

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

This programme will give you the skills and knowledge to effectively manage teams to achieve organisational objectives in a bi- and multi-cultural environment. You'll study internal and external environments, leadership styles, how communication assists in developing relationships, management and performance of a team as well as contributing to the achievement of organisational goals.

Qualification code NZ2456

Level > 4

Credits > 60

Workload >

Allow 10 hours of study per credit. Your workload may be higher around assessment due dates

Study type >

Open

Cost >

See the qualification page on the website.

Student loan >

You can get a student loan for this qualification if you meet the criteria. Visit studylink.govt.nz for more information.

Career Opportunities

This qualification will enable you to work as a first line manager with the responsibility for the performance of others in a business entity.

How to apply

Go to the choose courses tab on the qualification page on our website. You'll be taken through our step-by-step enrolment process which you can save and exit from at any time. Visit the programme page on our website to view course availability and prerequisites before applying to enrol.



Qualification structure

This programme comprises 3 compulsory courses.

Course Code	Course Name	Credits
FLM401	The Business Environment	20
FLM402	Motivating and Managing People	20
FLM403	Setting and Meeting Objectives	20

What you will learn

When you achieve this qualification, you will know how to:

- Manage work flows in an operational context to achieve team objectives.
- Assess against agreed criteria and respond appropriately to achieve operational objectives.
- Motivate and involve a team to achieve the team's objectives and contribute to the entity's objectives.
- Communicate to develop relationships with team members and stakeholders.
- Manage relationships within a team to sustain a productive workplace environment.
- Promote an inclusive environment to value diversity for positive performance for the entity.
- Demonstrate professional and ethical behaviour, in a socially and culturally appropriate manner in leading a team.
- Adapt leadership styles for effectiveness in different environments.
- Comply with internal policies, legislation and other external requirements for the entity

Entry requirements

To enrol in this programme you need to have NCEA Level 2, or equivalent.

20 Years old or over

If you are 20 years of age or over and do not hold the minimum entry requirements you will be eligible to be enrolled where your previous educational, work or life experience indicates you have a reasonable likelihood of success.

Computer and online access

This programme is delivered 100% online. To complete this programme you will need access to a laptop or desktop computer, reliable broadband internet connection and a data plan able to support online learning such as streaming of videos (including YouTube), downloading content, and writing and submitting online assessments. If you are unsure if your current computer or internet access allows you to complete your online learning with us, please contact us before applying to enrol.

Visit openpolytechnic.ac.nz/online to view our online learning and study tools.

English language requirements

International students must also have an IELTS (Academic or General) score of 5.5 with no band score lower than 5.0, or equivalent.

Domestic students for whom English or Māori is not their first language must also have an IELTS (Academic or General) score of 5.5 with no band score lower than 5.0, or equivalent.

Visit openpolytechnic.ac.nz/englishlanguage to view our English language criteria.

International students and domestic students living overseas

You can study this programme part-time if you're an international student living in New Zealand or overseas. If you're living in New Zealand you will need to be in paid employment with a valid work permit.

You can also study this programme if you're a New Zealand Citizen living overseas.

Visit openpolytechnic.ac.nz/internationalstudent for more information about the special conditions and fees that you'll need to meet.