

Business

0800 TPP INFO
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About Us

At Tai Poutini Polytechnic we're serious about education. Our tutors are all experts in their field, have excellent industry connections and are passionate about teaching.

We are part of Te Pūkenga, the national vocational tertiary education provider, with campuses on the West Coast and other NZ locations. This means we have access to more resources, can provide more options and flexibility for learners and we have plenty of opportunities for innovation.

Once fully established, Te Pūkenga will provide a flexible combination of campus-based, online and work-based learning to meet the needs of learners and employers. We are playing a big part in the sector reforms, testing new ideas, being proactive with initiatives and focusing on getting great outcomes for our learners.

Applying to enrol as a student at Tai Poutini Polytechnic is simple. If you require more information or wish to speak directly with a tutor please email us at: study@tpp.ac.nz or call 0800 TPP INFO.

www.tpp.ac.nz/business

New Zealand Certificate in Business

Business Administration and Technology | Level 3

LEVEL

03

CREDITS

60



**AWARD: NZ Certificate in Business
(Administration and Technology)
(Level 3)**

**DURATION: 18 weeks, full-time
(excluding holidays) or part-time
options available**

LOCATION: Greymouth and Westport

**METHOD OF STUDY: Greymouth -
classroom delivery, Westport - online
and classroom learning**

**START DATES AND DOMESTIC FEES:
Visit www.tpp.ac.nz/business for further
information**

Conditions apply. Visit www.tpp.ac.nz/conditions

Trying to secure an administration job but struggling to get your foot in the door? Get to the front of the queue by up-skilling with this practical qualification.

Study will prepare you for jobs in customer service, administration, reception or other business and office-related roles. TPP has been developing work-ready business and administration graduates for over 20 years. We have built up a strong team of industry experienced tutors who each offer different areas of expertise to lead, motivate and inspire students to ensure their success.

Our modern learning environment will enable you to gain the skills and knowledge to be able to operate business technologies and perform a range of administrative tasks in various office environments. Your business studies programme will teach you how to use Microsoft Office effectively – including Excel, Office and Word – and will develop your skills in workplace communication, customer service and administration systems.

Gaining excellent business administration and technology skills provides a starting point on a career path that can take you in so many directions. Businesses want people who can use business and digital technology, use a range of software applications, solve problems, work alone and in teams to achieve outcomes, and communicate with others.

Core Elements

Topics covered include:

Business Reception and Office Services:

- Gain the skills needed to work on your own or with a team to provide administration services and customer service, including developing your communications skills and gaining an understanding of legal and policy requirements for businesses.

Business Documents for the Workplace:

- Understand how to use key software such as Microsoft Word, Publisher and Excel to prepare and present a range of business documents including memos, letters, tables and mail merge exercises.

Financial Documents:

- Learn how to use spreadsheets and financial software to create business and financial documents required in the workplace.

Business Communication:

- Become confident communicating in a business environment using relevant business technologies. You'll gain skills in using software for promotions and communications with customers and clients as well as learning how to present your work and share information.

Programme Structure and Workload

This programme combines classroom theory and self-directed project work with practical experience in a real-world learning environment.

There is flexibility to enable students to enrol part-time so you can fit your learning around existing work or family commitments.

Further Study Pathways

- NZ Certificate in Business (Administration & Technology) (Level 4)
- NZ Certificate in Business (Accounting Support Services) (Level 4)
- NZ Certificate in Business (First Line Management) (Level 4)
- NZ Certificate in Business (Small Business) (Level 4)
- NZ Certificate in Business (Introduction to Small Business) (Level 3)
- NZ Certificate in Business (Introduction to Team Leadership) (Level 3)
- Pathway into industry certifications or other Level 3 or 4 qualifications

Career Opportunities

- Office administrator
- Secretary or personal assistant
- Office assistant
- Receptionist
- Word processor/data entry operator
- Customer service support
- Accounts receivable officer
- Accounts payable officer
- Support worker
- Front line customer service role

New Zealand Certificate in Business

Business Administration and Technology | Level 4

LEVEL

04

CREDITS

60

**AWARD: NZ Certificate in Business
(Administration and Technology)
(Level 4)**

**DURATION: 18 weeks, full-time
(excluding holidays) or part-time
options available**

LOCATION: Greymouth

**METHOD OF STUDY: Greymouth -
classroom delivery**

**START DATES AND DOMESTIC FEES:
Visit www.tpp.ac.nz/business for further
information**

Conditions apply. Visit www.tpp.ac.nz/conditions

**Are you looking for a qualification that
will take you anywhere in the world
and on an exciting career path?**

The Business Administration and Technology Level 4 programme does just that. It is a sought after qualification that qualifies students for a wide range of administration roles.

Over the programme of study, students will gain insight into every facet of the administration world.

Our team of knowledgeable tutors provide students with a range of technical and administrative skills, which will have them ready to tackle performance and productivity levels in any organisation.

Learning about the importance of team dynamics and complying with internal and external business policies and legislation, are among the key skills that students will gain on this course.

Students thrive on the hands-on learning experience, which brings together like-minded people.

A simulated office environment is created, where students learn how to operate basic payroll, finance and simple accounting, web design, advanced Word, Excel, database and many advanced software features.

With passionate tutors, who offer industry experience and years of knowledge, the course provides a supportive environment for tertiary success.

This programme is for prospective students who have completed New Zealand Certificate in Business (Administration and Technology) (Level 3) or hold relevant study and work experience.

Core Elements

Topics covered include:

Workplace Knowledge:

- Gain the knowledge and skills needed to select and apply appropriate business technology to deliver administration services that meet stakeholder and business entity requirements in a professional manner.

Specialist Business Documents:

- Learn how to produce specialist and complex documents in a professional manner under broad guidance in a range of office (bi and multi-cultural) environments.

Business Processes:

- By drawing on technical skills and practical experience, apply your knowledge of business applications to improve administrative processes and systems.

Administration Systems:

- Use and maintain administrative processes to deliver financial information, appropriate to team and business needs, in a professional manner.

Programme Structure and Workload

This is a 60 credit programme, divided into four 15 credit courses. Each course is compulsory and needs to be successfully completed in order to gain the NZ Certificate in Business (Administration and Technology) (Level 4).

Further Study Pathways

- NZ Diploma in Business (with strands in Accounting, Administration and Technology, Leadership and Management, and Project Management) (Level 5)
- NZ Certificate in Business (Accounting Support Services) (Level 4)
- NZ Certificate in Business (Small Business) (Level 4)
- NZ Certificate in Business (First Line Management) (Level 4)
- Pathway into relevant industry certifications or other Level 4 or 5 qualifications

Career Opportunities

Office administrators are at the heart of many organisations. They're the ones that hold the stitching together. They're the daily problem-solvers, with notable people skills and an eye for detail.

We send our graduates out into the world to make positive changes across all manner of workplaces and sectors.

Most graduates will go on to gain roles in general office administration, which may include a sole-charge role in a small business entity or senior receptionist.

Other roles include those in customer relations or as personal assistants, secretaries and lead administrators. Front line customer service roles, call or contact centre operators, office support workers top off the career options available upon graduation.

Staff Profile



Paula Williams

Paula is a powerhouse of energy and passion for Business Administration programmes.

She brings significant experience and expertise in text processing, administration and communication.

Paula has taught at Tai Poutini Polytechnic since 2005.



Linda Clarke

As a parent Linda understands how important it is for our community to be able to access further education and training in Buller.

Linda has many years of experience working in customer service and business administration within both the private and public sectors. In 2020 she successfully facilitated the first online/blended Business Administration Programme in Westport.

"He Tangata, He Tangata, He Tangata"- It is the people, the people, the people.

We do not set a closing date for applications. The Polytechnic reserves the right to not accept late applications, i.e., after the programme has started.

You will be offered a place subject to meeting the entry and selection requirements and the availability of places on the programme.

The Polytechnic reserves the right to cancel, prior to commencement, any programme which does not attract a minimum number of students.

Entry Criteria

Business Administration and Technology Level 3

Applicants must meet the following criteria:

- 10 credits NCEA Level 1 Literacy and 10 Credits Level 1 Numeracy or evidence of equivalent study/work experience
- Applicant will be interviewed prior to enrolling on this programme. This enables staff to counsel students on intended workload and familiarise them with the programme content and facilities
- If the number of applicants is greater than the number of places on the programme, then applicants who meet the entry requirements are accepted in the order of submission
- Applicants for whom English is a second language must meet General or Academic IELTS 5 with no band score lower than 5 or NZQA approved equivalent

Special Notes:

- Special Entry may be granted where evidence exists that the applicant can successfully complete the programme

Business Administration and Technology Level 4

Applicants must meet the following criteria:

Applicants will be interviewed prior to enrolling on this programme. This enables staff to counsel students on intended workload, and familiarise them with the programme content and facilities.

- If the number of applicants is greater than the number of places on the programme, then applicants who meet the entry requirements are accepted in the order of submission
- This programme is for prospective students who have completed New Zealand Certificate in Business (Administration and Technology) Level 3, or have had relevant study and work experience.
- Applicants for whom English is a second language must meet General or Academic IELTS 5 with no band score lower than 5 or NZQA approved equivalent



'If you're thinking about enrolling, I'd absolutely say: give it a go! It will help you get a job and it's a qualification you'll have all your life.'

Hannah Sims chose a career in Business Administration



How to Apply

Check out our website or contact us if you have further questions about entry requirements for your chosen programme.

We look forward to hearing from you.

01

Decide on your programme

02

Either free phone 0800 TPP INFO (within NZ only) and ask for an application pack or click the 'Enrol Now' link on our website

03

Complete and return your enrolment form (please get in touch if you need help). We'll assess your application and get back to you as soon as we can

Full entry criteria and selection criteria available at www.tpp.ac.nz

For further info on awards and scholarships please refer to our Student Information Brochure

The Tai Poutini “Edge”

Version 12.11.2021

Tai Poutini is nestled between the wild Tasman Sea and the grand Southern Alps. People who live on the West Coast know what it takes to live on the edge. Confidence, skills and a “can do, will do” attitude set them apart.

Tai Poutini Polytechnic graduates are out there on the edge doing it!

He aha te mea nui o te ao?
He Tangata, He Tangata, He Tangata!

What is the most important thing in the world? It is people, it is people, it is people!

Tai Poutini Polytechnic
 West Coast
NEW ZEALAND

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