

**TO: Chief Executive Officers
NZQA Liaison Officers**

**ATTENTION: NZDipBus Programme Managers
Heads of Business and related departments
Lecturers of NZDipBus papers
NZDipBus Local Advisory Committees (LACs)**

Report on the 2 December 2010 meeting of the National Advisory Committee for Business Studies

This circular reports on matters of interest to Tertiary Education Organisations (TEOs) from the meeting of the National Advisory Committee for Business Studies (NACBS) held on 2 December 2010.

Matters reported include:

- update on the New Zealand Diploma in Business (NZDipBus) qualification review
- prescription review schedule for 2011 to 2013
- moderation, including the national external moderation schedule for 2012
- Academic Committee matters, including group work, local prescriptions and rules for further assessment opportunities
- NACBS meeting dates for 2011.

Please bring this circular to the attention of any local advisory committee(s) that has an interest in the NZDipBus.

Update on the NZDipBus qualification review

NZQA staff reported to the committee on Qualifications Development and Tertiary Moderation's (QD&TM) proposal to take the lead in developing business qualifications to meet the new design rules for qualifications on the New Zealand Qualifications Framework (NZQF)¹. Under the proposal, business qualifications currently developed and reviewed separately by the three teams within QD&TM (National Qualifications Services, Māori Qualifications Services and Tertiary Assessment and Moderation - TAM) would be reviewed together as part of the mandatory review process that all qualifications on the NZQF must undergo from January 2011. Development and review of standards and NZDipBus prescriptions would continue to be the responsibility of the relevant QD&TM team.

The committee briefly discussed how the differences between the current national diplomas and NZDipBus qualifications would be addressed in the proposed review. It was noted that a lot of progress had been made by the qualification review team set up by the NACBS in 2010 regarding a draft outcome statement for a 120-credit level 6 business diploma, and this may be acceptable as a starting point for discussion amongst current NZDipBus and National Diploma in Business stakeholders. It was noted that in areas such as business there would be a demand for generic qualifications, and that the new qualification design rules allowed for strands or specialisations to be incorporated into qualifications.

A question was raised regarding the relationship between NZQA and the NACBS, given QD&TM's proposal to take a combined approach to business qualification development. NZQA confirmed the NACBS was seen as a key stakeholder in business qualifications and the current relationship was expected to continue. Consultation with business qualification stakeholders was expected to begin in early 2011.

Reviews of national prescriptions

NZQA tabled a draft prescription review schedule for 2011 to 2013. Since the proposed qualification review was likely to bring significant changes to the NZDipBus which may include redevelopment of prescriptions, NZQA was proposing to conduct limited, technical reviews in groups of related prescriptions. These reviews would address problems that had been identified through the national external moderation process and from feedback from TEOs. Prescriptions had been prioritised for review according to how serious the issues appeared to be according to feedback received so far. It was noted that prescriptions scheduled for 2013 had not been grouped yet. Subject to some minor changes, the committee endorsed the proposed schedule. The prescription review schedule can be found in Appendix 1.

Moderation

NZQA presented a brief report on the recently completed semester 1, 2010 moderation round. Summary reports were provided for prescriptions 400 *Accounting Practices*, 510 *Introduction to Commercial Law* and 601 *Financial Accounting*. 676 *International Trade and Finance* did not have a summary report as there had been only one submission. These summary reports are available on the NZQA website at <http://www.nzqa.govt.nz/qualifications-standards/qualifications/nz-diploma-in->

¹ The development and publication of the design rules is one of the outcomes of the Targeted Review of Qualifications (TRoQ). Information about the TRoQ can be found on the NZQA website at <http://www.nzqa.govt.nz/studying-in-new-zealand/nzqf/targeted-review-of-qualifications/>

business/nz-diploma-in-business-prescriptions/national-external-moderation-summary-reports/400-accounting-principles-2010-s1/

The NACBS endorsed NZQA's proposed moderation schedule for the 2012 semester 1 and 2 moderation rounds. It was noted that 469 *Academic Skills for Business Studies* had been added to the national external moderation system because uptake had increased. The national external moderation schedule can be found in Appendix 2 and on the NZQA website at <http://www.nzqa.govt.nz/providers-partners/assessment-and-moderation/moderation-of-nz-diploma-in-business/>

Academic Committee

The Academic Committee considered an action item regarding group work which had been placed on hold due to the NZDipBus qualification review. The item concerned a recommendation that group work be encouraged and be integrated into learning outcomes, but that it not exceed 25% of a prescription. The sub-committee agreed that this recommendation should be given to prescription review teams for the prescription reviews scheduled for 2011.

Following Academic Committee recommendations, the NACBS endorsed four local prescriptions, subject to minor recommendations:

- Re-endorsement of Eastern Institute of Technology (EIT), 597 *Career Planning and Development*
- Re-endorsement of EIT, 598 *Introduction to Project Management*
- Re-endorsement of Aoraki Polytechnic, 599 *Psychology in the Workplace*
- Endorsement of Bay of Plenty Polytechnic, MATH166 *Management Mathematics*.

The Academic Committee discussed a set of draft rules on how re-sits, reassessment opportunities and resubmission of assessment material should be handled by TEOs delivering courses based on NZDipBus prescriptions. No consensus was reached and the NACBS agreed further discussion was required.

2011 NACBS meetings

NACBS meetings for 2011 are scheduled for 16 March, 1 June, 21 September and 30 November.

Submissions for the 16 March 2011 meeting are due to NZQA, attention Thomas Pilott, by **Monday, 28 February 2011**. Contact details are below.

Linda Glogau
Manager
Qualifications Development and Tertiary Moderation

Enquiries

Any enquiries relating to the contents of this circular should be directed to:

Thomas Pilott
Tertiary Assessment and Moderation
New Zealand Qualifications Authority
PO Box 160
Wellington 6140

Phone: 04 463 3372
Fax: 04 463 3114
E-mail: tam@nzqa.govt.nz

All circulars are published on the NZQA website at:
<http://www.nzqa.govt.nz/about-us/publications/newsletters-and-circulars/tertiary/>

Appendix 1: Prescription review schedule 2011-2013

Semester and year	Subject Group	Prescription	Proposed review panel size
Semester 1, 2011	Management	530 <i>Organisation and Management</i> 630 <i>Leadership</i> 633 <i>Human Resource Management</i> 635 <i>Employment Relations</i> 636 <i>Applied Management</i> 697 <i>Organisational Behaviour</i>	3
	Marketing	541 <i>Fundamentals of Marketing</i> 642 <i>Marketing Research</i> 644 <i>Buyer Behaviour and Communication Strategies</i> 648 <i>Marketing Planning and Control</i>	3
Semester 2, 2011	Economics	520 <i>The Economic Environment</i> 620 <i>Managerial Economics</i>	3
	Communication	560 <i>Business Communication</i>	2
	Statistics	430 <i>Quantitative Business Methods</i>	2
Semester 1, 2012	Accounting	400 <i>Accounting Principles</i> 501 <i>Accounting Practices</i> 601 <i>Financial Accounting</i> 602 <i>Management Accounting</i> 605 <i>Internal Auditing</i> 603 <i>Business Finance</i> 606 <i>Taxation</i>	4

Semester and year	Subject Group	Prescription	Proposed review panel size
Semester 2, 2012	Computing	550 <i>Business Computing</i> 650 <i>Applied Computing</i> 652 <i>Systems Development Project</i> 655 <i>Information Systems Management</i>	3-4
Semesters 1 and 2, 2013 (not yet grouped)		432 <i>Office Management</i> 435 <i>Fundamentals of Small Business</i> 469 <i>Academic Skills for Business Studies</i> 510 <i>Introduction to Commercial Law</i> 570 <i>Introduction to Banking and Financial Services</i> 580 <i>Principles of Tourism</i> 610 <i>The Law of Business Entities</i> 611 <i>Business Law</i> 631 <i>Strategic Planning for Small Business</i> 632 <i>Operations Management</i> 670 <i>Advanced Banking</i> 675 <i>Lending and Securities</i> 676 <i>International Trade and Finance</i> 685 <i>Tourism Industry Management</i>	
		Currently under development/review/on hold: <i>Project Management</i>	

Appendix 2: 2012 NZDipBus national external moderation schedule

Semester One

Assessment materials relating to the following prescriptions are due for moderation to Tertiary Assessment and Moderation (Attention NZDipBus Operations Officer), NZQA, PO Box 160, 125 The Terrace, Wellington 6140 by 31 July 2012.

469	Academic Skills for Business Studies
541	Fundamentals of Marketing
606	Taxation
636	Applied Management

Notes

- Any Tertiary Education Organisation (TEO) not offering a course related to these prescriptions in semester one 2012 but offering it in the semester immediately prior (that is, either in summer semester 2011-2012, or semester two, 2011) must also submit material for moderation.
- If a TEO offered a prescription during summer semester 2011-2012 *and* semester one 2012, the moderation submission in July *must* come from the summer semester delivery, not from semester one.
- TEOs not delivering courses on the typical semester basis should contact Tertiary Assessment and Moderation (TAM) for advice.

Semester Two

Assessment materials relating to the following prescriptions are due for moderation to Tertiary Assessment and Moderation (Attention NZDipBus Operations Officer), NZQA, PO Box 160, 125 The Terrace, Wellington 6140 by 31 January 2013.

501	Accounting Practices
550	Business Computing
601	Financial Accounting
633	Human Resource Management

Note

Any TEO not offering a course related to these prescriptions in semester two 2012 but offering it in the semester immediately prior (that is, either in semester one, 2012, or summer semester 2011-2012) must also submit material for moderation. TEOs not delivering courses on the typical semester basis should contact TAM for advice.