



SYMANEK SPECIALIZED COLLEGE

P.O BOX 4270, WINDHOEK, 9000
 ERF 2948, EXTENSION 6, OKAHANDJA
 Tell: +264 62 502 227 | Cell: +264 85 804 5679

SHORT COURSES - REGISTRATION FORM

SECTION A: PERSONAL INFORMATION

Surname	
First Name(s)	
Gender	
<input type="checkbox"/> Male	
<input type="checkbox"/> Female	
<input type="checkbox"/> Other	
Date of Birth	
ID/Passport Number	
Nationality	
Home Language	
Residential Address	
Town/City	
Region	

SECTION B: CONTACT DETAILS

Mobile Number	
Alternative Contact Number	
Email Address	
Emergency Contact Person	
Emergency Contact Number	

SECTION C: EMPLOYMENT DETAILS, IF APPLICABLE

Employment Status	
<input type="checkbox"/> Employed	
<input type="checkbox"/> Self-Employed	
<input type="checkbox"/> Unemployed	
<input type="checkbox"/> Student	
<input type="checkbox"/> Other	
Employer Name	
Position Held	

SECTION D: COURSE SELECTION CATEGORIES *(Please Tick ✓ your choice)*

1. HEALTH, SAFETY & EMERGENCY COURSES

2. BUSINESS & ADMINISTRATION COURSES

Select	Course	Select	Course
<input type="checkbox"/>	Occupational Health and Safety Representative	<input type="checkbox"/>	Office Administration Skills
<input type="checkbox"/>	First Aid Level 1 & 2	<input type="checkbox"/>	Receptionist and Front Desk Operations
<input type="checkbox"/>	Fire Fighting and Fire Marshal	<input type="checkbox"/>	Customer Care and Service Excellence
<input type="checkbox"/>	Hazard Identification and Risk Assessment (HIRA)	<input type="checkbox"/>	Records and Filing Management
<input type="checkbox"/>	Incident Investigation and Reporting	<input type="checkbox"/>	Human Resource Management
<input type="checkbox"/>	Safety Auditing and Inspection	<input type="checkbox"/>	Entrepreneurship and Small Business Management

<input type="checkbox"/>	Emergency Preparedness and Evacuation	<input type="checkbox"/>	Business Communication Skills
<input type="checkbox"/>	Construction Safety	<input type="checkbox"/>	Supervisory Management Skills
<input type="checkbox"/>	Working at Heights	<input type="checkbox"/>	Leadership and Team Building
<input type="checkbox"/>	Confined Space Entry	<input type="checkbox"/>	Time Management and Productivity
<input type="checkbox"/>	SHE Induction Training	<input type="checkbox"/>	Conflict Management and Resolution
<input type="checkbox"/>	Infection Prevention and Control	<input type="checkbox"/>	Project Management Fundamentals
<input type="checkbox"/>	Home-Based Care		
<input type="checkbox"/>	Elderly Care and Geriatric Support		
<input type="checkbox"/>	Patient Administration and Reception		
<input type="checkbox"/>	Medical Coding		

3. HOSPITALITY & TOURISM COURSES

4. LOGISTICS & SUPPLY CHAIN MANAGEMENT COURSES

Select	Course	Select	Course
<input type="checkbox"/>	Housekeeping Operations	<input type="checkbox"/>	Warehouse Management
<input type="checkbox"/>	Food Preparation and Kitchen Basics	<input type="checkbox"/>	Fleet Management
<input type="checkbox"/>	Catering and Events Management	<input type="checkbox"/>	Transport Coordination
<input type="checkbox"/>	Hospitality Customer Service	<input type="checkbox"/>	Import and Export Procedures
<input type="checkbox"/>	Tourism and Tour Guiding Basics	<input type="checkbox"/>	Freight Forwarding Basics
		<input type="checkbox"/>	Port and Shipping Operations
		<input type="checkbox"/>	Customs Clearing Awareness
		<input type="checkbox"/>	Procurement and Purchasing
		<input type="checkbox"/>	Inventory and Stock Control
		<input type="checkbox"/>	Materials Management
		<input type="checkbox"/>	Supply Chain Risk Management
		<input type="checkbox"/>	Vendor and Supplier Management
		<input type="checkbox"/>	Mining Supply Chain Operations
		<input type="checkbox"/>	Oil and Gas Logistics
		<input type="checkbox"/>	Hazardous Materials Handling
		<input type="checkbox"/>	Cold Chain Logistics
		<input type="checkbox"/>	Industrial Warehouse Safety

5. MINING, OIL & GAS COURSES

Select	Course
<input type="checkbox"/>	Mining Safety Awareness
<input type="checkbox"/>	Introduction to Oil and Gas Operations
<input type="checkbox"/>	Offshore Safety Awareness
<input type="checkbox"/>	Hazardous Chemical Handling
<input type="checkbox"/>	Permit-to-Work Systems
<input type="checkbox"/>	Waste Management and Pollution Control
<input type="checkbox"/>	Basic Rigging and Slings
<input type="checkbox"/>	Industrial Hygiene Awareness
<input type="checkbox"/>	Lockout and Tagout (LOTO)

<input type="checkbox"/>	Industrial Housekeeping
<input type="checkbox"/>	Forklift Operator Awareness
<input type="checkbox"/>	Introduction to Renewable Energy and Green Hydrogen

SECTION E: PAYMENT INFORMATION, TRAINING DATES & MODE OF STUDY

Who Will Pay for the Training?

<input type="checkbox"/> Self
<input type="checkbox"/> Employer
<input type="checkbox"/> Sponsor
<input type="checkbox"/> Other, Specify:
Training Dates, from: _____ to: _____ Month: _____ Year: _____
Mode of Study (Please Tick ✓): Online <input type="checkbox"/> Face-to-Face <input type="checkbox"/>

SECTION F: SPECIAL REQUIREMENTS

Do you have any disability, medical condition, dietary requirement, or support need that the College should be aware of?

<input type="checkbox"/> No
<input type="checkbox"/> Yes, if yes, please specify:

SECTION G: DECLARATION

I hereby declare that the information provided in this application form is true and correct to the best of my knowledge.

I understand that submission of this application does not automatically guarantee admission until confirmation is received from Symanek Specialized College.

Applicant Signature: _____
Date: _____

SECTION H: TERMS AND CONDITIONS






1. Training fees must be paid before commencement of training unless otherwise agreed.
2. Symanek Specialized College reserves the right to postpone training if minimum participant numbers are not met.
3. Certificates will only be issued to participants who meet attendance and assessment requirements.
4. Certain programmes require practical participation.
5. First Aid Certificates are valid for two (2) years and should thereafter be renewed through refresher training.
6. Corporate-sponsored participants must provide an official nomination letter where applicable.

OFFICE USE ONLY

Application Number:	
Date Received:	
Training Date:	
Course Selected:	
Processed By:	

CONTACT DETAILS

SYMANEK SPECIALIZED COLLEGE

 Okahandja, Namibia
 Tel: 062 502 227
 Cell: 085 804 5679
 Email: admin@symanekacademy.com
 Website: www.symanekacademy.com

BANKING DETAILS:

SYMANEK SPECIALIZED COLLEGE
FIRST NATIONAL BANK - OKAHANDJA
Account number: 64279814676
Branch code: 280373

PLEASE EMAIL A COMPLETED APPLICATION FORM TOGETHER WITH SUPPORTING DOCUMENTS TO:

Email Address: info@symanekacademy.com or admin@symanekacademy.com

Note: All application forms must be accompanied by a certified copy of your ID/Passport and proof of payment. No application or registration fees required.