

# New Zealand Certificate in Study and Career Preparation (Level 4) with a focus on Business

This programme is not being offered in 2024.



## Want to gain the skills needed for higher level learning?

This programme will teach you what is needed for diploma- and degree-level study. You will develop your academic reading and writing skills and an understanding of the research process. You will also build your computer skills, learn how to better manage your time and gain confidence by exploring your own personal learning style.

Successful completion of this Certificate will give you guaranteed entry into the:

- [New Zealand Diploma in Business \(Level 5\)](#) - available in Auckland or Dunedin
- [New Zealand Diploma in Tourism and Travel \(Level 5\)](#) - available in Dunedin
- [Bachelor of Applied Management](#) - available in Dunedin or Auckland

as long as you meet the stated English Language requirement for the specific programme.

Pathway options into the [Bachelor of Information Technology](#) and other Otago Polytechnic diploma and degrees are also available, again, as long as you meet the stated English Language requirements.

At our Auckland International Campus, this programme is offered by Future Skills Academy due to a sub-contract arrangement with Otago Polytechnic.

Please note: Our Auckland-based programme is subject to minimum numbers. [\\_](#)

### Entry requirements

- Open entry.
- International students will be individually assessed to ensure you are ready for this study.  
[Click here](#) for equivalent academic entry requirements by country.
- If English is not your first language, you must provide:
  - New Zealand University Entrance OR
  - Overall Academic IELTS 5.5 with no individual band score lower than 5.0 (achieved in one test completed in the last two years), OR

**Location** Auckland  
This programme is also offered at our Dunedin Campus. Visit [op.ac.nz](http://op.ac.nz) for programme details.

**Duration** 17 weeks full-time  
**Delivery** On campus

**Credits** 60  
**Level** 4  
**Start** February, April, July and October  
**Apply** Until start date

- Acceptable alternative evidence of the required IELTS ([see here for NZQA proficiency table](#) and [here for list of recognised proficiency tests](#)).

If you need to improve your English Language skills, we offer a [wide range of English programmes](#).

## You will study

Course name	Description	Credits
Skills for Successful Tertiary Study	Prepare for successful tertiary study	15
Building Communication Competence	Learn how to effectively use a variety of communication strategies to support your learning and your future career pathway in New Zealand	15
Academic Communication	Develop your academic reading, writing and research skills in a business context. Learners will develop skills to plan and write a variety of context relevant documents.	15
Introduction to Research	Become equipped with the information literacy skills required for tertiary studies in business contexts.	15
Total		60

## Your workload

You will be required to undertake approximately 16 hours per week of directed study in the form of lectures and practical work sessions. It is expected that you will contribute equal hours of your own time in self-directed study to allow for successful completion of the Certificate.