

2010

# National Certificate in Business (First Line Management) Level 4



Part-time Online Learning



# NATIONAL CERTIFICATE IN BUSINESS (FIRST LINE MANAGEMENT) LEVEL 4



If you have supervisory experience or want to develop your management skills to be an effective first line manager, then this online programme is for you.

The programme is delivered fully online. With access to a computer and the Internet you will be able to study towards this qualification from wherever you choose.

## Programme Overview

The National Certificate in Business (First Line Management) Level 4 is a nationally recognised and NZQA accredited programme of study. It is unit standards-based, comprising 46 credits.

It is designed for those who have responsibility for staff and workplace operations or those who want to take on this responsibility in the future. The qualification recognises the skills and knowledge expected for team leaders, supervisors, charge hands, or first line managers.

## Online or eLearning

Online courses are a very accessible and flexible way of learning. Each course is conducted according to a schedule, but there are no 'live' classes to attend. Instead, course material and discussions all take place at your convenience. You choose the place – at home, at work, or wherever you have access to a computer, modem, and an Internet Service Provider (ISP).

There is still the same high-quality instruction and course content as in a face-to-face class, but without the day-to-day obstacles that prevent so many from pursuing their goals. With online learning, commuting to campus, parking worries and paying for childcare are things of the past.

## Content

The programme includes the following eleven courses/unit standards.

- Time management (16614)
- Business writing (16612)
- Problem solving (9696)
- Team building (18336)
- Managing conflict (9704)
- Health and safety (15189)
- Organisational principles (16342)
- Workplace relationships (1987)
- Performance management (23396)
- Training and development (18337)
- Staff selection (23395)

## Assessment

Assessments are a combination of workbooks which are divided into sections, as well as discussion forums and verification forms.

## Qualifications Gained

Upon successful completion of the programme you will receive:

- National Certificate in Business (First Line Management) Level 4



## Entry Criteria

- You should be working in a relevant environment where you are managing people and resources or would like to take this responsibility on in the future.
- You need access to a computer and the internet.

Studying online requires a good basic level of computing skills and confidence. You need to be organised, self-disciplined, committed to study, and proactive in asking for help and support from your tutor.

## English Language Requirements

If you are an overseas student or a new resident and English is not your first language, please note that study at tertiary level requires both written and oral participation. You may be required to have an IELTS score of 5.5 or a TOEFL score of 500.

## Dates/Times/Duration

Intakes start at the beginning of each month throughout the year, and you have a maximum of 52 weeks to complete the programme.

As a general rule, one credit is equivalent to about ten hours of learning. This includes course readings and assignments, as well as reflective processes. It should take about a year to complete the programme if working consistently at about four to six hours a week.

## Application Procedure

We are taking applications now and will continue to hold information meetings and offer places if they are available.

We welcome applications from all interested parties.

Applications are available from the Information Centre or on our website [www.boppoly.ac.nz](http://www.boppoly.ac.nz)

## Fees

\$203.00

The standard published fee is applicable for New Zealand citizens and permanent residents only. An international fee is payable for non New Zealand citizens/permanent residents.

## Financial Assistance

This part-time programme is approved for the payment of fees and course related costs through the Student Loans Scheme.

Apply online at [www.studylink.govt.nz](http://www.studylink.govt.nz) or phone StudyLink on 0800 88 99 00. **Apply early to help avoid payment delays!**

## Commonly Asked Questions

### Who tutors the programme?

Just like a traditional programme, each course has a tutor or facilitator. He or she answers questions and provides feedback and comments on your assignments.

### How much time do I get to complete the programme?

While there is 52 weeks to complete the programme, there is the opportunity to complete the programme faster than this. There is a suggested study plan for each course to ensure you keep on-track. Several worksheets are submitted throughout each course.

### Who will help me if I run into a technical problem?

There is a tutor who is your primary contact for questions or problems that involve any technical issues.

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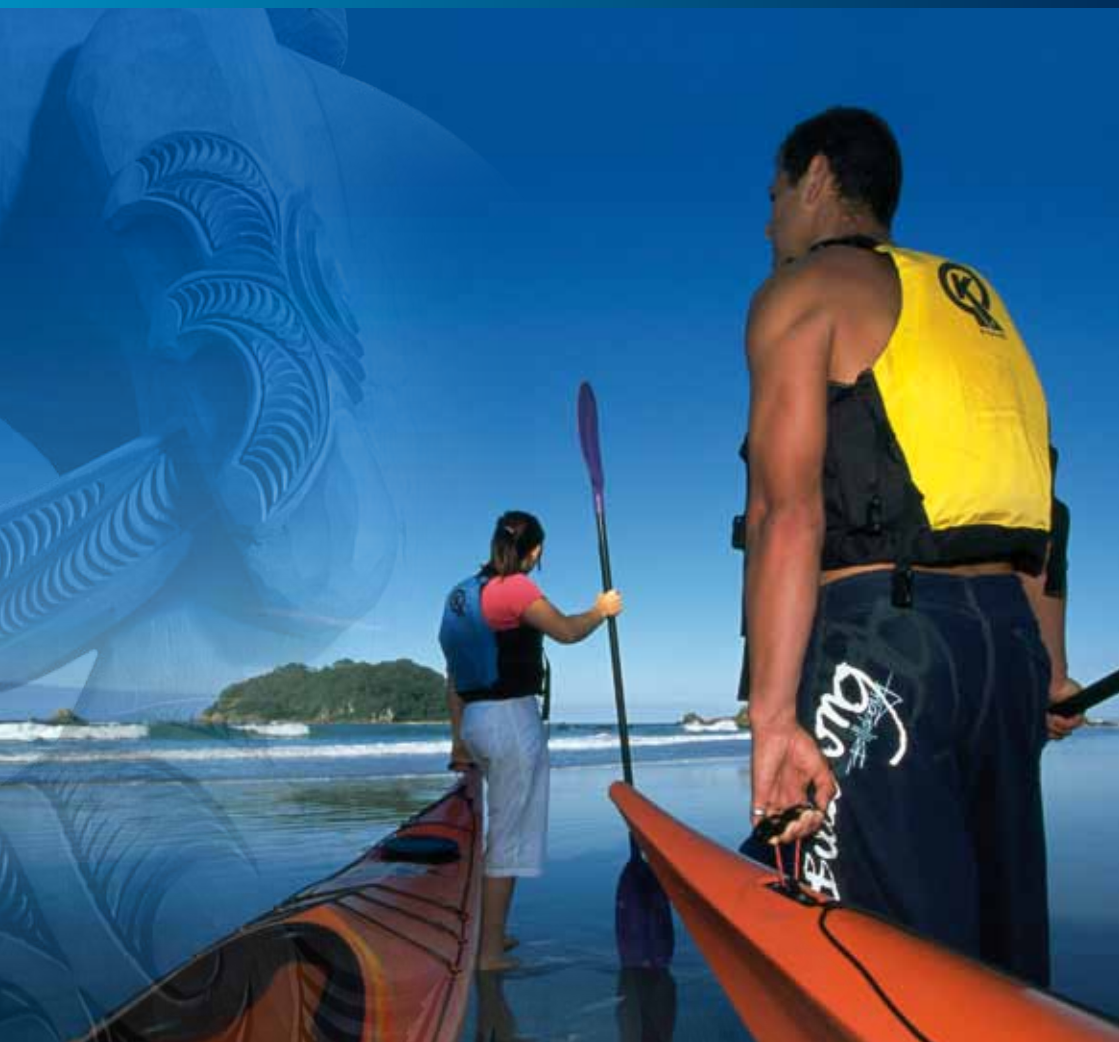
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**BAY OF PLENTY  
POLYTECHNIC  
TAURANGA**

Te Kuratini o Poike



Every effort was made to ensure the information contained in this brochure was correct at the time of printing. However development of our programmes is ongoing and changes may occur subject to Academic Board approval. Published days and times are indicative only and may be changed due to timetabling requirements. Bay of Plenty Polytechnic reserves the right to cancel or postpone any course due to insufficient numbers or circumstances beyond its control. In this instance fees will be refunded in full. Bay of Plenty Polytechnic agrees to observe and is bound by the Code of Practice for the Pastoral Care of International Students published by the Minister of Education. Copies of the Code are available on request from us or from the New Zealand Ministry of Education website at <http://www.minedu.govt.nz>.