

## National Certificate in Business (Small Business Management)

**Level 4**

**Credits 60**

### Purpose

This qualification recognises the base of competence, knowledge, and skills required to assess small business opportunities and establish small business ventures.

It is acknowledged that holders of the qualification will have diverse backgrounds and experience, and the qualification is structured to recognise a core of small business competence with flexibility to also recognise personal and business skills in areas relevant to the development of a business.

This national certificate is designed to provide a pathway to the National Diploma in Business (Small Business Management) [Ref: 0173]. There is some degree of commonality between the two qualifications. For example, the compulsory component of the certificate is part of the compulsory component of the diploma.

### Credit Range

	Compulsory	Elective
Level 1 credits	-	0-20
Level 2 credits	-	0-20
Level 3 credits	-	0-20
Level 4 credits	25	0-30
Level 5 credits	5	0-30
Totals	30	30

### Requirements for Award of Qualification

#### Award of NQF 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 in section 7 of the New Zealand Qualifications Authority (NZQA) Rules and Procedures publications available at <http://www.nzqa.govt.nz/ncea/acrp/index.html>.

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 4 or above
- Compulsory standards
- Elective – A minimum of 30 credits as specified

## Detailed Requirements

### Compulsory

The following standards are required

Business > Business Environment > Business Culture and Environment

ID	Title	Level	Credit
1989	Research small business opportunities	4	5
1990	Assess small business ownership options and business structures	4	5

Business > Business Operations and Development > Organisational Direction and Strategy

ID	Title	Level	Credit
1991	Produce establishment plans for small business ventures	5	5

Business > Business Operations and Development > Systems and Resources Management

ID	Title	Level	Credit
1992	Control and evaluate small business operations	4	5

Business > Financial Management > Financial Skills

ID	Title	Level	Credit
6408	Identify cost factors and assess cost, volume, profit relationships for small business operations	4	5

Business > Marketing > Generic Marketing

ID	Title	Level	Credit
6404	Develop marketing options for small business operations	4	5

**Elective**

A minimum of 30 credits

- Of which a minimum of 10 credits at Level 4 or above

From the following sets

- Group A
- Group B
- Group C

**Group A**

A minimum of 5 credits

Business > Business Environment > Business Culture and Environment

ID	Title	Level	Credit
6403	Produce self-assessments of suitability for managing small business enterprise opportunities	3	4

Business > Business Operations and Development > Business Relationships Management

ID	Title	Level	Credit
6406	Establish and maintain quality customer relations for a small business enterprise	4	5

Business > Business Operations and Development > Human Resource Management

ID	Title	Level	Credit
6407	Establish human resource needs of the small business operation	5	5

Business > Financial Management > Financial Skills

ID	Title	Level	Credit
6409	Establish costs, prices, and conditions for providing products and/or services for a small business	5	5

Business > Marketing > Generic Marketing

ID	Title	Level	Credit
6405	Determine advertising options for small business enterprises	4	5

**Group B**

A minimum of 15 credits

Business > Business Operations and Development > Business Relationships Management

ID	Title	Level	Credit
6406	Establish and maintain quality customer relations for a small business enterprise	4	5

Business > Business Operations and Development > Human Resource Management

ID	Title	Level	Credit
6407	Establish human resource needs of the small business operation	5	5

Business > Business Operations and Development > Quality Management

ID	Title	Level	Credit
19025	Demonstrate and apply knowledge of quality assurance in a business operation	4	7

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

ID	Title	Level	Credit
17593	Apply safe work practices in the workplace	2	4
17602	Apply hazard identification and risk assessment procedures in the workplace	3	4
20198	Identify the roles and responsibilities of the health and safety representative in the workplace	4	8

Field	Subfield	Domain
Business	Accounting	Any
	Business Administration	Any
	Business Environment	Business Culture and Environment
	Business Operations and Development	People Development and Coordination
		Systems and Resources Management
	Financial Management	Any
Marketing	Any	
Computing and Information Technology	Computing	Generic Computing
Humanities	Communication Skills	Any

**Group C**

The balance of credits, if required, to achieve

A minimum of 30 credits

- Of which a minimum of 10 credits at Level 4 or above

May come from anywhere on the NQF

## Transition Arrangements

### Version 2

This qualification was updated and issued to take account of the reclassification of standards formerly registered in the First Line Management and Small Business Management domains. Other classification corrections were also made. The content of this qualification remained unaffected by these changes.

Changes to structure and content

- The title was changed to National Certificate in Business (Small Business Management)
- Lapsing domains Small Business Management and First Line Management were replaced by domains Business Culture and Environment, People Development and Coordination, and Systems and Resources Management in Elective Group B
- Standards from the Business Operations and Development subfield, and from the Occupational Health and Safety Practice domain, were added to Elective Group B.

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

People currently working toward version 1 of this qualification can either complete its requirements or transfer to this version.

This qualification contains standards that are used as substitutes for an earlier standard. For the purposes of this qualification people who have gained credit for this earlier standard are exempt from the requirement to gain credit for one of the substitute standards – see table below.

Credit for	Exempt from
19023	17593
19023	17602
19023	20198

This qualification contains classifications that replace or are used as substitutes for earlier classifications. For the purposes of version 2 of this qualification, people who have gained credit for standards in the lapsed classifications may continue to use those credits to meet the qualification requirements of Group B.

Standards from	Are treated as Standards from
Business > Management > Small Business Management	Business > Business Environment > Business Culture and Environment
	Business > Business Operations and Development > Systems and Resources Management
	Business > Financial Management > Financial Skills
	Business > Marketing > Generic Marketing

Standards from	Are treated as Standards from
Business > Management > First Line Management	Business > Business Administration > Business Information Management
	Business > Business Operations and Development > People Development and Coordination
	Business > Business Operations and Development > Systems and Resources Management
	Business > Financial Management > Financial Skills
	Humanities > Communication Skills > Interpersonal Communications
	Humanities > Communication Skills > Writing

It is not intended that any existing candidate be disadvantaged by this revision. However, anyone who feels disadvantaged should contact the standard setter at the address below.

### NQF Registration Information

Process	Version	Date	Last Date for Assessment
Registration	1	April 1996	N/A
Revision	2	August 2008	N/A

### Standard Setting Body

National Qualifications Services  
 NZQA  
 PO Box 160  
 WELLINGTON

Telephone 04 463 3000  
 Email [nqs@nzqa.govt.nz](mailto:nqs@nzqa.govt.nz)

### Planned Review

Any person or organisation may contribute to the review of this qualification by sending feedback to the standard setting body at the above address.

Next Review	2012
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### Other standard setting bodies whose standards are included in the qualification

New Zealand Industry Training Organisation  
 Tranzqual ITO

## Certification

This certificate will display the logos of the NZQA and the name of the accredited organisation.

## Classification

This qualification is classified according to the NQF classification system and the New Zealand Standard Classification of Education (NZSCED) system as specified below.

NQF Classification		NZSCED	
Code	Description	Code	Description
71	Business	080301	Management and Commerce > Business and Management > Business Management

### Quality Management Systems

Providers and Industry Training Organisations must be accredited by a recognised Quality Assurance Body before they can register credits from assessment against standards. Accredited providers and Industry Training Organisations assessing against standards must engage with the moderation system that applies to those standards. Accreditation requirements and the moderation system are outlined in the associated Accreditation and Moderation Action Plan (AMAP) for each standard.