

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

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

NZDipBus National Data Collection 2007

Tertiary Education Organisations to return completed forms to NZQA
by **23 November 2007**.

The annual national data collection for the New Zealand Diploma in Business (NZDipBus) provides the New Zealand Qualifications Authority (NZQA) an overview of the volume of students enrolled in the qualification and the number of students who have gained the qualification. The national data collection also assists NZQA to determine the prescriptions that require national external moderation or a low volume audit.

The national data collection form, included as appendices I, II and III of this circular, seeks information on the nature of students enrolled and the number of students enrolled in locally approved NZDipBus prescriptions. The national data collection for 2007 requires this information for semester one 2007, semester two 2007 and summer school 2006–07.

Please read the notes and instructions provided below before entering the required information for the relevant semester in the table provided in Appendix I, II and III.

Notes and instructions

Appendix I refers to the total number of diplomas issued in 2006 and the number of enrolments in semester one 2007.

Appendix II refers to the number of enrolments in semester two 2007.

Appendix III refers to the number of enrolments in summer school 2006–7.

Instructions for Table 1 - NZDipBus enrolments

- i. Students are considered enrolled if they remain in the course for at least four weeks.
- ii. In the column headed **Total**, enter the total number of students who have enrolled in each NZDipBus prescription.
- iii. In the column headed **FullFeeS**, enter the number of full fee paying students who have enrolled in each NZDipBus prescription.
- iv. In the column headed **Dom**, enter the number of domestic students who have enrolled in each NZDipBus prescription.

Instructions for Table 2 - Locally Approved NZDipBus Prescriptions

- i. In the column headed **Level**, enter the level (100, 200, 400, 500 or 600) of the NZDipBus locally approved prescription.
- ii. In the column headed **Name**, enter the title of the NZDipBus locally approved prescription.
- iii. In the column headed **Total**, enter the total number of students who have enrolled in each locally approved NZDipBus prescription.

Please return the completed forms by 23 November 2007 to:

D Suzi Grindell
Snr Operations Officer
Tertiary Assessment and Moderation
New Zealand Qualifications Authority
PO Box 160
WELLINGTON

Fax: 04 463 3114

Email: tam@nzqa.govt.nz

Enquiries

Please refer any comments or questions relating to the contents of this circular to:

D Suzi Grindell

Phone: 04 463 3049

Fax: 04 463 3114

Email: tam@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

Name of Tertiary Education Organisation (TEO): _____

Total number of NZDipBus diplomas issued in 2006: _____

TABLE 1: NZDipBus Enrolments – Semester One 2007

Core papers

No	Name	Total	FullFeeS	Dom
100	Accounting Principles			
110	Introduction to Commercial Law			
120	The Economic Environment			
130	Organisation and Management			
140	Business Communication			
141	Marketing Principles			
150	Computer Concepts			

Optional papers

No	Name	Total	FullFeeS	Dom
101	Accounting Practices			
115	Small Business Management			
139	English for Business Studies			
160	Quantitative Business Methods			
170	Fundamentals of Banking			
180	Principles of Tourism			
201	Financial Accounting			
202	Management Accounting			
203	Business Finance			
204	Management Accounting for Managers			
205	Internal Auditing			
206	Taxation			
210	Law of Legal Entities			
211	Business Law			
215	Advanced Small Business Management			
220	Managerial Economics			
225	International Trade and Finance			
227	Entrepreneurial Planning			
230	Leadership			
232	Operations Management			
233	Human Resource Management			
234	Planning and Control			
235	Employment Relations			
236	Applied Management			
242	Marketing Research			
244	Buyer Behaviour and Communication Strategies			

No	Name	Total	FullFeeS	Dom
248	Marketing Planning and Control			
250	Applied Computing			
252	Systems Development Project			
255	Information Management			
262	Managing Racing Club Race Meetings			
263	Managing Clubs in the Racing Industry			
270	Advanced Banking			
275	Lending and Securities			
285	Tourism Industry Management			
400	Accounting Principles			
430	Quantitative Business Methods			
432	Office Management			
435	Fundamentals of Small Business			
469	Academic Skills for Business Studies			
501	Accounting Practices			
510	Introduction to Commercial Law			
520	The Economic Environment			
530	Organisation and Management			
541	Fundamentals of Marketing			
550	Business Computing			
560	Business Communication			
570	Introduction to Banking and Financial Services			
580	Principles of Tourism			
601	Financial Accounting			
602	Management Accounting			
603	Business Finance			
605	Internal Auditing			
606	Taxation			
610	The Law of Business Entities			
611	Business Law			
620	Managerial Economics			
630	Leadership			
631	Strategic Planning for Small Business			
633	Human Resource Management			
635	Employment Relations			
636	Applied Management			
642	Marketing Research			
644	Buyer Behaviour and Communication Strategies			
648	Marketing Planning and Control			
650	Applied Computing			
652	Systems Development Project			
655	Information Systems and Management			
670	Advanced Banking			
685	Tourism Industry Management			

TABLE 2: Locally Approved NZDipBus Prescriptions – Semester One 2007

Level	Name	Total

The data provided in this return is accurate.

Name: _____

Position: _____

Signature: _____ **Date:** _____

Appendix II

TABLE 1: NZDipBus Enrolments – Semester Two 2007

Core papers

No	Name	Total	FullFeeS	Dom
100	Accounting Principles			
110	Introduction to Commercial Law			
120	The Economic Environment			
130	Organisation and Management			
140	Business Communication			
141	Marketing Principles			
150	Computer Concepts			

Optional papers

No	Name	Total	FullFeeS	Dom
101	Accounting Practices			
115	Small Business Management			
139	English for Business Studies			
160	Quantitative Business Methods			
170	Fundamentals of Banking			
180	Principles of Tourism			
201	Financial Accounting			
202	Management Accounting			
203	Business Finance			
204	Management Accounting for Managers			
205	Internal Auditing			
206	Taxation			
210	Law of Legal Entities			
211	Business Law			
215	Advanced Small Business Management			
220	Managerial Economics			
225	International Trade and Finance			
227	Entrepreneurial Planning			
230	Leadership			
232	Operations Management			
233	Human Resource Management			
234	Planning and Control			
235	Employment Relations			
236	Applied Management			
242	Marketing Research			
244	Buyer Behaviour and Communication Strategies			
248	Marketing Planning and Control			
250	Applied Computing			
252	Systems Development Project			
255	Information Management			

No	Name	Total	FullFeeS	Dom
262	Managing Racing Club Race Meetings			
263	Managing Clubs in the Racing Industry			
270	Advanced Banking			
275	Lending and Securities			
285	Tourism Industry Management			
400	Accounting Principles			
430	Quantitative Business Methods			
432	Office Management			
435	Fundamentals of Small Business			
469	Academic Skills for Business Studies			
501	Accounting Practices			
510	Introduction to Commercial Law			
520	The Economic Environment			
530	Organisation and Management			
541	Fundamentals of Marketing			
550	Business Computing			
560	Business Communication			
570	Introduction to Banking and Financial Services			
580	Principles of Tourism			
601	Financial Accounting			
602	Management Accounting			
603	Business Finance			
605	Internal Auditing			
606	Taxation			
610	The Law of Business Entities			
611	Business Law			
620	Managerial Economics			
630	Leadership			
631	Strategic Planning for Small Business			
633	Human Resource Management			
635	Employment Relations			
636	Applied Management			
642	Marketing Research			
644	Buyer Behaviour and Communication Strategies			
648	Marketing Planning and Control			
650	Applied Computing			
652	Systems Development Project			
655	Information Systems and Management			
670	Advanced Banking			
685	Tourism Industry Management			

Appendix III

TABLE 1: NZDipBus Enrolments – Summer School 2006-07

Core papers

No	Name	Total	FullFeeS	Dom
100	Accounting Principles			
110	Introduction to Commercial Law			
120	The Economic Environment			
130	Organisation and Management			
140	Business Communication			
141	Marketing Principles			
150	Computer Concepts			

Optional papers

No	Name	Total	FullFeeS	Dom
101	Accounting Practices			
115	Small Business Management			
160	Quantitative Business Methods			
170	Fundamentals of Banking			
180	Principles of Tourism			
201	Financial Accounting			
202	Management Accounting			
203	Business Finance			
204	Management Accounting for Managers			
205	Internal Auditing			
206	Taxation			
210	Law of Legal Entities			
211	Business Law			
215	Advanced Small Business Management			
220	Managerial Economics			
225	International Trade and Finance			
227	Entrepreneurial Planning			
230	Leadership			
232	Operations Management			
233	Human Resource Management			
234	Planning and Control			
235	Employment Relations			
236	Applied Management			
242	Marketing Research			
244	Buyer Behaviour and Communication Strategies			
248	Marketing Planning and Control			
250	Applied Computing			
252	Systems Development Project			
255	Information Management			
262	Managing Racing Club Race Meetings			

No	Name	Total	FullFeeS	Dom
263	Managing Clubs in the Racing Industry			
270	Advanced Banking			
275	Lending and Securities			
285	Tourism Industry Management			
400	Accounting Principles			
430	Quantitative Business Methods			
432	Office Management			
435	Fundamentals of Small Business			
469	Academic Skills for Business Studies			
501	Accounting Practices			
510	Introduction to Commercial Law			
520	The Economic Environment			
530	Organisation and Management			
541	Fundamentals of Marketing			
550	Business Computing			
560	Business Communication			
570	Introduction to Banking and Financial Services			
580	Principles of Tourism			
601	Financial Accounting			
602	Management Accounting			
603	Business Finance			
605	Internal Auditing			
606	Taxation			
610	The Law of Business Entities			
611	Business Law			
620	Managerial Economics			
630	Leadership			
631	Strategic Planning for Small Business			
633	Human Resource Management			
635	Employment Relations			
636	Applied Management			
642	Marketing Research			
644	Buyer Behaviour and Communication Strategies			
648	Marketing Planning and Control			
650	Applied Computing			
652	Systems Development Project			
655	Information Systems and Management			
670	Advanced Banking			
685	Tourism Industry Management			

TABLE 2: Locally Approved NZDipBus Prescriptions – Summer School 2006-07

Level	Name	Total

The data provided in this return is accurate.

Name: _____

Position: _____

Signature: _____ **Date:** _____