

Programme Regulations for:

Business 4

leading to the New Zealand Certificate in Business (Administration and Technology) (Level 4)

Wintec code:	BI1610	MoE:	NZ2461
Level:	4	Credits:	60
Owner:	Centre for Business, Information Technology and Enterprise	Effective Date:	July 2016

These regulations should be read in conjunction with the Institute's Academic Regulations.

1. Transition arrangements

- 1.1 There is an underpinning principle in the application of these transition regulations that no student will be disadvantaged by these arrangements;
- 1.2 This programme is replacing the Certificate in Business Administration and Computing (L4) (CBAC4) programme OS8909;
- 1.3 Students currently enrolled in CBAC4, OS8909, can seek advice and may be able to transition across to this programme, BI1610, effective Semester Two, 2016; **or**
- 1.4 Will need to complete the requirements of programme OS8909 by 31 December 2018.

2. Admission and Entry

2.1 General Academic Admission

Candidates are required to have gained:

- a) 24 credits at NCEA Level 1 including 12 credits in English or Māori, 10 Literacy credits at NCEA Level 1 or above (5 credits each in reading and writing), and 10 Numeracy credits at NCEA Level 1 or above; **or**
- b) New Zealand Certificate in Business (Administration and Technology) Level 3; **or**
- c) A relevant qualification at NZQF Level 3 or above; **or**
- d) Equivalent.

2.2 Special Admission

Domestic applicants aged 20 years or above who have not met the General Admission or entry requirements for a programme but whose skills, education or work experience indicate that they have a reasonable chance of success¹ may be eligible for Special Admission. Special admission will be granted at the discretion of the Centre Director or designated nominee. Such applicants may be required to successfully complete a foundation, bridging or tertiary introductory programme as a condition of entry into higher level programmes.

2.3 Provisional Entry

Domestic applicants aged under 20 years who have not met the general academic admission and entry criteria for a programme but who can demonstrate a reasonable chance of success through other educational attainment and/or work or life experience may be eligible for provisional entry at the discretion of the Centre Director or designated nominee. Provisional entry places restrictions on re-enrolment to be lifted if the applicant's performance is deemed satisfactory by the Centre Director or designated nominee.

¹ [Education Act 1989 Section 224 \(3\)](#)

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2.4 English Language Requirements

Candidates who have English as a second language are required to have an International English Language Test System (IELTS) score of 5.5, with no individual band score lower than 5; or equivalent.

3. Transfer of Credit

3.1 100% transfer of credit is available for this programme (both formal transfer of credit and recognition of prior learning).

4. Programme Requirements

4.1 Every candidate for the New Zealand Certificate in Business (Administration and Technology) (Level 4) shall to the satisfaction of the Academic Board follow a programme of study for a period of normally not less than one semester or equivalent in part-time study.

4.2 Each candidate's programme will comprise modules as listed in Section 7 of these regulations totalling 60 credits.

5. Completion of the Programme

5.1 A candidate may take up to two years to complete this programme, unless an extension is granted by special permission of the Centre Director, or designated equivalent.

6. Award of the Qualification

6.1 Candidates who successfully complete the requirements specified in clause 4.2 of these regulations will receive the award of the New Zealand Certificate in Business (Administration and Technology) (Level 4).

7. Schedule of Modules

Note: no value in the pre/co-requisite columns means there are no pre/co-requisites for that module.

Module Code	Module Name	Level	Credits	Pre-Requisites	Co-Requisites	Assessment Standard
BUAD401	Business Financial Administration	4	15			N/A
BUAD402	Business Documents	4	15			N/A
BUAD403	Business Technologies	4	15			N/A
BUAD404	Business Administration	4	15			N/A