

# New Zealand Certificate in Business (First Line Management) (Level 4)

**Already a manager? Get the training to match.**

**Intakes**
23/04/2027 (New Plymouth)

**Duration**
Delivered as 4 x face to face workshops.

**Domestic Fees**
Fees Free

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WITT
WESTERN INSTITUTE OF TECHNOLOGY AT TARANAKI
TE KURA MATATINI O TARANAKI

# New Zealand Certificate in Business (First Line Management) (Level 4)



**Already a manager? Get the training to match.**

Maybe you became a manager because you were good at your job. Maybe you've worked your way up and learned on the go. Either way, managing people is a very different skill from doing the job yourself.

The New Zealand Certificate in Business (First Line Management) (Level 4) gives you the practical skills and confidence to lead people, manage performance and keep your team and workflow on track without taking you away from work for weeks at a time.

Across just four face-to-face workshops, you'll learn how to communicate effectively, motivate and manage your team, handle workplace challenges, set clear objectives and adapt your leadership style to different people and situations. You'll then put what you learn into practice in your own workplace through assessments.

And, best of all, this programme is free for domestic students.

If you're already managing people, don't leave your leadership development to trial and error. Get the skills, tools and recognised qualification to become the manager your team needs.

Are you running a business in New Plymouth that would like to upskill your team for free? We can come to your workplace and schedule workshop dates that suit you and your team! Reach out to info@witt.ac.nz to schedule.

Each of the four courses includes a one-day workshop. Between workshops assessments will be completed. Can be run in the workplace for 10 or more participants.

## Graduates will learn how to:

- manage work flows in an operational context to achieve team objectives.
- assess against agreed criteria and respond appropriately to achieve operational objectives.
- motivate and involve teams to achieve the entity's objectives.
- communicate to develop relationships with team members and stakeholders.
- manage relationships within a team to sustain a productive workplace environment.
- promote an inclusive environment to value diversity for positive performance for the entity.
- demonstrate professional and ethical behaviour, in a socially and culturally appropriate manner in leading a team.
- adapt leadership styles for effectiveness in different environments.
- comply with internal policies, legislation and other external requirements for the entity.
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## Courses

**BSNS4401**

### Business Environment

The aim of this course is to develop knowledge, skills and attributes to resolve factors that impact on a business entity and promote workplace relationships.

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**BSNS4402**

### Team Leadership

The aim of this course is to develop knowledge, skills and attributes to lead effective teams.

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WITT reserves the rights to withdraw or adjust programmes, alter start date or fee schedules, and make any other changes as it may deem desirable or necessary, without prior notice. All programmes are subject to a sufficient number of enrolments and completion of all approval and accreditation requirements.

WITT and this programme are part of Te Pūkenga – New Zealand Institute of Skills and Technology

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Last updated: 24 September 2026

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**BSNS4403**

### Managing Teams

The aim of this course is to develop knowledge, skills and attributes to motivate a team and manage team workflow.

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**BSNS4404**

### Setting and Meeting Objectives

The aim of this course is to develop knowledge, skills and attributes to manage workflow and address performance and workflow variation.

## Programme Specific Information

Blended learning is online and self-directed, plus you must attend four one-day face-to-face workshops. Each course begins with workshops, which are delivered at the New Plymouth Campus on Bell Street.

To enrol into this programme you must be in a work situation (employed or voluntary) that allows you to evidence each of the tasks listed in the bullet points above. In the event of any applications or enquiries from prospective students who are not in a suitable employment or voluntary work situation or for any other reason are considered to be unlikely to be able to successfully complete the programme, advice will be provided regarding more suitable options.

Entry requirements

To be admitted to this programme applicants must hold one of the following:

40 credits at NCEA Level 1, including 10 Literacy credits and 10 Numeracy credits; or a recognised equivalent;

OR

a relevant qualification at NZQF Level 2 or above; (for example: *New Zealand Certificate in Business (Administration and Technology) (Level 3)* [Ref: 2452]; or *New Zealand Certificate in Business (Introduction to Team Leadership) (Level 3)* [Ref: 2453]; or *New Zealand Certificate in Business (Introduction to Small Business) (Level 3)* [Ref: 2454])

OR

a recognised equivalent.

**2026 Workshop Dates**

- 24 April – Business Environment
- 15 May – Team Leadership
- 5 June – Managing Teams
- 26 June – Setting and Meeting Objectives

## Is there any "homework" before the workshop days?

Yes there is! Once you have signed up for this programme, you'll receive access to the online modules. Each module relates to one of the workshops and needs to be completed, including the assessment, before the workshop.

## How much time will this programme take?

Each online module will take about 6 weeks and approximately 6 hours per week. you'll do these before the workshop dates. The workshops are full days.

## This programme is free. Do I need to apply for any "fees free?"

No, this programme is free without you needing to apply for funding or anything else. All you need to do is sign up!

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