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**CROWN**  
INSTITUTE OF STUDIES  
AUCKLAND • NEW ZEALAND



# NEW ZEALAND CERTIFICATE IN BUSINESS LEVEL 4

## 120 Credits

NZ Certificate in Business (Small Business) (60 credits)

NZ Certificate in Business (Administration & Technology) (60 credits)

40 Weeks | 20 HOURS PER WEEK | NEW HYBRID LEARNING OPTION

FACE-TO-FACE ON CAMPUS: MONDAY - TUESDAY, 9AM-2.30PM

ONLINE: WEDNESDAY - THURSDAY

This is an intensive course that includes two New Zealand certificate qualifications at level four of the New Zealand Qualifications Framework. It provides students with skills to establish their own business as well as work in and for other existing businesses. The course helps students to research and identify New Zealand legal structures, regulations and tools available in order to develop business plans and manage a small business. It also fosters the ability to analyse market opportunities and identify and create strategies for the management of business and financial risks.

### Course Dates:

21 Jul 2025 – 3 Jul 2026

Graduates of this course have the amazing opportunity to apply for the **Crown Small Business Entrepreneur Scheme** with up to NZ\$20,000 seed fund to start your small business\*\*.

Contact us for more information

Phone: 0800 357 316 Mail: [info@crown.ac.nz](mailto:info@crown.ac.nz) Web: [crown.ac.nz](http://crown.ac.nz) Location: 80 Anzac Ave, Auckland City

## THE COURSE CONSISTS OF THE FOLLOWING MODULES:

- New Zealand Business Environment and Legal Requirements
- Market Analysis and Strategy Planning
- Customer Service and Marketing Strategy
- Building the Right Team and Organisational Resources
- Financial Management and Continuity Planning
- Business Financial Administration and Management
- Human Resource Operations and Management
- Small Business Continuity Planning

Students are assessed through a mixture of written assessments, presentations and practical role plays that contribute to the achievement of these level 4 Unit Standards:

US 29058 Develop a business plan for a small business (20 credits)

US 29059 Manage operations for a small business (20 credits)

US 29060 Manage staff and human resource processes for a small business (20 credits)

US 29029 Provide administrative services using business applications and technological devices (20 credits)

US 29030 Process comprehensive data and perform detailed financial calculations to produce business information (10 credits)

US 29031 Produce business documents using advanced features and functions of software applications (10 credits)

US 32348 Maintain administrative systems and processes and recommend improvements to meet business needs (15 credits)

US 11101 Collaborate within a team which has an objective (5 credits)

## ENTRY REQUIREMENTS

### DOMESTIC

- 16 years of age or older at course start date.
- NCEA Level 2 or New Zealand Certificate in Business (Level 3) or equivalent.
- Students who do not meet the entry requirements may be accepted at the discretion of the department head.

### INTERNATIONAL

- 18 years of age or older at course start date
- IELTS (General or Academic) 5.5 with no band lower than 5.0 (or NZQA approved equivalent)
- 3 years of secondary school or equivalent work experience

## FURTHER STUDY

- New Zealand Diploma in Tourism & Travel level 5
- New Zealand Diploma in Hospitality Management level 5
- Direct entry option to start a Bachelor of Business, Bachelor of Information Sciences or Bachelor of Construction at Massey University

## CAREER OPTIONS

- Office Administrator
- Second-in-charge of a small business
- Business Owner/Manager

## 2025 COURSE FEES International

**students:** Tuition

NZ\$18,850, Material NZ\$2,000,

Registration NZ\$400, CSSF NZ\$200



UNIVERSITY OF NEW ZEALAND

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