

# FEES FREE

## NEW ZEALAND DIPLOMA IN BUSINESS

(Human Resource Management, Level 5)

### MANAGE HUMAN RESOURCES LIKE A PRO!



Enrol in our fully-funded online training today!

Enhance your business acumen, strengthen your leadership knowledge and gain a nationally recognized NZ Diploma in Business (Human Resource Management) qualification.

### COURSE REQUIREMENTS

You must have access to a computer and a reliable internet connection to complete these studies, we will provide you with Office 365.

### PROGRAMME CONTENT

**This NZQA recognised programme is worth a total of 120 NZQA credits.**

Each of the six courses completed during this programme are worth 20 credits.

#### INTRODUCTION TO BUSINESS OPERATIONS

- Business Operations
- Accounting
- Marketing
- Sales
- Human Resources
- Risk Management

#### BUSINESS DECISION MAKING

- Internal Business Environment
- 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

## CHANGE MANAGEMENT

- Reasons for Change
- Change Models
- Resistance to Change
- People Change
- Structural Change
- Technological Change
- Communicating Change with Stakeholders
- Using Ethical Frameworks for Change Management

## INTRODUCTION TO HUMAN RESOURCE MANAGEMENT

- Principles and Practices of Human Resources
- Health & Safety Legislation
- Employment Relations Act 2000
- Workplace Culture
- Employee Motivation
- Training and Development
- Using a Human Resources Information System

## RECRUITMENT AND PERFORMANCE MANAGEMENT

- Job analysis – Job description and Person Specification
- Selection and Recruitment Processes
- Induction
- Performance Management Processes
- Disciplinary Procedures

## STUDY COMMITMENT

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

Part-time requires 15 hours study weekly

Full-time requires 35 hours study weekly



## 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:
  1. Minimum of 10 numeracy and 10 literacy credits at Level one or higher on the Directory of Assessment Standards; and
  2. 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
  1. 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.