



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



Domestic Fees

Fees Free



Intakes

01/09/2025



Campus

Online



Duration

1 semester (Applications
close 12pm 18 August
2025)



witt.ac.nz



This qualification will give you the skills and knowledge to be able to work in a range of office administration roles.

Graduates of this programme will be able to perform a wide range of administrative duties and tasks under broad guidance, in accordance with ngā kaupapa o te Tiriti o Waitangi (the principles of the Treaty of Waitangi), and in a multi-cultural environment.

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

What You'll Learn

By completing this qualification, you will be able to:

- Select and apply business applications and technological devices to provide administrative services to meet business needs.
- Process comprehensive data, produce detailed information, and perform detailed financial calculations for business purposes.
- Maintain administrative systems and processes and make recommendations for improvements to meet business needs
- Collaborate and contribute to the achievement of team objectives.
- Select and apply customer service techniques to consistently meet stakeholder expectations.
- Behave professionally and ethically and in a socially and culturally responsible manner, and apply personal and interpersonal skills in administration roles, to support the performance of the entity.

Flexible Online Learning with Local Support

This programme offers the best of both worlds; the flexibility of online study through Open Polytechnic combined with the benefits of local campus access.

You'll study online at your own pace, from anywhere. However, as a WITT learner, you'll also have the option to:

- Utilise local campus facilities, such as the library, computers, and gym.
- Attend optional in-person workshops and support sessions for additional help.

To ensure a smooth online learning experience, you'll need:

- A laptop or desktop computer (smartphones and tablets aren't suitable for this programme).
- Reliable broadband internet access.
- A data plan that can handle online learning tasks like streaming videos, downloading materials, and submitting assessments.

Unsure if your current setup meets these requirements? Contact us before you enrol - we're here to help you prepare for your studies.

Entry Requirements

General Admission

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; a relevant qualification at NZQF Level 2 or above.

Special Admission

Any ākonga who is 20 years of age or older and has not reached the general admission requirements for their intended programme is eligible for Special Admission. Te Pūkenga works with the ākonga to ensure they are prepared for their intended programme.

Discretionary Admission

Any ākonga who is not yet 20 years of age and has not reached the general admission requirements for their intended programme may be eligible for Discretionary Admission. In assessing whether to grant Discretionary

Admission, the delegated authority focuses on the applicant's level of preparedness for their intended programme.

English Language Requirements

All applicants (international and domestic) for whom English or te reo Māori is not a first language need to provide evidence that they have the necessary English language proficiency required for the programme.

International applicants are required to have an IELTS score of 5.5 (general or academic) with no individual band lower than 5 from one test taken in the preceding two years, or an equivalent described in [NZQA Rules](#).

Career Opportunities

This qualification will give you the skills and knowledge to be employed in a wide range of general business administration roles in a variety of sectors, including business and cultural or community contexts.