



JUSTICE TRAINING INSTITUTE
Ministry of Justice

PROGRAMME/COURSE OFFERINGS
(2018/2019)

..... Training for Improved Performance



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Applications are invited for the following programmes/courses:

PROGRAMME/ COURSE	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 productivity software and to learn basic computing concepts.	-None-	<p><u>Commencing</u> June 18, 2018</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
COMPUTER APPLICATIONS - INTERMEDIATE * <p><small>* <i>ADVANCED level of the course may also be offered based on the number of expressed interests.</i></small></p>	The course is designed to enable persons who have completed the Computer Applications - Introductory course, to further develop skills in the use of productivity software to include Word Processing, Spreadsheet, Presentation and Database.	Successful completion of the Introductory level of the JTI Computer Applications course (or its equivalent) or have mid-level competence in the use of computers.	<p><u>Commencing</u> June 19, 2018</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>	\$14,500

PROGRAMME/ COURSE	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 assist individuals in using the English Language effectively for the purpose of communication within the social, academic and work environments. At the end of the period, participants would have developed competence and confidence in their use of the English Language.	Persons who intend to sit the CSEC Examination in May 2019.	<u>Commencing</u> September 10, 2018 <u>Duration</u> 8 months	Mondays & Wednesdays 5:30 pm – 7:30 pm	\$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 numeracy competencies such as reasoning, mathematical communication, argumentation, modelling, problem posing and solving, representation, the use of symbols, tools and technology.	Persons who intend to sit the CSEC Examination in May 2019.	<u>Commencing</u> September 11, 2018 <u>Duration</u> 8 months	Tuesdays & Thursdays 5:30 pm – 7:30 pm	\$5,000

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<p>FRAUDULENT DOCUMENT: 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 25, 2018</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 PROTOCOL 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 26, 2018</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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<p>DIPLOMA IN COURT REPORTING (DAY)</p>	<p>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.</p>	<p>Five (5) CSEC subjects (General Proficiency Grades I-III) and/or GCE O'Level/GCSE subjects (Grades A-C) [or the equivalent] which must include English Language.</p> <p>Applicants must be highly self-motivated, goal oriented, capable of working under pressure and capable of working independently.</p>	<p><u>Commencing</u> (TBA)</p> <p><u>Duration</u> 2 years</p>	<p>Mondays to Fridays (full-time)</p> <p>9:00 am – 5:00 pm</p>	<p>US\$10,000 or the J\$ equivalent</p>

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HOW TO APPLY:

- 1) COMPLETE the Application Form (accurately)
- 2) ATTACH two (2) passport size photos 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, JUNE 1, 2018

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.*