

## APPLICATION PROCEDURES — NSL FORMS

- **Fill out the Application Form:**

Ensure that all sections are filled accurately and provide the required information.

- **Certification of Attached Certificates.**

All attached certificates must be certified by a Commissioner of Oaths. Please make certified copies of the required certificates to include with your application.

- **Application Fee:**

A non-refundable application fee of **K100.00** is required. Deposit the fee into the college account **1012625701** at BSP Bank, Buka Branch. Attach the deposit slip with your name clearly indicated to your application.

- **Application Submission:**

Submit your application using only the provided Application Form. Late applications will not be considered. The application process closes at the end of **31st October 2025**

- **Authenticity of Certificates:**

Applicants using certificates other than their own will be referred to the police for investigation

- **Medical Report:**

Attach a current medical report that verifies your medical fitness. This report should be issued by a qualified medical profession.

- **Asthmatic Conditions:**

Note that individuals with asthmatic conditions will not be accepted and are advised not to apply for Mechanical trades.

- **Submission of Application:**

Send your completed application form, along with all the necessary attachments and documents, to the attention of the College Registrar .

## Why choose BTC?

### Labor Mobility Scheme (DFAT Funded)

- Provides skills-based training aligned with international labor standards.
- Creates career-focused pathways through practical, industry-relevant education.

### Skills Development & Educational Opportunities

- Industry-relevant courses focused on real job skills.
- Training led by highly qualified instructors and lecturers (International Skills Training).
- Emphasis on practical, hands-on learning experiences.

### Infrastructure & Support

- Flexible Learning Centre with internet connectivity.
- Supportive and inclusive learning environment.
- Affordable education with financial support options.

### Financial Assistance

- HECAS Funding and School Fee Support.
- Benefits include HELP scheme, support from National MPs, ABG Members, ABG SFA, and GTS.

### Equity & Inclusion

- Strong focus on gender equality and social inclusion.
- Ensures access to education for diverse and underserved communities.

## COURSE FEE PAYMENT

- All course fee payments must be made via bank deposit. A copy of the deposit slip must be presented during enrolment.
- **Bank Account Details:**  
Account Name: Bougainville Technical College  
Account Number: 1012625701  
Bank & Branch : BSP (Bank South Pacific), Buka

## BOUGAINVILLE TECHNICAL COLLEGE

### Admission Requirements (Information on Enrolment)



# BOUGAINVILLE TECHNICAL COLLEGE



We are located at Tinputz District, Buka, AROB

## *Courses we offer:*

### TRADE & BUSINESS STUDIES COURSES

- **National Certificate # 1 & 2**

- ⇒ Carpentry & Construction
- ⇒ Plumbing
- ⇒ Electro Technology (Electrical)
- ⇒ Refrigeration
- ⇒ Automotive Light Vehicle
- ⇒ Heavy Equipment Fitting
- ⇒ Office Administration
- ⇒ Commercial Cookery
- ⇒ Automotive Electrical
- ⇒ Automotive Body Repair & Refinishing
- ⇒ Metal Fabrication & Welding

- **National Certificate # 3**

- ⇒ Metal Fabrication & Welding
- ⇒ Electro Technology (Electrical)
- ⇒ Office Administration

- **Diploma—Business Studies**

- ⇒ Management
- ⇒ Accounting
- ⇒ Human Resource Management



### **Bougainville Technical College Courses**

Currently, the college offers full—time Diploma programmes in Business Studies and National Certificate courses in various trade courses.

The National certificate is competency based training from level one to four that will be conducted parallel to the existing programmes. Our National Certificates courses runs for 6 months (20 weeks per semester/Level)

The Business Studies Department offers a Diploma in Business Studies (Accounting), Diploma in Business Studies (Management) and the College is now introducing Diploma in Business Studies (Human Resource Management).

The duration of the course is two years for all diploma level courses. Students complete four stages in order to be awarded a Diploma in Business Studies.

### **Jobs and training offered at BTC.**

The courses offered at the college are targeting middle levels jobs in the public and private sectors. After completing these courses students are employed. The new employees are placed on the job as a starter undergoing training on the job and later they can be placed in higher level positions.

### **Enrolment**

To apply for a course in BTC, the candidate must have completed his/her Grade 12 certificate to take up the course: National Certificate 1 (NC1) and or Diploma Stage 1

After completing NC1, the student can exit with his/her NC1 Certificate, or the student can apply to other course of study, or the student can have articulated entry to National Certificate 2 (NC2) of the same course of study.

The same applies to National Certificate 2 (NC2) and National Certificate 3 (NC3).

- **Admission to the Institution**

New intakes admitted to BTC fall in two categories – the school leaver (SL); and the non-school leaver (NSL).

- Currently the Institution has only two programs that are online; Diploma in Business Management and Diploma in Business Accounting.
- School Leavers (SL) are current Grade 12 students who are interested in applying to BTC. Prospective SL freshmen are strongly encouraged to put BTC as their first or second choice in their Grade 12 School Leaver's Form (SLF). Those who put BTC as their first choice will automatically be selected for admission to BTC to undertake one of the two Programs as long as they meet the BTC entry requirements in their Upper Secondary School Certificate. (Grade 12)
- Annually, the BTC's selection team headed by the Registrar & the Deputy Principal Academic attends the National Selections for Grade 12 mandated by the Department of Higher Education, Research, Science and Technology (DHERST).
- Once the selection team reaches the quota for new intakes, selected School Leavers are admitted through the following procedures:
  1. Registrar prepares Acceptance Letters and sends them to successful SL applicants. BTC Selection list is also officially published on our Website & Facebook Page.
  2. SL applicants enroll at BTC on prescribed dates with complete requirements. Applicants who do not enroll within **two weeks** of the start of enrolment may lose their spaces.

### **Minimum Entry Requirement**

The minimum entry requirement for all programmes at BTC is the completion of Grade 12 certificate or equivalent with the following conditions:

C" or better grades in English

C" or better grades in Advanced Mathematics, or "B" or better grade in General Mathematics.

