

PORT MORESBY CAMPUS

Full-Time Course Information

Semester: February Intake July Intake



Established in 1999 and is registered with DHERST as a higher education provider.

CERTIFICATE COURSES in BUSINESS and COMPUTING

Certificate in Accounting (CIA)	Certificate Human Resource Management (CHRM)	Certificate in Computing (CIC)																																																																																				
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<p>Cert. Level 4 in IT (ICTIT40A)</p> <p>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.</p> <p>Students will be trained in a range of information and communication technology (ICT) disciplines to meet the needs of industry.</p> <p>With the emerging businesses, IT professionals are a demand in PNG and across the globe to ensure that our communities and cities stay connected.</p> <p>This course will surely prepare you to be engaged in important roles to meet the needs of the computing and technology industry.</p>	<p>UNIT OF COMPETENCY</p> <ol style="list-style-type: none"> 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 	<table border="1"> <thead> <tr> <th>CODE</th> <th>UNIT NAME</th> </tr> </thead> <tbody> <tr><td>ICTITENV40I1</td><td>12. Integrate commercial computing packaging</td></tr> <tr><td>ICTITENV40I2</td><td>13. Maintain System integrity</td></tr> <tr><td>ICTITWP40I3</td><td>14. Install Computer Systems and Networks</td></tr> <tr><td>ICTITSS40I4</td><td>15. Configure Computer Systems and Networks</td></tr> <tr><td>ICTITDBS40I5</td><td>16. Diagnose and Troubleshoot Computer Systems</td></tr> <tr><td>ICTITPPS40I6</td><td>17. Maintain Computer Systems and Networks</td></tr> <tr><td>ICTITHW40I7</td><td>18. Advance object-oriented language skills (Computer Programming)</td></tr> <tr><td>ICTITENV40I8</td><td></td></tr> <tr><td>ICTITENV40I9</td><td></td></tr> <tr><td>ICTITHP40I10</td><td></td></tr> <tr><td>ICTITAP40I11</td><td></td></tr> </tbody> </table>	CODE	UNIT NAME	ICTITENV40I1	12. Integrate commercial computing packaging	ICTITENV40I2	13. Maintain System integrity	ICTITWP40I3	14. Install Computer Systems and Networks	ICTITSS40I4	15. Configure Computer Systems and Networks	ICTITDBS40I5	16. Diagnose and Troubleshoot Computer Systems	ICTITPPS40I6	17. Maintain Computer Systems and Networks	ICTITHW40I7	18. Advance object-oriented language skills (Computer Programming)	ICTITENV40I8		ICTITENV40I9		ICTITHP40I10		ICTITAP40I11																																																													
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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 	<table border="1"> <thead> <tr> <th>CODE</th> <th>UNIT NAME</th> </tr> </thead> <tbody> <tr><td>ITI-HRMMNG401A</td><td>22. Foundation of individual behaviour</td></tr> <tr><td>ITI-HRMJAD402A</td><td>23. Personality in an organisation</td></tr> <tr><td>ITI-HRMPLAN403A</td><td>24. Motivation concepts.</td></tr> <tr><td>ITI-HRMREC404A</td><td>25. Organisational culture</td></tr> <tr><td>ITI-HRMSEL405A</td><td>26. Organisational change and development</td></tr> <tr><td>ITI-HRMIND406A</td><td>27. Concept and application of motivation</td></tr> <tr><td>ITI-HRMMOD407A</td><td>28. Emotions and moods</td></tr> <tr><td>ITI-HRMPMT408A</td><td>29. 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DIPLOMA COURSES in BUSINESS & INFORMATION TECHNOLOGY

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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

K4,300 CERTIFICATE COURSES (17 weeks)

K1,200 on registration followed by installments.
Full Fee must be completed before you sit for the Final Exam.

K10,000 DIPLOMA COURSES (34 Weeks)

K1,500 on registration followed by installments.
Full Fee must be completed before you sit for the Final Exam.

K10,000 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.

K900.00 - per Semester

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 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 Undergraduate 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 Practicing Accountants of Papua New Guinea (CPA PNG)

ITI has an established pathway with CPA PNG, Advanced Diploma in Accounting and Diploma in Business Accounting graduates can become Registered Accounting Technicians (RAT).

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 6 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 am now a Registered Accounting Technician Member (RAT)”.



AILEEN Leka - DACC, 2023
Admin. & Accounts Manager, Kumul Consumer Goods Ltd.
2010 - Badihagwa Secondary

ITI PORT MORESBY CAMPUS

PO Box 6322, BOROKO, NCD Scratchley Road, Badili

☎ 320 2800 ☎ 7050 6997 | 7685 0523 | 7448 9115
☎ 7050 6997 | 7685 0523

✉ marketing@iti.ac.pg | marketing6@iti.ac.pg
marketing5@iti.ac.pg | marketing3@iti.ac.pg

🌐 Internationaltraininginstituteportmoresby

ITI LAE CAMPUS

P O Box 618, LAE, Morobe Province
Steamships Property, Sletjford Street
Building 03, Sect 30, Lot 01, Unit #01

☎ 472 2790 ☎ 7342 8032 | 7577 8757 | 7118 5837
☎ 7342 8032

✉ enquires.lae@iti.ac.pg | marketing1.lae@iti.ac.pg

🌐 @ITILae-campus

CONTACT DETAILS FOR ITI CAMPUSES

ITI ALOTAU CAMPUS

PO Box 142, ALOTAU, Education
Milne Bay Wanigili Centre, M/B Province

☎ 641 1223 ☎ 7181 4731 | 7079 0821

☎ 71814731

✉ enquires.alotau@iti.ac.pg

🌐 @italotau

ITI GOROKA CAMPUS

PO Box 534, GOROKA, Okuk Highway
Opposite Mt. Sion, E.H.P

☎ 532 2887 ☎ 7487 0657 | 7619 7939 |
☎ 7810 2636 7080 8070

✉ enquires.goroka@iti.ac.pg

🌐 @itigoroka

ITI KIMBE CAMPUS

PO Box 694, Moroakea Town, Kimbe,
West New Britain Province

☎ 983 4922 | 983 5833 ☎ 7484 8828 | 7838 5103

☎ 7484 8828

✉ enquires.kimbe@iti.ac.pg

🌐 @itikimbe

ITI KOKOPO CAMPUS

PO Box 1200, KOKOPO, Takubar Industrial
Area, Section 73, Lot 8, East New Britain

☎ 982 5208 ☎ 7760 4272 | 7295 0131
☎ 7295 0131

✉ enquires.kokopo@iti.ac.pg

🌐 @itikokopocampus



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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: <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:	
Birth date: ___/___/___ Gender: <input type="radio"/> Male <input type="radio"/> 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
Name of qualification (Year 10 / 12 Levels) :	Name of qualification :
School Attended:	
Year Completed: GPA:	Institute attended:
Country / Province / City / Town:	Country / Province / City / Town:
	Year Completed: GPA:
Company: Position: <i>If you believe you have relevant employment experience, please attach relevant details.</i>	<i>Please attach certified copies of all certificates and academic transcripts or mark sheets (originals will only be used for sighting).</i>

6. ITI Port Moresby Campus Location / Program / Course Selection / Semester

Location : Port Moresby Campus (Scratchley Road Badili, Opposite Stop N Shop & Ruswin)

Please complete the relevant section for each program / course and the semester of commencement.

BUSINESS AND IT COURSES	Commencement Year / Preferred Semester
<input type="radio"/> Certificate in Accounting	Year: 202__ Month: <input type="radio"/> February <input type="radio"/> July
<input type="radio"/> Certificate in Human Resource Management	Year: 202__ Month: <input type="radio"/> February <input type="radio"/> July
<input type="radio"/> Certificate in Computing	Year: 202__ Month: <input type="radio"/> February <input type="radio"/> July
<input type="radio"/> Certificate in Level 4 in Information Technology	Year: 202__ Month: <input type="radio"/> February <input type="radio"/> July
<input type="radio"/> Certificate in Level 4 in HR Management	Year: 202__ Month: <input type="radio"/> February <input type="radio"/> July
<input type="radio"/> Diploma in Accounting	Year: 202__ Month: <input type="radio"/> February <input type="radio"/> July
<input type="radio"/> Diploma in Human Resource Management	Year: 202__ Month: <input type="radio"/> February <input type="radio"/> July
<input type="radio"/> Advanced Diploma in Accounting	Year: 202__ Month: <input type="radio"/> February <input type="radio"/> July
<input type="radio"/> Diploma in Information Technology	Year: 202__ Month: <input type="radio"/> February <input type="radio"/> July

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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)?	9. Request for learning support
<input type="radio"/> Yes <input type="radio"/> No If No, skip and go to 9.	Is there any thing 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, do you require transportation for drop off?	
<input type="radio"/> Yes <input type="radio"/> No If No, skip and go to 9.	If yes, please indicate your needs on a separate sheet of paper and attach to this application.
If Yes, where is your exact location?	

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

To ensure your application is processed without delay, attached certified copies of academic certificate and transcript signed by 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.**

12. Disclaimer	13. Application checklist
I grant ITI permission to provide my parent(s), Guardian(s) or Sponsors when requested, with any information, to study, progress, results and attendances. <input type="radio"/> Yes <input type="radio"/> No	Check that you have: <input type="checkbox"/> Completed all sections of the Application form <input type="checkbox"/> Read Conditions of Enrollment, Deferral and fee Refund Policy <input type="checkbox"/> Declared and signed the Application form <input type="checkbox"/> Certified copies of your academic qualification <input type="checkbox"/> Any relevant employment documentation <input type="checkbox"/> Recommendation letter from sponsor

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 and excess payments will be made payable to the sponsor.

15. Declaration

I declare that the information supplied by me in this form and all relevant attachments is true and correct at the time of lodgment. I accept full liability for all fees payable for the specified course. I agree to abide by the policies regarding Refunds and Deferrals, and any regulations that may apply upon registration. I give authorization for my photos taken by ITI in the future to be used for publicity purposes to promote the education sector in PNG. ITI reserves the right to take appropriate action on any 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	* Check that the applicant had attached;
<input type="radio"/> Complete all sections of the Application form	<input type="radio"/> Any relevant employment documentation
<input type="radio"/> Read and understood the refund Policy	<input type="radio"/> Any relevant employment documentation
<input type="radio"/> Declare and signed the Application form	<input type="radio"/> Recommendation letter from the sponsor
	Sighted or Authorized by: (Write full name & sign/ Put official stamp here)
	“NO FEES Charged on this ITI Form”