



The NATIONAL POLYTECHNIC INSTITUTE OF PAPUA NEW GUINEA

P.O. Box 4366 Lae, 411 Morobe Province
Email: polytec.acad.clerk@gmail.com

Tel: (675) 472-2555 / (675) 472-1508 / (675) 472-7530 /
(675) 472-1025

INFORMATION FOR APPLICANTS – 2025

(Take note of the conditions given below when completing this application form for selection to courses offered).

1. Please read this form carefully.
2. Print clearly in Block Letters.
3. Correct and full address must be given.
4. You **MUST** attach certified copies of the following documents in your application:
 1. Transcript of academic records.
 2. Certificates.
 3. Reference from recent employer, (if applicable).
 4. Confirmation of sponsorship, (if available).
 5. NID or Birth Registration Certificate
5. Copies of documents must be certified by any of the following: by a Church Minister, a Secondary School Principal or College Principal, Commissioned Police Officer, Magistrate or **Commissioner of Oaths**
6. All applications received without documentary evidence will be disregarded.
7. Completed application should be sent to reach the Academic Clerk no later than 22nd October of this academic year, 2024. A **non-refundable processing fee of K100.00** for all completed forms will be charged. Payment can be made by depositing the fee into the Institution Account:

Account Name	:	NATIONAL POLYTECHNIC INSTITUTE OF PNG
Account Number	:	271-3857601
Bank	:	Westpac Bank
Branch	:	Lae Branch

8. All complete forms must be attached with an original bank deposit slip and address to:

The Academic Clerk
National Polytechnic Institute of PNG
P.O. Box 4366,
LAE, 411
Morobe Province, Papua New Guinea or
Email: Academic.clerk@polytec.ac.pg

9. Any application form received without the processing fee and faxed applications forms **WILL NOT** be considered.



NATIONAL POLYTECHNIC INSTITUTE OF PNG

COURSES OFFERED & RELATED INFORMATION

A BRIEF HISTORY OF THE NATIONAL POLYTECHNIC INSTITUTE OF PNG

The National Polytechnic Institute of Papua New Guinea (*NPIPNG* or *Polytec* for short) was officially launched on 2nd December 2009 with the Governor General, Sir Paulias Matane, making the official declaration and unveiling of the commemoration plaque.

The National Polytechnic Institute was legally established in 2008 by the National Education Board acting under its authority as provided by Education Act 1983. On August 2008 a fact – finding team of five consisting of Mr. Jayasundra B. Banda, acting TVET assistant secretary as leader, the late principal – Mr. Mathew Piruruho, deputy principal – Mr. Lawrence Parry, two department heads- Mr. Joselito Marcos and Mrs. Rosa Manua, were sent to New Zealand to study the setup, operation and organizational structure of selected polytechnic and institutes of technology.

Upon its return the team presented their findings and recommendations in its comprehensive report to the governing council. The report was well received by the governing council that created the Polytechnic Committee. The committee was tasked, in 2009, to carry out year-long activities – ranging from formulation of new vision and mission statements, strategic plans, policies and on students' affairs, governance and finance, human resource development and management to academic matters among others- culminating into the official launching of the polytechnic institute on the day before the 55th and last graduation of the former Lae Technical College.

The National Department of Education established the institute as the first of the four polytechnics envisioned to be created in each of the four regions of the country. The conversion from being a technical and a business college to a polytechnic institute was realized through the initiative of Technical Vocational Education and Training division, and spearheaded by the college's governing council, administration together with its six departments.

Various changes and improvements had taken place in the school in terms of infrastructure, academic programs, and personnel. Like any organization, the college encountered a number of difficulties and problems but with the able assistance of the governing council, school authorities, stakeholders and the community, it has survived all the odds.

With strong commitment from and undying faith of all stakeholders, it is envisioned that the institute will produce useful citizens equipped with the life-long skills and knowledge that they can use in their quest for personal success and contribute to the progress and prosperity of the nation.

MISSION STATEMENT

WE are a government educational institution committed to develop individuals in various life skills through quality and relevant educational programs that meet business, industrial and community needs for sustainable national progress.

VISION STATEMENT

THE Institute shall be recognized as prime movers for growth, prosperity and excellence through quality education.

For further information contact:

The Academic Clerk
 P O Box 4366, LAE, Morobe Province
 Phone: 4722555, Email: Academic.clerk@polytec.ac.pg

Courses	Minimum Entry Requirements
APPLICANTS MUST BE ABLE TO COMPLETE GRADE 12 TO BE ELIGIBLE TO APPLY.	
Current Diploma Courses: (80 Weeks Duration)	
1. Diploma in Business Studies - Accounting	Grade 12 (or equivalent) with B grade in English and Maths , and C grade in all other subjects or relevant trade certificate with industrial experience.
2. Diploma in Business Studies - Management	
3. Diploma in Business Studies – Office Admin.	
4. Diploma in Business Studies - Computing	
5. Advance Diploma in Human Resource Management	
5. Diploma in Architectural Drafting	Grade 12 (or equivalent) with B grade in Maths A and physics , and C grade in English and other science subjects or relevant trade certificate with industrial experience.
6. Diploma in Building	
7. Diploma in Civil Engineering	
8. Diploma in Electrical Engineering (Power)	Grade 12 (or equivalent) with B grade in Maths A and Physics , and C grade in English, Chemistry and Biology.
9. Diploma in Electrical Engineering (Electronics)	
10. Diploma in Mechanical Engineering	Grade 12 (or equivalent) with B grade in Maths and physics , and C grade in English, chemistry and biology or relevant trade certificate with industrial experience.
11. Diploma in Applied Science	Grade 12 (or equivalent) with B grade in Chemistry and C grade in Maths, Biology and Physics.
12. Diploma in Hospitality Management	Grade 12 (or equivalent) with B grade in Maths and English , and C grade in all other subjects or relevant trade certificate with industrial experience.
Certificate Course (40 Weeks Duration)	
16. Certificate in Meat Processing	Grade 10 with upper passes in English, Maths and science or Grade 12 with average upper pass grades in all subjects.
National Certificate (NC) Courses: (20 Weeks Duration)	
17. NC in Metal Trades (MFM)	Grade 10 with Upper Pass in English, Maths and science or Grade 12 with upper passes in Maths and physics.
18. NC in Metal Trades (MFW)	
New Courses:	
1. Certificate III in Hospitality (<i>Commercial Cookery / Food & Beverage Operations / Accommodation Services</i>)	Grade 10 with Credit or Upper Pass. Have two years equivalent full-time relevant work experience (Non-School Leavers).



Female student proving that MFM trade is for both genders.



Civil Engineering students on surveying practical



Students in one of the five computer laboratories.



Students serving guest in the Ahi Restaurant.



The NATIONAL POLYTECHNIC INSTITUTE OF PAPUA NEW GUINEA

P.O. Box 4366 Lae, 411 Morobe Province
Email: Academic.clerk@polytec.ac.pg

Tel: (675) 472-2555 / (675) 472-1025 / (675) 472 6693

APPLICATION FORM No: 2025

APPLICATION FORM FOR STUDY

ID PHOTO
HERE.

1. Personal Details

Surname: _____ Given Name: _____

Gender: Male / Female Age: _____ Marital Status: _____

Home Province _____ District: _____ LLG: _____

Are you a Citizenship of PNG? **Yes | No** If no, please provide details: _____

School Leaver Form (SLF) No.: _____ NID | Birth Certificate No.: _____

Correspondence Address (**Where letters from the Institution will reach you**)

POSTAL ADDRESS:

PHONE: _____ MOBILE: _____ EMAIL: _____

2. Choice of Courses

List up to three (3) courses of your choice.

FOR OFFICIAL USE ONLY:

GPA: _____

GPA Upgraded: _____

Choices of courses. (Indicate the courses in full as your first, second and third choices)

First Choice

Second Choice

Third Choice

Are you applying for re-entry into this Institute? **Yes / No** _____

If yes, state when you were discontinued from studies and explain reason(s) for discontinuation; _____

You must attach copies of the transcript.

3. Education Information

	School/Institution	Year Completed	Awards Obtained
Secondary School			
Matriculation courses			
Tertiary Education			
1.			
2.			
Other Training Institute			
1.			
2.			

Attach certified copies of academic records and transcripts for (Secondary School, Matriculation courses and Tertiary Education)

4. Employment Records (If applicable)

Give at least three (3) addresses and telephone numbers of your employer.

Employer	Period of employment	Position held	Phone number
1.			
2.			
3.			

5. References

i) Have you been disciplined in school, College or Other Institution? If yes; for what reason(s) were you disciplined?

ii) Enclose Character references by two persons from any of the following:
1) Headmaster of last school attended, 2) Commissioned Police Officer, 3) Church Pastor, 4) Magistrate, 5) Village/LLG Ward Councilor, 6) A Senior Public Servant and 7) from recent employer.

6. Financial Support

How do you intend to finance your studies? (*Circle the correct answer*)

- i. Self-Sponsor (paying own fees) **Yes / No**
- ii. Scholarship (HECAS, or others) _____ **Yes / No**
- iii. Corporate Sponsorship (If yes please provide detail) **Yes / No**

7. Other Applications

Have you applied to any other institution(s)? **Yes / No**
If yes, please specify institution/s and course(s) **Yes / No**

8. Applicants with Physical Disabilities

Are you a person with physical disabilities? (Yes / No). If yes, explain nature of physical disabilities.

9. Entry or Admission Test Centers

Should your application be successful, you would be short-listed to do the institute entry/admission test. Tick [✓] any one Test Centers below that is nearest or you may have easy access to by any form of transport.

- Lae Port Moresby Mt Hagen Goroka Kokopo Wewak Kimbe Kavieng Tabubil Alotau
- Buka Manus

10. Declaration

Selection approval will be subject to the information on this form being correct. Any false or misleading information provided in this application will result in immediate cancellation of place of study and may result in prosecutions being carried out under the Papua New Guinea’s criminal code.

I certify that I have read and understood all questions on this form. The answers given are true and complete in every. Furthermore, the services rendered by the Institution are privileges that I will uphold with care and responsibility.

If accepted, I undertake to abide by the Institution’s Rules and Regulations in as far as they apply to the student.

Signature: _____

Date: _____