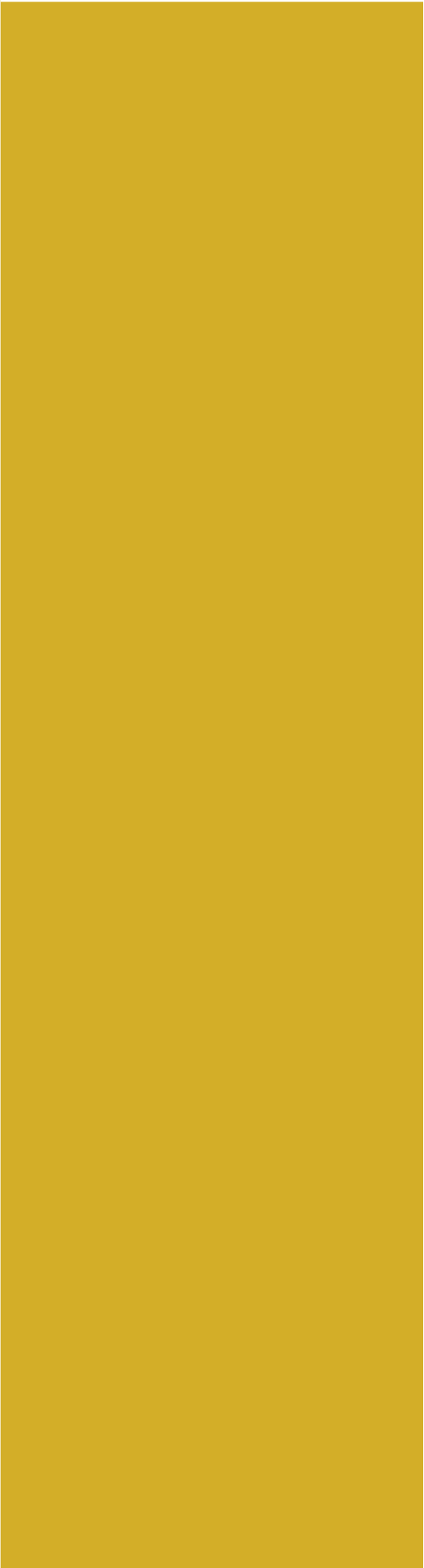




**ADVISORY COUNCIL ON TEACHERS'
EDUCATION AND TRAINING
ANNUAL REPORT
2006-2009**

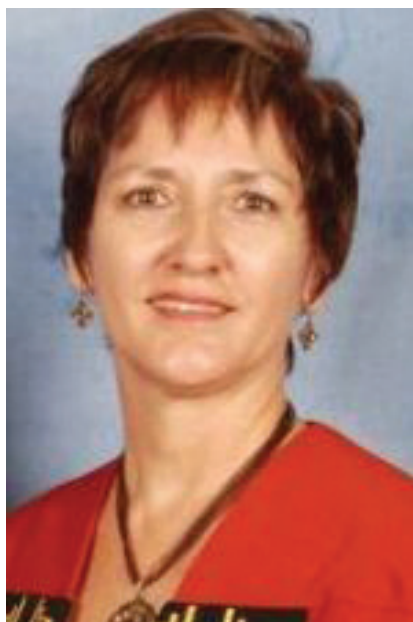


TABLE OF CONTENTS



Chairperson’s Report	4
Executive Director’s Overview	5
The Objective and Functions of the Council	7
The Inauguration of the Council	9
The Teacher Education Reform	12
Challenges	14
ACTET Team	15
Financials	16

CHAIRPERSON'S REPORT



It is an honour to present the Annual Report of the first Advisory Council on Teachers' Education and Training (ACTET) to the Honorable Minister of Education.

4

In the quest towards the development of the Namibian nation into a productive and innovative society, in line with Vision 2030, the coordination and development of the higher education sector is crucial. This was clearly identified in the Education and Training Sector Improvement Programme (ETSIP). One of the key activities in ETSIP was the establishment of the Advisory Council on Teachers' Education and Training, which commenced its work in April 2006.

It was a privilege to serve on the first Council.

Progress within the first three years of the Council was slower than initially envisaged, partly because the exact scope

and function of the Council had to be carefully considered. Even after three years, it remains a challenge to make a substantial contribution towards the sector as an advisory body on teacher education and the management and development of colleges of education which operate under the jurisdiction of the Permanent Secretary.

Major challenges remain. At the end of our term of office, the future of colleges remains uncertain, despite clear indications in ETSIP that the vision ahead should be to create semi-autonomous, well-staffed and well-supported colleges that will deliver high quality products.

We take this opportunity to thank the Ministry of Education and its staff and our most capable Secretariat of the two Councils for their support and contributions.

Our best wishes go to the second Council. We wish the new members all the best in furthering the aims of the Council in the next three years.

A handwritten signature in black ink, reading 'Emma Kirchner'.

Emma Kirchner
Vice-Chairperson

EXECUTIVE DIRECTOR'S OVERVIEW

It gives me great pleasure as Executive Director of the Interim Secretariat (IS) of the National Council for Higher Education (NCHE) and Advisory Council on Teachers' Education and Training (ACTET) to provide an account of the Council's activities since its inception three years ago. Section 10 (2) of the Teachers' Education Colleges Act, 2003 (Act No. 25 of 2003), obliges the Permanent Secretary of the Ministry of Education to establish a Secretariat for the Council "consisting of such staff members of the Ministry as the Permanent Secretary may designate to perform the functions of the Secretariat". In line with this provision, the Permanent Secretary designated staff in the Directorate of Higher Education (DHE) to provide secretarial functions and technical services to the Council. However, it was soon realized that it would be extremely difficult for the DHE's skeletal staff, in addition to the directorate's mandate, to shoulder secretarial responsibilities not only for one but two Councils. This realization led to the setting up of an IS that would be dedicated to providing administrative services to the two Councils. The establishment of the IS subsequently became an ETSIP priority under the tertiary education sub-program and was realized in July 2007 when four (4) IS staff members were appointed with the approval of the Public Service Commission.



I must admit that taking over the secretariat administrative responsibilities from the DHE was both challenging and rewarding. Challenging in the sense that members of the Secretariat had to rise to the imperative of providing improved required services. The IS staff had to build on the solid foundation laid by the DHE staff by establishing systems, processes and procedures that would give credence to the functions of the Council as a legal entity. The experience of serving the Council has so far been rewarding and enriching in that secretariat staff have come to know and appreciate the paradoxes and dynamics prevalent in teacher education in Namibia. There is no doubt that the establishment of the IS, although not without challenges, has provided the Council with added impetus which has galvanized its progression from infancy to a fully-fledged institution that can begin to live up to the expectations of developing a coordinated, relevant and the required reforms in teacher

education in Namibia. Reforms that would ultimately guarantee the nation's success in meeting the imperative of providing quality education to its population.

During the one year in which the IS (supported by seconded DHE staff) has been in existence, we can certainly look back with satisfaction on some of its accomplishments, notably, the:

- Effective and timely implementation of Council/Committees' resolutions/decisions;
- Development of requisite organizational systems, policies and procedures needed in administering and managing the affairs of the organization;
- Successful steering of the ETSIP tertiary education sub-program, key of which is overseeing and managing the engagement of Consultancies in ETSIP priority activities;
- Acquisition of two sizeable Ervens for the construction of offices for the Secretariat in future;
- Development of interim strategic priorities that would guide

Council's interventions until such time that the organization's Strategic Plan is developed; and

- Production and accounting of an "unqualified" audit report for the Council's finances for the previous financial year.

While acknowledging these achievements, the IS's operations have been severely hampered by inadequate technical expertise at the operational level who should interrogate and analyze issues before presentation to Council or its Committees. However, I am confident that envisaged amendments to the enabling legislation will be concluded soon to allow Council to establish an independent Secretariat whose organizational establishment will be commensurate with its strategic objectives and legal mandate. Council members and senior officials in the Ministry of Education are thanked for having created an environment that has facilitated the Secretariat's operations.



Stanley M. Simataa
Executive Director

THE OBJECTIVE AND FUNCTIONS OF THE COUNCIL

The Advisory Council on Teachers' Education and Training (ACTET) was established by The Teachers' Education Colleges Act, (Act No. 25 of 2003). The objective of ACTET is to advise the Minister on the general policies to be pursued in respect of the education and training of teachers in Namibia.

As stipulated in the Act, the functions of ACTET are to advise the Minister of Education on the direction for teacher education at colleges, and especially on the following:

- The establishment, governance and funding of colleges of education;
- The establishment of diploma and certificate courses at the colleges, including the determination of the curricular of such courses; and
- The education and training standards or qualifications to be maintained by the colleges.

THE COMPOSITION OF ACTET

The following members were duly appointed as members of the first Council in accordance with Section 6 (1) of the Act:

1. Honorable Dr. Mosè Tjitendero - Chairperson;
2. Ms. Emmarencia Kirchner - Vice-Chairperson and Rector of Windhoek College of Education;
3. Ms. Etambuyu Mbuye - Director of Higher Education;
4. Ms. Hertha Pomuti – Director of the National Institute of Educational Development (NIED);
5. Mr. Raymond Simanga – Representing the Namibia National Teachers' Union;
6. Mr. Mahongora Kavihuha – Representing the Teachers' Union of Namibia;
7. Ms. Fredrika Uahengo – Rector of Ongwediva College of Education;
8. Ms. Mathilde Shihako – Acting Rector of Rundu College of Education;
9. Mr. John Nyambe – Acting Rector of Caprivi College of Education; and
10. Dr. Louise Mostert– Dean of the Faculty of Education, University of Namibia.



*f-l-t-r: Back row: Mr. M. Kavihuha, Mr. R. Simanga, Mr. J. Nyambe
Front row: Ms. F.B. Uahengo, Ms. H. Pomuti, (empty Chair) Late Dr. Mosé Tjitendero, Ms. E. Mbuye, Ms. M. Shihako. Absent: Ms. E. Kirchner, Dr. L. Mostert*

The Council members' term of office commenced April 2006 and will run for three years up to 10 April 2009. Over the past two years, a number of replacements were made. Honourable Clara Bobitile replaced the late Honourable Dr. Tjitendero who passed away on the morning of the inauguration

of the Council. Ms. Mathilde Shihako was replaced by Mr. Mpasi Katewa, who was appointed as the Acting Rector of Rundu College of Education; Mr. John Nyambe was replaced by Dr. Bennett Kangumu; and Dr. Louise Mostert was replaced by Dr. John Katzaao, who was later replaced by Professor Rehabeam Auala.



8 *f-l-t-r: Hon. C. Bobitile, Mr. M. Katewa, Ms. E. Mbuye, Ms. F.B. Uabengo, Mr. B. Kangumu, Ms. H. Pomuti. Absent: Prof. R. Auala, Ms. E. Kirchner, Mr. M. Kavihuha, Mr. R. Simanga*

THE INAUGURATION OF THE COUNCIL

The Council was inaugurated on 26 April 2006 at the Kalahari Sands Hotel, by the Deputy Minister of Education Hon. Becky Ndjoze-Ojo (on behalf of the Minister of Education). The inauguration was immediately followed by a highly successful two-day induction workshop. The induction aimed at building the capacity of members to deliver their mandate as well as to draw up an interim plan for the major activities. The induction was facilitated by the Directorate Higher Education. Two guest speakers - Ms. Lydia Kimaryo of Morogoro Teachers' College in Tanzania and Dr. Clas Uno Frykholm of the National Agency for Higher Education in Sweden-shared their experiences in teacher education. It is worth mentioning that Prof. Göran Linde, the Technical Advisor for the National Council for Higher Education (NCHE), seconded to the Ministry by the Swedish International Development Agency, offered to play the role of Technical Advisor to ACTET. He was thus very instrumental, not only to the success of the induction workshop, but also to laying the foundation of ACTET. Prof. Linde was a curriculum specialist at the University of Stockholm and therefore offered invaluable advice to the young Council especially on issues of teacher education.

COUNCIL COMMITTEES

At the first Council meeting on 21 June 2006, an interim committee was set up to map out activities to be undertaken by the Council. The interim committee proposed the establishment of three committees – The Executive

Committee, Academic Committee and Administrative Committee. The establishment of a Task Force to oversee the Teacher Education Reform Program (TERP) was also proposed. The idea of a task force was rejected, though and it was rather decided that the Academic Committee should oversee the program.

THE EXECUTIVE COMMITTEE

This Committee comprises the Chairperson (Hon. Bohitile) and Vice-chairperson (Mrs. Kirchner) of ACTET; and the chairpersons of the Academic and Administrative Committees Mrs. Pomuti and Mr. Nyambe respectively. Ms. Mbuye replaced Mr. Nyambe after his promotion.

The main task of the Committee is to consider recommendations made by the Administrative and Academic committees before they are tabled at the Council meeting. The Executive Committee also attends to urgent issues which may arise between scheduled Council meetings, and considers agenda items that are to be discussed in the Council meetings.

THE ACADEMIC COMMITTEE

This Committee comprises Mrs. Pomuti (Chairperson), Mr. Simanga and Prof. Auala. Its main task is to attend to issues of an academic nature that have been referred to the Council. The Committee attends to ETSIP activities that involve the curriculum of the colleges. It also considers requests from private teacher education institutions.

The Committee drew-up a costed work plan. However the activities which are tied to the implementation of the TERP are still pending.

THE ADMINISTRATIVE COMMITTEE

The Committee consists of Ms. Mbuye (Chairperson), Mr. Kavihuha and Mrs. Kirchner. Its main task is to attend to administrative related issues of ACTET, colleges of education and private teacher education institutions.

The Committee focuses on ETSIP activities that involve colleges of education and ACTET.

The Committee developed a costed work plan. However the activities which are tied to the implementation of the TERP and ETSIP could not be fully implemented because decisions on the recommendations are still pending.

THE HUMAN RESOURCES COMMITTEE

The Committee was established in February 2007. It is a joint committee with the NCHE's Human Resources Committee to address human resources needs and issues of the IS. The following key issues were considered:

- Terms of Reference for the Committee;
- The creation of additional posts for the IS;
- Employment contracts for the officials in the IS;
- The development of the Council's website;
- The Committee's costed workplan; and
- Participation in a workshop on higher education in Namibia.

THE SECRETARIAT

In accordance with Section 10 (1) of the Teachers' Education Colleges Act,

the Permanent Secretary appointed the Directorate Higher Education to be the Secretariat of ACTET. However, due to limited capacity and expertise, the Directorate was unable to fully meet the secretariat obligations to ACTET and NCHE, as well as carry out its regular functions. The ETSIP management recommended to the Ministry of Education that an independent secretariat should be established to serve the two councils. This implied that the two Acts, i.e. the Teachers' Education Colleges Act and Higher Education Act have to be amended in order for an independent secretariat to be established. The process of amending the two Acts had commenced.

Meanwhile, the Public Service Commission authorized the establishment of an IS which commenced duty on 1 July 2007. Four positions, that of Executive Director, Private Secretary to the Executive Director, Finance Director and Education Officer were filled. The positions of Quality Assurance Officer and Receptionist were filled in early 2009.

In October 2007, the Directorate of Higher Education was seconded to the IS to assist in the provision of secretariat services to the two councils.

The Secretariat is currently renting offices. However, it had acquired a plot on which offices will be constructed. The construction is likely to begin in the 2010/11 financial year.

COUNCIL ACTIVITIES

ACTET has held eleven regular meetings and one extra-ordinary meeting. During these meetings the following key issues were considered:

- o Election of Mrs. E. Kirchner as Vice-Chairperson of the Council.
- o Adoption of the membership of the Academic and Administrative committees.
- o Adoption of the Terms of Reference of the committees.
- o Approval of the establishment of the joint Human Resources Committee.
- o Participation in the interviews and selection of the IS positions.
- o Approval of the NCHE/ACTET budget, including the opening of a consolidated bank account as well as signatories to the account.
- o Approval of the 2007 financial year Audit Report of ACTET and the NCHE
- o Approval of the Financial Policy and Procedures for the ACTET and the NCHE.
- o Approval of the employment conditions of the IS staff, including the need for employment contracts.
- o Approval of the Secretariat's strategic priority activities for 2008.
- o Approval of the development and launching of the Councils' website which is currently hosted by the Polytechnic of Namibia.
- o Approval of the establishment of the colleges of education boards. The Council also successfully conducted induction workshops for the college boards.
- o Adoption of the colleges of education boards' constitution.
- o Approval of the reviewed student admission requirements for the Basic Education Teachers' Diploma program. The new admission requirements were effective from the 2009 academic year.
- o Approval of the Early Childhood Development education curriculum. This curriculum will be used by the Ministry of Gender Equality and Child Welfare to train teachers and caregivers in the field of Early Childhood Development.
- o Adoption of the unfinished business of the Curriculum Coordinating Group (CCG) which was coordinated by NIED.
- o Deliberation on college lecturers' demands for improved conditions of service.
- o Approval of the Hostel Policy for the Colleges of Education.
- o Approval of the Namibian Sign Language training program which is sponsored by the Icelandic International Development Agency. The program is being offered at Windhoek College of Education.
- o Consideration of the request of the Development Aid from People to People (DAPP) to establish a rural-based teacher training college.
- o Consideration of the request by the Central Africa Correspondence College to set up a private teacher education institution. The curriculum is still in the process of evaluation by NIED.

THE WEBSITE

The Council developed and launched a website in conjunction with the NCHE. The website will ensure interaction with the public and stakeholders in teacher education specifically, and the higher education fraternity. Currently, the website (www.nche-actet.org) is hosted by the Polytechnic of Namibia. However, plans are underway to transfer it to the Secretariat's premises once the requisite IT infrastructure is in place.

THE TEACHER EDUCATION REFORM

The teacher education reform was one of the major activities undertaken by the Council.

There has been criticism about the quality of teachers produced by the colleges of education and UNAM. Concern over issues such as lack of content, wrong content, lack of appropriate methodologies, poor delivery of the programme and poor response to the needs of the schools had been expressed. There were allegedly no clear guidelines on the content, quality or throughput by phase and subject; and no umbrella body to provide such guidance to teacher education institutions. Meanwhile, the Namibia Qualifications Authority (NQA) has developed regulatory structures for professional standards for teachers and teacher education institutions. The professional standards should be infused in teacher education curricula.

Additionally, the findings of recent studies that had been conducted on the state of teacher education indicated that the enhancement of the status of colleges and a change in institutional governance were prerequisites for improvement in the quality of the output of colleges. It had been noted that the current management and administration of colleges undermined the academic authority and autonomy of college lecturers. In the past few years, colleges have been experiencing a considerable brain drain. The situation was precipitated by a lack of academic challenge, low salaries and poor working conditions.

In order to address these concerns, ACTET was tasked to develop and implement a comprehensive reform plan for teacher education over a period of 15-years. The reform plan was to cover inter alia, the curricula, qualifications of staff, mandate of the different public higher education institutions, underpinning philosophies, delivery of programmes, projections of supply and demand, institutional capacity and physical infrastructure.

The Council contracted the services of the University Central Consultancy Bureau of UNAM to carry out a study and make recommendations concerning the issues enumerated in the reform plan.

The following are some of the major recommendations of the study:

- o The colleges of education should be fully merged with UNAM. The Faculty of Education at UNAM Campus should offer NQF level 8 teacher training programs for junior and senior secondary schools as well as post-graduate programs. The four colleges of education should offer NQF level 7 degrees for pre-primary, junior and senior primary degree programs. The new programs should be aligned with the National Professional Standards and Competencies for teachers to ensure a good combination of knowledge, skills, attitudes and values.
- o Lecturers at colleges of education should be allowed a period of five years to upgrade their qualifications to Masters level; and

- on-going professional development program should be established. The administrative and hostel staff should be taken over by the University; however, all staff members should be given a chance to remain in the Public Service.
- o College facilities should be transferred to UNAM lock, stock and barrel. The college libraries should be upgraded and their cataloguing systems linked to other higher education institutions and teacher resource centers to facilitate sharing of resources.
 - o The BETD should be evaluated and an articulation or upgrading program for BETD graduates designed and offered at the colleges. The new program should include integration of principles of both learning-centered and learner-centered approaches to teaching, learning and assessment in teacher education. Additionally, the curriculum should include appropriate research methodologies, multigrade and remedial teaching, counseling, HIV and AIDS education, ICT for Teachers, English Proficiency for Teachers and First Aid.
 - o A new electronic database which will articulate with the Education Management Information System (EMIS) should be developed to enable on-line enrolment, monitor academic progress and provide accurate academic records.
- The Council undertook a costing of the recommendations so that the financial implications of the reform are made available to the Minister of Education and other authorities which will decide on the implementation of the reform plan.
- The Council concluded the recommendation report and forwarded it to the Minister for consideration.

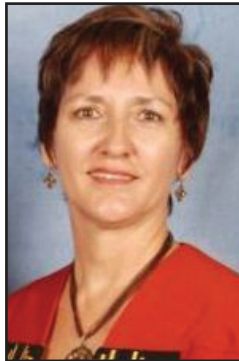
A delay in the decision to implement the recommendations of the Teacher Education Reform Plan has dampened the morale of the Council. Many activities that were planned by the Council could not be carried out because of their dependence on policy directives.

Issues of funding provided by ETSIP and the Millennium Challenge Account resulted in the planned infrastructure development at colleges of education and the Faculty of Education at UNAM

and the reform of college libraries to be stalled.

There is likelihood that after the amendment of the two Acts, and should the proposed merger of the colleges of education with the Faculty of Education at UNAM be realised (as per the recommendation of the teacher education reform), ACTET's functions be absorbed by the NCHE or UNAM. This situation of uncertainty slacken the Council's efforts to embark on major activities.

ACTET TEAM



Ms. Emma Kirchner



Hon. Clara Bohitile



Ms. Hertha Pomuti



Mr. Mahongora Kavihuha



Ms. Fredrika Uahengo



Mr. Bennett Kangumu



Ms. Etambuyu Mbuye



Mr. John Nyambe



Ms. Mathilda Shihako



Mr. Raymond Simanga



Mr. Mpasi Katewa



Prof. Ray Auala

**National Council for Higher Education
and Advisory Council on Teachers'
Education and Training**

Annual Financial Statements

For the Year ended 31 March 2009

**NATIONAL COUNCIL FOR HIGHER EDUCATION AND ADVISORY COUNCIL ON TEACHERS EDUCATION AND
TRAINING
ANNUAL FINANCIAL STATEMENTS**

for the year ended 31 March 2009

GENERAL INFORMATION

Councils registration number and Applicable Acts: Higher Education Act, 2003
Teachers Education Colleges Act, 2003

Country of registration or domicile: Namibia

Registered address: No.6, Newton Street
Windhoek
Namibia

Postal address: P.O.Box 90890
Klein - Windhoek
Namibia

Auditors: EDB & Associates

Bankers: First National Bank of Namibia Limited

**NATIONAL COUNCIL FOR HIGHER EDUCATION AND ADVISORY COUNCIL ON TEACHERS EDUCATION AND
TRAINING**

ANNUAL FINANCIAL STATEMENTS

for the year ended 31 March 2009

CONTENTS	Page
Statement of council members' responsibilities	19
Report of the independent auditors	20-21
Council Members' report	22-23
Balance sheet	24
Income statement	25
Statement of changes in funds	26
Cash flow statement	27
Notes to the financial statements	28-33
Supplementary information: Detailed income statement	34

**NATIONAL COUNCIL FOR HIGHER EDUCATION AND ADVISORY COUNCIL ON TEACHERS EDUCATION AND
TRAINING**

STATEMENT OF COUNCIL MEMBERS' RESPONSIBILITIES

for the year ended 31 March 2009

-
1. The Council members are responsible for the maintenance of adequate accounting records and the preparation and integrity of the financial statements and related information. The auditors are responsible to report on the fair presentation of the financial statements. The financial statements have been prepared in accordance with Namibian generally accepted accounting practice and in the manner required by the Higher Education Act, 2003 and Teachers Education Colleges Act, 2003.
 2. The Council members are also responsible for the councils' system of internal financial control. These are designed to provide reasonable, but not absolute, assurance as to the reliability of the financial statements, and to adequately safeguard, verify and maintain accountability of assets and to prevent and detect misstatements and deficit. Nothing has come to the attention of the Council members to indicate that any material breakdown in the functioning of these controls, procedures and systems has occurred during the period under review.
 3. The financial statements have been prepared on the going concern basis, since the Council members have every reason to believe that the Councils have adequate resources in place to continue in operation for the foreseeable future.

The financial statements set out on pages 6 to 18 were approved and authorised for issue by the Councils and are signed on their behalf by:

19

Council Chairperson - NCHE

Secretariat Executive Director

Council Chairperson - ACTET

Date

Date

REPORT OF THE INDEPENDENT AUDITORS

To the council members of the

NATIONAL COUNCIL FOR HIGHER EDUCATION AND ADVISORY COUNCIL ON TEACHERS EDUCATION AND TRAINING

We have audited the financial statements of the National Council for Higher Education and Advisory Council on Teachers' Education and Training, which comprise the report of the Council members, the balance sheet as at 31 March 2009, and the income statement, the statements of changes in funds and cash flow statement for the year ended 31 March 2009, and a summary of significant accounting policies and other explanatory notes, as set out on pages 8 to 17.

Council members' responsibility for the financial statements

The Council members are responsible for the preparation and fair presentation of these financial statements in accordance with Namibian Generally Accepted Accounting Practice – NAC 001: Financial Reporting for Small Medium Sized Entities and in the manner required by the Companies Act of Namibia. This responsibility includes: designing, implementing and maintaining internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error; selecting and applying appropriate accounting policies; and making accounting estimates that are reasonable in the circumstances.

Auditor's responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with International Standards on Auditing. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgement, including the assessment of the risks of material misstatement of the financial statement, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of accounting principals used and reasonableness of accounting estimates made by the management, as well as evaluating the overall financial statements presentation.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion

Opinion

In our opinion, the financial statements present fairly, in all material respects, the position of the councils at 31 March 2009 and its financial performance and its cash flows for the year ended in accordance with Namibian Generally Accepted Accounting Practise – NAC 001: Financial Reporting for Small and Medium Sized Entities and in the manner required by the Higher Education Act, 2003 and Teachers Education Colleges Act, 2003.

REPORT OF THE INDEPENDENT AUDITORS

To the council members of the

NATIONAL COUNCIL FOR HIGHER EDUCATION AND ADVISORY COUNCIL ON TEACHERS EDUCATION AND TRAINING

Accounting services

With the consent of management, we have performed certain accounting duties.

Supplementary schedules

The detailed income statement set out on page 18 does not form part of the annual financial statements and is presented as additional information. We have not audited the detailed income statement and accordingly do not express an opinion on it.

EDB AND ASSOCIATES

Registered Auditors
Chartered Accountants (Namibia)

DATE

Windhoek

NATIONAL COUNCIL FOR HIGHER EDUCATION AND ADVISORY COUNCIL ON TEACHERS EDUCATION AND TRAINING

COUNCIL MEMBERS' REPORT

for the year ended 31 March 2009

1. The council members present their annual report which forms part of the audited financial statements of the Councils for the year ended 31 March 2009.

General review

2. The activities of the Councils comprise:

National Council for Higher Education:

- * to promote the establishment of a co-ordinated higher education systems;
- * to promote the access of students to higher education institutions;
- * to promote quality assurance in higher education;
- * to advise on the allocation of moneys to public higher education institutions

Advisory Council on Teachers' Education and Training:

- * advise Ministry on general policy to be pursued in respect of the education and training of teachers;
- * to advise on the establishment, governance and funding of teachers' education colleges;
- * to advise on the establishment of diploma and certificate courses at teachers' education colleges, including the determination of the curricula of such courses;
- * to advise on the education and training standards or qualifications to be maintained by teachers' education colleges and;
- * to advise on any other matter with regard to teachers' education colleges that is referred to it by the Minister.

3. No matter which is material to the financial affairs of the Councils have occurred between 31 March 2009 and the date of approval of the annual financial statements.

Financial results and dividends

4. Full details of the financial results of the Councils are set out on pages 8 to 17.

Plant and equipment

5. The Councils acquired plant and equipment at a cost of N\$202 811 (2008: N\$183 002) during the year under review.

Council members

6. The council members during the year are as set out below:

NCHE Council members:

Dr. Z Ngavirue (Chairperson)
Mr. E Mueller (Vice-chairperson)
Prof. L Hangula
Prof. A Du Pisani
Dr. T Tjivikua
Dr. L Haoses-Gorases

ACTET Council members:

Mr. A Agapitus (Chairperson)
Dr. H Pomuti (Vice-chairperson)
Prof. R Auala
Dr. B Kangumu
Ms. E Kirchner
Mr. R Simanga

**NATIONAL COUNCIL FOR HIGHER EDUCATION AND ADVISORY COUNCIL ON TEACHERS EDUCATION AND
TRAINING**

COUNCIL MEMBERS' REPORT (continued)

for the year ended 31 March 2009

Council members (continued)

- 6 The council members during the year are as set out below:

NCHE Council members:

Dr. FS Nyathi
Dr. DR Namwandi
Rev. C Nel
Ms. S Daries
Mr. J Ellis
Mr. V Ankama
Ms. FB Uahengo
Ms. B Nakaambo
Mr. EHM Manga
Mr. C Schlettwein
Mr. M Shivute
Mr. M Tjivera
Mr. E Erago

ACTET Council members:

Ms. F Uahengo
Ms. E Mbuye
Mr. M Kavihuha
Mr. M Katewa

23

Events subsequent to year end

7. The council members are not aware of any matter or circumstance arising since the end of the financial year, not otherwise dealt with in the financial statements, which significantly affects the financial position of the Councils or the results of its operations.

Council members' interest in contracts

8. No material contracts involving council members' interest were entered into during the current year.

Auditors

9. EDB & Associates will continue in office for the year under review.

NATIONAL COUNCIL FOR HIGHER EDUCATION AND ADVISORY COUNCIL ON TEACHERS EDUCATION AND TRAINING

BALANCE SHEET

at 31 March 2009

	Notes	2009 N\$	2008 N\$
ASSETS			
Non-current assets		334 432	171 659
Property, plant and equipment	2	334 432	171 659
Current assets		3 943 527	931 465
Trade and other receivables	3	76 970	47 405
Cash and cash equivalents	4	3 866 557	884 060
Total assets		4 277 959	1 103 124
FUNDS AND LIABILITIES			
Funds and reserves		4 088 425	1 033 362
Development fund		4 088 425	1 033 362
Current liabilities		189 533	69 762
Trade and other payables	5	189 533	69 762
Total funds and liabilities		4 277 959	1 103 124

NATIONAL COUNCIL FOR HIGHER EDUCATION AND ADVISORY COUNCIL ON TEACHERS EDUCATION AND TRAINING

INCOME STATEMENT

for the year ended 31 March 2009

	Notes	2009 N\$	2008 N\$
Revenue	1		
Grant income - Ministry of Education		5 679 000	1 288 406
Other income		190 066	960 000
Activities - net income		112 907	960 000
Donations income		76 000	--
Sundry income		1 159	--
Total income		5 869 066	2 248 406
Operational expenses		(3 112 487)	(1 243 681)
Operating surplus for the year		2 756 579	1 004 725
Net finance income	7	298 484	28 637
Net surplus before taxation		3 055 063	1 033 362
Taxation		--	--
Net surplus for the year		3 055 063	1 033 362

NATIONAL COUNCIL FOR HIGHER EDUCATION AND ADVISORY COUNCIL ON TEACHERS EDUCATION AND TRAINING

STATEMENT OF CHANGES IN FUNDS

for the year ended 31 March 2009

	Development Fund	Total
Balance as at 31 March 2008	1 033 362	1 033 362
Net surplus for the year	3 055 063	3 055 063
Balance as at 31 March 2009	<u>4 088 425</u>	<u>4 088 425</u>

NATIONAL COUNCIL FOR HIGHER EDUCATION AND ADVISORY COUNCIL ON TEACHERS EDUCATION AND TRAINING

CASH FLOW STATEMENT

for the year ended 31 March 2009

	Notes	2009 N\$	2008 N\$
Cash flow from operating activities			
Cash receipts from grants and other customers		5 791 907	2 277 213
Cash paid to suppliers and employees		<u>(2 911 913)</u>	<u>(1 238 958)</u>
Cash generated by operations	8	2 879 994	1 038 255
Net investment income		<u>298 484</u>	<u>28 807</u>
<i>Net cash inflow operating activities</i>		<u>3 178 478</u>	<u>1 067 062</u>
Cash flows from investing activities			
Plant and equipment acquired		(202 811)	(183 002)
Proceeds on disposal of assets		<u>6 830</u>	<u>--</u>
<i>Net cash out flow in investing activities</i>		<u>(195 981)</u>	<u>(183 002)</u>
Net change in cash and cash equivalents		2 982 497	884 060
Balance at the beginning of the year		<u>884 060</u>	<u>--</u>
Balance at the end of the year	4	<u>3 866 557</u>	<u>884 060</u>

NATIONAL COUNCIL FOR HIGHER EDUCATION AND ADVISORY COUNCIL ON TEACHERS EDUCATION AND TRAINING

NOTES TO THE FINANCIAL STATEMENTS

for the year ended 31 March 2009

1. Accounting policies

The annual financial statements of the Councils are compiled in accordance with the historical convention modified by the restatement of financial instruments to fair value, except where otherwise stated.

The principle accounting policies of the Councils, which are set out below, had been consistent with those applied in the previous year and comply with Namibian Generally Accepted Accounting Practise – NAC 001: Financial Reporting for Small and Medium Sized Entities. The financial statements had been prepared in accordance with the requirements of the Higher Education Act, 2003 and Teachers Education Colleges Act, 2003.

1.1 Plant and equipment

All plant and equipment are initially recorded at historical cost less depreciation. Cost includes all costs directly attributable to bring the assets to working condition for their intended use.

Depreciation is calculated on the straight-line method to write off the cost of each asset to their residual values over their estimated useful lives as follows:

Office equipment	5 years
Other fixed assets	5 years
Computer equipment	5 years
Furniture and fittings	10 years

Where the carrying amount of an asset is greater than its estimated recoverable amount, it is written down immediately to its recoverable amount.

Gains and deficits on disposal of plant and equipment are determined by reference to their carrying amount and are taken into account in determining operating surplus.

1.2 Trade receivables

Trade receivables are carried at anticipated realizable value. An estimate is made for doubtful receivables based on a review of all outstanding amounts at year-end. Bad debts are written off during the year in which they are identified.

1.3 Cash and cash equivalents

For the purposes of the cash flow statement, cash and cash equivalents comprise cash in hand, short-term investments and deposits held at call with banks, net of bank overdrafts.

**NATIONAL COUNCIL FOR HIGHER EDUCATION AND ADVISORY COUNCIL ON TEACHERS EDUCATION AND
TRAINING**

NOTES TO THE FINANCIAL STATEMENTS (continued)

for the year ended 31 March 2009

1.4 Revenue recognition

Revenue is recognized at the date that grants and activity funds are received.

1.5 Provisions

Provisions are recognized when the Councils has a present legal constructive obligation and as a result of a past event, it is probable that an outflow of resources embodying economic benefits will be required to settle the obligation, and a reliable estimate of the amount can be made.

1.6 Financial instruments

Financial assets and liabilities are recognised in the Organization's statement of financial position when the organization becomes a party to the contractual provisions of an instrument. All financial instruments are initially measured at fair value. Transaction costs are normally also included in the initial measurement of financial instruments. However, transactions costs incurred on financial assets and liabilities at fair value through profit or loss are not included in the initial measurement, but are expensed. The transactions costs referred to are those incremental costs that are directly attributable to the acquisition or issue of a financial asset or financial liability. For this purpose, transactions costs excludes financing costs and internal administrative costs.

The Organization derecognition principles for financial liabilities hinge on the legal release (extinguishment) of the obligation. Consequently, an financial liability or part thereof would be removed from its statement of financial position only when it is extinguished. The Organization derecognition principles for financial assets are normally triggered when it receives consideration in return for the transfer or sale of all or part of a financial asset.

1.7 Offsetting

The net amount on offsets of financial assets and financial liabilities were reported in the organization statement of financial position, where applicable. However this was only done when the organization had legal enforceable right to set off the recognised amounts and intends to settle on a net basis.

NATIONAL COUNCIL FOR HIGHER EDUCATION AND ADVISORY COUNCIL ON TEACHERS EDUCATION AND TRAINING

NOTES TO THE FINANCIAL STATEMENTS (continued)

for the year ended 31 March 2009

2. Property, plant and equipment

2.1 31 March 2008

	Office equipment N\$	Other fixed assets N\$	Furniture and fittings N\$	Computer equipment N\$	Total N\$
Opening net book value	--	--	--	--	--
Additions	9 507	6 830	118 951	47 715	183 002
Depreciation charge	(593)	(683)	(5 607)	(4 461)	(11 343)
Closing carrying amount	8 914	6 147	113 344	43 254	171 659
Represented as:					
Cost	9 507	6 830	118 951	47 715	183 002
Accumulated depreciation	(593)	(683)	(5 607)	(4 461)	(11 343)
Net book value	8 914	6 147	113 344	43 254	171 659

2.2 31 March 2009

Opening net book value	8 914	6 147	113 344	43 254	171 659
Additions	26 880	85 000	48 551	42 380	202 811
Disposals - Cost	--	(6 830)	--	--	(6 830)
Disposals - Accum. Dep	--	1 160	--	--	1 160
Depreciation charge	(3 333)	(1 725)	(13 696)	(15 613)	(34 368)
Closing carrying amount	32 462	83 752	148 199	70 021	334 432
Represented as:					
Cost	36 387	85 000	167 502	90 095	378 983
Accumulated depreciation	(3 925)	(1 248)	(19 303)	(20 074)	(44 551)
Net book value	32 462	83 752	148 199	70 021	334 432

NATIONAL COUNCIL FOR HIGHER EDUCATION AND ADVISORY COUNCIL ON TEACHERS EDUCATION AND TRAINING

NOTES TO THE FINANCIAL STATEMENTS (continued)

for the year ended 31 March 2009

	2009 N\$	2008 N\$
3. Accounts receivable		
Prepaid expenses	35 249	20 060
Deposits	41 721	18 741
Sundry receivables	--	8 604
	<u>76 970</u>	<u>47 405</u>
4. Cash and cash equivalents		
First National Bank - current account	(98 238)	23 510
First National Bank - call account	231 225	858 550
Cash on hand	2 000	2 000
	<u>134 986</u>	<u>884 060</u>
Development fund: Investment account	<u>3 731 571</u>	<u>--</u>
<p>The Development fund investment account was established to cater for future development and infrastructural expenditure on the new offices, future capacity building expenditure etc.</p> <p>For the purpose of the cash flow statement the year-end cash and cash equivalents comprise the following:</p>		
Cash and bank balances	<u>3 866 557</u>	<u>884 060</u>
	<u>3 866 557</u>	<u>884 060</u>
5. Trade and other payables		
Trade payables	189 533	19 762
Other payables:	--	50 000
Audit fees	<u>--</u>	<u>50 000</u>
	<u>189 533</u>	<u>69 762</u>

NATIONAL COUNCIL FOR HIGHER EDUCATION AND ADVISORY COUNCIL ON TEACHERS EDUCATION AND TRAINING

NOTES TO THE FINANCIAL STATEMENTS (continued)

for the year ended 31 March 2009

	2009 N\$	2008 N\$
--	-------------	-------------

6. Notes to the income statement

6.1. Net operating surplus for the year

Net operating surplus for the year is stated after charging:

Auditors' remuneration	(26 356)	50 000
Actual audit fees	23 644	--
(Reversal) / provision for audit fees	(50 000)	50 000
Council members' sitting allowance	114 898	60 040
Depreciation	34 369	11 343

7. Net finance income

Interest expense:		
Bank overdraft	(742)	(170)
	(742)	(170)
Interest income	299 226	28 807
	298 484	28 637

Note to the cash flow statement

8. Cash flows from operations

Reconciliation of net operating surplus to cash utilised in operations:

Net operating surplus	3 055 063	1 033 362
Adjusted for:		
Depreciation	34 369	11 343
Net - investment income	(298 484)	(28 807)
Profit on disposal of non-current assets	(1 159)	--
<i>Changes in working capital:</i>		
Increase in trade and other receivables	(29 565)	(47 405)
Increase in trade and other payables	119 771	69 762
Cash generated from operations	2 879 994	1 038 255

NATIONAL COUNCIL FOR HIGHER EDUCATION AND ADVISORY COUNCIL ON TEACHERS EDUCATION AND
TRAINING

NOTES TO THE FINANCIAL STATEMENTS (continued)

for the year ended 31 March 2009

2008
N\$

Other notes

9 Financial instruments

In the normal course of its operations, the Councils are exposed to interest rate and credit risk. The Councils manage these risks as follows:

9.1 Credit risk

The Councils have no significant concentrations of credit risk. Cash is placed with financial institutions. Debtors are regularly monitored and assessed and, where necessary, an adequate level of provision is maintained.

9.2 Fair value

The council members are of the opinion that the carrying value of financial instruments approximates fair value.

NATIONAL COUNCIL FOR HIGHER EDUCATION AND ADVISORY COUNCIL ON TEACHERS EDUCATION AND TRAINING

DETAILED INCOME STATEMENT

for the year ended 31 March 2009

	Notes	2009 N\$	2008 N\$
Grant income		5 679 000	1 288 406
Activities - net income		112 907	960 000
Income		166 547	960 000
Expenditure		(53 640)	--
Other income		376 386	28 807
Interest received		299 226	28 807
Donations income		76 000	--
Profit on disposal of non-current assets		1 159	--
Total income		6 168 293	2 277 213
Less: Operational expenses		3 113 229	1 243 851
Auditors remuneration:			
audit fees - actual prior year		23,644	-
audit fees - (reversal) / provision		(50,000)	50,000
Advertising and promotions		61,133	13,340
Bank charges		12,061	6,308
Computer expenses		1,101	3,837
Consulting fees		172,391	1,140
Courier and postage		2,405	1,634
Depreciation		34,369	11,343
Electricity and water		18,280	8,560
Entertainment expenses		7,677	1,850
General expenses		15,273	7,198
Insurance		15,347	3,011
Interest paid		742	170
Leasing and hire costs - operating		18,799	10,932
Legal matters committee expenses		153,820	-
Motor vehicle expenses		4,145	1,722
Printing and stationery		93,295	20,151
Refreshments - office/committee meetings		14,138	4,672
Refreshments - Council meetings		8,866	13,850
Rent Paid - offices		375,695	123,387
Repairs and maintenance		11,285	1,187
Salaries and wages		1,359,412	634,052
Sitting allowance		114,898	60,040
Subscriptions - other		10,960	4,316
Sundry expenses		2,500	12,729
Telephone and fax		83,748	32,596
Training		32,517	-
Travel and accommodation - Secretariat		136,292	70,080
Travel and accommodation - members		344,473	133,903
Venues - council/committee meetings		16,339	11,842
Workshop expenses		17,626	-
Net surplus for the year		3 055 063	1 033 362

NOTES

[illegible]

NOTES

[illegible]