

VICTORIA MANAGEMENT SCHOOL POST-EXPERIENCE PROGRAMMES

CERTIFICATE IN MANAGEMENT STUDIES
POSTGRADUATE DIPLOMA IN BUSINESS ADMINISTRATION
POSTGRADUATE DIPLOMA IN HUMAN RESOURCE MANAGEMENT
POSTGRADUATE DIPLOMA IN MARKETING

TE KURA WHAKAHAERE O WIKITŌRIA



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WELCOME

Firstly, our programmes recognise that you already have a considerable managerial or administrative knowledge base from your work experience. Our research-led teaching builds on your existing skills by offering new perspectives on management concepts and processes. That's why they are called 'post-experience' programmes. In the long tradition of Victoria University, our programmes are about blending the best of our knowledge and your experience.

Secondly, when you enter our programmes you are joining a team of like-minded, lifelong learners who are also keen to continue their learning experiences. Learning from and with each other is an important part of Victoria's post-experience programmes. Face-to-face classroom-based learning, discussion and group assignments are as important as individual effort in our programmes.

Thirdly, our staircasing approach to building your qualifications and our links to the wider Victoria University community mean that we can offer you a valuable study programme no matter what stage you are at. Our Certificate in Management Studies gives you an introduction to post-experience studies. If you want more, you have the option (depending upon performance) to move on to any of our three Postgraduate Diplomas, or even the Master of Business Administration (MBA). And no matter what qualification you pursue, after you graduate you can keep in touch with what's happening in the world of management through Victoria's Executive Development short courses. The Alumni Relations Office also helps you keep in touch with the colleagues you meet on the programmes.

We warmly invite you to continue your learning with Victoria's post-experience programmes.

Bob Buckle

Pro Vice-Chancellor and Dean of the Faculty

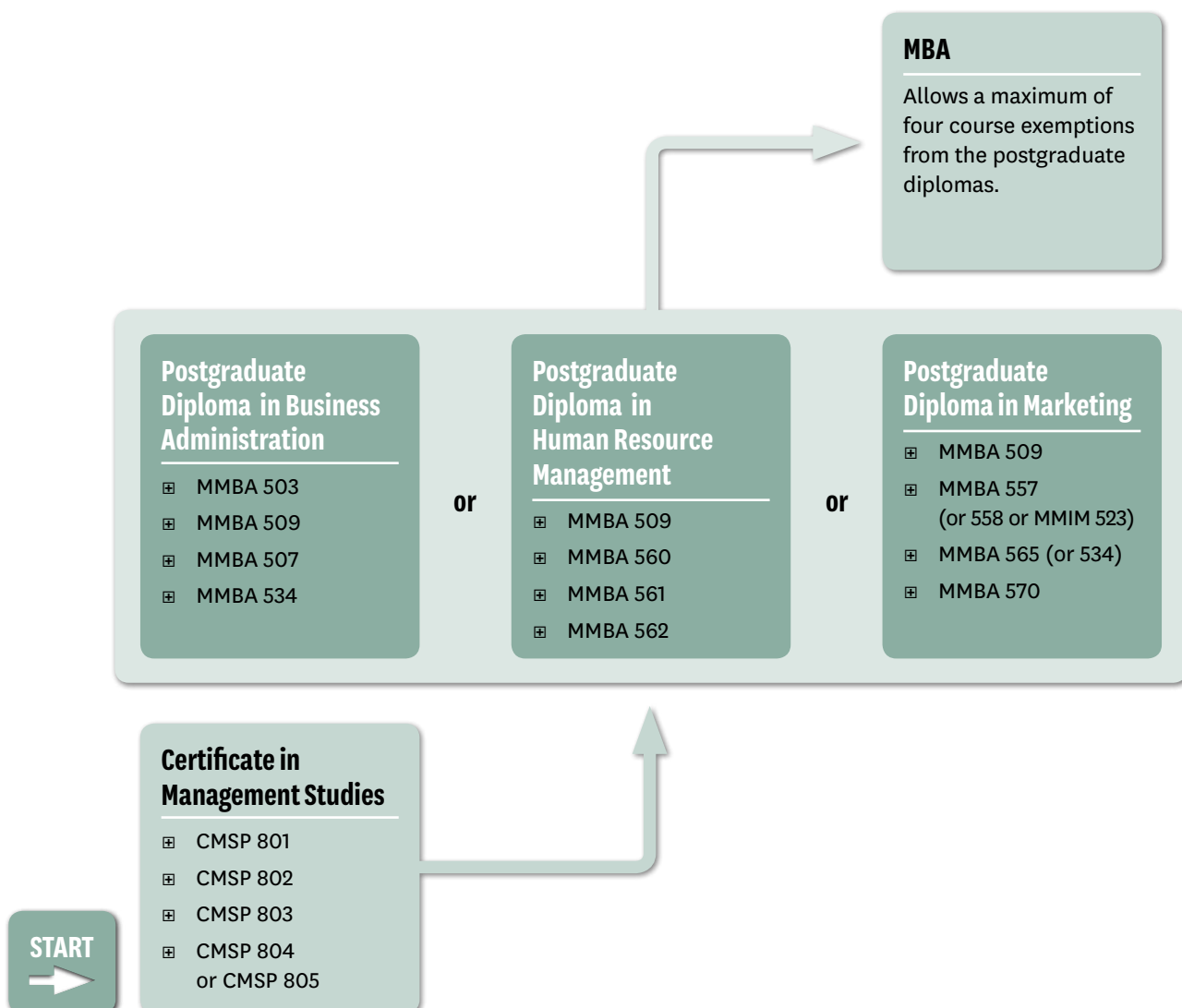
Kala S. Retna

Programme Director, Certificate in Management Studies /
Postgraduate Diploma in Business Administration

Being a successful manager in the 21st century requires a commitment to lifelong learning. As the pace of change in the workforce quickens, managers are continually challenged by new concepts, processes, products and environments. At Victoria Management School, you will find an enthusiastic teaching team and a comprehensive suite of post-experience programmes specifically designed to support the lifelong learning that modern managers require. We invite you to consider how our offerings will contribute to your ability to rise to the challenges of change.

THE POST-EXPERIENCE STAIRCASING PROGRESSION

The staircasing structure of our programmes allows you to build upon one qualification as part of a higher qualification. In this way, courses completed as part of the Certificate in Management Studies can count towards one of our postgraduate diploma programmes, which in turn can be counted towards an MBA. This progressive structure allows you to get as much out of—or sample as little of—our programmes as you wish.



CERTIFICATE IN MANAGEMENT STUDIES



If you want to take responsibility for your own learning and career development, then a Certificate in Management Studies (CertMS) will meet your aspirations.

The Certificate is a two trimester, part-time programme that gives you a firm grounding in a broad range of theoretical foundations and contemporary management skills and techniques. At the end of the year, you will have a recognised qualification that adds value and power to your potential for immediate career advancement. Importantly, this qualification acts as a springboard to more advanced and specialised levels of learning within the Victoria Management School.

HIGHLY RELEVANT PROGRAMME

The Certificate programme provides you with knowledge and skills that will supplement your work experience. Learning and understanding new management concepts and tools will enhance your self-image and confidence in both your professional and personal life.

UNIQUE LEARNING ENVIRONMENT

Strong interpersonal skills are an essential component of being a good manager. For this reason, much of the course work throughout the Certificate programme focuses heavily on group exercises and project teamwork. The learning environment promotes a supportive and collegial atmosphere for intellectual growth. It also provides a great opportunity to tap into the collective knowledge and practical wisdom of other participants who come from diverse backgrounds.

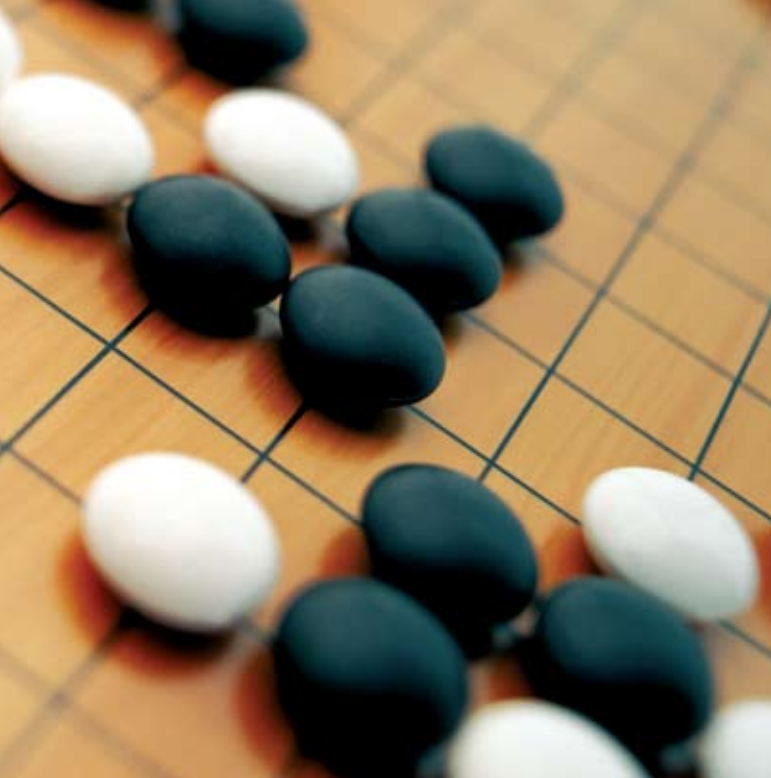
OUR SCHEDULE IS BUILT AROUND YOURS

For many people looking to fast track their managerial career, stopping work for a period to pursue further study may not be a realistic option. We've scheduled teaching time outside of normal business hours on a single evening, to enable you to better integrate work and study. Successful completion of the Certificate in Management Studies depends on your level of motivation and commitment to the intensive Certificate programme.

ADMISSION CRITERIA

To be admitted to the Certificate, you must:

- ☒ have at least three years appropriate practical experience in a managerial or administrative role; **and**
- ☒ satisfy the Programme Director that you have the necessary ability and commitment to successfully complete the programme.



PROGRAMME OVERVIEW

YEAR 1: TRIMESTER 1

CMSP 801	Problem Solving and Decision Making
CMSP 802	Organisational Behaviour

YEAR 1: TRIMESTER 2

CMSP 803	Marketing Management and either
CMSP 804	Operations and Services Management or
CMSP 805	Human Resource Management

WHERE TO NEXT?

On completion of the Certificate programme, you should consider continuing your management studies in one of our advanced programmes:

- ☒ Postgraduate Diploma in Business Administration
- ☒ Postgraduate Diploma in Human Resource Management
- ☒ Postgraduate Diploma in Marketing

SANDY THAMBIAH

CertMS graduate

I was interested in a management course that involved organisational behaviour, problem-solving and human resource management. Working in the public sector, it was evident that the rising competition in the job market demanded not just experience, but well-qualified and skilled individuals.

The CertMS provided all of this for me. My experience in the public sector, working in the Prime Minister's Office, combined with the CertMS qualification, ensured I was well placed in an otherwise competitive job market.

All the courses proved to be useful and valuable. I regularly apply the skills I learned from the programme in my current role as an Executive Officer. These skills help me read into and gauge situations. Of particular significance was the Organisational Behaviour course, which prepared me with the knowledge and skills to effectively manage and assist in the office environment. The Problem Solving and Decision Making course has been helpful in mapping out and tactfully handling big decisions. I have also found many opportunities to apply this kind of knowledge to personal situations.

I would recommend the CertMS to anyone who wants to up-skill and further their studies. It opens up endless opportunities both professionally and academically.

POSTGRADUATE DIPLOMA IN BUSINESS ADMINISTRATION

The Postgraduate Diploma in Business Administration (PGDipBA) is a comprehensive programme for anyone with demonstrated management potential and several years of practical experience in the business, government or private sectors. It will provide you with the broad-based management education you need to get your managerial career path moving quickly, and in your desired direction.

A PROGRAMME THAT GETS RESULTS

As past participants will testify, your career prospects can be greatly enhanced by completion of the Postgraduate Diploma programme. With the integration of a wide range of theoretical knowledge and practical applications, the programme enhances your competency in your work life.

TEAMWORK AND VARIETY IS THE NAME OF THE GAME

A unique learning environment exists at the Victoria Management School. We go out of our way to create a supportive atmosphere and, because interpersonal skills play such an important part in successful management, there is a strong emphasis on teamwork. We also provide you with a variety of stimulating learning situations ranging from traditional lectures and tutorials to case studies and seminar presentations.



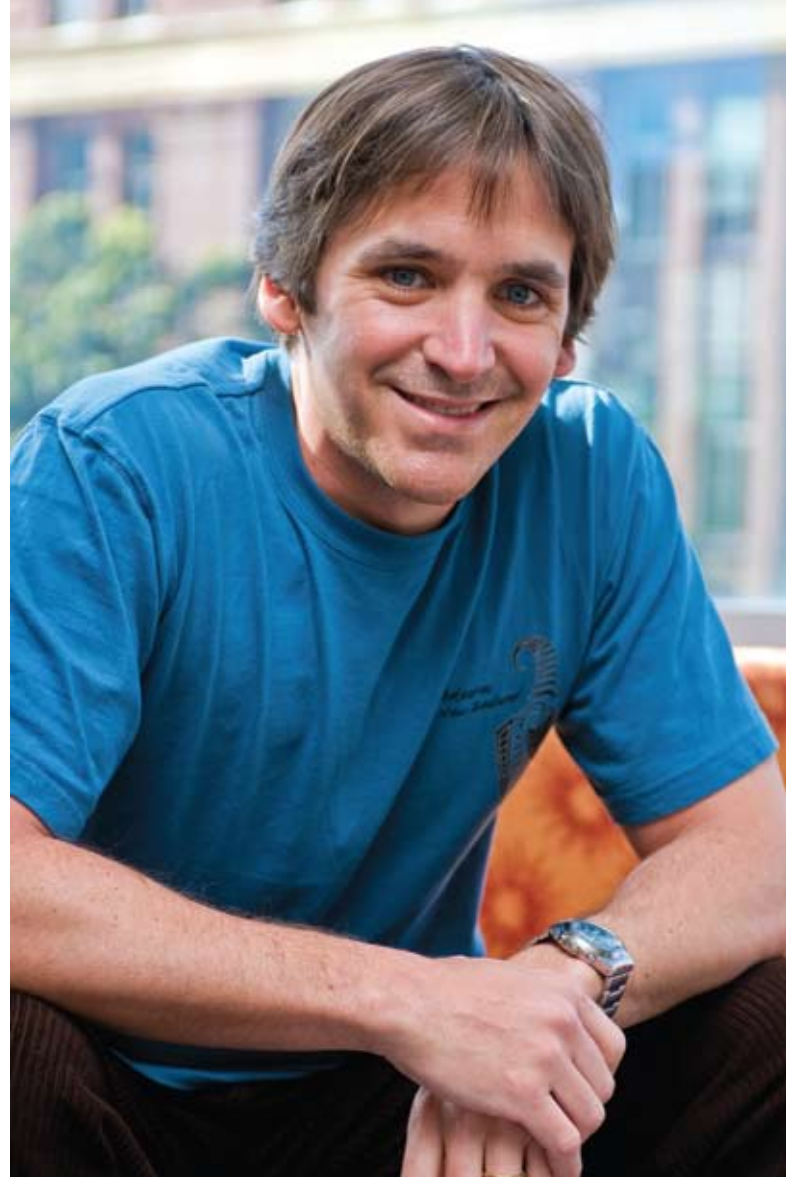
WE MAKE IT EASY TO COMBINE WORK AND STUDY

Lectures are held in the evening to make it easy to integrate your study with full-time employment. As a general guide, you will need to devote approximately 10 hours per week per course, including lectures and private study time.

ADMISSION CRITERIA

To be admitted to the Postgraduate Diploma in Business Administration you must:

- ☒ have qualified for admission to a degree or award of a postgraduate diploma from a New Zealand university; **or**
- ☒ be able to produce evidence of extensive practical, professional or scholarly experience of an appropriate kind; **or**
- ☒ have completed the requirements for the Certificate in Management Studies with an average of B or better across all four courses; **and**
- ☒ have at least three years of practical experience in management or administration; **and**
- ☒ satisfy the Programme Director that you have the necessary ability and commitment to successfully complete the programme.



PROGRAMME OVERVIEW

Candidates who have met the requirements of the Certificate in Management Studies will gain credit for the equivalent courses in the Postgraduate Diploma.

YEAR 1: TRIMESTER 1

CMSP 801	Problem Solving and Decision Making
CMSP 802	Organisational Behaviour

YEAR 1: TRIMESTER 2

CMSP 803	Marketing Management
CMSP 804	Operations and Services Management

YEAR 2: SUMMER TRIMESTER

MMBA 503	Economics, Organisation and Markets
MMBA 509	Accounting for Managers

YEAR 2: TRIMESTER 1

MMBA 507	Information Systems
MMBA 534	Strategic Management

WHERE TO NEXT?

After you've completed your Postgraduate Diploma, you may wish to apply for admission to our Master of Business Administration (MBA) programme—a prestigious degree and internationally recognised indicator of business acumen. Your Postgraduate Diploma will be credited towards the MBA, with exemptions given for corresponding MBA courses.

STEVE BOUTELL

PGDipBA

I chose the Postgraduate Diploma in Business Administration because I think that nowadays you can't be satisfied with just an undergraduate degree. Markets are changing and growing so fast that we need to keep learning and stay up to date. While I felt my first degree gave me a very good marketing background, I needed something more to help me continue my professional development.

I found the PGDipBA at the Victoria Management School the perfect match for what I was looking for. I'm sure that many concepts from the programme will be useful in many aspects of my future professional life. The programme challenged me to think outside the box and believe in my own ideas.

Since completing the Diploma, I've continued studying and am currently a full-time MBA student, which I'm positive will be the gateway to the job opportunity I'm looking for.

POSTGRADUATE DIPLOMA IN HUMAN RESOURCE MANAGEMENT

The Postgraduate Diploma in Human Resource Management (PGDipHRM) aims to develop the skills and knowledge that enable graduates to lead strategic HR programmes in local and international organisations. At the end of the course you should be a good communicator, be persuasive and credible, practical and ethical, and have a sound grasp of evidence-based theory to apply in practice. The programme develops HR practitioners to be good strategic operators rather than process managers. It also aims to provide frameworks, skills and approaches to acting strategically and solving practical work-based problems.

The programme examines the strategic and international aims of human resource management, and the processes and issues involved in implementing human resource practices. Organisational behaviour, human resource management and industrial relations are covered. The programme takes a scholarly, evidence-based approach to people and organisations in the world of work.

A UNIQUE LEARNING EXPERIENCE

To develop the strategic and communication skills needed by good HR practitioners the programme features a variety of interactive learning activities, including group discussions, workshops, role-plays, seminars and project teamwork. These also ensure a stimulating learning environment.



PRACTICAL FOCUS

The programme emphasises business skills that you can apply in the workplace. Many of our teaching staff are actively involved in research and consulting work in both the public and private sectors. You will benefit from their experience, as well as by analysing case studies drawn from real-life situations. The interactive nature of the teaching also means you will learn a lot from your fellow students.

CONVENIENT SCHEDULE

The programme is taught in the evenings, making it easy for you to integrate study and full-time employment. Each course involves approximately 10 hours work per week including lectures and private study time.

ADMISSION CRITERIA

To be admitted to the Postgraduate Diploma in Human Resource Management you must:

- ☒ have qualified for admission to a degree or award of a postgraduate diploma from a New Zealand university; **or**
- ☒ be able to produce evidence of extensive practical, professional or scholarly experience of an appropriate kind; **or**
- ☒ have completed the requirements for the Certificate in Management Studies with an average of B or better across all four courses; **and**
- ☒ have at least three years of practical experience in management or administration; **and**
- ☒ satisfy the Programme Director that you have the necessary ability and commitment to successfully complete the programme.



PROGRAMME OVERVIEW

Candidates who have met the requirements of the Certificate in Management Studies will gain credit for the equivalent courses in the Postgraduate Diploma.

YEAR 1: TRIMESTER 1

CMSP 801	Problem Solving and Decision Making
CMSP 802	Organisational Behaviour

YEAR 1: TRIMESTER 2

CMSP 803	Marketing Management
CMSP 805	Human Resource Management

YEAR 2: SUMMER TRIMESTER

MMBA 509	Accounting for Managers
MMBA 560	Leading Change

YEAR 2: TRIMESTER 1

MMBA 561	Strategic/International Human Resource Management
MMBA 562	Managing Employment Relations

WHERE TO NEXT?

After you've completed your Postgraduate Diploma, you may wish to apply for admission to our Master of Business Administration (MBA) programme—a prestigious degree and internationally recognised indicator of business acumen. Your Postgraduate Diploma will be credited towards the MBA, with exemptions given for corresponding MBA courses.

LAURA DEMPSEY PGDipHRM graduate

The Postgraduate Diploma in Human Resource Management was suggested to me by a former manager as a means of fast-tracking my education. I didn't want years of studying courses as I had already had plenty of business experience, so I loved that I could study part-time and still complete the Diploma within two years. The other deciding factor was that I could come back and complete an MBA.

The programme challenged my way of thinking, forcing me to think far more strategically about the organisation I work in than I ever did in the past. It isn't just about HR, but how the whole organisation is working and where we want to be in the future. This has allowed me to have a stronger, more proactive working relationship with my clients as I have a better understanding of the challenges they face.

Learning to work with a diversity of people on projects was fantastic. At times we didn't all agree, or someone would let the team down, but that's life! Nothing ever runs smoothly and this was a great way to test the skills we were learning.

POSTGRADUATE DIPLOMA IN MARKETING

The Postgraduate Diploma in Marketing (PGDipMkt) is a comprehensive programme that enhances your skills and understanding of all facets of the marketing discipline, including the process of creating and managing a market-led organisation.

As well as introducing you to the principles of marketing in both private and public sectors, the programme examines the financial aspects and accountability of marketing decision making, the critical function of communications using both traditional media and the internet (social networks and cyberspace), the implementation and management of service quality, and the processes and issues involved in developing and implementing strategic marketing plans. You explore problem solving, decision making, financial and international perspectives on marketing management issues. Attention is also given to marketing's role in the process of innovation, entrepreneurship and strategic change.

THE LEARNING ENVIRONMENT

In addition to lectures, the programme features a variety of interactive learning activities including workshops, simulations, seminars, case studies, and team projects focused on today's marketing and business issues. This variety ensures a stimulating learning environment.



PRACTICAL FOCUS

The Postgraduate Diploma programme provides a strong foundation from which to enhance your career prospects, as indicated by previous participants' testimonials. As well as covering a range of theoretical perspectives in marketing, the course maintains a strong practical focus, so you'll be able to put what you learn to good use in the real world of marketing. Many of our teaching staff are actively involved in research and consultancy work in both public and private sectors, and you will benefit from their experience.

CONVENIENT SCHEDULE

Our teaching schedule makes it easy for you to integrate study and full-time employment. The programme is taught in the evening (or on weekends), and each course involves approximately 10 hours per week including lectures and seminars, private study time and group work.

ADMISSION CRITERIA

To be admitted in the Postgraduate Diploma in Marketing you must:

- ☒ have qualified for admission to a degree or award of a postgraduate diploma from a New Zealand university; **or**
- ☒ be able to produce evidence of extensive practical, professional or scholarly experience of an appropriate kind; **or**
- ☒ have completed the requirements for the Certificate in Management Studies with an average of B or better across all four courses; **and**
- ☒ have at least three years of practical experience in management or administration; **and**
- ☒ satisfy the Programme Director that you have the necessary ability and commitment to successfully complete the programme.



PROGRAMME OVERVIEW

YEAR 1: TRIMESTER 1

CMSP 801	Problem Solving and Decision Making
CMSP 802	Organisational Behaviour

YEAR 1: TRIMESTER 2

CMSP 803	Marketing Management
CMSP 804	Operations and Services Management (or CMSP 805 Human Resource Management)

YEAR 1: SUMMER TRIMESTER

MMBA 509	Accounting for Managers
MMBA 557	International Marketing (or MMBA 558 International Business, or MMIM 523 Cyberspace Marketing)

YEAR 2: TRIMESTER 1

MMBA 565	Innovation and Entrepreneurship (or 534 Strategic Management)
MMBA 570	Marketing Strategy

WHERE TO NEXT?

After you've completed your Postgraduate Diploma, you may wish to apply for admission to our Master of Business Administration (MBA) programme—a prestigious degree and internationally recognised indicator of business acumen. Your Postgraduate Diploma will be credited towards the MBA, with exemptions given for corresponding MBA courses.

TONY YANG

PGDipMkt

Having worked in trade marketing for two years, I looked for a programme that would give me the knowledge and skills to see the 'big picture' in my career. The programme lived up to these expectations. It transformed the way I see the world and provided me with the knowledge and skills I was looking for. I feel much more confident than before because of the critical and creative thinking skills that I learned from the programme.

The highlight of the course was the opportunity to put the whole range of business skills into practice with enormous support from experienced lecturers.

I am now a full-time student of the MBA programme at Victoria, having completed my Postgraduate Diploma in Marketing in 2009.

My biggest career aspiration after finishing my MBA is to help New Zealand companies succeed in exploring new business opportunities in the Chinese market, utilising the knowledge and skills I have learned from the post-experience programmes.

FURTHER INFORMATION

CERTIFICATE IN MANAGEMENT STUDIES

POSTGRADUATE DIPLOMA IN BUSINESS ADMINISTRATION

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For further information on post-experience programmes, please visit our website www.victoria.ac.nz/vms or contact:

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