



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 2013

This circular provides general information about the New Zealand Diploma in Business (NZDipBus) and sets out requirements for 2013.

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

Please return the form in Appendix II by **Monday, 13 May 2013**.

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/>

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1 General administration

1.1 Key Dates

Appendix I provides a calendar of key dates for 2013.

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 (0800 697296) for transfer to the appropriate person.

All enquiries regarding assessment and moderation of NZDipBus prescriptions should be directed to Tertiary Assessment and Moderation (TAM), either by:

- emailing tam@nzqa.govt.nz
- phoning the NZQA call centre (0800 697296) for transfer to the appropriate person.

All enquiries regarding the NZDipBus qualification, the rules and conditions, prescription development and the National Advisory Committee for Business Studies (NACBS) should be directed to National Qualifications Services (NQS), either by:

- emailing ngs@nzqa.govt.nz
- phoning the NZQA call centre (0800 697296) for transfer to the appropriate person.

1.2.2 National Advisory Committee for Business Studies (NACBS)

The NACBS acts in an advisory capacity to NZQA on matters relating to the NZDipBus.

Reports on NACBS meetings, which are usually held three times a year, are issued through tertiary circulars. These reports routinely invite Tertiary Education Organisations (TEOs) to make submissions to the next NACBS meeting on matters within the committee's scope. Submissions can be done through the appropriate TEO representative on the committee or directly through National Qualifications Services.

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

1.3 Request for feedback on this circular

NZQA has published an NZDipBus Administration circular each January-March for many years. The purpose of this is to provide general information about the NZDipBus qualification and national external moderation processes and to highlight any changes relating to these.

NZQA are proposing to no longer publish this circular, as the information is already available on the website, and any changes are communicated during the year via other circulars and messages to NZDipBus Moderation Liaisons.

NZQA is seeking feedback from stakeholders on the usefulness of this circular.

A feedback form is provided in Appendix II. Please send the form to NQS by **Monday, 13 May 2013** – contact details are included on the form.

2 Qualification and prescription information

2.1 New Zealand Diploma in Business qualification requirements

The *Assessment rules and procedures for granting the New Zealand Diploma in Business 2009* expired on 31 December 2012. NZQA has placed the NZDipBus on the same footing as other qualifications on the New Zealand Qualifications Framework (NZQF) by moving various requirements into [programme approval and accreditation requirements](#) and qualification specifications. Until the new business qualifications are developed, NZQA has set, for all accredited institutions, certain key requirements through [conditions on the accreditation to provide the NZDipBus programme](#). The NZDipBus conditions relate to:

1. Student entry
2. Credit transfer and assessment of local prescriptions
3. Recognition of prior learning/assessment of prior learning
4. Moderation
5. Reporting and notification of results
6. Award of the NZDipBus
7. Transition arrangements

2.2 English language requirements

The ability for an accredited institution to apply its own discretionary regulations to the NZDipBus English language requirements was removed in condition 1 of the qualification requirements: student entry to NZDipBus programmes. Removing the ability to use discretionary regulations takes away any ambiguity, protects international students for whom English is not their first language from being set up to fail, and links the NZDipBus requirements with the English language entry level requirements contained in the *NZQF Programme Approval and Accreditation Rules 2013* available at <http://www.nzqa.govt.nz/about-us/our-role/legislation/nzqa-rules/nzqf-related-rules/programme-approval-and-accreditation/1/>.

2.3 National prescriptions – review and development

The NACBS 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, business communications, accounting and finance, and computing subject group. The revised (version two) prescriptions for these subject groups are available on the NZQA website at <http://www.nzqa.govt.nz/qualifications-standards/qualifications/nz-diploma-in-business/prescriptions/>.

Prescription reviews have started for small business and law, with initial meetings having taken place during March and April 2013. Reviews of banking, tourism, office management, operations management prescription review meetings will commence during July – September 2013. 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 2013 is available 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

In 2012 the review of Business qualifications developed qualifications outcomes for proposed new Business qualifications, and these were submitted for 'pre-approval' evaluation by NZQA's Quality Assurance Division late last year. The evaluative report from NZQA's Quality Assurance Division was received in late March and will be considered by the Governance Group at its meeting on 23 and 24 April 2013. The report will inform stage two of development this year.

3 Moderation

3.1 National external moderation 2013

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 2014 National external moderation schedule

The 2014 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 Submission and resubmission checklists

These two checklists were updated in January 2013 to clarify submission requirements. Please ensure these new checklists are used when preparing moderation submissions.

Incomplete submissions will not be followed up by TAM and are therefore likely to receive a 'resubmission' or 'not met' moderation result.

3.4 Communication of National External Moderation results

During 2012 NZQA implemented a change to how moderation results are communicated. Individual *National External Moderation* reports are no longer accompanied by a covering letter. Website links to the appeal process and associated documentation, and moderation report feedback forms are now included in the moderation reports.

From 2013 *National External Moderation* reports will be distributed to NZDipBus Moderation Liaisons by email as well as by post.

3.5 Examples of good assessment practice

Examples of good assessment practice arising from the 2011 moderation rounds were distributed in November 2012. Additional copies of these can be requested by emailing tam@nzqa.govt.nz.

Examples of good assessment practice arising from the Semester 1, 2012 will be distributed in June 2013.

Note: These examples are usually only a part of an organisation's submission (i.e. a particular question, task, or assessment schedule for an activity). It should not automatically be assumed that all other items in the submission were examples of good assessment practice.

3.6 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 available at <http://www.nzqa.govt.nz/providers-partners/assessment-and-moderation/moderation-of-nz-diploma-in-business/assessment-grids/>

3.7 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 2013. However, assessment materials for low volume (low usage) prescriptions may be requested from some TEOs for full moderation.

3.8 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 CD 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 Results and certificates

4.1 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 (0800 697296) for transfer to the appropriate person.

4.2 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 the *Guidance for awarding NZ Diploma in Business version two* page on the website at

<http://www.nzqa.govt.nz/qualifications-standards/qualifications/business-qualifications/nz-diploma-in-business/version-two-information/>

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.

Note that the last date for award of version two of the NZDipBus is 30 June 2013.

4.3 "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.

4.4 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).

Appendix I: Key dates for NZDipBus 2013

Please note that all submissions for moderation 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.

22 May 13 Submissions for NACBS meeting on 12 June 2013 due to NQS.

12 June 13 NACBS meeting.

31 July 13 Final date for TAM to receive TEO assessment material for the national external moderation 2013 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.

21 August 13 Submissions for NACBS meeting on 11 September 2013 due to NQS.

11 September 13 NACBS meeting.

6 November 13 Submissions for NACBS meeting on 27 November 2013 due to NQS.

27 November 13 NACBS meeting.

31 January 14 Final date for submission of material for the national external moderation 2013 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: Feedback form

New Zealand Diploma in Business Administration Circular

1 Please rate the overall usefulness of this circular (circle/highlight one):

Very useful			Not useful
1	2	3	4

Supporting comments:

Add additional rows if required.

2 If NZQA were to cease publishing this circular annually, would you be concerned?

Yes / No (circle/highlight one)

Supporting comments:

Add additional rows if required.

