

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

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

### **New Zealand Diploma in Business – Administration 2008**

This circular provides general information for the New Zealand Diploma in Business (NZDipBus) and sets out requirements for 2008.

A table of contents has been included for ease of reference.

Please return the three forms (Appendix II, V and VI) by **Friday, 22 February, 2008**

Further circulars on NZDipBus will be issued throughout the year, some of which will require Tertiary Education Organisations (TEOs) to respond.

All NZDipBus circulars are published in pdf and Word formats on the New Zealand Qualifications Authority (NZQA) website at  
<http://www.nzqa.govt.nz/publications/circulars/tertiary.do>

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## **1 General Administration**

### **1.1 Key dates**

Appendix I provides a calendar of key dates for 2008.

### **1.2 TEO contact details in 2008**

To ensure the Tertiary Assessment and Moderation (TAM) team keeps TEOs well informed, TAM must have up-to-date contact information about each TEO. Please use the response form in Appendix II to provide us with the names and contact details of your organisation's current Chief Executive Officer/General Manager, NZDipBus Liaison Officer and NZDipBus Administrator.

Please ensure this form is returned by **Friday, 22 February, 2008** – TAM's contact details are provided on the form.

If any contact details change later in the year, please use the form to notify TAM as soon as possible.

### **1.3 Communication with NZQA**

#### **1.3.1 Enquiries**

All enquiries about student results and records should be directed to Tertiary Records, either:

- by emailing [tertiaryrecords@nzqa.govt.nz](mailto:tertiaryrecords@nzqa.govt.nz)
- by ringing the NZQA call centre (04 463 3000) for transfer to the appropriate person.

All other enquiries regarding the NZDipBus should be directed to TAM, either:

- by emailing [tam@nzqa.govt.nz](mailto:tam@nzqa.govt.nz)
- by ringing the NZQA call centre (04 463 3000) for transfer to the appropriate person.

This will help ensure your enquiries are dealt with promptly.

#### **1.3.2 National Advisory Committee for Business Studies**

The National Advisory Committee for Business Studies (NACBS) acts in an advisory capacity to NZQA on matters relating to the NZDipBus. Members of the NACBS are representatives of key NZDipBus stakeholders.

Reports on NACBS meetings, which are usually held three times a year, are issued through tertiary circulars. These routinely invite TEOs to make submissions to the next NACBS meeting on matters within the committee's scope. This can be done through the appropriate TEO representative on the committee or directly through TAM.

The committee's structure and functions are available in the NACBS terms of reference, available on the NZQA website at

<http://www.nzqa.govt.nz/qualifications/tertqual/dipbus/index.html#nacbs>

The committee is currently reviewing the terms of reference and changes may be recommended to NZQA.

## **2 Qualification and Prescriptions**

### **2.1 Revision of Assessment and Moderation Rules and Procedures for Tertiary Qualifications**

The current *Assessment and Certification Rules and Procedures for Tertiary Qualifications* document found on the NZQA website at <http://www.nzqa.govt.nz/qualifications/tertqual/rules/index.html> relates to version one of the NZDipBus qualification. The document is being updated to include rules and procedures relating to version two of the NZDipBus, which was approved and placed on the New Zealand Register of Quality Assured Qualifications (the Register) in December 2006.

The revised document is expected to be approved in the first quarter of 2008. TEOs will be notified when this occurs.

In the interim, key information about version two of the qualification can be accessed at <http://www.nzqa.govt.nz/qualifications/tertqual/dipbus/versiontwo.html>

Please note that there are mandatory entry requirements for programmes leading to version two of the qualification.

### **2.2 Transition from version one to version two of NZDipBus**

To ensure students are not disadvantaged as TEOs begin to offer version two of the qualification, transition arrangements were approved. A minor change to these was approved in September 2007 (refer to tertiary circular T2007/015 Appendix I). The current version of the transition arrangements is available at <http://www.nzqa.govt.nz/qualifications/tertqual/dipbus/versiontwo.html>

The updated version will be included in the revised *Assessment and Certification Rules and Procedures for Tertiary Qualifications*.

Please ensure relevant people in your organisation are familiar with these arrangements to ensure appropriate advice is given to currently enrolled NZDipBus students and new applicants.

### **2.3 Prescription review**

Most 100-200 series prescriptions have been reviewed as part of the project to place the NZDipBus on the Register. These, and the new 400-600 series prescriptions, are available on the NZQA website at <http://www.nzqa.govt.nz/qualifications/tertqual/dipbus/prescriptions-list.html>

For 2008, all prescriptions currently on the website are available for assessment. Please note that the expiry date for 100-200 series prescriptions is 31 December 2008.

The following prescriptions will be reviewed in the first half of 2008:

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

A circular in early February will call for review panellists. TEOs will be invited to provide feedback on draft reviewed prescriptions at a later date.

## **2.4 Administrative adjustment to two prescriptions**

### *620 Managerial Economics*

An administrative error led to some assessment notes from another prescription being copied over to the prescription for *620 Managerial Economics*. These notes have now been deleted.

### *550 Business Computing*

It was noted by the Prescriptions Sub-committee of the NACBS, at its November 2007 meeting, that the sub-committee had previously agreed a clarifying assessment note was needed for the prescription *550 Business Computing*. The following note has now been included:

‘Students are expected to demonstrate a high level of problem-solving skills in achieving learning outcome four’.

The prescriptions have not been re-versioned as the amendments are the result of administrative error and omission. TAM apologises for any inconvenience caused.

The amended prescriptions are expected to be on the NZQA website in early February 2008 at <http://www.nzqa.govt.nz/qualifications/tertqual/dipbus/prescriptions-list.html>

## **3 Moderation**

### **3.1 Background information on national external moderation**

TEOs accredited to offer NZDipBus prescriptions undertake assessment according to their own internal policies. Engagement with national external moderation is a requirement of NZDipBus accreditation.

Separate moderation systems operate for high volume and low volume papers.

- High volume papers are covered by the national external moderation process. Assessment materials for these papers are moderated by NZQA cyclically, normally once every three years.
- Low volume papers are covered by TEO internal moderation processes. Assessment materials related to these papers should be internally pre- and post-assessment moderated each delivery cycle (although TEOs may choose to have a paper moderated externally). However, an external industry person or other TEO must pre- and post-moderate assessment materials for each paper every third teaching cycle or within a period of three years, whichever comes sooner. These moderation processes are subject to audit by NZQA.

### **3.2 National external moderation system review**

All processes related to the above systems are under review during the first half of 2008. Consultation with TEOs, NZQA moderators, relevant quality assurance bodies and the NACBS will inform the review and any significant changes to the systems.

Background information to the review is provided in tertiary circular T2007/018, available at <http://www.nzqa.govt.nz/publications/circulars/tertiary.do>

### **3.3 National external moderation process and schedules**

Information about the national external moderation process for high volume papers and instructions for submission of related TEO assessment materials are available in the document *National External Moderation Information for and advice to Tertiary Education Organisations* at <http://www.nzqa.govt.nz/qualifications/tertqual/dipbus/moderation.html>

Related forms are available at the same location.

The national external moderation schedules for 2008 and 2009 are attached (refer to Appendix III).

Both schedules will also be available at <http://www.nzqa.govt.nz/qualifications/tertqual/dipbus/moderation.htm> in early February 2008.

### **3.4 Low volume audit**

TAM conducts an audit of TEO moderation processes for low volume papers in NZDipBus. Low volume papers refer to:

- national prescriptions where reported results are below 200 over a period of a few years, and
- local prescriptions that have been endorsed by the NACBS for unspecified credit to the NZDipBus.

These prescriptions are identified in a schedule, which is notified annually to TEOs.

This year's audit will occur in semester two 2008. Information about the audit is available in the document *Procedures for the Moderation of Low Volume Papers* at <http://www.nzqa.govt.nz/qualifications/tertqual/dipbus/moderation.html>

The 2008 schedule of prescriptions designated as 'low volume' is attached (refer to Appendix IV) and will also be available from early February 2008 at <http://www.nzqa.govt.nz/qualifications/tertqual/dipbus/moderation.html>.

TEOs who reported results during 2007 for low volume papers on the 2008 schedule will be asked to provide evidence that the following has occurred:

- internal moderation (both pre- and post-assessment) for each low volume paper each semester it was offered during 2007
- moderation (both pre- and post-assessment) by another TEO or industry person, every third teaching cycle or within a period of three years (whichever comes first), for each low volume paper offered during 2007.

Please note:

- The 2008 audit is of moderation reports relating to papers offered during 2007, so these reports should already be on a TEO's file.
- The 2009 schedule is likely to include additional prescriptions (as signalled in the 2008 schedule in Appendix IV). TEOs offering these papers in 2008 (or in summer semester 2008-09) should ensure required moderation processes are followed and appropriate documentation filed.

The 2007 Auditor's external audit report noted the range of practice amongst TEO internal moderation reports and, often, a lack of basic administrative detail such as dates and signatures. The report stated:

*As an aspect of good reporting practice, moderation reports should include provision for the following to be shown:*

- *the name of the TEO*
- *whether moderation is internal or external*
- *the name of the paper to which the assessment being moderated relates*
- *the name or some other clear identification of the assessment (e.g. "Assignment 1", "Final exam") being moderated*
- *the moderator's name and official position*
- *the moderator's signature*
- *the organisation from which the moderator comes (for external moderation)*
- *the date the moderation report was completed.*

*It would also be constructive for moderation reports to contain provision to show the actions taken as a result of matters raised in the report.*

TEOs who are offering low volume papers during 2008 should consider the above recommendation in relation to their own reports.

## 4 Local Advisory Committee Report

A TEO must have one or more local advisory committees. A description of requirements for and functions of these committees is in Section 6.3<sup>1</sup> of the *Assessment and Certification Rules and Procedures for Tertiary Qualifications*, available at <http://www.nzqa.govt.nz/qualifications/tertqual/rules/6/6.html>

NZQA requires each local advisory committee to report to the NACBS on its activities for the past year – in particular on how it carried out its functions, as noted in the rules, and any issues that arose.

The report form is provided in Appendix V. Please send the report to TAM by **Friday, 15 February 2008** – contact details are included on the form.

## 5 Credit Transfer, Assessment for Local Prescriptions and Assessment of Prior Learning

### 5.1 Terms, methods and guidance

“Credit transfer” refers to the granting of credit towards a qualification on the basis of skills and knowledge already evidenced through credit earned in another qualification (or qualification component). It does not refer to the transfer of the academic record for a student from one TEO to another.

There are two methods for credit transfer within NZDipBus:

- specified credit transfer (to specified NZDipBus national prescriptions from other qualifications/qualification components)
- unspecified credit transfer (to the NZDipBus graduate profile from another qualification/qualification component).

Unspecified credit may also be awarded through *assessment for local prescriptions* that have previously been approved by the NACBS for unspecified credit to the NZDipBus. This is not credit transfer. If your organisation wishes to have a local (TEO-owned) prescription recognised in this way in 2009, please contact TAM at [tam@nzqa.govt.nz](mailto:tam@nzqa.govt.nz).

The document *Guidelines on Credit Transfer and Unspecified Credit 2006*, available at <http://www.nzqa.govt.nz/qualifications/tertqual/dipbus/index.html#credit> provides:

- further detail about specified and unspecified credit transfer in relation to the NZDipBus
- guidelines for processing credit transfer applications
- rules and regulations for awarding specified and unspecified credit, including maximum amounts of credit that can be recognised for the NZDipBus through credit transfer and assessment in local prescriptions
- reporting codes for results from specified and unspecified credit transfer and assessment for local prescriptions (refer Appendix 1 of the document).

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<sup>1</sup> Numbering may change as these rules and procedures are currently being revised.

“Assessment of Prior Learning” (APL) refers to the granting of credit towards a qualification on the basis of skills and knowledge developed outside formal programmes of education and training – for example, through on-the-job training, self teaching or life experience.

Further information on prior learning is available at  
<http://www.nzqa.govt.nz/for-learners/prior-learning.html>

There is no limit placed on the number of NZDipBus prescriptions a person may be credited as a result of assessment of prior learning.

If a TEO is considering awarding the entire NZDipBus qualification using APL, it is strongly recommended that advice from a recognition of prior learning assessment resource centre is sought. Further information is available on the NZ Centre for Assessment of Prior Learning’s website at <http://www.caplnz.ac.nz/index.html>

## **5.2 Credit transfer schedules**

Credit transfer schedules for version one and a New Zealand Institute of Management (NZIM) schedule for version two of the NZDipBus are available on the NZQA website at <http://www.nzqa.govt.nz/qualifications/tertqual/dipbus/index.html> (refer to heading ‘Credit recognition and transfer’).

All credit transfer not specified in these approved schedules must be processed according to each TEO’s own credit transfer policies and procedures.

Please note that there is no specified credit transfer for the NZIM’s Certificate in Management to version two of the NZDipBus (level 6). However, there is continued provision for unspecified credit transfer.

Further work in relation to credit transfer is planned for 2008.

## **5.3 Request for credit transfer and APL results**

NZQA collects information on credit transfer and assessment of prior learning applications and outcomes for monitoring purposes.

Appendix VI contains a form for TEOs to report this information. Please return the completed report to TAM by **Friday, 15 February 2008**. Contact details are provided on the form.

## 6 Results and Certificates

### 6.1 Submission of results

TEOs offering the NZDipBus have already been asked to ensure their Student Management Systems are modified to support reporting of NZDipBus results through NZQA's secure website (refer to circulars T2007/008 and T2007/014<sup>2</sup>). From 31 March 2008, use of file upload or direct data entry becomes mandatory; results data on paper or non-standard electronic format will no longer be accepted.

Tertiary circular T2007/016 gives the current schedule of fees that applies for 2008.

TEOs are asked to submit results within two months of course completion, especially where these impact on qualification completions.

Any error corrections for results must be submitted to Tertiary Records in writing; an email to tertiaryrecords@nzqa.govt.nz is preferred.

If you have queries about student results, please contact Tertiary Records either:

- by emailing tertiaryrecords@nzqa.govt.nz
- by ringing the NZQA call centre (04 463 3000) for transfer to the appropriate person.

### 6.2 TEO-issued NZDipBus testamurs (certificates)

TEOs may issue their own NZDipBus testamurs, subject to confirmation of a formal agreement with NZQA, which must occur annually. The agreement includes requirements for TEOs to verify that intending NZDipBus graduates have the required credits to support the issue of the testamur and that all relevant NZQA fees have been paid.

The document *Agreement for approval to issue the New Zealand Diploma in Business* and application form is available on request from Tertiary Records (contact details above).

Applications for 2008 are due with Tertiary Records **by Monday, 31 March 2008**.

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<sup>2</sup> Available on <http://www.nzqa.govt.nz/publications/circulars/tertiary.do>

## **7 National Data Collection**

The annual National Data Collection survey has traditionally been initiated at the beginning of the academic year as part of this administration circular. Last year's survey was initiated in October (refer to tertiary circular T2007/017).

TAM will conduct the 2008 National Data Collection survey later in the year.

Linda Glogau  
Manager

**Qualifications Development and Tertiary Moderation**

### **Enquiries**

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

D Suzi Grindell  
Senior Operations Officer  
Tertiary Assessment and Moderation  
NZQA  
PO Box 160  
WELLINGTON 6140  
Phone: 04 463 3049  
Fax: 04 463 3114  
Email: tam@nzqa.govt.nz

## **APPENDIX I: Key dates for NZDipBus 2008-2009**

Please note that all submissions should be sent to Tertiary Assessment and Moderation, NZQA, PO Box 160, Wellington unless otherwise specified.

- |                       |  |
|-----------------------|--|
| <b>31 January 08</b>  | Final date for TEOs to submit material for national external moderation from semester two 2007   |
| <b>22 February 08</b> | Final date for TEOs to submit the following forms: <ol style="list-style-type: none"><li>1 Response form – 2008 NZDipBus contact details (Appendix II)</li><li>2 Local advisory committee annual report for 2007 (Appendix V)</li><li>3 Information on credit transfers and assessment of prior learning in 2007 (Appendix VI)</li></ol> |
| <b>31 March 08</b>    | Formal agreement for approval to issue NZDipBus testamurs during 2008 due with Tertiary Records  |
| <b>June/July 08</b>   | NZQA request for national data collection information  |
| <b>31 July 08</b>     | Final date for TEOs to submit material for national external moderation from semester one 2008   |
| <b>Late August 08</b> | NZQA call for submission of material (from relevant TEOs) for the 2008 audit of moderation for low volume papers offered during 2007. Submission date to be confirmed in request letter  |
| <b>September 08</b>   | TEO return of national data collection information   |
| <b>31 December 08</b> | Final date for TEO assessment of 100-200 series of NZDipBus prescriptions  |
| <b>31 January 09</b>  | Final date for submission of material for national external moderation from semester two 2008.   |

## APPENDIX II: Response form – 2008 NZDipBus contact details

**Name of Tertiary Education Organisation:** \_\_\_\_\_

**Ministry of Education code number:** \_ \_ \_ \_

Please return the completed form by **Friday, 22 February 2008**, regardless of whether or not your organisation is offering NZDipBus courses in 2008.

Is your organisation assessing NZDipBus prescriptions in 2008?      YES            NO     

### 1      **CEO/General Manager**

The CEO/General Manager will be sent any correspondence relevant to the accreditation and approval of the NZDipBus course. Copies of NZDipBus circulars will be sent to the CEO/General Manager as well as to the NZDipBus Liaison Officer.

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

**Official designation:** \_\_\_\_\_

**Postal address:**  
\_\_\_\_\_  
\_\_\_\_\_

### 2      **NZDipBus Liaison Officer**

Please provide details of a person with whom contact may be made during the year regarding NZDipBus matters or issues. This should be someone in a senior NZDipBus management position. Copies of NZDipBus circulars will be sent to liaison officers.

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

**Official designation** (e.g. NZDipBus Programme Leader, HOD Business): \_\_\_\_\_  
\_\_\_\_\_

**Phone number (including extension):** \_\_\_\_\_

**Fax number:** \_\_\_\_\_ **Email address:** \_\_\_\_\_

**Postal address:**  
\_\_\_\_\_  
\_\_\_\_\_

### 3 NZDipBus Administrator

Please provide details of the NZDipBus Administrator. This should be the person who submits student results to NZQA and can act as the contact person for Tertiary Records, NZQA.

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

**Official designation** (e.g. NZDipBus Programme Administrator, Business Studies Department Secretary):

\_\_\_\_\_

**Phone number (including extension):** \_\_\_\_\_

**Fax number:** \_\_\_\_\_ **Email address:** \_\_\_\_\_

**Postal address:**

\_\_\_\_\_

\_\_\_\_\_

Please return the completed form by **Friday, 22 February 2008** to:

Armi Manuguid  
Tertiary Assessment and Moderation  
New Zealand Qualifications Authority  
PO Box 160  
Wellington 6140  
Phone: 04 463 3372  
Fax: 04 463 3114  
Email: [armi.manuguid@nzqa.govt.nz](mailto:armi.manuguid@nzqa.govt.nz)

## APPENDIX III: National external moderation schedules

### 2008 NZDipBus national external moderation schedule

#### Semester One

- For each prescription, Tertiary Education Organisations (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 to the New Zealand Qualifications Authority (NZQA) on 31 July 2008.

Either		Or	
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

#### Notes

- 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 two, 2007) also submits material for moderation.
- If a TEO offered a prescription during summer semester 2007-2008 *and* semester one 2008, the moderation submission in July *must* come from the summer semester delivery, not from semester one.
- TEOs not delivering on the typical semester basis should contact Tertiary Assessment and Moderation (TAM) 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 to NZQA 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 one, 2008, or summer semester 2007-2008) also submits material for moderation. TEOs not delivering on the typical semester basis should contact Tertiary Assessment and Moderation for advice.

## 2009 NZDipBus national external moderation schedule

### Semester One

Assessment materials for moderation are due to the New Zealand Qualifications Authority (NZQA) by 31 July 2009.

541	Fundamentals of Marketing
550	Business Computing
606	Taxation
632	Operations Management

### Notes

- Any Tertiary Education Organisation (TEO) not offering a course related to these prescriptions in semester one 2009 but offering it in the semester immediately prior (that is, either in summer semester 2008-2009, or semester two, 2008) must also submit material for moderation.
- If a TEO offered a prescription during summer semester 2008-2009 *and* semester one 2009, the moderation submission in July *must* come from the summer semester delivery, not from semester one.
- TEOs not delivering courses on the typical semester basis should contact Tertiary Assessment and Moderation (TAM) for advice.

### Semester Two

Assessment materials for moderation are due to NZQA by 31 January 2010.

430	Quantitative Business Methods
501	Accounting Practices
636	Applied Management
650	Applied Computing

### Note

Any TEO not offering a course related to these prescriptions in semester two 2009 but offering it in the semester immediately prior (that is, either in semester one, 2009, or summer semester 2008-2009) must also submit material. TEOs not delivering courses on the typical semester basis should contact TAM for advice.

## APPENDIX IV: 2008 schedule of prescriptions designated as 'low volume'

This schedule has been developed from the results reported by Tertiary Education Organisations (TEOs) to the New Zealand Qualifications Authority (NZQA).

Prescriptions included are:

- national (i.e. NZQA) prescriptions for which reported results were less than 200 for each year, 2004-2006 inclusive
- local (i.e. TEO) prescriptions that have been endorsed by NZQA's National Advisory Committee for Business Studies and approved by NZQA for unspecified credit towards the New Zealand Diploma in Business.

**Please note:** The NZQA audit of TEO moderation processes for the listed prescriptions will occur in the second half of 2008, and will relate to NZDipBus papers assessed during 2007 (Semester 1, 2 and/or Summer Semester).

Code	Prescription
197, 198 (497, 498)	All local (TEO) prescriptions approved for unspecified credit
205 (605)	Internal Auditing
210 (610)	The Law of Legal Entities (The Law of Business Entities)
211 (611)	Business Law
215 (631)	Advanced Small Business Management (Strategic Planning for Small Business)
234	Planning and Control
252 (652)	Systems Development Project
270 (670)	Advanced Banking
275	Lending and Securities
285 (685)	Tourism Industry Management
297, 298 (597, 598, 697, 698)	All local (TEO) prescriptions approved for unspecified credit

**Also note:** The following prescriptions will, if low usage continues, be included in the 2009 low volume prescription schedule. As the 2009 audit will relate to papers offered during 2008, TEOs will need to ensure they collect evidence of required moderation during 2008.

139 (469)	Academic Skills for Business Studies
170 (570)	Fundamentals of Banking (Introduction to Banking and Financial Services)
220 (620)	Managerial Economics
227	Entrepreneurial Planning
255 (655)	Information Management (Information Systems Management)
432	Office Management

For further information, please refer to the document *Procedures for the Moderation of Low Volume Papers* at <http://www.nzqa.govt.nz/qualifications/tertqual/dipbus/moderation.html>





## APPENDIX VI: 2007 CREDIT TRANSFER AND ASSESSMENT OF PRIOR LEARNING APPLICATIONS



### NEW ZEALAND DIPLOMA IN BUSINESS

Name of Tertiary Education Organisation: \_\_\_\_\_

Ministry of Education code number: \_\_\_\_\_

(a) Credit Transfer

	Credit transfer towards NZDipBus prescriptions	Credit transfer towards graduate profile <sup>1</sup>
Number of applications received		
Number of successful applications		
NZDipBus prescriptions for which these applications were made	<i>100-200 series prescriptions:</i>	Not applicable
	<i>400-600 series prescriptions:</i>	Not applicable

Any trends issues that have arisen or trends<sup>2</sup> that have been observed with the credit transfer applications.

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<sup>1</sup> Refers to unspecified credit awarded as a result of credit transfer to the NZDipBus graduate profile and reported under a 199, 299, 499, 599 or 699 reporting code, *not* as a result of assessment in locally approved prescriptions (results for which are reported under the relevant x97 or x98 code).

<sup>2</sup> Trends may include commonly-occurring qualifications/qualifications components recognised for credit transfer to NZDipBus.

(b) Assessment of Prior Learning

Number of applications received	
NZDipBus papers for which these applications were made	

Any issues that have arisen or trends which have been observed with the assessment of prior learning applications

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**Signature of NZDipBus Liaison Officer:** \_\_\_\_\_

**Date:** \_\_\_\_\_

Please return the completed form by **Friday, 22 February 2008** to:

Armi Manuguid  
Tertiary Assessment and Moderation  
New Zealand Qualifications Authority  
PO Box 160  
Wellington  
Phone: 04 463 3372  
Fax: 04 463 3114  
Email: [armi.manuguid@nzqa.govt.nz](mailto:armi.manuguid@nzqa.govt.nz)