

New Zealand Certificate in Business (Introduction to Team Leadership) (Level 3)

Location

Online

Duration

19 weeks full-time | 36 weeks part-time

Delivery

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

Credits

48

DescLevel

48

Intakes

Monthly

Apply

Anytime
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Delivered online through [eCampus NZ](#)

Have you recently become a team leader? Or
do you feel that you have the potential to be

appointed into a team leader role?

Then this is the qualification for you! This programme will give you the skills and knowledge necessary to contribute to effective team performance and the potential to be successful in a leadership role within a team.

Graduates of this qualification will be able to contribute effectively to an operational team in a bi- and multicultural environment.

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

What will I learn?

Technical knowledge and skills

- Understand principles for effective team performance
- Develop objectives for a team
- Understand different leadership styles for effective team performance

People skills

- Communicate effectively with stakeholders
- Work cooperatively within a team, and contribute to the achievement of objectives
- Respond positively to diversity within the team

Cognitive skills

- Apply effective problem-solving and decision-making for business purposes

Effective skills

- Demonstrate professional and ethical behaviour, in a socially and culturally appropriate manner
- Manage self effectively to contribute to the performance of the entity

Business environment

- Comply with internal policies and legislation and other external requirements for business entities.

Entry requirements

- Open entry
- If English is not your first language, you must provide:
 - New Zealand University Entrance OR
 - Overall Academic IELTS 5.0 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](#).

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](#).

Your workload

This programme is made up of three courses with a total of 480 learning hours. This breaks down to approximately 26 hours per week if you're studying full-time and 13 hours per week if you're studying part-time.

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

Programme structure

Compulsory courses	Level	Credits	Total learning hours
Effective Team Performance	3	16	160
Business Communication	3	16	160
Understanding Leadership	3	16	160
Total		48	480

Course descriptions

1. Effective Team Performance

Learn how to work cooperatively and effectively in a team and achieve objectives.

Learning Outcomes:

- Communicate effectively with stakeholders
- Work cooperatively and effectively
- Develop and contribute to achievement of objectives within an entity and teams

2. Business Communication

Discover how to communicate professionally in a socially and culturally appropriate manner and comply with internal and external policies and legislation for business

entities.

Learning Outcomes:

- Engage and communicate in a variety of interactions in different settings
- Write basic reports and manage business correspondence
- Describe and comply with internal policies and external requirements

3. Understanding Leadership

Explore leadership styles and techniques to become an emerging leader.

Learning Outcomes:

- Describe leadership styles and techniques for effective team performance
- Apply problem solving models and decision-making processes for business purposes
- Apply professional and ethical behaviour in a socially and culturally appropriate manner to communicate effectively with stakeholders

Further study options

Graduates of this qualification may progress to:

- [New Zealand Certificate in Business \(Small Business\) \(Level 4\)](#)
- [New Zealand Certificate in Business \(First Line Management\) \(Level 4\)](#)
- [New Zealand Certificate in Business \(Administration and Technology\) \(Level 4\)](#)

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

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