



New Zealand Certificate in Study and Career Preparation (Level 4) with a focus on Business



Location	Dunedin and Auckland (Auckland programme for international students only)
Duration	Dunedin: One semester full-time; Auckland: 17 weeks full-time
Delivery	On campus

Credits	60
Level	4
Start	Dunedin: February and July Auckland: February, April, July and October
Apply	Until start date

Domestic fee

Standard: \$3,746

International fee

Standard: \$7,290

Covid-19 scholarship: \$5,290
(onshore students only)

Compulsory student levy >
StudyLink >

*Fees are approximate, subject to change and exchange rates

Want to gain the skills needed for higher level learning?

This programme will teach you what is needed for diploma- and degree-level study. You will develop your academic reading and writing skills and an understanding of the research process. You will also build your computer skills, learn how to better manage your time and gain confidence by exploring your own personal learning style.

Successful completion of this Certificate will give you guaranteed entry into the:

- > New Zealand Diploma in Business (Level 5) - *available in Dunedin*
- > New Zealand Diploma in Tourism and Travel (Level 5) - *available in Dunedin*
- > Bachelor of Applied Management - *available in Dunedin or Auckland*

as long as you meet the stated English Language requirement for the specific programme.

Pathway options into the Bachelor of Information Technology and other Otago Polytechnic diploma and degrees are also available, again, as long as you meet the stated English Language requirements.

At our Auckland International Campus, this programme is offered by Future Skills Academy due to a sub-contract arrangement with Otago Polytechnic. Auckland study block dates >

Please note: Our Auckland-based programme is subject to minimum numbers.

Entry requirements

- > Open entry.
- > International students will be individually assessed to ensure you are ready for this study.
Click here for equivalent academic entry requirements by country.
- > If English is not your first language, you must provide:
 - > New Zealand University Entrance OR

- > Overall Academic IELTS 5.5 with no individual band score lower than 5.0 (achieved in one test completed in the last two years), OR
- > Acceptable alternative evidence of the required IELTS (see here for NZQA proficiency table and here for list of recognised proficiency tests).

If you need to improve your English Language skills, we offer a wide range of English programmes.

You will study

Course name	Description	Credits
Skills for Successful Tertiary Study	Prepare for successful tertiary study	15
Building Communication Competence	Learn how to effectively use a variety of communication strategies to support your learning and your future career pathway in New Zealand	15
Academic Communication	Develop your academic reading, writing and research skills in a business context. Learners will develop skills to plan and write a variety of context relevant documents.	15
Introduction to Research	Become equipped with the information literacy skills required for tertiary studies in business contexts.	15
Total		60

Your workload

You will be required to undertake approximately 16 hours per week of directed study in the form of lectures and practical work sessions. It is expected that you will contribute equal hours of your own time in self-directed study to allow for successful completion of the Certificate.

Student loans and allowances

Full-time **domestic students** of this programme are eligible for student loans and allowances (dependent on age and financial circumstances.) Please contact Studylink for additional information. Phone 0800 88 99 00 or visit www.studylink.govt.nz

Recognition of prior learning

If you already have extensive knowledge and skills gained from practical experience in this area, enquire about our recognition of prior learning process at Capable NZ. You may have already gained credits towards this qualification in the course of your life.

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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