

New Zealand Diploma in Business (Level 5)

MOE Code	NZ2459	Level	5	Duration	38 weeks (full-time)	Version	1
Delivery	Full-time, Intramural Online (part-time option available)			Intakes	Whangārei - Terms 1, 2 3 and 4 Online - Rolling intake (monthly)		
Strategic purpose	To provide New Zealand business entities with people who have general and specialised business knowledge and skills that can be applied in a range of operational roles.						
Graduate profile	<p>Graduates of this qualification will be able to:</p> <p>Core compulsory</p> <p>Core technical knowledge and skills</p> <ul style="list-style-type: none"> Apply knowledge of the principles and practices of operations, accounting, sales/marketing, HR, and risk management, to support the operational efficiency and effectiveness of the entity. Contribute in operational contexts to innovation and organisational change within a business entity. <p>Core people skills</p> <ul style="list-style-type: none"> Develop and maintain operational business relationships with stakeholders for efficient and effective performance of the entity. Research and communicate information for efficient and effective performance of the entity. <p>Core cognitive skills</p> <ul style="list-style-type: none"> Apply problem-solving and decision-making in operational contexts for efficient and effective performance of the entity. <p>Core affective skills</p> <ul style="list-style-type: none"> Manage own and others' learning and performance within an operational context for efficient and effective performance of the entity. Apply professional and ethical behaviour, in a socially and culturally appropriate manner. <p>Core business environment</p> <ul style="list-style-type: none"> Analyse the impact of internal and external environments on entities. Analyse how the origin and nature of the bi-cultural partnership (as embedded in the Treaty of Waitangi) can be applied to business activities and relationships. <p>Accounting Strand</p> <p>Technical knowledge and skills</p> <ul style="list-style-type: none"> Record and process a wide range of financial transactions. Apply accounting concepts and standards to prepare financial statements and reports. Prepare budgets and monitor business performance against budgets. Analyse and interpret financial information to inform decision-making. Apply tax rules for individuals and small businesses. Determine internal controls to minimise financial risk. Evaluate debtor risk and apply relevant actions to mitigate. Act in accordance with the accounting profession's Code of Ethics. <p>People Skills</p> <ul style="list-style-type: none"> Research and communicate technical financial information for a business entity's performance. <p>Administration and Technology strand</p> <p>Technical knowledge and skills</p> <ul style="list-style-type: none"> Plan, organise and manage business administration functions, operations, and/or projects, to support management. Select, apply and support a broad range of current and emerging business technologies to meet business entity needs. Manage, analyse and evaluate administrative systems and processes; identify and recommend any improvements. <p>Human Resource Management strand (online only)</p> <p>Technical knowledge and skills</p> <ul style="list-style-type: none"> Apply knowledge of the principles and practices of HR functions for recruitment, development, performance management, and health and safety within an entity. Adapt to changes in given organisational context/s with effective HR strategies. <p>People Skills</p> <ul style="list-style-type: none"> Communicate effectively with stakeholders to provide HR-specific information and advice within a recognised industry ethical framework. <p>Leadership and Management strand</p> <p>Technical knowledge and skills</p> <ul style="list-style-type: none"> Identify operational issues and challenges and apply techniques for continuous improvement for efficient and effective performance of the entity. Contribute to the business planning for efficient and effective performance of the entity. Lead others to implement activities within the entity's plans, including change, for efficient and effective performance of the entity. Manage projects within scope, resources, and time. <p>People skills</p> <ul style="list-style-type: none"> Negotiate and positively influence others to achieve the entity's outcomes. Develop a positive workplace culture and team engagement, for efficient and effective performance of the entity. <p>Business environment</p> <ul style="list-style-type: none"> Promote compliance with internal and external requirements. <p>Marketing and Sales strand (online only)</p> <p>Technical knowledge and skills</p> <ul style="list-style-type: none"> Apply marketing and sales principles and processes, including consideration of the role of the entity's brand. Advise management on existing and emerging marketing and sales issues, based on secondary research. Use existing technology, and show awareness of emerging technology, in a range of marketing contexts and/or delivery platforms. <p>People Skills</p> <ul style="list-style-type: none"> Communicate persuasively and purposefully, using buyer decision-making process and negotiation, with customers and prospects to achieve marketing and sales outcomes. Apply self-management and interpersonal skills for effective relationship management. <p>Project Management strand (online only)</p> <p>Technical knowledge and skills</p> <ul style="list-style-type: none"> Select and use project management tools and techniques appropriate to the project(s). Apply project management knowledge to manage the initiation, planning, execution, monitoring and control, and closing of projects. 						

	<p>People skills</p> <ul style="list-style-type: none"> Negotiate and positively influence others to achieve the project's outcomes. 		
Education pathway	<p>Graduates may progress to:</p> <ul style="list-style-type: none"> New Zealand Diploma in Business (Level 6) [Ref: 2460] business qualifications at degree level relevant industry or professional qualifications at Level 6 or above. <p>Award of this qualification with the Accounting strand may equip graduates towards achievement of the academic requirements for NZICA's Accounting Technicians College.</p> <p>Award of this qualification with the Administration and Technology strand may equip graduates towards achievement of Association of Administrative Professionals New Zealand's (AAPNZ) Certification.</p> <p>Award of this qualification with the Project Management strand may equip graduates towards achievement of Project Management Institute and other professional credentials in Project Management.</p>		
Employment pathway	<p>Graduates of the Accounting strand will have the skills and knowledge to be employed in a variety of business entities in accounting roles such as: finance administrator, inventory controller, accounts receivable/payable officer. Graduates may also be able to contribute to community groups in volunteer accounting functions.</p> <p>Graduates of the Administration and Technology strand will have the skills and knowledge to work, or gain employment, in a wide range of administration roles in a variety of sectors. These may include personal and executive assistants, customer service consultants, project and event administrators, virtual assistants, office managers, or office administration team leader roles.</p> <p>Graduates of the Human Resource Management strand will have the skills and knowledge to be employed in a variety of business entities in entry-level Human Resource roles such as HR administrator, HR assistant, HR coordinator. The skills and knowledge can also be applied to supervisory or first line management roles.</p> <p>Graduates of the Leadership and Management strand will have the skills and knowledge to work or gain employment as a manager/leader in roles at an operational level within New Zealand business entities.</p> <p>Graduates of the Marketing and Sales strand will have the skills and knowledge to be employed in a variety of business entities in marketing and sales entry-level roles such as: marketing assistant, junior account manager, sales representative, digital marketing assistant. Graduates may also be able to contribute to community groups in volunteer marketing and sales functions.</p> <p>Graduates of the Project Management strand will have the skills and knowledge to be employed in a variety of business entities in project management roles. Graduates will also be able to contribute to community groups in volunteer project management roles.</p>		
Award(s)	New Zealand Diploma in Business (Level 5) (with strand)		
Completion requirements	<p>120 credits, as listed in Programme Structure.</p> <p><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></p>		
Entry requirements	<p>Applicants must meet the following criteria for admission into the programme:</p> <ol style="list-style-type: none"> A minimum of 14 numeracy credits at Level one or higher in Mathematics or Pāngarau on the Directory of Assessment Standards; and Fifty credits at Level two or above with at least 12 credits in each of three subjects including a minimum of 8 literacy credits at Level 2 or higher in English or Te Reo Māori; of which 4 credits must be in reading and 4 credits must be in writing; and The literacy credits will be selected from a schedule of approved achievement standards and unit standards found on the NZQA website; or Equivalent to the above. <p>Applicants for whom English is not a first language must have an IELTS <u>Academic</u> score of 5.5 with no band score lower than 5; or an accepted international equivalence.</p>		
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	5 years from initial enrolment		
Programme structure			
Code	Title	Credits	Level
Compulsory courses			
5574.501 / 5574.NZDB501	Organisations in a New Zealand Context	15	5
5574.502 / 5574.NZDB502	Business Environments	15	5
5574.503 / 5574.NZDB503	Business Functions	15	5
5574.504 / 5574.NZDB 504	Understanding Change	15	5
Accounting strand			
5574.509 / 5574.NZDB509	Introduction to Accounting and Taxation	15	5
5574.510 / 5574.NZDB510	Applied Accounting	15	5
5574.511 / 5574.NZDB511	Analysis of Financial Information	15	5
5574.512 / 5574.NZDB512	Budgets for Planning and Control	15	5
Administration and Technology strand			
5574.513 / 5574.NZDB513	Administration Services	15	5
5574.514 / 5574.NZDB514	Administration Systems, Processes and Projects	15	5
5574.515 / 5574.NZDB515	Business Technologies	15	5
5574.516 / 5574.NZDB516	Business Information Management	15	5
Leadership and Management strand			
5574.505 / 5574.NZDB505	Operational Management and Compliance	15	5
5574.506 / 5574.NZDB506	Business Planning and Team Engagement	15	5
5574.507 / 5574.NZDB507	Leadership	15	5
5574.508 / 5574.NZDB508	Managing Projects	15	5
Human Resource Management strand (online only)			
5574.NZDB517	Introduction to Human Resources	15	5
5574.NZDB518	Introduction to Health and Safety Management	15	5
5574.NZDB519	Change and HR Initiatives	15	5
5574.NZDB520	People and Development	15	5

Code	Title	Credits	Level
Marketing and Sales strand (online only)			
5574.NZDB521	Introduction to Marketing and Sales	15	5
5574.NZDB522	Buyer Behaviour	15	5
5574.NZDB523	Market and Sales Intelligence	15	5
5574.NZDB524	Essential Skills for Marketing and Sales	15	5
Project Management strand (online only)			
5574.NZDB525	Project Management Principles	15	5
5574.NZDB526	Project Management Methodologies	15	5
5574.NZDB527	Project Management Tools	15	5
5574.NZDB528	Applied Project Management	15	5
Course prescriptors			
Title	Code	Credits	Level
Administration Services	5574.513	15	5
Aim: To plan, organise, analyse, manage and evaluate administration systems and processes to support management.			
Administration Systems, Processes and Projects	5574.514	15	5
Aim: To analyse the effectiveness and efficiencies of administration systems and processes; develop and implement strategies to improve administration systems and processes; plan, co-ordinate, monitor, manage and evaluate projects within a budget to support a business entity.			
Analysis of Financial Information	5574.511	15	5
Aim: To calculate, analyse and interpret financial information to inform decision making for a business entity and evaluate debtor risk.			
Applied Accounting	5574.510	15	5
Aim: To record and process a wide range of financial transactions manually, as well as using software. Students will act in accordance with the accounting profession's Code of Ethics to research and communicate technical financial information for a business entity's performance.			
Applied Project Management	5574.NZDB528	15	5
Aim: Apply knowledge of project management tools, techniques and methodologies to a project situated in an organisational context.			
Budgets for Planning and Control	5574.512	15	5
Aim: To prepare budgets and use budgets to monitor business performance for a business entity and determine internal controls to minimise financial risk for a business entity.			
Business Environments	5574.502	15	5
Aim: To analyse environmental influences on a business entity.			
Business Functions	5574.503	15	5
Aim: To apply knowledge of core business functions for operational efficiency and effectiveness. Based on case study that flows through all business functions.			
Business Information Management	5574.516	15	5
Aim: To use information to support operations and management; produce support materials for business technology to meet business entity needs and manage business technology to support users to meet business entity needs.			
Business Planning and Team Engagement	5574.506	15	5
Aim: To formulate a business plan that includes team engagement.			
Business Technologies	5574.515	15	5
Aim: To research and analyse new and emerging business technologies and apply knowledge of those technologies to support the operations and management within a business entity.			
Buyer Behaviour	5574.NZDB522	15	5
Aim: To enable students to apply buyer behaviour principles and processes in marketing and sales contexts.			
Change and HR Initiatives	5574.NZDB 519	15	5
Aim: To enable students to adapt changes with measurable HR initiatives in order for the organisation to be agile.			
Essential Skills for Marketing and Sales	5574.NZDB524	15	5
Aim: To enable students to apply communication skills and tactical marketing activities in a range of marketing contexts			
Introduction to Accounting and Taxation	5574.509	15	5
Aim: To apply accounting concepts and standards to prepare financial statements for a business entity and apply tax rules.			
Introduction to Health and Safety Management	5574.NZDB518	15	5
Aim: To enable students to contribute to the development of a Health and Safety management system.			
Introduction to Human Resources	5574.NZDB517	15	5
Aim: To enable students to demonstrate the principles and practices of Human Resource (HR) functions.			
Introduction to Marketing and Sales	5574.NZDB521	15	5
Aim: To enable students to understand key marketing and sales principles and processes in the contemporary business environments.			
Leadership	5574.507	15	5
Aim: To apply leadership skills to achieve organisational outcomes and change.			
Managing Projects	5574.508	15	5
Aim: To effectively manage a project.			
Market and Sales Intelligence	5574. NZDB523	15	5
Aim: To enable students to prepare and present market and sales intelligence to support management decision making on existing and emerging market and sales issues.			
Operational Management and Compliance	5574.505	15	5
Aim: Apply techniques to improve operational management and compliance.			
Organisations in a New Zealand Context	5574.501	15	5
Aim: To review and analyse business entities from a range of perspectives in an Aotearoa NZ context.			
People and Development	5574.NZDB520	15	5
Aim: To enable students to apply knowledge and skills of HR principles and practices of supporting employees to achieve organisational objectives.			
Project Management Methodologies	5574.NZDB526	15	5
Aim: Understand and apply knowledge of project management methodologies and their importance to the success of projects.			
Project Management Principles	5574.NZDB525	15	5
Aim: Apply knowledge of project management to efficiently and effectively manage the project lifecycle.			
Project Management Tools	5574.NZDB527	15	5
Aim: Apply knowledge of the selection and use of project management tools in the project environment.			
Understanding Change	5574.504	15	5
Aim: To contribute to innovation and change in organisations.			