



New Zealand Diploma in Business (Administration and Technology) (Level 5)



Domestic fee: \$2,908

International fee: N/A

Compulsory student levy >
StudyLink >

*Fees are approximate, subject to change and exchange rates

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| Location | Distance |
| Duration | 20 weeks full-time; 40 weeks part-time |
| Delivery | Delivered via Capable NZ - our Assessment of Prior Learning Centre. Learn more > |

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|---------|---|
| Credits | 60 - the other 60 credits for this 120 qualification will be in recognition of prior learning (RPL) |
| Level | 5 |
| Start | First of each month |
| Apply | Anytime |

Delivered through Capable NZ - our assessment of prior learning centre

Are you an experienced administrator?

This qualification proves you have the knowledge and skills to plan, organise and manage business administration functions, operations and/or projects.

As a graduate, you'll be able to select, apply and support a broad range of current and emerging business technologies to meet an organisation's needs, and know how to manage, analyse, evaluate and improve administrative systems and processes.

The Capable NZ difference

The Capable NZ process centres on you and your own career – you'll reflect on where you've come from, where you are now, and where you want to go.

You will:

- > identify early experiences and influences that have shaped you, and how these relate to your working life
- > analyse your work and life experiences and skills, and evaluate your strengths and capabilities
- > identify, access and research relevant practice theories, models, tools, frameworks, and reflect on how these might inform and influence your work
- > complete in-depth case studies that critically explore and analyse key learning experiences from your work or community life, and align these with academic research
- > undertake learning to fill any gaps in your knowledge or experience.

One key point of difference with Capable NZ study is that you complete in-depth case studies to critically analyse learning experiences from your career or community life and consider how these meet the requirements of your chosen qualification.

Entry requirements

- > You will need approximately five to seven years of skills/knowledge/experience in this field with a specific focus on management and leadership.
- > IELTS 6.0 (no band score lower than 5.5) from one test completed in the last two years, or equivalent.

Additional costs

There are no additional costs for this programme.

Your workload

You will need to spend approximately 20 hours per week on this programme within your current employment.

How to apply

1. If you want to find out a little more about this programme, send us an enquiry and we'll be in touch!
2. If you know that you just want to apply, click on the light blue APPLY button in the top right section of this page and complete our online application form.

Student loans

This programme is not eligible for Course Related costs through Studylink but it is eligible for a student loan.

Disclaimer

While every effort is made to ensure that this sheet is accurate, Otago Polytechnic reserves the right to amend, alter or withdraw any of the contained information. The fees shown in this document are indicative ONLY. Both domestic and international fees are subject to change and are dependent on the development and implementation of Government policies. Please note that additional fees may from time to time be required for external examination, NZQA fees and/or additional material fees.

International **+64 3 477 3014**
New Zealand **0800 762 786**
Email **info@op.ac.nz**

Dunedin Campus
Forth Street, Dunedin
Private Bag 1910
New Zealand 9054

Central Otago Campus
Corner Erris & Ray Streets
PO Box 16, Cromwell
New Zealand 9342

Auckland Campus
Level 2, 350 Queen Street
PO Box 5268, Auckland
New Zealand 1141