

Nampol College of Education



Prospectus 2022





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INTRODUCTION

Nampol College of Education which started as Nampol Vocational Training College has been in existence for the past fifteen (15) years. The institution has been offering Certificate Programmes in Early Childhood Education, Human Resource Management, Business Management, Secretarial & Administration, Automotive Mechanics and Dressmaking & Fashion Design, Also Diploma in Early Childhood Education and Modular related Courses.

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.



DIPLOMA PROGRAMMES

BQA FULLY REGISTERED AND ACCREDITED DIPLOMA IN EARLY CHILDHOOD EDUCATION – 2 YEARS / 3 YEARS

The Diploma in Early Childhood Education Programme is expected to provide trainee teachers with an opportunity to acquire key competences, skills, values and positive attitudes that are useful in facilitating the learning of the young children. Early Childhood Education is vital to the development of the young children of the nation and is not an end in itself but a means to the end.

Entry Requirements

- Direct Entry – (3 years Diploma in Early Childhood Education)
Five (5) O' Level Passes at BGCSE or equivalent with Credits (Grade C or better) inclusive of English; translating to 30 points or better
- Post Certificate Entry – (2 years Diploma in Early Childhood Education)
In-service teachers (Holders of ECE Certificate / any certificate in teaching qualification)

BQA FULLY REGISTERED AND ACCREDITED PROGRAM STRUCTURE – 3 YEAR DIRECT ENTRY

Year 1

Semester 1

- Child Psychology and Education Psychology (CEP)
- Education Organisation and Management (OMT)
- IT Application (ITA) / History and Religious Education (CRE)

Year 2

Semester 1

- Sociology of Early Childhood Education (SEC)
- Teaching Practice (Preparation and review) (TP)

Year 3

Semester 1

- Comprehensive Sexuality Education (CSE) / Entrepreneurship (ENT)
- Language Development and Communication Skills
- Special Needs Education Guidance and Counselling (SNG)

Semester 2

- Creative and Expressive Activities (CEA)
- Parenting, Child Protection and Teaching Children in Early Childhood Education (PCT)
- Health, Environmental Science and Pre-Mathematics (HEP)

Semester 2

- History and Philosophy of Early Childhood Education (HEP)
- Research Methods in Early Childhood Education (RME)
- Production of Teaching and Learning Aids (PTA)

Semester 2

- Early Childhood Curriculum (ECC)
- Research Paper (Research Project) (REP)
- Teaching Practice (Preparation & Review) (TP)



PROGRAM STRUCTURE – BQA FULLY REGISTERED AND ACCREDITED 2 YEAR POST CERTIFICATE DIPLOMA

Year 1

Semester 1

- Research Methods in Early Childhood Education (RME)
- Sociology of Early Childhood Education (SEC)
- IT Application (ITA) / History and Religious Education (CRE)

Year 2

Semester 1

- Comprehensive Sexuality Education (CSE) / Entrepreneurship (ENT)
- Parenting, Child Protection and Teaching Children in Early Childhood Education (PCT)
- Teaching Practice (Preparation & Review) (TP)

Semester 2

- Creative and Expressive Activities (CEA)
- Early Childhood Curriculum (ECC)
- History and Philosophy of Early Childhood Education (HPE)

Semester 2

- Education Organisation and Management (OMT)
- Research Paper (Research Project) (REP)
- Production of Teaching and Learning Aids (PTP)



CERTIFICATE PROGRAMMES

BQA FULLY REGISTERED AND ACCREDITED NATIONAL CERTIFICATE IN EARLY CHILDHOOD EDUCATION – 1 YEAR

An NQCF level 5 programme designed to train Early Childhood Educators. This course will provide trainee teachers with the requisite knowledge, skills and attitudes to be applied in the teaching and management of early childhood Education Centre.

Entry Requirements

- BGCSE or equivalent with 3 Passes OR
- JC with 5 Passes including English and Mathematics OR
- Mature Entry :Minimum 21 years of age with 2 years Industrial Experience

Program Structure

Year 1

Semester 1

- Education Organisation Management (EOM)
- Creative and Expressive Activities (CEA)
- Pre School Mathematics (PSM)
- Child Psychology (CPY)
- Language Development (LAD)

Semester 2

- Health and Environmental Science (HES)
- Teaching Practice (TP)
- Communication and Information Technology (CIT)
- Production of Teaching & Learning Aids (PTA)

BQA FULLY REGISTERED AND ACCREDITED CERTIFICATE IN AUTOMOTIVE MECHANICS – 1 YEAR

This programme is intended to equip junior mechanics with abilities, knowledge, skills, attitudes and values responsive to the needs and requirements of Botswana society and its industry. At the end of the programme, junior mechanic should be able to inspect vehicle systems and prepare a report and to identify all systems' components and their functions.

Entry Requirements

- BGCSE or equivalent with 2 Passes including Mathematics OR
- JC with 5 Passes including English and Mathematics OR
- Mature Entry :Minimum 21 years of age with 2 years Industrial Experience

Program Structure

Year 1

Semester 1

- Automotive Engine systems (AES)
- Mathematics and Science (MS)
- Automotive Chassis systems (ACS)

Semester 2

- Communication and Information Technology (CIT)
- Technical Drawing (TD)
- Industrial attachment and Practicals



BQA FULLY REGISTERED AND ACCREDITED CERTIFICATE IN BUSINESS MANAGEMENT – 1 YEAR

This course will provide junior managers with pre-requisite skills and knowledge needed to ensure managerial and administrative efficiency in business and the competence to operate a profitable business entity.

Entry Requirements

- BGCSE or equivalent with 3 Passes inclusive of English and Mathematics OR
- Mature Entry: Minimum 21 years of age with 2 years Industrial Experience.

Program Structure

Semester 1

- Economics of the Market (EMP)
- Business Strategy and Planning (BSP)
- Understanding the Market Environment (UME)
- Principles of Budget and Financial Information (BFI)

Semester 2

- Understanding Functions and Roles within Business Organisation. (FRB)
- Industrial Attachment

BQA FULLY REGISTERED AND ACCREDITED CERTIFICATE IN HUMAN RESOURCE MANAGEMENT – 1 YEAR

This course will provide junior managers with pre-requisite skills and knowledge required by employers in the dynamic work environment. The skills and knowledge will enable them to work in all areas of Human Resource Management both in the public, private and non-profitable enterprises.

Entry Requirements

- BGCSE or equivalent with 3 Passes inclusive of English and Mathematics OR
- Mature Entry: Minimum 21 years of age with 2 years Industrial Experience.

Program Structure

Semester 1

- Principles of People Management (PPM)
- Recruiting People into the Organisation (RPO)
- Principles of Staff Development (PSD)
- Dealing with Release Process (DRP)

Semester 2

- Human Resource Remuneration (HRR)
- Industrial Attachment



BQA FULLY REGISTERED AND ACCREDITED CERTIFICATE IN SECRETARIAL AND ADMINISTRATION – 1 YEAR

This course will provide junior administrators with the requisite knowledge, skills and attitudes to be applied in business activities such as understanding how businesses are organized, knowledge on the functions of an office and how to work there safely, systems and procedures in use in an office and how to complete financial documents.

Entry Requirements

- BGCSE or equivalent with 3 Passes OR
- JC with 5 Passes including English and Mathematics OR
- Mature Entry: Minimum 21 years of age with 2 years Industrial Experience.

Program Structure

Semester 1

- English for Business Communication (EBC)
- Entrepreneurship (ENT)
- IT Application (ITA)
- Office Skills (OSS)
- Bookkeeping (BOK)
- Customer Care (CUC)
- Industrial Attachment

BQA FULLY REGISTERED AND ACCREDITED CERTIFICATE IN DRESSMAKING AND FASHION DESIGN – 1 YEAR

This course will provide prospective designers with pre-requisite skills and knowledge about the different types of fabric and their required care, how to use sewing machines and ways to alter and embellish clothing. Moreover, it will enable learners to develop their own designs for a garment through research and experimentation with different media.

Entry Requirements

- BGCSE or equivalent with 2 Passes OR
- JC with 5 Passes including English OR
- Mature Entry: Minimum 21 years of age with 2 years Industrial Experience.

Program Structure

Year 1

Semester 1

- Art and Craft in Dress Making (ACD)
- IT Applications (ITA)
- Customer Care (CUC)

Semester 2

- Project (PJT)
- Design and Tailoring
- Industrial Attachment



BQA FULLY REGISTERED AND ACCREDITED CERTIFICATE IN BUSINESS INFORMATION SYSTEM – 1 YEAR

This course will provide trainees with a fundamental overview of the use and management of information systems in organisations and core components of management operations and information systems theory with computer science to manage organization's data.

Entry Requirements

- BGCSE or equivalent with 2 Passes OR
- JC with 5 Passes including English OR
- Mature Entry: Minimum 21 years of age with 2 years Industrial Experience.

Program Structure

Semester 1

- Introduction to Business
- IT Application Skills
- Introduction to Accounting

Semester 2

- Introduction to World of Computers
- Industrial Attachment

BQA FULLY REGISTERED AND ACCREDITED INTERMEDIATE CERTIFICATE IN TRAVEL AND TOURISM – 1 YEAR

This course will provide trainees with a solid introduction to travel and tourism knowledge. It will enable the trainees to build outstanding career networks required to succeed in this rapidly expanding global market of travel and tourism.

Entry Requirements

- BGCSE or equivalent with 2 Passes OR
- JC with 5 Passes including English OR
- Mature Entry: Minimum 21 years of age with 2 years Industrial Experience.

Program Structure

Semester 1

- Introduction to Business
- Introduction to Accounting
- Introduction to Travel and Hospitality

Semester 2

- Introduction to Business Communication
- Industrial Attachment



BQA FULLY REGISTERED AND ACCREDITED INTERMEDIATE CERTIFICATE IN TRAVEL AND TOURISM – 1 YEAR

This course will provide trainees with widely accepted accounting principles and concepts which will enable them to know to account for business transactions and events and prepare financial statements

Entry Requirements

- BGCSE or equivalent with 2 Passes OR
- JC with 5 Passes including English OR
- Mature Entry: Minimum 21 years of age with 2 years Industrial Experience.

Program Structure

Semester 1

- Introduction to Bookkeeping
- IT Application
- Introduction to Accounting

Semester 2

- Introduction to Business Communication
- Industrial Attachment



BQA FULLY REGISTERED AND ACCREDITED MODULAR COURSES

Modular courses are Botswana Qualification Authority (BQA) accredited courses which can be studied as stand-alone modules which provide a student with an opportunity to build towards a full qualification award. A student can accumulate the modular courses and be eligible for either a certificate full award or a diploma full award depending on the level of study. Furthermore, students enrolled on other programmes of study may choose to take additional modules from the framework in order to enhance their employability prospects.

The following are the modular courses currently on offer;

BQA FULLY REGISTERED AND ACCREDITED MODULAR COURSES	LEVEL
Certificate in Child Psychology	5
Certificate in Entrepreneurship	5
Certificate in Word Processing	5
Intermediate Certificate in Introduction to Business	5
Certificate in Organisation and Management	5
Certificate in Managing People	5
IT Application and Skills	5
Foundation Certificate in Spreadsheets	5
Introduction to Networking	5
Introduction to Financial Accounting	5
Introduction to Cost and Management	5
Intermediate Certificate in Office Procedures	5
Intermediate Certificate in Personal Computer Hardware Support	5
Certificate in Teaching Methods	5
Certificate in Early Childhood Teaching Methods and Production of Teaching and Learning Aids	5
Minimum Fee of P1000.00 per module/per month	



SEMESTER FEES PAYMENT DETAILS

These courses are offered on Full Time, Part Time, and Distance Learning basis. There are three payment plan per course that the college offers. A student has to pick upon registration one payment plan which is appropriate for him or her. The following are the payment plans for the courses;



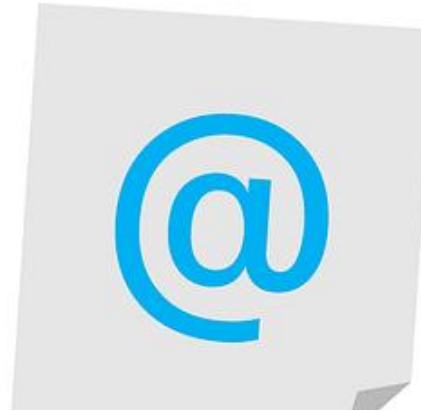
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Legotlhong Ward – Opposite
Botswana Power Corporation Offices
Molepolole- Kweneng District



COLLEGE TIME TABLE

TRAINING HOURS

Week Days (Monday to Friday)

Report: 07:00 (Classes start at: 07:30)

Tea break: 09:30 to 10:00

Lunch: 13:00 to 14:00

Afternoon: 14:00 to 15:00

Evening (Monday to Thursday)

Report : 17:00

Classes : 17:00 to 19:00

Saturday

Report: 07:15 (Classes start at 08:00 to 13:00)

Tea break: 09:30 to 10:30