

**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 30 September and 20 November 2008 meetings of the National Advisory Committee for Business Studies**

This circular reports on matters of interest to Tertiary Education Organisations (TEOs) from the meetings of the National Advisory Committee for Business Studies (NACBS) held on 30 September and 20 November 2008.

Matters reported include:

- changes in NACBS membership and confirmation of office holders
- endorsement of two national and two local prescriptions
- endorsement of the 2010 national external moderation schedule
- key decisions arising from the review of the New Zealand Diploma in Business (NZDipBus) national external moderation system
- 2009 NACBS meeting dates.

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, scheduled for 25 March 2009, must be with the New Zealand Qualifications Authority (NZQA) by **Monday, 2 March 2009**. Contact details are on page 6.

### **NACBS membership**

#### *30 September 2008 meeting*

New members Ian Ritchie (ITP New Zealand representative), Ken Vesey (Business New Zealand representative) and Kay Lion (Tertiary Education Organisation/Academic member) were welcomed to the NACBS. Shirley Harris's (Tourism Industry Association New Zealand) resignation was received.

The committee acknowledged the significant contribution to NACBS of George Gerard, who completed his term as Business New Zealand's representative in July 2008.

John Horsley was reconfirmed as the NACBS Chair for a further year and John West was appointed as Chair of the Academic Committee (previously named the Prescriptions Subcommittee).

#### *20 November 2008 meeting*

New member Nicola Young (New Zealand Institute of Chartered Accountants) was welcomed to her first NACBS meeting.

Terry Swanson was confirmed as the NACBS Deputy Chair.

Processes for recruiting and appointing an NZDipBus graduate for the NACBS will be initiated before the end of 2008.

Current membership can be found on the NZQA website at <http://www.nzqa.govt.nz/qualifications/tertqual/dipbus/index.html#nacbs>

### **NACBS strategic direction**

#### *30 September 2008 meeting*

Following discussion about industry knowledge and acceptance of the NZDipBus qualification, the committee accepted the offer from Vance Hainsworth, Human Resources Institute of New Zealand's (HRINZ) representative, to use his organisation's survey services to obtain HRINZ member views on the NZDipBus qualification. Drafting of potential survey questions was delegated to two NACBS members.

#### *20 November 2008 meeting*

The committee received a report on a 12 November 2008 meeting between (from NZQA) Bali Haque, Deputy Chief Executive, Qualifications Division; Linda Glogau, Manager, Qualifications Development and Tertiary Moderation; Caroline West, Team Leader, Tertiary Assessment and Moderation; and (from NACBS) Phil Edmondson-Rowe, Vance Hainsworth, Terry Swanson and John Horsley. Main topics of discussion at this meeting were the ownership, structure and promotion of the NZDipBus. NZQA indicated they would be receptive to receiving specific recommendations at any time from the NACBS on these matters.

Michel Norrish, National Qualification Service (NQS), NZQA attended the 20 November meeting to clarify the link between the NACBS and the Business and Management

Advisory Steering Group (ASG), which advises NQS on field Business developments. Michel informed the committee that the ASG has been in recess for some time but will be reconvened to contribute to a series of strategic reviews of field Business planned to begin in 2012. These reviews will enable NQS to evaluate whether the qualifications and standards within the field are meeting the needs of the sector. The NACBS had had representation on the ASG through George Gerard; NACBS representation can be reconsidered when the ASG is reconvened.

Michel's report also included an outline of proposed changes to the structure of the National Diplomas in Business. Currently, there are two qualifications, one at level 5 and one at level 6. The proposal is to merge these into a single, more flexible qualification that can be awarded at level 5, 6 or 7.

In response to a brief paper on the history of the NZDipBus and the current challenges it faces, there was some discussion about the future of the NZDipBus, and whether an alternative qualification structure should be considered to ensure strength in student numbers and improved industry recognition.

There was no consensus on the current shape and future direction of the qualification. It was agreed further research was needed on how the qualification was currently being used and on international qualification models that might inform future committee discussion.

#### **Quality Assurance Body matters**

Kathy Maclaren, Acting Manager, Course Approval and Accreditation, NZQA; Ewen Holstein, Acting Manager, Provider Registration and Approval, NZQA; and Jan Osborn, Director Academic, ITP New Zealand, attended part of the 20 November 2008 meeting and responded to questions from committee members.<sup>1</sup>

In response to a question regarding quality assurance body follow up on poor national external moderation results, Jan Osborn noted that ITP New Zealand's Academic Managers Forum, in response to this issue, intended to focus on assessment and moderation issues during 2009, in consultation with Tertiary Assessment and Moderation (TAM). She also noted that ITP New Zealand would be considering the issue of credit transfer between ITP and university degrees.

Following further discussion, the committee recommended that TAM should make enquiries with the New Zealand Vice-Chancellors' Committee regarding pathways for NZDipBus students to university degrees and universities' perceptions regarding the NZDipBus qualification.

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<sup>1</sup> Judith Brown, ITP Quality, had not been able to attend the meeting.

## **Academic Committee**

*30 September 2008 meeting*

The Academic Committee had not met since the last NACBS meeting but had conferred by email regarding two local and two national prescriptions.

The following two national prescriptions had been reviewed and the NACBS endorsed the final drafts:

- *676 International Trade and Finance*
- *675 Lending and Securities.*

These prescriptions were subsequently approved by NZQA and are available on the NZQA website at <http://www.nzqa.govt.nz/qualifications/tertqual/dipbus/prescriptions-list.html>

Two local prescriptions were endorsed for unspecified credit towards the NZDipBus:

- *Psychology in the Workplace* (Aoraki Polytechnic) for three delivery cycles
- *Services Marketing Management* (Otago Polytechnic) for two delivery cycles.

*20 November 2008 meeting*

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

Criteria for national prescriptions: The sub-committee had discussed potential criteria for establishing a national prescription and what circumstances might apply when a local prescription could be made national and vice versa. A set of criteria will be drafted before the next meeting.

Resits/resubmissions: The sub-committee had also discussed the use of assessment resits/resubmissions for the NZDipBus, as a related issue had arisen during the 2008, semester 1 moderation round. The full NACBS committee subsequently agreed that discussion with TEOs regarding resits/resubmissions in the NZDipBus context would be useful.

In response to a correspondence item questioning whether the new marketing prescriptions allowed for new trends to be taught, the sub-committee had decided to do a quick desk review of the core prescriptions to ensure they enabled study of topical material.

## **Moderation**

*30 September 2008 meeting*

A draft moderation report format, developed as part of the current review of the NZDipBus national external moderation system, was tabled at the meeting, prior to the format being discussed in more detail at the National Applied Business Education Conference on 1 October 2008. The committee supported the work done on the draft format.

*20 November 2008 meeting*

TAM provided an update on the 2008, semester 1 moderation round and distributed copies of the national external moderation summary reports for prescriptions 100/400 *Accounting Principles*, 235/635 *Employment Relations* and 242/642 *Marketing Research*. These, and the summary report for 130/530 *Organisation and Management*, will be available soon on the NZQA website at <http://www.nzqa.govt.nz/qualifications/tertqual/dipbus/moderation.html>

The NACBS endorsed the NZDipBus national external moderation schedule for 2010. The schedule is provided in Appendix I attached and will also soon be available on the NZQA website through the link above.

TAM updated the committee on key decisions arising from the review of the national external moderation system. A key decision, as notified to the 30 September NACBS meeting, is to change the moderation report format to encourage a more holistic evaluation of assessment materials by moderators and provide greater differentiation in grades for overall moderation outcomes. TAM proposes to test a further modification of the draft format with a few moderators and then trial it with one or two of the prescriptions moderated as a part of the 2008, semester 2 moderation round, which commences in February 2009. Permission of affected TEOs would be sought before the trial. Moderator and TEO feedback will inform a final version of the moderation report format.

Other changes supported by the sector, which TAM has decided to proceed with, are as follows:

- A move to post-assessment resubmission only. The current process is based on pre-**and** post-assessment resubmission. This change has already been implemented.
- A move to a whole-organisation approach to non-compliance, managed on an annual basis as opposed to prescription by prescription. This change will be implemented from mid-June 2009, when TEOs will receive a national external moderation report summarising their 2008 moderation results.
- Extension of the moderation appeal timeframe from three to four weeks. This change has been implemented for the current and future moderation rounds.

TAM has decided to retain the current low volume paper audit process for at least another year and to revisit issues related to the process after the 2009 audit. This will allow time for changes to the system for high volume papers to settle in. Low volume audit processes will be clarified for 2009.

The 2008 External Audit Summary for low volume papers was received by the committee and will also be available soon on the NZQA website via the link above.

**NACBS processes**

*30 September 2008 meeting*

The committee agreed with a TAM proposal that tertiary circulars and other information relevant to NZDipBus should now only be available online, with TAM providing an emailed link to the appropriate section of the NZQA website. This means that

Chief Executives/General Managers of TEOs will no longer receive hard copies of tertiary circulars as in the past.

*20 November 2008 meeting*

An NACBS self-evaluation form was approved. Committee members will use this annually as a tool to evaluate committee performance against the NACBS terms of reference.

**2009 NACBS meetings**

The next meeting of the NACBS will be on 25 March 2009.

Submissions for this meeting are due to NZQA, attention Thomas Pilott, by **Monday, 2 March 2009**. Contact details are below.

Other planned meeting dates for 2009 are:

- 24 June 2009
- 2 December 2009.

A meeting will also be held, subject to available budget, in conjunction with the next New Zealand Applied Business Education Conference, which will be held in Rotorua in the last week of September 2009.

Linda Glogau  
Manager  
Qualifications Development and Tertiary Moderation

**Enquiries**

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

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Tertiary Assessment and Moderation  
New Zealand Qualifications Authority  
PO Box 160  
Wellington 6140  
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

### 2010 NZDipBus national external moderation schedule

#### Semester One

Assessment materials relating to the following prescriptions are due for moderation to Tertiary Assessment and Moderation (Attention NZDipBus Operations Officer), NZQA, PO Box 160, Wellington 6140 by 31 July 2010.

400	Accounting Principles
510	Introduction to Commercial Law
601	Financial Accounting
676	International Trade and Finance

#### Notes

- Any Tertiary Education Organisation (TEO) not offering a course related to these prescriptions in semester one 2010 but offering it in the semester immediately prior (that is, either in summer semester 2009-2010, or semester two, 2009) must also submit material for moderation.
- If a TEO offered a prescription during summer semester 2009-2010 *and* semester one 2010, 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 relating to the following prescriptions are due for moderation to Tertiary Assessment and Moderation (Attention NZDipBus Operations Officer), NZQA, PO Box 160, Wellington 6140 by 31 January 2011.

435	Fundamentals of Small Business
520	The Economic Environment
603	Business Finance
648	Marketing Planning and Control

#### Note

Any TEO not offering a course related to these prescriptions in semester two 2010 but offering it in the semester immediately prior (that is, either in semester one, 2010, or summer semester 2009-2010) must also submit material for moderation. TEOs not delivering courses on the typical semester basis should contact TAM for advice.