



STUDY BUSINESS AT KIT



THE KIT DIFFERENCE

- This course is delivered by KIT, taught to Australian standards and is subject to on-going quality assurance checks. It builds the same skills, knowledge and attitudes as an Australian equivalent course.
- Our dedicated staff are consistently up-skilled and trained by specialised short and long term Australian technical advisers.
- The KIT campus provides a friendly, safe and clean environment to learn in, with all the latest equipment for practical training.
- All students participate in relevant practical activities and learn work related technical skills.
- Students also learn core employability skills, computing skills and English language so that they are confident and work ready.

COURSE DURATION

- The Business course is delivered over four terms.
- During the first term, all students also undertake a Vocational Preparation Course.

STUDYING CERTIFICATE II IN BUSINESS

Studying business at KIT will provide a pathway to employment in administrative and clerical roles.

WHAT YOU WILL LEARN

- Contribute to health and safety of self and others
- Apply basic communication skills
- Organise and complete daily work activities
- Operate a personal computer
- Develop keyboard skills
- Prepare and process financial documents
- Deliver a service to customers
- Create and use spreadsheets
- Communicate in the workplace
- Produce simple word processed documents
- Organise and complete daily work activities
- Work effectively with others
- Process and maintain workplace information
- Use business technology
- Communicate electronically
- Work effectively in a business environment

MORE INFORMATION

For more information about studying Business at KIT, please contact us by telephone on 75126516 or enquire in person at the KIT Administration Office between 8 am and 4 pm (Monday to Friday)



SELECTION PROCESSES FOR KIT FULL TIME COURSES

KIT will review all applications for 2022 full time courses and develop a shortlist of applicants who will be eligible to sit for the required test/s for each course. Where applicable, short listing could include third party reports or references about relevant work experience or school based performance. A personal statement from applicants will be considered for nursing (and other courses only if required).

Testing is carried out as a further way of determining merit and then ranking applicants. Test details are on the application form. Interviews will be conducted for all nursing applicants who have been short listed and meet the required result for the written test. Interviews may also be considered as an additional means of selection for other courses, as approved by the QTLC.

Based on the outcome of the selection process, places will be available to successful applicants. The **names of successful applicants will be displayed** on the KIT Betio and Bikenibeu campuses noticeboard and in other public places from **15 November 2021**.

FEE INFORMATION FOR KIT FULL TIME COURSES (No fee for Nursing)

Enrolment (Filling of Registration form and Fee payment) opens from Monday 9th December 2021 to Friday 10th January 2022 (please note KIT may close from 23rd December 2021 to 1st January 2022). Selected candidates are advised to fill the registration form and pay their fee as soon as possible on that date to secure a place in the course. If a selected candidate does not do these on the dates mentioned, he or she will be replaced by those on the waiting list. If you decide not to start, a full fee refund is available until 17th January 2022. Refunds from 20th January 2022 until the end of second of week of the start of the course will incur a **20% deduction. No refunds will be made for non-starters after the second week of course starts. Fees will be refunded for students who are offered and accept a Ministry sponsored position.**

The following fees will apply for 2022:

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| • Automotive; Electrotechnology; Construction and Plumbing | \$170 per semester. |
| • Accounting; Business, Community Services and ICT | \$150 per semester |
| • English Certificate I and II | \$75 per semester |

IF YOU ARE DISSATISFIED WITH A KIT DECISION OR THE SERVICE PROVIDED

KIT aims to provide you with the best service that we can, however if you are dissatisfied with a decision or with the service we would like to address this.

In the first instance, if possible please discuss the issue with the person involved and try to resolve it informally. However, if you wish to make a formal complaint, please ask for a complaints form and lodge this with KIT Administration, with a Deputy Director or with Director.

The Director will notify you within 3 days of how your complaint will be investigated. This may involve an interview with you, and may bring someone with you to the interview for support. You will be advised of the outcome within 3 weeks or in writing if it takes longer than 3 weeks.

You have the right to withdraw your complaint at any time during the process if you so wish.