

**New Zealand Certificate in Business (Introduction to Team Leadership) (Level 3)**

<b>MOE Code</b>	NZ2453	<b>Level</b>	3	<b>Duration</b>	16 weeks (full-time)	<b>Version</b>	1
<b>Delivery</b>	Full-time				<b>Intakes</b>	Semesters 1 and 2	
	Online – part-time option available					Rolling intake (monthly)	
<b>Strategic purpose</b>	<p>This qualification is for people who have the potential to be appointed to team leadership roles or who have recently become a team leader. This qualification will provide New Zealand business entities with people who have the skills and knowledge to contribute to effective team performance NZ2860 and the potential to be effective in a leadership role within a team.</p> <p>Graduates of this qualification will benefit New Zealand business entities by contributing effectively to team objectives and by developing their team leadership skills. They will be able to contribute effectively to an operational team in a bi- and multi-cultural environment.</p>						
<b>Graduate profile</b>	<p>Graduates of this qualification will be able to:</p> <p>Technical knowledge and skills</p> <ul style="list-style-type: none"> <li>Understand principles for effective team performance.</li> <li>Develop objectives for a team.</li> <li>Understand different leadership styles for effective team performance.</li> </ul> <p>People skills</p> <ul style="list-style-type: none"> <li>Communicate effectively with stakeholders.</li> <li>Work cooperatively within a team, and contribute to the achievement of objectives.</li> <li>Respond positively to diversity within the team.</li> </ul> <p>Cognitive skills</p> <ul style="list-style-type: none"> <li>Apply effective problem-solving and decision-making for business purposes.</li> </ul> <p>Affective skills</p> <ul style="list-style-type: none"> <li>Demonstrate professional and ethical behaviour, in a socially and culturally appropriate manner.</li> <li>Manage self effectively to contribute to the performance of the entity.</li> </ul> <p>Business environment</p> <ul style="list-style-type: none"> <li>Comply with internal policies, and legislation and other external requirements for business entities.</li> </ul>						
<b>Education pathway</b>	Graduates of this qualification may progress to New Zealand Certificate in Business (Small Business) (Level 4) [Ref: 2457], New Zealand Certificate in Business (First Line Management) (Level 4) [Ref: 2456], or New Zealand Certificate in Business (Administration and Technology) (Level 4) [Ref: 2461].						
<b>Employment pathway</b>	Graduates of this qualification will have the skills and knowledge to contribute to effective team performance and the potential to be effective in a leadership role within a team.						
<b>Award(s)</b>	New Zealand Certificate in Business (Introduction to Team Leadership) (Level 3)						
<b>Completion requirements</b>	48 credits, as listed in Programme Structure. <i>This programme has been accredited by NZQA. As it does not contain unit standards from the NZQF, credits are not reported to NZQA.</i>						
<b>Entry requirements</b>	<p>Refer to Generic Entry Requirements on Page 29.</p> <p>International students and applicants for whom English is not a first language may be required to provide evidence of English language skills. An IELTS score of 5.0 in all bands, or an acceptable alternative, is required.</p>						
<b>Selection information</b>	All applicants will be interviewed and where applicants exceed available places selection will be based on evidence of interest, motivation and academic achievement.						
<b>Credit recognition</b>	Credit from Recognition of Prior Learning, Credit Transfer and Unit Standard Transfer (if applicable) will be in accordance with the policy <i>Credit Recognition (05.004)</i> .						
<b>Time limit for completion</b>	2 years from initial enrolment						
<b>Programme structure</b>							
<b>Code</b>	<b>Title</b>					<b>Credits</b>	<b>Level</b>
<b>Compulsory courses</b>							
CBTL301	Effective Team Performance					16	3
CBTL302	Business Communication					16	3
CBTL303	Understanding Leadership					16	3
<b>Course prescriptors</b>							
<b>Title</b>					<b>Code</b>	<b>Credits</b>	<b>Level</b>
<b>Effective Team Performance</b>					<b>CBTL301</b>	<b>16</b>	<b>3</b>
Aim: To enable students to work cooperatively and effectively in a team and achieve objectives							
<b>Business Communication</b>					<b>CBTL302</b>	<b>16</b>	<b>3</b>
Aim: To enable students to communicate professionally in a socially and culturally appropriate manner and comply with internal and external policies and legislation for business entities.							
<b>Understanding Leadership</b>					<b>CBTL303</b>	<b>16</b>	<b>3</b>
Aim: To enable students to explore leadership styles and techniques to become an emerging leader.							