



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

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

DescLevel

120

Intakes

Monthly

Apply

Anytime

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Delivered online through [eCampus NZ](#)

Gain the skills and knowledge to work or gain employment as a manager/leader in roles at an operational level within New Zealand business entities.

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

Want to study face-to-face?

No problem. We also offer this [programme at our Dunedin Campus](#).

Already got relevant skills and experience?

Your existing knowledge could be worth academic credits towards this qualification.

[Find out more at Capable NZ](#).

What skills will I graduate with?

Graduates will have the skills and knowledge to work or gain employment as a manager/leader in roles at an operational level within New Zealand business entities.

Technical knowledge and skills

Core

- Apply knowledge of the principles and practices of operations, accounting, sales/marketing, HR, and risk management, to support the operational efficiency and effectiveness of the entity.
- Contribute in operational contexts to innovation and organisational change within a business entity.

Leadership and Management strand specific

- Identify operational issues and challenges and apply techniques for continuous improvement for efficient and effective performance of the entity.
- Contribute to the business planning for efficient and effective performance of the entity.
- Lead others to implement activities within the entity's plans, including change, for efficient and effective performance of the entity.
- Manage projects within scope, resources and time.

People skills

Core

- Develop and maintain operational business relationships with stakeholders for efficient and effective performance of the entity.
- Research and communicate information for efficient and effective performance of the entity.

Leadership and Management strand specific

Negotiate and positively influence others to achieve the entity's outcomes.

Develop a positive workplace culture and team engagement.

Cognitive skills

Core

- Apply problem-solving and decision-making in operational contexts.

Effective skills

Core

- Manage own and others' learning and performance within an operational context.
- Apply professional and ethical behaviour, in a socially and culturally appropriate manner.

Business environment

Core

- Analyse the impact of internal and external environments on entities.
- Analyse how the origin and nature of the bi-cultural partnership (as embedded in the Treaty of Waitangi) can be applied to business activities and relationships.

Leadership and Management strand specific

- Promote compliance with internal and external requirements.

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 this programme

This qualification may build on from:

- New Zealand Certificate in Business (Administration and Technology) (Level 4) - [online via TANZ eCampus](#) or [on campus in Dunedin](#)
- New Zealand Certificate in Business (Small Business) (Level 4) - [online via TANZ eCampus only](#)

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
Operational Management and Compliance	15	5	150
Business Planning and Team Engagement	15	5	150
Leadership	15	5	150
Managing Projects	15	5	150
Totals	120		1200

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 bi-cultural 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. Operational Management and Compliance

Apply techniques to improve operational management and compliance

Learning Outcomes:

- Identify and evaluate operational issues and challenges for a real or simulated organisation
- Apply appropriate techniques for continuous improvement in a business entity
- Determine and promote internal and external drivers of organisational compliance within a real or simulated business entity

6. Business Planning and Team Engagement

To formulate a business plan (project)

Learning Outcomes:

- Demonstrate an understanding of the context of business planning
- Contribute to the construction of a business plan for a real or simulated organisation
- Apply negotiation skills to positively influence others to promote the efficient and effective performance of the entity

7. Leadership

Apply leadership skills to achieve organisational outcomes and change (portfolio)

Learning Outcomes:

- Evaluate elements of successful leadership in self and others to influence and business entity
- Identify and discuss leadership approaches working towards efficiency and effectiveness performance in a business entity
- Apply leadership techniques in a real or simulated situation to affect organisational change

8. Managing Projects

Effectively manage a project (project)

Learning Outcomes:

- Apply techniques to manage and monitor scope, resources and time for efficient and effective performance
- Identify and recommend strategies to develop a positive workplace culture for the delivery of projects

Practical or work-based components

The delivery method of this programme is fully online.

All assessments are either completed using the course case study or can be completed through the student's own work place. If you are wanting to use another organisation for this, the company must have 20+ employees to give complete context to the assessment requirements.

Further study options

Upon successful completion of this programme, you may choose to further your learning and progress to the New Zealand Diploma in Business (with strands in Accounting, Administration and Technology, Leadership and Management, and Māori Business and Management) (Level 6) or other business qualifications at degree level. Alternatively, you may choose to pursue 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

Recognition of prior learning

If you already have extensive knowledge and skills gained from practical experience in this area, enquire about our recognition of prior learning process at Capable NZ. You may have already gained credits towards this qualification in the course of your life. www.capablenz.ac.nz

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