

# Programme Regulations for:

## First Line Management 4

(Level 4)

Leading to the New Zealand Certificate in Business (First Line Management) (Level 4)

<b>Wintec code:</b>	BI1705	<b>MoE:</b>	NZ2456
<b>Level:</b>	4	<b>Credits:</b>	60
<b>Owner:</b>	Centre for Business and Enterprise	<b>Effective Date:</b>	April 2022

These regulations should be read in conjunction with the Institute's Academic Regulations.

### 1. Admission and Entry

#### 1.1 Selection Criteria

Candidates must be in employment where they are managing or supervising staff as part of their everyday responsibilities.

#### 1.2 General Academic Admission

Candidates are required to have:

- 24 credits at NCEA Level 1, 10 Literacy credits at NCEA Level 1 or above (5 credits each in reading and writing), and 10 Numeracy credits at NCEA Level 1 or above; **or**
- A relevant qualification at NZQF Level 3 or above; **or**
- Equivalent.

#### 1.3 Special Admission

Domestic candidates aged over 20 years who do not meet the entry requirements but whose skills, education or work experience indicate that they have a reasonable chance of success may be eligible for special admission at the discretion of the Centre Director or designated nominee.

#### 1.4 Provisional Entry

Domestic candidates aged under 20 years who do not meet the entry requirements but who can demonstrate a reasonable chance of success through other educational attainment and/or work/life experience may be eligible for provisional entry at the discretion of the Centre Director or designated nominee.

#### 1.5 English Language Requirements

Candidates who have English as a second language are required to have an International English Language Test System (IELTS) Academic score of 5.5, with no individual band score lower than 5.0; or equivalent.

### 2. Transfer of Credit

- 100% transfer of credit is available for this programme (both formal transfer of credit and recognition of prior learning).

### 3. Programme Requirements

First Line Management 4

Version: 22.00

KAA-AQSC: 21.10.21

# Programme Regulations for:

3.1 Every candidate for the First Line Management 4 programme shall to the satisfaction of the Academic Board follow a programme of study for a period of normally not less than one year.

3.2 Each candidate's programme will comprise all modules as listed in Section 6 of these regulations, totalling a minimum of 60 credits.

## 4. Completion of the Programme

4.1 A candidate may take up to one year to complete this programme, unless an extension is granted by special permission of the Centre Director, or designated equivalent.

## 5. Award of the Qualification

5.1 Candidates who successfully complete the requirements of this programme will be eligible for the award of the New Zealand Certificate in Business (First Line Management) (Level 4).

## 6. Schedule of Modules

*Note: no value in the pre/co-requisite columns means there are no pre/co-requisites for that module.*

Module Code	Module Name	Level	Credits	Pre-Requisites	Co-Requisites	Assessment Standard
BIZM406	Know your business	4	12			32346v1
BIZM407	Workflow management and planning	4	12	BIZM406		32346 v1 32347 v1 29040 v2
BIZM408	Applied leadership and self-management	4	12	BIZM406 BIZM407		32346 v1 32347 v1 29040 v2
BIZM409	Achieving team potential	4	12	BIZM406 BIZM407 BIZM408		32346 v1 32347 v1 29040 v2
BIZM410	Maintaining workflow and team performance	4	12	BIZM406 BIZM407 BIZM408 BIZM409		32346 v1 32347 v1 29040 v2