



New Zealand Diploma in Business (Level 5) (Accounting) or (Leadership and Management)



Domestic fee: \$6,848

International fee: \$20,350

Fee after Covid-19 Relief Scholarship for internationals: \$16,350

Capable NZ (Recognition of Prior Learning)

> Domestic: \$3,248

> International: \$9,847

Compulsory student levy > StudyLink >

*Fees are approximate, subject to change and exchange rates

Location > Dunedin Campus
> 6 month full-time / 12 month part-time distance learning option for the Leadership and Management strand available through Capable NZ for those with existing knowledge and skills due to practical experience in this area. [Learn more >](#)

Duration One year full-time; part-time options

Delivery On campus with face-to-face, self-directed and online learning

Credits 120

Level 5

Start Dunedin Campus: February and July
Capable NZ: Monthly

Apply Until start date

Focus on the skills you need to work effectively and successfully in a range of operational roles in business with this industry-relevant qualification.

Gain the abilities and knowledge you need to make you a valued employee who can contribute from day one in an organisation or prepare for higher levels of learning and development.

This programme is very practical, giving you the real-world skills and capabilities that are attractive to employers.

A great springboard into further study, graduates of this programme are eligible to enter the second year of our Bachelor of Applied Management degree. You could also enter other relevant industry or professional qualifications at Level 6 or above.

If you're an international student, you can study the Leadership and Management specialty at our Auckland International Campus or online if you're an offshore student.

Accounting graduates

People with accountancy skills and qualifications are in constant demand for their ability to plan and record the financial performance of every kind of venture. Amongst other things, you will learn how to prepare budgets, monitor business performance against budgets, determine internal controls to minimise financial risk, and analyse and interpret financial information to inform decision-making.

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.

Leadership and Management graduates

All business organisations need highly capable and competent members of a team who demonstrate the potential to lead staff, ensure targets align with strategic objectives, manage projects, and contribute to business planning to achieve high performance and productivity. Amongst other things, you will learn how to lead others to implement activities that lead to high productivity, manage projects within scope, resources and time, and develop a positive workplace culture and team engagement.

Graduates of the Leadership and Management strand will have the skills and knowledge to work or gain employment at an operational level within New Zealand businesses.

Entry requirements

- > The minimum academic entry criteria is NCEA Level 2 including 10 UE literacy credits; however it is preferred that applicants have achieved NCEA Level 3.
- > Students older than 20 years of age must have equivalent life/work experience or an equivalent qualification to the above.
- > 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.

Pathway to this programme

Our Bridging to business programme (New Zealand Certificate in Study and Career Preparation Level 4) offers the perfect pathway into this qualification.

Want your existing skills recognised?

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 working life. This is only available for the Leadership and Management strand of this programme.

You will study

This programme teaches you to think conceptually and to adapt to change. It's designed to allow you to:

- > apply a broad range of generic business knowledge and skills as well as specialised knowledge and skills in your selected field of business
- > be proactive to changes in the local, national and global business environment
- > demonstrate business skills including problem solving, decision-making, negotiating, and using technology effectively
- > develop and manage innovative approaches to business practice
- > practice business in a legal, sustainable, ethical and culturally-appropriate manner
- > appreciate the impact of different cultures on business practice in New Zealand
- > communicate, collaborate and build networks effectively with a diverse range of individuals, teams and organisations
- > gather and select information from a diverse range of sources to inform business practice
- > take responsibility for continued learning and career development.

You will begin by completing four core papers. This is then followed by a further four papers in the strand you are studying. The strand does not need to be chosen until the third block of study. In total, eight papers are studied and each is worth 15 credits (120 in total).

CORE Courses	Credits
Business Functions	15
Business Environment	15
Organisations in a New Zealand Context	15
Principles of Change	15
Leadership and Management courses	
Organisational Planning	15

Organisational Management and Compliance	15
Leadership	15
Project Management	15
Accounting courses	
Preparation and Analysis of Financial Statements	15
Planning and Managing Financial Performance	15
Financial Accounting	15
Tax and Managing Financial Risk	15
TOTAL	120

Your workload

You will spend approximately 12 hours per week in a face-to-face learning environment. In addition, you should expect to spend another 25 hours per week in activities directed by your lecturer and/or in independent study.

Additional costs

Text books/possible field trips.

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

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.

International **+64 3 477 3014**
 New Zealand **0800 762 786**
 Email **info@op.ac.nz**

Dunedin Campus
 Forth Street, Dunedin
 Private Bag 1910
 New Zealand 9054

Central Otago Campus
 Corner Erris & Ray Streets
 PO Box 16, Cromwell
 New Zealand 9342

Auckland Campus
 Level 2, 350 Queen Street
 PO Box 5268, Auckland
 New Zealand 1141