

**He Puka Whakaaetanga,
Whakamana Hōtaka |
Programme Socialisation
Document**

**Programme of Study:
New Zealand Diploma in Primary Industry Business
Management (Level 5)**

**Leading to the award of:
NZ 2221 New Zealand Diploma in Primary Industry
Business Management (Level 5)**



Te Pūkenga

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Ngā Ihirangi | Contents

1	New Zealand Diploma in Agribusiness Management (Level 5)	1
1.1	Te Tūhono Kawenga Hōtaka A Unified Portfolio of Programmes	1
1.2	Te Huanui Whakawhanake i te Hōtaka Development Approach.....	2
1.3	Te Whakawhitinga ki te Tūhono Kawenga Hōtaka Transition to the Unified Programme	3
	Appendix 1: Te Hono o te Kahurangi Qualification Details	4
	Appendix 2: Waeture ā-Hōtaka Programme Regulations	7
	Appendix 3: Ngā Hua o te Ako me te hāngai ki Ngā Putanga Ako a te Tauira Learning Outcomes and Assessment Mapped to Graduate Profile Outcomes	9
	Appendix 4: Akoranga Courses	11

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1 New Zealand Diploma in Agribusiness Management (Level 5)

1.1 Te Tūhono Kawenga Hōtaka | A Unified Portfolio of Programmes

Te Pūkenga aims to develop a unified, sustainable, public network of regionally accessible vocational education programmes that have our ākonga (students) at the centre. This application for programme approval and accreditation forms part of the development of a national network of provision requiring partnerships and cooperation with co-responsibilities for programme delivery. This is consistent with Te Pūkenga academic delivery innovation strategic direction, which is aimed at establishing a coherent portfolio of programmes that will support ākonga, employers and industry to make informed decisions about future study and employment and achieve a sustainable network of ongoing delivery.

In order to develop a coherent portfolio of programmes that supports the above strategic direction, a unification process has been established that is aimed at achieving a future state of (in the main) one programme per qualification that supports and allows for a range of delivery modes, namely blended, distance and work-based learning. Currently, Te Pūkenga needs to work within the parameters of Programmes of Industry Training reporting via the ITR and Programmes of Study reporting via the SDR (as integrated NZ Programmes / Skills Standards and an integrated TEC reporting system are not yet available). The unified programme of study presented here unifies on-campus, blended and distance approaches, reported through the current SDR.

The unification process has been designed to employ a collaborative approach to redevelopment that will ensure that programme design meets the criteria set by [Te Pūkenga Charter](#) and our commitments under [Te Pae Tawhiti](#), our Te Tiriti o Waitangi Excellence Framework, and [Te Rito](#), our Ākonga at the Centre research project and reports. This approach also fulfills the expectations of the emerging Whiria Te Pūkenga (Mātauranga Māori Framework) and Te Pūkenga Ako Framework (Learning and Teaching Framework).

One of Te Pūkenga educational priorities is a relentless focus on equity and ensuring participation. Therefore, equity is integrated and embedded into Te Pūkenga operating model blueprint and business case. Te Pūkenga is also committed to putting ākonga at the centre of all we do, and working towards equity and success for ākonga of all genders, ethnicities, cultures and abilities, as outlined in our [Equity and Ākonga Success Strategy](#).

In 2020, Te Pūkenga commissioned the Ākonga at the Centre research project to gain insights from ākonga (and those that supported them) on the barriers and enablers to their success across the current learner journey. The project applied Te Tiriti o Waitangi inspired principles of excellence and used Critical Bicultural and Human Centred Design methodologies as a new and innovative approach for the public sector. The research led to three [Te Rito reports](#), focusing on Māori, Pacific and Disabled ākonga, respectively. [Te Rito](#) framework builds towards our Equity Outcomes framework, its purpose being to guide Te Pūkenga in its response to the unique needs of all ākonga, with a priority focus on Māori, Pacific and Disabled ākonga.

In accordance with Te Tiriti o Waitangi, Te Pūkenga is focused on ensuring our services work well and respond with excellence to the needs of Māori ākonga and their whānau, and to the aspirations of iwi and Māori communities throughout Aotearoa New Zealand. This objective comes from our Charter, our legislative mandate, and from the will of our Council, and is supported by the opportunities outlined in [Te Rito Report Part One](#). In working to achieve this objective, we know it is not Māori ākonga or communities that need to change to fit with us; rather it is our responsibility to ensure our services improve for the betterment of Māori.

In terms of the needs of Pacific ākonga, [Te Rito Report Part Two](#) indicated a range of opportunities to be taken up by Te Pūkenga. These range from targeted support for the wellbeing of Pacific learners to empowering and bringing effect to Pacific hopes and dreams for intergenerational development and prosperity. Te Pūkenga is committed to ensuring all Pacific ākonga and kaimahi feel that they belong, that their voices are heard, that the use of Pacific languages is normalised and that their cultures are valued.

In terms of the needs of Disabled ākonga, [Te Rito Report Part Three](#) indicated the need for Te Pūkenga to provide appropriate impairment-related learning support for Disabled ākonga to achieve their academic potential and to resolve barriers to learning. The research also indicated the need for mental wellbeing support, the reduction of financial barriers, a focus on the development of digital literacy skills and ensuring access to the physical learning environment. Te Pūkenga has developed a national strategic disability action plan, which incorporates the Enabling Good Lives principles. The National Strategic Disability Action Plan implements the Accessibility Charter across Aotearoa New Zealand and supports consistent data collection on Disabled ākonga, and training. The plan provides a unified national strategy across Te Pūkenga and was developed with ākonga and kaimahi (staff). The plan provides a comprehensive road map towards a vocational system that hears the voices of Disabled ākonga and what they need to succeed.

The unified programme presented here contributes to the ability of Te Pūkenga to offer a coherent portfolio of programmes that responds to the needs of ākonga, industries, iwi, hapū, hapori, Māori communities and Pacific communities. This also begins to take us towards addressing some of the inequities that exist for priority ākonga.

1.2 Te Huanui Whakawhanake i te Hōtaka | Development Approach

The New Zealand Diploma in Primary Industry Business Management (Level 5) qualification was updated, with Version 2 published in October 2019. The last date for assessments to take place for Version 1 of this qualification is 31 December 2023. Therefore, rather than each network partner dedicating time and resource to develop programmes of study for the new version individually, one programme of study was developed / selected and revised to become the unified programme of study.

The programme of study presented here is based on a collaborative design process across the following Te Pūkenga network partners:

- Ara Institute of Canterbury Ltd (ARA)
- Otago Polytechnic (OP)
- Northland Polytechnic Ltd (NorthTec)
- Southern Institute of Technology Ltd (SIT)
- Primary ITO
- Waikato Institute of Technology Ltd (Wintec)

The collaborative design process was supported by two groups: (i) a Steering Group with representation from every relevant network partner, i.e., every network partner delivering programmes of study in the broad discipline area of Business and Management; and (ii) a Working Group tasked specifically with the unification of this programme of study. The Workforce Development Council was included in the Steering Group membership, and has thus been engaged in the unification process. The functions of the Steering Group were defined in a mutually agreed Terms of Reference, and included the following:

- oversight of the development of a single unified programme for each qualification Te Pūkenga delivers in the discipline area

- leading engagement with regional internal and external partners (including (i) relevant regional industry, including Māori and Pacific employers; (ii) communities at a local level, including hapū and iwi, and Pacific communities; (iii) Te Pūkenga kaimahi; and (iv) ākonga)
- steering programme unification work and providing advice and support to Working Groups

The Working Group of members from the collaborating Te Pūkenga network partners listed above selected the Southern Institute of Technology Ltd (SIT) programme of study (an existing approved programme) for the programme unification process. The programme selection criteria included the following:

- Version changes or accreditation/regulatory body changes have already been made.
- The programme was developed in close partnership with industry, hapū, iwi and Pacific communities.
- The programme was updated within the past three years.
- Minor updates to the programme will allow it to align with Te Pūkenga Charter.
- The programme already enables multiple modes of delivery.
- Te Tiriti o Waitangi is evident across the programme.
- The programme is ākonga-centred and allows a focus on under-served ākonga (Māori, Pacific, Disabled) and adult and second-chance ākonga).
- Minor updates to the programme will enable it to align with industry and community needs and allow regional flexibility.
- The programme addresses identified future needs of ākonga, industry and community.

1.3 Te Whakawhitinga ki te Tūhono Kawenga Hōtaka | Transition to the Unified Programme

As is clear from the above, the unification of this programme of study was achieved by means of **transition** to a single unified programme, developed on the basis of existing approved programme offerings that were informed by regional/local needs. Thus, programme content and delivery are contextualised, and provide relevant pathways to meet the needs of those local communities.

It should be acknowledged that the selection of a current approved programme as the basis for the unified programme means that aspects of the selected programme will be adopted across the network, such as programme structure, course details, and the ways in which Mātauranga Māori is embedded throughout the programme. A Mātauranga Māori snapshot tool will be applied to this unified programme to identify how contextualised Mātauranga Māori content is evident and what next steps are required to enhance or develop this further.

The unified programme presented here contributes to the ability of Te Pūkenga to offer a coherent portfolio of programmes and takes us a step towards addressing some of the inequities that exist for priority ākonga. Transition arrangements may be required for ākonga who fail to successfully complete courses within the existing programme of any given network partner. To this end, each network partner currently delivering this programme will create its own transition plan based on equivalencies between existing and new courses. Transition pathways will be identified on a case-by-case basis, informed by these course equivalencies, logistics and individual ākonga knowledge gaps. All care will be taken to minimise any ākonga disadvantage by their transition to the new programme, while still maintaining the integrity of the new unified programme.

Appendix 1: Te Hono o te Kahurangi | Qualification Details

Details for the programme of study	NZQA Reference No.	Version No.	Credits	Level
New Zealand Diploma in Primary Industry Business Management	XXXXXX	2	120	5

which leads to the award of the following qualification

New Zealand Diploma in Primary Industry Business Management		2221	2	120	5
NZSCED	080301 Management and Commerce>Business and Management>Business Management				
Qualification developer	Muka Tangata - People, Food and Fibre Workforce Development Council				
Quality assurance body	New Zealand Qualifications Authority				
Next review	31/10/2024				
Next planned consistency review	2024				

Strategic purpose

The purpose of this qualification is to provide the primary industry with individuals who have the knowledge and skills to manage a wide range of primary industry business operations. Primary industry business operations may include farming, horticulture, fishing, apiculture and other similar activities.

This qualification is targeted at people who are in a management or supervisory role in a primary industry business, or who have some industry or other relevant experience and are ready to advance into a management role within a primary industry business.

Graduates will be capable of working in an autonomous management capacity and are likely to have control over the management of a primary industry business or a unit within a primary industry business.

Graduate profile

Graduates of this qualification will be able to:

1. Develop, implement and review a business plan for primary industry business operations to meet performance requirements
2. Plan, implement and review financial requirements using current and emerging technology to inform primary industry business decision making
3. Plan, implement and review staff employment and work allocation, and apply interpersonal and leadership skills to monitor staff performance, health, safety, and well-being requirements in a primary industry business

4. Plan, implement and review the environmental sustainability requirements of a primary industry business
5. Determine current business position, and develop a strategic plan for the future direction of a primary industry business.

Qualification education pathway

This qualification may build on the skills and knowledge from a range of qualifications across the primary industry sector.

- Graduates of this qualification may progress to relevant qualifications at Level 6 or above in business management.

Employment/cultural/community pathway

Graduates of this qualification will have the skills and knowledge to work or gain employment in a management or supervisory role in a range of primary industries.

Professional recognition/accreditation

Other requirements of the qualification (including regulatory body or legislative requirements)

None

General conditions for programme

TEOs arranging training or delivering programmes towards this qualification must ensure that the training arranged, and programmes of learning are kept up-to-date with regard to amendments to, and replacements of, industry standards relevant to the primary industry.

Programmes must comply with Legislation which includes but is not limited to - Health and Safety at Work Act 2015, Resource Management Act 1991.

For the purposes of programme development, a primary industry business is any business that is involved with activities such as farming, horticulture, apiculture, or fishing, which may be obtaining or providing raw materials for conversion into commodities or products for consumers.

Evidence used in assessment against programme outcomes must relate to a specific primary industry business.

Qualification version transition information

Version 2 of this qualification was published in October 2019 following a scheduled review.

The last date for assessment for programmes leading to version 1 of this qualification is 31 December 2023.

It is the intention of Primary ITO that no existing trainee should be disadvantaged by these transition arrangements.

Any person who considers they have been disadvantaged may appeal to:

Primary ITO

PO Box 10383

The Terrace

Wellington 6143

Email standards@primaryto.ac.nz

Appendix 2: Waeture ā-Hōtaka | Programme Regulations

In the regulations presented here, unless the context otherwise requires, ‘delegated authority’ refers to an individual or role holder, or in some cases a committee, who has been delegated the authority to make a decision within a specific circumstance. A schedule of the various relevant delegations is maintained by the Programme Committee responsible for the programme. Te Pūkenga aims to enable broad access for ākonga and is committed to providing barrier-free access and participation for Māori, Pacific, Disabled and other equity groups.

Whakatapoko | Admission

General admission	To be admitted to this programme, applicants must hold one of the following: i. 48 credits at NCEA Level 2 including 12 credits in English or Māori; or ii. A relevant qualification at NZQF Level 3 or above; or Equivalent; and iii. Must be in a position to access financial and production performance information about a specific agribusiness
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.
Additional requirements	
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 XXX (general or academic) with no individual band lower than XXX from one test taken in the preceding two years, or an equivalent described in NZQA Rules .

Tūtukitanga Whakamihi | Credit Recognition

The provisions and procedures for credit recognition through cross credit, credit transfer and recognition of prior learning in this programme are set out in with [Te Kawa Maiooro | Educational Regulatory Framework](#).

Tohu o te Hōtaka | Award of Qualification

<p>Credit requirements</p>	<p>To be awarded New Zealand Diploma in Primary Industry Business Management (Level 5), ākonga must achieve a minimum of 120 credits in the pattern set out in Table 1 below from the courses set out in Table 2 below.</p> <p>Table 1: Credit Requirements</p> <table border="1" data-bbox="451 412 1385 533"> <thead> <tr> <th>Level</th> <th>Compulsory credits</th> <th>Elective credits</th> <th>Total credits</th> </tr> </thead> <tbody> <tr> <td>5</td> <td>120</td> <td>0</td> <td>120</td> </tr> <tr> <td colspan="3">Total credits</td> <td>120</td> </tr> </tbody> </table> <p>Table 2: Schedule of Courses</p> <table border="1" data-bbox="451 584 1385 1227"> <thead> <tr> <th>NZ2221</th> <th>New Zealand Diploma in Primary Industry Business Management (Level 5)</th> <th>Credits</th> <th>Pre-requisites</th> </tr> </thead> <tbody> <tr> <td colspan="4">Level 5</td> </tr> <tr> <td>NSCI5501</td> <td>Primary Industry Business Planning</td> <td>15</td> <td></td> </tr> <tr> <td>NSCI5502</td> <td>Fundamentals of Financial Management & Planning</td> <td>15</td> <td></td> </tr> <tr> <td>NSCI5503</td> <td>Financial Analysis for Primary Industries</td> <td>15</td> <td></td> </tr> <tr> <td>NSCI5504</td> <td>Human Resource Management in Primary Industries</td> <td>15</td> <td></td> </tr> <tr> <td>NSCI5505</td> <td>Workplace Compliance in Primary Industries</td> <td>15</td> <td></td> </tr> <tr> <td>NSCI5506</td> <td>Environmental Sustainability for Primary Industries</td> <td>15</td> <td></td> </tr> <tr> <td>NSCI5507</td> <td>Business Risk Management for Primary Industry</td> <td>15</td> <td></td> </tr> <tr> <td>NSCI5508</td> <td>Primary Industry Strategic Analysis and Reporting</td> <td>15</td> <td>NSCI5501/2/3/4/5/6/7</td> </tr> <tr> <td colspan="2">Total compulsory credits @ Level 5</td> <td colspan="2">120</td> </tr> <tr> <td colspan="2">TOTAL CREDITS</td> <td colspan="2">120</td> </tr> </tbody> </table>	Level	Compulsory credits	Elective credits	Total credits	5	120	0	120	Total credits			120	NZ2221	New Zealand Diploma in Primary Industry Business Management (Level 5)	Credits	Pre-requisites	Level 5				NSCI5501	Primary Industry Business Planning	15		NSCI5502	Fundamentals of Financial Management & Planning	15		NSCI5503	Financial Analysis for Primary Industries	15		NSCI5504	Human Resource Management in Primary Industries	15		NSCI5505	Workplace Compliance in Primary Industries	15		NSCI5506	Environmental Sustainability for Primary Industries	15		NSCI5507	Business Risk Management for Primary Industry	15		NSCI5508	Primary Industry Strategic Analysis and Reporting	15	NSCI5501/2/3/4/5/6/7	Total compulsory credits @ Level 5		120		TOTAL CREDITS		120	
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<p>Programme completion</p>	<p>The minimum time to complete this programme is 1 (full-time study) or 2 years (part-time study).</p> <p>The maximum time to complete this programme is 4 years.</p> <p>The delegated authority may approve an alternative maximum completion time.</p>																																																												

Waeture Aromatawai | Assessment Regulations

<p>Grading</p>	<p>Assessment in this programme is achievement-based.</p> <p>Grading follows the guidelines in Te Kawa Maiororo Educational Regulatory Framework.</p> <p>Specific assessment and/or course pass requirements are detailed in programme delivery documentation.</p>
<p>Assessment submission and additional opportunities</p>	<p>Requirements and processes for</p> <ul style="list-style-type: none"> resit and/or resubmission opportunities for failed assessments, reassessment opportunities for failed courses, <p>are outlined in programme delivery documentation provided to ākonga at the start of their course.</p>

Appendix 3: Ngā Hua o te Ako me te hāngai ki Ngā Putanga Ako a te Taurira | Learning Outcomes and Assessment Mapped to Graduate Profile Outcomes

Course Code & Title		Course Aim & Outcomes		Assessment	GPO 1	GPO 2	GPO 3	GPO 4	GPO 5
NSCI5501	Primary Industry Business Planning	Aim	The aim of this course is to develop the knowledge, skills and attributes to enable students to review key concepts and develop a business plan for a primary industry organisation.		All LOs: Assessment portfolio (100%)	✓			
		LO1	Review the key concepts of business management and planning processes for a primary industry organisation.						
		LO2	Research and interpret information about the current state of a primary industry organisation.						
		LO3	Develop a business plan for a primary industry organisation.						
NSCI5502	Fundamentals of Financial Management & Planning	Aim	The aim of this course is to develop the knowledge, skills and attributes to provide students with the knowledge and skills to manage and present finances for a primary industry organisation.		All LOs: Assessment portfolio (100%)		✓		
		LO1	Compile and analyse financial management information for a primary industry organisation.						
		LO2	Apply knowledge of taxation to a primary industry organisation.						
		LO3	Identify and evaluate opportunities to finance a primary industry organisation.						
NSCI5503	Financial Analysis for Primary Industries	Aim	The aim of this course is to provide students with the skills to review and analyse the financial requirements of a primary industry organisation.		All LOs: Assessment portfolio (100%)	✓	✓		
		LO1	Benchmark the physical and financial performance drivers of a primary industry organisation.						
		LO2	Prepare financial analysis reports for a primary industry organisation using suitable technology.						
		LO3	Develop a proposal to obtain finance for a primary industry organisation.						
		LO4	Develop a financial plan for a primary industry organisation.						
NSCI5504	Human Resource Management in Primary Industries	Aim	The aim of this course is to enable students to develop the knowledge and skills required to manage staffing requirements within a primary industry organisation.		All LOs: Assessment portfolio (100%)		✓		
		LO1	Identify the employment obligations and professional communication processes needed in a primary industry organisation.						
		LO2	Outline the processes for managing the recruitment, selection, induction and termination of staff for a primary industry organisation.						
		LO3	Identify and evaluate strategies for managing work allocation, training, well-being, working relationships, social and cultural aspects of working in teams.						
		LO4	Develop strategies to implement and monitor staff performance and training within a primary industry organisation.						
NSCI5505	Workplace Compliance in Primary Industries	Aim	The aim of this course is to enable students to develop a compliant health, safety and wellbeing plan in an Aotearoa New Zealand context.		All LOs: Assessment portfolio (100%)	✓	✓		
		LO1	Identify workplace compliance and legislative requirements within an Aotearoa New Zealand primary industry organisation.						
		LO2	Develop a compliant health, safety, and wellbeing plan for a primary industry organisation.						
		LO3	Review strategies to assess, monitor and respond to employee wellbeing within a primary industry organisation.						
NSCI5506	Environmental Sustainability for Primary Industries	Aim	The aim of this course is to enable students to plan and manage environmental sustainability in a primary industry organisation.		All LOs: Assessment portfolio (100%)			✓	
		LO1	Analyse the natural and physical resources relevant to the management of a primary industry organisation.						
		LO2	Describe the roles and requirements of central government and regional and district authorities relating to the environmental sustainability of a primary industry organisation.						
		LO3	Identify and analyse environmental management practices which enhance sustainability in a primary industry organisation.						

Course Code & Title		Course Aim & Outcomes		Assessment	GPO 1	GPO 2	GPO 3	GPO 4	GPO 5
					Develop, implement, and review a business plan for primary industry business operations to meet performance requirements.	Plan, implement, and review financial requirements using current and emerging technology to inform primary industry business decision making.	Plan, implement, and review staff employment and work allocation, and apply interpersonal and leadership skills to monitor staff performance, health, safety, and well-being requirements in a primary industry business.	Plan, implement, and review the environmental sustainability requirements of a primary industry business.	Determine current business position, and develop a strategic plan for the future direction of a primary industry business.
	LO4	Develop an environmental sustainability plan for a primary industry organisation.						✓	✓
NSCI5507	Business Risk Management for Primary Industry		Aim	The aim of this course is to develop the knowledge, skills, and attributes to enable students to analyse and plan for risk management in a primary industry organisation.					
	LO1	Analyse the risk factors associated with the management of a primary industry organisation including economic, social, and environmental sustainability.		All LOs: Assessment portfolio (100%)	✓	✓	✓	✓	✓
	LO2	Develop a risk management plan for a primary industry organisation.			✓	✓	✓	✓	✓
NSCI5508	Primary Industry Strategic Analysis and Reporting		Aim	The aim of this course is to develop the knowledge, skills, and attributes to enable students to undertake strategic analysis of a primary industry organisation and produce a business report.					
	LO1	Analyse physical, financial and human resources for a primary industry organisation.		All LOs: Assessment portfolio (100%)	✓	✓	✓	✓	✓
	LO2	Identify and evaluate opportunities for the future strategic direction of a primary industry organisation.			✓	✓	✓	✓	✓
	LO4	Produce and present a primary industry business report.			✓	✓	✓	✓	✓

Appendix 4: Akoranga | Courses

The following Course Descriptors provide an overview of the content and structure of each course in the programme. Learning and teaching, and assessment activities will employ a range of elements drawn from approved methods to align with the context of the learning (delivery mode, regional specific requirement, etc.) and any particular needs of the group of ākongā.

PRIMARY INDUSTRY BUSINESS PLANNING					
Course code	NSCI5501	Level	5	Credits	15
Pre-requisites		Co-requisites			
Main programme	New Zealand Diploma in Primary Industry Business Management	Other programmes			
Delivery modes	Provider-based Provider-based (extramural)	Total learning hours (See course delivery document for detailed breakdown.)		150	

Course Specific Requirements: ...

Whāinga/He Tauākī Akoranga | Aim/Outcome Statement

The aim of this course is to develop the knowledge, skills and attributes to enable students to review key concepts of business management and planning processes and develop a business plan for a primary industry organisation.

Ngā Hua o te Ako | Learning Outcomes

Upon the successful completion of this course, ākongā will be able to...		Graduate outcome alignment
LO1	Review key concepts of business management and planning processes for a primary industry organisation.	GPO 1
LO2	Research and interpret information about the current state of a primary industry organisation.	GPO 1
LO3	Develop a business plan for a primary industry organisation.	GPO 1 & 5

Ngā Tūtohu o te Kiko | Indicative Content

LO1	<ul style="list-style-type: none"> • Vision • Succession/exit planning • Business structures/ownership for example trust, company, partnerships • Internal and external business environments • Maori Primary Industry Business • Governance • Sustainability • Goal setting
LO2	<ul style="list-style-type: none"> • Business values • SWOT analysis

	<ul style="list-style-type: none"> • Understanding and setting KPIs
LO3	<ul style="list-style-type: none"> • Produce a sustainable Business Plan • Objectives and action plans • Future planning • Implementation and review

Ngā Mahi Ako me te Whakaako | Learning & Teaching Activities

Learning and teaching activities will employ a range of elements drawn from approved methods to align with the context of the learning (delivery mode, regional specific requirement, etc.) and any particular needs of the group of ākongā.

Aromatawai | Assessment

Assessment in this course is achievement-based. Ākongā will be advised of all matters relating to summative assessment at the start of the course.

Assessment activity	Weighting	Learning outcomes
Assessment portfolio Will employ a range of elements drawn from approved methods to align with the context of the learning (delivery mode, regional specific requirement, etc.) and any particular needs of the group of ākongā.	100%	All

Ākongā are required to provide sufficient evidence against all learning outcomes in order to pass the course.

Ngā Rauemi Ako | Learning Resources

All required and recommended resources are advised to ākongā via course outlines.

Version Tracking

Ver No.	Approved by	Approval date	Effective from	Description of change

FUNDAMENTALS OF FINANCIAL MANAGEMENT & PLANNING

Course code	NSCI5502	Level	5	Credits	15
Pre-requisites		Co-requisites			
Main programme	New Zealand Diploma in Primary Industry Business Management	Other programmes			
Delivery modes	Provider-based Provider-based (extramural)	Total learning hours (See course delivery document for detailed breakdown.)		150	

Course Specific Requirements: ...

Whāinga/He Tauākī Akoranga | Aim/Outcome Statement

The aim of this course is to develop the knowledge, skills and attributes to manage and present finances for a primary industry organisation.

Ngā Hua o te Ako | Learning Outcomes

Upon the successful completion of this course, ākonga will be able to...		Graduate outcome alignment
LO1	Compile and analyse financial management information for a primary industry organisation.	GPO 2
LO2	Apply principles of taxation to a primary industry organisation.	GPO 2
LO3	Identify and evaluate opportunities to finance a primary industry organisation.	GPO 2

Ngā Tūtohu o te Kiko | Indicative Content

LO1	<ul style="list-style-type: none"> Understand value of product. Understand how income and expenses are determined. Develop of annual budgets and cashflow forecasts. Determine seasonal finance requirements. Management/operational plans Expenditure, valuation, accounts payable/receivable, profit and loss accounts Financial Statements Current and emerging technology
LO2	<ul style="list-style-type: none"> GST and PAYE Broad understanding of taxation ACC Depreciation Understand how income and expenses are determined for taxation
LO3	<ul style="list-style-type: none"> Business ownership opportunities for example lease, equity, livestock Gross Margin analysis Partial budget

	<ul style="list-style-type: none"> • Sensitivity analysis • Sources of finance
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Ngā Mahi Ako me te Whakaako | Learning & Teaching Activities

Learning and teaching activities will employ a range of elements drawn from approved methods to align with the context of the learning (delivery mode, regional specific requirement, etc.) and any particular needs of the group of ākongā.

Aromatawai | Assessment

Assessment in this course is achievement-based. Ākongā will be advised of all matters relating to summative assessment at the start of the course.

Assessment activity	Weighting	Learning outcomes
Assessment portfolio Will employ a range of elements drawn from approved methods to align with the context of the learning (delivery mode, regional specific requirement, etc.) and any particular needs of the group of ākongā.	100%	All

Ākongā are required to provide sufficient evidence against all learning outcomes in order to pass the course.

Ngā Rauemi Ako | Learning Resources

All required and recommended resources are advised to ākongā via course outlines.

Version Tracking

Ver No.	Approved by	Approval date	Effective from	Description of change

FINANCIAL ANALYSIS FOR PRIMARY INDUSTRIES

Course code	NSCI5503	Level	5	Credits	15
Pre-requisites		Co-requisites			
Main programme	New Zealand Diploma in Primary Industry Business Management	Other programmes			
Delivery modes	Provider-based Provider-based (extramural)	Total learning hours (See course delivery document for detailed breakdown.)		150	

Course Specific Requirements: ...

Whāinga/He Tauākī Akoranga | Aim/Outcome Statement

The aim of this course is to provide students with the skills to review and analyse the financial requirements of a primary industry organisation.

Ngā Hua o te Ako | Learning Outcomes

Upon the successful completion of this course, ākonga will be able to...		Graduate outcome alignment
LO1	Benchmark the physical and financial performance drivers of a primary industry organisation.	GPO 1 & 2
LO2	Prepare financial analysis reports for a primary Industry organisation using suitable technology.	GPO 2
LO3	Develop a proposal to obtain finance for a primary industry organisation.	GPO 2
LO4	Develop a financial plan for a primary industry organisation.	GPO 1, 2 & 5

Ngā Tūtohu o te Kiko | Indicative Content

LO1	<ul style="list-style-type: none"> • Benchmarking and KPI's • Profitability tools • Growing equity • Assets and liabilities • Demonstrate financial monitoring skills
LO2	<ul style="list-style-type: none"> • Determine break even points • Return on Investment • Return on equity • Current and emerging technology • Collection of robust financial information • Use sensitivity analysis
LO3	<ul style="list-style-type: none"> • Bank proposals • Lending • Sources of capital/Investment opportunities

LO4	<ul style="list-style-type: none"> • Financial Risk and mitigation • debt management • financial analysis reports • CAPEX • Implementation and review
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Ngā Mahi Ako me te Whakaako | Learning & Teaching Activities

Learning and teaching activities will employ a range of elements drawn from approved methods to align with the context of the learning (delivery mode, regional specific requirement, etc.) and any particular needs of the group of ākongā.

Aromatawai | Assessment

Assessment in this course is achievement-based. Ākongā will be advised of all matters relating to summative assessment at the start of the course.

Assessment activity	Weighting	Learning outcomes
Assessment portfolio Will employ a range of elements drawn from approved methods to align with the context of the learning (delivery mode, regional specific requirement, etc.) and any particular needs of the group of ākongā.	100%	All

Ākongā are required to provide sufficient evidence against all learning outcomes in order to pass the course.

Ngā Rauemi Ako | Learning Resources

All required and recommended resources are advised to ākongā via course outlines.

Version Tracking

Ver No.	Approved by	Approval date	Effective from	Description of change

HUMAN RESOURCE MANAGEMENT IN PRIMARY INDUSTRIES

Course code	NSCI5504	Level	5	Credits	15
Pre-requisites		Co-requisites			
Main programme	New Zealand Diploma in Primary Industry Business Management	Other programmes			
Delivery modes	Provider-based Provider-based (extramural)	Total learning hours (See course delivery document for detailed breakdown.)		150	

Course Specific Requirements: ...

Whāinga/He Tauākī Akoranga | Aim/Outcome Statement

The aim of this course is to enable students to develop the knowledge and skills required to manage staffing requirements within a primary industry organisation.

Ngā Hua o te Ako | Learning Outcomes

Upon the successful completion of this course, ākonga will be able to...		Graduate outcome alignment
LO1	Identify the employment obligations and professional communication processes needed in a primary industry organisation.	GPO 3
LO2	Apply leadership and interpersonal skills to manage the recruitment, selection, induction and termination of staff for a primary industry organisation.	GPO 3
LO3	Identify and evaluate strategies for managing work allocation, training, well-being, working relationships, social and cultural aspects of working in teams.	GPO 3
LO4	Develop strategies to implement and monitor staff performance and training within primary industry organisation.	GPO 3

Ngā Tūtohu o te Kiko | Indicative Content

LO1	<ul style="list-style-type: none"> • HR structures and functions/processes • Good faith and fair and reasonable process • Communication
LO2	<ul style="list-style-type: none"> • Recruitment, selection and induction and exit processes • Induction/orientation programmes • Job description and employment agreements • Leadership skills • Courageous conversations
LO3	<ul style="list-style-type: none"> • Learning styles • Training and development • Work allocation

	<ul style="list-style-type: none"> • Social and cultural aspects • Retaining staff • Teamwork/team building
LO4	<ul style="list-style-type: none"> • Performance management systems and processes • Attitudes and behaviours

Ngā Mahi Ako me te Whakaako | Learning & Teaching Activities

Learning and teaching activities will employ a range of elements drawn from approved methods to align with the context of the learning (delivery mode, regional specific requirement, etc.) and any particular needs of the group of ākonga.

Aromatawai | Assessment

Assessment in this course is achievement-based. Ākonga will be advised of all matters relating to summative assessment at the start of the course.

Assessment activity	Weighting	Learning outcomes
Assessment portfolio Will employ a range of elements drawn from approved methods to align with the context of the learning (delivery mode, regional specific requirement, etc.) and any particular needs of the group of ākonga.	100%	All

Ākonga are required to provide sufficient evidence against all learning outcomes in order to pass the course.

Ngā Rauemi Ako | Learning Resources

All required and recommended resources are advised to ākonga via course outlines.

Version Tracking

Ver No.	Approved by	Approval date	Effective from	Description of change

WORKPLACE COMPLIANCE IN PRIMARY INDUSTRIES

Course code	NSCI5505	Level	5	Credits	15
Pre-requisites		Co-requisites			
Main programme	New Zealand Diploma in Primary Industry Business Management	Other programmes		150	
Delivery modes	Provider-based Provider-based (extramural)	Total learning hours (See course delivery document for detailed breakdown.)			

Course Specific Requirements: ...

Whāinga/He Tauākī Akoranga | Aim/Outcome Statement

The aim of this course is to enable students to develop a compliant health, safety and wellbeing plan in an Aotearoa New Zealand context.

Ngā Hua o te Ako | Learning Outcomes

Upon the successful completion of this course, ākonga will be able to...		Graduate outcome alignment
LO1	Identify workplace compliance and legislative requirements within an Aotearoa New Zealand primary industry organisation.	GPO 1 & 3
LO2	Develop a compliant health, safety, and wellbeing plan for a primary industry organisation.	GPO 1, 3 & 5
LO3	Review strategies to assess, monitor and respond to employee wellbeing within a primary industry organisation.	GPO 3

Ngā Tūtohu o te Kiko | Indicative Content

LO1	<ul style="list-style-type: none"> • Employment legislation, agreements and procedures • Workplace compliance • Worksafe & ACC
LO2	<ul style="list-style-type: none"> • Health, safety and wellbeing in Aotearoa New Zealand • Implementation and review
LO3	<ul style="list-style-type: none"> • Conflict management • Wellness / wellbeing monitoring and strategies

Ngā Mahi Ako me te Whakaako | Learning & Teaching Activities

Learning and teaching activities will employ a range of elements drawn from approved methods to align with the context of the learning (delivery mode, regional specific requirement, etc.) and any particular needs of the group of ākonga.

Aromatawai | Assessment

Assessment in this course is achievement-based. Ākonga will be advised of all matters relating to summative assessment at the start of the course.

Assessment activity	Weighting	Learning outcomes
Assessment portfolio Will employ a range of elements drawn from approved methods to align with the context of the learning (delivery mode, regional specific requirement, etc.) and any particular needs of the group of ākongā.	100%	All

Ākongā are required to provide sufficient evidence against all learning outcomes in order to pass the course.

Ngā Rauemi Ako | Learning Resources

All required and recommended resources are advised to ākongā via course outlines.

Version Tracking

Ver No.	Approved by	Approval date	Effective from	Description of change

ENVIRONMENTAL SUSTAINABILITY FOR PRIMARY INDUSTRIES

Course code	NSCI5506	Level	5	Credits	150
Pre-requisites		Co-requisites			
Main programme	New Zealand Diploma in Primary Industry Business Management	Other programmes			
Delivery modes	Provider-based Provider-based (extramural)	Total learning hours (See course delivery document for detailed breakdown.)		150	

Course Specific Requirements: ...

Whāinga/He Tauākī Akoranga | Aim/Outcome Statement

The aim of this course is to enable students to plan and manage environmental sustainability in a primary industry organisation.

Ngā Hua o te Ako | Learning Outcomes

Upon the successful completion of this course, ākonga will be able to...		Graduate outcome alignment
LO1	Analyse the natural and physical resources relevant to the management of a primary industry organisation.	GPO 4
LO2	Describe the roles and requirements of central government and regional and district authorities relating to the environmental sustainability of a primary industry organisation.	GPO 4
LO3	Identify and analyse environmental management practices which enhance sustainability in a primary industry organisation.	GPO 4
LO4	Develop an environmental sustainability plan for a primary industry organisation.	GPO 4 & 5

Ngā Tūtohu o te Kiko | Indicative Content

LO1	<ul style="list-style-type: none"> Physical and natural resources Effects of climate change
LO2	<ul style="list-style-type: none"> Interrelated business service industries Central and local government regulations Resource Management Act The Treaty of Waitangi
LO3	<ul style="list-style-type: none"> Industry requirements and initiatives Strategies to manage climate change impacts

	<ul style="list-style-type: none"> Environmental sustainability options eg water, land/soil, air, nutrient, and waste management
LO4	<ul style="list-style-type: none"> Environmental sustainability plan for example Farm Environment Plan Infrastructure planning to enhance environmental sustainability Implementation and review

Ngā Mahi Ako me te Whakaako | Learning & Teaching Activities

Learning and teaching activities will employ a range of elements drawn from approved methods to align with the context of the learning (delivery mode, regional specific requirement, etc.) and any particular needs of the group of ākongā.

Aromatawai | Assessment

Assessment in this course is achievement-based. Ākongā will be advised of all matters relating to summative assessment at the start of the course.

Assessment activity	Weighting	Learning outcomes
Assessment portfolio Will employ a range of elements drawn from approved methods to align with the context of the learning (delivery mode, regional specific requirement, etc.) and any particular needs of the group of ākongā.	100%	All

Ākongā are required to provide sufficient evidence against all learning outcomes in order to pass the course.

Ngā Rauemi Ako | Learning Resources

All required and recommended resources are advised to ākongā via course outlines.

Version Tracking

Ver No.	Approved by	Approval date	Effective from	Description of change

BUSINESS RISK MANAGEMENT FOR PRIMARY INDUSTRY

Course code	NSCI5507	Level	55	Credits	15
Pre-requisites		Co-requisites			
Main programme	New Zealand Diploma in Primary Industry Business Management	Other programmes			
Delivery modes	Provider-based Provider-based (extramural)	Total learning hours (See course delivery document for detailed breakdown.)		150	

Course Specific Requirements: ...

Whāinga/He Tauākī Akoranga | Aim/Outcome Statement

The aim of this course is to develop the knowledge, skills, and attributes to enable students to analyse and plan for risk management in a primary industry organisation.

Ngā Hua o te Ako | Learning Outcomes

Upon the successful completion of this course, ākonga will be able to...		Graduate outcome alignment
LO1	Analyse the risk factors associated with the management of a primary industry organisation including economic, social, and environmental sustainability.	GPO 1, 2, 3, 4 & 5
LO2	Develop a risk management plan for a primary industry organisation.	GPO 1, 2, 3, 4 & 5

Ngā Tūtohu o te Kiko | Indicative Content

LO1	<ul style="list-style-type: none"> • PESTEL analysis • Managing business risk, e.g., use of technology • Understanding national and international markets and value chains • Financial, economic, legal, environmental, and social risk factors associated with the primary industry business
LO2	<ul style="list-style-type: none"> • Physical and natural resources • Effects of climate change • Implementation and review

Ngā Mahi Ako me te Whakaako | Learning & Teaching Activities

Learning and teaching activities will employ a range of elements drawn from approved methods to align with the context of the learning (delivery mode, regional specific requirement, etc.) and any particular needs of the group of ākonga.

Aromatawai | Assessment

Assessment in this course is achievement-based. Ākonga will be advised of all matters relating to summative assessment at the start of the course.

Assessment activity	Weighting	Learning outcomes
Assessment portfolio Will employ a range of elements drawn from approved methods to align with the context of the learning (delivery mode, regional specific requirement, etc.) and any particular needs of the group of ākongā.	100%	All

Ākongā are required to provide sufficient evidence against all learning outcomes in order to pass the course.

Ngā Rauemi Ako | Learning Resources

All required and recommended resources are advised to ākongā via course outlines.

Version Tracking

Ver No.	Approved by	Approval date	Effective from	Description of change

PRIMARY INDUSTRY STRATEGIC ANALYSIS AND REPORTING

Course code	NSCI5508	Level	5	Credits	15
Pre-requisites	NSCI5501/2/3/4/5/6/7	Co-requisites			
Main programme	New Zealand Diploma in Primary Industry Business Management	Other programmes			
Delivery modes	Provider-based Provider-based (extramural)	Total learning hours (See course delivery document for detailed breakdown.)		150	

Course Specific Requirements: ...

Whāinga/He Tauākī Akoranga | Aim/Outcome Statement

The aim of this course is to develop the knowledge, skills, and attributes to enable students to undertake strategic analysis of a primary industry organisation and produce a business report.

Ngā Hua o te Ako | Learning Outcomes

Upon the successful completion of this course, ākonga will be able to...		Graduate outcome alignment
LO1	Analyse physical, financial and human resources for a primary industry organisation.	GPO 1, 2, 3, 4 & 5
LO2	Identify and evaluate opportunities for the future strategic direction of a primary industry organisation.	GPO 1, 2, 3, 4, & 5
LO3	Produce and present a primary industry business report.	GPO 1, 2, 3, 4 & 5

Ngā Tūtohu o te Kiko | Indicative Content

LO1	<ul style="list-style-type: none"> Analysis and interpretation of data Investment analysis and performance evaluations
LO2	<ul style="list-style-type: none"> Business development and performance Future opportunities, diversification and/or business growth
LO3	<ul style="list-style-type: none"> Plan and prepare a business report Professional presentation skills Implementation and review

Ngā Mahi Ako me te Whakaako | Learning & Teaching Activities

Learning and teaching activities will employ a range of elements drawn from approved methods to align with the context of the learning (delivery mode, regional specific requirement, etc.) and any particular needs of the group of ākonga.

Aromatawai | Assessment

Assessment in this course is achievement-based. Ākonga will be advised of all matters relating to summative assessment at the start of the course.

Assessment activity	Weighting	Learning outcomes
Assessment portfolio Will employ a range of elements drawn from approved methods to align with the context of the learning (delivery mode, regional specific requirement, etc.) and any particular needs of the group of ākongā.	100%	All

Ākongā are required to provide sufficient evidence against all learning outcomes in order to pass the course.

Ngā Rauemi Ako | Learning Resources

All required and recommended resources are advised to ākongā via course outlines.

Version Tracking

Ver No.	Approved by	Approval date	Effective from	Description of change