

National Certificate in Business Administration and Computing (Level 2)

Level 2

Credits 60

This qualification has been **reviewed**. The last date to meet the requirements is 31 March 2018

Version 7 of this qualification has been republished to incorporate classification exemptions which ensure achievability of the qualification.

Transition Arrangements

This qualification has been reviewed and replaced by the New Zealand Certificate in Foundation Skills (Level 2) [Ref: 2862].

The last date for entry into programmes leading to the replaced qualification is 31 March 2017. People cannot be enrolled in programmes leading to the award of this qualification unless there is appropriate time available to them to complete the programme and be awarded the qualification before it expires.

The last date for assessments to take place for this national qualification is 31 March 2018 when it will be **discontinued**. People currently working towards this qualification may either complete its requirements or transfer their results to the replacement New Zealand qualification.

In this qualification, the classification *Service Sector > Service Sector > Core Skills* contains no unit standards following the review of September 2015. To address this, the following arrangement will now apply whereby, for versions 6 and 7, the classifications *Core Generic > Core Generic > Work and Study Skills & Service Sector Skills > Service Delivery* will be treated as the classification *Service Sector > Service Sector Skills > Service Sector - Core Skills* in order to meet the requirements of **Elective Set F**, a *minimum of 2 credits*:

Standards From Domain	Are treated as Standards from
Core Generic > Core Generic > Work and Study Skills	Service Sector > Service Sector Skills > Service Sector - Core Skills
Service Sector Skills > Service Delivery > Service Delivery	Service Sector > Service Sector Skills > Service Sector - Core Skills

For detailed information see [Review Summaries](#) on the NZQA website.

NZQF National Qualification Registration Information

Process	Version	Date	Last Date for Assessment
Registration	1	October 1994	December 2005
Revision	2	July 1997	December 2005
Revision	3	November 1998	December 2005
Review	4	June 1999	December 2007
Review	5	June 2005	December 2014
Review	6	May 2011	December 2018
Review	7	December 2015	December 2018
Republication	7	May 2016	December 2018

Standard Setting Body

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REVIEWED

National Certificate in Business Administration and Computing (Level 2)

Level 2

Credits 60

Purpose

This qualification recognises a broad range of entry level business administration and computing skills and knowledge required by the business community.

The Compulsory section includes unit standards that cover entry-level knowledge and skills that are necessary for safe operation in Business Administration.

The flexible nature of the Elective section of this qualification allows programmes to reflect the needs of the candidate and their work environment, which may include: use of technology, use of telephones, keyboard skills, customer service, information processing, communication, and contributing to the team in the workplace. Minimum credits specified for interpersonal communications and writing recognise the need for competencies that underpin all business administration roles.

The Balance section allows a greater choice of skills and knowledge to promote greater relevance to candidate and workplace needs.

This qualification is the first of four qualifications in Business Administration for people seeking employment and/or further training and education through an accredited provider or through work-based training programmes.

The qualification provides a foundation for the National Certificate in Business Administration and Computing (Level 3) [Ref: 0633], the National Certificate in Business Administration (Level 4) [Ref: 0634], and the National Diploma in Business Administration (Level 5) [Ref: 0370]. Alternatively, it could lead to other qualifications in the *Business and Computing and Information Technology* fields.

Special Notes

It is acknowledged that many people already in the workforce do not hold recognised qualifications. However, they may already have competence in the outcomes specified in individual standards. Those people are able to seek Recognition of Current Competence (RCC) through registered assessors in accordance with NZQA guidelines.

Credit Range

	Compulsory	Elective	Balance
Level 1 credits	3	0-17	0-17
Level 2 or above credits	5	15-52	0-20
Minimum totals	8	32	0-20

Requirements for Award of Qualification

Award of NZQF National Qualifications

Credit gained for a standard may be used only once to meet the requirements of this qualification.

Unit standards and achievement standards that are equivalent in outcome are mutually exclusive for the purpose of award. The table of mutually exclusive standards is provided on the New Zealand Qualifications Authority (NZQA) website: <http://www.nzqa.govt.nz/qualifications-standards/standards/standards-exclusion-list/>.

Reviewed standards that continue to recognise the same overall outcome are registered as new versions and retain their identification number (ID). Any version of a standard with the same ID may be used to meet qualification requirements that list the ID and/or that specify the past or current classification of the standard.

Summary of Requirements

- A minimum of 60 credits
 - Of which a minimum of 40 credits at Level 2 or above
- Compulsory standards
- Elective – A minimum of 32 credits as specified
- Balance – Balance

Detailed Requirements

Compulsory

The following standards are required

Computing and Information Technology > Computing > Generic Computing

ID	Title	Level	Credit
2781	Manage and protect data in a personal computer system	2	3
6743	Demonstrate an understanding of ergonomic principles for computer workstations	2	2

Health > Occupational Health and Safety > Occupational Health and Safety Practice

ID	Title	Level	Credit
497	Demonstrate knowledge of workplace health and safety requirements	1	3

Elective

A minimum of 32 credits

From the following sets

- Set A
- Set B
- Set C
- Set D
- Set E
- Set F

Set A

A minimum of 10 credits

Field	Subfield	Domain
Business	Business Administration	Business Administration Services

Set B

A minimum of 10 credits

Field	Subfield	Domain
Business	Business Administration	Business Information Processing

Set C

A minimum of 5 credits

Field	Subfield	Domain
Computing and Information Technology	Computing	Generic Computing

Set D

A minimum of 2 credits

Field	Subfield	Domain
Humanities	Communication Skills	Interpersonal Communications

Set E

A minimum of 3 credits

Field	Subfield	Domain
Humanities	Communication Skills	Writing

Set F

A minimum of 2 credits

Field	Subfield	Domain
Service Sector	Service Sector Skills	Service Sector - Core Skills

Balance

The balance of credits to achieve

A minimum of 60 credits

- Of which a minimum of 40 credits at Level 2 or above

May come from the following sets

- Set A
- Set B
- Set C
- Set D
- Set E
- Set F
- Set G

Set A

Field	Subfield	Domain
Business	Business Administration	Business Administration Services

Set B

Field	Subfield	Domain
Business	Business Administration	Business Information Processing

Set C

Field	Subfield	Domain
Computing and Information Technology	Computing	Generic Computing

Set D

Field	Subfield	Domain
Humanities	Communication Skills	Interpersonal Communications

Set E

Field	Subfield	Domain
Humanities	Communication Skills	Writing

Set F

Field	Subfield	Domain
Service Sector	Service Sector Skills	Service Sector - Core Skills

Set G

Field	Subfield	Domain
Business	Accounting	Accounting - Generic
	Business Administration	Any
Core Generic	Core Generic	Any
Humanities	Communication Skills	Any
Māori	Māori Business and Management	Māori Office Systems

Previous versions of the qualification

Version 6 was issued following a review. Changes to structure and content included: unit standards 2781 and 6743 added to the Compulsory section, and the minimum credits required for Set C therefore reduced from 9 to 5; the title and credit value of reviewed unit standard 497 updated; the minimum credits required for Elective Set F reduced from 4 to 2.

Version 5 was issued following a review. Changes to structure and content: minor clarifications were made to the qualification's purpose statement; the requirement for a minimum of 3 credits from the Writing domain was added to the Elective section; the minimum number of credits required from the Interpersonal Communications domain reduced from 5 to 2; the option to choose from the Māori Office Systems domain, also and unit standard 14250, were added to the Elective section.

Version 4 was issued following a review that identified the need for Business Administration qualifications to provide more flexibility to meet the changing needs of employees and employers within industry, and for providers to meet those needs in a constantly changing environment. Specified standards were reduced to one only, with minimum numbers of credits being specified for key domains. The elective section was expanded to allow more flexibility, and the purpose statement amended to reflect this.

Version 3 was issued following the review of computing, core generic and service sector standards.

Version 2 was issued following a review of the business and administration standards.

Version 1 contained transition arrangements for people credited with computing standards that were registered in 1993 and subsequently reviewed.

Other standard setting bodies whose standards are included in the qualification

The Skills Organisation

Certification

This certificate will display the logos of NZQA and the organisation that has been granted consent to assess against standards that meet the requirements of the qualification (accredited).

Classification

This qualification is classified according to the classification system listed on the Directory of Assessment Standards (DAS) and the New Zealand Standard Classification of Education (NZSCED) system as specified below.

DAS Classification		NZSCED	
Code	Description	Code	Description
78	Business > Business Administration	080904	Management and Commerce > Office Administration > Text and Information Processing

Quality Management Systems

Providers and Industry Training Organisations must be granted consent to assess by a recognised Quality Assurance Body before they can register credits from assessment against standards. Organisation with consent to assess and Industry Training Organisations assessing against standards must engage with the moderation system that applies to those standards. Consent to assess requirements and the moderation system are outlined in the associated Consent and Moderation Requirements (CMR) for each standard.