

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 June 2008 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 25 June 2008.

Matters reported include:

- changes in NACBS membership
- endorsement of a new NACBS Terms of Reference
- proposals for New Zealand Diploma in Business (NZDipBus) prescriptions
234 Planning and Control and *227 Entrepreneurial Planning*
- endorsement of local prescriptions for unspecified credit to the NZDipBus
- endorsement for the addition of 633 *Human Resource Management* to the national external moderation schedule for 2009
- the review of the national external moderation system for the NZDipBus
- communication with local advisory committees.

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

Please note that submissions for the next NACBS meeting must be with the New Zealand Qualifications Authority (NZQA) by **Monday, 8 September 2008**.

NACBS general

Jean Craven was welcomed to the NACBS as the representative of the Association of Administrative Professionals New Zealand Inc.

The significant contribution to NACBS of Elaine Higgs and Kelly de Lambert, who were completing their term as co-opted members, was recognised by the committee.

NACBS Terms of Reference

A revised Terms of Reference was discussed at the 12 March 2008 meeting. This was further discussed at the June meeting and adopted, with minor amendments. The revised Terms of Reference is available on the NZQA website at <http://www.nzqa.govt.nz/qualifications/tertqual/dipbus/nacbs-tof.html>

A self-evaluation form will be developed for the NACBS that reflects the committee's key tasks, members' responsibilities and meeting protocols, as identified in the Terms of Reference.

NACBS membership

As the NACBS has reached the end of a three-year term, all stakeholder groups currently represented on the committee were asked to either reconfirm their committee representative or provide a new nominee. This process was incomplete at the time of the June meeting.

Some concern was expressed about whether there were sufficient provider members to ensure strength and continuity of input at the Prescription Sub-committee level. Tertiary Assessment and Moderation (TAM) will consider the balance of industry and provider members as part of confirming the new committee. The NACBS agreed that committee membership should be further discussed at the 30 September 2008 NACBS meeting.

The committee agreed that member names and the organisations they represent should be published on the NZQA website. This will be done when the membership for the next three-year term is confirmed.

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.

Credit recognition and transfer

The sub-committee had discussed correspondence received relating to the inability to recognise and transfer credit for 430 *Quantitative Business Methods* (at level four) to similar university papers at level five. Whilst the concern was noted, the sub-committee recognised the NZDipBus qualification's need for entry level prescriptions, and that 430 had been evaluated as being at level four.

It was noted that TEOs concerned about the issue could deliver their own level five paper and, provided there was a minimum 80% learning outcomes match, make use of the

credit recognition and transfer facility provided by NZDipBus regulations to award eligible students credit for 430.

Proposal regarding prescriptions 227 and 234

The sub-committee had discussed TEO responses received on TAM's proposal, outlined in tertiary circular T2008/005, not to review or replace prescriptions 227 *Entrepreneurial Planning* and 234 *Planning and Control*.

The sub-committee agreed that prescription 234 could be allowed to expire at the end of 2008 as it was not relevant or appropriate and no TEOs were using it. However, the sub-committee recommended that a new prescription be developed to address the gap in the current range of prescriptions regarding strategic management.

The sub-committee also recommended that the expiry date on prescription 227 be extended to 31 December 2009. This will allow time for its review in 2009. Although it is not meeting the needs for a prescription focused on entrepreneurial planning, it is being used by a few TEOs because it is meeting a small business need that is not being met by other prescriptions.

The NACBS endorsed the sub-committee's recommendations for these two prescriptions.

Local prescription approval

The sub-committee had evaluated five local prescriptions. On the recommendation of the sub-committee, the NACBS endorsed:

- 699 *Investment and Insurance* (The Open Polytechnic of New Zealand)
- ECON200 *Macroeconomics and the Global Economy* (Bay of Plenty Polytechnic)
- MSYS111 *Information Systems and Supply Chain Management* (Bay of Plenty Polytechnic).

A full list of local prescriptions approved for unspecified credit for version two of the NZDipBus qualification are included in Appendix I of this circular. Any enquiries about these prescriptions should be made to the TEO concerned.

Prescription Sub-committee terms of reference

A sub-committee draft terms of reference was presented to the NACBS. It was suggested that the sub-committee be renamed "Academic Committee". The Terms of Reference was adopted with the suggested name change.

Moderation

Moderation results for 2007, semester 2

The NACBS expressed concern about the national external moderation results for 2007, semester 2 and the number of TEOs whose submissions had not met the standard.

It was noted that the moderation system was under review, and that proposed changes to reporting (e.g. reducing the number of moderation questions and providing greater differentiation in grades for overall moderation outcomes) are likely to reduce numbers of TEOs required to resubmit materials. However, it was also noted that the standard of assessment materials for a significant number of TEOs was a concern.

The committee agreed a letter should be sent to the quality assurance bodies requesting a focus on NZDipBus assessment and moderation during 2009 audits. It was also agreed the NACBS should investigate ways of sharing good assessment and moderation practices across TEOs.

Addition to 2009 moderation schedule

The NACBS endorsed the addition of 633 *Human Resource Management* to the 2009, semester 2 national external moderation schedule. An oversight had led to the prescription's omission from the 2008 schedule.

The updated schedule is provided in Appendix II and on the NZQA website at <http://www.nzqa.govt.nz/qualifications/tertqual/dipbus/moderation.html>

Review of the moderation system

The NACBS endorsed in principle some key changes proposed to the national external moderation system, recognising that, as part of the review of the system in progress, further work and consultation is planned.

An update of the review process is provided in Appendix III.

Results data for 2007

TAM provided a paper relating to NZDipBus results data for 2007. It was noted there were a number of irregularities in the data because of the change to online results reporting from October 2007. Comparability of data with previous years cannot be assured until all TEOs are delivering courses based on the 400-600 series prescriptions. TAM will make the 2007 data available on the NZQA website in the near future, with explanation regarding its limitations.

Local advisory committees

The NACBS supported a strengthening in the relationship between the committee and local advisory committees (LACs). Two suggestions were made that may help to do this:

- publishing NACBS member names on the NZQA website, which may encourage LACs to invite NACBS members to meetings or otherwise communicate with members
- asking LACs to specify, in the annual LAC report to the NACBS, any matters the NACBS could assist with.

Other suggestions from the NZDipBus sector would be welcomed. Please send them to the NACBS, attention Thomas Pilott (contact details below).

TAM noted that LACs had been included in the addressee list for recent relevant 2008 tertiary circulars, and TEOs asked to forward the circulars to their relevant LAC(s).

Next meeting of NACBS

The next meeting of the NACBS will be on 30 September 2008.

Submissions for this meeting are due to NZQA, attention Thomas Pilott, by **Monday, 8 September 2008**. Contact details are below.

Linda Glogau
Manager
Qualifications Development and Tertiary Moderation

Enquiries

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

Thomas Pilott
Tertiary Assessment and Moderation
New Zealand Qualifications Authority
PO Box 160
Wellington
Phone: 04 463 3372
Fax: 04 463 3114
E-mail: tam@nzqa.govt.nz

All circulars are published on the NZQA website at
<http://www.nzqa.govt.nz/publications/circulars/tertiary.do>

Appendix I

Local prescriptions

The New Zealand Diploma in Business (NZDipBus) qualification allows students to gain credits towards prescriptions as specified credits and unspecified credits.

Specified credit refers to credit achieved for a national prescription through assessment against that prescription. National prescriptions are available on the NZQA website at <http://www.nzqa.govt.nz/qualifications/tertqual/dipbus/prescriptions-list.html>

Unspecified credit refers to credit achieved for a local prescription through assessment against that prescription. Local prescriptions are developed by individual TEOs for subjects not covered by national prescriptions but which have local industry relevance.

Further information about unspecified credit (and specified and unspecified credit transfer) can be found in *Guidelines on credit transfer and unspecified credit 2006*, available on the NZQA website at <http://www.nzqa.govt.nz/qualifications/tertqual/dipbus/index.html#credit>

A local prescription must be endorsed by the NACBS and approved by NZQA before delivery and before any results for that prescription can be reported as unspecified credit to the NZDipBus. Any approvals are for a limited period or number of delivery cycles – usually for one to three years (or delivery cycles, whichever comes sooner).

Local prescriptions approved¹ for credit to NZDipBus (Level 6)

Prescription title	Level	Organisation
<i>Franchise Planning</i>	5	Queens (NZ) Institute of Studies
<i>Franchise Management</i>	6	Queens (NZ) Institute of Studies
<i>Psychology in the Workplace</i>	5	Aoraki Polytechnic
<i>Career Planning and Development</i>	5	Eastern Institute of Technology
<i>Introduction to Project Management</i>	5	Eastern Institute of Technology
<i>Workplace Safety and Health Management</i>	6	Manukau Institute of Technology
<i>Web Design Fundamentals</i>	5	Otago Polytechnic
<i>Organisational Behaviour</i>	6	Otago Polytechnic
<i>Investment Insurance</i>	6	The Open Polytechnic of New Zealand
<i>Information Systems and Supply Chain Management</i>	5	Bay of Plenty Polytechnic
<i>Macroeconomics and the Global Economy</i>	6	Bay of Plenty Polytechnic

¹ As at 30 June 2008.

Appendix II

2009 NZDipBus national external moderation schedule

Semester One

Assessment materials for moderation are due to Tertiary Assessment and Moderation (Attention NZDipBus Operations Officer), NZQA, PO Box 160, Wellington 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 Tertiary Assessment and Moderation (Attention NZDipBus Operations Officer), NZQA, PO Box 160, Wellington by 31 January 2010.

430	Quantitative Business Methods
501	Accounting Practices
633	Human Resource Management ²
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 for moderation. TEOs not delivering courses on the typical semester basis should contact TAM for advice.

² This prescription was added to the schedule in July 2008.

Appendix III

Update on NZDipBus national external moderation system review July 2008

The national external moderation system for the New Zealand Diploma in Business (NZDipBus) has been under review since September 2007.

Review process

The review process includes the following:

- 1 Surveys of key stakeholder views to identify and clarify issues:
 - NZDipBus-accredited Tertiary Education Organisations (TEOs) (surveyed November – December 2007)
 - recently contracted moderators (surveyed December 2007 – January 2008).

A summary of TEO survey responses was published in tertiary circular T2008/003 in March 2008, and is available on the NZQA website at <http://www.nzqa.govt.nz/publications/circulars/tertiary.do>

- 2 All issues raised by the surveys were examined by Tertiary Assessment and Moderation (TAM). Aspects of the moderation system that, in the light of TAM experience and/or sector feedback, showed most potential for change were selected for further exploration with small representative groups. These aspects included:
 - moderation reporting – the questions asked in the moderation report; the overall results, as summarised on the current report first page; and reporting moderation outcomes to TEOs
 - the resubmission process
 - provision of exemplar assessment materials
 - the audit process for low volume papers.
- 3 A focus group/workshop with Institutes of Technology and Polytechnic representatives was held on 2 May 2008 and a focus group/workshop with Private Training Education (PTE) representatives on 22 May 2008.
- 4 A survey of moderators employed for the semester 2 2007 moderation round was completed in June 2008.
- 5 A meeting with Quality Assurance Bodies (QABs) was held on 20 June 2008.
- 6 Proposed changes that were supported in principle by the two TEO workshop groups were signalled to the National Advisory Committee for Business Studies (NACBS) meeting of 25 June 2008. The NACBS supported the changes in principle.

- 7 Outcomes of the workshops and meetings were considered and proposed changes were further explored at a workshop of moderators on 25 July 2008.
- 8 TAM hopes to make preliminary decisions on changes to the moderation system in September 2008 and put proposals to the NACBS meeting on 30 September. Proposed changes will then be circulated to stakeholders for their comment during October 2008.
- 9 Feedback will be considered before final changes are confirmed, and the sector will be advised in late 2008/early 2009 of any changes to be implemented from 2009.

Key areas where change is proposed

To date, aspects of the system that TAM would like to change, and which have been supported in principle (if not in detail) by the two TEO workshops, the QABs and the NACBS are:

- reducing the number of questions in the moderation report to encourage a less fragmentary, more holistic evaluation of assessment materials by moderators
- providing greater differentiation in grades for overall moderation outcomes so that feedback to TEOs is more informative and appropriate follow-up actions more clearly signalled
- changing terminology to ensure reports are more in tune with the purpose of moderation and a continuous improvement (as opposed to compliance) philosophy. This would avoid the contentious use of the phrase ‘the national standard’ and lack of clarity about what this means
- moving to post-assessment resubmission only – the current process is based on pre-**and** post-assessment resubmission
- moving to a whole-organisation approach to non-compliance, managed on an annual basis as opposed to prescription by prescription.

Audit of moderation processes for low volume papers

A change to the audit process for low volume papers is also supported by TEOs, several of whom have indicated they have difficulty meeting the external (as opposed to *national* external) moderation requirement for some of these papers (because there are few other TEOs offering the same paper).

The current audit process is not well understood by all TEOs.

The external audit process is also not entirely straightforward for NZQA; the NZQA auditor for the 2007 audit had difficulty interpreting information in internal moderation forms provided by TEOs.

TEO representatives who have a view about this matter have proposed that:

- low volume papers should be included in the same national external moderation process as high volume papers, but that they should have a longer cycle (e.g. moderated every four as opposed to three years).

TAM has not yet discussed these issues or the above proposal in any depth. A suggestion from the QAB meeting was to continue with the current low volume paper audit process for the next two years whilst changes to the system for high volume papers are being put in place.

Additional suggestion arising out of the QAB meeting

The 20 June 2008 QAB meeting discussed the issue relating to differences in TEO delivery of NZDipBus courses (face-to-face, online, summer semester etc) and whether any differences in assessment materials for these courses were adequately quality assured through the national external moderation system. Suggestions arising out of this discussion included:

- modifying the moderation cover sheet/checklist to include a section where delivery mode could be indicated
- requiring at least one submission per year of assessment materials from a “non conventional” delivery (i.e. other than semester 1 or 2, face-to-face delivery) from any TEO offering other delivery types.