

# Business Management Programme Prospectus



## New Zealand Diploma in Business (Leadership and Management) (Level 5)

**aspire2**

Business  
Management  
Programme

## Welcome

Thank you for your enquiry about our Business Management Programmes.

### **8 Quick Facts about the New Zealand Diploma in Business (Leadership and Management) (Level 5)**

The programme is an e-learning programme which enables you to study from anywhere in New Zealand.

1. You will learn generalized and specialized business knowledge in a New Zealand context, including: marketing, organizational communication, team management, leadership, and operations management
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 6 papers at level five of the NZQA national qualification framework
5. No tertiary academic prerequisites for entry, however it is recommended that you have completed a Level 4 programme prior to undertaking Level 5 study
6. You will need to commit approximately 20 hours per week to study (part-time), or 40 hours per week (fulltime).
7. A 66-week study plan and assignment schedule will be set for you (34 weeks for fulltime study)
8. Support throughout the course is via Moodle, email, and free phone. We can assist you in many ways that can make your study easier and faster.

### **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 looking to move into a management or leadership position
- ✓ **Yes**, if you are wanting to progress onto a degree level programme
- ✓ **Yes**, if you can't afford to stop work and need to up-skill in your own time

### **Career Opportunities**

Upon successful completion of the NZ Diploma in Business (Leadership and Management) (Level 5), you will have the skills and knowledge to prepare you for a career in management or leadership roles at an operational level with New Zealand businesses.

## The Business Management Programme is delivered by Aspire2

Our team at Aspire2 have developed the Business Management Programme which incorporates the NZ Diploma in Business (Leadership and Management) (Level 5). This programme is delivered under one of our Aspire2 Group Private Training Establishments, Cornerstone Education Ltd.

Cornerstone Education Ltd holds the New Zealand Qualifications Authority (NZQA) approval and accreditation to provide this programme. We were established in 1999, and specialize in the delivery of business management distance learning qualifications.

We have designed this qualification primarily for those who are working and wish to study around other commitments. 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 NZ Diploma in Business (Leadership and Management) (Level 5).

For more information about other programmes offered by Aspire2 please visit the website: <http://aspire2.co.nz/>

## Programme Information

### Overview

The Business Management Programme, offered by Aspire2, incorporating the NZ Diploma in Business (Leadership and Management), is a Level 5 qualification.

It has been developed in a flexible format which offers learners an opportunity to gain a nationally recognized business qualification while studying from home, or at their workplace.

The aim of the NZ Diploma in Business (Leadership and Management) (Level 5) 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 NZ Diploma in Business (Leadership and Management) (Level 5) is an NZQA approved 120 credit nationally recognized qualification. Students complete three compulsory papers at 20 credits each, and three 20 credit option papers toward the Leadership and Management strand. Successful completion of all six papers is required to gain the awards and qualifications listed above.

### Compulsory Papers (all three must be completed)

- DBN501 – Introduction to Business in New Zealand (20 credits)
- DBN506 – Organisational Communication (20 credits)
- DBN505 – Business Marketing (20 credits)

### Option Papers towards the Leadership and Management strand (all three must be completed)

- DBN507 – Team Management and Cooperation (20 credits)
- DBN508 – Leadership (20 credits)
- DBN509 – Operations Management (20 credits)

### Awards and Qualifications

This programme contains the following qualifications:

- NZ Diploma in Business (Leadership and Management) (Level 5)

Each course successfully completed will be recognised and recorded as individual achievements in your Aspire2 student Record of Learning.

## Entry Requirements

### Under 20 years old:

To enroll you need to be 18 or over, and have completed the equivalent of a minimum of 4 years secondary schooling, with NCEA Level 2.

### 20 years and over:

If you are over 20, enrolment is open however you may need to demonstrate the ability to be successful at this level of study – either by providing a Curriculum Vitae or Record of Learning. It is also recommended you have at least two years' work experience.

Ideally applicants will have completed a Level 4 programme or higher, in any subject, or have workplace management experience.

If English is not your first language, you should ideally have an equivalent IELTS Academic test score of 6, and not lower than 5.5

## Student Fees & Allowances

**Student Loans and Allowances ARE ONLY AVAILABLE ON FULLTIME STUDY OPTION.**

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 Charge

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 charge will be refunded to you. There are no other hidden costs, or requirement to purchase textbooks.

### **Administration fee includes:**

- Access to Aspire2 Student Support Services
- Access to a Moodle and course information
- Access to tutorial and assessment support

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

- All educational materials
- All assessments
- Certification of a NZQA national qualification

## Payment Options

Your payment options for the administration charge are: cheque, direct credit, and credit card. Payment details are on the Application & Enrolment Form.

## Assessment

This qualification is assessed using achievement based assessments. Aspire2 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 6 papers to be awarded the qualifications listed above.

## Recognition of the Qualification

The NZ Diploma in Business (Leadership and Management) (Level 5) has been approved by NZQA as a quality assured qualification and accreditation is provided to institutions by NZQA.

On successful completion of the NZ Diploma in Business (Leadership and Management) (Level 5), students may continue their education by studying for the NZ Diploma in Business (Level 6), business qualifications at degree level, or other relevant industry or professional qualifications at Level 6 or above.

## Duration

This programme is available online for students wanting the flexibility to study from anywhere, at any time. There is a pre-approved duration for the programme of 66 weeks (part-time) or 34 weeks (fulltime), however there is a little flexibility in this for extreme circumstances. These schedules include six weeks' holidays over the part-time option, and three weeks' holiday over the fulltime option.

You will need to commit approximately 20 hours per week (part-time) or 40 hours per week (fulltime) to study, depending on your individual study technique and learning speed.

A 66/34-week study plan and assignment schedule will be set for you. The dates in this schedule are the maximum time-frame for each course so you can complete within 66/34 weeks. You can finish faster by handing in assignments before the due date.

## Course Start Dates

Aspire2 take 'rolling-enrolments', meaning you can start this programme anytime during the year. Applications are processed weekly, and your 66/34-week schedule starts from when you are approved and you have access to your e-learning platform.

## Other Course Requirements

All of the necessary materials required to successfully complete assessments will be available through the online Moodle e-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 (preferably with Microsoft Office or compatible programme).***

## Paper Descriptions

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### Introduction to Business in New Zealand [DBN501]

• 20 credits • Level 5 • Core course

**Purpose:**

Students will be able to:

- Apply knowledge of the principles and practices of: operations, accounting, sales/marketing, HR, and risk management to support the operational efficiency and effectiveness of the entity
- Manage own and others' learning and performance within an operational context for efficiency and effective performance of an entity

**Learning Outcomes:**

Upon completion, students will be able to:

- Understand different business functions affecting an entity's effectiveness
  - Apply knowledge of finances/accounting, the New Zealand economy, HR planning and management, and stakeholder relationships to support and sustain the effectiveness of the entity
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### Organisational Communication [DBN506]

• 20 credits • Level 5 • Core course

**Purpose:**

Students will be able to:

- Develop and maintain operational business relationships with stakeholders for efficient and effective performance of the entity
- Apply professional and ethical behavior, in a socially and culturally appropriate manner
- Analyse how the origin and nature of the bi-cultural partnership (as embedded in the Treaty of Waitangi) can be applied to business activities and relationships
- Research and communicate information for efficient and effective performance of the entity

**Learning Outcomes:**

Upon completion, students will be able to:

- Use core communication techniques to enhance operational business relationships with stakeholders
  - Apply professional and ethical behavior using a variety of communication channels
  - Demonstrate knowledge of the Treaty of Waitangi and its implications in New Zealand businesses
  - Analyse how the bi-cultural partnership is applied in New Zealand business activities and relationships
  - Develop an understanding of business communication models and barriers to achieve successful communication
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## Business Marketing [DBN505]

• 20 credits • Level 5 • Core course

### **Purpose:**

Students will be able to:

- Contribute in operational contexts to innovation and organizational change within a business entity
- Analyse the impact of internal and external environments to entities
- Apply problem-solving and decision-making in operational contexts for efficient and effective performance of the entity

### **Learning Outcomes:**

Upon completion, students will be able to:

- Use planning and problem-solving techniques in marketing to enable innovation and organizational change
  - Analyse the impact of internal environments on marketing processes for an entity
  - Analyse the impact of external environmental factors on marketing processes for an entity
  - Use appropriate strategies to identify and plan marketing opportunities
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## Team Management and Cooperation [DBN507]

• 20 credits • Level 5 • Option course

### **Purpose:**

Students will be able to:

- Negotiate and positively influence others to achieve the entity's outcomes
- Promote compliance with internal and external requirements
- Develop a positive workplace culture and team engagement, for efficient and effective performance of the entity

### **Learning Outcomes:**

Upon completion, students will be able to:

- Relate to others positively and effectively to guide others to achieve the entity's outcomes
  - Understand moral, ethical, regulatory, and practical issues to promote compliance with internal requirements
  - Understand moral, ethical, regulatory, and practical issues to promote compliance with external requirements
  - Engage and develop individual staff for efficient and effective performance of the entity
  - Promote a positive team culture for efficient and effective performance of the entity
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## Leadership [DBN508]

• 20 credits • Level 5 • Option course

### **Purpose:**

Students will be able to:

- Lead others to implement activities within the entity's plans, including change, for efficient and effective performance of the entity
- Manage projects within scope, resources, and time

### **Learning Outcomes:**

Upon completion, students will be able to:

- Use techniques based on leadership theories to implement activities to support efficient and effective performance of the entity
  - Develop skills in managing scope and resources for projects
  - Develop skills in personal time management for effective and efficient performance
  - Develop skills in group management for effective and efficient performance
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## Operations Management [DBN509]

• 20 credits • Level 5 • Option course

### **Purpose:**

Students will be able to:

- Identify operational issues and challenges, and apply techniques for continuous improvement for efficient and effective performance of the entity
- Contribute to the business planning for efficient and effective performance of the entity

### **Learning Outcomes:**

Upon completion, students will be able to:

- Identify operational issues and challenges relating to quality and performance within an entity
  - Consider and apply a range of techniques for continuous improvement
  - Contribute to operational and logistical business planning for efficient and effective performance of the entity
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## How to Apply

### To apply for this programme you simply:

1. Fill in the Application & Enrolment form (hard-copy or online)
2. Attach a verified copy of your identification documents, or active NSI number
3. Include your administration charge, or details of payment
4. Post or courier to us at Aspire2

Once the application form is signed, Aspire2 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 Aspire2, please call or email us with your questions.

### ***Completing the Application form:***

#### **Types of Identification and Verification**

If we don't receive the correct type of identification, or if it has not been verified correctly, it will delay the processing of your application so please read carefully and ensure this is done correctly. If you're unsure, please contact us.

**Active NSI Number** – if you have an **active** NSI number (National Student Index Number), you may include it in Section 14, Page 4 of the application form.

**If you don't have an NSI Number or it's inactive** - you must supply the following documentation:

#### ***New Zealand or Australia Citizen:***

Please provide either: a copy of your full birth certificate; the front personal details page of your current passport; or certificate of citizenship. We are unable to accept a drivers' license as ID as it doesn't state your citizenship status and place of birth.

#### ***New Zealand Permanent Resident:***

Please provide a copy of the front personal details page of your current passport, and a copy of your residency status stamp from that passport. If your passport has expired,

please contact Immigration New Zealand to get a letter confirming your residency status. The letter from Immigration NZ must include your full legal name, your date of birth, your place of birth, and your residency status.

***Change of Name/Marriage Certificate:***

If you have changed your name from those on the documents provided above (birth certificate or passport), please provide copies of your marriage certificate or other relevant documentation.

**Verification of Documents:**

All identification documents must be verified – meaning someone eligible under the Oaths and Declarations Act 1957 has sighted the original document and signed the copy to say there have been no amendments.

An eligible verifier is either: a Member of Parliament; Court Registrar; Land Transport NZ representative; Justice of the Peace; Solicitor or Lawyer; Doctor/General Practitioner; NZ Police representative; Church Minister; or School Principal.

The verifier must include: their name, position/title, organizational stamp, signature, date verified, and the statement 'original document sighted' across the copied image (not on the back)

*The **verified copies must be posted to us** – we're unable to accept electronic copies.*

***Application Charge Payment:***

The application charge needs to be received either before, or with, your application form. The application form won't be processed until this is received.

**Application Form:**

Please ensure you have answered all sections and signed the last page of the application form.

***Once you have posted your application to us, it is important for you to regularly check the email you have provided us with, as all correspondence will be by email.***

## **The Application Process:**

When we receive your application, we will email a confirmation to say we have received it. If any information is missing, we will request it at this stage.

Applications are then generally processed on Thursday of each week; so we will endeavor to process your application on the Thursday after we have received all of the relevant information and the application fee.

Once your application has been processed and you have been approved for the programme, we will email you confirmation of your acceptance and details about how to get started.

If your application has not been approved for any reason, we will discuss this with you and refund your application fee in full.

If you have any queries or concerns about the application process, or wish to know the status of your application, please do not hesitate to contact us.

## 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

Business Management Programme

Aspire2

PO Box 10070

Tauranga 3152

New Zealand

### Physical Address (for Courier packages)

Aspire2

Level 1, 5d Owens Place

Mount Maunganui 3116

New Zealand

