New Zealand Certificate in Business

(First Line Management)
Level 4

mito | Te Pūkenga

Designed for current and aspiring managers, supervisors and administrators, this training programme will help you progress your knowledge and skills in team management and development.

Programme outline

This work-based programme is made up of 60 credits and is expected to take 6–12 months to complete.

The training programme includes a mix of workshops and eLearning, allowing you to complete theory elements of the programme at your own pace. You will have access to videos, interactive simulations and theory assessments, which can be easily accessed at any time from any device – mobile phone, tablet or PC.

Entry requirements

You must be employed full-time in one of our industries to enrol in this programme.

2023 programme fee

$1,154 (excluding GST). Note this is a fixed fee and is non-refundable. No further charges apply.

Enrol now

If you're ready to take your career to the next level, enrol now at **mito.nz/business.**

QUALIFICATION OUTCOMES		LEVEL	CREDITS
OUTCOME 1	Manage workflows in an operational context to achieve team objects.	4	20
OUTCOME 2	Assess actual and/or potential issue(s) and respond appropriately to entity management to contribute to entity objectives.	4	10
OUTCOME 3	Motivate a team to achieve the team's objectives and contribute to the entity's objectives.	4	10
OUTCOME 4	Communicate to develop effective relationships with team members and stakeholders.	4	5
OUTCOME 5	Promote an inclusive environment to value diversity for positive performance for the entity.	4	5
OUTCOME 6	Apply leadership styles effectively in different environments.	4	5
OUTCOME 7	Behave professionally and ethically and in a socially and culturally responsible manner, and apply personal and interpersonal skills to lead teams and manage workflows for the performance of the entity.	4	5

MITO is a division of Te Pūkenga.
We support on-job learning and career
development for the New Zealand
automotive, transport, logistics and
extractives industries.

**NEW ZEALAND CERTIFICATE
IN BUSINESS (LEVEL 4)**

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