



JUSTICE TRAINING INSTITUTE
Ministry of Justice

PROGRAMME/COURSE OFFERINGS
(2017/2018)

..... Training for Improved Performance



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Applications are invited for the following programmes/courses:

PROGRAMMES	PROGRAMME/COURSE DESCRIPTIONS	MINIMUM ENTRY REQUIREMENTS	COURSE INFORMATION	CLASS DAYS & TIMES	PROGRAMME /COURSE COST
COMPUTER APPLICATIONS - INTRODUCTORY	This course targets individuals with little or no computer skills. The goal is to enable participants to develop basic skills in the use of word processing software and to learn basic computing concepts.	-None-	<p><u>Commencing</u> May 29, 2017</p> <p><u>Duration</u> 9 weeks</p> <p><u>Contact Hours</u> 45</p>	<p>Mondays & Wednesdays</p> <p>5:30 pm – 8:00 pm</p>	\$10,000
<p>COMPUTER APPLICATIONS - ADVANCED *</p> <p><i>* INTERMEDIATE level of the course may be offered based on the number of expressed interests</i></p>	This course is designed for individuals who have completed the Intermediate level of the JTI Computer Applications course (or its equivalent), to allow them to further develop their skills in the use of software to include Word Processing, Spreadsheet, Presentation and Database.	Successful completion of the Intermediate level of the JTI Computer Applications course (or its equivalent) or have mid-level competence in the use of computers.	<p><u>Commencing</u> May 30, 2017</p> <p><u>Duration</u> 9 weeks</p> <p><u>Contact Hours</u> 45</p>	<p>Tuesdays & Thursdays</p> <p>5:30 pm – 8:00 pm</p>	\$16,000

PROGRAMMES	PROGRAMME/COURSE DESCRIPTIONS	MINIMUM ENTRY REQUIREMENTS	COURSE INFORMATION	CLASS DAYS & TIMES	PROGRAMME /COURSE COST
ENGLISH LANGUAGE (CSEC)	This offering is primarily to assist participants in their preparation for the CSEC English Language examination. It is also designed to help individuals to use the English language effectively for the purpose of communication within the social, academic and work environments. At the end of the period, participants should be able to recognize, interpret and respond to ideas presented through the different modules, and would have developed competence and confidence in their use of the English language.	Persons who intend to sit the CSEC Examinations in May 2018.	<p><u>Commencing</u> September 11, 2017</p> <p><u>Duration</u> 8 months</p>	<p>Mondays & Wednesdays</p> <p>5:30 pm – 7:30 pm</p>	\$5,000
MATHEMATICS (CSEC)	This offering is primarily to assist participants in their preparation for the CSEC Mathematics examination. It is designed to help participants develop competencies such as reasoning, mathematical communication, modelling, problem posing and solving, representation, and the use of symbols, tools and technology.	Persons who intend to sit the CSEC Examinations in May 2018.	<p><u>Commencing</u> September 12, 2017</p> <p><u>Duration</u> 8 months</p>	<p>Tuesdays & Thursdays</p> <p>5:30 pm – 7:30 pm</p>	\$5,000

PROGRAMMES	PROGRAMME/COURSE DESCRIPTIONS	MINIMUM ENTRY REQUIREMENTS	COURSE INFORMATION	CLASS DAYS & TIMES	PROGRAMME /COURSE COST
<p>FRAUDULENT DOCUMENTS: DETERRENCE, EXAMINATION AND DETECTION</p>	<p>This course will introduce participants to the elements and characteristics of fraudulent documents and will provide exposure to ways in which various types of counterfeit documents may be identified. Participants will also review technology used in deterring and detecting fraudulent documents.</p>	<p>Computer Literacy and related work experience</p> <p>Target groups: Persons within the Justice Sector, including members of the legal fraternity, employees within Government entities and within financial institutions.</p>	<p><u>Commencing</u> June 5, 2017</p> <p><u>Duration</u> 6 weeks</p> <p><u>Contact Hours</u> 15</p>	<p>Mondays 5:30 pm – 8:00 pm</p>	<p>\$15,000</p>
<p>COURT ROOM PROTOCOLS AND PROCEDURES</p>	<p>This course is designed to expose participants to the rules and protocols of the several Courts in Jamaica. Some of the areas that will be covered include attendance at Court, dress code for the Courts, expected behavior inside the Courts, introduction to the various Registries and their roles and function.</p>	<p>-None-</p> <p>Target groups: Persons within the public and private sector, including members of the legal fraternity, who attend Court or have an interest in learning about the several Courts in Jamaica and related protocols and procedures.</p>	<p><u>Commencing</u> June 6, 2017</p> <p><u>Duration</u> 6 weeks</p> <p><u>Contact Hours</u> 15</p>	<p>Tuesdays 5:30 pm – 8:00 pm</p>	<p>\$15,000</p>

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BAILIFF TRAINING COURSE	This course exposes participants to matters including enforcement of judgements, collecting money from creditors, accounting for and paying over monies. The course also includes areas such as bookkeeping, levying obligations, and negotiating payment terms and methods to adopt when a debtor is found.	-None- Target groups: Persons within the public and private sector who currently serve as bailiffs and would like to increase their skills or persons who may be interested in serving as bailiffs.	<u>Commencing</u> June 7, 2017 <u>Duration</u> 6 weeks <u>Contact Hours</u> 15	Wednesdays 5:30 pm – 8:00 pm	\$15,000
FINANCIAL CRIMES INVESTIGATION COURSE	This course will expose participants to the regulatory framework that governs financial institutions, regulatory compliance, risk factors involved in the management of financial institutions and the legal implications in the event of breach of relevant legal provisions.	Five (5) CSEC subjects (General Proficiency Grades I-III) and/or GCE O'Level/GCSE subjects (Grades A-C) which must include Mathematics or Accounts and English Language. Target groups: Persons within the Justice Sector, including members of the legal fraternity, employees within Government entities and within financial institutions.	<u>Commencing</u> August 14, 2017 <u>Duration</u> 17 weeks <u>Contact Hours</u> 144	Mondays to Thursdays 5:30 pm – 8:30 pm	\$40,000

PROGRAMMES	PROGRAMME/COURSE DESCRIPTIONS	MINIMUM ENTRY REQUIREMENTS	COURSE INFORMATION	CLASS DAYS & TIMES	PROGRAMME /COURSE COST
DIPLOMA IN COURT REPORTING (DAY)	This programme will run for 2 years on a full-time basis and is geared towards applicants who are interested in serving as Court Reporters. By the end of the programme, participants would be trained Court Reporters / Steno Writers with the requisite skills to record and transcribe verbatim notes of court proceedings, meetings, tribunal hearings, enquiries and other such proceedings. These individuals will be useful within both public and private sector organizations.	Five (5) CSEC subjects (General Proficiency Grades I-III) and/or GCE O'Level/GCSE subjects (Grades A-C) which must include English Language. Applicants must be highly self-motivated, goal oriented, capable of working under pressure and capable of working independently.	<u>Commencing</u> (TBA) <u>Duration</u> 2 years	Mondays to Fridays (full-time) 9:00 am – 5:00 pm	US\$10,000 or the J\$ equivalent
DIPLOMA IN PARALEGAL STUDIES (EVENING) Majors: <i>Legal Administration or Criminal Justice Studies</i>	This programme will run for 2 years on a part-time basis and will be offered in the evenings. The programme is designed for persons who work within law offices and legal departments or anyone who has an interest in this area. The programme exposes participants to the key areas of Criminal Justice and Legal Administration and will assist in the enhancement of the administration of justice.	Five (5) CSEC subjects (General Proficiency Grades I-III) and/or GCE O'Level/GCSE subjects (Grades A-C) which must include English Language. Mature students (over age 35) who do not possess the minimum requirement but have at least five (5) years related work experience may be considered for admission.	<u>Commencing</u> August 28, 2017 <u>Duration</u> 2 years (6 semesters)	Mondays to Thursdays (part-time) 5:30 pm – 8:30 pm	\$175,000

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HOW TO APPLY:

- 1) COMPLETE the Application Form (accurately)
- 2) ATTACH a passport size photo along with the required documents (see instructions sheet)
- 3) SUBMIT completed form along with the required supporting documents and the non-refundable registration fee of J\$500

SUBMISSION DEADLINE:
(for all applications)

FRIDAY, MAY 19, 2017

SUBMIT APPLICATIONS TO:

Justice Training Institute
4 Camp Road
Kingston 4

*Incomplete applications will **not** be processed*

APPLICATION FORMS:

Available on the JTI Website
(including additional information):

<http://jti.edu.jm>



**Application
Period
NOW
OPEN**



**ENHANCE
YOUR
SKILLS**

**APPLY
TODAY!**

For
additional
information
please
contact:

Registrar
Justice Training Institute
4 Camp Road
Kingston 4

Tel: 928-4624, 930-2143, 928-8687

Email: justicetraining@moj.gov.jm

Website: <http://jti.edu.jm>

The JTI reserves the right to cancel any programme/course offering .