

Aratohu Hōtaka | Programme Guide

New Zealand Diploma in Business (Level 5)
(Level 5, 120 credits)

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Version History

Version	Effective date	Created/reviewed by	Reason for review/comment
1	October 2022	Te Pūkenga Programme Unification Team	First issue
2	December 2022	Ara Institute of Canterbury	Standard template

He Kupu Whakataurua | Welcome

Nau mai, haere mai rā ki Te Pūkenga! Whiria ngā taura mātauranga hei kete whakairo, hei whakamaunga kanohi nō ngā iwi.

Welcome to Te Pūkenga! By enrolling on the New Zealand Diploma in Business (Level 5) programme, you have become part of our Te Pūkenga network supporting ākonga (learners like you), right across Aotearoa.

Te Pūkenga is creating a unified network of polytechnics and industry training organisations to give you the benefit of the strengths of the whole network in your local region. The aim is to connect learning in Waitaha | Canterbury more closely with learning in other parts of Aotearoa to give you more choices in what, where, and how you can learn. Our ākonga are at the centre of everything we do. You are now part of a system that aims to

- be culturally responsive,
- honour Te Tiriti o Waitangi,
- be consistent across the country, and
- let you learn at your own pace, in your own place.

Te Pūkenga is here to help you fit learning around your life. Kaiako (tutors), advisors and other staff will support you within a learning environment where you are treated as an individual. We encourage you to get to know others in your programme so that you can enjoy working with them and build up your own network of academic friends for the future.

We are pleased that you have decided to enrol in this programme with Te Pūkenga and wish you every success on your journey with us!

Peter Sawyer

**Dean - Faculty of Culture and Services / Te Waka Aronui
2026**

Tō Rangi Tuatahi - Your First Day

Are you ready for your first day of class? Check out your start date, where you need to be and other useful information on [MyAra](#). To access MyAra (from 21 days prior to your course beginning), you must have a current Ara network login and password. You can use [Ara Self-Service Password Reset](#) to activate your network account.)

The Welcome Letter for new Business Ākonga includes details about the ‘**Get Set Up for Study**’ sessions. Please refer to the letter for more information.

What you will need

Bring note taking items – pens and highlighters.

Logins

If you need assistance with logins etc, contact ICT ictservicedesk@ara.ac.nz or call 03 940 8800.

Timetable information

All timetables are available on [MyAra](#).

How to find your way around

Campus maps can be found [here](#).

Parking and bus information

Campuses (excluding Manawa) have parking available. Payment and parking stickers may be required. Learn more about parking and biking. Or find out about bus services [here](#).

Ara Whakatau, your official welcome

You are warmly invited to attend the official welcome to Ara for all learners, staff and whānau (family). The whakatau is a welcoming ceremony, similar to a pōwhiri, involving mihimihi (speeches), waiata (song) and will conclude with kai timotimo (light refreshments).

Click [here](#) to find out when the whakatau will be.

International learners

You will be invited to an international orientation as well as the programme orientation. You should attend both.

He Kupu Whakataki | Introduction

This Programme Guide contains essential information about the New Zealand Diploma in Business (Level 5) programme. You will need to refer to this Guide regularly. Discuss any part of it that seems unclear with your kaiako or Portfolio Manager.

This Programme Guide contains general information on the programme. When you need information about a specific course, like timetable and assessment details, refer to the Course Guide for that course.

As ākonga, you will also need information that is not specific to your programme or courses, like how to access the library and learning support, and what pastoral care is available. For this information, use the links below.

[Student Policies](#) for special assessment consideration, extension beyond course end date, appeal of grade)

[Learner Information Handbook](#) or [MyAra](#) for useful information about studying at Ara

[Raising problems or complaints](#)

[Library](#)

[Learning Services](#)

[Disability Services](#)

[Māori support/achievement services](#)

[Pasifika support/achievement services](#)

Te Hiranga Tangata | Important Contacts

	Name	Contact details
Portfolio Manager	Heather Knox	E: Heather.Knox@ara.ac.nz P: 03 940 8742 O: A109
Portfolio Manager	Heather McEwan	E: Heather.McEwan@ara.ac.nz P: 03 940 8372 O: U307
Programme Lead	Lynne Coker	E: Lynne.Coker@ara.ac.nz P: 03 940 8201 O: A232
Programme Lead	Juan Pellegrino	E: Juan.Pellegrino@ara.ac.nz P: 03 940 8681 O: A232
Operations Administrator	Jillian Goodwin	E: business@ara.ac.nz P: 03 940 8193 O: A231 / U117a
Student Advisors Kaitaunaki (Christchurch Campus)		Student Advisors (Domestic/International) Student Support X Block – Madras Street Campus Learnersupport@ara.ac.nz

Horopaki ā-Hōtaka | Programme Background

The aim of this programme is to provide Aotearoa New Zealand 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.

As a graduate of this programme, you will be able to

1. Analyse the operational impact of internal and external environments on a business entity to inform decision-making.
2. 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.
3. Contribute operationally to innovation and organisational change in a business entity.
4. Develop and maintain operational business relationships with stakeholders to support the performance of a business entity.
5. Apply knowledge of te Tiriti o Waitangi to analyse how the resulting bicultural partnership can be applied to operational business activities and relationships.
6. 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.

Graduates of the Accounting strand will also be able to:

1. Record and process a wide range of financial transactions, including the use of appropriate dedicated accounting software.
2. Apply tax rules for individuals and small businesses to ensure compliance.
3. Apply accounting concepts and standards to prepare financial statements and reports.
4. Interpret and communicate financial and non-financial information to a variety of internal and external stakeholders to assist them in making decisions.
5. Prepare and communicate budgets to internal stakeholders and monitor the business's performance against them.
6. Evaluate financial and business risk of an entity and identify the internal controls that could be applied to minimise or mitigate the risk.
7. Act in accordance with the accounting profession's Code of Ethics.

Graduates of the Administration and Technology strand will also be able to:

1. Manage business administration functions, operations, and/or projects, to support the entity's operational goals.
2. Select, apply and support a broad range of current and emerging business technologies to enhance the entity's performance.
3. Manage and evaluate administrative systems and processes and recommend improvements.

Graduates of the Human Resource Management strand will also be able to:

1. Apply knowledge of the principles and practices of HR functions for recruitment, development, performance management, and health and safety within an entity.
2. Adapt to changes in given organisational context/s with effective HR strategies.
3. Communicate effectively with stakeholders to provide HR-specific information and advice within a recognised industry ethical framework.

Graduates of the Leadership and Management strand will also be able to:

1. Identify operational issues and challenges and apply techniques for continuous improvement to support the entity's performance.
2. Contribute to business planning to support the entity's performance.
3. Lead others to implement activities, including change processes, within the entity's plans to support its performance.
4. Manage projects within scope, resources, and time.
5. Develop strategies for a positive workplace culture and team engagement, to value diversity and to support the entity's performance.
6. Monitor compliance to meet internal and external requirements.

Graduates of the Marketing and Sales strand will also be able to:

1. Apply marketing and sales principles and processes, including consideration of the role of the entity's brand.
2. Advise management on existing and emerging marketing and sales issues, based on secondary research.
3. Use existing technology, and show awareness of emerging technology, in a range of marketing contexts and/or delivery platforms.
4. Communicate persuasively and purposefully, using buyer decision-making process and negotiation, with customers and prospects to achieve marketing and sales outcomes.
5. Apply self-management and interpersonal skills for effective relationship management.

Graduates of the Project Management strand will also be able to:

- Manage projects through their entire life cycle using project management knowledge, tools, and techniques.
- Manage stakeholder engagement through the project life cycle.

Ngā Herenga Matua ō te Hōtaka | Programme Essentials

Quick reference – Where to find help if you have feedback or want to raise an issue

The Education (Pastoral Care of Tertiary and International Learners) Code of Practice sets out the expectations that tertiary education organisations need to consider how their overall systems and resources support learners' wellbeing and safety.

For more detailed information on the code, and support areas listed below, please refer to the Learner Information Handbook available on MyAra under Student Admin

[Learner Information Handbook](#)

Support Area	Details	People	Links
Business Staff	This team are your first port of call for issues impacting your ability to study	Operations Administrator Lecturer Programme Lead Portfolio Manager	
Student Reps	Student reps are invited to attend student rep meetings where they can raise issues on your behalf	Student Voice	Student Voice
Student Services	Ara offers a wide range of student services	Student Advisors Health Centre Student Voice	Student Support
Te Pae Ora	A wellbeing hub for ākonga		Te Pae Ora Te Pūkenga
Independent Student Advocate	Student Advocacy is available to assist you if you are facing difficulties within or beyond Ara that could affect your study	Duncan Dunbar and Ruby Heaton. Duncan.Dunbar@ara.ac.nz Ruby.Heaton@ara.ac.nz 027 273 6246 X106 (Rakaia Centre)	Student Advocacy
Complaints Process	Ara has a process to support you and respond if you have a concern or complaint about a course, tutor, or another aspect of your programme	Complaints Co-ordinator	CPP117-Raising-problems-or-complaints CPP117a-raising-problems-or-complaints-form

Safeplace	Safeplace is the tool we use to report risks, accidents and other incidents	Safety & Wellbeing Co-ordinator Safety & Wellbeing Business Partner	SafePlace FAQ for Learners
Important Policies	All Ara Corporate and Academic Policies can be found at Ara Policy Library		Student Rights and Responsibilities Addressing Bullying, Harassment and Discrimination

Waeture ā-Hōtaka | Programme Regulations

Programme regulations outline the requirements for

- entry into the programme,
- progress through the programme,
- and completion of the programme

They will help you to understand these requirements. Read the Programme Regulations in conjunction with the relevant policies and procedures.

Whakatapoko | Admission

General admission	To be admitted to this programme all applicants must be at least 16 years of age on the date of the programme's commencement for the semester in which they wish to enrol (or provide a completed Early Release Exemption form), and meet one of the following requirements: <i>i.</i> Achievement of NCEA Level 2 including: • 8 Literacy credits at Level 2 or above; and • 14 Numeracy credits at Level 1 or above <i>Or</i> <i>ii.</i> An equivalent of the above <i>Or</i> <i>iii.</i> Successful completion of an approved qualification at Level 3 or above with a relevant pathway.
Discretionary admission	Applicants who do not meet the general admission requirements stated above and who believe that they have the level of preparedness for study at this level may apply for discretionary admission. In assessing whether to grant discretionary admission the primary focus will be on the applicant's ability to demonstrate a likelihood to succeed in the programme. All decisions will be at the discretion of the Relevant Academic Authority.
Additional requirements	There are no additional Programme Specific requirements.

English language requirements

All applicants must provide evidence that they have the necessary language literacy proficiency required for the Programme as demonstrated by the equivalence of:

- 8 NCEA literacy credits at **Level 2 or above**.

Applicants who are unable to provide evidence of the above may be required to demonstrate capability using an approved proficiency test or an equivalent described in [NZQA Rules](#).

International applicants must provide evidence that they have the necessary **English language proficiency** required for the Programme as demonstrated by an IELTS score of 5.5 (academic) with no individual band lower than 5.0 from one test taken in the preceding two years, or an equivalent described in [NZQA Rules](#) and on Delivery Site English Language Requirements for International Ākonga Web-page.

Tūtukitanga Whakamihi | Credit Recognition

You can have credits recognised for previous work through cross credit, credit transfer and recognition of prior learning. The provisions and procedures for doing this are set out in relevant policies and procedures.

Credit Recognition and Transfer (CRT)	Credit recognition and transfer (CRT) is a process where credit for outcomes already achieved by an applicant through formal study in relation to a qualification is recognised as credit for comparable outcomes in another qualification. a. Applicants may be awarded credits or exemptions in recognition of successful equivalent study, at the same or a higher level in the context of another programme. The credit recognition may be: • specified, where there is direct equivalence of the learning outcomes of a completed course and a course in the programme; <i>or</i> • unspecified, where the previous study has taken place in a programme with a similar philosophy but there is no exact match in the programme's courses. b. Graduate of the following qualifications may seek to recognise and transfer credits towards this programme: • Specified previous subsidiary versions of New Zealand Diploma in Business (Level 5) subject to equivalence of course outcomes.
Recognition of Prior Learning (RPL)	Recognition of Prior Learning is available for all courses in this programme. Recognition of prior learning (RPL) is a process that involves formal assessment of an applicant's relevant and current knowledge and skills (gained through prior learning) to determine achievement of learning outcomes of a qualification or the purpose of awarding credit towards that qualification. RPL leads to credit being awarded for existing skills, knowledge, and attributes acquired without regard for the length, place or method of learning (e.g. workplace, life experience, hobbies, self-directed study) RPL decisions will be made on a case-by-case basis using the process for assessment set out in the Procedures.

Tohu o te Hōtaka | Award of Qualification

Credit requirements

To be awarded the **New Zealand Diploma in Business (Level 5)** ākonga must successfully complete a minimum of 120 credits in the pattern set out in Table 1 from the courses set out in Table 2 according to their chosen Strand.

Table 1: Credit Requirements

Level	Core Credits	Strand Credits	Total Credits
5	60	60	120

Table 2: Course details

All courses are compulsory.

Course No	Course Name	Credits	Pre-requisites	Co-requisites	Restrictions
Level 5 Core courses (All Strands)					
BSNS5001	Organisations in an Aotearoa New Zealand Context	15			
BSNS5002	Business Environments	15			
BSNS5003	Business Functions	15			
BSNS5004	Change and Innovation	15			
And four compulsory courses from ONE of the following strands					
Accounting Strand					
ACCY5101	Introduction to Accounting and Taxation	15			
ACCY5102	Applied Accounting	15			
ACCY5103	Analysis of Financial Information	15			
ACCY5104	Budgets for Planning and Control	15			
Administration and Technology Strand					
BSNS5201	Administration Systems and Processes	15			
BSNS5202	Advanced Business Information	15			
BSNS5203	Applied Business Technologies	15			
BSNS5204	Office Management	15			
Human Resource Management Strand					
BSNS5301	Introduction to Human Resources	15			
BSNS5302	People and Development	15			
BSNS5303	Introduction to Health, Safety and Wellbeing	15			
BSNS5304	Change and HR Initiatives	15			

Programme completion

Leadership and Management Strand					
BSNS5401	Introduction to Leadership	15			
BSNS5402	Operations Management and Compliance	15			
BSNS5403	Business planning	15			
BSNS5404	Managing Projects	15			
Marketing and Sales Strand					
BSNS5501	Introduction to Marketing	15			
BSNS5502	Buyer Behaviour	15			
BSNS5503	Introduction to Digital Marketing	15			
BSNS5504	Sales and Relationship Management	15			
Project Management Strand					
BSNS5601	Project Management Principles	15			
BSNS5602	Project Management Methodologies	15			
BSNS5603	Project Management Tools	15			
BSNS5604	Applied Project Management	15	BSNS5601 & BSNS5603 (Pre- or Co- requisites depending on delivery pattern at delivery site)		

The normal time to complete this programme is one year (full-time study) or two years (part-time study).

The maximum period to complete this Programme is six years.

Ākonga who are prevented by circumstances beyond their control from completing the programme requirements within the maximum time to complete may seek an extension of enrolment for an agreed period of time.

Waeture Aromatawai | Assessment Regulations

Grading

Assessment in this programme is achievement based. Ākonga may be awarded grades described in Tables 3 and 4 below.

Table 3: Achievement based 11-point assessment system

Course grades will be determined by the mathematical aggregation of weighted assessment marks and reported according to the following scales.

Result	Description
A+ (90-100)	Pass
A (85-89)	Pass
A- (80-84)	Pass
B+ (75-79)	Pass
B (70-74)	Pass
B- (65-69)	Pass
C+ (60-64)	Pass
C (55-59)	Pass
C- (50-54)	Pass
D (40-49)	Not Passed
E (Below 40)	Not Passed

Table 4: Administrative Grades

Result	Description
Ungraded Pass (P)	May be used for the outcome of an RPKS process or anywhere a graded level of achievement cannot be applied
Not passed (NP)	
Grade Pending (GP)	Ākonga has an approved extension to complete an agreed portion of work or assessment beyond the course end date.
Attendance Only (AO)	Met course attendance requirements
Did not Complete (DNC)	Where a compulsory element of a course is not submitted, or the ākonga formally withdrew after 80% or informally withdrew at any time.
Withdrawn (WD)	Formal withdrawal after the no academic penalty period (10%).
Aegrotat (AEG)	Successful outcome of an Assessment Concession process.

	Restricted Pass (RP) Programme Committees have the discretion to award a Restricted Pass instead of 'D' in the range 45%-49% to a student whose narrow fail has been compensated by good grades in their other modules in the same programme. Note: A course for which a Restricted Pass (RP) has been awarded is not normally accepted as meeting the prerequisite requirements for any other course.
	Advanced Standing (AS) Award of a block of approved prior learning credits to allow entry to a programme with exemptions.
Course Assessment	Courses employ both formative and summative assessment activities. Formative assessments do not contribute to the final grade for a given course. All summative assessments are compulsory unless otherwise approved and noted in course information.
Assessment in Te reo Māori	All ākonga have the right to submit any summative assessment task in Te reo Māori as outlined in Procedures.
Additional assessment opportunities: Resubmission or Reassessment	Except under exceptional circumstances, reassessment of the course is not permitted in the programme. A learner may be granted permission to undertake a resubmission for a failed assessment item within a course. Except under exceptional circumstances, the following restrictions on resubmissions apply: - written assessments that are handed in late are not eligible for resubmission. Any resubmission/reassessment is undertaken according to the following general requirements: - permission is granted by the relevant academic authority; - any approved resubmission/reassessment will be carried out within a specified time period; - the maximum grade for any resubmission/reassessment of an assessment is the lowest pass grade.
Submission and late submission of work	Submission dates for all summative assessment work will be notified at the commencement of each course. - Any written assessment that is submitted late (and does not have a prior approved extension) may be penalised by a deduction of marks or may result in a fail grade. - Ākonga with good cause may request an extension or change to an assessment date or time. Practical assessments cannot usually be delayed except under exceptional circumstances. - There is no provision for late submission/extension of a controlled assessment/examination.

**Special
assessment
circumstances**

If conditions beyond your control

- prevent you from completing an assessment, or
- negatively affect your performance in an assessment,

you may be eligible for special consideration. Details are outlined in relevant policies and procedures.

Aromatawai i roto i tēnei Hōtaka | Assessment in this Programme

Assessment is a structured process of gathering evidence and making judgements on ākongā performance in relation to predetermined criteria. It is integral to learning and teaching. The assessment process is designed to

- assess your capabilities in a fair, valid, and reliable manner;
- stimulate and enhance learning;
- provide you with feedback regarding your own learning and for developmental purposes;
- evaluate your achievement and the demonstration of specified learning outcomes; and
- evaluate the achievement of the programme aims and objectives.

Assessment in this programme will evaluate your knowledge and skills. Each assessment will focus on one or more course learning outcome/s. Your performance in the assessment will reflect the extent to which you have achieved the targeted learning outcome/s.

We keep copies of all assessment material you submit for as long as you are in the programme because NZQA requires us to do so. Te Pūkenga may also use your assessment material may be used for moderation purposes. Moderation makes sure that all assessment is valid, reliable, fair, manageable and authentic. During moderation, different assessors look at the same submitted assessment material to ensure that they are applying standards consistently and making valid judgements.

Te Tirohanga Whānui i ngā Aromatawai | Assessment Overview

This programme uses portfolio of evidence for the assessment in each course. These portfolios will require you to complete a variety of assessment tasks by set due dates. Please check the assessment details for each course carefully. You will be provided with an assessment summary at the beginning of each course and detailed assessment instructions for each assessment activity within the portfolio. If you have any questions about the assessment in any course, please discuss this with the lecturer and/or course convenor.

Ngā mihi



Te Pūkenga