



DAYDREAM INSTITUTE
OF TRAINING AND SKILLS DEVELOPMENT

TRAINING



COACHING



TEACHING



KNOWLEDGE



DEVELOPMENT



LEARN

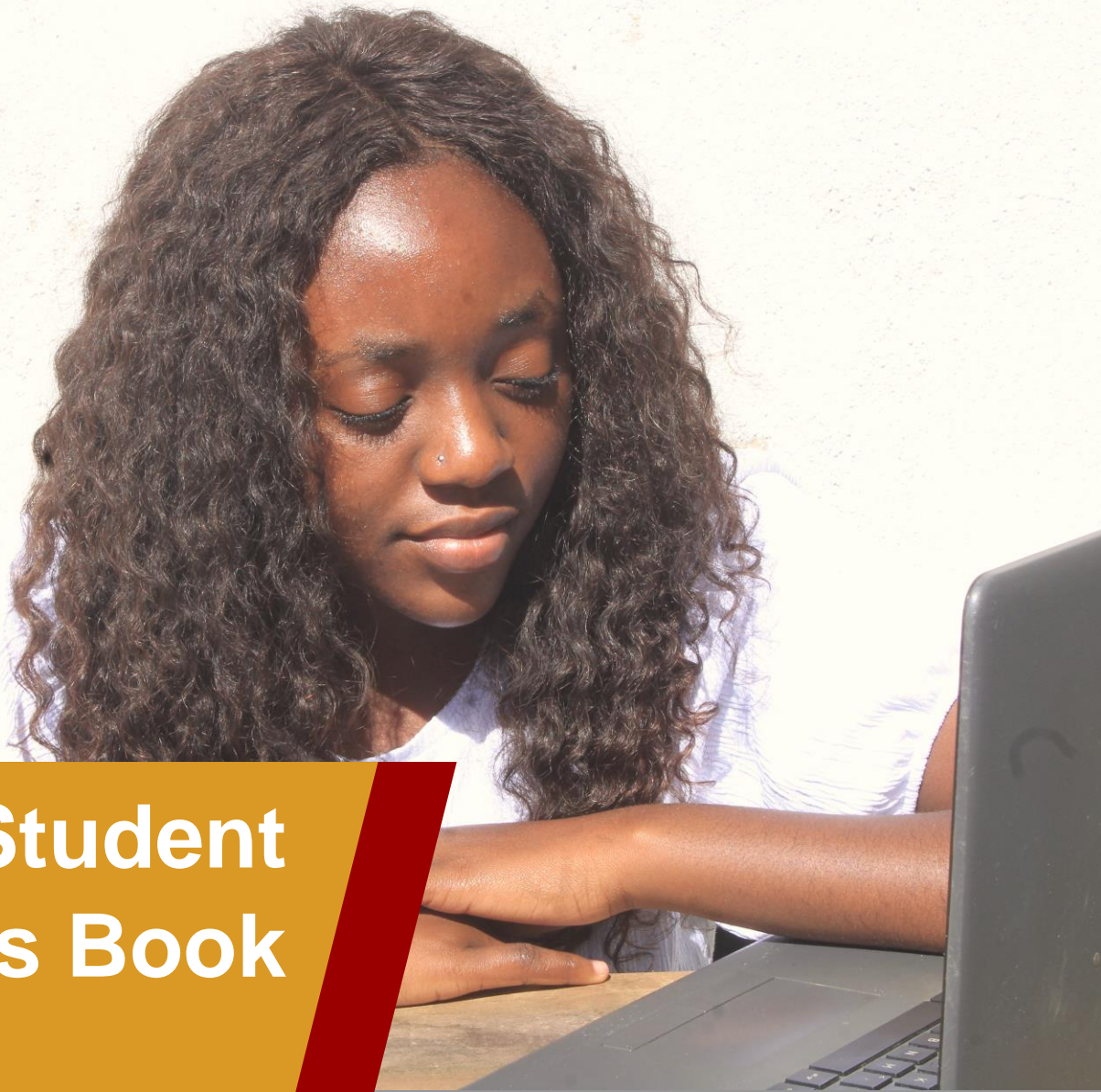


EXPERIENCE



SKILLS

**2021 - Student
Services Book**



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CONFIDENTIALITY OF STUDENT INFORMATION

Student Information shall at all times be treated as confidential. No information will be provided to third parties, unless so authorized by the student or by an agreement signed by the student with a donor.

Progress reports will be provided to persons registered as responsible for the payment of fees of students.

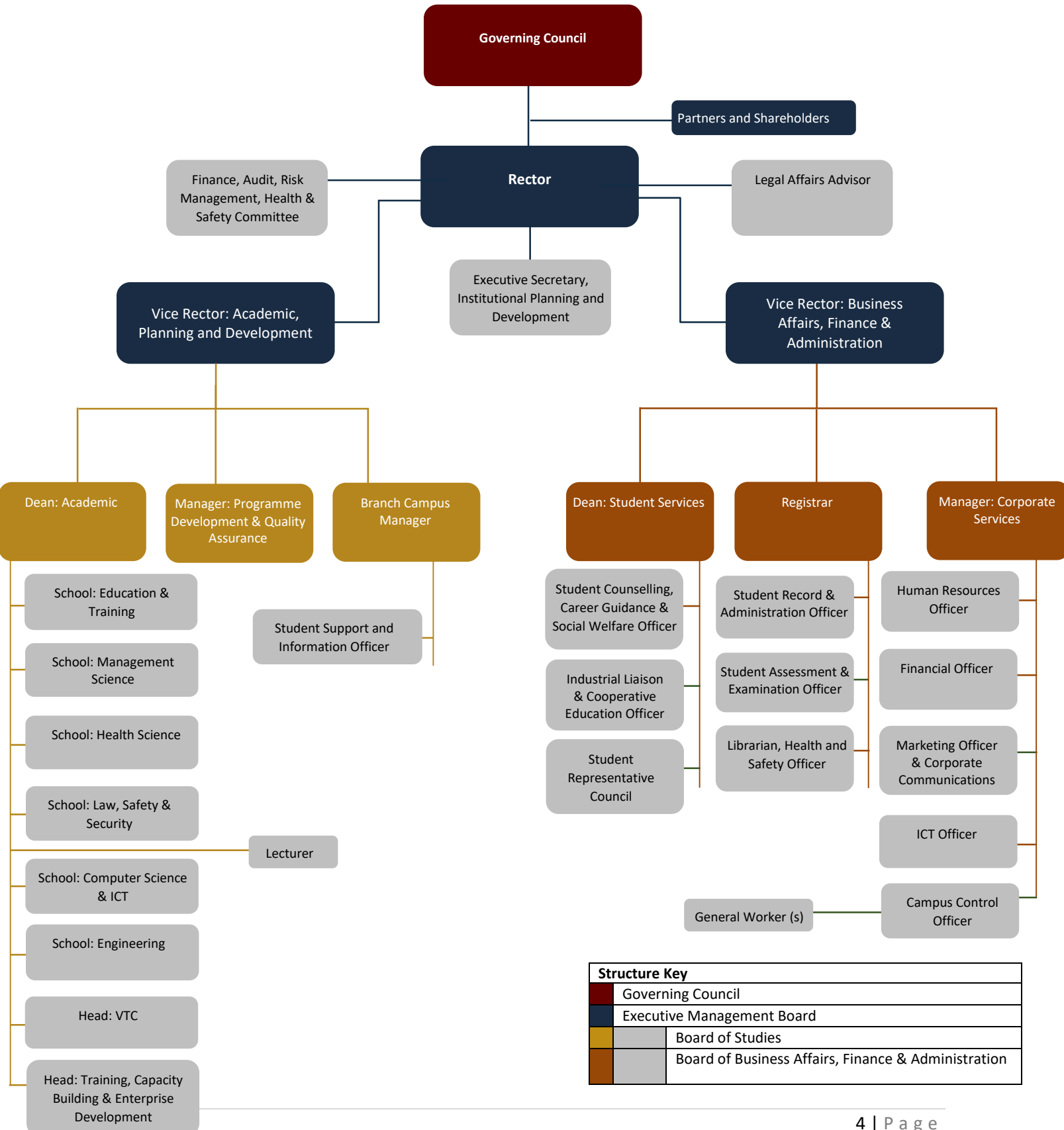


DEADLINES OCCURING ON A WEEKEND

Deadlines provided for in the rules and which in some years will occur on a weekend will be deemed to be on the first working day immediately following that weekend.



INSTITUTE STRUCTURE



Structure Key	
	Governing Council
	Executive Management Board
	Board of Studies
	Board of Business Affairs, Finance & Administration



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RECTORS FORWARD MESSAGE

Dear students

On behalf of the Governing Council and the whole family of the DayDream Institute of Training and Skills Development community, I would like to extend to you the warmest welcome at the DAYDREAM INSTITUTE.

As a private institute focused on promoting youth empowerment and Economic development through innovation and creativity, quality training, capacity building, skills development and enterprise development, we are committed to ensuring that, our students should have social life for personal development through the Activities and services offered in the department of student services in conjunction with the DayDream Consultants



Mr. Kalenga Paulus
Rector

The 21st century is inviting the youth to be active, use their God given gifts, talents and what they are passion at to integrate them into practice. Our focused student activities are Job Fair which will attract more than 1000 employers to participate in the programme; Job Hunting skills workshops which is developed to equip students with the necessary professional skills required in job search and personal goal setting; Business Training Programme aimed at preparing and equipping students with necessary skills on how to start a business, become successful entrepreneurs, have basic skills on financial management, marketing, human resources, and business development. Most of our student activities are run in conjunction with our external stakeholders such as Darlington Consultants, DayDream Consultants, Lifeline Child line, Ministry of Labour and Employment Creation, Ministry of Health and Social Welfare, Ministry of Safety and Security, Ministry of Higher Education, Training and Innovation, Ministry of Gender, Equality and employment creation, parastatals, Private sector and NGOs.

At DAYDREAM INSTITUTE, we strive to enhancing academic excellence, leading for change and success of the students, providing continuous coaching, motivations, mentorship through the office of the Career Guidance, Counselling and Social Welfare Officer in the Department of Student Services. Therefore, I, hereby urge you to build a good relationship with our staffs, get involved in what we do, take up the Student Representative leadership position so you become part of the change and institute development. I remember when I was a Secretary for Academic Affairs at the Namibia University of Science and Technology (2017 – 2018), I became active in all activities, attending skills development workshops, seminars, symposiums and volunteering in various offices just to get experience and industrial exposure. We promise to ensure that our programmes should be accredited with the Namibia Qualifications Authority (NQA), register with the Namibia Training Authority (NTA) and get recognised by the National Council of Higher Education and Health Professional Council of Namibia, cooperate with international high education institution and partner with industry stakeholders to place our students for Work Integrated Learning and Apprenticeship. I trust that, as such you will find this Student Activity Handbook useful and that it will serve to provide you with a warm welcome to our academic community.



DEANS WELCOMING MESSAGE

Dear students

The Department of the Dean of Student Affairs would like to welcome all the students to Day Dream Institution of Training and Skills Development. In today growing and constantly changing economic it is of essential important for an individual to possess not only the theoretical knowledge but also practical skills in order to be empirical.

Our staff are therefore committed to providing our student not only with educational knowledge but also pre-professional practices to gain experience to advance their careers. We would therefore provide our students with job skill programmes, workshops, on-the-job training, career guidance and day-to-day practical activities



Ms. Hileni Munale
Dean of Student Services

The purpose of this handbook is to provide the public with insights into the DayDream Institute of training activity programs. We are proud of the variety of opportunities available to our students and applaud the continued public support of our students. We are confident that by the time our learners leave Day Dream Institute they will competed and possess skills that will enable them to succeed in this competitive industry. Our team of professionally trained councilor's will provide counselling to our students so they have a positive mind set towards their education, as the they a healthy mind is a wealthy mind. If a student finds themselves in a challenging situation and they seek advice our doors are always open to assist.

Our energetic team of Student Representative Council (SRC) is always ready and eager to represent all student interests including career wise, financial, political, educational, social and religious issues. The SRC will consist of elected students from the institution who are sorely elected by their fellow students to represent them. With the assistance of our Health and Safety Department w would make sure our students here are safe and healthy to complete their studies. At the office of thee DoS we are committed to assisting our students both financially and emotionally. This activity handbook contains the expected norms. All the students at DayDream Institute of Training and Skills Development are expected and required to read the student handbook thoroughly and with understanding. I belief that your time at Day Dream Institute will be an adventures and productive at the same time. With the help of our team here at Day Dream Institute I am confident that you will choose a career path that you are passionate about and competent.

We look forward to be working with you to reach your best potential.





Philosophy of Activities in The Institute

The DayDream Institute consider activity programs to be an integral part of programming at the institute level. They are intended to benefit all youth. Our aim is to maximize participation within our activity programs. As a part of the co-curricular, educational experience, competitive programs are administered by institute authorities, with instruction provided by competent, well-qualified advisors.

Our goals for these programs include promoting physical, moral, social, and emotional well-being of the participants. The ideals of good sportsmanship, ethical conduct, and fair play are important elements of the student's experience. Financing of the activities program will be governed by the same policies that control the financing of all other educational programs within the institute system.





Institute Corporate Profile

OVERVIEW

DayDream Institute of Training and Skills Development is a Namibian owned private educational, vocational and training institution that offers tertiary education Programmes in Management, commerce and business studies, Manufacturing and Engineering, Computer Science and Information Technology, Education, Training and Development, Sports, Culture and Arts, Law, Military Science and Security, Health Science and Social Services. It provides tutorial/lecturer classes to students at Certificate and Diploma level on Full time, Part time, Distance learning and online learning. Additionally it offers variety of Training, capacity building and industry soft skills development short courses within the scope of the Industry On-Job Training, corporate training, seminars, workshops and business coaching in the Namibian business industry covering various professional business areas such as Business studies, Banking and Finance, Education and training practice, Building and construction , sports, Computer and Engineering, Agriculture and Farmer development, Occupational health and safety and linguistics. In addition to the extensive industrial experience in human resources management, we have a pool of experts in our faculty specializing in specific areas that serve organizations of numerous industries. We work together with companies as smart partnership in providing hands-on solutions to help solve day to day business challenges by developing their human capital, building their brands, advertising their image and marketing their products all with the help and guidance of our multifaceted organization. We believe in a comprehensive approach becoming a part of our client's business and knowing as much about their operations and challenges as possible. We want to support you in meeting your needs and most importantly achieving your goals in improving bottom line results and to sustain the competitive advantage.

VISION

To be a premier Institute for Training and industry Skills Development through continual innovation in education, research, creativity, and entrepreneurship

MISSION STATEMENT

To be a transformative Institute, focused on providing unique and high quality accessible, nationally and internationally recognised educational programmes, positively contributing to the educational and economic development of local communities and the nation as a





About Department of Student Services

Overview

The department of student services is responsible for the provision of institutional leadership for the development and delivering efficient student services that are focused on providing support for academic activity, social, cultural and cognitive development. In the context of multicultural academic diversity, stimulated by globalization, it is necessary for all aspects of university life, student services included, to meet these new challenges. It is the aim of DayDream Institute for Training and Skills Development to support and enhance their student experience both academically, socially, welfare and support from first contact through to becoming alumni is critical to success in higher education today for both the student and the institution. In this context students need guidance and counselling in order to find their individual academic paths and career inspirations.

Vision

To provide quality student services to our students to improve student performance, student health and in a long run contribute to the success of the Institution.

Mission

To provide a broad range of student services that are essential to the achievement of the educational goal of the institution. Give our students guidance and counselling during their studies to ensure students are choosing the right career paths.

Core values

- Services
- Persistence
- Achievement
- Responsibility
- Discipline





Student Services

1. STUDENT SERVICES

1.1 HEALTH SERVICES

1.1.1 DAYDREAM INSTITUTE CLINIC

The DayDream Institute clinic will be operating under the School of Health Science here at DayDream Institute. This clinic will provide job attachment opportunity to both students of DayDream Institute and also external students. This clinic will also serve as a health facility for all students and staffs who might need health treatment during campus operating hours. The clinic will also serve as a medical facility to the Namibian population in the near future.



1.1.2 HEALTH DEVELOPMENT AND AWARENESS WORKSHOPS

2.1.2.1 First Aid training

First Aid is the first and immediate assistance given to any person suffering from either a minor or serious illness or injury, with care provided to preserve life, prevent the condition from worsening or to promote recovery. First Aid trainings will be provided to the student representative council and the social welfare officer as pre-request workshop program. This is essential in case of absence of medical staffs when there is an incident on campus the student representative council and the social welfare officer can be able to provide first aid assistance required.

2.1.2.2. Family planning workshop

Family planning services are the ability of individuals and couples to anticipate and attain their desired number of children and the spacing and timing of their births. This program will be provided for our students to understand the need for birth control contraceptives methods available at their disposal, where they are available and how they can make use of them. This will assist our students to make informed decision when it comes to starting a family especially when they are still studying.

2.1.2.3. Sexually Transmitted Infection (STI) programme

Sexually transmitted infections are virus, bacterial, infections that are transmitted from one individual to another during sexual intercourse. Educating the youth about sexually transmitted infections will help the make informed decision about their partners and prevention options when they are involved in sexual activities. An STI workshop conducted by our council and doctors and health lecturer will have conducted for our student and the surrounding community.

2.1.2.4. Community Health and Arts

Community Health and Awareness Campaign are good to inform the community on various pandemic and other virus and diseases prevention measures and how protect themselves to promote a health and safe community.

1.1.3 HEALTH SERVICES PROGRAMMES

1.1.3.1 Condom Awareness Day

A condom is a “barrier” method of contraception. Due to the high spread of HIV/AIDS and other sexually transmitted infection so is the high level of teenage pregnancy and abortion with the youth our Health Department here at DayDream is proud to announce condom day. This is a day commemorated once a year to infancies the importance and uses of a condom.



1.1.3.2 Breast Cancer Awareness Day

Breast cancer is a cancer that develops from breast tissues. Breast is the most common invasive cancer in women and the second leading cause of cancer death in women after lung cancer. Rising awareness on breast cancer prevention, protection and treatment process will encourage our students to go for breast examination clinic for breast cancer examination. Knowing your results will help you to get treatment at an early stage. Here at DayDream institute we celebrate this day in respect and remembering of all the women who have died from breast cancer, survived breast cancer and also who are still fighting to overcome this illness.

1.1.3.3 Family planning and abortion programmes

Family planning services are the ability of individuals and couples to anticipate and attain their desired number of children and the spacing and timing of their births. Due to unwanted/teenage pregnancy individual turn to terminate/abort the pregnancy. Educating our student only family planning option will help them make informed decisions on starting a family.

1.1.3.4 Corona Virus Pandemic Awareness Programme

The Covid-19 pandemic in Namibia is part of the worldwide pandemic of coronavirus disease 2019 caused by severe acute respiratory syndrome coronavirus. Covid-19 affects different people in different ways. This programme is aimed to educate the students and staff on the spread, prevention and treatment of the virus. Students will be informed about the wearing of masks on campus and in classes, washing their hands thoroughly at least 3 times a day, checking for corona virus symptoms and also going to the clinic if they have any Covid-19 symptoms. Sanitizer will also be displayed on campus for students to sanitize their hands. If a student or staff member is diagnosed with Covid-19 the Covid-19 school policy handbook procedures and regulations must then be implemented.

1.2 SOCIAL WELFARE ACTIVITIES

1.2.1 SOCIAL WELFARE DEVELOPMENT WORKSHOP

1.2.1.1 Sexual Harassment workshop

Is a type of harassment involving the use of implicit sexual overtones, including the unwelcome and inappropriate promise of rewards in exchange for sexual favors. Sexual harassment includes a range of actions from verbal transgressions to sexual abuse and or assault. Sexual harassment of any kind between lecturers, tutors, students or staff members will not be tolerated at DayDream Institute. Any individual who might be found guilty of sexual harassment will face the disciplinary committee for disciplinary. Sexual harassment has serious consequences including, suspension, expelling and even imprisonment.



1.2.1.2 Relationship workshop

Is a way in which two or more people or things are connected, or the state of being connected, there are different types of relationships including social relationship, emotional relationship, physical relationship and romantic relationship. All types of relationship between students are allowed given that the rights and values of students are respected and considered. Romantic relationship between student and staff members of DayDream Institute is not allowed. There are serious consequences for any individual that might violate this rule.

1.2.1.3 Self-esteem development workshop

Self-esteem is an individual's subjective evaluation of their own worth. Students are mostly faced with challenges of low self-esteem and self-doubt. The Dean of Student Services at DayDream is committed to promoting good mental health among students. This workshop is then organised with the aim of promoting good mental health and giving the students the courage they lack to overcome their fear toward education and its challenges.

1.2.1.4 Stress management workshop

Stress is an everyday situation. This workshop is aimed at equipping the students with skill to manage and reduce stress and stressful activities.

1.2.2 SOCIAL WELFARE SERVICES PROGRAM

1.2.2.1 New student induction program

New student induction programme provides a platform for new, transfer and international students to familiarise themselves with the premise, process and procedures before the classes starts.

1.2.2.2 Violence against Woman and Children awareness

Violence against women and children is a serious public health concern, with costs at multiple levels of society. Although violence is a threat to everyone, women and children are particularly susceptible to victimization because they often have fewer rights or lack appropriate means of protection. This programme is aimed to educate our students about women child violence with the community in order to protect themselves and their loved ones.

1.2.2.3 Alcohol and Drug abuse awareness

Underage drinking has become a significant problem in Namibia. Alcohol and drug abuse can make it hard for young people to control their actions. Students are not allowed to show up on campus intoxicated either from alcohol or drugs. Students are also not allowed to bring alcohol or drug substances on campus to sell or to consume them while on the school premise. This programme is therefore aimed to educate student about the danger of drug and alcohol abuse and how it affects their studies.



1.3 HIV/AIDS AWARENESS PROGRAMMES

1.3.1 HIV/AIDS AWARENESS WORKSHOP

HIV – Human Immune Virus; AIDS – Acquired Immune Deficiency Syndrome

HIV is a virus that attacks the body's immune system. If HIV is not treated, it can lead to AIDS. DayDream Institute will conduct workshop on HIV/AIDS awareness to the students. This workshop will be conducted with the intention to spread awareness on how to prevent the spread of HIV/AIDS and how to protect themselves.

1.3.2 HIV/AIDS PEER COUNSELING

Namibia has a generalised epidemic, where HIV is primarily transmitted through heterosexual and mother-to-child transmission (NTCT). HIV prevalence amongst people aged 15 – 49 is estimated to be 16% and the total population of PLHIV aged 15 and above is estimated at 260 000. Our highly trained team of counsellors will be available to provide counselling to both staff and students at DayDream Institute of Training and Skills Development.

1.3.3 CONDOM DAY

Condom day is a day where staff and students are provided with condoms and briefing on how to properly use a condom. Information on the importance of condom use to prevent sexually transmitted infection and diseases.

1.4 CULTURAL AND SPORT ACTIVITIES

The SRC for Internal Affairs and External Affairs are responsible for the following activities.

1.4.1 DAYDREAM INSTITUTE CULTURAL FESTIVAL

Cultural activities encourage heritage including culture festival, crowning of Ms and Mr DAYDREAM INSTITUTE and other activities. The cultural festival is a weeklong event for fun and enjoyment, where Ms and Mr DAYDREAM INSTITUTE will be crowned.

1.4.2 DAYDREAM INSTITUTE SPORT PROGRAMMES

Sports provide a platform for students to participate in a variety of sport codes. The sport programme will include football teams, netball team, volley ball, boxing and all other sport activities the institution might develop during the year. Every student is free to become part of any sport team of their choice. Team member might be required to pay a certain membership fee which can be used to buy different sport materials they might need. A small assistance in term of money can be provided by the institution according to the institution budget.

1.4.3 STUDENT SPORT CLUBS AND CULTURAL SOCIETIES

The SRC for Sport, Culture and Recreation will be responsible for creating sport clubs and cultural society. This clubs are solely set up for fun and entertainment and to have discussion related to sport or culture. This clubs are made for sport team and cultural societies.



1.5 ENTERTAINMENT SERVICES

1.5.1 MS AND MR DAYDREAM INSITUTE

This is a day programme that takes place during the cultural festival week. Different students compete for Ms and Mr DAYDREAM INSTITUTE. The winner is the crowned to be Ms and Mr DAYDREAM INSTITUTE for that year. The next year another completion will take place and a different student will be crowned. The SRC for Entertainment in collaboration with the SRC for Sports, Culture and Recreation will be responsible for hosting this event.

1.5.2 FUNDRAISING ACTIVITIES

Fundraising activities for students and staff member will be organised by the SRC responsible for Entertainment in collaboration with all other SRC's. This fundraising activities are aimed at generating funds for the clubs and societies. This funds will be used for hosting sport activities, organising tours, management purposes and buying sport gears. SRC are therefore delegated to come up with innovative and creative way to raise money. SRC's must also ensure that all these activities are safe and will not harm the students and all other participants in any way.

1.6 CAREER GUIDANCE PROGRAMMES

1.6.1 CAREER GUIDANCES SERVICES PROGRAMMES

1.6.1.1 Career fair

Career fair is a yearly event organised by all universities, Institutes and vocational centre come together to present the courses and different career paths to the student. This will help the students choose the right career path.

1.6.1.2 Mock interview

A mock interview is an interview process provided with aim of preparing our student for interviews in the future. The students are presented with challenging question that are more likely to appear in an official interview. During this interview student get practical experiences to overcome their fear and be more comfortable during interviews. The mock interviews will be done at the end of every student course. The Dean of Student Service and the Dean of Academic is responsible for this tasks. The mock interview will be conducted by the DayDream Consultants (Employment Solutions Unit).

1.6.1.3 Job placement

Provides students with career guidance counselling and place them through the DayDream Consultants (Employment Solutions Unit). Additional, facilitating workshops in CV writing, Job Hunting Skills, Career Guidance Programme and Professional CV for Students.



1.6.1.4 Industrial Attachment

Through the office of the Industry Relations and Cooperative Education Officer and in conjunction with the DayDream Consultant and industry stakeholders, we assist student in securing internship in various companies for the purpose of getting practical field experience. This will provide them with the opportunity to apply and develop their knowledge of theoretical aspects in a practical environment and to develop interpersonal and communication skills.

1.6.1.5 Industry Job Shadowing

As part of the learning and training process, the Industry Relations and Cooperative Education Officer require and assist students to JOB SHADOW for five (5) working days in any company to observe (watch) and speak to someone who does the job, have a learning experience that take place at a worksite or place of business as, it is to their benefit to get field practical exposure. This will provide them with the opportunity to see how the employees perform his/her duties.

1.6.1.6 Job fair

The job fair is one of the Namibian Largest Job and Training fair organised by the DayDream Consultants and Namibia Student Association of Excellence. This is the most important gathering of the year in the recruitment world Namibia, The job fair promote the hiring and Career Development of all individuals in a conductive dynamic and unique environment.

1.6.1.7 Business fair

The Business fair is one of the Namibian Largest Business and Entrepreneurship fair organized by the DayDream Consultant and Namibia Students Association of Excellence. This is the most important gathering of the year in the business sector of Namibia, which brings successful business people who come and meet with the young and start-up entrepreneurs in order to coach them and help them grow professionally and successfully.

1.6.2 STUDENT CAREER DEVELOPMENT WORKSHOP

1.6.2.1 Job hunting skills development workshop

The job hunting skill workshop is aimed to enhance youth job search skills, empower and guide the youth with the necessary skills to succeed in their careers and life. First it will help the student and youth to understand job selection procedures and ultimately get the job they want. The programme will be conducted at least three times a year depending on the demand. Student and the youth in general are all invited to attend this workshop as well as the general public.

1.6.2.2 CV writing

The DayDream Consultants (Employment Solutions Unit) will offer a training programme on CV writing and Professional writing to both the student and the society at large. This will include updating of References, cover letter writing and arranging of documentation.



1.7 STUDENT DEVELOPMENT PROGRAMMES

1.7.1 STUDENT INDUCTION PROGRAMMES

1.7.1.1 Study skills

Students will be assisted by the tutors and the SRC for each respective school to form study groups, share study materials and information concerning the library. This will help the students during their studies and to obtain good results. Different studies skills will be shared and students can therefore choose the skill that best suite them.

1.7.1.2 Student leadership skills workshop

Student leadership workshop is aim at providing students with leadership skills that they can use when they are employed to better serve their respective organisation. This workshop will run for a week workshop that will also be open to the public. This workshop will take place 2 or 3 times a year depending on the demand of the workshop. This workshop includes first aid training and conflict management techniques.

1.7.1.3 Presentation skills workshop

This workshop is aimed at assisting the student to overcome their fear of public speaking and taking charge. The workshop will cover different presentation styles, communication skills and professional writing skills, note taking and listening skills.

1.7.1.4 On-the-job training

On the job training is a training programme designed to train the student while physically doing the job. This programme is available for students doing vocational training and skills development courses. Student are then assessed according to their performance during this programme and then graded.

1.7.1.5 E-Learning Guidance

E-learning is a method of learning utilizing electronic technologies to access educational curricula outside of a traditional classroom. This means you can study anywhere and at any time, which is a real plus for those who have a busy schedule.

1.7.2 STUDENT INDUCTION PROGRAMMES

1.7.2.1 New student orientation programme

The orientation programme will take about 3 days. During the orientation students are introduced to the school staff and the policies regulating the school. The orientation programme is mandatory and therefore every student is required to attend. Orientation is only for new students not for students who are continuing with another course. If a student was not invited for the orientation programme it is therefore the student right to demand for the orientation.



1.8 STUDENT REPRESENTATIVE COUNCIL (SRC)

1.8.1 STUENDT REPRESENTATIVE COUNCIL ACTIVITIES

The SRC council is a representative body for the students. It is responsible for making sure student interest, concerns and inputs are considered. It consists of the SRC President, SRC Vice-president and school representatives from each school (faculty). The SRC and its president are elected by the student every year, and every student can run for SRC. The SRC are also responsible for societies for each school. The SRC committee can also organise trips, events and social gathering for the student with the permission from the Dean of Students Department. Any issue raised by the student to the SRC must be brought forward to the office of the Dean of Student Services.





Student Activities

2. STUDENT ACTIVITIES

2.1 ORIENTATION PROGRAMME

All the new student enrolled at DAYDREAM INSTITUTE will be provided with the orientation of 3 days before they start with the classes. The orientation period is aimed to familiarise themselves with the campus and the library. Once the orientation process is done the student is then ready to start with the classes.

2.2 SPORT AND CULTURE

2.2.1 Athletic cautions, consideration, and responsibility

Activities can be highly competitive and physical conditioning plays a major role in the preparation of the student athlete. Because of the intense demands of participation, students must observe the rules, procedures, and training progression for their activity.

Preparation for Activity

Clothing, shoes, and protective equipment for your sport should fit properly and be worn during practices and contests. Remove all jewellery before participation. Individuals requiring athletic training services should arrive early to receive treatment to avoid being late for practice. All physical problems that are chronic or may interfere with participation should be reported to the athletic trainer and coach. All athletes must have their annual physical exam on file prior to the start of the season.



General Sport Cautions

- Be alert to dehydration symptoms. Students should remain well hydrated before, during and after participation.
- Monitor your body weight throughout the season to insure maximum performance.
- Fuel your body with a nutritious, balanced diet.
- Do appropriate stretching and warming up before the start of activity.
- Inappropriate use of required equipment for the sport is forbidden.
- Assist with the equipment check at practice and game sites to ensure safety.
- Do not overload equipment. Always be certain to observe noted limits
- When practice or competition is taking place outdoors, be mindful of pending weather conditions that could threaten safety. Heat illness, cold injury and lightning safety are all potential dangers in our climate
- Proper safety procedure for individual sports will be covered by coaches in each specific activity.

2.3 DAYDREAM INSTITUTE DEBATING TEAM

The debating team is a team build up solely to represent the Institution on a national level when it comes to debating on issues both affecting the Institution and the society at large. The SRC for Sports, Culture and Recreational activities is responsible for the debating team. Any student who possesses the skills and is passionate about debating and raising the voices can join the debating team.

2.4 SCHOOL SOCIETIES

The Society representative is responsible for the school societies for each school example only a member of a school of Health can run to become a society representative for the School of Health. The school society are therefore responsible for organising tutorials, study group and one on one study practices for struggling students on campus. They are also responsible for organising trips to events and other universities or Institutes for their society member for career fair, workshop programmes and job placement services. They must however report everything to the SRC office who will then communicate all the ideas and suggestions to the Office of the Dean of Student Service for decision making.

2.5 TRAVELLING

Students designated to participate in out-of-town events are to travel to and from events with the squad. No other means of transportation is to be used unless approval has been granted by the coach or advisor. Students are required to dress appropriately for winter travel.

- Regional Tournaments –No overnights should be scheduled unless schedule of play, distance or inclement weather is a factor.
- State Tournaments – The expectation for tournaments within a 90-mile radius is to return home each day. Prior to overnights being scheduled by an institute, the decision should be discussed between the building activity coordinators participating in the same regional or state tournament.



2.6 RELIGIOUS ACTIVITIES

The following guide was compiled by members of DAYDREAM INSTITUTE. It is not intended to be legal advice nor is it a blanket policy statement for the institute system. The guideline below should be considered alongside the advice of institutional legal counsel when formulating Institute policies and procedures.

RELIGIOUS STUDENT GROUPS CAN:

1. Religious student groups must be recognized the same as any other student groups. The religious nature of their activities or content of their speech is irrelevant.
2. S&A funds can be provided to religious student groups for non-religious purposes on the same basis such funds are provided to any other student group. In addition, the institute can set up a trust account for funds intended for religious use.
3. Religious student groups may use campus facilities (meeting space, office space, etc.) the same as any other student groups, even if the use is of religious nature.
4. The Institute can establish reasonable time, place, and manner restrictions on the use of its facilities. Therefore, if religious use is dominating the facility and impacting the use by others, such use may be limited.
5. Religious student groups and off-campus religious groups may post, vend, and distribute in the same manner as non-religious groups, per institute practices regarding reasonable time, place, and manner restrictions on the use of its facilities. Application of such policies must be content-neutral and uniform.

RELIGIOUS STUDENT GROUPS CANNOT:

- Provide for, or be used as seed money to fundraise for, religious worship, exercise, or instruction.
- Share office space or materials with off campus religious groups.
- use Institute letterhead.
- Institute provision of non-secular time, supplies, and equipment to religious student groups for religious purpose

2.7 DAYDREAM INSTITUTE CO-CURRICULAR AND STUDENT PARTICIPATION POLICY

2.7.1 INTRODUCTION

The co-curricular programs in the DayDream Institute exist for the development of skills, attitudes, and self-esteem of students, and are intended to enhance the physical, social, emotional, artistic and intellectual growth of our young people. Parents are encouraged to be positive and supportive in their relationships with their children, advisors, and coaches. It is the prerogative of the advisor/coach to manage the activity in such a manner that sound human relationships are encouraged. A team effort by parents, institute officials, and the participants is needed to achieve these goals.

Our co-curricular programs are voluntary and are a privilege to participate in rather than a right. Therefore, when a student signs his/her name to accept the code, it means that he/she voluntarily accepts it as part of his/her co-curricular participation while attending at DayDream Institute. The basic purpose of this code is to provide assurance that our students and their parents are informed of the standards of behaviour, conduct and appearance that are appropriate for the young people who represent our Institute and the community in the various areas of co-curricular activities



2.7.2 ACTIVITIES PARTICIPATION CONFLICT GUIDELINES

For music and drama directors, athletic coaches, parents and students:

Many of our students are involved in several activities which occasionally conflict with each other outside of the school day. Academic and co-curricular leaders should make every effort to work with the student to determine a positive solution that allows the student to attend part of both activities. Music/Athletics:

- Concert vs. practice – student goes to the concert
- One of the three designated curricular music concerts vs. game – student attends the concert since this is an academic class - they are earning a grade for the concert
- Performance dress rehearsal vs. practice – student’s decision
- Concert vs. regional/state competitions – student attends competitions.
Drama
- Curricular production vs. game – Student attends the production.
- Co-curricular production vs. practice – Student goes to the production.
- Co-curricular production tech rehearsal vs. practice – Student attends the tech rehearsal.
- Co-curricular production tech rehearsal vs. game – Student attends game.
In the event that a state drama/music event and a state tournament occur simultaneously, the students, staff members and parents would work together for a decision in the best interest of the student.

2.7.3 STUDENT ACTIVITIES NON-DISCRIMINATION AND ALL-COMERS

Student Activities interprets The DAYDREAM INSTITUTE Non-Discrimination Policy, to mandate acceptance of all comers. In practice this means the institute must allow any currently enrolled DayDream Institute student to participate, become a member, or seek leadership positions in the organization, regardless of their status or beliefs.

2.8 CAMPUS TECHNOLOGY

Computers can be one of the most effective tools a student can use. They can be used as a promotional and communication tool as well as an efficient way for archiving valuable organizational information for future use and reference. There are several options available to DayDream institute students when it comes to computing resources. DAYDREAM INSTITUTE students are required to follow the "Appropriate Use of Information Technology Resources" Institute Policy: "This appropriate use policy balances campus community needs for flexibility and exploration with DAYDREAM INSTITUTE need for secure and reliable IT systems. In order to ensure a reasonable and dependable level of service, it is essential that each member of the campus community exercise responsible, ethical behaviour when using these resources."

- Computing resources cannot be used for commercial or campaign work or for personal financial gain
- The DAYDREAM INSTITUTE reserves the right, without notice, to limit or restrict individual use and hours of operation; to inspect, copy, or remove data, files, or system resources; and to log and audit activities on computing systems.



- The DAYDREAM INSTITUTE disclaims responsibility for loss of data, individual account data contents, and unauthorized activities.
- Computing resources are provided to currently enrolled students ONLY.
- A student's data, existing in an academic computer account, will be released to a third party only when required by law rather than not being released only when prohibited by law.
- No duplication of copyrighted material is permissible.
- Violators may lose computing access privileges and be subject to further discipline. No copyrighted software may be placed on any hard disk system without written authorization from the copyright owner.
- Computing resource user or account holder agrees to abide by current rules and procedures for utilization of computing resources available through academic computing; the resource user or account holder agrees to abide by all of the rules and policies established by DAYDREAM INSTITUTE. Further, the user or account holder will hold account or resource access and usage and not loan or authorize any other person usage of the resource or account through any means. Failure to comply will result in immediate termination of the account and contents and loss of computing access privileges.





Personal

3. PERSONAL

3.1 DRESS CODE

- Student are accepted to dress accordingly and in a respectful and professional manner when coming on campus for classes.
- Students are not allowed to enter the examination room with hats, scarf, vast or any hairstyle that may cover their face and make it hard for the examinational officials to recognise them.
- Students who participate in co-curricular activities are expected to dress appropriately for out-of-town trips. Coaches/Advisors may establish and post appropriate standards with each individual group. Participants should also expect to be neatly groomed.
- Students and all the invited guests attending the workshop are accepted to dress appropriately.

3.2 PERSONAL CARE

Students are responsible for their individual personal care and hygiene on and off campus premises. They are also required to look presentable and neat when they are doing their job attachment, placements and student teaching practices.

3.3 PREGNANCY

- If a student is pregnant she should provide a hospital certificate or confirmation letter that indicate the student is pregnant. The confirmation letter should be presents to the Dean of Student services department and the student should thereof receive counselling.



- The student is permitted to take absence from school for the period of delivery maximum of 2 months according to the student condition given that the student is not writing examinations.
- For absence from school during this time due to sickness the student is required to present a doctor's letter stating that the student was sick.
- According to the student pregnancy policy the student is only accepted to come back to school provided that there is someone available to take care of the baby.





Miscellaneous

4. MISCELLANEOUS

4.1 CONTIGIOUS DISEASES

If a student has suffered from a contagious disease or has been in contact with such a disease, a medical certificate, stating that the student may be at DAYDREAM INSTITUTE Campus without the danger of contaminating others, must be submitted to the Registrar.

4.2 LIBRARY PENALTIES

If a student is found eat or drinking in the library the student is subject to a fine of a N\$100 payable at the cashier at the administration officer. If a student loose a book or any study material borrowed from the student is must be bought or paid for by the student responsible. Students are not allowed to take books or study materials without consulting the librarian and officially signing it out. Student who miss the due date for returning the book will be fine with a sum of N\$10 for every outstanding day. Students are also not allowed to sleep or make noise in the library a fine of N\$5 as penalty for every student that does not respect this rule is payable. All fees and penalties are to be paid full before the end of the academic year, if a student does not settle this fees he/she might denied his/her academic records and excess to academic results.





Specific Standards

5. SPECIFIC STANDARDS

In GENERAL: An institute official shall have the authority to suspend a co-curricular activity participant for any of the following behaviors:

- Possession, use, or purchase of tobacco products, regardless of the student's age. "Tobacco" is defined to include any product that contains tobacco, is manufactured from tobacco, or contains nicotine.
- Possession, use, purchase, or attempted sale/purchase of illegal drugs, or the unauthorized possession, use, purchase or attempted sale/purchase of otherwise lawful drugs.
- Engaging in any act that would be grounds for arrest or citation in the criminal or juvenile court system (excluding minor offenses such as traffic or hunting/fishing violations), regardless of whether the student was cited, arrested, convicted, or adjudicated for the act or acts.
- Actions deemed to be in violation of the citizenship clause.
- Exceedingly inappropriate or offensive conduct such as assaulting staff or other students, gross insubordination, hazing or harassment of others. NOTE: This could include group conduct!
- "Mere Presence" - Being in attendance at a function or party where the student knows or has reason to know that drugs are being consumed illegally by minors and failing to leave despite having a reasonable opportunity to do so. When a student recognizes this situation, he/she is expected to leave immediately.
 - a) An intention to leave and/or serve as a designated driver is not a defense.
 - b) Stay and risk loss of eligibility for extracurricular activities. This is not an all-inclusive list of prohibited behaviors. The institute reserves the right to discipline a student for violation of the good conduct rule which includes but is not limited to the above referenced behaviors.



CONSEQUENCES FOR ILLEGAL SUBSTANCE VIOLATIONS SHALL BE AS FOLLOWS:

A student who declares and defends his/her innocence under the “mere presence” rule will have a consequence of 2 weeks, when their claim of innocence is substantiated by legal proof or other determination. A second mere presence violation shall result in the consequences of a first violation as listed below.

1st WARNING: A student organization receives a written warning of a violation. The student organization must take action to come into compliance regarding the warning immediately. Continued similar conduct will result in one of the more severe corrective actions.

2nd Violation: Penalty shall be a suspension from participation of 2 consecutive weeks in the students’ current activity season.

Intervention: The suspended student will be required to meet with a designated institute professional.

The period of suspension shall begin from the date and time the institute official becomes aware of the violation.

General Guidelines for the offense

- i. Suspension periods will cover consecutive weeks whenever a violation occurs during the school year.
- ii. The participant will not be involved in any public recognition or activity during the suspension, although students will be allowed to continue to practice. Participants who are suspended from activities will not be included in performances.
- iii. Any participant who has a violation will not be eligible for a leadership role for a period of twelve calendar months from the date of the violation.

During Suspension

A student who is serving a suspension for an institute rule violation may:

- Practice with their team/group.
- Tryout for a team/group.
- Attend team/group meetings and gatherings.
- Be present in the team locker room during pre-game, halftime or post-game.
- A student who is serving a suspension for an institute rule violation may not:
 - Travel out of the institute with their team/group
 - Miss classes to attend a team/group event
 - Perform in public with the team/group
 - Be in uniform on the team bench
 - Represent the team/group outside of the school





Non-Athletic Activity Considerations & Responsibilities

6. NON-ATHLETIC ACTIVITY CONSIDERATIONS & RESPONSIBILITIES

Considerations

Activities can be highly competitive, and practice is a major role in the preparation of these activities. Because of the intense demands of participation, students must observe the practice rules, procedures, and training progression for their activity. If there is a particular health concern related to a participant that may interfere with or limit the student's participation in the activity, parents need to notify the coach of these concerns. Every effort will be made, if possible, to allow the student to continue to participate. Students participating in activities are encouraged to take care of their health. Eating healthy and getting enough rest become extremely important to success in the activity.

Activities do require a significant time commitment. Many activities are held on Saturdays and require some travel. The days are long and return times are most often estimates. The coach will provide a time "window" of the expected time of return from an event, but participants and parents should be aware that events may run longer than expected due to travel, the number of participants, awards ceremonies, etc. It is recognized that students are often involved in other activities. Whenever possible, a coach will work with students to accommodate other activities. Students are encouraged to participate in other activities. When initial efforts to resolve participation conflicts fail, a building administrator will review the circumstances and assist in the decision.

Emergencies

In the event of an emergency, the coach should be notified immediately. If necessary, additional assistance will be secured and parents will be notified. It is important that all participants provide emergency contact information to the coach prior to the start of the season. Any changes to this information should be given to the coach in a timely manner.

Responsibilities

Unsportsmanlike conduct is not acceptable. Be positive in your interaction with other competitors and judges. Share your concerns with your coach at the conclusion of the event. If you have a concern about something that is taking place during an event, take your concerns to your coach.

