



**aspire2**

Business  
Management  
Programmes

# Aspire2 Business Management Programmes

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Online training that accelerates your business career

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

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



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**aspire2** Business  
Management  
Programmes

# 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 Certificate in Business**  
(First Line Management)  
(Level 4)



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

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



# L5

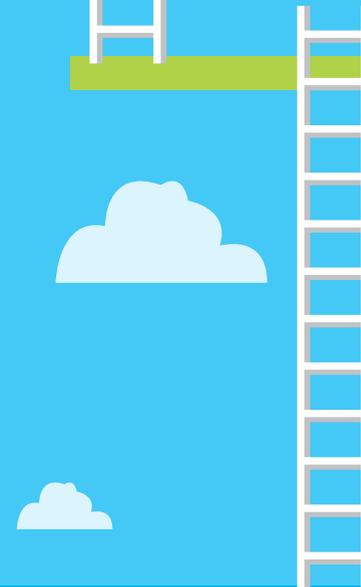
- Diploma in Business

# 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.



**17 weeks full time**  
(incl. 1 week break)

**OR 34 weeks part time**  
(incl. 2 week break)

**ENROL TODAY!**

## 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.



# NZ Certificate in Business (Introduction to Team Leadership) (Level 3)

INTRODUCTION TO TEAM LEADERSHIP	LEADERSHIP STYLES	ACHIEVING TEAM OBJECTIVES	TEAM PERFORMANCE
07 CREDITS	11 CREDITS	15 CREDITS	15 CREDITS
<div data-bbox="120 483 318 707"> <p>Leadership</p>  </div> <div data-bbox="342 483 539 707"> <p>Communication</p>  </div> <div data-bbox="120 743 318 967"> <p>Manage Yourself Effectively</p>  </div> <div data-bbox="342 743 539 967"> <p>Professional and Ethical Behaviour</p>  </div> <div data-bbox="120 1003 318 1227"> <p>Comply with Policies and Legislation</p>  </div>	<div data-bbox="602 483 799 707"> <p>Leadership Styles</p>  </div> <div data-bbox="824 483 1021 707"> <p>Working in Diverse Teams</p>  </div> <div data-bbox="602 743 799 967"> <p>Team Work</p>  </div> <div data-bbox="824 743 1021 967"> <p>Written Communication</p>  </div>	<div data-bbox="1209 483 1406 707"> <p>Developing Objectives</p>  </div> <div data-bbox="1431 483 1628 707"> <p>Group Communication (internal)</p>  </div> <div data-bbox="1209 743 1406 967"> <p>Problem Solving</p>  </div> <div data-bbox="1431 743 1628 967"> <p>CSR</p>  </div> <div data-bbox="1209 1003 1406 1227"> <p>Self Awareness</p>  </div>	<div data-bbox="1695 483 1892 707"> <p>Team Performance</p>  </div> <div data-bbox="1917 483 2114 707"> <p>Team Problem Solving</p>  </div> <div data-bbox="1695 743 1892 967"> <p>Group Communication (external)</p>  </div> <div data-bbox="1917 743 2114 967"> <p>Speech Writing and Presentation Skills</p>  </div> <div data-bbox="1695 1003 1892 1227"> <p>Diversity</p>  </div>



# New Zealand Certificate in Business

(Introduction to Small Business) (Level 3)

## 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.



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

**ENROL TODAY!**

## 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.



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

SMALL BUSINESS OPPORTUNITIES		SMALL BUSINESS OPERATIONS		SMALL BUSINESS FEASIBILITY		SMALL BUSINESS ESTABLISHMENT PLAN	
<p><b>Module 1</b></p> <p>Business Values &amp; Ethics</p> 	<p><b>Module 2</b></p> <p>Business Structures</p> 	<p><b>Module 1</b></p> <p>Evaluating Technology Options</p> 	<p><b>Module 2</b></p> <p>Problem Solving and Decision Making</p> 	<p><b>Module 1</b></p> <p>Business Finance &amp; External Stakeholders</p> 	<p><b>Module 2</b></p> <p>Business Finance &amp; Internal Stakeholders</p> 	<p><b>Module 1</b></p> <p>Small Business Establishment</p> 	<p><b>Module 2</b></p> <p>Marketing &amp; Competition Analysis</p> 
<p><b>Module 3</b></p> <p>Competitive Analysis</p> 	<p><b>Module 4</b></p> <p>Target Marketing</p> 	<p><b>Module 3</b></p> <p>Legal, Regulatory and External Agencies</p> 	<p><b>Module 4</b></p> <p>Communicate Effectively with Stakeholders</p> 	<p><b>Module 3</b></p> <p>Business Finance - Owner Perspective</p> 	<p><b>Module 4</b></p> <p>Business Planning</p> 	<p><b>Module 3</b></p> <p>Financial Viability &amp; Assets</p> 	<p><b>Module 4</b></p> <p>Executive Summary</p> 



# New Zealand Certificate in Business

(First Line Management) (Level 4)

## 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 fireup 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.



19 weeks full time  
(incl. 2 week break)

OR 38 weeks part time  
(incl. three 1 week breaks)

**ENROL TODAY!**

## 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;
- 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.

# NZ Certificate in Business (First Line Management) (Level 4)

EFFECTIVE TEAM LEADERSHIP		ACHIEVING BUSINESS OBJECTIVES		OPERATIONS MANAGEMENT		TEAM MANAGEMENT	
<b>Module 1</b> Leadership & Communication 	<b>Module 2</b> Managing Yourself & Others 	<b>Module 1</b> Doing Business in New Zealand 	<b>Module 2</b> Achieving Team Objectives 	<b>Module 1</b> Strategy & Planning 	<b>Module 2</b> Manage Workflow 	<b>Module 1</b> Team Motivation 	<b>Module 2</b> Conflict in the Workplace 
<b>Module 3</b> Leadership Effectiveness 	<b>Module 4</b> Finding the Best Team 	<b>Module 3</b> Motivation & Teams 	<b>Module 4</b> Managing Stakeholder Relationships 	<b>Module 3</b> Assess Performances 	<b>Module 4</b> Evaluate & Progress 	<b>Module 3</b> Evaluating Behaviours 	<b>Module 4</b> Managing Relationships 
<b>Module 5</b> Professional, Ethical, Social & Cultural Behaviour 	<b>Module 6</b> Policies & Legislation 	<b>Module 5</b> Leadership Styles for Different Environments 	<b>Module 6</b> Team Diversity & Inclusiveness 	<b>Module 5</b> Leading a Change 	<b>Module 6</b> Situational Leadership 	<b>Module 5</b> Productive Workplace Environment 	<b>Module 6</b> Mentoring and Coaching 



# New Zealand Certificate in Business

(Small Business) (Level 4)

**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.



 20 weeks full time OR  
40 weeks part time

**ENROL TODAY!**

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

INTRO TO SMALL BUSINESS		HUMAN RESOURCES FOR SMALL BUSINESS		SMALL BUSINESS FINANCE			SMALL BUSINESS PROJECT	
<b>Module 1</b> Management 	<b>Module 2</b> Leadership Styles 	<b>Module 1</b> HRM and Legislation 	<b>Module 2</b> Recruitment 	<b>Module 1</b> Business and Finance 	<b>Module 2</b> Cash Flow Forecasting 	<b>Module 1</b> Getting Your Business Started 	<b>Module 2</b> Law and Planning for Small Business 	
<b>Module 3</b> Organisational Environment 	<b>Module 4</b> Customer Service 	<b>Module 3</b> Employment Relationships 	<b>Module 4</b> Developing a Team 	<b>Module 3</b> Budgeting 	<b>Module 4</b> Tax Obligations and Consumer Law 	<b>Module 3</b> Business Planning 	<b>Module 4</b> Develop your Business Plan 	
<b>Module 5</b> Marketing Planning 	<b>Module 6</b> The Marketing Mix 	<b>Module 5</b> Managing Personal and Professional Growth 	<b>Module 6</b> Managing Change Performance 	<b>Module 5</b> Financial Reporting 	<b>Module 6</b> Consumer Law 	<b>Module 5</b> Communicating the Business Plan 		
				<b>Module 7</b> 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.



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

**ENROL TODAY!**

## 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.

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

## INTRODUCTION TO BUSINESS IN NEW ZEALAND

Business Environment 	Business Organisation 	Business Finance and Economics 	Operations Management 	Marketing and Accounting 	Human Resources Management 
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## BUSINESS MARKETING

Marketing Overview 	Customer Behaviour 	Strategic Planning 	Customer Centred Marketing Strategy 	Marketing Environment 	Marketing Research 
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## ORGANISATIONAL COMMUNICATION

Importance of Communication 	Communication Theory 	Barriers to Communication 	Treaty of Waitangi 	Ethics and Professionalism within the Workplace 	Business Communication 
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## TEAM MANAGEMENT AND COOPERATION

HR Management 	Importance of HR Management to Business Success 	HR Functions and Scope 	Strategic HR Management 	Measuring Performance 	HR Management in New Zealand 
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## LEADERSHIP

Leading Vs Managing 	Leading and Managing People 	Leading and Managing Change 	Managing Organisational Performance 	Leading and Managing Projects 	Stakeholders Ethics and Social Responsibility 
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## OPERATIONS MANAGEMENT

Operation Managers Responsibilities 	Challenges 	Techniques for Improvement 	Logistics (Supply Chain Management) 
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“

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*



## CONSIDER OUR BESPOKE

## BUSINESS OFFERING

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](mailto:a2dl.bmpinfo@aspire2.ac.nz) to discuss how we can make the programme work for your business.





## CONTACT US

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