



New Zealand Diploma in Business (Project Management) (Level 5)



Fee: \$5,140 (\$642 per course)

*Fees are approximate, subject to change and exchange rates

Location	Online
Duration	34 weeks full-time; part-time options available
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	120
Level	5
Start	Monthly
Apply	Anytime

Delivered through our TANZ eCampus

Do you want a career in project management? Enrol in this fully-online qualification and gain the skills and knowledge you'll need to successfully manage projects from the initial planning stage through to completion.

Graduates of this course could take on a range of careers and be employed in a variety of business entities in project management roles. They will also be able to contribute to community groups in volunteer project management roles.

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

What will I learn?

Technical knowledge and skills

- > 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.
- > People skills
- > Negotiate and positively influence others to achieve the project's outcomes.

Entry requirements

Applicants under 20 years old

- > A minimum of 14 numeracy credits at Level 1 or higher in Mathematics on the Directory of Assessment Standards, and
- > 50 credits at Level 2 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 (4 credits must be in

reading and 4 credits in writing)

- > The literacy credits will be selected from a schedule of approved achievement standards and unit standards found on the NZQA website at Literacy Requirements for University Entrance.
- > OR equivalent to the above.

Applicants 20 years or over

- > No minimum academic entry requirements.
- > However, you need to provide your CV detailing any relevant work experience and academic achievements.
- > 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.

Special entry

In exceptional circumstances, an applicant under the age of 20 who does not meet the academic entry requirements may be granted entry where they supply evidence to satisfy the relevant Academic Committee of their ability to succeed in the programme.

Pathways into the programme

This qualification may build on:

- > New Zealand Certificate in Business (Administration and Technology) (Level 4)
- > New Zealand Certificate in Business (Accounting Support Services) (Level 4)
- > New Zealand Certificate in Business (Small Business) (Level 4)
- > New Zealand Certificate in Business (First Line Management) (Level 4)
- > New Zealand Certificate in Project Management (Level 4)

Your workload

This qualification is made up of eight courses. Each course is delivered over 9 weeks. NZQA guidelines suggest up to 150 hours of total study time for a 15-credit course. So to complete one of the courses successfully in the 9 weeks you must be prepared to devote approximately 16.5 hours per week to your study. Depending on your previous academic online experience and course level this may vary to a certain degree.

If you want to study as a full-time student you can enrol on more than one course at a time, which will increase the amount of study required per week.

Programme structure

Course name	Credits	Level	Contact hours	Self-directed learning hours
Organisations in a New Zealand Context	15	5	60	90
Business Environments	15	5	60	90
Business Functions	15	5	60	90
Understanding Change	15	5	60	90
Project Management Principles	15	5	60	90
Project Management Methodologies	15	5	60	90
Project Management Tools	15	5	60	90
Applied Project Management	15	5	60	90
Totals	120		480	720

You will study

1. Organisations in a New Zealand Context

To review and analyse business entities from a range of perspectives in an Aotearoa NZ context

Learning Outcomes:

- > Identify the nature of business entities and their stakeholders in relation to: interests, influences and risks they are exposed to
- > Identify and apply professional and ethical behaviour to ensure business communications are effective, conducted in a socially and culturally appropriate manner and relationships with stakeholders are developed and maintained
- > Analyse and present evidence of how the business activities and relationships of organisations in Aotearoa NZ can be influenced by bi-cultural partnerships.

2. Business Functions

To analyse environmental influences on a business entity.

Learning Outcomes:

- > Apply a range of legal and economic principles to internal and external business environments
- > Analyse the potential impacts of a range of internal and external environmental influences on business entities
- > Identify and utilise relevant internal and external environmental data to plan the management of risk and performance in a business entity.

3. Business Environments

Apply knowledge of core business functions for operational efficiency and effectiveness.

Learning Outcomes:

- > Apply the principles and practices of accounting, and operations to make decisions supporting business efficiency and effectiveness
- > Understand and apply practices of Human Resource Management, Sales and Marketing to support business efficiency and effectiveness
- > Demonstrate skills for managing own and others' learning and performance within an operational context.

4. Understanding Change

To contribute to innovation and change in organisations

Learning Outcomes:

- > Identify and demonstrate how innovation and organisation change can contribute to enhanced business performance
- > Explain and assess the impact and importance of sustainability to business entities
- > Research and recommend solutions for improving performance of a business entity

5. Project Management Principles

Apply knowledge of project management to efficiently and effectively manage the project lifecycle

Learning Outcomes

- > Identify and analyse the nature, attributes and principles of projects and project management
- > Apply knowledge of a project manager's skills and attributes to efficiently and effectively manage stakeholders within the project life-cycle
- > Define, apply and manage the phases of the project management life-cycle in a project environment

6. Project Management Methodologies

Understand and apply knowledge of project management methodologies and their importance to the success of projects

Learning Outcomes:

- > Review the evolution of project management methodologies in organisations
- > Evaluate a number of different project management methodologies
- > Compare current project management methodologies and select the most appropriate methodology for each of a range of different project

7. Project Management Tools

Apply knowledge of the selection and use of project management tools in the project environment

Learning Outcomes:

- > Identify a range of tools to support the successful execution of a project's life-cycle
- > Apply project management knowledge to select and use appropriate project management tools across a range of different projects
- > Apply knowledge of project management tools and techniques to each phase of the project life-cycle

8. Applied Project Management

Apply knowledge of project management tools, techniques and methodologies to a project situated in an organisational context.

Learning Outcomes:

- > Demonstrate and apply an ability to negotiate with, and positively influence, project management teams to achieve project outcomes
- > Select and apply appropriate tools and techniques required to execute a project
- > Apply project management knowledge to manage a project through all stages of the project life-cycle

Further study options

Graduates may progress to:

- > New Zealand Diploma in Business (with strands in Accounting, Administration and Technology, Leadership and Management, and Māori Business and Management) (Level 6)
- > business qualifications at degree level
- > relevant industry or professional qualifications at Level 6 or above.

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.

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

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