



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

## Location

- Dunedin Campus
- 6 month full-time / 12 month part-time distance learning option for the Leadership and Management strand available through Capable NZ for those with existing knowledge and skills due to practical experience in this area.

## Duration

32 weeks full-time; part-time not available

## Delivery

On campus with face-to-face, self-directed and online learning

## Credits

120

## DescLevel

120

## Intakes

Dunedin Campus: February and July  
Capable NZ: Monthly

## Apply

Until start date

[APPLY NOW](#)

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Focus on the skills you need to work effectively and successfully in a range of operational roles in business with this industry-relevant qualification.

Gain the abilities and knowledge you need to make you a valued employee who can contribute from day one in an organisation or prepare for higher levels of learning and development.

This programme is very practical, giving you the real-world skills and capabilities that are attractive to employers.

A great springboard into further study, graduates of this programme are eligible to enter the second year of our [Bachelor of Applied Management degree](#). You could also enter other relevant industry or professional qualifications at Level 6 or above.

If you're an international student, you can study the Leadership and Management specialty at our Auckland International Campus or online if you're an offshore student.

## Accounting graduates

People with accountancy skills and qualifications are in constant demand for their ability to plan and record the financial performance of every kind of venture. Amongst other things, you will learn how to prepare budgets, monitor business performance against budgets, determine internal controls to minimise financial risk, and analyse and interpret financial information to inform decision-making.

Graduates of the Accounting strand will have the skills and knowledge to be employed in a variety of business entities in accounting roles such as Finance Administrator, Inventory Controller, Accounts Receivable/Payable Officer. Graduates may also be able to contribute to community groups in volunteer accounting functions.

## Leadership and Management graduates

All business organisations need highly capable and competent members of a team who demonstrate the potential to lead staff, ensure targets align with strategic objectives, manage projects, and contribute to business planning to achieve high performance and productivity. Amongst other things, you will learn how to lead others to implement activities that lead to high productivity, manage projects within scope, resources and time, and develop a positive workplace culture and team engagement.

Graduates of the Leadership and Management strand will have the skills and knowledge to work or gain employment at an operational level within New Zealand businesses.

## Entry requirements

- The minimum academic entry criteria is NCEA Level 2 including 10 UE literacy credits; however it is preferred that applicants have achieved NCEA Level 3.
- Those over 20 must have equivalent life/work experience or qualification.
- 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](#).

## Pathway to this programme

Our [Bridging to business programme](#) (New Zealand Certificate in Study and Career Preparation Level 4) offers the perfect pathway into this qualification.

## Want your existing skills recognised?

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 working life. This is only available for the Leadership and Management strand of this programme.

## You will study

This programme teaches you to think conceptually and to adapt to change. It's designed to allow you to:

- apply a broad range of generic business knowledge and skills as well as specialised knowledge and skills in your selected field of business
- be proactive to changes in the local, national and global business environment
- demonstrate business skills including problem solving, decision-making, negotiating, and using technology effectively
- develop and manage innovative approaches to business practice
- practice business in a legal, sustainable, ethical and culturally-appropriate manner
- appreciate the impact of different cultures on business practice in New Zealand
- communicate, collaborate and build networks effectively with a diverse range of individuals, teams and organisations
- gather and select information from a diverse range of sources to inform business practice
- take responsibility for continued learning and career development.

You will begin by completing four core papers. This is then followed by a further four papers in the strand you are studying. The strand does not need to be chosen until the third block of study. In total, eight papers are studied and each is worth 15 credits (120 in total).

CORE Courses	Credits
Business Functions	15
Business Environment	15
Organisations in a New Zealand Context	15
Principles of Change	15

Leadership and Management courses

Organisational Planning	15
Organisational Management and Compliance	15
Leadership	15
Project Management	15

#### Accounting courses

Preparation and Analysis of Financial Statements	15
Planning and Managing Financial Performance	15
Financial Accounting	15
Tax and Managing Financial Risk	15

TOTAL	120
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## Your workload

You will spend approximately 12 hours per week in a face-to-face learning environment. In addition, you should expect to spend another 25 hours per week in activities directed by your lecturer and/or in independent study.

## Additional costs

Text books/possible field trips.

## 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)

## Intakes:

Course	Description Dates
25-DUN-FYA Dunedin	17 February 2025 (Accounting)
25-DUN-FYL Dunedin	17 February 2025 (Leadership and Management)

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