

TO: **Chief Executive Officer** } **Tertiary Education Organisations**
 NZQA Liaison Officer }

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

New Zealand Diploma in Business – Administration 2011

This circular provides general information about the New Zealand Diploma in Business (NZDipBus) and sets out requirements for 2011.

A table of contents has been included for ease of reference.

Please return the two forms (Appendices II and III) by **Friday 11 March**.

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

All NZDipBus circulars are published on the New Zealand Qualifications Authority (NZQA) website at <http://www.nzqa.govt.nz/about-us/publications/newsletters-and-circulars/tertiary/>

Table of Contents

1	General administration	3
1.1	Key dates	3
1.2	Communication with NZQA	3
1.2.1	Enquiries	3
1.2.2	National Advisory Committee for Business Studies	3
2	Qualification and prescription information	3
2.1	Version three of the NZDipBus	3
2.2	NZDipBus version one expiry date	4
2.3	Assessment Rules and Procedures for Granting of the New Zealand Diploma in Business	4
2.4	National prescriptions – review and development	4
2.5	Local prescriptions – approval for unspecified credit	4
3	Moderation	5
3.1	National external moderation 2011	5
3.2	National external moderation good assessment practice identification	5
3.3	Low volume audit	5
3.4	The inclusion of “substantial” assessment items for moderation	5
3.5	Electronic submission of assessment material	6
3.6	What NZQA moderators look for	6
4	Local Advisory Committee Report	6
5	Credit recognition and transfer	6
5.1	Request for 2010 credit transfer and APL results	6
6	Results and certificates	6
6.1	Submission of results	6
6.2	Version two qualification checks returning a “Not Completed” result	7
6.3	“P” results and version two of the qualification	7
6.4	TEO-issued NZDipBus diplomas	7
	Appendix I: Key Dates For NZDipBus 2011	9
	Appendix II: Local Advisory Committee Report For 2010	10
	Appendix III: 2010 Credit Transfer and Assessment Of Prior Learning Applications	12

1 General administration

1.1 Key dates

Appendix I provides a calendar of key dates for 2011.

1.2 Communication with NZQA

1.2.1 Enquiries

All enquiries about learner results and records should be directed to Tertiary Records, either by:

- emailing tertiaryrecords@nzqa.govt.nz
- phoning the NZQA call centre (04 463 3000) for transfer to the appropriate person.

All other enquiries regarding the NZDipBus should be directed to Tertiary Assessment and Moderation (TAM), either by:

- emailing tam@nzqa.govt.nz
- phoning the NZQA call centre (04 463 3000) for transfer to the appropriate person.

This will help ensure your enquiries are dealt with promptly.

1.2.2 National Advisory Committee for Business Studies

The National Advisory Committee for Business Studies (NACBS) acts in an advisory capacity to NZQA on matters relating to the NZDipBus.

Reports on NACBS meetings, which are usually held four times a year, are issued through tertiary circulars. These routinely invite TEOs to make submissions to the next NACBS meeting on matters within the committee's scope. This can be done through the appropriate TEO representative on the committee or directly through TAM.

The committee's terms of reference and current membership are available on the NZQA website at <http://www.nzqa.govt.nz/qualifications-standards/qualifications/nz-diploma-in-business/national-advisory-committee-for-business-studies-nacbs/>

2 Qualification and prescription information

2.1 Version three of the NZDipBus

As advised in Tertiary Circular T2010/008¹, NZQA is implementing new credit transfer and unspecified credit rules for the NZDipBus in version three of the qualification. Key changes from version two of the qualification are:

- tightening of the rules for credit transfer and unspecified credit to reduce the total amount of credit allowable from 200 to 80 out of 240 credits through these means
- introducing a new results reporting code for Assessment of Prior Learning (APL) to distinguish these from credit transfer results.

These changes affect the basis on which the NZDipBus qualification can be awarded and apply to all candidates enrolling for their first NZDipBus prescription/course to be delivered and assessed in a term or semester that starts after 30 June 2011.

Version three of the qualification, which reflects these changes, comes into effect from **1 July 2011**. The last date for award of version two is **30 June 2013**.

¹ available at <http://www.nzqa.govt.nz/about-us/publications/newsletters-and-circulars/tertiary/>

Further information on NZDipBus version three rules and transition arrangements is available on the NZQA website at <http://www.nzqa.govt.nz/qualifications-standards/qualifications/nz-diploma-in-business/version-three-information/>

2.2 NZDipBus version one expiry date

Please note the last date for award of version one of the NZDipBus was 31 December 2010.

2.3 Assessment Rules and Procedures for Granting of the New Zealand Diploma in Business

The *Assessment Rules and Procedures for Granting of the New Zealand Diploma in Business 2009* are available on the NZQA website at <http://www.nzqa.govt.nz/qualifications-standards/qualifications/nz-diploma-in-business/nz-diploma-in-business-assessment-rules-and-procedures/1-authority-title-and-commencement-date/>

These include requirements and information relating to:

- entry to and award of the New Zealand Diploma in Business
- NZDipBus graduate profile
- the National Advisory Committee for Business Studies
- course approval and accreditation
- local advisory committees
- NZDipBus (Version One)
- NZDipBus Level 6 (Version Two)
- approved subjects and prescriptions
- assessment procedures
- moderation requirements
- credit transfer, assessment for local prescriptions, and APL
- grades.

The assessment rules and procedures will be updated in 2011 to reflect version three of the NZDipBus.

2.4 National prescriptions – review and development

The NACBS has endorsed a schedule for limited, technical reviews of all national NZDipBus prescriptions between 2011 and 2013. Full reviews will be delayed until the mandatory review of business qualifications is completed. Reviews will be in subject groups such as accounting, computing, management, marketing, economics and small business. NZQA thanks everyone that provided feedback on prescriptions in 2009. This and all other feedback received will be incorporated into the reviews.

Prescription review meetings are scheduled for March and July 2011. Circulars will be sent before each meeting to call for review panellists, summarise feedback received so far and inviting further feedback. The prescription review schedule for 2011 to 2013 is on the NZQA website at: <http://www.nzqa.govt.nz/providers-partners/development-of-nz-diploma-in-business-prescriptions/>.

2.5 Local prescriptions – approval for unspecified credit

Any TEO wishing to have a local prescription approved for unspecified credit to the NZDipBus must submit a proposal to TAM. The prescription must be approved before:

- promotion to learners as a potential source of NZDipBus unspecified credit
- results can be reported as unspecified credit to the NZDipBus.

The NZQA approval process for local prescriptions includes endorsement by the NACBS. Closing dates for submissions to NACBS meetings are included in Appendix I.

Further information about the local prescription approval process is available on the website at <http://www.nzqa.govt.nz/providers-partners/development-of-nz-diploma-in-business-prescriptions/>

3 Moderation

3.1 National external moderation 2011

Information, checklists/forms, schedules and reports relating to the NZDipBus national external moderation system are available on the NZQA website at <http://www.nzqa.govt.nz/providers-partners/assessment-and-moderation/moderation-of-nz-diploma-in-business/>

Please note that the document *National external moderation: Information for and Advice to Tertiary Education Organisations* has been updated and a revised version is now available on the NZQA website at the above address.

The checklists for submission of moderation materials have been revised following feedback from moderators and the NACBS. The revised checklists clarify that moderation materials that arrive after the due date will not be moderated. Due to moderator feedback, the checklists also include a new requirement to bind learner samples separately from assessment materials.

3.2 National external moderation good assessment practice identification

During each moderation round NZQA asks moderators to identify examples of good assessment practice and/or innovative assessment approaches that meet requirements. Identification of materials is not limited to full sets of tasks with schedules. For example, where the task might be innovative but the marking schedules do not have an appropriate breakdown of marks, only the particular task will be distributed, or a single question with the mark breakdown. Explanations are provided with the assessment item stating why materials have been selected as good assessment practice or are innovative.

A set of good assessment practice examples from the semesters 1 and 2, 2008, and semester 1, 2009 moderation rounds was sent out to TEOs in August 2010. The next set of good assessment practice examples will include material from the semesters 1 and 2, 2009 moderation rounds, and is due to be sent out in March.

3.3 Low volume audit

Due to the ongoing work on the NZDipBus qualification review and the overarching implications of the Targeted Review of Qualifications, no further changes have been made to the low volume audit process. There will be no low volume audit in 2011.

A summary of results of the 2009 low volume audit are available on the website at <http://www.nzqa.govt.nz/assets/Providers-and-partners/Assessment-and-moderation/NZDipBus/nzdipbus-mod-lowvol-sum-09.pdf>

3.4 The inclusion of “substantial” assessment items for moderation

The checklist for submission of materials (found at <http://www.nzqa.govt.nz/providers-partners/assessment-and-moderation/moderation-of-nz-diploma-in-business/>) specifies items that must be submitted as part of the moderation package. Learner samples for one substantial test or final examination are required as well as samples for one substantial assignment or project. “Substantial” is intended to mean representing a major component of total assessment. While no minimum percentage is stipulated, it is expected that TEOs provide two different types of assessments representing major percentage weightings that, together, reflect at least 50% of

assessment weightings. TEOs unsure of which assessments to provide samples for, should contact TAM for advice.

3.5 Electronic submission of assessment material

The delivery of some prescriptions requires learners to manipulate electronic assessment material and submit answers electronically. TEOs, when submitting materials for moderation, are required to submit (in either DVD or flash drive format) any electronic materials that have been provided to learners, used by assessors for marking purposes or submitted as evidence by learners whose work has been sampled.

3.6 What NZQA moderators look for

A document is available on the NZQA website at <http://www.nzqa.govt.nz/assets/Providers-and-partners/Assessment-and-moderation/NZDipBus/moderators-look-for.doc> that outlines the key moderation questions NZQA moderators must answer and that provides the rationale for moderation decisions. TEOs may find this a useful reference for their assessment and internal moderation practices.

4 Local Advisory Committee Report

TEOs offering NZDipBus courses must have one or more local advisory committees.

A description of requirements for and functions of these committees is in Section 6.4 of the *Assessment Rules and Procedures for Granting of the New Zealand Diploma in Business*, available at <http://www.nzqa.govt.nz/qualifications-standards/qualifications/nz-diploma-in-business/nz-diploma-in-business-assessment-rules-and-procedures/6-information-about-the-new-zealand-diploma-in-business/#6.4>

NZQA requires each local advisory committee to report to the NACBS on its activities for the past year – in particular on how it carried out its functions, as noted in the rules, and any issues that arose.

The report form is provided in Appendix II. Please send the report to TAM by **Friday, 11 March 2011** – contact details are included on the form.

5 Credit recognition and transfer

5.1 Request for 2010 credit transfer and APL results

NZQA collects information on credit transfer and assessment of prior learning applications and outcomes for monitoring purposes.

Appendix III contains a form for TEOs to report this information. Please return the completed report to TAM by **Friday, 11 March 2011**. Contact details are provided on the form.

6 Results and certificates

6.1 Submission of results

TEOs are asked to submit results within two months of course completion, especially where these impact on qualification completions.

Any corrections due to errors in results must be submitted to NZQA's Tertiary Records team in writing; an email to tertiaryrecords@nzqa.govt.nz is preferred.

To query learner results, please contact Tertiary Records either by:

- emailing tertiaryrecords@nzqa.govt.nz
- phoning the NZQA call centre (04 463 3000) for transfer to the appropriate person.

6.2 Version two qualification checks returning a “Not Completed” result

TEOs may receive “Not Completed” results from their online qualifications checks for version two of the NZDipBus. This may relate to instances where candidates have 100-200 prescriptions in their transcripts that have changed level following their review and replacement by 500-600 prescriptions. The list of prescriptions that have changed level are in rule 6 of the transition arrangements on the website at

<http://www.nzqa.govt.nz/qualifications-standards/qualifications/nz-diploma-in-business/nz-diploma-in-business-assessment-rules-and-procedures/6-information-about-the-new-zealand-diploma-in-business/#6.6.3>

Where a “Not Completed” result is returned, but you think the candidate has completed the version two qualification requirements, please contact Tertiary Records to ask them to complete a manual check.

As the manual check will take time, please do not expect an immediate response. Tertiary Records expects a maximum turnaround of two working days will be needed to respond to queries, but this will depend on the number of queries received.

6.3 “P” results and version two of the qualification

Please note, as specified in the transition arrangements, rule 5, a “P” result for a 100-200 prescription cannot be used towards version two of the NZDipBus.

This is in line with the general principle (regarding results awarded as a result of previous credit transfer) noted in the *Guidelines on Credit Transfer and Unspecified Credit 2006*, available on the website at <http://www.nzqa.govt.nz/assets/Qualifications-and-standards/Qualifications/NZ-Diploma-in-Business/tertqual-dipbus-credittransfer.pdf> (refer third bullet at the top of page 5).

6.4 TEO-issued NZDipBus diplomas

TEOs may issue their own NZDipBus diplomas, subject to confirmation of a formal agreement with NZQA, which must occur annually. The agreement includes requirements for TEOs to verify that intending NZDipBus graduates have the required credits to support the issue of the diploma and that all relevant NZQA fees have been paid.

The document *Agreement for approval to issue the New Zealand Diploma in Business* and application form is available on request from Tertiary Records (contact details above).

Applications for 2011 are due with Tertiary Records **by Friday, 25 February 2010.**

Linda Glogau
Manager
Qualifications Development and Tertiary Moderation

Enquiries

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

Thomas Pilott
Operations Officer
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 I: Key Dates For NZDipBus 2011

Please note that all submissions should be sent to:

NZDipBus Operations Officer
Tertiary Assessment and Moderation
New Zealand Qualifications Authority
PO Box 160
Wellington 6140

or

tam@nzqa.govt.nz; please state "NZDipBus" and the nature of the material in the email subject line.

- 25 February 11** Formal agreement for approval to issue NZDipBus certificates during 2011 due with Tertiary Records.
- 28 February 11** Submissions for NACBS meeting on 16 March 2011 due to TAM.
- 11 March 11** Final date for TEOs to submit:
- 1 Local advisory committee annual report for 2010 (Appendix II)
 - 2 Information on credit transfers and assessment of prior learning in 2010 (Appendix III)
- 16 March 11** National Advisory Committee for Business Studies (NACBS) meeting.
- 13 May 11** Submissions for NACBS meeting on 1 June 2011 due to TAM.
- 1 June 11** NACBS meeting.
- 31 July 11** Final date for TAM to receive TEO assessment material for the national external moderation 2011 semester 1 moderation round (refer to the full schedule on the NZQA website at <http://www.nzqa.govt.nz/providers-partners/assessment-and-moderation/moderation-of-nz-diploma-in-business/>).
- Resubmissions arising from previous moderation rounds may also be due.
- 2 September 11** Submissions for NACBS meeting on 21 September 2011 due to TAM.
- 21 September 11** NACBS meeting.
- 11 November 11** Submissions for NACBS meeting on 30 November 2011 due to TAM.
- 30 November 11** NACBS meeting.
- 31 January 12** Final date for submission of material for the national external moderation 2011 semester 2 moderation round (refer to the full schedule on the NZQA website at <http://www.nzqa.govt.nz/providers-partners/assessment-and-moderation/moderation-of-nz-diploma-in-business/>).

Resubmissions arising from previous moderation rounds may also be due.

3 Please list key matters discussed by the committee(s) (relevant to NZDipBus) and attach at least one set of Local Advisory Committee meeting minutes from 2010:

Use additional space if required.

4 Please note below any matters or concerns that the National Advisory Committee for Business Studies might be able to assist your NZDipBus advisory committee(s) with:

Name of NZDipBus Liaison Officer:

Date:

Please return the completed form, preferably electronically, by **Friday, 11 March 2011** to:

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

Phone: 04 463 3372
Fax: 04 463 3114
Email: thomas.pilott@nzqa.govt.nz

APPENDIX III: 2010 Credit Transfer and Assessment Of Prior Learning Applications



New Zealand Diploma in Business

Name of Tertiary Education Organisation:

Ministry of Education code number:

(a) Credit transfer 2010

	Credit transfer towards NZDipBus prescriptions	Credit transfer towards graduate profile ¹
Number of applications received		
Number of successful applications		
List NZDipBus prescriptions for which these successful applications were made	<i>400-600 series prescriptions:</i>	Not applicable

Any issues that have arisen or trends² that have been observed with the credit transfer applications.

¹ Refers to unspecified credit awarded as a result of credit transfer to the NZDipBus graduate profile and reported under a 499, 599 or 699 reporting code, *not* as a result of assessment in locally approved prescriptions (results for which are reported under the relevant x97 or x98 code).

² Trends may include commonly-occurring qualifications/qualifications components recognised for credit transfer to NZDipBus.

(b) Assessment of prior learning 2010

Number of applications received	
Number of successful applications	
NZDipBus prescriptions for which these successful applications were made	

Any issues that have arisen or trends that have been observed with the assessment of prior learning applications

Name of NZDipBus Liaison Officer:

Date:

Please return the completed form, preferably electronically, by **Friday, 11 March 2011** to:

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

Phone: 04 463 3372
Fax: 04 463 3114
Email: thomas.pilott@nzqa.govt.nz