



INSTITUTE OF BANKERS NAMIBIA



Prospectus 2017

VISION OF THE INSTITUTE

To be a preferred banking and financial services qualifications provider in Namibia.

The banking industry has a firm foundation built on ethical professionalism. The Institute of Bankers (IoB) serves as the professional and educational body for the banking industry in Namibia. We are committed to providing industry focused training programs and certifications that enhance the professionalism, skills and knowledge of this sector.

Unit 4, Reger Park Complex, Southern Industrial Area, Windhoek.

P.O. Box 21376, Windhoek, Namibia.

Tel: +264-61- 255 632 , Fax: +264 - 61 - 233 640

Website: www.iobnam.com email: info@iobnam.com

GOVERNANCE STRUCTURE

Council

The Council is the highest governing authority of the Institute, guided by the Constitution of the Institute. The role of the Council is to set the medium to long-term direction of the Institute and to advise the Executive Committee (EXCO) on the development of the Institute.

Council members:

| | |
|-------------------------------|-------------------------------|
| Mr Ipumbu Shiimi | Bank of Namibia (Chairperson) |
| Mrs Baronice Hans | Bank Windhoek |
| Mr Sarel Van Zyl | First National Bank |
| Mr Junius Vetumbuavi Mungunda | Standard Bank |
| Mr Lionel Matthews | Nedbank |
| Mr Sakaria Nghikembua | Agribank |

Executive Committee (EXCO)

The Council appoints the CEO of the Institute who performs the Secretariat function of the Council. The day-to-day management of the Institute is vested in the Chief Executive Officer who is accountable to the Council for all administrative affairs of the Institute.

EXCO is appointed by the Council to assist the CEO in strategic activities of the Institute. EXCO comprises of Senior Managers of the participating banks, and the Chief Executive Officer of the Institute.

Education and Examination Committee (EEC)

The role of the Committee is instrumental to ensure that effective learning, teaching, examination and assessment processes within the Institute are in line with the best international practices.

Students Representative Council (SRC)

The IoB acknowledges the importance of an elected body to represent all its registered students, including those who do not attend tutoring sessions in Windhoek. Seven members, including the SRC President, are elected to the body annually. The SRC President attends Council meetings as an observer.

ADVANCED DIPLOMA IN BANKING, FINANCE AND CREDIT

Q0343 Registered on the NQF at Level 7

Program is divided into years 1, 2 and 3, consisting of 24 modules. Two (2) new core modules have been introduced to enrich the syllabus, i.e. End User Computing and Business English Communications. These will be taken over two semesters.

| YEAR 1 - Q0341 Certificate in Banking, Finance & Credit NQF (Level 5) | |
|---|------------|
| Semester 1 | |
| 1 Introduction to Financial Services and Products | CIFSP 1000 |
| 2 Introduction to Credit and Consumer Lending | CICCL 1000 |
| 3 Introduction to Financial and Economic Concepts | CIFEC 1000 |
| 4 Introduction to Financial Statements | CIFS 1000 |
| Semester 2 | |
| 5 Treasury Banking Practice and Operations | CTBP0 1000 |
| 6 Credit Risk Assessment I | CCRA 1000 |
| 7 Credit Risk Management I | CCRM 1000 |
| 8 Business Management I | CBM 1000 |

YEAR 2 - Q0342 Diploma in Banking, Finance & Credit NQF (Level 6)

Semester 3

| | |
|------------------------------------|-----------|
| 9 Principles of Banking | DPBA 2000 |
| 10 Principles of Business Finance | DPBF 2000 |
| 11 Principles of Financial Markets | DPFM 2000 |
| 12 Analyzing Financial Statements | OAFS 2000 |

Semester 4

| | |
|---|------------|
| 13 Business Finance Principles and Practice | DBFPP 2000 |
| 14 Banking Principles and Practices | DBPP 2000 |
| 15 Financial System | DFS 2000 |
| 16 Principles of Investment | DPI 2000 |

YEAR 3 - Q0343 Advanced Diploma in Banking, Finance & Credit NQF (Level 7)

Semester 5

| | |
|---|-----------|
| 17 Banking II | ADBA 3000 |
| 18 Bank Lending II | ADBL 3000 |
| 19 Financial Markets II | ADFM 3000 |
| 20 Agricultural and Development Banking | DADB 2000 |

Semester 6

| | |
|------------------------------|------------|
| 21 Business Finance I | DBF 2000 |
| 22 Credit Risk Assessment II | ADCRA 3000 |
| 23 Credit Risk Management II | ADCRM 3000 |
| 24 Business Management II | ADBM 3000 |

All modules are compulsory. Students must register for a maximum of five new modules per semester/ intake plus two failed / repeating modules.

ADMISSION REQUIREMENTS

Namibian **Senior Secondary Certificate (NSSC)** or any other equivalent qualification as approved by the Namibia Qualification Authority (NQA). Total of **25 points** (in six subjects) in grade 12 with **E-symbol in English** on ordinary level.

However, meeting the minimum entry requirements does not guarantee automatic admission. Admission will depend on the competitive strength of each applicant's academic performance and the final selection decision will be determined by the Institute.

Mature age admissions will be considered on an individual case basis.

Exemptions

Student may be exempted from taking certain modules under the following conditions:

- Permission for exemption shall be sought from the Chief Executive Officer through completion of relevant application form.
- Exemption may be given to a student who has passed a relevant module or course at a recognized University or Institute of Bankers or institution of Higher Learning subject to the discretion of IoB.
- Applications for exemptions should include an official transcript and course outlines of subjects passed.

APPLICATION AND REGISTRATION

- Complete application form (download from www.iobnam.com or obtain a copy from the IoB Office).
- Deposit N\$100 (non-refundable) in any of the IoB Bank Accounts.
- Completed application form and proof of payment must be e-mailed to info@iobnam.com, faxed to (061) 233 640, couriered or delivered to IoB offices.
- Due date for applications is 31 January 2017.
- Once the application has been approved, you will be advised of the amount to be deposited in any of the IoB bank accounts.

- New students should report at IoB offices with their acceptance letter and proof of payment for registration in order to receive study materials and student identification card.
- **Repeat modules:** Students repeating modules should re-register and receive new study materials.

| FEES | |
|--|------------------|
| Module Fees | |
| End User Computing | N\$1 600 |
| Business English Communications | N\$1 600 |
| All other modules | N\$1 300 |
| Other fees | |
| Application fee – New students only | N\$ 100 |
| Administration fee – per semester | N\$ 700 |
| Registration to repeat a failed module | N\$ 1 300 |
| Late registration fee | N\$ 500 |
| Exemption fee per module | N\$ 250 |
| Remarking of examination script | N\$ 200 |
| Supplementary examination fee per module | N\$ 350 |
| Approved loan holders | |
| Registration fee – per semester | N\$ 200 |

Prices include study materials and are subject to annual increase.

Termination of Studies

- Application, Registration and Administration fees are non-refundable under all circumstances.
- Course fees minus costs of study material is refundable should the student cancel studies within the first three weeks of the Semester and the Student card is returned.

PAYMENT TERMS

To assist students to pay the semester fees the IoB accepts the following terms of payment

| | |
|--|-----------------|
| At registration for the first semester of 5 modules: | N\$4 500 |
| By 31 March 2017 | N\$1 500 |
| By 30 April 2017 | N\$1 500 |
| July registration for the second semester of 5 modules: | N\$4 500 |
| By 31 August 2017 | N\$1 500 |
| By 30 September 2017 | N\$1 500 |

Arrears:

- Students with outstanding debt will not be allowed to write supplementary examination or register for a new semester.
- No books will be issued until registration amount has been paid unless funding institution's approval is provided.
- No assignment marks, examination results or awards will be released to students with outstanding fees.

Proof of payment:

Please enter the Student Number as reference when making a payment. Present proof of payment, stamped by the bank at registration. Student are cautioned to keep the original copy of the proof of payment for record purposes until completion of studies at IoB.

The IoB has the following bank accounts:

| | Branch code | Account number |
|--------------------------|--------------------|-----------------------|
| Bank Windhoek | 483872 | 8004911831 |
| FNB Namibia | 281872 | 55501168526 |
| Nedbank Namibia | 461038 | 11000030009 |
| Standard Bank of Namibia | 082372 | 60001557210 |

TERMS & CONDITIONS

Duration of studies

The normal duration of the program is 3 years and a maximum of 5 years.

Mode of Delivery

Distance learning, i.e. a study guide, tutoring plus compulsory assignments. Vacation School in Windhoek for each semester and students from centres outside Windhoek are encouraged to make use of this opportunity.

Tutoring sessions

Face-to-face day and evening tutoring sessions are conducted in Windhoek at Unit 4, Reger Park. Timetable is available on the website at www.iobnam.com.

Assessment

- Assessment of each module shall be based on Continuous Assessment (CA) and Formal Assessment (FA) methods.
- CA will consist of two pieces of assessment during a semester.
- FA will be through a three-hour examination per module at the end of each semester.
- Final mark is made up of CA (40%) and FA (60%).
- Minimum of 40% in CA is required to qualify for examination.

Plagiarism

Intellectual dishonesty is theft and considered to be a criminal act. This is committed when a student copy or steal another's work without permission or acknowledgment of the source. Also, when students knowingly share work with others to be submitted as their own. Both students, sharing and submitting are guilty of plagiarism. Students sign an undertaking that they will refrain from plagiarism. Any act of plagiarism is subject to disciplinary measures as outlined in the Plagiarism policy of the IoB.

Examinations

Examinations are written in **May and October** each year. A sub-minimum mark of 40% is required to pass the examinations in each module. Students need to obtain an overall mark of 50% in order to pass a module.

Examination Venues

Windhoek; Otjiwarongo; Walvis Bay; Ongwediva; Rundu; Katima Mulilo; Oranjemund; Karasburg and Mariental.

Supplementary Examination

A student who obtains an average mark of between 40% and 49% in a module qualifies for supplementary examination.

Any student who fails to attend/ write an examination may apply to write a supplementary examination by providing acceptable reasons, with supporting documents to the Examination Officer of IoB, within 3 days after the said examination was written.

Certification and Awards

Upon the completion of the first year and second year, the Institute will award students a certificate and a diploma, respectively.

After successfully completing the full three year programme, students will be awarded an Advanced Diploma in Banking, Finance and Credit.

Computing and Library Facilities

A library with limited selection of resources including computing facilities is at the Unit 4, Reger Park centre in Windhoek. However, Student Identification card allows IoB students access to the State, NUST and UNAM libraries.

Student should have access to a computer and the internet for purposes of his/ her studies

GRADUATION

A Graduation ceremony for the Advanced Diploma in Banking, Credit and Finance is held annually in May.

ACADEMIC CALENDER FOR 2017

SEMESTER 1

| | |
|--|----------------|
| Opening for first time applications | 10 January |
| Supplementary Examinations | 11 January |
| Closing for first time applications | 31 January |
| Registration and Distribution of Books: week days from 09h00 to 17h00 | |
| Third year students | 6-7 February |
| Second year students | 8-10 February |
| First year students | 13-15 February |
| Late registrations | 16-17 February |
| Start of Day and Evening Tutorial sessions - 8 weeks | 20 February |
| Student Induction and introduction of SRC members | 24 February |
| Public Holiday - Independence Day | 21 March |
| Due Date for first assignments | 24 March |
| Due Date for second assignments | 13 April |
| Public Holiday – Good Friday | 14 April |
| Public Holiday – Easter Monday | 17 April |
| Release of Assignment Marks | 21 April |
| Public Holiday – Workers day | 1 May |
| Public Holiday – Cassinga day | 4 May |
| Vacation School | 8-13 May |
| Graduation | 18 May |
| Public Holiday – Africa & Ascension Day | 25 May |
| Mid-year examinations | 29 May |
| Release of Examination Marks | 26 June |

ACADEMIC CALENDER FOR 2017

| SEMESTER 2 | |
|--|--------------|
| Supplementary Examinations | 21 June |
| Registration and Distribution of Books: week days from 09h00 to 17h00 | |
| Third year students | 10-11 July |
| Second year students | 12-14 July |
| First year students | 17-19 July |
| Late registrations | 20-21 July |
| Start of Day and Evening Tutorial Classes | 24 July |
| Due Date for first Assignments | 25 August |
| Due Date for second Assignments | 15 September |
| Release of Assignment Marks | 6 October |
| Vacation School | 9-14 October |
| Examinations | 23 October |
| Release of Examinations Marks | 27 November |
| Closing of IoB Office | 8 December |

