

Smart Steps to Business
NZ Certificate in Business
(Introduction to Small Business)
Level 3

If you've always wanted to work for yourself but don't know where to start – this programme can help you get your business goals off the ground.

Smart Steps to Business is for people wanting to start a business or those who already have a hobby business and want to know if it's feasible to grow. Learn how to identify business opportunities, evaluate your ideas, write an establishment plan and prepare to launch your business.

You'll also gain a clear understanding of the steps required to take your business from an initial idea through to an actual business.

Find out more
0800 355 553 | twoa.ac.nz/smartsteps



Entry Criteria

To enrol in this programme, a potential student must:

- › be at least 16 years of age
- › be a New Zealand citizen (or citizen of Australia, Tokelau, Niue, Cook Islands) or permanent resident
- › reside in New Zealand
- › be a graduate of a Level 2 qualification (or higher) or demonstrate numeracy and literacy competence

Qualification Awarded

When you pass this programme, you'll get this qualification:

- › NZ Certificate in Business
(Introduction to Small Business)
Level 3



July
2022



20
weeks



No
fees



60
credits

Fees

There are no fees for this programme.

Potential Pathway

I want to keep studying

Enrol in our Level 4 Certificate in Small Business and Project Management programme.

I want to use my qualification

You'll be able to go into business for yourself or use your skills in a range of other employment pathways.

Locations

Visit our website for up-to-date locations.



Delivery & Workload

This is a full-time programme that consists of 60 credits delivered over 20 weeks. Throughout the programme you will be required to attend:

- › 1 x 3-hour class per week
- › workshops (approximately 2 hours per week)
- › 1 x 7-hour wānanga

In addition to these attendance hours, you'll be expected to complete activities designed to enhance your learning for approximately:

- › 25 hours per week

Some learning activities will need to be completed online. You'll need to have access to an internet-connected device to participate in this programme.

In some locations this programme may be provided by an approved sub-contract arrangement.

Find out more

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Kōnae Ako (Learning Modules)

He Kōwhiringa Pakihi Business Opportunities

9 Credits

Identify relevant business opportunities.
Evaluate a business opportunity in relation to current personal situation and skills. Develop a basic strategic overview for a business establishment plan.

Te Tātari Pakihi Business Analysis

12 Credits

This kōnae ako looks at analysing the feasibility of a business idea, given external environment and existing competition. Tauira will develop a marketing component for their business, gain practice in evaluating alternative strategies for developing a business, taking into account the results of an external analysis.

Total Credits

60 Credits

Te Whakahaere Pakihi - Business Operations

18 Credits

This kōnae ako provides an introduction to the compliance requirements of a business. Tauira will cover the importance of business relationships, demonstrate the kaupapa of Te Tiriti o Waitangi and be able to identify technology options to operate their business.

Te Mahere Whakatū Pakihi Business Establishment Plan

21 Credits

In this final kōnae ako, tauira will complete a basic financial analysis for their business opportunity. Tauira will produce and present a Business Establishment Plan. A key component of this kōnae ako will involve presenting a business idea to potential internal and external stakeholders.