

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These regulations were originally made in terms of the National Vocational Training Act 18 of 1994, which was repealed by the Vocational Education and Training Act 1 of 2008.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

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

Annexure – Forms

### Interpretation

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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### REGULATIONS Vocational Education and Training Act 1 of 2008

#### Regulations under the National Vocational Training Act, 1994

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[The National Vocational Training Act 18 of 1994 has been replaced by the Vocational Education and Training Act 1 of 2008.]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

### Regulations under the National Vocational Training Act, 1994

# ANNEXURE Forms

To view content without printing, scroll down.

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



#### Regulations under the National Vocational Training Act, 1994

- 3 -ANNEXURE

### REPUBLIC OF NAMIBIA

### MINISTRY OF HIGHER EDUCATION, VOCATIONAL TRAINING, SCIENCE AND TECHNOLOGY

NATIONAL VOCATIONAL TRAINING ACT, 1994

### CONTRACT OF APPRENTICESHIP

(Section 19)

TO BE LODGED IN TRIPLICATE

FOR OFFICIAL USE ONLY	
REGISTRATION NUMBER:	

	TOBEL	ODGED	IN TRIPLICATE			
APPRENTICE					EMP!	LOYER
DESIGNATED FRADE:			NAME OF EMPLOYER:			
SURNAME:	 	mele 🗖	COMPANY/CLOSE CORPORATION REGISTRATION NUMBER (Ferry):			
FRST NAME:	 	female 🗆	BUSINESS ADDRESS:			
DATE OF BIRTH:	 		POSTAL ADDRESS:		-	
D-NUMBER:	 			<b>D</b>	FAX	
NATIONALITY / COUNTRY OF BIRTH:	 1		PERSON RESPONSIBLE FOR APPRENDESHIP TRAINING:			
POSTAL ADDRESS:	 3		EV. P. VC. A.C. P. P. C.			
RESIDENTIAL ADDRESS:	 de centra		and the same of th			
PARENTS/GUARD ANS or DISTRICT MAGISTRATE'S NAME: (Only required where the apprentice is a	 (D)					
POSTAL ADDRESS:	 0					
	 <u></u>			,		

GENERAL CONDITIONS OF SERV	ICE:				FOR OF	FICIAL USE
1. DURATION OF APPRENTICESHIP TRAINING:	Years:	Months:	Sate of commencement:	Expiry Date:	1 1 2	
z. wages:	First year:	Second year.	Third year. Fourth year	:	10, 10	
3. ORDINARY WORKING HOURS:	NS Daiy:	NS	NS	122		
4. ANNUAL LEAVE:	First year	Second year		7		
TO PERSONAL LABORATION	days	days				. :

#### RESPONSIBILITIES OF EMPLOYER:

- 1. To employ the apprendice for the outpose of providing a course of training in order that he or she may achieve the necessary profidency in his or her trade within the scheduled period
- To employ the apprentice for the outpose of providing a course of training in order fraction or one may achieve the necessary prohibents in the releasant braining achieve.
   To provide the apprentice with sufficient bods, materials and productive dolltring reconstany for proper fraining.
   To provide the Chief inspection of Apprenticeship with an annual progress report on the apprentice.
   To release the apprentice without loss of wages or benefits for the surproses of training at any centre or institution or of appending any test or examination, and to boar all reasonable obels commercial training.

#### RESPONSIBILITIES OF APPRENTICE:

- To work consonable 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 consonationally
  To bake good take of all tools, imachinery and equipment enterset of him or her and in take every size to world damage of machinery or waste of materials.
  To keep constantial any business information he or she may acquire concerning the affairs of the employer.
  Not to assert himself or hersel without permission from work of the careful where he or she reserves to an ing.
  To retrain from engaging it any activity which littlefers with his or her cutes and training.

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### Regulations under the National Vocational Training Act, 1994

		- <b>d</b> .		Form 1
į.	***			
	Signed:		and the same areas as	
î		Apprentise (in page of warrost the signature of his or har Parent or Guardan or District Magisticke in Jaco required)	Wiloess	(labe <sup>†</sup>
		 Елірун	Withdas	
	THIS CONTRACT IS HORRORY REGISTERED IN TERMS OF SECTION 19 OF THE NATIONAL VOCATIONAL TRAINING ACT 1994			
ï		Chief Inspector of Apprenticeship		Date

#### Regulations under the National Vocational Training Act, 1994



REPUBLIC OF NAMIBIA

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

### TRANSFER OF CONTRACT OF APPRENTICESHIP

(Section 20) FOR OFFICIAL USE ONLY REGISTRATION NUMBER: TO BE LODGED IN TRIPLICATE APPRENTICE **EMPLOYER** DESIGNATED TRADE: NAME OF EMPLOYER SURNAME: maie 🔲 COMPANY/CLOSE CORPORATION FIRST NAME: lemale 🔲 BUSINESS ACORESS: DATE OF BIRTH: POSTAL ADDRESS: O-NUMBER: FAX: PROSPECTIVE EMPLOYER: NATIONALITY / COUNTRY OF SIRTH. Ð POSTAL ADDRESS: COMPANY/CLOSE CORPORATION RESIDENTIAL ADDRESS: SUSTNESS ADDRESS: PARENTWGLARDIAN's or POSTAL ADDRESS: Only required where the apprentice is a minor) FAX: NATURE OF BUSINESS: POSTAL ADDRESS: (1) PARTICULARS OF CONTRACT: DATE OF EXPIRY: DATÉ OF COMMENCEMENT: DATE OF REGISTRATION:

REASONS FOR TRANSFER:

Is 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 Outrict Magistante is also required)	Wilness	Date
	Present Employer	Witness	Date
	Prospective Smpleyer	Witness	Date
THEREBY APPROVE / DISAPPROVE THE TRANSFER OF THE CONTRACT OF APPRENTICESHIP	Chief Inspector of Apprenticeship		Date

Form 2

### REGULATIONS

### **Vocational Education and Training Act 1 of 2008**

### Regulations under the National Vocational Training Act, 1994

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REPUBLIC OF NAMIBIA

### ${\bf MINISTRY\ OF\ HIGHER\ EDUCATION, VOCATIONAL\ TRAINING, SCIENCE\ AND\ TECHNOLOGY}$

NATIONAL VOCATIONAL TRAINING ACT, 1994

# NOTICE OF TERMINATION OF CONTRACT OF APPRENTICESHIP BY AGREEMENT

(Section 22)

DESIGNATED TRADE				NAME OF EMPLOYER:	I	EMPLOYE
SURNAME	:		mate 🗖	COMPANY/CLOSE CORPORATION REGISTRATION NUMBER (Fany):		
FRSTNAME	:		female 🗖	BUSINESS ADDRESS:		
DATE CEBRIN	!			POSTAL ADDRESS:	<b></b>	
ID-NUMBER					0	FAX
ATIONALITY / COUNTRY OF BIRTH.	ı	T		L	J	
POSTAL ADDRESS:	it i	<u> </u>				
RESIDENTML ADDRESS	2	номв				
PARENT'MGUARDIAN'S OF DISTRICT MAGISTRATE'S NAME:						
Only required where the apprentice is a minor)		(D)				
POSTAL ADDRESS:	t	(Income)				
		.euswess)				
ARTICULARS OF CONTRACT	F:					
DATE OF COMMENCEMENT	т:	DATE OF	EXPIRY:	DATE OF RE	GISTRATION:	
REGISTRATION NUMBER	q:					
REGISTRATION NUMBER	৭: 1) of the Nation	al Vocationa	Traning A	ct, 1994, the undersigned parti		agree that the Contract
REGISTRATION NUMBER	e: 1) of the Nation led with effect fro	al Vocationa	l Træning A	ct, 1994, the undersigned perti	ies hereby i	agree that the Contract
REGISTRATION NUMBER accordance with section 22(1) prenticeship should be terminal	9: 1) of the Nation ted with effect from	al Vecationa	I Training A	et, 1994, the undersigned particular de la company de la c	es hereby :	

THE CHIEF INSPECTOR'S POSTAL ADDRESS:

Private Bag 19004, Khomasda', Windhoek

### Regulations under the National Vocational Training Act, 1994



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### REPUBLIC OF NAMIBIA

# MENISTRY 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
DES GNATED TRADE:			NAME OF EMPLOYER:		
SURNAME:		maie 🗖	COMPANY/CLOSE CORPORATION REGISTRATION NUMBER (if pay).		
FIRST NAME:		female 🗆	BUSINESS ADDRESS:		
DATE OF BIRTH:			POSTAL ADDRESS:	į.	
IO NUMBER:	<u> </u>			3	FAX
NATIONALITY / COUNTRY OF BIRTH:			l		
POSTAL ADDRESS:	ā				
RESIDENTIAL ADDRESS:	[:+0m	4E]			
PARENTS/SUARDIANS OF DISTRICT MAGISTRATE'S NAME.					
(Crity required where the apprentice is a minur)					
POSTAL ADDRESS:	(D)	NESS:			
PARTICULARS OF CONTRACT				****	
DATE OF COMMENCEMENT	DA	TE OF EXPIRY.	DATE OF RES	STRATION:	
REGISTRATION NUMBER					
n accordance with section 23 of the period with effect from		-	4, the Contract of Apprenticeship	has been termina	ited by the Employer :
Signed:	memoranem, accord				HARACO E ANNOHANA
	țiir, casé of minors the sign District Ma	Apprentice nature of his or her Pan egistrate is also require			Date
		Employer	Witness		Date

THE CHIEF INSPECTOR'S POSTAL ADDRESS.

Private Bag 19004. Khomasdal, Windhoek

### Regulations under the National Vocational Training Act, 1994



Form 5

EMPLOYER

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

APPRENTICE

(Section 25)

	DES	SNATED TRAC	ē:		NAME OF EMPLO	YER:		
		SURNAM	E:	male 🗆	COMPANY/CLOSE CORPORA REGISTRATION NUMBER (IF		V. 1.21.	
		FIRST NAM	E:	female 🗆	BUSINESS ADDR	IESS:		
		DATE OF BIRT	Ht.		POSTAL ADOR	ESS:		
		ID-NUMBE	Re T			3	FAX	
напо	NALITY / COU	INTRY OF BIRT	Ht.		t			
	PO	STAL ADDRES	S: (3)					
	RESIDE	ATIAL ADDRES	S. PHOM/E:					
		STRATE'S NAM						
		the apprentice is	a (0)					
	20	STAL ADDRES	(HOMÉ)					
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PART	CULARS O	F CONTRAC	T:					
	DATE OF C	OMMENCEME	NT: DATE	OF EXPIRY	DATE (	F REGISTRA	AT/ON:	
	RESIST	RATION NUMB	ER:		77.5			
19	Hours worked	Salary (N\$)	Remarks by Sup	ervisor	Supervisor's Signature	Date	Apprentice's Signature	Date
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Mar	i							
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May								
Мау								
May June								
May June July								
May June July Aug								
May June July Aug Sept								

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### Regulations under the National Vocational Training Act, 1994

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### REMARKS BY INSPECTOR

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### Regulations under the National Vocational Training Act, 1994



#### 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

	(Secti	on 28)	
PERSON RESONSIBLE FOR APPRENTICE/TRAINEE SUR (delete whichever a not applicable)	R SUPERVISING GENERALLY! PERVISOR		EMPLOYER
DESIGNATED TRADE:		NAME OF EMPLOYER:	
SUR NAME:	rrale 🗖	COMPANY/CLOSE CORPORATION REGISTRATION NUMBER (if any):	
-IRST NAME:	female 🗖	BUSINESS ADDRESS:	
DATÉ OF BIRTH:		POSTAL ADDRESS:	
ID-MUMBER:			① FAX:
NATIONALITY / COUNTRY OF BIRTH:		NATURE OF BUSINESS:	
POSTAL ADDRESS.	œ e		
RESIDENTIAL ADDRESS:	HOME		
EMPLOYED AS:			
DATE OF EMPLOYMENT			
INFORMATION ON PERSON F GENERALLY APPRENTICE/TRA	RESPONSIBLE FOR SUPERVISING INEE SUPERVISOR:		FOR OFFICIAL USE
	Highest academic qualifications	Marie Board Board Board Telephone Board Bo	
	School / Institution:		
	Highest technical qualificazons:		
	kristitution:		E 44 4 4 4 4 4 4 4 4 4 4 4 4 4 4 4 4 4
	Working / teaching experience:	The second secon	
Note: All certificates substantiating the attached, (If necessary, please a	above qualifications, including a CV, should be tach further particulars per annexure)		
Signed:			
	Employer	Wite	ess Date
THIS APPLICATION IS APPROVED (			
	Chief aspector of Apprentices		Date

THE CHIEF INSPECTOR'S POSTAL ADDRESS:

Private Bag 19004, Khomasdal, Windhoek