



2020

SHORT COURSE PROSPECTUS



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ABOUT US

The Kiribati Institute of Technology (KIT) is a key Technical and Vocational Education and Training Institute based in Betio and Bikenibeu, Tarawa, and Kiritimati Island, delivering high quality courses that are able to be recognised by partner Australian Registered Training Organisations.

Completing a short course at KIT is an excellent way to upgrade your skills and advance your career prospects. It also provides a great opportunity to make new friends and to challenge yourself.

Short course participants will be presented with a KIT Certificate of Participation.

We hope that you enjoy looking through our selection of short courses and that you can find one – or maybe more – that interests you.



KIT ADVANTAGES



Fully equipped trade workshops with power and hand tools, personal protective equipment, computer laboratories, business simulation centre, library, recreation areas for basketball, table tennis, weights and volleyball.



Graduates from KIT's courses can opt to gain an Australian recognised vocational qualification through Australian Registered Training Organisation partners. Regular industry inputs into reviewing curricula and course content ensures relevance of training courses and that students are receiving the latest in industry requirements.



All staff will be trained to Australian Adult Teaching qualifications which will ensure all students' learning styles are catered for in each lesson.

www.kit.edu.ki/course/short-courses

TERM 1

17 FEBRUARY 2020

Course Name: Elementary/Pre-Intermediate

This course focuses on the development of English communication skills, particularly speaking, listening, reading and writing using a variety of resources.

Target Market: Learners who wish to improve their basic English skills.
(Lecturers will check English ability in the first week of the course to ensure learners are in the right group. Students may be moved into a different level of English class)

Course Name: Intermediate

This course focuses on the development of English communication skills, particularly speaking, listening, reading and writing using a variety of resources.

Target Market: Learners who have a good level of English and wish to improve their skills to a more advanced level.
(Lecturers will check English ability in the first week of the course to ensure learners are in the right group. Students may be moved into a different level of English class)

Course Name: IELTS (GENERAL) BETIO CAMPUS ONLY

This course builds skills in Listening, Speaking, Reading and Writing, particularly with an IELTS focus. The International English Language Testing System (IELTS) is an international standardised test of English language proficiency for non-native English language speakers. Satisfactory IELTS scores are required to study at post-secondary institutions in Australia and New Zealand. This course focuses on general IELTS skills.

Target Market: Suitable for Australia and New Zealand Scholarship applicants and students undertaking tertiary study. These IELTS short courses are designed for those who have, at a minimum, an 'Upper Intermediate' level of English language proficiency (CEFR B2 or higher). The course is designed to prepare students who have applied or are considering applying for tertiary education scholarships and for students undertaking tertiary study.

Additional Information if required: Applicants to this short course will be required to sit an online placement test to ensure they meet the minimum proficiency level in the week prior to course commencement to ensure learners are in the right group. Students may be moved into a different level of English class.

COURSE INFORMATION

CAMPUS: BETIO & BIKENIBEU

Start Date	Week Commencing 17 February 2020	Finish Date	Week Commencing 23 March 2020	Course Duration	6 weeks
Classes per week	3 classes per week	Delivery Days	Tuesdays, Wednesdays & Thursdays	Start and finish time	5.00pm - 8.00pm
Trainer	SOGS English Lecturer TBA	Cost of course	\$50	Student Numbers	Minimum 16 Maximum 26



TERM 2
4 MAY 2020

Course Name: Elementary/Pre-Intermediate

This course focuses on the development of English communication skills, particularly speaking, listening, reading and writing using a variety of resources.

Target Market: Learners who wish to improve their basic English skills.
(Lecturers will check English ability in the first week of the course to ensure learners are in the right group. Students may be moved into a different level of English class)

Course Name: Intermediate

This course focuses on the development of English communication skills, particularly speaking, listening, reading and writing using a variety of resources.

Target Market: Learners who have a good level of English and wish to improve their skills to a more advanced level.
(Lecturers will check English ability in the first week of the course to ensure learners are in the right group. Students may be moved into a different level of English class)

Course Name: IELTS (GENERAL) **BETIO CAMPUS ONLY**

This course builds skills in Listening, Speaking, Reading and Writing, particularly with an IELTS focus. The International English Language Testing System (IELTS) is an international standardised test of English language proficiency for non-native English language speakers. Satisfactory IELTS scores are required to study at post-secondary institutions in Australia and New Zealand. This course focuses on general IELTS skills.

Target Market: Suitable for Australia and New Zealand Scholarship applicants and students undertaking tertiary study. These IELTS short courses are designed for those who have, at a minimum, an 'Upper Intermediate' level of English language proficiency (CEFR B2 or higher). The course is designed to prepare students who have applied or are considering applying for tertiary education scholarships and for students undertaking tertiary study.

Additional Information: Applicants to this short course will be required to sit an online placement test to ensure they meet the minimum proficiency level in the week prior to course commencement to ensure learners are in the right group. Students may be moved into a different level of English class.

COURSE INFORMATION

CAMPUS: BETIO & BIKENIBEU

Start Date	Week Commencing 4 May 2020	Finish Date	Week Commencing 8 June 2020	Course Duration	6 weeks
Classes per week	3 classes per week	Delivery Days	Tuesdays, Wednesdays & Thursdays	Start and finish time	5.00pm - 8.00pm
Trainer	SOGS English Lecturer TBA	Cost of course	\$50	Student Numbers	Minimum 16 Maximum 26



TERM 1 FEBRUARY 2020

Course Name: Mental Health and Wellbeing Course

This course covers the principles of mental health and wellbeing. It will assist with how to recognise and support those who may be struggling with mental health issues in the community or a workplace.

Target Market: For anyone interested in learning about mental health and wellbeing, with a particular focus on community and workplace.

Course	Days	Duration	Time	Venue	Fee
Community Services	Tuesday & Thursday	7 Weeks	5.00pm – 8.00pm	KIT Betio	\$50

TERM 2 MAY 2020

Course Name: Mental Health and Wellbeing Course

This course covers the principles of mental health and wellbeing. It will assist with how to recognise and support those who may be struggling with mental health issues in the community or a workplace.

Target Market: For anyone interested in learning about mental health and wellbeing, with a particular focus on community and workplace.

Course	Days	Duration	Time	Venue	Fee
Community Services	Tuesday & Thursday	7 Weeks	5.00pm – 8.00pm	KIT Betio	\$50





TERM 1 FEBRUARY 2020

Course Name: Identifying Motor Vehicle Components

Knowing the parts of the automotive system and their functions and purposes.

Target Market: For learners who may wish to become auto mechanics or for those who wish to expand their knowledge of motor vehicles.

Course Name: Fundamentals of Engines

This course provides a basic understanding of how engines work. It also covers engine timing correction, the difference between 2 stroke and 4 stroke engines, and dismantling and reassembling engines

Target Market: For beginners who may wish to become auto mechanics or for those who wish to expand their knowledge of motor vehicles.

Course	Days	Duration	Time	Venue	Fee
Identifying Motor Vehicle Components	Monday & Wednesday	6 Weeks	5.00pm – 8.00pm	KIT Betio	\$50
Fundamentals of Engines	Tuesday & Thursday	6 Weeks	5.00pm – 8.00pm	KIT Betio	\$50

TERM 2 MAY 2020

Course Name: EFI Engines

The Electronic Fuel Injection (EFI) system fitted to most modern vehicles combines sophisticated computer controls with a high pressure fuel delivery system to provide optimum power and fuel efficiency. The system is controlled by an electronic control unit (ECU). You will learn the differences between a return and return less petrol engine and how to depressurise the fuel system and how to conduct the fuel pressure gauge test.

Target Market: Must have an understanding of basic engines or Fundamentals of Engines short course.

Course Name: Common Rail Engines

Common rail is a fuel injection system found in modern diesel engines. You will learn the difference between a conventional engine and a common rail engine as well as basic diesel engine parts and their purpose and function.

Target Market: Must have an understanding of basic engines or Fundamentals of Engines short course.

Course	Days	Duration	Time	Venue	Fee
EFI Engines	Monday & Wednesday	6 Weeks	5.00pm – 8.00pm	KIT Betio	\$50
Common Rail Engines	Tuesday & Thursday	6 Weeks	5.00pm – 8.00pm	KIT Betio	\$50



TERM 1 FEBRUARY 2020

Course Name: Setting Out

Setting out a building is the process of transferring drawings to the ground. It establishes the location points for site boundaries, foundations, columns, center-lines of walls and other necessary structural parts. Also, it establishes the building's correct extent, angle and level.

Target Market: Suitable for anyone interested in learning about building construction.

Course Name: Basic Joinery Techniques

Learners will learn joinery techniques to design and construct a wooden chest.

Target Market: For those interested in learning joinery techniques and producing a small wooden chest.

Course	Days	Duration	Time	Venue	Fee
Setting Out	Tuesday & Thursday	6 Weeks	5.00pm – 8.00pm	KIT Betio	\$50
Basic Joinery Techniques	Monday & Wednesday	6 Weeks	5.00pm – 8.00pm	KIT Betio	\$50

TERM 2 MAY 2020

Course Name: How to Square a Building on a Slab

This course will teach participants how to ensure a building construction is squared on a concrete floor slab. Ensuring a squared building means your roof will also be squared and not lop-sided.

Target Market: Suitable for anyone interested in learning about building construction or already working in the industry.

Course Name: Estimating and Costing

This course covers measuring, calculating, geometry and determination of quantities. It will enable participants to determine quantities of materials required for building projects and approximate costs of these.

Target Market: Suitable for anyone involved in the construction industry or those building their own structures.

Course	Days	Duration	Time	Venue	Fee
Square a Building on a Slab	Tuesday & Thursday	6 Weeks	5.00pm – 8.00pm	KIT Betio	\$50
Estimating & Costing	Monday & Wednesday	6 Weeks	5.00pm – 8.00pm	KIT Betio	\$50



TERM 1 FEBRUARY 2020

Course Name: Basic and Intermediate AutoCAD

AutoCAD is a computer aided design software used to create precise 2D and 3D drawings. Learn how to design, draft and edit 2D and 3D models and create basic geometric objects such as lines, circles and hatched areas.

Target Market: For those interested in learning to use computer aided software and drafting for construction or engineering purposes.

Course	Days	Duration	Time	Venue	Fee
AutoCAD	Tuesday, Wednesday & Thursday	8 Weeks	5.00pm – 7.00pm	KIT Betio	\$50

TERM 2 MAY 2020

Course Name: Basic and Intermediate AutoCAD

AutoCAD is a computer aided design software used to create precise 2D and 3D drawings. Learn how to design, draft and edit 2D and 3D models and create basic geometric objects such as lines, circles and hatched areas.

Target Market: For those interested in learning to use computer aided software and drafting for construction or engineering purposes.

Course	Days	Duration	Time	Venue	Fee
AutoCAD	Tuesday, Wednesday & Thursday	8 Weeks	5.00pm – 7.00pm	KIT Betio	\$50

TERM 1 FEBRUARY 2020

Course Name: WHS

This course covers the legal requirements of working in this field. It incorporates identifying risks and hazards, selecting appropriate Personal Protective Equipment (PPE), manual handling, chemicals in the workplace and working safely with electricity.

Target Market: For those interested in entering the electrical field of work or just learning safety in a working environment.

Course Name: DC Principles

This course covers the principles of working with direct current electricity. It looks at different circuits, including series, parallel and series-parallel, as well as measuring instruments and resistance measurement and testing.

Target Market: This course is suitable for anyone wishing to learn about working with Direct Current electricity.

Course	Days	Duration	Time	Venue	Fee
WHS	Wednesday & Thursday	7 Weeks	5.00pm – 8.00pm	KIT Betio	\$50
DC Principles	Wednesday & Friday	7 Weeks	5.00pm – 8.00pm	KIT Betio	\$50

TERM 2 MAY 2020

Course Name: Maximum Demand and Cable Selection based on AS3000

This course covers maximum demand in single and multiple domestic installations, circuit loading and number of points per final sub-circuit, as well as cable selection as per AS3000, re-rating factors, voltage drop, prospective fault current (PFI) and fault loop impedance (FLZ).

Target Market: For those interested in entering the electrical field of work extending their knowledge of electrical installation.

Course Name: Testing and Verification of Electrical Installation

This course covers inspection and testing to verify whether an electrical installation is safe and complies with all requirements of AS3000. It includes working safely, visual inspections and other required testing.

Target Market: Designed for anyone working in the industry or undertaking electrical installation.

Course	Days	Duration	Time	Venue	Fee
Maximum Demand & Cable Selection based on AS3000	Tuesday & Thursday	7 Weeks	5.00pm – 8.00pm	KIT Betio	\$50
Testing & Verification of Electrical Installation	Monday & Wednesday	7 Weeks	5.00pm – 8.00pm	KIT Betio	\$50



TERM 1 FEBRUARY 2020

Course Name: Basic Drainage in Plumbing

This course covers theory and practical aspects of installing below ground sanitary systems. It also covers the installation of pipework according to plans and specifications or site requirement and is compliant with AS/NZS 3500:20158

Target Market: This course is for anyone who is interested in learning about plumbing design and installation of pipework.

Course Name: Basic Roofing Skills

This course covers tools and materials used for roofing. Participants will learn about various tools and materials and their usage for roofing, as well as collection and storage of roof water.

Target Market: This course is suitable for those who wish to gain roofing skills and learn about roof plumbing.

Course	Days	Duration	Time	Venue	Fee
Basic Drainage in Plumbing	Monday & Wednesday	7 Weeks	5.00pm – 8.00pm	KIT Betio	\$50
Basic Roofing Skills	Tuesday & Thursday	7 Weeks	5.00pm – 8.00pm	KIT Betio	\$50

TERM 2 MAY 2020

Course Name: Basic Drainage Calculation in Plumbing

This course covers theory and practical aspects of numeracy skills to calculate and estimate dimensions and consumable for simple plumbing projects.

Target Market: This course is for anyone who is interested in learning about calculating dimensions and materials for plumbing design and installation of pipework.

Course Name: Water Set Out and Installation

This course covers theory and skills for installation of water pipes. Participants will learn about pipe sizes and materials suitable for water, and installation of water pipes according to design.

Target Market: This course is suitable for those who wish to gain skills to determine required water pipe sizes and installation of water pipes.

Course	Days	Duration	Time	Venue	Fee
Basic Drainage Calculation in Plumbing	Monday & Wednesday	7 Weeks	5.00pm – 8.00pm	KIT Betio	\$50
Water Set Out and Installation	Tuesday & Thursday	7 Weeks	5.00pm – 8.00pm	KIT Betio	\$50



TERM 1 FEBRUARY 2020

Course Name: Developing Office Skills

This course covers the fundamentals of office skills including workplace communication, filing and paper management, keyboard skills, data entry, handling email and other correspondence.

Target Market: This course is targeted to those who wish to pursue administration jobs or to improve their existing workplace office skills

Course Name: MYOB (MIND YOUR OWN BUSINESS)

MYOB is a business software package designed to assist businesses with invoicing, expense tracking, and other tax and accounting functions.

Target Market: This course is designed for small business owners to manage their own accounts through the popular MYOB.

Course	Days	Duration	Time	Venue	Fee
Developing Office Skills	Tuesday & Thursday	7 Weeks	5.00pm – 8.00pm	KIT Betio	\$70
MYOB	Tuesday & Friday	8 Weeks	5.00pm – 8.00pm	KIT Betio	\$80

TERM 2 MAY 2020

Course Name: Secretarial Skills

This course will equip learners with a range of skills to take on support roles to key players in business, such as senior managers and executives and ensure the smooth running and support of any business.

Target Market: This course is aimed at those who wish to pursue a range of careers which provide support to senior executives and management in business.

Course Name: Customer Service Excellence

This course covers all aspects of customer service including relationships with internal and external customers, identifying customer needs and responding appropriately, delivering a service or product and receiving feedback from customers.

Target Market: This course is designed to provide participants with the skills to provide excellent customer service within any organisation.

Course	Days	Duration	Time	Venue	Fee
Secretarial Skills	Tuesday & Thursday	7 Weeks	5.00pm – 8.00pm	KIT Betio	\$50
Customer Service	Monday & Wednesday	5 Weeks	5.00pm – 8.00pm	KIT Betio	\$60



TERM 1 FEBRUARY 2020

Course Name: Cybersecurity

This course covers the basics of protecting IT systems, networks and programs from digital attacks. It covers potential damage to hardware, software, or electronic data as well as from disruption or misdirection of the services a provides.

Target Market: This course is particularly suited to those who work with IT in their own business or in a workplace environment. Also for anyone wishing to protect their computer system from damage.

Course Name: Introduction to Computers

The focus of this course is the introduction and development of basic computer literacy and skills.

Target Market: This course is designed to provide participants with a working knowledge of computer concepts and essential skills necessary for everyday work and communication in today's society.

Course	Days	Duration	Time	Venue	Fee
Cybersecurity	Monday & Wednesday	5 Weeks	5.00pm – 8.00pm	KIT Betio	\$50
Introduction to Computer	Tuesday & Thursday	5 Weeks	5.00pm – 8.00pm	KIT Betio	\$60

TERM 2 MAY 2020

Course Name: Microsoft Office

This course covers the basic features of each of the following Microsoft Office Suite of products: Word, Excel, PowerPoint and Access. Participants will also learn to integrate data between these applications.

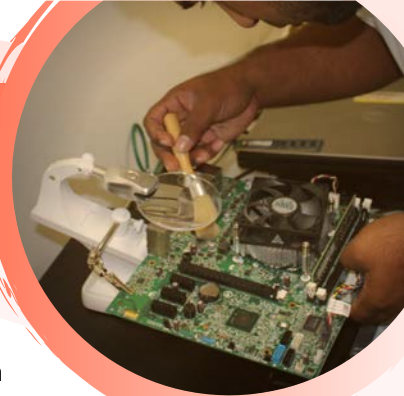
Target Market: This course is particularly suited to those have basic computer skills and wish to learn how to effectively use each of the Microsoft Office Suite applications.

Course Name: Basic Accounting

This course is designed to provide you with a broad range of skills that will open up a world of employment opportunities.

Target Market: Start your career in accounts administration with this entry-level course.

Course	Days	Duration	Time	Venue	Fee
Microsoft Office	Monday & Wednesday	5 Weeks	5.00pm – 8.00pm	KIT Betio	\$50
Basic Accounting	Tuesday & Thursday	7 Weeks	5.00pm – 8.00pm	KIT Betio	\$60



LOCAL TRADITIONAL SKILLS

TERM 2 2020

Course Name: Building a Kiakia

This course focuses on traditional methods of building a local Kiakia

Course Name: Traditional Weaving

This course will teach participants how to weave a local fishing basket or traditional mat.

Course Name: Make a Fishing Net

This will teach participants how to make a traditional fishing net.

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COURSE INFORMATION

Course	Days	Duration	Time	Venue	Fee
Building a Kiakia	Monday & Thursday	7 Weeks	5.00pm – 8.00pm	KIT Betio	\$60
Traditional Weaving	Monday & Wednesday	7 Weeks	5.00pm – 8.00pm	KIT Betio	\$60
Make a fishing	Tuesday & Thursday	7 Weeks	5.00pm – 8.00pm	KIT Betio	\$60



ENROLMENT REQUIREMENTS

HOW TO APPLY

KIT short courses are open for pre-learners and existing workers. A true copy of your birth certificate is only required for registration.

Our short courses are designed to give learners combined contents and specific skills training in a short period of time. Participation and involvement in our short courses allows you to develop marketable skills that will enhance your chances of employment.

For more information, please visit our main Office at KIT Campus in Betio or call 75126516 or email enquiry@kit.edu.ki

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www.kit.edu.ki

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Kiribati Institute of Technology

