



INTERNATIONAL TRAINING INSTITUTE

Established in 1999 and registered with DHERST as a private higher education provider for the past 12 years

DIPLOMA for Grade 12 Students

Only offered in POM, Lae and Goroka Campuses

COURSE INFORMATION

SEMESTER:

☐ FEBRUARY INTAKE

☐ JULY INTAKE



Diploma in Business Accounting (DBAC)

Gain the specialist knowledge and skills that will prepare you for a career in the world of professional accounting. You will develop a strong foundation in conceptual knowledge of accounting procedures and practices. This foundation is complemented by current skills development focusing on critical thinking, problem solving and creativity.

YEAR 1

SEMESTER 01

Code	Unit Name
151501	Business Communication
151502	Introduction to Business
251501	Office Application
151532	Accounting I

YEAR 1

SEMESTER 02

Code	Unit Name
151516	Organizational Behaviour
151533	Accounting II
151534	Taxation
151535	Cost and Budgeting I

YEAR 2

SEMESTER 03

Code	Unit Name
151539	Computerized Accounting
151536	Cost and Budgeting II
151520	Quantitative Methods for Business
151538	Financial Accounting

YEAR 2

SEMESTER 04

Code	Unit Name
151517	Business Law
151540	Auditing
151541	Corporate Tax
151542	Professional Ethics

Diploma in Business Management (DBMNGT)

This Program is designed for students who wish to acquire knowledge and skills to commence and progress through a management career in business. The program focuses on skills needed by managers and provide students with the ability to understand their organization's business needs and develop strategies and action plans to meet those needs. The program prepares students to further studies in the area of business management or for direct entry into the work place.

YEAR 1

SEMESTER 01

Code	Unit Name
151501	Business Communication
151502	Introduction to Business
251501	Office Application
151532	Accounting

YEAR 1

SEMESTER 02

Code	Unit Name
151516	Organizational Behaviour
151507	Principles of Management
151518	Business Economics
151519	Operational Management

YEAR 2

SEMESTER 03

Code	Unit Name
151250	Business Statistics
151503	Human Resource Management
151521	Marketing Management
151538	Financial Accounting

YEAR 2

SEMESTER 04

Code	Unit Name
151517	Business Law
151522	International Business
151523	Entrepreneurship Management
151524	Strategic Management

Diploma in Human Capital Management (DHCM)

This diploma program in human capital management is specialized management program focusing on human resource as an important function of an organization. Your subjects of study include recruitment and selection, performance evaluation, compensation and benefits employment law, and occupational safety and health.

YEAR 1

SEMESTER 01

Code	Unit Name
151501	Business Communication
151502	Introduction to Business
251501	Office Application
151532	Accounting

YEAR 1

SEMESTER 02

Code	Unit Name
151516	Organizational Behaviour
151503	Human Resource Management
151504	Industrial Psychology
151507	Principles of Management

YEAR 2**SEMESTER 03**

<u>Code</u>	<u>Unit Name</u>
151508	International HR Management
151509	Compensation Management
151510	Human Resource Development
151511	Industrial Relations

YEAR 2**SEMESTER 04**

<u>Code</u>	<u>Unit Name</u>
151505	Employment Law and Payroll
151512	Occupational Health and Safety
151513	Strategic HR Management
151515	Leadership

Diploma in Marketing Management (DMKM)

With this programme you will be equipped to conduct research, evaluate product demand, establish pricing strategies, identify a target audience and determine the best way to reach that audience. You will also be geared to participate in package design, brand building, develop advertising campaigns and choose the correct advertising mediums to promote a company's products. This versatile qualification is the ideal tool to help diversify your competencies and career opportunities in the corporate area.

YEAR 1**SEMESTER 01**

<u>Code</u>	<u>Unit Name</u>
151501	Business Communication
151502	Introduction to Business
251501	Office Application
151532	Accounting

YEAR 1**SEMESTER 02**

<u>Code</u>	<u>Unit Name</u>
151516	Organizational Behaviour
151507	Principles of Management
151518	Business Economics
151521	Marketing Management

YEAR 2**SEMESTER 03**

<u>Code</u>	<u>Unit Name</u>
151526	Retail Marketing
151503	Human Resource Management
151527	Consumer Behavior
151528	Market Research

YEAR 2**SEMESTER 04**

<u>Code</u>	<u>Unit Name</u>
151529	International Marketing
151517	Business Law
151522	International Business
151531	E-Marketing

Diploma in Information and Communication Technology (DICT)

The Diploma in Information and Communication Technology (ICT) programme deals with designing innovative methodologies and sophisticated tools for developing software systems. Students are exposed to various techniques of analyzing user requirements and specifications as well as design and implementation of software systems. Some of the core courses include object-oriented programming, database systems, software engineering and introduction to multimedia.

YEAR 1**SEMESTER 01**

<u>Code</u>	<u>Unit Name</u>
251501	Office Application
151501	Business Communication
251502	Applied Mathematics for Computing
251503	Professional Ethics

YEAR 1**SEMESTER 02**

<u>Code</u>	<u>Unit Name</u>
251504	Management Information System
251505	Computer Architecture and Organization
251506	Database Management System
251507	Introduction to Programming[C]

YEAR 2**SEMESTER 03**

<u>Code</u>	<u>Unit Name</u>
251508	Computer Networks
251509	System Analysis & Design
251510	Object Oriented Programming using Java
251511	Modern Operating System

YEAR 2**SEMESTER 04**

<u>Code</u>	<u>Unit Name</u>
251512	Components Based Technology (C#.Net)
251513	Network Security
251514	Web Programming Essentials
251515	Internet of Things[IoT]

Diploma in Small and Medium Business Management (DSMBM)

The aim of this program is to provide better education in the field of small and medium business management focussing on entrepreneurship. Papua New Guinea is a naturally developed country with its rich natural resource, human and other resources, enhanced entrepreneurship education has the potential for increasing employment opportunities in the field of small and medium business management. Upon successfully completing 16

YEAR 1**SEMESTER 01**

<u>Code</u>	<u>Unit Name</u>
151501	Business Communication
151502	Introduction to Business
251501	Office Application
151532	Accounting

YEAR 1**SEMESTER 02**

<u>Code</u>	<u>Unit Name</u>
151516	Organizational Behaviour
151507	Principles of Management
151518	Business Economics
151549	Entrepreneurship & Small Business Management

YEAR 2**SEMESTER 03**

<u>Code</u>	<u>Unit Name</u>
151519	Operational Management
151503	Human Resource Management
151521	Marketing Management
151538	Financial Accounting

YEAR 2**SEMESTER 04**

<u>Code</u>	<u>Unit Name</u>
151517	Business Law
151560	Sustainable Business Strategy
151562	Social Entrepreneurship
151564	Professional Ethics
	3000IP Internship

Diploma in Tourism and Hospitality Management (DTHM)

DTHM is specially designed by International Training Institute in response to the countries tourism and hospitality need and demand. The country is rich in tourism products. PNG is one of the emerging tourism countries in the South Pacific islands. This program will create more employment opportunities and you can be an social entrepreneur to create more jobs. Upon successfully completing 16 subjects you will be offered to undergo internship to explore the industry expectations and ethics.

YEAR 1

SEMESTER 01

Code	Unit Name
151501	Business Communication
151502	Introduction to Business
251501	Office Application
151532	Accounting

YEAR 2

SEMESTER 03

Code	Unit Name
151548	Customer Relations and Service
151503	Human Resource Management
151563	Hospitality and Tourism Marketing
151561	Hotel Housekeeping Management

YEAR 1

SEMESTER 02

Code	Unit Name
151516	Organizational Behavior
151507	Principles of Management
151546	Tourism Management
151547	Sustainable Tourism Operation

YEAR 2

SEMESTER 04

Code	Unit Name
151550	Service Marketing
151551	Hospitality Management
151560	Sustainable Business Strategy
151564	Professional Ethics
3000IP	Internship

ITI ENTRY REQUIREMENTS:

> **Diploma in Business Accounting.**

> **Diploma in Human Capital Management**

GPA of 2.2 or above in Grade 12 with C or above grade in Language and Literature and D in General or Advanced Mathematics.

> **Diploma in Information Communication and Technology**

GPA 2 or above in Grade 12 with C or above in Language and Literature and a C in General or Advanced Mathematics.

> **Diploma in Business Management**

> **Diploma in Marketing Management**

> **Diploma in Small and Medium Business Management**

> **Diploma in Tourism and Hospitality Management**

GPA 2 or above in Grade 12 with C or above in Language and Literature and a D in General or Advanced Mathematics.

COURSE FEES:

> **K11,900 per year**

UPFRONT PAYMENT K2,000

Remaining balance can be settled in installments.



Compulsory: Students must produce original Grade 12 Certificate for proof (sighting) during registration.

Career Pathway for ITI Diploma Holders

- > James Cook University (JCU) Brisbane, Australia
- > Griffith University - Brisbane, Australia
- > University of Sunshine Coast (USC) Queensland, Australia
- > University of Southern Queensland (USQ)

After successful completion of 2 year Diploma Course from ITI, students can further study at Australian Universities through ITI's Career Pathways Program with subjects exemptions.



Student Member with PNG Human Resource Institute and Registered Accounting Technician of CPA PNG

- > Qualify for Registered Accounting Technician (RAT) of the Certified Practising Accounting of PNG after graduating in DBAC and ADACC.
- > Eligibility to become student member with PNG Human Resource Institute after successful completion of DHCM.

WHY SHOULD YOU STUDY AT ITI

- Fully maintained higher learning facilities with digital boards and multi media equipment for lectures and seminars.
- Fibre optic Internet access for student learning and research.
- Library holds volumes of study books specific for research on courses and subjects offered with online library learning.
- On-Job Training (OJT) and Employment Opportunities for graduating students arranged through Learning and Development department.
- Reputable Training Institution operating 26 years with total of 7 Campuses in Papua New Guinea.

For more information Contact the 3 Campuses below

ENQUIRES POM CAMPUS

P. O. Box 6322, BOROKO, NCD

Scratchley Road, Badili

Telephone: 320 2800

Mobile: 7685 0523 / 7050 6997

WhatsApp: 7685 0523

Email: marketing6@iti.ac.pg

marketing5@iti.ac.pg

marketing3@iti.ac.pg

FB: Internationaltraininginstitutepom

ENQUIRES LAE CAMPUS

P. O. Box 618, LAE, Morobe Prov.

Steamships Property, Sletjford St.

Building 03/ Sect: 30 Lot: 01, Unit# 2

Telephone: 472 2790

Mobile: 7342 8032, 7577 8757 or

7118 5837

WhatsApp #: 7342 8032

Email: enquires.lae@iti.ac.pg

FB pg: @ITILaecampus

ENQUIRES GOROKA CAMPUS

P. O. Box 534, GOROKA

Okuk Highway, opposite Mt. Sion

Eastern Highlands Province

Telephone: 532 2887

Mobile: 7487 0657, 7619 7939

7080 8070, 8208 0680

WhatsApp: 7810 2636

Email: enquires.goroka@iti.ac.pg

FB pg: @itigoroka

Website:
www.iti.ac.pg

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APPLICATION FORM

DIPLOMA for Gr.12 Students

Only offered in POM, Lae and Goroka Campuses



Please write in Block Letters

COMPLETE ALL SECTIONS TO AVOID DELAYS IN PROCESSING THE OFFER LETTERS

(Put a Tick in the appropriate boxes)

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)
Given Name:	
Surname:	
Preferred Name in full:	
Date of Birth: ___/___/___ Gender: <input type="radio"/> Male <input type="radio"/> Female	Place you reside:
Place of Birth:	Home / Work Telephone:
Home Province:	Mobile Numbers:
District: LLG:	WhatsApp#:
Nationality:	Email:

3. Education Detail (Secondary Education-highest level achieved)	4. Tertiary and further Education
School Attended:	Name of qualification:
Qualification Attained (Year 10 / 12):	
	Institute attended:
Year Completed: GPA:	
Country / Province / City / Town:	Country / Province / City / Town:
5. Employment	Year Completed: GPA:
Company: Position:	Please attach the certified copies of all the credentials.

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

6. Campus Locations (Choose the campus you prefer to study)

☐ PORT MORESBY Campus (Scratchley Road Badili, Opposite Stop n Shop and Ruswin)

☐ LAE Campus (Steamships Property, Sletjford Street Building 03, Sect 30 Lot 01, Unit #01)

☐ GOROKA Campus (Okuk Highway, opposite Mount Sion)

7. Program / Course selection	Course commencement Date
<input type="radio"/> Diploma in Business Accounting	Year: 20___ <input type="radio"/> February <input type="radio"/> July
<input type="radio"/> Diploma in Business Management	Year: 20___ <input type="radio"/> February <input type="radio"/> July
<input type="radio"/> Diploma in Human Capital Management	Year: 20___ <input type="radio"/> February <input type="radio"/> July
<input type="radio"/> Diploma in Marketing Management	Year: 20___ <input type="radio"/> February <input type="radio"/> July
<input type="radio"/> Diploma in Information and Communication Technology	Year: 20___ <input type="radio"/> February <input type="radio"/> July
<input type="radio"/> Diploma in Small and Medium Business Management	Year: 20___ <input type="radio"/> February <input type="radio"/> July
<input type="radio"/> Diploma in Tourism and Hospitality Management	Year: 20___ <input type="radio"/> February <input type="radio"/> July

8. Are you under HECAS? ☐ Yes ☐ No HECAS Course selected: _____
> attached copy of the confirmation email sent by DHERST _____

9. Do you wish to apply for Exemption / Credits? ☐ Yes ☐ No

If yes, please fill the exemption form. The application will be accepted once ITI receives all the required certified educational qualifications from the candidates.



"NO FEES Charged on this ITI Form"

9. Are you applying for Evening Classes (5-9pm)?	10. Request for learning support
<input type="radio"/> Yes <input type="radio"/> No <i>If No, skip and go to 9.</i> <i>If Yes, do you require transportation for drop off?</i> <input type="radio"/> Yes <input type="radio"/> No <i>If No, skip and go to 9.</i> <i>If Yes, where is your exact location?</i>	Is there anything that may affect your learning (for example, impairments to your mobility, sight, hearing, reading or writing?) <input type="radio"/> Yes <input type="radio"/> No If yes, please indicate your needs on a separate sheet of paper and attach to this application.

11. Sponsorship	12. Other information
<input type="radio"/> Parents <input type="radio"/> Self-sponsor <input type="radio"/> Name of Employer/Address: <input type="radio"/> Other, (please specify):	How did you first learn about ITI? you may tick more than one. <div style="display: flex; flex-wrap: wrap;"> <div style="width: 50%;"><input type="radio"/> ITI Web page</div> <div style="width: 50%;"><input type="radio"/> ITI FB page</div> <div style="width: 50%;"><input type="radio"/> Newspaper / Magazine / Poster</div> <div style="width: 50%;"><input type="radio"/> Television</div> <div style="width: 50%;"><input type="radio"/> Exhibition / Seminar</div> <div style="width: 50%;"><input type="radio"/> Corporate visit</div> <div style="width: 50%;"><input type="radio"/> Recommended by ITI student / staff</div> <div style="width: 50%;"><input type="radio"/> ITI visit to your Secondary school</div> <div style="width: 50%;"><input type="radio"/> Secondary Schools Expo</div> </div>

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. **PLEASE PROVIDE ORIGINAL CERTIFICATE AND TRANSCRIPT FOR SIGHTING BY THE ADMINISTRATION.** Failure to comply with the following may result in delaying the processing of your application. DO NOT SEND OR POST YOUR ORIGINAL DOCUMENTS.

13. Disclaimer	14. Application checklist
I hereby declare that ITI can provide all my study progress reports to my parents, guardians or sponsors. <input type="radio"/> Yes <input type="radio"/> No	Check that you have: <input type="radio"/> Completed all the given sections <input type="radio"/> Read Conditions of Enrollment, Deferral and fee Refund Policy <input type="radio"/> Declared and signed the Application form Check that you have: <input type="radio"/> Certified copies of your academic qualification <input type="radio"/> Any relevant employment documentation <input type="radio"/> Recommendation letter from sponsor

15. Fee Refund Policy “(A Must Read Clause)”
<p>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;</p> <p>14.1 All correspondence regarding refund / excess payment must be in writing.</p> <p>14.2 Before commencement date of course, full refund less K200.00 for administration costs will be paid.</p> <p>14.3 After commencement date of course;</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>14.3.4 After third week of the commencement date of the course, NO REFUND will be made.</p> <p>14.3.5 Once Transport fees are paid and used NO MORE REFUNDS applicable</p> <p>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.</p> <p>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.</p> <p>14.4.1 Excess Payments: any excess payments of specified course fees will be reimbursed after realization of the deposit made.</p> <p>14.4.2 Reimbursement will be processed upon return of all course materials and original receipts of payment.</p> <p>14.5 If a student wishes to defer his/her course to a later semester(s), ITI will hold the fees until the commencement of the new semester</p> <p>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.</p> <p>14.7 All withdrawals and excess payments will be made payable to the sponsor.</p>

16. 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. I give authorization for my photos taken on ITI camera in future to be used in publicity reference to promote education sector in PNG. 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 <input type="radio"/> Complete all sections of the Application form <input type="radio"/> Agreed the Refund Policy <input type="radio"/> Declare and signed the Application form	* Check that the applicant had attached; <input type="radio"/> Certified copies of the academic qualification <input type="radio"/> Any relevant employment documentation <input type="radio"/> Recommendation letter from the sponsor	<div style="background-color: #333; color: white; padding: 5px; text-align: center;"> Sighted or Authorized by: (Write full name & sign/ Put official stamp here) </div> <div style="border: 1px solid black; height: 100px; margin-top: 5px;"></div>
Application received through: <input type="checkbox"/> Facebook <input type="checkbox"/> WhatsApp <input type="checkbox"/> Email <input type="checkbox"/> ITI Reception <input type="checkbox"/> Street Promo <input type="checkbox"/> School Visit		
“NO FEES Charged on this ITI Form”		