



STUDENT COURSE HANDBOOK

NATIONAL DIPLOMA IN BUSINESS LEVEL 6

Imperial College of New Zealand
Level 3, 16 Waverley St
Auckland City, New Zealand 1141
(Site 2: 7 City Rd, Grafton, Auckland)
Phone 0064-9-377 1395, Fax 0064-9-377 1393
Email: admin@imperial.ac.nz
Website: www.imperial.ac.nz

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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 L6. 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 L6

The aim of this programme is to provide Students with a broad theoretical knowledge of budgeting and financial control, marketing strategy and planning, Change management, Innovation and organisational development, purchase and supply management and franchising options in New Zealand. Students will have theoretical knowledge and practical skills to make contributions to business risk planning, change management and organisational performance in a range of business contexts.

The National Diploma in Business L6 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 L6. This qualification is widely recognised by employers throughout New Zealand.

People 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.

The Learning outcomes of the National Diploma in Business L6

On successful completion of this qualification, graduates have skills and theoretical knowledge of change management theory; budgeting and financial control; innovation and entrepreneurship; marketing; purchase and supply management; franchising; organisational development; risk management and performance management.

Graduates can pursue further higher education in the following qualifications;

- Bachelor of Commerce
- Diploma in Business at L7 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 6 diploma qualification will demonstrate the following:

Purpose

A Diploma at Level 6 qualifies individuals with theoretical and/or technical knowledge and skills in specialised/strategic contexts.

Outcomes

A Graduate of a Level 6 diploma programme is able to:

- demonstrate specialised technical or theoretical knowledge with depth in a field of work or study
- analyse and generate solutions to familiar and 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 dynamic contexts
- demonstrate responsibility for leadership within dynamic contexts

3. Course Structure

This course is made up of 5 modules with the 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 6 | | | | | |
|--|-------|---|---|----|---|
| No | Unit | Unit Title | L | C | V |
| Marketing | | | | | |
| 1 | 2927 | Determine social, cultural and ethical responsibilities for marketing activities | 5 | 7 | 5 |
| 2 | 19024 | Apply marketing concepts within a small business | 5 | 7 | 6 |
| 3 | 2930 | Develop and coordinate marketing strategies | 6 | 10 | 5 |
| Accounting | | | | | |
| 4 | 25941 | Demonstrate and apply knowledge of the budgeting process for an organisation | 5 | 8 | 3 |
| 5 | 11624 | Demonstrate and apply knowledge of financial analysis | 5 | 10 | 8 |
| Financial Management | | | | | |
| 6 | 6410 | Management financial resources for a small business enterprise | 5 | 5 | 8 |
| Business Environment | | | | | |
| 7 | 17702 | Demonstrate knowledge of the personal property securities Act | 5 | 5 | 4 |
| 8 | 9740 | Explain and apply principles and practices for innovation, entrepreneurship, and intrapreneurship | 5 | 5 | 5 |
| 9 | 6412 | Investigate and evaluate small business franchising options | 6 | 10 | 7 |
| Business Operations and development | | | | | |
| 10 | 9741 | Demonstrate knowledge of change management | 6 | 10 | 5 |
| 11 | 8502 | Develop initiatives for managing improvement and change processes | 7 | 12 | 6 |
| 12 | 25778 | Manage risk in an organisation | 6 | 10 | 3 |

| | | | | | |
|----|-------|--|---|----|---|
| 13 | 7448 | Review and report on organisational performance against operational plans and objectives | 6 | 10 | 5 |
| 14 | 7461 | Plan procurement of material, plant and equipment supplies | 6 | 10 | 5 |
| 15 | 27763 | Analyse the impact of influence (s) and assess their consequences for an organisation | 5 | 6 | 2 |

3.1 Course Delivery Plan

The course is delivered in different terms. You will get the delivery plan during orientation.

3.2 Time Table

The college has structured timetable for different groups from 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 |

3.3 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 will be given by the tutor in the Class

3.4 Work Placements Policy and Procedures

Policy

- For some unit standards (US8502, 25778 and 7448) in this qualification, teaching staff may determine that the best way to assess this unit with a work placement at a designated work site.
- Any decisions about a work experience or placement can only be made at least one month prior to the placements being made.
- Teaching staff must approve this placement proposal before any approaches are made to any employment sites.
- In general, students should have completed successfully one semester of studies in the qualification before a placement is offered.
- Students who have an unacceptable attendance and/or performance record in the previous semester may not be accepted for any placement programme and will need to meet alternative assessment requirements.
- Where students are placed in a work experience placement they need to understand that there are costs involved which they will have to meet.
- All documentation required for a placement must be completed before any student is engaged in any school approved work placement programme.
- While students are in a placement, teaching staff who are released from class teaching duties will be required to visit and supervise students on their placement

Procedures

1. You will get the following documents by teaching staff before a placement approval will be given:
 - 1.1 The time students will spend in a work experience placement.
 - 1.2 The names and businesses of the employment sites where students are likely to be placed
 - 1.3 The assessment instrument to be used for the placement
 - 1.4 The student handbook for the placement
 - 1.5 The likely weekly cost to the student for each of the placement days/weeks
 - 1.6 The time frame by which significant items must be completed to ensure a successful placement programme
 - 1.7 The supervisory duties for the employment sites
 - 1.8 The supervisory duties of teaching staff who will not be teaching but supervising students
 - 1.9 Any other documents which are deemed to be necessary for approval to be given.
2. You will get complete information from your tutor about the requirements and the expectations which you will be expected to meet
3. In a placement of up to two weeks a staff member will visit once. In a placement longer than two weeks the staff member will visit at least once in every fortnight of placement.
4. Students who for a variety of reasons are unable to be 'placed' in a suitable employment placement must be able to complete the assessment in another way. These students must be supervised and attend school in the usual manner
5. Students will be required to complete a comprehensive assessment for their placement and a copy of their final document will be presented to the employer.

6. At the end of the placement students will be expected to formally thank the workplace staff.
 - 6.1 This may be completed in a number of ways:
 - 6.1.1 Morning tea/afternoon tea
 - 6.1.2 Thank you letters
 - 6.1.3 Flowers
 - 6.1.4 Any other way
7. At the end of placement programme all assignments will be collated and a full report written by the school staff involved and presented to management
8. Employers involved in the programme will be required to complete formal documentation and this must be returned before any student is placed there
9. If there are any complaints during /after the placement programme these must be investigated immediately by staff

You will receive workplace handbook during workplace assessments. This policy will be discussed in detail by your lecturer in the class and following forms will also be given as a part of the placement programme. Any additional documents required will be provided during workplace schedule.

Note: Students who are currently employed part time alongside their studies may request a work placement in their own place of work. This will only be considered after the staff member responsible has visited and deemed the work place suitable for the assignment needs. Where this is not possible the staff member should carefully advise the employer of the reasons why the placement will not take place.

4 Entry requirements

Applicants must:

- be 18 years old at the time of application; **AND**
- Completion of National Diploma in Business Level 5 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 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.