

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

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

New Zealand Diploma in Business: Notification of processes for clarification and review of 400-600 series prescriptions

This circular notifies Tertiary Education Organisations (TEOs) and other stakeholders of processes for:

- gathering feedback on and providing clarification for the New Zealand Diploma in Business (NZDipBus) 400-600 series prescriptions
- determining a review cycle for these prescriptions.

Prescription feedback and clarification

The last two NZDipBus national external moderation rounds, relating to the 2007 academic year, indicated that only a few TEOs assessed against the 400-600 series prescriptions moderated.

With the expiry of the 100-200 series prescriptions on 31 December 2008, all TEOs offering NZDipBus courses during 2009 will be moving to designing assessment materials for the 400-600 series prescriptions. TEO assessment design processes and on-going NZQA national external moderation processes may identify aspects of the new prescriptions that need clarification.

TEOs can provide feedback on any prescription to Tertiary Assessment and Moderation (TAM) at any time. If you or your organisation wishes to do so, please use the attached form, which will be available by the end of next week on the NZQA website at <http://www.nzqa.govt.nz/qualifications/tertqual/dipbus/prescriptions-list.html>

All feedback received will inform prescription review.

Prescription review cycle

Feedback on all 400-600 prescriptions will be sought formally from stakeholders in mid July 2009. A prescription review schedule will then be confirmed (beginning 2010) and stakeholders notified.

Decisions about the order in which prescriptions will be reviewed, and the timing, will be informed by:

- the nature and number of interpretation issues identified
- when prescriptions are being moderated by NZQA
- prescription usage data
- relationships between prescriptions/subject groupings.

Minor changes to prescriptions may occur before 2010, if appropriate in the light of feedback from assessors and the national external moderation process.

Linda Glogau
Manager
Qualifications Development and Tertiary Moderation

Any enquiries relating to the contents of this circular to:

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<http://www.nzqa.govt.nz/publications/circulars/tertiary.do>

New Zealand Diploma in Business

PRESCRIPTION FEEDBACK FORM

Please use this form to identify to the New Zealand Qualifications Authority (NZQA) aspects of any 400-600 series prescription that need clarification.

| Prescription number | Issue(s) <i>Please specify the nature of the issue(s) including reference, as applicable, to aim, level, credit, weightings, assessment notes, learning outcomes, and key elements and their sub-components</i> | Suggested solution(s) |
|----------------------------|---|------------------------------|
| | | |
| | | |
| | | |

Name:

Position:

Organisation name:

Email contact:

Date:

Email all feedback forms to tam@nzqa.govt.nz

or

Post to Tertiary Assessment and Moderation, NZQA, PO Box 160, Wellington