

2010

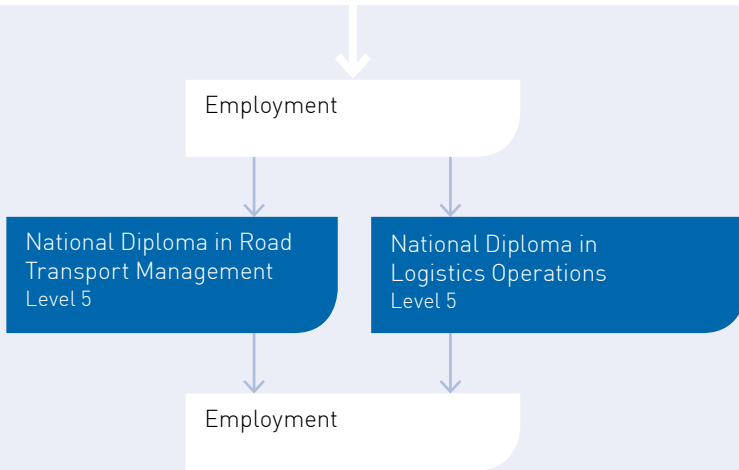
# National Diplomas in Road Transport Management & Logistics Operations



Full & Part-time



# YOUR Career Pathway



## Career Opportunities

- Road Transport Manager
- Vehicle Fleet Management
- Logistics Operations Manager
- Distribution Centre Manager
- Supply Chain Manager

## Further Training

Graduates of this programme may be eligible to apply for entry into a variety of further/higher tertiary education and training programmes relating to this field of study offered by a number of tertiary education providers, for example:

- NZ Diploma in Business
  - Bay of Plenty Polytechnic
- Bachelor of Management Studies (Supply Chain Management Major)
  - University of Waikato
- Bachelor of Electronic Commerce (Supply Chain Management Major)
  - University of Waikato
- Graduate Diploma in Supply Chain Management (GradDipSCM)
  - Open Polytechnic of NZ
- Bachelor of Commerce and Management – Lincoln University

# OVERVIEW



Regional population increase and the expansion in roading, rail and associated infrastructure, coupled with growth in the movement of export products through the Port of Tauranga, has put significant pressure on the transport and logistics industries to recruit, train and retain staff in a competitive industry which is subject to increasing changes in licensing and compliance regulations. The Port of Tauranga continues to maintain its position as the leading export port within New Zealand. It has become the port of choice for containerised cargoes for many of our export industries.

Bay of Plenty Polytechnic has responded to this growth by establishing a range of specialist programmes in Transport and Logistics Studies. These programmes will assist industry in three ways:

- Deliver National Certificates in Commercial Road Transport Goods Service and Large Passenger Service (truck driver and bus driver training) to assist with recruitment of personnel into the industry. Refer to our Road Transport brochure.
- Deliver targeted courses to maintain a highly skilled workforce of truck and bus drivers within the industry. Our short courses include Forklift, Dangerous Goods, and Advanced Driver Training. Refer to our Road Transport brochure.
- Deliver National Diplomas in Road Transport Management and Logistics Operations to promote and retain valued personnel within the industry.

The two National Diplomas detailed below comprise four courses each. Three of the courses are common to both programmes and each Diploma has one specialised course.

On successful completion of the three common and two specialised courses, you will have met the requirements to gain both National Diplomas.

The Diplomas are offered by 'blended delivery' - a mix of online study, face-to-face workshops and assessments. This will enable you to study at your own pace and in an environment that suits you.

## National Diploma in Road Transport Management Level 5

This programme is designed for those already in, or intending to enter, a management role in a road transport company. As well as being introduced to workplace relations and first line management, you will gain skills needed to manage vehicles, services and costs, complete documentation for compliance in a Road Transport Operation and to apply for the Transport Service Licence (Core and Goods Service).

Please note: Due to a major redevelopment of this programme for 2011, this programme in its current format must be completed by December 2010. This means you will need to study full-time and complete all assessments by December 2010.

## National Diploma in Logistics Operations Level 5

This programme is designed for those already in, or intending to enter, a role in the management of the physical distribution of materials and goods. In addition to being introduced to workplace relations, first line management and road transport management, you will gain skills in planning and managing the operations of a logistics centre.

# National Diploma in **ROAD TRANSPORT** MANAGEMENT LEVEL 5



The aim of this programme is to develop the skills expected of a manager in a road transport company and to be able to manage some or all of the company's operations in full compliance with the law and organisational procedures.

## Content

To achieve the National Diploma in Road Transport Management Level 5 you will need to successfully complete four courses:

- Road Transport Operations and Skills
- Workplace Relations and Performance
- First Line Management
- Operating a Road Transport Business

For detailed descriptions of these four courses refer further on in this brochure to the 'Information for Both Programmes', 'Content' section.

## Assessment

You will be internally assessed throughout the programme. There will be a series of assessments and assignments at regular intervals which contribute towards the completion of your National Diploma.

## Qualifications Gained

On successful completion of this programme you will receive:

- National Diploma in Road Transport Management Level 5

## Delivery Method

Blended delivery of this National Diploma will entail a mix of online study, face-to-face workshops and assessments. This will enable you to study at your own pace and in an environment that suits you.

Upon enrolling and prior to course commencement you will be sent the blended delivery pack, containing:

- Course notes
- Student log-on: which gives you access to BAYLEARN (Bay of Plenty Polytechnic's online learning centre). Here you will find course details, readings, quizzes and assessments.
- The assessment and delivery schedule: this schedule outlines the teaching workshops and assessment dates at locations near you.

Please note: Due to a major redevelopment of this programme for 2011, this programme in its current format must be completed by December 2010. This means you will need to study full-time and complete all assessments by December 2010.



# National Diploma in **LOGISTICS OPERATIONS** LEVEL 5



Logistics operations incorporates distribution by air, sea, rail and road, and through ports and warehouses with the use of IT such as GPS and supply chain inventory tracking systems. The aim of this programme is to provide middle or aspiring managers in the logistics industry with the knowledge and skills required for the management and the physical distribution of materials and goods.

## Content

To achieve the National Diploma in Logistics Operations Level 5 you will need to successfully complete four courses:

- Logistics Operations
- Workplace Relations and Performance
- First Line Management
- Operating a Road Transport Business

For detailed descriptions of these four courses refer further on in this brochure to the 'Information for Both Programmes', 'Content' section.

## Assessment

You will be internally assessed throughout the programme. There will be a series of assessments and assignments at regular intervals which contribute towards the completion of your National Diploma.

## Qualifications Gained

On successful completion of this programme you will receive:

- National Diploma in Logistics Operations Level 5

## Delivery Method

Blended delivery of this National Diploma will entail a mix of online study, face-to-face workshops and assessments. This will enable you to study at your own pace and in an environment that suits you.

Upon enrolling and prior to course commencement you will be sent the blended delivery pack, containing:

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# INFORMATION

## for All Programmes



### Dates & Content

The Diploma programmes are offered as blended delivery; a combination of online study, face-to-face workshops and assessments.

#### ***National Diploma in Road Transport Management Level 5***

Due to a major redevelopment of this programme for 2011, this programme in its current format must be completed by December 2010. This means you will need to study full-time and complete all assessments by December 2010. Therefore, you may only enrol in February and will need to complete by December 2010.

#### ***National Diploma in Logistics Operations Level 5***

It is recommended that you study just one course at a time. Once enrolled into a course you are given 40 calendar weeks to complete it, although you may complete it sooner depending on the time you can allocate to study.

You can commence study in February, May, August and November of each year.

### Courses:

#### **Operating a Road Transport Business**

This course will provide you with the knowledge of legislation, regulations and specific management requirements of a road transport business. You will also learn to prepare budget information, write analytical reports and present information orally to an audience.

#### **First Line Management**

During this course you will learn first line management skills and knowledge to manage and/or supervise workplace operations, develop performance standards and monitor the performance of a business operation, analyse financial data, develop negotiate and manage contracts for service, and apply requirements for occupational health and safety.

#### **Workplace Relations and Performance**

Gain knowledge and skills to develop and maintain positive workplace relations, conduct formal interviews, listen and respond to information received, develop strategies for communicating in a culturally diverse workplace, and manage group dynamics and change in a road transport business.

#### **Road Transport Operations and Skills**

This course will provide you with the specialised knowledge and skills to manage an effective road transport company and gain the Transport Service Licence (Core and Goods Service). You will also learn to review and manage documentation, costings for provision of products and services in a small business, and check vehicles and drivers for compliance.

#### **Logistics Operations**

You will gain specialised knowledge and skills required to manage logistics operations. This includes planning logistics strategies, knowledge of supply chain management, distribution centre operations and inventory management.



## Entry Criteria

### Academic Requirements

Open.

### Employment

It is expected that you will be employed or have experience in the logistics or transport industry, either already in, or intending to enter, a supervisory or management role.

Some aspects of this programme require experience in the workplace and involvement to be able to pass the method and level of assessment required.

### Computing Skills

Due to the nature of programme delivery and use of computers in the industry, you will be expected to demonstrate computing skills that will enable you to participate in fleximode learning and web-based learning management systems. It is recommended that you are comfortable using IT applications such as word processing, spreadsheets, email and the internet.

### 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 an IELTS score of 6 or a TOEFL score of 550.

## Application Procedure

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

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

## Fees

Fees are payable per course. For 2010 fees are:

- Operating a Road Transport Business \$1,272.00
- First Line Management \$1,272.00
- Workplace Relations and Performance \$1213.00
- Road Transport Operations and Skills \$1,272.00
- Logistics Operations \$1,308.00

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

Each course 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!**

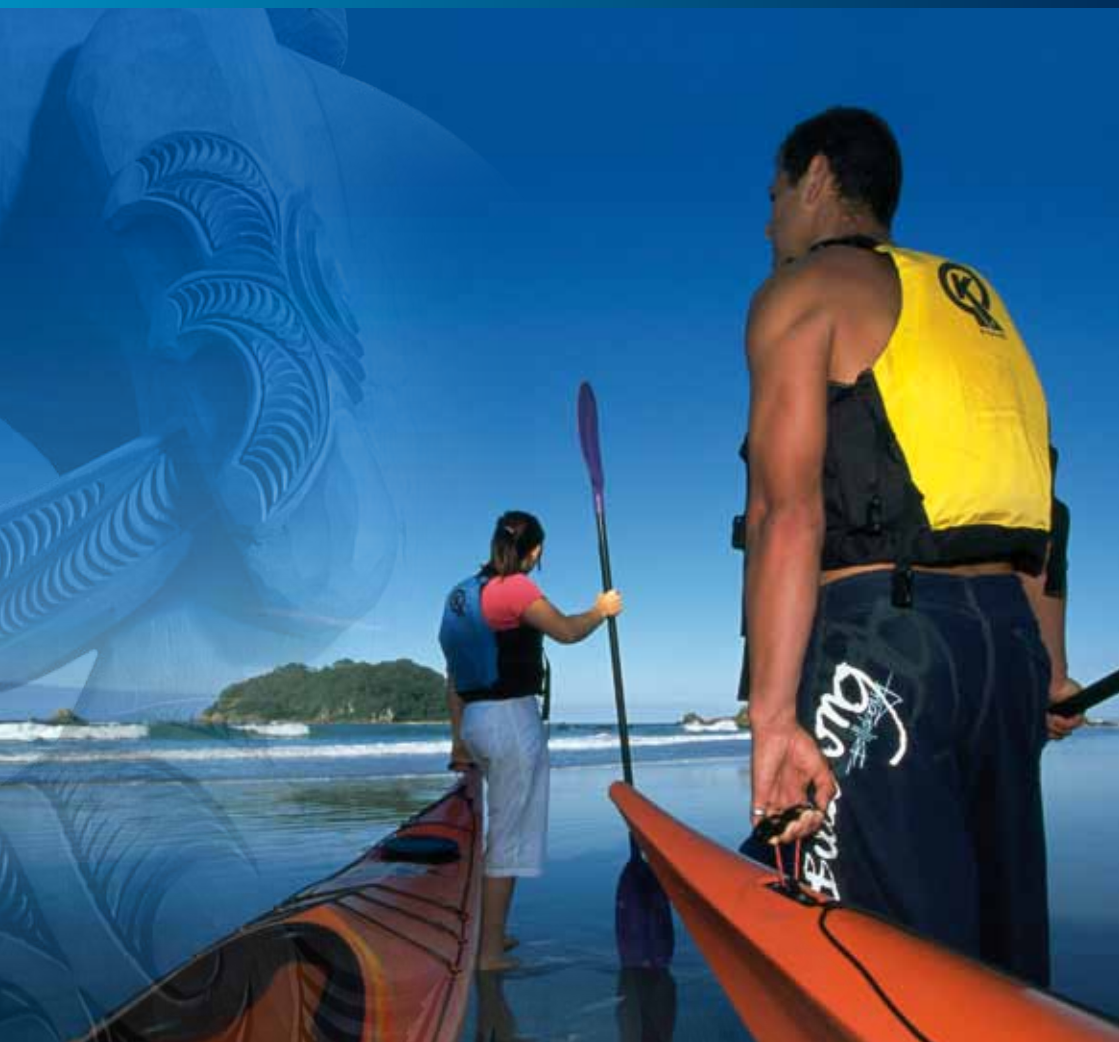
## Bay of Plenty Polytechnic

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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>.