

New Zealand Diploma in Business (Level 5)

Kick start your business career with the New Zealand Diploma in Business (L5). This qualification will equip you with general and specialised business knowledge and skills that you can apply in a range of operational roles in NZ Businesses. You'll study 3 core courses followed by 3 specialised courses in either the Accounting or Leadership and Management strand. As a graduate of the Accounting strand you will acquire skills to work as a finance administrator. Graduates of the Leadership and Management strand will acquire skills for an operational manager or leader role.



How to apply

Go to the **choose courses** tab on the qualification page on our website. Select NDB501 Introduction to Management 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 6 courses, 3 core courses and 3 courses from your chosen strand.

Qualification code NZ2459

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
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 prepare you for a career in a wide range of business roles like management, finance, accounting, marketing and small business.

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

Course Code	Course Name	Level
COMPLETE THESE 3 CORE COURSES FIRST		
NDB501	Introduction to Management	5
NDB502	The Context of Management	5
NDB503	Learning for Business	5
ACCOUNTING STRAND		
NDB507	Accounting Processes	5
NDB508	Budgeting and Internal controls	5
NDB509	Financial Analysis and Taxation	5
LEADERSHIP AND MANAGEMENT STRAND		
NDB504	Introduction to Managing Operations	5
NDB505	Business Environment	5
NDB506	Introduction to Leadership	5

What you will learn

- 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
- Specialised knowledge in the area of your strand.

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 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.