



Republic of Namibia
Annotated Statutes

REGULATIONS

REGULATIONS SURVIVING IN TERMS OF

Vocational Education and Training Act 1 of 2008
section 49(6)

Regulations under the National Vocational Training Act, 1994

Government Notice 234 of 1996

(GG 1399)

came into force on 1 September 1996 (GN 234/1996)

These regulations were originally made in terms of the National Vocational Training Act 18 of 1994, which was repealed by the Vocational Education and Training Act 1 of 2008. Pursuant to section 49(6) of the Vocational Education and Training Act 1 of 2008, the regulations are deemed to have been made under that Act.

ARRANGEMENT OF REGULATIONS

1. Interpretation
2. Contracts of apprenticeship
3. Transfer of contract of apprenticeship
4. Termination of contract of apprenticeship
5. Records of apprentices
6. Particulars of supervisors
7. Repeal

Annexure – Forms

Interpretation

1. In these regulations, and in the forms in the Annexure, unless the context otherwise indicates, any word or expression to which a meaning has been assigned in the National Vocational Training Act, 1994, shall have the same meaning and -

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“the Act” means the said National Vocational Training Act, 1994 (Act 18 of 1994).

[The National Vocational Training Act 18 of 1994 has been replaced
by the Vocational Education and Training Act 1 of 2008.]

Contracts of apprenticeship

2. A contract of apprenticeship contemplated in section 19 of the Act shall be in the form of Form 1.

Transfer of contract of apprenticeship

3. The transfer of a contract of apprenticeship under section 20 of the Act shall be effected in the form of Form 2.

Termination of contract of apprenticeship

4. The notification of the termination of a contract of apprenticeship -
- (a) by mutual understanding as contemplated in section 22 of the Act;
 - (b) during probation as contemplated in section 23 of the Act, shall be in the form of Form 3 and Form 4, respectively.

Records of apprentices

5. The records to be kept of an apprentice in terms of section 25 of the Act shall be in the form of Form 5.

Particulars of supervisors

6. The particulars of supervisors contemplated in paragraphs (a) and (b) of section 28(1) of the Act shall be submitted in the form of Form 6.

Repeal

7. The regulations made under the Apprenticeship Ordinance, 1938 (Ordinance 12 of 1938), are hereby repealed.

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ANNEXURE
Forms

To view content without printing, scroll down.

To print at full scale (A4), double-click the icon below.



GN 234/1996
Annexure - Forms

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Form 1

ANNEXURE



REPUBLIC OF NAMIBIA
MINISTRY OF HIGHER EDUCATION, VOCATIONAL TRAINING, SCIENCE AND TECHNOLOGY
NATIONAL VOCATIONAL TRAINING ACT, 1994

CONTRACT OF APPRENTICESHIP
(Section 19)

FOR OFFICIAL USE ONLY
REGISTRATION NUMBER:

TO BE LODGED IN TRIPLICATE

APPRENTICE

DESIGNATED TRADE:

SURNAME: _____ male

FIRST NAME: _____ female

DATE OF BIRTH: _____

ID-NUMBER: _____

NATIONALITY / COUNTRY OF BIRTH: _____

POSTAL ADDRESS: _____

RESIDENTIAL ADDRESS: _____

PARENT'S/GUARDIAN'S OR DISTRICT MAGISTRATE'S NAME: _____

(Only required where the apprentice is a minor)

POSTAL ADDRESS: _____

EMPLOYER

NAME OF EMPLOYER: _____

COMPANY/CLOSE CORPORATION REGISTRATION NUMBER (if any): _____

BUSINESS ADDRESS: _____

POSTAL ADDRESS: _____

PHONE: _____ FAX: _____

PERSON RESPONSIBLE FOR APPRENTICESHIP TRAINING: _____

GENERAL CONDITIONS OF SERVICE:

FOR OFFICIAL USE

1. DURATION OF APPRENTICESHIP TRAINING:	Years:	Months:	Date of commencement:	Expiry Date:		
2. WAGES:	First year:	Second year:	Third year:	Fourth year:		
	N\$ _____	N\$ _____	N\$ _____	N\$ _____		
3. ORDINARY WORKING HOURS:	Daily: _____	Weekly: _____	Monthly: _____			
	N\$ _____	N\$ _____	N\$ _____			
4. ANNUAL LEAVE:	First year:	Second year:	Third year:	Fourth year:		
	_____ days	_____ days	_____ days	_____ days		

RESPONSIBILITIES OF EMPLOYER:

- To employ the apprentice for the purpose of providing a course of training in order that he or she may achieve the necessary proficiency in his or her trade within the scheduled period as specified by the relevant training scheme.
- To provide the apprentice with sufficient tools, materials and protective clothing necessary for proper training.
- To provide the Chief Inspector of Apprenticeship with an annual progress report on the apprentice.
- To release the apprentice without loss of wages or benefits for the purposes of training at any centre or institution or of attending any test or examination, and to bear all reasonable costs connected thereto.

RESPONSIBILITIES OF APPRENTICE:

- To obey all reasonable instructions given to him or her by his or her employer or any other person designated as his or her supervisor or instructor.
- To work conscientiously.
- To take good care of all tools, machinery and equipment entrusted to him or her and to take every step to avoid damage of machinery or waste of materials.
- To keep confidential any business information he or she may acquire concerning the affairs of the employer.
- Not to absent himself or herself without permission from work or the centre or institute where he or she receives training.
- To refrain from engaging in any activity which interferes with his or her duties and training.

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Regulations under the National Vocational Training Act, 1964

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Form 1

Signed:	Apprentice	Witness	Date
	In case of minors the signature of his or her Parent or Guardian or District Magistrate is also required		
	Employer	Witness	Date
THIS CONTRACT IS HEREBY REGISTERED IN TERMS OF SECTION 19 OF THE NATIONAL VOCATIONAL TRAINING ACT 1964			
	Chief Inspector of Apprenticeship		Date

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Form 2



REPUBLIC OF NAMIBIA
MINISTRY OF HIGHER EDUCATION, VOCATIONAL TRAINING, SCIENCE AND TECHNOLOGY
NATIONAL VOCATIONAL TRAINING ACT, 1994

TRANSFER OF CONTRACT OF APPRENTICESHIP

(Section 20)

TO BE LODGED IN TRIPLICATE

FOR OFFICIAL USE ONLY
REGISTRATION NUMBER:

APPRENTICE

EMPLOYER

DESIGNATED TRADE:		NAME OF EMPLOYER:	
SURNAME:	male <input type="checkbox"/>	COMPANY/CLOSE CORPORATION:	
FIRST NAME:	female <input type="checkbox"/>	BUSINESS ADDRESS:	
DATE OF BIRTH:		POSTAL ADDRESS:	
ID NUMBER:		PROSPECTIVE EMPLOYER:	
NATIONALITY / COUNTRY OF BIRTH:		COMPANY/CLOSE CORPORATION:	
POSTAL ADDRESS:		BUSINESS ADDRESS:	
RESIDENTIAL ADDRESS:		POSTAL ADDRESS:	
PARENTS/GUARDIAN's or (Only required where the apprentice is a minor)		NATURE OF BUSINESS:	
POSTAL ADDRESS:			

PARTICULARS OF CONTRACT:

DATE OF COMMENCEMENT:	DATE OF EXPIRY:	DATE OF REGISTRATION:
REASONS FOR TRANSFER:		

In accordance with section 20(1) of the National Vocational Training Act, 1994, the undersigned parties hereby agree to the transferring of the rights and obligations of the present Employer under the Contract of Apprenticeship to the Prospective Employer.

Signed:			
Apprentice (In case of minors the signature of his or her Parent or Guardian or District Magistrate is also required)	Witness	Date	
Present Employer	Witness	Date	
Prospective Employer	Witness	Date	
I HEREBY APPROVE / DISAPPROVE * THE TRANSFER OF THE CONTRACT OF APPRENTICESHIP	Chief Inspector of Apprenticeship	Date	

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Form 3



REPUBLIC OF NAMIBIA
MINISTRY OF HIGHER EDUCATION, VOCATIONAL TRAINING, SCIENCE AND TECHNOLOGY
NATIONAL VOCATIONAL TRAINING ACT, 1994
NOTICE OF TERMINATION OF CONTRACT OF APPRENTICESHIP
BY AGREEMENT
(Section 22)

APPRENTICE	EMPLOYER
DESIGNATED TRADE: _____	NAME OF EMPLOYER: _____
SURNAME: _____ male <input type="checkbox"/>	COMPANY/CLOSE CORPORATION REGISTRATION NUMBER (if any): _____
FIRST NAME: _____ female <input type="checkbox"/>	BUSINESS ADDRESS: _____
DATE OF BIRTH: _____	POSTAL ADDRESS: _____
ID NUMBER: _____	① _____ FAX: _____
NATIONALITY / COUNTRY OF BIRTH: _____	
POSTAL ADDRESS: _____	
RESIDENTIAL ADDRESS: _____	
PARENTS/GUARDIANS or DISTRICT MAGISTRATE'S NAME: (Only required where the apprentice is a minor)	
POSTAL ADDRESS: _____	
	HOME HOME BUSINESS

PARTICULARS OF CONTRACT:		
DATE OF COMMENCEMENT: _____	DATE OF EXPIRY: _____	DATE OF REGISTRATION: _____
REGISTRATION NUMBER: _____		

In accordance with section 22(1) of the National Vocational Training Act, 1994, the undersigned parties hereby agree that the Contract of Apprenticeship should be terminated with effect from: _____

Signed:	_____ Apprentice (In case of minors the signature of his or her Parent or Guardian or District Magistrate is also required)	_____ Witness	_____ Date
	_____ Employer	_____ Witness	_____ Date

THE CHIEF INSPECTOR'S POSTAL ADDRESS:

Private Bag 15004, Khomasdal, Windhoek

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Form 4

REPUBLIC OF NAMIBIA
MINISTRY OF HIGHER EDUCATION, VOCATIONAL TRAINING, SCIENCE AND TECHNOLOGY
NATIONAL VOCATIONAL TRAINING ACT, 1994
NOTICE OF TERMINATION OF CONTRACT OF APPRENTICESHIP
DURING PROBATION
 (Section 23)

APPRENTICE	EMPLOYER
DESIGNATED TRADE: _____	NAME OF EMPLOYER: _____
SURNAME: _____	COMPANY/CLOSE CORPORATION REGISTRATION NUMBER (if any): _____
FIRST NAME: _____	BUSINESS ADDRESS: _____
DATE OF BIRTH: _____	POSTAL ADDRESS: _____
ID NUMBER: _____	☎ _____ FAX: _____
NATIONALITY / COUNTRY OF BIRTH: _____	
POSTAL ADDRESS: _____	
RESIDENTIAL ADDRESS: _____	
PARENT'S/GUARDIAN's or DISTRICT MAGISTRATE'S NAME <small>(Only required where the apprentice is a minor)</small>	
POSTAL ADDRESS: _____	

PARTICULARS OF CONTRACT:		
DATE OF COMMENCEMENT	DATE OF EXPIRY	DATE OF REGISTRATION:
REGISTRATION NUMBER		

In accordance with section 23 of the National Vocational Training Act, 1994, the Contract of Apprenticeship has been terminated by the Employer / Apprentice with effect from _____.

Signed: _____			
Apprentice <small>(in case of minors the signature of his or her Parent or Guardian or District Magistrate is also required)</small>	Witness	Date	
Employer	Witness	Date	

THE CHIEF INSPECTOR'S POSTAL ADDRESS Private Bag 19004, Khomasdal, Windhoek

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Form 5



REPUBLIC OF NAMIBIA
MINISTRY OF HIGHER EDUCATION, VOCATIONAL TRAINING, SCIENCE AND TECHNOLOGY
NATIONAL VOCATIONAL TRAINING ACT, 1994
RECORD OF REMUNERATION PAID TO AND TIME WORKED BY APPRENTICE
 (Section 25)

APPRENTICE	EMPLOYER
DESIGNATED TRADE: _____	NAME OF EMPLOYER: _____
SURNAME: _____	COMPANY/CLOSE CORPORATION REGISTRATION NUMBER (if any): _____
FIRST NAME: _____	
DATE OF BIRTH: _____	POSTAL ADDRESS: _____
ID-NUMBER: _____	☎ _____ FAX _____
NATIONALITY / COUNTRY OF BIRTH: _____	
POSTAL ADDRESS: _____	
RESIDENTIAL ADDRESS: _____	
PARENT'S/GUARDIAN'S or DISTRICT MAGISTRATE'S NAME: <small>(Only required where the apprentice is a minor)</small>	
POSTAL ADDRESS: _____	

PARTICULARS OF CONTRACT:		
DATE OF COMMENCEMENT: _____	DATE OF EXPIRY: _____	DATE OF REGISTRATION: _____
REGISTRATION NUMBER: _____		

19....	Hours worked	Salary (N\$)	Remarks by Supervisor	Supervisor's Signature	Date	Apprentice's Signature	Date
Jan							
Feb							
Mar							
Apr							
May							
June							
July							
Aug							
Sept							
Oct							
Nov							
Dec							

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REMARKS BY INSPECTOR

Name: _____
Signature: _____
Date: _____

Name: _____
Signature: _____
Date: _____

Name: _____
Signature: _____
Date: _____

Name: _____
Signature: _____
Date: _____

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Form 6



REPUBLIC OF NAMIBIA
MINISTRY OF HIGHER EDUCATION, VOCATIONAL TRAINING, SCIENCE AND TECHNOLOGY
NATIONAL VOCATIONAL TRAINING ACT, 1994

PARTICULARS OF PERSON RESPONSIBLE FOR SUPERVISING GENERALLY OR OF APPRENTICE /TRAINEE SUPERVISOR

(Section 28)

PERSON RESPONSIBLE FOR SUPERVISING GENERALLY / APPRENTICE/TRAINEE SUPERVISOR
(delete whichever is not applicable)

EMPLOYER

DESIGNATED TRADE		NAME OF EMPLOYER	
SURNAME	male <input type="checkbox"/>	COMPANY/CLOSE CORPORATION	
FIRST NAME	female <input type="checkbox"/>	REGISTRATION NUMBER (if any)	
DATE OF BIRTH		BUSINESS ADDRESS	
ID NUMBER		POSTAL ADDRESS	
NATIONALITY / COUNTRY OF BIRTH		PHONE	FAX
POSTAL ADDRESS	HOME	NATURE OF BUSINESS	
RESIDENTIAL ADDRESS			
EMPLOYED AS			
DATE OF EMPLOYMENT			

INFORMATION ON PERSON RESPONSIBLE FOR SUPERVISING GENERALLY / APPRENTICE/TRAINEE SUPERVISOR:

FOR OFFICIAL USE	
Highest academic qualifications	
School / Institution	
Highest technical qualifications	
Institution	
Working / teaching experience	

Note: All certificates substantiating the above qualifications, including a CV, should be attached. (If necessary, please attach further particulars per annexure)

Signed:	_____	_____	_____
	Employer	Witness	Date
THIS APPLICATION IS APPROVED / NOT APPROVED:	_____	_____	_____
	Chief Inspector of Apprenticeship		Date

THE CHIEF INSPECTOR'S POSTAL ADDRESS:

Private Bag 19004, Khomasdal, Windhoek