



STUDENT COURSE HANDBOOK

DIPLOMA IN MANAGEMENT LEVEL 7

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1. Welcome to Imperial College of New Zealand

Haere Mai , Nau Mai, Kia Ora

Thank you for choosing Diploma in Management – Level 7. We hope you enjoy your learning and look forward to participating in your academic development. This course book identifies the details of the programme of study and is provided to the student to assist in understanding the overall structure, timetable and academic workload for the student.

2. Programme Introduction

The Aim of the Diploma in Management – Level 7

This programme aims to develop professional people who wish to embark on a professional occupation as business managers. The programme also aims to develop relevant skills and best practice for business operators who can educate, advocate for and promote understandings of best management practices. Those targeted for entry to this programme will have a demonstrated interest in gaining experience in both theoretical and practical aspects of a generic nature in business operations and a desire to work at a professional level providing business leadership in a retail or commercial business environment.

The Learning outcomes of the Diploma in Management – Level 7

On successful completion of the programme, Graduates will be able to:

- Evaluate strategic planning and management concepts and their value to organisations
- Apply and demonstrate understanding of (within a simulated environment) techniques and tools used in strategic planning including analysis, choices and implementation
- Identify strategic options and produce a strategic plan for an organisation
- Understand the change management principles within organisational development.
- Analyse change management processes involved within leadership, resistance to change, and organisational culture.
- Demonstrate change management practices within people, processes, strategy and structure.
- Analyse the cultural aspects of change and its relationship to organisational design.

- Discuss change management strategies within a chaotic or unpredictable environment within an international setting.
- Identify future internal and external trends which impact on organisations in an international setting.
- Understand the nature of innovation and be able to distinguish between invention and innovation.
- Distinguish different forms that innovation can take, such as product, process and service innovation.
- Analyse different types of innovation in terms of their impact on human behaviour, business activity and society as a whole.
- Identify innovation strategies and determine the appropriate circumstances to implement in an organisation.
- Appreciate and understand the funding requirements associated with innovation.
- Understand the contribution that planning makes to effective innovation.
- Analyse the factors that lead organisation to foster innovation.
- Critically evaluate management approaches to intellectual property management.
- Identify sources of information and advice regarding approaches to best practice management of intellectual property.
- Determine the implications and potential strategic advantages from the protections associated with intellectual property.
- Evaluate the implications of strategic advantages from adopting a collaborative approach and an open source to intellectual property.
- Develop an intellectual property strategy for management and apply the strategy to addressing possible intellectual property infringements.
- Critically evaluate the concepts of Quality Management and a variety of Quality Management philosophies.
- Examine Quality Management in relation to an established management and organisational theory and existing practice within known organisations.
- Discuss and critique the relationships between people, management and leadership in a quality organisation.
- Understand the total quality approach to quality management achieving organisational excellence.
- Understand quality management, ethics, and corporate social responsibility.

- Discuss how to overcome politics, negativity, and conflict and the impact it would have at the workplace.
- Understand the relationship between ISO 9000 and total quality management.
- Analyse continual improvement methods with six sigma, Lean, and Lean six sigma.
- Demonstrate knowledge of developing and implementing total quality management.

Educational Outcomes

Graduates of 'Diploma in Management – Level 7' programme are prepared for further studies in the field of management/business management at Universities, Polytechnics, or PTE's.

Graduate Employment Outcomes

Graduates could expect to find employment in any of the following opportunities;

- Entry into an organisation's trainee management scheme
- Apprenticeship in business management position
- Position in retail or commercial business environment
- Utilising Chamber of Commerce business mentors to starting own business opportunities
- Business office management position
- Training as shift manager for retail outlets including hospitality
- Employers paid for student work experience within a selected business environment
- Using Government incentives for employment of International Students

NZQA expects that a student graduating with a Level 7 diploma qualification will demonstrate the following:

Purpose

A diploma at level 7 qualifies individuals with specialised and technical knowledge and skills within a professional context.

Outcomes

A graduate of a level 7 diploma is able to:

- demonstrate specialised technical or theoretical knowledge with depth in one or more fields of work or study
- analyse and generate solutions to unfamiliar and sometimes complex problems
- select, adapt and apply a range of processes relevant to the field of work or study
- demonstrate advanced generic skills and/or specialist knowledge and skills in a professional context or field of study.

3. Programme Duration and Papers

Programme duration: One Academic Year (Programme is developed with six compulsory papers with total of 120 credits. These six papers will be delivered in six terms)

Paper Code	Paper
701	Strategic Management
702	Change Management
703	Innovation Management
704	Intellectual Property Management
705	Marketing Brand Management
706	Quality Management

Study Option: Full time

- Total number of contact hours per week = 20 hours
- Total number of self-study hours per week = 14 hours
- Total number of hours per week = 34 hours
- Total Programme hours = 1224 hours

3.1 Programme Delivery Plan

The programme is delivered in terms. You will receive the delivery plan (week-wise plan) during orientation.

3.2 Time Table

The college usually has timetable for different groups Monday till Friday. You will be given one timetable from below, depends when you start the course.

	M/T/W Group			W/T/F Group		
	Monday	Tuesday	Wednesday	Wednesday	Thursday	Friday
Morning Session	8:45 – 10:30	8:45 – 10:30	8:45 – 10:30	8:45 – 10:30	8:45 – 10:30	8:45 – 10:30
Tea Break	10:30 – 10:45	10:30 – 10:45	10:30 – 10:45	10:30 – 10:45	10:30 – 10:45	10:30 – 10:45
Morning Session Continue	10:45 – 12:45	10:45 – 12:45	10:45 – 12:45	10:45 – 12:45	10:45 – 12:45	10:45 – 12:45
Lunch Break	12:45 – 1:15	12:45 – 1:15	12:45 – 1:15	12:45 – 1:15	12:45 – 1:15	12:45 – 1:15
Afternoon	1:15 – 3:00	1:15 – 3:00	1:15 – 3:00	1:15 – 3:00	1:15 – 3:00	1:15 – 3:00
Tea Break	3:00 – 3:15	3:00 – 3:15	3:00 – 3:15	3:00 – 3:15	3:00 – 3:15	3:00 – 3:15
Afternoon Session Continue	3:15 – 4:45	3:15 – 4:45	3:15 – 4:45	3:15 – 4:45	3:15 – 4:45	3:15 – 4:45

3.3 Assessments

Every paper has assessments and student has to submit assessments within the due dates given by the tutor in the class. Please find below the weightage of each learning outcome.

Paper Title – Strategic Management		
Module Code: 701	Level 7	Credit 20
<ol style="list-style-type: none"> 1. Students will evaluate strategic planning and management concepts and their value to organisations 25% 2. Students will apply and demonstrate understanding of (within a simulated environment) techniques and tools used in strategic planning including analysis, choices and implementation 40% 3. Students will identify strategic options and produce a strategic plan for an organisation 35% 		
Paper Title – Change Management		
Module Code: 702	Level 7	Credit 20
<ol style="list-style-type: none"> 1. Students will understand the change management principles within organisational development. 15% 2. Students will analyse change management processes involved within leadership, resistance to change, and organisational culture. 18% 3. Students will demonstrate change management practices within people, processes, strategy and structure. 20% 4. Students will analyse the cultural aspects of change and its relationship to organisational design. 12% 5. Students will discuss change management strategies within a chaotic or unpredictable environment within an international setting. 20% 6. Students will identify future internal and external trends which impact on organisations in an international setting. 15% 		

Paper Title – Innovation Management		
Module Code: 703	Level 7	Credit 20
<ol style="list-style-type: none"> 1. Students will understand the nature of innovation and be able to distinguish between invention and innovation. 12% 2. Students will distinguish different forms that innovation can take, such as product, process and service innovation. 10% 3. Students will analyse different types of innovation in terms of their impact on human behaviour, business activity and society as a whole. 18% 4. Students will identify innovation strategies and determine the appropriate circumstances to implement in an organisation. 15% 5. Students will Appreciate and understand the funding requirements associated with innovation. 13% 6. Students will Understand the contribution that planning makes to effective innovation. 12% 7. Students will analyse the factors that lead organisation to foster innovation. 20% 		
Paper Title – Intellectual Property Management		
Module Code: 704	Level 7	Credit 20
<ol style="list-style-type: none"> 1. Students will critically evaluate management approaches to intellectual property management. 25% 2. Students will identify sources of information and advice regarding approaches to best practice management of intellectual property. 25% 3. Students will determine the implications and potential strategic advantages from the protections associated with intellectual property. 25% 4. Students will evaluate the implications of strategic advantages from adopting a collaborative approach and an open source to intellectual property. 10% 5. Students will develop an intellectual property strategy for management and apply the strategy to addressing possible intellectual property infringements. 15% 		

Paper Title – Marketing Brand Management		
Module Code: 705	Level 7	Credit 20
<ol style="list-style-type: none"> 1. Students will critically analyse strategic brand marketing concepts, principles, and methods. 30% 2. Students will solve existing or potential brand marketing problems and issues by applying knowledge of marketing concepts and processes. 40% 3. Students will identify opportunities and alternative actions using marketing information, and evaluate the alternatives based on their likely short- term and long-term consequences for the management of brands. 30% 		
Paper Title – Quality Management		
Module Code: 706	Level 7	Credit 20
<ol style="list-style-type: none"> 1. Students will understand the total quality approach to quality management achieving organisational excellence. 12% 2. Students will understand quality management, ethics, and corporate social responsibility. 15% 3. Students will discuss how to overcome politics, negativity, and conflict and the impact it would have at the workplace. 18% 4. Students will understand the relationship between ISO 9000 and total quality management. 15% 5. Students will analyse continual improvement methods with six sigma, Lean, and Lean six sigma. 20% 6. Students will demonstrate knowledge of developing and implementing total quality management. 20% 		

4 Entry requirements

Applicants must:

- be 18 years old at the time of application; **AND**
- Completion of National Diploma in Business Level 6 or equivalent; **AND**
- Applicants who do not have English as a first language or who have studied in a country where their language of instructions in the school at primary and secondary level is not English will need to meet one of the following English requirements:
 - Academic IELTS score of 6.0 with no band score lower than 5.5 **OR**
 - TOEFL paper based test (PBT) score of 550 (with an essay score of 5 TWE) **OR**
 - TOEFL Internet based test (IBT) score of 60 or higher (with a writing score of 20) **OR**
 - University of Cambridge ESOL Examinations: FCE, or FCE for schools, or CAE, or CPE with a score of 169. No less than 162 in each skill **OR**
 - NZCEL: Level 4 with the Academic endorsement **OR**
 - Pearson Test of English (Academic): PToE (Academic) score of 50 **OR**
 - City & Guilds IESOL: B2 communicator with a score of 66

A student visa is required for all international students wanting to enrol in this programme. Visas must be arranged by the student in advance.

Note: Please refer to the Student Handbook (General) for detailed programme regulations and students policies.