



ABN

Academy of Banking Namibia



PROSPECTUS 2024

PROUDLY TOOK OVER BY ACADEMY OF BANKING NAMIBIA



**PLEASE BE INFORMED THAT NAMIBIA INSTITUTE OF BANKERS HAS
BEEN TAKEN OVER BY ACADEMY OF BANKING NAMIBIA AS FROM 2020
ACADEMIC YEAR**

**ALL QUALIFICATIONS ARE ACCREDITED BY THE
NAMIBIA QUALIFICATIONS AUTHORITY
(NQA)**

13 GUTHENBERG STREET , AUSPANNPLATZ
WINDHOEK
P.O. Box 21376,
Windhoek,
Tel (+264-61)255 632,
Mobile+264812017560
info@abnamibia.com

BACKGROUND OF THE ACADEMY OF BANKING NAMIBIA

Banking education is vital in ensuring effectiveness, professionalism and upgrading of skills, which all add to the advancement of the industry in general. Because banking is probably one of the most dominant phenomena in recent economic memory, and a critical service in today's world, it is important that those who provide such service are well trained and equipped with the latest skills to do so.

Changes in the banking environment make it necessary for banking staff to equip themselves with banking skills and knowledge in the financial sector. The ABN qualifications are intended to empower students to acquire knowledge, skills, attitudes and values required to operate responsibly in the banking and financial services sector.

The Institute continuously organize various types of quality training programs for professional practice and latest development of the industry. It aims to advance the banking and financial practitioners the knowledge, as well as to gain competitive edge. Depending on the coverage and depth of the topic, from technical briefing and updates to comprehensive studies, these courses are usually of practical nature and are designed to equip members with the skills and knowledge that are required for specific job areas.

ABN has been offering quality programs and industry events for its members to increase their professional capabilities. Industry events provide a perfect platform for bank members to broaden their business networks and opportunities. ABN is aiming to explore the various challenges and opportunities in the banking and financial services industry.

VISION STATEMENT

To become a centre of excellence for banking education in Namibia. Our vision reflects our values: integrity, service, excellence and teamwork.

MISSION STATEMENT

To provide professional and conducive learning environment to our students.

CORE VALUES

Our values influence our behaviour and give purpose to our lives. We seek to ensure that all students are able to develop the following core-shared values:

Integrity

Service

Excellence

Teamwork

OBJECTIVES OF THE ACADEMY

1. To create equal opportunities for students admission to academic programmes to acquire a knowledge on the theory and practice of banking education;
2. To promote, drive and facilitate innovation technology development and transfer;
3. Restructure developments to improve Institutional Efficiency and Sustainability
4. Build a network of international collaborations and partnerships that will enable our brand to be globally recognized and to place an international dimension at the heart of our staff and student community.

BOARD OF DIRECTORS

The Board of Directors is the highest governing authority of the Academy, guided by the Constitution of the Academy. The role of the Board of Directors is to set the medium to long-term direction of the Institute.

The Board appoints the CEO of the Academy who performs the Secretariat function of the Board. The day-to-day management of the Academy is vested in the Chief Executive Officer (CEO), who is accountable for all administrative affairs of the Academy. The board comprises of Senior Managers of the participating banks, and the Chief Executive Officer of the Academy.

BOARD MEMBERS:

| | |
|------------------------|--|
| Dr Ester Kali | Letshego Bank of Namibia (Chairperson) |
| Mr. Hilmar Blom | Bank Windhoek |
| Ms Annastasia Williams | First National Bank |
| Ms Etuna M. Ashipala | Academy of Banking Namibia |
| Mr Israel Zemburuka | Bank of Namibia |
| Mr Abniel Ashipala | Agribank |

STUDENTS REPRESENTATIVE COUNCIL (SRC)

The ABN 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.

| | |
|--------------------------------|--|
| Melkisedek N. Kanime | President |
| Vehandrea Swartz | Vice-President |
| Jenilee Jessica Basson | Secretary General |
| Gervasius Surprise I. Mandevhu | Secretary for finance |
| Ellonay Alicia De Koe | Secretary for Academic Affairs |
| Goffsika Gawanas | Secretary for Information and Publicity |
| Ginuwine Boytjie Ndjekela | Secretary for sports, culture and recreation |

DIPLOMA IN BANKING, FINANCE AND CREDIT NQF at Level 7

Q2104 Registered on the NQF at Level 7

Program is divided into years 1, 2 and 3, consisting of 26 modules.

| YEAR 1 | |
|---|------------|
| 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 |
| 5. End User Computing | CEUC 1000 |
| Semester 2 | |
| 6 Treasury Banking Practice and Operations | CTBP0 1000 |
| 7 Credit Risk Assessment I | CCRA 1000 |
| 8 Credit Risk Management I | CCRM 1000 |
| 9 Business Management I | CBM 1000 |
| 10 Business English Communication | CBEC 1000 |

| | |
|---|------------|
| YEAR 2 | |
| Semester 3 | |
| 11 Principles of Banking | DPBA 2000 |
| 12 Principles of Business Finance | DPBF 2000 |
| 13 Principles of Financial Markets | DPFM 2000 |
| 14 Analyzing Financial Statements | OAFS 2000 |
| Semester 4 | |
| 15 Business Finance Principles and Practice | DBFPP 2000 |
| 16 Banking Principles and Practices | DBPP 2000 |
| 17 Financial System | DFS 2000 |
| 18 Principles of Investment | DPI 2000 |

| YEAR 3 | |
|---|------------|
| Semester 5 | |
| 19 Banking II | ADBA 3000 |
| 20 Bank Lending II | ADBL 3000 |
| 21 Financial Markets II | ADFM 3000 |
| 22 Agricultural and Development Banking | DADB 2000 |
| Semester 6 | |
| 23 Business Finance I | ADBF 2000 |
| 24 Credit Risk Assessment II | ADCRA 3000 |
| 25 Credit Risk Management II | ADCRM 3000 |
| 26 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

ADMISSION REQUIREMENTS FOR A CERTIFICATE IN BANKING, FINANCE & CREDIT LEVEL 5

Applicants should meet the following requirements: Hold HIGCSE/ IGCSE senior certificate **Grade 12 or grade 11** in six subjects with a minimum of E symbol in English Language totaling twenty three **(23 Points)** or more.

One of the six subjects must be English; English is a compulsory subject and should normally be obtained at NSSC (English as a Second Language) grade E or better.

OR

RECOGNITION OF PRIOR LEARNING (RPL) is another mode of application to gain access to Academy of Banking Namibia academic programmes. RPL assess individual's learning that is acquired on the job, to determine the extent to which such learning is achieved. The aim of RPL is to provide potential candidates an opportunity to have their competencies, skills and knowledge assessed, recognised for possible admission to study and obtain a qualification.

Applicants should meet the following requirements: Hold HIGCSE/ IGCSE senior certificate in six subjects with a minimum of E symbol in English Language totaling twenty **(20 Points)** and flexible learning path Recognition of prior learning with minimum 3 years relevant experience working in the Banking sector.

Credit recognition and transfer arrangements

Credit may be given to a student who has passed a relevant module or course at the Namibian Institute of Bankers or a recognized institution registered on the National Qualification Framework in the country of origin. **Credit recognition is limited to 50% of the pursued studies.**

Credits earned at an unaccredited Institution may not transfer unless the credit earned is equivalent to courses offered in degree qualification. Credits earned at ABN are also transferable to other institutions of higher learning.

ADMISSION REQUIREMENTS FOR A DIPLOMA IN BANKING, FINANCE & CREDIT LEVEL 6

The entry requirement for the Diploma qualification is the Namibian Institute of Bankers or Academy of Banking Namibia Certificate in Banking, Finance and Credit or any other National Qualification Framework equivalent qualification.

The Diploma articulates to the Diploma in Banking, Finance and Credit level 7 or an qualification at any other academic institution willing to offer credit transfer to students for credit accumulated at the diploma level 6.

ADMISSION REQUIREMENTS FOR A DIPLOMA IN BANKING, FINANCE & CREDIT LEVEL 7

The entry requirement for the Diploma in Banking, Finance and Credit level 7 Qualification is the Diploma in Banking Finance and Credit level 6 obtained from Academy of Banking Namibia or at the Namibian Institute of Bankers or any other NQF equivalent qualification.

The Diploma in Banking, Finance and Credit Level 7 articulates to a degree at any academic institution depending on the institution requirements. Students may given credits recognition acquired at the Diploma level 7 to enter the degree.

This qualification will be awarded to candidates who pass all the modules offered on the program with a total of 223 credits. All the modules offered on this program are compulsory.

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

1. 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 recognised University or Institute of Bankers or Institution of Higher Learning subject to the discretion of Academy of Banking Namibia.
- Applications for exemptions should include an official transcript listing all subjects passed.

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APPLICATION AND REGISTRATION

- Complete application form, download from www.abnamibia.com or obtain a copy from the ABN Office.
Deposit N\$200 (non-refundable) in
Bank: Standard Bank
Branch: Ausspannatz
Branch code: 082672

Name of Account Holder: Academy of Banking Namibia CC

Account No: 60004387928

Type of Account: Business Current Account. (Please use your ***ID number or Student number /Student name*** as a reference)

Submit proof of payment with the completed and signed application form to info@abnamibia.com. **Due date for JULY 2024 Intake applications is 28 June 2024.**

- Once the application has been approved, you will be advised of the amount to be deposited in ABN bank accounts.
- New students should report at ABN offices with their acceptance letter and proof of payment for registration and receive study materials and student identification card.

2023 FEES

| | Per semester | Per Year |
|--------|--------------|---------------|
| Year 1 | N\$ 9 800.00 | N\$ 19 600.00 |
| Year 2 | N\$ 8000.00 | N\$ 16 000.00 |
| Year 3 | N\$ 8000.00 | N\$ 16 000.00 |

Module Fees

- All other modules N\$1 800

Other fees

- Application fee – New students only N\$ 200
- Administration fee – per semester N\$ 800
- Registration to repeat a failed module N\$ 1800
- Late registration fee N\$ 500
- Exemption fee per module N\$ 350
- Remarking of examination script N\$ 300
- Supplementary examination fee per module N\$ 350

Approved loan holders

- Registration fee – per semester N\$ 300

Prices include study materials and are subject to annual increase.

Termination of Studies

- a. If a student wishes to terminate a course of study or cancel module(s), the Institutional Administrator must be notified in writing on the prescribed form. The date on which such written notification is received on the prescribed form will be deemed as the official date for the cancellation of the module(s) and/or study course. (For financial obligations arising from cancellations refer to the Student Fees.)

If it becomes clear that a student follows a study programme and/or a module for which s/he does not qualify, the student's participation in such a study programme and/or module will be terminated with immediate effect and all the modules passed will be declared null and void.

- b. Notwithstanding the above, if it becomes clear that a student has altered and/or forged his/her advice of results and/or admission certificate, the student's participation in a study programme will be terminated with immediate effect and all the modules passed will be declared null and void.
- c. Application, Registration and Administration fees are non-refundable under all circumstances.
- d. 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 ABN accepts the following terms of payment:

| | |
|---|------------------|
| At registration for the first semester of 5 modules: | N\$ 5000 |
| By 31 March 2024 | N\$ 2 400 |
| By 30 April 2024 | N\$2 400 |
| July registration for the second semester of 5 modules: | N\$5000 |
| By 31 August 2024 | N\$2 400 |
| By 30 September 2024 | N\$2 400 |

Arears:

- Students with outstanding debt will not be allowed to register for new phase/ 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

The banking details of Academy of Banking is as follows:

Bank: Standard Bank

Branch: Ausspannplatz

Branch code: 082672

Name of Account Holder: Academy of Banking Namibia CC

Account No: 60004387928

Type of Account: Business Current Account.

(Please use your Student number as a reference).

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 ABN.

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. Timetable is available on the website.

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.

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.

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 ABN.

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 ABN, within 3 days after the said examination was written.

Certification and Awards

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

After successfully completing the full three year programme, students will be awarded a Diploma in Banking, Finance and Credit NQF level 7.

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

| ACADEMIC CALENDER FOR 2024 | |
|---|--------------------------------------|
| SEMSTER 1 | |
| Application form closing date | 16 January |
| Registration and Distribution of Books: | week days from 09h00 to 17h00 |
| First year students | 16 Jan -10 Feb |
| Second year student | 16– 31 January |
| Third year student | 16– 31 January |
| Late registration | 01 – 16 February |
| Closing date of the late for late applications | 31 January |
| Start of Day and Evening Tutorial sessions | 20 February |
| Student Induction and introduction of SRC members | 03 March |
| Public Holiday - Independence Day | 21 March |
| Due Date for first assignments | 27 March |
| Public Holiday – Good Friday | 29 March |
| Public Holiday – Easter Monday | 01 April |
| Due Date for second assignments | 26 April |
| Workers day | 01 May |
| Public Holiday – Cassinga day | 04 May |
| Ascension Day | 09 May |
| Release of Assignment Marks | 15 May |
| Vacation School | 12-17May |
| Public Holiday – Africa day | 25 May |
| Ascension Day | 09 May |
| Mid-year examinations | 29 May |
| Release of Examination Marks | 16 June |
| Supplementary examination starts | 21 June |
| Semester End | |

SEMESTER 2

Registration and Distribution of Books: week days from 09h00 to 17h00

| | |
|---|----------------|
| New intakes | 04-22 July |
| First year students | 04-08 July |
| Second year students | 11-15 July |
| Third year students | 11-15 July |
| Late registrations | 24 to 28 July |
| Start of Day and Evening Tutorial Classes | 01 August |
| Due Date for August first | 23 August |
| Application form for 2025 | 29 August |
| Due Date for second Assignments | 13 September |
| Release of Assignment Mark | 27 September |
| Vacation School | 30 Sept-04 Oct |
| Examinations | 17 October |
| Supplementary Examinations | 06 November |
| Release of Examination Marks | 22 November |
| Closing of ABN Office | 09 December |

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