

New Zealand Certificate in Business (First Line Management) (Level 4)

MOE Code	NZ2456	Level	4	Duration	1 semester (full-time)	Version	1
Delivery	Online only		Intakes	Rolling intakes (monthly)			
Strategic purpose	<p>The purpose of this qualification is to provide New Zealand business entities with people who can manage effective teams when employed in first line management roles.</p> <p>Graduates of this qualification will benefit New Zealand business entities by managing teams to achieve organisational goals.</p> <p>Graduates of this qualification will be able to manage teams in an effective manner in a bi- and multi-cultural environment.</p>						
Graduate profile	<p>Graduates of this qualification will be able to:</p> <p>Technical knowledge and skills</p> <ul style="list-style-type: none"> • Manage work flows in an operational context to achieve team objectives. • Assess against agreed criteria and respond appropriately to achieve operational objectives. <p>People skills</p> <ul style="list-style-type: none"> • Motivate and involve a team to achieve the team's objectives and contribute to the entity's objectives. • Communicate to develop relationships with team members and stakeholders. • Manage relationships within a team to sustain a productive workplace environment. • Promote an inclusive environment to value diversity for positive performance for the entity. <p>Affective skills</p> <ul style="list-style-type: none"> • Demonstrate professional and ethical behaviour, in a socially and culturally appropriate manner in leading a team. <p>Business environment</p> <ul style="list-style-type: none"> • Adapt leadership styles for effectiveness in different environments. • Comply with internal policies, legislation and other external requirements for the entity. 						
Education pathway	<p>This qualification builds on from:</p> <ul style="list-style-type: none"> • New Zealand Certificate in Business (Administration and Technology) (Level 3) [Ref: 2452] • New Zealand Certificate in Business (Introduction to Team Leadership) (Level 3) [Ref: 2453] • New Zealand Certificate in Business (Introduction to Small Business) (Level 3) [Ref: 2454]. <p>Graduates of this qualification may progress to:</p> <ul style="list-style-type: none"> • New Zealand Diploma in Business (Level 5) with strands in Accounting, Administration and Technology, Human Resource Management, Leadership and Management, Marketing and Sales, and Project Management) (Level 5) [Ref: 2459] • New Zealand Diploma in Business (Level 6) with strands in Accounting, Administration and Technology, Human Resource Management, Leadership and Management, Māori Business and Management, Marketing and Sales, and Real Estate [Ref: 2460] • other relevant industry qualifications (including Bachelor of Applied Management) 						
Employment pathway	Graduates of this qualification will have the skills and knowledge to work as a first line manager with responsibility for the performance of others, in a business entity.						
Award(s)	New Zealand Certificate in Business (First Line Management) (Level 4)						
Completion requirements	60 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>						
Entry requirements	<p>Applicants must meet at least one of the following criteria:</p> <ul style="list-style-type: none"> • Achieved 40 credits NCEA Level 1, including 10 literacy and 10 numeracy credits • Achieved the New Zealand Certificate Business (Introduction to Team Leadership) (Level 3) or equivalent <p>International Students for whom English is not a first language must attain an IELTS score of 5.5 with no band score lower than 5 or hold an equivalent score from a recognised alternative English proficiency test.</p>						
Selection information	All applicants will be interviewed and where applicants exceed available places selection will be based on evidence of interest, motivation and academic achievement.						
Credit recognition	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> .						
Time limit for completion	2 years from initial enrolment						
Programme structure							
Code	Title			Credits	Level		
Compulsory courses							
CBFL401	Effective Leadership			15	4		
CBFL402	Team Management and Motivation			15	4		
CBFL403	Achieving Team Objectives			15	4		
CBFL404	Performance and Variance Management			15	4		
Course prescriptors							
Title		Code		Credits	Level		
Effective Leadership		CBFL401		15	4		
Aim: To enable students to apply appropriate leadership approaches and communication strategies to a situation and/or a team.							
Team Management and Motivation		CBFL402		15	4		
Aim: To enable students to manage and to motivate teams and team members to sustain a positive and productive workplace environment.							
Achieving Team Objectives		CBFL403		15	4		
Aim: To enable students to promote an inclusive working environment and to assess against agreed criteria to achieve the entity's objectives.							
Performance and Variance Management		CBFL404		15	4		
Aim: To enable students to effectively manage workflows and performance manage a team to respond to the achievement of operational objectives.							