



Republic of Namibia

MINISTRY OF EDUCATION

**UPPER PRIMARY PHASE
JUNIOR SECONDARY PHASE
SENIOR SECONDARY PHASE**

**NATIONAL SUBJECT POLICY GUIDE
FOR ENGLISH SECOND LANGUAGE**

GRADES 5-12

2009

Ministry of Education
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National Subject Policy Guide for English Second Language Grades 5-12

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1 INTRODUCTION

Subject/phase teachers should regularly consult this document to ensure that they teach within the guidelines of the Ministry.

The success of a teaching programme to a large extent depends on effective subject management. The purpose of this subject policy document is to guide subject management in the school, but it simultaneously strives to leave scope for each individual teacher to take initiative, especially in presenting subject content and facilitating learning.

This subject policy guide is applicable to English Second Language (ESL) in the Upper Primary, Junior Secondary and Senior Secondary phases in all government schools in Namibia. It is essential for subject teachers to consult the *National Curriculum for Basic Education* constantly to ensure that they teach within the guidelines of the Ministry.

Apart from the guidelines in this document, there are certain issues which will be dealt with in each school's own internal subject policy, e.g. guidelines concerning the submission of examination and test papers, moderation and typing of papers, etc.

2 AIMS OF THE NATIONAL SUBJECT POLICY GUIDE

This document is the official subject policy guide for English Second Language. It makes provision for a well-organised and practically orientated programme in the teaching and management of English Second Language in the school and aims to:

- provide guidelines for subject managers in controlling teaching and learning activities
- guide teachers in organising their administrative duties and in planning teaching and learning to meet the expectations of the national standards and performance indicators

3 SUBJECT-SPECIFIC ISSUES

3.1 The Composition of Phases and Appropriate Grades

The time allocation for English Second Language is as follows:

Grades 5-7:	7 periods per 5-day cycle
Grades 8-10:	4 periods per 5-day cycle and 7 periods per 7-day cycle
Grades 11-12:	7 periods per 5-day cycle and 7 periods per 7-day cycle

3.2 Time-tabling

The number of ESL periods should be spread over the week. Where possible, there should be a double period to be used for continuous assessment in the writing skills.

3.3 Syllabuses

A syllabus is a course description for a subject within the curriculum. It is a concise and general statement of intended learning which describes the following:

- the *purpose* of the subject - these are the rationale and aims which give the reason for and direction of the course

- the *content* of the subject - this is described in terms of themes and topics. In language syllabuses the language skills are the themes and topics
- *objectives*, defined in terms of what learning is intended to happen at the level of a subject
- *competencies* are the significant cognitive operations, skills, attitudes and values which all learners should be able to demonstrate, and which can be assessed
- *assessment* describes how learner achievement will be *assessed* and how the course will be *evaluated*

[Please note: The terms *General Objectives* (for Objectives) and *Specific Objectives* (for Basic Competencies) are being used in Senior Secondary syllabuses].

Teachers should be well-acquainted with the syllabus content and teach the syllabus, not the textbook. All syllabuses of a subject/phase should be in the Subject File. However, only the syllabuses of the grades the teacher teaches should be in the teacher's Preparation File.

3.4 Scheme of Work

A scheme of work is used by the subject teacher to plan teaching and learning for the year and is divided into terms. The scheme of work must be developed from the syllabus and not from the textbook. If the syllabus changes the scheme of work must be adapted. Schemes of work must be developed at the beginning of the year and each grade should have an own scheme of work.

The scheme of work (see Annexe 3 for an example) should be kept in the Preparation File and a copy for reference in the Subject File. Provision should be made in the scheme of work to mark off subject matter completed, and this should be done on a weekly basis. Management should monitor progress on a regular basis.

3.5 Written Lesson Preparation (Sample format in Annexe 1)

Written lesson preparation is compulsory for every teacher, irrespective of experience. Daily or weekly written preparation should be done on the template provided by the school, well in advance of delivery in the classroom. Subject/phase teachers can do lesson planning together.

A successful lesson plan should include the date, time, theme and topic, teaching and learning materials, lesson objectives and basic competencies to be achieved. For the presentation part of the lesson the following should be planned: a short, appropriate introduction, monitoring of homework done, presentation of the subject content and a suitable conclusion. Compensatory teaching and continuous assessment should be part of the lesson plan. It could include differentiated written work, tasks, assignments, exercises and homework activities. Provision should be made in every subject for activities to improve learners' skills in English reading, writing and spelling (i.e. English across the curriculum).

After lesson delivery the teacher should write critical reflections on the lesson, noting how teaching strategies could be changed to meet the lesson objectives. The lesson plan should then be filed.

3.6 Homework

Quality homework is a very important tool for academic success. It strengthens the teacher's efforts in class and enhances the learning process. Learners should get well-planned homework every day as stipulated in the internal school homework policy.

3.7 Maximum time on task

Success in the English Second Language class depends on maximum time on task and it is expected that:

- the teacher and learners attend every class as indicated on the timetable
- the teacher and learners arrive punctually in the morning for school and for every class
- lessons are planned so that there is as much time on task as possible
- the principal and management set the example as far as quality time on task is concerned

3.8 Teaching and Learning Materials

Teachers in English Second Language should be creative and innovative to produce their own teaching and learning materials linked to practice.

3.8.1 Teachers' Manuals/Guides

Currently, there are two ESL teachers' guides: one for the Senior Secondary Phase, and the other one for the Upper Primary phase. The ESL teachers' guide for the Junior Secondary Phase will still be developed in the near future. These very important official documents guide teaching and learning in the classroom and should be fully utilised. Copies of these manuals should be available in the Subject File and every teacher should receive a copy.

3.8.2 Other Resources (including those used to enhance ICT)

The school should develop policy procedures for accessing, returning and storing resources (apparatus, equipment, etc.) provided by government or purchased through the school development fund. Teachers should use these to enhance learning and make teaching fun. A list of available items should be part of the school policy and updated regularly.

3.8.3 Classroom Displays

Wall displays are pictures, wall charts and/or artefacts displayed on the walls of the classroom that make learning interesting and the classroom environment more inviting. Learners will learn better because they can see the same thing over a period of time, which makes it easier to remember and understand. Ideas for wall displays could include the following:

- pictures should be selected to stimulate learners to ask questions or begin working
- learners should make some displays themselves
- you can display learners' class or homework
- displays should be changed regularly

In addition to wall displays, books and other learning and teaching items of interest can be displayed on tables and reading corners. Encourage learners to use what is on display as well as to add to and change displays regularly. When learners spend time reading and discussing ideas in an interesting display, learning becomes better and more fun.

3.8.4 Textbooks

The ideal situation is that every learner has a textbook for English Second Language (ESL). The subject teacher takes full responsibility for control over the textbooks. Learners should be educated to look after their textbooks and respect them as very important resources. Textbooks should be covered with plastics. A list of textbooks in use and other equipment should be in the Subject File. Please take note that ESL teachers should use resources prescribed in the latest textbook catalogue and/ or even other resources available in their schools and the community.

3.8.5 Exercise Books

Schools will make their own arrangements regarding files/exercise books for notes and tests. Exercise books should be neatly covered with brown covers and labelled with name, grade and title.

3.8.6 Specialised Equipment

It is ideal that schools should provide ESL teachers with digital voice recording equipment for the listening skills and orals. Upper primary and junior secondary schools can still supply ESL teachers with tape recorders.

3.9 Assessment

Proof of assignments, projects, tests and CA tasks should always be available in the resource file. A record of learners' marks should be kept in the teacher's Administration File. The following documents should guide assessment in English Second Language:

- the syllabus
- the *National Curriculum for Basic Education*
- guidelines in the Teachers' Manual (where applicable)
- DNEA directives
- Formal Education circulars on assessment and promotion
- *Guidelines for Teachers on Setting and Marking Assessments*, DNEA January 2005

3.10 Marking and Moderation

Guidelines on the marking and moderation of tests, examination scripts, projects and assignments:

- marking should be done by the teacher in red
- consolidation tests and test/examination scripts should be marked and handed back to the learners as soon as possible in accordance with an internal subject and homework policy
- learners should see their marked test/examination scripts before the marks are finalised
- the HOD/subject head will moderate a sample of at least 5% of the marked scripts in green
- marking of projects and assignments should be done by the teacher and handed back to the learners as soon as possible

3.11 Learner-Centred Education (LCE)

Learner-centred education sometimes requires that learners have space to move around or work in small groups. This might be challenging in overly large classes, and teachers will need to be

creative to ensure that teaching and learning is learner-centred. Principles for learner-centred education can be found in the following publications:

- the syllabus
- *Learner-Centred Education: A Conceptual Framework*
- *How Learner-Centred are you?*

These documents are available for downloading from the NIED website www.nied.edu.na

3.12 Continuous Professional Development

The school should partner and share the responsibility for in-service training of staff members. Workshop materials and handouts must be kept in the Resource File and remain the property of the school. Applicable parts should be kept in the Administration File of the subject teacher. Teachers should share information, experiences and strategies they were equipped with during training. In the Subject File a record sheet will indicate the dates, venues and names of teachers who attended workshops in English Second Language

4 SUBJECT MANAGEMENT ISSUES

4.1 Line Management

4.1.1 *The Principal*

The Principal is accountable for the overall effective management of every subject in the school and the attainment of satisfactory results. He/she should establish and promote a disciplined teaching and learning environment. The principal may, by way of delegation, assign managerial responsibilities for the subject to the Subject Head (HOD/phase head/senior teacher).

4.1.2 *Head of Department*

The HOD, to whom the English Second Language teacher(s) will be reporting, does not need to be a teacher of English Second Language. The HOD(s) form part of the management team of the school, which should continuously monitor teaching and learning by:

- motivating teachers and learners,
- monitoring learners' progress by analysing written work, assignments and assessment results.

4.1.3 *The Subject Head*

The subject head is a member of staff who is responsible for instructional leadership, mainly through co-ordinating the curriculum implementation of a subject or a group of related subjects, and by facilitating and creating opportunities for team building and continuous professional development in order to improve the teaching competence of the teachers involved. The position of subject head is not an official appointment. The role of the subject head can be performed by the principal, vice-principal, head of department or senior teacher. Specific responsibilities of the subject head may include the following:

Planning

- promote a conducive teaching and learning environment in every classroom
- ensure that all the latest subject/phase-related documents and textbooks are available at the school
- develop and implement an assessment policy according to guidelines in the teachers' manual

- review internal test/examination results and plan actions to improve on weaknesses
- implement Key Areas 2 and 3 of the National Standards and Performance Indicators
- be involved in planning and implementing the Plan of Action for Academic Improvement (PAAI) for the school
- allocate teachers according to their specialisation
- identify needs for support from Advisory Teachers and arrange with Regional Office for input
- study Advisory Teacher and examination reports and implement the recommendations
- identify the subject/phase's financial needs and submit these to the budget committee of the School Board

Organising

- expect full accountability for academic performance from subject/phase teachers and learners
- influence, enhance and sustain the academic performance of English Second Language teachers
- establish effective communication within English Second Language
- ensure that the latest subject-related documents are available and in use
- establish and maintain proper subject administration
 - ✓ Preparation File
 - ✓ Administration File
 - ✓ Resource File
 - ✓ Subject File
 - ✓ Question Paper File
- conduct regular subject meetings
- ensure that sufficient textbooks, teachers' resources and learning materials are available
- establish and monitor a practical textbook-control system
- create a positive working environment for the English Second Language teachers
- establish and maintain good discipline

Leading and Guidance

- discuss the outcome of the Teacher Self-Evaluation (TSE) with individual teachers and give support, guidance and assistance English Second Language teachers
- assist new and beginner teachers in all respects
- guide teachers to set academic targets for themselves and for learners
- assist teachers to achieve improved academic targets
- defuse internal conflicts between subject teachers
- ensure full implementation of the internal school subject policies and procedures
- encourage teamwork and recognise good work
- provide for specialist assistance to the subject teachers, e.g. by advisory teachers, cluster subject groups, etc.
- promote the image and status of the subject
- allocate mentor teachers to beginner teachers and conduct an effective induction programme for new teachers
- provide school-based staff development programmes to the subject teachers

Monitoring

- establish and implement continuous monitoring and control of prescribed files

- moderate tests, examination papers, marking grids, mark schemes and answer scripts
- coordinate the setting of question papers of different teachers of the same grade
- monitor the quantity and quality of continuous assessment marks, written work, tests and tasks
- monitor record-keeping and ensure their accuracy
- conduct classroom observation visits, write reports and provide follow-up support
- control compensatory teaching
- establish a disciplined teaching and learning environment

4.1.4 The Subject Teacher

The English Second Language teacher as the classroom manager has, inter alia, the following responsibilities:

- strive towards the achievement of the objectives contained in the National Standards and Performance Indicators for Schools in Namibia
- create a conducive environment in the classroom for quality teaching and learning
- establish a disciplined teaching and learning environment in the English Second Language class
- meet the requirements of the curriculum and the English Second Language syllabus
- facilitate teaching and learning both inside and outside the classroom in order for the learners to acquire the necessary knowledge and skills
- develop an effective and efficient scheme of work
- establish positive attitudes among learners towards English Second Language
- promote the establishment of project work in English Second Language
- be creative and innovative in daily/weekly lesson preparation and the production of own teaching and learning materials
- consult the nearest resource centre in connection with training opportunities and sources of information, and teaching and learning materials
- liaise with the subject head with regard to the smooth running of the subject
- control and mark learners' written work and give feedback
- plan special activities to improve the English reading, writing and spelling skills of learners
- communicate with parents

4.2 Monitoring Learners' Written Work/Homework

The HOD/subject head/phase head/senior teacher should monitor learners' written work at least once per term. The English Second Language teacher should:

- control the written work of learners on a regular basis, paying special attention to grammar, spelling, neatness, format and display
- mark at least 70-80% of all written assignments, exercises, tasks and worksheets - feedback from the teacher is immediate, praising, encouraging, positive and informative

4.3 Subject Meetings

Subject meetings for English Second Language will be held regularly, at least once per term. An agenda will be followed; minutes will be kept and stored in the subject and the administration files. The purpose of the meetings will not only be administrative, but may include activities such as planning, guest speakers, sharing of ideas, lesson presentations

(model lessons), improvement of results, improvement of methodology, feedback on workshops, etc.

4.4 Managing Subject/Phase Materials

Procedures should be developed for the ordering of textbooks, materials, control of materials, storage, distribution, collecting and annual stocktaking. A textbook-control system will be put in place. One person should be identified by management to be responsible for this task.

Detailed procedures should be developed for the subject in terms of setting, typing, duplicating, marking and moderation of worksheets, tests and examination scripts, storing of the same, etc.

4.5 The Advisory Teachers

Advisory Teachers (ATs) have extensive knowledge of the relevant subject areas and their responsibilities are, amongst others, to ensure quality in education through the rendering of liaison services and subject guidance. The school should fully utilise the expertise provided by ATs.

4.6 Cluster Subject Groups

The purpose of cluster subject group meetings is to improve efficiency, build capacity and empower teachers. Attending and participating in cluster subject activities can play a positive role in collaborative development and improving quality teaching and learning.

4.7 Teachers' Resource Centre (TRC) and School Library

Teachers are encouraged to utilise the resources and facilities offered at TRCs. If a certain item is not available at the local/regional TRC, it is possible to make inter-library or inter-TRC loans with the help of the TRC manager. Procedures for the use of facilities and the lending of resources can be obtained from the TRC manager. A list of TRC contact persons and an annual time-table of training programmes should be kept by the HOD.

If the school has a school library, a list of resources and books available for lending should be provided to staff members, as well as the rules and procedures for class visits to the library. It is advisable to have procedures for project work and use of the Internet.

4.8 School-Based Studies

During school-based studies, the class teacher plays a crucial role in assisting the student teacher and modelling good practice. Student teachers are required to analyse and reflect critically on their teaching experiences, and evaluate their own learning with a view to improving their teaching ability. In this way they will develop appropriate subject knowledge and concepts.

5 OPERATIONAL FILES

5.1 Preparation File

Written lesson preparation is compulsory for all subject teachers in Namibia. This file contains the written preparation done by a teacher, and includes all relevant information. It is the responsibility of management to monitor these files once a week.

Content of the Preparation File

- control sheet
- table of contents
- the teacher's personal time-table
- syllabus for all the subjects taught this year (the latest editions)
- schemes of work for all the subjects taught this year (neatly typed)
- up-to-date daily/weekly written lesson preparation
- teacher's commitment to PAAI

5.2 Administration File

The Administration File is the file that every subject teacher keeps with important subject information and any other school-related information. (Please use the word Administration File. A Personal File (according to the Act) is a Personal File with the teacher's ID, appointment letter, etc. that is being held in the office of the principal).

Content of the Administration File

- control sheet
- table of contents
- organisation:
 - ✓ personal time-table
 - ✓ the register class's time-table
 - ✓ time tables for tests/examinations
 - ✓ official school calendar of the MoE
- register class list
- mark sheets with continuous assessment, test and examination marks
- planning: PAAI. In this document management should set academic targets to be achieved by every subject teacher
- policies:
 - ✓ the Code of Conduct for Teachers
 - ✓ the school's internal Subject Policy for the subject(s) taught by the teacher
 - ✓ teacher's Manual/Guide for the subject (If applicable and practical)
 - ✓ copies of the National Standards and Performance Indicators
 - ✓ the Teacher's Self-Evaluation Instrument
 - ✓ the Classroom Observation Instrument
- meetings: minutes of staff, departmental, subject and cluster meetings
- circulars and reports from the MoE, Regional Office and Advisory Teachers
- textbook control
 - ✓ list of numbered textbooks in learners' possession OR
 - ✓ textbook inventory of register class

5.3 Resource File

Every subject teacher should have a Resource File that will contain the following:

- control sheet
- table of contents
- worksheets
- projects, assignments, topic tasks, practical investigations, artefacts, including marking criteria
- course material and workshop handouts
- information on compensatory teaching in the subject

5.4 Subject File

The Subject File is a responsibility of the subject head. For any subject to be taught and administered successfully it is essential to be well organised. A functional Subject File should be put in place. The file should be used regularly and kept up to date continually, and accessible to all subject teachers. When there is uniformity in a subject it does not only simplify administration, but also makes control by the school management easier.

The Subject File serves as a source file for the subject teachers of a specific subject, and is the property of the school. It is aimed at promoting effective organisation and management of the subject at school. Subject Files should be created separately for the senior primary phase, the junior secondary phase and the senior secondary phase.

Requirements of the Subject File

- it should be planned systematically
- it should be at the school at all times as part of the school's filing system
- it should be accessible to all subject teachers at all times
- it should be kept up to date on a continual basis

Contents of the Subject File

- control sheet
- table of contents
- the National Curriculum for Basic Education
- subject Policies:
 - ✓ the National Subject Policy Guide for the subject (a NIED document)
 - ✓ the school's internal Subject Policy
- a copy of the completed Plan for Academic Improvement (PAAI) document
- subject teachers' information:
 - ✓ names and the grades they teach
 - ✓ timetables of teachers teaching the subject
 - ✓ personal information: qualifications and experience
- latest syllabuses applicable to the subject/phase
- schemes of work for all the grades (clean copy)
- minutes of subject/departmental meetings
- minutes of cluster meetings
- Advisory Teacher reports
- Subject-related circulars and correspondence
- textbooks
 - ✓ list of textbook titles available in the school: used by learners; available to the teachers as resource material

- ✓ copy of relevant pages from Textbook Catalogue
- inventory of other teaching and learning materials applicable to the subject
- promotion marks for the last three years and an evaluation thereof
- teacher's Manual/Guide for the subject (if applicable and practical)
- record sheet with dates, venues and names of teachers who attended workshops

5.5 Question Paper File

Apart from the Resource File, it is the responsibility of the subject head to see to it that there is a Question Paper File, which should contain the following:

- control sheet
- table of contents
- specimen papers and mark schemes (where applicable)
- question papers and mark schemes per grade/test/examination
- marking grids/test specification grids (where applicable)
- JSC/NSSC Examiners' Reports and monitoring reports for Grade 7 (until phased out) for the past three years, for subjects where applicable

Annexe 1: Example of Lesson Preparation Format

Teacher:	Grade:	Date:
Subject:		Time:
Theme and Topic:		
Teaching Materials and Resources to be used:		
Lesson Objectives: Learners will:		
Basic Competencies (Refer to Syllabus): Learners should be able to:		
Presentation of the lesson: 1. Monitoring of homework done: 2. An appropriate short introduction: 3. Presentation of subject matter and learning activities: 4. Consolidation: 5. Assessment / Homework / Tasks / Exercises		

English across the Curriculum:

Reading activities:

Writing activities:

Compensatory teaching:

Reflections:

Annexe 2: Example of a Year Planner

YEAR : 20__

GRADE : _____ SUBJECT : ENGLISH SECOND LANGUAGE SUBJECT TEACHER: _____

(Teaching Time = 22-30 weeks)

TERM 1	Week 1: Jan.....	Week 2: Jan.....	Week 3: Jan.....	Week 4: Feb.....	Week 5: Feb.....	Week 6: Feb.....	Week 7: Feb.....
	Schools Reopen.....	Hand out textbooks ...	Commencement of teaching	ESL listening Test 1		English reading Test 1	
	Week 8: March.....	Week 9: March	Week10: March.....	Week 11: March.....	Week 12: April.....	Week 13: April.....	Week 14: April.....
	Debating competition	Presentation of a book report		Parents' meeting			Schools Close.....
TERM 2	Week 15: May.....	Week16: May.....	Week 17: June.....	Week 18: June.....	Week 19: June.....	Week 20: June.....	Week 21: July.....
	Schools Reopen.....		Visit to the community library				

	Week 22: July.....	Week 23: July.....	Week 24: July.....	Week 25: July.....	Week 26: Aug.....	Week 27: Aug.....	Week 28: Aug.....
							Schools Close.....
TERM 3	Week 29: Sept.....	Week 30: Sept.....	Week 31: Sept.....	Week 32: Sept.....	Week 33: Oct.....	Week 34: Oct.....	Week 35: Oct.....
	Schools Reopen.....						
	Week 35: Oct.....	Week 36: Oct.....	Week 37: Nov.....	Week 38: Nov.....	Week 39: Nov.....	Week 40: Nov.....	Week 41: Dec.....

Annexe 3: Example of a Scheme of Work

ENGLISH SECOND LANGUAGE

Trimester 1

WEEK	SKILL	LEARNING OBJECTIVE	BASIC COMPETENCIES	LANGUAGE USAGE	LEARNING ACTIVITY	CA	RESOURCES TO BE USED	DATE COMPLETED
1	Reading (p.11) & Writing (p. 14)	- read to extract information -develop summary skills	- use information to make notes - compress information into a summary of a continuous prose	- reported speech	Learners summarise the causes and effects of global warming and the ways in which it can be stopped or slowed down in about 100 words	Reading and Directed Writing: Task 1 Summary Writing Total marks: 7	<ul style="list-style-type: none"> English in Context, Grade 8, (page 174) Life Science Textbook, Grade 10 	



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