

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

ATTENTION: **NZDipBus Programme Manager**
 Heads of Business and related departments
 Lecturers of NZDipBus papers

Report on the meeting of the National Advisory Committee for Business Studies, 9 November 2006

This circular is reporting on matters of interest to Tertiary Education Organisations (TEOs) from the meeting of the National Advisory Committee for Business Studies (NACBS) held on 8 November 2006.

Submissions for the next meeting must be with NZQA by **Thursday, 1 February 2007**.

NACBS GENERAL

Membership

Gayle Sheridan, Tourism Industry Association New Zealand, informed the committee of her resignation. A replacement from the Tourism Industry Association New Zealand will be sought.

Direction

Members held a discussion on how the committee might better carry out its advisory role to NZQA. It noted that good data was required to develop advice and policy. NZQA undertook to review the quality of data supplied, for example on student results, provider enrolments, and to improve data flow. In turn members recognized that NZQA's resources are fully committed and it cannot always provide the support to research NZDipBus related projects. The committee will look also to undertake its own investigations and improve its advice for the industry sector.

REGISTER PROJECT

Progress report

The meeting was informed of progress towards Registration. NZQA is looking forward to registration being completed by the New Year.

Credit Exemption

It was noted that if registration is delayed, the expiry date for students to complete transition will be shifted to the end of 2009 although transition can still start in 2007.

Entry Criteria

One of the two options proposed by NZQA, following sector feedback, was endorsed by NACBS for recommendation to Course Approvals, AAA.

Review of prescriptions

Since the August meeting one national prescription has been reviewed. This was:

560 Business Communication (formerly 140 Business Communication)

It is not intended to release this prescription as was done for those endorsed in 2005 (see circular T2006/006). If registration is completed in the New Year then all version two prescriptions will be available for unlimited use.

SUB-COMMITTEES

The **Prescriptions** sub-committee met before NACBS on the same day. Reports were given for the meetings of 9 August 2006 and 8 November 2006.

Local prescriptions: Five prescriptions were put forward for endorsement as local prescriptions:

Otago Polytechnic 299 – *Organisational Behaviour*

Aoraki Polytechnic 199 – *Psychology in the Workplace*

New Zealand Institute of Studies 810 – *Franchise Planning*

New Zealand Institute of Studies 815 – *Franchise Management*

TOPNZ 299 – *Services and International Marketing*

All local prescriptions were endorsed.

National prescriptions:

Five prescriptions were put forward for endorsement at the 9 August meeting:

580 (180) – *Principles of Tourism* (endorsed)

670 (270) – *Advanced Banking* (endorsed)

685 (285) – *Tourism Industry Management* (endorsed)

550 (150) – *Business Computing* (not endorsed)

570 (170) – *Introduction to Banking and Financial Services* (not endorsed)

550 (150) and 570 (170) prescriptions are to be submitted to the February NACBS meeting for endorsement.

Three prescriptions were put forward for endorsement at the 8 November meeting:

435 (115) – *Fundamentals of Small Business* (endorsed)

631 (215) – *Strategic Planning for Small Business* (endorsed with modifications)

560 (140) – *Business Communication* (endorsed with modifications)

The **Planning and Development** sub-committee has not met since the last NACBS and its next meeting will be early in the New Year.

GENERAL

Moderation

Applicants for moderators are being sought for Semester 2, 2006. The closing date is 17 November 2006. NZQA has reviewed its NZDipBus moderator appointment process and will now require applicants to provide a CV. All applicants will be acknowledged by NZQA within three days of making their application.

Semester two 2006 prescriptions being moderated are:

150	Computer Concepts
101	Accounting Practices
160	Quantitative Business Methods
236	Applied Management

The 2007 Moderation details were given in circular T2006/020.

The 2008 Moderation schedule is as follows:

2008 Semester One due July 2008

L4	100/ 400	Accounting Principles
L5	130/ 530	Organisation and Management
L5	170/ 570	Fundamentals of Banking
L6	202/ 602	Management Accounting

2008 Semester Two due Jan 2009

L5	140/ 560	Business Communication
L5	180/ 580	Principles of Tourism
L6	230/ 630	Leadership
L6	235/ 635	Employment Relations
L5	244/ 544	Buyer Behaviour and Communications Strategies

The committee was informed of the low volume audit findings. Only one provider was fully compliant.

Provider workshops

NZQA held four provider workshops in October and November 2006 (Wellington, Auckland, Christchurch and Palmerston North), with the aims of:

- updating staff on the developments and changes to the NZDipBus qualification and regulations
- informing of changes to the prescription documents and assessment requirements
- presenting an opportunity to discuss and develop assessment materials.

REPORTS

Qualifications Development and Tertiary Moderation (QD&TM)

Linda Glogau, Manager, informed the committee of organisational changes within NZQA and how it affects the NZDipBus. Tertiary Assessment and Moderation has been absorbed into the broader new QD&TM business unit. This unit will continue to have responsibility for the management and maintenance of the NZDipBus.

Approval and accreditation requirements

As the quality assurance body representatives had prior commitments, there was no report to NACBS.

NZQA reported that it has some applications to assess NZDipBus but no approvals have been given since the last meeting.

Business Coordination Forum (BCF)

John West of Otago Polytechnic is now Chair of the BCF.

Conference

The 2007 NZ Applied Business Education Conference will be held September 2007 in Dunedin.

NEXT MEETING NACBS

The next meeting of the NACBS will be 28 February 2007. Submissions for this meeting are due to NZQA, attention Natalia Valentino, by **1 February 2007**.

Contact details

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Circulars are available from the Qualifications Authority website at www.nzqa.govt.nz/publications/circulars

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