

**TO: Chief Executive Officers
NZQA Liaison Officers**

**ATTENTION: NZDipBus Programme Managers
Heads of Business and related departments
Lecturers of NZDipBus papers
NZDipBus Local Advisory Committees (LACs)**

**Report on the 15 September 2009 meeting of the National Advisory
Committee for Business Studies**

This circular reports on matters of interest to Tertiary Education Organisations (TEOs) from the meeting of the National Advisory Committee for Business Studies (NACBS) held on 15 September 2009.

Matters reported include:

- changes in NACBS membership
- NACBS strategies
- quality assurance body matters
- summary of NZDipBus resit/re-assessment survey responses
- moderation, including confirmation of the 2011 national external moderation schedule
- New Zealand Diploma in Business (NZDipBus) fees.

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

NACBS membership

Sue Keats, replacing Nicola Young as the New Zealand Institute of Chartered Accountants representative, was introduced to the committee. Jean Craven's resignation as the representative of the Association of Administrative Professionals New Zealand (AAPNZ) was noted, and it was agreed to contact the AAPNZ regarding a replacement. David Chapman, who had resigned from the committee on 27 April 2009, attended the meeting as a guest, and the NACBS acknowledged his long service and valuable contribution to the committee.

The committee noted that John Horsley's tenure as Chair of the NACBS was due to end in December. The committee also raised the matter of the disestablishment of Institutes of Technology and Polytechnics New Zealand (ITPNZ), as several members of the NACBS had been appointed as representatives of ITPNZ. It was later confirmed by ITPNZ that ITP representative roles should continue.

NACBS strategies and Quality Assurance Body matters

Michel Norrish (National Qualifications Services, NZQA) reported on Field Business unit standard and qualification developments, and the intended strategic reviews for Field Business planned to begin in 2012. Michel also informed the Committee of a new project to develop literacy and numeracy unit standards for a wide range of contexts, including tertiary provider and workplace.

The committee was presented with a summary of Tertiary Assessment and Moderation's (TAM) recent survey of TEOs regarding a SWOT analysis of the NZDipBus, and it was agreed to discuss this at the December meeting so that committee members would have time to consider the information fully.

Paul Stone (External Evaluation and Review, NZQA) updated the committee on quality assurance matters, including the alleged fraud reported in the television programme *Illegal NZ*, which claimed a journalist purchased an NZDipBus qualification from an unnamed TEO. Paul told the committee that NZQA was carefully following regulatory procedure.

Paul Stone and Daphne Sutton (Registration, Approvals and Accreditation, NZQA) updated the committee on Self Assessment and External Evaluation and Review, the new quality assurance model which is replacing the audit-based model. The model involves a higher level of trust than the previous model, and is supported by NZQA's Risk and Compliance units. All External Evaluation and Review reports will be publicly available, and will include judgements on the level of confidence NZQA has in each provider's self-assessment capability and educational performance. The available judgements are: highly confident, confident, not yet confident or not confident.

Moderation

The committee discussed TAM's summary of the re-sit/reassessment survey of TEO practices, completed in May 2009 (refer Appendix 1). Twenty-one providers had responded to the survey: twelve institutes of technology/polytechnics and nine private training establishments. The committee was concerned that the low number of responses made it more difficult to make decisions about further action. The committee was also concerned about the wide variation of re-sit/reassessment policies and agreed that conditions should be consistent for all NZDipBus students. The committee recommended that some reassessment rules should be developed.

TAM noted that NZDipBus rules allowed TEOs to have their own reassessment policies as part of approved quality management systems.

The committee endorsed the national external moderation schedule for 2011 (refer Appendix 2).

Academic Committee

John West reported on the Academic Committee meeting held earlier that morning. The cluster and gap analysis proposed in the June sub-committee meeting was in progress and due to be completed in mid-October. Currency statements were to be added to all NZDipBus prescriptions¹. A group had been selected to develop a plan of action for the NACBS to consider possible changes to the NZDipBus, and their proposal would be presented to the NACBS in the December meeting.

The Academic Committee had evaluated a local prescription from Christchurch Polytechnic Institute of Technology, 697 *Organisational Behaviour*. On the sub-committee's recommendation, the NACBS endorsed the prescription for three delivery cycles.

Other business

Sue McLeish (TAM) said that TAM was still to make a decision on NZDipBus results fees for 2011. NZQA has confirmed that results fees will not change for 2010.

2009 NACBS meetings

The last NACBS meeting for 2009 is scheduled for 2 December.

Please send any submissions for future meetings to NZQA. Contact details are listed below under Enquiries.

Linda Glogau
Manager
Qualifications Development and Tertiary Moderation

¹ The new assessment note regarding currency has now been added to all prescriptions, and can be viewed on the NZQA website at <http://www.nzqa.govt.nz/qualifications/tertqual/dipbus/prescriptions-list.html>

Enquiries

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

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

Appendix 1

Survey of NZDipBus re-sit/resubmission policies: summary of responses

In May 2009 Tertiary Assessment and Moderation distributed a circular requesting information about Tertiary Education Organisation (TEO) re-sit/resubmission policies for the New Zealand Diploma in Business (NZDipBus).

21 responses were received: 12 from Institutes of Technology or Polytechnics (ITPs), and 9 from Private Training Establishments (PTEs).

The circular contained three questions:

- 1 Please identify below (or attach the relevant document) your organisation's re-sit/resubmission policy for the New Zealand Diploma in Business.
- 2 Please comment below on your organisation's application of this policy. For example, is the policy applied, without variation, to all NZDipBus prescriptions, or does application vary depending on the prescription and/or the type of assessment used?
- 3 Would your organisation support the development of guidelines for re-sits/resubmissions in the NZDipBus context? Please give reasons for your response.

Summary of responses

Question 1 – NZDipBus re-sit/resubmission policies in ITPs and PTEs:

Institution	No re-sits	No re-sits except in special circumstances	One re-sit if narrowly failed	One re-sit allowed	More than one re-sit allowed
ITPs	6	4	2	0	0
PTEs	1	2	1	3	2
Total	7	6	3	3	2

Note: one PTE currently has a policy of not allowing re-sits, but is reviewing a proposal to allow them in cases where the student narrowly fails.

Question 2 – Is the policy applied to all NZDipBus prescriptions, without variation?

Institution	Policy is applied to all NZDipBus prescriptions, without variation	Policy applies to all courses with final exams	Application of policy varies	Application is determined on a case by case basis
ITPs	9	2	0	1
PTEs	6	1	2	0
Total	15	3	2	1

Question 3 - Would each organisation support the development of guidelines for re-sits/resubmissions in the NZDipBus context?

Institution	Yes	No	Dependent on the guidelines produced and their rationale
ITPs	7	5	0
PTEs	7	1	1
Total	14	6	1

Question 3 – reasons for the above response included:

Yes responses

- consistency and standardisation
- fairness to NZDipBus students
- the more prescribed guidelines the easier to administer
- guidelines would help in ensuring best practice is followed
- TEO is currently considering its own re-sit policy
- open to suggestion if policies can be improved
- consider that a general re-sit policy would dilute the qualification, but has merit for students close to passing.

No responses

- re-sits/resubmissions are inappropriate in the NZDipBus context
- existing policies are satisfactory and another level of compliance is not needed
- no re-sits for exams, but possibly a policy of sitting assessments in the following semester.

Appendix 2

2011 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, 125 The Terrace, Wellington 6140 by 31 July 2011.

530	Organisation and Management
630	Leadership
635	Employment Relations
642	Marketing Research

Notes

- Any Tertiary Education Organisation (TEO) not offering a course related to these prescriptions in semester one 2011 but offering it in the semester immediately prior (that is, either in summer semester 2010-2011, or semester two, 2010) must also submit material for moderation.
- If a TEO offered a prescription during summer semester 2010-2011 *and* semester one 2011, 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, 125 The Terrace, Wellington 6140 by 31 January 2012.

560	Business Communication
580	Principles of Tourism
602	Management Accounting
644	Buyer Behaviour and Communication Strategies

Note

Any TEO not offering a course related to these prescriptions in semester two 2011 but offering it in the semester immediately prior (that is, either in semester one, 2011, or summer semester 2010-2011) must also submit material for moderation. TEOs not delivering courses on the typical semester basis should contact TAM for advice.