

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

**ATTENTION: NZDipBus Programme Managers**  
**Heads of Business and related departments**

### **NZDipBus data collection for 2008-2009**

This data collection for the New Zealand Diploma in Business (NZDipBus) aims to supplement information available to the New Zealand Qualifications Authority (NZQA) through NZDipBus results data.<sup>1</sup>

The data collection forms, attached as appendices I, II and III, seek information on the number and nature (international/ full fee, or domestic) of student enrolments in national and approved local NZDipBus prescriptions for semester one 2009, semester two 2009 and summer school 2008–09.

The National Advisory Committee for Business Studies (NACBS), at its meeting of 25 March 2009, suggested that Tertiary Education Organisations should be surveyed to identify the extent of different modes of delivery and assessment for NZDipBus courses. This would enable NZQA, in consultation with the NACBS, to determine whether there are any implications for national external moderation.

This suggestion has been incorporated with this survey as appendix IV. It is acknowledged that this request for **2008** course delivery and assessment mode data comes without prior notice, but data for 400-600 prescriptions only is requested.

**Please note** that the request for 2009 data, including actual student numbers enrolled for each type of course delivery and assessment mode, will occur in conjunction with the 2010 administration circular in late January/early February 2010.

Please:

- read the notes and instructions provided below before filling in the 2008-2009 data collection forms
- return the completed forms **by October 30 2009**.

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<sup>1</sup> NZDipBus results data are available on the NZQA website at <http://www.nzqa.govt.nz/qualifications/tertqual/dipbus/results/index.html> and are updated annually.

### **Notes and instructions**

Appendix I refers to number and nature of enrolments in semester one 2009.

Appendix II refers to the number and nature of enrolments in semester two 2009.

Appendix III refers to the number and nature of enrolments in summer school 2008–9.

Appendix IV refers to the modes of delivery and assessment over semester one 2008, semester two 2008, and summer school 2007-2008.

### **Instructions for each Table 1 (Appendices I-III) - NZDipBus enrolments**

Students are considered enrolled if they remain in a course for at least four weeks.

- In the column headed **Total**, enter the total number of students who enrolled in each NZDipBus prescription.
- In the column headed **FullFeeS**, enter the number of full fee paying/international students who enrolled in each NZDipBus prescription.
- In the column headed **Domestic**, enter the number of EFTS-funded/domestic students who enrolled in each NZDipBus prescription.

### **Instructions for each Table 2 (Appendices I-III) - Approved NZDipBus local prescriptions**

- In the column headed **Level**, enter the level (100, 200, 400, 500 or 600) of the approved NZDipBus local prescription.
- In the column headed **Title**, enter the title of the approved NZDipBus local prescription.
- In the column headed **Total**, enter the total number of students who enrolled in each approved NZDipBus local prescription.
- In the column headed **FullFeeS**, enter the number of full fee paying/international students who enrolled in each approved NZDipBus prescription.
- In the column headed **Domestic**, enter the number of EFTS-funded/domestic students who enrolled in each approved NZDipBus prescription.

### **Instructions for Table 3 (Appendix IV) – NZDipBus modes of delivery and assessment**

Only data for 400-600 prescriptions is required.

- Tick the type of delivery and assessment modes (online, face-to-face, blended/mixed or other) that have been used by your organisation.
- If the category “other” applies, define and explain “other” in the space provided.

**Please return the completed forms by 30 October 2009.**

Comments or questions, along with completed forms, should be directed to:

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

**Phone:** 04 463 3372  
**Fax:** 04 463 3114  
**Email:** tam@nzqa.govt.nz

Circulars are available from the NZQA website at  
<http://www.nzqa.govt.nz/publications/circulars/tertiary.do>

Linda Glogau  
Manager  
Qualifications Development and Tertiary Moderation



## Data collection for 2009

TEO name

### Appendix I

**Table 1: NZDipBus enrolments – Semester 1 2009**

Core prescriptions		Number of students		
Code	Title	Total	FullFeeS	Domestic
100	Accounting Principles			
110	Introduction to Commercial Law			
120	The Economic Environment			
130	Organisation and Management			
140	Business Communication			
141	Marketing Principles			
150	Computer Concepts			

### Elective prescriptions

Code	Title	Total	FullFeeS	Domestic
101	Accounting Practices			
115	Small Business Management			
139	Academic Skills for Business Studies			
160	Quantitative Business Methods			
170	Fundamentals of Banking			
180	Principles of Tourism			
201	Financial Accounting			
202	Management Accounting			
203	Business Finance			
205	Internal Auditing			
206	Taxation			
210	Law of Legal Entities			
211	Business Law			
215	Advanced Small Business Management			
220	Managerial Economics			
225	International Trade and Finance			
227	Entrepreneurial Planning			
230	Leadership			
232	Operations Management			
233	Human Resource Management			
234	Planning and Control			
235	Employment Relations			
236	Applied Management			
242	Marketing Research			
244	Buyer Behaviour and Communication Strategies			

<b>Code</b>	<b>Title</b>	<b>Total</b>	<b>FullFeeS</b>	<b>Domestic</b>
248	Marketing Planning and Control			
250	Applied Computing			
252	Systems Development Project			
255	Information Management			
270	Advanced Banking			
275	Lending and Securities			
285	Tourism Industry Management			
400	Accounting Principles			
430	Quantitative Business Methods			
432	Office Management			
435	Fundamentals of Small Business			
469	Academic Skills for Business Studies			
501	Accounting Practices			
510	Introduction to Commercial Law			
520	The Economic Environment			
530	Organisation and Management			
541	Fundamentals of Marketing			
550	Business Computing			
560	Business Communication			
570	Introduction to Banking and Financial Services			
580	Principles of Tourism			
601	Financial Accounting			
602	Management Accounting			
603	Business Finance			
605	Internal Auditing			
606	Taxation			
610	The Law of Business Entities			
611	Business Law			
620	Managerial Economics			
630	Leadership			
631	Strategic Planning for Small Business			
632	Operations Management			
633	Human Resource Management			
635	Employment Relations			
636	Applied Management			
642	Marketing Research			
644	Buyer Behaviour and Communication Strategies			
648	Marketing Planning and Control			
650	Applied Computing			
652	Systems Development Project			
655	Information Systems Management			
670	Advanced Banking			
685	Tourism Industry Management			

**Table 2: Approved NZDipBus local prescriptions – Semester 1 2009**

<b>Level</b>	<b>Title</b>	<b>Total</b>	<b>FullFeeS</b>	<b>Domestic</b>

**The data provided in this return is accurate.**

**Name:** \_\_\_\_\_

**Position:** \_\_\_\_\_

**TEO:** \_\_\_\_\_

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

## Appendix II

**Table 1: NZDipBus enrolments – Semester 2 2009**

<b>Core prescriptions</b>		<b>Number of students</b>		
<b>Code</b>	<b>Title</b>	<b>Total</b>	<b>FullFeeS</b>	<b>Domestic</b>
100	Accounting Principles			
110	Introduction to Commercial Law			
120	The Economic Environment			
130	Organisation and Management			
140	Business Communication			
141	Marketing Principles			
150	Computer Concepts			
<b>Elective prescriptions</b>		<b>Total</b>	<b>FullFeeS</b>	<b>Domestic</b>
<b>Code</b>	<b>Title</b>			
101	Accounting Practices			
115	Small Business Management			
139	Academic Skills for Business Studies			
160	Quantitative Business Methods			
170	Fundamentals of Banking			
180	Principles of Tourism			
201	Financial Accounting			
202	Management Accounting			
203	Business Finance			
205	Internal Auditing			
206	Taxation			
210	Law of Legal Entities			
211	Business Law			
215	Advanced Small Business Management			
220	Managerial Economics			
225	International Trade and Finance			
227	Entrepreneurial Planning			
230	Leadership			
232	Operations Management			
233	Human Resource Management			
234	Planning and Control			
235	Employment Relations			
236	Applied Management			
242	Marketing Research			
244	Buyer Behaviour and Communication Strategies			
248	Marketing Planning and Control			
250	Applied Computing			
252	Systems Development Project			
255	Information Management			
270	Advanced Banking			

<b>Code</b>	<b>Title</b>	<b>Total</b>	<b>FullFeeS</b>	<b>Domestic</b>
275	Lending and Securities			
285	Tourism Industry Management			
400	Accounting Principles			
430	Quantitative Business Methods			
432	Office Management			
435	Fundamentals of Small Business			
469	Academic Skills for Business Studies			
501	Accounting Practices			
510	Introduction to Commercial Law			
520	The Economic Environment			
530	Organisation and Management			
541	Fundamentals of Marketing			
550	Business Computing			
560	Business Communication			
570	Introduction to Banking and Financial Services			
580	Principles of Tourism			
601	Financial Accounting			
602	Management Accounting			
603	Business Finance			
605	Internal Auditing			
606	Taxation			
610	The Law of Business Entities			
611	Business Law			
620	Managerial Economics			
630	Leadership			
631	Strategic Planning for Small Business			
632	Operations Management			
633	Human Resource Management			
635	Employment Relations			
636	Applied Management			
642	Marketing Research			
644	Buyer Behaviour and Communication Strategies			
648	Marketing Planning and Control			
650	Applied Computing			
652	Systems Development Project			
655	Information Systems Management			
670	Advanced Banking			
685	Tourism Industry Management			

**Table 2: Approved NZDipBus local prescriptions – Semester 2 2009**

<b>Level</b>	<b>Title</b>	<b>Total</b>	<b>FullFeeS</b>	<b>Domestic</b>

**The data provided in this return is accurate.**

**Name:** \_\_\_\_\_

**Position:** \_\_\_\_\_

**TEO:** \_\_\_\_\_

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

## Appendix III

**Table 1: NZDipBus enrolments – Summer school 2008-09**

<b>Core prescriptions</b>		<b>Number of students</b>		
<b>Code</b>	<b>Title</b>	<b>Total</b>	<b>FullFeeS</b>	<b>Domestic</b>
100	Accounting Principles			
110	Introduction to Commercial Law			
120	The Economic Environment			
130	Organisation and Management			
140	Business Communication			
141	Marketing Principles			
150	Computer Concepts			
<b>Elective prescriptions</b>		<b>Total</b>	<b>FullFeeS</b>	<b>Domestic</b>
<b>Code</b>	<b>Title</b>			
101	Accounting Practices			
115	Small Business Management			
139	Academic Skills for Business Studies			
160	Quantitative Business Methods			
170	Fundamentals of Banking			
180	Principles of Tourism			
201	Financial Accounting			
202	Management Accounting			
203	Business Finance			
205	Internal Auditing			
206	Taxation			
210	Law of Legal Entities			
211	Business Law			
215	Advanced Small Business Management			
220	Managerial Economics			
225	International Trade and Finance			
227	Entrepreneurial Planning			
230	Leadership			
232	Operations Management			
233	Human Resource Management			
234	Planning and Control			
235	Employment Relations			
236	Applied Management			
242	Marketing Research			
244	Buyer Behaviour and Communication Strategies			
248	Marketing Planning and Control			
250	Applied Computing			
252	Systems Development Project			
255	Information Management			
270	Advanced Banking			

<b>Code</b>	<b>Title</b>	<b>Total</b>	<b>FullFeeS</b>	<b>Domestic</b>
275	Lending and Securities			
285	Tourism Industry Management			
400	Accounting Principles			
430	Quantitative Business Methods			
432	Office Management			
435	Fundamentals of Small Business			
469	Academic Skills for Business Studies			
501	Accounting Practices			
510	Introduction to Commercial Law			
520	The Economic Environment			
530	Organisation and Management			
541	Fundamentals of Marketing			
550	Business Computing			
560	Business Communication			
570	Introduction to Banking and Financial Services			
580	Principles of Tourism			
601	Financial Accounting			
602	Management Accounting			
603	Business Finance			
605	Internal Auditing			
606	Taxation			
610	The Law of Business Entities			
611	Business Law			
620	Managerial Economics			
630	Leadership			
631	Strategic Planning for Small Business			
632	Operations Management			
633	Human Resource Management			
635	Employment Relations			
636	Applied Management			
642	Marketing Research			
644	Buyer Behaviour and Communication Strategies			
648	Marketing Planning and Control			
650	Applied Computing			
652	Systems Development Project			
655	Information Systems Management			
670	Advanced Banking			
685	Tourism Industry Management			

**Table 2: Approved NZDipBus local prescriptions – Summer school 2008-09**

<b>Level</b>	<b>Title</b>	<b>Total</b>	<b>FullFeeS</b>	<b>Domestic</b>

**The data provided in this return is accurate.**

**Name:** \_\_\_\_\_

**Position:** \_\_\_\_\_

**TEO:** \_\_\_\_\_

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







