



COSDEF Arts & Crafts CENTRE

APPLICATION FORM

JANUARY 2022

CONDITIONS

1. Fill in the areas on the application form using **BLOCK LETTERS**, with black ink.
2. A Non-refundable application fee of **N\$ 60.00** is payable upon submission of this application fee.
3. This application must be accompanied by certified copies of birth certificate/identity card, relevant academic certificates/latest school results and proof of payment.
4. Short courses are not listed on this application form. Contact the COSDEF Arts & Crafts Centre for more information.
5. The closing date for submitting this application form is on or before **03 December 2021 at 12:00**
6. **No late applications will be accepted.**
7. **Completing this application does not mean automatic enrollment.**

*Attach a recent
passport photo
here*

Course Applying for (Please mark with an **(A)** as first choice and **(B)** as second choice)

Leather Craft and Design Level 2		Jewellery Design & Manufacturing NQA Level 2		Fashion Design and Accessories NQA Level 2	
Graphic Design Level 2		Jewellery Design & Manufacturing NQA Level 3		Clothing Production with Fashion Design Specialisation NQA Level 3	
Visual Arts, Craft and Design NQA Level 2					

APPLICATION DETAILS

Surname:		First Name:	
ID Number/Date of Birth:		Region:	
Residential Address:		Constituency:	
		Gender: Male <input type="checkbox"/> Female <input type="checkbox"/>	
Postal Address:	Town:	Contact/Cell Number:	
Nationality:		Email Address:	
Marital Status:			

Social Status (Mark with an X):

Previously Advantaged? Previously Disadvantaged? Disabled (Including chronic illness)?

If disabled, please describe the type of disability:

NEXT OF KIN

Name:	Relationship:
Residential Address:	Cell/Tel No:
Email Address:	

PARENT STATUS

Both Alive Both Deceased Unknown
Father Deceased Mother Deceased

LANGUAGE PROFICIENCY

Your Home Language			
Other Languages	Speak	Read	Write

EDUCATION AND TRAINING

Highest grade completed (Indicate the last grade of school attendance and attach copy of highest grade obtained)	
If you dropped out before grade 10, what was the reason?	
Are you a new or repeat COSDEF trainee:	

Have you participated in other training? Yes No

If yes, specify:

What kind of training:		Competencies/Qualifications obtained:	
Training provider:		Time and duration:	

EMPLOYMENT STATUS

Type of Employment:	Name of Employer (if possible):	Period:

YOUR FUTURE PLANS

What do you want to do after completing the course? (Mark the box with an X)		
Find a job <input type="checkbox"/>	Start my own business <input type="checkbox"/>	Proceed to VTC or Tertiary Education <input type="checkbox"/>
Something else (Specify): _____		

PERSON RESPONSIBLE FOR PAYMENTS

Surname:		First Name:	
ID Number/Date of Birth:		Contact/Cell Number:	
Residential Address:		Email Address:	
Postal Address:	Town:		

N\$60.00 NON-REFUNDABLE APPLICATION FEE CAN BE PAID INTO BELOW BANK ACCOUNT OR IN CASH AT THE CENTRE:

Bank Name: Bank Windhoek
Account Name: Swakopmund Arts & Crafts
Account Number: 8002635022
Branch Code: 481-772
Branch Name: Swakopmund
Reference: Full Names of Applicant (Student Name)

I _____ hereby acknowledge that I have read the above conditions and accept it. I also agree that if it is discovered that I provided wrong/false information on this application form, my application will not be considered. Further I understand that if it is discovered that information on this form is incorrect, it will lead to my immediate expulsion from the Centre. I undertake to abide by the rules as laid by the Centre and understand disciplinary action may be taken if I don't comply with the Centre rules and policies. I agree that I'm solely responsible for the course fees and class attendance.

This form is legally binding the trainee to adhere to the policies and regulations of COSDEF Arts & Crafts Centre and to pay all course fees in full once registration has taken place.

Applicant's signature _____ Date _____

FOR OFFICE USE ONLY

Received by:
Signature: _____ Date: _____

Provisional Admitted: Yes No Waiting list: Yes No

Course Fee Structure:

ACCREDITED COURSES

Course Title	Course Fee	Registration	Toolkit	Total
Clothing Production (L3) NQA	N\$6000.00	N\$1000.00	N\$6000.00	N\$13 000.00
Fashion Design & Accessories (L2) NQA	N\$5000.00	N\$1000.00	N\$1500.00	N\$7500.00
Jewellery Design & Manufacturing (L2) NQA	N\$6500.00	N\$1000.00	N\$2500.00	N\$10 000.00
Jewellery Design & Manufacturing (L3) NQA	N\$6500.00	N\$1000.00	N\$2500.00	N\$10 000.00
Visual Arts, Craft & Design (L2) NQA	N\$5000.00	N\$1000.00	N\$1500.00	N\$7500.00
Courses in the accreditation process				
Course Title	Course Fee	Registration	Toolkit	Total
Leather Craft & Design (L2)	N\$5000.00	N\$1000.00	N\$1500.00	N\$7500.00
Graphic Design (L2)	N\$5000.00	N\$1000.00	N\$1500.00	N\$7500.00

A non-refundable application fee of N\$60 applicable to ALL courses.

Registration fees need to be paid in full by 21st of February, before commencement of any course. Course fees include student card, manuals and external assessment fee. Course fees may be paid over 8 months. No starter kits will be handed over before full payment thereof.

Course Enrolment Specifications:

To register all prospective trainees should bring along the following documents upon registration:

- Certified copy of Full Birth Certificate;
- Certified copy of Namibian Identity Document (ID);
- Certified copy of highest school leaving certificate;
- Proof of payment of application fee (cash receipt or bank deposit slip).

* Apply for NSFAP funding for Clothing Production NQA Level3. Ask at the office for assistance.