

TEACHERS AND APPLICANTS TAKE HEED; THIS APPLICATION FORM IS NOT TO BE SOLD



Affix passport sized photograph here

APPLICATION FORM FOR ENROLMENT 2025

PERSONAL DETAILS

Title: (Mr./Mrs./Miss) First Name:
 (Circle your title) Surname:

Address: Postcode: Daytime Telephone (incl. STD code): Evening Telephone (Incl. STD code): Mobile Telephone Number: Email: (compulsory)	Date of birth: Age by January 2025:
	Tick the appropriate box Gender: Male: <input type="checkbox"/> Female: <input type="checkbox"/>
	Marital Status: Married: <input type="checkbox"/> Single: <input type="checkbox"/> Others: <input type="checkbox"/>

Please ensure **ALL** fields are completed as we may contact you via post, text or email regarding your application.

Important: The academic programs indicated below are currently offered at this institute but you can only apply for **ONE** program of your choice that best fits your intent/ or background. (Place a tick in the appropriate blank space accordingly).

Academic Program Name	Start Year	End Year
1. Primary:	<input type="checkbox"/>	<input type="checkbox"/>
	2025	2026

Bachelor Degree in School Leadership and Management	<input type="text"/>	2025	2025
Advance Diploma in Teaching Mathematics and Science Primary (In- service)	<input type="text"/>	2025	2025
Diploma in Teaching English and Literature Primary (In- service)			
2. Technical and Vocational Education and Post Graduate Studies			
Post Graduate Diploma in Teaching (Secondary/ Tertiary)	<input type="text"/>	2025	2025
Diploma in Teaching Technical Vocational Education	<input type="text"/>	2025	2025
3. Early Childhood Education			
Diploma in Education Junior Primary (In- service)	<input type="text"/>	2025	2025

EDUCATION, QUALIFICATIONS AND EMPLOYMENT

Please list your qualifications and educational background starting with the highest level qualification you have gained. Attach all photocopies of the documents achieved at each level.

Tertiary Education	Year Attained	Name of School/ College/University at which the qualification was attained

High and Secondary School		Year Attained	Name of School in which the qualification was attained
Grade Reached	Qualification Attained		
12			
10			

Please indicate your current employment status by placing a tick in the relevant box:

Employed- Full time

Employed- Part time

Self- employed

Unemployed

Employer/ Business Name:

Job Title/ Position:

Please state any previous work experience relating to the program for which you are applying i.e: Accounting/ HR for TVET and Post Graduate studies

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Nationality:

Have you ever lived outside Papua New Guinea (excluding holidays of 3 months or less)? Yes No

If yes, please give details of countries and dates:

Country	Dates

Are you or have you ever lived in care or been looked after? Yes No

Do you have any relevant CRIMINAL CONVICTIONS? Yes No

• **Relevant convictions means convictions for offences:**

- Against a person, whether of a violent or a sexual nature
- Involving the unlawful supply or use of controlled drugs or substances where the conviction concerns commercial drug dealing or trafficking

If you are applying for a program in teaching involving childcare or working with children or vulnerable adults, previous criminal convictions may affect your ability to attend work placements and possibly achieve your training.

If you declare you have a conviction, you will be contacted for further information. This is to help us access any potential risks to yourself or others in this institution. Having a criminal record will not necessarily prevent you from studying at the institute but will depend on the nature of the course and the circumstances and background of the offence. If you do not disclose a relevant conviction then this could result in disciplinary action by the institute.

Personal Statement: Tell us in your own handwriting why you would like to do this course and how this fits into your career plans:

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How did you hear/ know about PNGEI?

.....

Where did you pick up a copy of this application form?

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Declaration:

I, certify that I have read and understood the questions in this form. The information I have provided in this application is true and accurate.

Signature: Date:

PLEASE ENSURE ALL SECTIONS ARE FULLY COMPLETED BEFORE SUBMISSION AS ANY INCOMPLETE SECTIONS WILL DENY YOUR POSSIBLE SELECTION

Please turn over...

ENTRY REQUIREMENTS TO BE ATTACHED TO APPLICATION FORM BY ALL INTENDING APPLICANTS

The following documents are generic/common and **MUST** be photocopied and provided by all intending applicants who are current teachers applying for studies within programs offered by the Early Childhood and Primary Units **ONLY**.

- Release Letters from respective Provincial Education Divisions to be signed and stamped by Provincial Education Advisor/ Director. Name lists without any individual release letter will **NOT** be accepted! (Only for currently appointed teachers).
- "Full Teacher Registration" Certificate/ or Provisional Registration Certificates for Elementary Teachers will be accepted on extenuating circumstances
- Inspection Reports from within the last three to five years (**For current practicing teachers**)
- Minimum teaching experience between 3- 5 years (**For current practicing classroom teachers while senior teachers will be accepted with 10 years or more experiences in administrative or managerial positions for the Bachelor's Degree Program**)
- Current Police Clearance with impressed finger print. (**All teachers and applicants for TVET and Post Graduate Studies**)
- Current Medical Report from a reputable medical practitioner. (**All teachers and applicants for TVET and Post Graduate Studies**)
- NID Cards/ Birth Certificate copy from National Civil Registry office. (**All teachers and applicants for TVET and Post Graduate Studies**)
- 3x ID sized photographs on photo papers. **No printed photos on normal papers will be accepted (All teachers and applicants for TVET and Post Graduate Studies)**
- K50 non- fundable application processing fee. Attach photocopied bank receipt for selection purpose. Present original copy during enrolment and registration.

Note: Original Copies of the above documents must be presented at the time of enrolment and registration the following year. Any applicant who receives an Acceptance Letter upon successful selection but cannot provide the original documents will not be enrolled.

Below are specific documents you are expected to submit for the program you are applying for apart from the generic documents required above:

A: Teaching Programs offered under the Primary Unit:

1. Bachelor's Degree in School Leadership and Management

- A Principal from higher learning/ tertiary institutions, Head teacher, Manager or a senior staff in a school or Technical/ Business and Vocational Education training institution with 10 or more years in a leadership capacity to be confirmed by your immediate supervisor or relevant inspector through a Confirmation Letter
- Possess a Diploma in Education (Primary/TVET) from a previous pre- service or in- service training institution
- Recognized former Elementary/ Early Childhood Teacher Trainer of Trainee with a Certificate in Early Childhood Training and Education
- Other relevant/ supportive documents
- Senior officers within the Disciplinary Forces or Nursing Colleges etc. who meet our requirements.

2. Advance Diploma in Teaching Mathematics and Science Primary (In- service)

- Diploma in Primary Education either pre- service or in-service from a recognized training institution accompanied by a transcript with "C" grades or above in Mathematics and Science related subjects

3. Diploma in Teaching English and Literature Primary (In- service)

- Diploma in Primary Education either pre- service or in-service from a recognized teacher training institution accompanied by a transcript with "C" grades or above in Language and Literature related subjects from last teacher training institution

B: Teaching Programs offered under the Technical Vocation Education and Post Graduate Studies

4. Post Graduate Diploma in Teaching (Secondary/ Tertiary)

- First Degree from a recognized university in a specific field of study, eg: Business Administration, Business Accounting, Tropical Agriculture, Human Resource, Mathematics, Science, Social Science, Language & Literature streams etc... accompanied by a transcript with a GPA of 2.5 and above. (Only for subjects studied in the final year of studies)
- Professionals with higher qualifications such as a Master's Degree or its equivalent
- 3-5 years of work experience in a related field is preferred but not compulsory.
- Interested applicants who are currently awaiting graduation **WILL NOT BE ACCEPTED** with transcript copies towards graduation.

5. Diploma in Teaching Technical Vocational Education

- Authentic Grade 10 or 12 Certificate obtained from a recognized higher learning institution with "C" grades and above
- Certificate in Vocational Centre Instructor or previous graduate of TVET related diploma training at PNGEI

- Minimum Diploma and PETT/ Tradespersons qualification in the Soft and Hard Skills qualification such as Electronics, Electrical, Mechanic, Drafting, Refrigeration Mechanic, all engineering trade skills including Tourism and Hospitality related courses, Business Studies courses, Fisheries and Marine Environment and Agriculture and Food Security Courses
- Official transcripts obtained from the courses included above
- 5 years or more industrial work experience in related field of specialty
- 3x Work References from workplace employers with official stamp
- Certificates of Attainment obtained through relevant training programs and others

C: Teaching Programs offered under the Early Childhood Program

6. Diploma in Education Junior Primary In-service

- Certificate in Elementary Teaching (Mixed Mode and Residential) including transcript
- Grade 10 with NO "Fail" grades obtained in any subjects examined from recognized high schools.
- Grade 12 with a GPA of 2.4 and above with a minimum of C grades from recognized secondary and technical secondary schools.
- Matriculation Certificate and transcript through FODE with a minimum of "C" grades and above in Mathematics and English
- 3x Character References by Principal of last high/ secondary school attended, Village Councilor, Board of Management Rep or Pastor or a reputable member in a community including
- BoM Recommendation letter
- Other relevant documents attached to support selections.

Strictly Note:

1. Incomplete Application Forms will **NOT** be considered during selections. Make it your responsibility to ensure all information required are fully completed before submission.
2. **All Application Forms can be posted using the addresses provided below:**
 - 2.1: Ms. Caroline Yariyari Barnabas
Deputy Director Academic
Papua New Guinea Education Institute
PO Box 1791
BOROKO
National Capital District
3. Email through: info@pngai.ac.pg
4. Strictly, ALL Application Forms including related documents must be sent through designated addresses provided. Any other means will not be encouraged
5. A K50.00 Application Processing Fee can be deposited into the designated account number below:

ACCOUNT NAME:	PNGEI Program Account
BANK AND BRANCH NAME:	Westpac Bank; Gordon Branch
ACCOUNT NUMBER:	700931201
BSB NUMBER:	038 – 007 (For internal bank transfer use only)

6. All follow up can be done through these numbers; 323 4511 or 73776060 (BH only).
7. Formal closing date for lodgment of Application Forms is Friday August 30 2024.