

**TO: Chief Executive Officer
NZQA Liaison Officer**

**ATTENTION: NZ 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 prescriptions 227 and 234

Request for feedback on suggested changes to these prescriptions

This circular requests:

- **before Monday 11 May 2009**, nominations for NZDipBus advisors for review of prescriptions 227 *Entrepreneurial Planning* and 234 *Planning and Control*
- **before Monday 18 May 2009**, any feedback regarding the suggestions/comments that have been made to NZQA regarding changes to these prescriptions.

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

Background

From 2005 to 2008, NZQA contracted academic and industry advisors to conduct reviews of the NZDipBus prescriptions (please refer to circulars T2005/005, T2005/022, T2007/003 and T2008/005¹). 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.

A review of the following two prescriptions scheduled for 2008 did not take place, as low usage indicated they could be allowed to expire:

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

Following feedback from Tertiary Education Organisations (TEOs), it was decided to review both prescriptions in 2009. Prescription 227's expiry date was subsequently extended to December 2009, but prescription 234 (which had not been used since its development) expired in December 2008.

Request for nominations for review of prescriptions 227 and 234

TAM is now calling for nominations for advisors to be involved in the review of prescription 227 *Entrepreneurial Planning* and 234 *Planning and Control*.

A prescription document for 227 *Entrepreneurial Planning* is available on the NZQA website at: <http://www.nzqa.govt.nz/qualifications/tertqual/dipbus/prescriptions-list.html>

The prescription document for 234 *Planning and Control* is available from Tertiary Assessment and Moderation (TAM) on request (please email: tam@nzqa.govt.nz).

Please send nominations, on the attached form, by **Monday 11 May 2009** to:

Arpana Sahni
Operations Officer
Tertiary Assessment and Moderation
New Zealand Qualifications Authority
PO Box 160
Wellington 6140
Phone: 04 463 3181
Fax: 04 463 3114
Email: arpana.sahni@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)

¹ These circulars can be found on the NZQA website at www.nzqa.govt.nz/publications/circulars/tertiary.do

- 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 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 prescriptions 227 and 234

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

The first meeting of the team is proposed for Wellington on **26-27 May 2009**. Applicants should state their availability for these dates. A consultation draft of the reviewed prescription will be finalised and distributed to all TEOs and other affected parties.

The second meeting (if necessary) will be held in **mid-June 2009**, either in Wellington or by conference call, depending on the nature of feedback on the review draft.

TAM expects to be able to release the final version of the reviewed prescription by the end of July (subject to National Advisory Committee for Business Studies' endorsement at its June meeting).

Request for feedback on suggestions made for review of the prescriptions

NZQA is now formally requesting feedback made for review of the prescriptions on the following comments and suggestions that have been received so far from stakeholders, to be considered in the review of these prescriptions:

Comments about 227 Entrepreneurial Planning

- Most people interested in courses based on this prescription are not intending to undertake a degree in entrepreneurship, but are planning to venture into small business.
- The prescription should be reviewed in relation to 435 (115) *Fundamentals of Small Business* and 631 (215) *Strategic Planning for Small Business*.
- In the New Zealand business environment there are significant numbers of Small and Medium Enterprises (SME), and proposed SME start-ups. Courses based on prescriptions such as 227 *Entrepreneurial Planning* are important as many businesses lack planning expertise.
- It is important that a reviewed prescription includes a business plan for a small business as a main outcome.
- There should be a prescription addressing 21st century interpretations of entrepreneurship and innovation. When 115 *Small Business Management* was replaced by 435 *Fundamentals of Small Business* a number of key aspects were removed. These do not appear to have been integrated into other reviewed prescriptions. A new Entrepreneurism and Innovation prescription would be a logical follow-on from prescription 435. Potential coverage for this new prescription might include:
 - providing a framework for understanding the entrepreneurial process and acquiring the knowledge and skills required to be a successful entrepreneur
 - concepts and principles of entrepreneurship and innovation to develop or strengthen a climate of entrepreneurship in a company (or region etc)
 - assessment and acquisition of required resources
 - knowledge and skills needed to move an idea to a commercial reality
 - development of a business concept and marketing plan.

The prescription could also cover the emergent field of social entrepreneurship.

Comments about 234 *Planning and Control*

- Content of the expired prescription is addressed in other prescriptions.
- A reviewed prescription should have a focus on strategic planning/management at level 6.

Please send feedback on these proposals, or any other suggestions/comments relevant to the review **by Monday 18 May 2009** to:

Arpana Sahni
Operations Officer
Tertiary Assessment and Moderation
New Zealand Qualifications Authority
PO Box 160
Wellington 6140
Fax: 4 463 3114
Email: arpana.sahni@nzqa.govt.nz

Any feedback received will be put to the prescription review team at its first meeting.

Linda Glogau
Manager
Qualifications Development and Tertiary Moderation

Enquiries

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

Arpana Sahni
Operations Officer
Tertiary Assessment and Moderation
New Zealand Qualifications Authority
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All circulars are published on the New Zealand Qualifications Authority website at:
<http://www.nzqa.govt.nz/publications/circulars/tertiary.do>

Please provide details of experience in NZDipBus and/or other business-related prescription review, curriculum development and/or programme planning and implementation:

Please provide details of 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, and ability to work as part of a team and meet stringent timelines:

Referee 1 Name: Organisation: Telephone contact details Work: Home: Mobile: Email address:
Referee 2 Name: Organisation: Telephone contact details Work: Home: Mobile: Email address:

Signature of nominee:	
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Please return by Monday 11 May 2009 to:

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