

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

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

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 28 November 2007.

Please note that submissions for the next NACBS meeting must be with the New Zealand Qualifications Authority (NZQA) by **Wednesday, 20 February 2008**.

NACBS general

New members were welcomed:

Terry Swanson	New Zealand Association of Private Training Providers
Shirley Harris	Tourism Industry Association New Zealand.

It is noted that the current membership, as of November 2007, is:

Chair

John Horsley	Institutes of Technology and Polytechnics
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Committee

Vance Hainsworth	Human Resources Institute New Zealand Inc
David Chapman	New Zealand Institute of Management
John West	Business Co-ordination Forum
George Gerard	Business New Zealand
Terry Swanson	NZ Association of Private Education Providers
Shirley Harris	Tourism Industry Association New Zealand
Dee Brough	Association of Administrative Professionals Inc
Kevin Bracken	Financial Services Institute of Australasia
Ira Beu	New Zealand Institute of Chartered Accountants
Kelly de Lambert	Co-opted
Elaine Higgs	Co-opted

NACBS strategies for 2008

The NACBS discussed the need to confirm and implement the strategic plan drafted by the Planning and Development Sub-committee in 2006. It was agreed some preparatory work would be completed by subgroups before the next NACBS meeting and tasks were allocated accordingly. Proposed changes to the current terms of reference, including membership, will also be discussed at the next NACBS meeting and any recommendations for change made to NZQA. A draft terms of reference for the Prescriptions Sub-committee will be included in this work.

It was also agreed that the matters and issues previously discussed by the Planning and Development Sub-committee should be a standing agenda item for full NACBS meetings.

Prescriptions sub-committee

The Prescriptions Sub-committee had met on 27 November 2007 and recommended five local prescriptions for NACBS endorsement for use as unspecified credit to the NZDipBus.

The prescriptions were endorsed as follows:

- *Psychology in the Workplace* (Aoraki Polytechnic) for one year (2008 delivery)
- *Career Planning and Development* (Eastern Institute of Technology) for two delivery cycles
- *Workplace Safety and Health* (Manukau Institute of Technology) for three delivery cycles
- *Web Design Fundamentals* (Otago Polytechnic) for three delivery cycles
- *Organisational Behaviour* (Otago Polytechnic) for three delivery cycles.

Moderation

Semester one 2007 moderation

The national external moderation summary reports for semester one 2007 were provided for members.

The committee noted the large number of TEO submissions not meeting the national standard and again expressed their concern about national external moderation results. NZQA noted that modifications were already being made to processes; for example, moderation training. The national external moderation system review, already underway, will also help identify key issues and provide direction for how to address them.

It was noted that a survey of TEOs regarding the national external moderation system was already underway. Moderators contracted by NZQA in recent years would be surveyed separately. A summary of feedback on the system from the New Zealand Applied Business Education Conference, held in September 2007, was also tabled.

There was continued interest from the committee regarding how moderation non-compliance was handled by NZQA. Further detail on this was requested for the next NACBS meeting.

The NACBS requested that NZQA make provision in the budget for follow-up on moderation review outcomes, and to further investigate ways to improve the national external moderation system.

Semester two 2007 moderation

It was noted that moderator training for the semester two moderation round is scheduled for mid-February 2008.

2009 moderation schedule

The committee endorsed the national external moderation schedule for 2009 (refer T2008/001).

Low volume audit

The committee endorsed the 2008 schedule of papers designated as 'low volume' (refer T2008/001). An audit of TEO 2007 moderation processes for these papers will occur in 2008.

Credit transfer

An NACBS working group had met on 27 November 2007 to look at some of the issues raised regarding credit transfer to the NZDipBus at the 1 August 2007 meeting of the NACBS. The working group had agreed there was a need to look at business education as a whole to see how flexibility and recognition could be achieved across qualifications.

Some possible ways forward had been suggested by the working group and these will be further considered at the NACBS meeting scheduled for 12 March 2008.

Local advisory committee reports

TEO advisory committee reports for 2007 and a summary of key information were provided and noted by the committee.

Next meeting of NACBS

The next meeting of the NACBS will be on 12 March 2008.

Submissions for this meeting are due to NZQA, attention D Suzi Grindell, using the contact details below, by **Wednesday, 20 February 2008**.

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

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Enquiries

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