

New Zealand Diploma in Business (Level 5) (Accounting) [Version 3]

Kick start your business career with the New Zealand Diploma in Business (Level 5) (Accounting).

This qualification will equip you with general and specialised business knowledge and skills that you can apply in a range of operational roles in New Zealand businesses. You'll study 4 core courses followed by 4 specialist courses in Accounting. As a graduate of the Accounting strand you will acquire skills to work as a finance administrator.

Qualification code NZ245901

Level > 5	Credits > 120
Workload >	Allow 10-12 hours of study per credit. Your workload may be higher around assessment due dates
Study type >	Trimester (Core courses start monthly)
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 give you the skills and knowledge needed to work in a range of operational roles in New Zealand businesses. As a graduate of the Accounting strand you will have the skills to work as a finance administrator or accounting technician.

You can find the full graduate profile and more information at nzqa.govt.nz



How to apply

Go to the **choose courses** tab on the qualification page on our website. Select BUS501 Organisations in an Aotearoa New Zealand Context and click **add to my enrolment**. You'll be taken through our step-by-step enrolment process which you can save and exit from at anytime. Visit the qualification page on our website to view course availability and prerequisites before applying to enrol.

Qualification structure

This qualification comprises of 8 courses; 4 core courses and 4 courses from the accounting strand. We recommend that you start with BUS501 first and then work your way through the list finishing with BUS504 before progressing to the Accounting courses BUS509 to BUS512.

Course Code	Course Name	Level
COMPLETE THESE 4 CORE COURSES FIRST		
BUS501	Organisations in an Aotearoa New Zealand Context	5
BUS502	Introduction to Business Functions	5
BUS503	Introduction to Business Environments	5
BUS504	Understanding Change	5
ACCOUNTING COMPULSORY		
BUS509	Introduction to Accounting and Taxation	5
BUS510	Applied Accounting	5
BUS511	Analysis of Financial Information	5
BUS512	Budgets for Planning and Control	5

What you will learn

As well as knowledge in the area you specialise in, you will also learn about:

- Principles and practices of operations, accounting, sales and marketing, human resources and risk management
- Innovation and organisational change
- Managing effective relationships
- Communication skills
- Problem solving and decision making skills
- Manage learning and performance
- Behaving ethically
- Application of Treaty of Waitangi to business activities and relationships
- **Graduates of the Accounting strand will also be able to:**
- Record and process a wide range of financial transactions, including the use of appropriate dedicated accounting software.
- Apply tax rules for individuals and small businesses to ensure compliance.
- Apply accounting concepts and standards to prepare financial statements and reports.
- Interpret and communicate financial and non-financial information to a variety of internal and external stakeholders to assist them in making decisions.
- Prepare and communicate budgets to internal stakeholders and monitor the business's performance against them.
- Evaluate financial and business risk of an entity and identify the internal controls that could be applied to minimise or mitigate the risk.
- Act in accordance with the accounting profession's Code of Ethics.

Chartered Accountants ANZ

The New Zealand Diploma in Business (Level 5) with the Accounting strand is a recognised qualification for the Accounting Technicians designation of Chartered Accountants Australia and New Zealand.

Entry requirements

To gain entry into this qualification, you need to have achieved the following from the New Zealand Qualifications Framework:

- NCEA level 2 including a minimum of eight Level 2 credits in English, four in writing and

four in reading, or

- equivalent knowledge and skills.

20 years old or over

If you are 20 and don't 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) 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) 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.

Study pathways

When you have completed the New Zealand Diploma in Business (Level 5) (Accounting) you can cross credit your courses to the Bachelor of Applied Management. This will give you credit for the first year of the degree leaving you a further 12 courses to complete.