



New Zealand Diploma in Business (Administration and Technology) (Level 5)



Domestic fee: \$2,558

International fee: \$10,172

Compulsory student levy >
StudyLink >

*Fees are approximate, subject to change and exchange rates

Location	Distance
Duration	Six months
Delivery	Delivered via Capable NZ - our Assessment of Prior Learning Centre

Credits	120
Level	5
Start	First of each month
Apply	Anytime

Delivered through Capable NZ - our assessment of prior learning centre

Are you an experienced administrator?

This qualification proves you have the knowledge and skills to plan, organise and manage business administration functions, operations and/or projects.

As a graduate, you'll be able to select, apply and support a broad range of current and emerging business technologies to meet an organisation's needs, and know how to manage, analyse, evaluate and improve administrative systems and processes.

The Capable NZ difference

The Capable NZ process centres on you and your own career – you'll reflect on where you've come from, where you are now, and where you want to go.

You will:

- > identify early experiences and influences that have shaped you, and how these relate to your working life
- > analyse your work and life experiences and skills, and evaluate your strengths and capabilities
- > identify, access and research relevant practice theories, models, tools, frameworks, and reflect on how these might inform and influence your work
- > complete in-depth case studies that critically explore and analyse key learning experiences from your work or community life, and align these with academic research
- > undertake learning to fill any gaps in your knowledge or experience.

One key point of difference with Capable NZ study is that you complete in-depth case studies to critically analyse learning experiences from your career or community life and consider how these meet the requirements of your chosen qualification.

Entry criteria

> You will need approximately seven years of skills/knowledge/experience in this field with a specific focus on management and leadership.

Additional costs

There are no additional costs for this programme.

Your workload

You will need to spend approximately 20 hours per week on this programme within your current employment.

How to apply

1. If you want to find out a little more about this programme, send us an enquiry and we'll be in touch!
2. If you know that you just want to apply, click on the light blue APPLY button in the top right section of this page and complete our online application form.

Student loans

This programme is not eligible for Course Related costs through Studylink but it is eligible for a student loan.

Disclaimer

While every effort is made to ensure that this sheet is accurate, Otago Polytechnic reserves the right to amend, alter or withdraw any of the contained information. The fees shown in this document are indicative ONLY. Both domestic and international fees are subject to change and are dependent on the development and implementation of Government policies. Please note that additional fees may from time to time be required for external examination, NZQA fees and/or additional material fees.

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