



New Zealand Certificate in Business (Small Business) (Level 4)



Domestic Fees

Fees Free



Intakes

01/06/2026

03/08/2026



Campus

Online

Online



Duration

Delivered online with flexible intakes throughout 2026.



witt.ac.nz



This qualification will give you the skills and knowledge to establish, operate and grow your small business.

Graduates of this qualification will be able to apply business skills and knowledge to a small business, in accordance with ngā kaupapa o te Tiriti o Waitangi (the principles of the Treaty of Waitangi), and in a multi-cultural environment.

What you'll learn

By the end of this programme, you'll be able to:

- **Develop a business plan** for a small business, which is suitable for external stakeholders, and which addresses management of finances, HR, marketing, technology; relationships with stakeholders, sources of information and support.
- **Operate and manage a small business** to improve business performance and meet stakeholder requirements.
- **Apply professional and ethical practices**, and manage your business in a socially and culturally responsible way
- Use strong interpersonal and self-management skills to lead and sustain your business

Flexible Online Learning with Optional Face-to-Face Support

This programme offers the best of both worlds; the flexibility of online study through Open Polytechnic combined with the benefits of local campus access. You'll study online at your own pace, from anywhere. However, as a WITT learner, you'll also have the option to:

- Utilise local campus facilities, such as the library, computers, and gym.
- Attend optional in-person workshops and support sessions for additional help.

To ensure a smooth online learning experience, you'll

need:

- A laptop or desktop computer (smartphones and tablets aren't suitable for this programme).
- Reliable broadband internet access.
- A data plan that can handle online learning tasks like streaming videos, downloading materials, and submitting assessments.

Unsure if your current setup meets these requirements? Contact us before you enrol - we're here to help you prepare for your studies.

Entry requirements

40 credits at NCEA Level 1, including 10 Literacy credits and 10 Numeracy credits;

OR

relevant qualification at NZQF Level 2 or above;

OR

a recognised equivalent.

Career Opportunities

This qualification will enable you to improve the performance of your own small business.



Additional Information

For 09/03/2026 intake, enrol by 24/02/2026.

For 01/06/2026 intake, enrol by 19/05/2026.

For 03/08/2026 intake, enrol by 21/07/2026.