

## Human Resource Development Centre (HRDC)

The NamWater Vocational Training Centre well known as “NamWater HRDC” is located in the premises of the Von Bach Water Treatment Plant, approximately six kilometers south of Okahandja town along side the Okahandja-Windhoek main road.

As a vocational training centre we provide training to persons with interest in acquiring artisanal skills



## HRDC

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# NAMWATER

## HUMAN RESOURCE DEVELOPMENT CENTRE



*Information Brochure 2016*



### Courses offered at HRDC

NO	COURSES OFFERED	LEVELS	DURATION	MODE OF DELIVERY	QUALIFICATION AWARDED
1	Bricklaying and Plastering	1-3	3 years	Fulltime	National Certificate
2	Carpentry and Joinery	1-3	3 years	Fulltime	National Certificate
3	Diesel Mechanic	1-3	3 years	Fulltime	National Certificate
4	Electrical General	1-3	3 years	Fulltime	National Certificate
5	Heavy Plant Operations	1-3	3 years	Fulltime	National Certificate
6	Office Administration	1-3	3 years	Fulltime	National Certificate
7	Plumbing and Pipefitting	1-3	3 years	Fulltime	National Certificate
8	Water Care	1-3	3 years	Fulltime	National Certificate

### Entry Requirements

Grade 12:

Minimum of D in Mathematics, Science and E in English.

Grade 10

21 points with: Mathematics (C), Science (C) & English (D) Entrepreneurship(D), Keyboard & Computing (D)

Certified copies of the following documents must accompany application forms for full-time training:

- Grade 10 or 12 Certificate
- Applicant ID/Passport
- ID/Passport of both parents
- Applicant Birth Certificate
- Testimonial letter from school
- Proof of parental income
- 3 x passport photos

### Accommodation Options

Single room: N\$ 5272.10 (includes lunch)

Double room: N\$ 4952.10 per person sharing (includes lunch)

4 Bed room: N\$ 1760.00 (self-catering)

New single room: N\$ 4150.00 (excludes lunch with self-catering option)

Meals options:

Breakfast: N\$ 1640.70;

Lunch: N\$ 2852.10;

Supper: N\$ 2763.00



## Bricklaying & Plastering

Trainees in this field should carry out completely and efficiently all construction related to bricklaying and plastering from working drawings .



## Electrical General

Electricians Install, electrical wiring and related equipment in houses, industrial and commercial establishments and other buildings.



## Heavy Plant Operator

This course provides training in operation and preventative maintenance of heavy construction equipment. You'll develop the skills you need using:

- Dozers
- Tip truck
- Front-end loader
- Grader
- Backhoe loader
- Excavator



## Carpentry & Joinery

You will learn how to build things by joining pieces of wood.

You will be able to:

- Produce basic woodworking joints
- Maintain and use carpentry and joinery hand tools
- Prepare and use carpentry and joinery portable power tools



## Diesel Mechanics



Trainees in this field should handle and care for tools and change oils, carry out cleaning operations, change wheels, repair tires, observe safety precautions and general safety measures, remove and replace components, repair and overhaul motor vehicle components.

## Plumbing & Pipefitting

The trade of Plumbing and Pipe Fitting includes:



- Work in all types of sheet metal and substitute materials.
- Installation of pipes and other apparatuses for bringing in water and removing of waste water and removing of waste water and water carrying waste from the premises

## Office Administration

A secretary uses word-processing equipment to check and record correspondence and other documents.

- He/she also deals with routine administrative duties.
- Scanning, recording and distributing mail, correspondence and documents
- Organizing and supervising filing systems
- Making appointments for their employer
- Taking minutes



## Water Care



This course provides training in water care and waste treatment. Areas of study include basic water supply hydrology, groundwater sources, surface water sources, processes involved with treating the wastewater, coagulation and flocculation processes, sedimentation, filtration etc.

