Career Training Institute (CTI) is a Registered Training Organisation that offers nationally recognised qualifications and non-accredited courses.

The postgraduate program is established for students who would like to undertake training after they have completed secondary school.

CTI has policies, procedures and a customer service charter and agrees to provide services accordingly.

Postgraduate courses are offered by distance mode with course material provided in a variety of formats, including those resources that are published on the CTI Learning Management System (LMS) and hard copy materials. Trainers and students correspond by phone and email, with the opportunity for online meetings if required.

Students enrol at CTI by completing an online course application. CTI holds all personal details in accordance with its privacy policy. This policy can be requested from CTI at any time before or after enrolment.

Students commit to the completion of units within a set timeframe. The timeframe for completion is provided for each course on the CTI website. Students are enrolled in a module of units for a set period. Students agree that CTI will charge a re-enrolment fee for units within the module that are not completed within the set enrolment period.

Where employers have accepted responsibility to pay CTI fees, students and employers have a clear understanding of the CTI fee structure.

CTI will issue a certificate (testamur) and record of results when

- the student has been granted competency for all the units of the course.
- full payment for the course has been received by CTI.

Students who do not complete the course within a reasonable timeframe will be withdrawn and issued a statement of attainment for the units for which they were deemed competent.

Student Agreement

By submitting a course application, students agree to these terms of participation. This agreement is referred to on the course application.