

# HYTARC TVET COLLEGE



Registered with National Training Council-No. 155, Education TVET Code No PS 538/1983:  
Partner with National Youth Development Authority, PNG HRI Associate Member and Office  
of Higher Education Recognition

HEAD OFFICE: BANZ-JIWAKA PROV.  
PORT MORESBY-BRANCH

P.O. BOX 2392, Vision City, Port Moresby

Tel/Fax: (675) 5462218 Digicel No: 73944946 or 7283 3528 B/Mobile: 75823381 Pom Campus: 73944946

Email: [hytarc@gmail.com](mailto:hytarc@gmail.com) or [highlandsyouthtrainingpom@gmail.com](mailto:highlandsyouthtrainingpom@gmail.com) Website: [www.hytarc.ac.pg](http://www.hytarc.ac.pg) Facebook: highlands youth training college



OTHER BRANCHES  
Goroka, Lae, Wewak, Madang, Kokopo



## STUDENT APPLICATION FORM – 2024

|                                     |  |               |   |
|-------------------------------------|--|---------------|---|
| Full Name                           |  | Gender        |   |
|                                     |  | Age           |   |
| Home Province                       |  | District      |   |
|                                     |  | Village       |   |
| Postal Address (If any)             |  | Mobile No.    |   |
|                                     |  | Facebook      |   |
|                                     |  | Email         |   |
| High/Secondary School last attended |  | Year          |   |
|                                     |  | Grade         |   |
| Other institution attended (if any) |  | Year          |   |
|                                     |  | Course        |   |
| Work Experience (If any)            | Company:   | Year          |   |
|                                     |  | Position      |   |
| Name of Guardian/Parent/Sponsor     |  | Mobile        |   |
|                                     |  | Address       |   |
| Sponsorship (tick)                  | <input type="checkbox"/> Self-Sponsor <input type="checkbox"/> Government <input type="checkbox"/> Corporate/Company |               |   |
| Course Name (Certificate/Diploma)   |  | Branch (tick) | <input type="checkbox"/> Banz Boarding Campus |
|                                     |  |               | <input type="checkbox"/> POM Boarding Campus  |
| Day/Boarding                        |  |               | <input type="checkbox"/> Goroka               |
|                                     |  |               | <input type="checkbox"/> Lae                  |
|                                     |  |               | <input type="checkbox"/> others               |

**Course Registration Fee:** Registration fee include course materials, training aids, Accommodation, meals and Security Fees.  
**Cancellation:** A full refund will be made with a written request 3 days prior to commencement of the course or you may substitute a participant. No refund is applicable after 3 weeks in training. After one-week training 70% refundable to student, after two weeks 60% refundable to student and third week 50% refundable and the rest forfeited to the institution- **Pay a Non-Refundable fee of K100 for Application processing fee in order to get your Letter of Offer or Acceptance Letter. Compulsory deduction of K150 as Administration Fees for all refunds. All Corporate sponsorship like:** Companies, minings, churches, foundations, Parliamentarian Members and so on are **Non-Refundable** to individual, If (sponsored Student) you are not coming for studies then replace another student to come and study on behalf of you or the institution forfeit the funds. Funds will not be transferred to other institution if you studying with other institution.

**Banking Details:** Payment can be made into the college account:  
**Highlands Youth Training and Rehabilitation College** Account  
Number: **1001586615** Mount Hagen-BSP- Branch.  
Account Type: **Cheque Account**  
Or Kina Bank Account Number: **12606188**  
**Pay K5 cash, fill in the application form then deposit K100 processing fee into the college account to get your Acceptance Letter or Offer Letter.**  
**Limited Space Available! REGISTER NOW!**  
**Corporate Sponsorship additional fees of K1000 to K2000 is added on top of the normal Self Sponsorship Fees**

### STUDENT/APPLICANT DECLARATION

I agree and accept all terms and conditions of this enrolment. I know and agree that certain fees I have paid are nonrefundable. My signature below indicates that I have read, understood and accept the terms of this agreement as well as the enclosed information describing my course selection. I agree to be bound by this Agreement and to pay the full course fee and all other charges relating to my course of study.

Applicant Sign: ..... Date: .....

Witness Name: ..... Position: ..... Signature: ..... Mobile: .....

**Training:** Accounting, Marketing, Computing, Management, Human Resource Management, Tourism Hospitality Management, Government Studies-Modern Administration-LLG-DDA, Occupational Health Safety Management, Mechanical, Heavy Diesel Equipment Fitting, Electrical, Carpentry, Building design-drafting, Auto Motor Mechanic, Spray painting and Panel Beating, Welding and Metal Fabrication, Short courses, **Rehabilitation:** Sporting activities, Music Competition, voluntarism, Childcare development-positive parenting, spiritual and mental development. **Bridging the Gap, Giving Hope and Unleashing Potential of those considered Drop-Outs in Mainstream Education System, Giving Second Chance to Education in making nobody to become somebody.**



**2024 COURSE INFORMATION**

| <b>JIWAKA, BANZ MAIN BOARDING CAMPUS – COURSE FEES</b> |                              |                       |           |                     |           |                 |
|--|------------------------------|-----------------------|-----------|---------------------|-----------|-----------------|
| <b>BUSINESS COURSES &amp; FEES</b>                     |                              |                       |           |                     |           |                 |
| No.  | Course Name                  | CERTIFICATE(6 Months) |           | DIPLOMA (12 Months) |           | Upfront Payment |
|  |                              | Day Fees              | Boarding  | Day Fees            | Boarding  |                 |
| 1  | Accounting                   | K4,500.00             | K6,600.00 | K7,100.00           | K9,700.00 | 60%             |
| 2  | Business Management          | K4,800.00             | K6,800.00 | K6,800.00           | K9,500.00 |                 |
| 3  | Human Resource management    | K5,000.00             | K6,900.00 | K7,000.00           | K9,700.00 |                 |
| 4  | Information Technology       | K5,000.00             | K6,800.00 | K7,000.00           | K9,700.00 |                 |
| 5  | Sales & Marketing            | K4,100.00             | K6,100.00 | K6,200.00           | K8,200.00 |                 |
| 6  | Tourism & Hospitality        | K4,100.00             | K6,100.00 | K5,000.00           | K7,700.00 |                 |
| 7  | Government Studies (DDA/LLG) | K5,000.00             | K6,900.00 | K6,800.00           | K9,500.00 |                 |
| 8  | Office Management            | K4,100.00             | K6,200.00 | K5,000.00           | K7,700.00 |                 |
| 9  | Public Administration        | K5,000.00             | K6,200.00 | K7,000.00           | K7,700.00 |                 |
| 10   | Early Childhood Education    | K4,800.00             | K7,100.00 | K5,600.00           | K8,100.00 |                 |
| 11   | Project Management           | K5,000.00             | K6,600.00 | K6,800.00           | K9,300.00 |                 |
| 12   | Sustainability Management    | K4,300.00             | K6,600.00 | K5,800.00           | K8,300.00 |                 |

| <b>TRADE COURSES &amp; FEES</b> |                                       |                        |           |                     |           |                 |
|---------------------------------|---------------------------------------|------------------------|-----------|---------------------|-----------|-----------------|
| No.                             | Course Name                           | CERTIFICATE (6 Months) |           | DIPLOMA (12 Months) |           | Upfront Payment |
|                                 |                                       | Day Fees               | Boarding  | Day Fees            | Boarding  |                 |
| 1                               | Heavy Diesel Equipment Fitting (HDEF) | K4,600.00              | K6,600.00 | K7,000.00           | K9,600.00 | 60%             |
| 2                               | Motor Vehicle Mechanic (MVM)          | K4,200.00              | K6,200.00 | K5,600.00           | K8,600.00 |                 |
| 3                               | Electrical                            | K4,600.00              | K6,600.00 | K7,000.00           | K9,600.00 |                 |
| 4                               | Carpentry                             | K4,000.00              | K5,900.00 | K5,200.00           | K8,100.00 |                 |
| 5                               | Building & Design                     | K4,800.00              | K6,700.00 | K6,300.00           | K9,000.00 |                 |
| 6                               | Occupational Health & Safety (OHS)    | K4,900.00              | K6,600.00 | K6,600.00           | K9,000.00 |                 |
| 7                               | Welding & Metal Fabrication           | K3,600.00              | K5,500.00 | K6,300.00           | K9,200.00 |                 |

| <b>PORT MORESBY, BOROKO BOARDING CAMPUS – COURSE FEES</b> |  |                        |           |                     |            |                 |
|---|--|------------------------|-----------|---------------------|------------|-----------------|
| <b>BUSINESS COURSES &amp; FEES</b>                        |  |                        |           |                     |            |                 |
| No.   | Course Name                                | CERTIFICATE (6 Months) |           | DIPLOMA (12 Months) |            | Upfront Payment |
|   |  | Day Fees               | Boarding  | Day Fees            | Boarding   |                 |
| 1   | Advance Accounting                         | K4,500.00              | K8,000.00 | K7,000.00           | K12,300.00 | 60%             |
| 2   | Business Management                        | K4,800.00              | K8,100.00 | K6,800.00           | K12,100.00 |                 |
| 3   | Human Resource management                  | K4,800.00              | K8,300.00 | K7,000.00           | K12,100.00 |                 |
| 4   | Information Technology                     | K4,800.00              | K8,300.00 | K7,000.00           | K12,300.00 |                 |
| 5   | Sales & Marketing                          | K4,100.00              | K7,300.00 | K6,200.00           | K9,300.00  |                 |
| 6   | Tourism & Hospitality                      | K4,100.00              | K7,300.00 | K5,000.00           | K9,600.00  |                 |
| 7   | Government Studies (LLG)                   | K4,800.00              | K8,100.00 | K6,800.00           | K12,100.00 |                 |
| 8   | Office Management                          | K4,100.00              | K7,300.00 | K5,000.00           | K10,300.00 |                 |
| 9   | Government Studies (Public Administration) | K4,800.00              | K8,300.00 | K7,000.00           | K12,300.00 |                 |
| 10  | Early Childhood Education                  | K4,800.00              | K7,600.00 | K5,600.00           | K10,600.00 |                 |
| 11  | Project Management                         | K5,000.00              | K7,200.00 | K6,800.00           | K9,300.00  |                 |
| 12  | Sustainability Management                  | K4,300.00              | K6,300.00 | K5,800.00           | K8,300.00  |                 |

| <b>TRADE COURSES &amp; FEES</b> |                                       |                        |           |                     |            |                 |
|---------------------------------|---------------------------------------|------------------------|-----------|---------------------|------------|-----------------|
| No.                             | Course Name                           | CERTIFICATE (6 Months) |           | DIPLOMA (12 Months) |            | Upfront Payment |
|                                 |                                       | Day Fees               | Boarding  | Day Fees            | Boarding   |                 |
| 1                               | Heavy Diesel Equipment Fitting (HDEF) | K4,600.00              | K8,100.00 | K7,000.00           | K12,100.00 | 60%             |
| 2                               | Motor Vehicle Mechanic (MVM)          | K4,800.00              | K8,900.00 | K7,400.00           | K11,100.00 |                 |
| 3                               | Electrical                            | K5,200.00              | K8,500.00 | K8,200.00           | K12,200.00 |                 |
| 4                               | Carpentry                             | K4,600.00              | K7,400.00 | K5,800.00           | K10,900.00 |                 |
| 5                               | Building & Design                     | K4,400.00              | K8,300.00 | K6,300.00           | K11,600.00 |                 |
| 6                               | Occupational Health & Safety (OHS)    | K4,900.00              | K7,300.00 | K6,600.00           | K11,800.00 |                 |
| 7                               | Welding & Metal Fabrication           | K3,600.00              | K6,900.00 | K6,300.00           | K11,600.00 |                 |

**NOTE: For all Corporate Sponsors K2000 will be added to all Course Fees**

| Course                 | Duration | FEES      |               | Upfront |
|------------------------|----------|-----------|---------------|---------|
|                        |          | Day Fees  | Boarding Fees |         |
| 1. Backhoe Operator    | 12 Weeks | K4,380.00 | K5,880.00     | 60%     |
| 2. Front-End Loader    | 12 Weeks | K4,380.00 | K5,880.00     | 60%     |
| 3. Excavator           | 12 Weeks | K4,380.00 | K5,880.00     | 60%     |
| 4. Light Motor Vehicle | 12 Weeks | K4,280.00 | K5,780.00     | 60%     |
| 5. PMV Driver          | 12 weeks | K4,280.00 | K5,780.00     | 60%     |

**KESSY ELLY**

from Rabaul mixed Jiwaka a grade ten leaver married with four kids being in the village for six years. In 2012 She came and studied certificate in accounting + Computing then HYTARC assisted her in applying for the job with BSP BANK BANZ-JIWAKA BRANCH, she was accepted as bank teller till being promoted to Supervisor and after one year they promoted her to Manageress, now she is the Branch Manageress at BSP Banz.

**BERRY WOKAP**

being 10 years at home from Jiwaka. Studied sales and marketing in 2002 now working with pacific industries as Gogo Cola sales manager, Madang branch.



**Alice Mendi (middle)** From Manus & Kavieng. Studied Diploma in Accounting at Banz campus in 2021. Now working with NKW Group.

**Junior Francis Nambu**

From Simbu-Sepik parentage. Son of a simple Traffic Officer at Yonki. *'I completed Gr.12 and stayed home for 4 years. I decided to study Diploma in Electrical at HYTRAC TVET College, did practical with PPL Yonki. Employed with Primus Electrical Lae, and now with Major Project OK Tedi Mining. To know good things about HYTARC, contact me on 72181225 or FB Junior Francis Nambu'*

**ONGOL BONMO**

from Jiwaka went to Toomb Grammer-Australia. Came back and stayed in the village for 3 years. *'I was fortunate to be a pioneer in year 2000 with certificate in Accounting. Employed with Atlas Steel in Lae as Junior Accounts Clerk and promoted to Cost Accountant. Now I am working in Lihir-Mining KAPIT-GORTUMIL Ltd as Accountant. To know more about HYTARC, Contact me on 71548678 or fb: Bongol Bonmo'*

**KENGO BABAKE**

From Kiunga. *'I am a Gr.6 school leaver; I've been a simple Cleaner for 10 years. I don't regret to choose HYTARC and studied Accounting & Computing in 2020. HYTARC shaped and mould a simple Gr.6 school leaver and now I am working as Admin Assistant Officer with IBI Holdings Lotic Bise Ltd.'* Thank you HYTARC, Make Nobody to Become Somebody!

**TELLY NOKIM**

from Tabubil-Western Province came to Banz Jiwaka Highlands youth training college and did my Certificate and continued to Diploma in Business Management – Now I am working with OTML- I am in my office-add friends to my face book account name: Telly Nokim and I will tell you more about the secret of this college.

**ANGELA KAI**

from Hagen Central left school and being housewife but lucky studied Certificate in Accounting in 2008 with Highlands Youth Training and then did practical with Western Highlands Provincial Government for two years 2009 to 2010 then applied and got the permanent position as Executive Assistant grade 9 position with Provincial Foreign Aid-Policy and Planning department



# Current POM Students



"I am Monica Mini from Southern Highland Province; I did my Gr.12 in 2011 at Mongol Secondary School. After completing Gr.12, I did not get my offer so I stay at home for 8 years until I found HYTARC in Pom and take up Diploma in Accounting in 2021. Now I'm working with Department of Commerce & Industry as Data Entry Clerk. I am now happy that HTARC make my way possible"



My name is Wesley Robert. I'm from Milne-Bay. I completed grade 10 in 2014 and stayed home for couple of years and eventually in 2021 I came across HYTARC here in Pom. I studied Diploma in Accounting and now I'm working with Bishmillar Trading & Tailoring Ltd as Trainee Stock Controller.



Hi I am Seporah from Central Province after completing my grade 12 in 2015, I stayed home some years and HYTARC accepted me to take-up Diploma in Accounting in 2022 and now I am working with Brain Bell Gordons.



Hi I am Winrose from Popodetta completed my grade 10 and married to Hagen man and had a little girl 5 years old stayed home for so long until I saw HYTARC in 2020 and take up Certificate in Accounting and school helped me part time work as school assistance administration officer while I did my Diploma in Accounting in 2021 and now, I am working with RH Super Market as Inventory Officer. My big thank you to HYTARC for making my life success.

My name is Mopane Mini; completed grade 12 in Mendi Secondary and stayed home for so long until I found HYTARC and take-up Diploma in Accounting in 2022 and now I am working with RH Super Market-Gordons



**LUKE ISOKE**  
From Finshafen studied Motor Vehicle Mechanic at HYTARC Lae campus. Now working as Mecahnich with Vudal University



MCKLEEN KEVIN FROM KIMBE-BALI ISLAND WITH HUSBAN KEVIN AND FIVE KIDS LEFT KIMBE CAME TO BANZ-HIGHLANDS YOUTH TRAINING IN 2013 DID CERTIFICATE ACCOUNTING AND 2014 DIPLOMA IN ACCOUNTING NOW WORKING AS SECRETARY AND FINANCE OFFICER WITH NEREGAIMA HIGH SCHOOL WHILE WAITING TO WORK WITH SIMBU PROVINCIAL GOVERNMENT

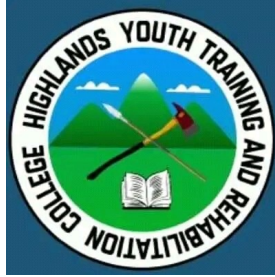


ROSE MIKE BEING AT THE VILLAGE FOR 27 YEARS, COMPLETED GRADE 8 IN 1986 AT KIUNGA HIGH SCHOOL AND FODE GRADE TEN WITH WHITE SHIRT MARRIED WITH SIX (6) CHILDREN AND RONNA AIGOL GRADE NINE WITH RED SHIRT HAVE FIVE (5) KIDS THEY ARE IN COMPUTING CLASS-



David Harlie from Daru really struggled came to Banz studied Management now working with Oil search..

# HYTARC TVET COLLEGE



## PLANT OPERATOR FEES



**NOTE: For all Corporate Sponsors K2000 will be added to all Course Fees**

| Course                 | Duration | FEES      |               | Upfront |
|------------------------|----------|-----------|---------------|---------|
|                        |          | Day Fees  | Boarding Fees |         |
| 1. Backhoe Operator    | 12 Weeks | K4,380.00 | K5,880.00     | 60%     |
| 2. Front-End Loader    | 12 Weeks | K4,380.00 | K5,880.00     | 60%     |
| 3. Excavator           | 12 Weeks | K4,380.00 | K5,880.00     | 60%     |
| 4. Light Motor Vehicle | 12 Weeks | K4,280.00 | K5,780.00     | 60%     |
| 5. PMV Driver          | 12 weeks | K4,280.00 | K5,780.00     | 60%     |





# HYTARC TVET COLLEGE

Registered with National Training Council No.155, Education TVET Code No. PS 538/1983 | Partner with National Youth Development Authority, PNG HRI Associate Member & recognition of Office of Higher Education, Research, Science & Technology

**CERTIFICATE & DIPLOMA COURSES:** >>BUSINESS - Accounting, HRM, Management, ICT, Sales & Marketing, Tourism & More..>>TRADE - Electrical, HDEF, Carpentry, Building & Design, OHS, Welding & Metal Fabrication, MVM >>PLANT - Backhoe, Front-End Loader, Excavator, Light Motor Vehicle, PMV Driver

*"Stay Where You Are!"*

**HYTARC Online Migration Program**

## ONE TABLET PER STUDENT POLICY 2024

Greetings to all you school leavers and working class individuals who are caught between making life decisions on which training institution to attend for 2024.

HYTARC TVET College has embarked on an audacious Online Migration Program 2024 to upscale all its mainstream curriculum and courses onto a robust but yet friendly e-learning platform to reach the un-reached and also give our reached students the opportunity to learn from the comforts of their homes and be able to earn a Certificate or Diploma in a field of their preference.

As part of this up-scaling program students who meet 60% of their fees upfront will be issued a Study Tablet with full access to our e-learning platform, digital assets, training materials and trainer interactions.

FREE WIFI for our students will also be available at our new location at Boroko next to Salvation Army.



**BOROKO**  
Branch,  
Next to Salvation Army

## Enrollment for 2024 Now Open!

Online Application Form on Facebook Page: Hytarc Tvet College

✉ hytarc@gmail.com (Admin) +675 72833528 (D) / +675 82403274 (V)  
hytarcict@gmail.com (ICT)



**Nationwide**

**WHAT'S COMING 2024**  
>>OFFICIAL WEBSITE & E-LEARNING PLATFORM<<  
**"MAKING A NOBODY TO BECOME SOMEBODY"**

DHERST Recognized