



Namibia · Qualifications · Authority

Quality Assured Qualifications

**Annual Report
2013/2014**

NAMIBIA QUALIFICATIONS AUTHORITY

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NQA AT A GLANCE



Organisational Mandate:

The NQA is mandated to exercise and perform the statutory powers, duties and functions in line with the Namibia Qualifications Authority Act (Act no. 29 of 1996) as outlined under subsection titled 'The Objects of the NQA' Articles 3(a)-(j):

- a. Set up and administer a Namibia Qualifications Framework (NQF);
- b. Be a forum for matters pertaining to qualifications;
- c. Set up the occupational standards for any occupation, job, post or position in any career structure;
- d. Set the curriculum standards required for achieving the occupational standards for a given occupation, job, post, position in a career structure;
- e. Promote the development of and analyse benchmarks of acceptable performance norms for any occupation, job, post or position;
- f. Accredite persons, institutions and organisations providing education and courses of instruction or training as meeting certain requirements as set out in Section 13;
- g. Evaluate and recognise competencies learnt outside formal education;
- h. Establish facilities for the collection and dissemination of information in connection with matters pertaining to qualifications;
- i. Inquire into whether any particular qualification meets the national standards; and
- j. Advise any person, body, institution, organisation or interest group on matters pertaining to qualifications and national standards for qualifications.

Strategic Objectives:

The NQA's current and future strategic objectives are encapsulated in the Strategic Plan 2011– 2015, which essentially provides a roadmap to navigate the way towards achieving its goals.

The Strategic Plan, which is set for review in the last quarter of 2014, outlines four key strategic goals or 'pillars of excellence' for the NQA, namely:

1. Organisational Development:

The effective equipping of the NQA through institution building, HR management, infrastructure development and management to enable it to work towards the realisation of its mandate.

2. Implementation of NQF Systems:

Includes implementation, maintenance, review and re-registration of qualifications, Unit Standards (U/S), courses, Recognition of Prior Learning (RPL) subsystems, National Learner Record Database (NLRD) establishment and roll-out, capacity building in qualifications assessment standards, credit recognition and transfer, evaluation of qualifications and agreed national assessment processes.

3. Relationship Management:

Improve and maintain communication and engagement with all stakeholders, including inter alia, statutory bodies, professional bodies and Government. Establish and maintain positive relations with new stakeholders, building on existing partners and using the website.

4. Quality Assurance Systems:

These are the mechanisms that include accreditation, re-accreditation and audit that assure the quality of education, training and assessment in Namibia.

Vision:

To be a globally reputable qualifications authority empowering people in Namibia.

Mission:

To sustain a dynamic national framework that assures quality qualifications through credible recognition of quality learning attainments

Values:

Professionalism
Excellence
Integrity
Accountability

*“ Live as if you were to die tomorrow.
Learn as if you were to live forever.”*
~ **Mahatma Gandhi**

SECTION 2

CORPORATE GOVERNANCE

“Education is the critical catalyst for the realisation of our Vision 2030. As such, it remains one of the highest priority areas of our government.”
~H.E. President Hifikipunye Pohamba



MESSAGE FROM THE CHAIRPERSON



“It has been an immense privilege and pleasure to lead the NQA”

ECKHART D.G. MUELLER
Chairperson of the NQA Council

In 1996 the Government of the Republic of Namibia promulgated the Act, which established the Namibia Qualifications Authority (NQA).

When the first NQA Council had to be constituted, I was nominated by the Chamber of Mines of Namibia to represent the Mining Industry on this very important Council. The first Chairperson had been the Permanent Secretary of the Ministry of Education, Mr Vitalis Ankama. In the year 2002 I was chosen to lead the Council and this had been my privilege until the end of February 2014, when a new Chairperson was been appointed and I moved on to become a Commissioner of the National Planning Commission.

This then will be my last report on the activities of the NQA Council.

The NQA Secretariat under the able leadership of the Chief Executive Officer, Mr Franz Gertze and the Deputy Director, Mrs Asnath Kaperu, steadily developed our NQA to be an example-setting organisation for many SADC member states. This was not without challenges, one of which was a shortage of office space. Due to its ever increasing responsibilities, the NQA had to expand its staff complement, but the lack of adequate space meant that most employees had to share the available space, which at times was a hampering factor in our service provision to our clients.

With the completion of the NQA House located at the Corner of Bismarck and Dr. W. Kulz Street in Windhoek, the Secretariat will be housed in its own Headquarters and will be able to provide service of excellence to all our people.

It has been an immense privilege and pleasure to lead the NQA, to work closely with all members of the NQA Secretariat and to be able, through the NQA, to serve our nation to the best of my abilities. May the blessings of our Lord and Creator be abundantly given to the NQA and its entire workforce.

As my farewell message, I would like quote Alfonso Obitz:

“Whatever life’s challenges you may face, remember always to look at the mountain top, for so doing, you look at greatness. Remember this, and let no problem, no matter how great it may seem, discourage you, nor let anything less than the mountain top distract you.”

This is the one thought I want to leave with you. In wishing you well, I also thank you all for your friendship and for always striving for excellence. Please keep on serving our people to the best of your abilities.



ECKHART D.G. MUELLER
CHAIRPERSON OF THE NQA COUNCIL

MESSAGE FROM THE CEO



“The NQA will be enabled to deliver superior service to our clients and as a result ensure greater customer satisfaction.”

FRANZ E. GERTZE
Chief Executive Officer

The NQA is experiencing hotspots of exponential growth. While the past decade has witnessed a hype of activities at the NQA, during the year under review, the building blocks finally started to fall into place.

A globally reputable authority empowering people in Namibia.

The construction of the NQA House has started and it takes shape as each brick is put in place. This development also created employment for Namibians under the Targeted Intervention Programme for Employment and Economic Growth (TIPEEG) programme.

We are also confident that the new office will enhance staff morale and efficiency. Best of all the NQA will be enabled to deliver superior service to our clients and as a result ensure greater customer satisfaction. As the NQA House is rising, so does the Authority continue to record ground breaking and vanguard progress on outputs in the discharge of its functions:

- The number of evaluations shows a year on year increase. During the year under review, 6587 qualifications were evaluated representing an increase of 12.3% compared to the previous financial year.
- The NQF is the foundation on which all quality assurance systems are based. Building on this solid foundation will enable Namibia to grow closer to Vision 2013. The NQA is designed to facilitate the acquisition of quality qualifications and skills that are relevant and which form the basis for the realization of our national dream of an industrialised and a prosperous nation driven by highly educated and skilled people. During period under review, the NQF was further entrenched after a comprehensive review. The stakeholders now understand the NQF better and they have given it a nod of approval. This year 36 qualifications and 51 unit

standards were registered on the NQF. Additionally, 36 training providers were accredited.

- The NQA proudly continues to invest in its staff and in creating a working environment that is both challenging and interesting yet responsive to people's individual circumstances. As a result, the NQA has retained a core of competent and motivated staff that has enabled our commendable results.
- As a responsible entity, the NQA concluded negotiations with the labour union. In June 2013 a Recognition and Collective Bargaining Agreement was signed which will regulate industrial relations between the NQA and NAPWU as well as develop and foster a fair and equitable relationship between the two parties.
- The term of the 5th Council of the NQA under review came to an end during the period under review. The solid foundation that was laid by the previous Council made the handover of the baton to the 6th Council a seamless exercise. Good corporate governance was evidenced by the smooth transfer and handover. On 01 March 2014, the Minister of Education, Hon. Dr. David Namwandi, appointed the members of the 6th NQA Council chaired by Ms. Martha Mbombo. Welcome to all the members of the Board. A vote of appreciation to the members of the 5th Council for the sterling job done in building the NQA. Special thanks to Mr. Eckhart D.G. Mueller, who served a record setting number of years as the Chairman of the NQA Council. His commitment contributed to the growth of the NQA, building dreams and mansions that the NQA has become.
- Globalisation has not left the NQA unaffected. Numerous Namibians undertake their studies at Higher Education Institutions across the world and collorary thereto the NQA must expand extent its footprint internationally. To this end, we have entered into agreements with sister organisations, mainly from the SADC region. The NQA contributed immensely to the Commonwealth of Learning, UNESCO and SADC quality assurance initiatives. Furthermore the NQA assisted and formed part of missions to foreign countries to assist pursuing studies in various fields.

We are truly indebted to the Minister of Education, Honourable Dr. David Namwandi, the entire NQA Council and all the people who serve the Authority in various capacities. Without them, the NQA success would not have been possible. Their selfless dedication to the national call to transform the sector and to ensure quality qualifications will certainly leave a lasting legacy. The NQA family is proud to again put forward a set of excellent results and in so doing contribute to building the Namibian nation.



FRANZ E. GERTZE
CHIEF EXECUTIVE OFFICER

EXECUTIVE MANAGEMENT TEAM



Franz Gertze
Chief Executive Officer



Asnath Kaperu
Deputy Chief Executive Officer



Polli Andima
Head: Accreditation, Assessment and Audit



Dennis Van Rooyen
Head: Administration



Sara Alweendo
Head: Qualifications

Regulatory Framework

The NQA is a statutory body which has been established by the Namibia Qualifications Authority Act (Act 29 of 1996) as amended, which Act principally regulates its affairs. In addition to the establishing Act, the NQA operates within the confines of further applicable legislation including, among others, the State-Owned Enterprises Governance Act (Act 2 of 2006) as amended.

As cardinal tenet, the NQA is a veracious entity which subscribes to the King Code of Governance Principles (King III), which includes accountability, transparency and integrity and is primed to implement the best practice principles contained in the recently launched Corporate Governance Code for Namibia (NamCode).

NQA Council

Council Structure

The NQA Council is headed by a Chairperson and is currently composed of a total of fifty-six (56) Council Members of whom thirty (30) are Substantive Members and twenty-six (26) are Alternate Members.

The Council is empowered by Section 9 of the NQA Act to establish Committees to advise it on such matters as it may refer to such Committees, or to assist the Council in the exercise of such of its powers or the performance of such of its duties and functions under the NQA Act as the Council may delegate or assign to such Committees under section 15 of the NQA Act.

The NQA Council is currently served by the following five (5) Committees:

1. Executive Committee
2. Human Resources Committee
3. Finance Committee
4. Accreditation, Assessment & Audit Committee
5. Qualifications Committee

Council Roles and Responsibilities

1. Manage the affairs of the NQA (Section 5 (1) of the Act);
2. Determine the policies and procedures of the NQA with regard to its objects;
3. Exercise control generally over the performance of the functions of the NQA, the exercise of its powers and the execution of its duties.

Term of Office

The term of the incumbent Council is three (3) years (1st March 2014 to 28 February 2017).

5th Council of the NQA:

The outgoing 5th council of the NQA was made up of the following members

MEMBERS OF THE 5TH NQA COUNCIL	
Term: 01 January 2011 - 31 December 2013 extended until 28 February 2014.	
Name of member and alternate	Name of organisation representing
Mr. Alfred Ilukena	Ministry of Education
Prof. Lazarus Hangula	University of Namibia
Dr. Tjama Tjivikua	Polytechnic of Namibia (PoN)
Mr. Franz E Gertze	Namibia Qualifications Authority
Mr. Andrew A.N. Ndishishi (PS)	Ministry of Agriculture, Water & Forestry
Mr. Peter Mwatile (PS)	Ministry of Works & Transport
Ms. Ulitala Hiveluah (PS)	Ministry of Fisheries & Marine Resources
Mr. Kahijoro Kahuure (PS)	Ministry of Health and Social Services
Mr. Steve Katjuanja (PS)	Ministry of Justice
Ms. Pamela /Hoëbes	Public Service Commission
Dr. Herbert P. Schneider	Namibia Agricultural Union
Prof. Monish.Gunawardana	Namibia Chamber of Commerce and Industry (NCCI)
Mr. Stefan Hugo	Institution of Chartered Accountants
Mr. Jaap Blaauw	Namibia Employers Federation (NEF)
Mr. Eckhart D.G. Mueller	Chamber of Mines of Namibia
Mr. Larry H Laursen	Tourism Federation
Mr. Gerson G. Mutendere	Persons with disabilities
Ms. Elsie Nghikembua	Office of the Prime Minister
Dr. Vetumbuavi Veii	Ministry of Youth, National Service, Sport & Culture
Mr. Mbeuta Ua-Ndjarakana	Ministry of Information and Communication Technology
Mr. Cavin M. Nyambe	Ministry of Education, Department: Examinations
Ms. Helena Andjamba	Ministry of Gender Equality and Child Welfare
Mr. Andries L. Hungamo	National Planning Commission
Mr. Vilbard Usiku	Employment Equity Commissioner: Ministry of Labour and Social Welfare
Ms. Manda Bakkes	Council for Architects and Quantity Surveyors
Prof. Frank P.L Kavishe	Engineering Council of Namibia
Mr. IFJ van der Merwe	Namibia Training Authority (NTA)
Ms. Yvonne Dausab	Board for Legal Education, Ministry of Justice

Committees of the 5th Council:

Predecessor ExCom	Predecessor FinCom	Predecessor AAACom	Predecessor QCom	Predecessor HRCom
Mr. EDG Mueller (Chairperson)	Mr. S Hugo (Chairperson)	Mr. IFJ van der Merwe (Chairperson)	Ms. M Bakkes (Chairperson)	Mr. J. Blaauw (Chairperson)
Ms. M Bakkes	Prof. M. Gunawardana	Mr. GD Enssle	Ms. Y Dausab	Ms. P. Hoebes
Mr. S Hugo	Mr. AL Hungamo	Mr. GG Mutendere	Prof: M Gunawardana	Ms. E. Nghikembua
Mr. A Ilukena	Mr. L Laursen	Mr. CM Nyambe	Dr. H Schneider	Mr. V. Usiku
Ms. E Nghikembua				Ms. H. Andjamba
Mr. FJ van der Merwe				Mr. EDG Mueller
Mr. J Blaauw				

NQA Council Members for the period 01 March 2014 - 28 February 2017:

On 26 March 2014, the Minister of Education, Hon. Dr. David Namwandi appointed members to the 6th Council of the NQA, under the leadership of Ms Martha Mbombo as the Chairperson. The new Council Members are as follows:

	NAME OF MEMBER AND ALTERNATE	NAME OF ORGANISATION REPRESENTED
1.	Mr. Alfred Ilukena	Ministry of Education
	Mr. Alfred van Kent (Alternate)	Ministry of Education
2.	Prof. Lazarus Hangula	University of Namibia
	Dr. Ngepathimo Kadhila (Alternate)	University of Namibia
3.	Prof. Tjama Tjivikua	Polytechnic of Namibia (PoN)
	Mr. Corneels Jafta (Alternate)	Polytechnic of Namibia (PoN)
4.	Mr. Franz E. Gertze	Namibia Qualifications Authority
5.	Mr. Andries L. Hungamo	National Planning Commission
	Mr. Sylvester Mbangu (Alternate)	National Planning Commission
6.	Mr. Joseph S. Iita (PS)	Ministry of Agriculture, Water & Forestry
	Ms. Johanna F. N. Andowa (Alternate)	Ministry of Agriculture, Water & Forestry
7.	Mr. Mbeuta Ua-Ndjarakana	Ministry of Information and Communication Technology
	Ms. Tjiuai Kaambo (Alternate)	Ministry of Information and Communication Technology
8.	Ms. U. Hiveluah	Ministry of Fisheries & Marine Resources
	Ms. Hilaria Namoloh (Alternate)	Ministry of Fisheries & Marine Resources
9.	Mr. Andrew Ndishishi	Ministry of Health and Social Services
	Dr. Norbert Forster (Alternate)	Ministry of Health and Social Services
10.	Mr. I.V.K Ndjoze	Ministry of Justice
11.	Mr. P Mwatile	Ministry of Works & Transport
12.	Mr. Stanley H. Mbura	Namibia Employers Federation (NEF)
	Ms. Hendrina J. Jandrell (Alternate)	Namibia Employers Federation (NEF)
13.	Mr. Basilius G.M. Haingura	National Union of Namibian Workers (NUNW)
	Ms. Narina Pollmann (Alternate)	National Union of Namibian Workers (NUNW)
14.	Ms. Anke H. Halenke	Namibia Agricultural Union
	Dr. Herbert P. Schneider (Alternate)	Namibia Agricultural Union

NQA Council Members continued

	NAME OF MEMBER AND ALTERNATE	NAME OF ORGANISATION REPRESENTED
15.	Mr. Job Amupanda	Chamber of Commerce and Industry (NCCI)
	Ms. Taimi Kapelwa (Alternate)	Chamber of Commerce and Industry (NCCI)
16.	Ms. Ester Kali (Shirley Bester)	Bankers Association of Namibia
	Mr. Otto Makemba (Alternate)	Institute of Chartered Accountants of Namibia
17.	Ms. Sophy Partenbach-Fick	Chamber of Mines of Namibia
	Mr. Domingos Sachikela (Alternate)	Chamber of Mines of Namibia
18.	Mr. Larry H Laursen	Federation of Namibian Tourism Associations (FENATA)
	Mr. Ernst Sauber (Alternate)	Federation of Namibian Tourism Associations (FENATA)
19.	Awaiting Re-appointment	National Federation of People with Disabilities in Namibia
	Ms. Meriam Sam (Alternate)	National Federation of People with Disabilities in Namibia
20.	Mr. Vitura Kavari	Office of the Prime Minister
	Mr. Maurice T. Likukela (Alternate)	Office of the Prime Minister
21.	Mr. Alfred Tjihambuma	Public Service Commission
	Ms. P. /Hoëbes (Alternate)	Public Service Commission
22.	Ms. Jo-Ann N. Manuel	Ministry of Youth, National Service, Sport & Culture
	Mr. Ivan Scheffers (Alternate)	Ministry of Youth, National Service, Sport & Culture
23.	Mr. Cavin M. Nyambe	Ministry of Education Department: National Examinations
	Ms. Sandra van Zyl (Alternate)	Ministry of Education Department: ETSIP
24.	Ms. Martha Mbombo (Chairperson)	Ministry of Gender Equality & Child Welfare
25.	Mr. Albius Mwiya	Ministry of Labour & Social Welfare
	Mr. David Iigonda (Alternate)	Ministry of Labour & Social Welfare
26.	Mr. Lesley Hindjou	The Namibia Council for Architects and Quantity Surveyors
	Mr. Andrew Main (Alternate)	The Namibia Council for Architects and Quantity Surveyors
27.	Prof. F.P.L Kavishe	Engineering Council of Namibia
	Ms. Sophie Tekie (Alternate)	Engineering Council of Namibia
28.	Ms. Melissa Shanjengange	Namibia Training Authority (NTA)
	Mr. Tim Parkhouse (Alternate)	Namibia Training Authority (NTA)
29.	Prof. Sam K. Amoo	Board for Legal Education
	Ms. Michele Gregan (Alternate)	Board for Legal Education
30.	Mr. Joseph C. Lewis	Namibian Council for Professional Land Surveyors, Technical Surveyors and Survey Technicians
	Mr. Frikkie J. Louw (Alternate)	Namibian Council for Professional Land Surveyors, Technical Surveyors and Survey Technicians

NQA COUNCIL COMMITTEES

Executive Committee (ExCom) Members

1. Ms. Martha Mbombo (Chairperson)
2. Ms. Ester Kali
3. Mr. Vitura Kavari
4. Mr. Basilius Haingura
5. Mr. Job Amupanda

Finance Committee (FinCom) Members

1. Ms. Ester Kali (Chairperson)
2. Mr. Lesley Hindjou
3. Mr. Larry Laursen
4. Mr. Mbeuta Uandjarakana

Human Resources Committee (HRCom) Members:

1. Mr. Vitura Kavari – Chairperson
2. Ms. Melissa Shanjengange
3. Ms. Sophy Partenbach-Fick
4. Mr. Stanley H. Mbura
5. Mr. Albius Mwiya

Accreditation, Assessment and Audit Committee (AAACom) Members

1. Mr. Basilius Haingura (Chairperson)
2. Ms. Sophie Tekie
3. Mr. Cavin M. Nyambe
4. Ms. Anke Halenke
5. Prof. Lazarus Hangula

Qualifications Committee (QCom) Members:

1. Mr. Job Amupanda – Chairperson
2. Mr. Alfred Tjihambuma
3. Mr. Albius Mwiya
4. Dr Tjama Tjivikua
5. Mr. Larry Laursen

*“Education is our passport to the future,
for tomorrow belongs to the people
who prepare for it today.”*
~ **Malcolm X**

SECTION 3

THE SECRETARIAT

“The teaching of English should not be at the exclusion or neglect of Indigenous Languages.”
~ Honourable Dr. Abraham Iyambo (Late)



THE SECRETARIAT



The NQA (Act 29 of 1996) Act states that Council shall, on the recommendation of a selection committee established by the Council for the purpose of and with the concurrence of the Minister, appoint, on such conditions of employment, privileges and period of office as it may determine, a suitably qualified and experienced person as Director of the NQA, who shall be the Chief Executive Officer, and a suitably qualified and experienced person as Deputy Director of the NQA who shall be the Deputy Chief Executive Officer.

The Office of the Chief Executive Officer is responsible, through effective leadership and governance, for ensuring the aligned development of human, financial and infrastructural resources to support the achievement of the organisational objectives.

The Secretariat facilitates informed decision-making and good governance through the organisation, management and dissemination of high quality information to the Office of the Director, the NQA Council and its committees.

SECTION 4

QUALIFICATIONS

“A vocational oriented education system is considered the most pertinent form of education capable of meeting the growing scale of national human resource development.”
~ Hon. Dr. David Namwandi



QUALIFICATIONS

Evaluation Section

The evaluation of qualifications only applies to qualifications not registered on the National Qualifications Framework (NQF) for Namibia. Therefore, the evaluation of qualifications is defined as a process that leads to qualifications being described in a comparable manner with the types of qualifications registered on the NQF for Namibia. The purpose for evaluating qualifications is to confirm their legality, validity and credibility.

During the period under review, from April 2013 to March 2014, a total of 6587 qualifications were submitted to the NQA for evaluation. Of this number, 6345 were finalised. A year-on-year comparison with the previous financial year indicates that 5865 qualifications submitted for evaluations from April 2012 to March 2013 of which 5587 were finalised, representing an increase by 12, 3%.

This increase may be attributed to an increase in the level of public and employer awareness and appreciation of quality assured qualifications. In this regard, the demand for NQA validated and recognised qualifications have increased resulting in the surge in the applications for evaluations of qualifications.

NQF Section

The Registration Unit deals with the registration of qualifications and unit standards submitted for registration on the NQF by training providers in Namibia. The registration of qualifications involves the process of quality assurance in order to determine their fitness for purpose of such qualifications and unit standards before they are registered on the NQF. Other mandates include the setting of professional standards.

During the year under review, a total of 36 qualifications and 51 unit standards were registered on the NQF. The NQA will continue engaging the training providers in conversations about the importance of registering qualification on the NQF.



NQF Review

The NQA Council resolved in 2011 that the NQF should be reviewed. Seven years after it was implemented, the NQF Regulations Document was reviewed to gauge whether it was still relevant and responsive to the purpose it was designed for. The NQF Section held the first internal workshop in February 2013. Terms of Reference (TOR) was compiled to invite Providers to submit comments before the end of March 2013. Various providers submitted their comments. A second internal workshop was held on 3 - 4 July 2014 to discuss

the feedback /comments received from the Providers. Representatives from both the Qualifications and Accreditation Section attended the workshop.

The National Qualifications Framework Regulations Review was held in November 2013 and attended by local stakeholders and international partners in education and training who took part in the NQF review process. After three days of intensive consultations and deliberations, key recommendations were made with the view of enhancing the NQF, which included the following:

- a) A review of the free text currently preceding the names or titles of certificates and diplomas eg. Higher, Advanced Certificate
- b) A review of the need for research for the Professional Bachelor as a way to prepare students for Master's Degree level
- c) Composite Bachelor Honours be highlighted in NQF Regulations
- d) Rational for the minimum 40 NQF credits for a Certificate and the possibility of increasing this to 60 credits
- e) Proposal for 180 NQF credits for the Master's Degree

These and other recommendations emanating from the conference are currently under discussions by stakeholders and once ratified, the final outcomes will be released into the public domain for implementation.



NQA Review delegates attending the conference in Swakopmund

National Learner Record Database (NLRD)

During the period under review, the NQA embarked on an ambitious project, which is set to immensely enhance the education sector in Namibia. The National Learner Record Database (NLRD) is an integrated information system aimed at facilitating the management of information on the National Qualifications Framework (NQF). The system offers a multitude of benefits including the timely provision of statistics to stakeholders, providing employers with proof of qualifications obtained and informing qualification developers about required qualifications standards.

The development of the NLRD system will also ensure that the NQA remains in a commanding position with regard to all relevant qualifications information in the country. The NLRD system will also ensure that the credibility of Namibian qualifications is not compromised as a result of the growing fraudulent activities in the area of qualifications.

The project is currently at consultation stage and is expected to be finalised in the next financial year.

*“Education is not the learning of facts,
but the training of the mind to think.”*
~ **Albert Einstein**

SECTION 5

ACCREDITATION, ASSESSMENT AND AUDIT

“New skills must be developed to manage today’s challenges. It is important that our graduates understand the global economic situation, as this will help them prosper in future. This is an era where innovative minds will thrive.”
~ Right Hon. Dr. Hage Geingob



ACCREDITATION, ASSESSMENT AND AUDIT

The Accreditation, Assessment and Audit (AAA) Department's main responsibility is to process applications for accreditation, re-accreditation and expansion of Training / Education Providers.

The applications are subjected to extensive verification processes by the NQA and/or Subject Matter Experts who provide professional and /or for a technical opinion on a subject matter based on their background. Such opinion would be derived from the desk evaluation and the site-visit to the institution of the applicant. On the basis of reports arising from the verification processes the NQA Council makes a decision on the accreditation of the applicant and their courses or programmes.

Accreditation by the NQA represents an independent verification that a juristic person, organisation or institution has the capacity to provide a course or courses of instruction and to assess the performance of people taking such a course or courses. Accreditation is also an independent verification that any course offered meets the occupational standards or curriculum standards set for such a course as per the Regulations of Government Notice: No. 124 (2006).

For the period under review, the AAA department primarily focused on four objectives, being applications for accreditation, re-accreditation, expansion of accreditation and benchmarking.

Applications for accreditation, re-accreditation and expansion

During the period under review, 36 applications were processed for accreditation, re-accreditation and expansion, in comparison with 25 applications that were processed during the previous financial year. This represents a 30% increase in applications on a year-on-year comparison.

Out of the 36 applications received, 16 were presented to NQA Council for decision, of which the outcomes are illustrated in Table 1 below.

Comment	Number of Applications
Institutions granted accreditation, re-accreditation or expansion by Council of NQA	8
Institutions not granted accreditation, re-accreditation or expansion by Council of NQA	7
Institutions pending decision of Council of NQA	1
Number of applications handled and not finalised	20
Total applications	36

Table 1: Applications processed by the NQA in 2013/2014.



The certificate handing over ceremony of Institute of Bankers (IOB).

As indicated in the table on previous page (Table 1), the number of rejected applications stood at eight (8). While the reasons for rejection varies from applicant to applicant, some of the key shortcomings pertained to the fact the professional staff hired by the training provider did not meet the minimum qualifications and experience required to ensure the attainment of qualifications to be awarded. As a general rule, teaching staff are required to have obtained at least one qualification higher than they are presenting.

Furthermore, some of the applicants did not have the required capacity and resources to offer the type and range of educational services applied for. In some instances, the applicants did not provide sufficient evidence for the NQA Council to express an opinion on the financial viability on the applicant.

In terms of benchmarking, visits were conducted to the Malaysia Qualification Agency, specifically to share best practices in the Quality Assurance sector. Similar visits were also organized with the Botswana Qualifications Authority (BQA) and Mauritius Qualifications Authority (MQA) in March 2014.

The purpose of these visits was twofold. Firstly, to engage with and observe how these two Qualifications Authorities conduct audits on accredited institutions and their methodology for general monitoring to ensure compliance with relevant Regulations. Secondly, to network and share experiences on matters pertaining to accreditation that may assist improvement in processes and internal efficiency of the NQA.

Malaysia Qualifications Agency Internship Programme

During the period under review, two staff members from the AAA department attended the internship programme held in Kuala Lumpur, Malaysia. The programme was aimed at sharing best practices in the Quality Assurance sector. Delegates included representatives from Namibia and Brunei.s.

In addition to benchmarking, stakeholder engagement was also a key activity during the year under review. Successful stakeholder engagement is crucial to the attainment of the NQA strategic objectives as it promotes greater understanding and support for the NQA, which ultimately leads to mutually beneficial relationships between the Authority and its stakeholders. One of the key stakeholder events held during the period under review was the Training / Education Providers workshop held on 23 -24 September 2013. The objectives of the workshop, among others, were to discuss and clarify key matters pertaining to the Regulations for the Accreditation of Persons, Institutions or Organisations and to develop and maintain closer contact, good relation and cooperation with the Providers and Stakeholders.

The workshop provided an excellent learning opportunity and an avenue for the fruitful exchange of ideas. Among the key recommendations made by the participants were:

1. NQA to reconsider the Accreditation period for training providers. The current three (3) years is deemed too short and proposals were made to have it extended to five (5) years as with the National Council for Higher Education (NCHE);
2. The turnaround time for the accreditation process should be shortened.

Based on the above recommendations, measures have been put in place to implement processes that enable the NQA to serve its stakeholders in a satisfactory manner. In this regard, the NQA has adopted an approach to process and finalise applications for accreditation within six months period, provided that applications furnish all relevant documentation and information required to process their applications.

Accredited institutions and scope (Namibian only)

As at 31 March 2014, the following institutions were accredited by the Namibia Qualifications Authority.

No.	NAME OF INSTITUTION	SCOPE OF ACCREDITATION
1.	Africa Institutional Management Services (AIMS)	<ul style="list-style-type: none"> • National Vocational Certificate: Office Administration NQF Level 1 • National Vocational Certificate: Office Administration NQF Level 2
2.	Africa Leadership Institute (ALI)	<ul style="list-style-type: none"> • Certificate in Transformational Leadership NQF Level 5
3.	Barloworld Equipment Namibia (Pty) Ltd	<ul style="list-style-type: none"> • Certificate: Earthmoving Diesel Mechanics
4.	Bayteck Fire Namibia	<ul style="list-style-type: none"> • Certificate: Basic Fire Fighting Awareness • Certificate: Health and Safety Representative
5.	Business School of Excellence	<ul style="list-style-type: none"> • National Certificate in Logistics Management NQF 5
6.	Centre for Training and Project Development (CTPD)	<p>Chartered Institute of Purchasing and Supply</p> <ul style="list-style-type: none"> • International Certificate: Purchasing and Supply • International Advanced Certificate: Purchasing and Supply • Foundation Diploma: Purchasing and Supply • Advanced Diploma: Purchasing and Supply • Graduate Diploma: Purchasing and Supply <p>The Association of Chartered Certified Accountants (ACCA)</p> <ul style="list-style-type: none"> • Certificate: Chartered Certified Accounting Technician
7.	DAPP (Development Aid from People to People) Vocational Training School	<ul style="list-style-type: none"> • National Vocational Certificate in Business Services (Office Administration) Levels 1 & 2 • National Vocational Certificate in General Construction (Bricklaying) Level 1 • National Vocational Certificate in General Construction (Bricklaying and Plastering) Level 2
8.	Frameworks Africa Consulting CC	<p>Unit Standards in Assessment, Moderation, Standard Settings and Quality Assurance:</p> <ul style="list-style-type: none"> • NQA Unit Standard Based awards
9.	Headstart Mercy Montessori Teachers Training College	<ul style="list-style-type: none"> • Montessori Pre-Primary Teaching Diploma in Early Childhood Development NQF Level 5 (ID Q006) • Montessori Primary Teaching Diploma NQF Level 6 (ID 0067)
10.	ILSA Independent College	<p>ICM (Institute of Commercial Management)</p> <ul style="list-style-type: none"> • Diploma in Accounting & Finance • Advanced Diploma in Accounting & Finance • Certificate in Business Studies • Diploma in Business Studies • Advanced Diploma in Business Studies • Diploma in Human Resource Development • Advanced Diploma in Human Resource Development

Accredited institutions and scope (Namibian only) continued

No.	NAME OF INSTITUTION	SCOPE OF ACCREDITATION
11.	Industrial Craft Training Institute (ICTI)	<ul style="list-style-type: none"> • Certificate: Automotive Mechanics (NQF Levels 1,2,3,4)
12.	Institute of Bankers Namibia (IOB)	<ul style="list-style-type: none"> • Certificate: Banking, Finance and Credit (NQF Level 5) • Diploma: Banking, Finance and Credit (NQF Level 6) • Advanced Diploma: Banking, Finance and Credit (NQF Level 7)
13.	Institute of Information Technology (IIT)	<ul style="list-style-type: none"> • Certificate: Hardware & Software Technician • Certificate: Network Support Technician • Certificate: Professional Office Computing • Diploma: Hardware & Network Support Technician • Diploma: Information Communication Technology • Diploma: Advanced Information Communication Technology • Diploma: IT Server Administration • Diploma: PC Engineering • Diploma: Marketing & Business Management • Diploma: Visual Media & Desktop Publishing
14.	Institute for Open Learning (IOL)	<ul style="list-style-type: none"> • International Computer Driving Licence (ICDL) • Advanced Certificate in Secondary Education • Diploma in Pre-Primary Education Franchised qualifications from The Institute of Certified Bookkeepers • Certified Junior Bookkeeper (National Certificate Bookkeeping) NQF Level 3 • Certified Junior Office Administrator (Certificate in Office Administration) NQF Level 4 • Certified Office Manager (Diploma in Office Administration) NQF Level 6 • Certified Senior Bookkeeper (Further Education and Training Certificate in Bookkeeping) NQF Level 4 • Certified Senior Officer Administrator (Higher Certificate in Office Administration) NQF Level 5 • Certified Technical Accountant (National Diploma in Technical Financial Accounting) NQF Level 5 Franchised qualifications International University of Management (IUM) • Certificate of Administration: Business Administration NQF Level 5 • Certificate of Administration: Business Information Systems NQF Level 5 • Certificate of Administration: Finance Management NQF Level 5 • Certificate of Administration: HIV/AIDS Management NQF Level 5 • Certificate of Administration: Human Resource Development and Management NQF Level 5 • Certificate of Administration: Marketing Management NQF Level 5 • Certificate of Administration: Small Business Management NQF Level 5 • Certificate of Administration: Travel, Tourism and Hospitality NQF Level 5 • Higher Certificate: Business Administration NQF Level 6 • Higher Certificate: Business information Systems NQF Level 6 • Higher Certificate: Finance Management NQF Level 6 • Higher Certificate: HIV/AIDS Management NQF Level 6 • Higher Certificate: Human Resource Development and Management NQF Level 6 • Higher Certificate: Marketing Management NQF Level 6

Accredited institutions and scope (Namibian only) continued

No.	NAME OF INSTITUTION	SCOPE OF ACCREDITATION
		<ul style="list-style-type: none"> • Higher Certificate: Small Business Management NQF Level 6 • Higher Certificate: Travel, Tourism and Hospitality NQF Level 6 • Higher Diploma: Business Administration NQF Level 7 • Higher Diploma: Business Information Systems NQF Level 7 • Higher Diploma: Finance Management NQF Level 7 • Higher Diploma: HIV/AIDS Management NQF Level 7 • Higher Diploma: Human Resource Development and Management NQF Level 7 • Higher Diploma: Marketing Management NQF Level 7 • Higher Diploma: Small Business Management NQF Level 7 • Higher Diploma: Travel, Tourism and Hospitality NQF Level 7 • Bachelor Honours Degree: Business Administration NQF Level 8 • Bachelor Honours Degree: Business Information Systems NQF Level 8 • Bachelor Honours Degree: Finance Management NQF Level 8 • Bachelor Honours Degree: HIV/AIDS Management NQF Level 8 • Bachelor Honours Degree: Human Resource Development and Management NQF Level 8 • Bachelor Honours Degree: Marketing Management NQF Level 8 • Bachelor Honours Degree: Small Business Management NQF Level 8 • Bachelor Honours Degree: Travel, Tourism and Hospitality NQF Level 8
15. International Training College – Lingua Consultancy Services (ITCL)		<ul style="list-style-type: none"> • Certificate: Accounting and Finance: • Certificate: Business Administration: • Certificate: Business Practice • Certificate: Human Resource Management: • Certificate: Sales and Marketing: • Certificate: Translation Science • Certificate: Travel and Tourism • Diploma: Accounting and Finance • Diploma: Business Administration • Diploma: Business Practice • Diploma: Human Resource Management • Diploma: Information Technology – Information Processing Technician: • Diploma: Information Technology – Software Development • Diploma: Office Administration: • Diploma: Sales and Marketing • Diploma: Translation Science • Diploma: Travel and Tourism • Intermediate Diploma: Office Administration • Advanced Diploma: Accounting and Finance • Advanced Diploma: Business Administration • Advanced Diploma: Business Practice • Advanced Diploma: Human Resource Management • Advanced Diploma: Information Technology – Software Development • Advanced Diploma: Office Administration • Advanced Diploma: Sales and Marketing • Advanced Diploma: Translation Science

Accredited institutions and scope (Namibian only) continued

No.	NAME OF INSTITUTION	SCOPE OF ACCREDITATION
		<ul style="list-style-type: none"> • Advanced Diploma: Travel and Tourism • Advanced Technician Diploma: Information Technology – Processing Technician
16. International University of Management (IUM)		<ul style="list-style-type: none"> • Certificate of Administration: Business Administration NQF Level 5 • Certificate of Administration: Business Information Systems NQF Level 5 • Certificate of Administration: Finance Management NQF Level 5 • Certificate of Administration: HIV/AIDS Management NQF Level 5 • Certificate of Administration: Human Resource Development and Management NQF Level 5 • Certificate of Administration: Marketing Management NQF Level 5 • Certificate of Administration: Small Business Management NQF Level 5 • Certificate of Administration: Travel, Tourism and Hospitality NQF Level 5 • Higher Certificate: Business Administration NQF Level 6 • Higher Certificate: Business information Systems NQF Level 6 • Higher Certificate: Finance Management NQF Level 6 • Higher Certificate: HIV/AIDS Management NQF Level 6 • Higher Certificate: Human Resource Development and Management NQF Level 6 • Higher Certificate: Marketing Management NQF Level 6 • Higher Certificate: Small Business Management NQF Level 6 • Higher Certificate: Travel, Tourism and Hospitality NQF Level 6 • Higher Diploma: Business Administration NQF Level 7 • Higher Diploma: Business Information Systems NQF Level 7 • Higher Diploma: Finance Management NQF Level 7 • Higher Diploma: HIV/AIDS Management NQF Level 7 • Higher Diploma: Human Resource Development and Management NQF Level 7 • Higher Diploma: Marketing Management NQF Level 7 • Higher Diploma: Small Business Management NQF Level 7 • Higher Diploma: Travel, Tourism and Hospitality NQF Level 7 • Bachelor Honours Degree: Business Administration NQF Level 8 • Bachelor Honours Degree: Business Information Systems NQF Level 8 • Bachelor Honours Degree: Finance Management NQF Level 8 • Bachelor Honours Degree: HIV/AIDS Management NQF Level 8 • Bachelor Honours Degree: Human Resource Development and Management NQF Level 8 • Bachelor Honours Degree: Marketing Management NQF Level 8 • Bachelor Honours Degree: Small Business Management NQF Level 8 • Bachelor Honours Degree: Travel and Tourism Management NQF Level 8 • Master of Science: HIV/AIDS Management
17. Katutura Community College (KCC)		<ul style="list-style-type: none"> • Diploma: Business Management and Marketing (LCM) • Diploma: Entrepreneurship and Marketing (LCM) • Diploma: Human Resource Development and Marketing (LCM) • Diploma: Public Relations and Marketing (LCM)

Accredited institutions and scope (Namibian only) continued

No.	NAME OF INSTITUTION	SCOPE OF ACCREDITATION
		<ul style="list-style-type: none"> • Diploma: Sales Marketing & Management (LCM) • Diploma: Travel and Tourism and Marketing (LCM) • National Vocational Certificate: Business Services (Office Administration) NQF Level 1 • National Vocational Certificate: Business Services (Office Administration) NQF Level 2 • National Vocational Certificate: Information and Communication Technology (ICT Fundamentals) NQF Level 1
18.	Labour Resource and Research Institute (LaRRI)	<ul style="list-style-type: none"> • Diploma: Labour
19.	Military School – Osona Base	<ul style="list-style-type: none"> • National Vocational Certificate in Automotive Engineering (Level 1, 2 & 3) Automotive Mechanics
20.	Monitronic Success College	<ul style="list-style-type: none"> • Accounting and Finance Certificate, Diploma and Advanced Diploma (ICM) • Travel and Tourism Certificate, Diploma and Advanced Diploma (ICM)
21.	Namibia Construction Skills Academy (NCSA)	Unit Standards in Road Construction and Maintenance as listed : www.saqa.org.za <ul style="list-style-type: none"> • SAQA Unit Standard Based awards • SAQA Unit Standard Based awards • NQA Unit Standard Based awards
22.	Namibia Evangelical Theological Seminary (NETS)	<ul style="list-style-type: none"> • Diploma in Christian Ministry (Level 5) • Diploma in Theology (Level 6) • Bachelor of Theology (Level 7) • Certificate in Theology (Level 4) • Certificate in Applied Christian Ministry (Level 4) • Certificate in Christian Ministry (Level 3) • Bachelor of Theology – Honours (Level 8)
23.	Namibian Academy for Tourism and Hospitality	<ul style="list-style-type: none"> • National Tour Guiding Certificate
24.	Namibian College of Open Learning (NAMCOL)	<ul style="list-style-type: none"> • Certificate: Business Management NQF Level 3 • Certificate: Early Childhood Development NQF Level 5 • Certificate: Education for Development NQF Level 4 • Certificate: English Communication NQF Level 3 • Certificate: Local Government Studies NQF Level 4 • Commonwealth Diploma: Youth Development NQF Level 5 • Diploma: Education for Development NQF Level 6
25.	Namibian Institute of Mining and Technology (NIMT)	<ul style="list-style-type: none"> • Advanced Certificate: Mine Surveying • Certificate of Competency: Mine Surveying

Accredited institutions and scope (Namibian only) continued

No.	NAME OF INSTITUTION	SCOPE OF ACCREDITATION
		<ul style="list-style-type: none"> • Elementary Certificate: Mine Surveying • National Technical Certificate: Autotronics • National Technical Certificate: Boiler Maker • National Technical Certificate: Bricklaying/Plastering • National Technical Certificate: Carpentry/Joinery • National Technical Certificate: Clothing Production • National Technical Certificate: Diesel/Petrol Mechanic • National Technical Certificate: Electrician • National Technical Certificate: Fitter and Turner • National Technical Certificate: Instrument Mechanic • National Technical Certificate: Millwright (Electrical) • National Technical Certificate: Millwright (Fitting) • National Technical Certificate: Plumbing/Sheet Metal Work • National Technical Certificate: Refrigeration and Air-conditioning • National Vocational Training Certificate: Rigging Ropesman (Engineering Trade), Mathematics, Engineering/Building Science, Engineering/Plating and Structural Steel/Building Drawing and Applicable Trade Theory, Level 1, 2 and 3
26.	Namibian Maritime and Fisheries Institute (NAMFI)	<ul style="list-style-type: none"> • Deck Officer Class 6 • Deck Officer Class 5 • Deck Officer Class 4 • Fisheries Inspectors and Observers Course • Marine Engineering Officer Class 6 • Marine Engineering Officer Class 5 • Marine Engineering Officer Class 4
27.	National Youth Service (NYS)	<ul style="list-style-type: none"> • National Vocational Certificate in Automotive Engineering (Automotive Mechanics) Level 1 • National Vocational Certificate in Automotive Engineering (Automotive Mechanics) Level 2 • National Vocational Certificate in Business Services (Office Administration) Level 1 • National Vocational Certificate in Business Services (Office Administration) Level 2 • National Vocational Certificate in General Construction (Bricklaying) Level 1 • National Vocational Certificate in General Construction (Bricklaying) Level 2 • National Vocational Certificate in General Construction (Plumbing) Level 1 • National Vocational Certificate in General Construction (Plumbing) Level 2 • National Vocational Certificate in Hospitality and Tourism (Food Preparation) Level 2 • National Vocational Certificate in Hospitality and Tourism (Food and Beverage Service Operations) Level 2 • National Vocational Certificate in Information Communication Technology

Accredited institutions and scope (Namibian only) continued

No.	NAME OF INSTITUTION	SCOPE OF ACCREDITATION
		<ul style="list-style-type: none"> (Computing Fundamentals) Level 1 • National Vocational Certificate in Manufacturing (Joinery and Cabinet Making) Level 1 • National Vocational Certificate in Manufacturing (Joinery and Cabinet Making) Level 2 • National Vocational Certificate in Metal Fabrication Level 1 • National Vocational Certificate in Metal Fabrication Level 2
28.	National Health Training Centre (NHTC)	<ul style="list-style-type: none"> • Certificate: Enrolled Nurse/Midwifery
29.	National Occupational Safety Association Namibia (NOSA)	<ul style="list-style-type: none"> • Basic Safety, Health and Environmental (SHE) Inspections • General Health & Safety Training course • Incident Investigation • Instructional Technology in Safety (IT IS) • NOSA Auditors course • Office Administration Safety Representative Training course • Preliminary Incident Investigation • Safety Management Training course • Safety, Health and Environmental (SHE) Inspections • Workplace Risk Assessment
30.	OnTrack Learning Solutions	Unit Standards in Finance and Banking as listed : www.saqa.org.za <ul style="list-style-type: none"> • SAQA Unit Standard Based awards
31.	Philippi Trust Namibia	<ul style="list-style-type: none"> • Certificate: Counselling • Advanced Certificate: Counselling • Diploma: Counselling • Certificate: Supervision for Counsellors • Certificate: Counselling HIV/Aids
32.	Rundu Vocational Training Centre	<ul style="list-style-type: none"> • National Vocational Certificate in Automotive Engineering (Level 1) (Automotive Mechanics) Q0018 • National Vocational Certificate in Automotive Engineering (Level 2) (Automotive Mechanics) Q0019 • National Vocational Certificate in Automotive Engineering (Level 3) (Automotive Mechanics) Q0020 • National Vocational Certificate in General Construction (Level 1) (Bricklaying) Q0022 • National Vocational Certificate in General Construction (Level 2) (Bricklaying and Plastering) Q0023 • National Vocational Certificate in General Construction (Bricklaying) Level 3 (Bricklaying and Plastering) Q0024 • National Vocational Certificate in information Communication Technology (Level 1) (Computing Fundamentals) Q0030 • National Vocational Certificate in Business Services (Level 1) (Office Administration) (Q0040)

Accredited institutions and scope (Namibian only) continued

No.	NAME OF INSTITUTION	SCOPE OF ACCREDITATION
		<ul style="list-style-type: none"> • National Vocational Certificate in Business Services (Level 2)(Office Administration) (Q0041) • National Vocational Certificate in Business Services (Level 3)(Office Administration) (Q0042) • National Vocational Certificate in Manufacturing (Level 1)(Joinery and Cabinet Making) (Q0031) • National Vocational Certificate in Manufacturing (Level 2) (Joinery and Cabinet Making) (Q0032) • National Vocational Certificate in Manufacturing (Level 3) (Joinery and Cabinet Making) (Q0033) • National Vocational Certificate in General Construction (Level 1) (Plumbing) (Q 0044) • National Vocational Certificate in General Construction (Level 2)(Plumbing) (Q0045) • National Vocational Certificate in General Construction (Level 3)(Plumbing) (Q0046) • National Vocational Certificate in General Construction (Level 4)(Plumbing) (Q0047)
33. Shadonai Beauty School		<ul style="list-style-type: none"> • Certificate: Artificial Nails NQF Level 4 • Certificate: Baby Massage NQF Level 4 • Certificate: Basic Aromatherapy NQF Level 5 • Certificate: Basic Nutrition NQF Level 4 • Certificate: Basic Reflexology NQF Level 5 • Certificate: Facials Electrical NQF Level 4 • Certificate: Hawaiian Massage NQF Level 3 • Certificate: Hot Stone Therapy NQF Level 3 • Certificate: Indian Head Massage NQF Level 3 • Certificate: Makeup Artistry NQF Level 4 • Certificate: Manicure and Pedicure NQF Level 3 • Certificate: Manual Facials NQF Level 4 • Certificate: Slimming NQF Level 5 • Certificate: Spa Treatments NQF Level 4 • Certificate: Sport Massage NQF Level 5 • Certificate: Stress Massage NQF Level 3 • Certificate: Swedish Massage NQF Level 3 • Certificate: Waxing NQF Level 4 • Diploma: Beauty Therapy (Full-Time) NQF Level 7 • Diploma: Beauty Therapy (Part-Time)
34. St. Charles Lwanga Major Seminary		<ul style="list-style-type: none"> • Diploma: Philosophy • Bachelor: Theology • Certificate: Transportation of Dangerous Goods and Substances

Accredited institutions and scope (Namibian only) continued

No.	NAME OF INSTITUTION	SCOPE OF ACCREDITATION
35. Triumphant College		<ul style="list-style-type: none"> • Certificate: Accounting and Finance (IOCM) Level 4 • Certificate: Construction Engineering (City of Guilds) • Certificate: Electrical and Electronic Engineering (City of Guilds) • Certificate: Journalism (IOCM) Level 4 • Certificate: Telecommunications Systems (City of Guilds) • Certificate: Travel and Tourism (IOCM) Level 4 • Diploma: Accounting and Finance (IOCM) Level 5 • Diploma: Business Studies (IOCM) Level 5 • Diploma: Construction Engineering (City of Guilds) • Diploma: Electrical & Electronic Engineering (City of Guilds) • Diploma: Human Resources Development (IOCM) Level 5 • Diploma: Journalism (IOCM) Level 5 • Diploma: Marketing Management (IOCM) Level 5 • Diploma: Telecommunications Systems (City of Guilds) • Diploma: Tourism and Business (IOCM) Level 5 • Advanced Diploma: Accounting and Finance (IOCM) Level 6 • Advanced Diploma: Business Studies (IOCM) Level 6 • Advanced Diploma: Construction Engineering (City of Guilds) • Advanced Diploma: Electrical and Electronic Engineering (City of Guilds) • Advanced Diploma: Human Resources Development (IOCM) Level 6 • Advanced Diploma: Marketing, Advertising and Public Relations (IOCM) Level 6 • Advanced Diploma: Telecommunications Systems (City of Guilds) • Advanced Diploma: Tourism and Business (IOCM) Level 6
36. United Lutheran Theological Seminary – Paulinum		<ul style="list-style-type: none"> • Certificate: Theology • Diploma: Theology • Bachelor of Theology
37. Wolwedans Foundation Trust		<ul style="list-style-type: none"> • National Vocational Certificate in Hospitality – Food & Beverage Service Operations (Level 2) • National Vocational Certificate in Hospitality – Food & Beverage Service Operations (Level 3) • National Vocational Certificate in Hospitality – Food Preparation (Level 2) • National Vocational Certificate in Hospitality – Food Preparation (Level 3) • National Vocational Certificate in Hospitality – Front Office Operations (Level 2) • National Vocational Certificate in Hospitality – Front Office Operations (Level 3) • National Vocational Certificate in Hospitality - House Keeping & Laundry Operations (Level 2) • National Vocational Certificate in Hospitality – House Keeping & Laundry Operations (Level 3)

Accredited institutions and scope (Namibian only) continued

No.	NAME OF INSTITUTION	SCOPE OF ACCREDITATION
38.	Zambezi Vocational Training Centre	<ul style="list-style-type: none"> • National Vocational Certificate in General Construction (Level1) (Bricklaying) (Q0022) • National Vocational Certificate in General Construction (Level 2) (Bricklaying and Plastering) (Q0023) • National Vocational Certificate in General Construction (Level 3) (Bricklaying and Plastering) (Q0024) • National Vocational Certificate in Hospitality and Tourism (Level 2) (Food Preparation) (Q0004) • National Vocational Certificate in Hospitality and Tourism (Level 3) (Food and Beverage Service Operations) (Q0003) • National Vocational Certificate in Information Communication Technology (Computing Fundamentals) Level 1 (Q0030) • National Vocational Certificate in Metal Fabrication (Level 1) (Q0035) • National Vocational Certificate in Metal Fabrication (Level 2) (Q0036) • National Vocational Certificate in Metal Fabrication (Level 3) (Welding) (Q0037) • National Vocational Certificate in Business Services (Level 1) (Office Administration) (Q0040) • National Vocational Certificate in Business Services (Level 2) (Office Administration) (Q0041) • National Vocational Certificate in Business Services (Level 3) (Office Administration) (Q0042) • National Vocational Certificate in Manufacturing (Level 1) (Joinery and Cabinet Making) (Q0031) • National Vocational Certificate in Manufacturing (Level 2) (Joinery and Cabinet Making) (Q0032) • National Vocational Certificate in Manufacturing (Level 3) (Joinery and Cabinet Making) (Q0033) • National Vocational Certificate in General Construction (Level 1) (Plumbing) (Q 0044) • National Vocational Certificate in General Construction (Level 2) (Plumbing) (Q0045) • National Vocational Certificate in General Construction (Level 3) (Plumbing) (Q0046) • National Vocational Certificate in Clothing Production (Level 1) (Domestic) (Q0026) • National Vocational Certificate in Clothing Production (Level 2) (Industrial) (Q0027)

“The object of education is to prepare the young to educate themselves throughout their lives.”
~ **Robert Maynard Hutchins**

SECTION 6

ADMINISTRATION

*“Education is the most powerful
weapon you can use in the world.”*
~ Nelson Mandela



ADMINISTRATION

The Administration department is largely responsible for support services to the core business of the NQA. This includes financial management, Information Technology, general services/auxiliary and human resources.

For the period under review, the key strategic objectives for this department were;

- i. Implementation of automation systems and processes to improve customer services;
- ii. Ensuring the effective management of resources of the NQA; and
- iii. Training and development of staff members.

Information Technology

In the area of Information Technology, one of the key highlights during the period under review is the implementation of a Data Entry System which is currently being used by the Qualifications section as an archive database for the storage of information.

As a service-oriented institution, the NQA is constantly seeking ways to enhance service delivery and thereby increase its customer satisfaction levels. One of the key challenges the NQA is currently faced with is the lengthy qualifications evaluation process and the associated turnaround times. In addressing this source of discord for many a customer, the Authority has launched the process of implementing the automation of the evaluation of qualifications, a project which is due for completion in the next financial year.

During the year under review, the NQA also obtained approval of its filing system by the National Archives. This system will essentially enable the NQA to better manage its records and documents through a centralised approach. Thereafter the Electronic Documents and Records Management System (EDRMS) will be fully implemented with the assistance of the Office of the Prime Minister. The objective of EDRMS is to ensure a risk-free record and archival system for the NQA which is to set up a sustainable electronic document and record management environment in line with National Archives and related statutory provisions.

The core aim of the project, which is also part of the E-Government policy roll-out under the Office of the Prime Minister, is, among others, to sustainably and securely ensure the proper usage and application of official NQA records and documents management in an ICT usage environment by the NQA.



Staff members of NQA

Human Resources

At the NQA, we believe that our employees are our most important resource. It is only through the passion and commitment of our employees that the NQA can achieve its vision of being a reputable qualifications authority in the world, empowering the people of Namibia. The NQA staff complement has grown steadily over the last two years, from only 30 in 2013 to 37 in 2014. Looking ahead, the NQA aspires to become a recognised employer of choice in Namibia through attracting and retaining high-performing employees who will successfully contribute to the attainment of the Authority’s long-term strategic objectives. **Figure 2** illustrates the NQA staff complement during the year under review.

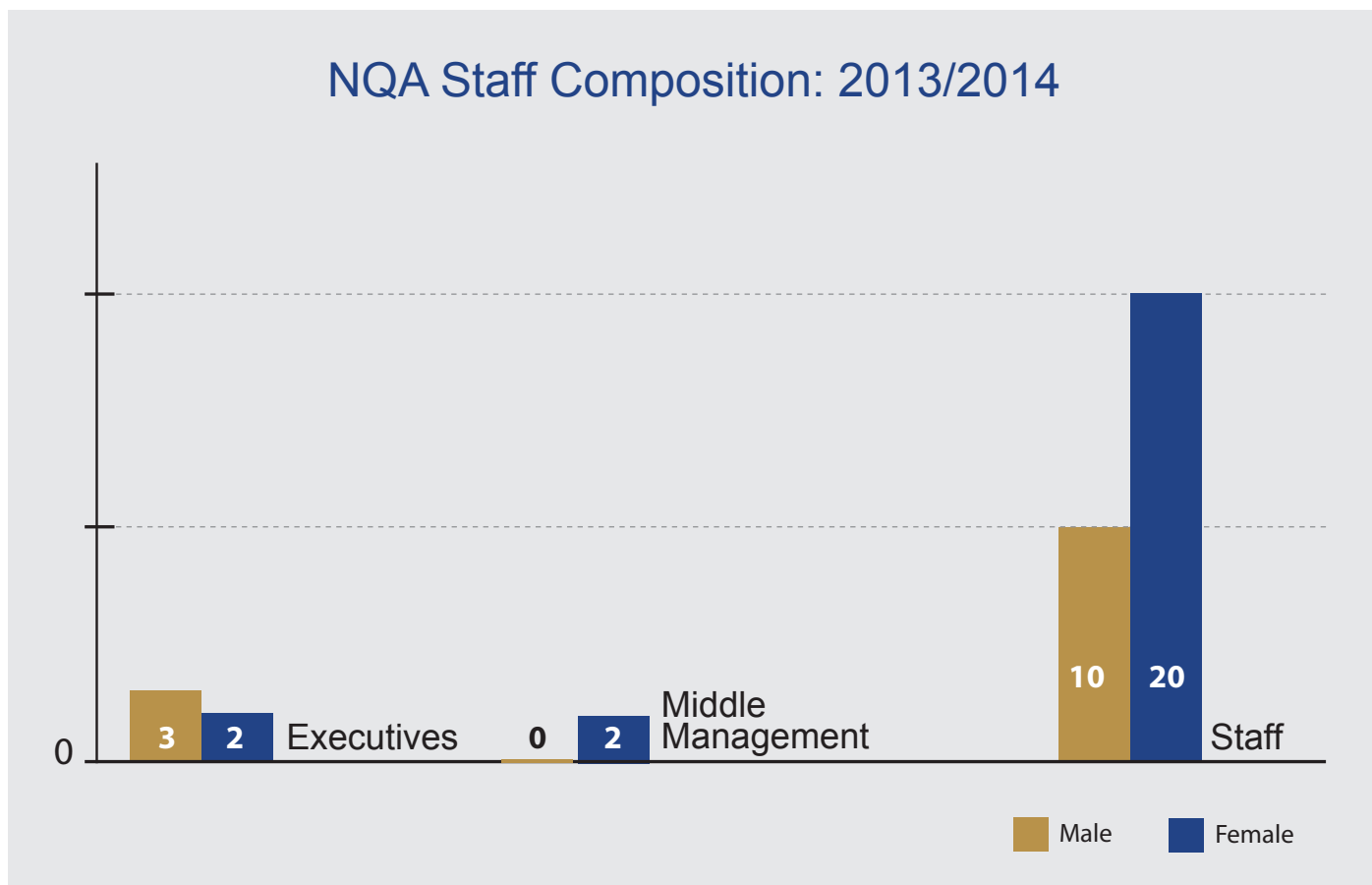


Fig. 2 NQA staff composition breakdown: 2013/2014

Staff Development

Staff development and training is an on-going key focus for the NQA, which is evident in the total investment of over half a million in training during the period under review.

With the ever-changing operating environment, it is essential for the NQA to ensure that its employees are equipped with the necessary skills required to effectively and efficiently deliver superior customer service.

Therefore, the Authority's annual objective is to rollout the relevant training programmes to equip employees to respond to the evolving skills requirements based on their specific portfolios. During the year under review, a record number of fraudulent qualifications were submitted to the NQA for evaluation, prompting the Authority to empower employees with more knowledge and skills in fraud detection, as a counter-measure to these developments.

Equally critical to the NQA's performance as a public agency is the quality and consistency of the service rendered to its customers. In order to ensure a high level of customer satisfaction, the Authority invested in training programmes on customer services for its employees. **Table 3** illustrates the training programmes undertaken during the period under review.

Training course	Total employees attended
Customer Care	33
Interpretation of Financial Statements	8
Fraud Detection	12
Communication and Report Writing	12

Table 3: Training programmes in 2013/2014



Staff members of NQA

Employee Wellness

The NQA appreciates the philosophy that a healthy employee is a productive employee. Thus the institution strives to create a working environment that is conducive to both health and safety. Through its Human Resources section, the NQA organises various activities such as the NHP wellness days where employees are screened for various diseases while receiving crucial information about healthy living from medical experts.

Other activities are the annual team building day, which is aimed at strengthening relationships, promoting friendships and team spirit amongst staff members and thus building a stronger NQA team, as well as the year-end function which provides a platform for celebrating the past year's achievements in social environment.

Relationship with the Union

In the interests of its employees, the NQA deems it necessary to foster and maintain sound relationships with the unions representing its workforce. It is for this reason that a formal Recognition Agreement was signed between the NQA and the Namibia Public Workers Union (NAPWU) on 18 June 2013. In terms of this agreement, NAPWU has exclusive bargaining powers for bargaining units A and B, as well as C bands.



Staff members of NQA

Financial Performance

NQA is currently 100% funded by government and does not generate material income. The Administration department ensures that the finances of the NQA are administered and executed within the existing policy and operation framework.

The Authority's books were audited by external Auditors (Grand Namibia), and the unqualified audited financial statement was issued after approval by Council, and submitted to the Office of the Minister and the Auditor General.

The construction of the new NQA offices, known as 'NQA House', which is fully funded by Government, commenced during the year under review and is expected to be completed in the following financial year.

Budgeted expenditure to the amount of N\$ 33,160,777 and N\$ 45,056,117 was spent on operations and capital, respectively. The financial statements provide a detailed account of the NQA's financial performance during the year under review.

THE NQA HOUSE

FROM HUMBLE BEGINNINGS TO OUR NEW HOME.



March 2013



December 2013



December 2013



January 2014



MARCH 2014



SECTION 7

FINANCIAL STATEMENTS

“Education is more than reading, writing and arithmetic. It is one of the most important investments a country can make in its people and its future – that is why it is critical in reducing poverty and inequality.”
~ Hon Prime Minister Dr. Hage Geingob





ANNUAL FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2014

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The schedule set out on page 63 & 64 is supplementary to and does not form part of the audited financial statements.

FINANCIAL STATEMENTS

GENERAL INFORMATION - 31 MARCH 2014

COUNCIL MEMBERS

Mr. A. Iiukena
Prof. L. Hangula
Mr. F. E. Gertze (Chief Executive Officer)
Mr. A. L. Hungamo

Mr. M. Ua-Ndjarakana
Mr. A. Ndishishi
Mr. P. Mwatile (Permanent Secretary)
Mr. H. P. Schneider
Mr. L. H. Laursen

Ms. P. Hoebes
Mr. C. Nyambe
Prof. F. P. L. Kavishe
Prof. T. Tjivikua

Appointed 01 March 2014

Ms. M. Mbombo (Chairperson)
Mr. J. Ita
Ms. S. Partenbach-Fick
Mr. A. van Kent
Mr. D. Sachikela
Dr. N. Kadhila
Mr. E. Sauber
Mr. S. Mbangwa
Ms. R. Saad-Hochreiter
Ms. J. Andowa
Ms. M. Hubner
Ms. T. Kaambo
Ms. M. Sam
Ms. U. Hiveluah
Mr. V. Kavari

Ms. H. Namoloh
Mr. M. Likukela
Dr. N. Forster
Mr. A. Tjihambuma
Mr. I. V. K. Ndjoze
Ms. J. Manual
Mr. S. Mbura
Ms. S. Van Zyl
Ms. H. Jandrell
Mr. A. Mwiya
Mr. B. Haingura
Mr. D. Ingonda
Ms. N. Pollmann
Mr. L. Hindjou
Ms. A. Halenke

Mr. A. Main
Mr. J. Amupanda
Ms. S. Tekie
Ms. T. Kapelwa
Mr. I. Scherffers
Ms. E. Kali
Ms. M. Shanjengange
Mr. O. Makemba
Mr. T. Parkhouse
Prof. S. Amoo
Mr. F. Louw
Ms. M. Gregan
Mr. C. Jafta
Mr. J. Lewis

Term expired 01 March 2014

Mr. I. J. F. van der Merwe
Mr. V. Usiku
Mr. J. Blaauw
Mr. V. Veii
Mr. G. G. Mutendere
Mr. E. D. G. Mueller (Chairperson)
Mr. K. Kahuure
Ms. E. Nghikembua
Mr. S. Katjiuanjo
Ms. H. Andajamba
Mr. S. Hugo
Ms. M. Bakkes

Mr. M. Gunawardana
Ms. Y. Dausab

STATEMENT OF COUNCIL MEMBERS' RESPONSIBILITIES - 31 MARCH 2014

The Council members are responsible for the maintenance of adequate accounting records and the preparation and integrity of the financial and related information. The auditors are responsible to report on the fair presentation of the financial statements. The financial statements have been prepared in accordance with Namibian Generally Accepted Accounting Practice -NAC 001: Financial Reporting for Small and Medium Entities and in the manner required by the Namibia Qualifications Authority Act, Section 12, Act 29 of 1996.

The Council members are also responsible for the Qualifications Authority's system of internal financial control. These are designed to provide reasonable, but not absolute, assurance as to the reliability of the financial statements, and to adequately safeguard, verify and maintain accountability of assets and to prevent and detect misstatements and deficit. Nothing has come to the attention of the Council members to indicate that any material breakdown in the functioning of these controls, procedures and systems has occurred during the period under review.

The financial statements have been prepared on the going-concern basis, since the Council members have every reason to believe that the NQA has adequate resources in place to continue in operation for the foreseeable future.

The financial statements set out on pages 52 - 64 were approved and authorised for issue by the Council and are signed on its behalf by:



COUNCIL CHAIRPERSON



NQA CHIEF EXECUTIVE OFFICER

24 JULY 2014

24 JULY 2014

REPORT OF THE INDEPENDENT AUDITORS TO THE COUNCIL MEMBERS OF THE NAMIBIA QUALIFICATIONS AUTHORITY (NQA)

We have audited the annual financial statements of the Namibia Qualifications Authority, which comprise the report of the Council, the statement of financial position at 31 March 2014, the statement of comprehensive income, the statement of changes in funds and the statement of cash flows for the year then ended and a summary of significant accounting policies and other explanatory notes, as set out on pages 52 - 64.

Council members' Responsibility for the Financial Statements

The Council members are responsible for the preparation and fair presentation of these financial statements in accordance with Namibian Generally Accepted Accounting Practice -NAC 001: Financial Reporting for Small and Medium Sized Entities and in the manner required by the Namibia Qualifications Authority Act, Section 12, Act 29 of 1996. This responsibility includes: designing, implementing and maintaining internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error; selecting and applying appropriate accounting policies; and making accounting estimates that are reasonable in the circumstances.

Auditor's Responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with International Standards on Auditing. Those standards require that we comply with ethical requirements and plan and perform the audit to obtain reasonable assurance whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgement, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Audit Opinion on Financial Statements


In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the Authority at 31 March 2014, and of its financial performance and cash flows for the year then ended in accordance with Namibian Generally Accounting Practice -NAC 001: Financial Reporting for Small and Medium Sized Entities and in the manner required by the Namibia Qualifications Authority Act, Section 12, Act 29 of 1996.

Emphasis of matter

Without qualifying our audit opinion, we draw attention to the fact that the legal process for the transfer of erf 6331 and erf 6340 included in property, plant and equipment, with a market value of N\$ 4 250 000, from Government into the name of the Namibia Qualification Authority has not been finalized by the date of this report.

Supplementary schedules

The detailed income statement, set out on page 18, does not form part of the annual financial statements and is presented as additional information. We have not audited the detailed income statement and accordingly do not express an opinion on it.



GRAND NAMIBIA
Per: RN Beukes (Partner)
Registered Accountants and Auditors
Chartered Accountants (Namibia)

24 July 2014
Windhoek
NAMIBIA

COUNCIL MEMBERS' REPORT FOR THE YEAR ENDED 31 MARCH 2014

The Council members present their annual report which forms part of the audited financial statements of the Namibia Qualifications Authority for the year ended 31 March 2014.

General review

The activities of the Namibia Qualifications Authority comprise:

- to set up and administer a national qualifications framework;
- to be a forum for matters pertaining to qualifications;
- to set the occupational standards for any occupation, job, post or position in any career structure;
- to set the curriculum standards required for achieving the occupational standards for a given occupation;
- to promote the development of, and to analyse benchmarks of acceptable performance norms for an occupation;
- to accredit persons, institutions and qualifications authorities providing education and course of instruction or training of meeting certain requirements, as set out in Section 13, Act 29 of 1996;
- to evaluate and recognise competencies learnt outside formal education;
- to establish facilities for the collection and dissemination of information in connection with matters pertaining to qualifications;
- to enquire into whether any particular qualification meets the national standards;
- to advise any person, body, institution, qualifications authority or interest group on matters pertaining to qualifications and national standards for qualifications.

Financial results and dividends

Full details of the financial results of the Namibia Qualifications Authority are set out on pages 52 - 64.

Property, plant and equipment

The Namibia Qualifications Authority acquired plant and equipment at a cost of N\$ 413 179 (2013: N\$ 3 584 052) during the year under review. Erf 6332, with a market value of N\$ 4 950 000, were bought by the Namibia Qualifications Authority through the Government of the Republic of Namibia.

Events subsequent to year-end

The Council members are not aware of any matter or circumstance arising since the end of the financial year, not otherwise dealt with in the financial statements, which significantly affects the financial position of the Namibia Qualifications Authority or the results of its operations.

Council members

The Council members during the current year are as set out on page 47 of this report.

Council members' interest in contracts

No material contracts involving Council's interest were entered into during the current year.

Auditors

Grand Namibia Registered Accountants & Auditors.

STATEMENT OF FINANCIAL POSITION AT 31 MARCH 2014

ASSETS	Notes	2014 N\$	2013 N\$
Non-current assets			
Property, plant and equipment	2	30 772 407	8 281 019
Current assets		26 942 325	39 954 048
Trade and other receivables	3	27 550	31 003
Cash and cash equivalents	4	26 914 775	39 923 045
Total assets		57 714 732	48 235 067
EQUITY AND LIABILITIES			
Capital and reserves			
Accumulated funds		23 186 078	18 973 799
Non-current liabilities			
Deferred revenue	5	30 839 250	27 438 138
Current liabilities			
Trade and other payables	6	3 689 404	1 823 130
Total assets		57 714 732	48 235 067

**STATEMENT OF COMPREHENSIVE INCOME FOR
THE YEAR ENDED 31 MARCH 2014**

	Notes	2014 N\$	2013 N\$
Revenue	1.4	280 400	91 500
Government grants	10.1	24 561 272	18 539 674
Other income		110 411	90 317
Total income		24 952 083	18 721 491
Administrative expenses		(22 159 066)	(18 282 789)
Operating surplus/(deficit) for the year	7	2 793 017	438 702
Investment income	8	1 419 262	1 636 379
Surplus for the year		4 212 279	2 075 081

**STATEMENT OF CHANGES IN FUNDS
FOR THE YEAR ENDED 31 MARCH 2014**

	Accumulated funds N\$
Balance at 01 April 2012	16 898 718
Surplus for the year	2 075 081
Balance at 31 March 2013	18 973 799
Balance at 01 April 2013	18 973 799
Surplus for the year	4 212 279
Total income	23 186 078

**STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED 31 MARCH 2014**

	Notes	2014 N\$	2013 N\$
Cash flows from operating activities			
Cash received from customers		22 959 379	14 541 527
Cash paid to employees and service providers		(17 989 860)	(12 043 667)
Cash generated by operations	9	4 969 519	2 497 860
Investment income	8	1 419 262	1 636 379
Net cash inflow from operating activities		6 388 781	4 134 239
Cash flows from investing activities			
Investment to maintain operations:			
Property, plant and equipment acquired	9.2	(22 897 051)	(3 587 052)
Net cash (outflow) from investing activities		(22 897 051)	(3 587 052)
Cash flows from financing activities			
Capital grants received from Government	5	3 500 000	4 500 000
Net cash inflow from financing activities		3 500 000	4 500 000
(Decrease) / increase in cash and cash equivalents		(13 008 270)	5 047 187
Cash and cash equivalents at the beginning of the year		39 923 045	34 875 858
Surplus for the year	4	26 914 775	39 923 045

ACCOUNTING POLICIES AND NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2014

1. Accounting policies

The annual financial statements of the Qualifications Authority are compiled in accordance with the historical convention modified by the restatement of financial instruments to fair value, except where otherwise stated.

The principle accounting policies of the Qualifications Authority, which are set out below, had been consistent with those applied in the previous year and comply with Namibian Statements of Generally Accepted Accounting Practice -NAC 001: Financial Reporting for Small and Medium Entities and in the manner required by the Namibia Qualifications Act, Section 12, Act 29 of 1996.

1.1 Property, plant and equipment

All plant and equipment are initially recorded at historical cost less depreciation. Cost includes all costs directly attributable to bring the assets to working condition for their intended use.

Depreciation is calculated on the straight-line method to write off the cost of each asset to their residual values over their estimated useful lives as follows:

Buildings	50 years
Motor vehicles	4 years
Office equipment	4 years
Furniture and fittings	4 years
Computer equipment	4 years

Where the carrying amount of an asset is greater than its estimated recoverable amount, it is written down immediately to its recoverable amount.

Gains and deficits on disposal of plant and equipment are determined by reference to their carrying amount and are taken into account in determining operating surplus.

1.2 Trade and other receivables

Trade receivables are carried at anticipated realisable value. An estimate is made for doubtful receivables based on a review of all outstanding amounts at year-end. Bad debts are written off during the year in which they are identified.

1.3 Cash and cash equivalents

For purposes of the cash flow statement, cash and cash equivalents comprise cash in hand and deposits held at call with banks, net of bank overdrafts. In the balance sheet, bank overdrafts are included in current liabilities.

1.4 Revenue recognition

Revenue is recognised at the date that accreditation fees are due and are based on the number of enrolments per annum. Interest is recognised, in profit or loss, using the effective interest rate method.

1.5 Government grants

Grants are recognised at their fair value where there is reasonable assurance that the grant will be received and all attaching conditions will be complied with. When the grant relates to an expense item, it is recognised as income when actually received. Where the grant relates to an asset, the fair value is credited to a deferred income account and is released to the income statement over the expected useful life of the relevant asset

by equal annual installments.

1.6 Provisions

Provisions are recognised when the Qualifications Authority has a present legal constructive obligation and as a result of a past event, it is probable that an outflow of resources embodying economic benefits will be required to settle the obligation, and a reliable estimate of the amount can be made.

1.7 Financial instruments

Financial assets and liabilities are recognised in the Authority's statement of financial position when the organisation becomes a party to the contractual provisions of an instrument. All financial instruments are initially measured at fair value. Transaction costs are normally also included in the initial measurement of financial instruments. However, transaction costs incurred on financial assets and liabilities at fair value through profit or loss are not included in the initial measurement, but are expensed. The transaction costs referred to are those incremental costs that are directly attributable to the acquisition or issue of a financial asset or financial liability. For the purpose, transaction costs excludes financing costs and internal administrative costs.

The Authority's derecognition principles for financial liabilities hinge on the legal release (extinguishment) of the obligation. Consequently, a financial liability or part thereof would be removed from its statement of financial position only when it is extinguished. The organisation derecognition principles for financial assets are normally triggered when it receives consideration in return for the transfer or sale of all or part of a financial asset.

1.8 Offsetting

The net amount on offsets of financial assets and financial liabilities were reported in the organisation statement of financial position, where applicable. However, this was only done when the organisation had legal enforceable right to set off the recognised amounts and intends to settle on a net basis.

**ACCOUNTING POLICIES AND NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2014 (CONTINUED)**

2. Property, plant and equipment

2.1

2014	Land and buildings	Office equipment	Motor vehicles	Furniture and fittings	Computer equipment	TOTAL
Opening NBV	7 487 090	38 566	164 043	359 735	231 582	8 281 016
Cost	7 487 090	91 387	598 285	707 148	1 110 795	9 994 705
Accum. Deprec.	-	(52 821)	(434 242)	(347 413)	(879 213)	(1 713 689)
Additions	22 483 870	47 020	149 193	-	216 968	22 897 051
Depreciation	-	(18 792)	(84 168)	(102 377)	(200 323)	(405 660)
Closing NBV	29 970 960	66 794	229 068	257 358	248 227	30 772 407
Cost	29 970 960	138 407	747 478	707 148	1 327 763	32 891 756
Accum. Deprec.	-	(71 613)	(518 410)	(449 790)	(1 079 536)	(2 119 349)
2013						
Opening NBV	-	9 266	54 657	3 093	418 350	485 366
Cost	-	51 508	410 808	297 817	1 067 462	1 827 595
Accum. Deprec.	-	(42 242)	(356 151)	(294 724)	(649 112)	(1 342 229)
Additions	7 487 090	39 879	187 477	409 331	43 333	8 167 110
Depreciation	-	(10 579)	(78 091)	(52 689)	(230 101)	(371 460)
Closing NBV	7 487 090	38 566	164 043	359 735	231 582	8 281 016
Cost	7 487 090	91 387	598 285	707 148	1 110 795	9 994 705
Accum Deprec.	-	(52 821)	(434 242)	(347 413)	(879 213)	(1 713 689)

Land and buildings comprise of erf 6331, erf 6340 and erf 6332 Bismarck Street, Windhoek West, with a market value of **N\$ 1 940 000** , **N\$ 2 310 000.00** and **N\$ 3 850 000** respectively, and improvement costs of **N\$ 21 955 331.00**.

3. Trade and other receivables

	2014 N\$	2013 N\$
Accrued income	27 550	31 003
Total	27 550	31 003

4. Cash and cash equivalents Cash and cash (continued)

	2014 N\$	2013 N\$
For the purpose of the statement of cash flows, the year-end cash and cash equivalents comprise the following:		
Cash and bank balance	26 918 170	39 927 087
Petrol card	(2 955)	(2 830)
Credit card	(440)	(1 212)
	26 914 775	39 923 045

**ACCOUNTING POLICIES AND NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2014 (CONTINUED)**

5. Deferred Revenue

	2014 N\$	2013 N\$
Grants related to assets	30 839 250	27 438 138
Comprising of:		
Funds for construction of NQA House	26 344 000	23 144 805
Erven allocated by Government	4 250 000	4 250 000
Computer equipment financed by Government	245 250	43 333
	30 839 250	27 438 138

6. Trade and other payables

Provision for leave pay	534 403	379 826
Provision for bonuses	146 543	176 712
Payables - NQA House	1 953 601	1 189 142
Retention	1 023 705	-
Sundry accruals	31 152	77 450
	3 689 404	1 823 130

The leave provision is based on the actual leave days due to employees using current remuneration packages.

The annual bonus is accrued monthly on a time proportion basis for all employees in employment at year-end.

7. NOTES TO THE STATEMENT OF COMPREHENSIVE INCOME

7.1 Net operating surplus/(deficit) for the year

	2014 N\$	2013 N\$
Net operating surplus/(deficit) for the year is stated after charging:		
Auditors' remuneration	47 150	50 830
- Audit fees	47 150	43 700
Petrol card	-	7 130
Council members' remuneration	570 293	335 924
Depreciation	405 660	371 460

7.2 Payroll expense

Salaries and wages	15 517 632	13 072 605
Contract labour (SME)	286 585	241 650
Board sitting fees	570 293	335 924
	16 374 510	13 650 179

8. Investment Income

Interest income	1 419 262	1 636 379
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ACCOUNTING POLICIES AND NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2014 (CONTINUED)

9. Note to the Statement of cash flows

9.1 Reconciliation of net operating surplus to cash generated by operations:

	2014 N\$	2013 N\$
Operating surplus	4 212 279	2 075 081
Adjusted for: - Depreciation	405 660	371 460
- Released depreciation	(98 885)	-
- Investment income	(1 419 262)	(1 636 379)
Operating surplus before working capital changes	3 099 792	810 162
Working capital changes		
- Decrease in trade and other receivables	3 453	32 710
- Increase in trade and other payables	1 866 274	1 654 988
Cash generated by operations	4 969 519	2 497 860

9.2 Property, plant and equipment acquired

Acquisition for the year per Note 2.1	22 897 051	8 167 110
Less: Assets transferred from the Government	-	(330 058)
Less: Erf donated by Government	-	(4 250 000)
Total acquisitions for the year per statement of cash flows	22 897 051	3 587 052

10. GOVERNMENT GRANTS Government Grants

10.1 Grant income comprise of:

	2014 N\$	2013 N\$
Operating grant	22 664 000	14 327 000
Expenses paid by the Government on behalf of NQA	1 897 272	4 212 674
Total acquisitions for the year per statement of cash flows	24 561 272	18 539 674

10.1 Expenses paid by Government on behalf of NQA

Operating lease rentals - buildings	1 897 272	1 728 483
Salaries and wages	-	1 787 063
Electricity and water	-	84 266
Other consulting	-	128 568
Alarm	-	106 730
Office supplies	-	147 062
Advertising	-	6 140
Postage	-	9 650
Travelling	-	63 469
Printing	-	45 169
Maintenance	-	5 810
Subscriptions	-	8 306
Telephone charges	-	91 959
	1 897 272	4 212 675

ACCOUNTING POLICIES AND NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2014 (CONTINUED)

11. Financial Instruments

In the normal course of its operations, the Namibia Qualifications Authority (NQA) is exposed to liquidity -, interest rate -and credit risk. The NQA manages these risks as follows:

11.1 Interest rate risk

The Authority is exposed to interest rate risk as a result of excess cash holdings invested at variable rates. The Authority monitors its exposure on an ongoing basis.

11.2 Credit risk

Credit risk consist mainly of cash deposits and trade receivables. The Authority only deposits cash with major banks with high quality credit standing.

11.3 Liquidity risk

The Authority's risk to liquidity is a result of funds available to cover future commitments. This risk is managed through an ongoing review of such commitments.

11.4 Fair values

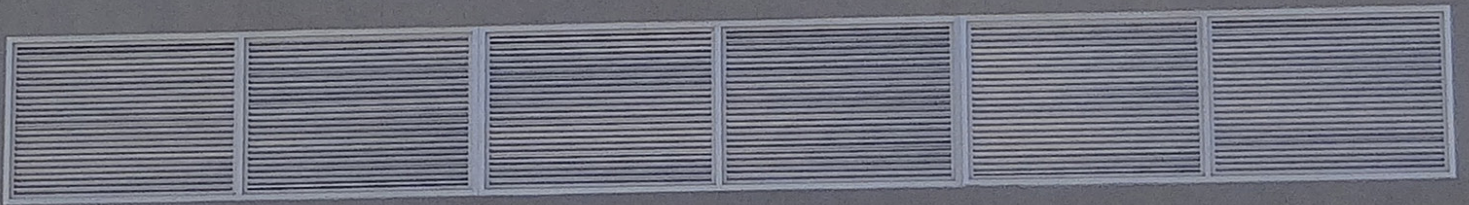
The Council members are of the opinion that the carrying value of financial instruments approximates fair value.

FOR THE YEAR ENDED 31 MARCH 2014 NAMIBIA QUALIFICATIONS AUTHORITY DETAILED STATEMENT OF COMPREHENSIVE INCOME

	2014 N\$	2013 N\$
Revenue	280 400	91 500
Other income	26 090 945	20 266 370
Government grants	24 561 272	18 539 674
Interest received	1 419 262	1 636 379
Sundry income	110 411	90 317
Total income	26 371 345	20 357 870

	2014 N\$	2013 N\$
Expenditure	22 159 066	18 282 789
Accounting fees	-	7 130
Advertising and promotions	53 261	129 585
Alarm and security	115 958	108 430
Audit fees	47 150	43 700
Automated Business Process	43 908	-
Bank charges	25 586	27 791
Board sitting fees	570 293	335 924
Cleaning services	22 222	867
Computer expenses	5 156	1 972
Consulting fees	172 075	201 238
Courier and postage	22 025	4 747
Database for NLRD	19 440	-
Depreciation	405 660	371 460
Electricity and water	180 240	84 266
Entertainment	51 676	50 111
Finance costs	22 052	96 446
Flowers and gifts	14 707	1 923
Insurance	69 934	63 842
Lawn mowers	197	9 650
Legal fees	9 798	32 230
Licensing Register and Software	8 386	-
Lock and keys	201	192
Material supplies	28 944	191 752
Motor vehicle expenses	55 987	73 128
NQF Implementation	423 281	-
Operating lease rentals - premises	1 897 272	1 728 483
Organisational Development	56 185	-
Printing and stationery	211 329	177 017
Promotional items	154 424	73 507
Recruitment	4 525	83 245
Rent paid	-	5 810
Repairs and maintenance	19 768	2 146
Salaries and wages	15 517 632	13 072 605
Staff training and welfare	556 212	305 304
Subject matters Experts	286 585	241 650
Subscriptions	106 590	41 600
Telephone and fax	145 313	95 286
Travel, accommodation and subsistence	835 094	617 269
Visas	-	2 483
Surplus for the year	4 212 279	2 075 081

NAMIBIA QUALIFICATIONS AUTHORITY







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