

# BUSINESS MANAGEMENT PROGRAMME

QUALIFY WITH THE NZIM CERTIFICATE IN MANAGEMENT

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## Information Booklet



## Welcome

Thank you for your enquiry about our Business Management Programme.

### 8 Quick Facts about the Business Management Programme

The Business Management Programme consists of the NZIM Certificate in Management (NZIM Cert Mgt). The programme is a correspondence course which enables you to study from anywhere in New Zealand.

1. You will learn about management, marketing, communication, research, finance, human resources, problem solving, and decision making
2. The programme is of high quality, is highly recognised, and NZQA approved
3. Learn from the comfort of home... or down at the beach... or while sipping a coffee in town... anywhere, anytime
4. Consists of 8 introductory papers at level four of the NZQA national qualification framework
5. No academic course prerequisites
6. You will need to commit approximately 10 hours to study per week
7. A 52 week study plan and assignment schedule will be set for you. You can finish faster by handing in assignments before the due date (so the next paper will be sent to you earlier).
8. Support throughout the course is via email and free phone. We can assist you in many ways that can make your study easier and faster. Experience has shown us that the students that keep in touch on a regular basis, benefit and have a greater success rate!

### Is this qualification for you?

- ✔ **Yes**, if you are working fulltime or part-time already, and would like to up-skill yourself with managerial skills and knowledge
- ✔ **Yes**, if you are between jobs and would like a significant addition to your CV before returning to the workforce
- ✔ **Yes**, if you are sick of being delegated management type work but you're not entitled to the extra salary because you don't have the qualification to back you up
- ✔ **Yes**, if you are looking to move up to a supervisory or entry management position
- ✔ **Yes**, if you can't afford to stop work and need to up-skill in your own time
- ✔ **Yes**, if you are in a frontline management position looking to gain recognition for the skills and knowledge you have acquired through your employment and life experiences

## **The Business Management Programme is facilitated by Adventure Education Nationwide (AEN)**

The team here at Adventure Education (AEN) have developed the AEN Business Management Programme which incorporates the NZIM Certificate in Management (NZIM Cert Mgt).

We have designed the learning material based on the NZIM learning outcomes. Our purpose is to help you to gain knowledge, skills, attitudes and competencies to take you further in your career path. At the end of the programme you will be awarded the NZIM Certificate in Management and the Adventure Education Nationwide Certificate in Business Management.

We hold the New Zealand Qualifications Authority (NZQA) registration and accreditation to provide this programme. We are a registered and accredited Private Training Establishment. We were established in 1999 and specialise in the delivery of business management distance learning courses, and professional diving programmes.

For more information about other programmes offered by AEN please visit the website: [www.AdventureEducation.co.nz](http://www.AdventureEducation.co.nz)

## **The NZIM Cert Mgt is provided by the New Zealand Institute of Management (NZIM)**

The certification itself is provided by the New Zealand Institute of Management (NZIM).

The NZIM is New Zealand's largest professional management organisation and is very representative of management and employers comprising 4,500 individual members and 1,500 corporate members.

NZIM is in the mainstream of management standards development and is committed to continuously improving management education standards in New Zealand. The Institute administers national management educational qualifications through tertiary institutions and secondary schools and undertakes advocacy activities and research.

Over 160 polytechnics, secondary schools and private training establishments offer their programmes.

The strength of NZIM is derived from the involvement of Chief Executives, Educationalists, Specialist Advisory Panels and practicing managers. For more information please visit their website: [www.nzim.co.nz](http://www.nzim.co.nz)

## Programme Information

### Overview

The Business Management Programme, offered by Adventure Education Limited, incorporating the NZIM Certificate in Management (NZIM Cert Mgt) is an introductory level 4 qualification.

It has been developed in a distance learning format to offer learners studying from home or at their workplace the opportunity to gain a nationally recognised management qualification.

The aim of the NZIM Certificate in Management is to provide participants with:

- Knowledge and skills in personal, workplace and enterprise management
- Practical experience in using their learning in simulated and real enterprise settings
- The ability and confidence to transfer their learning into their future lives.

The NZIM Certificate in Management is an NZQA approved 80 credit Level 4 qualification. Students complete eight 10-credit papers. Four of the papers are compulsory and the other four papers have been selected and developed by AEN to complete the programme. Successful completion of all eight papers are required to gain the awards and qualifications listed above.

### Compulsory NZIM Papers

- 802 - Introduction to Marketing
- 805 - Introduction to Management
- 812 - Workplace Communication
- 836 - Enterprise Research Project

### AEN selected Papers

- 807 - Introduction to Finance
- 809 - Human Resources II - Personnel Practice
- 819 - Problem Solving and Decision Making
- 854 - Law and Small Business

### Awards and Qualifications

This programme contains the following qualifications:

- NZIM Certificate in Management - Level 4 (awarded by NZIM)
- Adventure Education Nationwide - Certificate in Adventure Business Management (awarded by AEN)

Each paper successfully completed will be recognised and recorded as individual achievements in your AEN and NZIM student Record of Learning.

## Entry Requirements

There are **no prerequisites** for this course. It is a first level course for anyone who has not studied management before; or those who have basic experience in management and now wish to update their knowledge and skills.

## Recognition of Prior Learning

You may have previous qualifications which could be credited towards this programme. For instance, if you have completed the same NZIM papers within the past ten years, you may qualify for a credit for these. Please discuss this with us.

## Student Fees & Allowances

**Student Loans and Allowances ARE NOT AVAILABLE.**

There are **NO STUDENT FEES** if you are a New Zealand citizen or permanent resident over 18 years of age. Citizens of Australia, Cook Islands, Niue and Tokelau are also eligible. We are unable to take enrolments from international students.

## Administration Fee

A one-off administration charge for the programme applies (see the Application Form for details). The payment is required in full when you submit your application. If your application is unsuccessful, your administration fee will be refunded to you. There are no other hidden costs.

### Administration fee includes:

- Access to AEN Student Support Services
- Access to a web forum and course information
- Access to tutorial and assessment support

### Included in your zero-fee course are:

- All educational materials
- All assessments
- NZIM registrations and certifications - up to 8 papers

## Payment Options

Your payment options for the administration charge are: cash, cheque, direct debit, and credit card. Details are on the Application & Enrolment Form – if you wish to pay by credit card, email: [support@management.org.nz](mailto:support@management.org.nz) for the link to our Paymate site.

## Assessment

This qualification is assessed using achievement based assessments. NZIM has produced Achievement Scales to describe grades in each skill area. Assessment guides are constructed out of these scales to provide tasks, assignments or exercises. Each task or assignment is graded and an overall grade is awarded to each paper. A C grade or higher is required to pass each paper and learners are required to pass all 8 papers to be awarded the qualifications listed above.

## Recognition of the Qualification

The NZIM Cert Mgt has been approved by NZQA as a quality assured qualification and accreditation is provided to institutions by NZQA on the basis of the agreement signed with NZIM.

On successful completion of the NZIM Cert Mgt, students may continue their education by studying for the NZIM Diploma in Management, NZIM Advanced Diploma in Management and NZIM Higher Diploma in Management which lead into management degrees at other tertiary institutes.

## Duration

This programme is available for distance learning (correspondence) students.

There is a pre-approved duration for the programme of 52 weeks, however there is some flexibility in this.

You will need to commit approximately 10 hours to study per week, depending on your individual study technique.

A 52-week study plan and assignment schedule will be set for you.

You can finish faster by handing in assignments before the due date (so the next paper will be sent to you earlier).

## Course Start Dates

You can start this programme anytime during the year.

## Other Course Requirements

All of the necessary workbooks will be sent to you in a paper format through the post. For some assignments however you may like to use additional research through textbooks or the internet. Computer and email access is required as assignments need to be written and sent via electronic media.

## Paper Descriptions

All papers are the equivalent of 10 credits.

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### Introduction to Management [805]

• 10 credits • Level 4 • Core paper

**Purpose:** Students will be able to describe and analyse basic management concepts as they are practiced in New Zealand workplaces.

**Outcomes:**

Students will gain the following knowledge:

- Management functions, roles and styles
- Terminology relating to management in typical workplaces
- Processes for various management functions: planning, organising, leading, controlling
- How to apply the functions of management in a New Zealand workplace

Students will gain the following skills:

- Identify factors leading to effective management
  - Identify effective management styles, skills and practices
  - Analyse effectiveness of management practices
  - Apply management principles to a variety of workplace scenarios
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### Introduction to Marketing [802]

• 10 credits • Level 4 • Core paper

**Purpose:** Students will be able to apply marketing principles in the production of a marketing plan for a relevant product.

**Outcomes:**

Students will gain the following knowledge:

- Core marketing concepts
- Environmental factors affecting marketing decisions
- The nature of the marketing process
- Elements of the marketing mix
- Requirements for an effective marketing plan
- Internal marketing elements
- How marketing can be used as a planning and management tool

Students will gain the following skills:

- Analysis of a marketing environment
  - Development of a marketing strategy
  - Segment the market
  - Target the market
  - Position in the market
  - Development of a marketing mix for a product or service
  - Preparation of a marketing plan
  - Evaluation of a marketing plan
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## Introduction to Finance [807]

- 10 credits • Level 4

**Purpose:** Students will develop financial management skills relevant to their personal life and the workplace.

**Outcomes:**

Students will gain the following knowledge:

- Banking processes and products
- Savings and investments
- Insurance risk, protection and products
- Budgeting concepts and processes
- How to develop a financial plan

Students will gain the following skills:

- Evaluate personal life prospects and make informed financial decisions
  - Identify opportunities for savings and investment
  - Use banks and other financial institutions
  - Develop a financial plan
  - Prepare budgets
  - Manage personal finances
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## Human Resources II: Personnel Practice [809]

- 10 credits • Level 4

**Purpose:** Students will be able to analyse human resource management in a typical New Zealand workplace.

**Outcomes:**

Students will gain the following knowledge:

- Human resource management functions and procedures
- Terminology of human resource management
- Processes for various functions of human resource, management:
- administrative, staffing,
- performance management, development, reward functions
- How human resources functions are applied in a New Zealand workplace

Students will gain the following skills:

- Identify factors leading to effective human resource management
  - Identify effective human resource management practices
  - Analyse effectiveness of human resource management practices
  - Apply human resources management principles in a variety of workplace scenarios
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## Workplace Communication [812]

• 10 credits • Level 4 • Core paper

**Purpose:** Students will be able to demonstrate effective communication skills appropriate for the workplace.

### Outcomes:

Students will gain the following knowledge:

- Communication concepts
- Formal and informal communication structures
- Communication environments
- Workplace communication formats and protocols

Students will gain the following skills:

- Analyse communication in personal and workplace situations
  - Identify forms of communication appropriate for workplace situations
  - Use a variety of appropriate verbal and non-verbal communication techniques
  - Critically reflect on their personal and workplace communication approaches
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## Problem Solving and Decision Making [819]

• 10 credits • Level 4

**Purpose:** Students will be able to demonstrate effective problem solving and decision making skills for personal and workplace situations.

### Outcomes:

Students will gain the following knowledge:

- Ways of analysing situations requiring problem solving or decision making
- A range of problem solving strategies which can be applied in personal or workplace situations
- A range of decision making strategies which can be applied in personal or workplace situations
- Methodologies for critical thinking

Students will gain the following skills:

- Analyse situations requiring problem solving and decision making
  - Use effective problem solving strategies
  - Use effective decision making strategies
  - Critically reflect on their problem solving and decision making approaches
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## Enterprise Research Project [836]

- 10 credits • Level 4 • Core paper

**Purpose:** Students will develop the skills required to create and operate a small business enterprise. These include the operational skills involved in planning, marketing, production, finance, personnel and training, together with the people skills involved in problem solving, working as a team, communication, time management and decision making.

### Outcomes:

Students will gain the following knowledge:

- Operation of a small business
- Relationships and communication processes within an enterprise
- Relationships between components of an enterprise
- Meeting procedures
- Purposes and procedures of record keeping
- Legal requirements for running an enterprise
- Processes of liquidation
- Processes for reporting company performance

Students will gain the following skills:

- Work effectively in a team
- Solve problems, make decisions, manage time, resolve conflicts and communicate effectively
- Participate in:
  - business plan preparation
  - producing and marketing a product
  - writing a prospectus
  - running meetings
  - budgeting & raising capital
  - writing reports
  - maintaining records

**Note:** You may be paired with someone in another city for the group assignment portion of this paper, therefore expect to communicate via email and telephone.

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## Law and Small Business [854]

- 10 credits • Level 4

**Purpose:** Students will develop understanding of the legal framework applying to the business sector in New Zealand, especially as it relates to the operations of small businesses.

### Outcomes:

Students will gain the following knowledge:

- The nature and sources of legal rules
- The relationship between law and ethics
- The business implications of the differences between civil and criminal law
- Processes for resolving disputes
- The nature of legal contracts
- The importance of commercial law applicable to small business
- Legal requirements and restrictions to small business operation
- Rights and obligations of traders, consumers and competitors

Students will gain the following skills:

- Analyse legal issues relating to small businesses
- Analyse legal contracts relating to small businesses
- Determine legal courses of action relating to small businesses
- Apply understanding of law to real and simulated workplace situations

## How to Apply

### To apply for this programme you simply:

1. Fill in the Application & Enrolment forms
2. Attach a copy of your passport or birth certificate
3. Include your administration fee
4. Send it in to us at Adventure Education Nationwide

All successful applications will be confirmed in writing. Once the enrolment form is signed, AEN will consider the learner enrolled in the programme until receiving a written withdrawal from the student, or the student completes the programme. A Student Handbook outlining the withdrawal and policy procedures will be provided on enrolment.

If you have any questions or would like to find out more about the programme or Adventure Education Limited please call or email us with your questions.

## Contact Details

### Phone or Email

Free Phone: 0508 MANAGEMENT (0508 626 243)

Phone: +64 7 571 8803

Email: [support@management.org.nz](mailto:support@management.org.nz)

### Postal Address

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### Physical Address

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