


Diploma in Small Business & Project Management



 Level 5

 38 weeks - full-time

 No fees

Programme overview:

If you're ready to take your business to the next level, or want to increase your business objectives, this diploma programme is for you.

Learn new skills and progress your business at the same time. You'll use project management techniques to carry out two different projects to grow your business – a marketing and operations project, and a project of your choice – all supported by one-on-one business mentoring to help speed up your learning.

At the end of the programme, you may already notice positive changes in your business – but more importantly, you'll be well prepared to grow your business and apply project management skills in a variety of business situations.

When you pass this programme, you'll get this qualification:

- **New Zealand Diploma in Business (Project Management) Level 5**

Entry criteria:

To enrol in this programme, a potential student must:

- be at least 18 years of age
- be a New Zealand citizen (or citizen of Australia, Tokelau, Niue, Cook Islands) or permanent resident
- reside in New Zealand
- have successfully completed a Level 4 qualification or higher
- satisfy one of the following requirements:
 - be in the process of establishing a business for which they already have a business plan
 - be an existing business owner, or
 - be involved in the management of an existing small business for which they can initiate and implement projects
- have access to an internet-connected device to access, engage and participate with programme requirements in our learner management system

How you'll study:

This is a full-time programme that consists of 120 credits delivered over 38 weeks. Throughout the programme you will be required to attend:

- 1 x 3-hour class per week
- 12 hours of mentoring across the programme (3 hours per kōnae ako, negotiated between you and your kaiako)
- 2 x 1-day wānanga (6 hours each)

In addition to these attendance hours, you'll be expected to complete learning activities designed to enhance your learning for approximately:

- 29 hours per week

In some locations this programme might be provided by an approved sub-contract arrangement.

Location: 1/2A William Pickering Drive. Albany
Class times: Thursday Evenings 6.00-9.00pm
Contact: Mobile 0274943500 or email mentormenz@gmail.com

Find out more Contact Kaiako / Tutor on 0274943500 or email mentormenz@gmail.com

To enrol online use this <https://www.twoa.ac.nz/nga-akoranga-our-programmes/business/diploma-in-small-business-and-project-management>




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You'll learn about:

- analyse the operational impact of internal and external environments on a business entity to inform decision-making
- apply broad knowledge of the principles and current practices of operations, accounting, marketing/sales, human resources, and risk management, to support the performance of a business entity
- contribute operationally to innovation and organisational change in a business entity
- develop and maintain operational business relationships with stakeholders, to support the performance of a business entity
- apply knowledge of Te Tiriti o Waitangi to analyse how the resulting bi-cultural partnership can be applied to operational business activities and relationships
- apply professional and ethical practices with integrity, in accordance with the operational environmental, social and cultural requirements of the context, and apply personal and interpersonal skills to contribute to the achievement of business operational objectives
- manage projects through their entire life cycle, using project management knowledge, tools, and techniques
- manage stakeholder engagement through the project life cycle

The purpose of this qualification is to provide Aotearoa with people who have business knowledge and skills that can be applied in a range of operational business contexts. Graduates will be able to contribute to the achievement of business operational objectives, through the application of knowledge and skills, in an ethical and inclusive manner, in accordance with ngā kaupapa o te Tiriti o Waitangi (the principles of the Treaty of Waitangi), and in a multi-cultural environment.

The qualification includes strands that allow graduates to apply knowledge and skills in a range of specialised business operational contexts. Some strands can lead to further credentialing by professional bodies.

Kōnae Ako (Learning Modules):

Kōnae Ako (Learning Modules):
Te Tātari Pakihi – Business
Development Analysis | 30 Credits

Te Hokohoko me te Whakatairanga -
The Sales and Marketing Project | 30
Credits

He Paemahi Whakahaere Pakihi –
The Operations Project | 30 Credits

He Paemahi Kōwhiringa –
The Elective Project | 30 Credits

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