:abotswana.nampol@gmail.com) . Your password is your student ID YOU are responsible for checking your email on a regular basis so that you don't miss any important information.

- **E-library**

The college has subscribed to an e-library - **ebSCO host (through ABMA)** to expand its library content and to increase access to information through ICT. The e-library can be accessed in the College library.



## STUDENT REPRESENTATIVE COUNCIL

### 1. Mandate

The college has a statutory obligation for inclusion of student leadership in the governance of the college. Housed under the office of the Dean of Student Affairs, the program facilitates formation and running of student leadership being the **Student Representative Council (SRC)**, which serves as the voice of the college's student membership. The main mandate of the SRC is tailored towards promoting the general welfare and interests of the students through liaising the college administration and the student body.

The roles and responsibilities of the SRC in the college include:

- Provide leadership to the Student Body
- To be the voice of the student body by communication issues through the proper channels.
- Participation in decision making structures of the college.
- Advise and advocate on implementation of effective structures to promote positive student's college experience.
- Coordinate all activities of the student body.

### 2. The Composition of the SRC

The SRC is made up of **nine (9)** Elective Portfolios which are as follows:

- a) **The President:** The overseer and spokesperson of the student body. Maintain the overall supervision of the administration of the council.
- b) **The Vice President:** Assumes delegation authority from the President. Establish, maintain and promote interrelations with other institution and stakeholders.
- c) **Secretary General:** maintain order and adherence to rules, regulations within the council to ensure compliance to the constitution. Oversees student disciplinary matters by ensuring that proper procedures are being followed when exercising disciplinary actions against students. Ensure students' compliance to the acceptable code of conduct in the college.
- d) **Administrative Secretary:** Provides excellent secretarial assistance to the council in terms of proper record keeping and information management.
- e) **Information and Publicity:** provides effective communication between the college administration and the student body. Responsible for flow of information within the council and the student body.
- f) **Social Welfare and Health:** ensure the wellbeing of students to ensure that their needs are met.
- g) **Entertainment, Sports and Recreation:** creates and advocate for recreational platforms for students to refresh and nurture their sporting capabilities.
- h) **Academic Affairs:** ensure that the students attain the best of their academic ability.
- i) **Finance:** Responsible for all accounting activities of the council to ensure proper management of funds and budgeting.

### **3. Election of the SRC**

The term of office of the members of the SRC is one academic year but a member of the SRC may serve more than one term of office. The SRC is therefore elected annually by the students. The election of the SRC is coordinated under the office of the Dean of Student Affairs. The Dean appoints an Independent Electoral Committee which will be responsible for conducting the elections.

All bona fide students of NAMPOL are eligible to vote or to stand for a position in the SRC. The elections are democratic as voting is by means of a secret ballot and voters must present their student ID cards to verify their eligibility. The elected SRC assumes duty as soon as the IEC announces the results and there has to be a handing over from the outgoing council. Any dispute arising from any aspect of the election can be submitted in form of writing to the Dean of Student Affairs within five (5) days after the release of the election results.

## CORPORATE SOCIAL RESPONSIBILITY

Our college students, staff and governors take our social responsibilities seriously and view it as an essential part of our business. As an institution of higher education we have a key role in the social and economic welfare of our community, Kweneng District as whole and an ethical responsibility to our environment.

As part of the learning journey with us, students are encouraged to consider and reflect on their own social responsibility through the tutorial programme which covers citizenship and the theme of Every Child Matters (ECM); staying safe, being healthy, enjoying & achieving, economic well-being and a positive contribution. Social responsibility underpins many activities and initiatives run through learner services, and our Programme teams with fundraising activities for local and national charities throughout the year. To this effect the College has set itself the following objectives in accordance to our Values:

### **In the Community**

- To make the College facilities available to the local community whenever possible.
- To communicate with our neighbouring colleges, and schools and welcome them to our College in all endeavours where we hold common interest.
- To enable our employees and students to undertake voluntary activities whenever possible.
- To encourage our College community to support at least one charitable organisation every year through voluntary fund raising activities.

It is to this effect the College has made a trust as an overseer of these programs. Therefore, every student become automatic members of the Trust. The students will pay the membership fee which is inclusive in the registration fees. This Policy is executed under the office of the Dean of Student Affairs Officer who by post is an automatic secretary of Nampol College of Education Foundation.

### **Composition of the Trust**

- Two Directors – Chairperson and Vice respectively
- Bursar – Treasurer
- Dean of Student Affairs – Secretary
- Marketing Officer – Trustee

## STUDENT GRIEVANCES AND COMPLAINTS PROCEDURES

### 1.1. Policy statement

Nampol College of education have the right to pursue timely, legitimate grievances brought up by students. The College has established procedures to delineate the right and responsibilities of students. Below is a progressive grievance management route

The Diagram below summarises:



### 1.2. Purpose

The student grievances provides a process for resolving disputes within the Institution. The procedures applies to all students issues, including but not limited to academic issues or Administration concerns.

### 1.3. Student Complaint Appeal Policy

Complaints against the College must in the first instance follow the normal channels depending on the complaint to be launched. Complaints are classified in two groups;

- a. Complaint against lecturer
- b. Complaint against school administration (school fees, resources etc.)

#### 1.3.1. Complaints against Lecturer

This is launched through the office of the Vice Principal Academic. The committee under this office comprise the following: - Vice Principal Academic, HOD from the respective department and the Representative from the Student Representative Council. Normally complaints will be resolved at this level. If the issue remains unresolved an appeal is made to the Appeals Board which is set up of the Principal, Vice Principal and Dean of student Affairs. If the appeal remains unresolved the student has a right to appeal to College Board.

#### 1.3.2. Appeals against College Administration.

These complaints are launched through the office of the Dean of student affairs. At this stage the complaint will be presented to the Students Representative Council for their input. If it remains unresolved the appeal is made to the Vice Principal Administration, who will meet the Students Representative Council normally at this stage the appeal will be resolved. If the appeal is not satisfactorily resolved the appeal is made to the office of the Principal.

### 1.4. Complaints

Whilst we always try to ensure that our standards are not compromised there are exceptional instances when students are unhappy with lecturers, standards, resources or administration conduct. In these circumstances the letter of complaint through the Student Representative Council to the Dean of student Affairs is

launched. This enables us to have a continuous reveal of our standards and products offered.

## **1.5. Whistle Blowing**

In this policy 'Whistle blowing' means the reporting by student/staff of suspected misconduct, that may compromise quality training to College Management and Board of Governors. The aim of this Policy is to encourage Student/staff and others who have serious concerns about any aspect of Training/Administration to come forward and voice those concerns.

### **1.5.1. Procedure**

- In the event of a suspected misconduct or concern, individuals should raise the concern (disclosure) in formal writing to the college principal. When the concern related to the Principal, the concerns must be directed to the Board of Directors. They should not approach or accuse suspects directly or attempt to carry out their own investigations.
- The college shall in receiving the formal concern acknowledge (in writing) receipt of the concern and assure the individual who disclosed the misconduct that investigations will be initiated and feedback on action to be taken will be communicated. For concerns that may require external authorities such as the Police, the College reserves the right to make this referral themselves without the whistle-blower's consent.
- The policy assures whistle-blowers of confidentiality if they prefer their identity not revealed. The policy also serves to protect the whistle-blowers from detrimental treatment as a result of disclosure. Anyone involved in such conduct will be subject to disciplinary action.

## **1.6. Appeals Procedure**

The appeal procedure has been discussed in 1.3.1 and 1.3.2 the students are advised to follow these procedures in the event that they wish to challenge any policy.

## **1.7. Implementation of Procedures**

The appeal procedure should: -

- Identify the person, policy, decision etc. they are appealing against
- State the form in which the appeal is made.
- The appeal documentation must be simple for easy understanding.

## INTERNSHIP

### 1. Purpose of Internships

The College recognise Internship as educational and career developmental process which provides opportunities for practical experience in a field or discipline. They are structured, short-term, supervised placements often focused around particular tasks or projects with defined timeline. The work should be meaningful and must be mutually beneficial for the intern, therefore it is important to consider the type of work the Intern will undertake.

#### 1.1. Teaching Practice

All students pursuing Education programs shall go for teaching practice in Schools for a minimum period of eight (8) weeks and maximum of twelve (12) weeks in the second semester of their study. This placement is done in collaboration with the Ministry of Education – Kweneng Region as it facilitates easy placement of our students.

**Placement:** Students are given one week to go and look for places in schools where they wish to be attached. The first one week of the eight weeks of teaching practice, students do observation. The remaining four weeks, students do actual teaching practice. In the third week of their teaching practice, lecturers go round the schools to observe and assess students' performance.

#### 1.2. Industrial Attachment

The attachment will be carried in locations and organizations which are acceptable to Nampol. The attachment shall be at least 12 weeks' duration excluding holidays and shall be completed before the commencement of final examinations. Nampol in collaboration with the employing organization will determine the nature of training with special reference to the syllabus.

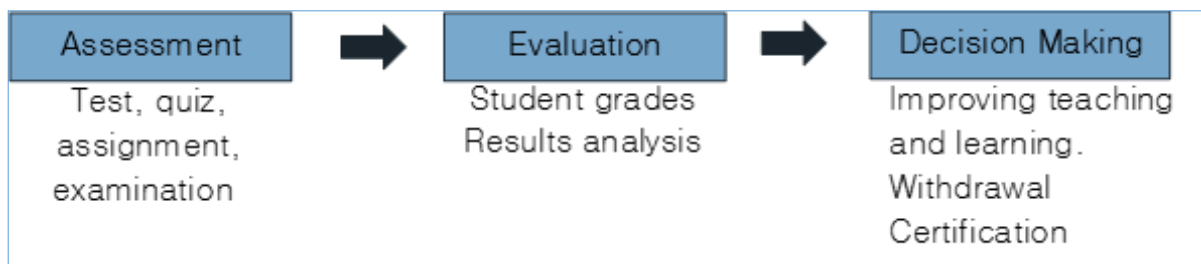
#### 1.3. Teaching Practice and Industrial Attachment fees

There is a fee attached which the students must pay to facilitate the teaching practice and industrial attachment. The fee is not standard and it is determined and reviewed by the college when the need arise.

## ASSESSMENT AND CERTIFICATION PROCEDURES

### 1.1. Introduction

Assessment is generally described as a process of gathering data during teaching and learning mainly to evaluate the student's academic performance and the teaching and learning process as well as making a decision based on the data.



Assessment	Description	Assessment methods
<b>Formative Assessments</b>	<ul style="list-style-type: none"> <li>Provides feedback during instructional process (teaching and learning).</li> <li>Measures student and lecturer progress to identify areas for improvement.</li> <li>Much of the formative assessment constitutes to the student's continuous assessment.</li> </ul>	<ul style="list-style-type: none"> <li>Assignment</li> <li>Quarterly tests</li> <li>Teaching Practice and Industrial attachment.</li> </ul>
<b>Summative Assessment</b>	<ul style="list-style-type: none"> <li>Administered at the end of the program and provides information and feedback that sums up the teaching and learning process.</li> <li>Graded to indicate whether the student has an acceptable level of knowledge-gain.</li> </ul>	<ul style="list-style-type: none"> <li>Mock Examination</li> <li>Final examination</li> </ul>

Table 2. Types of College assessment

### 1.2. List of assessment in the College

- Assignments
- Quizzes
- Presentations
- Quarterly tests
- Project
- Practical
- Mock Examination
- Internship (Industrial Attachment/Teaching Practice)
- Final Examination

### 1.3. Continuous Assessment

Continuous Assessment (CA) plays the role of formative assessment as student learning outcomes are assessed from the beginning of the program and continuously until the end. The College policy on CA states that these assessments are supposed to be marked and recorded electronically and manually awaiting final moderation by the Internal Advisory Committee (see table 3 below).

**N.B.** Every student must pass the prescribed number of assignment and tests in a program

ACADEMIC DURATION	NO OF ASSIGNMENTS	NO OF TESTS	NO OF PROJECTS
2 years	6	6	1
1 year	3	3	1
6 months	2	2	1
3 months	1	1	0

Table3 No of marked and recorded assessment per module per course.

### 1.4. Final Examination

At the end of every program duration a final examination (summative assessment) is carried out leading to possible certification of an award.

### 1.5. Final Mark/Grade

In order to pass a study area, a candidate must score at least 40% in both CA and Final Examination. The final Mark/grade of a candidate is based upon a weighted average (WA) of the course work and Final Examination.

The weighted average is arrived at using the following formula below:

$$FG = CW + E$$

FG= Final Grade

E= Final Examination

CW = Continuous Assessment + Industrial Attachment/Teaching Practice

### 1.6. Grading System

Marks for Continuous Assessment, Final Examination and School Experience (SE) are classified as follows:

PERCENTAGE	NUMERICAL SCALE	LITERAL SCALE	CLASSIFICATION
<b>90% and above</b>	9	A+	Distinction
<b>80-89%</b>	8	A	Distinction
<b>70-79%</b>	7	B+	Merit
<b>60-69%</b>	6	B	Credit
<b>46-55%</b>	5	C+	Definite Pass
<b>40-49%</b>	<b>4</b>	<b>C</b>	<b>Bare Pass</b>
<b>30-39%</b>	3	D+	Bare Fail
<b>0-29%</b>	2	D	Definite Fail

Table 4. grading system



### **1.7. Provision of Feedback On Performance**

The following instruments have been adopted by the College to provide feedback on performance:

- Progress Report
- Official Results Transcript
- Final Certificate
- Academic Reference

### **1.8. Graduation**

It is the policy of the institution that all the students should receive their academic awards through a graduation ceremony. This, therefore, means that ALL Nampol students must attend the graduation ceremony. Graduation is guided by the following:

- The college grants Awards on the basis of merit to Students who have satisfied the requirements of the program in which they are enrolled. To be eligible for an Award a Student normally should have satisfactory academic standing for the Award Program enrolled for.
- Any student who owes the college any form of money will not be permitted to graduate until such debt is cleared. It is therefore important that a student clear any debts before the deadline for graduation registration.

## TIME TABLE

### College Time Table

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#### Summer - Training

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Report:	07:15 (Classes start at: 07:30)
Tea break:	09:30 to 10:00
Lunch:	13:00 to 14:00
Afternoon:	14:00 to 15:00
Night school:	17:00 to 19:15
<b>Saturday</b>	
Report:	7:30( Classes start at 08:00 to 13:00)

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#### WINTER - TRAINING

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Report:	07:30 (Classes start at: 08:00)
Tea break:	10:00 to 10:30
Lunch:	13:30 to 14:30
Afternoon:	14:30 to 15:30
Night school:	17:00 to 19:15
<b>Saturday</b>	
Report:	08:00(Classes starts at 08:30 to 13:30)

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# CAMPUS MAP

