



2024 PROSPECTUS

Nurturing Innovative Minds

Visit our website for more information on entry requirements and application procedures: www.globalinsti.com

WINDHOEK CAMPUS

+264 -61 244794 | +264 - 81 419 0718, 081 803 4953 |
info@globalinsti.com www.globalinsti.com
| Erf 1878, Gate No.20 ,Wagner Street, Windhoek West



TABLE OF CONTENTS

ABOUT US	3
OUR VISION	3
OUR MISSION	3
CORE VALUES	3
OUR PROGRAMMES	4
CERTIFICATE PROGRAMMES (NQF LEVEL 5)	4
PROFESSIONAL SHORT COURSES	4
CORPORATE TRAINING	7
EMPLOYABILITY SKILLS PROGRAMME	8



ABOUT US

Global Edge Training Institute (GETI) is a Namibian owned and registered training institute established in 2016. The institute intend to establish itself as one of the leading research and learning centers in the decades to follow. GETI is committed to improve its capacity by continuously investing in infrastructure and technology with the intention of establishing a vibrant and supportive intellectual environment

We remain fully committed to delivering quality training, using highly qualified lecturers with extensive experience and knowledge in their respective fields. GETI believes that it is through education that we can build visionary future leaders, stir economic growth and eradicate poverty. GETI is also a key player in corporate training & capacity building programs targeting Government Institutions, Parastatals, Private Companies, NGO's & individuals to enhance employee performance at all organizational levels and align personnel with the 21st century work environments.



OUR VISION

To be a global key player in providing quality education, skills development, capacity building and research which drive socio-economic development



OUR MISSION

- To establish strategic partnerships that will drive efficient provision of affordable education and training, covering in Namibia and global communities.
- To provide a vibrant and supportive intellectual environment that produces innovative graduates and future leaders
- To enhance lives of both students and staff members



CORE VALUES

- i. Excellence
- ii. Institutional Culture
- iii. Continuous Improvement
- iv. Teamwork

BRIDGING COURSES

Programme Code	Programme	Duration
CLSCM - 001	Logistics and Supply Chain Management Bridging Course	6 months
BAD- 002	Business Administration Bridging Course	6 months
SOA- 003	Secretarial & Office Administration Bridging Course	6 months
COP-004	Certificate in Office Practice	6 months

FACULTY OF HEALTH & EDUCATION

CPA – 001	Certificate in Pharmacy Assistant	3 months
CPA – 002	Certificate in Health Information Management	3 months
CAN – 003	Certificate in Nursing Assistant	3 months
CMOD – 004	Certificate in Medical Office Administration	3 months
AECD – 005	Certificate in Early Childhood Development	3 months
CMBC – 006	Certificate in Medical Billing & Coding	3 months
CG – 007	Caregiver Certificate	6 months
CDS - 008	Certificate in Dental Surgery Assistant	6 months

Mode of study

- Online
- Distance
- Full time
- Part time

Admission Criteria

- Grade 10 – 12 Certificate
- Read & Write English

CERTIFICATE PROGRAMMES (NQF LEVEL 4)

FACULTY OF BUSINESS, COMMERCE & BUSINESS STUDIES

CODE	PROGRAMME
BCB001	Certificate in Logistics and Supply Chain Management
BCB001	Certificate in Business Administration
BCB	Certificate in Secretarial & Office Administration

CERTIFICATE IN LOGISTICS AND SUPPLY CHAIN MANAGEMENT

Description of the Qualification

The Certificate in Supply Chain and Logistics Management will prove to be an increasingly valuable

qualification as Namibia continues to embrace Transport and Logistics infrastructural development to match Global Logistics standards. This has been coupled by the fast paced globalisation which has gripped the World. Qualified graduates of this program will therefore have unlimited opportunities to employment opportunities in Namibia and across the world.

The Certificate in Supply Chain and Logistics Management program aims to produce learners that will be able to apply their knowledge of logistics and the supply chain at both operational and managerial level and make significant contributions to their companies through the streamlining of the supply chain, the reduction of costs associated with the transporting and warehousing of products and the overall increased efficiency of logistics functions.

Core Modules

Semester 1

LSCM-21: Introduction to Logistics & Supply Chain Management

FUTM-21: Fundamentals of Transport Management

COSS-21: Communication & Study Skills

INCO-21: Introduction to Computers

Semester 2

TREC-21: Transport Economics

GLSC-21: Global Logistics and Supply Chain Management Systems

PA -21: Principles of Accounting

PPLSCM-21: Professional Practice in Logistics and Supply Chain Management

Admission Criteria

- A minimum of 18 points in relevant six subjects at NSSCO, Cambridge or equivalent.
- Grade 10 candidates who have completed the Global Edge Training Institute Foundation Course).
- Candidate will be required to have a pass in English as a first or second language.
- Mature age entry for candidates (above 23 years) who will be accepted provided they have passed a Mature Age Entry

Examination conducted by Global Edge Training Institute

- Any relevant vocational qualification at NCQF Levels 3 in Logistics and Supply Chain Management with a minimum of two years relevant working experience may render the candidate eligible for exemptions or credit transfer in accordance with applicable policies.

CERTIFICATE IN BUSINESS ADMINISTRATION

Description of the Qualification

The purpose of the Certificate in Business Administration is to facilitate knowledge and skills acquisition as well as to empower the youth and learners. To achieve inclusive, equitable & sustainable growth, capable and healthy business management and administration. As Namibia and the rest of the globe continue to evolve industrially and economically it is critical at this point in time to ensure that skills as well as knowledge meets the growing need/ demand of various businesses and organizations. The Certificate in Business Administration aim to provide the required level of knowledge to increase the acumen of learners and professionals who want to



peruse a career in Business Management and Administration. The Millennium Development goals, Namibia's vision 2030 goals and a key area of the 5th Namibia Development Plans (NDP5) specifies structural transformation through value added structural industrialization in various sectors of the economy

Core Modules

Semester 1

BCOM-21: Business Communication
BNUM-21: Business Numeracy
ENTRE-21: Entrepreneurship
BCOMP: Business Computer Skills

Semester 2

PA-21: Principles of Accounting
PM-21: Principles of Management
PECO-21: Principles of Economics
PR-21: Public Relations

Admission Criteria

- A minimum of 18 points in relevant six subjects at NSSCO, Cambridge or equivalent.
- Grade 10 candidates who have completed the Global Edge Training Institute Foundation Course).
- Candidate will be required to have a pass in English as a first or second language.
- Mature age entry for candidates (above 23 years) who will be accepted provided they have passed a Mature Age Entry

Examination conducted by Global Edge Training Institute

CERTIFICATE IN SECRETARIAL & OFFICE ADMINISTRATION

Description of the Qualification

The Certificate in Secretarial and Office Administration was conceptualized to address the critical need for graduates who possess thorough understanding of modern technologies, office ethics, practices and techniques within the field of office administration. The Certificate is focused on the development of office administrators who are skilled in the administration domain. The qualification is fully relevant to the 21st century office. Time management, document development, use of Microsoft suite, office ethics and entrepreneurship skills and competencies



in the field of office administration are developed, thus creating qualified and well-equipped office administrators, who are skilled and able to practice effectively in the business environment.

Core Modules

Semester 1

BCOMM-21: Business Communication

BCOMP-21: Business Computer Skills

BCOMPT-21: Computer Keyboard, Typing and Word Processing Skills 1

BETH-21: Business Ethics

Semester 2

FOM-21: Front Office Management

BNUM-21: Business Numeracy

PA-21: Principles of Accounting

Admission Criteria

- A minimum of 18 points in relevant six subjects at NSSCO, Cambridge or equivalent.
- Grade 10 candidates who have completed the Global Edge Training Institute Foundation Course).
- Candidate will be required to have a pass in English as a first or second language.
- Mature age entry for candidates (above 23 years) who will be accepted provided they have passed a Mature Age Entry Examination conducted by Global Edge Training Institute.

CORPORATE TRAINING

Global Edge Training Institute has a passion for excellence and operates under the highest of business and ethical standards. Our leading-edge training courses provide business professionals with the skills they need to develop their competency, improve their performance, and drive business success. Our talented team of trainers has exceptional credentials complemented by practical, real-world experience. Our clients' changing needs drive the planning and development of each and every training course and seminar. We're continuously tracking the latest business trends and best practices to ensure our content is relevant, practical and useful.

The certificate programs are developed by Global Edge Training Institute personnel. Upon completion, participants obtain a competency certificate from our organization.



Participants can choose from the following training formats:

- i. Self-paced E-learning
- ii. Virtual Instructor-led training
- iii. On-site Group Trainings

EMPLOYABILITY SKILLS PROGRAMME

We assist our graduates to become more employable in the 21st century workplaces. The students are practically guided on honing such skills that are necessary for career success at all levels of employment and for all levels of education.

Our team of professionals continuously explores skills currently needed for employment. With our expertise gained for so many years from conducting corporate training for both public and private companies, we have knowledge on what employers seek from their employees to make sure they are productive.

Job specific technical qualifications/skills in a given field are no longer sufficient as employers increasingly demand candidates that can fill interdependent jobs and can deal with increasing pressures at work. A blend of qualifications, technical expertise, soft skills and human relations ability are therefore important to be attractive to employers and to be competitive in the job market.

Windhoek Campus

Physical Address