



# New Zealand Certificate in Business

(Introduction to Team Leadership, Level 3)

## Tired of being just another office worker?

Breaking into junior management has never been so easy, thanks to this online course. Gain the knowledge, skills and confidence you need to effectively manage a team, and apply your learning to real and simulated business scenarios.

**aspire2**

Business  
Management  
Programmes



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

# NZ Certificate in Business (Introduction to Team Leadership, Level 3)

## Programme content

This NZQA programme consists of 3 courses which are each worth 15 credits.

### TEAM LEADERSHIP

Leadership  
Styles



Leadership  
Principles



Leadership  
Techniques



Professional and  
Ethical Behaviour



Socially and  
Culturally  
Appropriate  
Leadership



### TEAMWORK AND OBJECTIVES

SMART  
Objectives



Teamwork



Working  
Cooperatively  
in a Team



Team  
Development  
Stages



Team  
Performance



### PROBLEM SOLVING AND COMMUNICATION

Problem  
Solving



Problem  
Solving  
Techniques



Decision  
Making



Decision  
Making  
Techniques



Key Business  
Stakeholders



Communicating  
with  
Stakeholders



# 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: 34 weeks part time or 17 weeks full time**

Part-time study requires 15–20 hours weekly

Full-time study requires 35–40 hours weekly