

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

**ATTENTION:**   **New Zealand Diploma in Business (NZDipBus)**  
                         **Programme Managers**  
                         **Heads of Business and related departments**  
                         **Lecturers of NZDipBus papers**  
                         **Local Business Advisory Committees**

**Call for nominations for reviewers of NZDipBus prescription 225 and request for feedback on a proposal not to review or replace prescriptions 227 and 234**

This circular requests:

- **by 18 June 2008**, nominations for NZDipBus advisors for review of prescription 225 *International Trade and Finance*
- **by 23 June 2008**, any feedback regarding the New Zealand Qualifications Authority's (NZQA) proposal to allow two prescriptions, 227 *Entrepreneurial Planning* and 234 *Planning and Control*, to expire in December 2008, and not replace them.

Please bring this circular to the attention of any industry network/local advisory committee that has an interest in the NZDipBus, the above prescriptions and/or prescription 275 *Lending and Securities*.

## **Background**

In 2005, 2006 and 2007, NZQA contracted academic and industry advisors to conduct reviews of the NZDipBus prescriptions (please refer to circulars T2005/005, T2005/22 and T2007/003). These reviews were associated with the development and approval of version two of the NZDipBus, which was registered on the New Zealand Register of Quality Assured Qualifications as a level 6 qualification in December 2006.

The following four prescriptions were scheduled for review during 2008:

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

Prescription documents for the above are available on the NZQA website at <http://www.nzqa.govt.nz/qualifications/tertqual/dipbus/prescriptions-list.html>

## **Request for nominations for review of prescription 225**

Tertiary Assessment and Moderation (TAM) is now calling for nominations for advisors to be involved in the review of prescription 225 *International Trade and Finance*.

Please send nominations, on the attached form, by **18 June 2008** to:

Armi Manuguid  
New Zealand Qualifications Authority  
PO Box 160  
Wellington 6140  
Fax: 04 463 3114  
Email: [tam@nzqa.govt.nz](mailto:tam@nzqa.govt.nz)

Self-nominations are acceptable.

### *Team selection*

Nominees should have:

- a thorough understanding of NZDipBus and broad teaching experience in the subject
- relevant industry knowledge/experience
- interest and experience in prescription review, curriculum development and/or programme planning and implementation
- clear and effective writing skills
- willingness to contribute some additional time outside meetings (e.g. in preparation for, or follow-up to, meetings)
- the ability to work as part of a team and meet stringent deadlines.

NZQA has a formal selection procedure to ensure all nominees are treated fairly and the most appropriate applicants are selected. Advisors will be selected on the basis of evidence provided of skills, knowledge, abilities and experience in relation to the above criteria.

NZQA will pay the cost of travel and a fee for selected advisors.

### **Review process for prescription 225**

There will be two one-day meetings of the review team.

The first meeting of the team will be held in Wellington on **10 or 11 July 2008**. A consultation draft of the reviewed prescription will be finalised and distributed to all stakeholders.

The second meeting will be held in **mid-August 2008**, either in Wellington or by conference call, depending on the nature of stakeholder feedback on the review draft.

TAM expects to be able to release the final version of the reviewed prescription in early October 2008 (subject to NACBS endorsement at its September meeting).

### **Review of prescription 275**

Only one Tertiary Education Organisation (TEO) is actively assessing against the prescription *275 Lending and Securities*. TAM will work with this TEO to produce a review draft, seek industry input, consult with the 225 prescription review panel, and request stakeholder feedback on the draft before confirming a final version.

### **Proposal to expire prescriptions 234 and 227**

Only one TEO has ever reported results for prescription *234 Planning and Control*, and NZQA results data indicates the last reported results were for the 2006 academic year.

Five TEOs have reported results for *227 Entrepreneurial Planning* three times or less in the last four years. Informal consultation confirms the prescription is not being assessed by these TEOs during 2008.

NZQA is now formally requesting feedback on the proposal not to review prescriptions 234 and 227. This would mean that the prescriptions would expire on 1 December 2008, and not be replaced.

Please send feedback on this proposal **by 23 June 2008** to:

National Advisory Committee for Business Studies  
c/o Val Jolly  
Tertiary Assessment and Moderation  
New Zealand Qualifications Authority  
PO Box 160  
Wellington 6140  
Email: [val.jolly@nzqa.govt.nz](mailto:val.jolly@nzqa.govt.nz)

This proposal, and any feedback received, will be put to the NACBS meeting on 25 June 2008 for discussion. After considering the NACBS advice, NZQA will make a final decision and notify TEOs.

Linda Glogau  
Manager  
**Qualifications Development and Tertiary Moderation**

**Enquiries**

Any enquiries relating to the contents of this circular should be directed 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: [tam@nzqa.govt.nz](mailto:tam@nzqa.govt.nz)

All circulars are published on the New Zealand Qualifications Authority website at  
<http://www.nzqa.govt.nz/publications/circulars>

## NEW ZEALAND DIPLOMA IN BUSINESS

### Nomination for NZDipBus prescription review team

**Prescription:** *225 International Trade and Finance*

Name:

Teaching institution or  
workplace:

Work address:

Phone:

Mobile:

Email:

Home address:

Phone:

Mobile:

Email:

**Teaching and industry experience relevant to the prescription (please include dates):**

**Experience in NZDipBus and/or other business-related prescription review, curriculum development and/or programme planning and implementation:**

**Other relevant experience – e.g. moderation of prescription at a national level (NZQA) or local level (for another TEO):**

**Names and contact details of two referees who can comment on your specialist expertise, writing skills, ability to work as part of a team and meet stringent timelines:**

Referee 1:  Contact details:
Referee 2:  Contact details:

<b>SIGNATURE OF NOMINEE:</b>	
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**Please return by 18 June 2008 to:**

Armi Manuguid New Zealand Qualifications Authority PO Box 160 WELLINGTON 6140  Fax: 04 463 3114 Email: tam@nzqa.govt.nz
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