



LAE CAMPUS

Full-Time Course Information

Semester: ☐ February Intake ☐ July Intake



*"Investing in Quality and
Affordable Education for your Future"*

CERTIFICATE COURSES in BUSINESS and COMPUTING

Certificate in Accounting (CIA)	Certificate in Business (CIB)	Certificate in HR Management (CHRM)	Certificate in Computing (CIC)																																																
Program Structure Certificate in Accounting requires completion of 5 units successfully. <table> <tr> <th>Code</th><th>Unit Name</th></tr> <tr> <td>1002</td><td>Business Communication</td></tr> <tr> <td>1003</td><td>Microsoft Office Training</td></tr> <tr> <td>1009</td><td>Business Administration</td></tr> <tr> <td>1012</td><td>Basic Accounting</td></tr> <tr> <td>1014</td><td>Business Maths</td></tr> </table> After successful completion of CIA, students can enrol for Diploma in Acc.	Code	Unit Name	1002	Business Communication	1003	Microsoft Office Training	1009	Business Administration	1012	Basic Accounting	1014	Business Maths	Program Structure Certificate in Business requires completion of 5 units successfully. <table> <tr> <th>Code</th><th>Unit Name</th></tr> <tr> <td>1002</td><td>Business Communication</td></tr> <tr> <td>1003</td><td>Microsoft Office Training</td></tr> <tr> <td>1012</td><td>Basic Accounting</td></tr> <tr> <td>1013</td><td>Principles of Management</td></tr> <tr> <td>1014</td><td>Business Maths</td></tr> </table> After successful completion of CIB, students can enrol for Diploma in Acc.	Code	Unit Name	1002	Business Communication	1003	Microsoft Office Training	1012	Basic Accounting	1013	Principles of Management	1014	Business Maths	Program Structure Certificate in HRM requires completion of 5 units successfully. <table> <tr> <th>Code</th><th>Unit Name</th></tr> <tr> <td>1002</td><td>Business Communication</td></tr> <tr> <td>1003</td><td>Microsoft Office Training</td></tr> <tr> <td>1011</td><td>Organizational Behaviour</td></tr> <tr> <td>1012</td><td>Basic Accounting</td></tr> <tr> <td>1015</td><td>Principles of HR Management</td></tr> </table> After successful completion of CHRM, students can enrol for Diploma in HRM.	Code	Unit Name	1002	Business Communication	1003	Microsoft Office Training	1011	Organizational Behaviour	1012	Basic Accounting	1015	Principles of HR Management	Program Structure Certificate in Computing requires completion of 5 units successfully. <table> <tr> <th>Code</th><th>Unit Name</th></tr> <tr> <td>1008</td><td>Introduction to Programming</td></tr> <tr> <td>1005</td><td>Database Development</td></tr> <tr> <td>1004</td><td>Introduction to Computing</td></tr> <tr> <td>1003</td><td>Microsoft Office Training</td></tr> <tr> <td>1002</td><td>Business Communication</td></tr> </table> After successful completion of CIC, students can articulate to Diploma in IT.	Code	Unit Name	1008	Introduction to Programming	1005	Database Development	1004	Introduction to Computing	1003	Microsoft Office Training	1002	Business Communication
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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 1. Work effectively in an information technology environment 2. Apply occupational health and safety procedures 3. Operate word processing/ Database applications (W/ Processing) 4. Operate word processing/ Database applications (spreadsheets) 5. Operate word processing/ Database applications (Database) 6. Operate word processing/ Database applications (Presentation) 7. Operate computer hardware 8. Determine client computing problems and actions 9. Maintain equipment/ Software inventory 10. Work hardware peripherals 11. Install software applications	CODE ICTITENV40I1 ICTITENV40I2 ICTITWP40I3 ICTITSS40I4 ICTITDBS40I5 ICTITPPS40I6 ICTITHW40I7 ICTITENV40I8 ICTITENV40I9 ICTITHWP40I10 ICTITSAP40I11	12. Integrate commercial computing packaging 13. Maintain System integrity 14. Install Computer Systems and Networks 15. Configure Computer Systems and Networks 16. Diagnose and Troubleshoot Computer Systems 17. Maintain Computer Systems and Networks 18. Advance object-oriented language skills (Computer Programming) ICTITENV40I12 ICTITENV40I13 ICTITCSN40I14 ICTITENV40I15 ICTITENV40I16 ICTITENV40I17 ICTITPRD40I18																																																
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 42 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 1. Managing human resource 2. Job analysis and design 3. Human resource planning 4. Recruiting employees 5. Selecting employees 6. Orientation and employee training 7. Management & organisational development 8. Performance appraisal systems 9. Career planning 10. Organisational reward systems 11. Wages and salary systems 12. Incentive payment systems 13. Employee benefits 14. Introduction to business 15. Introduction to accounting 16. Accounting terminologies 17. Accounting concepts 18. Source documents 19. Accounting for petty cash 20. Accounting entries 21. Organisational behaviour	CODE ITI-HRMNG401A ITI-HRMJAD402A ITI-HRMPLAN403A ITI-HRMREC404A ITI-HRMSEL405A ITI-HRMIND406A ITI-HRMMOD407A ITI-HRMPMT408A ITI-HRMCP409A ITI-HRMORS4010A ITI-HRMWSS4011A ITI-HRMPAS4012A ITI-HRMEMB4013A ITI-HRMBUS4014A ITI-HRMACC4015A ITI-HRMEMB4016A ITI-HRMACT4017A ITI-HRMACT4018A ITI-HRMAPC4019A ITI-HRMACE4020A ITI-HRMGB4021A	22. Foundation of individual behaviour 23. Personality in an organisation 24. Motivation concepts 25. Organisational culture 26. Organisational change and development 27. Concept and application of motivation 28. Emotions and moods 29. Fundamental of communication 30. Clear thinking and argument 31. Intercultural communication 32. Oral presentation 33. Public relations and customer relations 34. Seminars, symposia and formal meetings 35. Job interview 36. Organisational communication 37. Leadership 38. Committees in meeting and decision making 39. Microsoft Office 2010 40. Microsoft Office Word 2010 41. Microsoft Office Excel 2010 42. Microsoft Office PowerPoint 2010 ITI-HRMBR4022A ITI-HRMPMN4023A ITI-HRMMCT4024A ITI-HRMOCU4025A ITI-HRMOGC4026A ITI-HRMEAM4028A ITI-HRMFCM4029A ITI-HRMLIT4030A ITI-HRMICO4031A ITI-HRMPOR4032A ITI-HRMSSM4033A ITI-HRMLJB4035A ITI-HRMOAC4036A ITI-HRMLSP4037A ITI-HRMCMD4038A ITI-HRMMSO4039A ITI-HRMMWD4040A ITI-HRMMSE4041A ITI-HRMMPP4042A																																																

DIPLOMA COURSES in BUSINESS & INFORMATION TECHNOLOGY

Diploma in Accounting (DACC)	Diploma in Human Resource Management (DHRM)	ADVANCED DIPLOMA IN ACCOUNTING (ADACC)
Program Structure Diploma in Accounting requires completion of 10 units successfully.	Program Structure Diploma in HRManagement requires completion of 10 units successfully.	Program Structure Advanced Dip. in Accounting requires completion of 10 units successfully.
SEMESTER ONE	SEMESTER ONE	SEMESTER ONE
<u>Code</u> <u>Unit Name</u>	<u>Code</u> <u>Unit Name</u>	<u>Code</u> <u>Unit Name</u>
2041 Business Writing	2041 Business Writing	3009 Financial Accounting
2042 Office Application	2042 Office Application	3010 Management Accounting
2011 Business Law	2034 Human Resource Law in PNG	3011 Intermediate Audit
1001 Accounting 1	1001 Accounting I	3015 Introduction of Economics
2012 Cost & Budgeting 1	2027 Introduction to Psychology	3016 Elements of Information System
SEMESTER TWO	SEMESTER TWO	SEMESTER TWO
<u>Code</u> <u>Unit Name</u>	<u>Code</u> <u>Unit Name</u>	<u>Code</u> <u>Unit Name</u>
2013 Auditing	2032 Leading & Managing People	3012 Specialised Accounting Practice
2014 Taxation	2033 Strategic Human Resource Mngt	3013 Corporate Tax
2048 Cost & Budgeting 2	2035 Contemporary Issues in HRM	3014 Professional Ethics
2010 Accounting 2	2036 International H/ Resource Mngt	3017 Quantitative Methods of Business
2049 Financial Reporting	2037 Human Resource Development	3018 Principles of Mngmt and Marketing
		“NO FEES Charged on this ITI Form”

"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 Programming
2053	Computer Communications
4007	Computer Organisation
4008	System Principle
4010	Webpage Design

COURSE FEES

K4,100 CERTIFICATE COURSES (17 weeks)

K1,200 on registration followed by installments.

Full Fee must be completed before you sit for the Final Exam.

K9,800 DIPLOMA COURSES (34 Weeks)

K1,500 on registration followed by installments.

Full Fee must be completed before you sit for the Final Exam.

K9,800 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 Failed unit (Subject).

K750.00 - per Certificate Course

K750.00 - per Diploma Course

DROP OFF TRANSPORT FEE FOR EVENING CLASS

Compulsory Fee that applies for drop-off only with Security Escort.

K800.00 - 17 WEEKS for Certificate students

K1,600.00 - 34 WEEKS for Diploma students

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 achievement of “**C**” or above in English and “**D**” grade in Mathematics eligible for Business Courses.

> Successful completion of Grade 12 with achievement of “**C**” or above in English and Mathematics are eligible for DIT Course only.

> “**D**” in Mathematics and must pass ITI entry test to qualify for DIT Course only.

> “**D**” in English and must pass ITI entry test to qualify for any Diploma Course.

> 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.

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



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 Papua 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

“Diploma in Accounting Course improved my intellect in the accounting field .

Through ITI's Association with CPA PNG I have registered to become a Accounting Technician Member of CPA PNG”.

AILEEN Leka - DACC, 2023

Admin. & Accounts Manager, Kumul Consumer Goods Ltd.
2010 - Badihagwa Secondary



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 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
marketing3@iti.ac.pg
Facebook page below:
Internationaltraininginstituteportmoresby

CONTACT DETAILS FOR ITI CAMPUSES

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: @italotau

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 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 KOKOPO CAMPUS

PO Box 1200, KOKOPO, E.N.B.
Takubar Industrial Area
Section 73, Lot 8, Takubar
East New Britain
Phone: 982 5208
Mobile: 7760 4272, 7295 0131
WhatsApp#: 7295 0131
Email: enquires.kokopo@iti.ac.pg

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



WEBSITE:
www.iti.ac.pg



“NO FEES Charged on this ITI Form”



APPLICATION FORM

Full-Time on Campus



Please write clearly in bold letters

COMPLETE ALL SECTIONS TO AVOID DELAYS IN PROCESSING OF OFFER LETTERS
(Put a Tick in the appropriate boxes)

1. Personal Details	2. Contact Details
Title: ☐ Mr ☐ Mrs ☐ Miss ☐ Other	Address in PNG or Overseas (if known)
Given Name:	
Surname:	
Preferred Name in full:	
Birth date: ____/____/____ Gender: ☐ Male ☐ Female	Place you reside:
Place of birth:	Home / Work Telephone:
Home Province: Village:	Mobile:
District: Ward: LLG:	WhatsApp No.:
Nationality:	Email (if available):

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: ☐ Yes ☐ No	Institute attended:
Year Completed:	
Country / Province / City / Town:	Country / Province / City / Town:
5. Employment	Completed: ☐ Yes ☐ No Year Completed:
Company: Position:	Please attach certified copies of all certificates and academic transcripts or mark sheets (originals will only be used for sighting).
If you believe you have relevant employment experience, please attach relevant details.	

6. ITI LAE CAMPUS LOCATION / Program / Course Selection / Semester

☒ Lae Campus (Steamships Property, Sletjford Street / Building 03, Sect: 30 Lot:01, Unit #01)

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 Human Resource Management	Year: 202__	Month:	☐ February	☐ July
☐ Advanced Diploma in Accounting	Year: 202__	Month:	☐ February	☐ July

"NO FEES Charged on this ITI Form"

NOTE

If you wish to apply for Exemption please refer to separate 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.

ADMIN. TO VERIFY APPLICATION:

Application received through: ☐ Facebook ☐ WhatsApp ☐ Email ☐ ITI Reception ☐ Street Promo ☐ School Visit



8. Are you applying for Evening Classes (5-9pm)? ☐ Yes ☐ No <i>If No, skip and go to 9.</i> <i>If Yes, do you require transportation for drop off?</i> ☐ Yes ☐ No <i>If No, skip and go to 9.</i> <i>If Yes, where is your exact location?</i>	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.
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10. Sponsorship ☐ Parents ☐ Self-sponsor ☐ Name of Employer/Address: ☐ Other, (please specify):	11. Other information How did you first learn about ITI? you may tick more than one. ☐ ITI Web page ☐ ITI FB page ☐ Newspaper / Magazine / Poster ☐ Television/Radio ☐ Exhibition / Seminar ☐ Corporate visit ☐ Recommended by ITI student / staff ☐ ITI visit to your Secondary school ☐ Secondary Schools Expo
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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 & 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.

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	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
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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 until 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.
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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 understood 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”	