

**NOW  
FEES FREE**

CONDITIONS APPLY


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**ENHANCE**

**YOUR CAREER**


**WITH A BUSINESS DIPLOMA**

**NZ DIPLOMA IN BUSINESS (MANAGEMENT & LEADERSHIP) LEVEL 5**  
**NZ CERTIFICATE IN BUSINESS (ADMINISTRATION & TECHNOLOGY) LEVEL 3**  
**NZ CERTIFICATE IN COMPUTING (USER FUNDAMENTALS) LEVEL 2**



**Move up in your career  
or start your own  
business**

**GAIN A BUSINESS  
DIPLOMA**



**Earn while you learn -  
Maintain your employment while  
you study.**

## **Re-inventing Business Training**

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Using a unique combination of monthly one day weekend workshops run by industry professionals, combined with strong online support, Vision Colleges' New Zealand Diploma in Business provides strong support and an applied approach to learning the essential skills for success in today's business world.

Learn while you work with inspiring, fun and interactive workshops where you meet your facilitator and peers.

The weekend workshops are structured around examples, projects, games and other methods that offer true value in how to apply the lessons in practical ways. Gone are the dry, boring lectures.

**The best possible way to gain  
business skills and a great  
qualification – and it may be FREE\***

Each of the seven courses are completed over 8-10 week periods, and start with a one day weekend based workshop where you meet your facilitator and other people on the course. Learn the principles first-hand and gain an overview of the topic, requirements and start your first project.

A second one day workshop occurs approximately 4 weeks later in the middle of the course to recap, extend and work on any group projects.

Gone are the days of sitting at home and never meeting your facilitator or classmates, while slowly losing motivation with long drawn out courses where you wonder if you are on the right track.

# DIPLOMA CONTENT:

## 7 PAPERS

### **BUSINESS FUNCTIONS** 15 Credits

Apply knowledge of the principles and practices of operations, accounting, HR, and risk management, to support the operational efficiency and effectiveness of the entity.

### **BUSINESS COMMUNICATION** 15 Credits

Develop knowledge and skills for researching and communicating information to internal and external stakeholders.

### **INNOVATION** 15 Credits

Develop knowledge and skills to contribute in operational contexts to innovation and organisational change within a business entity.

### **THE BUSINESS ENVIRONMENT** 15 Credits

Develop knowledge and skills to understand and adapt to the organisation's current and emerging environment, including New Zealand's unique bi-cultural partnership.

### **LEADERSHIP** 15 Credits

Develop knowledge and skills to lead others to implement activities within the entity's plans, including change.

### **QUALITY MANAGEMENT** 15 Credits

Develop knowledge and skills to identify operational issues and challenges and apply techniques for continuous improvement of the entity.

### **LEADERSHIP PROJECT** 30 Credits

A work based project, which applies knowledge and skills in business planning, project management, and leading people to move the entity forward in achieving its strategic objectives.





# ENTRY REQUIREMENTS

## Acceptance into the programme will require:

- NZ Citizens or Permanent Residents
- Be at least 17 years of age
- A clear role within the work placement organisation for the duration of the programme. This is because one of the papers is a work-based project to undertake during the course (the project should take a minimum of 12 weeks).
- A Vision College approved mentor and a workplace supervisor, to support the learner's progress. This can be discussed when you apply.
- No formal school qualifications are required, but please be mindful that a Level 5 programme is first year university level.
- Attend an interview in person or by Skype, to determine if this programme is the right one for you.

*NOTE: This programme is not available to international students at this time.*

*PLEASE NOTE: The contents of this brochure were correct at the time of going to print. We recommend that you check the details of your desired course by calling us or checking our website, as some details are subject to change.*

## GRADUATE OPPORTUNITIES

### EMPLOYMENT

Graduates of the NZ Diploma in Business have careers in:  
Middle and Senior Management | Marketing | Self-employed in their own businesses | Sales and Account Management | HR or People Management

### FURTHER STUDY

The NZ Diploma in Business (Management & Leadership) will prepare you for further study:  
Level 6 NZ Diploma in Business | Degree in business or related field

## NZ Diploma in Business (Management & Leadership)

Level 5

2 Years Part-time

Starts February & July

\$589 per paper\*\* (for a 15 credit paper)

or \$4,712 up front (student loan may apply)



HAMILTON\*  
CHRISTCHURCH\*

\*Block courses \*\*May vary. Exact dates and fees to be confirmed when you enquire or apply.

**YOU MAY QUALIFY FOR FEES FREE\***

\*Conditions apply

## WORK AND STUDY HOURS

The programme is considered part-time study. While it is entirely possible to be in fulltime employment, study will probably take about two hours per evening or weekend day, for a total of 15 to 20 hours per week.

**1** YEAR   
INTERNSHIP  
**OR** **2** YEARS  
PART-TIME



**BIZTECH:**

**FREE**

**NZ CERTIFICATE IN**

**BUSINESS** (Administration  
& Technology)

**LEVEL 3** (Youth)

Our FREE 20 week New Zealand Certificate in Business (Administration & Technology) or 'Biztech' is designed for youth aged from 16 to 19. The course includes the opportunity to gain NCEA Level 2 and/or 3.

There are very few jobs that do not include the use of computers. And this course provides an outstanding foundation in the business application of computing. Graduates of this course have gone on to higher-level business, web design and software courses.

Taught in the classroom four days per week, this course will give youth an outstanding entry into business or computer based careers.

## **WHAT YOU WILL LEARN**

- Windows 10
- Microsoft Word 2016
- Microsoft Excel 2016
- Microsoft Publisher 2016
- Business report writing
- Communication skills
- Creating business documents

## **COURSE STRUCTURE**

This course is very practical, and will have you at a computer from the first day. The course is a combination of classroom tutorials and working your way through a series of workbooks. Hours are similar to school hours from Monday to Thursday. Friday is for self-directed study or catch-up.





## QUALIFICATIONS:

NZ Certificate in Business (Administration & Technology) (Level 3)

NCEA Level 2 and/or 3

## ENTRY REQUIREMENTS

Be aged 16 to 19 at the day of course start.

Hold NCEA Level 1 or higher

You will be asked to attend an interview, which may include a short written or computer orientation task.

*This course is not available for international students.*

### FURTHER STUDY

NZ Diploma in Web Development & Design (Level 5)

### EMPLOYMENT

Banking Career | Administration Roles | Personal Assistant | Retail | Data Entry and Analysis

## BIZTECH: NZ Certificate in Business (Administration & Technology)

Level 3

20 Weeks Fulltime

Starts February 2018

FREE



**EAST TAMAKI  
HAMILTON  
CHRISTCHURCH**

# NZ CERTIFICATE IN

FEES  
FREE

## BUSINESS (Administration & Technology)

### LEVEL 3

Our FEES FREE 20 week New Zealand Certificate in Business (Administration & Technology) or NZBAT, is the perfect way to retrain for modern office systems.

It is designed for those who will be running the admin side of their own business or wish to work in an administration role.

#### WHAT YOU WILL LEARN

- Windows 10
- Microsoft Word 2016
- Microsoft Excel 2016
- Microsoft Publisher 2016
- Business report writing
- Communication skills
- Creating business documents

#### COURSE STRUCTURE

This course is very practical, and will have you at a computer from the first day. The course is a combination of classroom tutorials and working your way through a series of workbooks. Hours of tuition can be flexible based on your lifestyle, but some daytime classes are required, and evening classes are available to catch up.

#### NZ Certificate in Business (Administration & Technology)

Level 3

20 Weeks Fulltime

Starts February 2018

FEES FREE



EAST TAMAKI  
PUKEKOHE  
HAMILTON  
CHRISTCHURCH

## ENTRY REQUIREMENTS

Be a minimum age of 16, with no upper age limit.

You will be asked to attend an interview, which may include a short written or computer orientation task.

No previous qualifications or experience are necessary, however, some familiarity with a computer would be required.

Your own computer for homework use is highly desirable, however, this is not essential. If you wish to purchase one, we can suggest some exceptional options.

*This course is not available for international students.*



### FURTHER STUDY

New Zealand Certificate in Business  
(Admin and Technology) (Level 4)

### EMPLOYMENT

Office Administration | Personal or  
Executive Assistant | Office Manager  
Home-based business administration

# NZ CERTIFICATE IN

FEES  
FREE

# COMPUTING (User Fundamentals)

## LEVEL 2

Our FEES FREE 12 week NZ Certificate in Computing (User Fundamentals) or NCC is one of our most popular courses. This short course is designed for people who wish to learn the Microsoft Office programmes at a beginner level.

The course will be taught using computers equipped with Windows 10, or if you have your own laptop, please bring it along.

### COURSE STRUCTURE

This course is very practical, and will have you at a computer from the first day. You will learn a range of modern technology based office practices designed to make you work ready. The course is a combination of classroom tutorials and working your way through a series of workbooks. Hours of tuition have some flexibility, but you would be expected to be in class at least four days per week, with some evening classes available to catch up.

### WHAT YOU WILL LEARN

- Windows 10
- Microsoft Word 2016
- Microsoft Excel 2016
- Microsoft Publisher 2016
- Microsoft PowerPoint 2016

### NZ Certificate in Computing (User Fundamentals)

Level 2

12 Weeks Fulltime

Starts February 2018

FEES FREE



HAMILTON  
EAST TAMAKI  
CHRISTCHURCH



## ENTRY REQUIREMENTS

Be a minimum age of 16, with no upper age limit.

You will be asked to attend an interview, which may include a short written or computer orientation task.

No previous qualifications or experience are necessary, however, some familiarity with a computer would be required.

Your own computer for homework use is highly desirable, however, this is not essential. If you wish to purchase one, we can suggest some exceptional options.

*This course is not available for international students.*



### FURTHER STUDY

New Zealand Certificate in Business  
(Admin and Technology) (Level 3)

### EMPLOYMENT

Office Administration | Personal or  
Executive Assistant | Office Manager  
Home-based business administration

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**MAKE A**

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**DIFFERENCE**

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**FREEPHONE 0800 834 834**  
**txt BUSINESS to 027 557 8839**  
**vision.ac.nz**

**Hamilton**

21 Ruakura Road  
Hamilton 3216,

**Christchurch**

50 Hazeldean Road, Addington  
Christchurch 8024

**Auckland**

25 Springs Road, East Tamaki  
Auckland 2013

**Pukekohe**

52 Franklin Road,  
Pukekohe 2120

See the website for enrolment forms and  
information on other courses available.  
[vision.ac.nz](http://vision.ac.nz)