

Programme Regulations for:

Business 5

Leading to the New Zealand Diploma in Business (Level 5)

with strands in: Accounting, Administration and Technology, and Leadership and Management

| | | | |
|---------------------|------------------------------------|------------------------|--------------|
| Wintec code: | BI1701 | MoE: | NZ2459 |
| Level: | 5 | Credits: | 120 |
| 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):
 - 40 credits at NCEA Level 2; including 10 Literacy credits at NCEA Level 2; and 10 Numeracy credits at NCEA Level 1; or
 - a recognised equivalent; **or**
- b) Based on study completed at a NZ tertiary institution
 - New Zealand Certificate in Business (Administration and Technology) Level 4; or
 - A relevant qualification at NZQF Level 3 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 English Language Requirements

Candidates who have English as a second language are required to have an International English Language Test System (IELTS) Academic band score of 5.5, 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 Diploma in Business (Level 5) 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 modules listed in Section 6 of these regulations, totalling 120 credits as follows:

- a) Candidates for the Accounting strand will complete all modules in Group A and all modules in Group B.

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- b) Candidates for the Administration and Technology strand will complete all modules in Group A and all modules in Group C.
- c) Candidates for the Leadership and Management strand will complete all modules in Group A and all modules in Group D.

4. Completion of the Programme

4.1 A candidate may take up to two 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 3.2a) of these regulations will be eligible for the award of the New Zealand Diploma in Business (Level 5) Accounting strand.

5.2 Candidates who successfully complete the requirements specified in clause 3.2b) of these regulations will be eligible for the award of the New Zealand Diploma in Business (Level 5) Administration and Technology strand.

5.3 Candidates who successfully complete the requirements specified in clause 3.2c) of these regulations will be eligible for the award of the New Zealand Diploma in Business (Level 5) Leadership and Management strand.

6. Schedule of Modules

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

Group A – Common Compulsory modules

| Module Code | Module Name | Level | Credits | Pre-Requisites | Co-Requisites | Assessment Standard |
|-------------|------------------------------|-------|---------|----------------|---------------|---------------------|
| BIZM501 | Business Operations | 5 | 15 | | | N/A |
| BIZM502 | People and Change | 5 | 15 | | | N/A |
| BIZM503 | Communication | 5 | 15 | | | N/A |
| BIZM504 | New Zealand Business Context | 5 | 15 | | | N/A |

Group B – Compulsory modules for Accounting Strand

| Module Code | Module Name | Level | Credits | Pre-Requisites | Co-Requisites | Assessment Standard |
|-------------|------------------------------|-------|---------|----------------|---------------|---------------------|
| ACCT511 | Accounting Processes | 5 | 15 | BIZM501 | | N/A |
| ACCT512 | Financial Statements | 5 | 15 | BIZM501 | | N/A |
| ACCT513 | Budgeting and Taxation | 5 | 15 | BIZM501 | | N/A |
| ACCT514 | Decision Making and Analysis | 5 | 15 | BIZM501 | | N/A |

Group C – Compulsory modules for Administration and Technology Strand

| Module Code | Module Name | Level | Credits | Pre-Requisites | Co-Requisites | Assessment Standard |
|-------------|-------------------------------|-------|---------|----------------|---------------|---------------------|
| BUAD531 | Applied Business Technologies | 5 | 15 | BIZM503 | | N/A |
| BUAD532 | Office Management | 5 | 15 | BIZM503 | | N/A |

Programme Regulations for:

| | | | | | | |
|---------|--------------------------------------|---|----|---------|--|-----|
| BUAD533 | Advanced Business Information | 5 | 15 | BIZM503 | | N/A |
| BUAD534 | Administration Systems and Processes | 5 | 15 | BIZM503 | | N/A |

Group D – Compulsory modules for Leadership and Management Strand

| Module Code | Module Name | Level | Credits | Pre-Requisites | Co-Requisites | Assessment Standard |
|-------------|---------------------------|-------|---------|----------------|---------------|---------------------|
| BIZM521 | Business Planning | 5 | 15 | | BIZM524 | N/A |
| BIZM522 | Leading Projects | 5 | 15 | | | N/A |
| BIZM523 | Leading in the Workplace | 5 | 15 | | | N/A |
| BIZM524 | Applied Business Planning | 5 | 15 | | BIZM521 | N/A |