

Graduate programmes in Not-For-Profit Management 2015

Make a difference to your community



Unitec
Institute of Technology
TE WHARE WANANGA O WAIRAKA



Graduate Certificate in Not-For-Profit Management

Programme level 7

Total credits 60 (0.5 EFTS)

Duration Full-time for six months or part-time for two to four years

Locations Auckland, Hamilton, Wellington, Christchurch, Dunedin

Graduate Diploma in Not-For-Profit Management

Programme level 7

Total credits 120 (1.0 EFTS)

Duration Part-time for two to six years

To make a real and lasting difference, community organisations need leaders with the skills and knowledge appropriate to working in the community and not-for-profit sectors. Unitec's graduate programmes in Not-For-Profit Management teach you how to respond to stakeholders' needs, overcome organisational challenges, mobilise resources and get the most out of staff and volunteers.

Both the **Graduate Certificate in Not-For-Profit Management** and the **Graduate Diploma in Not-For-Profit Management** are vocational programmes for managers, coordinators, board members and volunteers working in NGOs. The programmes are designed for those who want to develop and extend their not-for-profit management skills, to help achieve their organisational goals.

What do Unitec's Not-For-Profit Management programmes offer?

A supportive learning environment

You'll be studying alongside other managers, coordinators and board members, and learning from teaching staff who work in the not-for-profit sector. It's a collaborative environment where we take your previous experience into account and encourage you to share your knowledge. Tutors take an active interest in your personal development and support you every step of the way.

Skills relevant to your organisation

As a group you'll share current ways of working and explore new approaches to improve the effectiveness of your organisations. This gives you relevant and usable strategies to apply to your own role. And because all assignments and assessments are based on your organisation, you can start putting your knowledge into practice immediately.

Skills to apply to the community

Unlike most management and leadership courses, we focus on issues that directly affect not-for-profit managers, such as fundraising and volunteer management. Gaining skills in these areas helps you develop a values-based approach to more effectively manage your community organisation.

Unitec's Not-For-Profit Management programmes also take into account the unique cultural profile of New Zealand. We encourage you to draw upon your – and your community's – knowledge, and we teach you more about the history, culture and ethics of the not-for-profit sector in Aotearoa. The programmes include a focus on the principles of the Treaty of Waitangi.



Expert and experienced tutors

Our tutors are recognised community leaders with plenty of experience in the not-for-profit sector. All of them are active in the community, providing facilitation, leadership, mentoring and consultancy to local and nationally based organisations.

Not only will you benefit from your tutors' knowledge and experience, you'll benefit from their passion. They are committed to the values of diversity, respect and social justice, and they'll work closely and supportively with you to explore your values and challenge your thinking.

A formal qualification

You'll gain a professional qualification that directly addresses the complexities of working in the not-for-profit sector, and highlights the differences between managing a not-for-profit compared to a business or government department.

Training at times to suit you

We understand the time commitment needed to run a not-for-profit, which is why our Not-For-Profit Management programmes are designed with busy managers in mind. Flexibility is key and the programmes are broken down into manageable courses which each explore a different aspect of not-for-profit management.

For both the Graduate Certificate and the Graduate Diploma in Not-For-Profit Management you can study as many or as few courses per year as your schedule allows. And you can choose to study in Auckland, Hamilton, Wellington, Christchurch or Dunedin.

Courses include

- » Values Based Management and Leadership
- » Leading and Facilitating Teams
- » Financial Management in the Not-For-Profit Sector
- » Community Funding and Entrepreneurship
- » People Motivation, Management and Volunteerism
- » Governance, Strategy and Stewardship
- » Influencing Public Policy and Social Change*
- » Leading Organisational Change*

*Open to Graduate Diploma in Not-For-Profit Management students only.

Māori students

There is a noho style option for Māori wishing to participate in the programme. This runs at weekends in Auckland and students stay in the Te Noho Kotahitanga Marae on the Mt Albert campus. Contact **Hilary Star Foged** at hstarfoged@unitec.ac.nz for more information about this specific programme option.

Entry criteria

To enrol in either the Graduate Certificate or the Graduate Diploma in Not-For-Profit Management applicants must:

- » Have at least three years' experience within the not-for-profit sector, and
- » Be in paid or voluntary employment within the not-for-profit sector in a management position.

Full admission requirements are available at www.nfp.unitec.ac.nz. If you don't meet the requirements, please contact the Programme Leader, **Sandy Thompson** at sthompson@unitec.ac.nz to discuss which options are available to you.

How to apply

The easiest way to apply for Unitec's graduate programmes in Not-For-Profit Management is online at www.nfp.unitec.ac.nz.

You can also download an application form at www.enrolmentinfo.unitec.ac.nz, call **0800 10 95 10**, or pick one up in person from Student Central (Te Pae Kōrero).

There is no closing date and applications are accepted until the courses begin.

However places are limited and we recommend applying early. There are prerequisite courses, and for this reason it is advisable to start the programmes at the beginning of the year.

Fees

The 2015 fees for the Graduate Certificate/ Graduate Diploma are approximately \$746.70 per course. Student scholarships are available through The Tindall Foundation. Contact sthompson@unitec.ac.nz for more information, or download a scholarship application form at www.nfp.unitec.ac.nz.

Tuition fees must be paid at least seven days before the programmes start. Payment can be made by cash, cheque, EFTPOS, credit card or with an approved application for a student loan.

Further information

For more details about these programmes and others offered by the Department of Community and Health Services visit www.nfp.unitec.ac.nz or email sthompson@unitec.ac.nz.

phone 0800 10 95 10
web www.unitec.ac.nz
address Private Bag 92025
Victoria St West, Auckland 1142,
New Zealand

