

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

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

Report on the meeting of the National Advisory Committee for Business Studies, 1 August 2007, and subsequent New Zealand Qualifications Authority approvals

Please note

This circular includes notification of New Zealand Qualifications Authority (NZQA) approval of:

- level 6 Computing, Marketing, and Human Resource Management reviewed prescriptions
- the New Zealand Institute of Management (NZIM) credit transfer schedule for the New Zealand Diploma in Business (Level 6) (version two) (NZDipBus)
- a minor change to transition arrangements for the NZDipBus.

Details of these approvals are included in Appendix I.

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 1 August 2007. It also notifies TEOs of NZQA's approval of changes or additions to the NZDipBus (Level 6) following their endorsement by the NACBS.

Submissions for the next meeting must be with NZQA by **Monday, 5 November 2007**.

Any local prescriptions TEOs intend to offer towards version two of the NZDipBus were to have been submitted to NZQA by 20 September 2007, for consideration by the Sub-Committee of the NACBS in November 2007 (refer circular T2007/009).

NACBS general

The meeting was inquorate owing to member illness. As a result, although all business was thoroughly considered and discussed, all motions moved at the meeting were subsequently ratified by email process during September 2007.

- 1 Phil Ker, Otago Polytechnic, informed the committee of his resignation by letter. The committee recorded their appreciation of his long service and commitment to the Committee and to the NZDipBus qualification.
- 2 It was confirmed by NZQA that students who receive a 'P' result for a 400-600 series NZDipBus prescription as the result of assessment of prior learning, and want to credit the result to version two of the qualification, will need to pay a fee.
- 3 Members discussed current membership of the NACBS and noted that three positions were vacant (Marketing, Tourism, and Private Training Establishment). NZQA is working to address this. Members agreed that the NACBS terms of reference may need to be reviewed. Any suggested changes will be brought to the November 2007 meeting for NZQA to consider.

Minor change to transition arrangements for NZDipBus (level 6)

Unitec had proposed to NZQA a change to point six of the transition arrangements for the NZDipBus (level 6). The Business Co-ordination Forum had also sent NZQA a letter of support for the change. It was thought the original transition arrangement (which related to the need to upgrade an elective result for a prescription that had changed level as a result of review) potentially disadvantaged some students, especially those studying part time. Unitec suggested there should be no need to upgrade a result for an elective prescription to its reviewed higher level unless the higher-level result was needed to meet qualification requirements.

The NACBS considered Unitec's proposal and endorsed the intent of the change, proposing an alternative wording that was subsequently approved by NZQA on 21 September 2007.

Please refer to Appendix I for the amendment to the relevant section of the transition arrangements.

Sub-committees

The **Prescriptions Sub-committee** had met before the NACBS meeting on 1 August 2007.

Review of the following national prescriptions by subject specialist panels had been completed and presented to the Sub-committee:

- 642 (242) Marketing Research*
- 544 (244) Buyer Behaviour and its Implications for Communications Strategies*
- 650 (250) Applied Computing*
- 652 (252) Systems Development Project*
- 655 (255) Information Systems Management.*

The two Marketing prescriptions were endorsed by the Sub-committee, subject to consultation with the Marketing review panel about the level of statistical analysis required for *642 Marketing Research* and the length of the 544 prescription title.

The Sub-committee also endorsed the three Computing prescriptions, but endorsement of *650 Applied Computing* had not been unanimous because of the mandatory nature of database in the reviewed prescription. It was noted that a meeting of the Management review panel was scheduled for 27 August 2007 to complete final review drafts for *632 (232) Operations Management* and *633 (233) Human Resource Management*.

A final draft of the *633 Human Resource Management* prescription was subsequently presented to the Sub-Committee and endorsed by email in September 2007. A Sub-committee conference call on 18 September 2007 also reconsidered, at the request of the NACBS Chair, the prescription for *650 Applied Computing*. The Sub-committee endorsed the prescription subject to addition of an assessment note.

The list of six reviewed prescriptions approved by NZQA on 21 September 2007 following NACBS endorsement is included in Appendix I.

At its 1 August 2007 meeting, the Sub-committee also considered a local prescription submitted by Eastern Institute of Technology (EIT) for recognition for unspecified credit to the NZDipBus. The prescription was not endorsed in its submitted form and a refocusing of the prescription was suggested.

The **Planning and Development** Sub-committee had not met during 2007.

NZIM credit transfer schedule for NZDipBus (level 6)

The NACBS considered the outcome of work completed relating to credit recognition and transfer towards the NZDipBus (level 6) from NZIM qualifications, as well as from National Qualifications Framework business unit standards and qualifications.

Although NZIM debated the absence of specified credit transfer recognition from NZIM Certificate in Management papers in the proposed NZIM schedule, the meeting overall supported the schedule as presented, which was subsequently endorsed by a quorum of the Committee by email in September 2007.

The NZIM schedule for version two of the qualification, as approved by NZQA on 21 September 2007, is provided in Appendix I.

The NACBS also considered some of the issues arising out of the work completed to date on credit recognition and transfer to version two of the NZDipBus. A sub-group of the NACBS will meet in November to discuss these issues.

Moderation

Semester two 2006 moderation

The results of semester two 2006 moderation were given to the Committee. A summary follows:

Prescription 101 Accounting Practices

A total of 29 TEOs submitted materials for moderation. Nineteen (66%) of these submissions did not meet the national standard. The main reasons for non-compliance were:

- not submitting all the documentation required
- not assessing all key assessment criteria assessed
- not adhering to prescription weightings.

Prescription 150 Computer Concepts

A total of 34 TEOs submitted materials for moderation. Twenty three (68%) of these submissions did not meet the national standard. The main reasons for non-compliance were:

- not assessing all learning outcomes; in particular, all three required electives were not assessed
- not adhering to prescription weightings
- unclear and/or inappropriate assessment conditions.

Prescription 160 Quantitative Business Methods

A total of 23 TEOs submitted materials for moderation. Fourteen (61%) of these submissions did not meet the national standard. The main reason for non-compliance was not assessing all learning outcomes.

Prescription 236 Applied Management

A total of 27 TEOs submitted materials for moderation. Nine (33%) of these submissions did not meet the national standard. The main reasons for non-compliance were:

- not assessing all key assessment criteria
- incomplete marking schedules and/or marking schedules not sufficiently detailed.

Exemplar materials had been identified from *150 Computer Concepts* and *160 Quantitative Business Methods*. Each TEO assessing NZDipBus prescriptions had been sent a copy of the exemplars.

The NACBS expressed concern at the level of non-compliance reflected in the moderation results.

Semester one 2007 moderation

Semester one 2007 prescriptions being moderated in August/September 2007 are:

110 (510)	Introduction to Commercial Law
139 (469)	Academic Skills for Business Studies
201 (601)	Financial Accounting
225 (579)	International Trade and Finance

Semester two 2007 moderation

Semester two 2007 prescriptions to be moderated in 2008 are:

120 (52)	The Economic Environment
115 (435)	Small Business Management (Fundamentals of Small Business)
203 (603)	Business Finance
248 (648)	Marketing Planning and Control

Moderation material for the Semester two 2007 cycle is due at NZQA by 31 January 2008.

Next meeting of NACBS

The next meeting of the NACBS will be on 28 November 2007.

Submissions for this meeting are due to NZQA, attention D Suzi Grindell, by
Monday, 5 November 2007.

D Suzi Grindell
Senior Operations Officer
Tertiary Assessment and Moderation
Qualifications Development and Tertiary Moderation
NZQA
PO Box 160
WELLINGTON

Phone: 04 463 3049
Fax: 04 463 3114
Email: suzi.grindell@nzqa.govt.nz

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

Linda Glogau
Manager
Qualifications Development and Tertiary Moderation

APPENDIX I: Update on changes to the NZDipBus (level 6)

NZQA approved the following additions/changes to the NZDipBus (level 6) – version two of the qualification – on 21 September 2007.

Minor change to transition arrangements

An amendment to point six of the transition arrangements for the NZDipBus (level 6) is approved as follows (addition in bold):

Any student part way through version one of the qualification wishing to transfer to version two and who has reported results for elective version one prescriptions that have increased in level will need to attain the corresponding version two elective prescriptions through Assessment of Prior Learning (APL), **where this is necessary to meet qualification requirements**. The APL process will be managed by the provider who will determine what additional material/assessments, etc will be required to achieve a 'P' grade for the version two prescriptions. For elective prescriptions that have not increased in level, results for version one elective prescriptions will be accepted for version two of the qualification.

Reviewed prescriptions

The following reviewed prescriptions are approved:

642 (242) Marketing Research
644 (244) Buyer Behaviour and Communication Strategies
650 (250) Applied Computing
652 (252) Systems Development Project
655 (255) Information Systems Management
633 (233) Human Resource Management.

Review of a further prescription, *632 (232) Operations Management*, will be completed in November 2007 and TEOs notified of the outcome.

The following prescriptions will be reviewed in 2008:

225 International Trade and Finance
227 Entrepreneurial Planning
234 Planning and Control
275 Lending and Securities.

New Zealand Institute of Management credit transfer schedule

The following credit transfer schedule for the NZDipBus (level 6) is approved:

New Zealand Institute of Management (NZIM) credit transfer schedule for New Zealand Diploma in Business (Level 6)

NZIM papers eligible for NZDipBus credit transfer	Specified credit transfer – NZDipBus prescription (400-600 series)
All of the following: 851 Principles of Small Business Management – L4, 10 credits 852 Establishing a Small Business – L4, 10 credits 853 Operating a Small Business – L4, 10 credits 855 Planning for Improved Performance – L4, 10 credits	435 Fundamentals of Small Business – L4, 20 credits
880 Language and Culture – L4, 20 credits	469 Academic Skills for Business – L4, 20 credits

NZIM qualifications eligible for NZDipBus credit transfer	Specified credit transfer – NZDipBus prescription (400-600 series)	Unspecified credit transfer – NZDipBus graduate profile
NZIM Certificate in Management – L4, 80 credits	Nil	20 unspecified credits at level 4 (reporting code 499)
NZIM Certificate in Small Business – L4, 80 credits	435 Fundamentals of Small Business – L4, 20 credits	<i>plus</i> 20 unspecified credits at level 4 (reporting code 499)
NZIM Certificate in Language, Culture and Management – L4, 80 credits	469 Academic Skills for Business Studies – L4, 20 credits	<i>plus</i> 20 unspecified credits at level 4 (reporting code 499)

Note

A maximum of 20 NZDipBus unspecified credits can be gained by credit transfer against the NZDipBus graduate profile.

Note

The NZIM credit transfer schedule for version one of the NZDipBus is different from the schedule for version two of NZDipBus. The version one schedule is available on the NZQA website at

<http://www.nzqa.govt.nz/qualifications/tertqual/rules/append1.html>