2025 Tuition Fees

BUSINESS	**2025 FEES (On Campus)**	**2025 FEES (Online)**
Certificate 2 in Workplace Skills	PGK 4,890.00	Not Delivered
Certificate 3 in Business	PGK 8,260.00	PGK 7,434.00
Certificate 4 in Business	PGK 9,520.00	PGK 8,568.00
Diploma in Business	PGK 9,920.00	PGK 8,928.00
ACCOUNTING AND FINANCE	**2025 FEES (On Campus)**	**2025 FEES (Online)**
Certificate 3 in Accounts Administration	PGK 8,260.00	PGK 7,434.00
Certificate 4 in Accounts and Bookkeeping	PGK 9,520.00	PGK 8,568.00
Diploma in Accounting	PGK 9,920.00	PGK 8,928.00
Advanced Diploma in Accounting	PGK 6,000.00	Not Delivered
SALES AND MARKETING	**2025 FEES (On Campus)**	**2025 FEES (Online)**
Certificate 2 in Retail Services	PGK 4,600.00	PGK 4,140.00
Certificate 3 in Business to Business sales	PGK 8,050.00	PGK 7,245.00
Certificate 3 in Retail	PGK 8,050.00	PGK 7,245.00
Certificate 4 in Retail Management	PGK 9,200.00	PGK 8,280.00
Diploma in Retail and Retail Management	PGK 9,840.00	PGK 8,856.00
INFORMATION TECHNOLOGY	**2025 FEES (On Campus)**	**2025 FEES (Online)**
Certificate 3 in Information Technology	PGK 8,050.00	Not Delivered
Certificate 4 in Information Technology	PGK 9,200.00	Not Delivered
Diploma in Information Technology	PGK 10,000.00	Not Delivered
TOURISM AND HOSPITALITY	**2025 FEES (On Campus)**	**2025 FEES (Online)**
Certificate 3 in Hospitality	PGK 6,890.00	Not Delivered
Certificate 3 in Tourism	PGK 6,890.00	Not Delivered
COMMERCIAL COOKERY	**2025 FEES (On Campus)**	**2025 FEES (Online)**
Certificate 2 in Kitchen Operations	PGK 7,350.00	Not Delivered
Certificate 3 Commercial Cookery	PGK 9,520.00	Not Delivered
HUMAN RESOURCE MANAGEMENT	**2025 FEES (On Campus)**	**2025 FEES (Online)**
Diploma of Human Resource Management	Not Delivered	PGK 8,928.00
LEADERSHIP AND MANAGEMENT	**2025 FEES (On Campus)**	**2025 FEES (Online)**
Certificate 4 in Leadership and Management	Not Delivered	PGK 8,568.00
EARLY CHILDHOOD EDUCATION	**2025 FEES (On Campus)**	**2025 FEES (Online)**
Certificate 2 in Early Childhood Education & Care	PGK 5,525.00	Not Delivered
Certificate 3 in Early Childhood Education & Care	PGK 9,200.00	Not Delivered
TRAINING AND ASSESSMENT	**2025 FEES (On Campus)**	**2025 FEES (Online)**
National Certificate 2 in Training & Assessment	PGK 5,775.00	Not Delivered
National Certificate 3 in Training & Assessment	PGK 6,825.00	Not Delivered
National certificate 2 & 3 in Training & Assessment Combined	PGK 11,550.00	Not Delivered
National Certificate 4 in Training & Assessment	PGK 12,500.00	Not Delivered
ADDITIONAL CHARGES AT ALL CAMPUSES	**2025 FEES (On Campus)**	**2025 FEES (Online)**
Application for enrolment applies – if not a continuing student	K200.00	K150.00
Replacement of a Testamur or Academic Transcript	K50.00	K50.00
PROCESSING FEE FOR THE LATE AWARD OF TESTAMUR	**2025 FEES**	**2025 FEES**
Students who have not paid tuition fees by the date will not attend graduation. A late processing fee will apply to the issue of the testamur and academic transcript after college graduation.	K1,000.00	K1,000.00

IEA College of TAFE

PORT MORESBY

Location
Ela Beach Road

Email
enquiries@tafe.iea.ac.pg

Phone
+675 7092 2299

Website
www.tafe.iea.ac.pg

LAE

Location
Coronation Road

Email
enquiries@tafe.iea.ac.pg

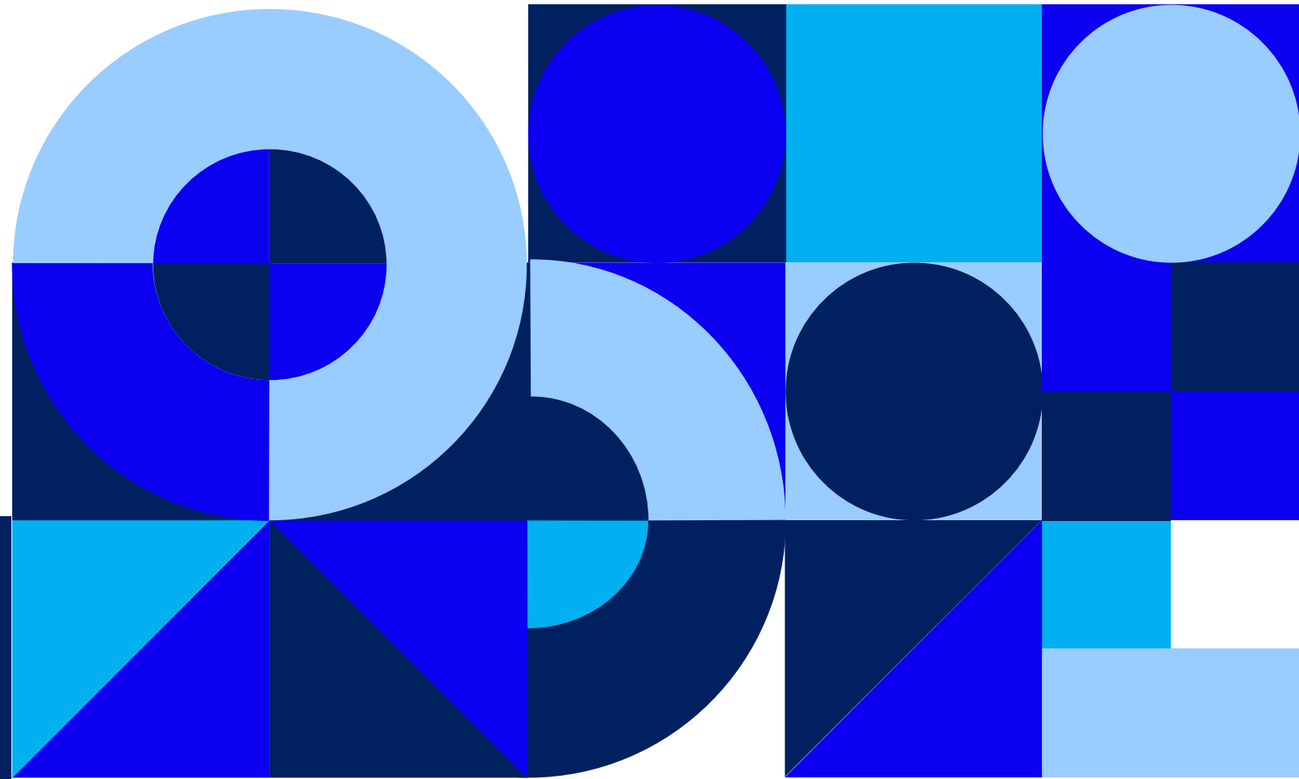
Phone
+675 472 1011

Website
www.tafe.iea.ac.pg

IEA College of TAFE

2025 COURSE HANDBOOK

"Real Training For Real Jobs"



WELCOME FROM THE TAFE MANAGER



The objectives of the IEA College of TAFE reflect the five key outcomes of the International Education Agency of PNG Ltd. and adhere to and reflect the Papua New Guinea National Goals and Directive Principles of Integral Human Development, Equality and Participation; National Sovereignty and Self-reliance; Natural Resources and Environment; and Papua New Guinea Ways.

These objectives translate into IEA seeking to develop graduates who:

- Are self-directing - with high self-esteem and personal integrity and with a positive vision for self and the future
- Can communicate effectively - able to confidently convey and receive information, instruction, ideas and feelings across a range of different cultural, language and social contexts
- Behave ethically - exhibiting appropriate morals, manners and virtues in a range of social and cultural settings
- Work collaboratively - able to develop good relationships with others and work cooperatively to achieve common goals
- Analyze and solve problems - able to access a range of information sources appropriate to resolve complex issues and apply strategies with accuracy and thoroughness

The College operates under the principles of:

1. Equality and Participation - All staff and students whether male or female have equal opportunity, fair and equitable treatment and access to resources and services offered by the IEA and the IEA College of TAFE.
2. Gender equity - Both male and female staff and student have an equal opportunity in seeking employment and or education and training with the IEA and IEA College of TAFE. Each staff or student whether male or female should not be exposed to harassment, abuse or discrimination on the grounds of sex, religion, culture and race, religion, language and other discriminatory practices.
3. Diversity - We are many in the languages that we speak, in our cultures, in our lifestyles, in our physical and spiritual ways of life BUT, we are as one as trainers and students of the International Education Agency in the various functions and roles that we play to move IEA Ahead.
4. Inclusiveness - The IEA and the IEA College of TAFE believe in advocating and practicing inclusiveness as opposed to exclusiveness within its own policy guidelines.

I encourage you to speak to your trainers, teachers, friends and family about your future. You define your greatness, and IEA College of TAFE has an option and pathway that is right for you in 2025 and beyond.

Warm regards,

Dean Williams

Dean Williams
Manager
IEA College of TAFE

The information in this 2025 course booklet is correct at the time of printing, November 2024. for the most up-to-date information, please refer to our website at **www.ieatafepng.com.**

OUR CAMPUSES

The courses in this guide cover our Port Moresby and Lae campuses.
www.tafe.iea.ac.pg



PORT MORESBY

Location
Ela Beach Road, Port Moresby

Phone
+675 7092 2299

Email
enquiries@tafe.iea.ac.pg

LAE

Location
Coronation Road, Lae

Phone
+ 675 472 1011

Email
enquiries@tafe.iea.ac.pg

For a full list of campus locations or for detailed maps of each campus, please visit our website at **www.tafe.iea.ac.pg**

TERM DATES AND INTAKES

2025 IEA College of TAFE term dates are as follows:

SEMESTER 1	TERM 1	START	Tuesday 21st January 2025
		END	Friday 4th April 2025
	TERM 2	START	Monday 19th April 2025
		END	Friday 20th June 2025
SEMESTER 2	TERM 1	START	Tuesday 13th July 2025
		END	Friday 12th September 2025
	TERM 2	START	Monday 29th September 2025
		END	Friday 5th December 2025

HOW TO APPLY

We've made the application process as easy as possible, so you can start preparing for your new study adventure sooner.

Go to www.ieatafepng.com/how-to-apply for more information.

REGISTER

1 Fill the registration form out, attach all required documents and submit to the TAFE admin office for screening. Ensure to pay your non-refundable registration fee.

ELIGIBILITY CHECK

2 TAFE checks you meet the entry requirements, and selection criteria for your chosen course, as well as see if you're eligible to access any relevant funding.

ENROL

3 Once your application has been accepted, and you have accepted an offer for a place in your course, you will receive an enrolment email that will include all the information you need to know.

WHY STUDY AT IEA COLLEGE OF TAFE

Each year IEA College of TAFE enrolls over 11,000 students through both our courses in Papua New Guinea, as well as in workplaces and online.

OVER 50 YEARS DELIVERING QUALITY EDUCATION AND TRAINING

PRIVATELY OWNED AND OPERATED BY THE INTERNATIONAL EDUCATION AGENCY PAPUA NEW GUINEA

REAL WORLD SIMULATED WORK ENVIRONMENT

PRACTICAL, HANDS-ON COURSES THAT ENSURE YOU ARE JOB READY

PATYHWAYS TO UNIVERSITY EITHER IN AUSTRALIA OR PAPUA NEW GUINEA

HIGHLY QUALIFIED TEACHERS WITH EXPERIENCE IN THE INDUSTRIES THEY TEACH

FLEXIBLE AND SUPPORTIVE LEARNING ENVIRONMENT

ALMOST 95% OF GRADUATES GO ON TO WORK OF FURTHER STUDY

OUR PROUD PARTNERS

We are grateful to the companies and organizations that support our school. Their generous contributions help enhance our programs, resources, and opportunities, creating a brighter future for our students. Together, we are shaping tomorrow's leaders.

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STEAMSHIPS

Hastings Deering PNG CAT

IEA

OM Holdings Limited

Coral Sea Hotels Meet, Stay & Play

Brian Bell Group Excellence & Dedication in Supplying the Nation

CPL GROUP SINCE 1987

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nasfund

CROWNE PLAZA AN IHG HOTEL RESIDENCES PORT MORESBY

EXPRESS

Papua New Guinea TOURISM PROMOTION AUTHORITY

ACTIVITIES FOR STUDENTS

IEA College of TAFE offers our students a wide range of interactive and fun activities throughout the year. At IEA TAFE, we make sure that you not only enjoy yourself in-class, but also outside of class.







EDUCATION FAIR

This is an annual event that brings together a wide range of industry experts, and secondary school students eager to explore their study options. The fair serves as a platform for students to engage with representatives from local and international organizations.

BUSINESS MINI EXPO

This is a unique and highly engaging event where students enrolled in the Business Certificate 4 program can showcase their learning, skills, and creativity as part of their assessments.

SRC DEBATES

These debates offer a platform for students to engage in constructive discussions, sharpen their critical thinking skills, and voice their opinions on issues that impact the college community. These debates are held throughout the academic year.

INDEPENDENCE CELEBRATION

TAFE's Independence Celebrations is a vibrant and culturally rich event that brings together students, staff, and the wider community to celebrate freedom, diversity, and unity.

CAREER READINESS PROGRAM

Students are equipped with the essential skills and knowledge needed to transition seamlessly from their academic studies into the workforce. The program focuses on developing both professional and personal competencies, ensuring that graduates are ready to meet the demands of employers across various industries.

DRAGONS DEN – INFORMATION TECHNOLOGY

This is an innovative and engaging assessment known as the "Dragons' Den" competition. This assessment is designed to provide students with a real-world experience of presenting and pitching technology-based ideas to a panel of judges, simulating the high-stakes environment of a business pitch.

SUPPORT SERVICES

Everyone's journey is different and sometimes you need some extra support. Our student support services are available to all our students, making your learning experience just that little bit easier.






LEARNING SUPPORT

Provided by specialized teachers, you can get support in exam preparation, assignment writing, time management, making presentations, study skills, language, literacy and numeracy support, and general study skills.

DISABILITY SUPPORT

Disability support is available, including locating and organizing equipment, and teacher liaison on your behalf. We also prioritize accessibility for all students, ensuring that our facilities and resources are welcoming to support you. Everyone deserves equal opportunity to succeed.

ONLINE SUPPORT

You will have access to online learning support and resources. You can chat online to our expert tutors who can help you with your studies.

STUDENT SUPPORT

Free and confidential support is available to assist you with personal, study, or work-related issues and career guidance.

INTERNET ACCESS/WIFI

You will have access to IEA College of TAFE's WIFI and student computers, with internet access across all our locations.

LIBRARY

You will have access to a range of online and hard copy resources at our library.

CAREER ADVISORY

Our Career Advisory services are designed to support and guide you through every step of your professional journey. Whether you're exploring new career paths, preparing for job interviews, or seeking advice on career development, our experienced team provide help you make informed decisions.

FACILITIES

All of our locations are conveniently located within walking distance of a variety of food and beverage outlets, including our on-site cafeteria, which offers a diverse selection of meals and refreshments.



BUSINESS













Academic Requirement

- Certificate 2: Minimum Grade 10 Certificate
- Certificate 3 – Diploma: Minimum Grade 12 Certificate (GPA 2.5)

Delivery Mode

On-Campus or Online

Duration

- Certificates: 6 Months
- Diplomas: 9 Months
- Online: 12 Months

Intake

January 2025 or July 2025

Career Outcomes

Office Manager | Finance Officer | Payroll Officer | Sales Manager | Marketing Manager | Business Development | Admin Manager | HR Officer

PGIBSB20120 Certificate 2 in Workplace Skills

UNIT CODE	UNIT DESCRIPTION	TERM	MODE/LOCATION
PGIBSBSUS211	Participate in sustainable work practices		On-campus – POM - LAE
PGIBSBCMM211	Apply communication skills		On-campus – POM – LAE
PGIBSBPEF202	Plan and apply time management		On-campus – POM – LAE
PGIBSBOPS201	Work effectively in business environments		On-campus – POM – LAE
PGIBSBWHS211	Contribute to the health and safety of self and others		On-campus – POM – LAE
PGIBSBPEF302	Develop self-awareness		On-campus – POM – LAE
PGIBSBFIN302	Maintain financial records		On-campus – POM – LAE
PGIBSBTEC201	Use business software applications		On-campus – POM – LAE
PGIBSBDAT201	Collect and record data		On-campus – POM – LAE
PGIBSBOPS203	Deliver and monitor a service to customers		On-campus – POM - LAE

PGIBSB30120 Certificate 3 in Business

UNIT CODE	UNIT DESCRIPTION	MODE/LOCATION
PGIBSBCRT311	Apply critical thinking skills in a team environment	On-campus – POM – LAE – Online
PGIBSBPEF201	Support personal wellbeing in the workplace	On-campus – POM – LAE – Online
PGIBSBSUS211	Participate in sustainable work practices	On-campus – POM – LAE – Online
PGIBSBTWK301	Use inclusive work practices	On-campus – POM – LAE – Online
PGIBSBWHS311	Assist with maintaining workplace safety	On-campus – POM – LAE – Online
PGIBSBXCM301	Engage in workplace communication	On-campus – POM – LAE – Online
PGIBSBTEC301	Design and produce business documents	On-campus – POM – LAE – Online
PGIBSBTEC302	Design and produce spreadsheets	On-campus – POM – LAE – Online
PGIBSBPMG430	Undertake project work	On-campus – POM – LAE – Online
PGIBSBINS302	Organise workplace information	On-campus – POM – LAE – Online
PGIBSBOPS304	Deliver and monitor a service to customers	On-campus – POM – LAE – Online
PGIBSBFIN301	Process financial transactions	On-campus – POM – LAE – Online
PGIBSBOPS303	Organise schedules	On-campus – POM – LAE – Online

PGIBSB40120 Certificate 4 in Business

UNIT CODE	UNIT DESCRIPTION	MODE/LOCATION
PGIBSBCRT411	Apply critical thinking to work practices	On-campus – POM – LAE – Online
PGIBSBTEC404	Use digital technologies to collaborate in a work environment	On-campus – POM – LAE – Online
PGIBSBTWK401	Build and maintain business relationships	On-campus – POM – LAE – Online
PGIBSBWHS411	Implement and monitor WHS policies, procedures and programs	On-campus – POM – LAE – Online
PGIBSBWRT411	Write complex documents	On-campus – POM – LAE – Online
PGIBSBXCM401	Apply communication strategies in the workplace	On-campus – POM – LAE – Online
PGIBSBPEF402	Develop personal work priorities	On-campus – POM – LAE – Online
PGIBSBPEF403	Lead personal development	On-campus – POM – LAE – Online
PGIBSBOPS405	Organise business meetings	On-campus – POM – LAE – Online
PGIBSBFIN401	Report on financial activity	On-campus – POM – LAE – Online
PGIBSBTEC401	Design and produce complex text document	On-campus – POM – LAE – Online
PGIBSBHRM416	Process payroll	On-campus – POM – LAE – Online
PGIBSBPRC401	Plan procurement	On-campus – POM – LAE – Online

PGIBSB50120 Diploma of Business

UNIT CODE	UNIT DESCRIPTION	MODE/LOCATION
PGIBSBCRT511	Develop critical thinking in others	On-campus – POM – LAE – Online
PGIBSBFIN501	Manage budgets and financial plans	On-campus – POM – LAE – Online
PGIBSBOPS501	Manage business resources	On-campus – POM – LAE – Online
PGIBSBSUS511	Develop workplace policies and procedures for sustainability	On-campus – POM – LAE – Online
PGIBSBXCM501	Lead communication in the workplace	On-campus – POM – LAE – Online
PGIBSBOPS502	Manage business operational plans	On-campus – POM – LAE – Online
PGIBSBHRM525	Manage recruitment and onboarding	On-campus – POM – LAE – Online
PGIBSBSTR502	Facilitate continuous improvement	On-campus – POM – LAE – Online
PGIBSBINS512	Monitor business records system	On-campus – POM – LAE – Online
PGIBSBTEC402	Design and produce complex spreadsheets	On-campus – POM – LAE – Online
PGIBSBPRC504	Manage supplier relationships	On-campus – POM – LAE – Online
PGIBSBLDR523	Lead and manage effective workplace relationships	On-campus – POM – LAE – Online



ACCOUNTING & FINANCE

Academic Requirement

- Certificate 2: Minimum Grade 10 Certificate
- Certificate 3 – Diploma: Minimum Grade 12 Certificate (GPA 2.5)

Delivery Mode

On-Campus or Online

Duration

- Certificates: 6 Months
- Diplomas: 9 Months
- Online: 12 Months

Intake

January 2025 or July 2025

Career Outcomes

Finance Officer| Accounts Manager | Accounts Receivable | Accounts Payable | Accounts Clerk | Bursar | CPA PNG



IEA College of TAFE is a CPA PNG recognized institution

PGIFNS30317 Certificate 3 in Accounts Administration

UNIT CODE	UNIT DESCRIPTION	MODE/LOCATION
PGIBSBTEC301	Design and produce business documents	On-campus – POM – LAE - Online
PGIBSBWRT311	Write simple documents	On-campus – POM – LAE - Online
PGIFNSACC304	Conduct business activities using a computerized accounting system	On-campus – POM – LAE - Online
PGIFNSACC311	Process financial transactions and extract interim reports	On-campus – POM – LAE - Online
PGIFNSACC312	Administer subsidiary accounts and ledgers	On-campus – POM – LAE - Online
PGIFNSACC313	Perform financial calculations	On-campus – POM – LAE - Online
PGIFNSINC311	Work together in the financial services industry	On-campus – POM – LAE - Online
PGIBSBITU314	Design and produce spreadsheets	On-campus – POM – LAE - Online
PGIBSBHRM416	Process payroll	On-campus – POM – LAE - Online
PGIBSBOPS304	Deliver and monitor a service to customers	On-campus – POM – LAE - Online
PGIBSBWSH211	Contribute to the health and safety of self and others	On-campus – POM – LAE - Online

PGIFNS40217 Certificate 4 in Accounting and Bookkeeping

UNIT CODE	UNIT DESCRIPTION	MODE/LOCATION
PGIBSBFIN401	Report on financial activity	On-campus – POM – LAE – Online
PGIBSBITU422	Use digital technologies to collaborate in the workplace	On-campus – POM – LAE – Online
PGIFNSACC311	Process financial transactions and extract interim reports	On-campus – POM – LAE – Online
PGIFNSACC312	Aminister subsidiary accounts and ledgers	On-campus – POM – LAE – Online
PGIFNSACC408	Work effectively in the accounting and bookkeeping industry	On-campus – POM – LAE – Online
PGIFNSACC416	Set up and operate a computerized accounting system	On-campus – POM – LAE – Online
PGIFNSTPB401	Ccomplete business activity and instalment activity statements	On-campus – POM – LAE – Online
PGIFNSTPB402	Establish and maintain payroll systems	On-campus – POM – LAE – Online
PGIBSBTEC301	Design and produce business documents	On-campus – POM – LAE – Online
PGIBSBWRT311	Write simple documents	On-campus – POM – LAE – Online
PGIFNSACC313	Perform financial calculations	On-campus – POM – LAE – Online
PGIBSBOPS304	Deliver and monitor a service to customers	On-campus – POM – LAE – Online
PGIBSBITU314	Design and produce spreadsheets	On-campus – POM – LAE - Online

PGIFNS50217 Diploma of Accounting

UNIT CODE	UNIT DESCRIPTION	MODE/LOCATION
PGIFNSACC511	Provide financial and business performance information	On-campus – POM – LAE - Online
PGIFNSACC512	Prepare tax documentation for individuals	On-campus – POM – LAE – Online
PGIFNSACC513	Manage budgets and forecasts	On-campus – POM – LAE – Online
PGIFNSACC514	Prepare financial reports for corporate entities	On-campus – POM – LAE - Online
PGIFNSACC516	Implement and maintain internal control procedures	On-campus – POM – LAE - Online
PGIFNSACC517	Provide management accounting information	On-campus – POM – LAE - Online
PGIFNSACC505	Establish and maintain accounting information systems	On-campus – POM – LAE – Online
PGIFNSACC408	Work effectively in the accounting and bookkeeping industry	On-campus – POM – LAE - Online
PGIBSBTEC402	Design and produce complex spreadsheets	On-campus – POM – LAE - Online
PGIFNSACC414	Prepare financial statements for non-reporting entities	On-campus – POM – LAE - Online
PGIFNSACC412	Prepare operational budgets	On-campus – POM – LAE - Online

PGIFNS60215 Advanced Diploma of Accounting

UNIT CODE	UNIT DESCRIPTION	MODE/LOCATION
PGIFNSACC624	Monitor corporate governance activities	On-campus – POM – LAE
PGIFNSACC624	Apply economic principles to work in the financial services industry	On-campus – POM – LAE
PGIFNSINC602	Interpret and use financial statistics and tools	On-campus – POM – LAE











SALES & MARKETING

Academic Requirement

- Certificate 2: Minimum Grade 10 Certificate
- Certificate 3 – Diploma: Minimum Grade 12 Certificate (GPA 2.5)

Duration

- Certificates: 6 Months
- Diplomas: 9 Months
- Online: 12 Months

Delivery Mode

On-Campus or Online

Career Outcomes

Sales Manager | Marketing Manager | Business Development Manager | Sales Coordinator | Marketing Officer | Brand Manager | Product Improvement Manager | Sales Officer

Intake

January 2025 or July 2025

PGISIR20216 Certificate 2 in Retail Services

UNIT CODE	UNIT DESCRIPTION	MODE
PGISIRXCEG001	Engage the customer	On-campus – POM – LAE – Online
PGISIRXCOM001	Communicate in the workplace to support team and customer outcomes	On-campus – POM – LAE – Online
PGISIRXIND001	Work effectively in a service environment	On-campus – POM – LAE – Online
PGISIRXIND003	Organise personal work requirements	On-campus – POM – LAE – Online
PGISIRXPDK001	Advise on products and services	On-campus – POM – LAE – Online
PGISIRXRSK001	Identify and respond to security risks	On-campus – POM – LAE – Online
PGISIRXWHS002	Contribute to workplace health and safety	On-campus – POM – LAE – Online
PGISIRRINV001	Receive and handle retail stock	On-campus – POM – LAE – Online
PGISIRRMER002	Merchandise food products	On-campus – POM – LAE – Online
PGISIRXPDK002	Advise on food products and services	On-campus – POM – LAE – Online
PGISIRXSLS002	Follow point-of-sale procedures	On-campus – POM – LAE – Online
PGIBSBWOR204	Use business technology	On-campus – POM – LAE - Online

PGISIR30216 Certificate 3 in Retail

UNIT CODE	UNIT DESCRIPTION	MODE
PGISIRXCEG001	Engage the customer	On-campus – POM – LAE - Online
PGISIRXCEG002	Assist with customer difficulties	On-campus – POM – LAE – Online
PGISIRXCEG003	Build customer relationships with loyalty.	On-campus – POM – LAE – Online
PGISIRXCOM002	Work effectively in a team	On-campus – POM – LAE – Online
PGISIRXIND001	Work effectively in a service environment	On-campus – POM – LAE - Online
PGISIRXRSK001	Identify and respond to security risks	On-campus – POM – LAE – Online
PGISIRXSL001	Sell to the retail customer	On-campus – POM – LAE – Online
PGISIRWHS002	Contribute to workplace health and safety.	On-campus – POM – LAE – Online
PGISIRRINV002	Control Stock	On-campus – POM – LAE – Online
PGISIRRMER003	Coordinate visual merchandising activities	On-campus – POM – LAE – Online
PGISIRRRTF001	Balance and secure point-of-sale terminal	On-campus – POM – LAE – Online
PGISIRWSLS002	Analyze and achieve sales targets	On-campus – POM – LAE – Online
PGISIRXIND005	Develop personal productivity	On-campus – POM – LAE - Online

PGISIR30316 Certificate 3 in Business-to-Business Sales

UNIT CODE	UNIT DESCRIPTION	MODE
PGISIRWSLS004	Optimize customer and territory coverage	On-campus – POM – LAE - Online
PGISIRXCEG003	Build customer relationships and loyalty	On-campus – POM – LAE – Online
PGISIRXCEG005	Maintain business-to-business relationships	On-campus – POM – LAE – Online
PGISIRXIND001	Work effectively in a service environment	On-campus – POM – LAE – Online
PGISIRXIND001	Contribute to workplace health and safety	On-campus – POM – LAE – Online
PGIBSBCUE304	Provide sales solutions to customers	On-campus – POM – LAE – Online
PGISIRXRSK001	Identify and respond to security risks	On-campus – POM – LAE – Online
PGISIRWSLS002	Analyze and achieve sales target	On-campus – POM – LAE – Online
PGISIRWSLS003	Build sales and branded products	On-campus – POM – LAE – Online
PGISIRXSLS001	Sell to the retail customer	On-campus – POM – LAE - Online

PGISIR40316 Certificate 4 in Retail Management

UNIT CODE	UNIT DESCRIPTION	MODE
PGISIRRRTF002	Monitor retail store financials	On-campus – POM – LAE - Online
PGISIRXCEG004	Create a customer-centric culture	On-campus – POM – LAE – Online
PGISIRXHRM002	Maintain employee relations	On-campus – POM – LAE – Online
PGISIRXMGT002	Lead a front-line team	On-campus – POM – LAE – Online
PGISIRXRSK002	Maintain store security	On-campus – POM – LAE – Online
PGISIRXSLSOO2	Achieve sales results	On-campus – POM – LAE – Online
PGISIRXWHS003	Maintain workplace safety	On-campus – POM – LAE – Online
PGISIRXHRM001	Recruit, select and induct team members	On-campus – POM – LAE – Online
PGIBSBMGT402	Implement operational plan	On-campus – POM – LAE – Online
PGISIRRINV002	Control stock	On-campus – POM – LAE – Online
PGIBSBMKG401	Profile the Market	On-campus – POM – LAE - Online

PGISIR50116 Diploma in Retail & Retail Management

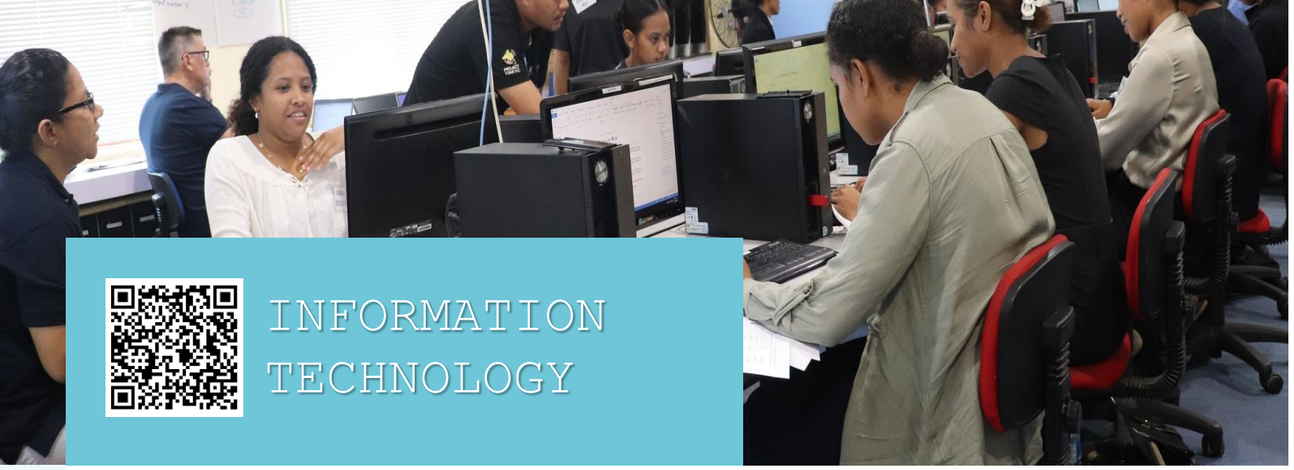
UNIT CODE	UNIT DESCRIPTION	MODE
PGISIRRSTR001	Undertake strategic planning in retail	On-campus – POM – LAE – Online
PGISIRXCHA002	Lead the change process	On-campus – POM – LAE - Online
PGISIRXMGT003	Provide Leadership to others	On-campus – POM – LAE – Online
PGISIRRRTF003	Drive retail profitability	On-campus – POM – LAE – Online
PGISIRXMGT005	Lead the development of business opportunities	On-campus – POM – LAE – Online
PGISIRXMKT005	Develop a marketing strategy	On-campus – POM – LAE – Online
PGISIRXRSK003	Manage risk in the retail environment	On-campus – POM – LAE – Online
PGISIRXSLS004	Drive sales results	On-campus – POM – LAE – Online
PGISIRXTAD003	Coach others for success	On-campus – POM – LAE – Online
PGIBSBWOR501	Manage personal work priorities and professional development	On-campus – POM – LAE - Online







SALES & MARKETING



INFORMATION TECHNOLOGY






Academic Requirement

- Certificate 2: Minimum Grade 10 Certificate
- Certificate 3 – Diploma: Minimum Grade 12 Certificate (GPA 2.5)

Delivery Mode

On-Campus

Duration

- Certificates: 6 Months
- Diplomas: 9 Months

Intake

January 2025 or July 2025

Career Outcomes

IT Support Technician | Help Desk Support | Network Administrator | System Administrator | Technical Support Specialist | Web Designer | Cybersecurity Specialist | Cloud Support Specialist | Software Tester | IT Consultant

PGIICT30120 Certificate 3 in Information Technology

UNIT CODE	UNIT DESCRIPTION	TERM	MODE/LOCATION
PGIBSBCRT301	Develop and extend critical and creative thinking skills	1	On-campus – POM - LAE
PGIBSBXCS303	Securely manage personally identifiable information and workplace information	1	On-campus – POM - LAE
PGIBSBXTW301	Work in a team	1	On-campus – POM - LAE
PGIICTICT313	Identify IP, ethics and privacy policies in ICT environments	1	On-campus – POM - LAE
PGIICTPRG302	Apply introductory programming techniques	1	On-campus – POM - LAE
PGIICTSAS305	Provide ICT advice to clients	1	On-campus – POM - LAE
PGIICTSAS308	Run standard diagnostic tests	2	On-campus – POM - LAE
PGIICTICT312	Use advanced features of applications	2	On-campus – POM - LAE
PGIICTNWK307	Provide network systems administration	2	On-campus – POM - LAE
PGIICTNWK310	Administer network peripherals	2	On-campus – POM - LAE
PGIICTICT302	Install and optimise operating system software	2	On-campus – POM - LAE
PGIICTICT303	Connect internal hardware components	2	On-campus – POM - LAE

PGIICT40120 Certificate 4 in Information Technology

UNIT CODE	UNIT DESCRIPTION	TERM	MODE/LOCATION
PGIBSBCRT404	Apply advanced critical thinking to work processes	1	On-campus – POM – LAE
PGIBSBXCS404	Contribute to cyber security risk management	1	On-campus – POM – LAE
PGIICTICT426	Identify and evaluate emerging technologies and practices	1	On-campus – POM – LAE
PGIBSBCRT512	Originate and develop concepts	1	On-campus – POM – LAE
PGIICTNWK424	Install and operate small enterprise branch networks	1	On-campus – POM – LAE
PGIICTNWK425	Build small wireless local area networks	1	On-campus – POM – LAE
PGIICTNWK559	Install an enterprise virtual computing environment	1	On-campus – POM – LAE
PGIICTSAS517	Use network tools	2	On-campus – POM – LAE
PGIICTSAS518	Install and upgrade operating systems	2	On-campus – POM – LAE
PGIICTICT517	Match ICT needs with the strategic direction of the organization	2	On-campus – POM – LAE
PGIICTICT532	Apply IP, ethics and privacy policies in ICT environments	2	On-campus – POM - LAE

PGIICT50220 Dual Diploma of Information Technology (Advanced Networking and Systems Administration)

UNIT CODE	UNIT DESCRIPTION	TERM	MODE/LOCATION
PGIBSBCRT512	Originate and develop concepts *	1	On-campus – POM - LAE
PGIBSBXCS402	Promote workplace cyber security awareness and best practices	1	On-campus – POM – LAE
PGIBSBXTW401	Lead and facilitate a team	1	On-campus – POM – LAE
PGIICTSAS527	Manage client problems	1	On-campus – POM – LAE
PGIICTICT517	Match ICT needs with the strategic direction of the organization *	1	On-campus – POM – LAE
PGIICTICT532	Apply IP, ethics and privacy policies in ICT environments *	1	On-campus – POM – LAE
PGIICTNWK529	Install and manage complex ICT networks	1	On-campus – POM – LAE
PGIICTNWK536	Plan, implement and test enterprise communication solutions	1	On-campus – POM – LAE
PGIICTNWK540	Design, build and test network servers	1	On-campus – POM – LAE
PGIICTNWK546	Manage network security	1	On-campus – POM – LAE
PGIICTNWK557	Configure and manage advanced virtual computing environments	2	On-campus – POM – LAE
PGIICTNWK559	Install an enterprise virtual computing environment *	2	On-campus – POM – LAE
PGIICTSAS512	Review and manage delivery of maintenance services	2	On-campus – POM – LAE
PGIICTSAS524	Develop, implement and evaluate an incident response plan	2	On-campus – POM – LAE
PGIICTNWK615	Design and configure desktop virtualization	2	On-campus – POM – LAE
PGIICTSAS518	Install and upgrade operating systems *	2	On-campus – POM – LAE
PGIBSBXCS404	Contribute to cyber security risk management *	2	On-campus – POM – LAE
PGIICTICT426	Identify and evaluate emerging technologies and practices *	2	On-campus – POM – LAE
PGIBSBCRT404	Apply advanced critical thinking to work processes *	2	On-campus – POM – LAE
PGIICTSAS517	Use network tools *	2	On-campus – POM - LAE



TOURISM & HOSPITALITY









Academic Requirement

Certificate 2: Minimum Grade 10 Certificate
Certificate 3: Minimum Grade 12 Certificate (GPA 2.5)

Delivery Mode

On-Campus

Duration

Certificates: 6 Months
Diplomas: 9 Months

Intake

January 2025 or July 2025

PGISIT30122 Certificate 3 in Tourism

UNIT CODE	UNIT DESCRIPTION	TERM	MODE/LOCATION
PGISITTIND003	Source and use information on the tourism and travel industry	1	On-Campus - POM - Lae
PGISITXCCS014	Provide service to customers	1	On-Campus - POM - Lae
PGISITXCOM007	Show social and cultural sensitivity	1	On-Campus - POM - Lae
PGISITXWHS005	Participate in safe work practices	1	On-Campus - POM - Lae
PGISITTTSL007	Process reservation	2	On-Campus - POM - Lae
PGISITXCCS010	Provide visitor information	2	On-Campus - POM - Lae
PGISITXHRM007	Coach others in jobs skills	2	On-Campus - POM - Lae
PGISITTTSL001	Access and interpret product information	2	On-Campus - POM - Lae
PGISITTTSL004	Sell tourism products or services	2	On-Campus - POM - Lae
PGISITTTSL009	Process travel-related documentation	2	On-Campus - POM - Lae
PGISITXFIN007	Process financial transactions	2	On-Campus - POM - Lae
PGIBSBTWK201	Work effectively with others	2	On-Campus - POM - Lae
PGISITHFAB027	Serve food and beverage	2	On-Campus - POM - Lae
PGISITXFSA005	Use hygienic practices for food safely	2	On-Campus - POM - Lae
PGIHLTAID011	Provide first Aid	2	On-Campus - POM - Lae

PGISIT30622 Certificate 3 in Hospitality

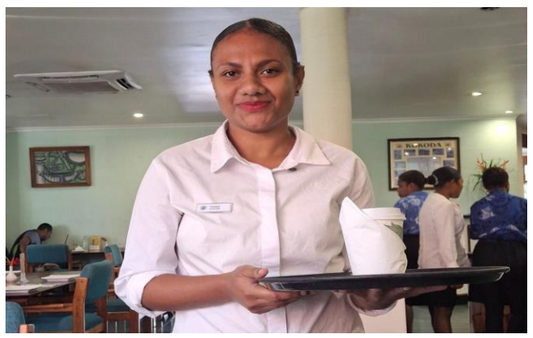
UNIT CODE	UNIT DESCRIPTION	TERM	MODE/LOCATION
PGISITHIND006	Source and use information on the hospitality industry	1	On-Campus - POM - Lae
PGISITHIND008	Work effectively in hospitality service	1	On-Campus - POM - Lae
PGISITXCCS014	Provide service to customers	1	On-Campus - POM - Lae
PGISITXCOM007	Show social and cultural sensitivity	1	On-Campus - POM - Lae
PGISITXWHS005	Participate in safe work practices	1	On-Campus - POM - Lae
PGISITXHRM007	Coach others in job skills	1	On-Campus - POM - Lae
PGISITXFSA005	Use Hygiene Practices for food safety	1	On-Campus - POM - Lae
PGISITHACS010	Provide Housekeeping services to the guests	1	On-Campus - POM - Lae
PGISITHFAB027	Serve food and beverage	2	On-Campus - POM - Lae
PGISITHFAB025	Prepare and serve espresso coffee	2	On-Campus - POM - Lae
PGISITXFIN007	Process financial transactions	2	On-Campus - POM - Lae
PGISITHFAB030	Prepare and serve cocktails	2	On-Campus - POM - Lae
PGIFAB031	Provide advice on Beers, spirits, and liqueurs	2	On-Campus - POM - Lae
PGISITXCOM006	Source and present information	2	On-Campus - POM - Lae
PGISITHACS011	Clean premises and equipment	2	On-Campus - POM - Lae



TAFE LAE STUDENTS IN PRACTICAL TRAINING



TAFE STUDENTS AT ON-JOB TRAINING



TAFE STUDENTS AT ON-JOB TRAINING



TAFE LAE STUDENTS IN PRACTICAL TRAINING



COMMERCIAL COOKERY









Academic Requirement

Certificate 2: Minimum Grade 10 Certificate
Certificate 3 – Diploma: Minimum Grade 12 Certificate (GPA 2.5)

Delivery Mode

On-Campus

Duration

Certificate 2: 6 Months
Certificate 3: 9 Months

Intake

January 2025 or July 2025

Career Outcomes

Kitchen Hand / Kitchen Assistant | Commis Chef (Junior Chef) | Cook (Casual or Full-Time) | Catering Assistant | Food & Beverage Attendant | Barista or Café Cook | Pastry Assistant (Junior)

PGISIT20421 Certificate 2 in Kitchen Operations

UNIT CODE	UNIT DESCRIPTION	TERM	MODE/LOCATION
PNGISITXCCS011	Interact with Customers	2	On-Campus - POM - Lae
PGISITHCCC023	Use food preparation equipment	1	On-Campus – POM - Lae
PGISITHCCC027	Prepare dishes using basic methods of cookery	1	On-Campus – POM - Lae
PGISITHCCC034	Work effectively in a commercial kitchen	1	On-Campus – POM - Lae
PGISITHKOP009	Clean kitchen premises and equipment	1	On-Campus- POM - Lae
PGISITXFSA005	Use hygienic practices for food safety	1	On-Campus – POM – Lae
PGISITXINV006	Receive, store, and maintain stock	1	On-Campus – POM - Lae
PGISITXWHS005	Participate in safe work practices	1	On-Campus – POM – Lae
PGISITHFAB025	Prepare and Serve espresso coffee	2	On-Campus – POM – Lae
PGISITHCCC025	Prepare and Present sandwiches	2	On-Campus – POM Lae
PGISITHFAB027	Serve food and beverage	2	On-Campus – POM - Lae
PGISITHCCC028	Prepare Appetizers and Salads	2	On-Campus – POM - Lae
PGISITHCCC029	Prepare stocks, sauces, and soups	2	On-Campus – POM - Lae

PGISIT30816 Certificate 3 Commercial Cookery

UNIT CODE	UNIT DESCRIPTION	TERM	MODE/LOCATION
PGIBSBSUS211	Participate in sustainable work practices	2	On-Campus - POM - Lae
PNGISITXCCS011	Interact with Customers	2	On-Campus - POM - Lae
PGISITHCCC023	Use food preparation equipment	1	On-Campus - POM - Lae
PGISITHCCC027	Prepare dishes using basic methods of cookery	1	On-Campus - POM - Lae
PGISITHCCC028	Prepare Appetizers and Salads	1	On-Campus - POM - Lae
PGISITHCCC029	Prepare stocks, sauces, and soups	1	On-Campus - POM - Lae
PGISITHCCC030	Prepare vegetable, fruit, egg, and farinaceous dishes	1	On-Campus - POM - Lae
PGISITHCCC031	Prepare vegetarian and vegan dishes	1	On-Campus - POM - Lae
PGISITHCCC035	Prepare poultry dishes	1	On-Campus - POM - Lae
PGISITHCCC037	Prepare seafood dishes	1	On-Campus - POM - Lae
PGISITHCCC036	Prepare meat dishes	1	On-Campus - POM - Lae
PGISITHCCC042	Prepare food to meet special dietary requirements	1	On-Campus - POM - Lae
PGISITHCCC041	Produce cakes, pastries and breads	1	On-Campus - POM - Lae
PGISITHCCC043	Work effectively as a cook	1	On-Campus - POM - Lae
PGISITHKOP009	Clean kitchen premises and equipment	1	On-Campus - POM - Lae
PGISITHKOP010	Plan and cost recipes	1	On-Campus - POM - Lae
PGISITHPAT016	Produce desserts	1	On-Campus - POM - Lae
PGISITXFSA005	Use hygienic practices for food safety	1	On-Campus - POM - Lae
PGISITXFSA006	Participate in safe food handling practices	1	On-Campus - POM - Lae
PGISITXWHS005	Participate in safe work practices	1	On-Campus - POM - Lae
PGISITXHRM007	Coach others in job skills	1	On-Campus - POM - Lae
PGISITXINV002	Receive, store and maintain stock	1	On-Campus - POM - Lae
PGISITHCCC038	Produce and serve food for buffets	2	On-Campus - POM - Lae
PGISITHASC020	Prepare dishes using Asian methods of cookery	2	On-Campus - POM - Lae
PGIHLTAID011	Provide first aid	2	On-Campus - POM - Lae











TAFE STUDENTS IN KITCHEN PRACTICAL TRAINING



EARLY CHILDHOOD EDUCATION

Academic Requirement

Certificate 2: Minimum Grade 10 Certificate
Certificate 3 – Diploma: Minimum Grade 12 Certificate (GPA 2.5)

Delivery Mode

On-Campus

Duration

Certificate 2: 6 Months
Certificate 3: 9 Months

Intake

January 2025 or July 2025

Career Outcomes

Child Care Worker / Early Childhood Educator (Assistant) | Family Day Care Educator | Preschool Assistant | Nanny | Child Care Supervisor | Toddler or Infant Caregiver



PGICHC20113 Certificate 2 in Early Childhood Care

UNIT CODE	UNIT DESCRIPTION	MODE/LOCATION
IPGCHCECE002	Ensure the health and safety of children	On-campus – POM - LAE
IPGCHCECE003	Provide care for children	On-campus – POM - LAE
IPGCHCECE004	Promote and provide healthy food and drinks	On-campus – POM - LAE
IPGCHCECE005	Provide care for babies and toddlers	On-campus – POM - LAE
IPGCHCECE007	Develop positive and respectful relationships with children	On-campus – POM - LAE
IPGCHCECE011	Provide experiences to support children's play and learning	On-campus – POM - LAE
IPGHLTAID004	Provide an emergency first aid response in an education and care setting	On-campus – POM - LAE
IPGHLTWHS001	Participate in workplace health and safety	On-campus – POM - LAE
IPGCHCECE013	Use information about children to inform practice	On-campus – POM – LAE

PGICHC30113 Certificate 3 in Early Childhood Education and Care

UNIT CODE	UNIT DESCRIPTION	MODE/LOCATION
IPGCHCLEG001	Work legally and ethically	On-campus – POM – LAE
IPGCHCECE001	Develop cultural competence	On-campus – POM – LAE
IPGCHCECE009	Use an approved learning framework to guide practice	On-campus – POM – LAE
IPGCHCECE010	Support the holistic development of children in early childhood	On-campus – POM – LAE
IPGCHCECE012	Support children to connect with their world	On-campus – POM – LAE
IPGCHCPRT001	Identify and respond to children and young people at risk	On-campus – POM – LAE
IPGCHCECE023	Analyze information to inform learning	On-campus – POM – LAE
IPGCHCECE017	Foster the holistic development and well-being of the child in early childhood	On-campus – POM – LAE
IPGCHCDIV001	Work with diverse people	On-campus – POM – LAE













EARLY CHILDHOOD EDUCATION



HUMAN RESOURCE MANAGEMENT






Academic Requirement

- Certificate 2: Minimum Grade 10 Certificate
- Certificate 3 – Diploma: Minimum Grade 12 Certificate (GPA 2.5)

Delivery Mode

Online

Duration

- Certificates: 12 Months
- Diplomas: 12 Months

Intake

Anytime throughout the academic year

Career Outcomes

Office Manager | Human Resources Manager |HR Officer | Admin Officer | Payroll Officer

Other requirements

- Updated CV
- Current Job Description / Confirmation Letter of Employment
- Reference

Diploma in Human Resources Management

UNIT CODE	UNIT TITLE	MODE
PGIBSBHRM521	Facilitate performance development processes	ONLINE
PGIBSBHRM522	Manage employee and industrial relations	ONLINE
PGIBSBHRM523	Coordinate the learning and development of teams and individuals	ONLINE
PGIBSBHRM524	Coordinate workforce plan implementation	ONLINE
PGIBSBHRM527	Coordinate human resource functions and processes	ONLINE
PGIBSBOPS504	Manage business risk	ONLINE
PGIBSBWHS411	Implement and monitor WHS policies, procedures and programs	ONLINE
PGIBSBHRM525	Manage recruitment and onboarding	ONLINE
PGIBSBHRM526	Manage payroll	ONLINE
PGIBSBHRM528	Coordinate remuneration and employee benefits	ONLINE
PGIBSBFIN501	Manage budgets and financial plans	ONLINE
PGIBSBLDR523	Lead and manage effective workplace relationships	ONLINE



LEADERSHIP & MANAGEMENT






Academic Requirement

- Certificate 2: Minimum Grade 10 Certificate
- Certificate 3 – Diploma: Minimum Grade 12 Certificate (GPA 2.5)

Delivery Mode

Online

Duration

- Certificates: 12 Months
- Diplomas: 12 Months

Intake

Anytime throughout the academic year

Career Outcomes

Management roles | Supervisory role | Human Resource Management | Project Manager | Team Leader | Operations Management | Sales Manager

Other requirements:

- Updated CV
- Current Job Description / Confirmation Letter of Employment
- Reference

Certificate 4 Leadership & Management

UNIT CODE	UNIT TITLE	MODE
PGIBSBLDR401	Communicate effectively as a workplace leader	ONLINE
PGIBSBLDR402	Lead effective workplace relationship	ONLINE
PGIBSBLDR403	Lead team effectiveness	ONLINE
PGIBSBMGT402	Implement operational Plan	ONLINE
PGIBSBWOR402	Develop work priorities	ONLINE
PGIBSBFIA402	Report on financial activity	ONLINE
PGIBSBMGT403	Implement continuous improvements	ONLINE
PGIBSBREL402	Build client relationships and business networks	ONLINE
PGIBSBCUS401	Promote products and services	ONLINE
PGIBSBCUS401	Coordinate implementation of customer service strategies	ONLINE
PGIBSBMGT407	Apply digital solution to work process	ONLINE



CORPORATE TRAINING

Study Business at IEA TAFE

Whether you're pursuing a career in management, human resources, marketing, accounting, or finance – we have a course to suit your business goals.

Career Outcomes Include

Instructor | Training Facilitator | Trainer | Assessor | Training Developer | Training Manager

NC2TRA20022B National Certificate 2 in Training and Assessment

UNIT CODE	UNIT DESCRIPTION	MODE
NC2TRAASS20222B	Assess competence	On-Campus – POM - LAE
NC2TRAFAC20322B	Facilitate group-based learning	On-Campus – POM - LAE
NC2TRAFAC20122B	Facilitate individual learning	On-Campus – POM - LAE

The **National Certificate 2 in Training and Assessment (NC2TRA20022B)** is suitable for people who are responsible for conducting workplace training and was previously referred to as the Training of the Trainer. This Certificate 2 covers three competencies and meets the PNG National Training Council's requirements for registration as an 'Instructor'.

NC3TRA30022B National Certificate 3 in Training and Assessment

UNIT CODE	UNIT DESCRIPTION	MODE
NC3TRAASS30322B	Plan and organise assessment	On-Campus – POM – LAE
NC3TRADES3022B	Design and develop learning programs	On-Campus – POM – LAE
NC3TRADES30122B	Use unit of competency to meet client needs	On-Campus – POM – LAE
NC3TRADES30422B	Design and develop assessment tools	On-Campus – POM – LAE
NC3TRADES30522B	Design and develop learning resources	On-Campus – POM - LAE

The **National Certificate 3 in Training and Assessment (NC3TRA30022B)** qualification is suitable for individual who after completion of the course can assume the role of trainers and or assessors. The qualification covers an additional five units of competency and meets the PNG National Training Council's requirements for registration as a 'Trainer and Assessor'. It replaces the TAE Certificate IV as the required qualification for trainer registration with the PNG National Training Council. This qualification has completion of the certificate 2 as a pre-requisite.

National Certificate 2 & 3 Combined in Training and Assessment

UNIT CODE	UNIT DESCRIPTION	MODE/LOCATION
NC3TRADES30122B	Use Units of Competency to Meet Client Needs	On-campus – POM - LAE
NC3TRADES30222B	Design and Develop Learning Program	On-campus – POM – LAE
NC3TRADES30522B	Design and Develop Learning Resources	On-campus – POM – LAE
NC3TRAASS30322B	Plan and Organize Assessment	On-campus – POM – LAE
NC3TRAASS30322B	Develop Assessment Tools	On-campus – POM – LAE
NC2TRADEL20322B	Facilitate Group Learning	On-campus – POM – LAE
NC2TRAASS20222B	Assess Competency	On-campus – POM – LAE
NC2TRADEL20122B	Facilitate Individual Learning	On-campus – POM - LAE

The **National Certificate 2 & 3 in Training and Assessment** combined training pack has a total number of 8 unit of competencies which is collectively a combination of the National Certificate 2 and National Certificate 3, respectively.

Participants who take up the combined course will have the advantage of learning how to design programs, learning resources and assessment tools before using these to facilitate training.

TRAINING	WEEKLY WORKSHOPS	2025 SCHEDULED DATES
NC 3 in Training & Assessment	1	W/shop 1: 10th – 14th February 2025 W/shop 2: 3rd – 7th March 2025
NC 2 in Training & Assessment	1	W/Shop 1: 17th – 21st February 2025
NC 2 /3 in Training & Assessment	3	W/Shop 1: 17th – 21st March 2025 W/Shop 2: 14th – 18th April 2025 W/Shop 3: 12th – 16th May 2025
NC 2 in Training & Assessment	1	W/Shop 1: 5th – 9th May 2025
NC 2 in Training & Assessment	1	W/Shop 1: 26th – 30th May 2025
NC 3 in Training & Assessment	2	W/Shop 1: 16th – 20th June 2025 W/Shop 2: 14th – 18th July 2025
NC 2 /3 in Training & Assessment	3	W/Shop 1: 23rd – 27th June 2025 W/Shop 2: 21st – 25th July 2025 W/Shop 3: 18th – 22nd August 2025
NC 2 in Training & Assessment	1	W/Shop 1: 7th – 11th July 2025
NC 2 in Training & Assessment	1	W/Shop 1: 4th – 8th August 2025
NC 3 in Training & Assessment	2	W/Shop 1: 01st – 5th September 2025 W/Shop 2: 22nd – 25th September 2025
NC 2 /3 in Training & Assessment	3	W/Shop 1: 22nd – 26th September W/Shop 2: 20th – 24th October 2025 W/Shop 3: 24th – 28th November 2025
NC 3 in Training & Assessment	2	W/Shop 1: 10th – 14th November 2025 W/Shop 2: 24th – 28th November 2025

Note: The dates above have been displayed on our 2025 Academic Calendar on page 27 of this Course Booklet.

FINANCE

Program	Duration	January	February	March	April	May	June	July	August	September	October	November	December
Manage budgets and financial plans	3 Days		24th - 26th		7th - 8th					1st-2nd	6th-7th		4th-5th
Accounting Skills for New Supervisors	2 Days			5th-6th		12th-13th				22nd-23rd			1st - 2nd
Budgets and managing money	2 Days			19th-20th			9th-10th				20th-21st		

SALES & MARKETING

Program	Duration	January	February	March	April	May	June	July	August	September	October	November	December
Building a brand on Social Media	2 Days		27th - 28th		10th - 11th		12th - 13th		18t-19th				1st-2nd

BUSINESS SERVICES

Program	Duration	January	February	March	April	May	June	July	August	September	October	November	December
Report Writing/Proposal	2 Days		17th - 18th						18th-19th				
Business Process Management	2 Days		20th-21st			1st - 2nd		28th - 29th		8th-9th			
Managing customer service	2 Days			16th-17th			5th - 6th			29th-30th			
Business Communication	2 Days		27th - 28th		3rd - 4th				21st - 22nd				4th - 5th
Meeting Management	2 Days					26th-27th					20th-21st		
Office Administration	2 Days						2nd - 3rd				30th-31st		1st-2nd
Leadership Skills for Supervisors	2 Days		24th - 25th			8th - 9th			7th - 8th				8th - 9th

HEALTH & SAFETY

Program	Duration	January	February	March	April	May	June	July	August	September	October	November	December
First Aid Training	3 Days			3rd - 5th		5th - 7th		28th - 30th		24th - 26th			3rd - 5th

SOFT SKILLS

Program	Duration	January	February	March	April	May	June	July	August	September	October	November	December
Interpersonal Skills	2 Days				28th - 29th		5th - 6th			1st - 2nd			1st - 2nd
Customer Service	2 Days		20th - 21st			8th - 9th			14th - 15th			6th - 7th	
Negotiation Skills	2 Days			24th - 25th		1st -2nd		30th - 31st			2nd - 3rd		
Supervisory Skills	2 Days					19th-20th			28th - 29th			17th - 18th	
Team Building	2 Days			3rd - 4th			16th-17th			11th - 12th			
Telephonic Skills	2 Days			6th - 7th					4th-5th		9th - 10th		
Leadership Skills	2 Days				10th - 11th				25th-26th			27th - 28th	
Problem Solving	2 Days				17th - 18th			24th - 25th				6th-7th	
Stress Management	2 Days												8th-9th
Conflict Resolution	2 Days		27th - 28th			29th - 30th					30th - 31st		
Effective Communication	2 Days			27th - 28th			26th - 27th			1st - 2nd			
Coaching and Mentoring	2 Days			24th - 25th		5-6th			11th - 12th			27th - 28th	

BUSINESS SKILLS

Program	Duration	January	February	March	April	May	June	July	August	September	October	November	December
Microsoft Excel Beginners	2 Days			20th-21st			16th - 17th			1st-2nd			
Microsoft Excel Intermediate	2 Days			27th-28th				7th-8th		18th-19th			
Microsoft Excel Advanced	2 Days				3rd-4th				4th - 5th		2nd-3rd		1st - 2nd
Microsoft Access 2021	2 Days				28th-29th		7th - 8th				30th-31st		
Microsoft PowerPoint 2021	2 Days					5th-6th			7th - 8th			3rd-4th	
Microsoft Outlook 2021	2 Days		10th - 11th			26th-27th							8th-9th
Dashboard Reports	2 Days			10th - 11th			2nd-3rd						11th-12th
Data Analysis and Visualization	2 Days		27th - 28th						11th-12th				15th-16th
Advanced Writing Skills	2 Days												
Conducting Effective Performance Reviews	2 Days			20th - 21st		22nd - 23rd		21st - 22nd			6th - 7th		

2025 Academic Calendar

Key academic & holiday dates for IEA schools and students

IEA College of TAFE

JANUARY

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

FEBRUARY

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

26th – National Remembrance Day of Grand Chief Hon. Sir Michael Thomas Somare

MARCH

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

APRIL

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

18th – Good Friday
21st – Easter Monday

MAY

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

JUNE

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

17th – King's Birthday

JULY

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

23rd – Remembrance Day

AUGUST

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

26th – Repentance Day

SEPTEMBER

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

16th – Independence Day

OCTOBER

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

NOVEMBER

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

DECEMBER

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	1	2	3

25th – Christmas Day
26th – Boxing Day

Term Starts | Term Ends | Public Holiday | School Holidays | Corporate Training | Short Courses



Business students speak with secondary school students



IEA TAFE Team setup at the NCD Secondary School Expo



Chef Eileen in training with Commercial Cookery students



TAFE Manager receives a gift during Independence Celebration



TAFE Deputy Manager at POM Grammar



TAFE in partnership with Credit Corporation to host Project Yumi



IEA Tafe team setup at Vision City Shopping Mall



SRC hosts a debate. Tafe staff as judges



Commercial Cookery students during practical training



Business Students in the Career Readiness Program with Kenmore Group



Tafe staff with Corporate Training students



Mock job interviews during the Career Readiness Program