

FEES FREE

NEW ZEALAND CERTIFICATE IN BUSINESS

(First Line Management, Level 4)

**DO YOU WANT
TO BE A GREAT
LEADER, NOT JUST
A GOOD ONE?**



Enrol in our fully-funded online training today!

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

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.

LEADING TEAMS

- Business Leadership Styles
- Applying Leadership Skills
- 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 Actions
- Communicating with Management

PROGRAMME CONTENT CONTINUED

INCLUSIVENESS AND MOTIVATION

- Motivational Theories
- Business Team Motivation
- Business Team Culture
- Workplace Diversity
- Creating an Inclusive Business Environment

MANAGE WORKFLOWS

- Planning Business Workflows
- Allocating Tasks in the Workflow
- Monitoring Business Workflows
- Continuous Improvement
- Workflow Issues
- Communicating to Management

STUDY COMMITMENT

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

Part-time requires 15 hours study weekly

Full-time requires 35 hours study weekly



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.

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.