



New Zealand Certificate in Business (Introduction to Small Business) (Level 3)

This programme will give you the skills and knowledge to explore and assess opportunities and understand requirements for establishing a small business. You will have the skills to do this in a multi-cultural environment.

Qualification code NZ2454

Level > 3

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 explore and assess what it takes to start your own small business.

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 qualification page on our website to view course availability and prerequisites before applying to enrol.

Qualification structure

You need to complete the four compulsory courses to gain this qualification.

Course Code	Course Name	Credits
CSB301	Small Business Idea	15
CSB302	Small Business Feasibility	15
CSB303	Small Business Viability	15
CSB304	Small Business Relationships	15

What you will learn

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

- Identify and evaluate a business opportunity that is relevant in terms of own abilities, interests, and preferences.
- Develop an establishment plan that assesses the feasibility and viability of a small business opportunity.
- Identify technology needs to effectively operate a small business.
- Assess the importance of business relationships with stakeholders for a small business.
- Behave professionally and ethically and in a socially and culturally responsible manner.
- Apply personal and interpersonal skills to contribute to the assessment of small business opportunities.

Entry requirements

To enrol in this programme you need to have NCEA Level 1, 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

Domestic students for whom English or Māori is not their first language must also have an IELTS (Academic or General) score of 5.0 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 if you are a New Zealand citizen living overseas. This programme is not available to international students overseas or living in New Zealand.

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

Visit openpolytechnic.ac.nz/study-with-us/distance-learning-with-us/international-students for more information about the special conditions and fees which you'll need to meet.