



**ICDL NO:**  
**/100**

## APPLICATION FORM

### Artisan Training for Self - Employment

#### CONDITIONS:

- Application fee - Non-refundable N\$50.00.  
**Banking Details:**  
Bank Windhoek  
Account Name: KAYEC - NTA  
Account No: 8001857831  
Branch Code: 481972  
Reference: Applicant name and surname e.g. Johanna Titus
- Successful candidates must pay a non-refundable fee of N\$1500.00 payable at registration, another N\$1500.00 payable in two instalments latest by April 2022.
- KAYEC CANNOT refund any payments that you have already made.
- Fill in the areas on the application form using BLOCK LETTERS with black ink.
- Attach copies of all relevant certified supporting documents: Applicable highest qualification obtained, ID or Birth Certificate or Testimonial, etc.
- Please read all information/Instructions/KAYEC Trainees' Code of Conduct (Rules/Regulations) before signing.**

#### *Important Dates:*

*Applications commence: 01<sup>st</sup> September 2021*

*Applications deadline: 11<sup>th</sup> January 2022*

*Aptitude Test: 13<sup>th</sup> January 2022 @ 08h30*

*Training will start on the 17<sup>th</sup> January 2022, and all trainees are expected to be at the centre strictly at 07h15.*

*Registered candidates who fail to report on the above date will immediately be replaced by those on the waiting list.*

WANAHEDA CENTRE

ONDANGWA CENTRE

Field of study	First Choice	<b>ICDL</b>	Second Choice	
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Date:	
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#### 1. PERSONAL PARTICULARS:

1. ID/BC number:						
2. Surname:						
3. First name/s:						
4. Sex: male/female			5. Date of birth (dd/mm/yyyy):			
6. Home language:				7. Age at registration:		
8. Marital Status:	Married		Unmarried		Divorced	Widow/er
9. Postal address:						
10. Residential address:						

11. Nationality:							
12. Region of origin/residence:							
13. Societal Status:		Disabled	Orphans/vulnerable Children			Marginalized - San/Ovatue/Ovatjimba/Ovazemba (Attach proof)	
14. Your contact number:					15. Name of next of kin:		
16. Your relationship to next of kin: - Example: father/mother/uncle/sister/brother...					17. Contact number of next of kin:		
18. Do you live in a rural or urban area?		Urban	Name of town:		Rural	Name of Village/Settlement:	
19. Do you have any special needs/challenges/difficulties? (for planning purposes only)		If yes, please tick the type of special needs/challenges /difficulties ☞ <u>Please attach proof of medical report</u>		Hearing impaired		Epileptic, nervous or trauma	
Yes				Mental health conditions		Asthma, low or high blood pressure	
No				Physical disability		Learning impairment	
				Visually impaired		Allergic (skin problem)	

## 2. EDUCATION

20. Which year did you leave school?				21. What is the highest grade you passed?			
22. What is the name of the school?							
23. Have you attended any other adult education institution or do you have any trade/technical training?						Yes	No
If yes, describe:							
24. How would you rate your ability to: (indicate your answer with "x" below)							
a) Speaking English		Good:		Average:		Weak:	
b) Reading English		Good:		Average:		Weak:	
c) Writing English		Good:		Average:		Weak:	
d) Understanding maths		Good:		Average:		Weak:	



### 3. EMPLOYMENT HISTORY

25. Are you currently employed in the field you are applying for?				Yes	No
If yes, how long					
If not, what is the reason for unemployment?					
26. Are you currently earning an income?				Yes	No
If yes, approximately how much do you earn per month					
27. What are your plans after completing your training at KAYEC?					
Find a job	Start my own business	Proceed to further studies/training	Something else (specify)		
28.	Employment Status of Parent(s)/Guardian:				
Employed	Unemployed	Self-employed	Pensioner	Retired	
29. Name of Financial Sponsor (If any?) Entity responsible for paying your tuition at KAYEC.					

### GENERAL INFORMATION

30. Where did you hear about KAYEC training program? <i>(for statistical purposes only)</i>					
31. Is your mother alive?	Yes	No	Is your father alive	Yes	No
32. Are there any orphans/ OVC's in your household?				Yes	No
33. Are you heading a household?				Yes	No
34. How many dependents (not older than 18 years) do you have in your household?		#boys		# Girls	
35. List the ages of your dependent(s)		How many orphans			
36. How many people are living in your household?					
37. How many people are earning an income in your household?					

I, (full names) \_\_\_\_\_ hereby acknowledged that I have read the above conditions and accept it. I also agree that if it is discovered that I provided wrong and/or false information on this application form, my application will not be considered.



**FOR OFFICIAL USE ONLY:**

Date received			
Received by			
Signature			
Application fee received:		Receipt number:	
Trainees payment record summary		N\$	
1 <sup>st</sup> instalment:	N\$	Date:	
2 <sup>nd</sup> instalment:	N\$	Date:	
3 <sup>rd</sup> instalment:	N\$	Date:	
4 <sup>th</sup> instalment:	N\$	Date:	
Date screened:			
Screened by:			
Course name:			
Results:			

**To be filled on training start date**

Trainee's (full name): \_\_\_\_\_ Signature: \_\_\_\_\_

Verified by workshop Instructor's (full name): \_\_\_\_\_ Signature: \_\_\_\_\_

Course: \_\_\_\_\_ Date: \_\_\_\_\_



# **CODE OF CONDUCT FOR KAYEC TRUST TRAINEES**

## **1 PREAMBLE**

KAYEC Trust is a faith - based organization providing quality skills training to out - of - school and unemployed youth with a special focus on bringing more people and communities to improve their quality of life. In pursuance of the above vision, KAYEC Trust introduces the Code of Conduct for KAYEC Trust Trainees' to ensure the best disciplinary practices in the management of the institution.

## **2 PUNCTUALITY**

- 2.1 All trainees are expected to be punctual at the start of their daily activities and after breaks. **(C2)**
- 2.2 Training sessions start at 07h25 until 16h30 from Monday to Thursday.
- 2.3 Training sessions start at 07h25 until 12h30 on Fridays.
- 2.4 Compulsory morning devotion assemblies start at 07h25 on Mondays to Fridays.
- 2.5 The time bell is set to ring 5 minutes before starting times and end of breaks.

## **3 LEAVE OF ABSENCE**

- 3.1 Trainees are expected to attend the training course for its duration without being absent. **(C2)**
- 3.2 Trainees may be absent from the training sessions with valid reasons e.g. prior arrangement (permission letter), medical proof, other valid emergencies, etc. **(C2)**
- 3.3 Absences and late coming with no satisfactory explanations, trainees will be sanctioned for corrective measures by instructors. **(C2)**
- 3.4 Persistent lateness/absence may lead to permanent exclusion after warning. **(C3)**

## **4 DRESS CODE**

- 4.1 Trainees are expected to look neat, tidy and presentable at all times - this includes hair cutting styles and patterns. **(C1)**
- 4.2 Trainees are expected to wear safety clothing as per KAYEC Trust safety requirement. **(C3)**
- 4.3 Trainees are expected to wear additional protective clothing as per trade safety requirement. **(C3)**
- 4.4 Trainees are NOT expected to wear jewellery or earrings at KAYEC and during training sessions for safety reasons. **(C3)**

## **5 WORKSHOP & SAFETY RULES AND REGULATIONS**

- 5.1 Trainees are expected to adhere to rules and safety regulations of the trades as prescribed by NOSA. Hence, all trainees need to undergo a basic Safety and First Aid course throughout the training. **(C2)**

- 5.2 Trainees are strictly expected to obey safety regulations in the workshops/at Kayec. **(C3)**
- 5.3 Trainees are not permitted to work on, or switch on any machinery whilst there is no supervision in the workshop. **(C3)**
- 5.4 No trainee is allowed to leave the workshop during training hours without the permission of the instructor or any Kayec staff member. **(C2)**
- 5.5 Tool, equipment, material, etc. may not be removed from workshop/ premises without the approval of the instructor. Hence any vandalized or stolen property from workshop or KAYEC Trust premises will be charged equally amongst all trainees in that workshop/ group if no culprit is found, **meaning if nobody knows everybody is responsible. (C3)**

## **6 GENERAL BEHAVIOUR**

- 6.1 Trainees should always be polite, courteous/well-mannered, disciplined and show respect and consideration to others (No foul/vulgar or derogatory language or inappropriate/anti-social/aggressive behaviour). **(C2)**
- 6.2 Trainees are expected to respect and obey the instructions of the instructors and any Kayec staff member at all times (Disrespect and insubordination/disobedience) **(C3)**
- 6.3 Trainees are expected to treat KAYEC Trust property and the property of others carefully and to avoid using properties without authorization, wilful damage of properties will not be tolerated) **(C2)**
- 6.4 Private business/ private jobs during hours are not allowed without prior approval by the Training Manger or instructors/staff member. **(C2)**
- 6.5 Trainees are expected to always be polite, courteous (well-mannered/disciplined), and to show respect and consideration for members of the community and the public at large. **(C1)**
- 6.6 Trainees should develop a sense of positive attitudes towards the protection of children, cultural diversity and gender equality (No sexual harassment and discrimination will be tolerated - physical or verbally). **(C2)**
- 6.7 KAYEC Trust regards theft as a criminal offence by law and will be dealt with as such (Kayec will lay charges against responsible culprits with the Namibian Law enforcement agents). Trainees are strictly cautioned to avoid stealing. **(C3)**
- 6.8 Carrying and use of cell phones and other audio devices by trainees are strictly prohibited at Kayec and trainees are expected to fully adhere - if found in possession of the above, this will be confiscated until end of the training duration - prior and reasonable arrangements should be brought to the attention of any staff member **(C2)**
- 6.9 Fighting, physical and emotional bullying, intimidating and threatening behaviour will not be tolerated on KAYEC Trust premises. **(C3)**
- 6.10 Trainees are expected to refrain from unauthorized meetings on KAYEC Trust premises. **(C3)**
- 6.11 Trainees are expected to refrain from carrying dangerous objects (weapons) which may create a risk of injury or damage. **(C3)**
- 6.12 Trainees are not allowed to receive visitors during training sessions unless it is an emergency and is done through the consent of the office. **(C2)**

## 7 Smoking and Drugs

7.1 Trainees are expected NOT to smoke, smell alcohol or use prohibited substances like drugs etc. on KAYEC Trust premises. (C3)

## 8 TRAINEE INDEMNITY

8.1 Trainees are expected to sign and hand in KAYEC Trust Indemnity Forms before commencing with training at KAYEC Trust. (C3)

## 9 DISCIPLINARY PROCEDURES

9.1 The purpose of applying disciplinary action against a trainee is to maintain a good standard of conduct and a sense of duty and pride of workmanship.

9.2 Violations of this “Code of Conduct for Trainees” are divided into three

9.3 Categories:

9.3.1 Category 1 - Minor Violations

9.3.2 Category 2 - Major Violations

9.3.3 Category 3 - Serious Violations

9.4 Disciplinary measures

9.4.1 Category 1 (C1) warrants a verbal warning

9.4.2 Category 2 (C2) warrants a written warning

9.4.3 Category 3 (C3) warrants a final warning

9.4.4 Two verbal warnings will be converted to a written warning

9.4.5 Two written warnings will be converted to a final warning

9.4.6 After final warning or serious violation an immediate suspension may be instituted followed by an investigation/consultation and if found guilty a dismissal may follow.

## 10 TRAINEE LEADERSHIP

Trainee leadership consist of the Trainee Representative Council (TRC) elected by trainees themselves. The Centre Management Committee (CMC) is an advance leadership structure in which the TRC is represented. The CMC comprises of two members of the TRC top leadership, Senior Instructors and the Training Supervisor who is the chairperson.

10.1 TRC most important functions are:

10.1.1 Assist in creating a sound training environment where all trainees feel secure and happy.

10.1.2 Reinforce position discipline amongst trainees.

10.1.3 Foster good manner and politeness, ethical values and honesty.

10.1.4 Present a positive image of KAYEC Trust and promote societal values and norms.

10.1.5 Convene regular meetings (with minutes) to ensure effectiveness.

10.1.6 Motivate and encourage trainees to work hard.

10.1.7 Enhance dignity and worth of trainees through respect and open communication.

10.1.8 Promote physical development.

10.2 CMC most important functions are:



- 10.2.1 Motivate Instructors and Trainees to use all possible opportunities KAYEC offers to ensure sound training.
- 10.2.2 Look at the well - being of all trainees at KAYEC
- 10.2.3 Ensure that training programs at KAYEC are carried out in the best way possible.
- 10.2.4 Ensure that trainee's grievances are fairly attended to.
- 10.2.5 Ensure that trainees receive a fair and considerate treatment.
- 10.2.6 Ensure adherence to "Code of Conduct".
- 10.2.7 Advice ATSE management on training related aspects.
- 10.2.8 Ensure that grievance/ concerns are resolved as soon as they arise.

## 11 REFUNDS

The training that KAYEC offers is subsidized by different donors; the motivational fee that each candidate pays prior the start of the training is to secure a sponsorship into the program.

Should a registered individual decide not to come for a training course anymore after registration, the individual has taken up the possibility of another out-of-school youth receive training and made the organization incur into operational costs, thus the individual is not eligible to any refund.

The same principle applies to trainees expelled or dropped out of the training programme.

*Please complete the table below and **sign on your own** as an **agreement** and **adherence** to all Kayec Trainees' Code of Conduct as numbered from 1 to 11.*

<b>Trainee's Name and Surname</b>	
<b>Trainee's ID Number</b>	
<b>Trainee's Signature</b>	
<b>Date</b>	
<b>Guardian's Name and Surname</b>	
<b>Guardian's Signature</b>	