

COMPANY PROFILE



CVTC
CLOCKNET VOCATIONAL
TRAINING CENTRE

2023

EXECUTIVE SUMMARY

Clocknet Vocational Training Centre is a leading vocational training institution operating in Namibia, providing high-quality vocational education and training to Trainees from different backgrounds. Our institution offers a wide range of courses that are designed to equip Trainees with practical skills and knowledge that are in demand in Namibia's job market.

As outlined in the National Technical and Vocational Education and Training (TVET) Policy, Clocknet Vocational Training Centre, understands the importance of vocational education and its impact on the economic development of Namibia. We are committed to providing our Trainees with an environment that fosters learning, growth, and success. Our experienced Shareholders, Board members and staff work tirelessly to ensure that our Trainees receive the best possible education and training.

Our institution offers courses in trades such as Office Administration, Counselling Services, Clothing Design, Electronics at our Windhoek campus and hospitality, and tourism, and Journery and Cabinet making at our Okahao campus, as well as business and entrepreneurship. These courses are designed to be relevant to the needs of Namibia's economy, and are delivered through a combination of theoretical learning and practical skills training.

At Clocknet Vocational Training Centre, we are committed to making vocational education and training accessible to the Namibia youth in lined with the National Technical and Vocational Education and Training (TVET) Policy. We offer competitive tuition rates, and various financial aid options to help Trainees achieve their educational goals. We also work closely with local businesses, Government and Cooperate entities to provide job attachment placement assistance to our Trainees, ensuring that they have the necessary skills to succeed in the workforce.

Clocknet Vocational Training Centre is a reputable vocational training institution, that is committed to providing quality education and training to it's Trainees. Our courses are designed to be relevant to the needs of our economy. We are proud to contribute to the development of Namibia's workforce and look forward to continuing to provide exceptional education and training to our Trainees postively contributing to national development objectives as articulated in Namibia's strategic national documents such as the National TVET Policy, Vision 2030, Harambee Prosperity Plans and the Fifth National Development Plan (NDP 5) and the Growth at home strategy.

ABOUT US



Clocknet Vocational Training Centre - a wholly owned and managed Namibian enterprise duly registered as a PTY LTD with the Ministry of Trade and Industry (MTI) under registration number 2019/0832. The company has been in operation for over ten (10) years since the year 2005; however the Vocational Training Centre was only established as a stand-alone entity in 2016. The firm was founded by the Executive Director, Ms Regina Ambambi from humble beginnings it has systematically grown to become the preferred Vocational Training Centre. The centre currently boasts of a staff compliment of 30 fulltime employees 18 at the Windhoek campus and 12 at the Okahao Campus.

CVTC complies with statutory obligations pertaining to operating a business in Namibia. As such it is registered with the Namibia Training Authority (NTA) as a Vocational Training Centre; CVTC accredited by the Namibia Qualification Authority (NQA), registered with the Ministry of Finance (MOF) for taxation purposes – corporate and as an employer. Additionally, CVTC is also registered with the Social Security Commission (SSC) as an employer under registration number 30028182 and holds a valid trading license issued by the City of Windhoek (COW). The firm is and has for many years been an active member of the Namibia Chamber of Commerce, Industry (NCCI), Namibia Preferential Procurement Corporation (NPPC).



Namibia seeks to transform into an industrialized and knowledge-based economy. NTA in partnership with Training providers such as CVTC are tasked with the responsibility of establishing an efficient, effective and sustainable TVET system aligned to the current and future skills needs of the labour market. As a catalyst towards economic growth and development, the country has identified the need to implement an efficient and effective TVET system able to equip the youth with the skills required by the labour market to meet current and future needs. TVET prepares trainees to participate in the economy through their creative and innovative skills. In terms of NDP5, this will be realized, by:

- *Offering TVET courses that improve the employment and entrepreneur prospects of trainees*
- *Making TVET more accessible*
- *Raising TVET's brand identity and profile*
- *Creating a pool of competent and skilled workers*



COMPANY VISION & MISSION



VISION

To be an inclusive Technological Innovation Centre that produces self-reliant TVET graduates with relevant technical skills.

MISSION

- Making sustainable and positive changes to the lives of Namibian youth and vulnerable groups through:
- Providing Namibian youth with an opportunity to an affordable, efficient and quality TVET skills.
- Providing the Namibian Youth with a TVET skills that responds to the labour market demands and adds value to the employer.
- Provide career guidance and mentorship to Trainee





COMPANY

OBJECTIVES

- *To create opportunity to youth to get into TVET*
- *To produce self-reliant graduates*
- *To nature our students to become leaders in innovation*
- *To tap into the technical skills, know how to help develop Industries*

VALUES



INTEGRITY

Being honest and truthfulness in all our work

TEAMWORK

Collaborative team efforts to achieve our goals



INNOVATION

Creating new method of service delivery

ACCOUNTABILITY

Our willingness to accept responsibility and obligations



INFORMATIVE

Providing our clients with useful, helpful or relevant information

QUALITY SERVICE

Dealing with clients in a respectful and helpful way



COMPANY

COURSES OFFERED

QUALIFICATIONS	LEVEL	CENTRE	DURATION	PROGRAMME
Office Administration	Level 1-4	Windhoek	1 Year each level	National Qualification
Counselling Services	Level 3-6	Windhoek	1 Year each level	National Qualification
Clothing Production	Level 1-4	Windhoek	1 Year each level	National Qualification
Electronics	Level 2-4	Windhoek	1 Year each level	National Qualification
Hospitality & Tourism	Level 2-4	Okahao	1 Year each level	National Qualification
Joinery & Carpentry	Level 1-4	Okahao	1 Year each level	National Qualification

PLANNED EXPANSION OF SCOPE

Expanding the CVTC's curriculum is one of the best ways the management has thought of, to grow revenue figures as a result of increasing numbers of trainees' enrolment. Most of the target market trainees who wish to pursue their careers as presented by the prospectus will be accommodated. The following courses have been introduced starting 2023/24:

LIST OF NEW TRAINING PROGRAMME

CENTRE	TRAINING PROGRAMME	LEVEL
WINDHOEK	<ul style="list-style-type: none"> ICT Solar Equipment and Installation and Maintenance Real Estate 	<ul style="list-style-type: none"> 1-4 1-4 5
OKAHAO	<ul style="list-style-type: none"> ICT Solar Equipment and Installation and Maintenance Metal Fabrication (Welding) Agriculture (Horticulture and Crop Production) Clothing Production Plumbing and Pipe fitting 	<ul style="list-style-type: none"> 1-4 1-4 1-4 1-4 1-4 1-4



COMPANY COURSES OFFERED

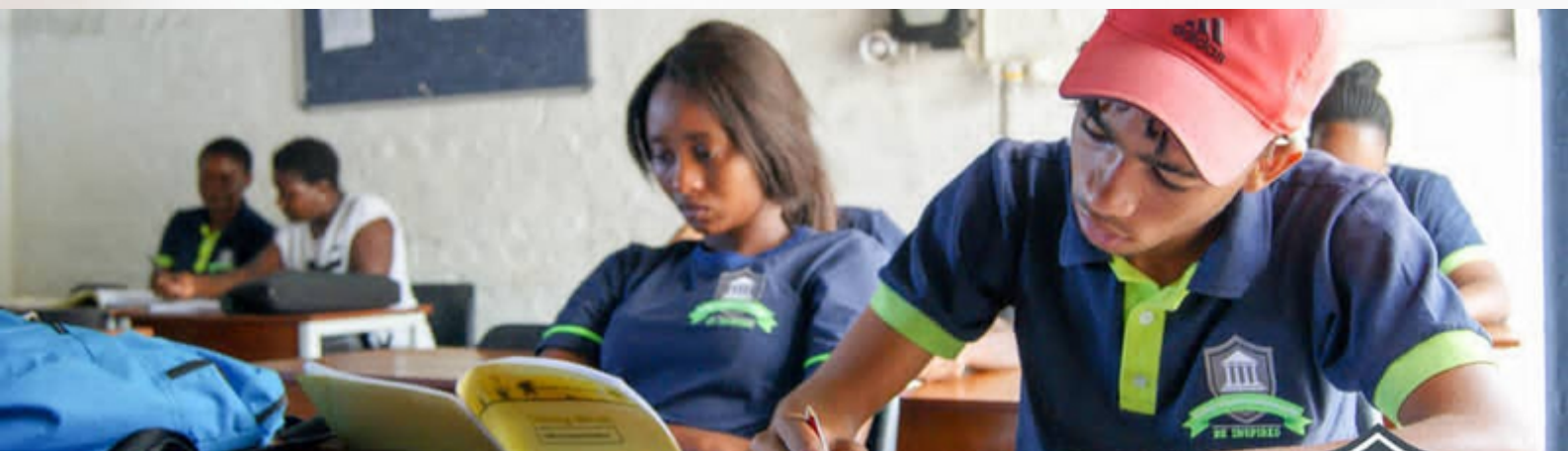
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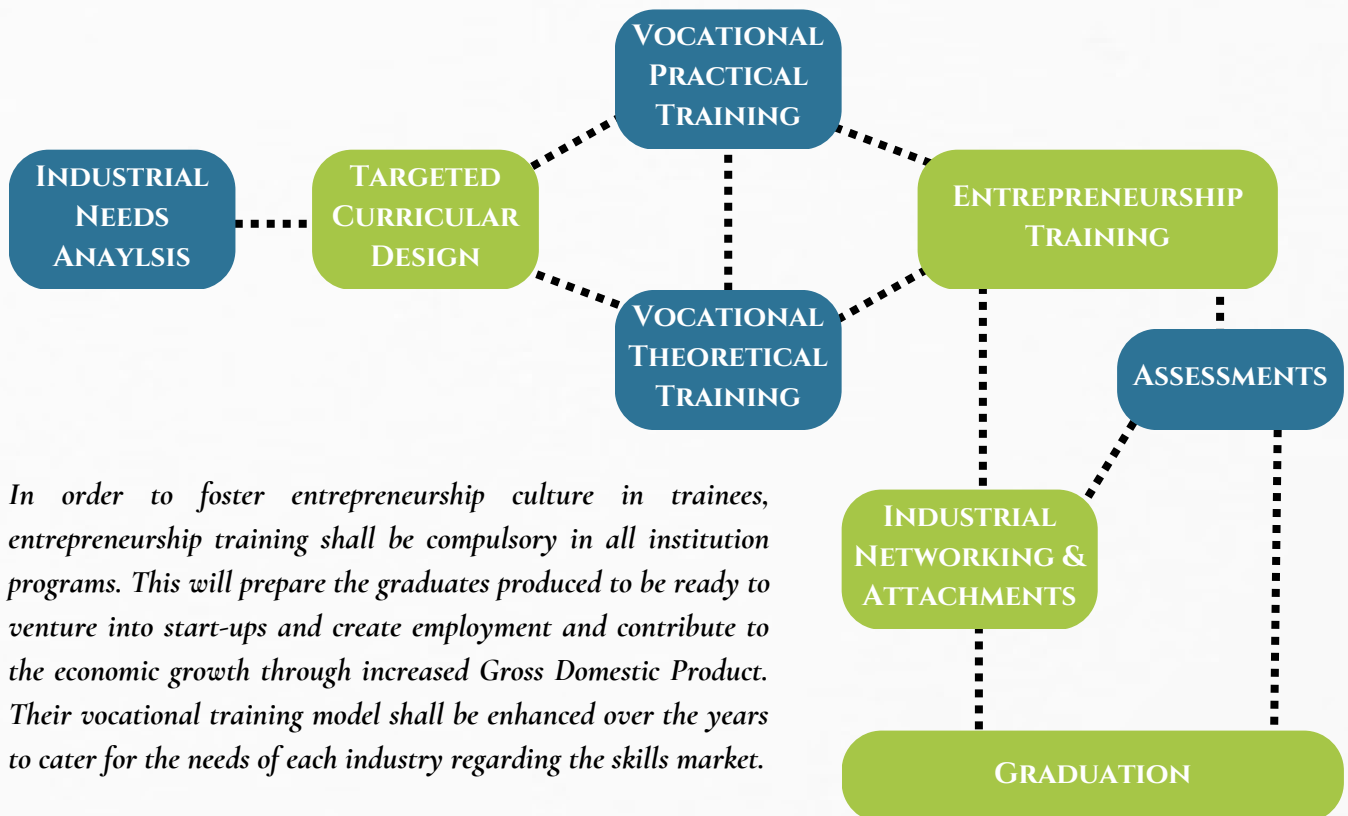
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OKAHAO	<ul style="list-style-type: none"> • ICT • Solar Equipment and Installation and Maintenance • Metal Fabrication (Welding) • Agriculture (Horticulture and Crop Production) • Clothing Production • Plumbing and Pipe fitting 	<ul style="list-style-type: none"> • 1-4 • 1-4 • 1-4 • 1-4 • 1-4 • 1-4



CLOCKNET VOCATIONAL TRAINING MODEL

In an endeavour to ensure relevance of the vocational training and education efforts, Clocknet Vocational Training Centre shall always be guided by a distinct business model as presented in this business plan. Constantly analyzing industry needs will be an important practice to ensure the institution continues to design and adjust vocational training curricular that speaks to the specific requirements of industry.



In order to foster entrepreneurship culture in trainees, entrepreneurship training shall be compulsory in all institution programs. This will prepare the graduates produced to be ready to venture into start-ups and create employment and contribute to the economic growth through increased Gross Domestic Product. Their vocational training model shall be enhanced over the years to cater for the needs of each industry regarding the skills market.

THE CVTC BOARD, MANAGEMENT AND STAFF CREED

The Board, Management and staff of Clocknet VTC are committed to providing high-quality vocational education and training to our Trainees. We are also committed to being a responsible institution that contributes to the social, economic, and environmental well-being of our community. We strive to conduct our business with the highest standards of ethics and integrity, and we are committed to minimizing the impact of our operations on the environment. We thank our Trainees and stakeholders for their support, and we look forward to continuing to contribute to the economic development of our community.

CVTC BOARD MEMBERS

NAME	POSITION
<i>Mr. Paulus M Endjala</i>	<i>Chairperson</i>
<i>Ms. Stephanie M. L De Klerk</i>	<i>Vise Chairperson; Legal</i>
<i>Dr. Wilfred I. April</i>	<i>Director</i>
<i>Ms. Regina Ambambi</i>	<i>Executive Director</i>
<i>David Namalenga</i>	<i>Director</i>
<i>Immanuel Kadhila</i>	<i>Director</i>

CVTC OPERATIONAL MANAGEMENT (WINDHOEK)

NAME	POSITION
<i>Ms. Regina Ambambi</i>	<i>Executive Director</i>
<i>Ms. Taina Mushisheni Junias</i>	<i>Manager: Finance and Compliance</i>
<i>Ms. Helmi Iikondja</i>	<i>Manager: HR and Development</i>
<i>Ms. Eli Tangi Namulandu</i>	<i>Manager: Quality Assurance and Curriculum Development</i>
<i>Ms Ivanah Mushalwa</i>	<i>Manager: Trainee Support</i>
<i>Ms. Philippine Shikongo</i>	<i>Head of Training</i>

CVTC OPERATIONAL MANAGEMENT (OKAHAO)

NAME	POSITION
<i>Ms. Hertha Mugena</i>	<i>Director</i>
<i>Mr Jason Hinanane</i>	<i>Centre Manager</i>

CVTC - WINDHOEK TEAM INSTRUCTORS

NAME	EXPERTISE	POSITIONS	HIGHEST QUALIFICATION
<i>Ms. Sylvia Iлека</i>	<i>Instructor</i>	<i>Core modules 1-2</i>	<i>Certificate in Office Admin L3</i>
<i>Ms. Leefa Sinvula</i>	<i>Instructor</i>	<i>Office Administration</i>	<i>Certificate in Office Admin L4</i>
<i>Ms. Maria Ndapuka</i>	<i>Instructor</i>	<i>Clothing Production L3-4</i>	<i>Clothing Production</i>
<i>Mr. Dave T Shilombwelwa</i>	<i>Instructor</i>	<i>Electronics L2</i>	<i>Diploma Electronic Engineering NQF L7</i>
<i>Ms. Evelyn V Tjipuravandu</i>	<i>Instructor</i>	<i>Counselling Services L3</i>	<i>Bachelor of Arts Honours Sociology Industrial Psychology NQF8</i>
<i>Ms. Shangeetha B. Goreses</i>	<i>Instructor</i>	<i>Counseling Services L3</i>	<i>Bachelor of Psychology NQF 8</i>

SUPPORT STAFF

NAME	EXPERTISE	POSITIONS	HIGHEST QUALIFICATION
<i>Mr. Natanael Iita</i>	<i>ICT</i>	<i>ICT Officer</i>	<i>Diploma in PC Engineering</i>
<i>Ms. Maria Shikolele</i>	<i>Marketing</i>	<i>Marketing Officer & Personal Assistant</i>	<i>Bachelor of Marketing L7</i>
<i>Ms. Saron Nambata Naholo</i>	<i>Administration</i>	<i>Registrar Officer</i>	<i>Certificate in Business Administration L4</i>
<i>Ms. Saara Shikongo</i>		<i>House-keeping</i>	<i>Grade 10 certificate</i>

CVTC – OKAHAO TEAM INSTRUCTORS

NAME	EXPERTISE	POSITIONS	HIGHEST QUALIFICATION
<i>Ms. Aina Amukwaya</i>	<i>Instructor</i>	<i>ICT and Core modules</i>	<i>Bachelor Hospitality Management NQF L7</i>
<i>Ms. Albertina Namweya</i>	<i>Instructor</i>	<i>Hospitality & Tourism 2</i>	<i>Hospitality & Tourism Certificate L3</i>
<i>Ms. Brenda Meroro</i>	<i>Instructor</i>	<i>Hospitality & Tourism 2</i>	<i>Hospitality & Tourism Certificate L3</i>
<i>Mr. Visco Masule Imebo</i>	<i>Instructor</i>	<i>Hospitality & Tourism 3</i>	<i>Honours Degree NQF L8</i>
<i>Ms Veriraisa Hipakwa</i>	<i>Instructor</i>	<i>Hospitality & Tourism 3</i>	<i>Hospitality & Tourism Certificate L3</i>
<i>Mr. Shekeni Timotheus</i>	<i>Instructor</i>	<i>German Language 1-3</i>	<i>Language Certificate L4</i>
<i>Mrs Wendy Mpambo Sisamu</i>	<i>Instructor</i>	<i>Hospitality & Tourism 4</i>	<i>Bachelor of Hospitality Management L7</i>

SUPPORT STAFF

NAME	EXPERTISE	POSITIONS	HIGHEST QUALIFICATION
Mr. Ipinge I Israel	Repair	Maintenance	Grade 10 certificate and over 15 years' experience
Ms. Fillemon Frieda	None	House-keeping	Grade 10 certificate

MARKET ANALYSIS

The government of the republic of Namibia had enacted Namibia Training Authority with clear objectives that provide a legal provision for objectivity and registration for the Technical Vocational Education and Training (TVET) institutions. This is an attempt to improve the livelihood by addressing the factors that drive the forces underlying low standards of living and increased political and social ills.

It is also a comeback approach for a rise from a political oppression from the Apartheid system that had a negative impact of unemployment among the youth up to today. With the enactment of the new VET Act of 2008; which is the vehicle for the establishment and implementation of the defined VET Act; this proves to have provided access and expansion to the Vocational Training Institutions. There are presently nine (9) public and eighty-five (85) Vocational Training Centres (VTC's) registered with the Namibia Training Authority. Furthermore, four VTC's are under construction while six (6) are under expansion. The target in this sector is to have at least one VTC per each of the fourteen (14) political regions by 2025.

The introduction of CBET and the development of Unit Standards and Qualifications had set things in motion such that a total of one hundred and seventeen (117) qualifications and one thousand eight hundred and ninety four (1894) unit standards registered and or being registerd on the Namibia Qualification Frame, varying from level one (1) to six (6). Quality improvement at VTC's have its trainers underwent various skills upgrading programmes. The majority of the public VTC's have its equipment and infrastructure upgraded to suit the training and qualifications scheme objectives. An average pass rate improvement for 42% in 2014 to 62% by the year 2019.

The “ National Skills Competition” and “Live Your Passion” TV and social media campaign were introduced to counter the negative perception towards the TVET sector. In terms of qualification assurance and relevance of the TVET offering;

- *A total of ten (10) Industry Skills Committees (ISC) representing major economic sectors were established;*
- *Industry experts utilised as a source of market intelligence through the ISC to oversee the development of qualifications and unit standards;*

CONT...

The government objectively promoted the Recognition of Prior Learning (RPL) by adopting a framework to recognise, assess and certify skills and competencies outside the formal TVET sector. This led to an assessment of a summation of two thousand six hundred and four (2604) candidates of which one thousand three hundred and eighty (1380) were found to be competent.

The introduction of the TVET levy in 2014 resulted to a confirmed total of two thousand eight hundred and ninety-five (2895) employers with a monthly payroll of over N \$ 1 million registered with the NTA contributing 1% of their payroll as a levy. By the year 2020 a cumulative total of levy of N\$ 2,2 billion was collected. Over N\$479 million was committed for training in various industrial sectors through TVET Funding.

There is an ongoing adoption of Work Integrated Learning (WIL) Framework for the re-introduction of the apprenticeship training scheme and the setting of standards to implement industrial attachment and RPL in TVET Namibia. This promoted about 50 key players as employers to be participating in the scheme with a total of 500 registered apprentices.

However, based upon the revised national technical and vocational education and training (TVET) policy, Clocknet VTC is positioned to take advantage of this revision by increasing capacity for handling more intakes for Vocational Training trainees per year. The policy is aimed at responding to international, regional and local imperatives.

SWOT ANALYSIS

STRENGTHS

- Provide quality TVET Skills
- Accredited by Namibia Qualification Authority (NQA) and Registered with Namibia Training Authority (NTA)
- Qualified Instructors
- Job Attachment/placement opportunities
- TVET Funding opportunities

THREATS

- Mushrooming of private institution
- Fundings reductions
- Costs of TVET technology investment

WEAKENESS

- Financial challenges
- Limited classrooms
- High drop outs

OPPORTUNITIES

- TVET Policy
- NSDP2 – National skills Need
- Stakeholders Support
- Expansion of Scope (More Trades)
- TVET Funding
- Expand the institutions

OPERATIONAL PLAN

CAMPUS 1

The Clocknet Vocational Training Centre is situated in Windhoek West at No. 17 Best Street. The property is 100% owned by the VTC. According to urban planning as a business zoning, the Windhoek Municipality qualifies the area in the light industry category which makes it ideal for our vocational training activities. Its proximity to the Central Business District makes it attractive and strategically located for the Windhoek residents whose traffic into the city centre is continuous. The institution consists of 2 fully equipped training labs, a reception area, 2 staff offices, 5 training rooms, a workshop and a library, designed to create a conducive training environment for our trainees.

NUMBER OF TRAINEES ENROLLED

YEAR	TRADE	NUMBER OF TRAINEES ENROLLED
2017	National Certificate in Business Services (Office Administration) ICT	87 13
2018	National Certificate in Business Services (Office Administration)	140
2019	National Certificate in Business Services (Office Administration) National Certificate in Counseling Services	109 4
2020	National Certificate in Business Services (Office Administration) National Certificate Electrical Engineering (Electronics) National certificate in Clothing Production National Certificate in Counseling Services	97 9 4 0
2021	National Certificate in Business Services (Office Administration) National Certificate in Counseling Services National certificate in Clothing Production National Certificate Electrical Engineering (Electronics)	90 35 4 3
2022	National Certificate in Business Services (Office Administration) National Certificate in Counseling Services National Certificate Electrical Engineering (Electronics) National certificate in Clothing Production	55 25 4 3
2023	National Certificate in Business Services (Office Administration) National Certificate in Counseling Services National certificate in Clothing Production National Certificate Electrical Engineering (Electronics)	33 25 2 4

CAMPUS 2

The Okahao Centre is being leased with an option to buy; the institution is located on the right side from oshakati, at the boundary of the newly proclaimed town of Okahao in Alushingo lodge, Ongozi village. The institution consists of 1 fully equipped modern training kitchen facility, a restaurant, a reception area, staff offices, training rooms, a student practical training room, a laundry and workshops. The Institution operates in partnership with the owners of Alushingo lodge in a mutual beneficial partnership which is aimed at reviving the lodge, to facilitate practical training for our student and in return generating an income for the owner.

YEAR	TRADE	NUMBER OF TRAINEES ENROLLED
2019	National certificate in Hospitality and Tourism	21
2020	National certificate in Hospitality and and Tourism	21
2021	National Certificate in Hospitality and Tourism	48
2022	National Certificate in Hospitality and Tourism National Certificate in Joinery and Cabinet Making	59 4
2023	National Certificate in Hospitality and Tourism National Certificate in Joinery and Cabinet Making	0 3

KEY TO SUCCESS

The success of Clocknet Vocational Training Centre shall depend on a number of factors including;

- The entrepreneurial drive, strategic and administrative management enthusiasm of the owners who are actively involved in strategic functions in the Institutions.
- Build relationships with the right industry partners that will provide our graduates with apprenticeships
- Produce graduates that are highly competent and marketable

STRATEGIC PARTNERS

We recognizes that our success is dependent on the support of our strategic partners. We are proud to work with a diverse group of partners who share our commitment to providing high-quality vocational education and training to our Trainees. We collaborate to identify opportunities to improve our programs, share best practices, and develop new initiatives that meet the evolving needs of the job market. Our strategic partners are:

PARTNERS LOGOS



QUALITY ASSURANCE

At Clocknet Vocational Training Centre, they enforce robust quality management systems, in accordance with Namibia Qualification Authority and National Training Authority. Clocknet Vocational Training Centre pursues clear unbiased feedback after the assessment by third parties inclusive of internal audits on quality management systems. The business adheres to strict vocational training education standards in their service delivery processes. Health and Safety inspectors from the responsible authorities visit the vocational training centres for routine evaluation periodically.

PROJECTED JOBS



The table below anticipates the total number of jobs that are going to be created through this expansion process by CVTC's. The jobs occupants will be Lecturers/Instructors for the trainees, Property Manager, Debtors Clerk and the matrons for the hostels.

LOCATION	CURRENT	NEW JOBS	TEMPORARY JOBS	TOTALS
Windhoek Centre	18	7	0	25
Okahao Centre	12	10	0	22
Totals	30	17	0	47

CORPORATE SOCIAL RESPONSIBILITY

Clocknet Vocational Training Centre shall consistently be in interaction with the outside community through the Clocknet Foundation

CONT...

1. *Environmental Responsibility - Offering Training course that consciously contribute to reducing impact on emissions and pollution. The institution also wishes to be an active contributor to the food bank through its Agri training eradicating the scourge of chronic poverty rampant in the informal settlement communities and creating the green economy.*
2. *Ethical Responsibility - Fair treatment across all types of employees and clients regardless of age, race, culture, or sexual orientation.*
3. *Philanthropic Responsibility - The Institution will sponsors/host fundraising events in the community. CVTC also intends to give back by empowering its graduates to start-up businesses with their support and mentorship.*
4. *Financial Responsibility - Ensuring transparent and timely financial reporting including external audits. The institution will offer financial assistance/support to vulnerable trainees and communities.*

BENEFITS OF CORPORATE SOCIAL RESPONSIBILITY

As important as CSR is for the community, it is equally valuable for our Institution. We believe that CSR activities can help forge a stronger bond between employees and the Institution, boost morale, and aid both employees and employers in feeling more connected to the world around them. The vocational training centre shall continue to carry out self-funded carrier guidance field trips to both remote and local primary and secondary schools in the nation.

ENVIRONMENTAL SUSTAINABILITY

Clocknet Vocational Training Centre recognises the importance of preserving the environmental and natural ecosystem. As such, the CVTC's vocational training methods have a strong inclination towards recycling all materials used in training. It shall ensure educational equipment and machinery are inclined to being eco-friendly.

CONCLUSION

Clocknet Vocational Training Centre has recently taken its first steps into the attractive yet highly competitive vocational training and education markets. As latest entrants with a short history, Clocknet Technology believes that it can succeed where so many others have failed and become a major player in the vocational training and education sector. As such, it is their entrepreneurial belief that their carefully crafted business plan is achievable and that its forecasts are conservative and anchored in market precedence.



CVTC
CLOCKNET VOCATIONAL
TRAINING CENTRE

LET'S WORK TOGETHER



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