



**THE MINISTRY OF JUSTICE**  
**Justice Training Institute**

The Training Agency of the Ministry of Justice

*Registered by the University Council of Jamaica as a Certified Tertiary Institution*

*Invites applications for the following programmes:*

| PROGRAMMES                                                                                                  | PROGRAMME/COURSE DESCRIPTION                                                                                                                                                                                                                                                                                                                        | ENTRY REQUIREMENT                                                                                                                                                        | DATES/TIMES                                                                                                                 | DEADLINE DATES                                                          | VENUE                                     |
|-------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------|-------------------------------------------|
| <b>Diploma in Paralegal Studies with specialization in Legal Administration OR Criminal Justice Studies</b> | This will run over 5 semesters, and will have a day and/ evening option. It is designed for persons who work in law offices and legal departments. The programme exposes participants to the key areas criminal justice and legal administration and demonstrates how this has the capability to secure a proper administration of justice.         | 4 CXC O'level (or equivalent) inclusive of English Language.<br><br>Mature students with experience in the Security/Justice System may be considered for admittance.     | September 3, 2007<br>Mondays & Tuesdays<br>(9:00 am – 5:00 pm)<br><br>Evenings<br>Monday – Wednesday<br>(5:30 pm – 8:30 pm) | <b>Deadline for receipt of applications<br/>Wednesday July 18, 2007</b> | <b>JTI<br/>4 Camp Road<br/>Kingston 4</b> |
| <b>Diploma in Court Reporting</b>                                                                           | This is a two-year full-time programme geared towards providing trained reporters for the various Courts, Office of the Director of Public Prosecutions and Office of the Services Commission.<br><br>The programme is designed to train individual to record and transcribe verbatim notes of court proceedings and other proceedings as required. | 4 CXC/GCE O'level (or equivalent) inclusive of English Language.<br><br>Mature students with experience in the Security/Justice System may be considered for admittance. | September 2007 – August 2009<br>Monday – Friday<br>(8:30 am – 4:00 pm)                                                      | <b>Deadline for receipt of applications<br/>Wednesday July 18, 2007</b> | <b>JTI<br/>4 Camp Road<br/>Kingston 4</b> |

| <b>PROGRAMMES</b>                                           | <b>PROGRAMME/COURSE DESCRIPTION</b>                                                                                                                                                                                                                                                       | <b>ENTRY REQUIREMENT</b>                                                                                                         | <b>DATES/TIMES</b>                                                                           | <b>DEADLINE DATES</b>                                                         | <b>VENUE</b>                                             |
|-------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------|----------------------------------------------------------|
| <b>Financial Crimes Investigation</b>                       | This is a 12-week course which exposes the participants to the regulatory framework that governs financial institutions, regulatory compliance, risk factors involved in financial institution management and the legal implications in the event of breach of relevant legal provisions. | Persons from the Justice sector legal fraternities and financial institutions.                                                   | September 17, 2007 – December 10, 2007<br>(Mondays – Wednesdays)<br>5:30pm – 8:30pm          | <b>Deadline for receipt of applications</b><br><b>Wednesday July 25, 2007</b> | <b>Kingston &amp; Montego Bay</b>                        |
| <b>Computer Applications</b>                                | This is a 45 hour course geared towards developing or enhancing participants' skills. The objective is to enable students to develop skills in the areas of word processing and basic computer concepts.                                                                                  | Persons having little or no knowledge of computer applications and whose work could be enhanced by an introduction to this area. | Commencing August 9, 2007<br>Thursdays 5:30pm – 8:30pm<br><br>&<br>Saturdays 1:00pm – 4:00pm | <b>Deadline for receipt of applications</b><br><b>Friday July 20, 2007</b>    | <b>JTI</b><br><b>4 Camp Road</b><br><b>Kingston 4</b>    |
| <b>Certificate in Jamaican Sign Language</b>                | This programme is geared towards persons within the Justice system who are required to interact with the hearing impaired as well as persons who are desirous of learning the language.                                                                                                   | Persons who work within the Justice System as well as others whose work impact on the hearing-impaired.                          | Commencing July 9 for a total of 84 hours. Flexible scheduling based upon request            | <b>Deadline for receipt of applications</b><br><b>Friday June 20, 2007</b>    | <b>J.T.I.</b><br><b>4 Camp Road</b><br><b>Kingston 4</b> |
| <b>Document Fraud Detection, Deterrence and Prevention</b>  | This programme is geared towards persons within the financial, security and justice sectors. It aims to, among other things, increase revenue collection and enhance accountability in organizations.                                                                                     | Related work experience and those desiring to decrease corrupt practices in areas under their control.                           | August 28-29 , 2007<br>(total of 12 hours)<br>9:am- 4:00 pm                                  | <b>Deadline for receipt of applications</b><br><b>Friday July 20, 2007</b>    | <b>Venue to be announced</b>                             |
| <b>Land Administration with an emphasis on Conveyancing</b> | This programme targets persons working in legal departments who want to improve their skill in this area.                                                                                                                                                                                 | Related work experience.                                                                                                         | Commencing August 21, 2007                                                                   | <b>Deadline for receipt of applications</b><br><b>Friday July 13, 2007</b>    | <b>Venue to be announced</b>                             |
| <b>Customized Programmes upon request</b>                   |                                                                                                                                                                                                                                                                                           |                                                                                                                                  |                                                                                              |                                                                               |                                                          |

**\* All programmes/courses will only be run if adequately subscribed.**

For additional information, please contact:

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