



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



Domestic fee (all GST inclusive)

Programme: \$678.32

Per course: \$169.58

*Fees are approximate, subject to change and exchange rates

Location	Online
Duration	20 weeks full-time 40 weeks part-time
Delivery	Delivered through the TANZ eCampus. Online activities - readings, discussion forums, research tasks and fact finding. Study will be mainly self-directed and is flexible to suit your needs.

Credits	60
Level	4
Start	Monthly
Apply	Anytime

Delivered through our TANZ eCampus

Do you want to learn how to manage an effective team to achieve organisational goals?

This fully online qualification will give you the skills and knowledge to work as a first line manager with responsibility for the performance of others in a business entity.

Please note: Learners under the age of 18 cannot apply for this programme.

What will I learn?

Technical knowledge and skills

- > Manage work flows in an operational context to achieve team objectives
- > Assess against agreed criteria and respond appropriately to achieve operational objectives.

People skills

- > 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.

Effective skills

- > Demonstrate professional and ethical behaviour, in a socially and culturally appropriate manner in leading a team.

Business environment

- > Adapt leadership styles for effectiveness in different environments

> Comply with internal policies, legislation and other external requirements for the entity.

Entry requirements

> 40 credits at NCEA Level 1, including 10 literacy credits and 10 numeracy credits OR New Zealand Certificate in Business (Introduction to Team Leadership) (Level 3).

> 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.

Alternative requirements

Skills for tertiary study (including literacy and numeracy) may be acquired through study, work and/or life experience. Students who can demonstrate these skills may be approved for alternative entry. CPIT literacy and numeracy assessments are available.

Pathways into the programme

This qualification builds on from:

> New Zealand Certificate in Business (Administration and Technology) (Level 3)

> New Zealand Certificate in Business (Introduction to Team Leadership) (Level 3)

> New Zealand Certificate in Business (Introduction to Small Business) (Level 3)

Your workload

This programme is made up of four courses with a total of 600 learning hours. This breaks down to approximately 30 hours per week if you're studying full-time and 15 hours per week if you're studying part-time.

Depending on your previous academic online experience this may vary a little.

Programme structure

Course	Level	Credits	Learning hours
Effective Leadership	4	15	150
Team Management and Motivation	4	15	150
Achieving Team Objectives	4	15	150
Performance and Variance Management	4	15	150
Total		60	600

Course descriptions

1. Effective Team Performance

To enable students to work cooperatively and effectively in a team and achieve objectives.

Learning outcomes:

> Communicate effectively with stakeholders

> Work cooperatively and effectively

> Develop and contribute to achievement of objectives within an entity and teams

2. Team Management and Motivation

To enable students to manage and to motivate teams and team members to sustain a positive and productive workplace environment.

Learning outcomes:

> Apply appropriate conflict resolution strategies to a conflict situation

> Describe and apply team motivational theory and strategies

> Describe and comply with internal policies and external requirements

3. Achieving Team Objectives

To enable students to promote an inclusive working environment and to assess against agreed criteria to achieve the entity's objectives.

Learning outcomes:

> Participate actively in a team to achieve objectives

- > Assess team objectives against operational objectives
- > Develop positive workplace relationships by applying professional and ethical behaviour in a socially and culturally appropriate manner in leading a team

4. Performance and Variance Management

To enable students to effectively manage workflows and performance manage a team to respond to the achievement of operational objectives.

Learning outcomes:

- > Develop a plan of action in response to a variation
- > Allocate, manage and evaluate workflows and resources to achieve team and individual objectives
- > Describe, manage and apply performance management strategies

Further study options

Graduates of this qualification may progress to:

- > New Zealand Diploma in Business (with strands in Accounting, Administration and Technology, Leadership and Management, and Project Management) (Level 5)
- > New Zealand Diploma in Business (with strands in Accounting, Administration and Technology, Leadership and Management, and Māori Business and Management) (Level 6)
- > other relevant industry qualifications.

Career opportunities for graduates

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.

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. www.capablenz.ac.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.



Got a question? Ask the team at TANZ

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