



Private Training Establishment | New Zealand Domestic Student Prospectus



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 Tertiary Institute is a New Zealand Qualification Authority Category 1 Private Training Establishment. We offer 6 high quality Diploma level courses in Accounting, Business, Project Management, Health Management and IT and Computing.

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 employment 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 – some courses have a part-time study option, or a study by paper option.



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
- Field trips or work based learning with local employers
- Guest speakers from local business leaders
- Career advisors available to discuss career direction and next steps once you graduate
- Logon to Questia research library
- Graduation gift

Study with us and experience our unique approach



Student Experience

Career Planning

EmployNZ specialises in career planning and pre-employment training. We can help you update your CV and prepare for interviews. We have dedicated work brokers who know the local labour market and are available to meet with you.

Learning Support

Our Tutors are available to help with academic requirements including writing assignments and studying for exams. Our IT department can assist with computer and technical support.

Courses Available

EmployNZ offers 6 high quality Diploma level qualifications. Each programme is based on local and International research in Business, Management and Information Technology.

- NZ Diploma in Business (Accounting) Level 5
- NZ Diploma in Business (Management & Leadership) Level 6
- NZ Diploma in Information Technology (Technical Support) Level 5
- NZ Diploma in Systems Administration Level 6
- Diploma in Professional Management (Advanced Project Management) Level 7
- Diploma in Health (Advanced Applied Management) Level 7

Intake Dates

- February 4th
- April 29th
- July 22nd
- October 14th

Category One Provider

NZQA measures the performance of education providers in New Zealand. EmployNZ 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 may be guest speakers from relevant organisations, visits to local businesses and the opportunity to do project work with local employers. You will have the opportunity to make industry connections throughout the course.

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 a broad understanding of business fundamentals, with a focus on introductory and work ready accounting and finance technician capabilities. You will learn the general business skills and modern accounting practices that will enable you to progress to higher level learning or entry level positions in business.

**Graduates of this programme may gain an accounting technician professional membership with Chartered Accountants New Zealand & Australia.*

Entry Criteria

Applicants must be at least 18 years of age.

All applicants who are over 20 years will be considered for the programme.

Those who are under 20 years must have:

- A minimum of 14 numeracy credits at Level 1 or higher in Mathematics or Pangarau on the National Qualifications Framework; AND
- 50 credits at Level 1 or above with at least 12 credits each of three subjects plus a minimum of eight literacy credits at Level 2 or higher in English or Te Reo Māori; four credits must be in Reading and four credits must be in Writing.

Provisional entry may also be granted to applicants who do not meet the criteria above, but:

- Present evidence of ability to succeed, (e.g., maturity, life experience, work experience, other study); or
- Provide evidence of relevant prior learning and experience

All applicants will be required to complete an enrolment form and may be interviewed in person or via telephone or skype to evaluate their suitability for the programme.

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

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 (40 weeks)
Intake dates	4th February 29th April 22nd July 14th October
Fees	Tuition fees - \$5499.00 Course costs \$599.00

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

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.

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 how to lead a strong work ethic and professional conduct. Graduates will have the core management and leadership skills to be effective in leading teams, projects and companies.

Entry Criteria

Applicants must be at least 18 years of age.

All applicants who are over 20 years will be considered for the programme. Applicants must have:

- A minimum of 14 numeracy credits at level 1 or higher in Mathematics or Pāngarau on the Directory of Assessment Standards; and
- 50 NCEA credits at level 2 or above with at least 12 credits in each of three subjects, including a minimum of 8 literacy credits at level 2 or higher in English or Te Reo Māori; of which 4 credits must be in reading and 4 credits must be in writing. or; Equivalent to the above; or New Zealand University Entrance; or Successful completion of Level 5 New Zealand Diploma in Business.

Provisional entry may also be granted to applicants who do not meet the criteria above, but

- Present evidence of ability to succeed, (e.g., maturity, life experience, work experience, other study); or
- provide evidence of relevant prior learning experience.

All applicants will be required to complete an enrolment form and may be interviewed in person or via telephone or skype to evaluate their suitability for the programme.

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 (40 weeks) Part time study options available
Intake dates	4th February 29th April 22nd July 14th October
Fees	Tuition fees - \$6499.00 Course costs - \$599.00

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

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.

New Zealand Diploma in Information Technology (Technical Support)

(Level 5) (120 Credits)

Programme Objective

The purpose of this qualification is to provide a broad understanding of the core concepts and practical skills in computing and information technology, with a technical support focus. Graduates will develop an awareness of the IT environment, appreciate the needs of users, and be able to provide a high standard of IT technical support. They will also be able to operate within the applicable professional standards and practice, as part of a team, or independently with a broad level of supervision.

Entry Criteria:

There are no mandatory prerequisites for this qualification. Applicants must be at least 17 years of age.

Applicants are recommended to hold one of the following qualifications, or equivalent knowledge, skills and experience:

NCEA Level 2 or 3, or;

- New Zealand Certificate in Computing (Intermediate User) level 3
- New Zealand Certificate in Computing (Advanced User) level 4
- New Zealand Certificate in Information Technology Essentials

All applicants will be required to complete an enrolment form and may be interviewed in person or via telephone or skype to evaluate their suitability for the programme.

BYOD - students are required to bring their own device. Please check the specifications required during enrolment.

Modules

Module	Title	Hours	Credits
Module 1	IT Systems and Problem Solving	10 weeks x 30 hours	30
Module 2	Networking Concepts	10 weeks x 30 hours	30
Module 3	IT Desktop Support	10 weeks x 30 hours	30
Module 4	Software Development	10 weeks x 30 hours	30

Future Study Path

This qualification provides a pathway to a specialist Level 6 IT qualification including the New Zealand Diploma in Systems Administration (Level 6) or other undergraduate qualifications.

Possible Employment Outcomes

This qualification will prepare you for a range of employment opportunities including as a computer technician, help desk and technical support officer, applications support analyst (entry level), and many other IT support roles.

Duration	1 year (40 weeks)
Intake dates 2019	4th February 29th April 22nd July 14th October
Fees	Tuition fees - \$9,335 Course costs - \$350

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

Programme Content

The content of the programme consists of four modules that include:
 Technical skills covering IT hardware concepts and troubleshooting, networking, software and system administration, database fundamentals, interface design, IT security and service management. You will learn core skills covering information systems concepts and practices, interaction design, software development concepts, interpersonal skills and problem. At the completion of the programme you will be able to apply technical skills covering IT hardware concepts, troubleshooting, networking, software and systems administration, database fundamentals, interface design, IT security and service management.

New Zealand Diploma in Systems Administration

(Level 6) (120 Credits)

Programme Objective

The purpose of this qualification is to provide a range of professional and technical skills in a specialist area within information technology support. Graduates will be capable of carrying out systems administration, and providing related advice and support, using skills that will be internationally relevant.

Entry Criteria

Applicants must be at least 18 years of age. All applicants are recommended to hold the NZ Diploma in Information Technology (Technical Support) level 5, or have equivalent qualifications or industry experience.

All applicants will be required to complete an enrolment form and may be interviewed in person or via telephone or skype to evaluate their suitability for the programme.

BYOD - students are required to bring their own device. Please check the specifications required during enrolment.

Modules

Module	Title	Hours	Credits
Module 1	Systems & Network Services & Application Software Development	10 weeks x 30 hours	30
Module 2	Plan, Implement & Manage a Network & Directory Service	10 weeks x 30 hours	30
Module 3	Data Storage Information Management, Security & Server Based Virtualisation Infrastructure		30
Module 4	Core IT Skills	10 weeks x 30 hours	30

Future Study Path

This qualification provides a pathway to further specialisation through industry specific training such as in IT Security or other Diploma or Graduate level qualifications.

Possible Employment Outcomes

Graduates of this qualification will have the skills and knowledge to gain employment in roles such as IT technician, help desk support, tier 1 and 2 desktop support, systems administration, or in application support. Graduates will also have the background to progress into more advanced roles such as system administrator or similar.

Duration	1 year (40 weeks)
Intake dates 2019	4th February 29th April 22nd July 14th October
Fees	Tuition fees - \$8,660 Course costs - \$650

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

Programme Content:

The content of the programme consists of eight modules that include:
 Installing server and client operating systems using multiple methodologies, configuring server operating systems, administering virtual hosts, virtualisation networking, shared storage and deploying applications. It also includes non-integrated highly available DNS, non-integrated highly available DHCP, services that support directory based infrastructure, remote access technologies such as direct access, VPN's and remote desktop. Other things included are working in a team, and dealing with team dynamics, sustainability issues, contract management and business continuity.

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.

Entry Criteria:

Applicants must be at least 20 years of age in the year of study. Applicants must hold as a minimum a Level 5 Diploma and 3 years related work experience or a level 6 Diploma and two years related work experience or; a Degree and 1 year of work experience or; demonstrate equivalent level 6 academic plus practical professional or technical knowledge and skills in an entrance examination.

All applicants will be required to complete an enrolment form and will be interviewed in person or via telephone or skype to evaluate their suitability for this advanced programme.

Applicants who have achieved their qualifications in non-English speaking educational settings or who have English as a second language must have an International English Language Test System (IELTS) score of 6.0 with no individual band score lower than 5.5 in a single test event (or equivalent).

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 (40 weeks)
Intake dates	4th February 29th April 22nd July 14th October
Fees	Tuition fees - \$6499.00 Course costs - \$599.00

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

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.

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.

Entry Criteria

Applicants must be at least 20 years of age in the year of study. Applicants must hold as a minimum a Level 5 Diploma in Health and 3 years' related work experience, or; a level 6 Diploma in Health and 2 years related work experience, or; a Degree and 1 year of experience in health related work, or; demonstrate equivalent level 6 academic plus practical, professional or technical knowledge and skills in an entrance examination.

All applicants will be required to complete an enrolment form and will be interviewed in person or via telephone or skype to evaluate their suitability for this advanced programme.

Applicants who have achieved their qualifications in non-English speaking educational settings or who have English as a second language must have an International English Language Test System (IELTS) score of 6.0 with no individual band score lower than 5.5 in a single test event (or equivalent).

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 (40 weeks) Part time study options available
Intake dates	4th February 29th April 22nd July 14th October
Fees	Tuition fees - \$6799.00 Course costs - \$599.00

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

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.

EmployNZ

Tertiary Institute

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Te Taumata Oranga - We Change Lives

