



 **NO FEES**

New Zealand Diploma in Business

(Leadership and Management, Level 5)

Fostering high performing strategic leadership

Enhance your business knowledge, strengthen leadership acumen, strategic thinking, and operations management all the while gaining a nationally recognised Diploma in Business online.

aspire2

Business
Management
Programmes



66 weeks part time
(incl. five 1 week breaks)

NZ Diploma in Business (Leadership & Management, Level 5)

Programme content

This NZQA programme consists of 6 courses which are each worth 20 credits.

INTRODUCTION TO BUSINESS OPERATIONS

Business Operations



Accounting



Marketing



Sales



Human Resources



Risk Management



BUSINESS DECISION MAKING

Internal Business Environments



External Business Environments



Problem Solving Techniques



Solving Problems Creatively



Organisational Change



Innovation and Change Management



BUSINESS COMMUNICATION

Business Communication



Barriers to Business Communication



Communicating with Business Stakeholders



Cross-cultural Communication



Professional Business Communication



Ethical Communication



Programme content continued

MANAGING PEOPLE

Operational Issues and Challenges in Business



What to Consider in People Performance



Managing People Performance



Techniques for Establishing Continuous Improvement



Workplace Culture



Workplace Diversity



Internal and External Staff Compliance



LEADERSHIP

What is Leadership?



Leadership Styles



Motivating and Inspiring Staff



Implementing Business Activities



Leading Change



Leading Projects



OPERATIONS MANAGEMENT

What is Operations Management?



Operational Issues and Challenges



Areas for Improvement in Business



Business Improvement Plans



Establish Continuous Improvement Strategies



Entry Criteria:

- **Students must be 16 years of age and over**
- **Students must be residing in New Zealand for the duration of their studies**
- **This programme is only available to New Zealand and Australian citizens and permanent residents.**
- **Students will be required to have NCEA Level 2 or the equivalent, this includes:**
 - ✓ Minimum of 10 numeracy and 10 literacy credits at Level one or higher on the Directory of Assessment Standards; and
 - ✓ 60 credits at Level two 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.
- **Provisional entry**
 - ✓ Students who have attained the age of 20 years and do not hold the minimum entry requirements for a programme will be eligible to be enrolled as a student where their previous educational, work or life experience indicates they have a reasonable likelihood of success.

Course Requirements

All of the necessary materials required to successfully complete assessments will be available through the learning platform.

For some assessments, you may like to do additional research through textbooks or the internet, however you won't be required to purchase textbooks. You must have access to a computer, a reliable internet connection, and email.

Study Commitment

Total duration: 66 weeks part time or 34 weeks full time

Part-time study requires 15–20 hours weekly

Full-time study requires 35–40 hours weekly