



NAMIBIA TRAINING AUTHORITY

## VALOMBOLA VOCATIONAL TRAINING CENTRE

Tel.: 264 65 234100  
Email: [hoskar@vvtc.edu.na](mailto:hoskar@vvtc.edu.na)  
Enquiries: Ms Helena Oskar  
Date: 22-01-2020

Fax: 264 65 230167

Private Bag 5516, OSHAKATI

### INDUSTRIAL ATTACHMENT REQUEST LETTER

To Whom It May Concern

This is to certify that Lucas Sarafina ID: 93082700292 Cell: 0814693756 is currently a trainee at Valombola VTC in Hospitality & Tourism L2.

Ms. Lucas is looking for industrial attachment place from February 2020 till end of June 2020. Please support her initiative to find a suitable place, which will expose her to a variety of experience within her field of study.

Our trainees are with a logbook, which requires you to oversee and sign at regular intervals as planned in the logbook.

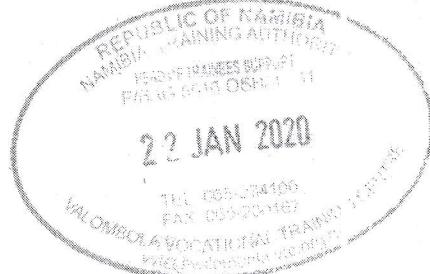
In case of an accident, all VVTC trainees are insured by the ALEXANDER- FOREES NAMIBIAN (PTY) LTD FINANCIAL SERVICE through Namibia Training Authority - NTA.

Your organisation/company is welcome to give allowances to the trainee as stipulated in our industrial attachment policy. You are free to determine the rate of payment.

You are welcome to contact me for any enquiry.

R Oskar

Mr. Hinandjovo Muashekele  
Centre Manager



**CURRICULUM**

**VITAE**

**FOR**

**SARAFINA**

**NELAO LUCAS**

**CONTACT:**

**0814693756**

### **Personal Details**

First Name	Sarafina
Other Names	Nelao
Surname	Lucas
Date of Birth	27/08/1993
Place of Birth	Oshandi
Nationality	Namibian
Gender	Female
ID No	93082700292
Religion	Christian
Marital Status	Single
Email	sarafinalucas1@gmail.com
Contact Details	0814693756
Residential Address	ERF 1632 Tenth Road, Tsumeb
Postal Address	P O Box 1852, Tsumeb, Namibia

### **Objective**

I am hard working person, dedicated to my work; I set goals for myself and believe in achieving them, I can work under pressure.

### **Language Proficiency**

Language	Speak	Write	Read
English	Good	Good	Good
Oshiwambo	Good	Good	Good
Afrikaans	Good	Good	Good
Portuguese	Fair	Fair	Fair
German	Fair	Fair	Fair

## **Educational Background**

### **Secondary Education**

School	St Mary Odibo Secondary School
Year	2017-2018
Grade/s	11-12
Subjects	English, Mathematics, Physical Science, Development Studies, Geography, Entrepreneurship

### **Tertiary Education**

Institution	Valombola Vocational Training Centre
Year	2019
Trade	Hospitality & Tourism (Accommodation services) Basic Office Administration & Computing
Institution	COSDEC
Year	2014
Trade	Basic Office Administration & Computing

## **Interest and Hobbies**

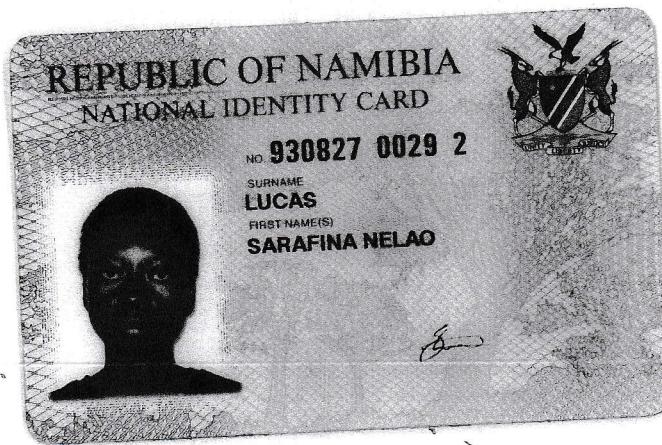
- ✓ Reading newspapers and novels
- ✓ Travelling
- ✓ Socializing

## **Working Experience**

1. Oshakati Guest Hotel  
Accommodation Service, Food & Beverage Services (Internship)
2. COSDEC  
Office Administrator (Internship)  
6months

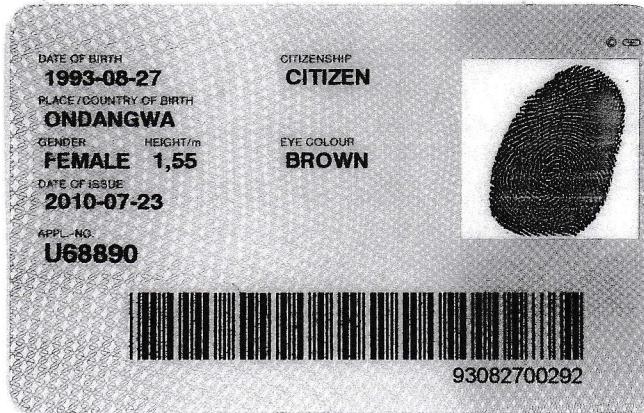
## **References**

1. Mr V.Indombo(Hotel Manager)  
Tell:+264812155818
2. Mr. Ntema Sihale (Centre Manager) COSDEC  
Tell: +264 67 222 557



Signature: *[Signature]* Date: *[Signature]*  
I declare that the card presented to me has been submitted by me and  
that, from my observations, the original has not  
been altered in any manner.

Signature: *[Signature]*





## NAMIBIA TRAINING AUTHORITY

# National Vocational Certificate Level 2

Copy of the original which was examined by me and  
that, from my observations, the original has not  
been altered in any manner.

Signature:

It is hereby certified that

**Sarafina Nelao Lucas**

**ID NO: 93082700292**

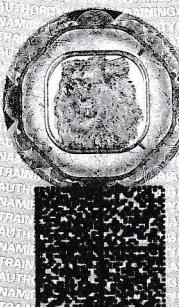
has fulfilled the requirements  
for the National Vocational Qualification Level 2

in

**Hospitality and Tourism  
Accommodation Services**

Chairperson:  
Standards, Assessment  
& Certification Council

The conditions of award are printed overleaf.  
This is a secure document using special papers and inks.  
This certificate is issued without any erasures or alterations.  
Hold to the light to verify the watermark and the "GENUINE"  
embedded thread can be seen through the paper.



Chairperson:

**Namibia Training Authority Board**

Date of Issue: June 2019

**TRN 5120/003/011/019  
HT/AS/2**



2003 - 1 - 9

# **NAMIBIA TRAINING AUTHORITY**

## **STATEMENT OF ACHIEVEMENT**

Trainee Name: Sarafina Nelao Lucas ID Number: 93082700292

**Trainee Registration No:** 5120/003/011/2019      **Month of Assessment:** 01 June, 2019

# Generics (Level 2) (Entrepreneurship)

## Assessment Outcomes

C = Competent

NYC = Not Yet Competent

## **Outcome Statement**

Meets all requirements for awarding of Qualification

Yes/No YES

Please refer to the Qualification Requirements overleaf.

Chief Executive Officer  
~~Namibia Training Authority~~

Chairman  
Standards, Assessment and Certification Council

005684?

SOA:

**NAMIBIA**  
COMMUNITY SKILLS  
DEVELOPMENT FOUNDATION



# Certificate

I certify that this document is a true reproduction  
of the original which was examined by me.  
I am my observations, the original has not  
been altered in any way.  
\_\_\_\_\_  
Signature

of

## Achievement

is awarded to:

**Sarafina Nelaو Lucas**

Identity Number / DOB: 930827002992

for successfully completed, a practical training programme in:

# Basic Office Administration and Computing

Date of issue: October 2014

Certificate No. TSUCOS 2014/OAC014/SNL

For: Board Member

For: NCSDF



Republic of Namibia

## Ministry of Education, Arts and Culture

### Namibia Senior Secondary Certificate (Subject Award)

This is to certify that the candidate named below was awarded the following grades for the subjects shown in the examination of October/November 2017.

SARAFINA N LUCAS

Date of Birth: 27 August 1993

Subject	Level	Grade
Entrepreneurship	Ordinary	C(c)
Development Studies	Ordinary	F(f)
English as a Second Language	Ordinary	F(f)
Geography	Ordinary	F(f)
Mathematics	Ordinary	F(f)

SUBJECTS RECORDED: FIVE



Certify that this document is a true reproduction  
copy of the original which was examined by me and  
that, from my observations, the original has not  
been altered in any manner.

Signature:

Permanent Secretary  
Ministry of Education, Arts and Culture

Vice-Chancellor  
University of Cambridge

in collaboration with

University of Cambridge Local Examinations Syndicate

 **CAMBRIDGE**  
International Examinations

Candidate Number: NAS53/0139  
Certificate Number: NN170015635  
Date of Issue: 04 April 2018



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