

NZ Certificate in Business [Level 4]

First Line Management

Become a leader that motivates and inspires a team.

Managing a team is all about having the confidence and the techniques to lead effectively. This qualification will give you the self-assurance to be a great leader. It will give you the systems and tools to lead in a capable and confident manner and the motivation to take your career in management to the next level.

Are you looking for a change in career direction? Are you ready to step up to more of a leadership role? Or have you recently been made a supervisor, team leader or manager? Then this qualification could be for you.

You can fit your study around your work, family and lifestyle - there is no need to be a full-time student while studying with eCampus NZ. You can work and learn. All study is completely online - with supportive facilitators and advisors to help you along the way.

Campus Fully online

Starts Monthly

Length 19 weeks full-time or equivalent part-time

Contact eCampus NZ | Phone: 0800 328 269 | Email: enquiries@tanzecampus.com | www.ecampusnz.com



You can be a Manager

The purpose of this qualification is to provide New Zealand business entities with people who can manage effective teams when employed in first line management roles.

Graduates of this Qualification will Gain

Technical knowledge and skills

- ▶ Manage work flows in an operational context to achieve team goals
- ▶ Assess against agreed criteria and respond appropriately to achieve operational objectives

People skills

- ▶ 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

Affective skills

- ▶ Demonstrate professional and ethical behaviour, in a socially and culturally appropriate manner in leading a team

Business environment skills

- ▶ Adapt leadership styles for effectiveness in different environments
- ▶ Comply with internal policies, legislation and other external requirements for the entity

YOUR FUTURE STUDY AND CAREER OPPORTUNITIES

You can go on to study the NZ Diploma in Business [Level 5] with courses in accounting, administration and technology, leadership and management, project management, human resource management and marketing and sales.

Don't limit yourself - career opportunities could open up as a result of completing a NZ Certificate in Business (First Line Management). These may include roles as team leader, supervisor, or manager of a small team.

WHAT YOU NEED TO KNOW

NZ Certificate in Business (First Line Management)

Level	Level 4	Credits	60 credits
Length	19 weeks full-time or equivalent part-time	Fee*	\$697 approximately

* This is a guide only based on the previous year. All costs quoted include GST. Fees apply to New Zealand citizens and New Zealand permanent residents only.

2022 KEY DATES

INTAKE

Programme starts

Flexible monthly start dates.

Please go to www.ecampusnz.com for details.

TIMETABLE

Your study time will be made up of non-contact time (your own individual study time).

Non-Contact Time

You should plan to spend approximately 600 hours of online learning time to complete this programme.

ENTRY CRITERIA

Requirements

- ▶ 40 credits NCEA Level 1, including 10 literacy credits and 10 numeracy credits; or
- ▶ NZ Certificate in Business (Introduction to Team Leadership) [Level 3].

Experience

- ▶ Even if you don't have the necessary qualifications you may still be approved for entry if you can show you have the literacy and numeracy skills needed for tertiary study through other study, work and/or life experience.

There are no mandatory prerequisites to meet regulatory body or legislative requirements for this course.

ENTRY WITH CREDIT

You may already have some knowledge or skills that can be recognised as part of your intended study. This may take a number of different forms e.g. study at a private training establishment, workplace training, other tertiary study, life experiences or voluntary work. If you think you may qualify, you may want to apply for Cross Credit (CC) or Recognition of Prior Learning (RPL).

- ▶ CC is based on the equivalency of courses or qualifications. You would apply for CC if you have passed a very similar course at the same level.
- ▶ RPL is based on the assessment of your current knowledge and skills. You would apply for RPL if you had gained the relevant knowledge and skills through life experiences and informal learning situations.

You will be asked to provide details of anything that you would like considered as credit toward your intended programme of study, as part of your application.

You must apply prior to enrolment. CC and RPL cannot be awarded for a course if you are enrolled in that course. An original transcript or notice of results from the institute at which you previously studied (or verified copies) will be required for all applications.

ENGLISH LANGUAGE ENTRY REQUIREMENT

Applicants whose first language is not English may also be required to provide evidence of their English language skills as listed below.

- ▶ IELTS 5.5 Academic (no lower than 5.0 in any subtest). For acceptable alternatives refer to the English Proficiency Outcomes Chart.

If you have no evidence of your English language skills and are a New Zealand citizen or permanent resident, contact us for an assessment.

Note: Applicants who have achieved NCEA Level 3 University Entrance requirements are not required to provide evidence of English Language Skills.

ASSESSMENTS

Assessments may include online assignments, tests and portfolio tasks. Assessment is continuous throughout the programme.

THE EXPERIENCE YOU NEED & THE SUPPORT TO SUCCEED

Because this programme is delivered fully online, we have established tailored support.

Our team works hard to provide a supportive learning environment and through our virtual campus we are available to answer queries, offer a helping hand and guidance when needed.

You will be assigned your own personal advisor who will support and guide you through your learning journey. You will also have access to experienced course facilitators who are dedicated to helping you achieve your study goals.

Your personal advisor will provide a range of support from motivation, technical and study support and advice, to answering general course questions.

Your course facilitator will track your progress within each course. They will provide guidance and feedback on assessments and information on course materials. They will also be available to answer course questions.

PROGRAMME INFORMATION

On successful completion of this programme, you will be able to:

- ▶ Manage teams to achieve organizational goals in New Zealand business entities.
- ▶ Manage teams effectively in a bi- and multi-cultural environment.

COURSE NO.	BRIEF DESCRIPTION	NO. OF CREDITS	NZQA LEVEL
	Effective Leadership		
CFL4.01	Enables you to apply appropriate leadership approaches and communication strategies to a situation and/or a team.	15	4
	Team Management and Motivation		
CFL4.02	Enables you to manage and to motivate teams and team members to sustain a positive and productive workplace environment.	15	4
	Achieving Team Objectives		
CFL4.03	Enables you to promote an inclusive working environment and to assess against agreed criteria to achieve the entity's objectives.	15	4
	Performance and Variance Management		
CFL4.04	Enables you to effectively manage workflows and performance manage a team to respond to the achievement of operational objectives.	15	4

HOW TO ENROL

There is an easy 3-step process to follow when enrolling at EIT.

STEP 1

Check out the programmes online to see the programmes available for you to study. A copy of the course information for each programme is available online.

STEP 2

You can now use your RealMe verified identity to apply for study at EIT. If you use your RealMe verified identity you will no longer be sent a copy of your application form to sign. You also will not need to provide us with a copy of your primary ID.

If you apply online without using RealMe then you will be sent a summary of your enrolment to check and sign. Your enrolment cannot progress until you have sent this back to us. Please return this quickly along with any documentation we request from you.

You can also apply using a paper enrolment form. Please call us on **0800 22 55 348** and we will send you one out.

You will receive an acceptance letter from your Faculty with programme information. This will include the start date of your study and any special information regarding your programme.

It may also include course selection forms which you need to complete and return to EIT. Depending on your chosen programme of study, you may be invited to attend an interview before you are accepted.

STEP 3

Arrangement for full payment of enrolment fees must be made before the start of your programme. You will receive an invoice with payment details.

Fees-Free government scheme: Tertiary education is fees-free for eligible domestic tertiary students. To check if you are eligible, go to **FeesFree.govt.nz** and enter your National Student Number (NSN). If you are not eligible you will be responsible for paying your fees.

Scholarships and grants: Scholarships and grants make life easier by helping to cover your fees, other costs and living expenses while you study. You don't always need to be an academic high-flyer to qualify. You can find out more about scholarships and other options for paying your fees at **eit.ac.nz**.

StudyLink: If you need to pay for your own study you can choose to apply for your Student Loan and Student Allowance with StudyLink. You should do this early, even if you haven't yet been accepted on your programme. You can change your details later if anything changes. Visit **studylink.govt.nz** to find out more about StudyLink.

STUDENT LOANS AND ALLOWANCES

StudyLink is a service of the Ministry of Social Development. Apply well before your programme begins (even if you haven't been accepted yet) so you'll be ready to get your payments when you need them most.

Check out what you qualify for at **studylink.govt.nz**.

HOW TO ENROL - ONLINE STUDY

To study online apply through the eCampus NZ website **www.ecampusnz.com**



THE EXPERIENCE YOU NEED
& THE SUPPORT TO SUCCEED



EASTERN INSTITUTE OF TECHNOLOGY