

IMPACT Academy Namibia

Online and Offline E-Learning
Adaptable for Classroom Training
AI instructors
Career Skills CPD Certification Courses



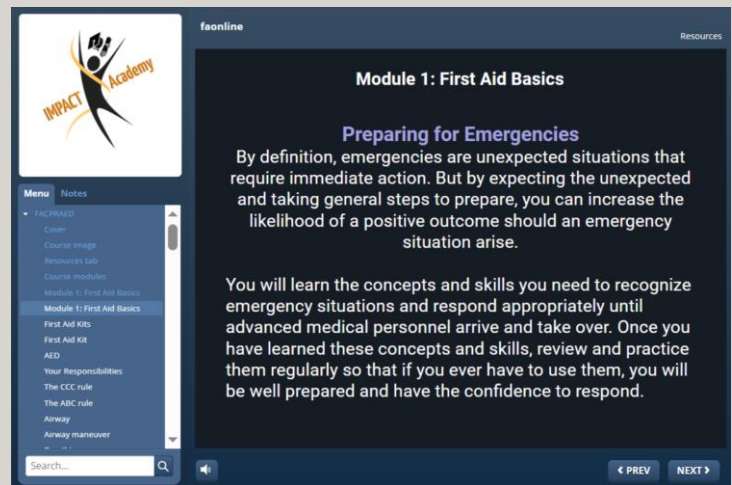
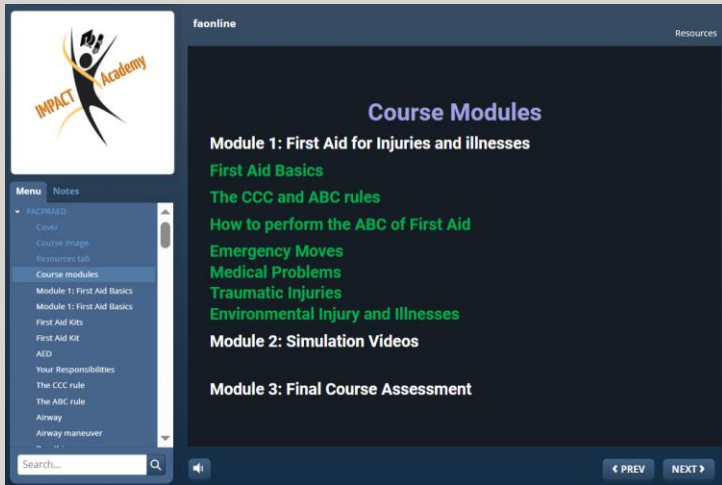
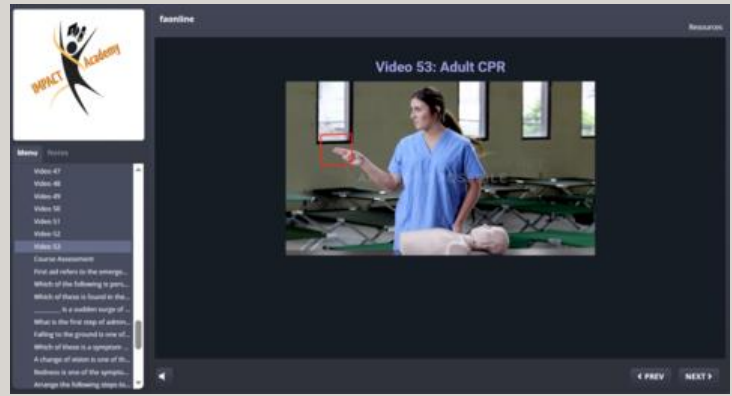
Course Catalog

WhatsApp: 081 488 0311

Email: impactnamibia@outlook.com or ianam@iway.na

Facebook: <https://facebook.com/groups/impactnamibia>

First Aid, CPR & EMERGENCY CARE



First Aid, CPR & EMERGENCY CARE course

All course instructors

54 Simulation Videos

3 Modules

You will learn to:

- Define first aid and list the items found in a first aid kit.
- Describe the basic steps of providing first aid.
- Discuss personal protective gear, scene safety and hand washing.
- How to perform CPR and Emergency Care and use AED.
- Identify medical problems, causes, symptoms and first aid procedures
- Identify causes, symptoms and how to care for individuals with medical problems.
- Explain how to handle infants, children & adults with traumatic injuries.
- Outline symptoms and how to provide first aid to an individual with environmental injuries and illnesses.

Duration: 6 Hours Avg. **Self-paced course**, Progress at your own speed

Stop at any time during the course and continue where you left off.

Price: N\$ 450

CPD Certificate: Accredited by PMI and Save a Life by NHCPs.

Validity: 2 years



FIRE SAFETY & EMERGENCY PROCEDURES



Fire Safety & Emergency Procedures course

AI course instructors

2 Simulation Videos

2 Illustrative Videos

13 Modules:

- Explain the fire elements using the concepts of the fire tetrahedron.
- Identify the factors that influence the behavior and spread of fire.
- Fire Risk Assessment.
- Recognize various fire hazards and methods to control them effectively.
- State the function and operation of fire detection and alarm systems.
- Explain the principles of fire prevention and techniques
- Discuss various types of fire suppression systems and their appropriate use.
- Distinguish between different fire classes
- The appropriate fire extinguishing techniques for each class.
- Use and care of fire-extinguishers.
- Describe fire emergency response and evacuation procedures

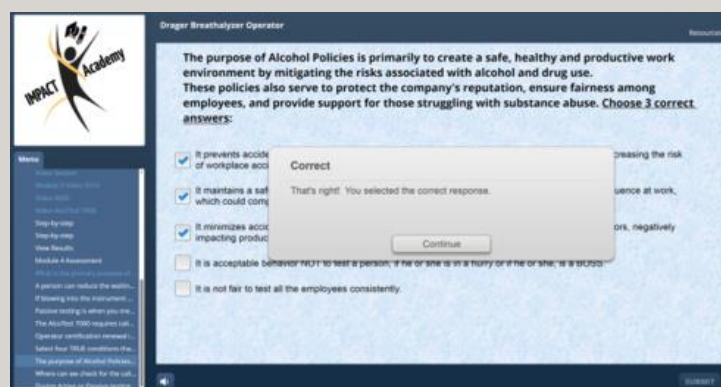
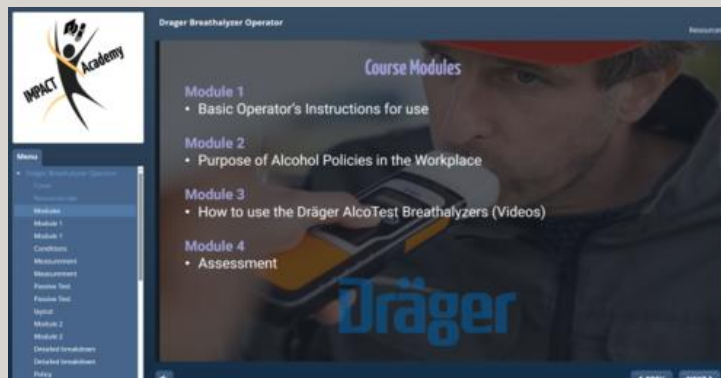
Duration: 3 Hours Avg. **Self-paced course**, Progress at your own speed
Stop at any time during course and continue where you left off.

Price: N\$ 450

CPD Certificate: Validity 2 years



CERTIFIED BREATHALYZER OPERATOR



Breathalyzer Operator Course and Operator Certification

This course certifies learners as operators on:

- Dräger Alcotest 5510 / 6510 / 6810 / 6820 / 7000
- Lifeloc FC5 / FC10 / FC20
- Lion Alcoblow, Lion AlcoMeter
- Cheetah-1
- Alcoscan
- HYT 8300

The course covers Purpose of Alcohol Policies, proper care and use of testers, passive testing and mouthpiece testing.

The level of alcohol in the breath depends on its concentration in the blood. In order to obtain a reliably accurate alcohol measurement, we must sample and analyze breath that has been in close contact with the blood. This intimate contact occurs most efficiently in the small tubes deep in the lungs, the alveoli, which are separated from the circulating blood only by a thin, permeable membrane. In effect, therefore, the incoming air in the alveoli comes into intimate contact with the circulating blood, and is then exhaled. One important thing though, this all means that when conducting a breath analysis we must sample deep lung air. The level of alcohol in the specimen we analyze will then properly reflect what is present in the circulating blood.

Duration: 1 Hour

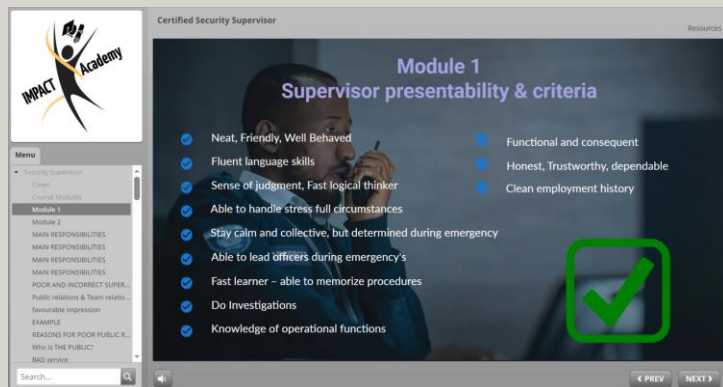
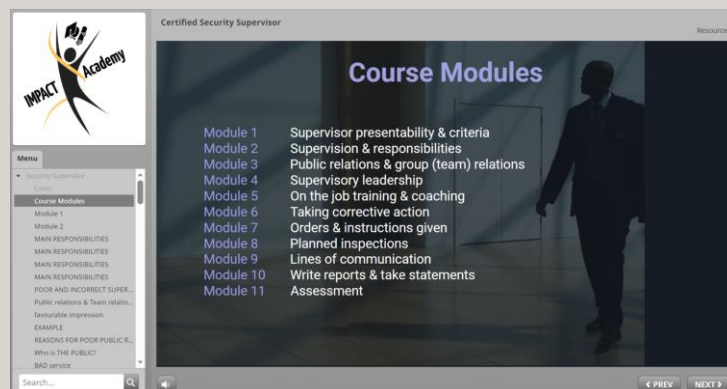
Price: N\$ 380

Course Material: Interactive Modules, Simulation Videos

CPD Certificate: Validity 1 year



CERTIFIED SECURITY SUPERVISOR



Security Supervisor Course and Certification

A security supervisor is responsible for supervising lower-level security guards. They ensure that all security guards are performing their expected duties. A supervisor can also work with security managers to create learning programs so that all security guards can have the knowledge to fulfil their responsibilities.

A security supervisor should have thorough knowledge of their place of employment, so that they can implement security measures and detect potential issues more effectively, may assist the manager in dealing with incidents, is responsible for leading emergency response drills, performing investigations of incidents and conducting interviews with witnesses, conduct inspections for physical and safety hazards, assist employees and visitors during an emergency, Resolve conflicts, must be observant and detail-oriented, able to work independently and with a team.

The course consists of 11 interactive modules and covers all skills needed for security supervisors.

Duration: 8 Hours **Self-paced**, Progress at your own speed

Stop at any time during course and continue where you left off.

Price: N\$ 850

Course Material: Interactive Modules, Simulation Videos

CPD Certificate



NATIS LEARNERS DRIVER THEORY



NAM Learners Licence Course

2026 Namibian Learner Driver NATIS Theory Test Preparation

All in One Interactive Course for any Smartphone, Laptop, PC or Tablet.

Audio Visual AI Instructor
NaTIS Aligned
100+ Q&A
Videos
Interactive
Concise
Illustrated
4 Modules

Codes 1, 2 & 3

LEARNER DRIVER

NO boring books or manuals needed

<https://impactnamibia.eu5.org> WhatsApp: 081 436 0311

Menu: Home, Resources, Course Modules, Introduction, Module 1: Categories, Module 2: Vehicle Controls, Module 3: Rules of the Road, Module 4: Road Signs & Road Surface Markings, Assessment Quiz, Light & Heavy Motor Vehicle Controls, The Basic Car Controls, Automatic vs. Manual, Module 5: Rules of the Road, Driver Duties, The Rules of the Road, Road Signs & Road Surface Markings

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NAM Learners Licence Course

COURSE OVERVIEW

Course Modules

- 01 Introduction**
Understanding the Namibian Driving Licence System, categories, requirements, and conditions
- 02 Vehicle Controls**
Mastering controls for motorcycles, light motor vehicles, and heavy motor vehicles
- 03 Rules of the Road**
Essential rules for safe driving, driver duties, and legal requirements
- 04 Road Traffic Signs & Road Surface Markings**
Understanding regulatory, warning, guidance signs, markings, and signals
- 05 NaTIS aligned Assessment Quiz**
Test your knowledge with multiple-choice questions covering all modules and vehicle codes.

Pass mark: 80% (72 out of 90 questions in official NaTIS test)

Menu: Home, Resources, Course Modules, Introduction, Module 1: Categories, Module 2: Vehicle Controls, Module 3: Rules of the Road, Module 4: Road Signs & Road Surface Markings, Assessment Quiz, Light & Heavy Motor Vehicle Controls, The Basic Car Controls, Automatic vs. Manual, Module 5: Rules of the Road, Driver Duties, The Rules of the Road, Road Signs & Road Surface Markings

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NAM Learners Licence Course

MODULE 3: RULES OF THE ROAD

Fundamental Rules of the Road

- Vehicle to be driven on LEFT SIDE OF ROAD**
 - Drive only on the left side of the road.
 - You may move onto the road to your right, if -
 - you can do so without obstructing or endangering other traffic or property,
 - it is not prohibited by a road traffic sign,
 - it is in compliance with a direction of a traffic officer or a road traffic sign,
 - you are overtaking another vehicle moving in the same direction.
- Driving on divided road**
 - Drive only on the left side of the road unless directed or permitted by a traffic sign or traffic officer to use another road.
 - Do not drive on, over, across or within any intervening space, barrier or section, except through an opening in such space, barrier or section or at a cross-over or intersection.
 - Do not drive through any such opening or at any such cross-over or intersection where it is prohibited by an road traffic sign or by a traffic officer.

Menu: Home, Resources, Course Modules, Introduction, Module 1: Categories, Module 2: Vehicle Controls, Module 3: Rules of the Road, Module 4: Road Signs & Road Surface Markings, Assessment Quiz, Light & Heavy Motor Vehicle Controls, The Basic Car Controls, Automatic vs. Manual, Module 5: Rules of the Road, Driver Duties, The Rules of the Road, Road Signs & Road Surface Markings

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NAM Learners Licence Course

MODULE 3: RULES OF THE ROAD

Fundamental Rules of the Road

3. Understanding the meaning of Road Markings (Continued)

C. Painted Arrows

Arrows are painted on the road to tell you which direction must be taken by traffic in each lane. When more than one direction is shown, you may go in the direction of either arrow. You must signal that you are going to turn even if the lane you are in is only allowed to turn in one direction. When you turn, stay in the same lane as you move from one road to the other.



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NAM Learners Licence Course

Vehicle Category	Road is set aside for
Motorbuses Only	Road is set aside for motorbuses only
Mini-Buses Only	Road is set aside for mini-buses only
Buses Only	Road is set aside for buses only
Delivery Vehicles Only	Road is set aside for delivery vehicles only
Goods Vehicles Only	Road is set aside for goods vehicles only

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NAM Learners Licence Course

Video: Giving way at intersections.



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2026 Learner Driver Theory Test Prep

No buying and reading of boring books or manuals or obtaining test papers! PASS your NATIS exam, if you follow our audio-visual course modules on any smartphone, laptop, PC or tablet and test your knowledge with NATIS questions and answers.

Features include:

- Audio Visual, AI Instructor,
- NATIS Aligned, 200+ Questions & Answers, 14 Videos
- Interactive, Concise, Illustrated, 4 Modules, 5 NATIS Quizzes with Answers. Test yourself before you book the official test!

Duration: You decide **Price:** N\$ 250

Bonus: Additional resources

Self-paced, Progress at your own speed

Stop at any time during course and continue where you left off.



NAM Learners Licence Course

Assessment Quiz

Assessment One – All Codes: Road Signs
Assessment Two – All Codes: Road Surface Markings
Assessment Three – All Codes: Rules of the Road
Assessment Four – Codes 2 & 3: Vehicle Controls
Assessment Five – Codes 1: Motorcycle Controls

Test Your Knowledge to see if you are ready for your NaTIS theory test.

100+ Questions Pass: 80%

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NAM Learners Licence Course

4. When do you switch on the headlights of the car? Choose TWO CORRECT answers.

☒ From sunset to sunrise

☒ Unfavourable

☐ Night time only

☐ When you need

Correct
That's right! You selected the correct response.

Continue

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NAM Learners Licence Course

Which sign indicates there is a crossroad ahead without priority?

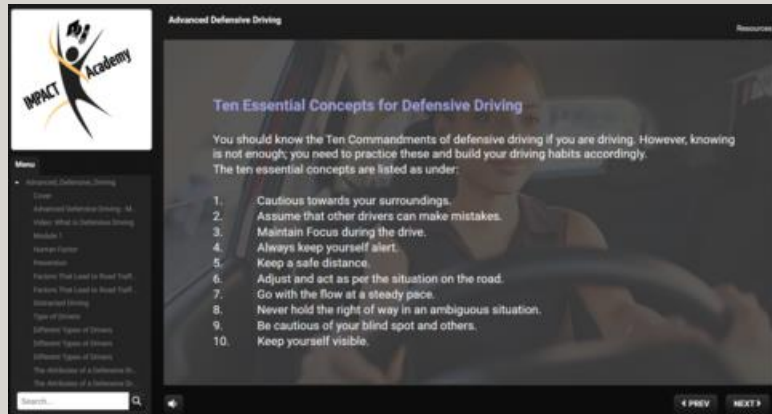
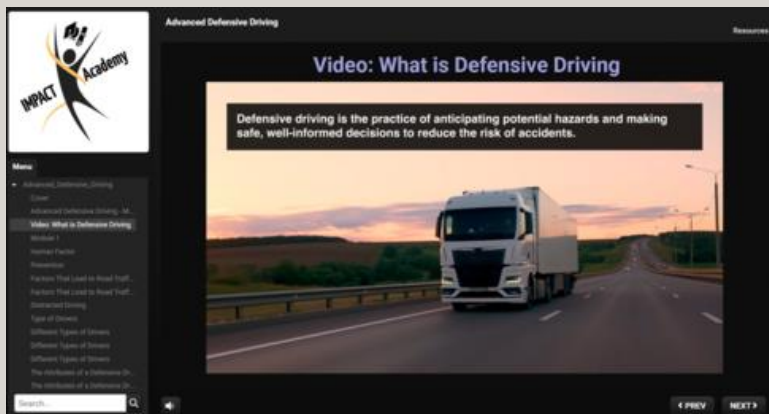
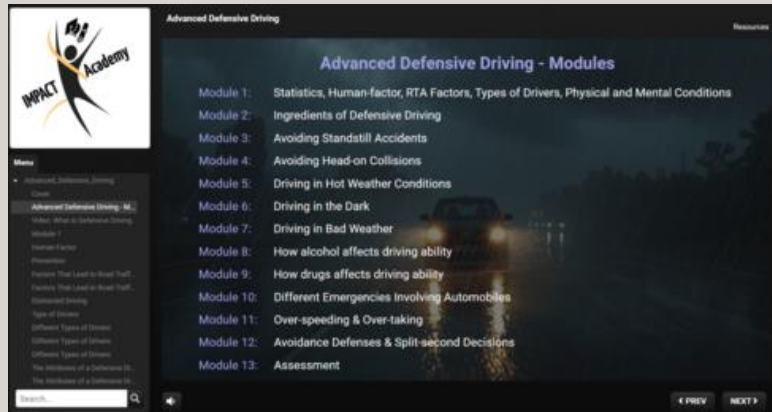
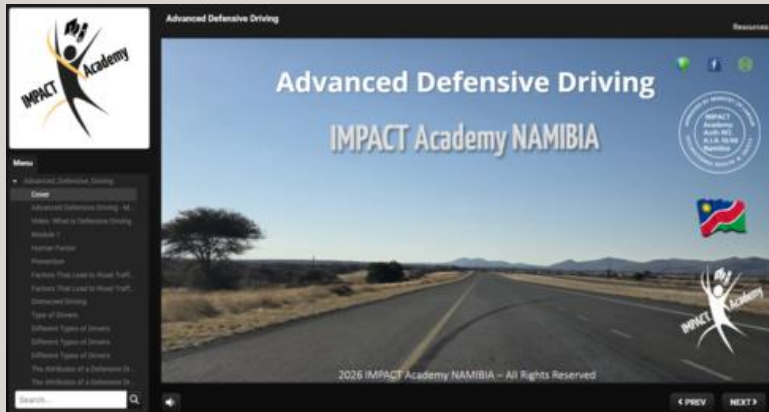


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ADVANCED DEFENSIVE DRIVING



CPD Certificate: Advanced Defensive Driving

The continued rise in fatalities underscores the persistent dangers on Namibia's roads, particularly in urban and high-traffic areas. Namibia faces significant challenges with road traffic collisions. Despite dire conditions and other people's faults, defensive driving is the practice of anticipating risky scenarios. We have designed this course for drivers in Namibia, willing to learn basic defensive driving techniques. Ideal for company's employees.

The course has **13 modules**.

20 Videos.

Course duration: 3 hours.

Audience: All drivers

Self-paced course, Progress at your own speed

Stop at any time during the course and continue where you left off.

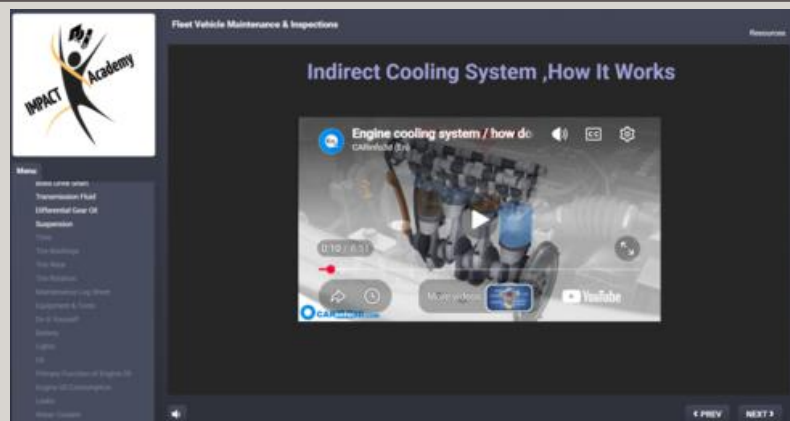
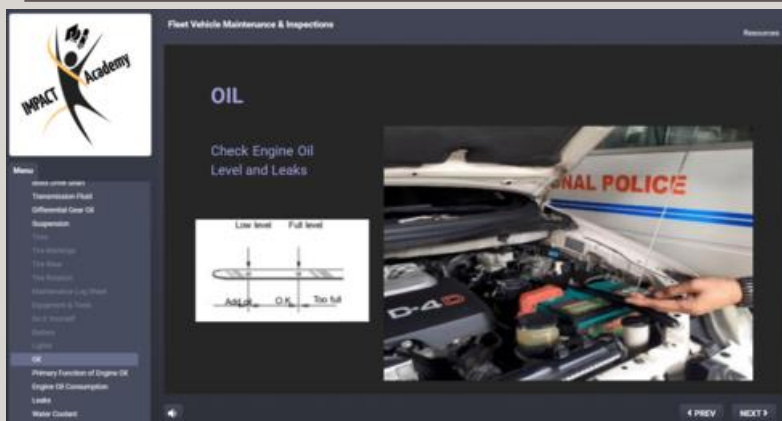
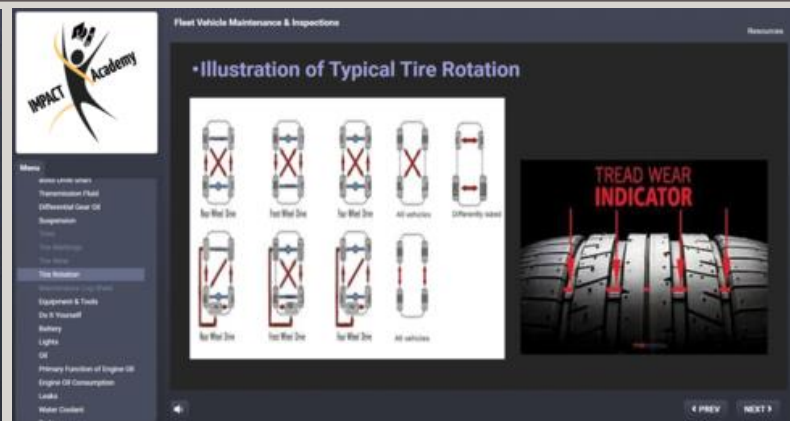
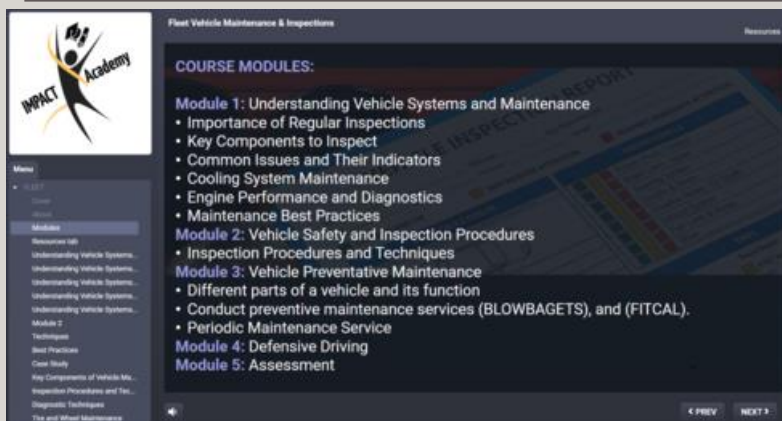
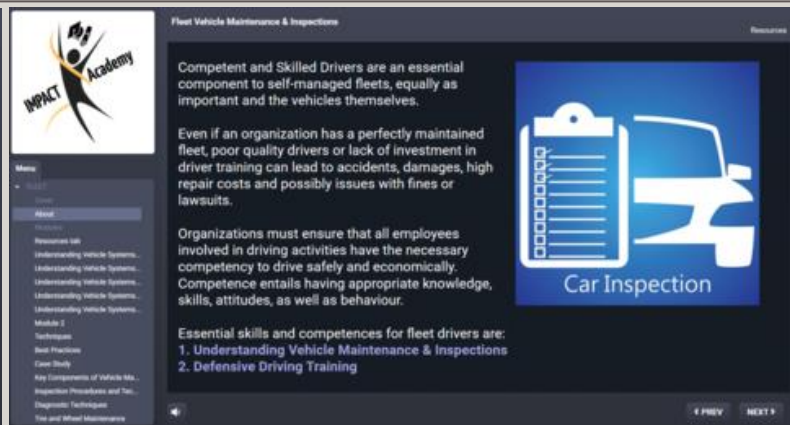
Price: N\$ 250



All Road Users



FLEET VEHICLE MANAGEMENT



Fleet Vehicle Maintenance & Inspections

Competent and Skilled Drivers are an essential component to self-managed fleets, equally as important and the vehicles themselves.

Even if an organization has a perfectly maintained fleet, poor quality drivers or lack of investment in driver training can lead to accidents, damages, high repair costs and possibly issues with fines or lawsuits.

Organizations must ensure that all employees involved in driving activities have the necessary competency to drive safely and economically.

Competence entails having appropriate knowledge, skills, attitudes, as well as behaviour.

Essential skills and competences for fleet drivers are:

1. Understanding Vehicle Maintenance & Inspections
2. Defensive Driving Training

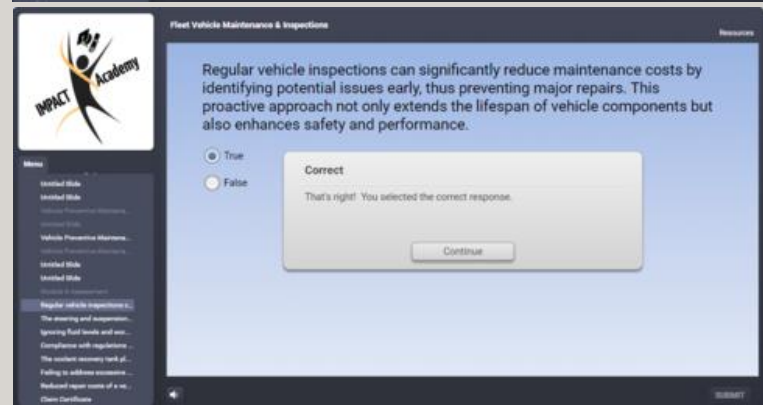
CPD Course Attendance Certificate

Duration: 2 hours

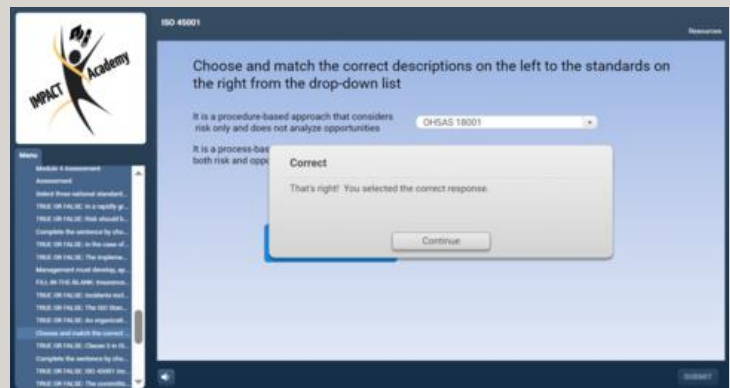
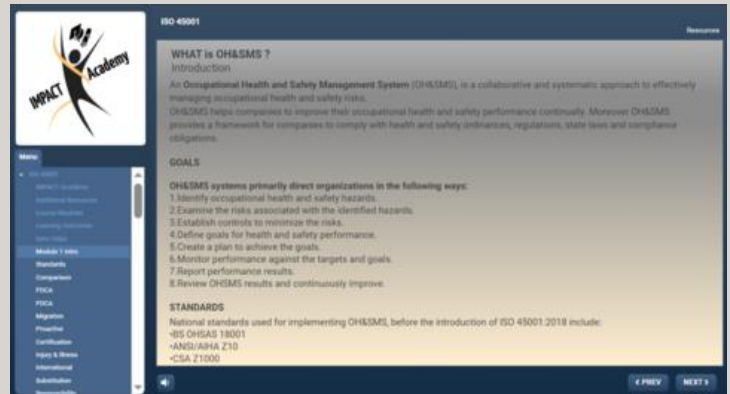
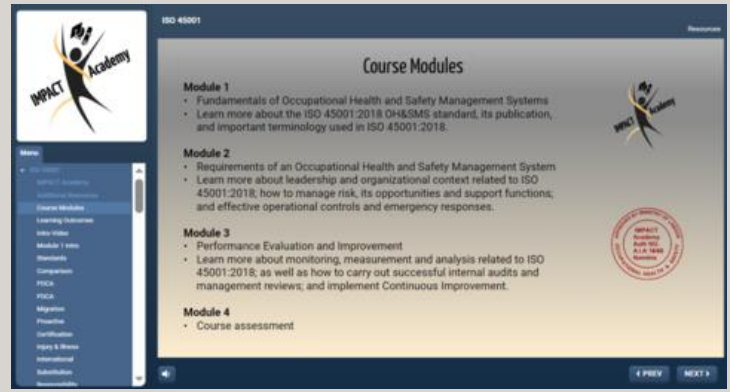
Self-paced, Progress at your own speed

Stop at any time and continue where you left off

Price: N\$ 350



OHSMS: ISO 45001



CPD Skills Certificate in OHSMS: ISO 45001:2018

Learn more about the ISO 45001:2018 OH&SMS standard, its publication, and important terminology used in ISO 45001:2018.

Learn the requirements of an Occupational Health and Safety Management System and Performance Evaluation and Improvement.

ISO 45001 replaces OHSAS 18001. The course has 4 modules and 1 video, added bonus the Namibian standard, published by the Namibian Standards Institution (NSI) for ISO 45001.

OH&SMS systems primarily direct organizations in the following ways:

1. Identify occupational health and safety hazards.
2. Examine the risks associated with the identified hazards.
3. Establish controls to minimize the risks.
4. Define goals for health and safety performance.
5. Create a plan to achieve the goals.
6. Monitor performance against the targets and goals.
7. Report performance results.
8. Review OHSMS results and continuously improve.

Audience: Intermediate

Course ID: s1

Modules: 4

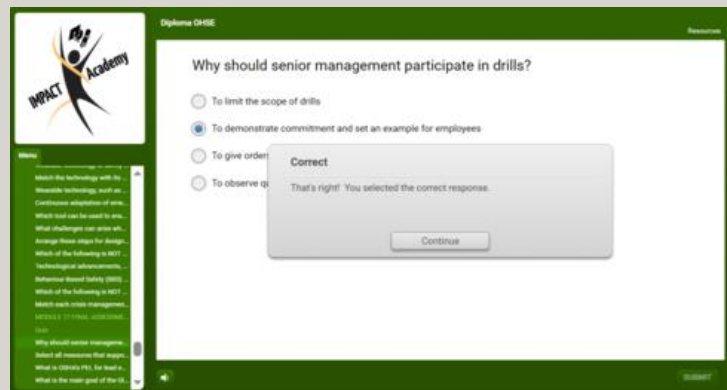
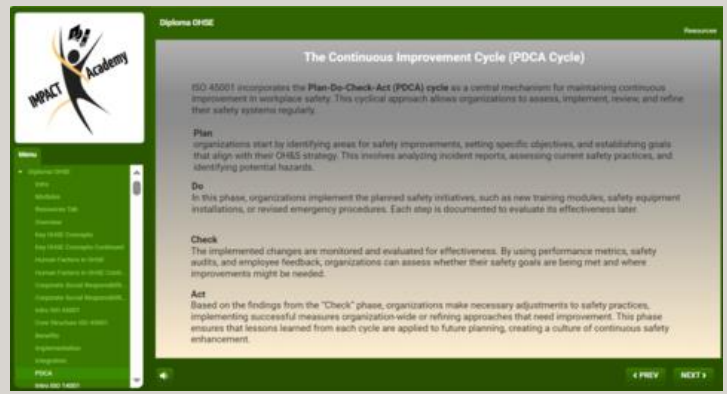
Duration: 4 hours Avg, Self-paced, Progress at your own speed

Stop at any time and continue where you left off.

Price: N\$ 550



OHSE MANAGEMENT



CPD Skills Diploma: OHSE Management

Gain a thorough understanding of risk identification, assessment, and control methods while mastering globally recognized standards such as ISO 45001 for occupational health and safety management systems and ISO 14001 for environmental management and ISO 45003 Psychological Health & Safety at Work. Explore the foundations of regulatory compliance, hazard mitigation, and safety auditing to ensure workplace safety and organizational excellence.

- Describe the hierarchy of controls used to manage occupational risks and prevent incidents
- Evaluate different methods for hazard identification and risk assessment within various industries
- Discuss the significance of emergency preparedness and crisis management in maintaining workplace safety
- Illustrate effective ergonomic practices to minimize musculoskeletal strain and enhance productivity
- Summarize the impact of workplace mental health initiatives and strategies for managing psychosocial hazards
- Plan strategies for implementing environmental management systems to reduce organizational environmental impact
- Apply industrial hygiene principles to assess and control

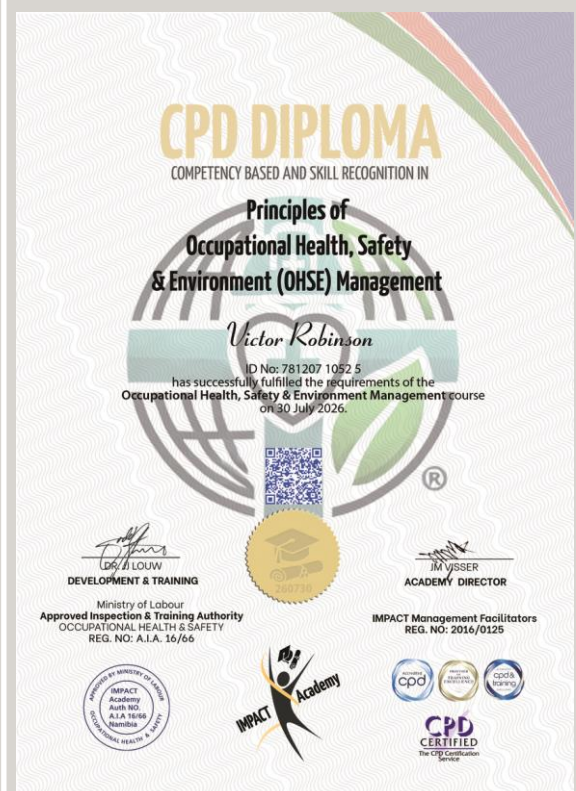
Audience: Intermediate

Modules: 17

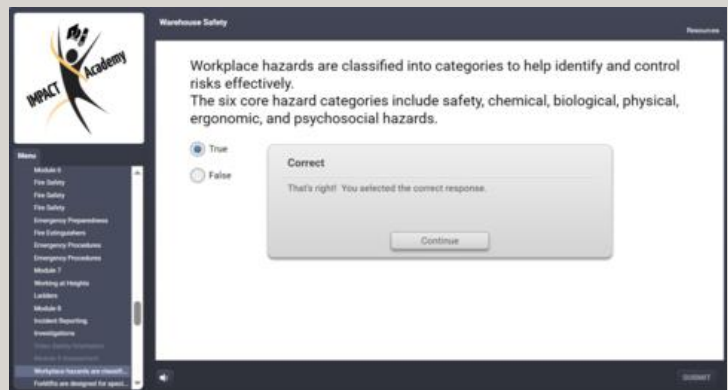
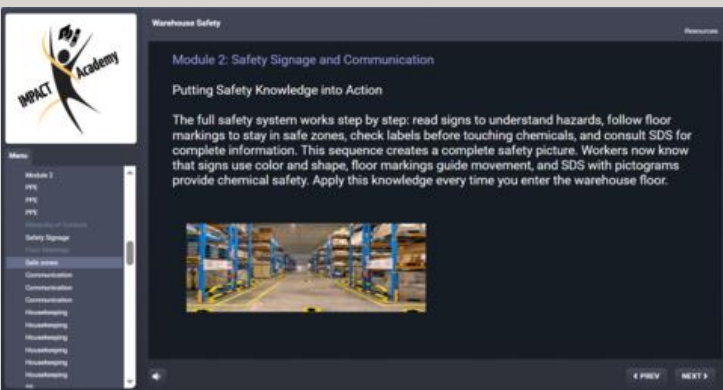
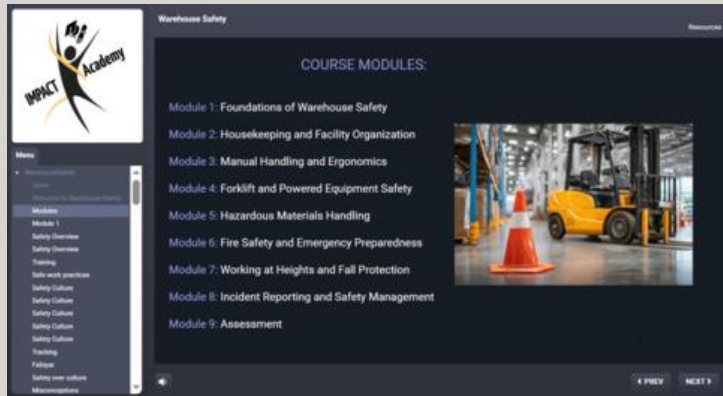
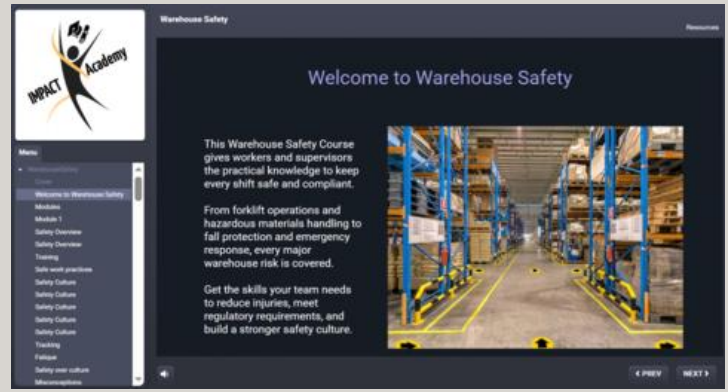
Duration: 2 weeks Avg, **Self-paced**, Progress at your own speed

Stop at any time and continue where you left off.

Price: N\$ 1250



WAREHOUSE SAFETY



CPD Skills Certificate: Warehouse Safety

This Warehouse Safety Course gives workers and supervisors the practical knowledge to keep every shift safe and compliant. From forklift operations and hazardous materials handling to fall protection and emergency response, every major warehouse risk is covered. Get the skills your team needs to reduce injuries, meet regulatory requirements, and build a stronger safety culture.

COURSE MODULES:

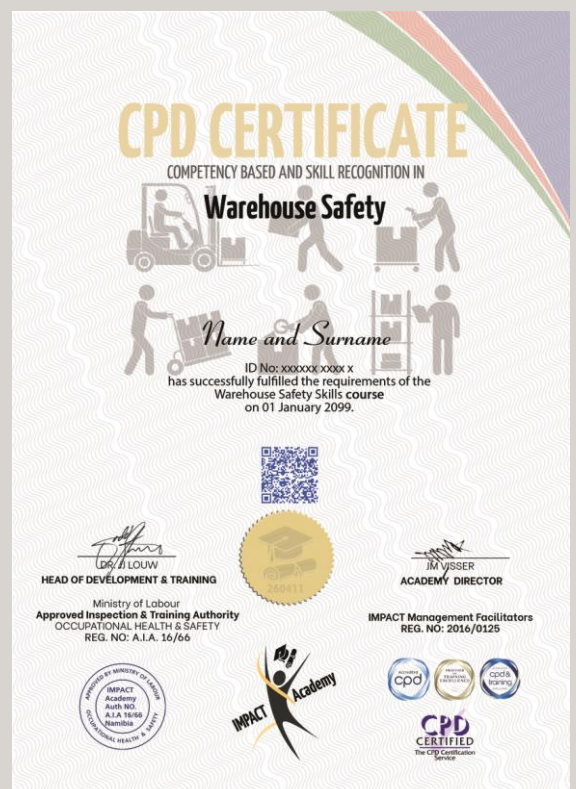
- Module 1: Foundations of Warehouse Safety
- Module 2: Housekeeping and Facility Organization
- Module 3: Manual Handling and Ergonomics
- Module 4: Forklift and Powered Equipment Safety
- Module 5: Hazardous Materials Handling
- Module 6: Fire Safety and Emergency Preparedness
- Module 7: Working at Heights and Fall Protection
- Module 8: Incident Reporting and Safety Management
- Module 9: Assessment

Duration: 8 hours Avg

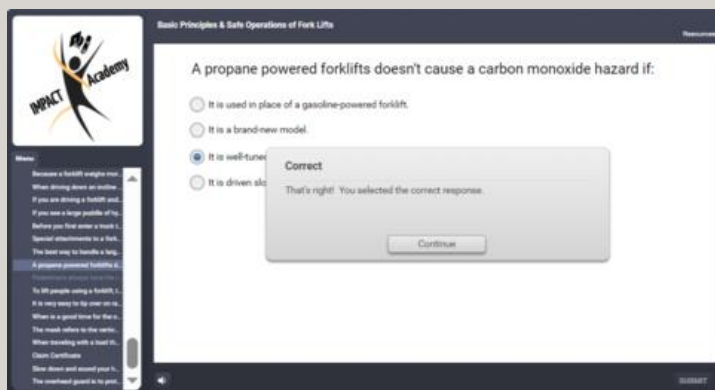
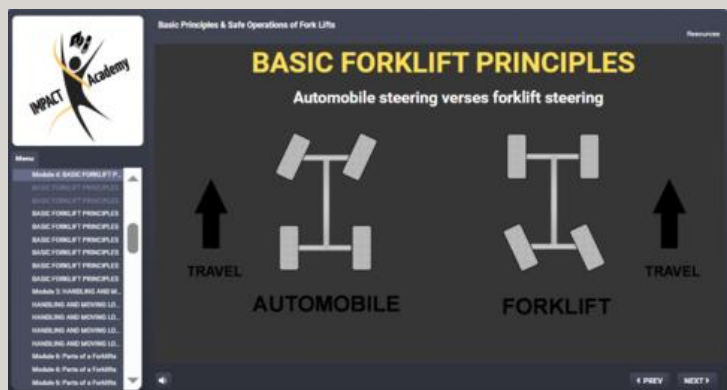
Self-paced, Progress at your own speed

Stop at any time and continue where you left off.

Price: N\$ 550



BASIC PRINCIPLES & SAFE OPERATION OF FORKLIFTS



CPD Certificate: Basic Principles & Safe Operation of Forklifts

This training is intended for those who are or aspire to be forklift operators. A forklift is a powerful tool that allows one person to precisely lift and place large, heavy loads with little effort. However, there is a great risk of injury or death when a forklift operator has not been trained. It will teach you how to operate a forklift safely and in accordance with relevant requirements. You will be capable of operating, lifting, securing, transferring, and positioning loads on a forklift safely after finishing this course. After this course, all you will need is practical workplace-specific induction training, on the specific type of forklift you, as the operator, will actually be using.

COURSE MODULES:

- Module 1: Forklift-related fatalities and injuries: how they occur
- Module 2: Types of forklifts
- Module 3: Differences between Forklifts and Automobiles
- Module 4: Basic Forklift Principles
- Module 5: Handling and Moving Loads
- Module 6: Parts of a Forklift
- Module 7: How a forklift operates
- Module 8: Hazards and How to use forklifts safely
- Module 9: Assessment

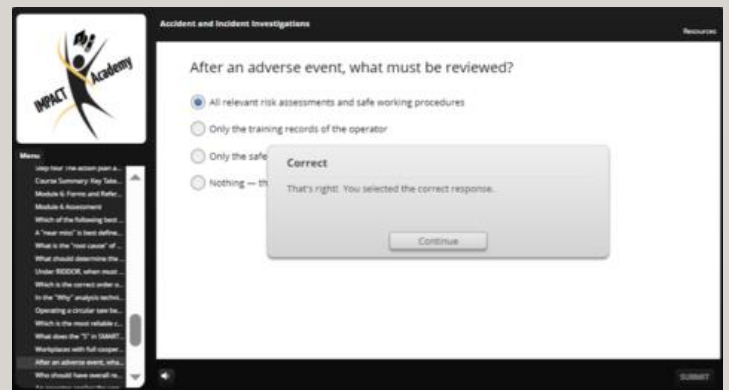
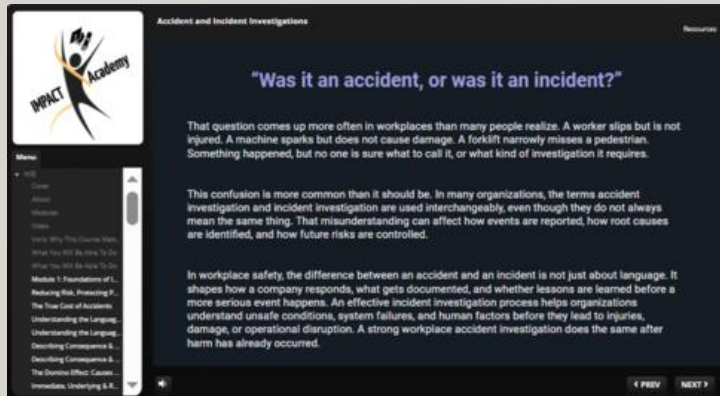
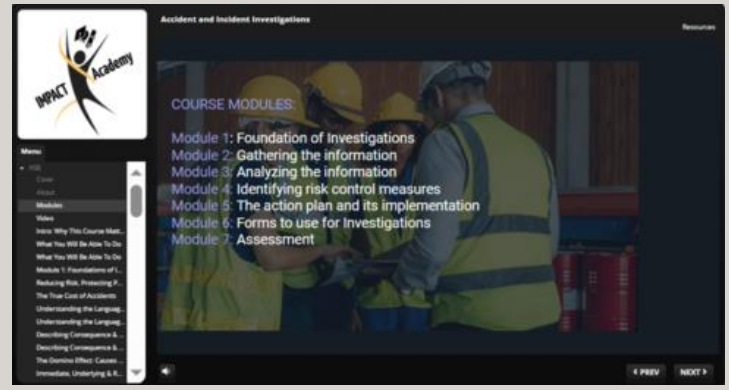
Duration: 4 hours Avg, Self-paced, Progress at your own speed.

Stop at any time during the course and continue where you left off when you resume.

Price: N\$ 350



ACCIDENT & INCIDENT INVESTIGATIONS



HSE: Accident & Incident Investigations

A certified course accredited by Health & Safety Executive, UK for employers, unions, safety representatives and safety professionals. This course gives organizations an opportunity to find out what went wrong. Learning the lessons and taking action may reduce, or even prevent, accidents in the future. As a step-by-step guide, it will help all organizations, particularly smaller businesses, to carry out their own health and safety investigations. Investigating accidents and incidents explains why you need to carry out investigations and takes you through each step of the process:

- Step 1: Gathering the information
- Step 2: Analyzing the information
- Step 3: Identifying risk control measures
- Step 4: The action plan and its implementation and continuous review.

COURSE MODULES:

- Module 1: Foundation of Investigations
- Module 2: Gathering the information
- Module 3: Analyzing the information
- Module 4: Identifying risk control measures
- Module 5: The action plan and its implementation
- Module 6: Forms to use for Investigations
- Module 7: Assessment

Duration: 3 hours Avg,

Self-paced, Progress at your own speed

Stop at any time and continue where you left off.

Price: N\$ 550



SAFETY INSPECTIONS & AUDITS



IOSH: Safety Inspections & Audits in the Workplace

Workplace inspections and audits are systematic evaluations conducted to ensure a safe, healthy, and compliant work environment. These assessments help identify potential hazards, assess regulatory compliance, and improve overall workplace conditions. Regular inspections and audits are essential for risk management, legal adherence, and fostering a culture of safety. This is an IOSH accredited course.

COURSE MODULES:

- Module 1: Safety Inspection Fundamentals
- Module 2: Legal & Regulatory Framework
- Module 3: Developing an Inspection Program
- Module 4: Roles & Responsibilities
- Module 5: Frequency & Procedures
- Module 6: Recording & Hazard Rating
- Module 7: Follow-up and Monitoring
- Module 8: Audits
- Module 9: Assessment

CPD Certificate: Accredited by IOSH

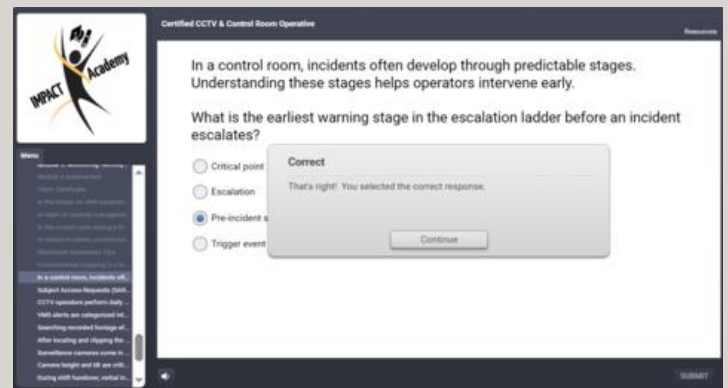
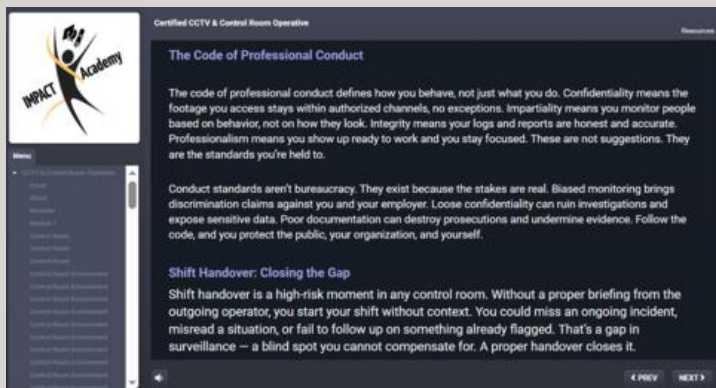
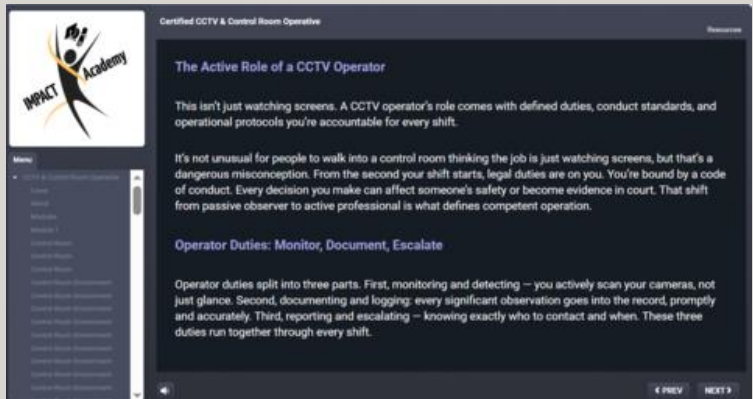
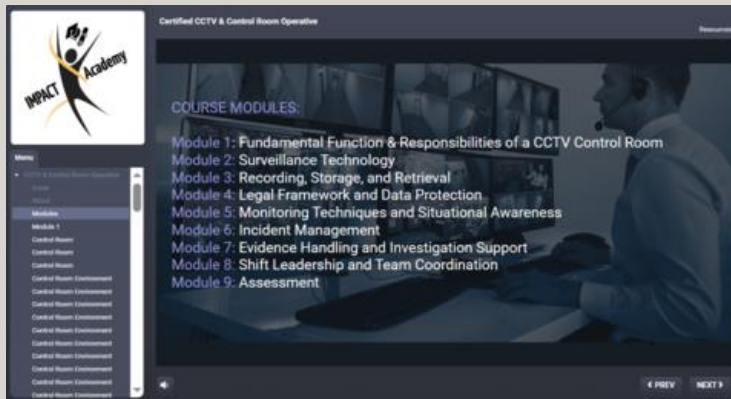
Duration: 2 hours Avg, Self-paced, Progress at your own speed

Stop at any time and continue where you left off.

Price: N\$ 550



CCTV & CONTROL ROOM OPERATIVE



Certified CCTV and Control Room Operative

This is a LPC certified course. LPC Certification is the loss prevention / asset protection's advanced certification. Get the skills employers demand in professional CCTV & Control Room operations. This course covers everything from CCTV surveillance and Control Room procedures to evidence handling and legal compliance.

You'll learn how to monitor live footage effectively, identify suspicious behavior, and respond to incidents using structured protocols. You'll also develop shift leadership skills for coordinating with security teams. By the end, you'll be ready to operate professionally in any control room environment.

Module 1: Fundamental Function & Responsibilities of a CCTV Control Room

Module 2: Surveillance Technology

Module 3: Recording, Storage, and Retrieval

Module 4: Legal Framework and Data Protection

Module 5: Monitoring Techniques and Situational Awareness

Module 6: Incident Management

Module 7: Evidence Handling and Investigation Support

Module 8: Shift Leadership and Team Coordination

Module 9: Assessment

Duration: 48 Hours Avg. , Self-paced, Progress at your own speed

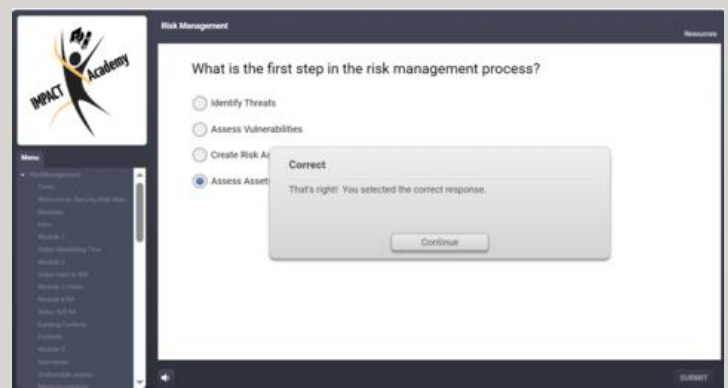
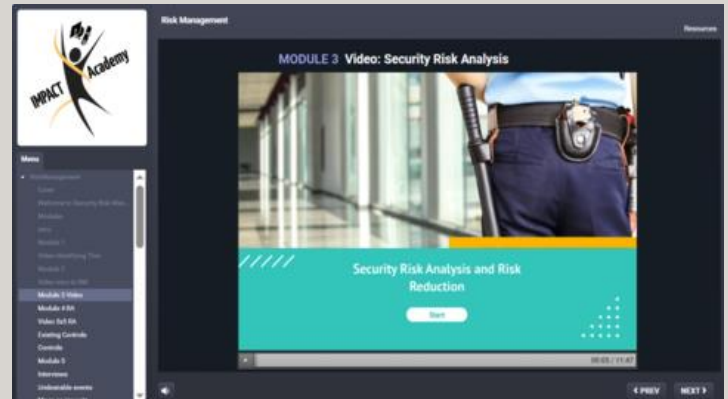
Stop at any time and continue where you left off.

Price: N\$ 750

Course Material: Interactive Modules



SECURITY RISK MANAGEMENT



CPD Skills Certificate: Security Risk Management

The goal of this course is to provide security professionals with a risk management process that incorporates SEVEN steps:

1. Asset assessment
2. Threat assessment
3. Vulnerability assessment
4. Risk assessment
5. Countermeasures
6. Action Plan
7. Review

Course includes working documents, RA with Matrix, Risk Survey template and Action Plan template.

Duration: 2 Hours Avg.

Self-paced, Progress at your own speed

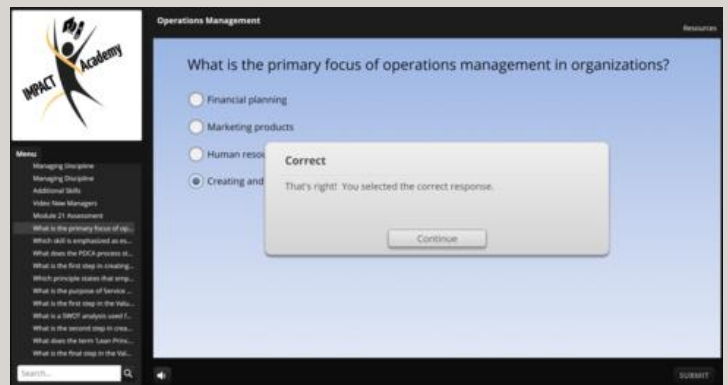
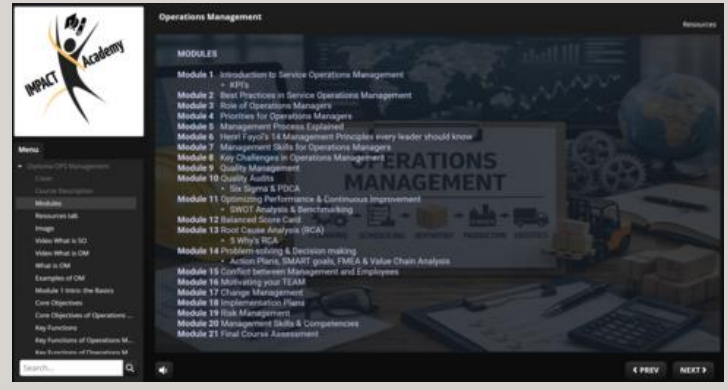
Stop at any time and continue where you left off.

Price: N\$ 750

Course Material: Interactive Modules, Simulation Videos, Document Templates



OPERATIONS MANAGEMENT



CPD Skills Diploma: Operations Management

This diploma skills course explains the role, duties and functions of an operations manager in the Service Industry.

This diploma skills course teaches you everything you need to know to understand and take on the role of a professional service operations manager in ALL service industries including:

- Private Sector Security
- Public Services
- Retail Sector
- Hospitality Industry
- Healthcare Services
- Cleaning Services and
- Call Centers.

This online course consists of:

24 Videos

21 downloadable document templates and

21 MODULES

Audience: Intermediate

Course ID: M1

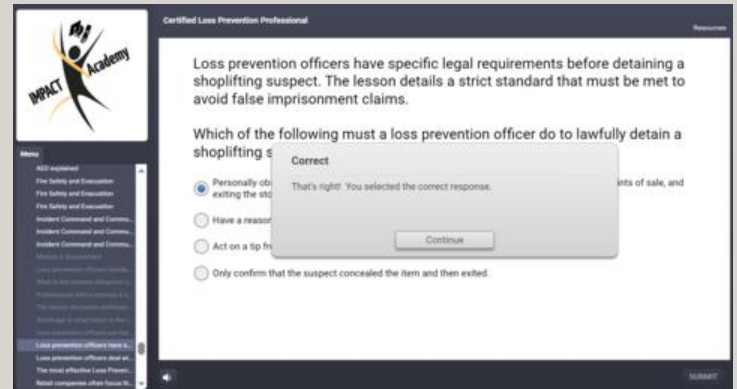
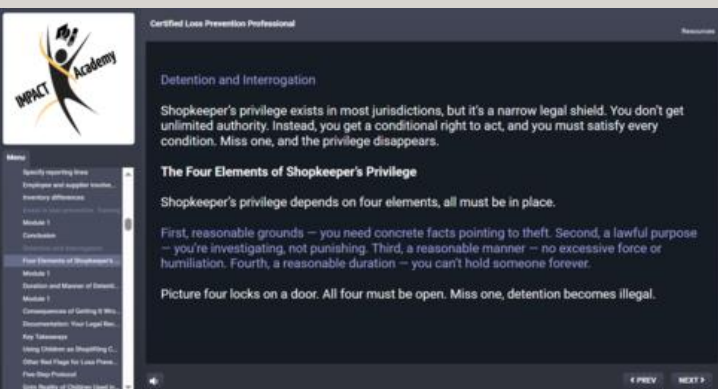
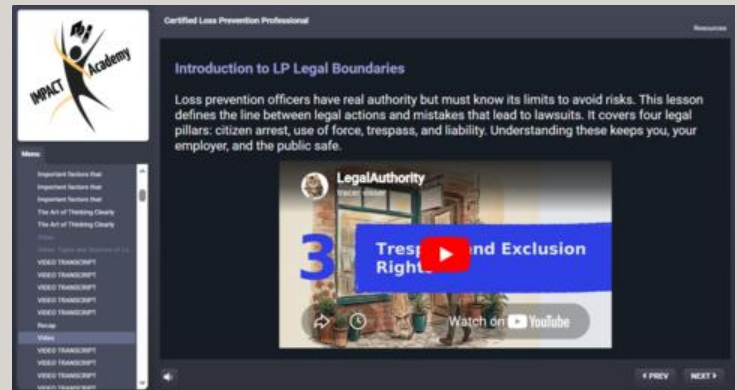
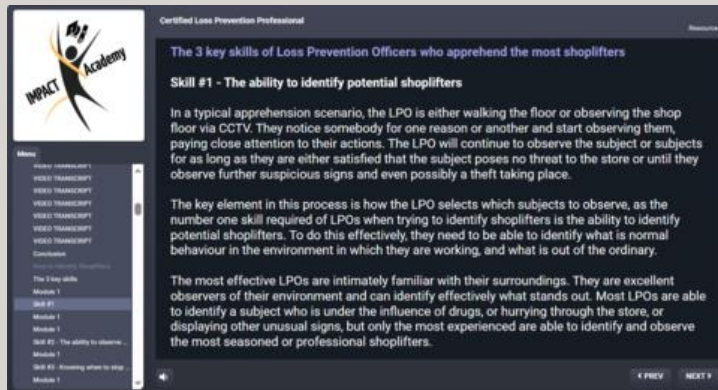
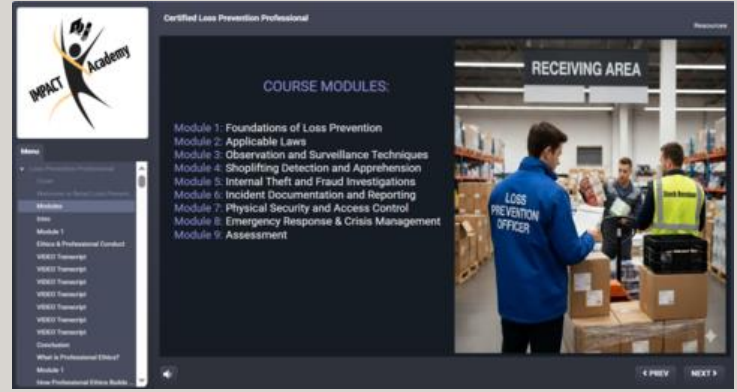
Modules: 21

Duration: 2 weeks Avg, Self-paced, Progress at your own speed

Price: N\$ 1550



RETAIL LOSS PREVENTION CERTIFIED PROFESSIONAL



LPC Certificate: Retail Loss Prevention Certified Professional

This course is accredited by the international Loss Prevention Foundation (LPF), an international leader in educating and certifying retail loss prevention and asset protection professionals and aims to provide a comprehensive understanding of loss prevention strategies and techniques to mitigate various forms of losses.

It will cover the fundamentals of loss prevention, observation and surveillance techniques, shoplifting detection and apprehension, risk assessment, security measures, internal theft and fraud investigations, and incident response.

Learners will earn LPC advanced Certification in loss prevention.

Module 1: Foundations of Loss Prevention

Module 2: Applicable Laws

Module 3: Observation and Surveillance Techniques

Module 4: Shoplifting Detection and Apprehension

Module 5: Internal Theft and Fraud Investigations

Module 6: Incident Documentation and Reporting

Module 7: Physical Security and Access Control

Module 8: Emergency Response & Crisis Management

Module 9: Assessment

Duration: 48 Hours Avg.

Self-paced, Progress at your own speed

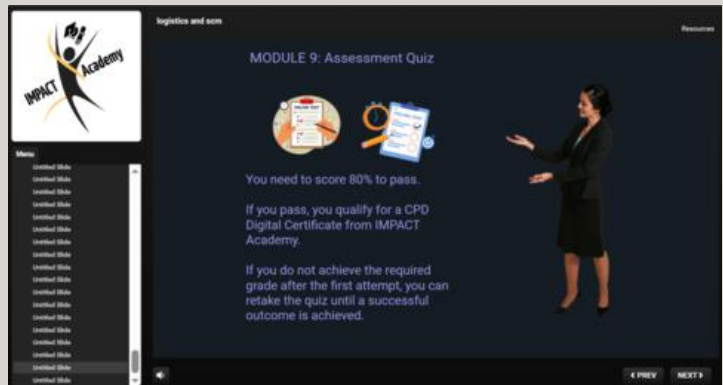
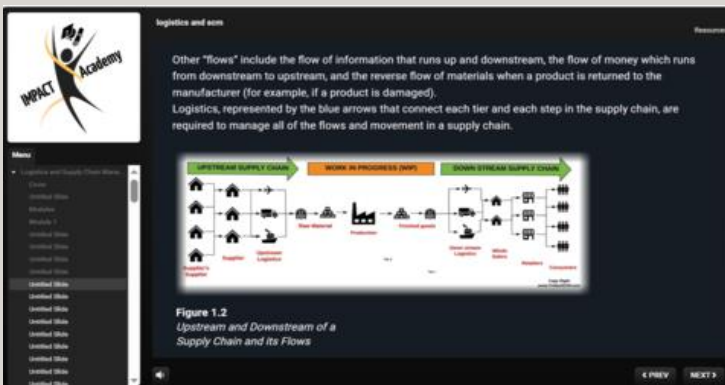
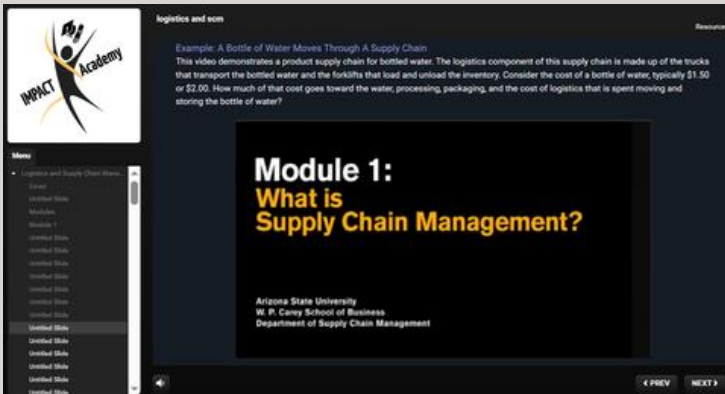
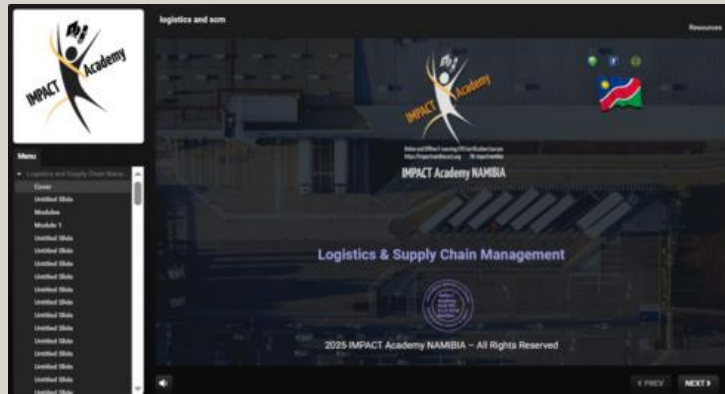
Stop at any time and continue where you left off.

Price: N\$ 750

Course Material: Interactive Modules, Simulation Videos



LOGISTICS & SUPPLY CHAIN MANAGEMENT



CPD Skills Certificate: Logistics & Supply Chain Management

Logistics is the process of planning, implementing, and controlling the efficient, effective flow and storage of goods, services, and related information from origin to consumption. It's a critical component of supply chain management, ensuring products reach the right place, at the right time, in the right quantity, and in the right condition.

- Module 1 - The Role of Logistics in Supply Chains
- Module 2 - Technology and Logistics
- Module 3 - The Cost of Logistics
- Module 4 - Modes of Transportation
- Module 5 - Warehousing
- Module 6 - Third Party and Fourth Party Logistics
- Module 7 - Global Logistics Planning and Management
- Module 8 - Risks and Challenges
- Module 9 - Assessment

Duration: 8 Hours Avg.

Self-paced, Progress at your own speed

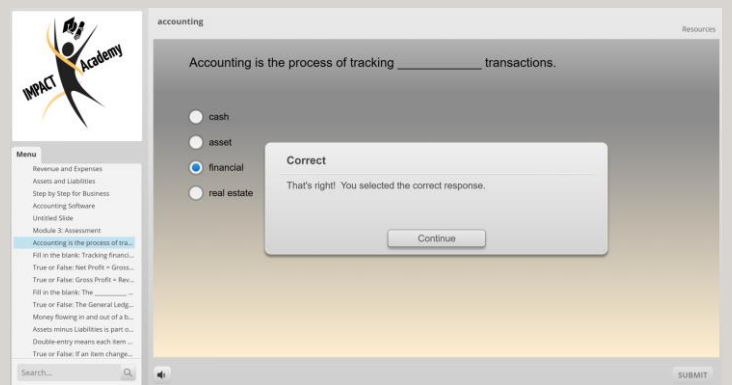
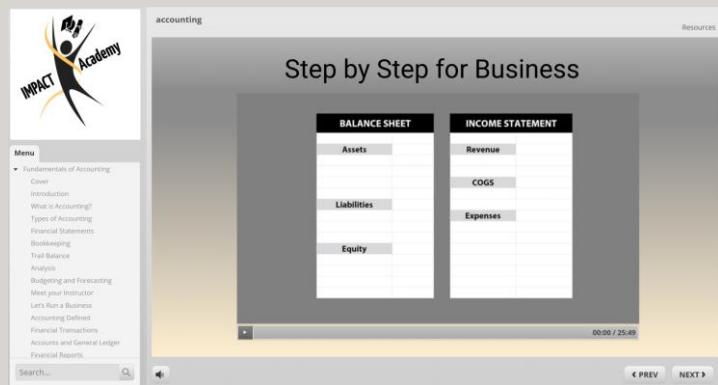
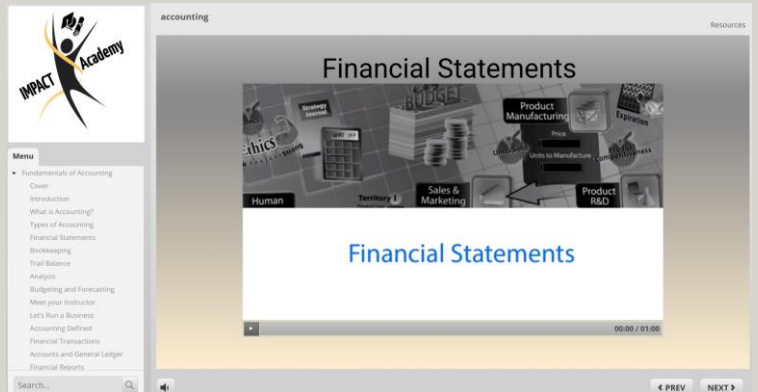
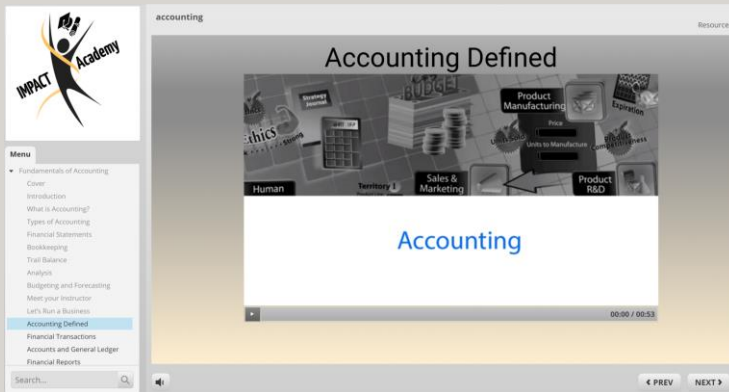
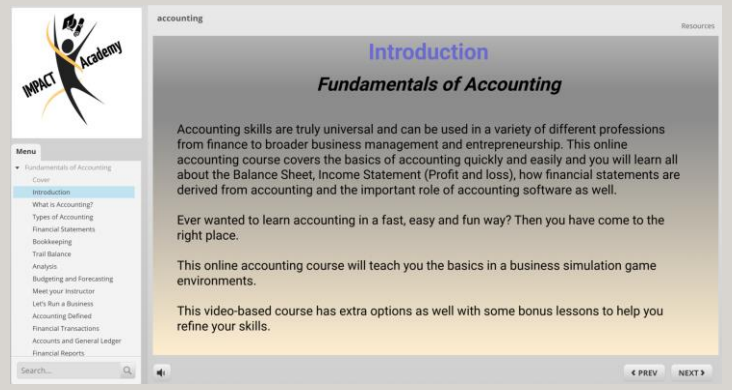
Stop at any time and continue where you left off.

Price: N\$ 750

Course Material: Interactive Modules, Simulation Videos



ACCOUNTING FUNDAMENTALS



CPD Skills Certificate: Fundamentals of Accounting

Ever wanted to learn accounting in a fast, easy and fun way? Then you have come to the right place. This online accounting course will teach you the basics in a business simulation game environments. This video-based course has extra options as well with some bonus lessons to help you refine your skills.

Key accounting fundamentals covered in this course include the Balance Sheet, Income Statement (Profit and loss/P&L), General Ledger, Debits and Credits, and Double-Entry Bookkeeping. Once you have completed these accounting principles, you will move on to applying them with practical examples.

Audience: Beginners

Duration: 4 Hours Avg. , Self-paced, Progress at your own speed

Stop at any time and continue where you left off.

Price: N\$ 250

Course Material: Interactive Modules, Simulation Videos



ACCOUNTS RECEIVABLE

Accounts Receivable

IMPACT Academy NAMIBIA

INVOICES, SALES, UNPAID, PAYMENTS, CREDIT, CUSTOMER, CASH FLOW, BOOKKEEPING

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Accounts Receivable

Course Overview

- 01 Introduction to Accounts Receivable (Fundamentals of credit sales and financial statement impact)
- 02 Recording Credit Transactions (Recording goods, FOB terms, and journal entries)
- 03 Credit Terms & Risk (Discounts, credit risk, and estimating losses)
- 04 Allowance Method (Estimating and accounting for uncollectible accounts)
- 05 Write-offs & Recoveries (Handling uncollectible accounts and recovered)
- 06 Aging & Management (Aging schedules, ratios, and best practices)
- 07 Assessment Quiz (25 comprehension questions to test your knowledge)

Recording Sales of Goods on Credit

Complete Transaction Recording

When goods are sold on credit, the transaction affects multiple accounts on both financial statements:

Income Statement
1 Sales Revenue, 1 COGS, 1 Expense

Balance Sheet
1 Accounts Receivable, 1 Inventory, 1 Equity

FOB Shipping Point Example
Quality Products sells \$1,000 goods (80% COGS)

FOB Destination Example
Same Manufacturer sells \$1,000 goods (80% COGS) upon FOB shipping

What is Accounts Receivable?

The Credit Sale Concept

When a business sells goods or services on credit, it transfers ownership to the customer and issues a sales invoice, allowing payment at a later date. This is fundamentally different from a simple cash transaction.

Example: A grocer transfers ownership of groceries to you, issues an invoice, and allows you to pay later—this is a credit sale.

Two Critical Outcomes

- Revenue Boost:** Increases potential revenues as buyers appreciate the convenience of credit purchases.
- Credit Risk:** Opens the business to potential losses if customers fail to pay when due.

Annual Basis Impact

- Income Statement:** Increases Sales Revenue when services/goods are provided.
- Balance Sheet:** Increases Accounts Receivable (asset).

When Payment Falls

- Bad debts Expense recorded on income statement
- Accounts Receivable reduced on balance sheet

Key Principle: Use the allowance method for financial statements and direct write-off for tax purposes.

Credit Terms with Discounts

Understanding Credit Terms

2/10, net 30

2% Discount % 10 Day Discount Period 30 Day Full Payment Due

This means: 2% discount if paid within 10 days, otherwise full amount due in 30 days.

Annualized Interest Rate

Not taking the discount is equivalent to paying interest. The annualized rate is approximately:

36%

Calculation Examples

Example 1: Taking the Discount
Sale \$800, Terms 2/10, n/30
Payment on Day 0: \$800 + \$16 = \$784
Customer saves \$16 by paying early

Example 2: Not Taking the Discount
Sale \$800, Terms 2/10, n/30
Payment on Day 30: \$800
Net amount: \$784 + \$16 = \$800
Payment on Day 0: \$784 + \$16 = \$800

Key Points

- Discount applies to net amount after returns
- Discount period starts from invoice date
- Not taking discount = expensive financing

Final Assessment

Test your knowledge with this comprehensive quiz

25 Questions 80% Pass 2 Modules

CPD Skills Certificate: Accounts Receivable

When a business sells goods or services on credit, it transfers ownership to the customer and issues a sales invoice, allowing payment at a later date. This is fundamentally different from a simple cash transaction.

You will learn:

- Recording Services Provided on Credit
- Recording Sales of Goods on Credit
- Credit Terms with Discounts
- Credit Risk
- Allowance Method for Reporting Credit Losses
- Writing Off an Account under the Allowance Method
- Recovery of Account under Allowance Method
- Bad Debts Expense as a Percent of Sales
- Difference between Expense and Allowance
- Aging of Accounts Receivable
- Mailing Statements to Customers
- Pledging or Selling Accounts Receivable
- Accounts Receivable Ratios
- Direct Write-off Method

Duration: 4 Hours Avg. , Self-paced, Progress at your own speed
Stop at any time and continue where you left off.

Price: N\$ 550

Course Material: Interactive Modules, Simulation Videos

CERTIFICATE

COMPETENCY BASED AND SKILL RECOGNITION IN

Accounts Receivable

Martha Catharina Elizabeth Grobler

ID No: 99082200287
has successfully fulfilled the requirements of the course
Accounts Receivable (AR)
on 12 March 2026.

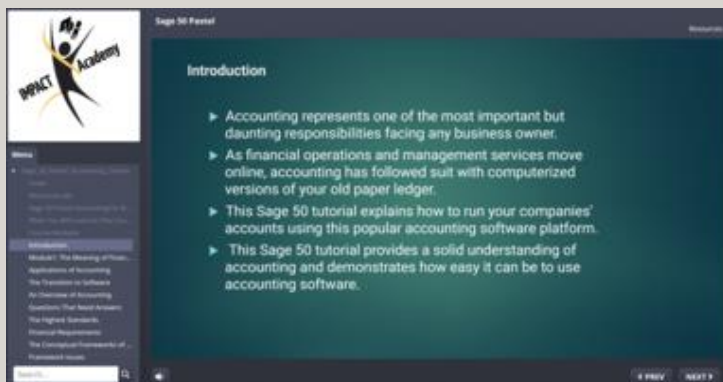
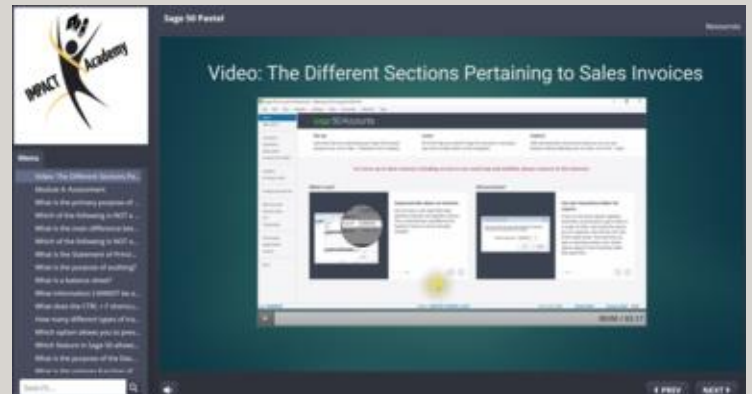
DR. JJ LOUW
HEAD OF DEVELOPMENT & TRAINING
Ministry of Labour
Approved Inspection & Training
Authority
OCCUPATIONAL HEALTH & SAFETY
REG. NO: A.I.A. 36/66

JM VISSER
ACADEMY DIRECTOR
IMPACT MANAGEMENT FACILITATORS
REG. NO: 2016/0125

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SAGE 50 PASTEL ACCOUNTING



CPD Certificate: Sage 50 Pastel Accounting

This accounting course takes you through a broad range of terms, procedures and reports that every accountant and small business owner should know. We explain how to perform a bank reconciliation and take a deep dive into nominal ledgers and recurring transactions. We discuss the role of everyday commercial documents such as receipts and invoices. Finally, we show you how to create, manage and duplicate sales invoices. You will learn: Identify the common errors you can make when creating charts in Sage 50, List the nominal account ranges Sage 50 provides to its users, Identify the various types of recurring transactions, List the shortcut keys and their functions in Sage 50, Define 'chart of accounts' and discuss the benefits it offers your business, Define 'bank reconciliation' and explain how to perform one using Sage 50, Describe how to create and manage sales invoices with Sage 50.

- Module 1: Fundamentals of Computerized Accounting
- Module 2: Navigating Sage 50 Features
- Module 3: Creating and Managing Financial Reports
- Module 4: Course assessment

Audience: Beginners

Price: N\$ 850

Course Material: Interactive Modules, Simulation Videos

Duration: 12 Hours Avg. , Self-paced, Progress at your own speed

Stop at any time and continue where you left off.

Resources: 130 Tutorial Videos, RSA Sage 50 Pastel Training Manual & Guide



SAGE 50 PASTEL PAYROLL & HR



In the **RESOURCES** tab of the course player, you will find the training manual.

The training manual is essential for you to complete the course.

This is a self-evaluation course and you have to follow the activities in the manual.



Training Contents

- Lesson 1:** Getting Started – Terminology, Installation, Registration, Navigation
Lesson 2: Setting Up Your Company – Creation, Parameters, Frequencies, Structures
Lesson 3: Setting Up Employees – Profiles, Master files, Personal Data
Lesson 4: Setting Up Payslips – Default transactions, Hourly rates, Medical Aid
Lesson 5: Processing – Payroll cycle, Transactions, Leave, Payroll Run
Lesson 6: Batch Transactions – Current period, Default, Clock card imports
Lesson 7: Reports – Master file, Analysis, Reconciliation, EMP201, UIF, Leave

Introduction

Sage Pastel Payroll & HR makes processing payroll information a function that any company can accomplish in-house, without the high costs normally associated with external payroll services.

The Sage Pastel Payroll & HR range is the ideal payroll solution for any size and type of business or nonprofit concern. It caters for the full spectrum of requirements from pre-defined, standard sets of transactions for less complicated payrolls, to more powerful and customizable features and functions for organizations with more sophisticated payroll requirements.

Sage Pastel Payroll & HR caters for organisations with an employee count in increments of 10:

- 10 employees
- 20 employees
- 30 employees
- 40 employees
- 50 employees
- 60 employees
- unlimited employees

Sage Pastel Payroll Advantage has the following modules included in the package:

- Multiple Transaction Manager
- Third Party Payments
- Salary Structuring
- Human Resources
- Employee Self Service

The Payroll Processing Cycle

- **Step 1:** Capture all income, deductions, benefits, and leave for the period
- **Step 2:** Verify mandatory transactions have calculated correctly (PAYE, UIF, SDL, OID)
- **Step 3:** Process Payroll Run – final calculation on all payslips
- **Step 4:** Print/Email payslips to employees
- **Step 5:** Process Cheques or generate Bank Transfer files
- **Step 6:** Process Third Party Payments (pensions, medical aids, garnishees)
- **Step 7:** Generate statutory reports (EMP201, UIF Declaration)
- **Step 8:** Perform Pay Period Update to move to next period

FOLLOW the activity steps from page 123 to 223 in the Sage Pastel Training Manual in the **RESOURCES** tab of the course player

Terminology

Terminology	Definition
Employee	A person employed by a company for wages or a salary.
Employee codes	A unique number assigned to an employee.
Employee filter	A feature that allows you to select certain employees for processing, printing or reporting.
Employee Masterfile	A collection of an employee's personal and financial data.
Employee profiles	An optional, time-saving feature that contains default settings for many key processing fields on the Employee Masterfile.
Employer	An employer is a person or institution that hires employees and offers wages or a salary to the workers in exchange for the worker's work of labour.
Export	Transferring information out of a database to another.
Forms designer	A tool that enables a payslip or report to be customized.

CPD Certificate: Sage 50 Pastel Payroll & HR

The aim of this course is to equip you with the knowledge and skills create, set up and customize everything you need to ensure that your payroll processing is effortless, systematic, and as efficient as possible.

The Sage Pastel Payroll & HR range is the ideal payroll solution for any size and type of business or nonprofit concern. It caters for the full spectrum of requirements from pre-defined, standard sets of transactions for less complicated payrolls, to more powerful and customizable features and functions for organizations with more sophisticated payroll requirements.

It is assumed that learners taking this course has the following skill: Computer literacy. Should this not be the case, we suggest that the learner first attends basic computer literacy training and encourage learners to enroll for our Sage Pastel Accounting for Beginners course before attending this training.

Each lesson of this course creates building blocks for the next lesson assisting learners with process flows and sequential learning.

Course Material: Interactive & Training Manual

Price: N\$ 350

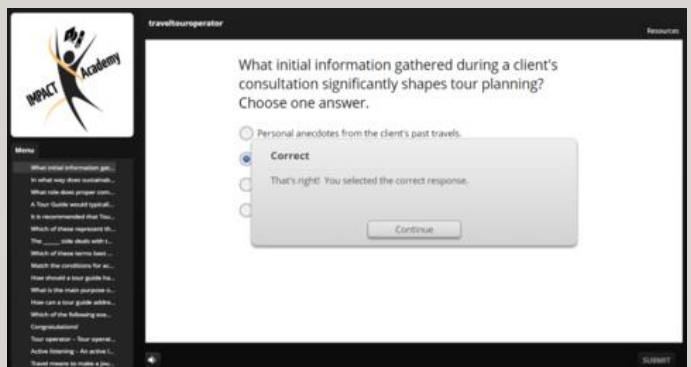
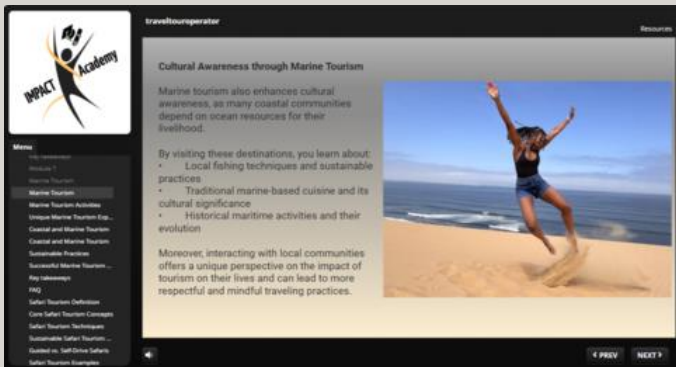
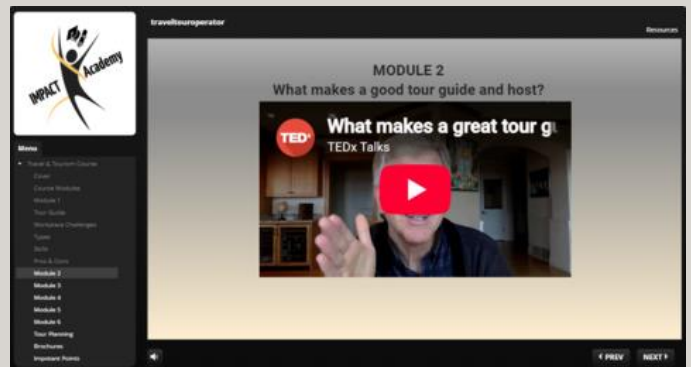
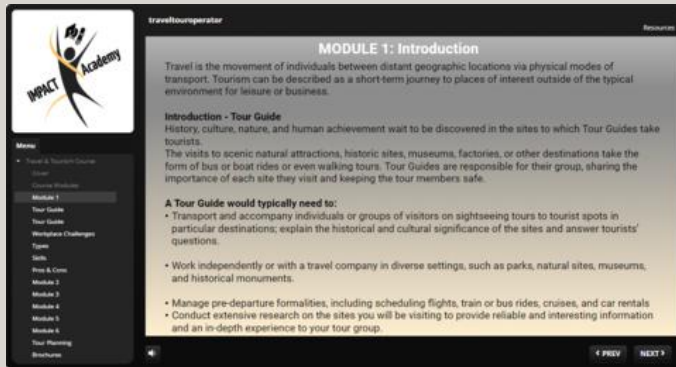
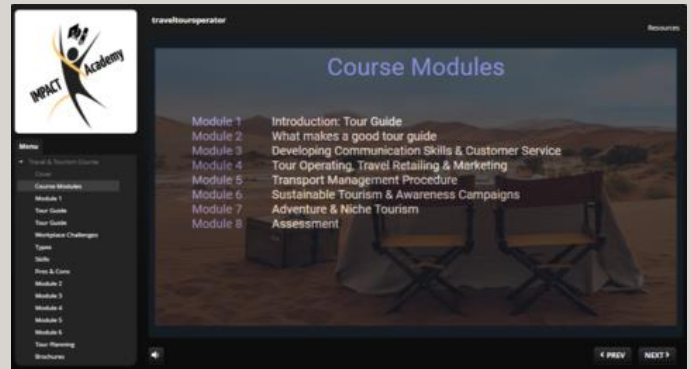
Duration: 4 Hours Avg. , Self-paced, Progress at your own speed

Stop at any time and continue where you left off.

Resources: 2026 RSA Sage 50 Payroll Training Manual for Reference & Activity Exercises



TRAVEL & TOURISM



CPD Skills Certificate: Travel & Tourism Operator

Tourism and travel refer to the movement of people to destinations outside their usual environment for leisure, business, or other purposes, contributing significantly to global economic growth.

As one of the largest industries worldwide, tourism encompasses diverse sectors such as hospitality, transportation, and entertainment, and is facilitated by advancements in technology, making travel more accessible.

Through sustainable practices and cultural exchange, tourism has the potential to enhance international understanding and cooperation, creating lasting memories and experiences.

Modules:

- Sustainable Practices in Desert Tourism
- Coastal and Marine Tourism
- Niche Tourism and Adventure Tourism
- Sustainable Safari Tourism

Course ID: TT3

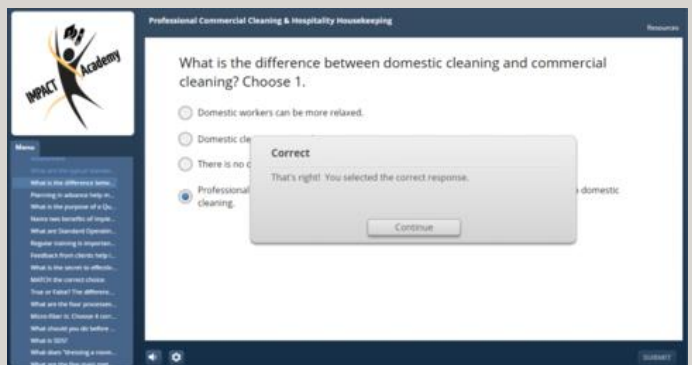
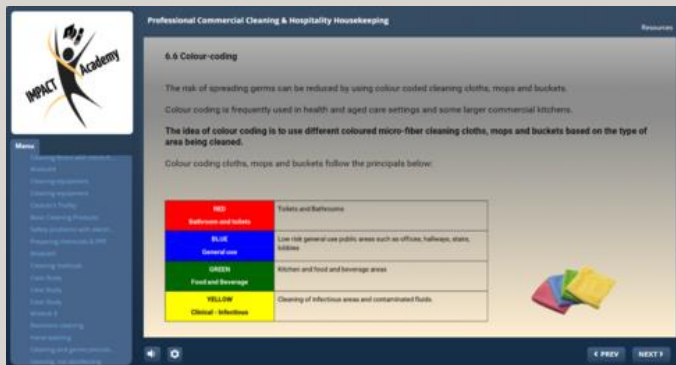
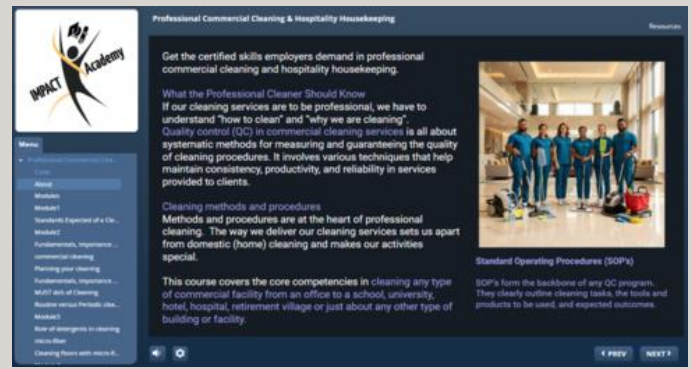
CPD Certificate

Duration: 2 hours avg, self-paced

Price: N\$ 550



PROFESSIONAL COMMERCIAL CLEANING & HOSPITALITY HOUSEKEEPING



CPD Certificate: Professional Commercial Cleaning & Hospitality Housekeeping

Do you manage a professional cleaning business? Get your employees certified & trained in Professional Commercial Cleaning & Hospitality Housekeeping with this online course available on laptop, tablet or smartphone. We can also adapt the course material for presentation by yourself in a classroom setting.

This course covers the core competencies in cleaning any type of commercial facility from an office to a school, university, hotel, hospital, retirement village or just about any other type of building or facility.

Standard Operating Procedures (SOP's)

SOP's form the backbone of any QC program. They clearly outline cleaning tasks, the tools and products to be used, and expected outcomes.

Nine editable SOP's is included in the course as well as 10 training videos.

Modules:

Module 1: The Standards expected from a Professional Cleaner

Module 2: Fundamentals, importance and Key Elements of Quality Control

Module 3: Identify condition of the building

Module 4: Set-up area, equipment and chemicals

Module 5: Cleaning offices, furniture, fixtures and fittings

Module 6: Restroom cleaning Techniques and germs

Module 7: Cleaning Techniques and Standards: Surface cleaning, Dusting, Glass & Mirrors, Windows, Carpet spot cleaning, Cleaning floors, Cleaning monitors, TV screens and Office Kitchen cleaning.

Module 8: Emptying and removing different types of waste

Module 9: Store and clean your equipment for the next shift

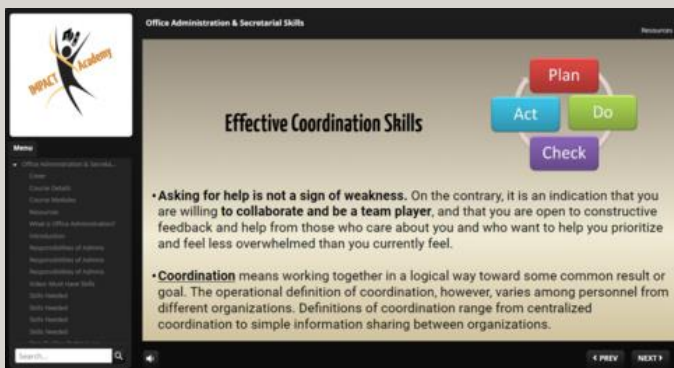
Module 10: Training Videos (10)

Module 11: Assessment

Duration: 3 hours avg, self-paced Price: N\$ 450



OFFICE ADMINISTRATION & SECRETARIAL SKILLS



CPD Certificate: Office Administration & Secretarial Skills

This course, will provide you with an understanding of administrative office procedures. You will learn why your office needs administrative procedures. You will learn about getting organized and managing your time. You will also learn about problem solving, setting up meetings, effective communication skills , writing executive summaries, official correspondence and office ethics.

Module 1

- Introduction, Responsibilities and Skills Needed.

Module 2

- Step-by-step Techniques.
- Checklists and Schedules.
- Organizational Skills.
- Prioritizing.
- Effective Co-ordination Skills
- Problem-solving Skills
- Effective Meetings
- Executive Summaries.
- Time Management.
- Filing Skills.
- Stress Management.
- Effective Communication.
- Official Correspondence.
- Office Ethics.

Module 3

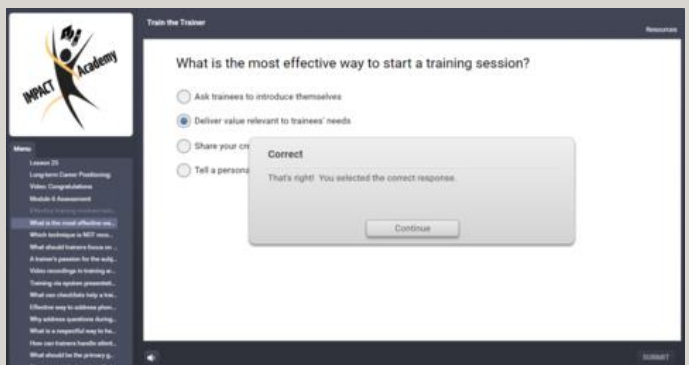
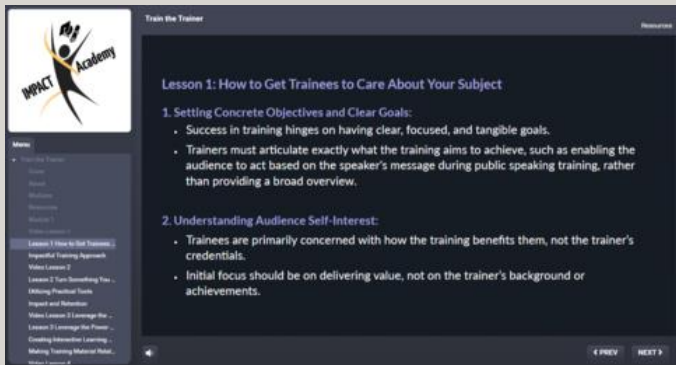
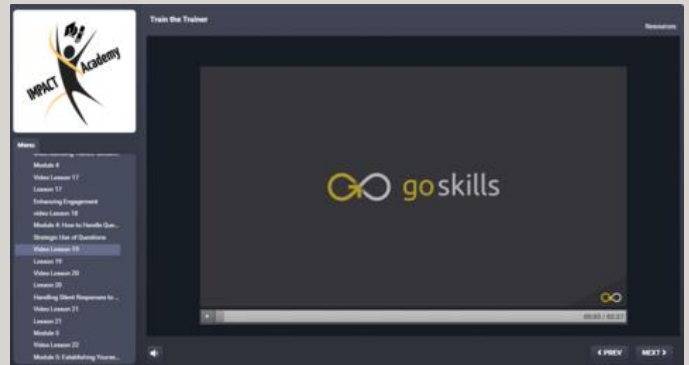
Assessment

Course Duration: 8 hours avg, self-paced **Price:** N\$ 750

Resources included: Document templates and FREE productivity and time-saving tools.



TRAINER & FACILITATOR



CPD Certificate: Trainer & Facilitator (Train the Trainer)

IMPACT Academy Namibia offers a Train the Trainer course that's fully self-paced and divided into short, practical lessons and videos. It covers core trainer competencies like instructional design, feedback delivery, coaching, presentation skills, and communication. Jumpstart your training expertise with our Train the Trainer course, tailored for new and aspiring trainers. This course provides essential skills and insights to conduct engaging and effective training sessions.

Modules:

- Train the Trainer Basics
- Planning Your Successful Training Experience
- The Nuts and Bolts of Training
- How to Handle Questions During Training
- Establishing Yourself as a Trainer

This course is ideal for new trainers, those looking to transition into training roles, or professionals tasked with training responsibilities within their organizations. Whether you are planning to conduct live workshops or virtual training sessions, this course will provide you with the knowledge and skills to do so effectively.

You will leave the course not only with a deep understanding of training dynamics but also with the confidence to apply these principles in real-world scenarios. You will be equipped to create engaging, informative, and memorable training experiences that cater to the needs of diverse audiences.

Duration: 4 hours avg, self-paced

Audience: Beginners **Resources:** Training templates and FREE Guide Book.

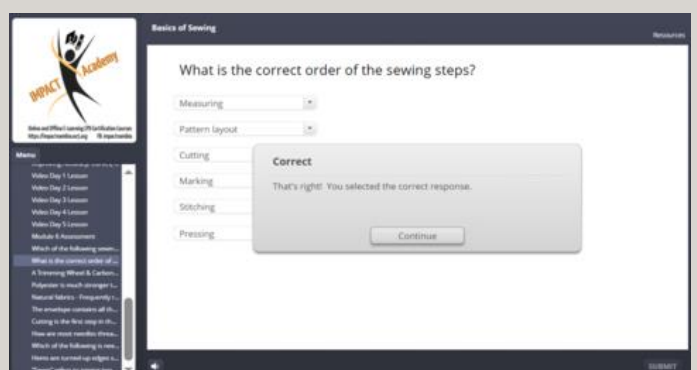
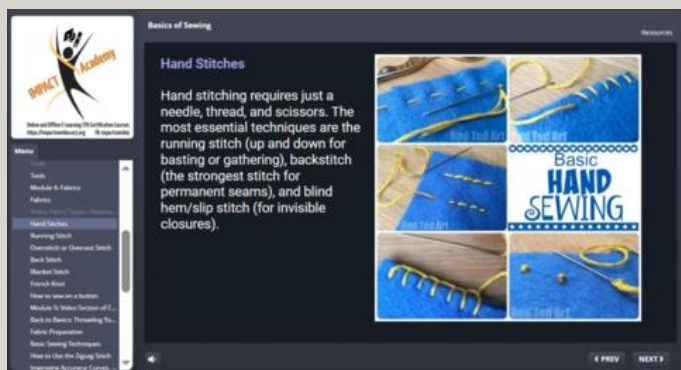
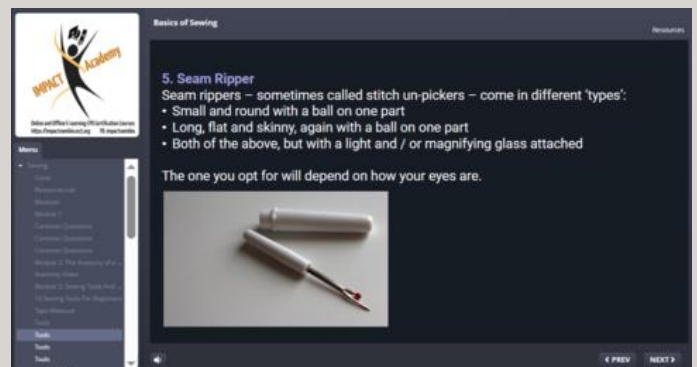
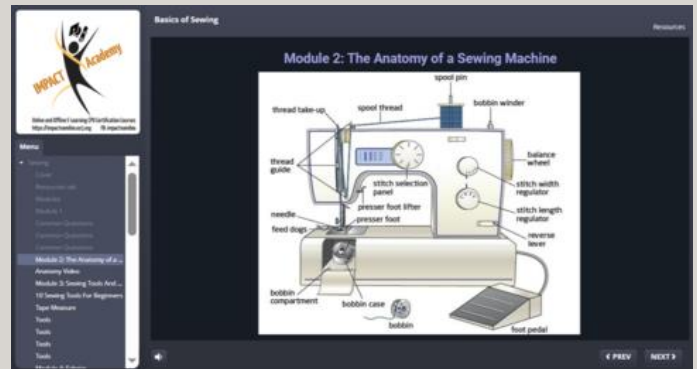
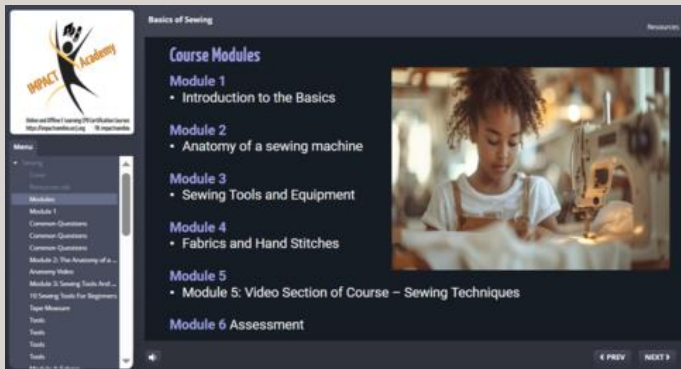
Self-paced, Progress at your own speed

25 Lessons and 25 Videos

Price: N\$ 850



BASICS OF SEWING



Basics of Sewing

Learn to sew in this online course that covers basic hand-stitching and explains how to use a sewing machine.

Are you ready to take up the needle and thread for the first time? Is it finally time to take that new sewing machine out of its box? This sewing course gets you started by taking you through the basics to lay a solid foundation in this craft. We go through the essentials of sewing step by step to help you master the necessary skills. We provide a range of sewing techniques and describe the equipment you can use at home to become your own tailor. Course includes 13 simulation videos.

Module 1: Introduction to the Basics

Module 2: Anatomy of a sewing machine

Module 3: Sewing Tools and Equipment

Module 4: Fabrics and Hand Stitches

Module 5: Video Section of Course – Sewing Techniques

Module 6: Assessment

Course ID: SW1 CPD Certificate

Course Material: Interactive, 13 Simulation Videos

Duration: 3 hours avg, self-paced

Price: N\$ 250



COMING SOON



CPD Skills Diploma: Tourism Marketing

In this course, you'll learn that Marketing in Tourism is the strategic process of promoting, selling, and distributing travel-related services or destinations to attract more visitors. It involves a mix of advertising, public relations, and digital strategies aimed at showcasing the unique attractions and experiences a location offers.

Effective marketing in tourism not only boosts economic growth but also enhances a destination's competitive advantage by building strong brand recognition and customer loyalty.

Modules:

- Marketing and Tourism
- Advertising in tourism
- Cultural tourism promotion
- Destination image
- Digital content marketing
- Heritage tourism promotion
- Innovative tourism marketing
- Interactive marketing
- Market competition
- Marketing research
- Promotion strategies
- Rural tourism marketing
- Social media in tourism
- Sustainability marketing
- Target market strategies
- Tourism advertising
- Tourism branding
- Tourism market trends
- Tourism policy promotion
- Tourism product development

Course ID: TM1 CPD Diploma

Duration: 12 hours avg, self-paced

Price: N\$ 1250



CPD Skills Certificate: Food Preparation Worker

Food preparation follows a series of steps that focus on hygiene, ingredient selection, specific cooking techniques and more. This short course lays out the workflows of food preparation in detail. We go through various recipes and explore the intricate details and steps involved in their preparation. Study the selection, preparation, cooking and presentation processes that prep cooks use follow to produce delicious and healthy meals.

Modules:

- Distinguish between techniques like boiling, sautéing, braising and grilling
- Explain the importance of selecting fresh produce for overall health, food safety and culinary excellence
- Describe various food preparation techniques, such as slicing, dicing, marinating, roasting, boiling and more
- Discuss the significance of food safety and food hygiene practices
- Explain how to use various basic kitchen tools and pieces of equipment
- Outline the principles of menu planning and recipe generation

Course ID: c10

Duration: 4 hours avg, self-paced

Price: N\$ 550

COMING SOON



CPD Skills Certificate: Bartender Professional

The bartender's multifaceted role includes responsibilities such as serving drinks, managing stock, and ensuring the bar operates smoothly.

Modules:

- Introduction to Bartending and Mixology
- Techniques & Skills in Bartending
- Classic & Modern Cocktails
- Identify the key responsibilities of a bartender in a professional setting.
- Define common bar terminology related to bartending and drink preparation.
- Arrange the bar setup to ensure efficiency and safety in service.
- Outline the fundamental principles of mixology.
- Explain the process of building a balanced cocktail using basic ingredients.
- Discuss how to achieve flavor balance in cocktails using various ingredients.
- Identify the purpose and significance of garnishes in cocktail presentation.
- Classify the main types of spirits based on their production methods and ingredients.
- Describe the unique characteristics of popular spirits such as vodka, rum, whiskey, and gin.
- Categorize different liqueurs and aperitifs based on their primary flavors and uses in cocktails.
- Compare various types of beer and wine based on their brewing or fermentation processes.
- Assess the characteristics of different alcoholic beverages to recommend them appropriately to customers.

Course ID: c4

Duration: 8 hours avg, self-paced

Price: N\$ 550



CPD Skills Certificate: Waiter/Waitress

A good waiter needs a unique set of skills and qualities to provide exceptional customer service. Their usual duties include taking orders before sequencing and actualizing them but a little learning allows you to create unforgettable dining experiences. This hospitality course provides both hard and soft skills that ensure success. We explain how to maintain high hygiene standards and outline some tips to help you create a great impression.

Modules:

- Explain the roles and responsibilities of wait staff in providing pleasant customer service
- Discuss the principles and importance of customer service and service sequence
- Outline personal hygiene and grooming protocols for restaurant and service businesses
- Categorize various types of equipment commonly used in restaurants and bars
- Explain the proper handling, maintenance and cleaning procedures for hospitality equipment
- Summarize the types, purpose and elements of a well-designed restaurant menu
- Compare alcoholic and non-alcoholic beverages and their composition
- Explain how to serve beverages like a professional and discuss appropriate techniques and etiquette
- Describe all arrangements and preparations made in the day-to-day operation of a restaurant business
- Recall the types of services and service techniques used in the hospitality industry
- Discuss common risks and safety concerns encountered in restaurants and describe the and precautions that prevent them
- Outline the qualities and techniques required to be a great waiter or waitress
- View Less Customer Service and Hygiene
- Tips and Best Practices for Waiters

Course ID: c5

Duration: 8 hours avg, self-paced

Price: N\$ 250

COMING SOON



CPD Skills Diploma: Catering Services

In This Course, You Will Learn About:

- Food groups: Plant foods, Cereals, Eggs, Dairy, Fish, Poultry, Meat, Fats and Emulsions
- Food systems
- Stocks and soups
- Sauces and glazes
- Meat cuts
- Gelatine | Flour | Yeast
- Pastry and crusts
- Choux paste
- Puddings and hot soufflés
- Stock control and receiving
- Menu planning
- Large-scale and function planning
- The influence of ethnic cultures
- Special preparation techniques

Course ID: c11

Duration: 6 hours avg, self-paced

Price: N\$ 750

OUR OFFICIAL SITE



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Facebook: <https://facebook.com/groups/impactnamibia>

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Walvis Bay

NAMIBIA

WhatsApp: 081 488 0311

CPD Skills Certificates and Diplomas

IMPACT Academy Namibia



- * Career Skills Courses
- * Safety Courses
- * Maritime Courses
- * IT Courses
- * Security Courses
- * Miscellaneous Courses
- * Breathalyzer Operator Courses
- * Workforce Skills Development Courses



Online and Offline training (corporate friendly)