



Te Tūrama Scholarship Business - Kaipakihi

Auckland CBD | West Auckland | South Auckland | Hamilton
nzse.ac.nz | 0800 99 88 11

Business

Gain skills and connections that will enable you to transition into employment or higher studies across a wide range of sectors and roles in the Business industry.

NZ Certificate in Business Administration and Technology (Level 4)
19 weeks

NZ Diploma in Business (Level 5)
1 academic year

NZ Diploma in Business (Level 6)
1 academic year

Bachelor of Business Studies
(Massey University)*

*Conditions apply - go to our website or get in contact with us to discuss

Selection Process

Applicants will be considered by a selection panel from the New Zealand School of Education. The decision of the selection panel is final.

Te Tūrama Business - Kaipakihi Scholarship

This NZSE scholarship was established for students who have demonstrated an intention of pursuing higher level studies in Business. Gaining an NZSE Scholarship and completing a qualification in Business from NZSE can open up a world of possibilities. Employment opportunities with real career potential or the ability to go deeper into your studies and pathway into a degree at university.

Amount and type of award:

- The number of new scholarships to be awarded is determined annually
- Scholarships will be offered on a contestable basis to applicants who demonstrate a passion and talent for Business
- The award consists of the tuition fees for a Diploma Levels 5/6.

Eligibility criteria:

- Be a New Zealand Citizen or a Permanent Resident for at least 3 years
- The scholarship is awarded on the basis to applicants who demonstrate a passion and talent for Business
- Clear career goals related to the programme of study.

Conditions of award:

- The award will go directly into the applicant's tuition fees
- The scholarship may not be held in conjunction with any other fees scholarships
- If the recipient withdraws from study during the tenure of their scholarship they may be expected to repay the full value of the scholarship.



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

Duration	19 weeks
Campus	Manukau
Credits	60 credits

This programme will provide you with the skills and knowledge to secure employment in a wide range of general office administration roles in a variety of business administration and technology sectors. You will learn how to develop and apply a wide range of technical and business administrative skills that can contribute to improving performance and productivity of a business.

Entry Requirements

- Open entry with interview
- Students are expected to hold the NZ Certificate in Business Administration and Technology (Level 3) or NCEA Level 1 or 2 or equivalent knowledge

What Will I Learn?

- Managing the Workplace
- Employment Administration
- Financial Calculations
- Business Administration and Technology

What's Next?

Study Further

- NZSE Diploma in Business (Level 5)
- Bachelor of Business Studies at AUT/Massey University*

Get Employed

- General Office Administration roles
- Customer Service roles

*Conditions apply - go to our website or get in contact with us to discuss

Course Descriptors

Managing the Workplace (15 credits)

- The aim of this course is to enable students to investigate organisational practices and produce documentation in a variety of current business formats to respond to internal and external customer needs.

Employment Administration (15 credits)

- The aim of this course is to enable students to develop an understanding and ability to manage employment administration requirements within a business context.

Financial Calculations (15 credits)

- This course aims to provide students with the knowledge and skills to process and document financial information and transactions for a business entity. Students will gain experience in using manual and computerised accounting systems and preparing and maintaining records.

Business Administration and Technology (15 credits)

- The aim of this course is to enable students to collaborate, use a range of technologies and produce complex integrated documents to satisfy an organisational need.

New Zealand Diploma in Business (Level 5)

Duration	1 academic year
Campus	Auckland CBD
Credits	120 credits

This programme aims to equip students with varied, practical skills and knowledge that employers in many industries are looking for. Structured to reflect global industry standards and trends, it can open doors for graduates to pathway into further education or to work across administration and operational support roles in many business settings.

Entry Requirements

- Open entry

What Will I Learn?

- Communication for Business
- Management and Organisational Performance
- Fundamentals of Accounting
- Introduction to Marketing
- Change Management
- Human Resource Management
- Introduction to Leadership and Teamwork
- Operations Management

What's Next?

Study Further

- NZSE Diploma in Business (Level 6)
- Bachelor of Business Studies at AUT/Massey University*

Get Employed

- General Office Administration roles
- Customer Service roles

*Conditions apply - go to our website or get in contact with us to discuss

Course Descriptors

Communication for Business (15 credits)

- The aim of this course is to develop a learner's skills to communicate effectively within a business environment, and to obtain, communicate and reproduce information using business technologies.

Management and Organisational Performance (15 credits)

- This course aims to build knowledge, understanding and application of management principles in the context of change and innovation to contribute to the effectiveness and efficiency of organisational performance.

Fundamentals of Accounting (15 credits)

- Students will learn basic strategies for accounting decision making, understand financial statements and prepare analytical reports. Through case studies, students will be able to practice their decision making knowledge and skills.

Introduction to Marketing (15 credits)

- This course aims to provide an introduction to the principles and concepts of marketing best practices in Asia Pacific.

Change Management (15 credits)

- This course provides an introduction to change management in organisations through an overview of catalysts for change, the impact of change on performance, leadership of change, and how industry, social and political contexts influence the management of change in organisations.

Human Resource Management (15 credits)

- This course is an introduction to Human Resource Management in organisations. It provides an overview of the functions, practices and processes of Human Resource Management that contribute positively to an organisation and how industry, social and political contexts influence the implementation of Human Resources Management in an organisation.

Introduction to Leadership and Teamwork (15 credits)

- This course introduces students to the principles and practices of leadership and management in organisations. It will provide students with an understanding of leadership and management theory, styles, approaches, techniques, goals, and criteria in the organisational environment.

Operations Management (15 credits)

- An introduction to the principles and concepts of operations management practices.

New Zealand Diploma in Business (Level 6)

Duration	1 academic year
Campus	Auckland CBD
Credits	120 credits

This programme prepares students to develop leadership, problem solving and decision-making skills in the field of business administration and operations in a multi-cultural environment in the New Zealand business context.

Entry Requirements

- A Business Level 5 qualification or equivalent is preferred

What Will I Learn?

- Professional Workplace Communication
- Management Strategy and Innovation
- Accounting Framework
- Marketing Perspective
- Implementing and Leading Change
- Managing Human Resource
- Applied Leadership and Teamwork
- Applied Operations Management

What's Next?

Study Further

- Bachelor of Business Studies at Massey University*
- Higher level Studies at Level 7 and above

Get Employed

- Personal Assistant roles
- Executive Assistant roles
- Office Administration and Support roles
- Junior Sales and Marketing roles
- Junior Project Management roles

*Conditions apply - go to our website or get in contact with us to discuss

Course Descriptors

Professional Workplace Communication (15 credits)

- An introduction to the principles and concepts of operations management practices.

Management Strategy and Innovation (15 credits)

- This course prepares students to think strategically in the context of dynamic changes in business environments which demand innovative approaches for success.

Accounting Framework (15 credits)

- Students will understand financial statements and reports and be able to analyse and interpret business performance for sole traders and small companies.

Marketing Perspective (15 credits)

- An examination of the critical perspectives on the principles and practices of marketing in Asia Pacific.

Implementing and Leading Change (15 credits)

- This course explores the relationship between change management and organisational strategy. It provides theoretical and practical perspectives on implementing, leading and managing change at strategic levels.

Managing Human Resource (15 credits)

- This course provides an understanding of systems for leading and managing the implementation of the principles and practices of human resource management in a global context.

Applied Leadership and Teamwork (15 credits)

- This course provides understanding of how leadership and teamwork theory and practice are implemented in organisations. It covers internal and external factors that affect the application of the principles of leadership and teamwork in organisational management.

Applied Operations Management (15 credits)

- The application of the principles and concepts of operations management practices.



Business - Kaipakihi Scholarship

Please fill in the form below and return to your Course Advisor.

First Name:	
Surname:	
Date of Birth:	
Ethnicity:	
Gender:	
Residential Address:	
Postal Address: (if different from above)	
Email Address:	
Name of Programme:	
Name of School:	

Scholarship:		Standard <input type="checkbox"/> COVID-19 <input type="checkbox"/>
To qualify for the COVID-19 Scholarship, you will need to supply employment evidence of your redundancy/hardship so we can verify that for funding purposes. Please tell us:		
Name of your company you were made redundant from:		
Your role at the company:		
Your final day of work (when redundancy started):		
Your direct Manager's name:		
Your direct Manager's official title:		
Your direct Manager's email address:		
Your direct Manager's contact number:		

Please provide at least one referee (school referee preferred):

Referee Name:	
Position:	
Contact Number:	
Email Address:	

Please make sure you include all required documentation with your application form.

Documentation Required	Tick
A copy of ID, proof of NZ Citizenship/Residency (NZ Birth Certificate, Passport or Overseas Passport with NZ Residency).	
An official Academic Transcript (Secondary and/or Tertiary).	
An official Curriculum Vitae including a brief history of your educational achievements, work experience and skills.	
One written reference . This must be from an employer, lecturer, teacher or respected person (school person or community leader) who can be contacted by the selection panel. The referee should highlight the reasons why the applicant is a good candidate for the scholarship. This could include: adversity the applicant has overcome, particular talent in areas related to the programme of study that the scholarship funds, a clear intent to pursue a career related to the programme of study, and outstanding leadership or contributions to the community.	
A supporting letter in which the applicant addresses how they meet the criteria for the scholarship. The letter should include key achievements to date, career goals and contribution to the community (minimum 500 words).	
Application Form	

Submissions

If you have any questions concerning this application, please contact us on free phone: 0800 99 88 11

Please submit your application in person, by post or by email to:

New Zealand School of Education

3033 Great North Road | PO Box 151293, New Lynn, Auckland 0640 | scholarships@nzse.ac.nz

Statement of Accuracy

I _____ hereby confirm that the above stated provided by me is true and accurate to the best of my knowledge.

Applicant Name: _____

Applicant Signature: _____ Date: _____

Disclosure Information

The Scholarship Office undertakes to store your application in a secure place in the event that you are successful in gaining an award or are selected as a reserve candidate for an award, and to destroy your application to preserve its confidentiality in the event that you are unsuccessful in gaining an award. Should you have reason to believe that information on hold about you and your application is incorrect, you have the right of access to that information.

I _____, agree to the above conditions in respect to my scholarship applications administered through the Scholarship Office of the New Zealand School of Education.

Applicant Name: _____

Applicant Signature: _____ Date: _____

Scholarship Referee Form

OFFICE USE ONLY					
Programme:					
Cohort number:		Start date:		End date:	

The purpose of this referee form is to obtain information from you regarding the applicant's suitability for the industry and career path they are pursuing. Please complete the form by:

- Completing **ALL** sections of the form
- Printing clearly in pen and ticking the boxes that apply for certain questions
- Signing the form

Note: The referee knows the applicant in a professional capacity e.g. employer, supervisor, or teacher. Family members, partners or personal friends cannot act as referees. Please contact NZSE if you have any questions or require assistance with completing this form.

Applicant Details				
First name(s):		Surname(s):		
Referee Details				
First name(s):		Surname(s):		
Contact number:		Email:		
Relationship to the applicant				
How long have you known the applicant?				
In what capacity have you known the applicant? (e.g. employer, supervisor, teacher)				
Do you feel confident that you know the applicant well enough to act as a referee for them?	<input type="checkbox"/> Yes	<input type="checkbox"/> No		
How would you rate the applicant in the following categories?				
Trustworthiness	<input type="checkbox"/> not observed	<input type="checkbox"/> below average	<input type="checkbox"/> average	<input type="checkbox"/> above average
Honesty	<input type="checkbox"/> not observed	<input type="checkbox"/> below average	<input type="checkbox"/> average	<input type="checkbox"/> above average
Reliability	<input type="checkbox"/> not observed	<input type="checkbox"/> below average	<input type="checkbox"/> average	<input type="checkbox"/> above average
Sensitivity and compassion	<input type="checkbox"/> not observed	<input type="checkbox"/> below average	<input type="checkbox"/> average	<input type="checkbox"/> above average
Respect for others	<input type="checkbox"/> not observed	<input type="checkbox"/> below average	<input type="checkbox"/> average	<input type="checkbox"/> above average
Physical and mental health	<input type="checkbox"/> not observed	<input type="checkbox"/> below average	<input type="checkbox"/> average	<input type="checkbox"/> above average
Communication skills (written)	<input type="checkbox"/> not observed	<input type="checkbox"/> below average	<input type="checkbox"/> average	<input type="checkbox"/> above average
Communication skills (speaking and listening)	<input type="checkbox"/> not observed	<input type="checkbox"/> below average	<input type="checkbox"/> average	<input type="checkbox"/> above average
Imagination, enthusiasm, and dedication	<input type="checkbox"/> not observed	<input type="checkbox"/> below average	<input type="checkbox"/> average	<input type="checkbox"/> above average

Additional comments			
Overall recommendation			
Please tick the box which best fits your overall recommendation of this applicant's suitability to work in their area of interest:			
<input type="checkbox"/> I feel confident in recommending this applicant			
<input type="checkbox"/> I have some reservations but would still recommend this applicant (please comment on your reservations below)			
<input type="checkbox"/> I do not feel confident recommending this applicant (Please explain your reasons below)			
Please comment			
Referee declaration			
I _____, confirm that all the information I have given in this form is true and accurate. I understand that this information will be used by NZSE as part of the process of assessing the applicant's suitability.			
Signature:		Date:	
Signature			
Full Name of Student			
Student Signature		Date	DD/MM/YYYY

OFFICE USE ONLY			
<input type="checkbox"/> Referee has completed all relevant sections of the form <input type="checkbox"/> Referee has read and signed declaration <input type="checkbox"/> Referee form clearly supports application <input type="checkbox"/> Referee form does not clearly support application <input type="checkbox"/> Referee has been contacted as a follow up.			
Notes:			
Signature:		Date:	