

INTRODUCTION

Nampol College of Education is a private institution set up to provide excellent Early Childhood Education and Professional Training services to organizations and individuals of all sectors in Botswana and the SADC Region as a whole. Nampol College of Education started back in 2005 and has always impacted the market positively since then. This document represents an outline of its Management structure and Mandate.

LOCATION

Nampol College of Education is located in the village known as Molepolole and it's along the main road leading to Gaborone. The college is opposite to Power Company (BPC).

OWNERSHIP

The College is hundred percent (100%) citizen owned.

VISION

To be the institution that will provide excellent early childhood education and professional education training to meet the current societal and economical needs in Botswana and the SADC Region as a whole.

MISSION

Nampol College of Education shall provide early childhood and professional educational training for excellence, produce competent professionals who will easily adapt to the vast technical changes, increased productivity and diversified economy of Botswana and the SADC Region as a whole.

CORE VALUES

• BELIEF:

We believe that all students have equal opportunities to attain the highest level of achievement.

• COMMITMENT:

Lifelong commitment to help students to be college and career ready.

• ACCESS:

Provide an academically excellent and accessible education to all.

• DIVERSITY:

Nurture an environment that embraces the diverse backgrounds, culture, ideas and perspective that contributes to reach high and quality learning experience.

• COLLABORATION:

Cultivate academic excellence, business and communi-

ty developmental partnerships that position the college as a premier choice for adult learning and teaching of high and quality education.

• COLLEGIALITY:

A collegial, inviting and safe learning environment that emphasizes excellent teaching encouraging growth and rewarding academic achievement.

• HONESTY:

Be honest and leave with integrity.

• RESPECT:

Value all people and seek to learn from their diverse experiences and knowledgeable perspectives.

• INNOVATION AND AMBITION:

Through its leadership in teaching, service, research, recruitment, and international skills, the institutional prepares professionals who will contribute substantially to the improvement of the lives of an increasing diverse group of individuals in our changing technological, complex and diverse society.

• OUTSTANDING TEACHING SERVICE:

Efficient and able stewardship of the college. Outstanding teaching is dedicated to offering nationally accredited programs that are based on essential knowledge, sound practice, relevant research and realistic clinical training in preparation for its students.

OBJECTIVES

The college endeavors to:

- Provide initial training for the College leavers of basic Education to acquire the skills that will enhance their opportunities of employment and self-employment.

- Provide continuing education and training for skills upgrading and re- training in the light of rapid technological change.

- Establish an open and flexible training structure that will cater for both slow and fast learners.

- Establish an advisory platform on HIV/AIDS to retain skilled manpower.

- Provide a widely recognized leadership in the improvement of teaching, learning, and the assessment of educational outcomes across the life span through scholarship, research and technologically complex and diverse society.

- Provide leadership in the collaboration, professional relationship with Colleges, organizations and insti-

tutions focused on the improvement of education in Colleges, communities and work place settings.

- Provide high quality and innovative education and academic programs, including comprehensive education leading to the attainment of certificates, diplomas and degrees.

GOVERNANCE OF THE COLLEGE

The College Governing body is responsible for working with the College to ensure that it delivers quality education. Together with the principal, who is responsible for day to day management? They implement the college strategic plan.

The role of the College's governing body.

- To ensure clarity of vision, ethos and strategic direction
- To hold the Principal to account for the educational performance of the College and its students, and the performance management of staff
- To oversee the financial performance of the college and make sure its money is well spent
- Determining how the College's budget is spent
- They appoint and dismiss of staff
- Hearing appeals and grievances
- Forming and Setting standards for students behaviour and discipline
- policy on the College's curriculum and collective worship
- Making sure College buildings are welcoming and safe
- Setting and monitoring the College's aims and policies.

COLLEGE MANAGEMENT STRUCTURE

The college implements its activities through its well defined systems and the following are the key positions within which NVTC functions.

- Board of Directors: These are the legal owners of the college and ensure that policies and regulations of the college are followed and implemented accordingly.
- Principal: The office is charged with the responsibility of the day to day core operations and functions of the college. The principal works closely with the Vice Principal to look at the overall implementation of college activities and consolidates reports.
- Vice Principal: Organize and coordinate the departmental or faculty seminars aimed at sharing research outcomes and building interdisciplinary collaboration within and outside the department. Coordinates the

development, administration and marking of examination and other assessments. Ensure pastoral care and support to students, monitor, and supervise the teaching of the student. Plan and implement the curriculum.

- Head of Department: Develop learning materials, preparing schemes of work and maintaining records to monitor student progress, achievements and attendance.

- Senior Marketing Officer: This is the face of the college and handles all matters relating to clients, visitors and management of organizational daily materials and other maintenance logistics.

COMPARATIVE ADVANTAGES OF NCE

Nampol College of Education (NCE) is strategically located and it is easily traceable in the village to anyone. Additionally the college enrolls students from within the village and other nearby villages, which helps to spread the name of the college.

The other advantage of the college is that it is officially registered and accredited by the Botswana Qualification Authority (BQA) which is a wing of the Botswana government.

CERTIFICATION AND FOLLOW UP

As BQA registered institution, the centre offers well schemed and monitored curriculum.

At the end of the programmes graduates receive international certificates and local certification in Teaching training and Business Entrepreneurship. It should be noted that our emphasis is to equip trainees with practical life skills. After the course, the centre offers a comprehensive help in form of follow ups and capacity building to help trainees manage the challenges of the Industry and the economic situation in their communities.

1. Benefits of the Training Programs

There has been an influx of various training programs which do not add much value to the jobs of learners. Often after completing the training, trainees cannot get jobs or help themselves. The government realized the shortfalls of the traditional training programs and through HRDA; it is encouraging new approaches to training. It is in this light that, Nampol College of Education is pioneering new and innovative Business Entrepreneurship to assist our graduates set up their own businesses, provide relevant skills that will propel the economy.

2. Business Guidance

The College offers pre-training counseling and business guidance to help the trainee decide what is the best for him /her considering his/her personal abilities, finan-

cial and social realities.

TRAINING METHODOLOGY

The College uses the creative training approaches based on participatory training methods, online research and this is achieved through discussions, practical exercises and field visits etc

SERVICE RANGE

Nampol College of Education offers courses under City and Guilds. Association of Business Managers and Administrators (ABMA, UK). Association of Business Executives (ABE, UK), Early Childhood Teacher Education (Pre School teaching-ETTAZ, Zambia) and short courses in Computers and Entrepreneurial Development. A summary of these courses are given in the table below.

From this analysis it shows how reputable the institution is, these programs have been running since inception of the Centre. We have a well-structured system in running our examination. Our commitment to training

ABE	ABMA	CITY & GUILDS	ETTAZ
Certificate in:	Certificate in:	Certificate in:	Certificate in:
Travel, Tourism and Hospitality	Computer Engineering	Secretarial and Administration	Early childhood education (Pre School Teacher)
Business information system	Human Resources Management	Word Processing	
Financial Management	Business Management	Spreadsheet	
		Data processing	
		Motor Vehicle Engineering	

cannot be questioned.

OTHER SERVICE

Nampol College provides a wide range services at affordable rates as a way of showing social responsibility. Nampol offers conference facilities that suite client's needs. Nampol offers its classes and outdoor shelter to the community for different functions and events. Nampol has a marketing department which does different services like screen printing, designs (flyers, calendars, business cards, logo, sign board etc), laminating, branding, photocopying etc.

CORPERATE SOCIAL RESPONSIBILITY

Our college students, staff and governors take our social responsibilities seriously and view it as an essential part of our business. As a higher Education College we have a key role in the social and economic welfare of our Community, Kweneng District as whole and an

ethical responsibility to our environment. Members of our management teams are invited to officiate at most of the Graduation ceremonies in schools.

As part of the learner journey with us, students are encouraged to consider and reflect on their own social responsibility through the tutorial programme which covers citizenship and the themes of Every Child Matters (ECM); staying safe, being healthy, enjoying & achieving, economic well-being and a positive contribution. Social responsibility underpins many activities and initiatives run through learner services, and our Programme teams with fundraising activities for local and national charities throughout the year. To this effect the College has set itself the following objectives in accordance to our Values:

IN THE COMMUNITY

- To make the College facilities available to the local

community whenever possible.

- To support the local community in academic and charitable initiatives.
- To communicate with our neighboring colleges, and schools and welcome them to our College in all endeavors where we hold common interest.
- To enable our employees and students to undertake voluntary activities whenever possible.
- To encourage our College community to support at least one charitable organization every year through voluntary fund raising activities.

COLLEGE COMMITMENT TO LOCAL COMMUNITY IN EDUCATION SINCE 2015

In 2014 – then Nampol Vocational Training Centre decided to start assisting Government in its endeavor to

upgrade the lives of Batswana through the Rural Development Project (RADP) which is presently housed in the Ministry Local Government. The initiative was to sponsor at least one student in any programme of their choice. The centre committed itself to offer full sponsorship in terms of Tuition, Examination, boarding and Industrial attachment.

PICTURES AROUND THE SCHOOL

