

Programme Regulations for:

Business 3

leading to the New Zealand Certificate in Business (Administration and Technology) (Level 3)

Wintec code:	BI1603	MoE:	NZ2452
Level:	3	Credits:	60
Owner:	Centre for Business and Enterprise	Effective Date:	January 2020

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

1. Admission and Entry

1.1 Candidates can gain entry to this programme by meeting one of the following criteria:

- a) Based on NZ high school achievement (secondary school study):
 - 20 credits at NCEA Level 1, including 10 Literacy credits and 10 Numeracy credits; or
 - a recognised equivalent; **or**
- b) Based on study completed at a NZ tertiary institution:
 - A relevant qualification at NZQF Level 2 or above; or
 - A recognised equivalent qualification; **or**
- c) Based on Discretionary Entrance

Applicants who do not meet any of the entry options stated above, and think they have what it takes to complete this programme, can apply for 'Discretionary Entrance'. The application is based on the applicant's ability to demonstrate a likelihood to succeed in the programme. The decision is at the discretion of the Head of School/Centre Director or their delegate. The ability to progress into further study depends on how successful the applicant is within the programme they apply and are accepted into under 'Discretionary Entrance'.

1.2 Selection Criteria

- a) An interview process will be available on application to determine whether any specific support is required and to ensure students are well informed about the programme.
- a) Where there are more candidates than the number of places available, preference will be given to candidates intending full-time study.

1.3 English Language Requirements

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

2. Transfer of Credit

2.1 100% transfer of credit is available for this programme (both formal transfer of credit and recognition of prior learning).

3. Programme Requirements

3.1 Every candidate for the New Zealand Certificate in Business (Administration and Technology) (Level 3) shall to the satisfaction of the Academic Board follow a programme of study for a period of normally not less than one semester or equivalent in part-time study.

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

4. Completion of the Programme

4.1 A candidate may take up to three years 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 specified in clause 3.2 of these regulations will receive the award of the New Zealand Certificate in Business (Administration and Technology) (Level 3).

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
BUAD301	Working with people	3	15			N/A
BUAD302	Performing financial transactions	3	15			N/A
BUAD303	Spreadsheets and technologies	3	15			N/A
BUAD304	Word and administration support	3	15			N/A