



NZ Certificate in Business

Accounting Support Services

Level 4

The NZ Certificate in Business (Accounting Support Services) sets foundations of good practice and a solid understanding of common but necessary accounting functions that lead to effective bookkeeping.

The purpose of this qualification is to provide Aotearoa New Zealand business entities with people who can carry out a broad range of accounting support services, or for those who currently work in a range of accounting support roles.

Innovative approaches to teaching and learning provide you with an opportunity to gain knowledge and understanding of the principles and practices behind key accounting concepts.

Location	Hawke's Bay
Start	February and July*
Length	18 weeks full-time**
Contact	Jess Harrison Phone: 06 830 1415 Email: jharrison@eit.ac.nz

* Subject to sufficient enrolments.

** Part-time study available.

For NZ Citizens and Permanent Residents



TE AHO A MĀUI

Setting the foundations for accounting support

The purpose of this qualification is to provide Aotearoa New Zealand business entities with people who can carry out a broad range of accounting support services, or for those who currently work in accounting support roles in business entities.

Career and Study Opportunities

As a graduate of this qualification you will have the skills and knowledge to be employed in a variety of business entities in accounting support roles including:

- Accounts officer
- Payroll officer
- Sole-charge administrator
- Accounts payable/receivable
- Accounts assistant
- Book keeper

You will also be able to contribute to community groups in volunteer accounting functions including:

- Club treasurer
- Marae committee member
- Not-for-profit organisation

You can also go on to study the NZ Diploma in Business [Level 5] with strands in Accounting, Leadership and Management or Administration and Technology.

Timetable

Your study time will be made up of contact time (class times and tutorials, and non-contact time (your own self-directed time, online learning).

Contact Time

Two courses are delivered per term for approximately 10-12 hours per week. These are usually scheduled between 9.00am-3.00pm, Monday to Friday.

Non-contact Time

You should plan to spend eight hours per week for each course on self-directed study.



NZ Certificate in Business (Accounting Support Services) Level 4, 50 credits



Hawke's Bay



Full-time: 18 weeks

Part-time: equivalent



Fee: Visit fees.eit.ac.nz to see the fees for this programme



2025 Key Dates

Intake One

Starts: Monday, 17 February

Ends: Friday, 27 June

Intake Two

Starts: Monday, 21 July

Ends: Friday, 28 November

Semester Breaks

14 - 25 April

30 June - 18 July

22 September - 3 October

Entry Requirements

Applicants must meet one of the following criteria:

- Successful completion of:
 - NZ Certificate in Business (Introduction to Small Business) [Level 3]; or
 - NZ Certificate in Retail [Level 3]; or
 - NZ Certificate in Business (Administration and Technology) [Level 3]; or
 - NCEA Level 2; or
 - A NZ Certificate in Foundation Skills [Level 2]; or
- A qualification at Level 2 or above, with evidence of literacy and numeracy abilities equivalent to NCEA Level 1; or
- Evidence of relevant knowledge and experience, including literacy and numeracy abilities equivalent to NCEA Level 1.

In the latter two situations the applicant is required to participate in an enrolment interview with the purpose of verifying the evidence.

Other Requirements

Computer literacy is highly recommended in order to be able to cope with the digital components of the courses.

English Language Entry Requirements

Applicants whose first language is not English must have an acceptable level of English language fluency prior to enrolment in the programme. This may be demonstrated in a variety of ways, including schooling in New Zealand, completion of the relevant New Zealand Certificate in English Language, approved scores on IELTS tests or completion of accepted international equivalents. Specific scores for IELTS and New Zealand Certificates in English Language are as follows:

- IELTS 5.5 General or Academic (no band score lower than 5).
- NZCEL Level 3 with an endorsement of either General, Workplace or Academic.

For acceptable alternatives refer to the NZQA Table for Internationally recognised English Proficiency Outcomes for International Students.

Entry with Credit

You may already have some knowledge or skills that can be recognised as part of your intended study. If you think you may qualify, you may wish to apply for Cross Credit (CC) or Recognition of Prior Learning (RPL).

- CC is based on the equivalency of courses or qualifications. You may 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 industry experience.

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

For further information and enquiries about CC and RPL please contact the Programme Administrator, Jess Harrison on 06 830 1415.

Assessments

All assessments for the School of Business courses are marked internally. Assessments include written or online assignments, tests and practical demonstrations and portfolio tasks. Assessment is continuous throughout the programme.

Scholarships

Scholarships are a way to help financially support your study. They can make life easier by helping to cover your fees and living expenses while you complete your qualification. You don't always need to be an academic high-flyer to qualify.

Find out what's available at scholarships.eit.ac.nz or for general scholarship information please contact scholarships@eit.ac.nz.

The experience you need & the support to succeed

When you study at EIT you'll get the kind of experiences that will help you gain the knowledge and skills to get ahead.

You'll also be supported by lecturers and tutors who are here for you, within a learning environment where you are treated as an individual, not just a number.

They'll know your name and you'll receive one-on-one attention to make sure you get the support to succeed.

Experienced Lecturers

At EIT, you can be confident in the quality of our teaching and your learning experience.

EIT is highly regarded in New Zealand for research excellence due to the quality of our community centred research, our publications and our external grant income provided by funding institutions who have confidence in our research capability. You can be confident your lecturers use the latest knowledge and research in their field of expertise to inform their teaching, and many are at the forefront of knowledge creation within their discipline area.

Name	Qualification
Rachael Rehu <i>Programme Coordinator</i>	BCS, DipBC, Microsoft Certified (Excel, Access and Expert in Word), NZIM Supervisory Management, NZCertAdEd
Dr Michelle Simbulan	PhD, MBM, BSA, BSMA
Mark Scott	BComm, FCA

Course Descriptions

All courses are compulsory for the attainment of the qualification and are eight weeks in length.

Course No.	Brief Description	NZQA Level	No. of Credits
ACCY4201	Accounting principles The aim of this course is to develop knowledge, skills and attributes to enable students to apply accounting principles within the accounting cycle when producing financial information.	4	15
ACCY4202	Accounting software The aim of this course is to develop knowledge, skills and attributes to use accounting software applications to produce and manage financial information to support a business entity's objectives.	4	15
ACCY4203	Payroll for accounting support services The aim of this course is to develop knowledge, skills and attributes to use a payroll system in a professional manner to support a business entity's objectives.	4	10
ACCY4204	Business taxation The aim of this course is to develop knowledge, skills and attributes to work collaboratively and prepare business tax returns to support a business entity's objectives.	4	10



How to Enrol

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

Step 1

Check out eit.ac.nz to see the programmes available for you to study. A copy of the course information for each programme is available on our website.

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. It will also include course selection forms which you need to complete and return. Your enrolment cannot progress until you have sent the summary and forms back to us.

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

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. 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 Services Levy

The student services levy is a compulsory non-tuition fee that is charged to students enrolled at EIT. The levy is to contribute to the provision of quality student services that support learning. The funds received by EIT from the levy are ring-fenced, meaning they can only be spent on student services.

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.



DISCLAIMER:

All information in this publication pertains to New Zealand Citizens or Permanent Residents, and is correct at the time of printing but is subject to change. EIT is a Business Division of Te Pūkenga – New Zealand Institute of Skills and Technology. EIT reserves the right to amend/withdraw programmes or courses. Fees for 2025 will be set by November 2024 and are subject to change.

For the latest information, or for full programme entry requirements visit eit.ac.nz or phone 0800 22 55 348.