



NAMIBIA TRAINING AUTHORITY

APPRENTICESHIP TRAINING EMPLOYER APPLICATION FORM - 2019

Instructions:

- a) Applicants should complete parts 1 – 6 in full
- b) Please ensure that copies of documentation are certified and legible.

1) EMPLOYER DETAILS:

Organisation Name	
Registration #	
Physical Address	
Postal Address	
Telephone	
Contact Person	
Position	
Fax	
Email	

2) COMPLIANCE

*All employers applying for the apprenticeship-training programme should amongst others be registered legal entities that meet standard compliance requirements. **Please attach the applicable documentation listed below.***

Company Registration Certificate	
SSC Good Standing Certificate	
Municipal Fitness/Factory Certificate	
Confirmation letter from the TVETP	
CVs of Mentors (<i>copies of the qualifications will be requested during workplace visit</i>)	

Comments	

3) WHY DOES YOUR COMPANY WANT TO EMPLOY APPRENTICES?

*Employer should consider their Human Resources plan in providing responses. The NTA would like to collect data on why companies train apprentices, while at the same time secure the future of apprentices and investments therein. **Tick the applicable box.***

As part of succession planning	Yes	No
Company diversification	Yes	No
Upskilling existing staff	Yes	No

Other – Please elaborate	
When are you planning to start with apprenticeship training?	

Comments			
4) HAVE YOU ENGAGED A REGISTERED/ACCREDITED TRAINING INSTITUTION?			
<i>Employers are required to assess their own training needs, identify occupations and engage with training institution to establish training availability. A mutually acceptable timetable on a 70:30 ratio and training cost should be in place. The NTA will disburse a fixed training incentive to employers. Please attach a letter of confirmation from the training provider/s.</i>			
1. Name of Training Institution			
Physical Address			
Postal Address			
Contact Person			
Position			
Telephone			
Fax			
Email			
Training Cost Known	Yes	No	
Training Schedule Known	Yes	No	
Comments			
2. Name of Training Institution			
Physical Address			
Postal Address			
Contact Person			
Position			
Telephone			
Fax			
Email			
Training Cost Known	Yes	No	
Training Schedule Known	Yes	No	
Comments			
5) HAVE YOU DECIDED WHO WILL MENTOR APPRENTICES IN YOUR COMPANY?			
<i>All apprentices should be assigned an experienced mentor. The mentor will oversee the day to day activities of the apprentice, check the log book and check the quality of work carried out by the apprentice. Mentors should be directly assigned to one or more apprentices in ratio that maintains safety and quality oversight. Even though apprentices may rotate through a company to gain experience, apprentice ratios should not exceed 1:4.</i>			

Name of Occupation/s	Number of Apprentices	Names of Mentors

6) EMPLOYERS AUTHORISED/DESIGNATED PERSON

Name	
Position	
Date	
Signature	

7) OFFICE USE ONLY – NTA DESIGNATED PERSON

Name	
Position	
Date	
Signature	
Comments	