

Business Management Programme Prospectus



New Zealand Certificate in Business (Small Business) (Level 4)

aspire2

Business
Management
Programme

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 New Zealand Certificate in Business (Small Business) (Level 4). The programme is an e-learning programme which enables you to study from anywhere in New Zealand.

1. You will learn about management, customer service, human resources, marketing, finance, and business planning
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 5 introductory papers at level four of the NZQA national qualification framework
5. No tertiary academic prerequisites for entry
6. You will need to commit approximately 15 hours per week to study
7. A 40 week study plan and assignment schedule will be set for you
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 between jobs and would like a significant addition to your CV before returning to the workforce
- ✓ **Yes**, if you are being delegated management type work but you're not getting extra pay because you don't have the qualification
- ✓ **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, and formalise your experience

The Business Management Programme is delivered by Aspire2

Our team at Aspire2 have developed the Business Management Programme which incorporates the NZ Certificate in Business (Small Business). 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 Certificate in Business (Small Business) (Level 4).

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 Certificate in Business (Small Business), is an introductory Level 4 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 Certificate in Business (Small Business) (Level 4) 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 Certificate in Business (Small Business) (Level 4) is an NZQA approved 60 credit nationally recognized qualification. Students complete five compulsory courses – three at 10 credits, and two at 15 credits. Successful completion of all five courses is required to gain the awards and qualifications listed above.

Compulsory Courses

- BSB401 – Introduction to Small Business (10 credits)
- BSB402 – Human Resources for Small Business (15 credits)
- BSB403 – Marketing a Small Business (10 credits)
- BSB404 – Small Business Finance (10 credits)
- BSB405 – Small Business Project (15 credits)

Awards and Qualifications

This programme contains the following qualifications:

- NZ Certificate in Business (Small Business) - Level 4

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

Entry Requirements

There are **no tertiary academic prerequisites** for this course, however it is recommended you have NCEA Level 2 or equivalent ability. It is also recommended you have at least one year's work experience. It is an entry-level course for anyone who has not studied business or

management before; or those who have basic experience in management and now wish to update their knowledge and skills. You do not need to be employed in a management position.

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 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 course. A C grade or higher is required to pass each paper and learners are required to pass all 5 courses to be awarded the qualifications listed above.

Recognition of the Qualification

The NZ Certificate in Business (Small Business) (Level 4) has been approved by NZQA as a quality assured qualification and accreditation is provided to institutions by NZQA.

On successful completion of the NZ Certificate in Business (Small Business) (Level 4), students may continue their education by studying for the NZ Diploma in Business (Level 5) which leads into management degrees at other tertiary institutes.

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 40 weeks, however there is a little flexibility in this for extreme circumstances.

You will need to commit approximately 15 hours per week to study, depending on your individual study technique and learning speed.

A 40-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 40 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 40-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

Introduction to Small Business [BSB401]

• 10 credits • Level 4 • Core course

Purpose:

Students will be able to:

- Implement a system of monitoring and improving business performance
- Implement technology options for a business
- Select and apply customer service techniques to maximize customer satisfaction
- Maintain personal and/or professional growth for the ongoing effectiveness of the business

Learning Outcomes:

Upon completion, students will be able to:

- Develop and implement an appropriate improvement system and technology option according to the requirements of business objectives
 - Identify and apply effective communication techniques to build and improve relationships with a broad range of customers according to the requirements of the business objectives
 - Undertake self-assessment of leadership capabilities and make recommendations for professional growth that improves business effectiveness and internal capabilities
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Human Resources for Small Business [BSB402]

• 15 credits • Level 4 • Core course

Purpose:

Students will be able to:

- Manage staff and human resource processes for a business
- Develop and maintain effective business relationships with stakeholders
- Demonstrate professional and ethical behavior, in a socially and culturally appropriate manner
- Comply with internal policies and legislation, and other external requirements for a business
- Maintain personal and/or professional growth for the ongoing effectiveness of the business
- Work independently and show initiative for achieving goals

Learning Outcomes:

Upon completion, students will be able to:

- Manage human resource processes and internal stakeholder relationships appropriately according to the business, legislative, and ethical requirements
 - Incorporate personal and professional development within human resource processes to enhance the ongoing effectiveness for achieving the business goals
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Marketing a Small Business [BSB403]

• 10 credits • Level 4 • Core course

Purpose:

Students will be able to:

- Manage the marketing activities for a business
- Implement technology options for a business
- Develop and maintain effective business relationships with stakeholders
- Demonstrate professional and ethical behavior, in a socially and culturally appropriate manner

Learning Outcomes:

Upon completion, students will be able to:

- Manage marketing activities using a range of marketing practices and technology options to meet the objectives of a business
 - Apply professional and ethical behavior when marketing or evaluating a product or service to build and maintain effective business relationships with stakeholders
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Small Business Finance [BSB404]

• 10 credits • Level 4 • Core course

Purpose:

Students will be able to:

- Manage the finances for a business
- Demonstrate professional and ethical behavior, in a socially and culturally appropriate manner
- Comply with internal policies and legislation, and other external requirements for a business
- Maintain personal and/or professional growth for the ongoing effectiveness of the business
- Work independently and show initiative for achieving goals

Learning Outcomes:

Upon completion, students will be able to:

- Manage financial processes to meet the requirements of the business in an ethical and professional manner according to internal policies, legislation, and other external requirements of the business
 - Identify personal development opportunities in relation to financial operations, capability to show initiative, and enhance growth for the ongoing effectiveness of a business
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Small Business Project [BSB405]

• 15 credits • Level 4 • Core course

Purpose:

Students will be able to:

- Develop a business plan for small businesses
- Select and apply customer service techniques to maximize customer service satisfaction
- Develop and maintain effective business relationships with stakeholders
- Demonstrate professional and ethical behavior, in a socially and culturally appropriate manner
- Comply with internal policies and legislation, and other external requirements for a business
- Maintain personal and/or professional growth for the ongoing effectiveness of the business
- Work independently and show initiative for achieving goals

Learning Outcomes:

Upon completion, students will be able to:

- Prepare a measureable business plan for a small business that addresses financial, marketing, customer service and stakeholder relations, human resources (including skills of the owner and staff), sustainability, and ethics in accordance with the business objectives and compliance
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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.

Pre-enrolment Questionnaire:

Please ensure you have completed all questions in the questionnaire to help us assess your suitability for this programme.

If you are currently unemployed, please supply either a brief CV or work history. This programme is based on practical experience and your ability to apply the theory to real-life situations. You will also need to have access to a suitable workplace to use as your study business if you are not currently working. This might be somewhere you've worked in the past, or the workplace of a friend/family member for example.

Application Form:

Please ensure you have answered all sections and signed the last page of the application form. For this programme, you don't need to complete sections 22 or 23.

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

Postal Address

Business Management Programme

Aspire2

PO Box 10070

Tauranga 3152

New Zealand

Physical Address (for Courier packages)

Aspire2

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Mount Maunganui 3116

New Zealand

