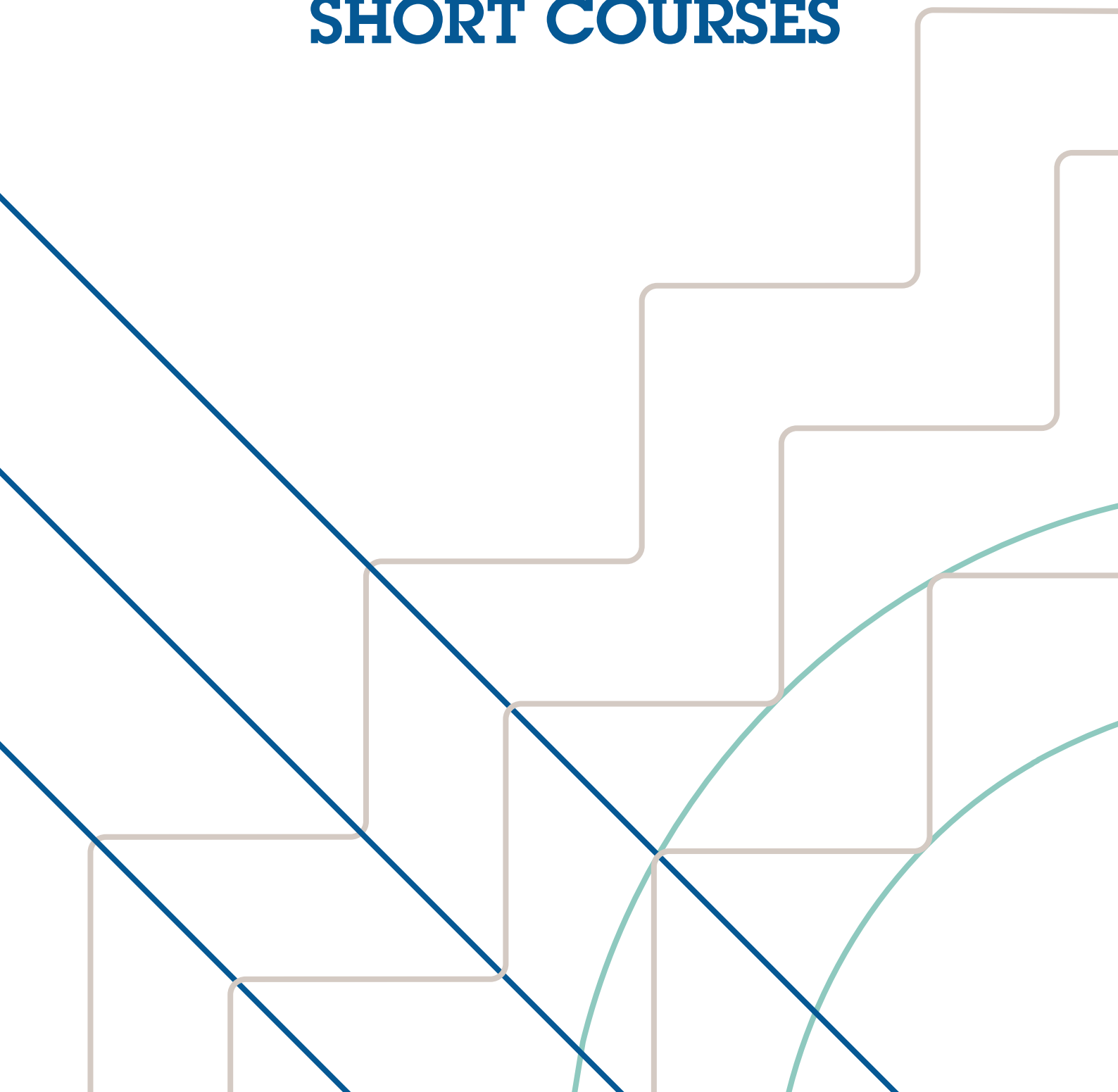
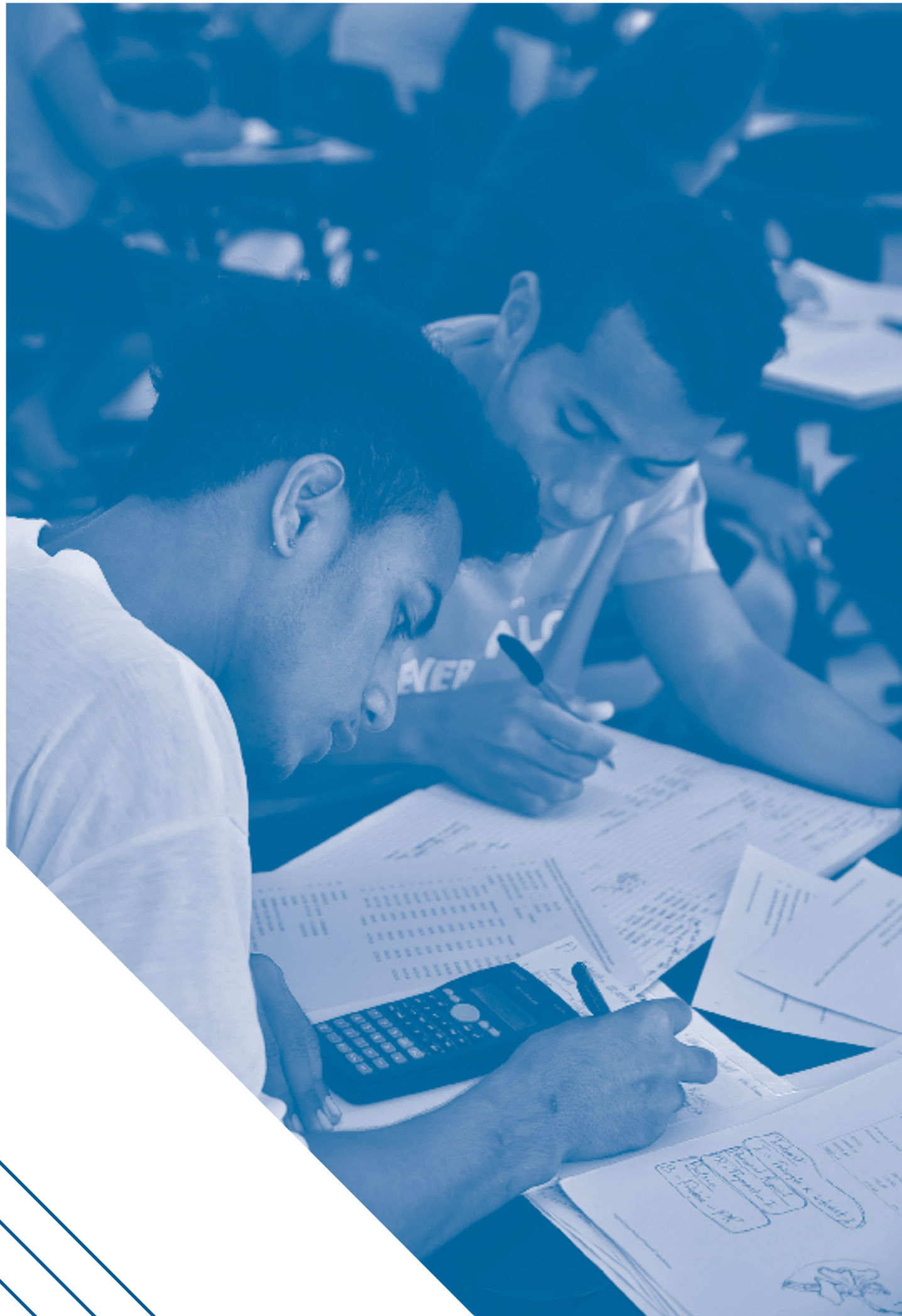




KIRIBATI INSTITUTE
OF TECHNOLOGY

2019 PROSPECTUS SHORT COURSES





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Foreword

Welcome to the prospectus of short courses available at Kiribati Institute of Technology (KIT) for 2019. I am very pleased to support the dissemination of this prospectus with assurance that reviewing the courses will provide you with valuable information for a pathway towards a better future.

KIT has a long history of commitment to providing vocational learning opportunities for citizens of Kiribati since its inception in 1970 as the Tarawa Technical Institute. KIT offers a broad range of courses that provide labour market demand driven skills development for young I-Kiribati seeking to work locally or offshore.

KIT is a high quality regionally recognised organisation that is accredited as a post-secondary education and training institution by the Pacific Board for Education Quality. You can rest assured that all courses at KIT are subject to KITs rigorous Quality Management System.

Participation and involvement in our short courses allows you to develop marketable skills that will enhance your chances of employment. Alternatively they can provide a platform to under-take further training at KIT in some of our higher level accredited courses.



I encourage you to utilize this prospectus wisely and choose a course that may suit your career aspirations and interests. Learning is a lifelong pursuit and I am sure there will be one course amongst the many in this prospectus that will inspire you to learn something new. I remind you of the words of author Charles Jones;

“There are essentially two things that will make us wiser: the books we read and the people we meet”

Welcome again to the KIT family and I hope you will join us soon.

Mr. Peter Langbien
KIT Director

About KIT

The Kiribati Institute of Technology (KIT) is a key technical and vocational education institute based in Betio, Tarawa.

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.

All short course graduates will be presented with a KIT Certificate of Participation at the end of the course, a perfect addition to your résumé.

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.

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

Mission

Is to provide employment pathways to the people of Kiribati through the provision of the highest quality training for full-time courses, short courses and customized courses.

Our Programs have been designed in close consultation with business and industry. When you complete your studies with KIT, you will have the necessary skills and knowledge for the workforce or moving on-to further education. Whether you are joining KIT straight from school or after years working, KIT provides training to build your technical, English language and computer skills and knowledge. KIT works with you to develop many other skills that are important for work and life-long learning.

Registrations

How to Register?

Registration forms can be collected from our main office in Betio.

Requirements

To Register, you need to provide:

- Your Birth Certificate
- Phone contact
- Email address

Completion

Completing a short course at KIT is an excellent way to upgrade your skills and advance your career prospects. Short course participants will be presented with a KIT Certificate of Participation for non-accredited courses.

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

Term Dates

Term 1	18/02/19	–	05/04/19
Term 2	13/04/19	–	21/06/19
Term 3	22/07/19	–	13/09/19
Term 4	07/10/19	–	29/11/19



Automotive

Automotive Term 1

Identifying Motor vehicle components

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

- For beginners who wish to become auto mechanics or
- For those who want to learn the names of auto parts, the purpose and function
- Basic understanding of how the engine works
- Engine timing correction
- Knowing the differences between 2 and 4 stroke engines
- Dismantling and re assembling

Duration	Fee
Term 1	\$50.00

Criteria

- Bring your own Safety boots with you
- Must know how to read and in write English

Fundamental of Engine

Fundamentals of engine operation

- For beginners who wish to become auto mechanics or
- For those who want to learn the names of auto parts, the purpose and function
- Basic understanding of how the engine works
- Engine timing correction
- Knowing the differences between 2 and 4 stroke engines
- Dismantling and re assembling

Duration	Fee
Term 1	\$50.00

Criteria

- Bring your own Safety boots with you
- Must know how to read and in write English

Outboard Motor

This course is delivered by Automotive lecturers who are also qualified mechanics and will help prepare students for entry-level technician positions.

The course covers;

- Motor functions & components
- Maintenance
- Diagnoses & Repair

Duration	Fee
Terms 1-4	\$60.00

Criteria

- Bring your own Safety boots with you
- Must know how to read and in write English

Automotive Term 2

EFI Engines

The Return and Return less EFI engines

- Learn the differences between Return and Return less petrol engines
- Learn which second hand cars should not be imported as it is against the Environment regulation, and why.
- Learn which cars are harmful to our environment?
- Learn how to depressurise the fuel system.
- How to connect the fuel pressure gauge to carry out the test.

Duration	Fee
Term 2	\$50.00

Criteria

- Bring your own Safety boots with you
- Must know how to read and in write English

Prerequisite

Must have understanding in Basic Engine or should have completed Fundamental of Engine and Names of Vehicles parts in Term 1 short course.

Common Rail Engines

Conventional and Common rail diesel engines

- Learn the basic parts of this engine and their purpose and function.
- Learn the differences between the conventional engine and common rail one.

Duration	Fee
Term 2	\$50.00

Criteria

- Bring your own Safety boots with you
- Must know how to read and in write English

Prerequisite

Must have understanding in Basic Engine or should have completed Fundamental of Engine and Names of Vehicles parts in Term 1 short course.

Outboard Motor

This course is delivered by Automotive lecturers who are also qualified mechanics and will help prepare students for entry-level technician positions.

The course covers;

- Motor functions & components
- Maintenance
- Diagnoses & Repair

Duration	Fee
Term 1-4	\$60.00

Criteria

- Bring your own Safety boots with you
- Must know how to read and in write English

Prerequisite

Must have understanding in Basic Engine Fundamental of Engine and naming of Vehicles parts.

Automotive Term 3

Repair Clutch

- Learn how to take out a clutch disc and install it back into the gear box
- Learn the names of the parts and how to carry out the test to know a clutch disc is worn out.

Duration	Fee
Term 3	\$50.00

Criteria

- Bring your own Safety boots with you
- Must know how to read and in write English

Prerequisite

Must have understanding in Basic Engine Fundamental of Engine and naming of Vehicles parts.

Service and Repair Braking System

- Learn the hydraulic circuit
- The braking system components and their function and purpose.
- Dismantling and reassembling the parts

Duration	Fee
Term 3	\$50.00

Criteria

- Bring your own Safety boots with you
- Must know how to read and in write English

Prerequisite

Must have understanding in Basic Engine Fundamental of Engine and naming of Vehicles parts.

Outboard Motor

This course is delivered by Automotive lecturers who are also qualified mechanics and will help prepare students for entry-level technician positions.

The course covers;

- Motor functions & components
- Maintenance
- Diagnoses & Repair

Duration	Fee
Term 1-4	\$60.00

Criteria

- Bring your own Safety boots with you
- Must know how to read and in write English

Prerequisite

Must have understanding in Basic Engine Fundamental of Engine and naming of Vehicles parts.

Automotive Term 4

Service and Repair ABS

- Learn how to take out a clutch disc and install it back into the gear box
- Learn the names of the parts and how to carry out the test to know the clutch disc is worn out.

Duration	Fee
Term 4	\$50.00

Criteria

- Bring your own Safety boots with you
- Must know how to read and in write English

Prerequisite

Must have understanding in Basic Engine Fundamental of Engine and naming of Vehicles parts.

Balance Wheels

- Learn the hydraulic circuit.
- How to bleed ABS system.
- The braking system component and their function and purpose.
- Dismantling and reassembling the parts.

Duration	Fee
Term 4	\$50.00

Criteria

- Bring your own Safety boots with you
- Must know how to read and in write English

Prerequisite

Must have understanding in Basic Engine Fundamental of Engine and naming of Vehicles parts.

Outboard Motor

This course is delivered by Automotive lecturers who are also qualified mechanics and will help prepare students for entry-level technician positions.

The course covers;

- Motor functions & components
- Maintenance
- Diagnoses & Repair

Duration	Fee
Terms 1-4	\$60.00

Criteria

- Bring your own Safety boots with you
- Must know how to read and in write English

Prerequisite

Must have understanding in Basic Engine Fundamental of Engine and naming of Vehicles parts.



Construction

Construction Term 1

KIT offers traditional construction short courses to private and public sectors. Delivered by KIT high trained construction lecturers/instructors to equip learners with the skills and knowledge required across a wide range of employment areas.

Construction classes are limited to 15 students

Setting Out

The student will be able to square the corners of the building after completing a this course.

Duration	Fee
30 hours	\$50.00

Occupational Health and Safety

Participate in occupational health and safety.

Duration	Fee
30 hours	\$50.00

Squaring the Building on floor slab

Duration	Fee
30 hours	\$50.00

Joinery

Duration	Fee
30 hours	\$50.00

Construction Term 2

Apply basic levelling procedures

Using levelling devices on the foundation of the floor slab.

Duration	Fee
30 hours	\$50.00

Install doors and windows and fittings

Making two different types of doors and window frames.

Duration	Fee
30 hours	\$50.00

Estimate and Costing

Learn the importance of estimating, and the cost involved in a building project.

Duration	Fee
30 hours	\$50.00

Joinery

Duration	Fee
30 hours	\$50.00

Construction Term 3

Bricklaying

Build a small house

Duration	Fee
30 hours	\$50.00

Carry out measurement and calculations

Estimate approximate quantities

Duration	Fee
30 hours	\$50.00

Safe handling portable power tools

Making internal timber stairs.

Duration	Fee
30 hours	\$50.00

Joinery

Duration	Fee
30 hours	\$50.00

Construction Term 4

Wallframing

Build a small house

Duration	Fee
30 hours	\$50.00

Erect and dismantle formwork
Making external concrete stairs.

Duration	Fee
30 hours	\$50.00

Roof framing

Roof calculation on roofing members
(different types of roofs)

Learn the importance of estimating,
and the cost involved in a building project.

Duration	Fee
30 hours	\$50.00

Joinery

Duration	Fee
30 hours	\$50.00



AutoCAD Term 1-3

Basic & Intermediate AutoCAD

Basics: Review the basic AutoCAD and AutoCAD LT controls

Viewing: Pan and Zoom in a drawing, and control the order of overlapping objects.

Geometry: Create basic geometric objects such as lines, circles and hatched areas.

Precision: Ensure the precision required for your models

Layers: Organize your drawing by assigning objects to layers

Properties: You can assign properties such as color and line type to individual objects, or as default properties assigned to layers

Modifying: Perform editing operations such as erase move and trim on the objects in a drawing.

Blocks: Insert symbols and details into your drawings from commercial online sources or from your own image.

Layouts: Display one or more scaled views of your design on a standard size-drawing sheet called a layout.

Notes and Labels: Create notes, labels, bubbles and callouts. Save and restore style settings by name.

Dimensions: Create several types of dimensions and save dimension settings by name.

Practical Exercise and Assignments: Designing of 1 bedroom house with toilet, kitchen and living room only plan and elevations.

Printing: Output a drawing layout to a printer, a plotter, or a file. Save and restore the printer settings for each layout.

Duration	Fee
Term 1: Mon, Wed & Fri	\$50.00
Term 2: Tues, Wed & Thurs	
Term 3: Tue, Wed & Fri	



Electro Technology

Electro Technology Term 1

Occupational Health and Safety

This course covers legal requirements, identifying risks and hazards, selecting appropriate PPEs, manual handling, chemical in the workplace, working at heights, confined spaces, working safely with electricity and life support CPR.

Duration	Fee
42 hours (7 weeks) 5:00pm - 8:00pm	\$50.00

Maximum Demand and Cable Selection based on AS3000

This course covers maximum demand in single and multiple domestic electrical installations, circuit loading and number of points per final sub-circuit, cable selection as per AS3008, re-rating factors, voltage drop, prospective fault current (PFI) and fault loop impedance (FLZ).

Duration	Fee
42 hours (7 weeks) 5:00pm - 8:00pm	\$50.00

Electro Technology Term 2

AC Principles – Power 1

This course covers AC voltage and current, phasors, resistance, inductance and capacitance in AC circuits, AC circuits and resonance in AC circuits.

Duration	Fee
42 hours (7 weeks) 5:00pm - 8:00pm	\$50.00

Test, Tag & Repair to Electrical Appliances

This course covers attaching flexible cords and plugs to electrical equipment for connection to supplies up to 230V AC. This may be incidental to or a primary and regular function of work related to a principle function in the workplace. Working safely, identifying plug configurations, selecting and using testing and measuring devices, terminating and connecting cords/plugs and conductors, safety testing and reporting

Duration	Fee
42 hours (7 weeks) 5:00pm - 8:00pm	\$50.00

Maximum Demand in Non-domestic Electrical Installation

This course covers calculating maximum demand in non-domestic electrical installations for up to 400A per phase.

Duration	Fee
42 hours (7 weeks) 5:00pm - 8:00pm	\$50.00

Stand-Alone PV Systems Designing

This course covers designing of a stand-alone PV system. It encompasses working safely, sizing and installation of a stand-alone PV system.

Duration	Fee
42 hours (7 weeks) 5:00pm - 8:00pm	\$50.00

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 AS3017. It includes working safely, visual inspections and mandatory testing.

Duration	Fee
42 hours (7 weeks) 5:00pm - 8:00pm	\$50.00

Electro Technology Term 3

AC Principles – Power 2

This course covers power in an AC circuit, harmonics and resonance effect in AC systems, three-phase systems, three-phase principles, three-phase star connections, three-phase four-wire systems, three-phase delta connections and short-circuit current.

Duration	Fee
42 hours (7 weeks) 5:00pm - 8:00pm	\$50.00

Stand-Alone PV Systems – Fault-Finding

This course covers fault-finding techniques in a stand-alone PV system. It encompasses working safely, testing, troubleshooting, repair and maintenance

Duration	Fee
42 hours (7 weeks) 5:00pm - 8:00pm	\$50.00

Electro Technology Term 4

Motor Installation and Maintenance

This course covers operating principles, characteristics and application of single-phase and three-phase induction motors. It includes working safely, motor selection, starting requirements and motor starters, types of motor connections and motor protection, causes of motor malfunction, fault diagnosis and testing.

Duration	Fee
42 hours (7 weeks) 5:00pm - 8:00pm	\$50.00

Electromagnetic Principles

This course covers magnetic and electromagnetic principles, the laws of electromagnetism and inductance and how they apply to the operation of electrical devices and machines.

Duration	Fee
42 hours (7 weeks) 5:00pm - 8:00pm	\$50.00



Plumbing

Plumbing Term 1

Basic Drainage in Plumbing

- Theory
- Practical
- Work with Design
- Install below sanitary system
- Install Discharge pipe
- Trenching
- Pipe Grading and Fall
- Fittings identify

This course is very important to improve skills on how pipework is set out according to plans and specifications, with consideration given to the location of existing services.

Duration	Fee
3 hours (Twice a week)	\$50.00

Plumbing Term 2

Basic Drainage Calculation in Plumbing

- Theory
- Work with plans
- Dimensions
- Calculation
- Identify variety types of Drawing
- Information and Specification

This course is providing you with numeracy skills to apply basic arithmetic calculations of addition, subtraction, multiplication and division in order to estimate simple projects and determine consumables required for a task.

Duration	Fee
3 hours (Twice a week)	\$50.00

Plumbing Term 3

Install and fit off sanitary fixtures

- Theory
- Practical

Duration	Fee
3 hours (Twice a week)	\$50.00

Plumbing Term 4

Installing discharge Pipes

- Identifying fittings and their usage
- Junctions and support of the drain
- Sewage designs
- Calculating the fall
- Locations of the inspection openings and the overflow relief gullies.

Duration	Fee
50 hours	\$50.00



Roofing

Roofing Term 1

Basic Roofing Skills

- Understand some of the tools and their usage for roofing.
- Materials compatibilities
- Taking out materials
- Collect and store roof water

Duration 40 hours **Fee** \$50.00

Roofing Term 2

Fabric and install Roof drainage components

- Taking out material
- Fabricating and offset angle for eave gutter
- Calculating the fall for a eave gutter
- Different type of roofs

Duration 40 hours **Fee** \$50.00

Roofing Term 3

Setting out and installing water pipes

- Main water pipes sizes and the branches pipe sizes
- Installing a water pipe according to design.
- Taking out materials
- Different types of materials that a suitable for water

Duration 40 hours **Fee** \$50.00

Roofing Term 4

Roofing

Theory

Duration 3 hours twice a week **Fee** \$50.00



English

English Term 1-4

English: Beginner (Grammar)

This course focuses on the development of English communication skills, particularly speaking and listening using a variety of games and audio recordings. This course also includes the basics to help develop your skills in reading and writing in English. This course is targeting anyone who is a beginner in English grammar. This includes Form 3 students.

Duration	Fee
5-7 Weeks (Twice a week)	\$50.00

English: Intermediate (Grammar)

This course is targeting anyone who has completed beginner English and/or high school students (Form 4 to 7). It will focus on the use of tense. It will enhance your four macro-skills (reading, writing, listening and speaking skills).

Duration	Fee
5-7 Weeks (Twice a week)	\$50.00

International English Language Testing System (IELT) Preparation

The International English Language Testing System, or IELTS, is an international standardized test of English language proficiency for non-native English language speakers

Duration	Fee
5-7 Weeks	\$50.00



Business Term 1

Developing Office Skills

This course will equip learners to understand the fundamentals of basic office skills. It will also assist learners who wish to pursue administration jobs and for those who undertake close supervision in a workplace.

Duration	Fee
81 hours (9 weeks) Mon, Wed & Fri 5:00pm - 8:00pm	\$50.00

Business Term 2

Developing Office Skills

This course will equip learners to understand the fundamentals of basic office skills. It will also assist learners who wish to pursue administration jobs and for those who undertake close supervision in a workplace.

Duration	Fee
81 hours (9 weeks) Mon, Wed & Fri 5:00pm - 8:00pm	\$50.00

Secretarial Studies

This course offers an insight into a range of careers which focus on giving support to key role-players in business, such as Senior Managers, and Executives. These support roles are highly valued and rewarded, as they are acknowledged as essential to the smooth running and support of any business.

Duration	Fee
48 hours (9 weeks) Tues & Thur 5:00pm - 8:00pm	\$50.00

Prerequisite

- Employed active email account
- Computer literate

Deliver A Service To A Customer

This course is designed for those who wish to develop skills and knowledge that are required to deliver all aspects of customer service at an introductory level. It includes relationships with customers, identifying customer needs, delivering services or products and processing customer feedback.

Duration	Fee
30 hours (5 weeks) Mon & Thur 5:00pm - 8:00pm	\$50.00

Business Term 3

Developing Office Skills

This course will equip learners to understand the fundamentals of basic office skills. It will also assist learners who wish to pursue administration jobs and for those who undertake close supervision in a workplace.

Duration	Fee
81 hours (9 weeks) Mon, Wed & Fri 5:00pm - 8:00pm	\$50.00

Work Effectively With Others

This course will equip learners to understand the skills and knowledge required to work cooperatively with others and deal effectively with issues, problems and conflicts.

Duration	Fee
48 hours (5 weeks) Tues & Fri 5:00pm - 8:00pm	\$50.00

Business Term 4

Developing Office Skills

This course will equip learners to understand the fundamentals of basic office skills. It will also assist learners who wish to pursue administration jobs and for those who undertake close supervision in a workplace.

Duration	Fee
81 hours (9 weeks) Mon, Wed & Fri 5:00pm - 8:00pm	\$50.00

Record Keeping

The course is designed for those who wish to develop skills and knowledge required to maintain a record system in good order on a day-to-day basis.

Duration	Fee
30 hours (5 weeks) 5:00pm - 8:00pm 48 hours	\$50.00

Prerequisite

- Employed active email account
- Computer literate



Community Service Term 1-4

Mental Health Course

Mental Health is the course that is designed to assist the individual to learn about mental health at the community level. It will highlight some basic skills and knowledge about people who are struggling with mental health issues. The objective of the course is to help the individual to understand the changes that occurred in the person's life and how to respond in order to promote recovery and maintain wellbeing.

Duration 3 hours (Twice a week for 7 weeks)
Monday/Wednesday
5:00pm - 8:00pm

Fee \$50.00

Prerequisite

- Employed active email account
- Computer literate



Accounting

Accounting Term 1-2

MYOB (Mind Your Own Business)

This course is designed for business owners to manage their own accounts through the popular MYOB accounting software.

Duration	Fee
60 hours Tuesday & Thursday	\$60.00

Establish And Maintain A Payroll System (MYOB)

This unit describes the skills and knowledge required to record and prepare payroll documentation, respond to enquiries, and process payroll data for manual and computerized systems.

It applies to individuals, who use a range of organizational and other specialist techniques. They may work directly for organizations or be small business owners, contractors or service providers.

Duration	Fee
60 hours Monday & Wednesday	\$60.00

Prepare Financial Report

This professional development course provides you with a skills and knowledge required to prepare end of period financial reports including Income statement and balance sheet. This course will also be of benefit to business owners, managers, business partners, bookkeepers, assistant accountants and accounts clerks.

Duration	Fee
60 hours Monday & Wednesday	\$60.00

Prepare financial report

This continuing professional development course provides you with a skills and knowledge required to use Microsoft Office Excel (spreadsheet) to complete business tasks and produce complex documents.

Duration	Fee
60 hours Tuesday & Thursday	\$60.00

Accounting Term 3-4

MYOB (Mind Your Own Business)

This course is designed for business owners to manage their own accounts through the popular MYOB accounting software.

Duration	Fee
60 hours Tuesday & Thursday	\$60.00

MYOB (Part Time)

The skills and knowledge acquired in this course will help you develop your knowledge and understanding of the software to use MYOB with confidence.

Duration	Fee
90 hours Tuesday & Thursday	\$60.00

Accounting 2

Start your career in accounts administration with this entry-level course. This course is designed to provide you with a broad range of skills that will open up a world of employment opportunities.

Duration	Fee
90 hours Monday & Wednesday	\$60.00



Other Courses

Other Courses

Information Technology (IT)

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

The course covers:

Introduction to Information Technology

The focus of the IT Fundamentals course is the introduction of skills related to information technology basics.

Duration	Fee
30 hours	\$50.00

Microsoft Office

This course is designed to use the basic features of Word, Excel, Access, and PowerPoint, and to integrate data between the applications.

Duration	Fee
30 hours	\$50.00

Cybersecurity

The goal of this course is to develop critical thinkers who focus on selected research on security topics and trends for solutions to real world security related problems.

Duration	Fee
30 hours	\$50.00

Local Traditional Skills

Building A Kiakia

This course focuses more on traditional training in building a local Kiakia. The course is designed for those who wish to learn the basics of building a local house.

Duration	Fee
Terms: 3 & 4	\$50.00

Make A Fishing Net

This course is designed for those who want to boost their knowledge in making a fishing net.

Duration	Fee
Terms: 3 & 4	\$50.00

Fishing Basket/Mat Weaving

This course will teach the basics and local techniques for making a local fishing basket.

Duration	Fee
Terms: 3 & 4	\$50.00

