



**TO: Chief Executive Officer  
NZQA Liaison Officer**

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

## **Review of NZDipBus prescriptions: Office Management, Academic Skills for Business Studies, Operations Management**

This circular requests:

- by **Monday 23 September 2013**, nominations for NZDipBus prescription reviewers for review of NZDipBus Office Management, Academic Skills for Business Studies and Operations Management prescriptions.
- by **Monday 7 October 2013**, any feedback on the prescriptions (available on the [NZDipBus prescriptions page](#) of the NZQA website).

Please bring this circular to the attention of any industry network/local advisory committee that has an interest in the NZDipBus or the above prescriptions.

The National Qualifications Services (NQS) team at NZQA proposes to hold a prescription review meeting on **15 and 16 October 2013** to review the following:

- 432 *Office Management*
- 469 *Academic Skills for Business Studies*
- 632 *Operations Management*

### **Review process**

Prescription review teams will be selected after nominations (see below) close on 23 September 2013.

The first prescription review meetings will be held in Wellington on 15 and 16 October 2013. At this meeting, consultation drafts of the reviewed prescriptions will be finalised and subsequently distributed to all Tertiary Education Organisations (TEOs) and other interested parties.

Second meetings (if necessary) will be held late November 2013, either in Wellington or by conference call, depending on the nature of feedback on the reviewed drafts.

NQS expects to be able to release the final version of the reviewed prescriptions by December 2013 (subject to National Advisory Committee for Business Studies endorsement).

### **Request for nominations for review panels**

NQS is now calling for nominations for prescription reviewers. Ideally, nominees will have:

- a thorough understanding of NZDipBus and broad teaching and assessment experience in the prescription
- relevant industry/business knowledge and experience
- interest and experience in prescription review, curriculum development and/or programme planning and implementation
- clear and effective writing skills
- willingness to contribute some additional time outside meetings (e.g. in preparation for, or follow-up to, meetings)
- the ability to work as part of a team and meet stringent deadlines.

The nomination form can be found [here](#).

Self-nominations are acceptable.

Nominations are due by Monday 23 September 2013 and should be emailed to Ruiha Biddle. Contact details are on the form.

NZQA has a formal selection procedure to ensure all nominees are treated fairly and appropriate applicants are selected. Prescription reviewers will be selected on the basis of evidence provided of skills, knowledge, abilities and experience in relation to the above criteria, with regard to balance within the team.

NZQA will pay the cost of travel and accommodation, and a meeting fee for selected prescription reviewers (\$315 per full day, GST exclusive).

### **Feedback on prescriptions already received**

NZQA has received recommendations and suggestions for change to the prescriptions:

- following a request for feedback on all NZDipBus prescriptions communicated in tertiary circular T2009/007 in August 2009
- from NZDipBus moderation teams.

Key issues noted in feedback received so far include:

#### *469 Academic Skills for Business Studies*

- Make it clear in learning outcome 2 key element a) that genuine secondary research is required.
- Stipulate that both a report and an essay are required for learning outcome 3 key element b).
- Amend learning outcome 4 or include an assessment note to clarify what is meant by 'spoken lecture-type material'. Also include a requirement in the key elements to adopt an accepted note taking style such as linear, Princeton, mind map or similar.
- Include an assessment note to encourage the combining of learning outcomes in assessments. For example: Learning outcomes 1 and 2, or learning outcomes 2 and 3, or learning outcomes 2 and 5 or learning outcomes 4 and 3 and/or 5.

### 632 *Operations Management*

- Clarify exactly how many techniques need to be applied in learning outcome 2 key element b).
- Clarify the scope of project management to be discussed in learning outcome 4 (ie duties of a project manager)
- Reword learning outcome 5 key element a) to include the significance of performance management, its link to strategy and the controls that may be used.
- Reword learning outcome 7 key element b) to emphasise more than just calculating order quantities is required.
- Remove reference to key element a) in learning outcomes where there is only one key element.

### **Request for feedback**

If you have any feedback on the prescriptions, please email it to National Qualification Services at [nqs@nzqa.govt.nz](mailto:nqs@nzqa.govt.nz), using the [feedback form](#).

All feedback must be received by Monday 7 October 2013 and will be considered by the prescription review team at the first meeting.

### **Background**

In December 2010, the National Advisory Committee for Business Studies endorsed a schedule for limited, technical reviews (to ensure suitability) of all national NZDipBus prescriptions to be held between 2011 and 2013. Reviews have been completed for prescriptions in the areas of Marketing, Management (incorporating human resources and employment relations), Economics, Statistics, Business Communications, Accounting and Finance, Computing, Law and Small Business. The review for Banking and Financial Services is underway and should be completed by November.

Full reviews of all prescriptions will be deferred until the mandatory review of business qualifications is completed.

### **Enquiries**

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

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