

2024



# NZ Diploma in Business

## Level 5

Get your future sorted with a business diploma from EIT | Te Pūkenga.

This programme is practically orientated, providing you with a firm understanding of business in New Zealand along with the most valuable attributes that are required in the modern business era. You can choose to major in either accounting or leadership and management.

Once completed, you can progress directly to the second year of the Bachelor of Business Studies or Bachelor of Accounting.

Location	Hawke's Bay and Tairāwhiti
Start	February and July
Length	One year full-time*
Contact	Lorilei Barnett Phone: 06 830 1019 Email: lbarnett@eit.ac.nz

\* Part-time study available.

For NZ Citizens and Permanent Residents



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# Do you mean business?

This programme will enable you to think conceptually and adapt to change. In particular, the programme is designed to:

- Apply a broad range of business knowledge and skills as well as specialised knowledge and skills in selected fields of business.
- Be proactive to changes in the local, national and global business environment.
- Demonstrate business competencies including problem solving, decision-making, negotiating and using technology effectively.
- Develop and manage innovative approaches to business.
- Practise business in a legal, sustainable, ethical and culturally appropriate manner.
- Communicate, collaborate and build networks effectively with a diverse range of individuals, teams and organisations.
- Gather, select and analyse information from a range of sources to inform business practice.
- Take responsibility for continued learning and career opportunities.

While you're studying for your business diploma at EIT | Te Pūkenga you can also expect a supportive environment with small classes and positive, experienced lecturers. A further advantage is readily available one-to-one advice on course selection targeted towards your career.

Please feel free to contact us by phone about your study options. You can also visit the EIT | Te Pūkenga Hawke's Bay or Tairāwhiti campus to view our facilities.

## Career and study opportunities

### Accounting strand

Graduates will have the skills and knowledge to be employed in a variety of business entities in accounting roles such as:

- Finance Administrator
- Inventory Controller
- Accounts Receivable/Payable Officer
- Graduates may also be able to contribute to community groups in volunteer accounting functions

### Leadership and Management strand

Graduates will have the skills and knowledge to work or gain employment as a manager/leader within New Zealand and International business entities.

### Study pathway

You could progress onto:


- Business qualifications at degree level
- Directly enter into year two of the EIT | Te Pūkenga Bachelor of Business Studies or Bachelor of Accounting
- Relevant industry or professional qualifications at Level 6 or above



## NZ Diploma in Business Level 5, 120 credits

 Hawke's Bay and Tairāwhiti

 Full-time:  
1 year  
Part-time:  
equivalent

 Fee:  
Visit [fees.eit.ac.nz](https://fees.eit.ac.nz) to see the fees for this programme

### Timetable

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

### Contact Time

On-campus classes are usually scheduled between 8.00am-5.00pm, Monday to Friday.

### Non-contact time

You should plan to spend 12-13 hours per week for each course on individual study.

### Additional costs

- \$120 approximately for stationery per year

### Entry requirements

A personal interview is available as part of the application process. Applicants must meet one of the following criteria:

#### Standard entry

- Successful completion of NCEA (Level 2); or
- Successful completion of the NZ Certificate in Business (Accounting Support Services) (Level 4), the NZ Certificate in Business (Introduction to Small Business) (Level 3) or (Small Business) (Level 4) or the NZ Certificate in Business (Administration and Technology) (Level 3) or (Level 4); or
- An equivalent qualification including evidence of equivalent Literacy and Numeracy abilities as stated above.

#### If the applicant is 20 years or over:

- Evidence of relevant knowledge, skills and experience.
- In the latter two situations the applicant is required to participate in an enrolment interview with the purpose of verifying the evidence.

### 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

## 2024 Key Dates

**Intake one** Starts: Monday, 19 February  
Ends: Friday, 29 November

**Intake two** Starts: Monday, 22 July  
Ends: June 2025

**Semester breaks**

Intake one:  
15-26 April  
1-19 July  
30 September-11 October

Intake two:  
30 September-411 October  
29 November-17 February 2025

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 Academic (no band score lower than 5.0)
- NZCEL Level 4 with an Academic endorsement

### 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 including: study at any other tertiary institution; life or work experiences; and workplace training can also be considered. If you think you qualify, you can 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.
- There is a fee for RPL.
- A combined total of CC and RPL credits allowed is 75 credits.



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

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.

For information and enquiries about CC and RPL please contact the Programme Administrator on 06 830 1246.

## Facilities

Both campuses' have a pleasant environment for study with a range of general purpose rooms and lecture theatres all with data projector equipment. There are nine networked computer laboratories with 24 learner stations in each. The library provides plentiful computer work stations with seven day access for learners, group meeting rooms and a wide range of academic resources.

## Assessments

All assessments in the NZ Diploma in Business (Level 5) courses are marked internally. Assessment is continuous throughout the semester, and may include a final test/examination for some courses.

## EIT is now part of Te Pūkenga

Te Pūkenga will bring together New Zealand's Institutes of Technology, Polytechnics, and Industry Training Organisations to build a network of on job, on campus and online learning.

The services we offer will not only remain, they will be strengthened by being part of the extensive Te Pūkenga network around the country. Your enrolment for study in 2024 will see you enrolling with Te Pūkenga and becoming part of the extensive Te Pūkenga network around the country.

## The experience you need & the support to succeed

When you study at EIT | Te Pūkenga 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 | Te Pūkenga, you can be confident in the quality of our teaching and your learning experience.

EIT | Te Pūkenga 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.

Our lecturers have particular areas of expertise in accountancy, management, economics, law, computing, marketing and statistics.

Name	Qualification
<b>Conrad Schumacher</b> <i>Programme Coordinator</i>	LLB (Honours), BA (Honours)
<b>Dr Michelle Simbulan</b>	PhD, MBM, BSA, BSMA, NZCertAdEd
<b>Dr Robbie Field</b>	PhD, MA (HRM), BA (Honours) (I/O Psychology), BComm, ADvCertPR, NZCertAdEd, CertMāoriStudies
<b>Barbara Stokes</b>	BSc (Honours), CertAdEd
<b>Jaikaran Narula</b>	MApM, PGDipTourism
<b>Joanna Frain CA</b>	BBS, NZCertAdEd
<b>John Thomas</b>	PGDipEd, DipAcc
<b>Mark Scott</b>	BComm, FCA
<b>Nick Cordery</b>	BSc (Honours), CIPD CertTngPractice, CertEd
<b>Russell Booth</b>	MEd (eLearning), PGDipBus, PGCertEd (Secondary), BSc (Honours) (Geog)

## Programme information

Full-time learners take four 15 credit courses per semester; part-time can take one to three courses per semester and may choose to study only part of the year. There are two majors available: Accounting, and Leadership and Management.

### NZ Diploma in Business Accounting major

Code	Course title
BSNS5001	Organisations in an Aotearoa New Zealand Context
BSNS5002	Business Environments
BSNS5003	Business Functions
BSNS5004	Change and Innovation
ACCY5101	Introduction to Accounting and Taxation
ACCY5102	Applied Accounting
ACCY5103	Analysis of Financial Information
ACCY5104	Budgets for Planning and Control

### NZ Diploma in Business Leadership and Management major

Code	Course title
BSNS5001	Organisations in an Aotearoa New Zealand Context
BSNS5002	Business Environments
BSNS5003	Business Functions
BSNS5004	Change and Innovation
BSNS5401	Introduction to Leadership
BSNS5402	Operations Management and Compliance
BSNS5403	Business Planning
BSNS5404	Managing Projects

## Course descriptions

Courses are offered subject to sufficient enrolments being received. The courses we are offering for the NZ Diploma in Business starting in 2024 are as follows.

### On-campus courses

Core courses		NZQA level	No. of credits
BSNS5001	<b>Organisations in an Aotearoa New Zealand Context</b> To develop the knowledge, skills, and competencies to analyse organisations and engage with stakeholders in an Aotearoa New Zealand context.	5	15
BSNS5002	<b>Business Environments</b> To develop the knowledge, skills, and competencies to analyse and manage the impact of environmental influences on an organisation.	5	15
BSNS5003	<b>Business Functions</b> To develop knowledge, skills, and competencies relevant to the core business functions of accounting, operations, human resource management, marketing and sales.	5	15
BSNS5004	<b>Change and Innovation</b> To develop the knowledge, skills and competencies to contribute to organisational change and innovation.	5	15

Accounting courses		NZQA level	No. of credits
ACCY5101	<b>Introduction to Accounting and Taxation</b> To develop the knowledge, skills, and competencies to apply accounting concepts, standards, processes, and tax rules to prepare financial statements.	5	15
ACCY5102	<b>Applied Accounting</b> To develop the knowledge, skills, and competencies to record and process a range of financial transactions.	5	15
ACCY5103	<b>Analysis of Financial Information</b> To develop the knowledge, skills, and competencies to calculate, analyse and interpret financial information to inform decision making for an organisation.	5	15
ACCY5104	<b>Budgets for Planning and Control</b> To develop the knowledge, skills, and competencies to prepare and use budgets to monitor performance and determine internal controls to minimise risk for an organisation.	5	15

Leadership and Management courses		NZQA level	No. of credits
BSNS5401	<b>Introduction to Leadership</b> To develop the knowledge, skills, and competencies to analyse and identify effective leadership approaches that promote positive workplace culture, diversity and change.	5	15
BSNS5402	<b>Operations Management and Compliance</b> To develop the knowledge, skills, and competencies to evaluate operational issues and challenges and apply operational techniques for continuous improvement and compliance.	5	15
BSNS5403	<b>Business Planning</b> To develop the knowledge, skills, and competencies to engage in business planning and develop strategies that improve organisational performance.	5	15
BSNS5404	<b>Managing Projects</b> To develop the knowledge, skills, and competencies to effectively manage projects and lead project teams.	5	15

# How to enrol

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

## Step 1

Check out the programmes online at [eit.ac.nz](http://eit.ac.nz) 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 | Te Pūkenga. 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 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. 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](http://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](http://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](http://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 | Te Pūkenga. The levy is to contribute to the provision of quality student services that support learning. The funds received by EIT | Te Pūkenga 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](http://studylink.govt.nz).



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# Apply now for 2024

[eit.ac.nz](http://eit.ac.nz)

0800 22 55 348

## Hawke's Bay campus

501 Gloucester Street  
Taradale, Napier 4112

## Tairāwhiti campus

290 Palmerston Road  
Gisborne 4010



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