



National Diploma in Business Level 5

Course Overview

This qualification recognises the broad base of technical business competence required for people entering the workforce in business related roles, people aspiring to middle management and supervisory positions, and people wishing to extend their business skills. People who hold this qualification have the skills, knowledge and competence to undertake a broad range of business activities, and to carry out a mix of specialised operations involving a degree of self directed work, and the supervision of processes or people.

Learning Outcomes

NZSTT Diploma in Business L 5

NZQA National Diploma in Business L 5

Content

Credits

Communications

9685 – Write an analytical report	4
9691 – Demonstrate knowledge of group processes.....	5
9700 – Write briefing notes	3

Principles of Marketing

2934 – Segment markets and select target market segments	10
2935 – Determine marketing mix	7

Principles of Accounting

1852 - Prepare financial statements.....	8
11624 - Explain the objectives of and apply the processes of financial analysis	10

Human Resource Management

9735 – Explain and apply principles of organisational behaviour in developing workplace	15
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Business Administration

110 - Manage text processing and production of business information.....	10
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Economics

8418 – Investigate macro-economic activity using the aggregate demand and aggregate supply model	3
8419 – Demonstrate knowledge of fiscal policy and evaluate its effectiveness	2
8420 – Demonstrate knowledge of monetary policy and evaluate its effectiveness.....	2
8421 – Investigate the causes and discuss the consequences of economic instability	2
8422 – Investigate the causes and discuss the consequences of exchange rate	2

Firstline Management

19015 – Apply financial analysis in a business operation.....	5
19027 – Develop job description and conduct performance appraisal in a business operation.....	6

Small Business Management

6407 – Establish human resource needs of the small business operation	5
6410 - Manage financial resources for a small business enterprise	5
19024 – Apply marketing concepts within a small business.....	7

Change Management

9741 – Explain and apply principles and practices for the management of improvement and change.....	10
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40 Learning Weeks

Entry Criteria:

- NCEA level 1 plus 35 credits towards NCEA level 2, or
- Successfully completed an equivalent level 3, 4 or 5 qualification, or
- If over 20 or unable to provide evidence of the above criteria then students must be able to show suitable ability by successfully passing the NZSTT internal academic test.
- International students will need to provide evidence that their academic study is equivalent to the criteria above.

For International Students: IELTS 5.5 (no band less than 5.0) – the internal academic test applies



