INTERNATIONAL TRAINING INSTITUTE

"Investing in Quality and Affordable Education for your Future"

PORT MORESBY CAMPUS
Private Higher Education Provider

INTERNATIONAL TRAINING INSTITUTE
Established 1999

57th graduation_08Apr22

Full-Time Course Information

SEMESTER INTAKES: ☐ February (17 Weeks)   ☐ July (17 Weeks)

CERTIFICATE COURSES in BUSINESS and COMPUTING

Cert. in Accounting (CIA)

Program Structure

Certificate in Accounting requires completion of 5 units successfully.

Code	Unit Name
1002	Business Communication
1003	Microsoft Office Training
1009	Business Administration
1012	Basic Accounting
1014	Business Maths

After successful completion of CIA, students can enrol for Diploma in Accounting program.

Cert. in Business (CIB)

Program Structure

Certificate in Business requires completion of 5 units successfully.

Code	Unit Name
1002	Business Communication
1003	Microsoft Office Training
1012	Basic Accounting
1013	Principles of Management
1014	Business Maths

After successful completion of CIB, students can enrol for Diploma in Management.

Cert. in Sales (CIS)

Program Structure

Certificate in Sales requires completion of 5 units successfully.

Code	Unit Name
1002	Business Communication
1003	Microsoft Office Training
1012	Basic Accounting
1006	Fundamentals of Marketing
1007	Salesmanship

After successful completion of CIS, students can enrol for Diploma in Management.

Cert. in Human Resource Management (CHRM)

Program Structure

Certificate in HR Management requires completion of 5 units successfully.

Code	Unit Name
1002	Business Communication
1003	Microsoft Office Training
1011	Organizational Behaviour
1012	Basic Accounting
1015	Principles of HR Management

After successful completion of CHRM, students can enrol for Diploma in Human Resource Management.

Cert.in Computing (CIC)

Program Structure

Certificate in Computing requires completion of 5 units successfully.

Code	Unit Name
1008	Introduction to Programming
1005	Database Development
1004	Introduction to Computing
1003	Microsoft Office Training
1002	Business Communication

After successful completion of CIC, students can articulate to Diploma in IT and Information System.

Certificate Level 4 in IT (ICTIT401)

Competent practical course that will develop your technical skills and knowledge to virtualize, configure desktops, servers, networking, client support, preparing you for a career in IT.

Students will be trained in a range of information and communication technology (ICT) disciplines to meet the needs of industry.
With rapid growing world population & emerging businesses, IT professionals are a demand in PNG and across the globe to ensure that our communities and cities stay connected.

This course will truly prepare you to be engaged in important roles in meeting the needs of the computing and technology industry.

UNIT OF COMPETENCY	CODE
1. Work effectively in an information technology environment	ICTITENV4011
2. Apply occupational health and safety procedures	ICTITENV4012
3. Operate a word processing & Database applications (Word Processing)	ICTITWP4013
4. Operate a word processing and Database applications (spreadsheets)	ICTITSST4014
5. Operate a word processing and Database applications (Database)	ICTITDBS4015
6. Operate a word processing and Database applications (Presentation)	ICTITPPS4016
7. Operate computer hardware	ICTITHDW4017
8. Determine client computing problems and actions	ICTITENV4018
9. Maintain equipment/Software inventory	ICTITENV4019
10. Work hardware peripherals	ICTITHWP40110
11. Install software applications	ICTITSAP40111
12. Integrate commercial computing packaging	ICTITENV40112
13. Maintain System integrity	ICTITENV40113
14. Install Computer Systems and Networks	ICTITCSN40114
15. Configure Computer Systems and Networks	ICTITENV40115
16. Diagnose and Troubleshoot Computer Systems	ICTITENV40116
17. Maintain Computer Systems and Networks	ICTITENV40117
18. Apply advance object-oriented language skills – Computer Programming	ICTITPRO40118

Certificate Level 4 in HRM (ITI-HRM40A)

Practical course that will acquire you up skill knowledge to supervise in Human Resource functions addressing social and industry sectors in using a wide range of general HRM tools, policies and regulations, systems and procedures.

The effective 42 units will broaden your intellect to specialize in HRM support function. You will begin to apply the skills in vital areas such as planning, recruitment, induction and orientation, organizational and development, wages and salaries, reward system, incentive pay systems and employee benefits, staff performance appraisal and development and training.

UNIT OF COMPETENCY	CODE	UNIT OF COMPETENCY	CODE
1. Managing human resource	ITI-HRMMNG401A	22. Foundation of individual behaviour	ITI-HRMIBR4022A
2. Job analysis and design	ITI-HRMJAD402A	23. Personality in an organisation	ITI-HRMPSN4023A
3. Human resource planning	ITI-HRMPLAN403A	24. Motivation concepts.	ITI-HRMMCT4024A
4. Recruiting employees	ITI-HRMREC404A	25. Organisational culture	ITI-HRMOCU4025A
5. Selecting employees	ITI-HRMSEL405A	26. Organisational change and development	ITI-HRMOGC4026A
6. Orientation and employee training	ITI-HRMIND406A	27. Concept and application of motivation	ITI-HRMOGC4027A
7. Management & organisational development	ITI-HRMMOD407A	28. Emotions and moods	ITI-HRMEAM4028A
8. Performance appraisal systems	ITI-HRMPMT408A	29. Fundamental of communication	ITI-HRMFCM4029A
9. Career planning	ITI-HRMCP409A	30. Clear thinking and argument	ITI-HRMLIT4030A
10. Organisational reward systems	ITI-HRMORS4010A	31. Intercultural communication	ITI-HRMICO4031A
11. Wages and salary systems	ITI-HRMWSS4011A	32. Oral presentation	ITI-HRMOPR4032A
12. Incentive payment systems	ITI-HRMPAS4012A	33. Public relations and customer relations	ITI-HRMPRC4033A
13 Employee benefits	ITI-HRMEMB4013A	34. Seminars, symposia and formal meetings	ITI-HRMSSM4034A
14. Introduction to business	ITI-HRMBUS4014A	35. Job interview	ITI-HRMJBI4035A
15. Introduction to accounting	ITI-HRMACC4015A	36. Organisational communication	ITI-HRMORC4036A
16. Accounting terminologies	ITI-HRMEMB4016A	37. Leadership	ITI-HRMLSP4037A
17. Accounting concepts	ITI-HRMACT4017A	38. Committees in meeting and decision making	ITI-HRMCDM4038A
18. Source documents	ITI-HRMACT4018A	39. Microsoft Office 2010	ITI-HRMMSO4039A
19. Accounting for petty cash	ITI-HRMAPC4019A	40. Microsoft Office Word 2010	ITI-HRMMWD4040A
20. Accounting entries	ITI-HRMACE4020A	41. Microsoft Office Excel 2010	ITI-HRMMSE4041A
21. Organisational behaviour	ITI-HRMOGB4021A	42. Microsoft Office PowerPoint 2010	ITI-HRMMPP4042A

DIPLOMA COURSES in BUSINESS & INFORMATION TECHNOLOGY

Diploma in Accounting (DACC)

Program Structure

Diploma in Accounting requires completion of 10 units successfully.

SEMESTER ONE

Code	Unit Name
2041	Business Writing
2042	Office Application
2011	Business Law
1001	Accounting 1
2012	Cost & Budgeting 1

SEMESTER TWO

Code	Unit Name
2013	Auditing
2014	Taxation
2048	Cost & Budgeting 2
2010	Accounting 2
2049	Financial Reporting

Diploma in Management (DMGT)

Program Structure

Diploma in Management requires completion of 10 units successfully.

SEMESTER ONE

Code	Unit Name
2041	Business Writing
2042	Office Application
2011	Business Law
1001	Accounting 1
2017	Introduction to Economics

SEMESTER TWO

Code	Unit Name
2043	Marketing Management
2044	Entrepreneur & Small Business
2045	Business Organisation & Mngmt
2046	Strategic Management
2018	Human Resource Management

Diploma in Human Resource Management (DHRM)

Program Structure

Diploma in HRManagement requires completion of 10 units successfully.

SEMESTER ONE

Code	Unit Name
2041	Business Writing
2042	Office Application
2034	Human Resource Law in PNG
1001	Accounting I
2027	Introduction to Psychology

SEMESTER TWO

Code	Unit Name
2032	Leading & Managing People
2033	Strategic Human Resource Mngmt
2035	Contemporary Issues in HRM
2036	International H/ Resource Mngmt
2037	Human Resource Development

ADVANCED DIPLOMA in ACCOUNTING (ADVACC)

Program Structure

Advanced Dip. in Accounting requires completion of 10 units successfully.

SEMESTER ONE

Code	Unit Name
3009	Financial Accounting
3010	Management Accounting
3011	Intermediate Audit
3015	Introduction of Economics
3016	Elements of Information System

SEMESTER TWO

Code	Unit Name
3012	Specialised Accounting Practice
3013	Corporate Tax
3014	Professional Ethics
3017	Quantitative Methods of Business
3018	Principles of Mngmt and Marketing

"NO FEES Charged on this ITI Form"

Diploma in Information System (DIP. IS)	Diploma in Information Technology (DIT)	ENTRY REQUIREMENTS
Program Structure	**Program Structure**	**CERTIFICATE COURSES**

Diploma in Information System (DIP. IS)	Diploma in Information Technology (DIT)

Program Structure

Diploma in Information System requires completion of 10 units successfully.

SEMESTER ONE

Code	Unit Name
2041	Business Writing
2042	Office Application
2003	System Analysis & Design
2004	Programming (VB)
2050	Data Management (MySQL)

SEMESTER TWO

Code	Unit Name
2051	Object Oriented Progamming
2053	Computing Communication
2054	Networking Interfacing
2055	Information System Management
2056	Database Application Development

Program Structure

Diploma in Information Technology requires completion of 10 units successfully.

SEMESTER ONE

Code	Unit Name
2003	System Analysis & Design
2050	Data Management (MySQL)
4003	Professional Practice
4004	Object Oriented Systems Development
4009	Data Structures & Algorithm

SEMESTER TWO

Code	Unit Name
2051	Object Oriented Progamming
2053	Computer Communications
4007	Computer Organisation
4008	System Principle
4010	Webpage Design

ENTRY REQUIREMENTS

CERTIFICATE COURSES
* Successful completion of Grade 10 with **PASSES** in English and Mathematics.

DIPLOMA COURSES
* Successful completion of Certificate courses from ITI or recognized Institutions.
* Successful completion of Gr.12 with "**C**" or **above** in English & Mathematics from recognized Schools.
* "**D**" Grade in Advanced Maths is eligible for Diploma in Business programs.
* Diploma Applicants for ICT-related courses with "**D**" in Advanced Maths should pass ITI entry test.
* "**D**" in General Maths and/or English must pass ITI entry test.
* Adults with relevant work experience over 5 years (reference letter from employer is required).

ADVANCED DIPLOMA IN ACCOUNTING
* Successful completion of Diploma in Accounting course from ITI or recognized Institutions.

COURSE FEES

K3,700   CERTIFICATE COURSES   (17 Weeks)
K1,200 on registration followed by installments. Full Fee must be completed before you sit for the Final Exam.

K9,100   DIPLOMA COURSES   (34 Weeks)
K1,500 on registration followed by installments. Full Fee must be completed before you sit for the Final Exam.

K9,100   ADVANCED DIPLOMA IN ACCOUNTING   (34 Weeks)
K1,500 on registration followed by installments. Full Fee must be completed before you sit for the Final Exam.

K200 IS APPLICABLE FOR DEFERRAL OF COURSES
This fee is additional if a student has already paid his or her course fees and wish to defer studies to following semester.

UPGRADE FEE (Certificate/Diploma)
A Compulsory Fee that applies to upgrade Failed unit (Subject).
K700.00 -   Per Subject for Certificate Course
K700.00 -   Per Subject for Diploma Course

DROP OFF TRANSPORT FEE (Certificate/Diploma)
A Compulsory Fee that applies to upgrade Failed unit (Subject).
K700.00   - 17 WEEKS for Certificate students
K1,400.00 - 34 WEEKS for Diploma students

CAREER PATHWAYS for ITI Diploma Graduates

THROUGH ITI's OVERSEAS CORRESPONDENCE

After successfully obtaining ITI Diploma, students can apply to study Undergraduated Courses at Australian Universities with subjects exemption.

➤ James Cook University - Brisbane, Australia
➤ University of Southern Queensland - Australia

JAMES COOK UNIVERSITY Australia | University of Southern Queensland

ITI MEMBERSHIP ASSOCIATIONS

■ **PNG Human Resource Institute (PNGHRI)**
ITI has arrangement with the PNGHRI under which ITI students graduating in Diploma in Human Resource automatically become student members of Pupua New Guinea Human Resource Institute.

■ **Certified Practising Accountants of Papua New Guinea (CPA PNG)**
ITI has established the pathway arrangement with CPA PNG. After completing Advanced Diploma in Accounting, students from ITI will be qualified for Certified Accounting Technician member of the CPA PNG.

Why study at International Training Institute

➤ Fully maintained and well designed computer laboratories
➤ Up skill Business and ITI Courses offered in Fulltime and Distance modes
➤ Evening classes available with affordable transport fee and Security Escort
➤ Special Corporate Training courses in IT, Business and Management
➤ Special Corporate Training Facilities
➤ Library holding volumes of higher learning materials specific for research
➤ Students have access to Online Library (E-Library)
➤ Air conditioned seminar rooms and Computer Laboratory

EX-ITI STUDENT TESTIMONY

With the learning at ITI, it's all about Management, Reporting and Leadership Capabilities.

Albern David (DMGT 2021, DHRM 2017)

Visa/Passport Division, PNG Immigration & Citizenship Authority
Successfully completed Gr. 12, Tari Secondary School (2012)

CONTACT DETAILS FOR ITI CENTRES

ITI PORT MORESBY CAMPUS
PO Box 6322, BOROKO, NCD
Scratchley Road, Badili
Phone: 320 2800   Fax: 320 0513
Mobile: 7685 0523 | 7050 6997
Email: enquires.lae@iti.ac.pg
    marketing5@iti.ac.pg
    marketing4@iti.ac.pg
    marketing3@iti.ac.pg
WhatsApp: 7050 6997
FB page: internationaltraininginstitutepom

ITI LAE CAMPUS
P O Box 618, LAE, Morobe Province
Steamships Property, Sletjford Street
Building 03, Sect 30, Lot 01, Unit #01
Phone: 472 2790   Fax: 472 0199
Mobile: 7342 8032 | 7577 8757 | 7118 5837
Email: enquires.lae@iti.ac.pg
    marketing1.lae@iti.ac.pg
WhatsApp: 7342 8032
FB page: @itilaecampus

ITI ALOTAU CAMPUS
PO Box 142, ALOTAU, Education
Milne Bay Wanigili Centre, M/B Province
Phone: 641 1223
Mobile: 70790821 | 71814731 | 76137253
Email: enquires.alotau@iti.ac.pg
WhatsApp: 76137253   FB pg: @itialotau

ITI KIMBE CAMPUS
PO Box 694, Morokea Town, Kimbe,
West New Britain Province
Ph: 9834922 | 9835833   Fax: 983 5873
Mobile: 7484 8828 | 7838 5103
Email: enquires.kimbe@iti.ac.pg
WhatsApp: 74848828   FB pg: @itikimbe

ITI GOROKA CAMPUS
PO Box 534, GOROKA
Okuk Highway, Opposite Mt. Sion, EHP
Phone: 532 2887   Fax: 532 2853
Mobile: 7487 0657 | 7619 7939
Email: enquires.goroka@iti.ac.pg
WhatsApp: 78102636   FB pg: @itigoroka

ITI KAVIENG CAMPUS
PO Box 356, KAVIENG
Unit 4 and 5, Office Complex building
Sect: 15 Lot: 15 Kavieng Town, NIP
Phone: 984 2703   Mobile: 7077 7099
Email: enquires.kavieng@iti.ac.pg
WhatsApp: 70777099   FB pg: @itikavieng

ITI KIUNGA CAMPUS
WATER FRONT
PO Box 148, KIUNGA, Western Province
Mob: 7951 7982 | 7340 6163
Email: enquires.kiunga@iti.ac.pg
FB: internationaltraininginstitutekiungacampus

ITI East New Britain Distance Cntr
PO Box 1200, KOKOPO, E.N.B.
JR Holdings Building, Gumur Service
Station, 2nd floor, 1st Room
Phone: 982 5142   Mobile: 7077 7099
Email: enquires.kokopo@iti.ac.pg
WhatsApp: 7077 7099

HAGEN DISTANCE CENTRE
PO Box 337, MT. HAGEN
2nd floor Komkui Haus,
Western Highlands Province
Ph: 5421276   Mob: 73890468 / 75919111
Email: enquires.kokopau@iti.ac.pg
WhatsApp: 73890468   FB pg: @itihagen

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WEBSITE: www.iti.ac.pg
EMAIL: enquires@iti.ac.pg

"NO FEES Charged on this ITI Form"

APPLICATION FORM

Full-Time on Campus

Please write clearly in bold letters

COMPLETE ALL SECTIONS TO AVOID DELAYS IN PROCESSING OF OFFER LETTERS

(Put a **Tick** in the appropriate boxes)

INTERNATIONAL TRAINING INSTITUTE

1. Personal Details

Title: ◯ Mr   ◯ Mrs   ◯ Miss   ◯ Other

Given Name:

Surname:

Preferred Name in full:

Birth date: ____ / ____ / ____   Place of birth:

Gender: ◯ Male   ◯ Female

Home Province: Village:

District: Ward: LLG:

Nationality:

2. Contact Details

Address in PNG or Overseas (if known)

Place you reside:

Home / Work Telephone:

Facsimile:

Mobile:

Email (if available):

3. Education Detail (Secondary Education-highest level achieved)

Name of qualification (Year 10 / 12, 'A' Levels):

School Attended:

Completed: ◯ Yes   ◯ No

Year Completed:

Country / Province / City / Town:

4. Tertiary and further Education (Institution)

Name of qualification:

Institute attended:

Country / Province / City / Town:

Completed: ◯ Yes   ◯ No   Year Completed:

5. Employment

Company: _____ Position: _____

If you believe you have relevant employment experience, please attach relevant details.

Please attach certified copies of all certificates and acadamic transcripts or mark sheets (originals will only be used for sighting).

6. Campus Location / Course Selection / Semester

Location: ☑ Port Moresby Campus (Scratchley Road Badili, *Opposite Stop N Shop & Ruswin*)

Please complete the relevant section for each program / course and the semester of commencement.

BUSINESS AND IT COURSES	Commencement Year / Preferred Semester		
◯ Certificate in Computing	Year: 202____	Month: ◯ February	◯ July
◯ Certificate in Accounting	Year: 202____	Month: ◯ February	◯ July
◯ Certificate in Business	Year: 202____	Month: ◯ February	◯ July
◯ Certificate in Sales	Year: 202____	Month: ◯ February	◯ July
◯ Certificate in Human Resource Management	Year: 202____	Month: ◯ February	◯ July
◯ National Certificate Level 4 in HR Management	Year: 202____	Month: ◯ February	◯ July
◯ National Cert. Level 4 in Information Technology	Year: 202____	Month: ◯ February	◯ July
◯ Diploma in Accounting	Year: 202____	Month: ◯ February	◯ July
◯ Diploma in Information Technology	Year: 202____	Month: ◯ February	◯ July
◯ Diploma in Information System	Year: 202____	Month: ◯ February	◯ July
◯ Diploma in Management	Year: 202____	Month: ◯ February	◯ July
◯ Diploma in Human Resource Management	Year: 202____	Month: ◯ February	◯ July
◯ Advanced Diploma in Accounting	Year: 202____	Month: ◯ February	◯ July

NOTE If you wish to apply for Exemption please refer to seperate exemption application form. Exemption for Subjects will only be considered once you have provided certified official transcripts for the subject you are intending to study.

"NO FEES Charged on this ITI Form"

8. Are you applying for Evening Classes (5-9pm)?

☐ Yes   ☐ No   *If No, skip and go to 9.*

If Yes, do you require transportation for drop off?

☐ Yes   ☐ No   *If No, skip and go to 9.*

If Yes, where is your exact location?

9. Request for learning support

Is there any thing that may affect your learning (for example impairments to your mobility, sight, hearing, reading or writing?)

☐ Yes   ☐ No

If yes, please indicate your needs on a seperate sheet of paper and attach to this application.

10. Sponsorship

☐ Parents   ☐ Self-sponsor

☐ Name of Employer/Address:

☐ Other, (please specify):

To ensure your application is processed without delay, attach certified copies of academic certificate and transcript signed by a laywer, commissionor of oath, district, court house, ITI administration / ITI local representative. PLEASE PROVIDE ORIGINAL CERTIFICATE & TRANSCRIPT FOR SIGHTING BY THE ADMINISTATION. Failure to comply with the following may result in delaying the processing of your application. DO NOT SEND OR POST YOUR ORIGINAL DOCUMENTS.

11. Other information

How did you first learn about ITI? you may tick more than one.

☐ Internet

☐ Exhibition / Seminar

☐ Newspaper / Magazine / Poster

☐ Television

☐ Corporate visit

☐ Recommended by ITI student / staff

13. Application checklist

Check that you have:

☐ Completed all sections of the Application form

☐ Read Conditions of Enrollment, Deferral and fee Refund Policy

☐ Declared and signed the Application form

Check that you have:

☐ Certified copies of your academic qualification

☐ Any relevant employment documentation

☐ Recommendation letter from sponsor

12. Disclaimer

I grant ITI permission to provide my parent(s), Guardian(s) or Sponsors when requested, with any information, to study, progress, results and attendances.

☐ Yes   ☐ No

14. Fee Refund Policy   "(A Must Read Clause)"

Reimbursement of funds is strictly administered by the Registrar and the Management. In any event of cancellation or withdrawal, the refunds of any paid fees will only be considered under the following conditions;

14.1   All correspondence regarding refund / excess payment must be in writing.

14.2   Before commencement date of course, full refund less K200.00 for administration costs will be paid.

14.3   After commencement date of course;

14.3.1 Withdrawals during the first week, **90% of THE TOTAL COURSE FEES** will be refunded. ITI will withhold 10% of the total cost fee.

14.3.2 Withdrawals during the Second week, **80% of THE TOTAL COURSE FEES** will be refunded. ITI will withhold 20% of the total cost fee.

14.3.3 Withdrawals during the third week, **70% of THE TOTAL COURSE FEES** will be refunded. ITI will withhold 30% of the total cost fee.

14.3.4 After third week of the commencement date of the course, **NO REFUND** will be made.

14.3.5 Once Transport fees are paid and used **NO MORE REFUNDS** applicable

14.3.6 Student not formally registered but deposited funds into ITI Account and want to withdraw from studies, a fee of K100.00 will apply.

14.3.7 If the applicant student subsequently withdraws, the refund policy will apply at the date the Institute was advised in writing. A notice of FOUR (4) weeks will be allowed for administrative clearance.

14.4.1 Excess Payments: any excess payments of specified course fees will be reimbursed after realization of the deposit made.

14.4.2 Reimbursement will be processed upon return of all course materials and original receipts of payment.

14.5   If a student wishes to defer his/her course to a later semester(s), ITI will hold the fees untill the commencement of the new semester

14.6   If the student subsequently withdraws, the refund policy will apply at the date the Institute was advised in writing. Four (4) weeks notice will be allowed for administrative clearance.

14.7   All withdrawals & excess payments will be made payable to the sponsor.

15. Declaration

I declare that the information supplied by me in this form and relevant attachments is true and correct at the time of lodgement. I accept all liabilities for all fees payable for the specific course. I agree to abide by the above policies relating to Refund, Deferral and any regulations that may apply on registration. ITI has its own discretion to take action on a matter that violates this declaration.

Applicant's Signature: —————————————   **Date: (dd / mm / yy)** —————————

ADMINISTRATION USE ONLY

Ensure that the applicant has successfully completed the application requirements below. Please, **CROSS CHECK THE ORIGINALS.**

ITI Admin, Application checklist

☐ Complete all sections of the Application form

☐ Read and undrstood the refund Policy

☐ Declare and signed the Application form

***Check that the applicant had attached;**

☐ Certified copies of the academic qualification

☐ Any relevant employment documentation

☐ Recommendation letter from the sponsor

Sighted or Authorized by:
(Write full name & sign/ Put official stamp here)

"NO FEES Charged on this ITI Form"