

New Zealand Diploma in Business



Leadership and Management Level 5

New Zealand Diploma in Business

Leadership and Management
Level 5 - Credits 120

An organisation's strength comes from its leaders and managers having the relevant skills and competencies to effect change, innovate, add value and develop the capability of others.

Enrolment:

Any time during the year



Study Style:

- Work based learning
- 100% online
- Self-directed 8-12 hours per week plus supporting online resources



Study Support:

A leadership and management coach is provided for the duration of the programme



Duration:

20 months, part-time



Outcome:

NZQA accredited Diploma (Level 5)
120 credits





Programme Overview

This programme is designed for current and experienced leaders and managers from any sector who are seeking to expand their leadership and management toolkit within their own work-based context.

The programme consists of five modules (120 credits). On starting the programme, the learner will work with their leadership and management coach to decide on the best order to complete the modules based on their skills and experience.

What will the learning include?

- Internal and external influences affecting organisations.
- Business and operational objectives.
- Management of business processes and resources.
- Stakeholder engagement and management.
- Leadership styles, self-development and reflection.
- Developing people capability and performance.
- Innovation and organisational change.
- Risk management.
- Principles and practices of operational management.
- Problem solving, root cause analysis and decision making.
- Professional, ethical, social and culturally appropriate behaviour.
- The application of bi-cultural partnerships embedded in Te Tiriti o Waitangi.

Programme Modules/Units

29050	15 credits	Internal and external influences
29044	35 credits	Lead and manage people
29048	25 credits	Apply broad business knowledge
29049	20 credits	Innovation and change
29045	25 credits	Manage business activities

Our Commitment

- Coaching support, over Microsoft Teams, arranged at mutually agreeable times.
- A substantial and ever-improving library of resources on Aka Toi, our learning management system.
- Study guide support within Aka Toi (including reflective practice tutorials).

Learner Commitment

This is a self-directed, online programme. Learners are expected to manage their time and have a willingness to commit 8-12 hours a week to study as well as actively engage and work with their coach. This will help to enable the learner to complete the programme within 20 months. To be suitable for the programme, a learner must have a good level of proficiency in English and computer literacy.

Workplace Commitment

The employer is responsible for coordinating the learner's on-job training activities and support in the workplace. Employers are encouraged to work alongside Careerforce to support the learner to remain motivated and engaged in their learning journey.

The employer should provide opportunities for the learner to engage in the following:

- Manage staff and staff performance.
- Manage business activities including budgets, sales and marketing.
- Contribute to operational planning processes.
- Contribute to contract management and compliance processes.
- Identify problems and root causes and be involved in decision-making activities.
- Engage with stakeholders.

The employer should also:

- Allow study time and internet access for the learner.
- Provide mentoring and coaching.
- Enable participation in workshops and training to support any learning gaps.
- Enable access to key documents (for use as work-based evidence).

- Provide attesters as required.
- Support external funding applications where appropriate.

How the learning is delivered and assessed

Learners will be given access to the Careerforce learning platform, Aka Toi, which includes interactive learning activities, theory content, and assessments. Learners will also be provided with a dedicated coach who will engage with them on a regular basis and mark all assessments submitted by the learner.

As they progress, learners will respond to assessment tasks and gather suitable workplace evidence. The coach may use Kōrero Mātanga (assessment via conversation) where there are minor gaps in the written work and/or the workplace evidence presented. The coach may also use a more formal style of Kōrero Mātanga for assessment, which enables the learner to demonstrate knowledge and skills through story-telling and sharing experiences. Kōrero Mātanga can be either face-to-face or via phone/ Microsoft Teams.

Further support for your learning

Careerforce provides additional training support for learners including face to face study sessions.

We also provide culturally appropriate support for learners who identify as Māori or Pacific Peoples.

More information is available on our website:

careerforce.org.nz/study-sessions/
careerforce.org.nz/maori-learner-support/
careerforce.org.nz/pacific-learner-support/

Learning Outcomes

This programme leads to the New Zealand Diploma in Business (Level 5) Leadership and Management. It reflects the skills, knowledge and competencies that the graduate requires in their role.

- Motivating and developing self and others to improve employee engagement and productivity.
- Applying knowledge of the principles and practices of operations, accounting, sales/

marketing, HR and risk management to support the efficient and effective achievement of operational objectives.

- Analysing the impact of internal and external influences on the organisation.
- Contributing to innovation, change, and improvement.
- Developing and maintaining business relationships with internal and external stakeholders.
- Applying problem identification, solving of the root cause, and decision-making skills and knowledge.
- Applying professional and ethical behaviour, in a socially and culturally appropriate manner.
- Analysing how the origin and nature of the bi-cultural partnership (as embedded in Te Tiriti o Waitangi) can be applied to business activities and relationships.

Module/Unit Progression

At the start of the learning journey the coach will work with the learner to agree on the preferred order of module progression.

Unit 29050: Internal and external Influences

Unit 29044: Lead and manage people

Unit 29048: Apply business knowledge

Unit 29049: Innovation and change

Unit 29045: Manage business activities

Grants and Funding

Several grants and funding options are available to help meet the costs of attaining Careerforce qualifications. You can view these options at careerforce.org.nz/fees-funding.

How to Enrol

The workplace enrolls the learner through the Expression of Interest tab on the web page: careerforce.org.nz/expression-of-interest:

- Please read the Suitability Criteria for the Diploma, and discuss with your manager, before submitting an Expression of Interest.
- Or contact the Careerforce Workplace Advisor for your region at careerforce.org.nz/cwa

Scan the QR code to find out more

See the fees, entry criteria and other information about this programme on our website.







0800 277 486
info@careerforce.org.nz
careerforce.org.nz

Published June 2024