

FEES FREE

NEW ZEALAND CERTIFICATE IN BUSINESS

(Introduction to Small Business, Level 4)

LOOKING TO MANAGE YOUR OWN BUSINESS – OR SOMEONE ELSE'S?



Enrol in our fully-funded online training today!

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.

PROGRAMME CONTENT

This NZQA recognised programme is worth a total of 60 NZQA credits.

Each of the four courses completed during this programme are worth 15 credits.

INTRODUCTION TO SMALL BUSINESS AND MARKETING

- Small Business Structures
- 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 Resources 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

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.

STUDY COMMITMENT

Total duration: 40 weeks part time or 20 weeks full time

Part-time requires 15-20 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.