



INVESTING IN QUALITY AND AFFORDABLE EDUCATION FOR YOUR FUTURE

INTERNATIONAL TRAINING INSTITUTE

Brochure 2008

Why Study at ITI?

Introduction

You will not be disappointed when you choose International Training Institute (ITI) for your educational needs. ITI provides excellent training using excellent facilities which will certainly meet your expectations.

In this brochure, we recap on how ITI is growing to be the leading private training and education provider in Papua New Guinea in a short span of time. Read on to find out ITI's vision, local and overseas course programs, course fees, course durations, affiliations & associations, other general information and contact details.

Brief History

The International Training Institute (ITI) was established in March 1999 to provide affordable and quality education for the people of Papua New Guinea.

ITI initially offered certificate courses in computing and had a first intake of 30 students in that year.

From this humble beginning, ITI has grown to a stage where the institute now offers Certificate courses, Diploma courses in the areas of Business and Information Technology and Advanced Diploma program in Accounting

In 2002 academic year, ITI enrolled about 800 students to pursue the certificate and diplomas in business and information technology at the initial campus in Port Moresby, National Capital District.

The increase in demand from the general public for a better education encouraged ITI to further establish a campus in Lae, Morobe province in March 2004

The enrolment numbers of students surpassed the 1000 milestone in 2003 whilst the year 2004 recorded over 1100 students. In 2005 academic year, enrollments totaled about 1250. In 2006 enrolments reached the 1350 mark. In 2007 was 1,503.

The latest annual enrolment statistics make ITI the biggest and leading private training and education institute in PNG.

Study On-Campus

Our new facilities in Port Moresby will now cater for the ever increasing student population. The campus is located along Scratchley road, Badili, which is about a 5 minute walk from the main bus stop at Choulai Wholesale, the Badili Police Station and about 10 minutes walk from Koki Market Bus Stop.

To provide our students with the best possible study experience, ITI has endeavored to provide the best facilities. These include:

- Spacious lecture rooms and computer labs
- Rooms that are fully air-conditioned
- Specific training rooms for Diploma In Information Technology (ACS)
- Specific training rooms for Corporate training
- Student Consultation
- Student Support Services
- 24- Hour security, fenced and secured study environment
- Spacious car park
- Cafeteria
- Library
- Study area

The campus in Lae, Morobe province now caters for the Momase, Highlands and Islands regions. The campus was built and started taking enrolments in March 2004 with 55 students and eventually leading to 100 students by the end of academic year 2005. New enrolments surpassed the 200 mark in 2006, 565 students enrolled in 2007 and is set for further record numbers in the years to come.⁷



ITI Local Courses

The following courses are offered on-campus as full time courses:

- Certificate in Computing
- Certificate in Business
- Certificate in Sales
- Diploma in Business and Computing
- Diploma in Business majoring in Accounting
- Diploma in Business majoring in Management
- Diploma in Business majoring in Marketing
- Advanced Diploma in Business majoring in Accounting
- Diploma in Computing majoring in Information Systems
- Diploma in Computing majoring in Internet Technology
- Diploma in Computing majoring in Networking
- Diploma in Information Technology

Study by Distance Education

Distance study provides you with an opportunity to study regardless of location and can allow you to continue meeting other life commitments such as work, family or travel.

You can vary the number of units you study each semester to further suit your circumstances. Students receive comprehensive study materials through the mail. The curriculum, textbooks, methods of assessment, certificates of diploma and certificate courses are identical to those received by students studying on-campus.

You can also choose to study part of your program by distance and part as on-campus. Courses remain flexible throughout and our friendly support staff can help. The courses can be studied on a part-time basis of one or two units at a time.

The following courses are offered in the distance mode:

- Certificate in Business
- Certificate in Sales
- Diploma in Business majoring in Accounting
- Diploma in Business majoring in Management
- Diploma in Business majoring in Marketing

Contact Distance Education Coordinator for more information.

Corporate Training and Short Courses – ITI (PNG)

ITI has been running short courses in computing, business and management training for the last seven years to a number of valuable clients in the public and private sector. ITI has trained personnel in organizations such as

- PNG Power,
- Telkom PNG,
- Department of Community Development, National Capital District Commission (NCDC),
- Dept. of National Planning & Monitoring,
- Dept. of Health,
- PNG Defence Force,
- National Maritime Safety Authority,
- PNG Royal Constabulary (Police),
- SP Brewery,
- Steamships Ltd,
- Oil Search (PNG) Ltd, and
- New Britain Palm Oil Ltd (NBPOL).

Corporate courses can be customized or tailored according to the needs of the clients enabling trainees to learn new and relevant knowledge and skills to suit their working environment.

There is a fully equipped corporate training room designed to exclusively handle short corporate training.

The room is air-conditioned and spacious. All computers are running on Windows XP and are installed with latest Microsoft application software and are all networked.

For more information contact the Corporate Relation Officers.

Pearson VUE

International Training Institute is one of the Pearson VUE's authorized testing centers in PNG. Pearson VUE is the electronic testing services of Pearson Education, the global leader in integrated educational publishing. Pearson VUE implements innovative electronic testing solutions that enhance the performance, reliability and security of professional licensing and certification programs throughout the world.

Entry Requirements

On Campus/Full Time Courses

Certificate Courses

- Successful completion of Grade 10 with Passes in English and Math.
- Relevant work experience (Conditions Apply)

Diploma Courses

- Successful completion of ITI Certificate course.
- Successful completion of Grade 12 with Passes in English and Math.
- Relevant work experience. (Conditions Apply)

Advanced Diploma in Business majoring in Accounting

- Students who complete a Diploma in Business majoring in Accounting from ITI.
- Students who complete a Diploma in Commerce, Business or Accounting from other tertiary institutions recognized by ITI.

Distance Education

Certificate Courses

- Successful completion of Grade 10 with Passes in English and Math.
- Relevant work experience (Conditions Apply)

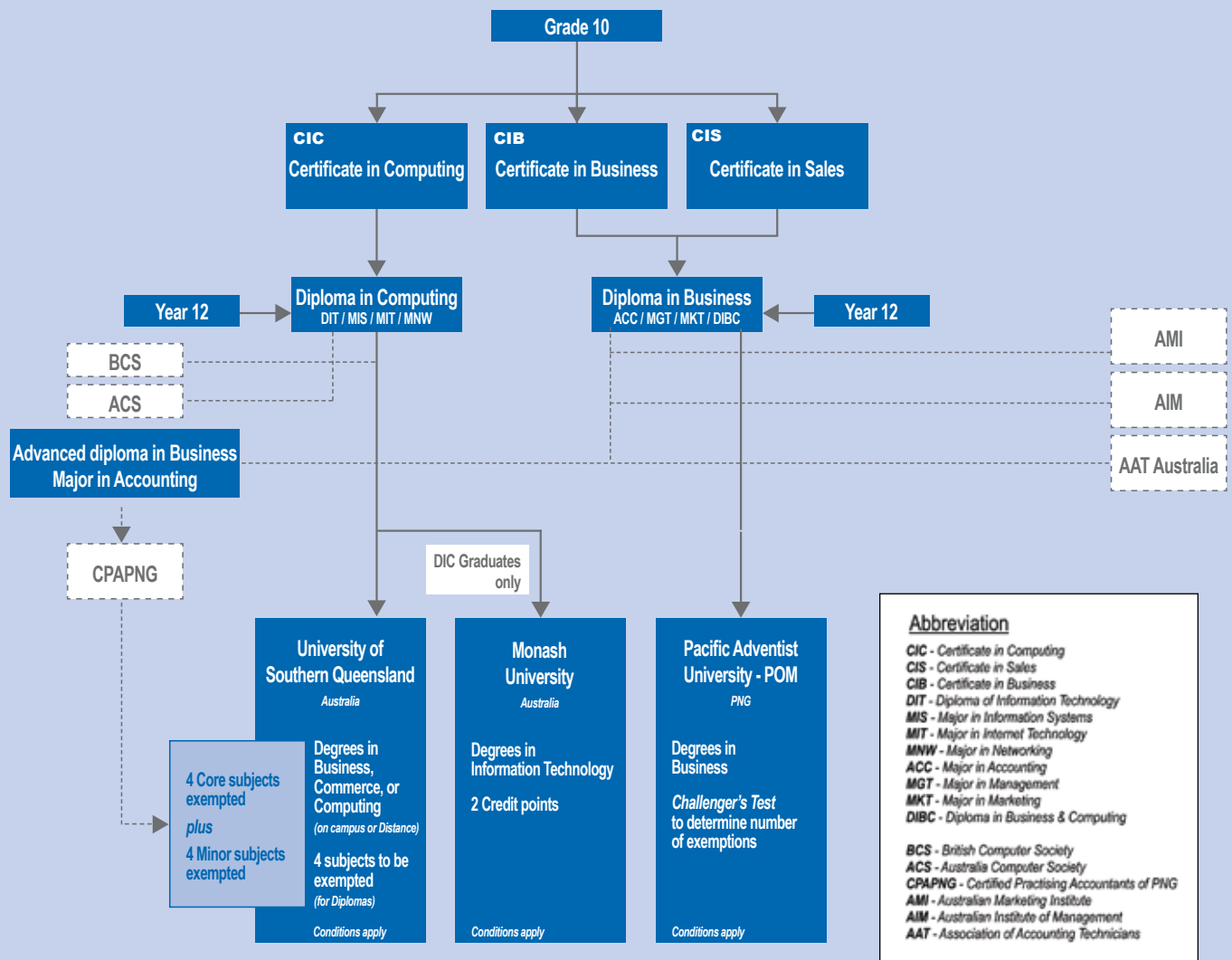
Diploma Courses

- Successful completion of Grade 12 with Passes in English and Math
- Successful completion of ITI Certificate course or
- Relevant work experience (Conditions Apply).

Short Courses

Contact the short courses coordinator or visit our website at www.iti.ac.pg

ITI Study Plan





Certificate courses

- **Computing**
- **Business**
- **Sales**

Certificate in Computing

(CIC)

The Certificate in Computing is designed to give students the general knowledge required for working in a computerised environment.

Program Structure

The Certificate in Computing requires the completion of 5 units.

Duration

17 weeks

Courses

To be completed in one semester

Unit No.	Unit Name
1004	Introduction to Computing
1003	Software Application (MS Office)
1005	Database Development
1008	Introduction to Programming
1002	Business Communication

Program Pathway

On successful completion of the Certificate in Computing, students are eligible to enter respective Diploma in Computing majoring in Information Systems, Internet Technology or Networking and will be exempted from the first semester of the diploma.

Certificate in Business

(CIB)

The Certificate in Business is designed to give appropriate skills for students to work in an office environment.

Program Structure

The Certificate in Business requires the completion of 5 units.

Duration

17 weeks

Courses

To be completed in one semester

Unit No.	Unit Name
1001	Accounting I
1003	Software Application (MS Office)
1009	Business Administration
1010	Numeracy
1002	Business Communication

Program Pathway

On successful completion of the Certificate in Business, students are eligible to enter respective Diploma in Business majoring in Accounting, Management, or Business & Computing and will be exempted from the first semester of the diploma.

Certificate in Sales

(CIS)

The program Certificate in Sales is designed to give the student a combination of general business knowledge and skills in Sales, and Marketing complemented with a computing component necessary for the sales student in a business or computerised environment.

Program Structure

The Certificate in Sales requires the completion of 5 units.

Duration

17 weeks

Courses

To be completed in one semester

Unit No.	Unit Name
1001	Accounting I
1003	Software Application (MS Office)
1006	Fundamentals of Marketing
1007	Salesmanship
1002	Business Communication

Program Pathway

On successful completion of the Certificate in Sales, students are eligible to apply for the Diploma in Business Majoring in Marketing and will be exempt from the first semester of the diploma.



Diploma in Computing

- Majors:**
- Information Systems
 - Internet Technology
 - Networking

Information Systems Major (DIC MIS)

This program is designed to give students the ability to develop skills in basic computing and the knowledge to improve the information flow within the office and its computerised network system.

Program Structure

The Diploma in computing majoring in Information Systems requires the completion of 10 units.

Duration

34 weeks

Courses

Semester 1

Unit No.	Unit Name
1004	Introduction to Computing
1003	Software Application (MS Office)
1005	Database Development
1008	Introduction to Programming
1002	Business Communication

Semester 2

Unit No.	Unit Name
2025	Project Management
2026	C++
2003	Systems Analysis & Design
2004	Programming-Visual Basic
2005	Artificial Intelligence

Internet Technology Major (DIC MIT)

This program is designed to develop basic computer skills of students and their ability to develop and manage websites and database on the World Wide Web.

Program Structure

The Diploma in computing majoring in Internet Technology requires the completion of 10 units.

Duration

34 weeks

Courses

Semester 1

Unit No.	Unit Name
1004	Introduction to Computing
1003	Software Application (MS Office)
1005	Database Development
1008	Introduction to Programming
1002	Business Communication

Semester 2

Unit No.	Unit Name
2025	Project Management
2006	e-Commerce
2003	Systems Analysis & Design
2004	Programming-Visual Basic
2007	Web Page Design-HTML/JAVA

Networking Major (DIC MNW)

This program is developed to provide basic computer skills and the ability to plan, develop and manage networks in an organisation.

Program Structure

The Diploma in computing majoring in Networking requires the completion of 10 units.

Duration

34 weeks

Courses

Semester 1

Unit No.	Unit Name
1004	Introduction to Computing
1003	Software Application (MS Office)
1005	Database Development
1008	Introduction to Programming
1002	Business Communication

Semester 2

Unit No.	Unit Name
2025	Project Management
2008	Networking
2003	Systems Analysis & Design
2004	Programming-Visual Basic
2009	Telecommunication



Diploma in Business

- Majors:**
- Accounting
 - Marketing
 - Management

Accounting Major (DIB MAC)

This program provides the basic skills required to meet the demands of the accounting environment. This program is tailored to meet the financial management of an organisation. The course is designed to integrate the theoretical and practical aspects of maximising financial resources within an organisation.

Program Structure

The Diploma in Business majoring in Accounting requires the completion of 10 units.

Duration

34 weeks

Courses

Semester 1

Unit No.	Unit Name
1001	Accounting I
1002	Business Communication
1009	Business Administration
1010	Numeracy
1003	Software Application

Semester 2

Unit No.	Unit Name
2010	Accounting II
2011	Introduction to Business Law
2012	Cost and Budgeting
2013	Auditing
2014	Taxation

Marketing Major (DIB MKT)

This program is designed to provide the required skills for Marketing an organisation. In the business environment marketing becomes the key to the way that potential clients view the organisation before they make a choice on which company they want to deal with.

Program Structure

The Diploma in Business majoring in Marketing requires the completion of 10 units.

Duration

34 weeks

Courses

Semester 1

Unit No.	Unit Name
1001	Accounting I
1002	Business Communication
1006	Fundamentals of Marketing
1007	Salesmanship
1003	Software Application

Semester 2

Unit No.	Unit Name
2015	Retail Marketing
2011	Introduction to Business Law
2012	Cost and Budgeting
2016	Consumer Behaviour
2017	Introduction to Economics

Management Major (DIB MGT)

This program is designed and aimed at strengthening management skills used in the running of an organisation. The course is designed to enhance the managerial skills through theoretical and practical knowledge.

Program Structure

The Diploma in Business majoring in Management requires the completion of 10 units.

Duration

34 weeks

Courses

Semester 1

Unit No.	Unit Name
1001	Accounting I
1002	Business Communication
1007	Software Application
1009	Business Administration
1010	Numeracy

Semester 2

Unit No.	Unit Name
2018	Human Resources Management
2011	Introduction to Business Law
2012	Cost and Budgeting
2019	Financial & Strategic Management
2017	Introduction to Economics



Diploma in Business (Continued)

Diploma in Business and Computing (DIBC)

This program is designed to combine and develop skills in business and computing. A balance of general knowledge and skills which can be applied to the office and computerized environment are provided. The Fundamentals of Marketing course has been included in the program to add skills from business marketing to complement the office and computer skills.

Program Structure

The Diploma in Business and Computing requires the completion of 10 units.

Duration

34 weeks per semester

Courses

Semester 1

Unit No.	Unit Name
1001	Accounting I
1003	Software Application (MS Office)
1009	Business Administration
1010	Numeracy
1002	Business Communication

Semester 2

Unit No.	Unit Name
1004	Introduction to Computing
2010	Accounting II
1005	Database Development
1008	Introduction to Programming
1006	Fundamentals of Marketing

Advanced Diploma in Business

Majoring in Accounting (ADIBMAC)

This program is designed to allow the students who have completed the Diploma in Business majoring in Accounting to further their professional career so as to qualify them for the professional exams of Certified Practising Accountants of Papua New Guinea (CPAPNG). The basis of this program is fundamentally designed from the courses offered at ITI diploma in business majoring in accounting. This program allows the students to continue studying from their Diploma in Business majoring in accounting.

Program Objective

The program aims to help students in their future roles:

- As Employees
- To enhance students for further studies
- As Entrepreneurs
- As Consultants
- To pass the professional exams and be qualified accountants

Students at the International Training Institute should find this course very useful in future career and studies. The course covers all aspects of the 21st century business practice both in the private and public sector through material based on the current or latest versions from books for all the courses offered.

This program provides the enhanced skills required to meet demands of the accounting environment. It is tailored to meet the financial management of an organization. The course is also designed to integrate the theoretical and practical aspects of maximizing financial resources within an organisation.

The Advanced Diploma in Business majoring in Accounting requires the completion of 6 units together with an extra research project.

Courses

Semester 1

Unit No.	Unit Name
3009	Financial Accounting
3010	Management Accounting
3011	Intermediate Audit

Semester 2

Unit No.	Unit Name
3012	Specialised Accounting Practice
3013	Corporate Tax
3014	Professional Ethics



Diploma in Information Technology (DIT)

Program Structure

The program requires the completion of 8 units successfully. Students are recommended to take up two (2) units per semester. This Program has two (2) semesters per year. Students will be awarded with a local DIT and are eligible to sit for Australian Computer Society's (ACS) Diploma of Information Technology Exams.

Units offered

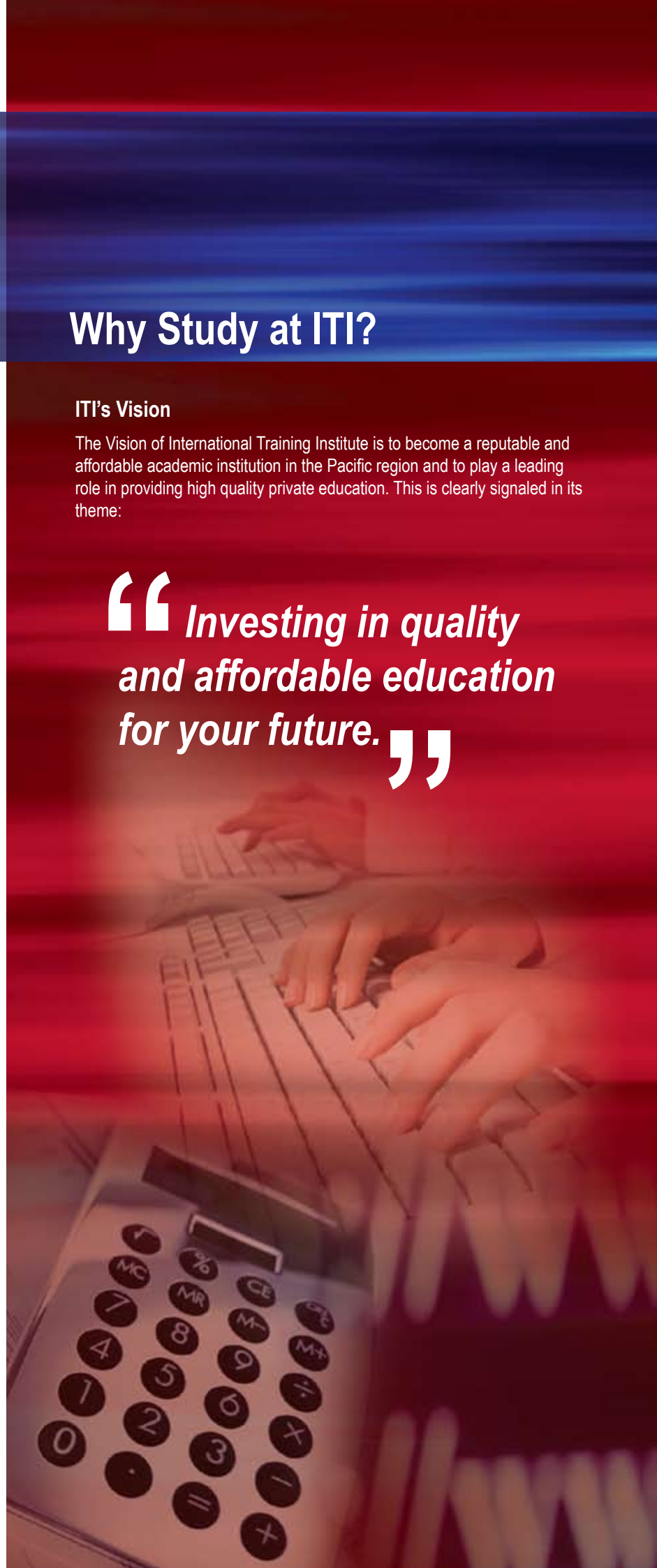
1. Systems Analysis & Design
2. Programming
3. Data Management
4. Computer Organisation
5. Object Oriented Systems Development
6. Computer Communications
7. Professional Practice
8. System Principal

Why Study at ITI?

ITI's Vision

The Vision of International Training Institute is to become a reputable and affordable academic institution in the Pacific region and to play a leading role in providing high quality private education. This is clearly signaled in its theme:

“ Investing in quality and affordable education for your future.”



Affiliations and Associations

Australian Computer Society (ACS)

The International Training Institute is one of the official course provider in Papua New Guinea for the Australian Computer Society. ITI conducts the Diploma of Information Technology program here in PNG. Successful completion of the program allows students to sit for Australian Computer Society's (ACS) Diploma of Information Technology Exams. For more information please contact the Course Co-ordinator on phone 320 2800. For ACS regulations, Dates of Exams, Syllabus, Case Study etc.. Please log on to www.acs.org.au/dit/

Australian Institute of Management (AIM)

The Australian Institute of Management in partnership with International Training Institute conducts professional courses in Management and Business.

The AIM courses are designed for all managers working at the frontline of an organization, from supervisors and team leaders through to business unit divisional managers.

Course materials, certificates, facilitators are from AIM Australia.

For more information contact The ITI (PNG) Corporate Training on 320 2800, or visit our website: www.iti.ac.pg

Information on Australian Institute of Management – QLD & NT, can be obtained at: www.aimqld.com.au

Australian Marketing Institute (AMI)

International Training Institute also has a partnership arrangement with the Australian Marketing Institute under which ITI marketing students will become student members of Australian Marketing Institute. Under this arrangement, short professional marketing courses will be offered in PNG. Membership to AMI will also be provided for Papua New Guinea residents under AMI International provisions.

Association for Accounting Technicians (AAT)

AAT was formed in 1980 in the United Kingdom. It is sponsored by four of the chartered accountancy bodies in the UK. There are more than 100,000 AAT members and students worldwide.

AAT is the world's largest dedicated body for qualified Accounting Technicians. Until now AAT has had a presence in Australia and PNG. The National Institute of Accountants (NIA) of Australia under license from AAT in the UK has launch AAT in Australia, providing Accounting Technicians with full reciprocal recognition as part of a global network of Accounting. The same, AAT Australia is the institution that International Training Institute (ITI) has strategically aligned itself – for the benefit of its students and Accounting Technicians employed in all sectors of the economy here in Papua New Guinea.

As of end of 2007 AAT has been recognised by the following institutions as para-professional qualification:

- The Institute of Chartered Accountants in Australia (ICAA)
- National Institute of Accountants (NIA)
- CPA Australia

How do I become a member in any of the membership categories at AAT?

There are two ways in which a prospective student can be a member of AAT:

- A prospective student who does not have any accounting qualification or experience can apply to undertake the Diploma in Business Majoring in Accounting which will allow the student to be a "Student Member" eventually to be a "Full Member" after completion of the ITI diploma.
- A prospective applicant who has a minimum of four years work experience in the accounting field can apply for affiliate membership. This applicant does not need to become a student member.

Membership categories or levels available at AAT

- Student Member
- Affiliate Member
- Full Member
- Fellow Member

Under the partnership arrangement with AAT, ITI students who pay for the Diploma in Business majoring in Accounting become automatic student members.

British Computer Society (BCS)

The International Training Institute is the official course provider in Papua New Guinea for the British Computer Society. ITI conducts BCS Certificate level examination here in PNG. The BCS Certificate level comprises Three Modules: Information Systems, Technology and Software Development. Successful completion of BCS Certificate will allow students to access the BCS Diploma and BCS Professional Graduate Diploma respectively.

For more information please contact the Course Co-ordinator on phone 320 2800. Information can be accessed on their website: www.iti.ac.pg or www.bcs.org.uk

Monash University Monash provider code 00008C

On completion of ITI Diploma course, students who pass all subjects in the Diploma of Computing from International Training Institute will now earn credit for two first level elective units in either the Application Development and Networks major or the Business Systems major of the Bachelor of Information Technology and Systems (BITS) offered by Monash University.

For course evaluation visit the website:
www.infotech.monash.edu.au/caspa/

National Institute of Accountants (NIA)

The International Training Institute (ITI) in association with the National Institute of Accountants (NIA) will be offering the NIA Advanced Diploma in Accounting here in Port Moresby, Papua New Guinea.

The National Institute of Accountants is the third largest professional accounting body in Australia and represents the interests of more than 20,000 members.

Holders of the ITI Advance Diploma in Business - Majoring in Accounting will be eligible to get 11 credits for prior learning toward the NIA Advanced Diploma in Accounting. Students who have gained the ITI Advance Diploma in Business – Majoring in Accounting will only have to complete an additional 6 subjects in the NIA Advanced Diploma in Accounting program to gain the NIA Advanced Diploma in Accounting qualification.

On completion of the NIA Advanced Diploma in Accounting, students will be eligible for Associate Membership of the National Institute of Accountants (ANIA).

Those students who complete the full NIA Advanced Diploma in Accounting will be eligible for recognition of prior learning at a range of Australian University Accounting programs, including the University of New England NIA program.

Such recognition may not be available for other programs and students would need to make their own enquiries.

Pacific Adventist University (PAU)

Pacific Adventist University is a Seventh-day Adventist owned and operated University located outside of Port Moresby on the Sogeri Road at Fifteen Mile. It is a peaceful, attractive and unique campus, which enrolls over four hundred students. Grade 12 students who graduate from ITI with diplomas and score very well have a fair chance of entering PAU. Entry at PAU is also subject to quota allocation to the “non-current grade 12 school leavers” category under which ITI students are classified.

Information in relation to PAU can be accessed on the addresses shown below:

The Admission Officer
Pacific Adventist University
Private Mail Bag
Boroko, NCD 111

Email : eworri@pau.ac.pg

Certified Practising Accountants of PNG (CPA PNG)

The International Training Institute has an association with the Certified Practising Accountants of Papua New Guinea (CPAPNG).

Under this association or arrangement, ITI Students who apply and undertake the ITI course; Diploma in Business majoring in Accounting (DIBMAC) will be eligible to become student members of CPAPNG.

Students who successfully complete the course Diploma in Business Majoring in Accounting and wish to become **graduate members** of CPAPNG will be required to undertake a higher ITI course called; Advanced Diploma in Business majoring in Accounting (ADIBMAC).

This course (ADIBMAC) has been sanctioned by CPAPNG for their graduate membership status. This means that a student who completes the ITI Advanced Diploma in Business majoring in Accounting (ADIBMAC) can apply to sit for professional exams with CPAPNG. After successfully completing the CPA exams, students will then be classified as Certified Practising Accountants.

University of Southern Queensland (USQ)

CRICOS Institution Code No. QLD 00244B NSW 02225M VIC 02387D

International Training Institute is associated with the University of Southern Queensland (USQ). Currently ITI is an agent for USQ.

The ITI Advanced Diploma in Business majoring in Accounting course, credits for four core units and four minor units can be attained for business degrees at USQ.

For the ITI Diplomas in Business courses, credits for four units can be attained for the business degrees offered at USQ.

Information in relation to USQ can be accessed on their Website: www.usq.edu.au



Other general information

Facilities

ITI has been constantly building its facilities to accommodate the growing student population.

Lecture Theatres

In Port Moresby, we currently have five lecture theatres. Three that can accommodate 30 students each and two lecture theatres that can easily take in 60 students. In Lae we have four lecture theatres and two labs.

Computer Facilities

Currently we have two computer labs, which houses 60 networked computers. Two Corporate Training rooms especially for short courses with computers networked with Microsoft Applications installed. A specific training room dedicated for Australian Computer Society's (ACS) Diploma in Information Technology program. Four student computer labs with five computers each.

Lae campus has two computer labs which houses 25 computers for lectures, one corporate computer lab with 20 computers and a student computer lab with 10 computers.

Library

In Port Moresby campus we started to build our library last year. There are currently 700 books relating to various subjects in our courses. We are now working on reaching beyond the 1,500 book mark in the very near future. The Lae campus will have its own library in June 2008.

Internet Cafe

ITI has recently opened up a internet cafe. This service is available to all enrolled students (charges apply).

Student enrollment

International Training institute (ITI) conducts tri-semester intakes for each academic calendar year.

Enrolments are in: January, June and October annually.

Subject Loading

The maximum number of subjects allowed for a student to study in any given semester is five (5).

Day & Evening Classes

ITI offers both day and evening classes. Day classes are conducted between the hours of 8.00am and 4:30pm. Evening classes are undertaken between the hours of 5:00pm and 9:00pm between Monday to Thursday.

Transport For Evening Classes

Transport is provided within city limits only for drop-off for evening class students at a minimal cost with arranged security escort.

Orientation

One week prior to commencement of classes, an orientation program is scheduled for new students only. During the orientation, rules and regulations that apply at the institute are explained in detail.

Processes and rules pertaining to affiliations and associations and other general information are also outlined during these sessions. All new students are encouraged to attend at least one session of the orientation program

Application Process

Should you wish to apply, you must complete all information correctly in the application form and submit with the complete application form with documentary evidence of educational qualifications and work experience. Such documents would include certificates and transcripts of courses and/ or training previously attended and/ or confirmation of employment including confirmation letter of employment and work references.

Exemptions

If you have previously undertaken courses, in which some of the units offered in the respective programs at ITI have been covered and you feel that you should exempt these courses or gain their respective credit, then you should enquire about the process involving exemptions. See further information at ITI website: www.iti.ac.pg

Refund Policy

International Training Institute's refund policy can be accessed on the ITI website at: www.iti.ac.pg or on the application form.

For More Information On USQ

University of Southern Queensland facilities, services and refund policy are available on the USQ website at: www.usq.edu.au/international



NTC Reg. 009

INTERNATIONAL TRAINING INSTITUTE APPLICATION FORM

PORT MORESBY Campus

International Training Institute
Section 140, Lot 2 & 3
Scratchley Road, Badili
P.O. Box 6322, BOROKO, NCD, Papua New Guinea
Telephone : (675) 320 2800 Facsimile: (675) 320 0513

LAE Campus

Level 1, Ron Dickson Corner,
Allotment 36, Section 27, Cnr Butibam & Frigate Street
Voco Point (Opposite Able Computing)
P.O. Box 618 LAE, Morobe Province, Papua New Guinea
Telephone : (675) 472 8975 Facsimile: (675) 472 0199

Website: www.iti.ac.pg E-mail : enquires@iti.ac.pg

Attach one (1) ID size photo here

Effective as of April 2008

1. Personal Details (ALL DETAILS IN THIS APPLICATION FORM MUST BE FULLY AND CLEARLY COMPLETED IN CAPITAL LETTERS.)

Title (Mr / Mrs / Ms / Miss / Dr)..... Given Name:..... Surname:.....

Date of Birth dd/mm/yy/...../..... Gender : Male Female

Citizenship:.....Place of Birth.....Home Province.....

Contact No.(B/H).....(A/H).....(Mobile).....Fax No:.....

Forward Mailing Address

Home Address

Suburb You Reside In

.....
.....
.....

Occupation: Student Employed Self employed Unemployed

Summary of Work Experience:

.....
.....

Sponsorship: Parents Employer Self sponsor Other,(Please specify).....

2. Preferred Mode of Study

On-Campus: Port Moresby Lae Distance Education: (Refer to Separate Application form from Distance Education Dept.)

3. Your Academic Course and Intake Selection (Refer to ITI Prospectus & Course Information sheet)

Semester Intake: 1. January 2. June 3. October (Special Fast-Track Semester)

Year of Intake: 200

Indicate Course Applying for:

Certificate: Computing (CIC). Business (CIB). Sales (CIS).

Diploma in Business: Majoring in Accounting Majoring in Management Diploma in Business & Computing
 Majoring in Marketing

Diploma in Computing: Majoring in Networking Majoring in Internet Technology Majoring in Information Systems

Advance Diploma in Business Majoring in Accounting

Semester Intake: 1. March 2. August Year of Intake: 200
Semester Units: 1. Management Accounting 2. Financial Accounting 3. Intermediate Audit
 4. Specialised Accounting Practice 5. Corporate Tax 6. Professional Ethics

Diploma in Information Technology

Semester Intake: 1. Last week of February 2. First week of July Year of Intake: 200
Units: 1. Systems Analysis & Design 2. Programming 3. Data Management 4. Computer Management
 5. Object Oriented Systems Development 6. Computer Communications 7. Professional Practice 8. System Principles

4. High School - (Grade 10 / Year 12 Studies last attended)

School or Institution

Country

Province or State

Year Completed
(e.g. 2004)

5. Further Studies after Grade 10 / Year 12 Studies last attended.

(Including Bridging Preparatory Studies, Matriculation, Tertiary Studies, Certificate/Advanced Certificate/Trade/Traineeship or other studies, or Post-Secondary Qualifications,) etc..

Duration
(mm/yy - mm/yy)

Tick if
Completed

Name of Program

Name of Institution studies
undertaken

Do you wish to apply for exemption/credits? Yes No

(Please refer to separate application for exemption form from administration) - Applications for exemption are only considered once you have provided official subject outlines, transcripts and certified results for the subjects you are intending to apply for.

6. How did you know about ITI and the courses offered?

National Post Courier FM 100 FM Central

FM Morobe Nau FM Yumi FM Karai Radio Brochures ITI Students Corporate visits

ITI Staff Member Sunday Chronicles Church Village Others _____

7. Are you applying for Evening Classes (5pm-9pm)? Yes No

A) If Yes, do you require transportation for drop-off? Yes No

B) If Yes, where do you exactly stay?:.....

8. Refund Policy.

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;

- 8.1 All correspondence regarding refund/excess payment must be in writing.
- 8.2 Before commencement date of course, full refund less K100.00 for administration costs will be paid.
- 8.3 After commencement date of course,
 - 8.3.1 Withdrawals during the first week 80% of THE TOTAL COURSE FEES will be refunded. ITI will withhold 20% of the total course fee.
 - 8.3.2 Withdrawals during the second week, 70% of THE TOTAL COURSE FEES will be refunded. ITI will withhold 30% of the total course fee.
 - 8.3.3 Withdrawals during the third week 60% of THE TOTAL COURSE FEES will be refunded. ITI will withhold 40% of the total course fee.
 - 8.3.4 After third week of the commencement date of the course NO REFUND will be made.
- 8.4 Excess Payments: any excess payments of specified course fees will be reimbursed after realization of the deposits made.
- 8.5 Reimbursement will be processed upon return of all course materials and original receipts of payment.
- 8.6 If a student wishes to defer his/her course until a later semester (s), ITI will hold the fees until the commencement of the new semester. The fees paid will be subject to course fee changes (if any) in the new semester.
- 8.7 If the student subsequently withdraws, the refund policy will apply at the date the Institute was advised in writing. Two weeks notice will be allowed for administrative clearance.

9. Deferral.

If a student wish to defer his/her admission to a later semester, ITI will hold the fees paid until the commencement of the preferred semester. **NOTE:** The fees paid will be subject to course fee changes (if any) in the new semester. If a student subsequently withdraws, the refund policy will apply at the date the institute was advised in writing. **Two weeks notice will be allowed for administration clearance.**

10. 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.

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

ADMINISTRATION USE ONLY

To ensure your application is processed without delay, please attach certified photocopies of academic certificates and transcript (i.e. signed by a teacher, lawyer, commissioner of oath, district court house, pastor, ITI administration/ ITI local representative.) **PLEASE PROVIDE ORIGINAL CERTIFICATES & TRANSCRIPTS FOR SIGHTING BY THE ADMINISTRATION.** Failure to comply may result in delaying the processing of your application. **DO NOT SEND OR POST YOUR ORIGINAL DOCUMENTS.**

The information contained in this application form was correct at the time of publication. However, the International Training Institute reserves the right to alter, amend or delete details at anytime without notice.

Course Fees

On-Campus / Full time Courses

Certificate Courses

- Course fee: K1,950.00. (K1,000.00 on registration followed by approved installments.)
- Full payment before course commencement is: K1,850.00

Diploma Courses

1. All Initial Diplomas:
 - Course fee: K4,500.00. (K1,000.00 on registration followed by approved installments.)
 - Full payment before course commencement is: K4,400.00
2. Diploma in Business majoring in Accounting
 - Course fee: K4,580.00 (K1,000.00 on registration followed by approved installments.)
 - Full payment before course commencement is: K4,480.00
(Students automatically become student members of Association for Accounting Technicians (AAT) Australia).
3. Certificate level convert to respective Diploma Semester Two (Diploma S2)
 - Full Payment K2,550.00
 - Part-payment K1,100.00 on registration followed by approved installments.

Advanced Diploma in Business majoring in Accounting

- K900.00 per unit

Diploma in Information Technology

- K950.00 per unit

Short Courses

Contact the short courses coordinator or visit us at our website at www.iti.ac.pg

Distance Education

Certificate Courses

- Full Payment K1,750.00 – For five (5) units, or
- K350.00 – Per Unit.

Diploma Courses

- Full Payment K3,500.00 – For Ten (10) units, or
- K350.00 – Per Unit.

Diploma Courses (Accounting majors)

- Full Payment K3,580.00 – For Ten (10) units, or
- K350.00 – Per Unit *plus*
- K80.00 for AAT registration.

Course Duration

On-Campus / Full time Courses

Certificate Courses – 17 Weeks

Trimester enrollments per academic year:

- January–17 Weeks @ 2 hours per unit per week
- June–17 Weeks @ 2 hours per unit per week
- October–12 Weeks @ 3 hours per unit per week

Diploma Courses – 34 Weeks

Trimester enrollments per academic year:

- January–17 Weeks @ 2 hours per unit per week
- June–17 Weeks @ 2 hours per unit per week
- October–12 Weeks @ 3 hours per unit per week

Advanced Diploma in Business Majoring in Accounting – Two (2) Semesters

Two semester enrollments per academic year:

- March–17 Weeks @ 3 hours per unit per week
- August–17 Weeks @ 3 hours per unit per week

Distance Education

- Students can apply for distance courses any time during the year and can complete the course at their own time.
- For more information, contact the Distance Education Coordinator
- You can also visit our website at www.iti.ac.pg

Short Courses

- Short courses duration range from one (1) day to five (5) days
- Clients can advise the short courses coordinator on their preferred duration who will consult course designers for moderation and customisation.
- For more information, contact the Short Courses Coordinator.
- You can also visit our website at www.iti.ac.pg



International Training Institute – Contact Details

For all our local courses, please fill in the application form which can be downloaded from www.iti.ac.pg or contact us on the address shown below:

PORT MORESBY Campus

Section 140, Lot 2 & 3
Scratchley Road
Badili
P.O. Box 6322
BOROKO, NCD
Papua New Guinea

Telephone : (675) 320 2800
Facsimile: (675) 320 0513
E-mail : enquires@iti.ac.pg
Website: www.iti.ac.pg

LAE Campus

Level 1, Ron Dickson Corner,
Allotment 36, Section 27
Cnr Frigate & Butibum Street
Voco Point (*opposite Able Computing*)
P.O. Box 618
LAE, Morobe Province
Papua New Guinea

Telephone : (675) 472 8975
Facsimile: (675) 472 0199
E-mail : itilae@datec.net.pg
Website: www.iti.ac.pg