

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

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

Report on the meeting of the National Advisory Committee for Business Studies

This circular reports on matters of interest to Tertiary Education Organisations (TEOs) from the meeting of the National Advisory Committee for Business Studies (NACBS) held on 12 March 2008.

Please bring this circular to the attention of any local advisory committee(s) that has an interest in the New Zealand Diploma in Business (NZDipBus).

Please note that submissions for the next NACBS meeting must be with the New Zealand Qualifications Authority (NZQA) by **Wednesday, 4 June 2008**.

NACBS general

Phil Edmondson-Rowe was welcomed to the NACBS as the representative of the Sales and Marketing Institute of New Zealand (SMINZ).

Two resignations from the committee were noted:

- Dee Brough, Association of Administrative Professionals Inc (AAPNZ)
- Ira Beu, New Zealand Institute of Chartered Accountants (NZICA).

Ros Bignall will represent NZICA until a replacement for Ira Beu is confirmed.¹

Responses to questions arising from the previous meeting

Tertiary Assessment and Moderation (TAM) reported on questions asked at the previous meeting (28 November 2007) as follows:

Question	Response
NZQA had been asked to clarify if NZQA charges a results fee only where assessment of prior learning (APL) is used to upgrade a result for a 100-200 series NZDipBus prescription to a higher level (400-600 series) prescription result.	NZQA confirmed that a fee is charged only if it is a new result – for example, if a result previously achieved for an elective prescription (100-200) needs to be upgraded by application of an APL process (or any other additional assessment) so that the new higher-level (400-600) credits can be achieved. (A candidate may require the higher level credits to achieve the version 2 qualification requirements.)
NZQA had previously advised NACBS that a new electronic results database is in place for NZDipBus and that results from 2002 onwards had been included in the database. The NACBS asked whether pre-2002 results would also be added to the database.	NZQA's Tertiary Records team advised that, as people who were awarded NZDipBus results prior to 2002 (and have not studied since) requested information about their NZDipBus transcript, their results are added to the new database so they can be viewed online. If people return to study and new results are subsequently reported, their pre-2002 results will be added to the database on request.

NACBS strategies for 2008

Terms of reference

A revised draft of the committee's terms of reference was discussed and further amendments agreed. NZQA needs to review the resulting draft before a final version is confirmed by the NACBS.

It was agreed that a performance review and assessment process to underpin the terms of reference should be drafted for consideration at the next meeting. Member skills sets will also be considered to identify any gaps in committee representation.

¹ Since the NACBS meeting, NZQA has accepted AAPNZ's nomination of Jean Craven to replace Dee Brough.

Strategic plan

A draft 2008-2010 strategic plan was adopted as a working document. The committee will formally ask NZQA to clarify the committee's advisory role in relation to the NZDipBus and whether the draft strategic plan is consistent with NZQA's business plan. This will assist the NACBS to determine which key performance indicators in its strategic plan should be targeted each year.

NACBS members were asked to identify aspects of the plan that member organisations could assist with.

Results analysis

An analysis of NZDipBus results data for the years 2003 to 2006 was provided for the committee. This information is now also available on the NZQA website at <http://www.nzqa.govt.nz/qualifications/tertqual/dipbus/results.html>.

Prescriptions Sub-committee

The Prescriptions Sub-committee met before the NACBS meeting on the same day. The following items were included in the sub-committee's report to the NACBS.

Prescription development

The sub-committee discussed the possibility of developing national prescriptions where a gap in the current prescription range is identified. NACBS-endorsed local prescriptions could also, if appropriate, be redeveloped as national prescriptions. The sub-committee asked that NZQA canvass TEO opinion on potential gaps that could be filled by either means.

Qualification structure

The sub-committee briefly discussed issues related to the nature of the qualification core and recommended to the NACBS that a sub-group be set up to consider these.

Local prescription approval

Eastern Institute of Technology had submitted a local prescription, *Introduction to Project Management*, for evaluation. The sub-committee considered this prescription to have potential as a national prescription. On the recommendation of the sub-committee, the NACBS endorsed the prescription.

Moderation

Low volume paper audit

The 2007 *External Audit Summary* report was presented to the NACBS.²

² This report has been provided to TEOs whose low volume paper moderation processes had been audited and is available to other interested people on request from TAM. Tertiary circular *T2008/001 Administration 2008* provides information to TEOs about the 2008 low volume audit.

Review of national external moderation system

The committee noted the summary of responses to the survey of TEOs, conducted as part of a review of the NZDipBus national external moderation system.³

The committee also noted that TAM planned to hold two TEO workshops as part of the moderation systems review. The Business Coordination Forum (an Institutes of Technology and Polytechnics of New Zealand forum) and the New Zealand Association of Private Education Providers had been asked to provide nominees for these. A separate workshop would be held for a group of NZQA moderators. An NACBS member would be invited to attend each workshop.

Next meeting of NACBS

The next meeting of the NACBS will be on 25 June 2008.

Submissions for this meeting are due to NZQA, attention Armi Manuguid, by **Wednesday, 4 June 2008**. Contact details are below.

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

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Enquiries

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

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³ The summary is available in tertiary circular T2008/003 on the NZQA website at
<http://www.nzqa.govt.nz/publications/circulars/tertiary.do>