

# Business

National Diplomas (Level 5 & 6)



NEW ZEALAND



CAREER COLLEGE

Te Kura Umanga O Aotearoa

# Table of Contents

PAGE 2	Welcome to New Zealand Career College
PAGE 4	Your Guide to Training Options at New Zealand Career College
PAGE 5	National Diploma in Business (Level 5)
PAGE 6	Course Structure - National Diploma in Business (Level 5)
PAGE 7	National Diploma in Business (Level 6)
PAGE 8	Course Structure - National Diploma in Business (Level 6)
PAGE 9	How do I get in? International Students
PAGE 11	How much will it cost?
PAGE 12	Fees and Financial Support
PAGE 13	Helpful Information

# Kia ora

## Hello

### Welcome to New Zealand Career College

New Zealand Career College (NZCC) is a private tertiary college that is registered and accredited by New Zealand Qualifications Authority (NZQA) and is a signatory member of the Ministry of Education Code of Practice for Pastoral care of International Students and is a member of the New Zealand Association of Private Education Providers.

With government funding for over 450 students, we offer quality education that will provide you with qualifications and training in fields that will lead to meaningful employment or further education in New Zealand. We have approximately 500 students, out of whom around 60 are international students from various countries such as the Indian sub continent, France, China, Korea, Thailand, Philippines and Fiji.

Our business diplomas will provide you with a range of theoretical and practical business knowledge and skills to work towards entry to mid level management and administrative positions in a wide spectrum of organisational structures. On successful completion, students will have a broad knowledge of business and technical skills associated with New Zealand business and industry.

Best Wishes

New Zealand Career College





# Your Guide to Training Options at New Zealand Career College

MY CAREER ASPIRATIONS ARE	SUGGESTED COURSE
I want to be in an entry level management position in local small business sector	National Diploma in Business (Level 5)
I want to work in customer service roles that lead to management positions	National Diploma in Business (Level 5)
I want to be an entry level assistant sales manager or customer service manager	National Diploma in Business (Level 5)
I want to be an entry level assistant office administrator	National Diploma in Business (Level 5)
I want to work in retail as an entry level assistant store manager	National Diploma in Business (Level 5)
I want to be a first line manager within the corporate sector	National Diploma in Business (Level 6)
I want to be a trainee manager with various business industries	National Diploma in Business (Level 6)
I want to be an operations manager in a small business	National Diploma in Business (Level 6)
I want to be an administrator for small business enterprises	National Diploma in Business (Level 6)





# National Diploma in Business (Level 5)

## About the Programme:

The National Diploma in Business (Level 5) provides students with a range of theoretical and practical business knowledge and skills to work in entry-level management positions in a wide variety of small to medium sized businesses in a New Zealand context.

Credits:	125
Duration:	40 weeks
Intakes:	February, April, July
Campus:	Auckland City,
Available to:	International students

## \*Course Content Includes:

- Theory of management in organisations;
- Accounting procedures and financial skills;
- Business administration services;
- Marketing planning and promotional strategies;
- Business and consumer law;
- Business planning for small business;
- Human resource planning for small business;
- Communication for the workplace.

\*NZCC reserves the right to make changes to the course content.

## Graduate Outcomes & Career Opportunities:

On successful completion, students will have gained knowledge and practical abilities in accounting practices, application of business law in a range of case studies, production of promotional and marketing strategies in the retail sector, production of a business and human resources plan for a small business, producing and presenting business information for management purposes, planning a marketing campaign, managing business meetings, meeting business objectives and theoretical knowledge of management in organisations.

This qualification may pathway graduates into higher level qualifications such as the National Diploma in Business (Level 6).

## Entry Criteria:

A minimum of 18 years of age, year 12 (Senior Secondary School) or equivalent/ higher, with an overall Academic IELTS level of 5.5 (if English is a second language). Applicants who do not meet the minimum entry criteria outlined above may be assessed for special admission to this programme.

# Course Structure

## National Diploma in Business (Level 5)

UNIT STANDARD	UNIT TITLE
1863 V5	Identify and compare short-term and long-term debt options offered by the banking and finance industries
11646 V4	Produce business information for management
2938 V4	Produce and coordinate retail marketing strategies
2950 V4	Produce and coordinate promotional strategies
1852 V6	Prepare a revenue statement and balance sheet
2931V4	Plan a marketing campaign
11633 V3	Apply the law of contract to a given fact situation
330 V6	Complete accounting procedures and produce financial statements
11647 V5	Present business information for a business purpose
110 V5	Review text processing and information production practices in a business or organisational context
1991 V5	Produce establishment plans for small business ventures
9735 V3	Demonstrate knowledge of theory in relation to management in organisations
6407 V5	Establish human resources for small business
1875 V5	Assist the conduct of internal audits
26367 V1	Demonstrate and apply knowledge of costing for an activity within an entity
9691 V5	Demonstrate knowledge of group processes
11649 V5	Manage business meetings to achieve objectives



# National Diploma in Business (Level 6)

## About the Programme:

The National Diploma in Business (Level 6) provides students with a range of business related competences. Graduates from the qualification will aspire to hold positions which involve the management and leadership within organisations.

The qualification delivers content that has a broad focus and integrates theoretical components integrated with simulations of real life business contexts.

Credits:	120
Duration:	40 weeks
Intakes:	February, April, July
Campus:	Auckland City
Available to:	International students

## \*Course Content Includes:

- Application of budgets in organisations;
- Introduction to business law;
- Introduction and application of Human Resource Management;
- Application of strategic marketing plans;
- Theory of management in organisations;
- Theory of business strategy and operations;

- Application of knowledge and skills in small business;
- Workplace learning and application of organisational strategy and direction.

\*NZCC reserves the right to make changes to the course content.

## Graduate Outcomes & Career Opportunities:

Graduates of this qualification will have the skills and knowledge of organisational and human resources theory and principles; financial services, business law, participating in business meetings, interpersonal skills to communicate in the business environment, apply marketing in an organisation and contribute to strategic efforts in a business environment.

## Entry Criteria:

A minimum of 18 years of age, year 12 (Senior Secondary School) or equivalent, with an overall Academic IELTS level of 6.0. or a Bachelor's Degree in any field with an overall Academic IELTS level of 5.5 (if English is a second language).

Applicants who do not meet the minimum entry criteria outlined above may be assessed for special admission to this programme.

# Course Structure

## National Diploma in Business (Level 6)

UNIT STANDARD	UNIT TITLE
7443 V3	Develop and communicate organisational purpose, direction and values
23912 V3	Conduct an environmental analysis
23917 V1	Monitor environmental factors to anticipate change and/or impacts on a business operation
23916 V1	Demonstrate knowledge of the impact of environmental factors on business strategy and operations
11638 V3	Demonstrate knowledge of the law of property in New Zealand
11636 V3	Apply the tort of negligence to a given fact situation
9735 V3	Demonstrate knowledge of theory in relation to management in organisations
19022 V1	Manage human resources as a manager in a business operation
25941 V1	Demonstrate and apply knowledge of the budgeting process for an organisation
2930 V4	Develop and coordinate marketing strategies
2934 V4	Determine market segmentation, targeting and positioning decisions
1993 V5	Manage small business operations
2569 V5	Describe human resource management in organisations in New Zealand
9692 V4	Present information orally to an audience
9678 V5	Conduct formal meetings

# How do I get in?

## International Students

We understand that our international students have different needs and that's why you're treated as an individual at NZCC. We work with you on a one-to-one basis to help you achieve your education and career aspirations. For more information about our experienced teachers, practical learning opportunities and our extensive student services and facilities, please visit [www.nzcc.ac.nz](http://www.nzcc.ac.nz).

## Your Safety and Well-being

We also provide you with pre-departure information, a student handbook and an orientation to get acquainted with your teachers, classmates and the campus.

At New Zealand Career College, we are committed to providing our students with a safe and productive learning environment. NZCC is a signatory to the Ministry of Education's Code of Practice for the Pastoral Care of International Students, which means that we uphold the standards set out to recognise and meet the needs of international students, to protect your safety and well-being. Copies of the Code are available on request from NZCC or from the New Zealand Ministry of Education website [www.minedu.govt.nz/goto/international](http://www.minedu.govt.nz/goto/international).

Furthermore, NZCC's Student Support Service covers a wide range of services to prepare and assist you throughout your studies – see page 14 for more information.

## How to Apply

You can apply by completing an International Student Application Form which can be found at the following sources:

- Online at [www.nzcc.ac.nz](http://www.nzcc.ac.nz);
- The NZCC International team - email [international@nzcc.ac.nz](mailto:international@nzcc.ac.nz);
- From a New Zealand Career College education agent/representative in your area (Email: [international@nzcc.ac.nz](mailto:international@nzcc.ac.nz) for agent details);
- At New Zealand Career College campuses.

## Already in New Zealand?

Prospective international students currently in New Zealand who wish to study at NZCC (e.g. those with a work visa, student visa obtained from another provider or a visitor's visa) can contact our Student Services Manager on (09) 336 0030 or email [international@nzcc.ac.nz](mailto:international@nzcc.ac.nz) to arrange an interview.

## Immigration: Student Study Visas

NZCC adheres to the requirements and procedures of the New Zealand Immigration Service (NZIS) in the admission and enrolment of all prospective international students.

NZCC will only enrol international students who hold a current student visa or that has been endorsed with NZCC's name and the course in which they have been offered a

place. Under its regulations, NZIS will be notified immediately, by the NZIS electronic notification form, of the termination of an international student's enrolment.

All visas will be checked upon arrival at NZCC. A copy of each student's original visa and passport will be kept for the duration of the student's study at NZCC. An offer of place from the College does not guarantee that a student will be issued a student visa by the immigration authorities.

Full details of visa requirements, advice on rights to employment in New Zealand while studying, and reporting requirements are available through NZIS and can be viewed on their website at [www.immigration.govt.nz](http://www.immigration.govt.nz).

### **Language Requirement**

International students for whom English is a second language must have achieved minimum IELTS levels – please refer to the specific eligibility criteria for the course you are interested in.

### **Eligibility for Health Services**

Most international students are not entitled to publicly funded health services while in New Zealand. If you receive medical treatment during your visit, you may be liable for the full costs of that treatment. Full details on entitlements to publicly-funded health services are available through the Ministry of Health and can be viewed on their website at [www.moh.govt.nz](http://www.moh.govt.nz).

### **Accident Insurance**

The Accident Compensation Corporation (ACC) provides accident insurance for all New Zealand citizens, residents and temporary visitors to New Zealand, but you may still be liable for all other medical and related costs.

Further information can be viewed on the ACC website at [www.acc.co.nz](http://www.acc.co.nz).

### **Medical and Travel Insurance**

It is compulsory for international students to have appropriate travel and medical insurance cover for the duration of their studies at NZCC. You must provide evidence of travel and medical insurance cover when you enrol. NZCC has a preferred insurance provider and we can assist you in this process.

It is also compulsory for students to have student fee protection insurance. Please refer to Fee Protection Policy on page 11.



# How much will it cost?

Course	Duration	Domestic Fee	International Fee
National Diploma in Business (Level 5)	40 weeks	n/a	*\$16,150
National Diploma in Business (Level 6)	40 weeks	n/a	*\$16,150

\*Fee includes tuition fees, material fees, medical and fee protection insurance.

## Programme Fees

Note: All fees are in NZ\$. Fees are valid from 1st January 2012. International fees include travel and medical insurance.

## Fee Protection Policy

In accordance with the Education Amendment Act 1989, your course fees are protected by a fee protection scheme with Student Care Insurance: (on behalf of DUAL Australia Pty Ltd). Monies held can only be released to NZCC on the confirmation of attendance of after 10 days of course commencement.

In the event of NZCC's insolvency, regulatory closure or withdrawal or partial withdrawal of accreditation, Student Care Insurance will either refund the remaining unused portion of the fees to you, or alternative arrangements will be made for you to complete your course at another teaching institution. A copy of the certificate of insurance will be provided to all students.

For more information on Student Care Insurance, please visit [www.studentcareinsurance.com](http://www.studentcareinsurance.com)

## Payment of Fees

Full payment of fees is required at least 14 days before the course starts. Fees are calculated in calendar weeks regardless of any public holidays that may fall during a week.



# Fees and Financial Support

## Withdrawals and Refunds

Programme lengths of more than 3 months (greater than 13 weeks) for International Students according to changes made to the Education Act 1989 as a result of the Education Amendment Act 2010 (No 3):

- Withdrawal before a programme start date will receive a full refund.
- Withdrawal on Days 1-10 students are entitled to a refund less up to 25% for \*costs incurred.

\*Based on actual costs incurred, the maximum percentage of the payment, or sum of any payments, a private training establishment (PTE) may retain is 25%.

Any student withdrawing after 10 days will not be entitled to a refund, unless exceptional circumstances are proven.

The PTE must be able to demonstrate, in order to deduct up to the maximum percentage that it has incurred expenses under one or more of the types of \*\*costs. And the PTE also needs to be able to show that those costs add up to the amount (equal or more than) the amount the PTE is seeking to retain.

When international students have been enrolled with NZCC, they are required to notify NZCC of any change in their contact details and residential address. Attendance will be monitored and if it falls below the course requirements, NZCC will notify NZIS that the student has been withdrawn from the course. If the College cancels a course, fees will be refunded in full.

## Miscellaneous Fees and Costs

Your tuition fees cover full tuition costs, including the use of classroom equipment, study and reference materials, use of kitchen facilities, email and internet usage.

Miscellaneous fees and costs over and above your tuition fees include:

- Airport pick-up fee (must be requested on enrolment form prior to departure): \$50
- Travel and accommodation are additional costs incurred by the student and not included in New Zealand Career College's fees.

\*\*For more information on withdrawal and refund policies, please visit [www.nzcc.ac.nz](http://www.nzcc.ac.nz) or refer to the student handbook.

To help you budget for your studies in New Zealand, visit [www.newzealandeducated.com/int/en/guide](http://www.newzealandeducated.com/int/en/guide) or contact the Ministry of Education [www.minedu.govt.nz](http://www.minedu.govt.nz) for approximate living costs. It is important to note that these are approximate costs only and will vary according to region, lifestyle expectations and other factors.

Note: During their academic year, full-time students holding an International Student Visa may be employed on a part-time basis for up to 20 hours per week.

# Helpful Information

## Basis of Contract

A completed NZCC International Student Enrolment Application Form establishes the basis of a contract between you, as the applicant, and NZCC. Upon your acceptance, your place is reserved. When you have received a Provisional Offer of Place from NZCC, it will remain conditional until you have paid your fees in full and they have been received by NZCC. The contract between you and NZCC will not come into effect until the fees have been paid in full and the fees have been received by NZCC.

There is a limited number of places available at NZCC, therefore you are advised to apply early as applications will be accepted in the order in which they are received.

NZCC reserves the right to accept or decline a student's application or to offer a different course to a student.

## Age Restriction

The minimum age accepted for studying at NZCC is 18 years.

## Recognition of Prior Learning (RPL) and Credit Recognition

If you believe you have the knowledge and skills being taught in a course prior to enrolling in the course, you may apply for Recognition of Prior Learning (RPL). This may mean that you do not have to attend some classes and/or complete some course assessments. You may also be exempt from paying the corresponding course fees. However, if you are offered RPL, you may have to complete assessments at NZCC or to obtain official documentation.

You may be required to pay an RPL assessment fee. All enquiries about RPL should be discussed with your Agent/Student Services Manager. Credits for unit standards that have been earned elsewhere are recognised by NZCC. You must present evidence of this on your Record of Learning when you seek enrolment. You are not required to be assessed again for unit standards you have already been credited with. Alternative work, extension work or the opportunity to develop skills where extra work is needed may be given to you in these cases.



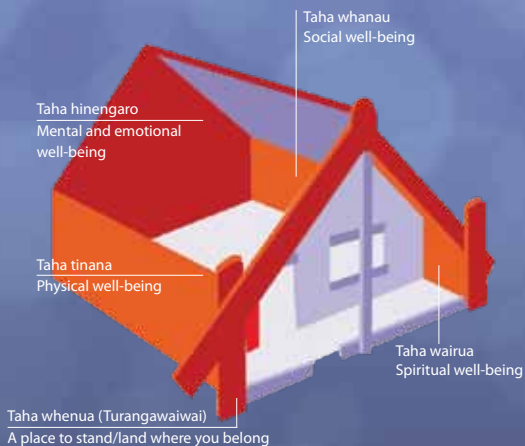
## Student Support Services

New Zealand Career College offers a network of support to students based on the Whare Tapa Rima model (adapted from Mason Durie's Whaiora Whare Tapa Rima model, 1994).

We believe that your well-being will encourage your academic success at NZCC and strengthen your foundation for future goals and achievements. As well as the individual support students receive from academic staff, NZCC's Student Support Services cover a wide range of services to address your needs and concerns over the duration of your programme, including:

- Class schedules
- Study materials (eg. text books)
- Workplace placements
- Visa assistance and study extensions
- Insurance, travel and banking assistance
- Counselling services
- Accommodation assistance\*
- Activity programmes
- Career guidance
- Issuing transcripts and diplomas

\*Please note that while NZCC offers assistance, we do not guarantee accommodation – please refer to the Ministry of Education [www.minedu.govt.nz](http://www.minedu.govt.nz) for more information about finding accommodation.



# Campus Locations and Contact Details

## Head Office

Level 3, 75 Karangahape Road  
PO Box 8628, Symonds Street 1150  
Auckland City  
New Zealand  
Freephone: 0800 88 NZCC (6922)  
(within NZ)  
Email: [info@nzcc.ac.nz](mailto:info@nzcc.ac.nz)

## Auckland City Campus

Level 3, 75 Karangahape Road  
PO Box 8628, Symonds Street 1150  
Auckland City  
New Zealand  
Phone: +64 9 336 0040  
Email: [aklcity@nzcc.ac.nz](mailto:aklcity@nzcc.ac.nz)



**0800 88 6922**  
**[www.nzcc.ac.nz](http://www.nzcc.ac.nz)**

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