

This qualification recognises the skills and knowledge of people who are, or are seeking to be, first line managers (team leaders, supervisors or charge hands)

Holders of this qualification are likely to be responsible for managing people, resources and / or work operations.

Targeted at those people who have been identified as 'future leaders' of the New Zealand Marine Industry, this qualification is designed to foster valuable management and leadership skills and attitudes.

It will equip people with the knowledge, practical skills and motivation to enable them to become more effective in their current roles, while preparing them for their future roles as supervisors and leaders.

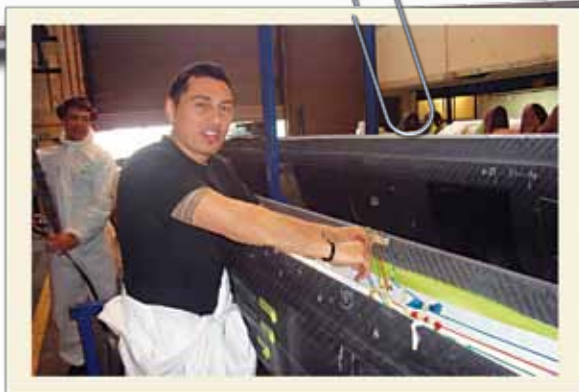
This qualification takes, on average 1 to 1.5 years to complete.

Pre-requisite Requirement

- National Certificate in Boatbuilding (Level 4) - any strand
or
- National Certificate in Marine Sales and Services (Level 4) - any strand
or
- National Certificate in Competitive Manufacturing (Level 4)

Continued on next page

Andrew Armstrong



Andrew Armstrong completed his National Certificate in Boatbuilding (Composite Sparmaking) Level 4, in 2005 at Marten Spars.

In 2007 he completed his National Certificate in Business (First Line Management) Level 4 at Southern Spars. Now he is studying for a further business qualification at a Polytech.

Completing the First Line Management qualification has been good for Andrew's career development and given him the confidence to take on more responsibility. It has also helped him accumulate good life skills and work skills.

Andrew's plans for the future are to continue developing his skills and experience at Southern Spars and he hopes to move from middle management into a more senior role.

NATIONAL CERTIFICATE IN BUSINESS (FIRST LINE MANAGEMENT) Level 4 (Version 5)**Unit Standard Content**

Unit Number	Unit Title	Level	Credit Value
1987	Develop strategies to establish and maintain positive workplace relationships	4	5
23396	Demonstrate knowledge of performance management planning	4	3
16342	Identify key workplace organisational principles	4	4

Elective Unit Standards: All of the following elective units are required.

Unit Number	Unit Title	Level	Credit Value
1988	Supervise workplace operations	4	6
9696	Apply problem-solving techniques	4	4
9704	Manage interpersonal conflict	4	6
15189	Implement a health and safety plan for a workplace	4	4
16614	Apply time management concepts and methods in business situations	4	3
21520	Facilitate a Just in Time (JIT) system in a competitive manufacturing organisation	4	5
25215	Apply quality management techniques to a project	4	5

Elective unit standard requirements may vary from year to year.

