

**TO: Chief Executive Officers of Tertiary Education  
Organisations  
NZQA Liaison Officers**

**ATTENTION: New Zealand Diploma in Business (NZDipBus)  
Programme Managers  
Heads of Business and related departments  
Lecturers of NZDipBus prescriptions**

### **Call for nominations for prescription review teams 2007**

In 2005 and 2006 the New Zealand Qualifications Authority (NZQA) contracted academic and industry advisors to conduct reviews of the NZDipBus prescriptions (please refer to circulars T2005/005 and T2005/22).

Tertiary Assessment and Moderation is now calling for nominations for three further prescription review teams.

<p>Nominations, on the attached form, are to be with D Suzi Grindell by <b>27 March 2007</b>.</p>
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#### **Background**

Version two of NZDipBus was registered as a level 6 diploma on the Register of Quality Assured Qualifications in December 2006. As part of the Registration project, a number of prescriptions have been reviewed and endorsed as NZDipBus version 2 prescriptions. Eleven further prescriptions are to be reviewed in 2007.

As with previous reviews, there will be two meetings of each team. Both meetings will be held in Wellington. NZQA will pay the cost of travel, accommodation and a fee for selected reviewers.

The first meeting of each team is two days in length. By the end of the meeting, each team will have a finalised first draft to be distributed to all stakeholders for consultation.

**Table 1: Project teams and timeline**

<b>Team One Management</b> Prescriptions: 232 Operations Management 233 Human Resource Management	} First meeting – produce draft one 11-12 April 2007  Second meeting – finalise draft two 7-8 June 2007  Release – August 2007
<b>Team Two Marketing</b> Prescriptions: 244 Buyer Behaviour and Communications Strategies 242 Marketing Research	
<b>Team Three Computing</b> Prescriptions: 250 Applied Computing 255 Information Management	

### **Nominations for the review teams**

Nominations for membership of the review teams are sought. Nominees should have:

- an excellent current understanding of NZDipBus and broad teaching experience in the subject
- interest and experience in prescription review, curriculum development or programme planning and implementation
- clear and effective writing skills
- willingness to contribute some additional time (eg in preparation for the first meeting and consultation with providers before the second meeting)
- the ability to work as part of a team and meet stringent deadlines.

Please provide your nominations on the attached form to D Suzi Grindell by **27 March 2007**.

### **Selection**

NZQA has a formal selection procedure to ensure all nominees are treated fairly and the best applicants are selected. Selection for review teams will be based on assessing each nominee's skills, knowledge, abilities and experience from the information provided against the above criteria.

Nominees will be advised of the outcome by 31 March 2007.

### **Enquiries**

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

D Suzi Grindell	Phone: 04 463 3049
Tertiary Assessment and Moderation	Fax: 04 463 3114
New Zealand Qualifications Authority	Email: <a href="mailto:suzi.grindell@nzqa.govt.nz">suzi.grindell@nzqa.govt.nz</a>
PO Box 160	
WELLINGTON	

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

Linda Glogau  
Manager  
**Qualifications Development and Tertiary Moderation**

## NEW ZEALAND DIPLOMA IN BUSINESS

### Nomination for membership of the 2007 NZDipBus prescription review teams

Team One: Management

Team Two: Marketing

Team Three: Computing

**Tick the appropriate box(es)**

**Name:** \_\_\_\_\_

**Teaching institution or workplace:** \_\_\_\_\_

**Work address:** \_\_\_\_\_

\_\_\_\_\_

**Ph ( )** \_\_\_\_\_ **Mobile** \_\_\_\_\_ **email** \_\_\_\_\_

\_\_\_\_\_

**Home address:** \_\_\_\_\_

\_\_\_\_\_

**Ph ( )** \_\_\_\_\_ **Mobile** \_\_\_\_\_ **email** \_\_\_\_\_

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**Teaching or industry experience in the subject stream (with dates) – continue on a separate page if necessary.**

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**Experience in prescription review, curriculum development or programme planning and implementation – continue on a separate page if necessary.**

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**Names and contact details of two referees who can comment on your specialist expertise, writing skills, ability to work as part of a team and meet stringent timelines.**

Referee 1: \_\_\_\_\_

Contact details: \_\_\_\_\_

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Referee 2: \_\_\_\_\_

Contact details: \_\_\_\_\_

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**SIGNATURE OF NOMINEE** \_\_\_\_\_

**Please return by 27 March 2007 to**

Suzi Grindell  
Tertiary Assessment and Moderation  
New Zealand Qualifications Authority  
PO Box 160  
WELLINGTON

Fax: 04 463 3114  
Email: [suzi.grindell@nzqa.govt.nz](mailto:suzi.grindell@nzqa.govt.nz)