AN INTRODUCTION TO

Postgraduate Study

The route to excellence...

This document provides an overview of study programs that will inspire students in lifelong learning and equip them with skills that will develop their performance in their career path.

Download information on Postgraduate Studies from www.ubteam.co.nz

Disclaimer:
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Postgraduate Study

The current focus of UBT is **business development**; turning good businesses into great businesses. To support this, businesses need qualified staff, with trained minds, who have learnt how to learn.

**Why do postgraduate study?**
Postgraduate study develops a range of skills, builds confidence, and provides a sound background of business knowledge.

**Useful** – all of you will be involved in business. Regardless of your position there are courses relevant to you. Doing postgraduate studies teaches you plenty more than what the course work covers.

**Interesting** – the courses help you to understand and analyse the ‘business world’, meaning you contribute a lot more to your workplace.

**Motivational** – Success breeds success. Knowing you can achieve in your studies helps you overcome other obstacles which come up in life.

**Promotes Time Management** – working full time and keeping up to date with course work and assessments means there’s less minutes to waste in a day; it helps you work more efficiently.

**Encourages Self-discipline** – postgraduate studies really puts ‘learning to learn’ into practise.

These are life-long skills: you will benefit from taking on the postgraduate challenge for the rest of your life!
There’s support available

UBT Corporate Learning view postgraduate study as a vital link between One School and UBT Business Team.

To coordinate postgraduate study a structure has been set up universally. A Postgraduate Study Manager has been appointed for each country. At a campus level a Postgraduate Team has been established to be a contact point for careers and postgraduate studies guidance.

This team can help you by:
- Discussing Postgraduate Study options
- Finding a qualification to suit your goals
- Working with you to find a suitable job

Also discuss postgraduate study with your parents, employer, and other community members. If you feel you need extra support see if someone can be your mentor.

What to think about when making your decision

Consider these three areas when deciding how to structure your studies

1) Area of study
   The first decision is what area of study you will focus on. Consider particular interests and strengths you have and what is going to be most beneficial to you long term. While your job immediately after you leave school is important, also consider where you want to be in 10 years’ time – what will be most relevant then?

2) Level of study
   It is important to do a course that is challenging but not overwhelming. There are qualifications available from level 3 to level 7 (these levels follow on from the NCEA levels). A qualification up to level 4 is a certificate, at level 5&6 a diploma, and at level 7 a bachelor qualification. The main difference between the levels is how self-directed a student needs to be, and the complexity of the problems. Think about how you found level 3 – was this taxing, or did you excel? How self-directed are you?

3) Commitment
   The time you can commit to study will impact your study goals. Think about how long you would like to study? Could you try doing two courses a semester to get through your study faster? What other priorities do you have? Once you have thought about these questions, look at what courses match your requirements.

   The most important thing is to be a FINISHER: set a goal and complete it.
What does Postgraduate study look like?

Students choose a course provider, enrol in courses, and work towards achieving a qualification.

Most postgraduate study providers structure their qualifications in a similar way. At a base level there are courses. These are detailed units on a particular subject (e.g. marketing, economics, or accounting), and usually involve submitting 2 or 3 assignments and sitting an exam. A student would normally try and complete one or two courses every 4 months (or semester). There are three semesters per year.

A student is required to pass a set number of courses to gain a qualification. The actual number of courses depends on the provider and the level of study.

Available business qualifications cover a range of levels – from Level 3 up Level 7, and a range of topics – from Management & Marketing, to Accounting & Economics.

The recommended providers are Massey University and The Open Polytechnic.

This diagram shows the structure of the Diploma in Small Business through The Open Polytechnic.

It takes six courses to get a Diploma in Small Business – this only takes 1 or 2 years to achieve!

NOTE: The certificate level courses have a more flexible timeframe and generally don’t involve exams.
The following section of the booklet covers the key areas of business, outlining the benefits of studying each topic and giving a selection of qualifications. Quick Guides are available on all these qualifications.

Accounting

The most important responsibility in business: managing the money accurately.

I will learn how to:
- Accurately enter transactions
- Apply cost accounting systems
- Prepare and analyse financial statements
- Prepare budgets and projections
- Understand taxation

(Note: actual material covered, and the depth and scope of the skills gained depends on the course and level of study)

Qualifications available:

LEVEL 6
Diploma in Accounting; The Open Polytechnic, 6 courses
New Zealand Diploma in Business; The Open Polytechnic, 12 courses
Certificate in Business Studies; Massey University, 4 courses
Diploma in Business Studies; Massey University, 8 courses

A Quick Guide containing more information on each of these qualifications can be downloaded from www.ubteam.co.nz.

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Management
Planning, leading, organizing, controlling.

I will learn how to:
- Demonstrate leadership skills
- Use analytical thinking and problem solving skills
- Organise people, equipment, processes and work flows to maximise productivity
- Recruit people and provide the training, tools and supervision they need to do the job
- Implement continuous improvement processes

(Note: actual material covered, and the depth and scope of the skills gained depends on the course and level of study)

Qualifications available:

LEVEL 4
Certificate in Project Management; Southern Institute of Technology, 12 modules (approx. 1 year of study)
Certificate in Management; The Open Polytechnic, 8 courses
Certificate in Small Business Management; The Open Polytechnic, 8 courses

LEVEL 6
Diploma in Small Business; The Open Polytechnic, 6 courses
Diploma in Human Resources; The Open Polytechnic, 6 courses
NZIM Diploma in Management; The Open Polytechnic, 6 courses
NZIM Diploma in Management (Advanced); The Open Polytechnic, 14 courses
New Zealand Diploma in Business; The Open Polytechnic, 12 courses
Certificate in Business Studies; Massey University, 4 courses
Diploma in Business Studies; Massey University, 8 courses

LEVEL 7
Advanced Business Management (ABM) Course; UBT Training, 6 courses
(NOTE: this is an advanced course it is recommend students do some postgraduate study prior to attempting this)

A Quick Guide containing more information on each of these qualifications can be downloaded from www.ubteam.co.nz.
Sales & Marketing

Igniting business interactions.
Managing profitable customer relationships.

I will learn how to:

- Understand what marketing & sales are all about
- Carry out market research
- Find and fill target markets
- Prepare a marketing & sales plan
- Develop marketing & sales systems & reports

(Note: actual material covered, and the depth and scope of the skills gained depends on the course and level of study)

Qualifications available:

LEVEL 4
Certificate in Retail, New Zealand Retail Institute, 18 modules
Certificate in Sales, New Zealand Retail Institute, 15 modules

LEVEL 6
Diploma in Marketing, The Open Polytechnic, 6 courses
Certificate in Business Studies; Massey University, 4 courses
Diploma in Business Studies; Massey University, 8 courses

A Quick Guide containing more information on each of these qualifications can be downloaded from www.ubteam.co.nz.
How to Enrol

Cross the start line of your postgraduate challenge!!

Steps:

1) Decide which qualification to aim for
2) Get a course booklet & Quick Guide from your local PGC
3) Look at what courses you need to do
4) Work out a study plan
5) Enrol in your first course!!

Each provider has slightly different enrolment process; here we cover how to enrol with The Open Polytechnic and Massey University.

The Open Polytechnic

- Complete your enrolment online at [www.openpolytechnic.ac.nz](http://www.openpolytechnic.ac.nz)
  - Go to ‘Subjects and Courses’
  - Click on ‘Business’
  - Search for your course by entering the CODE and NAME of your chosen course, i.e. ‘400 Accounting Principles’
  - Click ‘add to my enrolment’
  - Follow the prompts to complete your enrolment

The Open Polytechnic offers a 25% discount to Westmount affiliates.

To get this discount:

- Under ‘Payment Options’ on your enrolment form select ‘Contract ID’
  - Enter CONTRACT ID: F016 CONTRACT NAME: WESTMOUNT

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Massey University

- **Online:** Complete your enrolment application at [www.massey.ac.nz](http://www.massey.ac.nz)
  - Apply for a student ID & PIN at [https://enrolnow.mymassey.com/onlineenrolment/MUOEPersonalDetails.aspx](https://enrolnow.mymassey.com/onlineenrolment/MUOEPersonalDetails.aspx)
  - Enter your student ID & PIN at [http://www.massey.ac.nz/massey/admission/enrolment/online_enrolment/](http://www.massey.ac.nz/massey/admission/enrolment/online_enrolment/)
  - Follow the prompts

Forms to enrol manually are available for both providers from your PGC.

**Study Plan**

Setting up a study plan is vital to achieving your goals.

Below is a template study plan. Download your own copy from www.ubteam.co.nz so you can set yourself up to succeed.
F.A.Q’s

How long does it take to complete a postgraduate qualification?
Most qualifications can be completed in two or three years. For information on the length of specific qualifications please see the quick guides. The length of time it takes depends on how many courses you do a semester. Most students do one course a semester – a lot comfortably do two – others have attempted three! It is important to work out how much time you can commit to study and plan to meet your long term goals from the beginning.

How much time does it take?
The time taken to complete a course depends on the ability of the student and the type of course. Typically 6-8 hours a week is sufficient. The more courses you do the less time they take. You develop better study practises and know more of what is expected of you.

What is the difference between the course providers?
The two recommended providers are Massey University and The Open Polytechnic. There is not much difference between them, however please note the points below.

Massey University is geared towards a higher level of education. They have a greater range of courses available than The Open Polytechnic, and their qualifications are better recognised. If a student was planning on doing a high level course, Massey would be recommended.

The Open Polytechnic is aimed at distance learners, hence they allow for a flexible study style. They offer a lot more qualifications at certificate and diploma level than Massey.

Can I have a break after leaving school, before starting study?
We don’t recommend a gap year. Many times students find their life has become too busy with work for Postgraduate Studies to be included. It also means you have lost a whole year of adding value to yourself and your employer.

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Can I start Postgraduate Studies even if it’s years since I left school? What if I didn’t do well at school?

Providers of postgraduate studies assume students have no prior knowledge of the subjects; the core courses begin at the basics. If you have done any business related study this will be useful, but it is not necessary to do the courses. If you feel you need extra support see if someone can be your mentor.

How much does it cost and who pays?

The cost depends on the provider and the type of course. Typically the cost is $600-$650 per course, with the text books costing another $100. The Open Polytechnic offers a 25% discount for all Westmount affiliates. Some employers do pay for the students’ courses; others reimburse students, or give a bonus, on successful completion. However many students have paid their own way. This can be discussed with your employer prior to undertaking postgraduate studies.

How do technical/practical subjects fit with Postgraduate Goals?

They don’t; our focus is on business and finance courses. Trade courses are available from various providers, and may be looked at on an individual basis. Before embarking on a trade course in preference to a business course, students should think carefully about where they want to be in 20 years’ time – what will be the most relevant long term? For a hands-on person consider the project management course as an option.

How do the ABM and 3MAC courses fit with Postgraduate Studies?

Both these courses fall outside the scope of postgraduate studies. The ABM Course is aimed at students who have left school for 2 or 3 years and have gained some experience in the business world – we recommend that student’s do some postgraduate study first. The 3MAC Course is a 3 month accountancy course for persons already in business that need to increase their knowledge of accountancy.

How long should a young sister commit herself to a Postgraduate Course?

Postgraduate courses normally take 2 to 3 years. If someone wants to go further, then there would be no problem at all – it depends on the individual.
CONTACT DETAILS

Your local campus Postgraduate Study Coordinator(s):

Phone: ___________________               Email: ___________________

Phone: ___________________               Email: ___________________

General Enquiries: postgraduate@ubteam.com

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