



# New Zealand Diploma in Business (Level 5)

## Leadership and Management

### PROGRAMME OUTLINE

Provided by Careerforce, in partnership with MITO, this business diploma will provide current managers with knowledge and skills that can be applied in leadership and management roles.

The programme recognises the following competencies in the manager and leader:

- Motivating and developing self and others to improve employee engagement and productivity.
- Applying knowledge of the principles and practices of operations, accounting, sales, marketing, HR and risk management, to support operational efficiency and effectiveness.
- Analysing the impact of internal and external environments on the organisation.
- Contributing to innovation and change.
- Developing and maintaining business relationships with internal and external stakeholders.
- Applying problem-solving and decision-making skills.
- Applying professional and ethical behaviour, in a socially and culturally appropriate manner.
- Analysing how the origin and nature of a bi-cultural partnership (as embedded in Te Tiriti o Waitangi) can be applied to business activities and relationships.

### PROGRAMME STRUCTURE

**Unit 29048:** Apply business knowledge. This module assesses a leader or manager's contributions to the efficient and effective achievement of the organisation's operational objectives.

**Unit 29050:** Internal and external influences. This module assesses the ability to analyse the impact of internal and external influences, including Te Tiriti o Waitangi, and evaluate their consequences for the organisation.

**Unit 29045:** Manage business activities. This module focuses on the manager's/leader's applied skills and knowledge in the management of processes, and resources, for the generation of improvement opportunities and for the management of business activities, including projects.

**Unit 29049:** Innovation and change. Building on Unit 29045, this module assesses the manager's ability to contribute to innovation and organisational change within the boundaries of their role. It includes putting new ideas into action to achieve positive change or improvement in results.

**Unit 29044:** Lead and manage people. This module assesses the employee's ability to lead and manage people to achieve the organisation's operational objectives. The employee is also encouraged to reflect on the essentials of leadership to build high-performing teams.

### PROGRAMME DELIVERY

This programme is delivered by Careerforce. You will receive one-on-one pastoral care and support from a Careerforce Assessor, and e-learning through Aka Toi, the Careerforce online learning platform.

### ENTRY REQUIREMENTS

To enrol, you must be employed full-time in one of MITO's industries in a leadership and management position with responsibility for staff.

### PROGRAMME DURATION

This is a 120-credit programme with an expected duration of 12 months.

### 2024 PROGRAMME FEE

**\$1,739** ex GST

This training programme is eligible for Fees Free: [www.careerforce.org.nz/fees-free](http://www.careerforce.org.nz/fees-free)