



INTERNATIONAL TRAINING INSTITUTE

"Investing in Quality & Affordable Education for your Future"

ALOTAU CAMPUS



Full-Time Course Information

SEMESTER: March Intake (17 weeks) August Intake (17 weeks)

CERTIFICATE COURSES IN BUSINESS AND COMPUTING

Certificate in Business (CIB)	Certificate in Accounting (CIA)	Certificate in Human Resource Management (CHRM)																																						
<p>Program Structure</p> <p>The Certificate in Business requires completion of 5 units successfully.</p> <table border="1"> <thead> <tr> <th>Code</th> <th>Unit Name</th> </tr> </thead> <tbody> <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> </tbody> </table> <p>After successful completion of CIB, students can enrol for Diploma in Accounting.</p>	Code	Unit Name	1002	Business Communication	1003	Microsoft Office Training	1012	Basic Accounting	1013	Principles of Management	1014	Business Maths	<p>Program Structure</p> <p>The Certificate in Accounting requires completion of 5 units successfully.</p> <table border="1"> <thead> <tr> <th>Code</th> <th>Unit Name</th> </tr> </thead> <tbody> <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> </tbody> </table> <p>After successful completion of CIA, students can enrol for Diploma in Accounting.</p>	Code	Unit Name	1002	Business Communication	1003	Microsoft Office Training	1009	Business Administration	1012	Basic Accounting	1014	Business Maths	<p>Program Structure</p> <p>The Certificate in HRM requires completion of 5 units successfully.</p> <table border="1"> <thead> <tr> <th>Code</th> <th>Unit Name</th> </tr> </thead> <tbody> <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> </tbody> </table> <p>After successful completion of CHRM, students can enrol for Diploma in HR Management.</p>	Code	Unit Name	1002	Business Communication	1003	Microsoft Office Training	1011	Organizational Behaviour	1012	Basic Accounting	1015	Principles of HR Management		
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DIPLOMA COURSES IN BUSINESS AND ACCOUNTING

Diploma in Accounting (DACC)	Diploma in Human Resource Management (DHRM)	ADVANCED DIPLOMA IN ACCOUNTING (ADACC)																																																																								
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Diploma in Information Technology (DIT)

Program Structure

Diploma in Information Technology requires 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 and Algorithm

SEMESTER TWO

Code Unit Name

- 2051 Object Oriented Programming
- 2053 Computer Communications
- 4007 Computer Organisation
- 4008 System Principle
- 4010 Webpage Design

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 Maths 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.

COURSE FEES

CERTIFICATE COURSES (17 weeks)

K4,100
K1,200 on registration followed by approved installments.

DIPLOMA COURSES (34 weeks)

K9,800
K1,500 on registration followed by approved installments.

ADVANCED DIPLOMA IN ACCOUNTING

(34 weeks)

K9,800
K1,500 on registration followed by approved installments.

DEFERRAL OF COURSES

K200 Additional fee applied to students who already paid their course fees and wish to defer studies to following semester.

UPGRADE FEE (Certificate/Diploma)

K750 - Per Subject

A Compulsory Fee that applies to upgrade Failed unit (Subject).

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 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 well designed computer laboratories.
- > Evening classes available with affordable transport fee.
- > Business Courses offered on Distance Education mode.
- > Library holding reasonable volumes of higher learning material specific for research on the programs ITI offer.
- > Students have access to online library (E-Library).
- > Air conditioned seminar rooms and computer laboratory.
- > Special Corporate Training Facilities.
- > Special Corporate Training Courses in Business, IT and HR Management.

CONTACT DETAILS

ITI ALOTAU CAMPUS

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



Website: www.iti.ac.pg
EMAIL: enquires.alotau@iti.ac.pg



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: ___/___/___ Place of birth:	Place you reside:
Gender: <input type="radio"/> Male <input type="radio"/> Female	Home/ Work Phone:
Home Province: Village:	Mobile:
District: Ward: LLG:	WhatsApp#:
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: <input type="radio"/> Yes <input type="radio"/> No	Institute attended:
Year Completed:	
Country / Province / City / Town:	Country / Province / City / Town:
5. Employment	Completed: <input type="radio"/> Yes <input type="radio"/> No Year Completed:
Company: Position:	<i>Please attach certified copies of all certificates and academic transcripts or mark sheets (originals will only be used for sighting).</i>
<i>If you believe you have relevant employment experience, please attach relevant details.</i>	

6. Campus Location / Course Selection / Semester

Location: Alotau Campus (Education Milne Bay, Wanigili Centre, Milne Bay Province)

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

BUSINESS AND IT COURSES	Commencement Year / Semester Preferred			
<input type="radio"/> Certificate in Business	Year: 20_____	Month:	<input type="radio"/> March	<input type="radio"/> August
<input type="radio"/> Certificate in Accounting	Year: 20_____	Month:	<input type="radio"/> March	<input type="radio"/> August
<input type="radio"/> Certificate in Computing	Year: 20_____	Month:	<input type="radio"/> March	<input type="radio"/> August
<input type="radio"/> Certificate in Human Resource Management	Year: 20_____	Month:	<input type="radio"/> March	<input type="radio"/> August
<input type="radio"/> National Cert. Level 4 in Information Technology	Year: 20_____	Month:	<input type="radio"/> March	<input type="radio"/> August
<input type="radio"/> Diploma in Accounting	Year: 20_____	Month:	<input type="radio"/> March	<input type="radio"/> August
<input type="radio"/> Diploma in Information Technology	Year: 20_____	Month:	<input type="radio"/> March	<input type="radio"/> August
<input type="radio"/> Diploma in Human Resource Management	Year: 20_____	Month:	<input type="radio"/> March	<input type="radio"/> August
<input type="radio"/> Advanced Diploma in Accounting	Year: 20_____	Month:	<input type="radio"/> March	<input type="radio"/> August

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

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

"NO FEES Charged on this ITI Form"

8. Are you applying for Evening Classes (5-9pm)?	9. Request for learning support
<input type="radio"/> Yes <input type="radio"/> No <i>If No, skip and go to 9.</i>	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
<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>	If yes, please indicate your needs on a seperate sheet of paper and attach to this application.
<i>If Yes, where is your exact location?</i>	

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 Web page <input type="radio"/> ITI FB page
	<input type="radio"/> Newspaper / Magazine / Poster <input type="radio"/> Television/Radio
	<input type="radio"/> Exhibition / Seminar <input type="radio"/> Corporate visit
<input type="radio"/> Other, (please specify):	<input type="radio"/> Recommended by ITI student / staff
	<input type="radio"/> ITI visit to your Secondary school
	<input type="radio"/> Secondary Schools Expo

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/ITIlocalrepresentative. 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	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
	Check that you have: <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 & 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.

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"/> Certified copies of the academic qualification			
<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			
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				
<table border="1"> <tr> <td>Sighted or Authorized by: (Write full name & sign/ Put official stamp here)</td> </tr> <tr> <td>_____</td> </tr> <tr> <td>“NO FEES Charged on this ITI Form”</td> </tr> </table>		Sighted or Authorized by: (Write full name & sign/ Put official stamp here)	_____	“NO FEES Charged on this ITI Form”
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