

FIRST LINE MANAGEMENT

Qualification Title	New Zealand Certificate in Business (First Line Management) Level 4
Duration	10 months
Start Date	February
Level	4
Credit Value	60
Entry Requirements	To gain admission to the New Zealand Certificate in Business (First Line Management) (Level 4) applicants must meet at least one of the following criteria: • NCEA Level 2 or equivalent, OR • Achieved the New Zealand Certificate in Business (Introduction to Team Leadership) (Level 3) or equivalent 20 years old or over If you are 20 years of age or over and do not hold the minimum entry requirements you will be eligible to be enrolled where your previous educational, work or life experience indicates you have a reasonable likelihood of success. To complete this programme you will need access to a laptop or desktop computer, reliable broadband internet connection and a data plan able to support online learning such as streaming of videos (including YouTube), downloading content, writing and submitting assessments. It would be beneficial if you are already in a supervisory role within your workplace
Course Overview	In this course you will study: • internal and external environments • leadership styles • how communication assists in developing relationships • management and performance of a team • how to contribute to the achievement of organizational goals.
Career Opportunities	This qualification will give you the skills needed to work as a first line manager. You will be able to be responsible for the performance of others working in the business.
Further Learning Opportunities	New Zealand Diploma in Business (Level 5)