INFORMATION DOCUMENT

Certificate in Transformational Leadership (NQF Level 5)

We invite all prospective students at the African Leadership Institute (ALI) to thoroughly read through this document. This document explains our foundational values and comprehensive training methodology. Should you find resonance with our principles and processes, we encourage you to fill out the enclosed application form and submit it to our office for enrolment consideration. We eagerly anticipate the possibility of welcoming you into our student community at ALI.

1. The level 5 NQA accredited training will affect the following areas of the student's life and leadership:

- Empowering Minds and Hearts: Equip individuals with the resilience and vision necessary to drive sustainable transformation across Africa.
- Strengthening Character: Reinforce resolve to withstand the demands of contemporary leadership.
- Enhancing Skills: Improve abilities in strategic visioning, team building, execution, and achieving financial independence.
- Establishing Support Systems: Create robust support structures that foster accountability, transparency, continuous development, tangible results, and growth.
- Balancing Life: Significantly enhance the capacity to maintain a well-balanced life, giving due importance to relationships with family and friends.
- Action Plan: Participants will depart with a detailed, actionable plan in writing.

2.The Process

Certificate in Transformational Leadership – NQF Level 5

2.1. Attend three (3) block training weeks at the Rock Lodge on the following dates:

School J066

Week 1: 1 – 5 February 2027

Week 2: 10 – 14 May 2027

Week 3: 9 – 13 August 2027

School J067

Week 1: 5 – 9 April 2027

Week 2: 19 – 23 July 2027

Week 3: 11 – 15 October 2027

School J068

Week 1: 14 – 18 June 2027

Week 2: 30 August – 3 September 2027

Week 3: 29 November – 3 December 2027

School J069

Week 1: 16 – 20 August 2027

Week 2: 22 – 26 November 2027

Week 3: 2028

School J070

Week 1: 8 – 12 November 2027

Week 2: 2028

Week 3: 2028

2.2. Complete and submit assessment activities.

2.3. Write an examination at the end of each training week.

2.4. Attend a Relational Weekend seminar of your choice.

Marriage Seminar (MS1) together with spouse, Relationship (RS), or Single Seminar for singles (SS) at the Rock Lodge on any of the following dates:

Marriage Seminar (MS1)	Relationship Seminar (RS)	Singles Seminar (SS)
➢ 05 – 07 February 2027 ➢ 09 – 11 April 2027 ➢ 23 – 25 July 2027 ➢ 08 – 10 October 2027 ➢ 26 – 28 November 2027	➢ 11 – 13 June 2027 ➢ 29 – 31 October 2027	➢ 16 – 18 April 2027 ➢ 08 – 10 October 2027

It will be the students' responsibility to contact the Rock Lodge at **081 725 5991** or **seminars@ali.com.na** at least three weeks prior to the seminar to make a booking for the weekend of your choice.

Application for the Certificate in Transformational Leadership closes one month before the training starts, but as intakes fill up quickly, we encourage you to apply as soon as possible.

3. The Cost

Total Costs of CTL: **N$29 000.00**

- Registration Fee: N$2 500.00
  Paid on approval of the application; before commencement of first training week
  (No Registration Fee needed if Debit Order starts before training.)
- Training fees: N$26 500.00
  Paid as agreed upon on financial commitment form

Cost includes sharing accommodation, meals, training material, and tuition fees.
Cost excludes transport.

4. Payment and banking details

- Sign a financial commitment as agreed upon with African Leadership Institute.

- Banking details:

  African Leadership Institute (ALI)
  Bank Windhoek
  Kudu Branch – 482172
  Account number: 8000484366
  Reference: Your Name and Surname

Training fees can be claimed back from the NTA (Terms and conditions apply).

Other cost implications:

Should you require **single accommodation** during the training weeks, you can pay this additionally, subject to availability:

N$2 100 per week Single room with en-suite bathroom

Reservation and payment for this should be done at **info@rocklodge.com.na**.

Weekend Seminars:

- N$500 non-refundable, non-transferable registration fee is payable to book your place for the Marriage Seminar (spouse to attend as well), no extra cost.
- N$250 non-refundable, non-transferable registration fee is payable to book your place for the Single and Relationship Seminar.

(Note that the normal prices for seminars are N$ 3 975 for a Marriage Seminar and N$ 2 150 for a Relationship Seminar, but CTL students ONLY PAY the commitment fee as stipulated above.)

Transport at own expense.

5. Admission Criteria

Certificate in Transformational Leadership (CTL):

5.1 Namibia Senior Secondary Certificate Ordinary (NSSCO) with 20 points and a minimum grade of E or equivalent qualification at the same level.

Students may be subjected to a selection interview to evaluate understanding of leadership, evidence of leadership experience, and commitment to personal development.

OR

5.2 Mature Age Entry

Students who meet the following requirements are allowed a mature age entry test:

- Passed Grade 10
- 25 years old or older
- At least 3 years of relevant working experience
- Students who have passed the mature age entry test with 70% or more may be admitted to the Certificate in Transformational Leadership Programme.

OR

5.3 Recognition of Prior Learning (RPL)

RPL for access will apply to provide an alternative access route into the Certificate in Transformational Leadership for those students who do not meet the formal entry requirements for admission.
The following standard criteria will apply:
A minimum of 7 years relevant working experience. Students who want to access through RPL will submit a portfolio based on the prescribed guidelines three months prior to enrolment.

6. To apply for the CTL, please forward the following to our office:

- Fully completed and signed Application form
- A certified copy of Grade 12 Certificate
- A certified copy of any post-Grade 12 qualifications, with academic records
- A certified copy of Identity Document
- Financial commitment form

7. The Certificate in Transformational Leadership: Summarised Curriculum

CORE MODULES

7.1. Transformational Leadership

Students will delve into the essence of leadership, with a focus on guiding individuals towards improved circumstances and addressing the shared challenges prevalent in Namibia and Africa. This module encompasses strategies aimed at personal transformation, fostering healthier relationships, character development, and enhancing work ethics and productivity. The ultimate goal is to catalyse positive change that extends from the individual to the family, workplace, community, and ultimately, the entire continent.

7.2. Self-leadership

Leaders will possess self-knowledge, an understanding of their divine calling and responsibilities, and the confidence to lead. They will express the continuous rejuvenation of the mind, the pursuit of lifelong learning, and the embodiment of a life of abundance. Exhibit self-awareness and appreciation of your potential as a transformational leader, encompassing your personal behavioural style, strengths, weaknesses, past experiences, and the liberty to leverage these for the benefit of those around you. They will be leaders with compassionate hearts, resilient minds, upright characters, and skilful hands. They will be humble, yet courageous and valiant leaders!

7.3. Relational Transformation

Cultivate proficient teams capable of instigating transformation within a comprehensive sphere of influence. This includes enhancing communication, managing conflict, fostering relationships, expanding networks, building capacity, effective management, providing mentorship, conducting monitoring and evaluations, and embracing diversity.

7.4. Character Development

Cultivate a resilient and enduring character as a transformational leader, encompassing qualities such as servanthood, discipline, integrity, positive attitude, commitment, endurance, trustworthiness, fairness, and the ability to recognise

personal blind spots. A leader's character should be fortified to withstand the demands of their position, resist temptations, shoulder responsibilities, learn from failures, celebrate successes, and carry forth their vision.

7.5. Delivering Results

Grasp the intricacies of planning, setting priorities, establishing goals, managing to-do lists, maintaining diaries and calendars, conducting meetings, and handling finances. Learn how to translate knowledge into actionable steps. As a leader, draft and execute a comprehensive action plan that targets all facets of your life - personal growth, family, career, community involvement, and financial stability.

SUPPLEMENTARY MODULES

Students who have attained post-secondary qualifications are eligible to apply for exemptions on the following supplementary modules. These exemptions will be granted, provided that the students have achieved a minimum of 65% in the corresponding modules from their previous qualifications.

Module Title	Learning Outcomes
Wellness WEL9307	Explain wellness. Discuss the importance of healthy living. Define self-esteem. Discuss factors that influence the development of positive self-esteem
Customer Care CCE9307	Define customer care. Analyse examples of good and bad customer care Explain the benefits of customer care as a marketing tool
Business Ethics BSE9408	Define the term ethics. Identify and evaluate examples of ethical behaviour. Discuss the impact of unethical behaviour in the workplace. Define social responsibility. Describe how social responsibility can be used to combat unethical behaviour.
Motivation MTV9408	Differentiate between intrinsic and extrinsic motivation. Explain the advantages and disadvantages of intrinsic and extrinsic motivation. Determine the relationship between goal setting and motivation. Determine the relationship between encouragement and inspiration

Communication in Business CMB9412	Define communication. Analyse the advantages and challenges of different types of communication in different circumstances. Distinguish between internal and external communication. Explain how internal and external communication takes place in business. Explain the importance of planning for meetings, including notice, agenda, and minutes. Evaluate the effectiveness of meetings in the workplace