

Welcome to Business 2017

BUSINESS MANAGEMENT

NZIM Diploma in Management
NZ Diploma in Business
Diploma in Accounting (Accounting Technician)
Diploma in Marketing
Bachelor of Applied Management
Graduate Diploma in Applied Management

Welcome to the School of Business, we hope you enjoy your time studying with us.

Our staff are experts in their fields and are looking forward to sharing their knowledge with you.

Business Staff

Head of School

Mick Jays

Associate Head of School

Xanthia Bollen

| Tutor | Qualifications | Position | Subject Expertise |
|-------------------------|--|-------------------------------------|---|
| <u>Greg Broughton</u> | BCA, CertAdultEd, CA | SASM (Senior Academic Staff Member) | Accounting and Taxation |
| <u>Michael Keith</u> | MMgt, BSSc, GradCertED | SASM | Economics, HR |
| <u>Cyril Peter</u> | MIHM, CertAdultED | SASM | Planning and Management |
| <u>Leah Seno</u> | BS, DipAppMgt, CertOrgDvpt, CertDevTrainProg | SASM | Applied Management and Leadership |
| <u>Peter Smith</u> | MA | SASM | Commercial Law |
| <u>Joany Grima</u> | MBS, GradDip, CertAdultED, BA, | SASM | Event Management |
| <u>John McNicol</u> | BIT, HDipEd, CTT | ASM | Computing, Communication and Consumer Behaviour |
| <u>Dr Thelma Moses</u> | PhD, MBA | ASM | Marketing and Sales |
| <u>Robert Nelson</u> | PGDip, BA, NZDipBus | ASM | Management and Marketing |
| <u>Dr Tahir Suleman</u> | PhD, MS, MSc, MBA | ASM | Finance |
| <u>Leanne Nicholas</u> | BA, MEd | Senior Lecturer | Hospitality |
| <u>Anne Ricketts</u> | MMgt | Senior Lecturer | Hospitality |
| <u>Dr Maggie Hao</u> | PhD, MA, BBS, | Casual Lecturer | Intermediate Accounting |
| <u>Conrad Spohr</u> | BCOM, TESOL | Student Project Co-ordinator | Industry Projects |

Please note: This document is a living document, which means that it will be updated as information is changed.

If you have any questions/comments about this Welcome booklet please email admin.team@weltec.ac.nz

Information for all Business Programmes

Important Dates

Start Trimester One: 6 March 2017

Study Break: 17 April - 21 April 2017

Study Break: 12 June – 16 June 2017

Exams: 19 June – 30 June 2017

Finish Trimester One: 30 June 2017

July Holidays: 3 July – 14th July 2017

Start Trimester Two: 17 July 2017

Study Break: 28 August – 1 September 2017

Study Break: 23 October – 27 October 2017

Exams: 30 October – 10 November 2017

Finish Trimester Two: 10 November 2017

See your course outline for the assessment dates that you need to meet.

Timetable

It is likely that you will have classes in a number of different rooms throughout the year. The **timetable** for your classes will be available closer to the start date of your course. If you are still unsure, please contact your **tutor**.

Attendance

While there is no official attendance requirement, we know that attending all your timetabled classes greatly improves your chances of successfully completing your qualification. Below is some important attendance information to be mindful of during your studies here:

- If you are receiving a student allowance you must attend classes and show academic progress; if you don't, your allowance may be stopped. It's worth noting that we can reinstate your allowance if you show significant improvement.
- We are tasked by the government to make you 'work ready'. To achieve this goal we expect you to:
 - a) Attend all your classes
 - b) Notify us if you are going to be absent
 - c) Provide a medical certificate if you are sick for longer than three days.

In the real world those are the expected behaviours of employees, so we ask that you also meet these expectations whilst at WelTec.

- If you are sick at the time of an assessment/test or when an assignment is due you must provide a medical certificate to be eligible for a resit/resubmission or extension.
- If you are an International student Immigration NZ insists on 100% attendance, unless sick and able to provide a medical certificate as proof.

Required Texts

You will need to check if the course you are studying has a compulsory textbook that you will need to purchase. You can find the full textbook list for all courses on the bottom of the WelTec website homepage under the 'Textbooks' link or by clicking [here](#).

If you have any queries please contact Learning Commons:

Email: <mailto:learningcommons@weltec.ac.nz> or Tel: 0800 141 121.

Transferring & Withdrawing

If in the first two weeks of your programme you realise your courses aren't correct, or you are advised by your tutor that you should be doing a different course, then you need to fill in the **transfer form** and drop it off to the SET Team located in the student hub, or visit the SET Team in person to arrange your transfer.

If you discover that the qualification you are enrolled in is just not floating your boat in the first two weeks, then you need to fill in the **withdraw form** and take it to the SET Office. Completing this process in the two week time frame will ensure you are not left with a debt for no reward. The SET Team can chat to you about this and other options going forward.

Health and Safety

WelTec works hard to ensure that you are safe while on our campuses. Your job, as a student, is to follow instructions when asked by staff who are looking after your safety. Please also ensure that any medical issues have been declared on your enrolment form.

If part of your course requires you to attend practical classes, you must wear the prescribed protective clothing and footwear during these classes.

Random Drug Testing does occur. If you are involved in an accident you will be drug tested. If you are going on work placement you will be drug tested. If you refuse you will be stood down.

For more information about Health and Safety around campus click on the links below:

[Safety Procedures](#)

[Smoke Free, Drugs and Alcohol Free Campus](#)

Healthcare
Counselling Service

Student ICT Services and Student Login

WelTec provides you with computers, printers/photocopiers, and software on our campuses to support your study. You can bring own device (smart phone, laptop, tablet) and connect to our wireless network on most campuses.

You can login at any time after you have received your Enrolment Confirmation letter, which has your login ID and password in it. You can login at any campus in the Learning Commons. Your first login will need to be at one of our campuses.

More information about ICT Services and your student login can be found [here](#).

Moodle

Moodle is an online learning space that your tutors may use to post course information or communicate with you. It also contains lots of other useful information, so it pays to become familiar with it. Your Moodle login and password is your WelTec login and password (see [login information](#) above). If you require help with Moodle please email learningcommons@weltec.ac.nz or call 0800 141 121

Results

You can log into results.weltec.ac.nz to access your provisional results. If you have any questions about these results please talk to your Tutor. While you are logged in, please check and update your address and contact details, so that the final results are mailed to the correct address. Finalising results can take up to six weeks after the official finish date of your programme.

Further assessment

In order to be eligible for reassessment, you must have achieved less than 50% overall in the course, and you must have attempted each of the assessments contained in a course.

If eligible, you may have one reassessment per course. The School will negotiate with you a new date for the reassessment upon receipt of the **resit application form**. An administration fee will be charged.

Any reassessment will receive a maximum of 50% of the available marks for that assessment.

Late submission of work

In the case of illness, injury or exceptional circumstances an extension no later than the course end date may be granted by the course tutor. You will need to complete an **Extension before course ends form**. A new date will be negotiated with the tutor at this time.

Extensions beyond the course end date may be granted as outlined in the Academic Statute. To start the process you need to complete an **Extension after course ends form**.

Support Services

WelTec offers a range of services and support to students. Whatever kind of challenge you are facing, whether it's with your studies or your personal life — there's someone to help.

Our staff are dedicated to ensuring that you have access to the information and resources you need to be successful in your studies. Click on this **link** to learn more about the services we offer. These are all free to you as an enrolled WelTec student so make sure you use them when you need to.

Student Forms and Other Important Information

Click the links below for the appropriate information/form.

- [Aegrotat](#)
- [Assessment cover sheet](#)
- [Automatic payment](#)
- [Complaint](#)
- [Exam/assessment re-sit](#)
- [Exceptional circumstances](#)
- [Extension after course ends](#)
- [Extension before course ends](#)
- [Feedback](#)
- [Privacy consent form](#)
- [Credit recognition](#)
- [Replacement certificate/ academic record](#)
- [Special assessment conditions](#)
- [Student support fund](#)
- [Transfer/ change enrolment](#)
- [Withdrawal](#)
- [Plagiarism and Academic Dishonesty](#)
- [Student Code of Conduct](#)

Tips for success

Keep in touch if you are struggling! Your tutor wants you to succeed, so please don't be afraid to ask for help if you need it. Attendance matters. History shows us that the chance of you passing is much higher if you come to your classes.

Programme Information

For specific information about your chosen programme please click on the appropriate link below:

New Zealand Diploma in Business (Level 6)

- **Diploma in Accounting (Accounting Technician) (Level 6)**
- **Diploma in Marketing (Level 6)**
- **NZIM Diploma in Management (Level 5)**

Bachelor of Applied Management (Level 7)

Graduate Diploma in Applied Management (Level 7)

You will be given more information by your tutor when they present your course outline to you.

New Zealand Diploma in Business (Level 6)

Aims

To provide students with a nationally recognised qualification and a broad range of general business skills and knowledge.

Award of qualification

A New Zealand Diploma in Business (Level 6) is awarded when students have:

- Achieved 240 credits of which 80 credits are at level six
- Completed six of the seven core prescriptions
- Completed no more than 60 credits at level four

HV4367 Diploma in Accounting (Accounting Technician) (Level 6)

Eleven compulsory courses must be completed. A further one elective course must be completed.

HV4368 Diploma in Marketing (Level 6)

Four compulsory and four elective courses must be completed. At least one of the elective courses must be at the 600 level.

HV4369 NZIM Diploma in Management (Level 5)

Four compulsory and two elective courses must be completed. Students have the option of choosing 400 Accounting Principles or 520 The Economic Environment as one of the electives. However both courses together cannot be counted as two electives.

For more information on which courses you must complete you can view the course selection sheet on the 'Business' page of the website by clicking [here](#) and selecting the appropriate qualification.

Graduate Profile

NC5121 New Zealand Diploma in Business (Level 6)

In a range of diverse and changing organisational settings graduates will be able to effectively:

- Add value by applying specific business skills
- Apply a range of interpersonal and communication skills
- Apply critical problem solving skills with initiative and judgement
- Recognise ethical and cultural issues inherent in decision making
- Work independently and within teams of diverse people.

Graduates will have the appropriate skills, research abilities and knowledge to pursue further study and professional development.

HV4367 Diploma in Accounting (Accounting Technician) (Level 6)

In a range of diverse and changing organisational settings graduates will be able to effectively:

- Add value by applying specific accounting skills
- Apply a range of interpersonal and communication skills
- Apply critical problem solving skills with initiative and judgement
- Recognise ethical and cultural issues inherent in decision making
- Work independently and within teams of diverse people

Graduates will have the specialist skills, research abilities and knowledge to pursue further study and professional development in accounting.

HV4368 Diploma in Marketing (Level 6)

In a range of diverse and changing organisational settings graduates will be able to effectively:

- Add value by applying specific marketing skills
- Apply a range of interpersonal and communication skills
- Apply critical problem solving skills with initiative and judgement
- Recognise ethical and cultural issues inherent in decision making
- Work independently and within teams of diverse people

Graduates will have the specialist skills, research abilities and knowledge to pursue further study and professional development in marketing.

HV4369 NZIM Diploma in Management (Level 5)

In a range of diverse and changing organisational settings graduates will be able to effectively:

- Add value by applying specific management skills
- Apply a range of interpersonal and communication skills
- Apply critical problem solving skills with initiative and judgement
- Recognise ethical and cultural issues inherent in decision making
- Work independently and within teams of diverse people

Graduates will have the appropriate skills, research abilities and knowledge to pursue further study and professional development in management.

How the programme is delivered

Assignments and Reports

To apply problem solving to given case studies and where possible workplace situations

Case Studies

To provide problem solving opportunities

Computer Simulations

To evaluate alternatives

Group Activities

To facilitate your learning through group activities and peer support

Industry Visits

To give you exposure to industry

Laboratories

To use computers to work through problems

Lectures (usually interactive)

To impart knowledge

Student Presentations

To provide opportunities for you to present to a large group

Tutorials

To facilitate discussion of major/difficult areas. Includes worked examples and problems

Visiting Speakers

To provide some industry relevance to the course

Workshops

To provide the opportunities to work through questions.

Bachelor of Applied Management (Level 7)

Aim

The aim of the Bachelor of Applied Management (BAppMgt) is to produce high quality graduates who have a sound understanding of the dynamic and changing environment in which managers operate in New Zealand and internationally, that will enable them to apply that knowledge at both organisational and strategic levels in a range of industries and organisations.

This knowledge and expertise will be underpinned by a breadth of business expertise which includes an historical perspective of business development within New Zealand and an understanding of multicultural influences on business operation. Graduates will understand and have the skills to implement sustainable focused business practices. On reaching the workplace, graduates will be able to integrate into their workplace environment quickly, having already spent time through their programme of study in a work context applying the knowledge and skills of the curriculum.

Award of qualification

To be awarded the BAppMgt (with or without a major) students must successfully complete 360 credits at Levels 5 and above as shown below:

- a minimum of 225 credits at Level 6 or above (a minimum of 75 credits of these must be at Level 7)
- a minimum of 120 credits at Level 5
- all eleven core courses (8 at Level 5, 2 at Level 6 and the Level 7 Project)
- all compulsory courses specified for their major(s)

For more information on which courses you must complete you can view the course selection sheet on the 'Business' page of the website by clicking [here](#) and selecting the appropriate qualification.

Graduate Profile

On successful completion of the entire qualification (to Level 7), students will have the ability to:

- Apply specialised technical knowledge and skills to a specific business field, along with abilities for adapting and/or generalising these to other business fields.
- Apply a broad range of generic business skills, principles and practices, including safety in the working environment, and be able to mentor and motivate others in such application.
- Employ creative skills and apply them in an organised approach to problem solving.
- Display well-developed critical thinking capabilities, including analysing, evaluating and critically reflecting on information, decisions and behaviour; abilities which also

enable strategic thinking and adaptability in a constantly changing global environment.

- Recognise, adopt and where necessary, instil in others ethical dimensions inherent in business decision making having particular regard for issues of social responsibility and sustainable practice.
- Exercise self-direction and adopt independent working practices, and an ability to foster these in others.
- Accept responsibility for the quality of their own work outcomes, and where applicable, for the quality of others' work outcomes.
- Apply independent learning skills that encourage the regular accessing of new knowledge and information.
- Use effective written communication and well-developed inter-personal skills, and an ability to foster these in others.
- Initiate, inspire, guide, supervise, and reward the work of others.
- Work effectively in group situations, as a leader or a follower, as appropriate.
- Adapt to, and work effectively in, diverse cultural contexts and work environments, encouraging others to do likewise.
- Use technology and communication systems effectively.
- Understand the relevance of the Treaty of Waitangi to applied management in Aotearoa/New Zealand.

On successful completion of the qualification to Level 6, students will have the ability to:

- Apply a broad range of generic business skills, principles and practices.
- Apply technical knowledge and skills particular to a specific business field.
- Demonstrate an organised approach to problem solving.
- Recognise the ethical dimensions inherent in decision making.
- Demonstrate well-developed critical thinking capabilities.
- Display effective communication and well-developed inter-personal skills.
- Exercise self-direction and independent working practices.
- Accept responsibility for the quality of own work outcomes.
- To guide and supervise the work of others.
- Accept responsibility for, and ability to manage, own further learning and development.
- To work effectively in diverse cultural contexts. To work effectively in group situations.

On successful completion of this qualification to Level 5, students will have:

- Enhanced literacy and numeracy skills.
- Developed a range of knowledge and skills in business and management, namely in accounting, communication, economics, computing, commercial law, management, marketing as well as knowledge of business heritage, culture and sustainability within a New Zealand context.

- Developed personal and inter-personal skills towards personal responsibility of self and group work outcomes in diverse cultural contexts.

How the programme is delivered

All courses in this programme will use a mix of delivery modes including one or more of:

- Face to Face
- On-line
- Project-based learning
- Self directed
- Discussion and self-evaluation
- Experiential Sessions/Simulation Exercises / Role-plays
- Brainstorming, discussion and debate

The mode of delivery chosen for any course will ensure that the delivery does not impose unnecessary barriers to learners and that it adds value to the learning process and delivery philosophy.

Media used for delivery may include **simulations, voice tools, discussion boards, interactive exercises/case studies, access to digital resources: video/film, information databases, digital books, other institutes' resources where they are placed in open learning commons/repositories and a wide range of specialist websites.**

Graduate Diploma in Applied Management (Level 7)

Aim

The aim of the graduate diploma is to produce high quality graduates who have a sound understanding of the dynamic and changing environment in which managers operate in New Zealand and internationally, that will enable them to apply that knowledge at both organisational and strategic levels in a range of industries and organisations.

On reaching the workplace, graduates will have current specialised knowledge and be able to integrate into their workplace environment quickly, having already spent time through their course of study in a work context applying the knowledge and skills of the curriculum.

Award of qualification

To be awarded a Graduate Diploma, students will satisfactorily complete 120 credits at Levels 6 and 7 as shown below.

- 45 credits at Level 6
- 75 credits at Level 7 (2 x 15 credit courses and a 45 credit Industry Project)
- all compulsory courses specified for their major

For more information on which courses you must complete you can view the course selection sheet on the 'Business' page of the website by clicking [here](#) and selecting the appropriate qualification.

Graduate Profile

On successful completion of the Graduate Diploma students will have the ability to:

- Apply specialised technical knowledge and skills to a specific business field, along with abilities for adapting and/or generalising these to other business fields.
- Employ creative skills and apply them in an organised approach to problem solving.
- Display well-developed critical thinking capabilities, including analysing, evaluating and critically reflecting on information, decisions and behaviour. These abilities also enable strategic thinking and adaptability in a constantly changing global environment.
- Recognise, adopt and where necessary, instil in others ethical dimensions inherent in business decision making having particular regard for issues of social responsibility and sustainable practice.

- Exercise self-direction and adopt independent working practices, and an ability to foster these in others.
- Accept responsibility for the quality of their own work outcomes, and where applicable, for the quality of others' work outcomes.
- Apply independent learning skills that encourage the regular accessing of new knowledge and information.
- Use effective written communication and well-developed inter-personal skills, and an ability to foster these in others.
- Work effectively in group situations as a leader or a follower.
- Adapt to, and work effectively in diverse cultural contexts and work environments, encouraging others to do likewise.
- Use technology and communication systems effectively.
- Understand the relevance of the Treaty of Waitangi to applied management in Aotearoa/New Zealand.
- Graduates will also have the appropriate skills and knowledge to pursue further study and professional development opportunities.

How the programme is delivered

All courses in this programme will use a mix of delivery modes including one or more of:

- Face to Face
- On-line
- Project-based learning
- Self directed
- Discussion and self-evaluation
- Experiential Sessions/Simulation Exercises / Role-plays
- Brainstorming, discussion and debate

The mode of delivery chosen for any course will ensure that the delivery does not impose unnecessary barriers to learners and that it adds value to the learning process and delivery philosophy.

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