



STUDENT COURSE HANDBOOK

NATIONAL DIPLOMA IN BUSINESS LEVEL 5

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1. Welcome to Imperial College of New Zealand

Haere Mai , Nau Mai, Kia Ora

Thank you for choosing the National Diploma in Business L5. 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 National Diploma in Business L5

The aim of this course is to provide students with a broad knowledge of accounting and reporting financial transactions, human resources management, marketing and business law within the New Zealand business environment. Students will have practical knowledge and skills to make contributions to business information systems, strategy planning and implementation in a wide range of organisations.

The National Diploma in Business L5 is an intermediate level qualification and leads to entry level positions for a career in any generic business and may lead to a business related discipline at university or polytechnic. On successful completion graduates are awarded with the National Diploma in Business L5. This qualification is widely recognised by employers throughout New Zealand.

Students who have achieved this qualification have demonstrated the skills, knowledge, and competence to undertake a range of business activities, and to carry out specific roles within business.

This qualification may lead to National Diploma in Business (Level 6) [Ref: 1499] and/or to other qualifications that more specifically reflect industry specialisations.

The Learning outcomes of the National Diploma in Business L5

On successful completion of this qualification, graduates have the skills and knowledge of management theory; accounting systems; human resource management; business law; participating in business meetings; communicate in the business environment; apply marketing in a small business; apply business law in given situations and contribute to strategic efforts in a business environment.

Graduates can pursue further higher education in the following qualifications;

- Bachelor of Commerce
- Diploma in Business at L6 or above

Educational Outcomes

On completion of this qualification a student graduates with;

- Practical skills associated with providing accounting services,
- Practical skills associated with processing business information and meetings,
- Practical skills associated with communicating in the business environment,
- Practical skills associated with marketing activities and planning a marketing campaign,
- Practical skills associated with HRM for NZ business enterprise,
- Practical skills associated with applying NZ business law to given situations
- Practical skills associated with contributing to strategic efforts of a business enterprise.

Employment Outcomes

Graduates can expect to find employment in the following opportunities;

- Marketing and Customer Services Assistant
- Sales and Marketing Co-ordinator
- Office Assistant
- Receptionist
- Customer Service Support
- Sales Assistant
- Sales Representative
- Or any other role with a similar name

NZQA expects that a student graduating with a Level 5 diploma qualification will demonstrate the following:

Purpose

A diploma at level 5 qualifies individuals with theoretical and/or technical knowledge and skills within a specific field of work or study.

Outcomes

A graduate of a level 5 diploma is able to:

- demonstrate broad operational or technical and theoretical knowledge within a specific field of work or study select and apply a range of solutions to familiar and sometimes unfamiliar problems
- select and apply a range of standard and non-standard processes relevant to the field of work or study
- demonstrate complete self-management of learning and performance within defined contexts
- demonstrate some responsibility for the management of learning and performance of others.

3. Programme Structure

This programme is made up of the 7 modules with following list of Unit Standards that are registered on the Directory of Assessment Standards (DAS) with the New Zealand Qualifications Authority.

National Diploma in Business Level 5					
No	Unit	Unit Title	L	C	V
Marketing					
1	2926	Demonstrate knowledge of the principles of marketing	4	10	5
2	2931	Plan a marketing campaign	5	8	5
Business Administration					
3	11649	Manage business meetings to achieve objectives	5	8	6
4	16680	Key in text at 50 words per minute (wpm)	4	1	4
5	11646	Produce business information for management	5	6	6
Communication skills					
6	9685	Write an analytical report	5	5	7
7	9692	Deliver an oral presentation to an audience	5	4	6
HRM (Business Operations & Development)					
8	6407	Establish human resource needs of the small business operation	5	5	8
9	25695	Describe human resource management in organisations in New Zealand	5	10	3
Business Environment					
10	11633	Apply the law of contract to a given fact situation	5	10	5
11	11639	Apply consumer legislation to a given fact situation	5	4	5

12	23912	Conduct an environmental analysis for an organisation	6	10	3
Accounting					
13	11622	Demonstrate knowledge of the nature of accounting and prepare financial statements for an entity	4	10	8
14	25940	Demonstrate and apply knowledge of management accounting concepts	5	12	3
Business Operations & Development					
15	9735	Demonstrate knowledge of theory in relation to mgmt in organisations	6	10	5
16	9732	Demonstrate knowledge of strategic management concepts for organisational planning and development	5	10	5

3.1 Time Table

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

Timetable option 1: Mon (8:30-5:15), Tues (8:30-5:15), Wed (8:30-12:30)

Timetable option 2: Wed (1:15-5:15), Thurs (8:30-5:15), Fri (8:30-5:15)

	Monday	Tuesday	Wednesday	Thursday	Friday
Morning Session (Tutorial/Assessment)	8:30 – 10:30	8:30 – 10:30	8:30 – 10:30	8:30 – 10:30	8:30 – 10:30
Tea Break	10:30 – 10:45	10:30 – 10:45	10:30 – 10:45	10:30 – 10:45	10:30 – 10:45
Morning Session Continue (Teaching)	10:45 – 12:30	10:45 – 12:30	10:45 – 12:30	10:45 – 12:30	10:45 – 12:30
Lunch Break	12:30 – 1:15	12:30 – 1:15	12:30 – 1:15	12:30 – 1:15	12:30 – 1:15
Afternoon (Teaching)	1:15 – 3:15	1:15 – 3:15	1:15 – 3:15	1:15 – 3:15	1:15 – 3:15
Tea Break	3:15 – 3:30	3:15 – 3:30	3:15 – 3:30	3:15 – 3:30	3:15 – 3:30
Afternoon Session Continue (Tutorial/Assessment)	3:30 – 5:15	3:30 – 5:15	3:30 – 5:15	3:30 – 5:15	3:30 – 5:15

3.2 Assessments

Every unit standard has assessment; student has to submit assessments on or before the due dates.

Note: Assessments along with due dates for each unit standard will be given by the tutor in the Class

4 Entry requirements

Applicants must:

- be 18 years old at the time of application; **AND**
- completed a minimum of four years of secondary schooling; **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 5.5 with no band score lower than 5.0 **OR**
 - TOEFL paper based test (PBT) score of 550 (with an essay score of 5 TWE) **OR**
 - TOEFL Internet based test (IBT) score of 46 or higher (with a writing score of 20) **OR**
 - University of Cambridge ESOL Examinations: FCE or FCE for schools with a score of 162. No less than 154 in each skill **OR**
 - NZCEL: Level 4 with the Academic endorsement **OR**
 - Pearson Test of English (Academic): PToE (Academic) score of 42 **OR**
 - City & Guilds IESOL: B2 communicator with a score of 42

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.