

**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**

**New Zealand Diploma in Business – Administration 2009**

This circular provides general information about the New Zealand Diploma in Business (NZDipBus) and sets out requirements for 2009.

A table of contents has been included for ease of reference.

Please return the two forms (Appendix III and IV) by **Friday, 6 March, 2009**.

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

All NZDipBus circulars are published on the New Zealand Qualifications Authority (NZQA) website at  
<http://www.nzqa.govt.nz/publications/circulars/tertiary.do>

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## **1 General administration**

### **1.1 Key dates**

Appendix I provides a calendar of key dates for 2009.

### **1.2 TEO contact details in 2009**

To ensure the Tertiary Assessment and Moderation (TAM) team keeps TEOs well informed, TAM must have up-to-date contact information about each TEO.

TAM will post a form to all NZDipBus Liaisons asking for your TEO contacts' details to be confirmed.

### **1.3 Communication with NZQA**

#### **1.3.1 Enquiries**

All enquiries about student results and records should be directed to Tertiary Records, either by:

- emailing [tertiaryrecords@nzqa.govt.nz](mailto:tertiaryrecords@nzqa.govt.nz)
- ringing the NZQA call centre (04 463 3000) for transfer to the appropriate person.

All other enquiries regarding the NZDipBus should be directed to TAM, either by:

- emailing [tam@nzqa.govt.nz](mailto:tam@nzqa.govt.nz)
- ringing the NZQA call centre (04 463 3000) for transfer to the appropriate person.

This will help ensure your enquiries are dealt with promptly.

#### **1.3.2 National Advisory Committee for Business Studies**

The National Advisory Committee for Business Studies (NACBS) acts in an advisory capacity to NZQA on matters relating to the NZDipBus.

Reports on NACBS meetings, which are usually held three times a year, are issued through tertiary circulars. These routinely invite TEOs to make submissions to the next NACBS meeting on matters within the committee's scope. This can be done through the appropriate TEO representative on the committee or directly through TAM.

The committee's terms of reference and current membership are available on the NZQA website at <http://www.nzqa.govt.nz/qualifications/tertqual/dipbus/index.html#nacbs>

## 2 Qualification and prescriptions

### 2.1 Revision of Assessment and Certification Rules and Procedures for Tertiary Qualifications

The current *Assessment and Certification Rules and Procedures for Tertiary Qualifications* document, found on the NZQA website at <http://www.nzqa.govt.nz/qualifications/tertqual/rules/index.html>, is being revised and updated. The updated document will be published on the NZQA website once finalised, and TEOs notified.

In the interim, key information about version two of the qualification can be accessed from either:

<http://www.nzqa.govt.nz/qualifications/tertqual/dipbus/index.html>

<http://www.nzqa.govt.nz/qualifications/tertqual/dipbus/versiontwo.html>

### 2.2 Change to transition arrangements

To ensure students were not disadvantaged as TEOs moved to offering version two of the qualification, transition arrangements were approved.

Tertiary Assessment and Moderation has recently become aware that the current table under rule 6 of the transition arrangements does not take into account prescription reviews that occurred in 2007 and 2008.

Prescription 644 (244) *Buyer Behaviour and Communication Strategies* (approved by NZQA on 20 September 2007), and prescriptions 675 (275) *Lending and Securities* and 676 (225) *International Trade and Finance* (approved by NZQA on 23 October 2008) were reviewed and approved at level 6. This is a level higher than that planned in 2005 during the initial stages of the project to place the NZDipBus on the New Zealand Register of Quality Assured Qualifications. As the three prescriptions have changed level, they have now been added to the table in the qualification transition arrangements, rule 6.

The process of revising the *Assessment and Certification Rules and Procedures for Tertiary Qualifications* has also indicated the need to make minor clarifications to some wording in the transition arrangements.

The amended transition arrangements are available on the NZQA website at <http://www.nzqa.govt.nz/qualifications/tertqual/dipbus/versiontwo.html>

Note that, to help ensure there is no disadvantage to students who have already achieved credit for prescriptions 244, 275 or 225, the requirement to attain the corresponding replacement prescription(s) (i.e. 644, 675 and/or 676) through assessment of prior learning will not apply to students who would otherwise complete the requirements for the NZDipBus Level 6 (version two) by 31 December 2009. However, for students who complete version two requirements from 1 January 2010 onwards, rule 6 of the transition arrangements will apply to these three prescriptions as well as to those already listed.

The provision for consideration of adverse effects of the transition arrangement rules may be used for any instances of disadvantage arising out of the addition of the three prescriptions to the transition table.

Please ensure relevant staff in your organisation are familiar with these changes to the transition arrangements to ensure appropriate advice is given to currently enrolled NZDipBus students and new applicants.

## **2.3 National prescriptions – availability, clarification and review**

### **2.3.1 Availability**

All prescriptions available for assessment in 2009 are on the NZQA website at <http://www.nzqa.govt.nz/qualifications/tertqual/dipbus/prescriptions-list.html>

All 100-200 prescriptions (except for 227 *Entrepreneurial Planning*) expired on 31 December 2008 and are therefore no longer available for assessment (including assessment of learning – APL/RPL) or credit transfer.

### **2.3.2 Clarification**

Clarifications in the form of questions and answers are available for prescriptions where feedback from assessors or the national external moderation process indicates this is appropriate. Questions and answers for prescription 520 *The Economic Environment* are now available on the website at

<http://www.nzqa.govt.nz/qualifications/tertqual/dipbus/prescriptions-list.html#presc500>

### **2.3.3 Review**

The following prescriptions will be reviewed during 2009:

- 227 *Entrepreneurial Planning*
- 234 *Planning and Control*.

A circular in March will call for review panellists. TEOs will be invited to provide feedback on draft reviewed prescriptions at a later date.

As notified in tertiary circular T2008/007, feedback on all 400-600 prescriptions will be sought formally from stakeholders in July 2009. A prescription review schedule (beginning 2010) will then be confirmed and stakeholders notified.

TEOs can also provide feedback on prescriptions at any time, using the prescription feedback form available on the website at

<http://www.nzqa.govt.nz/qualifications/tertqual/dipbus/prescriptions-list.html>

All feedback received will be kept on file to inform prescription review.

Other general information about prescription review and development is available on the website at

<http://www.nzqa.govt.nz/qualifications/tertqual/dipbus/prescriptions.html#review>

## **2.4 Local prescriptions – approval for unspecified credit**

Any TEO wishing to have a prescription approved for unspecified credit to the NZDipBus must submit a proposal to TAM. The prescription must be approved before:

- promotion to learners as a potential source of NZDipBus unspecified credit
- results can be reported as unspecified credit to the NZDipBus.

The NZQA approval process for local prescriptions includes endorsement by the NACBS. Closing dates for submissions to NACBS meetings are included in

Appendix I. Further information about the local prescription approval process is available on the website at  
<http://www.nzqa.govt.nz/qualifications/tertqual/dipbus/prescriptions.html#approval>

### **3 Moderation**

#### **3.1 National external moderation 2009**

Information, checklists/forms and schedules relating to the NZDipBus national external moderation system are available on the NZQA website at  
<http://www.nzqa.govt.nz/qualifications/tertqual/dipbus/moderation.html>

##### **3.1.1 Late submission of materials for moderation**

As noted in the website documents, assessment materials should be submitted to Tertiary Assessment and Moderation so they **arrive** by (as relevant) 31 January or 31 July in any given year.

Please note, as of the 2008 semester 2 moderation round, materials received after moderation begins may be returned unmoderated, and the TEO deemed non-compliant with national external moderation processes. Late submission of materials will be approved only in exceptional circumstances and by prior negotiation.

##### **3.1.2 Guideline for assessing skills not specified in prescriptions**

During 2008, TAM, NZQA moderators and the NACBS discussed the practice amongst some assessors of allocating marks for skills not specified in the NZDipBus prescriptions (e.g. professional presentation and written expression, use of referencing in assignments). The NACBS advised, and TAM agreed, that appropriate presentation, written expression and use of referencing, because they are endorsed by the NZDipBus graduate profile and a feature of academic and professional business practice, should not be actively discouraged through the moderation process.

TAM consequently provided some guidance to moderators about how to approach this matter. Guidance has been further clarified for the 2008 semester 2 moderation round and is provided here for assessors' information:

*If marks have been awarded for written expression, referencing, presentation etc. (and there is no specific reference in the prescription to these skills), moderators should not comment if the skills are relevant to the assessment task, and the weighting for these factors overall is 3% or less of the final grade for the paper. Anything more than this is likely to affect learning outcome weightings, so moderators should comment as appropriate.*

*If the weighting for these skills is more than 5%, then moderators should assess as well as they can the effect on learning outcome weightings and comment accordingly. Moderators will need to make a judgement as to whether this merits an overall 'no' moderation decision for the weightings question.*

### **3.1.3 TEO approaches to re-sits/resubmissions**

Another issue arising out of national external moderation during 2008 was whether submissions for moderation should include any relevant re-sit or reassessment documents.

Although recognising that re-sits or resubmissions are an internal assessment matter covered by organisations' quality management systems, the NACBS, at its 20 November 2008 meeting, recommended that TEOs be invited to identify their re-sit/resubmission policy and offer comment on their TEO's practice in relation to re-sits/resubmissions in the NZDipBus.

A circular requesting feedback on this matter will be sent to TEOs during 2009.

### **3.1.4 Availability of National External Moderation Summary Reports**

From the 2008 semester 1 moderation round onwards, National External Moderation Summary Reports will be available on the NZQA website at <http://www.nzqa.govt.nz/qualifications/tertqual/dipbus/reports/index.html>

## **3.2 National external moderation system review**

All processes related to the national external moderation system were reviewed during 2008. Consultation with TEOs, NZQA moderators, relevant quality assurance bodies and the NACBS has informed the review. NZQA has appreciated the positive input to and support for the review process from all review participants.

Background information and review updates were provided in tertiary circulars T2007/018, T2008/003, T2008/008 Appendix III, and T2008/014 page 5, which are available at <http://www.nzqa.govt.nz/publications/circulars/tertiary.do>

As noted in circular T2008/014, a key outcome of the review is a proposal for a revised moderation report format. The proposed new format is based on four (rather than the current nine) moderation questions and three (rather than two) overall moderation outcomes. TAM has tested the proposed format with some moderators and will trial a modified version as part of the 2008 semester 2 moderation round.

The trial will involve three of the five prescriptions being moderated. Permission of affected TEOs has been sought. Moderator and TEO feedback arising out of this trial will inform a final version of the moderation report format, to be implemented from the 2009 semester 1 moderation round. TEOs will be informed by circular of the final moderation report format and associated moderator guidelines by the end of May 2009.

Other changes to the moderation system supported by the sector and notified in circular T2008/014 are:

- a move to post-assessment resubmission only. The current process is based on pre-**and** post-assessment resubmission. This change was implemented during the 2008 semester 1 moderation round.
- 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 was implemented during the 2008 semester 1 moderation round.

Further decisions still to be made by TAM and notified to TEOs in due course include:

- the approach to exemplar assessment material
- any changes to current moderator roles.

### **3.3 Low volume audit**

This year's audit will occur in semester two 2009. Information about the audit is available in the document *Procedures for the Moderation of Low Volume Papers* at <http://www.nzqa.govt.nz/qualifications/tertqual/dipbus/moderation.html>.

The 2009 schedule of prescriptions designated as 'low volume' is attached as Appendix II and is also available on the website at <http://www.nzqa.govt.nz/qualifications/tertqual/dipbus/moderation.html>.

The low volume moderation process requires TEOs to moderate each low volume paper they offer, every semester in which the paper is offered. Papers must be subject to pre-assessment moderation (checking the assessment tasks and the marking schedules) and post-assessment moderation (verifying marking of student work). Papers may be moderated internally or externally to the TEO, but with the requirement that every third teaching cycle or within a period of three years, whichever comes first, a paper must be moderated externally.

TEOs who reported results during 2008 for low volume papers on the 2009 schedule will be asked to provide evidence that the moderation processes have occurred.

Please note that the 2009 audit is of moderation reports for papers offered during 2008, so the relevant moderation reports should already be on a TEO's file.

A summary of results of the 2008 low volume audit are available on the website at <http://www.nzqa.govt.nz/qualifications/tertqual/dipbus/moderation.html>  
This document includes (page 4) recommendations for documenting internal moderation.

Tertiary circular T2008/008, Appendix III noted a number of issues relating to the low volume audit process. However, TAM has decided to retain the current process for at least another year and to revisit the issues after the 2009 audit. This will allow time for changes resulting from the review of the system for high volume papers to settle in.

## **4 Local Advisory Committee Report**

TEOs offering NZDipBus courses must have one or more local advisory committees. A description of requirements for and functions of these committees is in Section 6.3<sup>1</sup> of the *Assessment and Certification Rules and Procedures for Tertiary Qualifications*, available at <http://www.nzqa.govt.nz/qualifications/tertqual/rules/6/6.html>

NZQA requires each local advisory committee to report to the NACBS on its activities for the past year – in particular on how it carried out its functions, as noted in the rules, and any issues that arose.

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<sup>1</sup> Numbering may change as these rules and procedures are under revision.

At its June 2008 meeting, the NACBS discussed the desirability of strengthening its connection with TEOs' local advisory committees. In response to a suggestion arising out of this discussion, TAM has included an additional question in the local advisory committee report form inviting requests for assistance from the NACBS.

The report form is provided in Appendix III. Please send the report to TAM by **Friday, 6 March 2009** – contact details are included on the form.

## **5 Credit recognition and transfer**

### **5.1 Guidance and rules**

The document *Guidelines on Credit Transfer and Unspecified Credit 2006*, available at <http://www.nzqa.govt.nz/qualifications/tertqual/dipbus/index.html#credit> provides:

- detail about specified and unspecified credit transfer in relation to the NZDipBus
- guidelines for processing credit transfer applications
- rules and regulations for awarding specified and unspecified credit, including maximum amounts of credit that can be recognised for the NZDipBus through credit transfer and assessment in local prescriptions
- reporting codes for results from specified and unspecified credit transfer and assessment for local prescriptions (refer Appendix 1 of the *Guidelines* document).

### **5.2 Credit transfer schedules**

A New Zealand Institute of Management (NZIM) schedule for version two of the NZDipBus is available on the NZQA website at <http://www.nzqa.govt.nz/qualifications/tertqual/dipbus/index.html> (refer to heading "Credit recognition and transfer").

All credit transfer not specified in this approved schedule must be processed according to each TEO's own credit transfer policies and procedures.

Please note, although the credit transfer schedules for version one of the NZDipBus continue to be available on the NZQA website for reference purposes, they are not valid for version two of the qualification.

Also note that credit transfer from other qualifications to the 100-200 prescriptions is no longer possible, as these prescriptions expired on 31 December 2008.

### **5.3 Request for 2008 credit transfer and APL results**

NZQA collects information on credit transfer and assessment of prior learning applications and outcomes for monitoring purposes.

Appendix IV contains a form for TEOs to report this information. Please return the completed report to TAM by **Friday, 6 March 2009**. Contact details are provided on the form.

## 6 Results and certificates

### 6.1 Submission of results

TEOs are asked to submit results within two months of course completion, especially where these impact on qualification completions.

Any corrections due to errors in results must be submitted to NZQA's Tertiary Records team in writing; an email to [tertiaryrecords@nzqa.govt.nz](mailto:tertiaryrecords@nzqa.govt.nz) is preferred.

To query student results, please contact Tertiary Records either by:

- emailing [tertiaryrecords@nzqa.govt.nz](mailto:tertiaryrecords@nzqa.govt.nz)
- ringing the NZQA call centre (04 463 3000) for transfer to the appropriate person.

### 6.2 Version two qualification checks returning a "Not completed" result

TEOs may receive "Not Completed" results from their online qualifications checks for version two of the NZDipBus. This may relate to instances where candidates have 100-200 prescriptions in their transcripts that have changed level following their review and replacement by 500-600 prescriptions. The list of prescriptions that have changed level are in rule 6 of the transition arrangements on the website at <http://www.nzqa.govt.nz/qualifications/tertqual/dipbus/versiontwo.html#transition>.

Where a "Not Completed" result is returned, but you think the candidate has completed the version two qualification requirements, please contact Tertiary Records to ask them to complete a manual check.

As the manual check will take time, please do not expect an immediate response. Tertiary Records expects a maximum turnaround of two working days will be needed to respond to queries, but this will depend on the number of queries received.

### 6.3 "P" results and version two of the qualification

Please note, as specified in the transition arrangements, rule 5, a "P" result for a 100-200 prescription cannot be used towards version two of the NZDipBus.

This is in line with the general principle (regarding results awarded as a result of previous credit transfer) noted in the *Guidelines on Credit Transfer and Unspecified Credit 2006*, available on the website at <http://www.nzqa.govt.nz/qualifications/tertqual/dipbus/index.html#credit> (refer third bullet at the top of page 5).

### 6.4 TEO-issued NZDipBus testamurs (certificates)

TEOs may issue their own NZDipBus testamurs, subject to confirmation of a formal agreement with NZQA, which must occur annually. The agreement includes requirements for TEOs to verify that intending NZDipBus graduates have the required credits to support the issue of the testamur and that all relevant NZQA fees have been paid.

The document *Agreement for approval to issue the New Zealand Diploma in Business* and application form is available on request from Tertiary Records (contact details above).

Applications for 2009 are due with Tertiary Records **by Monday, 23 February 2009**.

## **7 National Data Collection**

The National Data Collection survey has previously been carried out on an annual basis (refer to tertiary circular T2008/010 for the 2008 survey).

As most information collected by this means is now available through the online results reporting system, the National Data Collection survey will not occur in 2009.

However, TEOs will continue to be surveyed in the second half of 2009 regarding numbers of domestic and international students enrolled in 2009 courses (at prescription level), as this information is not currently collected through the results database.

Results data for the years 2003-2007 is available on the NZQA website at <http://www.nzqa.govt.nz/qualifications/tertqual/dipbus/results/index.html>  
This will be updated to include 2008 results data in mid 2009.

Linda Glogau  
Manager  
Qualifications Development and Tertiary Moderation

### **Enquiries**

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

Thomas Pilott  
Operations Officer  
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](mailto:tam@nzqa.govt.nz)

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

## **APPENDIX I**

### **Key dates for NZDipBus 2009**

Please note that all submissions should be sent to:

Tertiary Assessment and Moderation (Attention NZDipBus Operations Officer)  
New Zealand Qualifications Authority  
PO Box 160  
Wellington 6140

or

tam@nzqa.govt.nz; please state "NZDipBus" and the nature of the material in the email subject line.

- 31 December 08** Last date for assessing version one (100-200) prescriptions.
- 1 January 09** All students enrolling for their first NZDipBus prescription from this date may complete version two of the qualification only (refer NZDipBus transition arrangements on the NZQA website at <http://www.nzqa.govt.nz/qualifications/tertqual/dipbus/versiontwo.html#transition>).
- 31 January 09** Final date for TAM to receive TEO assessment material for the national external moderation 2008 semester 2 moderation round (refer to the full schedule on the NZQA website at <http://www.nzqa.govt.nz/qualifications/tertqual/dipbus/moderation.html>). Resubmissions arising from previous moderation rounds may also be due.
- 23 February 09** Formal agreement for approval to issue NZDipBus certificates during 2009 due with Tertiary Records.
- 2 March 09** Submissions for NACBS meeting on 25 March due to TAM.
- 6 March 09** Final date for TEOs to submit:
- 1 Local advisory committee annual report for 2008 (Appendix III)
  - 2 Information on credit transfers and assessment of prior learning in 2008 (Appendix IV).
- 25 March 09** National Advisory Committee for Business Studies (NACBS) meeting.  
(subject to change)
- 1 June 09** Submissions for NACBS meeting on 24 June due to TAM.
- 24 June 09** NACBS meeting.  
(subject to change)
- June/July 09** NZQA request for domestic/international student enrolment data.

- 31 July 09** Final date for TAM to receive TEO assessment material for the national external moderation 2009 semester 1 moderation round (refer to the full schedule on the NZQA website at <http://www.nzqa.govt.nz/qualifications/tertqual/dipbus/moderation.html>). Resubmissions arising from previous moderation rounds may also be due.
- Late August 09** NZQA call for submission of material (from relevant TEOs) for the 2009 audit of moderation for low volume papers offered during 2008. Actual submission date to be confirmed in request letters.
- 7 September 09** Submissions for NACBS meeting on 30 September due to TAM.
- 30 September 09** NACBS meeting.  
(subject to change)
- September 09** TEO return of domestic/international student enrolment data.
- 9 November 09** Submissions for NACBS meeting on 2 December due to TAM.
- 2 December 09** NACBS meeting.  
(subject to change)
- 31 December 09** Last date for assessment for NZDipBus prescription *227 Entrepreneurial Planning*.
- 31 January 10** Final date for submission of material for the national external moderation 2009 semester 2 moderation round (refer to the full schedule on the NZQA website at <http://www.nzqa.govt.nz/qualifications/tertqual/dipbus/moderation.html>). Resubmissions arising from previous moderation rounds may also be due.

## APPENDIX II

### 2009 schedule of prescriptions designated as 'low volume'

This schedule has been developed from the results reported by Tertiary Education Organisations (TEOs) to the New Zealand Qualifications Authority (NZQA).

Prescriptions included are:

- national (i.e. NZQA) prescriptions for which reported results were less than 200 for each year, 2005-2007 inclusive
- local (i.e. TEO) prescriptions that have been endorsed by NZQA's National Advisory Committee for Business Studies and approved by NZQA for unspecified credit towards the New Zealand Diploma in Business.

**Please note:** The NZQA audit of TEO moderation processes for the listed prescriptions will occur in the second half of 2009, and will relate to NZDipBus papers assessed during 2008 (Semester 1, 2 and/or Summer Semester).

Code	
139 (469)	Academic Skills for Business Studies
170 (570)	Fundamentals of Banking (Introduction to Banking and Financial Services)
197, 198 (497, 498)	All local (TEO) prescriptions approved for unspecified credit
205 (605)	Internal Auditing
210 (610)	The Law of Legal Entities (The Law of Business Entities)
211 (611)	Business Law
215 (631)	Advanced Small Business Management (Strategic Planning for Small Business)
220 (620)	Managerial Economics
227	Entrepreneurial Planning
234	Planning and Control
252 (652)	Systems Development Project
255 (655)	Information Management (Information Systems Management)
270 (670)	Advanced Banking
275	Lending and Securities
285 (685)	Tourism Industry Management
297, 298 (597, 598, 697, 698)	All local (TEO) prescriptions approved for unspecified credit
432	Office Management

For further information, please refer to the documents:

- *Procedures for the Moderation of Low Volume Papers*
- *2008 External Audit Summary*

available on the NZQA website at

<http://www.nzqa.govt.nz/qualifications/tertqual/dipbus/moderation.html>



**3 Please list key matters discussed by the committee(s) (relevant to NZDipBus) and attach at least one set of Local Advisory Committee meeting minutes from 2008:**

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*Use additional space if required.*

**4 Please note below any matters or concerns that the National Advisory Committee for Business Studies might be able to assist your NZDipBus advisory committee(s) with:**

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**Signature of NZDipBus Liaison Officer:** \_\_\_\_\_

**Date:** \_\_\_\_\_

Please return the completed form by **Friday, 6 March 2009** to:

Thomas Pilott  
Operations Officer  
Tertiary Assessment and Moderation  
New Zealand Qualifications Authority  
PO Box 160  
Wellington 6140  
Phone: 04 463 3372  
Fax: 04 463 3114  
Email: thomas.pilott@nzqa.govt.nz

## APPENDIX IV



### 2008 Credit transfer and assessment of prior learning applications New Zealand Diploma in Business

Name of Tertiary Education Organisation: \_\_\_\_\_

Ministry of Education code number: \_ \_ \_ \_ \_

(a) Credit transfer 2008

	Credit transfer towards NZDipBus prescriptions	Credit transfer towards graduate profile <sup>1</sup>
Number of applications received		
Number of successful applications		
NZDipBus prescriptions for which these successful applications were made	<i>100-200 series prescriptions:</i>	Not applicable
	<i>400-600 series prescriptions:</i>	Not applicable

Any issues that have arisen or trends<sup>2</sup> that have been observed with the credit transfer applications.

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<sup>1</sup> Refers to unspecified credit awarded as a result of credit transfer to the NZDipBus graduate profile and reported under a 199, 299, 499, 599 or 699 reporting code, *not* as a result of assessment in locally approved prescriptions (results for which are reported under the relevant x97 or x98 code).

<sup>2</sup> Trends may include commonly-occurring qualifications/qualifications components recognised for credit transfer to NZDipBus.

(b) Assessment of prior learning 2008

Number of applications received	
Number of successful applications	
NZDipBus prescriptions for which these successful applications were made	

Any issues that have arisen or trends that have been observed with the assessment of prior learning applications

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**Signature of NZDipBus Liaison Officer:** \_\_\_\_\_

**Date:** \_\_\_\_\_

Please return the completed form by **Friday, 6 March 2009** to:

Thomas Pilott  
Operations Officer  
Tertiary Assessment and Moderation  
New Zealand Qualifications Authority  
PO Box 160  
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