

Aratohu Hōtaka | Programme Guide

2221 New Zealand Diploma in Primary Industry
Business Management (Level 5)

(Level 5, 120 credits)



Te Pūkenga

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Version History

Version	Effective date	Created/reviewed by	Reason for review/comment
1	October 2022	Te Pūkenga Programme Unification Team	First issue
2	December 2022	Ara Institute of Canterbury	Standard Template
3	January 2024	Ara Te Pūkenga	Programme template created

He Kupu Whakatau | Welcome

Nau mai, haere mai rā ki Te Pūkenga! Whiria ngā taura mātauranga hei kete whakairo, hei whakamaunga kanohi nō ngā iwi.

Welcome to Te Pūkenga! By enrolling on the New Zealand Diploma in Primary Industry Business Management programme, you have become part of our Te Pūkenga network supporting ākonga (learners like you), right across Aotearoa.

Te Pūkenga is creating a unified network of polytechnics and industry training organisations to give you the benefit of the strengths of the whole network in your local region. The aim is to connect learning in Rohe 4 more closely with learning in other parts of Aotearoa to give you more choices in what, where, and how you can learn. Our ākonga are at the centre of everything we do. You are now part of a system that aims to

- be culturally responsive,
- honour Te Tiriti o Waitangi,
- be consistent across the country, and
- let you learn at your own pace, in your own place.

Te Pūkenga is here to help you fit learning around your life. Kaiako (tutors), advisors and other staff will support you within a learning environment where you are treated as an individual. We encourage you to get to know others in your programme so that you can enjoy working with them and build up your own network of academic friends for the future.

We are pleased that you have decided to enrol in this programme with Te Pūkenga and wish you every success on your journey with us!

He Kupu Whakataki | Introduction

This Programme Guide contains essential information about the New Zealand Diploma in Primary Industry Business Management programme. You will need to refer to this Guide regularly. Discuss any part of it that seems unclear with your kaiako.

This Programme Guide contains general information on the programme. When you need information about a specific course, like timetable and assessment details, refer to the Course Guide for that course.

As ākonga, you will also need information that is not specific to your programme or courses, like how to access the library and learning support, and what pastoral care is available. For this information, use the links below.

[Student Policies](#) for special assessment consideration, extension beyond course end date, appeal of grade)

[Library](#)

[Learning Services](#)

[Disability Services](#)

[Māori Student Support](#)

[Pacific Student Support](#)

Te Hiranga Tangata | Important Contacts

	Name	Contact details
Head of Department	Mandy Gould	E: Mandy.Gould@ara.ac.nz P: 03 940
Academic Manager	Heather McEwan	E: Heather.McEwan@ara.ac.nz P: 03 940
Tutors Kaiako	Angelique Healey Mike Parr	E: Angelique.Healey@ara.ac.nz P: 027 200 3009 E: Mike.Parr@ara.ac.nz P: 027 449 7832
Administrative contact	Katherine Harris	E: Katherine.Harris@ara.ac.nz P: 03 687 1807
Student Advisor Kaitaunaki		E: Advisors@ara.ac.nz

Horopaki ā-Hōtaka | Programme

Background

The aim of this programme is to enable graduates to work or gain employment in a management or supervisory role in a range of primary industries or progress to relevant qualifications at Level 6 or above in business management. It 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. It will produce graduates with 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.

As a graduate of this programme, you will be able to

- 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

Quick reference – Where to find help if you have feedback or want to raise an issue

The Education (Pastoral Care of Tertiary and International Learners) Code of Practice sets out the expectations that tertiary education organisations need to consider how their overall systems and resources support learners’ wellbeing and safety.

For more detailed information on the code, and support areas listed below, please refer to the Learner Information Handbook available on MyAra under Student Admin
<https://www.ara.ac.nz/student-services/studying-at-ara/programme-handbooks/>

Support Area	Details	People	Links
Department Staff	This team are your first port of call for issues impacting your ability to study	<ul style="list-style-type: none"> - Tutor - Qualification Coordinator - Academic Manager - Head of Department 	
Student reps	Student reps are invited to attend student rep meetings within your department where they can raise issues on your behalf	<ul style="list-style-type: none"> - Student Voice - Posters of your student reps are displayed in your department 	Student Voice
Student services	Ara offers a wide range of student services	<ul style="list-style-type: none"> - Student Advisors - Health Centre - Student Voice 	Student Support
Te Pae Ora	A wellbeing hub for ākonga	-	Te Pae Ora Te Pūkenga
Independent Student Advocate	Student Advocacy is available to assist you if you are facing difficulties within or beyond Ara that could affect your study	<ul style="list-style-type: none"> - Duncan Dunbar 027 273 6246 Duncan.Dunbar@ara.ac.nz X106 (Rakaia Centre) 	Student Advocacy
Complaints process	Ara has a process to support you and respond if you have a concern or complaint about a course, tutor, or another aspect of your programme	<ul style="list-style-type: none"> - Complaints Co-ordinator 	CPP117-Raising problems or complaints policy CPP117a-Raising problems or complaints form
Safeplace	Safeplace is the tool we use to report risks,	<ul style="list-style-type: none"> - Safety & Wellbeing Co-ordinator 	SafePlace FAQ for Learners

Important Policies

accidents and other incidents

- Safety & Wellbeing Business Partner

All Ara Corporate and Academic Policies can be found at

[Student Policies](#)

[Learner Responsibilities and Rights](#)

[Addressing Bullying, Harassment and Discrimination](#)

Waeture ā-Hōtaka | Programme Regulations

Programme regulations outline the requirements for

- entry into the programme,
- progress through the programme,
- and completion of the programme

They will help you to understand these requirements. Read the Programme Regulations in conjunction with the relevant policies and procedures.

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 iii. Equivalent
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.
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 6 (general or academic) with no individual band lower than 5.5 from one test taken in the preceding two years, or an equivalent described in NZQA Rules

Tūtukitanga Whakamihi | Credit Recognition

You can have credits recognised for previous work through cross credit, credit transfer and recognition of prior learning. The provisions and procedures for doing this are set out in relevant policies and procedures.

Tohu o te Hōtaka | Award of Qualification

Credit requirements

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.

Table 1: Credit Requirements

Level	Compulsory	Elective credits	Total credits
5	120	0	120
Total credits			120

Table 2: Schedule of Courses

Course code	Course title	Credits	Pre-requisites
Level 5			
NSCI5901	Primary Industry Business Planning	15	Nil
NSCI5902	Fundamentals of Financial Management and Planning	15	Nil
NSCI5903	Financial Analysis for Primary Industries	15	Nil
NSCI5904	Human Resource Management in Primary Industries	15	Nil
NSCI5905	Workplace Compliance in Primary Industries	15	Nil
NSCI5906	Environmental Sustainability for Primary Industries	15	Nil
NSCI5907	Business Risk Management for Primary Industry	15	Nil
NSCI5908	Primary Industry Strategic Analysis and Reporting	15	NSCI5901 NSCI5903 NSCI5904 NSCI5906
Total compulsory credits @ Level 5			120
TOTAL CREDITS			120

Programme completion

The minimum time to complete this programme is 34 weeks.

The maximum time to complete this programme is 4 years.

The delegated authority may approve an alternative maximum completion time

Waeture Aromatawai | Assessment Regulations

Grading

Assessment in this programme is achievement-based.

Grading follows the guidelines in [Te Kawa Maiororo | Educational Regulatory Framework](#).

Specific assessment and/or course pass requirements are detailed in programme delivery documentation.

Assessment submission

Requirements and processes for

- resit and/or resubmission opportunities for failed assessments,
- reassessment opportunities for failed courses,

are outlined in programme delivery documentation provided to ākonga at the start of their course

Aromatawai i roto i tēnei Hōtaka | Assessment in this Programme

Assessment is a structured process of gathering evidence and making judgements on ākonga performance in relation to predetermined criteria. It is integral to learning and teaching. The assessment process is designed to

- assess your capabilities in a fair, valid, and reliable manner;
- stimulate and enhance learning;
- provide you with feedback regarding your own learning and for developmental purposes;
- evaluate your achievement and the demonstration of specified learning outcomes; and
- evaluate the achievement of the programme aims and objectives.

Assessment in this programme will evaluate your knowledge and skills. Each assessment will focus on one or more course learning outcome/s. Your performance in the assessment will reflect the extent to which you have achieved the targeted learning outcome/s.

We keep copies of all assessment material you submit for as long as you are in the programme because NZQA requires us to do so. Te Pūkenga may also use your assessment material may be used for moderation purposes. Moderation makes sure that all assessment is valid, reliable, fair, manageable and authentic. During moderation, different assessors look at the same submitted assessment material to ensure that they are applying standards consistently and making valid judgements.

Te Tirohanga Whānui i ngā Aromatawai | Assessment Overview

The assessment overview below will give you an idea of the types of assessment you can expect in this programme. This will help you plan ahead so you have time set aside to work on assessments and submit them by the due date and time. Course Guides give details about each assessment in a course.

Primary Industry Business Planning	Assessment title 1: Assessment portfolio
	Weighting: 100%
Fundamentals of financial management and planning	Assessment title 1: Assessment portfolio
	Weighting: 100%
Financial analysis for Primary Industries	Assessment title 1: Assessment portfolio
	Weighting: 100%
Human resource management in Primary Industries	Assessment title 1: Assessment portfolio
	Weighting: 100%
Human resource workplace compliance in Primary Industries	Assessment title 1: Assessment portfolio
	Weighting: 100%

Environmental sustainability in Primary Industries	Assessment title 1: Assessment portfolio
	Weighting: 100%
Business risk management for Primary Industries	Assessment title 1: Assessment portfolio
	Weighting: 100%
Primary =Industry strategic analysis and reporting	Assessment title 1: Assessment portfolio
	Weighting: 100%

Ngā mihi



Te Pūkenga