

This document provides a list of online training available for the following subject areas:

- Administration
- Project Management
- Communication
- Data Management
- Legislation
- Te Ao Māori
- Global Imaging Systems (GIS)
- Drone use

For more detailed information on each course, please visit the Training provider website.

Administration			
<b>New Zealand Certificate in Business (Administration and Technology)</b>			NZQA   Te Pūkenga
Level 3 or individual courses within this programme			
Numerous Te Pūkenga providers - <a href="https://xn--tepkenga-szb.ac.nz/programme/search">https://xn--tepkenga-szb.ac.nz/programme/search</a>			
© 60 credits	\$ free - \$3500	^ Online ù work-based ù campus-based	🕒 Part time: 40 weeks Full time: 20 weeks
<b>Operating in a Digital Environment</b>			NZQA   Te Pūkenga
Visit the E Campus website <a href="https://www.ecampusnz.com/computing-and-it/new-zealand-certificate-computing-intermediate-user-level-3/operating-digital-environment/">https://www.ecampusnz.com/computing-and-it/new-zealand-certificate-computing-intermediate-user-level-3/operating-digital-environment/</a>			
© 10 credits	\$ \$44	^ Online, self-directed	🕒 10 weeks / 10 hrs weekly
<b>New Zealand Certificate in Business (Administration and Technology)</b>			NZQA   Te Pūkenga
Level 4 or individual courses within this programme			
E Campus NZ <a href="https://www.ecampusnz.com/business/new-zealand-certificate-in-business-administration-and-technology-level-4/">https://www.ecampusnz.com/business/new-zealand-certificate-in-business-administration-and-technology-level-4/</a>			
© 60 credits	\$ \$678.84	^ Online, self-directed	🕒 Part time: 40 weeks Full time: 20 weeks
<b>Executive Business Administration</b>			NZQA   Te Pūkenga
Visit the E Campus website - <a href="https://www.ecampusnz.com">https://www.ecampusnz.com</a>			
© 15 credits	\$ \$169.58	^ Online, self-directed	🕒 10 weeks / 15 hrs weekly
<b>The Professional Administrator</b>			NZQA   Te Pūkenga
Visit the E Campus website - <a href="https://www.ecampusnz.com">https://www.ecampusnz.com</a>			
© 15 credits	\$ \$169.58	^ Online, self-directed	🕒 10 weeks / 15 hrs weekly
<b>Financial and Data Management</b>			NZQA   Te Pūkenga
Visit the E Campus website - <a href="https://www.ecampusnz.com">https://www.ecampusnz.com</a>			
© 15 credits	\$ \$169.58	^ Online, self-directed	🕒 10 weeks / 15 hrs weekly

## Project Management

<b>New Zealand Certificate in Business (Introduction to Team Leadership)</b>			NZQA	Te Pūkenga
Level 3 or individual courses within this programme				
Visit the E Campus website - <a href="https://www.ecampusnz.com/business/new-zealand-certificate-business-introduction-team-leadership-level-3/">https://www.ecampusnz.com/business/new-zealand-certificate-business-introduction-team-leadership-level-3/</a>				
© 48 credits	\$ 550	^ Online, self-directed	🕒 Part time: 36 weeks / 13 hrs weekly Full time: 19 weeks / 26 hrs weekly	
<b>New Zealand Certificate in Project Management</b>			NZQA	Te Pūkenga
Level 4 or individual courses within this programme				
E Campus NZ <a href="https://www.ecampusnz.com/project-management/new-zealand-certificate-project-management-level-4/?itp=nmit#utm_source=NMIT&amp;utm_medium=Referral">https://www.ecampusnz.com/project-management/new-zealand-certificate-project-management-level-4/?itp=nmit#utm_source=NMIT&amp;utm_medium=Referral</a>				
© 60 credits	\$ 686	^ Online, self-directed	🕒 Part time: 40 weeks Full time: 20 weeks	
<b>Scope Management</b>			NZQA	Te Pūkenga
Visit the E Campus website - <a href="https://www.ecampusnz.com">https://www.ecampusnz.com</a>				
© 15 credits	\$ 170	^ Online, self-directed	🕒 10 weeks / 15 hrs weekly	
<b>Introduction to Project Management</b>			NZQA	Te Pūkenga
Visit the E Campus website - <a href="https://www.ecampusnz.com">https://www.ecampusnz.com</a>				
© 15 credits	\$ 170	^ Online, self-directed	🕒 10 weeks / 15 hrs weekly	
<b>Lead a Project Component</b>			NZQA	Te Pūkenga
Visit the E Campus website - <a href="https://www.ecampusnz.com">https://www.ecampusnz.com</a>				
© 15 credits	\$ 170	^ Online, self-directed	🕒 10 weeks / 15 hrs weekly	
<b>Management Project Monitoring and Controlling</b>			NZQA	Te Pūkenga
Visit the E Campus website - <a href="https://www.ecampusnz.com">https://www.ecampusnz.com</a>				
© 15 credits	\$ 170	^ Online, self-directed	🕒 10 weeks / 15 hrs weekly	

## Communication

<b>Open Polytechnic Writing for the Web</b>			NZQA	Te Pūkenga
Level 5 course Visit the Open Polytechnic website <a href="https://www.openpolytechnic.ac.nz/qualifications-and-courses/72182-writing-for-the-web/">https://www.openpolytechnic.ac.nz/qualifications-and-courses/72182-writing-for-the-web/</a>				
©20 credits	\$ 750	^ Online	🕒 16 weeks / 13 hrs weekly	
<b>Open Polytechnic Professional and Technical writing</b>			NZQA	Te Pūkenga
Level 5 course				

Visit the Open Polytechnic website <a href="https://www.openpolytechnic.ac.nz/qualifications-and-courses/72144-professional-and-technical-writing/">https://www.openpolytechnic.ac.nz/qualifications-and-courses/72144-professional-and-technical-writing/</a>			
©20 credits	\$ 750	^ Online	🕒 16 weeks / 13 hrs weekly
<b>NMIT Plain English for Professional Purposes</b>			NZQA Te Pūkenga
Level 6 course Visit the Open Polytechnic website <a href="https://www.openpolytechnic.ac.nz/qualifications-and-courses/72280-plain-english-for-professional-purposes/">https://www.openpolytechnic.ac.nz/qualifications-and-courses/72280-plain-english-for-professional-purposes/</a>			
©20 credits	\$ 750	^ Online	🕒 16 weeks / 13 hrs weekly
<b>Graduate Certificate in Information Design</b>			NZQA Te Pūkenga
Level 7 or individual courses within this programme Training covers professional writing, technical communication and visual design. Visit the Ara website <a href="https://www.arac.ac.nz/products/programme/ch4058-stru-graduate-certificate-in-information-design/">https://www.arac.ac.nz/products/programme/ch4058-stru-graduate-certificate-in-information-design/</a>			
© 60 credits	\$ 780-3400	^ Online, self-directed	🕒 19 weeks
<b>Professional Writing</b>			NZQA Te Pūkenga
Level 6 – To enable students to write and edit user-centred content appropriate to a range of audiences and contexts. Visit the Ara website <a href="https://www.arac.ac.nz/products/formal/6/gdid611-professional-writing/">https://www.arac.ac.nz/products/formal/6/gdid611-professional-writing/</a>			
© 15 credits	\$ unknown	^ Online, self-directed	
<b>Visual Design</b>			NZQA Te Pūkenga
Level 7 – To enable a student to produce effective information products using the principles of visual design. Visit the Ara website <a href="https://www.arac.ac.nz/products/formal/7/gdid713-visual-design/">https://www.arac.ac.nz/products/formal/7/gdid713-visual-design/</a>			
© 15 credits	\$ unknown	^ Online, self-directed	
<b>Technical Communication</b>			NZQA Te Pūkenga
Level 7 – To enable students to create effective and appropriate technical communication content and understand the industry, related professional/business workplace issues, and the impact of cultural difference on communication. Visit the Ara website <a href="https://www.arac.ac.nz/products/formal/7/gdid711-technical-communication/">https://www.arac.ac.nz/products/formal/7/gdid711-technical-communication/</a>			
© 15 credits	\$ unknown	^ Online, self-directed	
<b>Data management</b>			
<b>Manage data e-learnings series</b>			Resource only
A series of online webpages that introduce the concept of data, its use and management. Visit the Data website <a href="https://www.data.govt.nz/manage-data/">https://www.data.govt.nz/manage-data/</a>			
© n/a	\$ Free	^ webpages	

<b>BIT604 Database (Level 6)</b>			NZQA	Te Pūkenga
<p>This course contributes to the Bachelor of Information Technology.          Visit the Open Polytechnic website  <a href="https://www.openpolytechnic.ac.nz/qualifications-and-courses/bit604-database/">https://www.openpolytechnic.ac.nz/qualifications-and-courses/bit604-database/</a></p>				
© 20 credits	\$ 750	^ Online, self-directed	🕒 16 weeks / 13 hrs weekly	
<b>Legislation</b>				
<b>Conservation and Natural Resources Law (Level 6)</b>			NZQA	Te Pūkenga
<p>NOTE: Requires previous study at Level 5          This course contributes to the Bachelor of Applied Science.          Visit the Open Polytechnic website  <a href="https://www.openpolytechnic.ac.nz/qualifications-and-courses/72293-conservation-and-natural-resources-law/">https://www.openpolytechnic.ac.nz/qualifications-and-courses/72293-conservation-and-natural-resources-law/</a></p>				
© 20 credits	\$ 750	m Paper-based, distance learning	🕒 16 weeks / 13 hrs weekly	
<b>In safe hands toolkit</b>				
<p>A toolkit manual and workshop aimed at community conservation groups. Training includes legislation overview, health and safety risk assessment, volunteer induction, templates.          Visit the Conservation Volunteers website  <a href="https://conservationvolunteers.co.nz/what-we-do/in-safe-hands-toolkit/">https://conservationvolunteers.co.nz/what-we-do/in-safe-hands-toolkit/</a></p>				
© n/a	\$ Unknown			

<b>Te Ao Māori</b>				
<b>Te Reo and Tikanga Māori</b>				
Multiple regional providers at all levels				
Visit the Te Pūkenga website <a href="https://xn--tepkenga-szb.ac.nz/programme/search?query=te%20reo&amp;page=1">https://xn--tepkenga-szb.ac.nz/programme/search?query=te%20reo&amp;page=1</a>			NZQA	Te Pūkenga
© variable	\$ variable	^ varied options		
Visit the Te Wānanga o Raukawa <a href="https://www.wananga.com/degrees-certificates.html">https://www.wananga.com/degrees-certificates.html</a>	Visit Te Wānanga o Aotearoa <a href="https://www.twoa.ac.nz/nga-akoranga-our-programmesb">https://www.twoa.ac.nz/nga-akoranga-our-programmesb</a>	Visit Te Awa Māori <a href="http://www.teawamaori.com/courses/">http://www.teawamaori.com/courses/</a>		Te Pūkenga
© variable	\$ variable	^ varied options		
Visit the Massey University website <a href="https://www.massey.ac.nz/massey/international/where-can-i-study/study-online/toromai/toromai_home.cfm">https://www.massey.ac.nz/massey/international/where-can-i-study/study-online/toromai/toromai_home.cfm</a>		Visit the Tōku Reo website <a href="http://www.tokureo.maori.nz/index.cfm/1,188,0,43,html/Series1.html">http://www.tokureo.maori.nz/index.cfm/1,188,0,43,html/Series1.html</a>		Resource only
© n/a	\$ Free	^ Online		

<b>Poupou Karanga</b>			NZQA	Te Pūkenga
Level 4 Training covers the necessary skills to start your journey to become a competent kaikaranga.				
Visit the Wānanga website <a href="https://www.wananga.com/degrees-certificates,portfolio,,37,Certificate-in-Karanga.html">https://www.wananga.com/degrees-certificates,portfolio,,37,Certificate-in-Karanga.html</a>				
© 40 credits	\$ Free	ù residential seminars and self-directed learning	🕒 18 weeks	
<b>Diploma in te pīnakitanga ki te reo kairangi</b>			NZQA	Te Pūkenga
Level 7 This diploma will support you in increasing your fluency to the level of sophistication and eloquence used in karanga and whaikōrero. (Requires an equivalent te reo Māori qualification at Level 6.)				
Visit the TWA website <a href="https://www.twoa.ac.nz/nga-akoranga-our-programmes/te-reo-maori-maori-language/te-pinakitanga-ki-te-reo-kairangi">https://www.twoa.ac.nz/nga-akoranga-our-programmes/te-reo-maori-maori-language/te-pinakitanga-ki-te-reo-kairangi</a>				
© 120 credits	\$ Free	^ Wānanga, online study and ù noho marae	🕒 40 weeks	
<b>EPA - Incorporating Māori perspectives into decision making</b>			Resource only	
Developed by Ngā Kaihautū Tikanga Taiao, this resource is a tool to incorporate Maori perspectives appropriately into any decision making. Visit the EPA website <a href="https://www.epa.govt.nz/assets/Uploads/Documents/Te-Hautu/293bdc5edc/EPA-Maori-Perspectives.pdf">https://www.epa.govt.nz/assets/Uploads/Documents/Te-Hautu/293bdc5edc/EPA-Maori-Perspectives.pdf</a>				
© n/a	\$ Free	^ Online, self-directed		
<b>He Tikanga Whakaaro</b>			NZQA	Te Pūkenga
Level 4 This programme delivers the New Zealand Certificate in Tikanga (Mātauranga Māori) Level 4				
Visit the TWA website <a href="https://www.twoa.ac.nz/nga-akoranga-our-programmes/study-from-home/certificate-in-tikanga-maatauranga-maori">https://www.twoa.ac.nz/nga-akoranga-our-programmes/study-from-home/certificate-in-tikanga-maatauranga-maori</a>				
© 120 credits	\$ Free	^ Online, self-directed ù kaitiaki support	🕒 1 year / 23 hrs weekly	
<b>Heke Mātauranga Māori</b>			NZQA	Te Pūkenga
Level 5 Incorporating te reo and iwi and hapū studies, this programme looks at Māori knowledge as our tūpuna understood it, as we understand it today and as it will be applied tomorrow.				
Visit the Wānanga website <a href="https://www.wananga.com/degrees-certificates,portfolio,,27,Diploma-in-M%C4%81tauranga-M%C4%81ori.html">https://www.wananga.com/degrees-certificates,portfolio,,27,Diploma-in-M%C4%81tauranga-M%C4%81ori.html</a>				
© 120 credits	\$ 3500	^ Online, self-directed and	🕒 1 year	

		ù residential seminars	
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## GIS

### ESRI Academy courses with ArcGIS

Courses in getting started, mapping and visualisation, analytics, data management, and more

Visit the ESRI website

Self-directed: <https://www.esri.com/training/catalog/search/>

Instructor led: <https://www.esri.com/training/instructor-led-curriculum/>

© n/a

\$ Variable

^ Online, self-directed or instructor led

🕒 variable

### GIS workshop presentation series

Resource only

A series of PDF formatted presentations of GIS lectures.

Visit the Kauri protection website

<https://www.kauriprotection.co.nz/more/useful-resources/>

© n/a

\$ Free

^ PDF learning resource

## Drone use

### Drone 101 Airbook

Training covers appropriate NZ Civil Aviation Ruls, flight planning and preparation, operations and provides useful checklists.

Visit the Air Share website

<https://www.airshare.co.nz/drone-101-training>

© n/a

\$ 35

^ Online, interactive course

🕒 variable

### Introduction to land mapping and surveying with drones

**Requires drone pilot skills. This training is delivered from the UK. It may have a European focus.**

Training covers how to successfully plan for Land Mapping and Surveying with your Drone using a variety of software including DroneDeploy & Pix4D.

Visit the UAV Hub website

<https://www.uavhub.com/products/introduction-to-land-surveying-mapping-with-drones>

© n/a

\$ £79

^ Online, self-directed