



Established in 1999

*ITI is registered as a Private Higher Education Provider with the
Department of Higher Education, Research, Science and Technology (DHERST)*

Distance Education Course Information

CERTIFICATE PROGRAMS

| Certificate in Business (CIB) | Certificate in Accounting (CIA) | Certificate in HR Management (CHRM) | Certificate in Sales (CIS) |
|--|---|--|---|
| The Certificate in Business requires the completion of 5 units successfully. | The Cert. in Accounting requires completion of 5 units successfully. | The Certificate in HRM requires the completion of 5 units successfully. | The Certificate in Sales requires the completion of 5 units successfully. |
| <u>Code</u> <u>Unit Name</u> | <u>Code</u> <u>Unit Name</u> | <u>Code</u> <u>Unit Name</u> | <u>Code</u> <u>Unit Name</u> |
| 1002 Business Communication 1004 Introduction to Computing 1012 Basic Accounting 1013 Principles of Management 1014 Business Maths | 1002 Business Communication 1004 Introduction to Computing 1009 Business Administration 1012 Basic Accounting 1014 Business Mathematics | 1002 Business Communication 1004 Introduction to Computing 1011 Organizational Behavior 1012 Basic Accounting 1015 Principles of HR Management | 1002 Business Communication 1004 Introduction to Computing 1012 Basic Accounting 1006 Fundamentals of Marketing 1007 Salesmanship |
| <i>After successful completion of CIB students can apply to study Diploma in Management.</i> | <i>After successful completion of CIA students can apply to study Diploma in Accounting Program.</i> | <i>After successful completion of CHRM students can apply to study Diploma in HR Management.</i> | <i>After successful completion of CIS students can apply to study Diploma in Marketing.</i> |

DIPLOMA PROGRAMS

| Diploma in Management (Dip. MGT) | Diploma in Accounting (Dip. ACC) | Diploma in Human Resource Management (Dip. HRM) | Diploma in Marketing (Dip. MKT) |
|---|---|--|---|
| The Diploma in Management requires the completion of 10 units successfully. | The DACC requires the completion of 10 units successfully. | The Diploma in HRM requires the completion of 10 units successfully. | The Diploma in Marketing requires the completion of 10 units successfully. |
| SEMESTER ONE (1) | SEMESTER ONE (1) | SEMESTER ONE (1) | SEMESTER ONE (1) |
| <u>Code</u> <u>Unit Name</u> | <u>Code</u> <u>Unit Name</u> | <u>Code</u> <u>Unit Name</u> | <u>Code</u> <u>Unit Name</u> |
| 2041 Business Writing 2057 Introduction to IT 2011 Business Law 1001 Accounting I 2017 Introduction to Economics | 2041 Business Writing 2057 Introduction to IT 2011 Business Law 1001 Accounting I 2012 Cost & Budgeting I | 2041 Business Writing 2057 Introduction to IT 1001 Accounting I 2034 HR Law in PNG 2027 Introduction to Psychology | 2041 Business Writing 2057 Introduction to IT 2011 Business Law 1001 Accounting I 2017 Introduction to Economics |
| SEMESTER TWO (2) | SEMESTER TWO (2) | SEMESTER TWO (2) | SEMESTER TWO (2) |
| <u>Code</u> <u>Unit Name</u> | <u>Code</u> <u>Unit Name</u> | <u>Code</u> <u>Unit Name</u> | <u>Code</u> <u>Unit Name</u> |
| 2043 Marketing Management 2044 Entrepreneur & Small Business 2045 Business Organisation & Mgmt 2046 Strategic Management 2018 Human Resource Management | 2013 Auditing 2014 Taxation 2048 Cost & Budgeting II 2010 Accounting II 2049 Financial Reporting | 2032 Leading & Managing People 2033 Strategic HR Management 2035 Contemporary Issues in HRM 2036 International HRM 2037 HR Development | 2043 Marketing Management 2044 Entrepreneur & Small Business 2016 Consumer Behaviour 2015 Retail Marketing 2047 E-Marketing |

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 “C” or above in English and Mathematics.
* “D” Grade in Advanced Mathematics is eligible for Diploma in Business programs.
* “D” in General Mathematics and or English must pass ITI entry test.
* Adults with relevant work experience over 5 years (reference letter from employer is required).

COURSE FEES

CERTIFICATE COURSES

- Full Fee > K3,000 (5 Subjects)
- Upgrade Fee per subject > K600

DIPLOMA COURSES

- Full Fee > K7,500 (10 subjects)
- Upgrade Fee per subject > K600

This ITI Form is Not for sale

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 page 1 above).
- > 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 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 study at chosen Papua New Guinea and 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 Rd , Badili
PO Box 6322, BOROKO, NCD
Phone: 320 2800 Fax : 320 0513
Mobile: 7050 6997 | 7685 0523 WhatsApp#: 70506997
Email: distance1@iti.ac.pg | distance2@iti.ac.pg



ITI LAE Campus:

Steamships Property, Sletford Street
Building 03, Sect 30, Lot 01, Unit #01
PO Box 618, LAE, Morobe Province
Phone: 472 2790 | 472 0199
Mobile: 7342 8032 | 7577 8757 | 7118 5837
Email: enquires.lae@iti.ac.pg WhatsApp#: 73428032

ITI Kimbe Campus:

PO Box 694, Morokea Town
KIMBE, West New Britain
Phone: 983 4922 | 983 5833 Fax: 983 5873
Mobile: 7484 8828 | 7882 3730
Email: enquires.kimbe@iti.ac.pg WhatsApp#: 74848828

ITI Alotau Campus:

Education Milne Bay, Wanigili Centre
PO Box 142 , Alotau, Milne Bay Province
Ph: 641 1223 Mob: 7079 0821 | 7181 4731 | 7613 7253
Email: enquires.alotau@iti.ac.pg WhatsApp#: 76137253

ITI Goroka Campus

Okuk Highway, Oppst. Mt. Sion
P.O Box 534, Goroka, Eastern Highlands Province
Phone: 532 2887 Fax: 532 2853
Mobile: 7487 0657 | 7619 7939
Email: enquires.goroka@iti.ac.pg WhatsApp#: 7810 2636

ITI Kavieng Campus

PO Box 356, KAVIENG
Unit 4 and 5, Office Complex building
Sect: 15 Lot: 15 Kavieng Town, NIP
Phone: 984 2703 Mobile: 7077 7099
Email: enquires.kavieng@iti.ac.pg
WhatsApp: 70777099 FB pg: @itikavieng

ITI Kiunga Campus

P.O Box 148, KIUNGA,
Peter Torot Montfort Catholic Mission, Western Province
Phone: 6492965 Mobile: 7951 7982 / 7340 6163
Email: enquires.kiunga@iti.ac.pg
WhatsApp#: 7951 7982

ITI Kokopo Campus

PO Box 1200, KOKOPO, E.N.B.
International Training Institute,
Room 5, Second level, Nenelam Commercial Centre,
Allotment 2, Section 99,
Gumur along Williams Road, Kokopo Town, ENB
Mobile : 7295 0131 / 7050 6997
Email: itirabaul@gmail.com WhatsApp#: 7050 6997

Visit us on  Facebook

Website: www.iti.ac.pg





Established 1999



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 attach 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 Business
- Certificate in Sales
- Certificate in Human Resource Management
- Certificate in Accounting
- Diploma in Accounting
- Diploma in Marketing
- Diploma in Management
- Diploma in Human Resource Management

ITI program/course commencement

| | |
|----------------------------|----------------------------|
| Year: <input type="text"/> | Date: <input type="text"/> |
| Year: <input type="text"/> | Date: <input type="text"/> |
| Year: <input type="text"/> | Date: <input type="text"/> |
| Year: <input type="text"/> | Date: <input type="text"/> |
| Year: <input type="text"/> | Date: <input type="text"/> |
| Year: <input type="text"/> | Date: <input type="text"/> |
| Year: <input type="text"/> | Date: <input type="text"/> |
| Year: <input type="text"/> | Date: <input type="text"/> |

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) _____

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)