



**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 Banking and Finance prescriptions

This circular requests:

- by **Friday 14 June 2013**, nominations for NZDipBus prescription reviewers for review of NZDipBus Banking and Finance prescriptions
- by **Monday 24 June 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.

The National Qualification Services (NQS) team at NZQA proposes to hold a meeting on **9 and 10 July 2013** to review the following prescriptions:

- *570 Introduction to Banking and Financial Services*
- *670 Advanced Banking*
- *675 Lending and Securities*
- *676 International Trade and Finance*

*Current versions of the prescriptions are available on the [NZDipBus prescriptions page](#) of the NZQA website.

NQS (NZQA) invites feedback on the above prescriptions.

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, and Computing. Reviews for Law and Small Business are underway and should be completed by July.

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

Review process

A banking and finance review team will be selected after nominations close on 14 June 2013.

The first prescription review meeting will be held in Wellington on 9 and 10 July 2013. At this meeting, consultation drafts of the reviewed prescriptions will be finalised and subsequently distributed to all TEOs and other interested parties.

The second meeting (if necessary) will be held late August or early September 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 November 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 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 Friday 14 June 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).

Request for feedback

If you have any feedback on the prescriptions, please email it to National Qualification Services at nqs@nzqa.govt.nz, using the feedback form available at: <http://www-rdca-cms.nzqa.govt.nz/assets/qualifications-and-standards/qualifications/NZ-Diploma-in-Business/Prescriptions/Prescription-feedback-form.pdf>.

All feedback must be received by Monday 24 June 2013 and will be considered by the prescription review team at the first meeting.

Enquiries

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

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