

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

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

## **Change to NZDipBus National External Moderation Schedule 2008**

### **Please note**

- This circular replaces T2007/011 emailed to TEOs on 29 August 2007.
- The information in this circular affects collection of student work samples in 2007, as the previously-published 2008 moderation schedule has been changed.

### **Background**

National external moderation for the New Zealand Diploma in Business (NZDipBus) takes place twice a year. Generally, four prescriptions are moderated in each moderation cycle.

Circular T2006/022 included the national external moderation schedule for 2008. In the light of prescription usage statistics, the transition to 400-600 series prescriptions and likely moderator workloads, the previously-published schedule has been changed. The amended schedule is provided below.

NZQA apologises for any inconvenience caused as a result of changes to the schedule.

TEOs will be notified later this year of the 2008 schedule of low-volume prescriptions.

## 2008 National External Moderation Schedule

### Semester One

- For each prescription, TEOs should submit material for either the 100-200 prescriptions or the 400-600 prescriptions, not both. If TEOs have delivered both versions, materials for 400-600 prescriptions are preferred.
- Materials are due on 31 July 2008.

<b>Either</b>		<b>Or</b>	
100	Accounting Principles	400	Accounting Principles
130	Organisation and Management	530	Organisation and Management
235	Employment Relations	635	Employment Relations
242	Marketing Research	642	Marketing Research

**Note:** Any TEO not offering a prescription in the nominated semester but offering it in the semester immediately prior (that is, either in Summer Semester 2007-2008, or Semester 2, 2007) also submits material. TEOs not delivering on the typical semester basis should contact Tertiary Assessment and Moderation for advice.

### Semester Two

- For each prescription, TEOs should submit material for 400-600 prescriptions only. TEOs who have delivered only 100-200 prescriptions are not required to submit material for moderation as these prescriptions expire at the end of 2008.
- Materials are due on 31 January 2009.

560	Business Communication
580	Principles of Tourism
602	Management Accounting
630	Leadership
644	Buyer Behaviour and Communication Strategies

**Note:** Any TEO not offering a prescription in the nominated semester but offering it in the semester immediately prior (that is, either in Semester 1, 2008, or Summer Semester 2007-2008) also submits material. TEOs not delivering on the typical semester basis should contact Tertiary Assessment and Moderation for advice.

### **Enquiries**

Any enquiries regarding NZDipBus should be directed to:

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

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**Qualifications Development and Tertiary Moderation**