Aspire2 Business Management Programmes

Online training that accelerates your business career

0508 626 243 | management.org.nz
Looking to start your own business, become a team leader or get a Diploma in Business Management?

Take the next step in your business journey, study online from the comfort of your own home either part-time or full-time to fit around your schedule with our Business Management Programmes.

• NZQA approved courses
• Study online from anywhere in New Zealand
• Learn from inspirational tutors with years of leadership and management experience
• Study via world class learning platform, Canvas
• Plenty of support via Canvas, email and phone

START YOUR OWN BUSINESS.
BECOME A SUPERVISOR.
FAST TRACK INTO MANAGEMENT.

Call us: 0508 626 243
Email: a2dl.bmpinfo@aspire2.ac.nz
Visit: management.org.nz
Facebook: Management.org.nz

ENROL NOW!
Our Business Management Programmes

New Zealand Certificate in Business (Introduction to Small Business) (Level 3)

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

New Zealand Certificate in Business (Introduction to Team Leadership) (Level 3)

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

New Zealand Certificate in Business (First Line Management) (Level 4)

Take a business idea and make it a reality. Learn the basics about how a business operates to #climbtheladder

L5
- Diploma in Business

L4
- First Line Management
- Small Business Management

L3
- Intro to Team Leadership
- Intro Small Business
New Zealand Certificate in Business

(Introduction to Team Leadership) (Level 3)

Tired of being just another office worker? Aspire to be more – become a leader.

Breaking into junior management has never been so easy, thanks to this online course.

Gain the knowledge, skills and confidence you need to effectively manage a team, and apply your learning to real and simulated business scenarios.

Programme Outline:

This NZQA recognised programme consists of 4 courses which are worth 7 credits, 11 credits and two worth 15 credits.

- Introduction to team leadership
- Leadership styles
- Achieving team objectives
- Team performance

Entry Criteria:

- Students must be over 16 years of age
- Students will be required to have NCEA Level 2 or the equivalent

Course Requirements

All of the necessary materials required to successfully complete assessments will be available through the 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). The expected study commitment for a part time student is 15–20 hours and for fulltime is 35–40 hours.

17 weeks full time (incl. 1 week break)
OR 34 weeks part time (incl. 2 week break)

ENROL TODAY!
NZ Certificate in Business  
(Introduction to Team Leadership) (Level 3)

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- Leadership
- Communication
- Leadership Styles
- Working in Diverse Teams
- Developing Objectives
- Group Communication (internal)
- Team Performance
- Team Problem Solving
- Leadership Communication
- Manage Yourself Effectively
- Professional and Ethical Behaviour
- Written Communication
- Problem Solving
- CSR
- Group Communication (external)
- Speech Writing and Presentation Skills
- Written Communication
- Professional and Ethical Behaviour
- Written Communication
- Problem Solving
- CSR
- Group Communication (external)
- Speech Writing and Presentation Skills
- Written Communication
- Professional and Ethical Behaviour
- Written Communication
- Problem Solving
- CSR
- Group Communication (external)
- Speech Writing and Presentation Skills
Attention all rookies.

This online programme is your first step on the path to owning and operating a small business. Learn about opportunities, operations and feasibility, and gain a nationally recognised business qualification while you are at it.

Boost your confidence and build your expertise in personal, workplace and enterprise management – and apply this practical experience in simulated and real business settings.

Programme Outline:

This NZQA recognised programme consists of 4 courses which are each worth 15 credits.

- Small Business Opportunities
- Small Business Operations
- Small Business Feasibility
- Small Business Establishment Plan

Entry Criteria:

- Students must be over 16 years of age
- Students will be required to have NCEA Level 2 or the equivalent

Course Requirements

All of the necessary materials required to successfully complete assessments will be available through the 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). The expected study commitment for a part time student is 15–20 hours and for full time is 35–40 hours.

21 weeks full time
OR 42 weeks part time
(incl. 2 week break)

ENROL TODAY!
# NZ Certificate in Business (Introduction to Small Business) (Level 3)

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Do you want to be a great leader, not just a good one?

Develop the skills and confidence to inspire, motivate and lead with this online Level 4 programme. The New Zealand Certificate in Business (First Line Management) (Level 4) will fire up your management career, equipping you with the tools you need to manage high performing teams and achieve organisational goals.

Gain practical experience in real or simulated business scenarios and build the confidence to transfer these skills into your workplace.

Programme Outline:

This NZQA recognised programme consists of 4 courses which are each worth 15 credits.

- Effective Team Leadership
- Achieving Business Objectives
- Operations Management
- Team Management

Entry Criteria:

- Students must be 16 years of age
- Students will be required to have NCEA Level 2 or the equivalent, this includes:
  - Minimum of 10 numeracy and 10 literacy credits at Level one or higher on the Directory of Assessment Standards; and
  - 60 credits at Level two or above with at least 12 credits in each of three subjects including a minimum of 8 credits at Level 2 or higher in English or Te Reo Māori;

Course Requirements

All of the necessary materials required to successfully complete assessments will be available through the 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). The expected study commitment for a part time student is 15-20 hours and for fulltime is 35-40 hours.

New Zealand Certificate in Business

(First Line Management) (Level 4)

19 weeks full time (incl. 2 week break)
OR 38 weeks part time (incl. three 1 week breaks)

ENROL TODAY!
NZ Certificate in Business (First Line Management) (Level 4)

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Looking to manage your own business – or someone else's? Already in a supervisory role, but need a nationally recognised qualification to back up your skills?

This online course is your next step to business success. 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 Outline:
This NZQA recognised programme consists of 4 courses which are each worth 15 credits.

- Small Business Opportunities
- Small Business Operations
- Small Business Feasibility
- Small Business Establishment Plan

Entry Criteria:
- Students must be over 16 years of age
- Students will be required to have NCEA Level 2 or the equivalent

Course Requirements
All of the necessary materials required to successfully complete assessments will be available through the 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). The expected study commitment for a part time student is 15–20 hours and for fulltime is 35–40 hours.

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

20 weeks full time OR 40 weeks part time

ENROL TODAY!
## NZ Certificate in Business (Small Business) (Level 4)

### INTRO TO SMALL BUSINESS
- **Module 1**: Management
- **Module 2**: Leadership Styles

### HUMAN RESOURCES FOR SMALL BUSINESS
- **Module 1**: HRM and Legislation
- **Module 2**: Recruitment

### SMALL BUSINESS FINANCE
- **Module 1**: Business and Finance
- **Module 2**: Cash Flow Forecasting

### SMALL BUSINESS PROJECT
- **Module 1**: Getting Your Business Started
- **Module 2**: Law and Planning for Small Business

### Module 3
- **Organisational Environment**
- **Customer Service**

### Module 4
- **Employment Relationships**
- **Developing a Team**

### Module 5
- **Budgeting**
- **Tax Obligations and Consumer Law**

### Module 6
- **Financial Reporting**
- **Consumer Law**

### Module 7
- **The Marketing Mix**
- **Communicating the Business Plan**

### Additional Modules
- **Module 1**: Business and Finance
- **Module 2**: Cash Flow Forecasting
- **Module 3**: Budgeting
- **Module 4**: Tax Obligations and Consumer Law
- **Module 5**: Financial Reporting
- **Module 6**: Consumer Law
- **Module 7**: The Marketing Mix
New Zealand Diploma in Business
(Leadership and Management) (Level 5)

Have you set your sights on a management or leadership role? Need a stepping stone to degree level business studies?

Use your free time to fast track your management career with this online diploma programme. Enhance your business knowledge, strengthen your leadership acumen, and gain a nationally recognised NZ Diploma in Business (Leadership and Management) qualification.

Programme Outline:
This NZQA recognised programme consists of 6 courses which are each worth 20 credits.
General core content
- Introduction to Business in New Zealand
- Organisational communication
- Business marketing
Management and Leadership Strand
- Operational management
- Leadership
- Managing people

Entry Criteria:
- Students must be over 16 years of age
- Students will be required to have NCEA Level 2 or the equivalent, this includes:
  ✓ Minimum of 10 numeracy and 10 literacy credits at Level one or higher on the Directory of Assessment Standards and;
  ✓ 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
- 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. Students who have not attained the age of 20 years and do not hold the required minimum entry requirements for a programme may also be eligible to enrol in exceptional circumstances. Such decisions will be made by the Programme Delivery Manager

Course Requirements
All of the necessary materials required to successfully complete assessments will be available through the 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). The expected study commitment for a part time student is 15–20 hours and for fulltime is 35–40 hours.

34 weeks full time (incl. two 1 week breaks)
OR 66 weeks part time (incl. five 1 week breaks)

ENROL TODAY!
NZ Diploma in Business
(Leadership and Management) (Level 5)

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Your Student Journey With Us

- Application form is submitted
- Enrolment Processed by enrolments team
- Welcome pack sent with Canvas Login details
- Students given access to Student Resources
- Programme Starts

- Week 4-6
  - You will receive a link to our First Impression Survey

- During the First 2 Weeks
  - Student Success Enthusiast will call to welcome you to the course

- 2 Days In
  - The Tutor will send you a Welcome Announcement

- Monthly
  - Student Newsletters sent out

- 1-2 Weeks Prior to Due Date
  - Tutor will send you a reminder announcement

- 3-5 Days
  - Marking and Feedback turnaround time once assessment is submitted

- 3 Weeks Prior Programme End
  - You will receive a Congratulations Email sent to students outlining the process moving forward

- CONGRATULATIONS
  - Programme Finishes

- 3 Months After
  - Graduates Survey sent out

- 6-8 Weeks After
  - Certificates printed and posted out with Grad Bear

- Regular Tutor announcements sent through Canvas to Students

- 1 Week Prior
  - You will receive a Congratulations Email sent to students outlining the process moving forward

- 3 Months After
I decided to study business management as my partner and I wanted to own a business soon. I have learned many things during the course, the most valuable being staff management and accounting. They play such big parts in having a successful business! The programme has enabled me to go into a business with the knowledge and skills required to be at my best.

Kirsty Everett

When I enrolled, I was really anxious to build my managerial skills and gain more experience to improve in my current role and future roles – but what I gained from studying here has actually changed my whole perspective on life.

I received so much support from my tutor Linda, who constantly gave me great feedback and was always there to assist me.

Sophie Aujla

Business Management Programmes has helped me to view businesses from a management perspective, rather than from on the floor. I learned so many valuable things about the structure of businesses and ways that they can improve via Total Quality Management (TQM) systems.

Jenny Ewans

The support was fantastic. I was also very fortunate to have been put into a fantastic team for the group assignment.

My future goal is to be able to apply my new gained knowledge in my work life and working towards opening my own business.

Heidi Legatos
If you are a business owner looking for effective ways to offer your staff personal development opportunities, consider our bespoke Business Management Programmes.

We can work with you to craft a programme that will:

- Develop your staff capability
- Grow your team culture
- Bring additional skills to your business

This bespoke service sits outside of core offering so please note that there is a charge which we are happy to discuss upfront with you.

Please contact us at a2dl.bmpinfo@aspire2.ac.nz to discuss how we can make the programme work for your business.
CONTACT US

Accelerate your business career with an Aspire2 Business Management Programmes.

Call us:
0508 626 243

Email:
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Facebook:
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Visit:
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