



## Distance Education Course Information

### CERTIFICATE PROGRAMS

Certificate in Accounting (CIA)	Certificate in Human Resource Management (CHRM)																								
The Cert. in Accounting requires completion of 5 units successfully.	The Certificate in Human Resource Management requires the completion of 5 units successfully.																								
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After successful completion of CIA students can apply to study Diploma in Accounting Program.	After successful completion of CHRM students can apply to study Diploma in Human Resource Management.																								

### DIPLOMA PROGRAMS

Diploma in Accounting (DACC)	Diploma in Human Resource Management (DHRM)																								
The DACC requires the completion of 10 units successfully.	Diploma in HRM requires the completion of 10 units successfully.																								
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### 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 Diploma Courses.
- > "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.

### COURSE FEES

#### CERTIFICATE COURSES

> **K3,200.00**  
(5 Subjects)

#### DIPLOMA COURSES

> **K7,800.00**  
(10 Subjects)

#### Upgrade Fee for per Failed Subject:

> **K750.00**  
(Certificate/Diploma)

## WHY STUDY AT ITI

Distance Education is a popular way for people in many different situations to continue education and improve their professional skills.

ITI allows students to study no matter where they are and is ideal for students who wish to work full-time and study part-time.

The International Training Institute is providing you a great learning opportunity to attain a Certificate or Diploma in Business through its Distance Education study program. All the courses have been upgraded to be user friendly and can suit anybody.

- > ITI branches are currently recognized by the Department of Higher Education, Research, Science and Technology as private higher education provider since it is transferred from National Training Council (NTC) to DHERST.
- > ITI is one of the leading and biggest privately owned higher learning Institution in Papua New Guinea.
- > Students can study a Course at their pace for a maximum period.
- > Students can choose to take one or two subjects (unit) at a time.
- > Distance Courses is Open to Grade 10, 12 school leavers and the working class in PNG and abroad (who meet ITI entry requirements; see front page).
- > Distance Correspondence Course materials, text books, study guides and assignments will be send through postage.
- > Exams can be done in your home town.
- > You can switch mode of study from distance course to on-campus.
- > After successful completion of certificate courses you are eligible to enrol into Diploma programs.
- > You can personally attend a graduation either in POM, Lae campus or other respective ITI Campuses.
- > After successful completion of ITI Diploma program, students can apply for Degree programs offered by ITI Associated Universities in PNG and abroad.

## CAREER PATHWAY - ITI Diploma Graduates

- > On understanding between ITI and PNGHRI graduated DHRM students can become student member with Papua New Guinea Human Resource Institute (PNGHRI).

**After graduating with ITI Diploma students can apply to study at Australian Universities through Career Pathway Program with subjects exemption.**

- > University of Southern Queensland, Australia
- > James Cook University, Brisbane - Australia



## ITI CENTRES CONTACT DETAILS

### ITI POM Campus:

Scratchley Road , Badili  
PO Box 6322, BOROKO, NCD  
Phone: 320 2800  
Mobile/ WhatsApp: 7050 6997 / 7685 0523  
Email: distance1@iti.ac.pg  
OR distance7@iti.ac.pg

### ITI LAE Campus:

PO Box 618, LAE, Morobe Province  
Steamships Property, Sletjford Street  
Building 03, Sect 30, Lot 01, Unit #01  
Phone: 472 2790 / 472 0199  
Mobile: 7342 8032 / 7577 8757 / 7118 5837  
WhatsApp: 7342 8032  
Email: enquires.lae@iti.ac.pg

### ITI Kimbe Campus:

PO Box 694, Morokea Town  
KIMBE, West New Britain  
Phone: 983 4922 / 983 5833  
Mobile: 7484 8828 / 7838 5103  
WhatsApp: 7484 8828  
Email: enquires.kimbe@iti.ac.pg

### ITI Alotau Campus:

Education Milne Bay, Wanigili Centre  
PO Box 142, Alotau, Milne Bay Province  
Phone: 641 1223  
Mobile: 7079 0821 / 7181 4731 / 7613 7253  
WhatsApp: 7613 7253  
Email: enquires.alotau@iti.ac.pg

### ITI Goroka Campus

Okuk Highway, Oppst. Mt. Sion  
P.O Box 534, Goroka, Eastern Highlands Province  
Phone: 532 2887  
Mobile: 7487 0657 / 7619 7939 / 7080 8070  
WhatsApp: 78102636  
Email: enquires.goroka@iti.ac.pg

### ITI Kokopo Campus

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

## Ex ITI Student Testimonial



***The subjects learnt in Diploma in Human Resource Management Course broaden my knowledge, built my confidence and elevated me to be a responsible HR personnel.***

**DANIELLA Awa**  
*Diploma in HR Management*  
HR. Manageress - Pasifika Eagle Chemicals  
Attended Iarowari High School



**Website:**  
[www.iti.ac.pg](http://www.iti.ac.pg)



**Visit us on Facebook**



# Distance Education Application form

Please print in BLOCK LETTERS

(Put a ☒ tick in the appropriate boxes)

Attach one  
ID size photo  
here

## 1. Personal Details

Title: <input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Other
Given Name:
Surname:
Preferred name in full:
Date of Birth: / / Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female
Place of Birth: Home Province:
Village: District:
LLG: Ward:
Nationality:

## 2. Contact Details

Address in PNG or overseas (if known):
Place you reside:
Home / Work Telephone:
Fax:
Mobile Phone:
E-mail (if available) :

## 3. Education Details

### Secondary education - highest level achieved

Name of qualification (eg. Year 10/12, 'A' Levels):
School attended:
Completed: <input type="checkbox"/> Yes <input type="checkbox"/> No Year Completed:
Country/Province/City/Town:

## 4. Tertiary and further education

Name of qualification:
Institution attended:
Completed: <input type="checkbox"/> Yes <input type="checkbox"/> No Year Completed:
Country/Province/City/Town:
Please attached certified copies of all certificates and academic transcripts or mark sheets.

## 5. Employment

Name of employer :
Address:
Telephone & Mobile #:

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

## 6. Program/Course and Subject selection

Please complete the relevant section for each program/course you wish to undertake and the commencement dates

Date of Application Lodgement:

Nearest Town and District:

### Program / Course

Certificate in Accounting

Certificate in Human Resource Management

Diploma in Accounting

Diploma in Human Resource Management

### Year / Commencement Date

Year:  /  /  Date:  /  /

Year:  /  /  Date:  /  /

Year:  /  /  Date:  /  /

Year:  /  /  Date:  /  /

### Subject/Unit selection (Write the subject name you are intending to undertake)

Certificate :

1	
2	
3	
4	
5	

Diploma :

1	
2	
3	
4	
5	
6	
7	
8	
9	
10	



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

(If yes, please refer to separate exemption application form. Application for exemption are only considered once you have provided certified official subject outlines, transcripts or results for the subject you are intending to apply.



## 7. Exam Supervisor's Name / Contact details

(Eg. Nearest school, teacher, pastor, councillor, policeman)

Name:
Address:
Phone:
N/B: NCD, Central, Gulf, ENB, WNB students must report to ITI campus in POM, Lae, Warangoi & Kimbe respectively.

## 8. Request for learning support

Is there anything 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 separate sheet of paper and attach to this application.

## 9. Sponsorship

<input type="checkbox"/> Parents
<input type="checkbox"/> Self-sponsor
<input type="checkbox"/> Employer, Name of employer:
<input type="checkbox"/> Other, (please specify)

*To ensure your application is processed without delay, attach certified copies of academic certificates and transcript signed by a lawyer, commissioner of oath, district court house, ITI administration/ ITI local representative. PLEASE PROVIDE ORIGINAL CERTIFICATES & TRANSCRIPTS 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. Fee Refund Policy/Deferrals

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;

13.1 During the first three weeks from the date of the signed "course material acknowledgment form," 30% of the number of books (units) taken will be retained by ITI.

13.2 No refund will be paid after the said three weeks.

13.3 All correspondence of refund/deferral/ Switching modes of study should be in writing.

(Please note that there will be "separate course material acknowledgment form" to be sent with each initial material. The signing date would be the date of commencement date of the course)

### Deferral.

13.4 No deferral will be allowed after three weeks of commencement of course. The commencement date will be the date on the course material acknowledgment form.

13.5 If a student wishes to defer his/her studies until a further date, a period of not more than 4 months will be allowed.

NOTE: The fees paid will be subject to course fee changes (if any) at the date of recommencement. A fee of K200.00 will be charged on deferral.

### Switching Modes of Study.

If a student, after commencing his/her course, wishes to switch mode of study to On-Campus, the student will be required to complete the units for which he/she has been issued materials. The student will only then be allowed to switch mode but only at the commencement of the next semester, not during the semester.

## 14. 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) \_\_\_\_\_

## 10. Other information

How did you first learn about ITI? You may tick more than one.

- ☐ Recommendation by an education agent
- ☐ Internet
- ☐ Exhibition/Seminar
- ☐ Newspaper/Magazine/Poster
- ☐ Television
- ☐ Corporate visit
- ☐ Recommended by ITI student/staff

## 11. Disclaimer

I grant ITI permission to provide my parent(s), Guardian(s) or sponsors when requested, with any information pertaining to my application to study, ongoing academic progress, results and attendance.

☐ Yes ☐ No

## 12. 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 attached:

- Certified copies of your academic qualification.
- Any relevant employment documentation.
- Recommendation letter from sponsor.

### 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:

- ☐ Completed all sections of the Application form.
- ☐ Read and understood the Refund Policy.
- ☐ Declared and signed the Application form.

Check that the applicant had attached:

- ☐ Certified copies of academic qualification.
- ☐ Any relevant employment documentation.
- ☐ Recommendation letter from sponsor.

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