

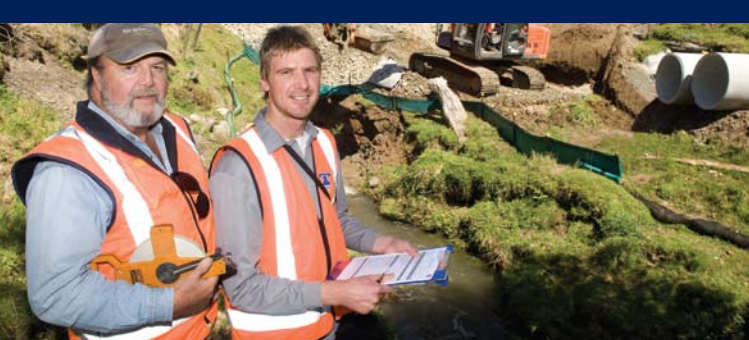
NATIONAL CERTIFICATES FOR First Line Management



**InfraTrain
New Zealand**

1.2	1000mm Diameter	1000mm Diameter bend 135°	1000mm Culvert Inlet	LS	100%	3,000.00
				m	100%	1,500.00
				m ³	80	25.00
				m ³	600	5.00
				m ³	2750	20.00
				m ³	1500	14.00
				each	600	20.00
					300	45.00
					3	300.00
				m		
				Each	70	450.00
				each	2	800.00
					1	2,500.00
				m ³		31,500.00
					170	1,600.00
						2,500.00





QUALIFICATIONS FOR LEADERSHIP

Development of leadership skills can help team leaders and supervisors work smarter. InfraTrain works with recognised and experienced training providers who deliver programmes that can help leaders, as well as potential leaders to:

- Enhance their people and communication skills
- Develop a positive leadership style
- Gain confidence to make decisions and lead more effectively

Participants will gain the knowledge and tools that will enable them to lead their teams to greater levels of personal and organisational success.

The programmes for developing leadership skills are practical and can be tailored to meet workplace requirements. They are delivered off-job and in small groups.

Programmes are structured to enable participants to achieve one of the following recognised First Line Management qualifications.



NATIONAL CERTIFICATE IN BUSINESS (FIRST LINE MANAGEMENT)



This qualification is the first of two national certificates available for people who are, or training to be, first line managers in roles such as team leaders, supervisors or forepersons. People in these roles are likely to be managing people, resources or workplace operations and may have had little or no formal training.

The focus of this Level 3 qualification is on communication and other skills to build effective teams.

The qualification comprises a compulsory section and three elective sections, which provide a wide range of choice to suit the needs of the individual, business or workplace.

The compulsory section comprises unit standards covering interpersonal communication skills.

The first two elective sections provide a wide choice of unit standards covering a range of relevant business skills and knowledge, including:

- Business administration
- Quality management
- Systems and resources management
- People development and co-ordination
- Communication skills
- Adult education and training
- Māori management

In the third elective section, unit standards can be selected to suit job or career pathway needs.

The *National Certificate in Business (First Line Management)* Level 3 complements other national qualifications in civil infrastructure which are offered by InfraTrain. It may lead to the *National Certificate in Business (First Line Management)* Level 4.



NATIONAL CERTIFICATE IN BUSINESS (FIRST LINE MANAGEMENT)



The Level 4 qualification is also aimed at people who are, or want to be, first line managers; in roles such as team leaders, supervisors and forepersons.

The qualification focuses on key leadership skills to develop and lead a team to higher levels of performance. It may lead on from the *National Certificate in Business (First Line Management) Level 3*, but this is not a prerequisite.

The qualification comprises a compulsory section and three elective sections which provide a wide range of choice to suit the needs of the individual, business or workplace.

The compulsory section comprises unit standards covering key skills and knowledge in:

- Relationship management
- Performance management
- Workplace organisational principles

The first two elective sections cover relevant business skills such as:

- Business administration
- Business information management
- Financial skills
- Quality management
- Systems and resources management
- People development and co-ordination
- Communication skills
- Adult education and training
- Māori management

In the third elective section, unit standards can be selected to suit individual workplace or career pathway needs, or from Occupational Health & Safety units, or Assessment of Learning units.

The *National Certificate in Business (First Line Management) Level 4* may lead on to further business qualifications such as the National Diploma in Business Level 5, or qualifications in business administration, small business management or Māori business.



BENEFITS FOR EMPLOYERS

- Recognition of skills and knowledge with a national qualification
- Qualifications delivered off-job by experienced trainers
- Practical programmes tailored to workplace needs
- Subsidised qualification
- Support and guidance available from InfraTrain
- Develops people management skills
- Enables team leaders, supervisors and forepersons to lead their staff better and use their skills more effectively
- Raises business performance and productivity
- Improves staff satisfaction, motivation and retention



ENROLMENT INFORMATION

ENTRY REQUIREMENTS

Entry is open with no prerequisites.

HOW ARE THE QUALIFICATIONS COMPLETED?

Each qualification is completed through participation in an off-job leadership skills development programme and additional workplace assignments. The leadership programmes comprise a number of modules which are linked to the unit standards in the qualifications and trainees are assessed against these during the training programme.

HOW LONG WILL IT TAKE?

The off-job leadership development programme is flexible and the length will depend on a company's individual needs and timing. Usually, completion of the off-job programme and qualification will take 7 to 9 months, although this can be extended if required.



COST

The following costs apply for enrolment in the qualification, but do not include the cost of the off-job leadership development programme:

Enrolment Fee – \$60 plus GST.

This is payable the first time a trainee is enrolled with InfraTrain. It is a one-off fee and covers enrolment in all future training with InfraTrain New Zealand Limited.

Qualification Fee

Two payment options are available:

- \$600 plus GST, or
- A monthly fee of \$50 plus GST payable for 12 months

Leadership development programme

The cost of the off-job leadership development programme is determined with the training provider and will include the cost of assessment.

HOW TO ENROL

If you wish to develop the leadership skills of your first line managers, please call 0800 486 626 to arrange for an InfraTrain regional advisor to discuss your requirements.



TALK TO US

If you would like more information please contact us.

0800 486 626

or email askus@infratrains.co.nz

InfraTrain New Zealand
Level 12, 40 Mercer Street, PO Box 2759, Wellington 6140

www.infratrains.co.nz