

New Zealand Certificate in Business (Small Business) (Level 4)

This qualification will give you the skills and knowledge to establish, operate, grow and sustain your small business in a bi- and multi-cultural environment. You'll study business planning and monitoring your performance against the plan, customer service and managing the money, marketing, technology and staff side of your small business.

Qualification code NZ2457

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 improve the performance of 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

This programme comprises 3 compulsory courses.

Course Code	Course Name	Credits
CSB401	Starting your Business	20
CSB402	Operating your Business	20
CSB403	Sustaining your Business	20

What you will learn

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

- develop a business plan
- manage your staff, finances and marketing activities
- build effective relationships with your customers and other stakeholders
- operate within the legal and regulatory environment
- grow your business

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.