

# DIPLOMA IN MANAGEMENT - PRINT

Incorporating National Certificates (Level 4 & 5)  
and the National Diploma (Level 5)



**PRINTNZ training**  
our industry, our people



**COMMUNICATIONS  
AND MEDIA ITO**



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# WHY STUDY TOWARDS THE DIPLOMA IN MANAGEMENT - PRINT?

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## Advance your career

Advance your career in the print or packaging industries with practical, relevant, on the job training with a Level 5 Diploma in Management – Print.

Whether you are looking:

- To support your developing career in management roles,
- To move into management,
- For an academic challenge beyond your existing qualifications, or
- To enhance your CV,

you should take a closer look at our Diploma in Management – Print.

Our industries need more management qualified people to take our businesses into the future. If you want to be part of these exciting industries, building on the skills and knowledge you already have, this is a qualification that will set you apart.

Employees who have studied for the Diploma say:

*“Having completed an apprenticeship a few years ago, this is the next stage of development for my career, as I want my career to progress in print.”*

*“I had a promotion to a management role and saw the correlation. The Diploma has been a big step up, but it has supported and enhanced my career development.”*



# THE DIPLOMA - VALUED, FLEXIBLE & DESIGNED TO CHALLENGE

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The Diploma in Management – Print is a unique qualification designed specifically to suit the requirements of the print and packaging industries. It is valued by employers throughout the country. It has credibility within and outside the print industry and will be an important asset for your future.

Taking your career to the next level requires a commitment to be challenged. This Diploma has been designed with flexibility, understanding you already have busy jobs. It is also challenging. Like stepping into a management role, the Diploma is a step up from apprenticeships you may have done in the past. A major advantage is that you will be supported by PrintNZ Training and by your employer.

*“The Diploma is a good step. It might be a bit scary for some, and they don’t need to do it, but everything does help. I can see people study and learn and apply it to their practical working environment.”* Employer comment from PrintNZ research 2010.

## Who will benefit from gaining the Diploma?

If you are working in the print industry and would like to increase your skill level, then the Diploma can benefit you – whether you are a manager, a supervisor, a team leader, a sales-person or a trades-person. The Diploma will help you move up the ladder.

It’s also the logical next step for those who have recently completed a PrintNZ Training apprenticeship.

*“I had recently had a promotion into a supervisory role, and the Diploma fitted well with the additional areas of responsibility I had. It has been good to see the theory in practice, though the added workload has been challenging.”* Trainee comment from PrintNZ research 2010.

*“It’s a good idea for those who want to learn and want to come off the floor.”* Trainee comment from PrintNZ research 2010.

## How the Diploma works

The Diploma is based on unit standards. Each unit standard comprises a set of skills and knowledge that a trainee needs to acquire in order to obtain that standard. All the unit

standards are NZQA registered meaning all PrintNZ Training qualifications are nationally recognised.

There are two intakes each year for the Diploma – April and November. There is a two day workshop for all those starting at each intake. This will help you connect with others who will be an ongoing source of support for you.

As a sign of your commitment to the process the first thing you will be asked to work through, with your PrintNZ Training Liaison Officer and your employer, is a formal Training Agreement, which includes considering which training modules to choose. The Training Agreement sets out the training programme and the responsibilities for the three parties involved. It also includes a Training Capacity which outlines the conditions and/or equipment that needs to be in place to ensure your success.

The training takes place under the guidance of PrintNZ Training and a workplace supervisor. Together they:

- Are responsible for ensuring you have the opportunity to learn in the workplace, and understand how the theory is applied in practice,
- Will ensure you receive regular, relevant and useful feedback on your progress, and
- Will be available to you throughout your training to discuss any issues or questions you have.

PrintNZ Training will also supply you with the training resources you will require, including relevant workbooks and/or DVDs.

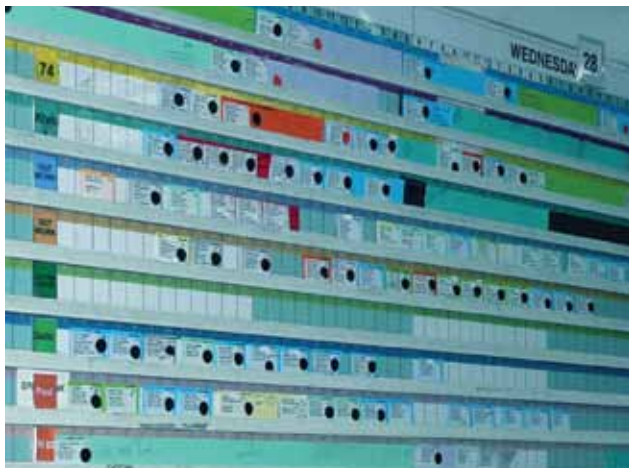
Assessment takes place at agreed intervals. The assessments show that you have gained the skills and knowledge required to achieve each unit standard. The results will be registered with NZQA and added to your Record of Achievement. Once you have completed the required number of credits you will be awarded the Diploma in Management – Print.

You can study for the Diploma in Management – Print independently of your employer.

If this is of interest to you, please call PrintNZ Training on 0800 654 455 or email [info@printnz.co.nz](mailto:info@printnz.co.nz).

# WHAT WILL HELP ME SUCCESSFULLY GAIN THE DIPLOMA?

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While you are ultimately responsible for your own learning, you will be supported by PrintNZ Training and your employer or supervisor. In addition there are a number of 'mentors' in the industry who are available to provide guidance and assistance if required. These can be arranged through PrintNZ Training.

Another valuable source of support will be your own peer group. You will attend a two day workshop with others who are also about to embark on study for the Diploma. These individuals will form part of your 'year group' and, along with others who have completed the study or are in other 'year groups', they formally (through PrintNZ Training) and informally (through your own initiative) will be available for exchanging ideas and comparing challenges.

In order to get the most from undertaking the study required you should:

**Be motivated** – the study will require significant input in both time and effort.

**Be a self starter** – most of the study and assignments will need to be completed out of working hours.

**Be prepared to meet deadlines** – the timeframes are flexible, however, if you stick to the guidelines set by your trainers, you will get more from the study.

**Understand where your support will come from at work** – your manager or supervisor as well as PrintNZ Training will be influential in your ability to succeed.

**Make use of the networks** – PrintNZ Training has networks of those who are undertaking the study and can provide support and ideas.

*"My employer is encouraging of what I am doing. Together we mapped out a training plan. They are not so involved on a weekly basis as I'm reasonably self motivated."*

*"My supervisor at work has a lot of say about which subjects and modules I do. My role has now changed and includes procurement, so my employer said I was doing the procurement paper."* Trainee comments from PrintNZ research 2010.

## Your obligations

You are primarily, and ultimately, responsible for your own success, including:

- Your own learning.
- Reading the training material and completing the work to the best of your ability.
- Working towards completion by the agreed dates.
- Meeting with the PrintNZ Training Liaison Officer at agreed times.

Some areas to have realistic expectations around include:

**Time** – a commitment to have a regular set time for study each week. This will allow greater focus and the ability to get the assignments done.

**Writing skills and studying skills** – there are a lot of written assignments and a significant jump in the study required in comparison to apprenticeships. You need to have realistic expectations about this.

**Computing, internet, research skills** – all will be required for the study so you must have access to a computer and the internet.

**Training plan and diary** – these will help to plan and track the work that is due and has been completed. Plans should be developed in conjunction with employers and PrintNZ Training, and should give a clear framework of what is required and details of the modules that you will be taking.



“I had a promotion to a management role and saw the correlation. The Diploma has been a big step up, but it has supported and enhanced my career development.”





# AS AN EMPLOYER, WHY SHOULD I SUPPORT THE DIPLOMA AND WHO WOULD BENEFIT?

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Our industries are changing. We need strong leaders for the future, who understand our industries and the best management practices. Have you identified talented individuals within your business that you believe will make good managers or supervisors? Are they combining their on the job training with academic study that will be relevant to them, and your business?

The Diploma in Management – Print has been developed with your business in mind. The skills and knowledge the candidates gain will benefit your organisation. The modules involve a practical understanding of what is happening in the business, and how to ensure they are applying the highest industry standards throughout.

In supporting your employees to take on training, such as the Diploma in Management – Print, you will have clearer succession planning for your business. It will also promote loyalty within your employees and assist with keeping good people in our industry.

There are three parties involved in the training: the candidate – who is ultimately responsible for their own learning; the employer – who is responsible for providing a supportive environment for the candidate; and the PrintNZ Training who supports the candidate and the employer.

Employees who have studied towards the Diploma agree that having a supportive employer can really make the difference between success and failure.

## **Employers/Training supervisors are responsible for:**

- Providing training and learning opportunities in the workplace.
- Modelling workplace practices.
- Identifying someone who is responsible for meeting regularly with the trainee to provide feedback on training progress.
- Discussing the provision of space and time for study which is then agreed with the training supervisor
- Ensuring the trainee has access to a computer and the internet.
- Agreeing to release the trainee to attend the induction workshop for this programme.

- Providing support so that the trainee completes training by the agreed date.

## **A supportive employer also needs to:**

- Regularly meet with the candidate.
- Have open dialogue with the candidate and PrintNZ Training prior to the application being made, explaining the candidates potential.
- Understand how the skills gained will benefit the company.
- Take an active interest and be engaged in what the candidate should study.
- Provide space and time for the candidate to study, when practical.

*“Unless the organisation you are working for supports you, you won’t succeed.”* Trainee comment from PrintNZ research 2010.

Employers are asked to sign the formal Training Agreement including a Training Capacity, which outlines their agreed obligations to support employees undertaking the study. These obligations may include:

- Trainees having access to computers for research and communication with PrintNZ Training and other trainees, and the ability to write and email reports.
- An agreed timeline for study for the trainee and, where appropriate, assigned time for the trainee to complete the study. Our recommendation is the employer and trainee agree on this, up front.
- Agreement that the trainee can attend the two day workshop.

If you would like more information about the Diploma in Management – Print, and if it is right for your employee(s), talk to your PrintNZ Training Liaison Officer.

*“The key ingredient in management is people. Being able to nurture, grow and give others responsibility is very important as an employer and a mentor. In the Print Industry we have very good technical people and we see the Diploma developing our future leaders, giving them all round skills to manage our businesses into the future.”* Employer comment from PrintNZ research 2010



# WHAT DO I NEED TO DO TO COMPLETE THE QUALIFICATION?

The Diploma in Management – Print can be completed in three steps. If you complete the required number of modules, or have your existing qualifications credited towards the Diploma, you can gain one or all of the following qualifications – it's your choice.

First you need to complete the Introductory Certificate, which is the 25 credit compulsory module. The next step is the National Certificate in Management – Print Level 5, and then you will need to complete the final modules to meet the requirements of the National Diploma in Management – Print Level 5.

There are a wide range of elective modules to choose from, giving you the ability to tailor your Diploma to your skills, your interests, your businesses needs, and your current and future roles.

## Introductory Certificate Total 25 credits

Compulsory Module - 25 credits  
18614 *Production processes and technology.*

## National Certificate Level 5 Total 60 (45 at Level 5) credits

Compulsory Module - 25 credits  
18614 *Production processes and technology.*

Elective - A minimum of 20 credits at Level 5 from:

- Production Planning (15)
- Costing & Finance (25)
- Quality Management (25)
- Environment (15)
- Procurement (15)

The further 15 credits required can be made up by any Level 3, 4 or 5 units from:

- Your apprenticeship (15)
- Printing modules listed
- Management and Business
- Education
- Communications
- Service Sector (sales)

## National Diploma Level 5 Total 120 (75 at Level 5+) credits

Compulsory Module - 25 credits  
18614 *Production processes and technology.*

Elective - A minimum of 50 credits at Level 5 from the list below. (This must include at least one Print Industry Module):

- Production Planning (15)
- Costing & Finance (25)
- Quality Management (25)
- Environment (15)
- Procurement (15)
- Management and Business units

The further 45 credits required can be made up by any Level 4 or 5 units from:

- Your apprenticeship
- Printing modules listed
- Management and Business
- Education
- Communications
- Service sector (sales)

## Step one - Introductory Certificate

You need to complete the compulsory Production Processes and Technology module to achieve the Introductory Certificate in Management – Print.

### **18614 Production processes and technology (compulsory unit standard) - Level 5, 25 Credits**

This familiarises you with the industry overall. It looks more deeply at what you do and what others in the industry do. As a result you will gain greater insight into what your company does, how your role impacts on others and how the production process operates.

## Step two - National Certificate in Management – Print Level 5

You need to complete 60 credits (45 at Level 5 or above). You may already have some credits that can be cross credited to this qualification. Your PrintNZ Training Liaison Officer will advise you about this.

### **18614 Production processes and technology module - Level 5, 25 Credits**

Compulsory unit standard. You will have completed this module if you have completed the Introductory Certificate.

PLUS a minimum of 20 credits from the following Level 5 units:

### **25011 Costing and finance for Print - Level 5, 25 Credits**

“Cost is a fact, price is a philosophy – but you have to have the facts.” Frank Romano

This module covers most of the financial skills you will use in the printing industry. You will learn the different calculations involved in costing a job, quoting and the financial side of running a business. This module takes away the calculator to ensure you understand the figures and the calculations themselves.

### **25339 Environment management - Level 5, 15 Credits**

Understanding environmental management programmes, and how to develop, implement and evaluate the issues, is vital in the industry. This module will help you to develop these skills.

### **25340 Procurement management - Level 5, 15 Credits**

This module will equip you with an understanding of what your clients look for when buying print, and what decisions you need to make when purchasing supplies or equipment.

### **25049 Quality management - Level 5, 25 Credits**

This is for those of you who have QMS in your plants. It provides a refresher of the basics of a quality management system (QMS). This module gets you involved in the theory and practical applications of quality management. As a result of completing this you will have an understanding of the principles of quality management, continuous improvement and statistical process control.

### **16771/16772 Production planning - Level 4, 10 Credits/Level 5, 15 Credits**

This module gives you knowledge of production planning and control processes. The module also gives you the opportunity to put this knowledge into practical use.

A further 15 credits can be made up by Level 3, 4 or 5 unit standards from:

- Your apprenticeship
- The printing modules listed above
- Business
- Education (Assessor or Trainer training)
- Service Sector (sales)
- Communications skills
- Fibreboard packaging
- Competitive manufacturing

For example:

### **25219 Managing projects (business) - Level 4, 16 Credits**

This unit helps to give you the systems and methodology to develop, implement and measure the success of projects of all shapes and sizes, from rosters to new equipment procedures, to customer management procedures.



# Step three - National Diploma in Management - Print Level 5

You need to complete 120 credits (75 at Level 5 or above) to gain your Diploma. Unit Standards achieved in the Introductory Certificate and the National Certificate Level 5 can be credited towards this qualification. Your PrintNZ Training Liaison Officer will advise you about this.

Compulsory:

**18614 Production processes and technology - Level 5, 25 Credits**

You will need 50 credits at Level 5 from:

**25011 Costing and finance for Print - Level 5, 25 Credits**

**25339 Environment management - Level 5, 15 Credits**

**25340 Procurement management - Level 5, 15 Credits**

**25049 Quality management - Level 5, 25 Credits**

**16771/16772 Production planning - Level 4, 10 Credits/Level 5, 15 Credits**

The balance of 45 credits can be made up by Level 4 or 5 unit standards from:

- Your apprenticeship
- The printing modules listed above
- Management and Business
- Communications
- Education (Assessor or Trainer training)
- Service Sector (sales)
- Fibreboard packaging
- Competitive manufacturing

## Management and Business

These modules are grouped into six different categories. All of these modules will benefit your future career in supervisory or management roles. Some will be more relevant to you than others. You should discuss with your employer/supervisor and your PrintNZ Training Liaison Officer which modules are most relevant for you.

### 1. Organisation Development

These modules will give you the skills to look at operating plans and analyse work flows in organisations.

These modules will suit those who are looking at how the work in their section is organised. You will be able to look at how your organisation/team you work in is put together. The modules cover analysis and evaluation of teams and operations, through to designing and planning for new work flows.

### 2. Management/Supervisory skills

These modules cover core management/supervisory skills such as time management and leadership. They will benefit you if you are a team leader or have a team you need to motivate. Time management is a skill everyone should learn. Different modules will give you skills to develop leadership styles, understand and develop time management skills and manage workflows within teams. You will gain an understanding of the legislative requirements you are required to operate in.

### 3. HR Management

The difference between a good business and a great one, often comes down to HR management. This is an area which you, as a future leader, need to understand. This is particularly important if you are in a larger business, where you may be

required to operate the performance management systems of the company.

You can learn about performance managing your teams, enabling and supporting future development for your teams, and how to enhance your own performance.

### 4. Communication and Teams

Good communication between, and across, teams is an area which can impact on how well a business runs, and how engaged staff are. These modules will give you good generic skills and are useful for almost all trainees. You will learn how to build positive team communications and monitor relationships within the workplace.

### 5. Education/Training

This takes aspects of HR and Communication and adds in a training component. This is particularly relevant for supervisors who are responsible for training other staff.

The modules cover understanding the various cultural aspects of working in business in New Zealand and how that impacts on learning in the workplace. You will also to organise workplace training to meet specific objectives and develop effective learning programmes.

### 6. Sales and Marketing

This area would suit people who are working in sales and marketing roles. The modules will give you an understanding of marketing principles, how to develop and implement marketing and sales plans, and how to deliver on sales targets to your business.



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## GETTING STARTED

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Getting started towards your next career goal is simple:

- Fill out the enclosed application form
- Talk to your employer
- Talk to your PrintNZ Training Liaison Officer

**Contact PrintNZ Training to enrol:**

PO Box 31 131  
Lower Hutt 5040  
Phone 0800 654 455  
[info@printnz.co.nz](mailto:info@printnz.co.nz)  
[www.printnz.co.nz](http://www.printnz.co.nz)

Sign up for the Introductory Certificate in Management – Print and indicate either the National Certificate in Management – Print Level 5 or the National Diploma in Management – Print Level 5 as your next step.

There are two trainee intakes a year, in April and November. However, you can register at any time and as soon as your application has been registered, we will allocate you to a workshop and send you the training material for your first module.

Please contact us for up-to date information about costs and if you have any other questions.





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**COMMUNICATIONS  
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CMITO is the Industry Training Organisation for the communications and media industries. PrintNZ Training, the NZ Journalists Training Organisation and Sign Making are sectors of CMITO.