Company Profile
Accredited by NQA and Registered with the Ministry of Higher Education, Training and Innovation & NTA
The Centre for Training and Projects Development (Pty) Ltd (CTPD) was established in March 2003 under Chizu Business Consultants cc.

The First line of business was Management Consultancy Services which are up-to-date offered under the Management Consultants (MC) Division.

In 2004 CTPD started offering short courses under the division called the Corporate Training & Events Management (CTEM). This Division was established to offer Capacity Building Trainings inform of Workshops, Conferences, Seminars and Events Management portfolios.

In 2005 we conducted a feasibility study to establish the viability of International Professional and Vocational Qualifications.

In 2007 we established the Centre for Professional Studies (CPS) Division offer International Professional and Vocational Qualifications and started with ACCA, CIMA and LCCI.

In February 2009, CTPD opened a Branch (state light) Centre in Oshakati now called Northern Centre.

In 2010, CTPD was Accredited by Namibia Qualifications Authority (NQA), The Association of Chartered Certified Accountants (ACCA), the Chartered Institute of management Accountants (CIMA), London Chamber of Commerce and Industry (LCCI).

CTPD got registered with the Ministry of Education in November 2011.

In 2012, CTPD got accredited by the Chartered Institute of Marketing (CIM), the Chartered Institute of Procurement and Supply (CIPS), City and Gilds and the Chartered Institute of Logistics and Transport (CILT).

In October 2012, CTPD opened a Branch (state light) Centre in Swakopmund now called Coastal Centre.

CTPD became the first Pearson BTEC Centre in Namibia in 2014.
**OUR MOTTO**

“We Add Value to our clients’ organizations and their stakeholders”

**OUR MISSION STATEMENT**

To provide world-class, innovative, practical and hands on market required management consultancy, internationally recognized professional qualifications and corporate training portfolios that underpin value added corporate organizational and personal efficiency, effectiveness and overall productivity while contributing towards realization of our national vision 2030 goals.

**OUR VISION STATEMENT**

CTPD seeks to become a preferred Southern African based establishment by applying our corporate values and customer philosophies to continuously strengthen our leading role as first choice providers of excellent, hands-on efficient and affordable Management Consultancy, Internationally Recognized Professional Qualifications and Corporate Training and Events Management portfolios throughout SADC.

**OUR STATEMENT OF VALUES**

As a Professionally led institution, we seek to achieve Excellency by leaning on our ability to provide Quality services, utilizing our Innovation and Creativity and by upholding our Integrity and Trust principles to constantly satisfy our stakeholders’ expectations. We take full Responsibility, Accountability and Ownership for what we do and their outcomes.
Corporate Training & Events Management (CTEM) Division
Corporate Training and Events Management (CTEM) division is a provider of innovative and practical corporate training programmes to the Public and Private Sectors as well as Non-Governmental Organizations.

Our short courses are delivered in a practical interactive style enabling the delegates to take an active role in their learning experience. Role plays, business games and facilitated group exercises are used to make the courses fun, challenging and enjoyable. The techniques, skills and methods included in our courses have all been successfully applied by our tutors in the ‘workplace’ resulting in permanent productive change for our clients.

We aim to provide your company with a ‘one stop training solution’ for your training requirements. At CTPD we try where possible to use real examples from the delegates’ own working environments to ensure they can relate to the information provided and as a consultancy firm we also make use of the latest market and industry developments to ensure delegates know how there are effected both negatively and positively.

Course contents are continually updated by experience gained from the business world and Interim Management arena enabling us to keep the courses fresh, vibrant and representative of best practice throughout industry. Our KEY competitive advantage lays in 100% guaranteed work quality. We provide Free-back up consultancy services to all our clients for a period of one month from the date of completing our training programme.

Based in Windhoek, Namibia, CTPD has firmly established itself as one of the principal multi-discipline training companies in Namibia. Providing both open and tailored in house and public training courses, CTPD has developed its own unique brand of innovative corporate training programmes. Specifically tailored to meet the requirements of personnel of all levels, training courses are available upon request to accommodate the needs of beginners, intermediates and advanced team members within their respective disciplines. We specialize in the following categories of services:

1) Workshops: Customized Short Training Programs
2) Workshops: Public Short Training Programs
3) Personal & Professional Development Programs
4) International & National Conferences
5) Industry Based Programs/Forums
There is a very strong force that is constantly changing and reshaping the global environment that employees with formal Academic Degrees even with some experience can no longer contain to sustainably succeed your organization. The market environment has rapidly changed and become highly competitive and complicated hence forcing rendering the existing employees’ degrees, skills and knowledge absolute and invalid in terms of their relevance to the attainment of your organizational goals and objectives.

The Corporate Training and Events Management (CTEM) division of the Centre for Training and Projects Development (CTPD) is a leading developer and provider of customized (in-house) training and Personal and Southern Africa.

We design, customize and deliver the training programs, aligning them with our clients’ corporate goals and objectives and their specific skills needs and fully satisfy their real expectations. We their focus our training programs on the real needs of clients and provide them with solutions that surpass the model of any standard training by understanding our clients’ challenges and skills gaps, shortcomings of actions taken to address the needs before, identifying the skills, knowledge and employees’ behaviors and all other factors that could impact on the optimization of performance, clients expected training outcomes, etc.

Our Customized In-House Training sessions are facilitated by our team of qualified local and internal facilitators/consultants who have relevant specific industry experience and technical skills. Thy have worked with many large and successful organizations helping them to overcome business challenges and achieve successes.

Our Customized In-House Training can be conducted within your premises, at our premises or any other location and venue desired by you.

For your Customized (In-House) Trainings, please contact us now! We will be pleased to design, customize and deliver the training programs, aligning them with your corporate goals and objectives and your specific skills needs and fully satisfy your real expectations.
CTPD offers a wide range of Public Short Courses under the following fields categories:

1) Accounting and Financial Management Programs
2) Administration and Secretarial Training Programs
3) Anti-Corruption, Fraud, Auditing & Risk Management Programs
4) Communication and Languages Training
5) Community, Social and Rural Development Programs
6) Construction and the Built Environment Programs
7) Corporate Governance & Leadership Programs
8) Engineering Training Programs
9) Entrepreneurship and Business Investments Programs
10) Environment, Land, Agriculture and Food Security Programs
11) Health, Safety and Social Care Training Programs
12) Human Resources and Development Management Programs
13) Information Technology & Security Management Programs
14) Law and Legal Frameworks Trainings
15) Management and Supervisory Programs
16) Marketing, Sales and Service Excellence
17) Micro Finance and Investments Programs
18) Public Service and Political Governance
19) Procurement, Tendering and Supply Chain Management
20) Professionalism and Work Ethics Courses
21) Project and Programmes Management Programs
22) Research Methodology Programs
23) Sustainable Environment and Waste Management Programs
24) Transport Management, Logistics and Freight Forwarding
Professional Development provides the drive to progress your career, keeps you competitive within your industry and workplace and, ultimately, can make you more employable. In order to maximize your potential for lifetime employability, it is essential that you maintain high levels of professional competence by continually improving your knowledge and skills.

You need to take ownership of your career and its continuing development, as the job market is always changing and you may no longer be able to rely on your employer to identify and satisfy your development needs. The effect of such changes has increased the demands on professionals to maintain documentary evidence of their continued competence; and not at any life time has this been more important than in today’s highly competitive workplace environments, where technology is advancing so swiftly. You should be developing a personal portfolio of your professional activities and their relevance to your current job and your continued career as well as future ambitions.

By taking ownership of your career and focusing your professional development you will:

Be better able to recognize opportunity;
Be more aware of the trends and directions in technology and society;
Become increasingly effective in the workplace;
Be able to help, influence and lead others by your example;
Be confident of your future employability;
Have a fulfilling and rewarding career.

Taking a structured approach to your professional development will enable you to demonstrate continuing commitment to your profession. What’s more, the good practice of regularly reviewing your needs, and selecting appropriate learning activities to help you fulfil them, will give your career focus and meaning.

Our Corporate Training and Events Management (CTEM) team has developed the below listed Professional Development Programs that would assist you to continuously remain competitive in your workplace environment and the job market at large.
Contact any of our Centres to register for any of our Professional Development Programs now:

**Accounting, Financial and Quantitative Courses**
- CIMA C01: Fundamentals of Management Accounting
- CIMA C02: Fundamentals of Financial Accounting
- CIMA C03: Fundamentals of Business Mathematics
- CIMA C04: Fundamentals of Business Economics
- CIMA C05: Fundamentals of Ethics, Corporate Governance and Business Law
- CIMA E1: Organizational Management
- CIMA F1: Financial Reporting and Taxation
- CIMA P1: Management Accounting
- CIMA OL: Operational level Case Study
- CIMA E2: Project and relationship management (E2)
- CIMA P2: Advanced management accounting (P2)
- CIMA F2: Advanced financial reporting (F2)
- CIMA ML: Management level Case Study
- Pearson LCCI Level 2 Award in Principles of Credit Management
- Pearson LCCI Level 2 Certificate Book-keeping and Accounts (IAS)
- Pearson LCCI Level 2 Certificate in Business Calculations
- Pearson LCCI Level 2 Certificate in Business Statistics
- Pearson LCCI Level 2 Certificate in Cost Accounting
- Pearson LCCI Level 2 Introductory Certificate in Bookkeeping (ICB)
- Pearson LCCI Level 3 Award in Introduction to Business Strategy and Planning
- Pearson LCCI Level 3 Award in Preparing Financial Statements for a Sole Trader
- Pearson LCCI Level 3 Award in Principles of Auditing
- Pearson LCCI Level 3 Award in Professional Ethics in Accounting and Finance
- Pearson LCCI Level 3 Award in Understanding Financial Statements
- Pearson LCCI Level 3 Certificate in Accounting (IAS)
- Pearson LCCI Level 3 Certificate in Advanced Business Calculations
- Pearson LCCI Level 3 Certificate in Cost Accounting
- Pearson LCCI Levels 3 and 4 Certificate in Financial Accounting
- Pearson LCCI Level 3 Certificate in Management Accounting
- Pearson LCCI Level 4 Award in Business Finance and Banking Operations
Business, Administration and Information Technology Courses
Pearson LCCI Level 2 Certificate in Practical ICT Skills
Pearson LCCI Level 3 Award in Introduction to Business Strategy and Planning
Pearson LCCI Level 3 Award in Measuring and Improving Business Performance
Pearson LCCI Level 3 Award in Text Production
Pearson LCCI Level 3 Certificate in Business Administration (2012)
Pearson LCCI Level 3 Certificate in Business and Industrial Administration
Pearson LCCI Level 3 Certificate in Business Statistics
Pearson LCCI Level 3 Certificate in Meetings
Pearson LCCI Level 3 Certificate in Practical ICT Skills
Pearson LCCI Level 3 Certificate in Principles and Practice of Management
Pearson LCCI Level 4 Certificate in Applied Business Economics
Pearson LCCI Level 4 Certificate in Audio Transcription
Pearson LCCI Level 4 Certificate in Managing Business Performance
Pearson LCCI Level 4 Certificate in Organizational Behavior and Performance
Pearson LCCI Level 4 Certificate in The Legal Environment

English Language Courses
Pearson LCCI Level 1 Certificate in English for Business
Pearson LCCI Level 1 English for Tourism
Pearson LCCI Level 1 Spoken English for Tourism
Pearson LCCI Level 2 Certificate in English for Business
Pearson LCCI Level 2 Spoken English for Tourism
Pearson LCCI Level 3 Certificate in English for Business
Pearson LCCI Level 3 English for Accounting
Pearson LCCI Level 4 Certificate in English for Business
Pearson LCCI Level 4 Spoken English for Industry and Commerce
Pearson LCCI Level 5 Certificate in Teaching English as a Foreign Language

Marketing and Customer Service Courses
Pearson LCCI Level 1 Certificate in Travel and Tourism
Pearson LCCI Level 2 Certificate in Contact Centre Skills
Pearson LCCI Level 2 Certificate in Customer Service
Pearson LCCI Level 2 Certificate in Marketing
Pearson LCCI Level 2 Certificate in Public Relations
Pearson LCCI Level 3 Certificate in Advertising
Pearson LCCI Level 3 Certificate in Contact Centre Supervisory Skills
Pearson LCCI Level 3 Certificate in Customer Service
Pearson LCCI Level 3 Certificate in Marketing
Pearson LCCI Level 3 Certificate in Selling and Sales Management
Industry events are a great way to learn about new technologies and products that can enhance your work, but our conferences are much more than that. Our international and national conferences allow you to engage in high energy networking opportunities, hear case studies and tips from peers, and share your own best practices and challenges. All of this emphasizes the power of knowledge sharing. When surrounded by hundreds of professionals all seeking to learn and share new knowledge, practices and strategies being applied elsewhere, you are bound to leave the conference with many gains more than just skills.

Register for the below scheduled international and national conferences today and safe costs and reserve your seat:


**International Conference on Anti-Corruption, Integrity, Ethics and Corporate Governance (ICAIECG):** “Best Ethical and Good Governance Practices for National and regional Prosperity”. Dates: 06-08 July 2016, Windhoek, Namibia.


Past Conferences organized by CTEM-CTPD

Our corporate Training and Events Management (CTEM) team has been initiating, developing and organizing national and international conferences with key speakers from all over the world since 2006. Our conferences participants have always blown away by the amount of knowledge sharing that has been happening at our conferences - in sessions, during lunch, refreshment networking breaks, panel discussions, group discussions and at evening working gala dinners.

The following presents a list of some of the national conferences and seminars that our Corporate Training and Events Management (CTEM) division has been organizing since 2006:

1) National Conference on Performance Management in Public Service; (2015)

2) National Conference on Procurement, Logistics and Supply Chain Management; (2013)

3) National Conference on Procurement and Supply Chain Management; CTEM (2012)

4) National Conference on Disaster Management; (2011)

5) Forensic Investigation, Fraud and Cyber Crime Prevention Conference; CTEM (2011)

6) National Conference on Good Corporate Governance, Transparency and Anti-Corruption; CTEM (2010)

7) National Conference on Health and Medical Care; (2009)

8) National Conference on SADC Free Trade Area; (2008)


11) National Conference on Corporate Governance and Anti-Corruption; (2006)
### Some of our CTEM Corporate Clients

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<td>Keetmanshoop Municipalities</td>
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<td>Kharas Regional Council</td>
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<td>Ministry of Agriculture, Water and Forestry</td>
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<td>Ministry of Defence</td>
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<td>Ministry of Education, Arts and Culture</td>
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<td>Ministry of Environment and Tourism</td>
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<td>Otjiwarongo Municipalities</td>
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<td>Ministry of Fisheries &amp; Marine Resources</td>
<td>Otjozondjupa Regional Council</td>
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<td>Ministry of Gender Equality &amp; Child Welfare</td>
<td>Outapi Town Council</td>
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<td>Ministry of Health and Social Services</td>
<td>Outjo Municipalities</td>
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Ministry of Higher Education, Training and Innovation
Ministry of Home Affairs and Immigration
Ministry of Industrialization, Trade and SME Development
Khorixas Town Council
Kunene Regional Council
Leonardville Town Council
Luderitz Town Council
Maltahohe Town Council
Ministry of Information and Communication Technology
Ministry of International Relations and Cooperation
Ministry of Justice
Ministry of Labour, Industrial Relations & Employment Creation
Ministry of Land Reform
Ministry of Mines and Energy
Ministry of Poverty Eradication and Social Welfare
Ministry of Public Enterprises
Ministry of Safety & Security
Ministry of Sport, Youth and National Service
Ministry of Urban and Rural Development
Ministry of Works and Transport
NamDeb
Rehoboth Town Council
Roads Authority
Rundu Municipalities
Social Security Development Fund
Stampriet Town Council
Swakopmund Municipality
Tses Town Council
Tsumeb Municipalities
Uis Town Council
University of Namibia
Usakos Municipalities
Walvis Bay Municipality
Warmbad Town Council
Windhoek Municipality
Witvlei Town Council
Zambezi Regional Council
The Centre for Training and Projects Development (Pty) Ltd (CTPD) was established in 2003 under the Chizu Investments Close Corporation in 2003 and gained its own registration in 2008 under the Namibian Companies Act 2004 (Act No 28 of 2004) in Windhoek, Namibia. Structured along its three centre branches (Main Windhoek Centre, Coastal Centre and Northern Centre), the Centre for Training and Projects Development (Pty) Ltd is made up of the following three distinctive business units (divisions) which are:

The Management Consultants (MC) Division

This business division specializes in execution of business related projects at micro and macro levels. Its services include Business Plans formulation; Strategic Plans; Marketing Plans; Feasibility Studies; Market Studies; Policy Formulation; and many other consultancy services. This CTPD is one of the major local consulting establishments that handles Small and Medium Enterprises (SMEs) projects that are supported and financed by the Ministry of Trade and Industry (MTI) of the Republic of Namibia to create employment in the country. We have also handled large projects including the recently established Germany owned Ohorongo Cement Company for which we conducted market research in Angola, Botswana and Zambia and recommended our findings to the European Investment bank and South African Development bank which resulted into its capital generation and successful commercialization.

The Corporate Training and Events Management (CTEM) Division

This business division specializes in capacity or short term types of training programs. Its four major areas of services are Workshops; Seminars; Conference and Special Events Management. Since its establishment in 2005, the Corporate Training & Events Management (CTEM) business unit has attracted and recruited a clientele of more than 15000 government agents and ministries, state owned enterprises, public and private organizations in Namibia and other Southern African countries such as Zambia, Angola, Botswana, South Africa, Malawi and DRC. It has presented more than 1800 quality short-term trainings inform of workshops and seminars. Working with governments in Namibia and other Southern African countries, we do initiate, organize and host conferences on topics and areas that have public interests. Our annual and/or regular conferences include “Good Corporate Governance and Anti-Corruption; Procurement Logistics and Supply Chain Management; Disaster Management; Crime Prevention and Safety; Forensic Investigation, Fraud & Cyber Crime Conference; Health & Medical Care National and SADC Free Trade Area.
The Centre for Professional Studies (CPS) Business Unit

The Centre for Professional Studies (CPS) business unit is a legitimate institution in Namibia that offers internationally recognized vocational and professional related courses leading to qualifications conferred by ABE, ACCA, CIMA, CIM, CIPS, CFA, LCCI/Pearson and City and Guilds International.

The centre is currently expanding its partnership relationships with other professional and academic institutions to provide accredited qualifications in areas that still have skills gaps in Southern African countries including the Project Management Institute (PMI); the Chartered Institute of Logistics and Transport (CILT); Cisco Certification, Texila Career College (TCC), Texila American University (Vocational Health Science Courses), Manchester Metropolitan University (Postgraduate Courses that would provide exit opportunities to our students who are pursuing professional courses in Procurement and Supply Chain, Project Management and other related areas) and the University of Northampton (Postgraduate Courses that would provide exit opportunities to our students who are pursuing professional courses in Computing and Marketing and other related areas).

Current Accreditations, Registrations and Partnerships

The Centre for Training and Projects Development (CTPD) (Pty) Ltd (CTPD) offers internationally and locally recognized and accredited vocational and professional qualifications. The institution is registered and accredited by the following quality assurance and professional and vocational examination institutions:

1) Namibian Qualifications Authority (NQA) of the Republic of Namibia
2) Namibia Training Authority (NTA)
3) Ministry of Education (MOE) of the Republic of Namibia
4) The Association of Business Executives (ABE)
5) The Chartered Institute of Marketing (CIM)
6) The Chartered Institute of Management Accountants (CIMA)
7) The Association of Chartered Certified Accountants (ACCA)
8) The Chartered Institute of Purchasing and Supply (CIPS)
9) City and Guilds International
10) Pearson – BTEC and London Chamber of Commerce and Industry (LCCI)
11) Texila American University (TAU)
Stakeholders

The Centre for Training and Projects Development (Pty) Ltd (CTPD) was established as a profit making organization in 2003 under the Chizu Investments Close Corporation in 2003 and gained its own registration in 2008 under the Namibian Companies Act 2004 (Act No 28 of 2004) in Windhoek, Namibia. The institution’s main stakeholders include all esteemed clients, shareholders, students, community members, the governments in the southern African countries in which it conducts business and the international and local quality assurance and examinations bodies.

Corporate Governance

The Centre for Training and Projects Development (Pty) Ltd’s Board Leadership is provided as required by its shareholders and as per Companies Act, 2004 governing proprietary limited companies. The governance structure of the Centre for Training & Projects Development (Pty) Ltd is regulated by the Companies Act of Parliament (Act 28 of 2004) and further streamlined by the Policies and Regulations of the Centre for Training & Projects Development (Pty) Ltd. The Governance structure consists of the Board of Directors (BOD), Board of Studies (BOS), The Chief Executive Officer (CEO), Management Committee, Senior Management, Staff, Students’ Representative Council, and committees and joint committees of the Board of Studies. Together all constituents share the responsibility for ensuring that the institutional as vision and mission as aligned to the National Vision 2013 are achieved.

Members of the Board of Studies (BOS) are required to meet at least once per month. The Board of Studies (BOS) is responsible for all matters related to teaching, assessment, research and other key academic activities and the application of all the policies and procedures related to the teaching and learning. The BOS also deals with critical issues affecting students and the Faculty such as students' withdrawals, approval of refunds, students' sponsorships, reviewed rates, appointment of faculty staff and any other policy related matters.
Members of the Board of Directors (BOD) are required to meet at least once per semester and outline the procedures at meetings. As guardian of public interest, Board of Directors is responsible for the overall governance of the institution, including approval of the developed policies and procedures, overall senior management appointments. Both, the Board of Studies (BOS) and the Board of Directors (BOD) have adopted a consultative and cooperative approach to governance. Accountability, transparency, participation and empowerment are key features of the governance model.

The responsibilities, rules and regulations of the Board of Directors (BOD), Board of Studies (BOS), Management Committee and all other Committees and joint committees are contained in the institutional Corporate Governance Booklet: 2008. This document is reviewed every year at the same time when all the policies and strategic plans are reviewed to keep pace with changes in the external environment and to be aligned with new legislation and the transformation of the institution and its new role.

It would be useful, at this initial point, to illustrate what can be regarded as constituting the seven characteristics of good corporate governance:

(A) **Discipline**

Corporate discipline is a commitment by a company’s senior management to adhere to behaviour that is universally recognised and accepted to be correct and proper. This encompasses a company’s awareness of, and commitment to, the underlying principles of good governance, particularly at senior management level.

(B) **Transparency**

Transparency is the ease with which an outsider is able to make meaningful analysis of a company’s actions, its economic fundamentals and the non-financial aspects pertinent to that business. This is a measure of how good management is at making necessary information available in a candid, accurate and timely manner - not only the audit data but also general reports and press releases. It reflects whether or not investors obtain a true picture of what is happening inside the company.
(C) Independence

Independence is the extent to which mechanisms have been put in place to minimise or avoid potential conflicts of interest that may exist, such as dominance by a strong chief executive or large shareowner. These mechanisms range from the composition of the board, to appointments to committees of the board, and external parties such as the auditors. The decisions made, and internal processes established, should be objective and not allow for undue influences.

(D) Accountability

Individuals or groups in a company, who make decisions and take actions on specific issues, need to be accountable for their decisions and actions. Mechanisms must exist and be effective to allow for accountability. These provide investors with the means to query and assess the actions of the board and its committees.

(E) Responsibility

With regard to management, responsibility pertains to behaviour that allows for corrective action and for penalising mismanagement. Responsible management would, when necessary, put in place what it would take to set the company on the right path. While the board is accountable to the company, it must act responsively to and with responsibility towards all stakeholders of the company.

(F) Fairness

The systems that exist within the company must be balanced in taking into account all those that have an interest in the company and its future. The rights of various groups have to be acknowledged and respected. For example, minority shareowner interests must receive equal consideration to those of the dominant shareowner(s).

(G) Social responsibility

A well-managed company will be aware of, and respond to, social issues, placing a high priority on ethical standards. A good corporate citizen is increasingly seen as one that is non-discriminatory, non-exploitative, and responsible with regard to environmental and human rights issues. A company is likely to experience indirect economic benefits such as improved productivity and corporate reputation by taking those factors into consideration.
Our quality policy supports our mission, vision and institutional goals statements. It aims to:

- Strive to provide the highest level of service to all our students.
- Continually improve through rigorous self-assessment, challenging current practices.
- Seek feedback and ideas from students and employees as a part of our continual improvement process.
- Provide an open, flexible and friendly learning environment, which is accessible to all regardless of race, colour, creed, religion, ethnic or national origins, disabilities, age, sex or marital status.
- Ensure that everyone who seeks education, training or employment, shall receive fair and equal treatment and only relevant skills, aptitudes and experience will be taken into account.

As a Customer led institution, we endeavor to achieve Excellency by unleashing our full Innovation and Creativity, professionalism traits; taking Responsibility, Accountability and Ownership of our business actions and their outcomes and upholding our Integrity and Trust principles to create and maintain Value Adding Sustainable Stakeholders Relationships that will enhance our Financial Sustainability for the benefit of all our stakeholders.
<table>
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<tr>
<th>Core Values</th>
<th>Details</th>
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<tr>
<td><strong>Professionalism</strong></td>
<td>We conduct our business and ourselves in accordance with our organizational regulations and policies and in line with our stakeholders’ expectations</td>
</tr>
<tr>
<td><strong>Honesty, Integrity and Dignity</strong></td>
<td>We believe educated people value integrity and take responsibility for their actions. We believe that learning should contribute to the development of ethical, socially responsible action, and we provide learning opportunities that promote ethical behavior, social responsibility, and civic engagement</td>
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<tr>
<td><strong>Excellence and Quality</strong></td>
<td>We hold ourselves to high standards of excellence. We engage in innovation and continuous improvement; we challenge conventional practices; and we set and achieve meaningful performance benchmarks.</td>
</tr>
<tr>
<td><strong>Responsibility and Accountability</strong></td>
<td>We take ownership, responsibility and accountability of our business actions and their outcomes</td>
</tr>
<tr>
<td><strong>Innovation and Creativity through diversity</strong></td>
<td>We embrace diversity, creating an open centre environment that respects and values individual uniqueness, differences in ideas and experiences, academic freedom and discourse, civility, caring, and compassion.</td>
</tr>
<tr>
<td><strong>Customer Orientation</strong></td>
<td>Customer orientation is of ultimate importance to deliver value added products. CTPD uses the following four basic stages for customer orientation: we (1) Develop our portfolios by taking in full and serious consideration of our end Customers’ expectation; (2) Produce our portfolios as per our customers’ specifications and time cycle; (3) Market our portfolios by identifying and targeting the right customer and (4) Deliver our portfolios to the target customer in the shortest possible time resulting into Value for money services.</td>
</tr>
<tr>
<td><strong>Value Adding</strong></td>
<td>We add value to our individual and corporate clients by providing quality performance enhancing portfolios at the right time, right places through the suitably qualified experts and at the right prices</td>
</tr>
<tr>
<td><strong>Sustainable Work Relationships</strong></td>
<td>CTPD give three months FREE (after sales support) back-up services to each client from the date of rendering the service.</td>
</tr>
<tr>
<td><strong>Financial Sustainability</strong></td>
<td>We have financial capacity to sustain all our operations and meet our stakeholders’ expectations</td>
</tr>
</tbody>
</table>
## Our Corporate Culture

<table>
<thead>
<tr>
<th>Cultural Activity</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Staff Sports Activities</strong></td>
<td>To have Staff Sports events such as soccer, mounting/sand dune climbing, volleyball, netball etc Once every Month provided that the day must be a Saturday or Sunday</td>
</tr>
<tr>
<td><strong>Staff Recognition through birth days’ gatherings</strong></td>
<td>Once every Month for all staff members whose birth days fall in each particular month</td>
</tr>
<tr>
<td><strong>Quarterly Best Performer Staff Celebrations</strong></td>
<td>Once every Month provided that the day must be a Saturday or Sunday</td>
</tr>
<tr>
<td><strong>Staff members’ Achievements Celebrations</strong></td>
<td>We celebrate each staff member’s achievements be it new qualification; promotion; marriage; newly born babe etc</td>
</tr>
<tr>
<td><strong>Empathy and Sympathy</strong></td>
<td>We understand and show compassion towards the emotional feelings of all those we serve</td>
</tr>
<tr>
<td><strong>End of year functions</strong></td>
<td>We meet to analyze and learn from the challenges we encountered and cherish the successes we realized during the each ending year.</td>
</tr>
<tr>
<td><strong>Strategic Plan Review outing</strong></td>
<td>We work as one team inclusive of everyone to review our past financial period, conduct a situation analysis, review and re-align our mission, vision, goals and objective with the environment trends and re-construct our strategies and action plans to solidly pursue our vision, goals and objectives.</td>
</tr>
<tr>
<td><strong>Identify community Trustees or vulnerable groups to support</strong></td>
<td>As a community responsible citizen, we don’t get buried into our daily work schedules but always put in our minds the vulnerable members of our society with whom we live and share human factors.</td>
</tr>
<tr>
<td><strong>Corporate Identity</strong></td>
<td>We are identified by our formal dress wear from Monday to Thursday and Smart Wear in Corporate T-Shirts on Friday and Sports days</td>
</tr>
</tbody>
</table>
CONTACT DETAILS

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