

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

<b>MOE Code</b>	NZ2454	<b>Level</b>	3	<b>Duration</b>	1 semester (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>The purpose of this qualification is to provide New Zealand with people who can prepare for a small business, including identifying and assessing the opportunities and requirements for small business.</p> <p>Graduates of this qualification will benefit New Zealand by being well prepared for small business. Graduates of this qualification will be able to assess small business opportunities, 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>Identify relevant business opportunities.</li> <li>Assess the feasibility and viability of a small business.</li> <li>Produce an establishment plan for a small business.</li> <li>Evaluate technology options to effectively operate a small business.</li> </ul> <p>People skills</p> <ul style="list-style-type: none"> <li>Communicate effectively with stakeholders.</li> <li>Understand the importance of business relationships with stakeholders for a successful business.</li> <li>Apply interpersonal skills to contribute to the business's effectiveness.</li> </ul> <p>Cognitive skills</p> <ul style="list-style-type: none"> <li>Apply effective problem-solving and decision-making for small 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 performance of a small business.</li> </ul> <p>Business environment</p> <ul style="list-style-type: none"> <li>Identify legislation and other external requirements for a small business.</li> </ul>						
<b>Education pathway</b>	<p>Graduates of this qualification may progress to:</p> <ul style="list-style-type: none"> <li>New Zealand Certificate in Business (Small Business) (Level 4) [Ref: 2457]</li> <li>New Zealand Certificate in Business (First Line Management) (Level 4) [Ref: 2456]</li> <li>New Zealand Certificate in Business (Accounting Support Services) (Level 4) [Ref: 2455]</li> <li>New Zealand Certificate in Business (Administration and Technology) (Level 4) [Ref: 2461].</li> </ul>						
<b>Employment pathway</b>	Graduates of this qualification will have the skills and knowledge that can be applied to identifying business opportunities and planning for a small business.						
<b>Award(s)</b>	New Zealand Certificate in Business (Introduction to Small Business) (Level 3)						
<b>Completion requirements</b>	60 credits, as listed in Programme Structure.						
<b>Credit recognition</b>	<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>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>Entry requirements</b>	<p>All applicants must have one of the following:</p> <ul style="list-style-type: none"> <li>NCEA Level 1, or</li> <li>NZ Certificate in Retail (Level 2), or</li> <li>A NZ Certificate in Foundation Studies (Level 1), or</li> <li>A qualification at Level 1 or above on the NZQF, with evidence of literacy and numeracy abilities equivalent to NCEA (Level 1), or</li> <li>Evidence of relevant knowledge and experience, including literacy and numeracy abilities equivalent to NCEA (Level 1).</li> </ul> <p>Applicants whose first language is not English must have an acceptable level of English language fluency prior to enrolment in the programme. This may be demonstrated in a variety of ways, including schooling in New Zealand, completion of the relevant New Zealand Certificate in English Language, approved scores on IELTS tests or completion of accepted international equivalents. Specific scores for IELTS and New Zealand Certificates in English Language are as follows:</p> <ul style="list-style-type: none"> <li>IELTS 5.0 General or Academic (no band score lower than 5)</li> <li>NZCEL Level 3 with an endorsement of either General, Workplace, or Academic.</li> </ul>						
<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>Time limit for completion</b>	3 years from initial enrolment						
<b>Programme structure</b>							
<b>Code</b>	<b>Title</b>					<b>Credits</b>	<b>Level</b>
<b>Compulsory courses</b>							
SB3.01	Small Business Opportunities					15	3
SB3.02	Small Business Planning					15	3
SB3.03	Small Business and Stakeholders					15	3
SB3.04	Small Business Operations					15	3
<b>Course prescriptors</b>							
<b>Title</b>	<b>Code</b>	<b>Credits</b>	<b>Level</b>				
<b>Small Business Opportunities</b>	<b>SB3.01</b>	<b>15</b>	<b>3</b>				
Aim: To identify and analyse opportunities for the creation of a small business.							
<b>Small Business Planning</b>	<b>SB3.02</b>	<b>15</b>	<b>3</b>				
Aim: To develop knowledge and skills for analysing the financial and people requirements for a new small business.							
<b>Small Business and Stakeholders</b>	<b>SB3.03</b>	<b>15</b>	<b>3</b>				
Aim: To identify and analyse opportunities for the creation of a small business. To identify ethical and professional standards and stakeholder engagement processes, and apply problem-solving skills in a small business context.							
<b>Small Business Operations</b>	<b>SB3.04</b>	<b>15</b>	<b>3</b>				
Aim: To develop the knowledge and skills for identifying the legal, regulatory and resource requirements for a small business.							