1. Te Pūkenga Unified New Zealand Certificate in Business (First Line Management) (Level 4)

Throughout 2021 and 2022 Te Pūkenga has worked collaboratively with Te Pūkenga subsidiary Institutes of Technology and Polytechnics (subsidiaries) to unify the New Zealand Certificate in Business (First Line Management) (Level 4) so that Te Pūkenga has one programme that meets NZQA requirements.

The unified programme is high-level, broad and flexible to allow each region the ability to tailor programme delivery to meet their community needs.

Programme Documentation

This document provides detailed information for the unified programme. The working draft of the programme and courses presented here is high level and does not include specific information about delivery methods, or details of assessment details. This is intentional and is the way that Te Pūkenga ensures that courses may be delivered and assessed in ways that best suit each learner ākonga group and delivery mode. This draft includes key elements of the unified programme documentation that present a wide range of delivery methods and assessment methods that may be applied to the delivery of the courses, as well as key regulatory elements, such as admission requirements and grading systems.

The programme will be delivered from 1 January 2023 subject to approval and accreditation through Te Pūkenga subsidiary organisations that currently offer similar programmes. During this socialisation phase, we welcome feedback for the programme and invite you to take this opportunity to help us shape the future of Business First Line Management for Aotearoa.

Development Background

The New Zealand Certificate in Business (First Line Management) (Level 4) qualification was updated, and Version 2 of the qualification was published in July 2020 following a scheduled review. The last date for assessments to take place for version 1 of this qualification is 31 December 2023. This level 4 qualification replaces the National Certificate in Business (First Line Management) (Level 4) (Ref: 0649), which has now been discontinued.

As a result of these changes, Te Pūkenga has collaborated with its subsidiary partners who currently deliver the New Zealand Certificate in Business (First Line Management) (Level 4) to **transition** to a new unified programme which has been designed to meet the requirements of the updated qualification. The new version of the New Zealand Certificate in Business (First Line Management) (Level 4) will be offered from the beginning of 2023 subject to approval and accreditation.

A transition unification working group reviewed all New Zealand Certificate in Business (First Line Management) (Level 4) programmes from among those already approved and currently offered across the network, and a range of selection criteria were applied which included (i) alignment of course aims, content and learning outcomes to graduate profile outcomes; (ii) range of assessment types; and (iii) cultural concepts reflected in course content.

The transition unification process focused on developing a single unifying programme based on curriculum from among those already approved within the network. Rather than all subsidiaries needing to dedicate time and resource to develop their programmes individually, the working group comprising members from Ara, Open Polytechnic and Toi Ohomai developed a programme to unify to and completed these updates collaboratively. Updates have been made to ensure the unified

programme works for all and aligns with Te Pūkenga Charter. A unified programme means that there will be one programme of study aligned with each qualification, that works for all current and future Te Pūkenga providers and their partners

The proposed unified programme and has been designed with flexible learning pathways to provide ākonga with a range of opportunities to progress to higher levels of education and training, and also into employment. This development is designed to ensure that all learners will enjoy the same experience, while being able to connect with the wider range of suite of Business programmes on offer.

During this socialisation phase, we welcome feedback for the programme and invite you to take this opportunity to help us shape the future of Business First Line Management for Aotearoa.

Transition Arrangements

Transition arrangements will be designed to ensure that learners who cannot complete the current version of the programme will be able to transition to the new programme. It is anticipated that no existing learners will be disadvantaged by these transition arrangements.

Unified Programme Socialisation Document

Ngā Ihirangi|Contents

2. Te Hono o te Kahurangi|Qualification Details

Programme Approval Criterion 1: Qualification to which the programme leads.

This section presents evidence that demonstrates how the programme aligns with the qualification and meets the definition published in the NZQF Listing and Operational Rules.

The programme detailed below meets the definition as listed in the New Zealand Qualifications Framework (NZQF) Listing and Operational Rules. The level and credit value of the qualification to which the programme leads meets the requirements in the qualification type definitions published in the NZQF.

Taipitopito Hōtaka|Programme Details	NZQA Reference No.	Version No.	Credits	Level
New Zealand Certificate in Business (First Line Management)	2456	2	60	4

which leads to the award of the following qualification

	NZQA Reference No.	Version No.	Credits	Level
New Zealand Certificate in Business (First Line Management)	2456	2	60	4
NZSCED	080301 Management and Commerce>Business and Management>Business Management			
Qualification Developer	Ringa Hora Services Workforce Development Council			
Next Review	31/07/2025			
Next Planned Consistency Review	2023			

Strategic purpose

The purpose of this qualification is to provide Aotearoa New Zealand with people who can lead effective teams and manage workflows to achieve team and/or entity objectives, when employed in first line management roles. Graduates of this qualification will be able to lead teams and manage workflows in an effective and ethical manner, in accordance with ngā kaupapa o te Tiriti o Waitangi (the principles of the Treaty of Waitangi), and in a multi-cultural environment.

Graduate profile

Graduates of this qualification will be able to:

1. Manage workflows in an operational context to achieve team objectives.
2. Assess actual and/or potential issue(s) and respond appropriately to entity management to contribute to entity objectives.
3. Motivate a team to achieve the team's objectives and contribute to the entity's objectives.
4. Communicate to develop effective relationships with team members and stakeholders.
5. Promote an inclusive environment to value diversity for positive performance for the entity.
6. Apply leadership styles effectively in different environments.
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.

Qualification education pathway

This qualification may build on:

- New Zealand Certificate in Business (Administration and Technology) (Level 3) [Ref: 2452]
- New Zealand Certificate in Business (Introduction to Team Leadership) (Level 3) [Ref: 2453]
- New Zealand Certificate in Business (Introduction to Small Business) (Level 3) [Ref: 2454].

Graduates of this qualification may progress to:

- New Zealand Diploma in Business (Level 5) with strands in Accounting, Administration and Technology, Human Resource Management, Leadership and Management, Marketing and Sales, and Project Management [Ref: 2459]
- New Zealand Diploma in Business (Level 6) with strands in Accounting, Administration and Technology, Human Resource Management, Leadership and Management, Māori Business and Management, Marketing and Sales, and Real Estate [Ref: 2460]
- Other relevant industry qualifications at a higher level.

Employment, cultural, community pathway

Graduates of this qualification may be employed in management roles such as a first line manager in a variety of business, cultural, or community contexts.

Professional recognition/accreditation

None

Other requirements of the qualification (including regulatory body or legislative requirements)

None

General conditions for programme

Programme delivery and all assessment must be conducted in real business context(s) or based on scenario(s) which must reflect the requirements and practicalities for conducting business in Aotearoa New Zealand.

An entity can be an organisation, or a commercial or other enterprise, not necessarily for profit, a community organisation, and can be a discretely managed business unit within a larger organisation.

Socially and culturally relates to ngā kaupapa o te Tiriti o Waitangi and multi-culturalism in Aotearoa New Zealand, in the context of this qualification.

Additional guidance and recommendations for programme development can be found on the Ringa Hora website at Business, Professional, and Personal Services – Ringa Hora.

Qualification version transition information

This qualification replaced the:
National Certificate in Business (First Line Management) (Level 4) [Ref: 0649] which has now been discontinued.

Republication information
Version 2 of this qualification was republished to extend the last date for assessment of version 1 of this qualification from 31 December 2022 to 31 December 2023. Please refer to the July 2022 Change Report published at Qualifications and Assessment Standards Approvals for further information.

Version Information

Version 2 of this qualification was published in July 2020 following scheduled review. Please refer to Qualifications and Assessment Standards Approvals for further information.

The last date for assessments to take place for version 1 of this qualification is 31 December 2023. It is the intention of Ringa Hora Services Workforce Development Council that no existing learner should be disadvantaged by these transition arrangements.

Any person who considers they have been disadvantaged may contact:

Ringa Hora Services Workforce Development Council
PO Box 445
Wellington 6140
Telephone: 04 909 0306
Email: qualifications@ringahora.nz.

2.1 Whakatakotoranga|Structure

This Programme is structured to achieve the qualification outcomes. Its approaches to learning, teaching and assessment are embedded in components (courses) which are designed to form a coherent programme that demonstrates progression and integration of learning and assessment throughout, to meet the strategic purpose statement, outcome statement, and the level and credit value of the qualification.

To be awarded the New Zealand Certificate in Business (First Line Management) (L4) ākonga must successfully complete a minimum of 60 credits in the pattern set out in Table 1 from the courses set out in Table 2.

Table 1: Credit Requirements

Level	Compulsory Credits	Elective Credits	Total Credits
4	60	0	60

Table 2: Course details

Course No	Course Name	Credits	Pre-requisites
Level 4 Compulsory Courses			
BS4500	Business environment	15	
BS4501	Team leadership	15	
BS4502	Managing teams	15	
BS4503	Setting and meeting objectives	15	
Total Compulsory Credits Level 4		**60 credits**	

3. Akoranga|Courses

The following Course Summaries provide an overview of the content and structure of each course in the programme. Learning and teaching, and assessment activities will employ a range of elements drawn from approved methods to align with the context of the learning (delivery mode, regional specific requirement, etc.) and any particular needs of the group of learners.

BUSINESS ENVIRONMENT

Course code:	BS4500		Level:	4	Credits:	15
Main programme:	New Zealand Certificate in Business (First Line Management) (Level 4)				Compulsory	
Pathway:						
Requisites:	Nil					
Other Programmes:	Nil					
Delivery modes:	☒ Provider-based ☒ Provider-based (extramural) ☒ Work-based		*Total learning hours:* A detailed breakdown of the learning hours for this course is located in delivery course documents			150

Whāinga/He Tauākī Akoranga|Aim/Outcome Statement

The aim of this course is to develop knowledge, skills and attributes to resolve factors that impact on a business entity and promote workplace relationships.

Ngā Hua o te Ako|Learning Outcomes

At the successful completion of this course, ākonga will be able to:

Graduate Outcomes/Professional Standards

1.	Explain the impact of internal and external factors on an entity.	GPO 2
2.	Develop strategies to resolve factors that impact on achieving objectives.	GPO 2
3.	Discuss factors that promote workplace relationships.	GPO 3

Ngā Tūtohu o te Kiko|Indicative Content

LO1   Internal factors including:
- Organisational structures
- Resources
- Culture
- Objectives

External factors including:
- Legislation and local-body bylaw
- Economic cycles
- Technology changes
- Changing demands or requirements of customers or suppliers

LO2   Resolution factors including:
- Strategies
- Evaluation

Communication

LO3   Workplace relationships factors including:
- Multicultural
- Ngā kaupapa o te Tiriti o Waitangi (the principles of the Treaty of Waitangi)
- Respect for individuals
- Diversity and social conventions
- Inclusive environment

- Māori values including whanaungatanga (building relationships) and manaakitanga (ethic of caring)

Ngā Mahi Ako me te Whakaako|Learning & Teaching Activities

Learning and teaching activities will employ a range of elements drawn from approved methods to align with the context of the learning (delivery mode, regional specific requirement, etc.) and any particular needs of the group of ākonga.

Aromatawai|Assessment

Assessment in this course employs an achievement-based grading scheme. Ākonga will be advised of all matters relating to summative assessment prior to the start of the course.

Assessment Activity	Weighting	Learning Outcomes
Portfolio of evidence Will employ a range of elements drawn from approved methods to align with the context of the learning (delivery mode, regional specific requirement, etc.) and any particular needs of the group of ākonga.	100%	All

Ākonga are required to provide sufficient evidence against all learning outcomes and gain an overall mark of at least 50% in order to pass a course.

Ngā Rauemi Ako|Learning Resources

All required and recommended resource are provided to ākonga via course outlines.

Version Tracking:

Ver No.	Approved by	Approval date	Effective from	Description of change
1			DD-MM-YYYY	New Course

TEAM LEADERSHIP

Course code:	BS4501		Level:	4	Credits:	15
Main programme:	New Zealand Certificate in Business (First Line Management) (Level 4)				Compulsory	
Pathway:						
Requisites:	Nil					
Other Programmes:	Nil					
Delivery modes:	☒ Provider-based ☒ Provider-based (extramural) ☒ Work-based		*Total learning hours:* A detailed breakdown of the learning hours for this course is located in delivery course documents			150

Whāinga/He Tauākī Akoranga|Aim/Outcome Statement

The aim of this course is to develop knowledge and skills to lead effective teams.

Ngā Hua o te Ako|Learning Outcomes

At the successful completion of this course, ākonga will be able to:

		Graduate Outcomes/ Professional Standards
1.	Compare leadership styles used in different situations.	GPO 6
2.	Select communication methods for effective stakeholder relationships.	GPO 4
3.	Discuss professional behaviour for positive team leadership.	GPO 7

Ngā Tūtohu o te Kiko|Indicative Content

LO1   Leadership styles including:
- Classical
- Trait
- Behavioural
- Situational
- Charismatic
- Situational
- Transactional
- Transformational
- Servant

LO2   Communication factors including:
- Technology
- Internal and external stakeholders
- Written and verbal
- Formal and informal
- Tikanga (customary practices or behaviours)

LO3   Behavioural factors including:
- Sociocultural
- Organisational culture
- Consultation
- Motivation
- Diversity
- Inclusivity
- Professionalism
- Ethics
- Emotional intelligence

Ngā Mahi Ako me te Whakaako|Learning & Teaching Activities

Learning and teaching activities will employ a range of elements drawn from approved methods to align with the context of the learning (delivery mode, regional specific requirement, etc.) and any particular needs of the group of ākonga.

Aromatawai|Assessment

Assessment in this course employs an achievement-based grading scheme. Ākonga will be advised of all matters relating to summative assessment prior to the start of the course.

Assessment Activity	Weighting	Learning Outcomes
Portfolio of evidence Will employ a range of elements drawn from approved methods to align with the context of the learning (delivery mode, regional specific requirement, etc.) and any particular needs of the group of ākonga.	100%	All

Ākonga are required to provide sufficient evidence against all learning outcomes and gain an overall mark of at least 50% in order to pass a course.

Ngā Rauemi Ako|Learning Resources

All required and recommended resource are provided to ākonga via course outlines.

Version Tracking:

Ver No.	Approved by	Approval date	Effective from	Description of change
1			DD-MM-YYYY	New Course

Unified Programme Socialisation Document

Te Pūkenga

Managing teams

Course code:	BS4502			Level:	4	Credits:	15
Main programme:	New Zealand Certificate in Business (First Line Management) (Level 4)					Compulsory	
Pathway:							
Requisites:	Nil						
Other Programmes:	Nil						
Delivery modes:	☒ Provider-based ☒ Provider-based (extramural) ☒ Work-based		Total learning hours: A detailed breakdown of the learning hours for this course is located in delivery course documents				150

Whāinga/He Tauākī Akoranga|Aim/Outcome Statement

The aim of this course is to develop knowledge and skills to motivate a team and manage team workflow.

Ngā Hua o te Ako|Learning Outcomes

At the successful completion of this course, ākonga will be able to:

		Graduate Outcomes/ Professional Standards
1.	Motivate a team to achieve objectives.	GPO 3
2.	Develop strategies for effective management of team workflow.	GPO 1

Ngā Tūtohu o te Kiko|Indicative Content

LO1   Team objective factors including:
- Team definition
- Characteristics and Tuckman's model
- Communication
- Behaviours
- Motivation
- Conflict resolution
- Leadership strategies
- Wellbeing

LO2   Workflow management factors including:
- Monitoring
- Meetings
- Relationships
- Delegation
- Health & safety

Ngā Mahi Ako me te Whakaako|Learning & Teaching Activities

Learning and teaching activities will employ a range of elements drawn from approved methods to align with the context of the learning (delivery mode, regional specific requirement, etc.) and any particular needs of the group of ākonga.

Aromatawai|Assessment

Assessment in this course employs an achievement-based grading scheme. Ākonga will be advised of all matters relating to summative assessment prior to the start of the course.

Assessment Activity	Weighting	Learning Outcomes
Portfolio of evidence	100%	All

Will employ a range of elements drawn from approved methods to align with the context of the learning (delivery mode, regional specific requirement, etc.) and any particular needs of the group of ākonga.		

Ākonga are required to provide sufficient evidence against all learning outcomes and gain an overall mark of at least 50% in order to pass a course.

Ngā Rauemi Ako|Learning Resources

All required and recommended resource are provided to ākonga via course outlines.

Version Tracking:

Ver No.	Approved by	Approval date	Effective from	Description of change
1			DD-MM-YYYY	New Course

Unified Programme Socialisation Document

Te Pūkenga

SETTING AND MEETING OBJECTIVES

Course code:	BS4503		Level:	4	Credits:	15
Main programme:	New Zealand Certificate in Business (First Line Management) (Level 4)				Compulsory	
Pathway:						
Requisites:	Nil					
Other Programmes:	Nil					
Delivery modes:	☒ Provider-based ☒ Provider-based (extramural) ☒ Work-based		*Total learning hours:* A detailed breakdown of the learning hours for this course is located in delivery course documents			150

Whāinga/He Tauākī Akoranga|Aim/Outcome Statement

The aim of this course is to develop knowledge and skills to manage workflow and address performance and workflow variation

Ngā Hua o te Ako|Learning Outcomes

At the successful completion of this course, ākonga will be able to:

		Graduate Outcomes/ Professional Standards
1.	Manage workflow to achieve team and individual objectives.	GPO 1
2.	Develop a plan to address performance and workflow variation.	GPO 1
3.	Explain the performance review process and disciplinary procedures.	GPO 1

Ngā Tūtohu o te Kiko|Indicative Content

LO1   Workflow factors including:
- Push and pull systems
- Specialisation and generalisation
- Recruitment
- Planning
- Evaluation
- Communication

LO2   Resource allocation factors including:
- Evaluating existing situation
- Gap analysis
- KPIs
- Benchmarking
- Corrective action plan

LO3   Staff factors including:
- Performance review
- Training and development
- Disciplinary procedures
- Health and safety, and wellbeing

Ngā Mahi Ako me te Whakaako|Learning & Teaching Activities

Learning and teaching activities will employ a range of elements drawn from approved methods to align with the context of the learning (delivery mode, regional specific requirement, etc.) and any particular needs of the group of ākonga.

Aromatawai|Assessment

Assessment in this course employs an achievement-based grading scheme. Ākonga will be advised of all matters relating to summative assessment prior to the start of the course.

Assessment Activity	Weighting	Learning Outcomes
Portfolio of evidence Will employ a range of elements drawn from approved methods to align with the context of the learning (delivery mode, regional specific requirement, etc.) and any particular needs of the group of ākonga.	100%	All

Ākonga are required to provide sufficient evidence against all learning outcomes and gain an overall mark of at least 50% in order to pass a course.

Ngā Rauemi Ako|Learning Resources

All required and recommended resource are provided to ākonga via course outlines.

Version Tracking:

Ver No.	Approved by	Approval date	Effective from	Description of change
1			DD-MM-YYYY	New Course

4. Learning Outcomes and Assessment mapped to Graduate Profile Outcomes

Course Code & Name			Course Aim & Outcomes	Assessment	GPO 1 — Manage workflows in an operational context to achieve team objectives.	GPO 2 — Assess actual and/or potential issue(s) and respond appropriately to entity management to contribute to entity objectives.	GPO 3 — Motivate a team to achieve the team's objective and contribute to entity objectives.	GPO 4 — Communicate to develop effective relationships with team members and stakeholders.	GPO 5 — Promote an inclusive environment to value diversity for positive performance for the entity.	GPO 6 — Apply leadership styles effectively in different environments.	GPO 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.
4500	Business environment	Aim:	The aim of this course is to develop knowledge, skills and attributes to resolve factors that impact on a business entity and promote workplace relationships.								
		LO1	Explain the impact of internal and external factors on an entity.	All LOs: Assessment portfolio (100%)		√					
		LO2	Develop strategies to resolve factors that impact on achieving objectives.			√					
		LO3	Discuss factors that promote workplace relationships.						√		
4501	Team leadership	Aim:	The aim of this course is to develop knowledge and skills to lead effective teams.								
		LO1	Compare leadership styles used in different situations.	All LOs: Assessment portfolio (100%)						√	
		LO2	Select communication methods for effective stakeholder relationships.					√			
		LO3	Discuss professional behaviour for positive team leadership.								√
4502	Managing teams	Aim:	The aim of this course is to develop knowledge and skills to motivate a team and manage team workflow.								
		LO1	Motivate a team to achieve objectives.	All LOs: Assessment portfolio (100%)			√				
		LO2	Develop strategies for effective management of team workflow.		√						
4503	Setting and meeting objectives.	Aim:	The aim of this course is to develop knowledge and skills to manage workflow and address performance and workflow variation.								
		LO1	Manage workflow to achieve team and individual objectives.	All LOs: Assessment portfolio (100%)	√						
		LO2	Develop a plan to address performance and workflow variation.		√						
		LO3	Explain the performance review process and disciplinary procedures.		√						

The courses noted above are compulsory core courses only. Elective courses are not included in this mapping. Elective courses contribute to learner achievement of a range of Graduate Profile Outcomes.

5. Regulations

Programme Approval Criterion 5: Regulations

This section demonstrates that Te Pūkenga has clear, relevant, and appropriate regulations that specify requirements for:

- admission
- credit recognition and transfer[1]
- recognition of prior learning[2]
- programme length and structure
- integration of practical and work-based components
- assessment procedures, including authenticity of learner work
- normal progression within the programme

Programme Regulations are the legally binding contractual obligations of staff and enrolled ākonga. They are used by academic staff to guide delivery of the programme and its courses; and provide guidance on the relevant approaches to learning and teaching, and on assessment (against specified learning outcomes).

In cases where collaborative arrangements are in place, externally prescribed regulations may apply.

The following Programme Regulations are to be read in conjunction with Te Kawa Maiorooro|Academic Regulatory Framework.

5.1 Whakatapoko|Admission

To be eligible for admission to this programme, all applicants must meet three admission requirements:

- Requirements for either General, Special, or Discretionary admission
- Any additional Programme specific requirements
- Language Literacy requirements

General Admission	To be admitted to this programme all applicants must be at least 16 years of age on the date the programme starts, and meet the following requirements:
	1. Literacy - 10 NCEA credits at **Level 2 or above**
	• 5 credits in reading
	• 5 credits in writing
	2. Numeracy - 10 NCEA credits at **Level 1 or above**
	or
	ii. An equivalent to the above.
Special Admission	Applicants who have attained the age of 20 years on or before the first day of the semester in which study for the programme is to commence and who do not meet the general admission requirements stated above and who believe that they have the level of preparedness for study at this level may apply for special admission.

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[1] Regulations demonstrate how the provisions and procedures for the awarding credit recognition and transfer will be applied to the programme.
[2] Regulations demonstrate how the provisions and procedures for the awarding of recognition of prior learning will be applied to the programme.

	In assessing whether to grant special admission the primary focus will be on the applicant's ability to demonstrate a likelihood to succeed in the programme.
	All decisions will be at the discretion of the Relevant Academic Authority.
Discretionary Admission	Applicants who do not meet the general admission requirements stated above and who believe that they have the level of preparedness for study at this level may apply for discretionary admission.
	In assessing whether to grant discretionary admission the primary focus will be on the applicant's ability to demonstrate a likelihood to succeed in the programme.
	All decisions will be at the discretion of the Relevant Academic Authority.
Programme Specific Requirements	

Language Literacy Admission Requirements	All applicants must provide evidence that they have the necessary language literacy proficiency required for the Programme as demonstrated by the equivalence of:
	
	• 10 NCEA literacy credits at **Level 2 or above**, made up of:
	
	   – 5 credits in reading
	   – 5 credits in writing
	
	Applicants who are unable to provide evidence of the above may be required to demonstrate capability using an approved proficiency test or an equivalent described in NZQA Rules.
	
	International applicants must provide evidence that they have the necessary *English language proficiency* required for the Programme as demonstrated by an IELTS score of 6.0 (academic) with no individual band lower than 5.5 from one test taken in the preceding two years, or an equivalent described in NZQA Rules and on Te Delivery Site English Language Requirements for International Ākonga Web-page.

5.2 Paearu Kōwhiri|Selection Criteria

Selection processes is used to ensure learner success and if the number of applicants exceeds the available places on the programme. Selection criteria may include date of application, interview, placement tests (e.g. for languages), audition, references.

Te Pūkenga employs equity focussed provisions when assessing applicants for *this programme* Equity provisions includes prioritising those applicants representing Tangata Whenua and other cultures or communities who are underrepresented in the profession/industry

When assessing applications, the following selection criteria will be applied:

- meet equity provisions
- relevant life and work experience
- academic skills at tertiary level
- task orientated.

Applicants who meet the maximum number of listed criteria will be the preferred candidates.

When the number of eligible applicants for admission exceeds the number of places available at a specific location (campus or learning hub) or in a specific delivery mode, applicants will we given the opportunity to choose an alternative within Te Pūkenga network.

5.3 Tohu o te Hōtaka|Award of the Programme

Programme Completion	The normal time to complete this programme is # year (full-time study) or # years (part-time study).
	The maximum period to complete this Programme is # years.

	Ākonga who are prevented by circumstances beyond their control from completing the programme requirements within the maximum time to complete may seek an extension of enrolment for an agreed period of time.

5.4 Mahi Waehanga Pāhekoheko|Integrated and Work-based components

Integrating work-based learning acknowledges that learning arises through engagement in work, where learning outcomes are achieved through activities that are based on, or derived from, the context of work or the workplace.

Simulated Office/Practical Learning

Practical learning provides ākonga the chance to apply learning to practice in a supported environment. Simulated Office/Practical learning acknowledges that learning arises through engagement in work, where learning outcomes are achieved through activities that are based on, or derived from, the context of work or the workplace.

Ākonga engage in practical learning which offer a 'real-life' opportunity for them to apply their learning.

Simulated Office/Practical learning in this programme includes:

- Simulated Office/Practical learning

Detailed descriptions of each:

Simulated Office/Practical Learning	Simulated Office sessions in a real-life business context reflects the requirements and practicalities for conducting business in Aotearoa New Zealand. Other practical learning opportunities provide learners the chance to apply learning to practice in a supported environment. This approach teaches relevant practical skills, while facilitating development of communication, leadership, and team skills and competencies. Practical learning opportunities may involve handling skills, equipment manipulation, experimentation, observation, problem-solving, measurement and monitoring, and analysis and evaluation.
	Learners may engage in work experience which offer a "real-life" opportunity for them to apply their learning.

5.5 Waeture Aromatawai|Assessment Regulations

Assessment and Grades	Assessment in this programme is achievement based. Ākonga may be awarded grades described in Tables 3 and 4 below.
	Table 3: Achievement based 11-point assessment system
	Course grades will be determined by the mathematical aggregation of weighted assessment marks and reported according to the following scales.

Result	Description
A+ (90-100)	Achieved with Distinction
A (85-89)	Achieved with Distinction
A- (80-84)	Achieved with Distinction
B+ (75-79)	Achieved with Merit

	B (70-74)	Achieved with Merit
	B- (65-69)	Achieved with Merit
	C+ (60-64)	Achieved
	C (55-59)	Achieved
	C- (50-54)	Achieved
	D (40-49)	Not Achieved
	E (Below 40)	Not Achieved

5.6 Whakawhitinga|Transitions

Transition to unified Te Pūkenga New Zealand Certificate in Business (Administration and Technology) Level 3 Programme

For Ākonga currently enrolled in the programme who are unable to complete at a subsidiary, an individual transition plan will be developed. All new ākonga will start in the new programme in 2024. The main focus of the development of transition plans is to ensure that no learner is adversely affected by the proposed changes.