

# 呈送巴新水电发展公司PHD董事会材料目录

1. 至PHD董事会的信函
2. 演示稿摘要
3. 学院五年发展战略规划
4. 学院长远发展愿景规划
5. 近期营地建设实施计划
6. 培训营地场地使用备忘录草稿
7. 备忘录中文翻译



# International Business & Technical College

**College That Changes Lives!**

College Reg No.: 157

29.02.2024

**PNG Hydro Development Limited**  
Edevu PNG

**Subject: Request for Board Approval of MOU - A Grateful Support**

Dear Mr. **Allen Guo**,

It is with great pleasure and profound gratitude that I extend my sincere appreciation for the invaluable support and collaborative spirit that PNG Hydro Development Limited (PHD) has extended to IBT College.

Your grateful support to uplift the higher education sector in Papua New Guinea is poised to make a lasting impact, thanks to the generosity and commitment exemplified by PHD. Your steadfast support in allowing IBT College to utilize the Edevu Brown River camp for technical training is a testament to PHD's dedication to the betterment of education and human resource development in our beloved nation.

Enclosed herewith is the Memorandum of Understanding (MOU) that encapsulates the comprehensive framework of the project. This document is a manifestation of the shared commitment, mutual understanding, and joint aspirations that define this project. We believe that through our collective efforts, we can contribute significantly to the growth and development of PNG, empowering future generations of professionals.

I kindly request your esteemed assistance in presenting this MOU to the PHD Board for approval (Some item needs to fill out upon your Board approve). Your advocacy for this transformative initiative will undoubtedly propel our shared vision towards fruition. We are genuinely appreciative of PHD's benevolence, and we look forward with eagerness to the positive impact this partnership will have on the educational landscape of our nation.

Once again, thank you for your unwavering support, and we eagerly anticipate the prospect of this collaboration leaving an indelible mark on the future of education in Papua New Guinea.

With deep gratitude,

**Yun Yang Sun (Sunny) Managing Director, IBT College**

**Attachment:** MOU (Draft), College Profile, IBT College 5 Years Strategic Development Plan



**商业及技术学院**

# **EDEVU培训基地建设计划**

**2024年3月**

**呈送**

**巴新水电发展公司 董事会**

# 此演示的要点:

1. 感谢致辞和学院介绍
2. 目前巴新高等教育缺陷
3. 我们学院的使命和愿景
4. 利用PHD的营地进行培训的意愿
5. 学院5年发展计划概述
6. 在Edevu建立IBT College校园的愿景概述
7. PHD与IBT College共同目标
8. 问答环节和讨论
9. 结论和下一步行动计划
10. 结束致辞



# 感谢致辞和介绍

中心感谢PHD及董事会对我们学院表示出的关心和支持，并给予我们此次机会听取我们的报告

## 学院创办人的个人简介

- 1988
- 1994
- 1999
- 2017





# 学院的历程简介

## 关键历程

- 1999 电子商务中心建立
- 2008 ITJTC在商务中心的基础上创办
- 2013 电力公司合作
- 2017 ITJTC注册延期
- 2020 新冠病毒影响
- 2022 开始高教部注册旅程

### 学院的历史：

学院现在的名称是与2023年，由ITJTC演变而来的。

ITJTC的历史可以追溯到1999年，当时它起初是一家被称为电子商务中心的网吧/即时办公服务提供商。鉴于对信息技术培训日益增长的需求，我们在2008年进行了演变，以电子商务中心为基础，成立了ITJTC-职业培训中心。我们的机构在国家培训委员会注册，注册号为NTC 157。

ITJTC于1999年成立时，正值巴布亚新几内亚推行和实施国家资格体系（PNGNQF）的时期。我们对此做出了积极的回应，进行了各种咨询、研究，和培训，并与澳大利亚的TAFE学院建立了战略合作伙伴关系，特别是南昆士兰理工学院。我们所有积极的举措旨在确保我们的课程符合PNGNQF标准的严格要求，涵盖业务管理、人力资源管理、信息技术和会计等关键领域。

ITJTC于2017年成功更新了注册，强调我们提供高质量教育的承诺。这次更新意味着我们机构引入的六门课程均获得了巴布亚新几内亚国家培训委员会的认证，符合国家资格体系的要求。

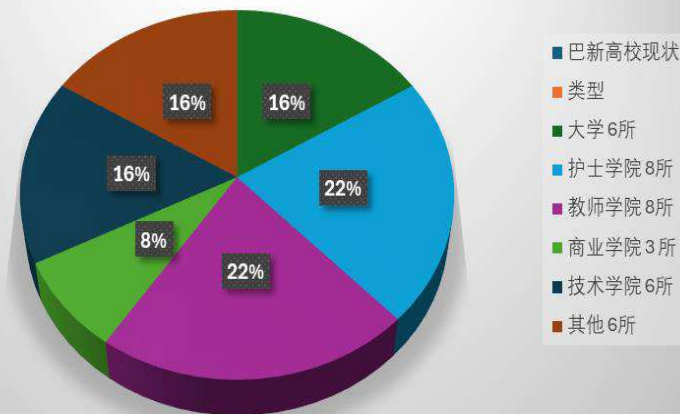
ITJTC的运营环境受到了新冠病毒大流行带来的前所未有的挑战的显著影响。其中之一时使我们错过了三年一次的延期，和国家管理部门从培训委员会到到高教部的变更所应该采取的应对措施。这期间我们缩小了运营规模并限制了招生，直到2022年逐步恢复正常至今。

ITJTC是巴布亚新几内亚教育领域中的坚实支柱，致力于提供卓越的培训服务。在过去的15年里，ITJTC自豪地为巴布亚新几内亚的劳动力培养了超过20,000名专业人才，这些人已经成为该国的宝贵资产。此外，我们成功培训了超过10,000名员工，为各大企业客户解决了各种技能差距，并将我们的服务扩展到周边社区，包括警察部队等。我们将继续我们的承诺，为塑造巴布亚新几内亚个人、产业和社区的更加光明的未来做出贡献。

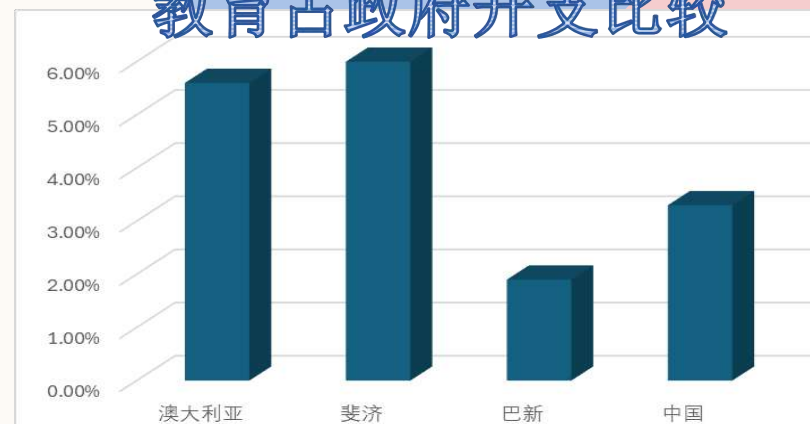
# 巴新高等教育短缺现状

- 1.学校数量有限：** 尽管巴新拥有一些高等教育机构，但学校数量相对较少，无法满足整个国家的教育需求。
- 2.学术水平和资源匮乏：** 许多高等教育机构在学术水平和教学资源方面面临挑战。这可能包括师资力量不足、教学设施不完善、教材资源有限等问题。
- 3.质量不一：** 由于资源有限和教育质量参差不齐，一些学校的教育质量可能较低。
- 4.职业教育不足：** 巴新的职业教育机构和培训项目相对不足，这导致了对于技术工人和专业人才的需求难以满足。
- 5.面临资金和基础设施挑战：** 高等教育机构需要更多的资金和投资来改善基础设施，提升教学质量和研究能力，但这方面的资金和资源仍然不足。
- 6.国际合作与交流：** 巴新的高等教育机构需要更多的国际合作和交流机会，以提升教育水平、促进文化交流和知识共享。
- 7.政策和法规环境：** 教育政策和法规环境可能需要进一步改善和完善，以创造更有利于高等教育发展的法律和政策框架。

总体而言，巴布亚新几内亚的高等教育面临着多方面的挑战和机遇，在未来需要继续努力改善教育质量、扩大教育资源、加强国际交流与合作等方面取得进展。



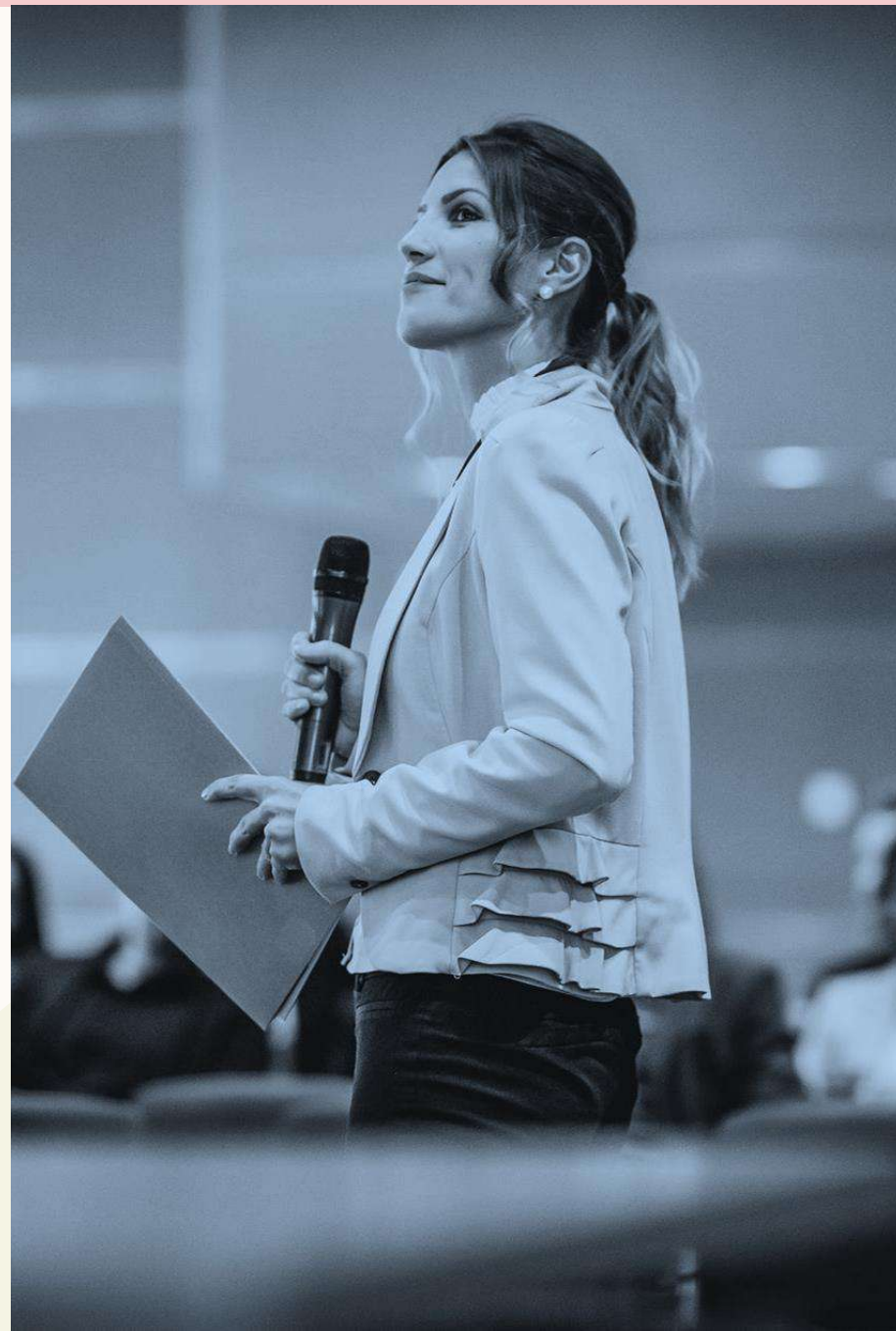
## 教育占政府开支比较



**2020年，巴布亚新几内亚国民议会通过了一系列改革后的高等教育法案。以下两个重要**

**因素如下：**

- 巴布亚新几内亚所有私立培训机构的认证现在将由高等教育、研究、科学和技术部（DHERTS）负责。这些私营机构现在将在DHERST下注册，而不再在劳动和劳资关系部的国家培训委员会（NTC）下注册。
- 巴布亚新几内亚教育部下属的商业和技术学院也被移交给人权事务部。教育部将负责该国的学前至高中教育。





# 我们学院的使命和愿景

## 愿景

我们的愿景是成为商业和技术教育领域的创新和卓越典范，为学员提供实用技能、适应能力和韧性，使他们能在不断变化的世界中蓬勃发展。我们的志向是持续推进我们的教育项目，倡导终身学习和高等教育，并成为个人成长、职业成功和社会正面影响的推动者。

## 使命

在IBT学院，我们以ITJTC的传统为基础，坚定不移地致力于促进创新和高效的学习方法，专注于能力培养、实用性和技术性。我们承诺致力于培养可就业技能，鼓励学员的独立性，提供全面的培训。此外，我们坚定不移地追求更高的教育标准，不断完善我们的教育项目，使每位学员具备塑造更美好未来所需的知识和能力，无论是现在还是在追求更高学术成就的过程中。

## 利用PHD的营地进行培训的意愿和计划

目标一：

利用PHD的新营地，向学院提供技术培训课程，包括：电力工程，汽车修理，电焊，重型及设备操作等。

目标二：

在EDEVU地区建设一座综合的校舍，能使学院的招生规模提高到千人以上的更高的水平。



# 学院5年发展计划概述：

## 1. DHERST 合规和认证：

- 与 DHERST 密切合作，解决 2023 年审计报告中提出的所有建议，确保符合认证标准和要求。

## 2. 结构重组：

- 重新定义组织结构，提高效率、透明度和问责制。
- 吸引多样化的专业人员和投资者，展示强大而灵活的行政框架。

## 3. 发展国际扩张：

- 加强与澳大利亚 Complete Street & Off-Road Car 的合作。
- 继续与中国青岛技师培训学院进行讨论和合作。

## 4. 质量教学管理：

- 实施强有力的质量保证体系，监督和提升教学质量。
- 为教职员工提供定期培训，使其了解最新的教育方法论。

## 5. 发展稳定透明的财务体系：

- 进行财务系统评估，制定清晰的财务政策和流程。
- 整合技术，提高数据准确性，并加强内部控制和审计。

## 6. 发展社区合作，支持学生成功：

- 开发项目，扩大行业合作，提供实习和就业机会。

## 7. 发展奖学金和校友参与：

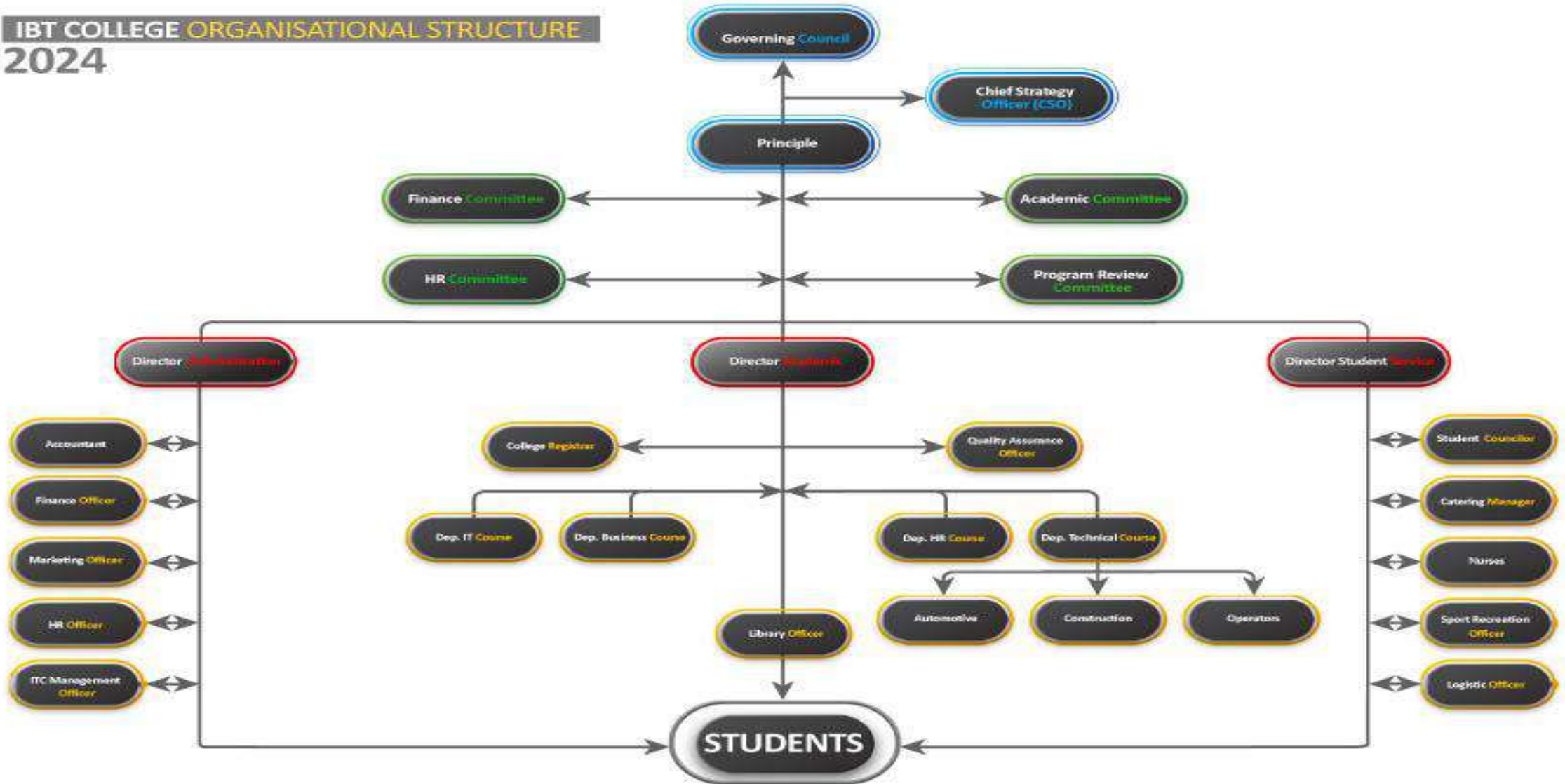
- 建立奖学金计划，支持有需要的学生。

以上亮点突出了在不同领域的战略举措，展示了学院在教育质量、治理、财务管理、国际合作和社区支持方面的承诺和成就



# 学院组织架构:

## IBT COLLEGE ORGANISATIONAL STRUCTURE 2024





# 在EDEVU建立学院校园的愿景概述：

以下是 IBT 学院为新 Edevu 校区建立制定的战略目标的亮点和重点内容：

## 1. 选址和规划：

- 进行全面评估和可行性研究，以确定适合建设 Edevu 校区的土地。
- 与当地政府、土地所有者和环境专家合作，确保所选址符合可持续土地利用实践和法规要求。

## 2. 总体规划和设计：

- 制定全面的总体规划，优先考虑可持续设计原则。

## 3. 基础设施发展：

- 采用可持续材料和技术实施分阶段的基础设施发展。
- 推动绿色校园倡议，如本地景观设计和可持续交通选项。

## 4. 可及性和包容性：

- 优先考虑校园设计和基础设施发展的可及性和包容性。
- 在建筑布局、路径、标志和设施中实施通用设计原则，确保所有人均可平等访问设施和便利设施。

## 5. 学术卓越和创新：

- 设计一套尖端的课程，融合最新的行业趋势和技术进展。
- 强调实践经验、实际应用和实际项目，增强学生参与度、批判性思维、问题解决能力和创造力。
- 提供多样化的学术项目和学习路径，确保学生能够获得相关和高质量的教育。

## 6. 地方社区参与和伙伴关系：

## 7. 研究和创新中心：

## 8. 学生成功和支持：

## 9. 技术整合和数字素养：

## 10. 环境管理和保护：

## 11. 长期可持续性和韧性：

这些亮点突显了 IBT 学院创建全面学习环境的承诺，包括学术卓越、创新、社区参与、文化保护、环境管理和长期可持续发展。

# PHD新农村建设与学院发展的共同目标

- 学院和PHD均致力于提高巴布亚新几内亚的高等教育水平
- 配合PHD打造新农村，建设社区学院，提升EDEVU在巴新教育界的地位。
- 聘任PHD优秀工程师作为培训师，担任学生实操培训导师。  
比如：电力工程，汽车维修，电焊，重型机械设备操作（如挖机，装载机，推土机等）。
- 我们都愿意通过优质的课程、先进的教学方法和专业的师资队伍，为学生提供丰富的学习体验和知识培养。
- 我们都愿意支持研究和创新，为巴新的学术和科技发展做出贡献。
- 我们都愿意通过与当地社区合作，培养本地人才，推动教育的普及和可及性，为巴新社会的整体发展作出努力。

综上所述，学院和PHD在学术卓越、创新、社区参与、文化保护、环境管理和长期可持续发展等方面有着共同的目标和价值观。我们愿共同努力，以创造更加有益于社会的学习和研究环境。



# 问答环节和讨论

# 结论和下一步行动计划

14

| 目标                        | 行动              | 时间  | 实施单位       |
|---------------------------|-----------------|-----|------------|
| 1. 得到PHD董事会批准             | 签署备忘录           | 4月  | PHD董事会     |
| 2. 营地有持续的电力供应             | 安装电力            | 4月  | PHD        |
| 3. 所有工作人员有明确的行动准则         | 撰写完善的营地员工守则     | 4月  | 学院政策制定部门   |
| 4. 所有学生有明确的行动准则           | 撰写起完善的学生守则      | 4月  | 学院政策制定部门   |
| 5. 设立食堂，使营地可以向所有进驻人员提供伙食。 | 配备购置需要的的厨具和人员安排 | 5月初 | 学院后勤部门     |
| 6. 使营地达到住宿和教学需要的基本条件      | 修复损坏的部分和需要完善部分  | 5月  | 维修团队和PHD支持 |
| 7. 使营地部分可能存在的危险地区得到保护     | 开始循序渐进的围墙安装     | 5月  | 合同单位       |
| 8. 配备必须的教学办公设施            | 办公及教学，后勤用具配备    | 5月底 | 学院教务处      |
| 3. 配置必要的常驻人员              | 挑选人员            | 6月初 | 学院理事会      |

**争取2024年6月前具备高教部实地验收的所需条件**



# 结束致辞



**INTERNATIONAL BUSINESS & TECHNICAL COLLEGE**  
**Strategic Development Plan**  
**(2024 - 2029)**

P. O Box 616 Gordon, NCD  
6 Mile, Kanage St.  
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Email: [itjtcmal@itctc.com](mailto:itjtcmal@itctc.com)



**COLLEGE THAT  
CHANGES LIVES!**





# International Business & Technical College

(IT Job Training Center)

## Strategic Development Plan (2024 - 2029)



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# International Business & Technical College Strategic Development Plan (2024 - 2029)

## ACKNOWLEDGEMENTS

We, the IBT College wish to recognize and thank all the partners and individual contributions to the development of this plan, in particular we would like to acknowledge:

Department of Higher Education, Research, Science and Technology

PNG Hydro Development Limited

AG Investment Limited

Advanced Electric Apparatus & Const. Co

POM Packaging Limited

PNG Customs Service

The Board of IBT College

The Academic Committee of IBT College

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# ACRONYMS AND ABBREVIATION

|             |  |
|-------------|--|
| SDP         | Strategic Development Plan                                       |
| IBT COLLEGE | International Business & Technical College                       |
| ITJTC       | IT Job Training Center   |
| PNGNQF      | PNG National Qualification Framework                             |
| NTC         | National Training Council  |
| DHERST      | Department of Higher Education, Research, Science and Technology |
| KPI         | Key Performance Indicator  |
| AC          | Academic Committee   |
| QAC         | Quality Assurance Committee                                      |
| PNGHDL      | PNG Hydro Development Limited                                    |
| ETC         | Edevu Training Camp  |
| M&E         | Monitoring and Evaluation  |

# 1. THE HISTORY OF INTERNALTIONAL BUSINESS & TECHNICAL COLLEGE

The ITJTC legacy starts since 1999, it began as an Internet café/Instant office service provider known as e-Business Center. In response to the growing demand for Information and Technology training, we evolved in 2008, incorporating IT Job Training Center based on the foundation of the e-business center. Our institution is registered under the National Training Council with NTC number 157.

The establishment of ITJTC in 1999 coincided with the promotion and implementation of PNGNQF in Papua New Guinea. In alignment with the government’s emphasis on long-term research and investigation, we actively responded, conduct various of consult, research, study and training, and

also, we forming a strategic partnership with TAFE Academies in Australia, specifically the Southern Queensland Institute of TAFE. Our all-positive reactions aimed to ensure that our courses meet the stringent requirements of PNGNQF standards, covering key areas such as business management, human resource management, IT, and accounting etc.

Following the recommendations of the DHERST Audit team in July 2023, the



International Business & Technical College (IBT College) underwent a rebranding initiative, transitioning from its previous identity as IT Job Training Center (ITJTC). The institution successfully re-registered with the Investment Promotion Authority (IPA) in October 2023. The official launch of IBT College took place on the 8th of December 2023.

Notably, ITJTC successfully renewed its registration in 2017, underscoring our commitment to providing quality education. This renewal signifies that all six courses introduced by our institution are accredited by the PNG National Training Council, reinforcing our dedication to meeting and exceeding industry standards.

The operational landscape of ITJTC has been significantly impacted by the unprecedented challenges posed by the Covid-19

pandemic. In response to the evolving situation, the institution made the difficult decision to downsize its operations and restrict enrolments, aligning with government regulations aimed at ensuring public safety. This measure, unfortunately, extended to the postponement of the registration renewal process, a necessary step taken to navigate these turbulent times. The institution remains resilient and looks forward to a resumption of normalcy once the borders reopen in 2022.

ITJTC stands as a steadfast pillar in the educational tapestry of Papua New Guinea, committed to the delivery of exceptional training services. Over the past 15 years, ITJTC has proudly contributed to the PNG workforce, producing over 20,000 skilled professionals who have become valuable assets to the nation. Additionally, we have successfully trained more than 10,000 employees, addressing skill gaps for various corporate clients, and extended our services to benefit the surrounding communities, including the esteemed police force. Our unwavering dedication to excellence continues to shape a brighter future for individuals, industries, and communities across Papua New Guinea.





## 2. THE METHODOLOGY FOR THIS STRATEGIC PLANNING

### 2.1 THE CONTEXT

As we approach 2023, IBT College is on the brink of a transformative journey, marked by a comprehensive audit by the Department of Higher Education, Research, Science, and Technology (DHERST). This initiative signals a profound shift in our institutional identity, envisioning ITJTC's evolution into IBT College—a well-established, innovative, and professionally managed higher education provider.

Our strategic vision unfolds through a multi-faceted approach, intending to enhance the educational experience for students and stakeholders. Embracing the challenges of the DHERST audit, our goal is not just compliance but excellence. We aspire to align our mission and vision with contemporary educational paradigms and industry requisites, positioning IBT College as a beacon of educational innovation for a dynamic and progressive future.

In navigating this transformative period, our central objective is to extend the benefits of our high-quality, effective, and affordable training services to a broader spectrum of Papua New Guineans. Rooted in a commitment to inclusivity and accessibility, we aim to ensure the transformative power of education reaches diverse communities in PNG.

Additionally, our journey entails a strategic pivot from a decade and a half of specialized training expertise towards the establishment of a standardized higher education program. This evolution signifies not just a change in approach but a holistic commitment to providing a comprehensive and globally competitive educational experience.

Within the pages that follow, we present a meticulous 5-year plan outlining objectives, strategies, and actions that will shape IBT College's trajectory. Crafted with dedication to excellence, innovation, and responsiveness, this roadmap addresses the dynamic needs of students, industry partners, and the broader PNG community. As we embark on this transformative odyssey, we invite all stakeholders to join us in shaping a future where education becomes a catalyst for positive change, empowerment, and collective progress.

Recognizing the unique landscape of private higher education, the IBT College Strategic Planning Task Force has considered pivotal factors in the context of contemporary PNG higher education. First, acknowledging that today's students differ from previous generations, we must adapt to their evolving needs and preferences. The demographics of our student population are more diverse, representing a variety of backgrounds and learning styles, notably through technology. Second, in response to the rapid changes in societal dynamics, we must match the pace of this evolution. Third, recognizing the financial challenges faced by public agencies, we understand the need to adapt to a changing funding model for higher education. Private institutions must not only survive but also demonstrate adaptability, creativity, and innovation. Embracing a strategic approach that involves external outreach and internal collaboration, we aim to attract talents and funds, swiftly enhancing the college's capabilities within a short timeframe.





## 2.2 PROCESS

The comprehensive development of the five-year plan was meticulously carried out by a dedicated Task Force start from August 2023. Throughout this intricate process, we meticulously reviewed the content and execution of the preceding five-year plan. Additionally, we proactively sought and carefully considered the perspectives of diverse stakeholders to ensure the plan's robustness, reliability, and feasibility. This inclusive approach aimed to incorporate a wide array of insights, fostering a well-rounded and implementable strategy.

## 2.3 PARTICIPANTS

The SDP Task Force at IBT College was led by Yunyang Sun and comprised 7 members, serving as representatives from various segments of the college community. This diverse group included students, teaching and research faculty, administrative and professional faculty, alumni/community, and at-large constituents.

To facilitate a thorough examination of key themes and align with the strategic goals, two subgroups were established. These subgroups focused on two central themes, with additional attention given to refining the institutional mission, vision, and core values. These subgroups brought together students, faculty, staff, alumni, and community members with expertise and keen interest in the specific areas under consideration. In total,



approximately 20 individuals from the IBT College community actively participated in the strategic planning process.

## 2.4 TIMELINE

The Task Force and subgroups commenced their work in August 2023, and each subgroup diligently formulated recommendations. These recommendations were presented to the Task Force, fostering open communication and seeking broader feedback. President Sunny Sun actively engaged with the subgroups, holding regular individual meetings to monitor progress and offer guidance.

In January 2024, the Task Force thoroughly reviewed and accepted the comprehensive set of recommendations. Subsequently, a dedicated writing team initiated the development of a preliminary draft for the strategic plan. The writing process extended over the following months, culminating in a draft plan presented to the Board in mid-April 2024.

Taking into account feedback from the



Board, the final draft was refined and officially approved on April 26, 2024, marking a significant milestone in the strategic planning process at IBT College.

## 2.5 IDENTIFICATION OF GOALS AND STRATEGIES

Development of the institutional goals and strategies took several stages: data collection, analysis, selection and consensus. Each subgroup collected data from a variety of internal and external sources and benchmarked them against peer institutions both in and out of state. Prior work on major planning efforts was also considered based on the last 15-year operation's Strategic Plan, to identify what the college is doing now, where the college should go and what is needed to accomplish its desired new goals.

New goals and strategies were selected in light of the data analysis to not only address the area themes but also to boost enrollment, reach new markets and increase revenues.

To ensure consistency in the process and allow for objective review of proposed goals and strategies, the task force entered specific information into a common planning template. The template includes accountability measures of key performance indicators, targets, timelines for completion of strategies and responsible personnel. A recommended budget/business plan was also submitted to identify what additional resources would be necessary to carry out the recommended goals and strategies.

Based on the Task Force's collective agreement on which goals and strategies should be adopted, a writing team of two faculty and staff converted the approved planning templates into the summarized plan that is presented within the pages of this document.

## 2.5 TRANSPARENCY AND ACCOUNTABILITY

The planning process has been transparent in order for all members of the campus community and the general public to remain informed of the Task Force's progress. Publicly can access express views through website, providing general information about the membership of the Task Force, scheduled meetings, rosters and reports of each subgroup, relevant planning resources and contact information. Students, faculty, staff, administrators and board members were provided updates on the status of the strategic planning activities through information provided in various settings, including scheduled meetings and open forums.



## 3. VISION AND MISSION

### 3.1 INTRODUCTION

The SDP 2024-2029 reflects a commitment to redefining ITJTC's vision and mission. Through this plan, we aspire to expand our reach and provide affordable, effective, and high-quality training services to a broader audience in PNG. Simultaneously, our goal is to transition 15 years of training expertise into a standardized higher education program.



### 3.2 VISION

# VISION

*Our vision is to be a beacon of innovation and excellence in the fields of business and technology education, where learners are equipped with not only practical skills but also the adaptability and resilience to thrive in a dynamic world. We aspire to continuously advance our offerings, promoting lifelong learning and higher education, and to be recognized as a catalyst for personal growth, professional success, and positive societal impact.*



### 3.3 MISSION

# MISSION

*At IBT College, building upon our legacy as ITJTC, we are steadfast in our mission to promote innovative and effective learning methods with a focus on competency, practical and technical utility. Our dedication to fostering employable skills, encouraging independence, and delivering comprehensive training remains unwavering. Moreover, we are resolutely committed to the pursuit of higher education standards, enhancing our offerings to empower every one of our trainees with the knowledge and capabilities needed to shape a brighter future for themselves and their communities, now and in the pursuit of advanced academic achievements.*

### 3.4 CORE VALUES

- **Student Empowerment and Success** — We engage and support our students in the discovery and pursuit of their own unique paths.
- **Excellence** — We expect our community to strive for the highest standards.
- **Inclusiveness** — We are committed to a spirit of cooperation and collaboration, embracing and honoring the diversity of our community.
- **Community** — We foster relationships and a culture of service within and beyond our university community.
- **Intellectual Freedom** — We encourage and defend a fearless exploration of knowledge in all its forms.
- **Innovation** — We inspire and support creativity in research, scholarship, pedagogy and service.
- **Sustainability** — We are committed to integrating sustainable practices into all aspects of our operations and engage students across the curriculum to learn, discover and contribute to positive current and future environmental solutions

### 3.5 MOTTO

# MOTTO

**Make  
higher  
education  
affordable and  
accessible for  
every one in  
PNG**



## 4. GOALS AND STRATEGIES

### 4.1 COMPLETE DHERST COMPLIANCE AND ACCREDITATION

- Collaborate closely with DHERST, address all the recommendation outlined on the 2023 audit report, to ensure compliance with accreditation standards and requirements.
- Engage in proactive communication with regulatory bodies to address any concerns and seek guidance.
- Strive for accreditation that reflects our commitment to quality education and compliance with national standards.

#### Implementation Strategy:

- Establish a dedicated task force for each objective, comprising experts in education, administration, and industry representation.
- Regularly assess progress through key performance indicators (KPIs) and adjust strategies accordingly.
- Encourage feedback from students, faculty, and stakeholders for continuous improvement.
- Prioritize sustainability, inclusivity, and social responsibility in all development initiatives.



### 4.2 STRUCTURAL RESTRUCTURING

- Redefine the organizational structure to enhance efficiency, transparency, and accountability.
- Attract a diverse range of majors and investors by showcasing a robust and adaptable administrative framework.
- Implement governance models that encourage collaborative decision-making and strategic planning.

#### Implementation Strategy:

### Conduct Organizational Audit:

- Initiate a comprehensive organizational audit to identify inefficiencies and redundancies within the current structure.
- Engage external consultants to provide an objective assessment and recommendations for improvement.

### Develop Restructuring Plan:

- Based on the findings of the audit, create a detailed plan outlining the necessary changes to enhance efficiency, transparency, and accountability.
- Clearly define roles, responsibilities, and reporting lines to eliminate ambiguity.

### Communicate Changes Effectively:

- Implement a communication strategy to keep all stakeholders informed about the restructuring process.
- Address concerns and uncertainties through regular updates, town hall meetings, and transparent communication channels.

### Enhance Administrative Framework:

- Showcase the revamped administrative framework to potential investors and majors.
- Highlight the adaptability of the new structure to accommodate growth, diversification, and emerging industry trends.

### Diversity and Inclusivity Initiatives:

- Introduce initiatives to attract a diverse range of majors and investors, emphasizing the college's commitment to inclusivity.
- Collaborate with industry partners and organizations to foster connections and attract investment.

### Implement Collaborative Governance Models:

- Establish governance models that encourage collaborative decision-making and strategic planning.

- Introduce cross-functional teams to address key challenges and opportunities, ensuring diverse perspectives are considered.

### Training and Development:

- Provide training programs for staff to adapt to the new organizational structure and roles.
- Offer leadership development programs to equip key personnel with the skills needed for effective governance.

### Performance Metrics and Monitoring:

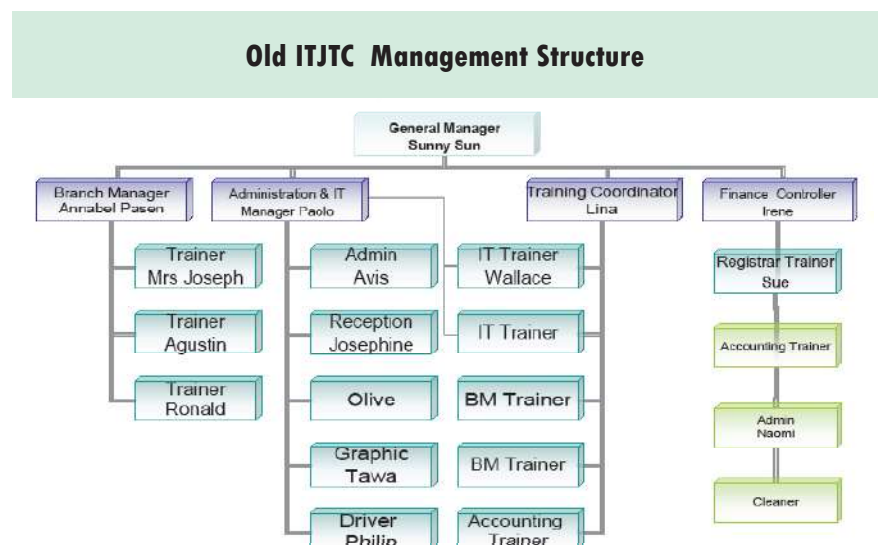
- Define clear performance metrics aligned with the goals of the structural restructuring.
- Implement regular monitoring and evaluation processes to assess the effectiveness of the new organizational framework.

### Continuous Improvement:

- Foster a culture of continuous improvement by soliciting feedback from staff, students, and stakeholders.
- Regularly review and refine the organizational structure based on emerging needs and industry changes.

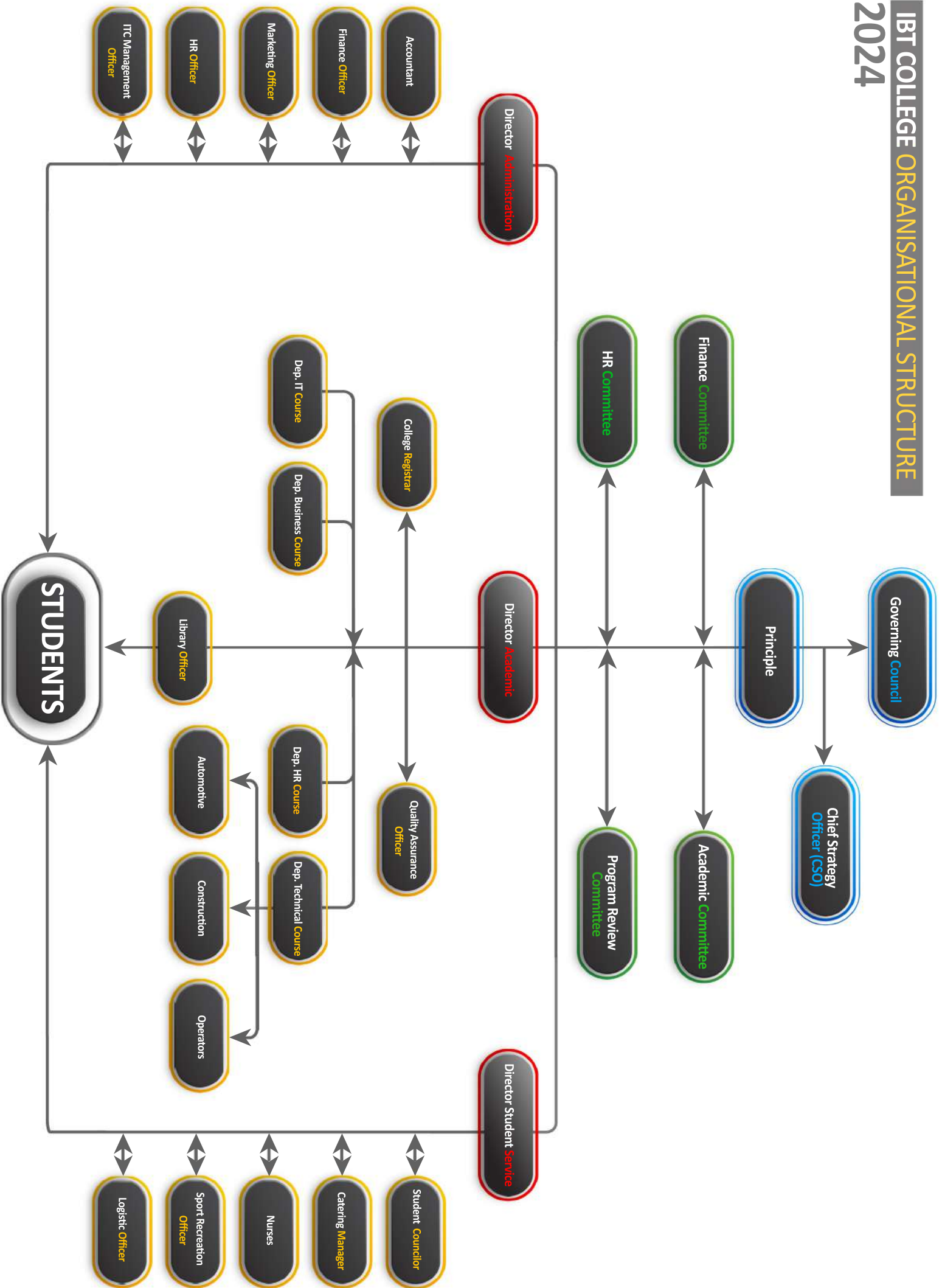
### Legal and Compliance Considerations:

- Ensure that the restructuring aligns with legal and regulatory requirements.
- Seek legal counsel to navigate any potential challenges and ensure compliance throughout the process.





# IBT COLLEGE ORGANISATIONAL STRUCTURE 2024



### 4.3 STAKEHOLDERS DEVELOPMENT AND RESTRUCTURE

Attract professionals and investors who have shown interest to join the shareholders and use their expertise and funds to jointly build the infrastructure of the college and strengthen the faculty and management capacity of the college



#### Implementation Strategy:

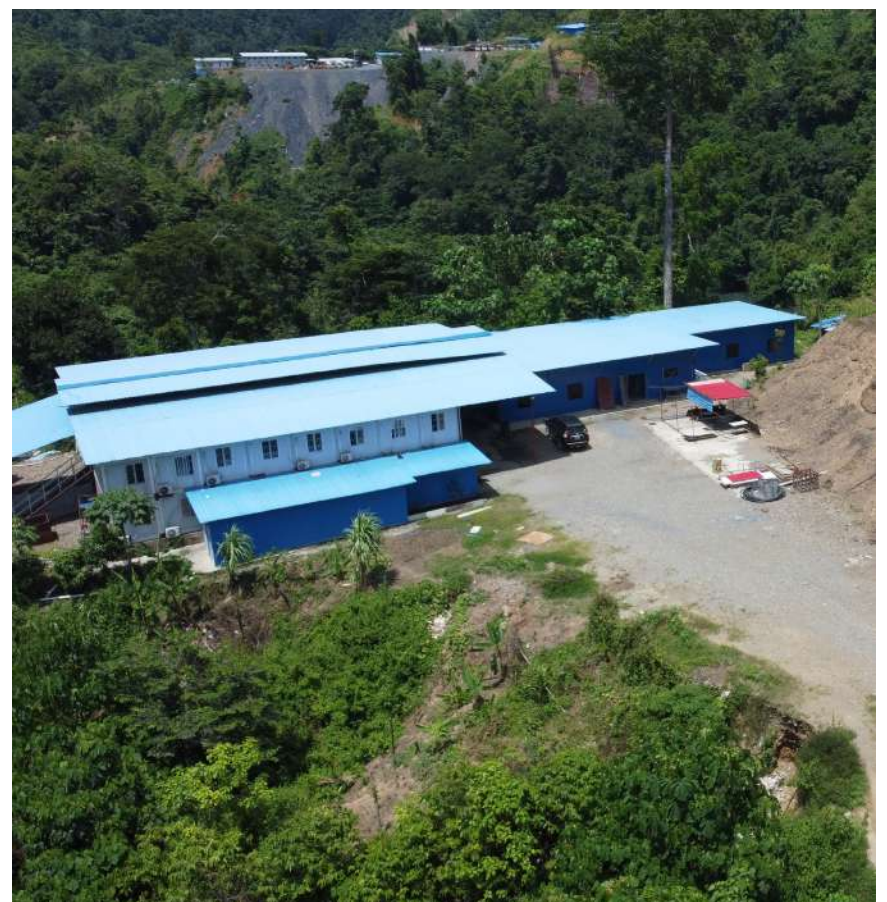
- Identify and conduct various discussion and negotiation with interested professionals and investors: **AG investment, PNG Hydro Development LTD, and Advanced Electric Apparatus & Const. Co. China CRCE Construction**
- Present clear investment opportunities aligned with college goals.
- Create personalized investment packages based on stakeholder expertise.
- Propose joint projects and seek input for college expansion.
- Design programs demonstrating how investments enhance faculty and management.
- Conduct due diligence for legal and financial

confidence.

- Involve stakeholders in key decisions for a collaborative environment.
- Recognize contributions and offer incentives for involvement.
- Organize regular forums for interaction, feedback, and updates.
- Focus on building lasting relationships for continued collaboration.

### 4.4 FACILITY AND INFRASTRUCTURE DEVELOPMENT

- Undertake extensive improvements in school building construction to create a modern and conducive learning environment.
- Upgrade teaching aids and resources to align with industry standards and technological advancements.
- Invest in state-of-the-art laboratories, libraries, and recreational spaces to enrich the overall student experience.





## Implementation Strategy

- Conduct expansion of Six Mile Campus building expansion
- Rebuild class rooms at Brown River Technical Training Camp
- Reequip all the necessary faculty at Brown River Camp include Student cafeteria, canteen, emergency room, internet access.
- Purchase and arrange all the necessary technical training equipment for the Brown River workshop, so that it can meet the course requirements of all the technical training we need.

## 4.5 DESIGN AND DEVELOP NEW TECHNICAL TRAINING PROGRAM

- Conduct a comprehensive review of existing curricula to ensure relevance and compliance with industry standards.
- Introduce new programs and majors that cater to emerging market demands and technological advancements.
- Establish partnerships with industry leaders for curriculum development and real-world applicability.

### Implementation Strategy

- Form a technical program development team with diverse expertise.
- Collaborate with industry leaders to understand market demands and trends.
- Explore emerging technologies and incorporate them into new program offerings.
- Establish advisory boards with industry experts for ongoing input.
- Develop a process for continuous curriculum evaluation and updates.
- Ensure alignment with accreditation standards and regulatory requirements.
- Provide professional development opportunities for

faculty to stay updated.

- Regularly assess program outcomes and adjust curricula accordingly.
- Foster partnerships with industries for internships, projects, and guest lectures.
- Implement a phased approach for introducing new programs and majors.
- Monitor enrolment trends and adjust offerings based on student demand.
- Periodically review and update program offerings to reflect changing needs.

## 4.6 QUALITY TEACHING MANAGEMENT

- Implement a robust quality assurance system to monitor and enhance teaching quality.
- Conduct regular training programs for faculty members to stay updated on the latest educational methodologies.
- Establish mentorship programs to foster professional development among teaching staff.

### Implement Strategy

- *Faculty Training Programs:*
  - Design regular training sessions on the latest educational methodologies.
  - Encourage attendance at external workshops and conferences.
  - Establish an accessible resource bank for continuous self-directed learning.
- *Mentorship Programs:*
  - Create a mentorship framework pairing experienced educators with newer faculty.
  - Facilitate regular knowledge-sharing sessions and collaborative lesson planning.
  - Monitor and assess the effectiveness of mentorship programs through feedback.

- *Continuous Improvement:*
  - Instill a culture of continuous improvement by recognizing outstanding teaching.
  - Implement peer-review processes for ongoing assessment and feedback.
  - Provide avenues for faculty to propose and implement innovative teaching strategies.
- *Monitoring and Evaluation:*
  - Regularly monitor faculty workload for balance and prevent burnout.
  - Collect and analyze student input on learning experiences for improvements.
  - Conduct periodic reviews of teaching strategies with data-driven decision-making.
- *Professional Development:*
  - Offer structured opportunities for faculty to pursue advanced degrees and certifications.
  - Foster a collaborative environment for sharing best practices.
  - Align professional development with institutional goals and individual career aspirations.
- *Technology Integration:*
  - Explore and introduce technology tools enhancing teaching and learning.
  - Provide targeted training on the effective use of educational technology.
  - Evaluate the impact of technology integration on teaching outcomes through assessments and feedback.

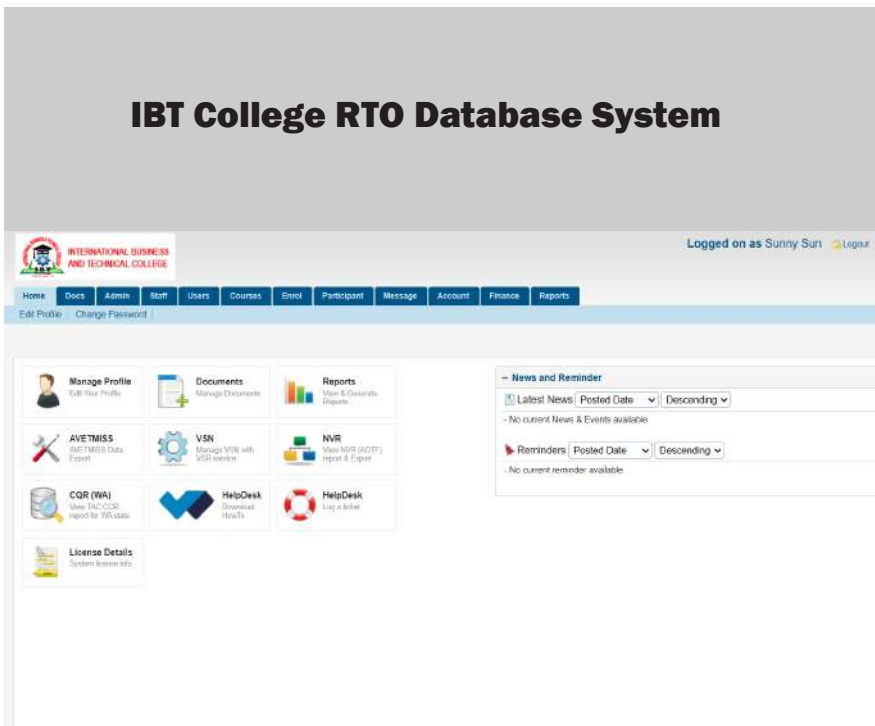
## 4.7 DEVELOP STABLE TRANSPARENT FINANCIAL SYSTEM

Ensuring a stable and transparent financial system is pivotal for the sustainable growth and success of ITJTC. A robust financial infrastructure forms the backbone of effective resource allocation, strategic decision-making, and overall institutional resilience. This commitment to financial stability and transparency aligns with ITJTC's

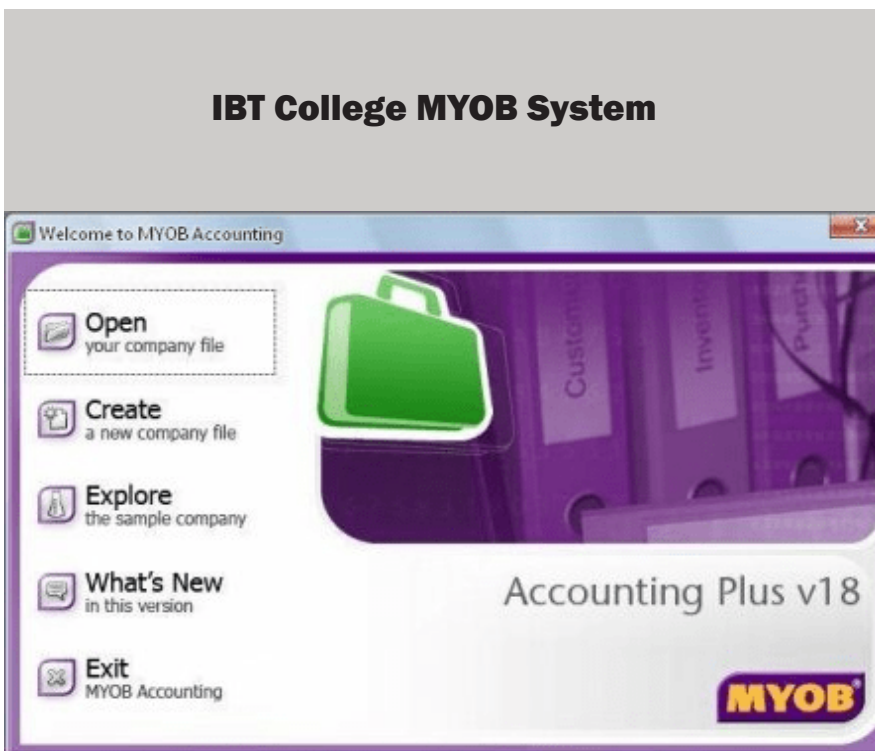
mission to provide quality education and services. The implementation of a sound financial system will enhance accountability, foster trust among stakeholders, and contribute to the institution's long-term viability.

### Implement Strategy:

- *Financial System Assessment:*
  - Engage professional accounting firm to conduct a thorough assessment of the existing financial system to identify strengths, weaknesses, and areas for improvement.
  - Engage financial experts to provide insights into industry best practices and compliance standards.
- *Policy Development:*
  - Formulate and document clear financial policies and procedures that encompass budgeting, expenditure control, revenue generation, and reporting.
  - Ensure alignment with regulatory requirements and international financial standards.
- *Technology Integration:*
  - Continue develop current MYOB system so that capture more feature of the operation needed
  - Continue develop the current RTO Manager system.
  - processes, reduce manual errors, and enhance data accuracy.
  - Provide training to staff for seamless integration and optimal utilization of the new financial technology.
- *Internal Controls and Audits:*
  - Implement robust internal control mechanisms to safeguard against financial irregularities and ensure compliance with policies.
  - Schedule regular internal audits to assess adherence to financial procedures and identify areas for refinement.



- **Capacity Building:**
  - Conduct training sessions for finance and administrative staff to enhance their skills in financial management, reporting, and compliance.
  - Encourage continuous professional development to stay abreast of evolving financial regulations.
- **Budget Planning and Monitoring:**
  - Develop a comprehensive budgeting framework that aligns with ITJTC's strategic goals and priorities.
  - Implement a systematic monitoring process to track budget performance against predefined metrics.



- **Risk Management:**
  - Identify potential financial risks and implement strategies to mitigate them effectively.
  - Establish a risk management committee to proactively address financial challenges and uncertainties.
- **Stakeholder Engagement:**
  - Engage stakeholders, including faculty, staff, students, and external partners, in the financial decision-making process.
  - Solicit feedback on financial policies and practices to ensure inclusivity and transparency.
- **Continuous Improvement:**
  - Foster a culture of continuous improvement by regularly reviewing and updating financial policies and procedures.
  - Encourage feedback loops and lessons learned sessions to adapt to changing institutional needs.

- **Transparency Measures:**
  - Engage external public accounting firm to manage college tax return and financial report and audit etc.
  - Institute transparent financial reporting practices, providing stakeholders with regular updates on budget allocations, expenditures, and revenue streams.
  - Establish a user-friendly platform for accessing financial information, fostering a culture of openness and accountability.

By implementing this strategy, ITJTC will fortify its financial foundation, instilling confidence in stakeholders and facilitating sustainable growth and development.

## 4.8 DEVELOP INTERNAL EXPANTION

- Further strengthen cooperation with Australia Complete Street & Off-Road Car
- Continue to discuss and cooperate with Qingdao Technician Training Institute in China

### Implement Strategy

- Strengthen and expand cooperative training for apprentices based on prior successful collaborations.
- Strive to transition hired apprentices into Australian apprenticeships through dedicated efforts.
- Continue the development of joint training initiatives with Qingdao Technician College, utilizing online platforms.
- Implement the agreed project to introduce sets of technical training facility from China into PNG in support our college

## 4.9 STRATEGIC ENROLLMENT GROWTH

- The successful accreditation by DHERST is anticipated to significantly enhance our enrolments figures for the year 2025. Building upon this momentum and expanding our Technical Training Department, along with the construction of a new training camp, we aspire to achieve a substantial increase in enrolments, reaching 400 students in 2025, with a targeted annual growth rate of 15% in the subsequent years.
- In addition to student enrolments, our goal includes facilitating the training of 200 employees for our corporate clients in the year 2025. We aim to sustain a growth rate of 20% per year over the next five years.

### Implementation Strategy:

- **DHERST Accreditation:** Actively pursue and successfully secure accreditation from DHERST, ensuring alignment with national education standards.
- **Technical Training Department Expansion:** Extend the capabilities and offerings of our Technical Training Department to attract a diverse range of students interested in technical programs.

- **Training Camp Construction:** Develop and establish a modern training camp, providing an ideal environment for immersive learning experiences and hands-on training.

- **Enrolment Campaigns:** Launch targeted marketing and awareness campaigns to promote the expanded programs, emphasizing the benefits and opportunities available at IBT College.

- **Corporate Training Partnerships:** Strengthen existing and establish new partnerships with corporate clients, offering tailored training programs to enhance the skills of their employees.

- **Continuous Evaluation:** Implement regular assessments and evaluations of enrollment strategies, adjusting the approach as needed to meet evolving demands and market trends.

- **Monitoring and Adjustment:** Establish a monitoring system to track enrollment growth and corporate training participation, allowing for real-time adjustments to strategies based on performance indicators.

- **Industry Collaboration:** Collaborate with industry leaders and organizations to understand emerging trends and align training programs with the evolving needs of the job market.

By strategically implementing these measures, IBT College aims to not only achieve its enrollment targets but also to provide quality education that meets the demands of both students and corporate clients, contributing to the overall growth and development of Papua New Guinea.

## 4.10 ACADEMIC EXCELLENCE

At IBT College, we recognize that achieving academic excellence hinges on the trifecta of top-tier trainers, cutting-edge and peWWWWrtinent programs, and a robust quality assurance system.

### Implement Strategy

- **Trainer Selection Committee:**
  - Rigorous selection process to identify and enlist highly qualified trainers.
  - Implementation of improved conditions to foster trainer stability and commitment.



- **Program Review Committee:**
  - Ongoing evaluation to ensure program content remains relevant and stays abreast of industry updates.
- **Training Delivery Partnerships:**
  - Cultivation of diverse partnerships to involve industry professionals in program delivery.
  - Engagement of qualified individuals to provide expertise and deliver specific program units.
- **Quality Assurance Committee:**
  - Preliminary screening and assessment of trainer qualifications and capabilities.
  - Rigorous evaluation to verify the fulfillment of skill requirements outlined in unit competency criteria.

Our commitment to academic excellence is fortified through these strategic measures, ensuring a dynamic and responsive learning environment at IBT College.

#### 4.11 BRAND IDENTITY

- **Rebranding Initiative:**
  - Undertake a comprehensive rebranding strategy to align with the institution's renewed vision and mission.
  - Incorporate stakeholder input to ensure resonance with the wider community.



- **Visual Identity Enhancement:**
  - Redesign the website, incorporating modern elements that symbolize progress and innovation.
  - Develop a consistent visual language across all communication channels.
- **Communication Strategy:**
  - Formulate a cohesive communication plan to introduce the rebranded identity to internal and external stakeholders.
  - Utilize various channels, including social media and traditional platforms, for effective brand dissemination.
- **Brand Guidelines:**
  - Establish clear brand guidelines outlining the proper use of the new identity.
  - Disseminate guidelines to all staff and stakeholders to ensure consistent brand representation.
- **Community Engagement:**
  - Organize events and campaigns to engage the community in the rebranding process.
  - Seek feedback and involve stakeholders in building a positive perception of the new brand.

The rebranding of ITJTC is a strategic initiative aimed at fostering a refreshed brand identity, reflecting the institution's evolution and commitment to excellence.

#### 4.12 DEVELOP COMMUNITY PARTNERSHIP TO SUPPORT STUDENT SUCCESS

We recognize that students' success extends beyond academic achievements and encompasses their post-education pathways and employability.

##### Implement Strategy:

- **Comprehensive Success Programs:**
  - Develop programs that extend beyond academic achievement to encompass post-education pathways and employment readiness.

- *Career Guidance Services:*
  - Enhance career counselling services to guide students in making informed decisions about their future.
- *Industry Partnerships:*
  - Foster collaborations with industries to provide students with insights into real-world applications and potential career opportunities.
- *Alumni Network Strengthening:*
  - Build and strengthen an alumni network to facilitate mentorship and support for current students.
- *Skill Enhancement Programs:*
  - Introduce skill development programs that align with market demands, increasing students' competitiveness in the job market.

This strategy aims to ensure that student success is holistically addressed, considering not just academic achievements but also their preparedness for the professional landscape.



## 4.13 DEVELOP SCHOLSHIP GIVING AND ALUMNI ENGAGEMENT

Recognizing the vital role of financial support and continued engagement, ITJTC aims to develop a robust strategy for scholarship giving and alumni engagement. This initiative focuses on fostering a strong sense of community, providing financial assistance to deserving students, and building lasting connections with our alumni. By implementing targeted programs and initiatives, we strive to create a supportive environment that encourages both current students and graduates to actively participate in the college community and contribute to the success of future generations

### Implement Strategy

- Establish a scholarship program to support deserving students financially.
- Cultivate strong connections with alumni to foster engagement and participation.
- Implement initiatives to encourage alumni to contribute to the scholarship fund.
- Organize events and activities to facilitate networking and collaboration between alumni and current students.
- Create a platform for alumni to share their experiences and insights with the current student body.
- Develop communication channels to keep alumni informed about the college's developments and achievements.
- Recognize and appreciate the contributions of alumni through various acknowledgment programs.
- Collaborate with external partners to enhance scholarship opportunities for students.
- Regularly assess and enhance strategies to promote scholarship giving and alumni involvement.



## 5. KEY PERFORMANCE INDICATORS

| Key Performance Indicator / Goals  | Baseline  | Target   | Timeline   | Responsible Party       |
|--|---|--|--|-------------------------|
| <p><b>4.1 Complete DHERST Compliance and Accreditation</b></p> <p>Collaborate closely with DHERS, address all the recommendation outlined on the 2023 audit report, to ensure compliance with accreditation standards and requirements.</p> <p>Engage in proactive communication with regulatory bodies to address any concerns and seek guidance.</p> <p>Strive for accreditation that reflects our commitment to quality education and compliance with national standards.</p> <p>Number of DHERST recommendations addressed</p> <ul style="list-style-type: none"> <li>- Accreditation status achieved</li> </ul> | <p>2023 July conducted DHERST audit, an audit report was given in Oct 2023,</p> <p>A letter from DHERST inform 6-month time line to submit a recommendation implement report for post audit</p> | <p>Address all the 10 Audit report improvement recommendations. Get college DHERST registration and accreditation.</p> | <p>1st April 2024 complete the report.</p> <p>May 2024 post audit</p> <p>Jun to July complete college registration and accreditation</p> | <p>Work committee</p>   |
| <p><b>4.2 Structural Restructuring</b></p> <p>Redefine the organizational structure to enhance efficiency, transparency, and accountability.</p> <p>Attract a diverse range of majors and investors by showcasing a robust and adaptable administrative framework.</p> <p>Implement governance models that encourage collaborative decision-making and strategic planning.</p> <ul style="list-style-type: none"> <li>- Implementation of restructuring plan</li> <li>- Stakeholder satisfaction with changes</li> </ul>   | <p>Current work-force up grade</p>  | <p>Define the needs, created new management structure, conduct training according job description.,</p>                | <p>Start from April 2024, the new management structure should be implemented.</p>  | <p>Work Committee</p>   |
| <p><b>4.3 Stakeholds development and restructure</b></p> <p>Attract professionals and investors who have shown interest to join the shareholders and use their expertise and funds to jointly build the infrastructure of the college and strengthen the faculty and management capacity of the college</p> <ul style="list-style-type: none"> <li>- Successful negotiation and agreement completion</li> </ul>  | <p>2 Organisation and 1 individual already show there interesting in contribute in PNG higher education sector.</p>   | <p>Sign agreement with each party.</p>   | <p>Fall in 2024 to conduct meeting and discussion with related party, at July 2024 sign the agreements</p>                               | <p>Negotiation Team</p> |
| <p><b>4.4 Facility and Infrastructure Development</b></p>  |   | <p>[Completion date]</p>   | <p>[Timeline]</p>  | <p>Negotiation Team</p> |



| <b>Key Performance Indicator / Goals</b>   | <b>Baseline</b>                          | <b>Target</b>  | <b>Timeline</b>  | <b>Responsible Party</b>           |
|--|--|--|--|------------------------------------|
| Completion of Six Mile Campus expansion  | Completed                                | Automotive workshop / Hall construction  | Completed in 2023  |                                    |
| Rebuilding of Brown River Technical Training Camp classrooms   | New initiative                           | Reequip all the necessary faculty at Brown River Camp include Student cafeteria, cafeteria, emergency room, internet access.   | Finalize legal documents in May, work complete in August 2024                          | Negotiation Team                   |
| Equipping Brown River Camp facilities  | New initiative                           | Purchase and arrange all the necessary technical training equipment for the Brown River workshop, so that it can meet the course requirements of all the technical training we need. | Finalize legal documents in May, work complete in August 2024                          | Contractor<br>Managing Director    |
| <b>4.5 Design and Develop New Technical Training Program</b>   |  |  |  |                                    |
| List of new technical course introduced  | New initiative                           | Present a list of new technical course to the market.  | List complete in April 2024.   | Technical Program Development Team |
| Industry partnerships established  | New initiative                           | Sign the student's employment support agreement with 2 industry partners.  | May 2024 and continue development and implementation with annual progress through 2029 | Managing Director                  |
| <b>4.6 Quality Teaching Management</b>   |  |  |  |                                    |
| Implement a robust quality assurance system to monitor and enhance teaching quality.                           |  | Create related policy and quality review tools   | Fall 2024 development and implementation with annual progress through 2029             | Quality Assurance Committee        |
| Conduct regular training programs for faculty members to stay updated on the latest educational methodologies. |  |  |  |                                    |
| Establish mentorship programs to foster professional development among teaching staff.                         |  |  |  |                                    |
| Integration of technology in teaching  | Utilize current online training platform | Face to face blend with online training to give all students access to online training platform  | Fall 2024 development and implementation with annual progress through 2029             | IT Team                            |
| <b>4.7 Develop Stable Transparent Financial System</b>   |  |  |  |                                    |
| - Internal audit completion  | New initiative                           | Conduct review and audit for past years financial practice   | To be complete at April 2024   | Finance Committee                  |



| <b>Key Performance Indicator / Goals</b>  | <b>Baseline</b>                          | <b>Target</b>  | <b>Timeline</b>   | <b>Responsible Party</b> |
|---|--|--|---|--------------------------|
| - Successful implementation of financial policies   | New initiative                           | Implement all financial policies, conduct staff training   | Fall 2024 development and implementation with annual progress through 2029  | Finance Committee        |
| Conduct inhouse staff training for MYOB software and financial policies.                                | New initiative                           | Continue develop current MYOB system so that capture more feature of the operation needed  | To be complete at April 2024  | Finance Committee        |
| Conduct inhouse staff training for RTO Manager Application and policies.                                | New initiative                           | Continue develop the current RTO Manager system. processes, reduce manual errors, and enhance data accuracy.   | To be complete at April 2024  | Finance Committee        |
| Engage external public accounting firm to manage college tax return and financial report and audit etc. | Keyrocco Accountants have been appointed | Institute transparent financial reporting practices, providing stakeholders with regular updates on budget allocations, expenditures, and revenue streams. | Appointed Keyrocco Accountants for financial matter since Dec. 2023 and continue development and implementation with annual progress through 2029 | Managing Director        |
| - Stakeholder satisfaction with financial transparency  | New initiative                           | [Improved feedback]  | [Timeline]  | Governing Board          |
| <b>4.8 Develop International Expansion</b>  |  |  |   |                          |
| - Strengthened cooperation with Australia Complete Street & Off-Road Car                                | MOU in place                             | Sign a training engagement agreement   | April 2024 and continue development and implementation with annual progress through 2029  | Managing Director        |
| - Progress in cooperation with Qingdao Technician Training Institute                                    | MOU in place                             | Sign an online training co-provider agreement. expend the training from Automotive to other units.   | Jun 2024 and continue development and implementation with annual progress through 2029  | Managing Director        |
| <b>4.9 STRATEGIC ENROLLMENT GROWTH</b>  |  |  |   |                          |

| Key Performance Indicator / Goals   | Baseline                    | Target   | Timeline   | Responsible Party           |
|---|-----------------------------|--|--|-----------------------------|
| <p>The successful accreditation by DHERST is anticipated to significantly enhance our enrollments figures for the year 2025. Building upon this momentum and expanding our Technical Training Department, along with the construction of a new training camp, we aspire to achieve a substantial increase in enrollments, reaching 400 students in 2025, with a targeted annual growth rate of 15% in the subsequent years.</p> <p>In addition to student enrollments, our goal includes facilitating the training of 200 employees for our corporate clients in the year 2025. We aim to sustain a growth rate of 20% per year over the next five years.</p> |                             | <p>General Enrollments</p> <p>2025 400<br/>2026 460<br/>2027 530<br/>2028 600<br/>2029 650</p> <p>Corporate Training</p> <p>2025 200<br/>2026 240<br/>2027 280<br/>2028 340<br/>2029 400</p> | Fall 2025, and continue development and implementation with annual progress through 2029 | IBT College Team            |
| <b>4.10 Academic Excellence</b>   |                             |  |  |                             |
| Trainer selection effectiveness   | New initiative              | Conduct trainer interview by HR committee to ensure every trainer engaged according to the policy and criteria.  | Fall 2024 development and implementation with annual progress through 2029               | HR Committee                |
| Program relevance and updates   | New initiative              | Update training program, make sure they are relevant and meet the industry needs.  | Fall 2024 development and implementation with annual progress through 2029               | Academy Committee           |
| Conduct evaluation, session observation, unit delivery evaluation for every unit.   | New initiative              | Ensuring a dynamic and responsive learning environment   | Fall 2024 development and implementation with annual progress through 2029               | Quality Assurance Committee |
| <b>4.11 Brand Identity</b>  |                             |  |  |                             |
| Successful completion of rebranding initiative  |                             | New brand registration   | 2023 Register  | Rebranding Team             |
| Create new website and promotion  | Website currently published | Boost the visibility of our new website  | Fall 2024 development and implementation with annual progress through 2029               | Communication Team          |

| <b>Key Performance Indicator / Goals</b>  | <b>Baseline</b>  | <b>Target</b>   | <b>Timeline</b>  | <b>Responsible Party</b> |
|---|--|---|--|--------------------------|
| Organize events and campaigns to engage the community in the rebranding process.  | New initiative   | Increase the visibility of the school through a wide range of marketing campaigns.<br>Newspaper Ad X 2 Every month<br>TV Ad X 2 Every Month<br>Outdoor Marketing Camping X4 | Fall 2024 development and implementation with annual progress through 2029   |                          |
| <b>4.12 Develop Community Partnership to Support Students Success</b>   |  |   |  |                          |
| We recognize that students' success extends beyond academic achievements and encompasses their post-education pathways and employability.   | 6 current organisations in our net work used to accept our students for OJT. | To Sign 20 Students On Job training or pre-employment MOU with current and new developed industry partner net work.<br>Conduct 3 campus students career expo.               | July 2024<br>Oct 2024<br>December 2024<br>and<br>continue development and implementation with annual progress through 2029 | Student Support Team     |
| Work towards to send 2 students work in Australia successfully  | Employment offers already granted by the employer to the students            | Assist students get their visa  | Oct 2024   | Moresby South TVET       |
| <b>4.13 Develop Scholarship Giving and Alumni Engagement</b>  |  |   |  |                          |
| Recognizing the vital role of financial support and continued engagement, ITJTC aims to develop a robust strategy for scholarship giving and alumni engagement. This initiative focuses on fostering a strong sense of community, providing financial assistance to deserving students. | New initiative   | Create a Scholarship Policy   | Complete in Jun 2024 and continue development and implementation with annual progress through 2029                         | Scholarship Team         |
| Building lasting connections with our alumni  | New initiative   | Register IBT College Alumni Association<br>Open a page for registration and association social communication  | Aug 2024,<br>and<br>continue development and implementation with annual progress through 2029                              | Alumni Engagement Team   |

## 6. RESOURCE ALLOCATION

### Budget Allocation for Different Initiatives:

#### 6.1 MARKETING INITIATIVES

- Allocate K30,000 annually for digital marketing campaigns targeting prospective students.
- Set aside K10,000 for participation in education fairs and events to increase brand awareness.

#### 6.2 IT INFRASTRUCTURE

- Invest K50,000 in upgrading and maintaining IT infrastructure to facilitate seamless online training.
- Allocate an additional K20,000 for cybersecurity measures to ensure data protection.

#### 6.3 CURRICULUM DEVELOPMENT

- Devote K100,000 to the development of new programs aligned with industry standards.
- Allocate K30,000 for continuous improvement of existing courses based on feedback and industry trends.

#### 6.4 HUMAN RESOURCES AND INFRASTRUCTURE REQUIREMENTS

- **Professional Development:**
  - Invest K80,000 in faculty development programs, including workshops and certifications.
  - Allocate K20,000 for faculty attendance at industry conferences to stay abreast of educational methodologies.
- **Recruitment:**
  - Allocate K120,000 annually for recruiting experienced trainers in high-demand fields.
  - Set aside K30,000 for recruitment drives and talent acquisition efforts.

#### 6.5 INFRASTRUCTURE IMPROVEMENTS

- Prioritize K250,000 for classroom renovations, technology upgrades, and facility maintenance.
- Invest an additional K70,000 in creating modern and well-equipped labs for practical training.

This financial plan outlines a detailed breakdown of budget allocations, ensuring a strategic distribution of resources to support key initiatives crucial for the institution's growth and competitiveness in the education sector.





## 7. FINANCIAL PROJECTION

### 5-YEAR PROFIT AND LOSS PROJECTION

#### 5 YEAR PROFIT AND

INTERNETIONAL BUSINESS & TECHNICAL COLLEGE

#### PROFIT AND LOSS ASSUMPTION

|  | Year 1 | Year 2 | Year 3 | Year 4 | Year 5 |
|--|--------|--------|--------|--------|--------|
| Annual cumulative price (revenue) increase     | 0.00%  | 5.00%  | 5.00%  | 10.00% | 15.00% |
| Annual cumulative inflation (expense) increase | 0.00%  | 10.00% | 10.00% | 15.00% | 15.00% |

#### INCOME

|  | Year 1              | Year 2              | Year 3              | Year 4              | Year 5              |
|--|---------------------|---------------------|---------------------|---------------------|---------------------|
| <b>Revenue</b>                           |                     |                     |                     |                     |                     |
| Individual General Training              | 2,925,000.00        | 3,071,250.00        | 3,224,812.50        | 3,547,293.75        | 4,079,387.81        |
| Coporate Group Training                  | 700,000.00          | 735,000.00          | 771,750.00          | 848,925.00          | 976,263.75          |
| Accomodation Facilities                  | 900,000.00          | 945,000.00          | 992,250.00          | 1,091,475.00        | 1,255,196.25        |
| Others (Canteen, Staionery Services etc) | 450,000.00          | 472,500.00          | 496,125.00          | 545,737.50          | 627,598.13          |
| <b>Total revenue</b>                     | <b>4,975,000.00</b> | <b>5,223,750.00</b> | <b>5,484,937.50</b> | <b>6,033,431.25</b> | <b>6,938,445.94</b> |

#### EXPENSES

| <b>Operating expenses</b>              |                     |                     |                     |                     |                     |
|--|---------------------|---------------------|---------------------|---------------------|---------------------|
| Sales and marketing                    | 240,000.00          | 264,000.00          | 290,400.00          | 333,960.00          | 384,054.00          |
| Depreciation                           | 12,000.00           | 14,000.00           | 15,000.00           | 16,000.00           | 17,000.00           |
| Insurance, Security                    | 150,000.00          | 165,000.00          | 181,500.00          | 208,725.00          | 240,033.75          |
| Payroll and Payroll Tax                | 1,200,000.00        | 1,320,000.00        | 1,452,000.00        | 1,669,800.00        | 1,920,270.00        |
| Property, Development                  | 900,000.00          | 990,000.00          | 600,000.00          | 800,000.00          | 900,000.00          |
| Maintenance, repair, and overhaul      | 350,000.00          | 380,000.00          | 420,000.00          | 450,000.00          | 480,000.00          |
| Utilities and Canteen Service Supplies | 380,000.00          | 418,000.00          | 459,800.00          | 528,770.00          | 608,085.50          |
| Administrative fees                    | 450,000.00          | 495,000.00          | 544,500.00          | 626,175.00          | 720,101.25          |
| Interest expense on long-term debt     | 20,000.00           | 15,000.00           | 120,000.00          | 10,000.00           | 10,000.00           |
| Other                                  | 150,000.00          | 165,000.00          | 181,500.00          | 208,725.00          | 240,033.75          |
| <b>Total operating expenses</b>        | <b>3,852,000.00</b> | <b>4,226,000.00</b> | <b>4,264,700.00</b> | <b>4,852,155.00</b> | <b>5,519,578.25</b> |

| <b>Infrastructure Investment</b>       |                     |                     |                     |                     |                     |
|--|---------------------|---------------------|---------------------|---------------------|---------------------|
| Facilities                             | 400,000.00          | 200,000.00          | 350,000.00          | 250,000.00          | 380,000.00          |
| Equipments                             | 150,000.00          | 200,000.00          | 200,000.00          | 200,000.00          | 250,000.00          |
| <b>Total Infrastructure investment</b> | <b>550,000.00</b>   | <b>400,000.00</b>   | <b>550,000.00</b>   | <b>450,000.00</b>   | <b>630,000.00</b>   |
| <b>TOTAL EXPENSES</b>                  | <b>4,402,000.00</b> | <b>4,626,000.00</b> | <b>4,814,700.00</b> | <b>5,302,155.00</b> | <b>6,149,578.25</b> |
| <b>TAXES</b>                           |                     |                     |                     |                     |                     |
| Wages Tax                              | 65,450.00           | 65,000.00           | 69,600.00           | 75,654.00           | 79,650.00           |
| Other Tax (specify)                    | 28,000.00           | 21,000.00           | 23,000.00           | 24,000.00           | 22,000.00           |
| <b>TOTAL TAXES</b>                     | <b>93,450.00</b>    | <b>86,000.00</b>    | <b>92,600.00</b>    | <b>99,654.00</b>    | <b>101,650.00</b>   |
| <b>NET PROFIT</b>                      | <b>479,550.00</b>   | <b>511,750.00</b>   | <b>577,637.50</b>   | <b>631,622.25</b>   | <b>687,217.69</b>   |

## 8. SOURCE INVESTMENT

In our pursuit of transformative goals outlined in this plan, a substantial investment of approximately K500,000.00 is crucial to realizing our vision. To secure this funding, we are reaching out to potential investors, philanthropic organizations, and socially responsible partners who share our commitment to educational advancement.

By inviting collaboration with these key stakeholders, we aim to forge impactful alliances that contribute not only to the success of our institution but also to the broader growth and development of Papua New Guinea. Together, we can empower the future professionals of this nation through the delivery of quality education.

We are exploring diverse avenues for funding assistance, which may include partnering with:

### 8.1 GOVERNMENT GRANTS AND FUNDING PROGRAMS

- Explore available government grants and funding programs specifically designed to support education and training institutions.
- Collaborate with relevant government agencies in Papua New Guinea that allocate funds for educational initiatives.

### 8.2 INTERNATIONAL AID AND DEVELOPMENT ORGANISATIONS

- Investigate opportunities for partnership with international aid organizations that focus on education and skill development.
- Align IBT College's goals with the objectives of these organizations to secure funding for specific projects or initiatives.

### 8.3 PRIVATE SECTOR PARTNERSHIPS

- Seek partnerships with private companies, especially those in the technology and training sectors, for potential investment.
- Present IBT College's business plan and the benefits of supporting education and skill development in PNG.

### 8.4 PHILANTHROPIC FOUNDATION

- Research philanthropic foundations that support educational initiatives in developing countries.

- Prepare proposals highlighting IBT College's impact on the community and its commitment to providing quality education.

### 8.5 INTERNATIONAL EDUCATION FUND

- Explore funds provided by international organizations or countries that aim to support educational institutions in developing nations.
- Showcase IBT College's contribution to the development of skills and knowledge in the region.

### 8.6 PARTICIPATION IN GOVERNMENT PROGRAMS

- Explore initiatives launched by the PNG government to encourage private sector involvement in education.
- Align IBT College objectives with these programs to access funding and support.

Through these collaborative efforts, we aspire to create a positive and lasting impact on the educational landscape, fostering a future where education serves as a catalyst for progress and prosperity in Papua New Guinea

## 9. MONITORING AND EVALUATION

In the dynamic landscape of our strategic plan, the meticulous process of Monitoring and Evaluation (M&E) stands as a cornerstone. This vital component ensures that our initiatives align with the envisioned outcomes, allowing us to adapt and refine strategies as needed. By systematically assessing our progress, we can maintain a responsive and agile approach to the evolving needs of our institution.

**Key Objectives:**

### 9.1 PROGRESS ASSESSMENT

- Quarterly review key performance indicators (KPIs) to gauge the advancement of each strategic goal.
- Employ data-driven methodologies to objectively measure the impact of implemented strategies.

## 9.2 STAKEHOLDER FEEDBACK

- Engage stakeholders Quarterly, including students, faculty, staff, and external partners, in the M&E process.
- Encourage open communication channels to gather valuable insights and perspectives.

## 9.3 ADAPTATION STRATEGIES

- Utilize M&E findings to identify areas of success and challenges within our strategic initiatives.
- Implement adaptive strategies, ensuring flexibility to overcome unforeseen obstacles.

## 9.4 QUALITY ASSURANCE

- Establish mechanisms for quality assurance in program delivery, resource allocation, and administrative functions.
- Monitor adherence to established standards and policies, making necessary adjustments for continuous improvement

## 9.5 ALIGNMENT WITH INSTITUTIONAL GOALS

- Continuously assess the alignment of our activities with the overall mission and vision of the institution.
- Ensure that strategic goals contribute to the overarching success of the institution.

## 9.6 DOCUMENTATION AND REPORTING

- Maintain comprehensive documentation of M&E processes and outcomes.
- Prepare regular reports summarizing progress, challenges, and recommendations for further action.

## 9.7 CONTINUOUS IMPROVEMENT CULTURE

- Foster a culture of continuous improvement by encouraging feedback loops and learning sessions.
- Institutionalize a proactive approach to refining strategies based on empirical evidence.

Monitoring and Evaluation is not merely a process of scrutiny but a dynamic tool that empowers our institution to evolve, learn, and thrive. Through this systematic approach, we aim to consistently elevate the quality and impact of our initiatives, ensuring the enduring success of our strategic plan.

## 10. CHALLENGES AND OPPORTUNITIES

### 10.1 CHALLENGES

**10.1.1 DHERST Accreditation Complexity:** The process of securing accreditation from DHERST may pose administrative and procedural challenges, requiring meticulous attention to detail and adherence to national education standards.

**10.1.2 Technical Training Department Expansion:** Expanding the Technical Training Department brings challenges in terms of resource allocation, curriculum development, and faculty recruitment, requiring careful planning to ensure effectiveness.

**10.1.3 Construction Timelines:** The construction of a new training camp introduces challenges related to project timelines, budget management, and potential unforeseen obstacles that may impact the scheduled completion.

**10.1.4 Enrolments Competition:** The higher education landscape is competitive, and attracting students in a crowded market may require innovative marketing strategies and a unique value proposition.

### 10.2 OPPORTUNITIES

**10.2.1 Enhanced Institutional Reputation:** DHERST accreditation presents an opportunity to elevate the institutional reputation, attracting more students and industry recognition.

**10.2.2 Technical Program Diversity:** Expanding the Technical Training Department allows for a diverse range of program offerings, catering to the evolving needs of students interested in technical education

**10.2.3 The esteemed reputation that IT Job Training Center (ITJTC) has cultivated over the years is widely recognized by numerous individuals and organizations. This established goodwill presents a valuable asset as it encourages prospective students to enroll, particularly**



when they understand that IBT College is the evolved and updated version of ITJTC. The positive legacy of ITJTC serves as a compelling endorsement for individuals seeking a trusted and reputable educational institution.

**10.2.4 State-of-the-Art Training Camp:** The construction of a modern training camp creates an opportunity to provide students with cutting-edge facilities, enhancing the overall learning experience.

**10.2.5 Market Growth:** The expected increase in enrollments presents an opportunity to tap into a growing market demand for quality education and technical skills.

**10.2.6 Corporate Training Partnerships:** Collaborating with corporate clients for employee training opens avenues for revenue generation and strengthens relationships with industry partners.

**10.2.7 Industry-Relevant Curriculum:** Developing programs aligned with industry needs positions IBT College as a leader in providing education that directly translates to career opportunities.

**10.2.8 Employability Skills:** Focusing on practical skills in technical programs enhances graduates' employability, creating a unique selling point in the competitive job market.

**10.2.9 Adaptability to Market Trends:** Regular evaluation and adjustments allow IBT College to stay responsive to market trends, ensuring that programs remain relevant and in-demand.

## 11. RISK MANAGEMENT PLAN

### 11.1 DHERST COMPLIANCE AND ACCREDITATION

- **Risk:** Complexities and challenges in the DHERST accreditation process.
- **Mitigation Strategies:** Engage expert consultants, ensure compliance, and prioritize transparent communication with regulatory bodies.
- **Opportunity:** Successful accreditation enhances institutional reputation and credibility.

### 11.2 TECHNICAL TRAINING DEPARTMENT EXPANSION

- **Risk:** Logistical and resource challenges in expanding the Technical Training Department

- **Mitigation Strategies:** Implement a phased expansion approach, prioritize quality, and monitor resource allocation.

- **Opportunity:** Diversification of technical programs and increased enrollment opportunities.

### 11.3 CONSTRUCTION AND INFRASTRUCTURE DEVELOPMENT

- **Risk:** Delays in construction timelines for the training camp and infrastructure development.

- **Mitigation Strategies:** Employ robust project management practices, monitor progress, and address issues promptly.

- **Opportunity:** Timely completion enhances educational infrastructure, contributing to a conducive learning environment.

### 11.4 ENROLMENTS COMPETITION

- **Risk:** Facing competition for student enrollments in the higher education landscape.

- **Mitigation Strategies:** Develop unique marketing strategies, offer competitive pricing, and focus on program diversity.

- **Opportunity:** Capture a growing market share, establishing a competitive edge.

### 11.5 FINANCIAL SYSTEM STABILITY

- **Risk:** Challenges in establishing a stable and transparent financial system.

- **Mitigation Strategies:** Conduct thorough financial assessments, develop clear policies, integrate technology, and prioritize internal controls.

- **Opportunity:** A stable financial system enhances accountability, fosters trust, and contributes to long-term institutional viability.

This Risk Management Plan outlines strategies to navigate potential challenges, ensuring the successful implementation of the strategic plan while maximizing opportunities for growth and development.

## CONCLUSION

This Strategic Development Plan represent our commitment to fostering positive change within formal ITJTC. By aligning our institution with international standards, embracing innovation, and prioritizing the needs of our students and industry partners, we aim to create a higher education institution that not only meets but exceeds expectations. Through strategic development, we are confident in our ability to contribute significantly to the educational landscape of Papua New Guinea and empower the next generation of professionals.



# TRAINING THAT WORKS!











INTERNATIONAL BUSINESS & TECHNICAL COLLEGE  
**VISION 2035**  
(Long-Term Development Plan)





IBT College / PHD

Edevu Training Camp Implementation Plan 2024



## **IBT College / PHD Edevu Training Camp Implementation Plan 2024**

### **Introduction to Camp Implementation Plan:**

The Camp Implementation Plan outlines a structured roadmap for the establishment and enhancement of the Edevu Brown River camp, a pivotal component of IBT College's strategic initiatives. This comprehensive plan encompasses a range of goals, each with its unique Key Performance Indicators (KPIs), designed to facilitate effective negotiation, formalization, and utilization of the camp in support with PNG Hydro Development Limited (PHD). From crafting policies to infrastructure development and facility repairs, these initiatives collectively aim to create a conducive learning environment and elevate the overall educational experience. The plan reflects our commitment to precision, and excellence, ensuring that every aspect of the camp aligns seamlessly with our broader mission of providing quality education in Papua New Guinea.

### **Prospects and Benefits:**

The successful execution of the Edevu Training Camp Plan holds promising prospects. Beyond providing IBT College students with a state-of-the-art learning environment, the camp serves as a platform for industry-aligned education. The plan aligns with contemporary educational paradigms and industry standards, positioning IBT College as a beacon of educational innovation.



| Key Performance Indicator / Goals   | Baseline  | Target   | Timeline  | Responsible Party |
|---|---|--|---|-------------------|
| <b>1. Negotiations</b>  |   |  |   |                   |
| Goal 1. The primary objective of Goal 1 is to initiate and successfully conclude negotiations with PNG Hydro Development Limited (HDL) regarding the utilization of the Edevu Brown River camp for the benefit of IBT College. This negotiation process aims to establish a clear and mutually beneficial agreement that outlines the terms, conditions, and scope of IBT College's access to the camp. | At end of 2023, both Sunny and Allen met and both showing interest to join together to develop the institution in to a new landscape. | Discuss basic conditions and prospective, make understanding | February 2024   | Sunny and Allen   |
| <b>2. Draft MOU</b>   |   |  |   |                   |
| Goal 2 centres around the creation of a comprehensive Memorandum of Understanding (MOU) that formalizes the partnership between IBT College and PNG Hydro Development Limited (HDL). This stage involves the meticulous drafting of the MOU document, encompassing the terms, responsibilities, and commitments agreed upon during the negotiation phase.   | New initiative  | Ready and present the MOU for PHD Board approval             | End of February 2024  | Sunny             |
| <b>3. HDL Board Approval</b>  |   |  |   |                   |
| Goal 3. Get HDL Board Approval, finalize the terms and condition according to the HDL Board advice.   | New initiative.   | Sign the MOU   | March 2024 depending on PHD Board meeting Schedule, if is necessary, may ask the board for a special meeting. | PHD Board, Allen  |
| <b>Implementation Stage 1</b>   |   |  |   |                   |
| <b>4. Camp Policies Creation</b>  |   |  |   |                   |
| Goal 4 focuses on the establishment of comprehensive policies governing the utilization and management of the Edevu Brown   | New initiative  | 1.Access and Security:                                       | March 2024  | Policy Work Team  |

| Key Performance Indicator / Goals   | Baseline | Target  | Timeline | Responsible Party |
|---|----------|---|----------|-------------------|
| <p>River camp. These policies are designed to ensure the smooth and effective functioning of the camp, promoting a conducive environment for learning, safety, and collaboration.</p> |          | <ul style="list-style-type: none"> <li>•Define authorized access points to the camp.</li> <li>•Implement security measures to safeguard the well-being of occupants.</li> </ul> <p>2.Usage Guidelines:</p> <ul style="list-style-type: none"> <li>•Specify permissible uses of camp facilities and resources.</li> <li>•Clearly outline any restrictions or limitations on usage.</li> </ul> <p>3.Operational Hours:</p> <ul style="list-style-type: none"> <li>•Define the operational hours of the camp.</li> <li>•Include provisions for special circumstances or events requiring extended hours.</li> </ul> <p>4.Health and Safety:</p> <ul style="list-style-type: none"> <li>•Establish health and safety protocols for occupants.</li> <li>•Outline emergency procedures and evacuation plans.</li> </ul> <p>5.Environmental Sustainability:</p> <ul style="list-style-type: none"> <li>•Implement policies promoting environmentally sustainable practices.</li> <li>•Encourage responsible use of resources and waste reduction.</li> </ul> |          |                   |

| Key Performance Indicator / Goals   | Baseline   | Target   | Timeline   | Responsible Party                                    |
|---|--|--|--|--|
|   |  | 6.Community Standards: <ul style="list-style-type: none"> <li>•Define expected behaviors and standards of conduct.</li> <li>•Promote a collaborative and respectful community atmosphere.</li> </ul> 7.Facility Maintenance: <ul style="list-style-type: none"> <li>•Set guidelines for the maintenance of camp facilities.</li> <li>•Establish procedures for reporting and addressing maintenance issues.</li> </ul> 9.Conflict Resolution: <ul style="list-style-type: none"> <li>•Establish a framework for resolving disputes or conflicts.</li> <li>•Define the process for escalating issues to higher authorities if necessary.</li> </ul> |  |  |
| <b>5. Camp Power Supply Installation</b>  |  |  |  |  |
| Goal 5 focuses on the installation of a reliable and sustainable power supply system at the Edevu Brown River camp. The implementation of an efficient power infrastructure is crucial for supporting various educational and administrative activities, ensuring a conducive learning environment. | New initiative   | Get power supply to the Camp   | April 2024   | PHD construction team                                |
| <b>6. Camp Cafeteria / Kitching Set up</b>  |  |  |  |  |
| Goal 6 focuses on setting up a fully functional cafeteria and kitchen within the Edvu Brown River camp. This initiative aims to provide a comfortable dining space and catering facilities for the occupants, enhancing their overall experience at the camp.                                       | The Camp already have a Kitchen set up, but need to readjusted | Set the Kitchen to be capable for 100 plus people meal supply.   | It will start once the access granted through April 2024 | IBTC Logistic team may with assistance from PHD team |
| <b>7. Camp Facilities Repair</b>  |  |  |  |  |

| Key Performance Indicator / Goals  | Baseline   | Target  | Timeline   | Responsible Party                                    |
|--|--|---|--|--|
| Goal 7 is to define faulty facilities and conduct repair and maintenance work  | Camp already has the basic facilities, but some need repairs like windows, toilets, tables and chairs. | Equip all the facilities in fair condition and sufficient for use.                              | It will start once the access granted through April 2024 | IBTC Logistic team may with assistance from PHD team |
| <b>8. Fencing Construction</b>   |  |   |  |  |
| Goal 8 is to meet the DHERST's recommendation to fencing around the campus to improve the safety of the on-board people.   | New initiative   | Put fence in necessary area   | June 2024  | On site Maintenance Team                             |
| <b>9. Design physical Camp Admin Structure</b>   |  |   |  |  |
| Goal 9, Define the needs, and design the operational use of the camp, area's rooms, put clear signs, and equip with necessary items, tools according to their particular function. | Rooms already there, but need equip them up.   | All onsite necessary support all addressed such as Canteen, Medical care, emergency respond etc | June 2024  | ON site Admin Team                                   |



## Risk Management Plan

*This Risk Management Plan provides a structured approach to identifying potential risks, outlining their mitigation strategies, and ensuring responsible parties are aware of their roles in risk prevention and management.*

| Key Performance Indicator / Goals | Baseline  | Target  | Timeline   | Responsible Party | Risk   | Mitigation   |
|-----------------------------------|---|---|--|-------------------|--|--|
| <b>1. Negotiations</b>            | At the end of 2023, initial interest shown by both parties. | Discuss basic conditions and prospective, make understanding. | February 2024  | Sunny and Allen   | <b>Failure to reach an agreement due to differences in expectations.</b>       | <b>Regular communication between Sunny and Allen, clearly defining expectations and ensuring alignment.</b>    |
| <b>2. Draft MOU</b>               | New initiative  | Ready and present the MOU for HDL Board approval              | End of February 2024                                 | Sunny             | <b>Misalignment in the terms of the MOU leading to rejection by HDL Board.</b> | <b>Regular consultation with HDL during the drafting process to ensure mutual understanding and agreement.</b> |
| <b>3. HDL Board Approval</b>      | New initiative  | Sign the MOU  | March 2024 (depending on HDL Board meeting schedule) | HDL Board, Allen  | <b>Delays in HDL Board meeting schedule affecting approval timeline.</b>       | <b>Regular communication with HDL Board to align schedules and consider a special meeting if necessary.</b>    |
| <b>4. Camp Policies Creation</b>  | New initiative  | Implementation of policies by March 2024                      | March 2024   | Policy Work Team  | <b>Miscommunication leading to unclear policies.</b>                           | <b>Regular collaboration between Policy Work Team and stakeholders for feedback and clarity.</b>               |

| Key Performance Indicator / Goals              | Baseline   | Target   | Timeline   | Responsible Party                                | Risk  | Mitigation  |
|--|--|--|--|--|---|---|
| <b>5. Camp Power Supply Installation</b>       | New initiative                                       | Get power supply to the Camp                                     | April 2024   | HDL Construction Team                            | <b>Technical challenges or delays in the power supply installation.</b> | <b>Regular progress checks and communication with the HDL Construction Team to address any issues promptly.</b>                           |
| <b>6. Camp Cafeteria / Kitchen Set Up</b>      | Kitchen set up already exists, needs readjustment    | Set the Kitchen to be capable of supplying meals for 100+ people | Starting once access is granted through April 2024 | IBTC Logistic Team with assistance from HDP Team | <b>Delays in readjusting the kitchen facilities.</b>                    | <b>Coordination with the HDP Team and continuous progress monitoring.</b>   |
| <b>7. Camp Facilities Repair</b>               | Camp already has basic facilities, some need repairs | Equip all facilities in fair condition and sufficient for use    | Starting once access is granted through April 2024 | IBTC Logistic Team with assistance from HDP Team | <b>Overlooking critical repairs leading to unsafe conditions.</b>       | <b>Conducting a thorough inspection and creating a priority list for repairs. Regular checks to ensure all facilities are functional.</b> |
| <b>8. Fencing Construction</b>                 | New initiative                                       | Put a fence in necessary areas                                   | June 2024  | On-site Maintenance Team                         | <b>Delays in construction due to unforeseen circumstances.</b>          | <b>Regular updates on the construction progress and contingency plans for potential delays.</b>   |
| <b>9. Design Physical Camp Admin Structure</b> | Rooms already exist but need equipping               | All on-site necessary support addressed                          | June 2024  | On-site Admin Team                               | <b>Inadequate preparation for the operational use of the camp.</b>      | <b>Collaboration with stakeholders and consultation to identify and address all operational needs.</b>                                    |

**Conclusion:**

In summary, the Edevu Training Camp Plan is a forward-looking strategy that underscores IBT College's commitment to providing quality education in Papua New Guinea. Through strategic collaboration, infrastructure development, and meticulous governance, the plan paves the way for a transformative educational experience at the Edvu Brown River camp, contributing to the growth and development of future professionals and the nation as a whole.

**IBT College Strategic Development Team**



## Memorandum of Understanding (MOU)

### Development of Edevu Training Camp (ETC)

Between:

**PNG Hydro Development Limited (PHD) and**

**International Business and & Technical College (IBT College)**

#### 1. Purpose:

This Memorandum of Understanding (MOU) symbolizes the support extended by PNG Hydro Development Limited (PHD) to IBT College by providing access to the PHD camp. The primary objective is to allow IBT College in developing the camp into the Educational Technical Training Camp, elevating it to a condition conducive for delivering comprehensive training, nurturing students, and empowering the training team. The overarching goal is not only to enhance but also to fundamentally transform the higher education landscape in Papua New Guinea, supporting human resource development in the surrounding area. Acknowledging the pivotal role of education in shaping the nation's future, this MOU emphasizes our dedication to advancing PNG's academic excellence. Grounded in shared aspirations, it aims to make meaningful contributions to the nation's educational fabric and support the vision outlined in PNG Vision 2050.

#### 2. Technical Training Camp Usage:

PHD grants IBT College permission to utilize its camp at Edevu Brown River for the IBT College Technical Training Camp in two stages

##### Stage 1 (Preparation Period):

During this phase, PHD generously allows IBT College access to the camp facilities with no associated costs.

IBT College will use this period to prepare the camp for the subsequent stages, ensuring it meets the required standards for educational purposes.





**8. Governing Law:**

This MOU is governed by the laws of Papua New Guinea.

**9. Amendments:**

Any amendments to this MOU must be made in writing and agreed upon by both parties.

**10. Signatures:**

This MOU shall be binding upon the signatures of duly authorized representatives from both IBT College and PHD.

PNG Hydro Development Limited (PHD): \_\_\_\_\_ Date: \_\_\_\_\_

IBT College: \_\_\_\_\_ Date: \_\_\_\_\_

IBT College Edevu Technical Training Camp Implementation Plan

## 谅解备忘录 (MOU)

### Edevu 训练营 (ETC) 的发展

#### 双方:

巴布亚新几内亚水力开发有限公司 (PHD) 与  
国际商务技术学院 (IBT College)

#### 目的:

这份谅解备忘录 (MOU) 象征着巴布亚新几内亚水力开发有限公司 (PHD) 向国际商务技术学院 (IBT College) 提供的支持, 即使其进入 PHD 营地的权限。主要目标是允许国际商务技术学院将该营地发展成为教育技术培训营地, 使其达到适合提供全面培训、培养学生并赋予培训团队能力的状态。总体目标不仅是增强而且根本转变巴布亚新几内亚的高等教育格局, 支持周边地区的人力资源发展。承认教育在塑造国家未来方面的关键作用, 本谅解备忘录强调了我們致力于推进巴布亚新几内亚学术卓越的决心。基于共同愿景, 旨在为国家的教育结构做出有意义的贡献, 并支持《巴布亚新几内亚 2050 年愿景》中概述的愿景。

#### 技术培训营使用:

PHD 授权 IBT College 在两个阶段内使用其 Edevu Brown River 的营地作为 IBT College 技术培训营

#### 第一阶段 (准备期):

在此阶段, PHD 慷慨允许 IBT College 免费使用营地设施。

IBT College 将利用此时段为随后的阶段准备营地, 确保其符合教育目的所需的标准。

#### 第二阶段 (运营期):

准备期结束后, IBT College 将与 PHD 签订一份协议, 支付指定的租金, 以继续使用该营地。

具体租金金额将由双方在以后的某个日期共同决定。

#### 持续时间:

本谅解备忘录自[]日期生效, 有效期[ ]年。

#### 责任:

##### IBT College:

在使用两个使用阶段期间, 负责负责使用营地设施。

承诺在使用期间维护设施良好状态。

确保学生遵守营地规则和法规。

**PHD:**

在两个阶段内授权 IBT College 专用于技术培训目的的营地设施。

在准备和运营期间协助必要的营地维护和支持。

**财务安排:**

**第一阶段（准备期）:**

PHD 慷慨提供在此期间免费使用营地设施。

**第二阶段（运营期）:**

IBT College 感谢 PHD 的支持，并对其对巴布亚新几内亚教育的道义和物质贡献表示感谢。

运营期的租金将在以后的某个阶段通过双方协商确定。

**终止:**

如果违反条款或经双方同意，任何一方均可通过书面通知终止本谅解备忘录。

**机密性:**

双方同意保守在合作期间共享的任何专有或敏感信息的机密性

**法律管辖:**

本谅解备忘录受巴布亚新几内亚法律管辖。

**修改:**

对本谅解备忘录的任何修改必须以书面形式进行，并得到双方的同意。

**签名:**

本谅解备忘录须经 IBT College 和 PHD 的授权代表签字后方为生效。

巴布亚新几内亚水力开发有限公司（PHD）:

\_\_\_\_\_日期:

IBT College:

\_\_\_\_\_日期: