



National Diploma in Business Administration (Level 5) - Via Assessment of Prior Learning (APL)

- Do you have significant responsibility for the smooth operation of administrative services and management support?
- Do you call on your wide ranging knowledge of the environment in which you work, in order to manage projects, staffing, finances or relationships with relevant people, groups and organisations?
- Would you like a qualification that reflects your expertise?

Then consider gaining the National Diploma in Business Administration (Level 5) via APL.

WHAT IS THE NATIONAL DIPLOMA IN BUSINESS ADMINISTRATION (LEVEL 5)?

This National Diploma is designed to:

- Recognise the competence, knowledge and skills required for people to plan and coordinate business administration functions and operations, and provide business administration services in a wide range of business and organisational contexts
- Cater for diverse positions ranging from sole charge situations to working within administration and management teams.

This qualification will suit you if you have a complex administrative role within an organisation, whether business, not for profit or service sector (education, health etc). You will have considerable autonomy in your functioning and use sound problem solving and solution focussed skills.

In addition you are likely to have significant responsibility for an area of business administration activity, such as:

- Selecting, supervising and training staff
- Sourcing financial information, developing, reviewing and monitoring budgets
- Planning, managing and reviewing contracts
- Developing and managing travel itineraries and arrangements
- Managing events or projects
- Developing and implementing administrative systems
- Preparing and presenting business information
- Establishing, maintaining and strengthening stakeholder, supplier and customer relationships.

WHAT IS APL?

APL is an innovative approach to recognising people's learning experiences. Through APL you can prove what you have learned through experience, and then gain academic qualifications for this learning.

Capable NZ at Otago Polytechnic has developed a world-class, quality-assured APL process for a wide range of NZQA qualifications.

WHAT DO I HAVE TO DO?

The APL process has two parts: facilitated preparation and presentation for assessment.

1. Facilitated Preparation

The aim of the facilitated preparation is to provide you with a framework with which to explore the understandings that have informed and underpinned your work.

You work with a Capable NZ facilitator, face-to-face and/or at a distance, and sometimes also in group workshops, to develop a presentation which will demonstrate that you have 'developed the skills and understandings that meet the requirements of the qualification'.

In developing your presentation, you will build up significant understandings around key experiences or projects.

The facilitation process gives you an opportunity to have your presentation critiqued prior to assessment. You and your facilitator will decide when you are ready to present for assessment.

2. Presentation for Assessment

The assessment will be conducted by highly experienced business administration assessors with specialised APL training.

You will receive verbal feedback during the presentation, and then a written report, which will either confirm that you have gained the Diploma, or that there are further areas of taught learning which you need to complete the Diploma.

FEE:

Available on application.

MORE QUESTIONS:

If you still have questions, please contact Capable NZ (details following), or your Capable NZ facilitator (if you have already been accepted into this process).

Phone: 0800 762 786

Email: info@capablenz.ac.nz

www.otagopolytechnic.ac.nz/schools-departments/prior-learning-capl.html

*DISCLAIMER: While every effort is made to ensure that this sheet is accurate, Otago Polytechnic reserves the right to amend, alter or withdraw any of the contained information. Otago Polytechnic is accredited under the provisions of the Education Act 1989 to provide this programme. Otago Polytechnic gained "Quality Assured" status in 2003 when the quality management systems were accredited by ITP Quality. This status has been confirmed and maintained following subsequent biennial external audits.

>

>