



**NO FEES**

# New Zealand Certificate in Business

## (First Line Management, Level 4)

**Do you want to be a great leader, not just a good one?**

Develop the skills and confidence to inspire, motivate and lead with this online Level 4 programme. Fireup your management career, get equipped with the tools you need to manage high performing teams and achieve organisational goals.

**aspire2**

Business  
Management  
Programmes



**40 weeks part time**  
(incl. five 1 week breaks)

# NZ Certificate in Business (First Line Management, Level 4)

## Programme content

This NZQA programme consists of 4 courses which are each worth 15 credits.

### LEADING TEAMS

Business Leadership Styles



Applying Leadership



Business Communication Skills



Communicating with Stakeholders



Professional and Ethical Business Behaviour



Socially and Culturally Appropriate Business Behaviour



### WORKFLOW OBJECTIVES

Business Workflow Objectives



Applying Workflow Objectives to a Process



Business Workflow Issues



Problem Solving in Business



Decision Making and Taking Action



Communicating with management



# Programme content continued

## OPERATIONS MANAGEMENT

Motivattional Theories



Business Team Motivation



Business Team Culture



Workplace Diversity



Creating an Inclusive Business Environment



## TEAM MANAGEMENT

Planning Business Workflows



Allocating Tasks in the Workflow



Monitoring Business Workflows



Continuous Improvement



Workflow Issues



Communicating to Management



# 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: 40 weeks part time or 20 weeks full time**

Part-time study requires 15–20 hours weekly

Full-time study requires 35–40 hours weekly