# New Zealand Diploma in Business (Project 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
REGISTER YOUR INTEREST
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Delivered online through eCampus NZ

Do you want a career in project management? Enrol in this fully-online qualification and gain the skills and knowledge you'll need to successfully manage projects from the initial planning stage through to completion.

Graduates of this course could take on a range of careers and be employed in a

variety of business entities in project management roles. They will also be able to contribute to community groups in volunteer project management roles.

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

# Already got relevant skills and experience?

Your existing knowledge could be worth academic credits towards this qualification. [Find out more at Capable NZ.](#)

# What will I learn?

**Technical knowledge and skills**

- Select and use project management tools and techniques appropriate to the project(s).
- Apply project management knowledge to manage the initiation, planning, execution, monitoring and control, and closing of projects.
- People skills
- Negotiate and positively influence others to achieve the project's outcomes.

# 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 |

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|---|---|---|---|
| Business Environments | 15 | 5 | 150 |
| Business Functions | 15 | 5 | 150 |
| Understanding Change | 15 | 5 | 150 |
| Project Management Principles | 15 | 5 | 150 |
| Project Management Methodologies | 15 | 5 | 150 |
| Project Management Tools | 15 | 5 | 150 |
| Applied Project Management | 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. Project Management Principles
Apply knowledge of project management to efficiently and effectively manage the project lifecycle

Learning Outcomes

- Identify and analyse the nature, attributes and principles of projects and project management
- Apply knowledge of a project manager's skills and attributes to efficiently and effectively manage stakeholders within the project life-cycle
- Define, apply and manage the phases of the project management life-cycle in a project environment

6. Project Management Methodologies
Understand and apply knowledge of project management methodologies and their importance to the success of projects

Learning Outcomes:

- Review the evolution of project management methodologies in organisations
- Evaluate a number of different project management methodologies
- Compare current project management methodologies and select the most appropriate methodology for each of a range of different project

7. Project Management Tools
Apply knowledge of the selection and use of project management tools in the project environment

Learning Outcomes:

- Identify a range of tools to support the successful execution of a project's life-cycle
- Apply project management knowledge to select and use appropriate project management tools across a range of different projects
- Apply knowledge of project management tools and techniques to each phase of the project life-cycle

8. Applied Project Management
Apply knowledge of project management tools, techniques and methodologies to a project situated in an organisational context.

Learning Outcomes:

- Demonstrate and apply an ability to negotiate with, and positively influence, project management teams to achieve project outcomes
- Select and apply appropriate tools and techniques required to execute a project
- Apply project management knowledge to manage a project through all stages of the project life-cycle

# 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.

Award of this qualification with the Project Management strand may equip graduates towards achievement of Project Management Institute and other professional credentials in Project Management.

# 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