



# INTERNATIONAL TRAINING INSTITUTE

## National Certificate Level 4 in IT and HRM



Semester:  FEBRUARY  JULY (20wks) Semester:  MARCH  AUGUST (20wks)

--- ITI is recognized and registered with National Training Council (NTC-009) ---



### National Certificate L4 Information Technology (ICTIT401)

Competency practical course that will develop your technical skills and knowledge to virtualize, configure desktops, servers, networking and client support, preparing you for a career in IT. You will be trained in a range of information & communication technology (ICT) disciplines to meet the needs of industry.

With rapid growing world population and emerging businesses, IT professionals have become demanding in PNG and across the globe to ensure that our communities and cities stay connected.

This course will surely prepare you to play an important role in meeting the needs of the computing and technology industry.

#	Unit of Competency	Unit Code
1	Work effectively in an information technology environment	ICTITENV4011
2	Apply occupational health and safety procedures	ICTITENV4012
3	Operate a word processing and 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

### National Certificate 4 in Human Resource Management (ITI-HRM40A)

Equip yourself with the up skill knowledge to supervise in HR functions that address social and industry sectors using a wide range of general HRM tools, policies and regulations, systems and procedures.

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

Certificate 4 in HRM consist of 42 related units from the specialized groups below:

> Accounting > Organisational behaviour > Microsoft office > Business communication

Related units can be selected elsewhere in HRM or any other Training Package or accredited course at Certificate 4 level.

#	Unit of Competency	Unit Code	#	Unit of Competency	Unit Code
1	Managing human resource	ITI-HRMMNG401A	23	Personality in an organisation	ITI-HRMPNS4023A
2	Job analysis and design	ITI-HRMJAD402A	24	Motivation concepts.	ITI-HRMMCT4024A
3	Human resource planning	ITI-HRMPLAN403A	25	Organisational culture	ITI-HRMOCU4025A
4	Recruiting employees	ITI-HRMREC404A	26	Organisational change and development	ITI-HRMOGC4026A
5	Selecting employees	ITI-HRMSEL405A	27	Concept and application of motivation	ITI-HRMOGC4027A
6	Orientation and employee training	ITI-HRMIND406A	28	Emotions and moods	ITI-HRMEAM4028A
7	Management and organisational development	ITI-HRMMOD407A	29	Fundamental of communication	ITI-HRMFCM4029A
8	Performance appraisal systems	ITI-HRMPMT408A	30	Clear thinking and argument	ITI-HRMLIT4030A
9	Career planning	ITI-HRMCPC409A	31	Intercultural communication	ITI-HRMICO4031A
10	Organisational reward systems	ITI-HRMORS4010A	32	Oral presentation	ITI-HRMOPR4032A
11	Wages and salary systems	ITI-HRMWSS4011A	33	Public relations and customer relations	ITI-HRMPRC4033A
12	Incentive payment systems	ITI-HRMPAS4012A	34	Seminars, symposia and formal meetings	ITI-HRMSSM4034A
13	Employee benefits	ITI-HRMEMB4013A	35	Job interview	ITI-HRMJBI4035A
14	Introduction to business	ITI-HRMBUS4014A	36	Organisational communication	ITI-HRMORC4036A
15	Introduction to accounting	ITI-HRMACC4015A	37	Leadership	ITI-HRMLSP4037A
16	Accounting terminologies	ITI-HRMEMB4016A	38	Committees in meeting and decision making	ITI-HRMCMD4038A
17	Accounting concepts	ITI-HRMACT4017A	39	Microsoft Office 2010	ITI-HRMMSO4039A
18	Source documents	ITI-HRMACT4018A	40	Microsoft Office Word 2010	ITI-HRMMWD4040A
19	Accounting for petty cash	ITI-HRMAPC4019A	41	Microsoft Office Excel 2010	ITI-HRMMSE4041A
20	Accounting entries	ITI-HRMACE4020A	42	Microsoft Office PowerPoint 2010	ITI-HRMMPP4042A
21	Organisational behaviour	ITI-HRMIOGB4021A			
22	Foundation of individual behaviour	ITI-HRMIBR4022A			

**Entry Requirement:** Successful completion of Grade 10 with PASSES in English and Mathematics. Also Open to Grade 12 and Working Class.

**COURSE FEE (Full): K3,400**      **Upfront Payment :** K1,200 on registration followed by approved installments.

ALL CAMPUSES      POM: 320 2800 / Lae: 472 2790 / Kimbe: 983 4922 / Buka: 7162 5486 / Kavieng: 472 2790  
 PH: NUMBERS:      Alotau: 7079 0821 / Goroka: 532 2887 / Mt. Hagen: 542 1276 / Kiunga: 649 2965

N/Cert. Level 4 Course Infor/Application Form\_ Pg 1/2

**"NO FEES Charged on this ITI Form"**

1. Personal Details	2. Contact Details
Title: <input type="radio"/> Mr <input type="radio"/> Mrs <input type="radio"/> Miss <input type="radio"/> Other	Address in PNG or Overseas (if known)     Place you reside: Home / Work Telephone: Facsimile: Mobile: Email (if available):
Given Name:	
Surname:	
Preferred Name in full:	
Birth date: ___/___/___ Place of birth:	
Gender: <input type="radio"/> Male <input type="radio"/> Female	
Home Province: _____ Village: _____	
District: _____ Ward: _____ LLG: _____	
Nationality:	

3. Education Detail (Secondary Education-highest level achieved)	4. Tertiary and further Education (Institution)
Name of qualification (Year 10 / 12, 'A' Levels):	Name of qualification:
School Attended:	
Completed: <input type="radio"/> Yes <input type="radio"/> No / Year:	Institute attended:
Country/Prov./Town:	
<small>To ensure your application is processed without delay, attach certified copies of academic certificate and transcript signed by a lawyer, commissioner of oath, district, court house, ITI administration/ITI local representative. <b>PROVIDE ORIGINAL CERTIFICATE AND TRANSCRIPTS FOR SIGHTING BY THE ADMINISTRATION.</b> Failure to comply may result in delaying the processing of your application. <b>DO NOT SEND OR POST YOUR ORIGINAL DOCUMENTS.</b></small>	Country / Province / City / Town:
	Completed: <input type="radio"/> Yes <input type="radio"/> No Year Completed:
<b>5. If Employed, state Company name (a) and your position (b)</b>	Please attach certify copies of all certificates and acadamic transcripts or mark sheets.
a.	<b>6. Sponsorship:</b> <input type="radio"/> Parents <input type="radio"/> Self-sponsor
b.	<input type="radio"/> If other/specify:
Attach details of employment experience with confirmation letter from your current boss.	

Please encircle the campus:  Port Moresby /  Lae /  Kimbe /  Buka /  Kavieng /  Alotau /  Goroka /  Mt. Hagen /  Kiunga

NATIONAL CERTIFICATE LEVEL 4 PROGRAM (tick in appropriate boxes)	YEAR	SEMESTER PREFERRED (Pom/Lae)	Other ITI Campuses/centres
<input type="checkbox"/> National Certificate Level 4 in Information Technology (ICTIT401)	202__	Month: <input type="radio"/> February <input type="radio"/> July	<input type="checkbox"/> March <input type="checkbox"/> August
<input type="checkbox"/> National Certificate Level 4 in Human Resource Management (ITI-HRM40A)	202__	Month: <input type="radio"/> February <input type="radio"/> July	<input type="checkbox"/> March <input type="checkbox"/> August

**7. Fee Refund Policy (Please read carefully Points 7.1 to 7.7)**

**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;**

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

7.2 After commencement date of course;

7.3(a) Withdrawals during the first week, 90% of THE TOTAL COURSE FEES will be refunded. ITI will withhold 10% of the total cost fee.

7.3(b) Withdrawals during the second week, 80% of THE TOTAL COURSE FEES will be refunded. ITI will withhold 20% of the total cost fee.

7.3(c) Withdrawals during the third week, 70% of THE TOTAL COURSE FEES will be refunded. ITI will withhold 30% of the total cost fee.

7.3(d) After third week of the commencement date of the course, NO REFUND will be made.

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

7.4(b) Once Transport fees are paid & used NO MORE REFUNDS applicable. 7.5 Withdrawals & excess Fees will be made payable to the sponsor.

7.5(a) Excess Payments: any excess payments of specified course fees will be reimbursed after realization of the deposit made.

7.5(b) Reimbursement will be processed upon return of all course materials and original receipts of payment.

7.6 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.

7.7 If student subsequently withdraws, refund policy applies at the date ITI was advised in writing. 4 weeks notice allowed for admin clearance

**8. 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 the discretion to take action on a matter that violate 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.**

- |  |  |
|--|--|
| <p><b>ITI Admin, Application checklist</b></p> <p><input type="checkbox"/> Complete all sections of the Application form</p> <p><input type="checkbox"/> Read and understood the refund Policy</p> <p><input type="checkbox"/> Declare and signed the Application form</p> | <p><b>* Check that the applicant had attached;</b></p> <p><input type="checkbox"/> Certified copies of the academic qualification</p> <p><input type="checkbox"/> Any relevant employment documentation</p> <p><input type="checkbox"/> Recommendation letter from the sponsor</p> |
|--|--|

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

**"NO FEES Charged on this ITI Form"**