



# New Zealand Diploma in Business (Human Resources Management) (Level 5)



## Domestic fee (all GST inclusive)

Programme: \$5,197.28

Per course: \$649.66

\*Fees are approximate, subject to change and exchange rates

Location	Online
Duration	36 weeks full-time   72 weeks part-time
Delivery	Delivered through the eCampus. Online activities - readings, discussion forums, research tasks and fact finding. Study will be mainly self-directed and is flexible to suit your needs

Credits	120
Level	5
Start	Monthly
Apply	Anytime



Got a question? Ask the team at eCampus

## Delivered online through eCampus NZ

Kick-start your career in Human Resources! Graduate with the skills and knowledge to be employed in entry-level Human Resource roles in a range of business entities. You could also apply what you learn to supervisory or first-line management roles.

Please note: Learners under the age of 18 cannot apply for this programme.

### What will I learn?

#### Technical knowledge and skills

- > Apply knowledge of the principles and practices of HR functions for recruitment, development, performance management, and health and safety within an entity.
- > Adapt to changes in given organisational context/s with effective HR strategies.

#### People Skills

- > Communicate effectively with stakeholders to provide HR-specific information and advice within a recognised industry ethical framework.

### Entry requirements

#### Applicants under 20 years old

- > A minimum of 14 numeracy credits at Level 1 or higher in Mathematics on the Directory of Assessment Standards, and
- > 50 credits at Level 2 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 (4 credits must be in reading and 4 credits in writing)
- > The literacy credits will be selected from a schedule of approved achievement standards and unit

standards found on the NZQA website at Literacy Requirements for University Entrance.

> OR equivalent to the above.

Applicants 20 years or over

> No minimum academic entry requirements.

> However, you need to provide your CV detailing any relevant work experience and academic achievements.

If English is not your first language, you must provide:

> New Zealand University Entrance OR

> Overall Academic IELTS 5.5 with no individual band score lower than 5.0 (achieved in one test completed in the last two years), OR

> Acceptable alternative evidence of the required IELTS (see here for NZQA proficiency table and here for list of recognised proficiency tests).

If you need to improve your English Language skills, we offer a wide range of English programmes.

Special entry

In exceptional circumstances, an applicant under the age of 20 who does not meet the academic entry requirements may be granted entry where they supply evidence to satisfy the relevant Academic Committee of their ability to succeed in the programme.

COVID-19 vaccination information

As this programme is delivered fully online, you do not need to provide us with a My Vaccine Pass.

> You will need to provide us with a valid My Vaccine Pass if you want to visit an Otago Polytechnic site for any reason while you are studying with us (e.g. meetings, events, presentations) or attend graduation in person at the end of this programme.

> You do not need to provide a valid My Vaccine Pass if you are attending on campus health services (e.g. student health, Kowhai Centre).

> In exceptional circumstances, exemptions may be granted to this. You can find out more about this in our vaccination policy. If you think you have grounds to be exempt from our vaccination requirements, please email Covid-19@op.ac.nz

You can find more information about our vaccination requirements [here](#). And, if you still have further questions, please visit our FAQs page which you can find [here](#).

Pathways into the programme

This qualification may build on:

> New Zealand Certificate in Business (Administration and Technology) (Level 4)

> New Zealand Certificate in Business (Accounting Support Services) (Level 4)

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

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

> New Zealand Certificate in Project Management (Level 4)

Your workload

This programme is made up of eight courses with a total of 1200 learning hours. This breaks down to approximately 33 hours per week if you're studying full-time and 16.5 hours per week if you're studying part-time.

Depending on your previous academic online experience this may vary a little.

Programme structure

Course	Credits	Level	Learning hours
Organisations in a New Zealand Context	15	5	150
Business Environments	15	5	150
Business Functions	15	5	150
Understanding Change	15	5	150
Introduction to Human Resources	15	5	150

Introduction to Health and Safety Management	15	5	150
Change and HR Initiatives	15	5	150
People and Development	15	5	150
<b>Totals</b>	<b>120</b>		<b>1200</b>

#### Course descriptions

##### 1. Organisations in a New Zealand Context

To review and analyse business entities from a range of perspectives in an Aotearoa NZ context

##### Learning Outcomes:

- > Identify the nature of business entities and their stakeholders in relation to: interests, influences and risks they are exposed to
- > Identify and apply professional and ethical behaviour to ensure business communications are effective, conducted in a socially and culturally appropriate manner and relationships with stakeholders are developed and maintained
- > Analyse and present evidence of how the business activities and relationships of organisations in Aotearoa NZ can be influenced by bicultural partnerships.

##### 2. Business Functions

To analyse environmental influences on a business entity.

##### Learning Outcomes:

- > Apply a range of legal and economic principles to internal and external business environments
- > Analyse the potential impacts of a range of internal and external environmental influences on business entities
- > Identify and utilise relevant internal and external environmental data to plan the management of risk and performance in a business entity.

##### 3. Business Environments

Apply knowledge of core business functions for operational efficiency and effectiveness.

##### Learning Outcomes:

- > Apply the principles and practices of accounting, and operations to make decisions supporting business efficiency and effectiveness
- > Understand and apply practices of Human Resource Management, Sales and Marketing to support business efficiency and effectiveness
- > Demonstrate skills for managing own and others learning and performance within an operational context

##### 4. Understanding Change

To contribute to innovation and change in organisations

##### Learning Outcomes:

- > Identify and demonstrate how innovation and organisation change can contribute to enhanced business performance
- > Explain and assess the impact and importance of sustainability to business entities
- > Research and recommend solutions for improving performance of a business entity

##### 5. Introduction to Human Resources

To enable students to demonstrate the principles and practices of Human Resource (HR) functions.

##### Learning Outcomes

- > Examine the relevance of the core HR functions and apply to a specific business context, after consideration of the internal and external environment.
- > Apply legal and ethical framework to key core HR functions.
- > Apply communication skills in a culturally safe manner to a prospective/current employee.

##### 6. Introduction to Health and Safety Management

To enable students to contribute to the development of a Health and Safety management system.

#### Learning outcomes

- > Apply Health and Safety legislation to develop organisational Health and Safety policies and procedures
- > Identify, manage and control hazards, risks and incidents.

#### 7. Change and HR Initiatives

To enable students to adapt changes with measurable HR initiatives in order for the organisation to be agile.

#### Learning outcomes

- > Identify and evaluate the impact of proposed changes to HR functions.
- > Apply changes to HR functions within an organisational context.
- > Review the impact of change using analytics.

#### 8. People and Development

To enable students to apply knowledge and skills of HR principles and practices of supporting employees to achieve organisational objectives.

#### Learning outcomes

- > Identify and apply HR strategies to support employees.
- > Apply communication skills in a variety of HR scenarios within a legal and ethical framework.
- > Influence changes to HR functions within an organisation.

#### Further study options

Graduates may progress to:

- > New Zealand Diploma in Business (with strands in Accounting, Administration and Technology, Leadership and Management, and Māori Business and Management) (Level 6)
- > business qualifications at degree level
- > relevant industry or professional qualifications at Level 6 or above.

#### Student loans and allowances

Full-time domestic students of this programme are eligible for student loans and allowances (dependent on age and financial circumstances.) Please contact Studylink for additional information. Phone 0800 88 99 00 or visit [www.studylink.govt.nz](http://www.studylink.govt.nz)

#### 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.



Got a question? Ask the team at [eCampus](https://www.op.ac.nz)

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