



# ICL

GRADUATE **BUSINESS** SCHOOL

## **Postgraduate Diploma in Business**

### **Level 8**



## **2021**

## ICL Graduate Business School Programmes

ICL Graduate Business School offers a wide range of Business, Computing, Early Childhood Education and English study programmes, up to level 9 on the New Zealand Qualifications Framework. The following study programmes are available at ICL Graduate Business School:

<b>Level 9</b>	<b>Master of Management</b> <b>Master of Business Informatics</b>
<b>Level 8</b>	<b>Postgraduate Diploma in Business</b> <b>Postgraduate Diploma in Business Informatics</b>
<b>Level 7</b>	<b>Graduate Diploma in Teaching (Early Childhood Education)</b> <b>Graduate Diploma in Business (International Business Innovation)</b> <b>Graduate Diploma in Business (International Hospitality Management)</b> <b>Graduate Diploma in Business (International Hospitality Management)</b>
<b>Level 6</b>	<b>New Zealand Diploma in Business</b> <b>New Zealand Diploma in Early Childhood Education</b>
<b>Level 5</b>	<b>New Zealand Diploma in Early Childhood Education</b>
<b>Level 4</b>	<b>New Zealand Certificate in English Language</b>

## Management Team

<b>Chairman</b>	<b>Ewen Mackenzie-Bowie</b>	<b>ewen@icl.ac.nz</b>
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# The Postgraduate Diploma in Business - Level 8

## Aims

The aims of the Postgraduate Diploma in Business are:

To take an interdisciplinary approach to study in the fields of international business studies within a single qualification, while retaining the core business disciplines of economics, marketing, project management, organizational behaviour, leadership, and accounting.

This is a one-year, full-time programme of study designed for graduates of a first degree in a business-related subject. It is suited for those seeking to:

1. Bridge the gap between a first degree and a career in business, that requires further qualifications; and
2. Build a firm foundation for further study at postgraduate level in the business discipline

## Outcomes

Graduates of this programme will have acquired an advanced-level knowledge of international business theory, assessment and management. Furthermore, students will develop the ability to prepare for and work towards running and managing a business and/or, undertake, mid-level management roles within a variety of industries.

Graduates will be suitable in roles, which have prospects of a management career pathway (as identified by ANZSCO as Level 1 skilled employment roles).

### **Graduates of the programme will have acquired the following specialist skills and knowledge:**

- Critically analyse concepts of leadership, teamwork, marketing, finance, and accounting in relation to contemporary organizations.
- Evaluate and apply entrepreneurial activities, quantitative analytical techniques, market research methods and project management processes within a global setting.
- Generate a critical understanding of global economic and political activities.

### **Graduates of the programme will have acquired the following general skills:**

- Intellectual rigour: a commitment to excellence in all scholarly and intellectual activities, including critical judgement.
- Creativity: an ability to develop creative and effective responses to intellectual, professional and social challenges.
- Ethical practice: a commitment to sustainability and high ethical standards in social and professional practices.

- Knowledge of a discipline: command of a discipline to enable a smooth transition and contribution to professional and community settings.
- Lifelong learning: the ability to be responsive to change, to be inquiring and reflective in practice, through information literacy and autonomous, self-managed learning.
- Communication and social skills: the ability to communicate and collaborate with individuals, and within teams, in professional and community settings.
- Cultural competences: an ability to engage with diverse cultural and bi-cultural perspectives in both global and local settings and in the context of the Treaty of Waitangi.

## **Entry Requirements**

Applicants for the Postgraduate Diploma in Business must provide the following:

- A completed application form.
- Original transcripts showing a Bachelor degree or a Graduate Diploma in a related field from a recognized institution, including full transcripts and grade point average details, or equivalent. Qualifications must be specific to business-related subjects such as (but not limited to) commerce, economics, accounting, marketing and communications.
- Qualifications must be approved by the Academic Board, or delegated authority. A scanned PDF will be sufficient to progress the application, but original documents will be required on arrival at ICL Graduate Business School. Failure to provide original documents will result in the cancellation of the enrolment.
- For international students, IELTS with a minimum score of 6.5 overall (with no band score lower than 6.0), or any other equivalent approved by NZQA.
- Credit transfer of up to four papers and RPL will be negotiated on a case-by-case basis.

## **Recognition of Prior Learning**

Where students have acquired skills and knowledge in learning and work settings but not been formally assessed and credited, they may apply for RPL/RCC where the claimed skills and knowledge match the learning outcomes of the Postgraduate Diploma papers.

Applications for recognition of prior learning (RPL) are welcomed and will be given early consideration. Decisions on RPL are based on one or more of the following: a portfolio; attestation by an experienced subject or industry expert; references from previous employers or educational organisations.

## **Cross Credits**

Credit transfers from other qualifications will be individually considered when supported by detailed documentation from the other organisation. To obtain credit transfer the student needs to present a case to ICL for the ICL Senior Lecturer to assess. The onus is on the student to demonstrate a match, normally of 80% of content, from a course, paper or

module studied to the unit standard for which credit transfer is claimed.

To make an assessment the student needs to provide:

- Level of course taken; • Duration of course taken: number of weeks and hours per week, both contact teaching and self-study;
- Content summary of course taken;
- How an 80% match is achieved between the course taken and the unit standard for which credit is requested.

Credit transfer of up to four papers and RPL will be negotiated on a case-by-case basis. All course components are compulsory.

## **Admission Appeals**

If a student wishes to appeal an admission process or a credit transfer or RPL/RCC assessment decision the following will apply:

1. An Admission Appeal should be directed in writing to the Academic Director outlining reasons of the appeal.
2. The Academic Director may request further information and evidence to support the appeal.
3. The Academic Director will consult with the relevant academic team(s) and the senior management team, where appropriate to discuss and resolve the appeal.
4. The Academic Director will report ICL Education Group's decision to the student concerned.

## **Programme Structure and Duration**

This full-time programme will be delivered through face-to-face classroom learning at ICL Graduate Business School, Auckland.

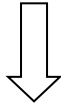
Students will take up to three papers per trimester. Each paper will be taught through one four-hour class per week, delivered by an ICL staff member across a 16-week trimester on either a day or evening timetable.

In total, students will receive four contact hours per paper per week. Students are also expected to study independently for five hours per paper per week. This totals 27 hours of learning per week for each student.

Programmes are offered at ICL continuously, with a one-week study break between trimesters and a two-week break over the Christmas period.

Therefore, students will complete the Post Graduate Diploma in Business within one calendar year of full-time study

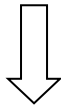
**Level 7 Undergraduate Degree in a business-related field**



**Level 8 Post Graduate Diploma in Business**

Trimester (16 weeks)	Programme Structure*	Level
1	Accounting for Managers (8200)	8
	Marketing (8241)	
	Organizational Behaviour (8230)	
2	Economics and Quantitative Analysis (8220)	9
	Global Business (9201)	
3	Entrepreneurship and Marketing (9202)	
	Project Management (9203)	
	Leading and Managing People (9230)	

\*subject to change without notice



**Level 9 Master's Degree**

**Paper Outlines**

Students will be provided with a paper outline for each paper they take at the start of the term. Important information is included within these paper outlines and it is the student's responsibility to ensure they have read and fully understood these documents. If a student seeks further clarity, they should discuss this with their lecturer.

**Accounting for Managers (8200)**

This paper introduces students to the fundamentals of financial and management accounting viewed from the perspective of the business manager. The focus is on critical evaluation of accounting information contained in financial statements and management accounting reports for use by managers to inform responsible decisions.

**Marketing (8241)**

This paper introduces students to the concepts of markets and the philosophy of marketing underpinning our contemporary business environment. Looks at aspects of marketing management: customer focus, relationship marketing, monitoring of the environment, buyer behaviours, marketing research, marketing planning, the marketing

mix, and competitive strategy. Concepts are applied to products and services in a global context.

### **Organizational Behaviour (8230)**

This paper introduces students to work and worker behaviour; behaviour at work; group and organizational behaviour; links between behaviour and organizational restructure; tasks and job design; administrative hierarchy; job satisfaction and worker adjustment; stress and other factors related to the environment of work; values associated with work behaviour.

### **Economics and Quantitative Analysis (8220)**

This paper focuses on aspects of microeconomics and macroeconomics of most relevance to managers. The main themes are the market systems and what it can accomplish; limitations and failures of markets; government policies and other factors in the macroeconomic environment impacting on business; how issues and government policies with respect to the international economy impact on business. Quantitative analytic techniques for business and economics are introduced and applied.

### **Global Business (9201)**

This paper allows students to examine the (additional) challenges confronting the global business manager. Firstly, it explores the vibrant dynamic global business environment and the opportunities and threats posed by operating in a global environment, notably in the political economy and culture. Then it turns to the development of global business strategy, addressing strategic management, entry strategies, organizational design and the functional areas of marketing, finances and human resources management.

### **Entrepreneurship and Marketing (9202)**

This paper introduces students to the realities confronting entrepreneurial decision making in a contemporary context and introduces students to core marketing concepts – students assess how to harness the creative potential of complex dynamics in a systemic approach that creates, grows and amplifies value throughout the system. This paper explores strategy, entrepreneurship and marketing and provides a framework for understanding relevant theory and its application.

### **Project Management (9203)**

This paper is designed to develop students' understanding of the principles of project management from a managerial perspective in an organizational setting and to develop skills to plan and manage projects with teams. Students will be introduced to the various phases and processes associated with a project life cycle, and should understand the

knowledge areas associated with any project and explore practical applications of the knowledge acquired through this unit.

### **Leading and Managing People (9230)**

This paper introduces students to theories and practices of contemporary leadership and management in a global setting. Various leadership styles will be canvassed and applied reflectively in developing a students' own approach to leading and managing, as two separate, but interrelated skill sets.

### **Required Textbooks**

Students will be provided with the e-Textbooks for each of the subjects that they will be studying. The paper outline will state which textbooks are required for each paper.

### **Copyright**

Illegal photocopying of texts is strictly prohibited and any such material will be confiscated and forwarded to the relevant publisher who owns the intellectual property. If students persist in such illegal replication, then the School will inform the publisher.

In New Zealand you cannot copy from a textbook unless the book is out of print or less than 10% of the content is being copied. This is only allowed once. It is illegal to copy a complete book. Such a copy must be destroyed. If you copy a book, you are liable to prosecution under New Zealand law. For a full explanation refer to [www. whatiscopyright.org](http://www.whatiscopyright.org)

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### **Library and ProQuest**

Student Support Staff member will explain how our lending library system works. All ICL Business students have access to the joint ICL library. Ask for support and assistance with finding information and completing assignments.

You also have access to ProQuest, an electronic database with many resources at your disposal. ProQuest can be accessed for free whilst

using the computers or Wi-Fi network whilst on campus. You can access ProQuest on campus using this link:

<http://search.proquest.com/business/index?accountid=164702>

Other libraries in Auckland can also be used, e.g. the Auckland Public Library. Public libraries may have lending restrictions for international students, but it is sometimes possible to join a library by paying a refundable deposit.

### **Opportunities for Further Study**

ICL has an understanding with several institutions regarding the opportunity for further studies for its students. Programmes at Auckland University of Technology, and Massey University will take into consideration ICL student applications for some of their Master programmes. In some instances, cross credit may be permitted. Successful applications and enrolments are at the individual university's discretion.

### **Further Information**

For further information concerning studying at the ICL Education Group please refer to the following information: Academic Handbook and Student Services Support Handbook.