INTERNATIONAL TRAINING INSTITUTE
Recognized by DHERST as a higher education provider for past 10 years

25th Anniversary 1999-2024

INTERNATIONAL TRAINING INSTITUTE

"Investing in Quality and Affordable Education for your Future"

PORT MORESBY CAMPUS

Full-Time Course Information

Semester: ☐ February Intake ☐ July Intake

CERTIFICATE COURSES in BUSINESS and COMPUTING

Certificate 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 Acc.

Certificate 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 Mngt.

Certificate in Human Resource Management (CHRM)

Program Structure
Certificate in HRM 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 HRM.

Certificate 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.

Certificate Level 4 in IT (ICTIT401)

Competent practical course that will develop your technical skills & knowledge to virtualize, configure desktops, servers, networking, client support and 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 the 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 surely prepare you to be engaged in important roles to meet 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 word processing/ Database applications (W/ Processing)	ICTITWP4013
4. Operate word processing/ Database applications (spreadsheets)	ICTITSST4014
5. Operate word processing/ Database applications (Database)	ICTITDBS4015
6. Operate word processing/ 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	ICTITTSAP40111
12. Integrate commercial computing packaging	ICTITENV40112
13. Maintain System integrity	ICTITENV40113
14. Install Computer Systems and Networks	ICTITTCSN40114
15. Configure Computer Systems and Networks	ICTITENV40115
16. Diagnose and Troubleshoot Computer Systems	ICTITENV40116
17. Maintain Computer Systems and Networks	ICTITENV40117
18. Advance object-oriented language skills (Computer Programming)	ICTITPRO40118

Cert. Level 4 in HRM (ITI-HRM40A)

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

The effective 41 units will broaden your intellect to specialize in HR Management 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
1. Managing human resource	ITI-HRMMNG401A
2. Job analysis and design	ITI-HRMJAD402A
3. Human resource planning	ITI-HRMPLAN403A
4. Recruiting employees	ITI-HRMREC404A
5. Selecting employees	ITI-HRMSEL405A
6. Orientation and employee training	ITI-HRMIND406A
7. Management & organisational development	ITI-HRMMOD407A
8. Performance appraisal systems	ITI-HRMPMT408A
9. Career planning	ITI-HRMCP409A
10. Organisational reward systems	ITI-HRMORS4010A
11. Wages and salary systems	ITI-HRMWSS4011A
12. Incentive payment systems	ITI-HRMPAS4012A
13. Employee benefits	ITI-HRMEMB4013A
14. Introduction to business	ITI-HRMBUS4014A
15. Introduction to accounting	ITI-HRMACC4015A
16. Accounting terminologies	ITI-HRMEMB4016A
17. Accounting concepts	ITI-HRMACT4017A
18. Source documents	ITI-HRMACT4018A
19. Accounting for petty cash	ITI-HRMAPC4019A
20. Accounting entries	ITI-HRMACE4020A
21. Organisational behaviour	ITI-HRMOGB4021A
22. Foundation of individual behaviour	ITI-HRMIBR4022A
23. Personality in an organisation	ITI-HRMPSN4023A
24. Motivation concepts.	ITI-HRMMCT4024A
25. Organisational culture	ITI-HRMOCU4025A
26. Organisational change and development	ITI-HRMOGC4026A
27. Concept and application of motivation	ITI-HRMOGC4027A
28. Emotions and moods	ITI-HRMEAM4028A
29. Fundamental of communication	ITI-HRMFCM4029A
30. Clear thinking and argument	ITI-HRMLIT4030A
31. Intercultural communication	ITI-HRMICO4031A
32. Oral presentation	ITI-HRMOPR4032A
33. Public relations and customer relations	ITI-HRMPRC4033A
34. Seminars, symposia and formal meetings	ITI-HRMSSM4034A
35. Job interview	ITI-HRMJBI4035A
36. Organisational communication	ITI-HRMORC4036A
37. Leadership	ITI-HRMLSP4037A
38. Committees in meeting and decision making	ITI-HRMCDM4038A
39. Microsoft Office 2010	ITI-HRMMSO4039A
40. Microsoft Office Word 2010	ITI-HRMMWD4040A
41. Microsoft Office Excel 2010	ITI-HRMMSE4041A
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 & Mngt
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 Mngt
2035	Contemporary Issues in HRM
2036	International H/ Resource Mngt
2037	Human Resource Development

ADVANCED DIPLOMA IN ACCOUNTING (ADACC)

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 Technology (DIT)

Program Structure
Diploma in Information Technology requires the 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 Grade 12 with **"C"** or above in English and **"D"** grade in Mathematics from recognized Schools.

> Adults with relevant work experience over 5 years with reference letter from the employer is required.

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

COURSE FEES

K3,900   CERTIFICATE COURSES   (17 weeks)
K1,200 on registration followed by installments.
Full Fee must be completed before you sit for the Final Exam.

K9,400   DIPLOMA COURSES   (34 Weeks)
K1,500 on registration followed by installments.
Full Fee must be completed before you sit for the Final Exam.

K9,400   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)
Fee that applies to upgrade <u>Failed</u> unit (Subject).
K600.00 - Per Subject for Certificate Course
K600.00 - Per Subject for Diploma Course

DROP OFF TRANSPORT FEE FOR EVENING CLASS
Compulsory Fee that applies for drop-off only with Security Escort.
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 designed air conditioned seminar rooms and computer laboratories with network access and unlimited free internet.
➤ Students have access to Online Library (E-Library).
➤ Library holds volumes of study books specific for research on Courses/subjects offered.
➤ On-Job Training (OJT) and Employment Opportunities for graduating students.
➤ Special Corporate Training Facilities.
➤ Reputable Training Institution operating 25 years with total of 7 Campuses in PNG.

EX-ITI STUDENT TESTIMONY

*"The Diploma in Management Course is excellent.
It gave me the foundation to further enhance my managerial skills".*

Arunya Haoda - DIP. in MNGT

*Branch Manager (Lae/ Mt. Hagen) - Credit Corporation Limited
Successfully completed Gr.12 POM Grammar Secondary, NCD*

CONTACT DETAILS FOR ITI CAMPUSES

ITI PORT MORESBY CAMPUS
PO Box 6322, BOROKO, NCD
Scratchley Road, Badili
Phone: 320 2800
Mobile: 7685 0523, 7050 6997
WhatsApp: 7685 0523
Email: marketing6@iti.ac.pg
         marketing5@iti.ac.pg
         marketing4@iti.ac.pg
Facebook page below:
Internationaltraininginstituteportmoresby

ITI ALOTAU CAMPUS
PO Box 142, ALOTAU, Education
Milne Bay Wanigili Centre, M/B Province
Phone: 641 1223
Mobile: 70790821, 71814731, 76137253
WhatsApp: 7613 7253
Email: enquires.alotau@iti.ac.pg
FB pg: @itialotau

ITI KIMBE CAMPUS
PO Box 694, Morokea Town, Kimbe, West New Britain Province
Ph: 983 4922, 983 5833
Mobile: 7484 8828 | 7838 5103
WhatsApp: 7484 8828
Email: enquires.kimbe@iti.ac.pg
FB pg: @itikimbe

ITI KIUNGA CAMPUS
PO Box 148, KIUNGA
Peter Torot Montfort Catholic Mission, Western Province
Mobile: 7259 9893   WhatsApp: 7951 7982
Email: enquires.kiunga@iti.ac.pg
Facebook page below:
internationaltraininginstitutekiungacampus

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
Mobile: 7342 8032, 7577 8757, 7118 5837
WhatsApp: 7342 8032
Email: enquires.lae@iti.ac.pg
         marketing1.lae@iti.ac.pg
FB page: @ITILaecampus

ITI GOROKA CAMPUS
PO Box 534, GOROKA
Okuk Highway, Opposite Mt. Sion
Eastern Highlands Province
Phone: 532 2887
Mobile: 7487 0657, 7619 7939, 7080 8070
WhatsApp: 7810 2636
Email: enquires.goroka@iti.ac.pg
FB pg: @itigoroka

ITI KOKOPO CAMPUS
PO Box 1200, KOKOPO, E.N.B.
Takubar Industrial Area
Section 73, Lot 8, Takubar
East New Britain
Mobile: 7018 3951, 7295 0131
WhatsApp#: 7018 3951
Email: enquires.kokopo@iti.ac.pg

WEBSITE:
www.iti.ac.pg

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APPLICATION FORM
Full-Time on Campus

25th Anniversary 1999-2024

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: ___/___/_____ Gender: ◯ Male ◯ Female

Place of birth:

Home Province: _____ Village:

District: _____ Ward: ___ LLG:

Nationality:

2. Contact Details

Address in PNG or Overseas (if known)

Place you reside:

Home / Work Telephone:

Mobile:

WhatsApp No.:

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:

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

5. Employment

Company: _____ **Position:** _____

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

6. ITI Port Moresby Campus Location / Program / 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 Human Resource Management	Year: 202___	Month: ◯ February	◯ July
◯ Certificate Level 4 in HR Management	Year: 202___	Month: ◯ February	◯ July
◯ Certificate 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 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

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ITI Application Form | Pg 1

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.

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"