



New Zealand Certificate in Business

(Introduction to Small Business, Level 4)

Looking to manage your own business – or someone else's?

We'll take you from good to great in just 40 weeks (approximately 15 hours study a week). Develop your expertise in personal, workplace and enterprise management, and apply your newfound knowledge to simulated and real business scenarios.

aspire2

Business
Management
Programmes



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

NZ Certificate in Business (Introduction to Small Business, Level 4)

Programme content

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

INTRODUCTION TO SMALL BUSINESS AND MARKETING

Small Business
iStructures



Sources of
Information for a
Business Plan



Small Business
Stakeholders



Ethical Practice



Impact of
the Treaty of
Waitangi



SMALL BUSINESS FINANCE AND TECHNOLOGY

Small Business
Financial
Functions



Small Business
Taxes



Small Business
Financial
Decision Making



Small Business
Technology



Small Business
Technology
Decisions



Programme content continued

SMALL BUSINESS HR MANAGEMENT

Human
Resource Tools



Human Resource
Legislation



Small Business
Employment
Relationship



Small Business
Human
Resources
Processes



SMALL BUSINESS SUSTAINABILITY

Sustainable
Resources



Sustainable
Staffing



Sustainable
Customer
Base



Sustainable
Practices



Cultural
Sustainability



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