

### STUDENT COMMENT

*"The programme has been the highlight of my year, shining new light on every aspect of my work. I have been wearing out myself and other staff, putting so many new ideas into practice, but the projects have been relevant, well thought out and badly needed. We are starting to see changes in the culture of our organisation. We are moving forward."*

- Fiona McKinney

### FURTHER INFORMATION

For the latest programme information and an enrolment pack, visit our website [www.community.unitec.ac.nz](http://www.community.unitec.ac.nz)

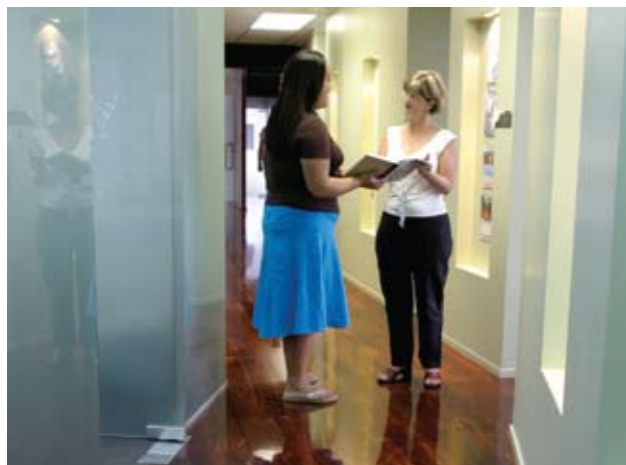
To request a copy of our 2008 Community Studies brochure, which includes full details of the Graduate Diploma in Not-For-Profit Management, please contact:

#### In New Zealand

Course Information  
Unitec New Zealand  
Private Bag 92025  
Auckland Mail Centre  
Auckland 1142  
phone +64 9 815 2945  
freephone 0800 10 95 10  
email [courses@unitec.ac.nz](mailto:courses@unitec.ac.nz)  
web [www.unitec.ac.nz](http://www.unitec.ac.nz)

#### In the Pacific Islands

PIANGO  
P.O. Box 17780  
Suva  
Fiji  
phone +679 331 7046  
email [bakanebo@piango.net](mailto:bakanebo@piango.net)  
web [www.piango.net](http://www.piango.net)



Debbie Tohill, Graduate Diploma in Not-For-Profit Management, 2003.  
HR & Administration Manager at the Mental Health Foundation.



### CAREER PROFILE

#### SOLOMONE DURU

General Secretary, Bible Society of the South Pacific, Fiji  
Graduate Diploma in Not-For-Profit Management, 2006

### CAREER HIGHLIGHTS

"The programme came at a time when I needed to bring the organisation to a higher level. The courses provided the doorway which helped transform our organisation in a holistic way with a much clearer sense of our mission, values and direction. We are now on the edge of self-sufficiency and have greater leverage to gain financial independence and freedom through the support of a range of donors who now recognise the strengths of our organisation."

### BEST THING ABOUT UNITEC

"I have gained other qualifications and attended courses in the past, but the Graduate Diploma in Not-For-Profit Management opened up new dimensions with its focus on mission and values, and community-based development. It's great that the programme gives respect to the traditional knowledge in the Pacific and builds on the wisdom that already exists. It's a programme that people in management and leadership positions in the Pacific NGO sector should all do, and I want to thank NZAID, PIANGO and Unitec for making it possible."

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An Institute of Technology in New Zealand  
A member of the International Association of Universities



2008

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## GRADUATE DIPLOMA IN NOT-FOR-PROFIT MANAGEMENT



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experience  
REAL WORLD LEARNING

## A UNIQUE LEARNING COMMUNITY

The Graduate Diploma in Not-For-Profit Management [GDipNFP] is designed for managers and co-ordinators of not-for-profit (NFP) organisations, team leaders, volunteers and board members. It supports NFP leaders and their organisations in achieving effective management and leadership.

This is a professional qualification that directly addresses the complexity of working in a NFP organisation, and highlights the differences between managing in the NFP sector and a business or government department.

## A FLEXIBLE STRUCTURE FOR BUSY MANAGERS

You may choose to study as many or as few courses per year as your schedule allows. Courses are in short blocks of two to five full days, and are available in Auckland, Christchurch, Dunedin, Hamilton, Tauranga and Wellington, as well as in Fiji, Papua New Guinea, Samoa, Solomon Islands, Tonga and Vanuatu.

## COURSES DESIGNED FOR THE NFP SECTOR

To meet the needs of the NFP sector, the programme provides:

- A strong emphasis on the practical application of learning to the real issues you are dealing with in your community organisation
- Assessments in the form of project work to help you improve your skills and your organisation's performance
- An emphasis on issues that are not usually dealt with in business school, such as fundraising and managing volunteers
- Active community leaders as tutors.

## PROGRAMME OUTLINE

This level 7 programme takes into account your existing knowledge and experience, and offers a supportive and co-operative approach to adult learning. You need a total of 120 credits to complete the programme, including:

- Seven core compulsory courses, including funding, governance, managing staff and volunteers, small team leadership and managing finances (78 credits)
- A variety of optional courses, including communication, research, social audit, social policy and treaty relationships (42 credits).

The Culture and Values of the Not-For-Profit Sector course is an introduction to the overall programme and should be taken first.

Please complete your enrolment at least two weeks before any course begins, preferably by 1 February 2008, to secure your place on this popular and growing programme.

## ADMISSION REQUIREMENTS

To be eligible to apply, you must have:

- At least three years' experience within the not-for-profit sector; and
- Be currently employed – paid or voluntary – within the NFP sector in a management position.

A previous tertiary qualification is not essential. Full details of the admission requirements are included in the 2008 Community Studies brochure, and on [www.community.unitec.ac.nz](http://www.community.unitec.ac.nz)

## FEES

In 2007, the fees for Unitec's not-for-profit management courses were approximately \$232.56 (per six-credit course), \$465.12 (per 12-credit course) and \$694.71 (per 18-credit course) (including GST). The exact fee will depend on electives chosen. Fees for 2008 have not yet been set and Unitec is currently reviewing them in the context of the Ministry of Education's fees maxima policy. As soon as they are approved, 2008 fees for these programmes will be available on the Unitec website [www.unitec.ac.nz](http://www.unitec.ac.nz)

**Note:** These fees act as a guide only. Please do not send any payment until you receive your fee invoice. The fee you pay at enrolment covers tuition and some class materials. You will also have to pay a Student Services fee, the Student Union fee, and any applicable NZQA charges. Text books and other course materials for your programme are an additional cost.

The deadline for payment of student tuition fees is **seven days prior to the start of your programme**. This fee information applies to domestic students only. For details of international student fees, please contact us (refer to section 'Further information' for contact details).

## SCHOLARSHIPS

We offer scholarships to subsidise your fees and recognise the work you have done for your community. Please refer to our website [www.community.unitec.ac.nz](http://www.community.unitec.ac.nz) for further details and an application form.

## 2008 COURSE LOCATIONS

The following table indicates where courses are scheduled in 2008. For details of the dates, venues and more information about the course aims, learning outcomes and topics, please refer to [www.community.unitec.ac.nz](http://www.community.unitec.ac.nz)

You can study as many or as few courses each year as your schedule allows. The timetable changes each year to ensure that the compulsory courses are available in each centre at least every two to three years. Optional five-day courses are offered less often, so you should take those of interest to you whenever they are available in your local centre.

## STUDENT COMMENT

*"We created a strategic plan and re-established the mandate for the organisation through a major stakeholder consultation process, informed by the Culture and Values coursework and Community Research course skills and concepts. This process enabled us to plan with confidence and also gave funders the confidence to continue to fund us at a point when funding was in question."*

- Mary Stewart

COURSE CODE	COURSE NAME	LEVEL	CREDITS	AUCKLAND	TAURANGA	HAMILTON	WELLINGTON	CHRISTCHURCH	DUNEDIN	PNG	SOLOMONS	VANUATU	FIJI	TONGA	SAMOA
<b>COMPULSORY COURSES</b>															
[Five-day courses in blocks of three and two days, except for CSTU 5700 which is three days in total]															
CSTU 5700	Culture and Values of the Not-For-Profit Sector	5	6	1,3	3	1	1	1	1						
CSTU 6840	Not-For-Profit Accounting and Financial Management	6	12	1		3	2			3	3	2		4	
CSTU 7750	Facilitation, Small Team Leadership, Negotiation	7	12	2			1	2			1				1
CSTU 7760	Governance	7	12			2	3					1		2	2
CSTU 7810	Ethical Management of Change*	7	12	4			4						3		
CSTU 7820	Volunteerism, Employee Motivation and Management	7	12		3			3	2	1		4	2		
CSTU 7850	Community Funding and Entrepreneurship	7	12	3	1			1	3	3			3		
<b>OPTIONAL COURSES</b>															
[Five-day block courses]															
CSTU 6830	Current Legal Issues for the Not-For-Profit Sector	6	12	2											
CSTU 6850	Quality Reviewer Training	6	12				TBA								
CSTU 7720	Training for Trainers	7	12	1											
CSTU 7770	Community Research	7	12							2			1		
CSTU 7790	Social Policy, Social Change and Not-for-Profit Organisations	7	12	2											3
CSTU 7800	Stakeholder Communication and Image Management	7	12	4											
CSTU 7890	Treaty Relationships	7	12	3											
CSTU 7900	Social Audit	7	12					3							
<b>OPTIONAL COURSES</b>															
[Self-directed learning]**															
CSTU 7730	Negotiated Study	7	12												
CSTU 7740	Negotiated Special Project	7	18												
CSTU 7880	Management Practicum	7	18												
CSTU 7950	Professional Practice Portfolio	7	6												

Term 1 = 2 February-30 April; Term 2 = 5 May-4 July; Term 3 = 21 July-30 September; Term 4 = 13 October-15 December

\* You must have gained a minimum of 66 credits within the programme before enrolling in CSTU 7810.

\*\* Students are expected to have completed at least one year of study on the programme, have access to the Internet, and be self-motivated learners to enrol in these courses.