

**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 Small Business and Law prescriptions**

This circular requests:

- by **Monday 4 March 2013**, nominations for NZDipBus advisors for review of NZDipBus Small Business and Law prescriptions
- by **Tuesday 19 March 2013**, any feedback on the prescriptions.

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.

National Qualification Services (NQS) proposes to hold a meeting on **26 March 2013** to review the following prescriptions:

- 435 *Fundamentals of Small Business*
- 631 *Strategic Planning for Small Business*.

NQS proposes to hold a meeting on **3 and 4 April 2013** to review the following prescriptions:

- 510 *Introduction to Commercial Law*
- 610 *The Law of Business Entities*
- 611 *Business Law*.

NQS invites feedback on the above prescriptions and will also consider feedback received to date – refer to page 3 of this circular for a summary.

### **Background**

In December 2010, the National Advisory Committee for Business Studies endorsed a schedule for limited, technical reviews 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, and Computing.

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

### **Review process**

There will be review teams for each of the subject groups and members will be selected after nominations close on 4 March 2012.

The first prescription review meetings will be held in Wellington (Small Business team on 27 March, Law team on 3 April 2013). At these meetings, consultation drafts of the reviewed prescriptions will be finalised and subsequently distributed to all TEOs and other interested parties.

The second meetings (if necessary) will be held in late May or early June 2012, 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 July (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 subject
- 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 downloaded from the NZQA website at:

<http://www.nzqa.govt.nz/assets/qualifications-and-standards/qualifications/NZ-Diploma-in-Business/Prescriptions/Review-nomination-form.doc>

Self-nominations are acceptable.

Nominations are due by Monday 4 March 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. Advisors 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 advisors (\$315 per full day, GST exclusive).

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

NZQA has received recommendations and suggestions for change to the Small Business and Law 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:

#### *435 Fundamentals of Small Business*

- A lack of analysis and evaluation; Learning outcome 4 asks for an explanation of 'marketing choices' rather than application of marketing principles; Learning outcome 5 requires a description of performance measures and controls rather than an application.
- Learning outcome 1 key element b) wording needs to be clarified.
- Learning outcomes 2 and 3 could be merged.
- Learning outcome 4 could include some aspects of the marketing mix and four 'P's rather than just 'Promotion'.

#### *631 Strategic Planning for Small Business*

- Strongly recommend that flexibility remain for students to choose whether they use a new business or an existing one.

#### *510 Introduction to Commercial Law*

- There is too much weighting on the development of the NZ legal system.

### **Request for any further feedback**

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

<http://www.nzqa.govt.nz/assets/qualifications-and-standards/qualifications/NZ-Diploma-in-Business/Prescriptions/Prescription-feedback-form.pdf>

All feedback must be received by Tuesday 19 March 2013 and will be considered by the prescription review teams at the first meetings.

### **Enquiries**

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

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