

1. Trainees: Rules and Regulations

1.1 Attendance:

The Institute's training hours are 07:45 until 16:15. (Monday – Friday)

1.1.1 Punctuality:

All trainees are to ensure that they are in class/workshop at 07:45 sharp and that they do not leave the premises before 16:15. Everyone should be at the NIMT at least fifteen minutes before lecturing/training actually starts.

1.1.2 Absenteeism:

- Only official leave and sick leave (written doctor's certificate in which the trainee is booked off) will be accepted as reasons for absence.
- No trainee is allowed to be absent without phoning and reporting his/her absenteeism to the relevant Campus's Principal or their Personal Assistant. Any trainee who does not inform the relevant Campus's Principal or their P.A. of their absenteeism, will be issued with a Letter of Warning. It must be noted that 3 (three) Letters of Warning could result in immediate expulsion from the NIMT.
- All requests for leave must be processed in the first instance via the Executive Director or in his absence via the Deputy Director acting on his behalf who will, upon approval of such leave, ensure that the leave applications are channelled via the appropriate employer. Written approval by his/her employer is required.

1.1.3 Smoke Breaks:

Smoke breaks of no longer than five minutes will be permitted:

- Two in the morning, three in the afternoon.
- All smokers to take it simultaneously.
- Smoke-breaks are not for non-smokers.
- A day does not start and does not end with a smoke-break.

Should these 'smoke breaks' be abused, they will be cancelled immediately. Should cigarette-butts be found littering the premises, smoking on the premises could be prohibited.

1.1.4 Workshop:

No trainee is permitted to leave the workshop without the permission of the Training Officer. Anybody who enters another workshop always first has to report to the responsible Training Officer.

1.1.5 Premises:

Permission to leave the premises during training hours must be obtained from the relevant Campus's Principal.

1.1.6 Training Period:

Trainees have to complete the duration of the training period. Deviation is only permitted with the prior consent of the Executive Director/Principal of a campus and the respective employer.

1.1.7 Trade Test:

All trade test dates etc. are forwarded by the NTTC, Ministry of Education, to the Executive Director and the Principals. All trade testing is being organised by the NTTC and is not the responsibility of the NIMT, but NIMT has to register its trainees for Trade Testing. This is done by the office of the NIMT's Registrar, Mrs A Stephanus, for all trainees.

1.2 Safety:

1.2.1 Safety Rules and Regulations:

All prescribed safety rules and regulations must be adhered to (NOSA and Modular).

All new trainees will undergo a basic Safety, First Aid and AIDS Awareness course before they are permitted to commence training. This is part of the NIMT's two-week induction period. They have to have passed the safety modules applicable to their trade at least at the second attempt. Failure will lead to the expulsion of the trainee.

1.2.2 Clothing and Equipment:

It is mandatory for all trainees to wear safety clothing and to use safety equipment in all workshops. (PPE)

In the workshops there are clearly marked walkways. Visitors have to remain on these walkways.

1.2.3 Safety Meeting:

All trainees have to attend all safety meetings/fire drills etc.

1.2.4 Machinery:

Trainees are not permitted to work on, or switch on any machine whilst there is no supervision in the workshop area.

1.2.5 NIMT Vehicles:

Nobody may drive any NIMT vehicle, unless he/she is in the possession of a written "letter of consent" and a valid driver's licence. Before any NIMT vehicle is being driven, the driver concerned must ensure that the Principal and Personal Assistant, have a copy of his/her licence on file, which has to be certified by the Executive Director himself before being filed.

1.2.6 Alcohol/Drugs:

No alcoholic beverages or drugs are allowed on the premises or in any vehicle being driven to and from the NIMT. This will lead to immediate expulsion from the NIMT training system. An alcohol/drug test could be conducted on you by the NIMT. Refusal to undergo such test will lead to immediate dismissal.

No weapons and/or alcohol are allowed in the NIMT or in any accommodation provided to the trainee by the NIMT. This also applies to the NIMT accommodation facilities - no drinking or being under the influence of alcohol will be permitted.

1.2.7 Indemnity Form:

No trainee will be allowed in any workshop if he has not signed and handed the required NIMT Indemnity Form to his Training Officer, who in turn has to ensure that it reaches the Registrar's office.

1.3 General:

1.3.1 Personal:

Private Business/Private Jobs during training hours are not permitted without the prior consent of the Executive Director. Job cards, signed by the Executive Director or in his absence, the Deputy Director acting on his behalf and/or the Principal of the campus have to be handed to the responsible Training Officer for any job that needs to be done in or for a workshop. These job-cards are to be filled in fully, as such tasks will be credited to the section, which had to complete the tasks.

1.3.2 Telephone Calls and Cell-phones:

Telephone calls are only to be made and received during lunch- and tea breaks.

Trainees have to make use of the public telephone booths for all private/personal incoming/outgoing calls.

It must be noted that under no circumstances may a trainee use the telephone in the office of a Training Officer, unless permission has been given/granted by the Executive Director personally. Should this rule be disregarded, a Letter of Warning will be issued to both the Trainee as well as the Training Officer concerned.

No cell-phones are allowed to be used by students on the NIMT premises.

1.3.3 NIMT Property:

- Loss of/Injury to:

Should a trainee cause loss of and/or damage to property belonging to the Institute or injury to either a staff member, student or visitor, because of proven negligence, he/she will be held responsible/liable for the costs incurred by his/her actions.

- Tools etc.

Tools, equipment, material etc. may not be removed from the premises without the consent of the Executive Director or in his absence the Deputy Director acting on his behalf. The lending-out register has to be filled in, after permission had been granted and on return of this item.

Tools vandalised or vanishing out of the workshop etc. will be charged equally to all trainees using the specific workshop if the culprit cannot be found.

- Photocopies:

Private photocopies must be paid for. The Receptionist should be approached in this regard. She is responsible for the printing of such photocopies at the NIMT. Second sets of modules lost because of negligence, will only be issued to a trainee after N\$5.00 per module has been paid.

- Correspondence:

All correspondence to the NIMT always has to be addressed/directed to the Executive Director and all correspondence from the NIMT is to be countersigned by the Executive Director. If not, such correspondence will not be classified as an official document to or from the NIMT.

1.3.4 Laundry:

Trainees are requested to familiarise themselves with laundry days and are to ensure that all laundry they hand in, is properly marked.

1.3.5 NIMT Clinic:

Appointments are to be made in writing via your Training Officer/Lecturer and are to be counter-signed by the Executive Director/Deputy Director and then are to be done during tea- breaks/lunch times.

1.3.6 Visitors:

- Trainees/lecturing/training and service staff-members are not allowed to receive visitors during training/lecture periods.
- All NIMT visitors are to report to the Receptionist (Admin. Block) at NET and are to obtain a visitor's card, which has to be worn whilst being on either one of the NIMT premises.
- All visitors to the Institute are to be treated courteously and with respect.

1.3.7 Fraternalisation:

Fraternalisation is not permitted between trainees and NIMT personnel/visitors etc.

1.3.8 Key Deposit:

A deposit of N\$100.00 will be levied and charged to a trainee for his/her locker key. This deposit will only be repaid on request on the last day of the trainees' full training period.

1.3.9 Stationery:

Stationery will be issued and charged to all trainees. Only one set of each will be issued, thereafter all replacements have to be paid for in cash at the receptionist/PA and a receipt has to be shown to NIMT Central Stores before any item will be given to you, the trainee.

1.3.10 If safety-apparel (overalls etc.) has to be replaced, the old item has to be handed in, before a new item will be issued.

1.3.11 Any module, which has to be re-issued, will cost N\$ 5.00 and this amount has to be paid to the receptionist before the trainee is to be handed his/her module.

With your co-operation the Executive Director and all staff members will ensure that the NIMT maintains a positive image and that the facility upholds standards, which we all can be proud of.

2. You, the Trainee:

2.1 A Message to all Trainees:

You should always keep in mind that you, of your own free will, have made the choice of a career and to be trained at the NIMT.

You will find that in order to become a first class artisan, you have to apply yourself conscientiously to work for the full period of traineeship. It is very important that this outlook is also carried to all technical/theory classes you are required to attend.

In your contact with the artisans and training officers who will give their time and knowledge to train you in all practical and theoretical aspects of your trade, you will find that you will be called upon to do your part by showing a lively interest and willingness in your work. If you start off in this way, you will in time gain the inner satisfaction, which goes with a sense of duty and pride of workmanship. Pride of workmanship plays a very important role in your trade. Whatever job you do, no matter how small, do it to the best of your ability, in the most efficient and safe way.

2.2 Your obligation towards the Institute:

You will be required:

- 2.2.1 To apply yourself diligently and conscientiously to the work given to you; to be punctual, productive, well behaved and obedient. You will also be required to observe the rules and practices concerning the prevention of accidents. (NOSA)
- 2.2.2 To attend prescribed classes, apply yourself seriously to your studies and pass the applicable courses each year.
- 2.2.3 To obtain, with the assistance of your Company or the Institute, a recognised first aid certificate and attend fire fighting and safety courses as scheduled.
- 2.2.4 To adhere to all rules and regulations of the Institute.

2.3 Instructors:

Your training officer/instructor/lecturer will play an important part in all aspects of your traineeship. You will soon get to know that although he/she is strict, he/she will be fair and a good advisor to you.

Some of your instructor's most important functions are:

- To provide you with sound training during your training period at the Namibian Institute of Mining and Technology.

- To collaborate with the relevant training sections in the workshops and elsewhere to ensure that training programmes are carried out in the best way possible and also that trainees receive fair and considerate treatment.
- To take an interest in the trainee's appraisal and to look into the difficulties of those trainees whose ratings are below average, with the objective of improving their ratings.
- To watch you, the trainee, with interest and be available to those who wish to come to her/him with any of their problems or for those who require advice.
- To ensure that you adhere to NIMT's and your company's rules and regulations.
- Your Employer/Job-Attachment Company will also take a special interest in your attendance and studies at the NIMT. He/it will keep in touch with the Institute so that difficulties can be dealt with as soon as they arise.

2.4 Trainee Appraisal/Rating:

2.4.1 At regular intervals your appearance, behaviour and practical work will be evaluated according to a standard marking sheet.

2.4.1 The information obtained from these marking sheets will assist your employer and instructor in detecting any problems you might have.

2.5 Leave:

2.5.1 Trainees are not entitled to annual leave, except for proven emergencies. Trainees intending to take emergency leave have to obtain their instructor's signed approval prior to the Principals and the Executive Director's approval. Any other leave is to be taken during the annual holidays of the Institute, e.g. June and December.

2.5.2 Annual/Other Leave whilst training at NIMT:

All NIMT trainees must adhere to the following NIMT 'Leave Conditions':

- Leave will only be granted in the proven case of either a trainee being ill or a death within his immediate family. (Compassionate leave). Here the prescribed law will be applied.
- All absenteeism will be reported directly to the employer of the trainee concerned.
- If leave is applied for, the employer/s must give his/their consent to NIMT (in writing) before leave will be considered/granted to a trainee.
- For all absenteeism e.g. medical/funeral arrangements etc. written proof must be provided.

- Should a trainee be absent without prior arrangement, i.e. missed the bus etc. he has to phone in immediately (before noon) and complete a NIMT leave application form on his return. No trainee is allowed to be absent without phoning in and reporting his absenteeism. This still is no valid excuse for absenteeism.
- No trainee is allowed to be absent for private reasons and to apply for leave afterwards. (AWOL)
- Absenteeism could lead to written warnings.

As this is a training centre it is important to use all the possibilities available to be prepared for a life-long artisanship/learnership. Therefore should the above conditions not be adhered to, a trainee will be issued with a Letter of Warning. It must be noted that three written warnings could lead to immediate expulsion.

2.6 Log Books:

Each and every trainee must diarise all work done by him/her whilst on job-attachment. While being an excellent reference book, it also assists the training officer in determining the time spent on various aspects of the trade.

Entries in the Log book have to reflect the complexity of the exercise, e.g. where a job was painted, an entry like 'paint job - 4 hours' would be sufficient, but when a flange is made, a detailed description has to be given. Sketches and formulae have to, where possible, be included.

Being expelled from a job-attachment position for bad behaviour, negative performance, theft, damage cause, laziness and absent without leave etc. will lead to expulsion from the NIMT, too. All requests, problems while being on job-attachment, are to be channelled to the Principal Job-attachments, Mr H Verwey: 064-511807

2.7 Overalls and Safety Apparel:

Trainees have to wear overalls, safety shoes and safety glasses supplied by his Company/the Institute. Other items such as gloves, earplugs and cutting goggles will be supplied whenever the need arises.

2.8 Smoking (see also safety rules):

- 2.8.1 Smoking in either the lunchroom during tea/lunch breaks or in the workshop(s), classroom, dining hall etc during working hours is not permitted.
- 2.8.2 Ashtrays are provided in smoking areas and these have to be emptied and cleaned daily. No cigarette butts to lie around anywhere else.

Ashtrays are not to be used as dustbins.

2.8.3 No smoking is allowed on NIMT busses nor in any other NIMT vehicle.

2.9 Housekeeping:

Trainees are responsible for excellent housekeeping. Tools and equipment used in the execution of work have to be cleaned and stored after the completion of work. The workbench and surroundings have to be swept at the end of each workday. Trainees have to also paint floors, demarcation lines etc.

2.10 Standard of Work:

- Trainees have to give their instructor their full co-operation. They have to ensure that instructions, both verbal and written, are clearly understood in order to produce work of the highest quality. Exercises not within the specified tolerances will have to be repeated, and sloppy work will not be tolerated.
- Maintenance work, routine and/or breakdowns are done internally, whenever possible by you and the training officers.
- Trainees are to complete job-cards under supervision of their training officers – project work.

2.11 Horseplay:

Horseplay invariably leads to injuries and will consequently not be tolerated.

2.12 Insubordination:

Trainees have to obey all reasonable instructions (including alterations to the workshop and equipment and cleaning of workshop and surrounding area). Insubordination cannot be tolerated.

2.13 Disciplinary Code:

- In cases where disciplinary action is required, the Executive Director of the Institute, will apply the NIMT disciplinary code and will inform the relevant employer accordingly.
- In addition to the above-mentioned procedure, the Executive Director of the Institute, might undertake disciplinary steps against you at his discretion.

- If drunkenness is suspected, the Executive Director or his delegate has the right to make the trainee blow into an alcohol-tester. Drunkenness, under the influence of drugs etc. will lead to a trainee's immediate suspension, until all disciplinary hearings are completed – ultimately, if found guilty, it will lead to dismissal.

2.14 Prevention of Accidents:

You will be taught to use hand tools to do the work properly. Your hands as well as your senses and your tools have always to be well cared for.

Tools that are in a poor condition can easily injure you and, therefore, one of the fundamental lessons will be that you have to pay a great deal of attention to the condition of your tools. Once you have learned this habit, it will stand you in good stead throughout your career, not only preventing injury, but also damage to expensive tools and equipment.

At later stages, you will be taught to handle power driven machine tools and, in time, you will work with machinery. By this time you should have acquired a sense of caution and alertness which will keep you, as well as those with you or under your guidance, safe.

The Institute endeavours to safeguard all its trainees to the best of its ability. To this end all trainees are taught to work safely at all times and it is compulsory to wear the relevant personal protection equipment. (NOSA rules to be followed).

Trainees are expected to pass the NOSA Safety Courses presented to them.

2.15 Trainees:

2.15.1 Conduct on and off the Job:

Trainees are expected to be well behaved on and off the job. Abusive language in the workshop or in public places will call for disciplinary measures.

Drunkenness and rowdiness in public places and lodgings will render the offender liable to suspension or dismissal. Alcohol-/drug abuse tests will be done at random and a NIMT trainee has no right to refuse this test. By refusing the test, he/she has made himself automatically guilty and will be suspended until all disciplinary hearings have been completed – ultimately it could lead to dismissal.

2.15.2 Training Programme:

A training programme is laid down and this programme will be followed as closely as possible. In addition you will be trained in all aspects of your trade

not covered by the programme, but encountered at your place of work. You must remember, however, that the ability to keep to the programme will depend very largely on your own efforts and your rate of progress in each section of the programme.

You will be required to spend a part of your training programme at the Institute, where you will be taught the basic handling of tools, machines and work processes like filing, drilling, tapping, etc.

You will also be required to attend classes on first aid, safety, fire fighting, etc.

Should you encounter any problems, be it in the classrooms, workshops or after hours (private), please do not hesitate to approach your instructor for assistance. He is there to help you. All after hours (private problems) are to be discussed during your instructor's NIMT working hours.

2.15.3 Block Release Courses – Rules and Regulations:

Every trainee shall attend the prescribed theory classes until such time as he passes his trade test.

All subjects taken at the Institute will be as prescribed by the Training Act and/or the NIMT.

All prescribed subjects shall be taken on certificate level and failure in any one subject will result in the trainee being suspended from attending these subjects - except in the applicable Trade Theory/Drawing - until he passes the failed subject on his own initiative and costs. Before a trainee is enrolled for the next certificate, he will have to supply official proof of having passed the necessary subjects on the previous level.

2.15.4 Trainees on Rotation:

- Trainees have to do job-attachment annually according to schedule within the various job-attachment companies in conjunction with the NIMT.
- The responsible NIMT representative will, whenever possible, regularly contact the foreman or training staff concerned to discuss any problems about you, the trainee's, progress. He will inspect the Diary/Log Book, which every apprentice has to keep and will generally keep himself informed about your, the trainee's, development.
- He will also attend to any other job attachment problems and will keep the Executive Director fully informed about all proceedings.

2.15.5 Trade Test:

Before a trainee can undergo a Trade Test, he must:

- Fulfil all his obligations towards his employer as set out in his contract of apprenticeship.
- Obtain the minimum theoretical qualifications required by the Training Act. (At least NTC III in 4 subjects -of which Trade Theory is compulsory).
- Pass a competency test, both practical and theoretical, at the completion of each level of training.
- Have completed all the required modules contained in the training programme.
- Obtain the relevant practical “on-the-job” experience required. (Job attachment record has to be excellent).
- Satisfy the Institute and his employer that he will be able to shoulder the full responsibility of a qualified artisan.
- Pass NIMT’s Mock Trade Test (minimum 60%).

2.16 Workshop and Safety Rules:

- 2.16.1 Always be on time – seconds lost can never be regained.
- 2.16.2 Clean overalls on Monday mornings or as necessary.
- 2.16.3 Always enter the workshop in an orderly manner.
- 2.16.4 Keep tools and machines in good order – treat them like your personal property.
- 2.16.5 Do not talk to the operator of any machine – you may cause a serious accident if his attention is distracted.
- 2.16.6 Always shut off your machine when leaving it, even if you leave it only for a moment.
- 2.16.7 The practical joker does not belong in any workshop: This includes our workshops. Horseplay cannot be tolerated.
- 2.16.8 Leave your workplace as clean and orderly as you found it – keep it that way at all times.
- 2.16.9 Smoking is hazardous to your and your neighbour’s health and not permitted in the classroom or workshop.
- 2.16.10 Before starting a new operation with which you are unfamiliar, be sure you know exactly what you are doing and obtain the approval of your instructor.

- 2.16.11 Do not leave your workplace without permission; be it the classroom or workshop.
- 2.16.12 Should your trainer send you on an errand, make sure you report to the person in charge on entering his area.
- 2.16.13 A workshop is a place of work – do not use it as a thoroughfare, use the outside walkways provided for that purpose instead.
- 2.16.14 The NIMT telephone may only be used for emergencies during training time. Private calls have to be made and received during your break from the public telephone provided.
- 2.16.15 Economise on material and time – they are both expensive in the long run.
- 2.16.16 Additional leave or early departure from NIMT may only be granted if the employer has given his written consent e.g. by letter, fax or per e-mail. Verbal messages, mysterious phone calls etc. are not acceptable. Even then NIMT still has the right to make the final decision according to the applicant's performance, attitude etc.
- 2.16.17 All trainees who wish to see the Executive Director have to make an appointment with either his Personal Assistant or with the Receptionist. The trainee has to then wait in the reception area until he/she is granted permission to proceed to the Executive Director's office. Appointments will only be possible during tea- and lunch-breaks.
- 2.16.18 Private business is not permitted during training time.
- 2.16.19 A training day cannot begin with a smoke break. During the so-called smoke breaks trainees are not permitted to lounge around, no making of phone-calls etc.
- 2.16.20 Modular training not only means that a trainee should do his modules, he should also be confronted with as much practical work as possible to really attain a good, sound ability of doing the trade he is being trained for. (Projects and job-cards)
- 2.16.21 Alcoholic beverages, drugs etc. are not permitted on the premises of the Institute nor may alcohol/drugs be consumed whilst being a passenger in either a NIMT vehicle or bus, or while travelling in private vehicles.
- 2.16.22 You will serve a probation period of three months, which could be extended to six months without the NIMT giving any reasons to the trainee.
- 2.16.23 You are not permitted to write/complete any official examinations/criterion tests in pencil! Should this happen, it will be erased and you thus will not have been allocated any marks for such work done.
- 2.16.24 No political activities/posters/campaigning will be tolerated on the NIMT premises.

2.16.25 Stick to the motto: A job worth doing, is worth doing well.

3. The NIMT Clinic:

The NIMT is a respected member of NOSA, and therefore regards the Health & Safety of its employees and students as a primary objective in its overall philosophy. The NIMT will take every reasonable precaution to prevent injuries and provide safe & hygienic working/ studying conditions.

The NIMT recognises that this will only be possible by the meaningful and responsible cooperation of each individual within the group.

Rules, Regulations, Pre-training medicals and Clinic fees:

3.1 NIMT Clinic visiting hours:

Between 07:15 – 07:45 or
Tea- & Lunch breaks (preferably)

“Emergencies & Iod’s” (Injury on duty) will be attended to immediately, depending on the “seriousness” of the emergency/injury on duty!

3.2 Appointments are to be made before visiting the Clinic – telephone: 511835/868.

3.3 If a trainee becomes ill in the workshop or during class lectures, the trainee is only allowed to visit the Clinic, with the consent of his/her Training Officer/Lecturer and if they have the fully completed (Training Officer/Lecturer and Executive Director/Deputy Director) Clinic attendance/discharge form with them.

3.4 Annually a fee (compulsory and not-refundable) of N\$200.00, which is included in the annual registration fees, has to be paid on the 1st day of registration,

This fee covers the following:

3.4.1 Vision test: compulsory to all students during their 2-weeks induction period at the NIMT Clinic.

NNC trainees at Vista Optics – Tsumeb

NSC trainees at Desert Optics – Keetmanshoop

(NNC and NSC in cooperation with your respective Safety Officer.)

3.4.2 Hearing test: compulsory for the following trades: Boilermaking, Carpentry/ Joinery and Plumbing/Sheetmetal-work during their 2-week induction period at the NIMT Clinic.

NNC Trainees: Tsumeb District Hospital – Dr N Jacob
NSC Trainees: Dr's A Coetzee & D Groenewald Consulting rooms.

(NNC and NSC in cooperation with your respective Safety Officer.)

- 3.4.3 4 visits during the 6 months training period are allowed to the Clinic, including medication, excluding emergencies and injury on duty. For visits exceeding the set limit of 4 visits, the fee of N\$5.00 for each additional visit will immediately be payable in cash.

NNC Trainees: Tsumeb District Hospital – Dr N Jacob
NSC Trainees: State Hospital Keetmanshoop

For both Arandis campuses: Trainees on a Medical Aid should see their family/ private physician.

Emergencies & injury on duty – Safety Officer NNC and NSC.

- 3.4.4 The pre-training medicals for every new NIMT trainee are compulsory and very important!

NB!!

Trainees at NET & NBCT: kindly ensure that you hand these medicals to the NIMT's Registrar.

Trainees at NNC & NSC: - kindly hand in your medicals at your prospective campus (Principal and/or Safety Officer) – preferably during your 2-week induction period.

All medical data and results of personal examinations/visits shall be recorded and kept confidential and in medical files, which shall be kept secured under the responsibility of the Clinic Sister for a period of 10 years.