

National Diploma in Business (Small Business Management)

Level 5

Credits 140

Purpose

This qualification recognises the competence, knowledge, and skills required to manage and develop small business ventures. It encompasses and builds on the National Certificate in Business (Small Business Management) [Ref: 0172] by recognising additional skills and competencies in the assessment, establishment, operation and development of small business enterprises.

It allows people to choose the skills they consider relevant for their specialist areas. The structure of the diploma further enables choice from a range of generic small business skills in the areas of planning, finance, sales and marketing, and enterprise development required to organise and operate a small business enterprise.

This national diploma is designed to provide a pathway from the National Certificate in Business (Small Business Management) [Ref: 0172]. 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 and can be used for credit in this qualification, and can lead to a range of business related qualifications. This qualification allows for flexibility to recognise credits from other industry standards.

Credit Range

Level 3 credits	0-4
Level 4 credits	0-20
Level 5 credits	90-120
Level 6 credits	0-30
Level 7 credits	0-30
Minimum totals	120

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 140 credits
 - Of which a minimum of 120 credits at Level 5 or above
- Group A – A minimum of 60 credits as specified
- Group B – A minimum of 50 credits as specified
- Group C – Balance if required

Detailed Requirements

Group A

A minimum of 60 credits

- Of which a minimum of 40 credits at Level 5 or above

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
1994	Manage the development of small business ventures	6	5
6156	Develop strategies to foster innovation and entrepreneurship for small business enterprises	7	10
6403	Produce self-assessments of suitability for managing small business enterprise opportunities	3	4
6411	Identify and assess business development opportunities for a small business enterprise	7	10
6412	Investigate and evaluate small business franchising options	6	10

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 > 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
1993	Manage small business operations	6	5

Business > Financial Management > Financial Skills

ID	Title	Level	Credit
1850	Manage liquidity and current assets	6	3
1855	Manage credit	5	4
1857	Prepare and use budgets and cash flow forecasts	6	5
1861	Assess and manage financial risk	6	3
1874	Complete IRD employer requirements for PAYE, FBT and GST	4	4
6408	Identify cost factors and assess cost, volume, profit relationships for small business operations	4	5
6409	Establish costs, prices, and conditions for providing products and/or services for a small business	5	5
6410	Manage financial resources for a small business enterprise	5	5

Business > Marketing > Generic Marketing

ID	Title	Level	Credit
6404	Develop marketing options for small business operations	4	5
6405	Determine advertising options for small business enterprises	4	5

Group B

A minimum of 50 credits at Level 5

Field	Subfield	Domain
Business	Any	Any
Computing and Information Technology	Any	Any
Humanities	Communication Skills	Any

Group C

The balance of credits, if required, to achieve
A minimum of 140 credits

- Of which a minimum of 120 credits at Level 5 or above
May come from anywhere on the NQF

Transition Arrangements**Version 3**

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 Diploma in Business (Small Business Management).

There are no transitions consequences resulting from this revision.

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

Previous versions of the qualification

Version 2 was updated and issued to incorporate the renaming of the Business and Financial Services field.

Version 1 of this qualification recognised credits from the field Business and Financial Services (now Business). Credit for standards in the field Business and Financial Services will continue to meet the requirements of this qualification where credit from the field Business is specified.

NQF Registration Information

Process	Version	Date	Last Date for Assessment
Registration	1	April 1996	N/A
Revision	2	May 2000	N/A
Revision	3	August 2008	N/A

Standard Setting Body

National Qualifications Services
NZQA
PO Box 160
WELLINGTON

Telephone 04 463 3000
Email 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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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.