

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

ATTENTION: **New Zealand Diploma in Business Programme Managers**
Heads of Business and related departments
Lecturers of New Zealand Diploma in Business papers
Local Business Advisory Committees

New Zealand Diploma in Business: Request for feedback on national and local prescriptions

This tertiary circular requests Tertiary Education Organisations (TEOs) and other interested people to:

- provide feedback on all New Zealand Diploma in Business (NZDipBus) 400-600 series prescriptions to help the New Zealand Qualifications Authority (NZQA) determine priorities for prescription review
- identify gaps in the current range of 400-600 prescriptions for which new national prescriptions could be developed
- identify any local prescriptions (i.e. developed by TEOs and approved by NZQA for unspecified credit to NZDipBus) that have potential for development as national prescriptions.

Prescription review

Tertiary Assessment and Moderation (TAM) is requesting feedback on all 400-600 prescriptions so that a prescription review schedule (beginning 2010) can be confirmed.

Decisions about the order in which prescriptions will be reviewed, and the timing, will be based on:

- the nature and number of interpretation or assessment issues identified in response to this feedback request or through the national external moderation process
- prescription usage data
- relationships between prescriptions/subject groupings.

Please use the attached Prescription Feedback Form in Appendix I (also available on the NZQA website at <http://www.nzqa.govt.nz/qualifications/tertqual/dipbus/prescriptions-list.html>) to provide feedback to TAM by **Friday 18 September 2009**. Prescriptions are available on the same webpage.

TAM will confirm the prescription review schedule by early November 2009 and notify TEOs. All feedback received will inform prescription reviews.

New national prescriptions

Please identify gaps in the current range of 400-600 prescriptions for which new national prescriptions could be developed and also identify any local prescriptions that have potential for development as new national prescriptions. Currently approved local prescriptions are included in the response form.

Please use the attached New National Prescription Identification Form in Appendix II to provide feedback to TAM by **Friday 18 September 2009**.

Linda Glogau
Manager
Qualifications Development and Tertiary Moderation

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 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

New Zealand Diploma in Business (NZDipBus)

Prescription Feedback Form

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

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 this feedback form to tam@nzqa.govt.nz

or

Post to Tertiary Assessment and Moderation, NZQA, PO Box 160, Wellington 6140
by Friday 18 September 2009.

Appendix II

New Zealand Diploma in Business (NZDipBus)

New National Prescription Identification Form

Please complete the following table to identify gaps in the current range of 400-600 NZDipBus prescriptions and provide a rationale for development of new national prescriptions:

Gap identified (subject area and level)	Suggested aim of prescription	Rationale for proposed prescription

Please complete the following table to identify which local prescriptions currently approved by NZQA for unspecified credit towards NZDipBus have potential for development into new national prescriptions:

Local prescription (title and aim)	Level	✓/✗	Justification/Comments
<i>Psychology in the Workplace:</i> To enable students to evaluate psychology and its approach to the workplace, and the application of psychological principles in the work environment.	5		
<i>Career Planning and Development:</i> This paper is designed to meet the needs of students who require skills, knowledge and strategies for lifelong career management.	5		

<p><i>Workplace Safety and Health Management:</i> To introduce students to the concepts of, responsibilities for and the best practices for management of Workplace Safety and health.</p>	6		
<p><i>Web Design Fundamentals:</i> Students will understand, discuss, evaluate and apply web design technology to meet business requirements.</p>	5		
<p><i>Organisational Behaviour:</i> Students will identify organisational behavioural processes occurring on individual, work group, managerial and organisational levels. Further, students will develop an understanding of the social and psychological dynamics of organisational behaviour and be required to design and evaluate managerial and/or organisational strategies to achieve behavioural changes in the workplace.</p>	6		
<p><i>Introduction to Project Management:</i> Student will discuss the basic principles of Project Management and use recommended techniques to effectively plan and schedule simple projects.</p>	5		
<p><i>Investment and Insurance:</i> Students will apply knowledge of the structure, operation and products of the New Zealand investment and insurance markets to meet the needs of individuals and small businesses.</p>	6		

<i>Services Marketing Management:</i> Students will understand the roles, functions and application of services marketing management within contemporary New Zealand organisations. They will explore the key resources, skills, techniques, attitudes and ethics required to operate successfully in a range of service environments.	6		
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Name:

Position:

Organisation name:

Email contact:

Date:

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by Friday 18 September 2009.