



Private Training Establishment | New Zealand Student Prospectus 2018



Study with us and experience our unique approach including;

- A smaller class size and a personalised experience – we know our students by name
- Connect with local businesses and employers throughout the course
- A hands-on applied teaching style based on what NZ employers are looking for
- Fees free - contact us to see if you are eligible for the Governments first year tertiary study fees free offer

**New Zealand Qualification Authority
Category One Education Provider**



EmployNZ
Tertiary Institute

Welcome

EmployNZ is a New Zealand Qualification Authority Category 1 Private Training Establishment. We offer 4 high quality Diploma level courses in Accounting, Management & Leadership, Advanced Project Management and Health Management.

We currently have around 300 domestic and international students and provide a modern and uncrowded learning environment.

At EmployNZ we believe that becoming more employable should be the key driver of education. We commit to providing you with a high quality education which will result in a worthy qualification, and ultimately more employment opportunities in your chosen field.



Our Difference

We have been providing excellent education and employment outcomes for almost 2 decades. We are passionate about helping our students fulfil their potential by providing high quality educational services.



We do everything we can to ensure the quality of your education is world class. This includes;

- A modern purpose built campus
- Smaller class size and a personalised experience
- Course content that is individualised and contextualised to your life skills and career path
- A hands on applied teaching style that is based on real world requirements (and not just theory)!
- We know our students by name, you will never be just another number with us!



Our programmes are designed to give you the knowledge you need to succeed in your chosen field. Our curriculum is;

- Informed by what New Zealand Employers are currently looking for in their ideal candidates
- Based on a New Zealand cultural context
- Designed to open potential career pathways
- Underpinned by a quadruple bottom-line approach (cultural, financial, social, environmental)
- Flexible, you can study fulltime, part-time or after hours



Our tutors are highly trained and are experts in their field, they will improve your learning experience by:

- Being available to provide academic assistance in and out of the class
- Running small group sessions and / or the tutorials themselves
- Giving in-depth assessment marking and feedback
- Delivering the curriculum using an educational facilitation approach



We add value to your learning experience with:

- A personalised approach
- Regular field trips to local businesses and experiential work-integrated learning components
- Guest speakers from local business leaders
- Career advisors available to discuss career direction and next steps once you graduate
- Course material and resources provided to you on a USB stick
- Logon to Questia research library
- Graduation gift

Study with us and experience our unique approach



Student Experience

Career Planning and Employment

EmployNZ specialises in career planning and pre-employment training. We run regular workshops on career development, CV / Resume development, how to find work opportunities, and preparing for interviews. We have dedicated work brokers who know the local labour market and are available to meet with you.

Learning Support

Our Tutors and Student Advisors are available to provide advice with academic requirements including writing assignments and studying for exams. They can also assist with computer and technical advice.

Courses Available

EmployNZ offers 4 high quality Diploma level courses. Each Diploma is based on leading edge research in business and effective management practices.

- New Zealand Diploma in Business (Accounting) Level 5
- New Zealand Diploma in Business (Management & Leadership) Level 6
- Diploma in Professional Management (Advanced Project Management) Level 7
- Diploma in Health (Advanced Applied Management) Level 7

Intake Dates

- February
- May
- July
- October

Category One Provider

The New Zealand Quality Authority measures the performance of education providers in New Zealand. The EmployNZ group has always been a category one provider judged Highly Confident in Education Performance and Highly Confident in Capability in Self-Assessment.

Campus

Our brand new purpose built training facility in Tauranga provides a comfortable learning environment and includes large student kitchen facilities, temperature controlled classrooms, free Wi-Fi, lifts for access and the latest teaching technologies. The campus also has an espresso bar and hair stylist located in the same building.

Our campus is multi-cultural and includes a mix of domestic and international students as well as a mix of ages. We are located on the city fringe close to the CBD of Tauranga with many cafes, restaurants, gyms, childcare facilities and the library close by.

Industry Connections

We have excellent community and business networks who we work closely with to ensure our courses are up to date, relevant and based on the real world requirements of employers. As part of the programme there will be guest speakers from relevant organisations, visits to local businesses and the opportunity to do project work with local employers. You will be making excellent industry connections throughout the course, which could create future opportunities.

Tauranga Business of the Year 2016

EmployNZ won the 2016 Westpac Tauranga Business of the Year award and Social Enterprise award. The judges concluded "EmployNZ was a stand-out in all judging categories, their Employee / Customer satisfaction results exceeded 95%."

New Zealand Diploma in Business (Accounting)

(Level 5) (120 Credits)

Programme Objective

The objective of this programme is to provide introductory and work ready accounting and finance technician capabilities. There is a strong focus on modern applied accounting practices and 'real world' skills needed to be effective in a finance setting. **Graduates of this programme may gain an accounting technician professional membership with Chartered Accountants New Zealand & Australia.*

Programme Content

The programme content includes the fundamentals of accounting, marketing, and business operations as well as data processing and budgeting, accounting software, financial statements and a work-integrated accounting project.

Entry Criteria

Students must have NCEA level 2 in English and Maths. Applicants who do not have NCEA L2 but who can provide other evidence they will be successful may be considered. All applicants who are over 20 years of age will be automatically considered for the programme. All applicants will need to meet with the Head of the Department and the Tutor to discuss their interest and suitability for this programme, (once you register your interest we will contact you to make an appointment).

Future Study Path

The New Zealand Diploma in Accounting (Level 6) or the New Zealand Diploma in Management and Leadership (Level 6).

Possible Employment Outcomes

Leads to employment as a...

Finance administrator, accounts assistant, project accountant, inventory controller, accounts receivable / payable officer, sales or purchase ledger administrator, payroll administrator in various business sectors.

Duration	1 year fulltime (40 weeks) Part-time options available
Intake dates	February, May, July October 2018
Fees	Tuition fees - \$5499.00 Course costs \$599.00 *Study by paper options available *Payment options available, please talk to the enrolment team
Check the Governments first year tertiary study fees free offer here www.feesfree.govt.nz	

Paper Summary

Paper Code	Title	Credits	Level
NZDB 501	Business Environment	15	5
NZDB 502	Fundamentals of Marketing	15	5
NZDB 503	Business Operations & Resources	15	5
NZDB 504	Management Professional Development & Practice	15	5
NZDB (ACTG) 507	Data Processing & Budgeting	20	5
NZDB (ACTG) 508	Financial Statements & Decision Making	20	5
NZDB (ACTG) 510	Work-Integrated Accounting Project	20	5

New Zealand Diploma in Business (Management & Leadership)

(Level 6) (120 Credits)

Programme Objective

The objective of this programme is to develop the skills necessary to manage and lead at an operational level in diverse business environments. You will learn while demonstrating and leading a strong work ethic and professional conduct. Graduates will have the core management and leadership skills to be effective leading teams and projects.

Programme Content

The programme content includes business strategy, strategic management, managing innovation and change, facilitative management practice, business environment and financial planning, change management and leadership practices.

Entry Criteria

Students must have NCEA level 2 in English and Maths. Applicants who do not have NCEA L2 but who can provide other evidence they will be successful may be considered. All applicants who are over 20 years of age will be automatically considered for the programme. All applicants will need to meet with the Head of the Department and the Tutor to discuss their interest and suitability for this programme, (once you register your interest we will contact you to make an appointment).

Paper Summary

Paper Code	Title	Credits	Level
NZDB 601	Business Strategy	15	6
NZDB 602	Strategic Management	15	6
NZDB 603	Managing Innovation and Change for Strategic Advantage	15	6
NZDB 604	Facilitative Management Practice	15	6
NZDB (M & L) 605	Business Environment & Financial Planning	20	6
NZDB (M & L) 606	Change Project Management & Leadership	20	6
NZDB (M & L) 609	Work-Based / Simulation-Based Business Project	20	6

Future Study Path

The Diploma in Professional Management (Level 7), the Diploma in Business (Productivity and Sustainability) (Level 7) or other Level 7 Diplomas or Bachelor degrees.

Possible Employment Outcomes

Leads to employment as a...

Business development manager, production manager, operations manager, facilities manager, planning and performance manager, business continuity manager, procurement manager, and customer service manager in various business sectors.

Duration	1 year fulltime (40 weeks) Part-time options available
Intake dates	February, May, July October 2018
Fees	Tuition fees - \$6499.00 Course costs - \$599.00 *Study by paper options available *Payment options available, please talk to the enrolment team
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Diploma in Professional Management (Advanced Project Management)

(Level 7) (120 Credits)

Programme Objective

The objective of this programme is to develop highly effective advanced project managers and leaders. You will acquire the specialist knowledge to enable you to manage and lead business operations and projects in a wide range of industries in New Zealand and Internationally. Graduates will be able to perform at the practice standard of a professional project manager with a high level of theoretical and practical understanding.

Programme Content

Programme content includes the study of management context issues in a range of business and social sectors. It includes facilitative management, governance, quality management practices, budgeting and finance, project management, advanced communication and team facilitation management, business or social sector productivity and sustainability, audit and evaluation studies, change management, risk management and quadruple bottom-line sustainability.

Entry Criteria:

Students must be at least 20 years of age in the year of study and hold a Bachelor degree, or a Diploma in a related field, or have had several years' experience in a related field. All applicants will need to meet with the Head of the Department to discuss their interest and suitability in this advanced programme, (once you register your interest we will contact you to make an appointment).

Paper Summary

Paper Code	Title	Credits	Level
DPM 701	Management Environmental Analysis and Theory	15	7
DPM 702	Advanced Facilitation Practice	15	7
DPM (APM) 708	Project Planning, Legislation and Risk	15	7
DPM (APM) 709	Project Implementation	15	7
DPM 705	Advanced Facilitative Management Practice	15	7
DPM 706	Management Research and Evaluation Methods	15	7
DPM (APM) 802	Advanced Project Management	30	8

Future Study Path

Post Graduate Certificates, Post Graduate Diplomas or Bachelor degrees in your area of interest.

Possible Employment Outcomes

Leads to employment as...

A project manager, trainee project manager or assistant project manager, organisational project manager, project leader, field or professional project manager, production line project manager.

Duration	1 year fulltime (40 weeks) Part-time options available
Intake dates	February, May, July October 2018
Fees	Tuition fees - \$6499.00 Course costs - \$599.00 *Study by paper options available *Payment options available, please talk to the enrolment team

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Diploma in Health (Advanced Applied Management)

(Level 7) (120 Credits)

Programme Objective

The objective of this programme is to develop advanced health sector managers who can effectively manage high quality health programmes, projects and health organizations. Graduates will be able to perform at a professional management level in a wide variety of health and medical contexts in New Zealand and Internationally.

Programme Content:

Programme content includes the study of public health issues in New Zealand, health sector governance and planning, quality management systems and practices, health related business studies, budgeting and finance in a health context, project management, communication and cultural skills. It also includes facilitative management, health audit and evaluation, change management and evaluative health research methods.

Entry Criteria

Students must be at least 20 years of age in the year of study and hold a Bachelor degree, or a Diploma in a related field, or have had several years' experience in a Health or Medical Field. All applicants will need to meet with the Head of the Department and the Tutor to discuss their interest and suitability in this advanced programme, (once you register your interest in the programme we will contact you to make an appointment).

Paper Summary

Paper Code	Title	Credits	Level
DHM 601	Public Health Issues	15	6
DHM 701	Health Sector Governance and Planning	15	7
DHM 702	Quality Management: Policy to Practice	15	7
DHM 703	Health Business Studies	15	7
DHM 704	Advanced Facilitative Management Practice	15	7
DHM 705	Understanding Health Research Methods	15	7
DHM 706	Health Project	15	7
DHM 707	Health Evaluation Studies	15	7

Future Study Path

Post Graduate Certificates, Post Graduate Diplomas or Bachelor degrees in your area of interest.

Possible Employment Outcomes

Leads to employment...

In the health sector as a practice manager, medical centre manager, team leader, supervisor, trainee manager, or assistant manager. Also as a multi-disciplinary health practitioner, health service evaluator, operations manager, clinical leader or as a community health centre & community health manager.

Duration	1 year fulltime (40 weeks) Part-time options available
Intake dates	February, May, July October 2018
Fees	Tuition fees - \$6799.00 Course costs - \$599.00 *Study by paper options available *Payment options available, please talk to the enrolment team

Check the Governments first year tertiary study fees free offer here www.feesfree.govt.nz



Entry Criteria

Level 5

All applicants who are over 20 years old will be automatically considered for the programme. Those who are under 20 years old must have NCEA L2. Provisional entry may also be granted to applicants who do not have NCEA L2 but who have life experience, maturity or other relevant learning. Learners who have English as a 2nd Language must have an IELTS score of 5.5 with no individual band lower than 5.0 (or an equivalent NZQA approved English language level).

Level 6

All applicants who are over 20 years old will be automatically considered for the programme. Those who are under 20 years old must have NCEA L2. Provisional entry may also be granted to applicants who do not have NCEA L2 but who have life experience, maturity or other relevant learning. Learners who have English as a 2nd Language must have an IELTS score of 6 with no individual band lower than 5.5 (or an equivalent NZQA approved English language level).

Level 7

Applicants must be at least 20 years of age in the year of study and hold a Bachelor degree, or a Diploma in a related field, or have had several years work experience in a related field. Provisional entry may be granted to applicants who have other relevant life experience or qualifications. Learners who have English as a 2nd Language must have an IELTS score of 6 with no individual band lower than 5.5 (or an equivalent NZQA approved English language level).



Preparing for Study

How to apply

Applying is super easy, you can call in and see us, apply over the phone or online from our website. We will provide you with a programme application pack which includes all the details on the course you are interested in. We will then make an appointment to meet with you (either in person or via Skype) to go over the enrolment information. Once you have completed the enrolment form, you will receive an "Offer of Place" letter detailing all programme tuition fees, costs and fee payment options. Our enrolment team is there to help you every step of the way.

Government Fees Free Offer

If this is your first time studying you may be eligible for the Governments Fee Free offer. Check your eligibility at www.feesfree.govt.nz

Loans and Allowances

All our full-time programmes qualify for student loans and student allowances through study link. Student loans are available to help meet costs while your studying including fees and programme related costs. You will need to repay this once you have finished studying. Student allowances are also available to help eligible students with living expenses. Find out more by calling Studylink on 0800 88 99 00 or by visiting the website www.studylink.govt.nz

Scholarships

EmployNZ Tertiary Institute may have a limited number of scholarships available. Please discuss with your enrolment advisor.



EmployNZ

Tertiary Institute

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Te Taumata Oranga - We Change Lives

