

- **Computer Applications**
(Beginners, Intermediate, Advanced)

- **Training for Justices of the Peace**

Persons who have submitted application to their respective Custodies and have been approved by the Minister of Justice are then referred to the Justice Training Institute Training for Qualifying Training. These 18 hours trainings are conducted in each parish over a period of either 3 or 6 weeks.

OTHER COURSES

Short Customized Courses are designed and delivered on an on-going basis based on identified needs.

Some courses offered under this modality include training for:

- Document Fraud Detection, Deterrence & Prevention
- Performance Management Appraisal System (PMAS)
- Bailiffs
- Trial Advocacy

COSTING

For further information on costing of programmes, etc, please contact the Institute at the numbers listed below:

- (876-928-4624)
- (876-928-8687)
- (876-938-0285)

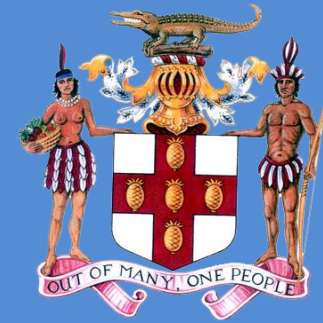
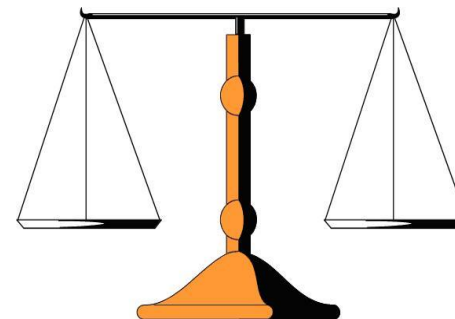
ENTRY REQUIREMENTS

Applicants who wish to pursue the full-time certificate programmes are required to possess at least the minimum requirement for entry into the Civil Service, that is:

- Minimum entry requirement to certificate/diploma programmes is passes in 4 CXC subjects or equivalent qualifications inclusive of English Language, which is compulsory.
- Special consideration is given to mature candidates; that is persons who are 25 years and older who have been employed in a specialized area for a period of five years or more and have acquired substantial experience in the area.
- For short-term, customized courses, admittance is based on job requirements and upon recommendations by their Supervisors or Department Heads.

HOW TO APPLY

- Application forms are available on our website: jti.edu.jm or at the Institute on 4 Camp Road, Kingston 4.
- There is a non-refundable processing fee of \$500.
- The forms are to be completed and returned to the Institute along with proof of qualification and a recent passport-size photograph.
- Students may also be required to undergo a medical examination.



MINISTRY OF JUSTICE
JUSTICE TRAINING INSTITUTE
..Training for Improved Performance



JUSTICE TRAINING INSTITUTE
(JTI)
4 Camp Road
Kingston 4

OVERVIEW

The Justice Training Institute (JTI) is the Training Agency of the Ministry of Justice.

The main objective of the Institute is to design, develop and coordinate training programmes for persons within the Criminal Justice System.

The general objectives are to:

- Develop, design, coordinate and conduct training programmes in Justice Administration for all agencies within the Sector
- Design, develop, coordinate and conduct training programmes for Judges and Magistrates, in consultation with the Chief Justice
- Design, develop and conduct training programmes for Justices of the Peace
- Conduct research into areas of Justice Administration and publish research findings
- Liaise with the Ministry of Justice to identify training needs and design and deliver relevant training programmes to address the gaps identified
- Collaborate with external agencies/institutions in relation to training for the Justice Sector.

VISION STATEMENT

The vision of the Institute is *to be the premier training institution within the Caribbean offering training to the entire Justice System, thus contributing to improvements in the quality of justice that is administered to the various stakeholders.*

MISSION STATEMENT

The mission of the Institute is *to contribute to more efficient and effective job performance of employees within the Justice System through the implementation of relevant training programmes that will equip employees with the requisite knowledge, skill and attitudes and resulting in greater customer satisfaction.*

CORE VALUES

- Quality
- Excellent Customer Service
- Efficiency and Effectiveness
- Team Work
- Professionalism
- Respect for Diversity
- Equity
- Personal Well-Being of All
- Responsiveness
- Flexibility

PROGRAMMES OFFERED

The Institute offers several full-time and part-time courses which are designed to respond to the needs of the various stakeholders. Some programmes are also offered jointly with other training institutions/agencies. The delivery of most courses is subjected to subscription.

The following are some of the courses that are offered:

• **Diploma in Court Reporting**

This is a two-year full-time programme geared towards providing trained Court Reporters for the various Courts, Office of the Services Commission and the Houses of Parliament, other public and private sector organizations.

• **Diploma in Paralegal Studies (with specialization in Legal Administration or Criminal Justice Studies)**

This programme is offered over 5 semesters, with a day and/ evening option. It is designed for persons such as Correctional Officers, Police Officers, Court Staff who serves in the Criminal Justice System, or who have an interest to serve in the Justice system or any Legal department. A total of 66 credits will qualify participants to be awarded a Diploma in their chosen area of specialization from either the Criminal Justice Studies or the Legal Administration programme. Participants may opt to only complete the certificate level.

▪ **Deputy Clerks' Qualifying Course**

This course is designed specifically for the persons who are currently employed within the Justice System as Assistant Clerks or are performing similar duties and aspire to attain the level of a Deputy Clerk.

• **Financial Crimes Investigation Course**

This is a 12 week course which exposes participants to the regulatory framework that governs financial institutions, regulatory compliance, risk factors involved in financial institution management and legal implications in the event of breaches of relevant legal provisions.

• **Jamaican Sign Language (Introductory and Intermediate)**

This course is designed for persons whose jobs require interaction with the hearing/speech impaired or those who would like to increase their methods of communication.

Participants are drawn from the Public and Private Sectors.

• **Spanish (Introductory & Intermediate)**

This course is designed for persons desirous of learning a new language.