

Learn Plus

Learn anywhere through virtual connection

International Prospectus





LearnPlus is a small NZQA accredited training provider offering innovative qualifications and flexible programmes to learners around New Zealand.

We are very proud of the high-quality teaching and learning that is offered at our school with many opportunities for learners to learn, achieve and succeed academically and socially. As a diverse and inclusive community the academic programme is offered both online and online with facilitation.

Our learners and staff work collaboratively to achieve personal bests and make connections in their workplace and greater community. Our committed and talented staff ensure that we offer a future focussed curriculum that is personalised and innovative.

We look forward to working together to provide an education of excellence.

Helen McPhun
Education Director



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Key Information for International Learners

Study in New Zealand

New Zealand values, attitudes and lifestyle

New Zealanders have an open-minded and welcoming attitude to people from around the world. As a country we value kindness, tolerance and friendship. Life in New Zealand is generally relaxed with a lot of outdoor activities, as families and friends come together to explore this beautiful country.

There are many activities to participate in throughout the country including playing or watching sport, engaging in art and culture, and generally making the most of life.

New Zealand has three official languages; English, Te reo Māori and New Zealand Sign Language. Te reo Māori is an important part of New Zealand culture and while you are living here it can help you to settle in if you learn about the language, Māori customs, and how to interact in Māori culture.

Stable government and economy

The New Zealand political system is a democracy and every three years Kiwis vote for who will represent them in parliament. As an inclusive society we were a founding member of the United Nations in 1945 and New Zealand is committed to promoting peace, security, social progress, better living standards and human rights for all.

The New Zealand economy is one that works on free market principles. It has sizable manufacturing and service sectors complementing a highly-efficient agricultural sector. Exports of goods and services account for around one third of real expenditure GDP.

Study while you are working

As a LearnPlus student, you are studying while you are working which provides real-life opportunities to complement your learning, increase understanding and consolidate achievements. Tutors work with you to ensure you have the necessary support and guidance to enhance your learning and, where appropriate, to add value to your workplace.



Why choose LearnPlus

Academic programme

LearnPlus offers internationally recognised qualifications through the NZQA Curriculum. The programs available are contemporary and supportive of real skills intended for the workplace. We work with industry leaders and NZQA to ensure that our qualifications are relevant for today's learners and provide a pathway to continuous learning.

Flexible timetable

Courses are studied online and students have the flexibility to select the time and place that suits them. The LearnPlus teaching platform provides an individualised learning structure that allows students to manage their timetable so their education fits around their lives.

Course start dates are open and focus on the number of weeks prescribed for a course completion.

Counselling and support

The LearnPlus team of tutors, directors and management provide a full service of support for international and domestic students including online orientation to the programme, information on who to contact when issues arise and a 24/7 contact number for emergencies. LearnPlus adheres to the Education (Pastoral Care of International Students) Code of Practice 2016 and key staff are all trained in the regulations to ensure an excellent level of care for all students.

Affordable fees

Teaching online allows LearnPlus to keep its fees low for students. All fees outlined on the Offer of Place must be paid prior to the commencement of the programme and are protected through the Public Trust scheme.



A person with long hair is seen from behind, sitting at a desk and working on a silver laptop. Their hands are on the keyboard and trackpad. To the left of the laptop is a dark bag with a light-colored patterned scarf or cloth draped over it. The scene is dimly lit, with a blueish tint. The text 'Our programmes' is overlaid in white on the left side of the image.

Our programmes

New Zealand Certificate in Adult and Tertiary Teaching (Level 4)

Strands	Credits	Study type	Duration	International Student Fee
Not applicable	40	Distance Online	40 weeks	\$2,250 (incl gst)

With this programme you will be introduced to the skills, knowledge and attributes to effectively plan, deliver, and evaluate engaging and informative training and education sessions in your organisation.

Course outline

ANALYSE group learner needs and styles, literacy levels, and cultural and organisational requirements to determine measurable outcomes of the proposed learning.

DESIGN programs, courses and assessments using advanced learner-centred design skills to ensure structure and processes follow a provable path to maximise learning.

DEVELOP learner-centred content and resources using advanced skills and theoretical models to promote transferable learning in a culturally inclusive manner.

IMPLEMENT learner-centred sessions using a range of advanced facilitation strategies and culminating in effective contextualised assessment tasks.

EVALUATE design, delivery and assessment processes using critical analysis with reference to theoretical models involving learners, stakeholders and quality assurers to reflect on what has been done and determine future enhancements.

Entry requirements

There are no prerequisites for admission into the programme. However an individual must have a group of at least three learners to whom they can deliver their sessions. Please contact us to confirm your suitability.

Core papers

Unit Standard 7093

Plan for delivery of learning sessions for adults

Unit Standard 29690

Describe principles and theories of adult learning

Unit Standard 29692

Deliver learning sessions for adults

Unit Standard 29693

Review, evaluate and identify areas of improvement for own adult education teaching practice

Career opportunities

Graduates will have the skills and knowledge for roles such as:
Industry or workplace trainer or community educator.

Many graduates of the New Zealand Certificate in Adult and Tertiary Teaching (Level 4) go on to more advanced study in adult and tertiary teaching. However, some recent graduates have taken up new training roles within their current employment.

New Zealand Certificate in Adult and Tertiary Training (Level 5)

Strands	Credits	Study type	Duration	International Student Fee
Not applicable	60	Distance Online	60 weeks	\$3,000 (incl gst)

This programme provides learners with advanced skills and knowledge and progressive attributes to effectively, plan, deliver, assess and evaluate engaging and informative learner-centred training and education sessions in their organisation.

Course outline

ANALYSE group learner needs and styles, literacy levels, and cultural and organisational requirements to determine measurable outcomes of the proposed learning.

DESIGN programmes, courses and assessments using advanced learner-centred design skills to ensure structure and processes follow a provable path to maximise learning.

DEVELOP learner-centred content and resources using advanced skills and theoretical models to promote transferable learning in a culturally inclusive manner.

IMPLEMENT learner-centred sessions using a range of advanced facilitation strategies and culminating in effective contextualised assessment tasks.

EVALUATE design, delivery and assessment processes using critical analysis with reference to theoretical models involving learners, stakeholders and quality assurers to reflect on what has been done and determine future enhancements.

Entry requirements

There are no formal prerequisites for admission into the programme. However, an individual must be experienced in the teaching and training field and be able to deliver four different sessions and each session must have a group of at least six learners. Please contact us to confirm your suitability.

Core papers

Unit Standard 29689

Design and prepare adult learning sessions for a variety of contexts

Unit Standard 29691

Facilitate adult learning sessions using adult teaching and learning theories and frameworks

Unit Standard 11552

Design and evaluate assessment material

Unit Standard 11551

Quality assure assessment

Unit Standard 7110

Critically evaluate and improve own professional knowledge and practice in adult education and training

Career opportunities

Graduates of this qualification will have the skills and knowledge for roles such as: Vocational or workplace educator and trainer, or academic staff member/tutor.

Many graduates of the New Zealand Certificate in Adult and Tertiary Teaching (Level 5) go on to further, more advanced study in adult and tertiary teaching. However, some recent graduates have gained employment in educational roles based around their previous industries.

New Zealand Certificate in Business (Administration and Technology) (Level 3)

Strands Not applicable	Credits 60	Study type Distance Online	Duration 40 weeks	International Student Fee \$3,000 (incl gst)
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This programme introduces learners to a diverse range of skills, knowledge and insights to support the business administration and technology services in an organisation, in a manner that contributes to the organisation's objectives.

Course outline

The programme is designed to flow in a way that starts with the people, professionalism and regular office tasks. It then works through the requirements to produce a selection of documents using a variety of software applications to meet the stakeholder needs in an organisation.

By the end of the programme learners will be able to:

- Conduct ethical and professional administrative services that demonstrate personal and interpersonal skills and meet the social, cultural and business requirements of an organisation.
- Provide a positive, productive and service-oriented, cooperative approach to everyday work with all stakeholders to meet individual and organisation expectations and goals.
- Process documents using a variety of systems, applications and devices to produce business, financial and workplace documents to meet business needs.
- Support the business needs by working safely and contributing to the monitoring and maintaining of systems and processes, and problem-solving any issues to suggest improvements.

Entry requirements

There are no formal prerequisites for admission into the programme. However, an individual must be able to produce authentic work inside their business administration role and have some familiarity with computer applications.

Core papers

Unit Standard 29024

Provide business administration using business technology

Unit Standard 29025

Obtain, communicate, and reproduce business information using business technology

Unit Standard 29026

Process data to produce information for business purposes

Unit Standard 29027

Produce business documents using software applications

Career opportunities

Graduates of this qualification will have the skills and knowledge to work, or gain employment, in a wide range of supervised general office administration roles in a variety of sectors.

These may include: receptionist, data entry operator, front line customer service roles, call or contact centre operators, secretary, office support workers.

Many graduates of the New Zealand Certificate in Business (Administration and Technology) (Level 3) go on to further, more advanced study.

New Zealand Certificate in Business (Administration and Technology) (Level 4)

Strands
Not applicable

Credits
60

Study type
Distance Online

Duration
40 weeks

International Student Fee
\$3,000 (incl gst)

This programme provides learners with the skills, knowledge and insights to effectively provide business administration and technology services in an organisation in a manner that contributes to the organisation's objectives.

Course outline

The programme is designed to flow in a way that starts with the people and professionalism. It then works through the services, business information and documents expected in an organisation.

By the end of the programme learners will be able to:

- Conduct ethical and professional administrative services that demonstrate personal and interpersonal skills and meet the social, cultural and business requirements of an organisation.
- Provide a positive, productive and service-oriented, collaborative approach to all work with all stakeholders to meet individual and organisation expectations and goals.
- Process detailed and comprehensive documents using a variety of systems, applications and devices to produce business, financial and workplace documents to meet business needs.
- Support the business needs by working safely and contributing to the monitoring and maintaining of systems and processes, and problem-solving any issues to suggest improvements.

Entry requirements

There are no formal prerequisites for admission into the programme. However, an individual must be able to produce authentic work inside their business administration role and have familiarity with computer applications.

Core papers

Unit Standard 29029

Provide administrative services using business technology and systems

Unit Standard 29030

Produce business information using data processing tools

Unit Standard 29031

Produce business documents using advanced features and functions of software applications

Career opportunities

Graduates of this qualification will have the skills and knowledge to work in a wide range of office administration roles in a variety of sectors.

These may include: A sole-charge role in a small business entity, senior receptionist, customer relationship roles, personal assistants and secretaries, lead administrator, front-line customer service roles, call or contact centre operators, office support workers, web administrator, service desk coordinator.

New Zealand Certificate in Business (First Line Management) (Level 4)

Strands Not applicable	Credits 60	Study type Distance Online	Duration 48 weeks	International Student Fee \$3,000 (incl gst)
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This programme builds skills such as setting goals, measuring achievement, monitoring and managing teams, understanding and valuing diversity, and communicating effectively.

Course outline

The programme is designed with a series of steps to get the learner to plan, monitor and reflect on practice and change as required. The learner will then understand impacts, consequences and options which result from the leadership style, communications and processes they employ. By the end of the programme learners will be able to:

- Consistently demonstrate professional and ethical behaviour, in a socially and culturally appropriate manner, promoting an inclusive environment that values diversity while leading their team to achieve success.
- Capably address changes and situations and adapt leadership styles for effectiveness in different environments and circumstances.
- Identify and meet all the internal policies, legislation and other external requirements of the company for which they are leading the team.
- Work and communicate with their teams and stakeholders to develop and maintain relationships and sustain productivity.
- Encourage, motivate and involve their team to achieve the team's objectives and contribute to the organisation's objectives.
- Monitor, measure, and manage work flows, team progress and results, and adapt as needed by the context, the people, and any influences in order to achieve team objectives for the organisation.

Entry requirements

There are no formal prerequisites for admission into the programme. However, an individual must be able to produce authentic work inside their business and currently be leading a team.

Core papers

Unit Standard 29039

Manage a team to contribute to a business entity's objectives

Unit Standard 29040

Manage work flows

Career opportunities

Graduates of this qualification will have the skills and knowledge to work as a first line manager with responsibility for others, in a business entity.

Entry requirements

There are no academic, regulatory or legislative prerequisites for this programme but the ability to complete the assessment portfolio in a real workplace of some type is required. This qualification builds on from:

New Zealand Certificate in Business (Administration and Technology) (Level 3) [Ref: 2452]

New Zealand Certificate in Business (Introduction to Team Leadership) (Level 3) [Ref: 2453]

New Zealand Certificate in Business (Introduction to Small Business) (Level 3) [Ref: 2454].

It is expected that the learners in the programme will be people who have been given team leader responsibility in a real workplace context and have acquired underlying workplace skills. They need to develop and grow as leaders of their teams while being focused on achieving measurable results.

New Zealand Diploma in Business (with Leadership Strand) (Level 5)

Strands	Credits	Study type	Duration	International Student Fee
Leadership Strand	120	Distance Online	80 weeks	\$4,700 (incl gst)

This programme provides learners with the skills, knowledge and insights to effectively perform in an organisation in a manner that contributes to, and shows, an understanding of the organisation's objectives. Underpinned by advanced knowledge of core business principles, processes and communication expectations, graduates will apply their area of speciality in an ethical manner aligned with the diverse cultural and legislative contexts of the New Zealand business environment.

Course outline

By the end of the programme learners will be able to:

- Describe their role and its relationship to all aspects of the business context.
- Determine the overarching goals of the organisation and the principles and processes used to achieve them.
- Use receiver-oriented, effective written and oral communication skills with all stakeholders.
- Identify the diverse needs of stakeholders and how their cultural and performance needs are accommodated in a way to promote effective and productive relationships.
- Analyse current processes and practices to identify opportunities for future improvement.
- Engage with and lead the team to achieve results to benefit the organisation and align with requirements under the Treaty of Waitangi.
- Use culturally sensitive interpersonal skills and professional approaches to build bicultural partnerships and support a positive workplace.
- Lead the team to produce measurable results for the organisation while identifying and addressing internal and external influences.
- Evaluate leadership activities to identify and analyse internal and external influences and their impact on the efficacy of the processes and/or results.
- Analyse the roles of stakeholders, staff members and self to identify key themes, findings and recommendations to promote future success.

Entry requirements

There are no formal prerequisites for admission into the programme. However, an individual must be able to produce authentic work inside their leadership role.

Core papers

Unit Standard 2908

Apply business knowledge for operational objectives in a business entity

Unit Standard 29049

Contribute to innovation and organisational change in operational contexts

Unit Standard 29050

Analyse the impact(s) of internal and external influences, and assess their consequences(s) for a business entity

Strand papers

Unit Standard 29044

Lead and manage people to achieve a business entity's operational objectives

Unit Standard 29045

Manage business activities to achieve a business entity's operational objectives

Career opportunities

Graduates of this qualification will be able to effectively communicate, plan, lead and contribute to their business roles in a manner that impacts the effectiveness and efficiency of the organisation. They will be able demonstrate the sensitivities needed in a culturally diverse workplace, build bicultural partnerships and adhere to all legislative requirements in New Zealand. These are key skills required when in a leadership role.

New Zealand Diploma in Business (with Project Management Strand) (Level 5)

Strands	Credits	Study type	Duration	International Student Fee
Project Management Strand	120	Distance Online	80 weeks	\$4,700 (incl gst)

This programme provides learners with the skills, knowledge and insights to effectively perform in an organisation in a manner that contributes to, and shows, an understanding of the organisation's objectives. Underpinned by advanced knowledge of core business principles, processes and communication expectations, graduates will apply their area of speciality in an ethical manner aligned with the diverse cultural and legislative contexts of the New Zealand business environment.

Course outline

By the end of the programme learners will be able to:

- Describe their role and its relationship to all aspects of the business context.
- Determine the overarching goals of the organisation and the principles and processes used to achieve them.
- Use receiver-oriented effective written and oral communication skills with all stakeholders.
- Identify the diverse needs of stakeholders and how their cultural and performance needs are accommodated in a way to promote effective and productive relationships.
- Analyse current processes and practices to identify opportunities for future improvement.
- Scope, plan and budget for a full project, using a variety of current project management tools, to build on bicultural partnerships, to achieve measurable results in the organisation.
- Seek project approval and effectively monitor, control and conclude the project to meet timelines, promote effective workplace behaviours and to promote positive organisational results while also aligning with requirements under the Treaty of Waitangi.
- Evaluate project management activities to identify and analyse internal and external influences and their impact on the efficacy of the processes and/or results.
- Analyse the roles of stakeholders, staff members and self to identify key themes, findings and recommendations to promote future success.

Entry requirements

There are no formal prerequisites for admission into the programme. However, an individual must be able to produce authentic work inside their leadership role.

Core papers

Unit Standard 2908

Apply business knowledge for operational objectives in a business entity

Unit Standard 29049

Contribute to innovation and organisational change in operational contexts

Unit Standard 29050

Analyse the impact(s) of internal and external influences, and assess their consequences(s) for a business entity

Strand papers

Unit Standard 30363

Manage the initiation of a project

Unit Standard 30364

Develop a project management plan

Unit Standard 30365

Execute and monitor and control a project

Unit Standard 30366

Close a project

Career Opportunities

Graduates of this qualification will be able to effectively communicate, plan, lead and contribute to their business roles in a manner that impacts the effectiveness and efficiency of the organisation. They will be able to demonstrate the sensitivities needed in a culturally diverse workplace, build bi-cultural partnerships and adhere to all legislative requirements in New Zealand. These are key skills required when performing a project management function.

How to Enrol

01

Choose your study programme

Meet criteria for academic and age requirements

02

Prepare supporting documentation

- Certified copy of passport
- Certified copies of academic transcripts and/or certificates (translated into English)
- English language results if required
- Recognition of prior learning
- Letter from your employer stating workplace requirements

03

Apply online

Download the International Student Enrolment contract, complete, sign and upload this to your profile along with the supporting documents. One of our team members will then review and contact you to arrange an online interview.

04

Participate in an online meeting

This is for the purpose of meeting the learner, confirming eligibility, and ensuring the learner has access to the resources required to successfully complete the proposed programme.

05

Receive your Offer of Place to study at LearnPlus

Once your application is approved, you will receive an offer letter which includes instructions on how to:

- Accept your offer
- Pay for your fees
- Provide further documents as required i.e. insurance

Key Information for International Learners

Detailed information for students studying at LearnPlus is provided in our International Student Information Pack and on our website.

Welfare

International students' welfare is supervised by the Academic Director and General Manager. LearnPlus adheres to The Education Code of Practice 2016 (Pastoral Care of International Students). LearnPlus considers the students' welfare to be of paramount importance. Copies of the Code are available on request from LearnPlus or from the NZQA website at www.nzqa.govt.nz. You should make sure you have read and understood the Code.

Student Fee Protection

The New Zealand Government requires all New Zealand Qualifications Authority (NZQA) registered Private Training Establishments to protect student fees paid to them in advance. LearnPlus is registered for Fee Protect through the Public Trust, which has an unsecured capital guarantee from the New Zealand Government. For further information visit www.feeprotect.co.nz.

Visas

International students are required to have a valid student visa during their stay in New Zealand. Once you have received an Offer of Place from us and you have paid your tuition fees, you should apply for a student visa from Immigration New Zealand. www.immigration.govt.nz.

Insurance

International students are required under the Education Code of Practice 2016 to have medical and travel insurance. The following companies have insurance policies that are compliant:

- Orbit: <https://orbitprotect.com/insurance-products/international-student-insurance/summary/>
- Southern Cross: <https://www.scti.co.nz/our-products/international-student/insurance/>
- Allianz: <https://www.insurancesafenz.com/studentsafe>

The Accident Compensation Corporation (ACC) provides accident insurance for NZ citizens, residents and temporary visa holders, but you may still be liable for all other medical and related costs. View the ACC website for more information.

Accommodation

Students enrolled at LearnPlus are over the age of 18 and are therefore adults responsible for their personal living conditions. LearnPlus staff are available for support where necessary if students are experiencing any difficulties.

Student Withdrawals and Fee Refunds

Our fee refund policy is in accordance with section 529 of the Education and Training Act 2020. Please refer to the International Student Enrolment Contract for details.

Disciplinary Matters

Details on the Disciplinary Process are provided in the International Student Information Pack and online. Formal warnings will be given to students for: poor attendance, academic misconduct, and behavioural misconduct. Depending on the violation there may first be a verbal warning followed up by a written warning if matters are not rectified. All warnings will be recorded, and remain valid for the duration of the programme of study. If matters are particularly significant a final warning may be issued or the matter will be referred to the Disciplinary Committee.





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