



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

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

### **New Zealand Diploma in Business – Administration 2012**

This circular provides general information about the New Zealand Diploma in Business (NZDipBus) and sets out requirements for 2012.

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

Please return the form in Appendix II by **Friday 30 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

<b>1</b>	<b>General administration</b>	<b>3</b>
<b>1.1</b>	<b>Key Dates</b>	<b>3</b>
1.2	Communication with NZQA	3
1.2.1	<i>Enquiries</i>	3
1.2.2	<i>National Advisory Committee for Business Studies</i>	3
<b>2</b>	<b>Qualification and prescription information</b>	<b>3</b>
2.1	Version three of the NZDipBus	3
2.2	Assessment Rules and Procedures for Granting of the New Zealand Diploma in Business	4
2.3	National prescriptions – review and development	4
2.4	Mandatory review of business qualifications	4
<b>3</b>	<b>Moderation</b>	<b>5</b>
3.1	National external moderation 2012	5
3.2	2013 National external moderation schedule	5
3.3	National external moderation report template	5
3.4	Assessment grid guidelines and template	5
3.5	Low volume audit	5
3.6	The inclusion of “substantial” assessment items for moderation	5
3.7	Electronic submission of assessment material	6
<b>4</b>	<b>Local Advisory Committee Report</b>	<b>6</b>
<b>5</b>	<b>Results and certificates</b>	<b>6</b>
5.1	Submission of results	6
5.2	Version two qualification checks returning a “Not Completed” result	6
5.3	“P” results and version two of the qualification	7
5.4	TEO-issued NZDipBus diplomas	7
	<b>Appendix I: Key dates for NZDipBus 2012</b>	<b>8</b>
	<b>Appendix II: Local Advisory Committee Report For 2011</b>	<b>9</b>

## 1 General administration

### 1.1 Key Dates

Appendix I provides a calendar of key dates for 2012.

### 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](mailto: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](mailto: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

Version three of the New Zealand Diploma in Business (NZDipBus) became available from **1 July 2011** and includes the following changes:

- The rules for credit transfer and unspecified credit have been tightened to reduce the total amount of credit allowable from 200 to 80 out of 240 credits through this means.
- A new reporting code for assessment of prior learning (R) has been introduced to separate it from the code for credit transfer and assessment for local prescriptions (P).

The following transition arrangements apply:

- Any candidate who enrolls for their first NZDipBus prescription that is to be delivered and assessed in a semester or term that starts after **30 June 2011** may complete only version three of the qualification.
- Only the 400-600 series of NZDipBus prescriptions will be counted towards version three.
- Any candidate part way through version two of the qualification may elect to complete either version two or version three of the qualification.
- The last date for award of version two is **30 June 2013**.

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 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*, available on the NZQA website at <http://www.nzqa.govt.nz/about-us/our-role/legislation/nzqa-rules/nz-diploma-in-business-assessment-rules-and-procedures/6-information-about-the-new-zealand-diploma-in-business/>, 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.

## **2.3 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 have been completed for management, marketing, economics and business communications subject groups; the revised (version two) prescriptions for these subject groups can now be used and are available on the NZQA website at <http://www.nzqa.govt.nz/qualifications-standards/qualifications/nz-diploma-in-business/prescriptions/>. NZQA thanks everyone that provided feedback on prescriptions.

430 *Quantitative Business Methods* has also been reviewed but version two has not been finalised yet.

Prescriptions that have been replaced by reviewed prescriptions now have a last date for assessment. For the recently reviewed prescriptions above, the last date for assessment is 31 December 2013.

Prescription review meetings are scheduled for March (accounting and finance) and July 2012 (computing). Circulars will be sent before each meeting to call for review panellists, summarise feedback received so far and invite 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/>.

## **2.4 Mandatory review of business qualifications**

The mandatory review of Business qualifications is progressing, with a meeting of a representative group of qualification owners and peak body organisations held on the 6-7 March 2012. This meeting was convened to enable current qualification owners the opportunity to determine the governance arrangements for the review. Once established, one of the key tasks of the Governance group is to set the direction and approach to the review. For general information on the mandatory reviews, visit <http://www.nzqa.govt.nz/studying-in-new-zealand/nzqf/reviews-of-qualifications/>.

### 3 Moderation

#### 3.1 National external moderation 2012

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/>

#### 3.2 2013 National external moderation schedule

The 2013 national external moderation schedule has been endorsed by the NACBS and is available at <http://www.nzqa.govt.nz/providers-partners/assessment-and-moderation/moderation-of-nz-diploma-in-business/>

#### 3.3 National external moderation report template

The moderation report template has a new look. The front page has been modified to emphasise the overall moderation result – i.e. whether materials (a) meet key assessments, (b) require modification (without the need to resubmit), or (c) require redevelopment and resubmission.

Other changes include:

- Results for individual key assessment requirements have been removed from the front page.
- The wording of the key considerations for Section D: Assessment Schedules has been changed slightly.
- In terms of the overall look, more shading has been added to emphasise moderation results and differentiate template text from moderator comments.

If you would like to give feedback on the new template, please contact Steve Yeates (details below).

The '*NZDipBus Moderation - What NZQA moderators look for*' document available at <http://www.nzqa.govt.nz/assets/Providers-and-partners/Assessment-and-moderation/NZDipBus/moderators-look-for.pdf> has also been updated to reflect the new moderation report template.

#### 3.4 Assessment grid guidelines and template

A good assessment grid helps ensure assessment activities are correctly designed in relation to prescription learning outcomes and weightings. It can be an effective tool for assessment designers and moderators, particularly when assessment is integrated across learning outcomes or prescriptions.

Assessment grid guidelines and a suggested template are now available at <http://www.nzqa.govt.nz/providers-partners/assessment-and-moderation/moderation-of-nz-diploma-in-business/assessment-grids/>

#### 3.5 Low volume audit

Due to the ongoing work on the mandatory review of business qualifications 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 2012. However, assessment materials for low volume (low usage) prescriptions may be requested from some TEOs for full moderation.

#### 3.6 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.

### **3.7 Electronic submission of assessment material**

The delivery and assessment 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.

## **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, and any issues that arose.

The report form is provided in Appendix II. Please send the report to TAM by **Friday, 30 March 2012** – contact details are included on the form.

## **5 Results and certificates**

### **5.1 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](mailto:tertiaryrecords@nzqa.govt.nz) is preferred.

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

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

### **5.2 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/about-us/our-role/legislation/nzqa-rules/nz-diploma-in-business-assessment-rules-and-procedures/6-information-about-the-new-zealand-diploma-in-business/>

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.

### **5.3 “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.

### **5.4 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).

Linda Glogau  
Manager  
Qualifications Development and Tertiary Moderation

### **Enquiries**

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

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

Phone: 04 463 4335  
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 2012

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.

**14 March 12** National Advisory Committee for Business Studies (NACBS) meeting.

**30 March 12** Final date for TEOs to submit Local advisory committee annual report for 2011 (Appendix II)

**23 May 12** Submissions for NACBS meeting on 13 June 2012 due to TAM.

**13 June 12** NACBS meeting.

**31 July 12** Final date for TAM to receive TEO assessment material for the national external moderation 2012 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.

**15 August 12** Submissions for NACBS meeting on 5 September 2012 due to TAM.

**5 September 12** NACBS meeting.

**7 November 12** Submissions for NACBS meeting on 28 November 2012 due to TAM.

**28 November 12** NACBS meeting.

**31 January 13** Final date for submission of material for the national external moderation 2012 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.

## Appendix II: Local Advisory Committee Report For 2011

### New Zealand Diploma in Business LAC Report

Report of local advisory committee(s) activity 2011

Name of Tertiary Education Organisation: \_\_\_\_\_

Ministry of Education code number: \_\_\_\_\_

- 1 Please list all 2011 Local Advisory Committee members, including staff and learners, below or in an attachment:

Name	Organisation	Occupation

*Add additional rows if required*

- 2 On which date(s) did the Local Advisory Committee(s) meet during 2011?

---

---

- 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 2011:

---

---

---

---

---

---

---

---

---

---

---

*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, 30 March 2012** to:

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

Phone: 04 463 4335  
Fax: 04 463 3114  
Email: [steve.yeates@nzqa.govt.nz](mailto:steve.yeates@nzqa.govt.nz)