

INFORMATION SHEET

Introduction to Taxation in the Creative Sector (Micro-credential)



Cost
\$300

Location



Online and F2F TBA

Start Date



TBA – regular intakes

Duration



4 weeks full time or equivalent part time

Overview

This micro-credential aims to prepare learners to have an introductory understanding of taxation practices in Aotearoa, New Zealand. Furthermore, this micro-credential equips learners, who are small business owners or sole traders in the creative sector, with an introductory understanding of New Zealand's tax law and regulations. Learners will develop knowledge and skills of the tax system, specifically in Goods and Services Tax (GST), income tax, and invoicing, which contribute to compliance and support tax-related decisions for the growth or sustainability of their businesses in the creative sector. This qualification is for learners who are seeking to develop foundational skills and conceptual knowledge in a range of creative contexts.

Delivery Options



Face-to-face sessions

12 hours face-to-face sessions – 3 x 4 hour sessions once a week over 3 weeks. In some situations these face-to-face sessions will be online



Online materials

Remaining hours are online

Entry Requirements

You will need to have achieved:

- NCEA Level 2 (with 8 literacy credits at Level 2 or above, 14 Numeracy credits at Level 1) or equivalent
- Or successfully completed an approved qualification at Level 3 or above
- Be employed in the creative sector

Learning outcomes:

At the end of this micro-credential learners will be able to:

- Apply key taxation principles relevant to managing the financial aspects in the creative sector for sole traders and small businesses in Aotearoa, New Zealand.

Indicative Topics:

- Designing an invoice and developing income administrative processes
- Managing an industry-relevant expense system
- New Zealand tax system relevant to the creative sector
- Tax regulation and obligations pertinent to the creative sector
- Managing income tax and maintaining good systems
- GST calculations; employer obligations and calculations

You will need:

- Laptop or other online device
- Stable internet
- Email address

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