

Enquire
Here



CROWN
INSTITUTE OF STUDIES
AUCKLAND • NEW ZEALAND

NEW ZEALAND CERTIFICATE IN BUSINESS LEVEL 4

120 Credits

NZ Certificate in Business (Small Business) (60 credits)

NZ Certificate in Business (Administration & Technology) (60 credits)

40 Weeks | 20 HOURS PER WEEK | 9AM – 2:30PM | MONDAY–THURSDAY*

This is an intensive course that includes two New Zealand certificate qualifications at level four of the New Zealand Qualifications Framework. It provides students with skills to establish their own business as well as work in and for other existing businesses. The course helps students to research and identify New Zealand legal structures, regulations and tools available in order to develop business plans and manage a small business. It also fosters the ability to analyse market opportunities and identify and create strategies for the management of business and financial risks. The course helps students to gain knowledge of marketing concepts.

Course Dates:

6 Feb 2024 – 20 Dec 2024

11 Mar 2024 – 7 Mar 2025

29 Apr 2024 – 11 Apr 2025

4 Jun 2024 – 30 May 2025

21 Jul 2024 – 27 Jun 2025

26 Aug 2024 – 15 Aug 2025

14 Oct 2024 – 19 Sep 2025



Graduates of this course have the amazing opportunity to apply for the **Crown Small Business Entrepreneur Scheme** with up to NZ\$20,000 seed fund to start your small business**.

Contact us for more information

Phone: 0800 357 316 Mail: info@crown.ac.nz Web: crown.ac.nz Campus Location: 80 Anzac Avenue, Auckland City

*Class times are subject to change under the discretion of Crown Institute of Studies **Terms & Conditions Apply.

THE COURSE CONSISTS OF THE FOLLOWING MODULES:

- New Zealand Business Environment and Legal Requirements
- Market Analysis and Strategy Planning
- Customer Service and Marketing Strategy
- Building the Right Team and Organisational Resources
- Financial Management and Continuity Planning
- Business Financial Administration and Management
- Human Resource Operations and Management
- Small Business Continuity Planning

Students are assessed through a mixture of written assessments, presentations and practical role plays that contribute to the achievement of these level 4 Unit Standards:

US 29058 Develop a business plan for a small business (20 credits)

US 29059 Manage operations for a small business (20 credits)

US 29060 Manage staff and human resource processes for a small business (20 credits)

US 29029 Provide administrative services using business applications and technological devices (20 credits)

US 29030 Process comprehensive data and perform detailed financial calculations to produce business information (10 credits)

US 29031 Produce business documents using advanced features and functions of software applications (10 credits)

US 32348 Maintain administrative systems and processes and recommend improvements to meet business needs (15 credits)

US 11101 Collaborate within a team which has an objective (5 credits)

ENTRY REQUIREMENTS

DOMESTIC

- 16 years of age or older at course start date.
- NCEA Level 2 or New Zealand Certificate in Business (Level 3) or equivalent.
- Students who do not meet the entry requirements may be accepted at the discretion of the department head.

FURTHER STUDY

- New Zealand Diploma in Tourism & Travel level 5
- New Zealand Diploma in Hospitality Management level 5
- **Direct entry** option to start a Bachelor of Business, Bachelor of Information Sciences or Bachelor of Construction at Massey University.

INTERNATIONAL

- 18 years of age or older at course start date
- IELTS (General or Academic) 5.5 with no band lower than 5.0 (or NZQA approved equivalent)
- 3 years of secondary school or equivalent work experience

CAREER OPTIONS

- Office Administrator
- Second-in-charge of a small business
- Business Owner/Manager

2023 COURSE FEES

Domestic students: NZ\$7,316 Check your Fees Free eligibility**

International students: Tuition NZ\$17,960, Material NZ\$1,500, Registration NZ\$250



**Terms & Conditions Apply.

Contact us for more information

Phone: 0800 357 316 Mail: info@crown.ac.nz Web: crown.ac.nz Campus Location: 80 Anzac Avenue, Auckland City

BUSINESS

