

National Diploma in Business Administration (Level 5)

Level 5

Credits 120

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

Version 7 of this qualification has been republished to extend the last date of enrolment on programmes leading to it from 31 December 2016 to 31 March 2017.

Transition Arrangements

This qualification has been reviewed and replaced by the New Zealand Diploma in Business (with strands in Accounting, Administration and Technology, Leadership and Management, and Project Management) (Level 5) [Ref: 2459].

Existing candidates may complete the requirements of this qualification or transfer their results to the replacement New Zealand qualification.

The last date for entry into programmes leading to the award of this qualification is 31 March 2017.

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

NZQF National Qualification Registration Information

| Process | Version | Date | Last Date for Assessment |
|---------------|---------|----------------|--------------------------|
| Registration | 1 | September 1997 | December 2001 |
| Review | 2 | June 1999 | December 2014 |
| Revision | 3 | May 2000 | December 2014 |
| Review | 4 | December 2003 | December 2014 |
| Revision | 5 | August 2007 | December 2014 |
| Review | 6 | May 2011 | December 2018 |
| Review | 7 | January 2015 | December 2018 |
| Republication | 7 | May 2016 | December 2018 |

Standard Setting Body

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National Diploma in Business Administration (Level 5)

Level 5

Credits 120

Purpose

This qualification recognises advanced level business administration skills and knowledge required by the business community.

Elective 1 of this qualification acknowledges the diverse and specialised requirements of different business administration roles.

Elective 2 allows a range of choice from areas allied to Business Administration, to reflect the needs of the candidate and their work environment, at an advanced level.

The Balance section acknowledges that candidates at an advanced level often have specific requirements and responsibilities wider than just Business Administration, and the section allows a breadth of choice to reflect this.

This qualification is the fourth 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.

This qualification builds on the skills and knowledge recognised by the National Certificate in Business Administration (Level 4) [Ref: 0634]. This qualification can lead to:

- National Diploma in Business (Level 5) with optional strands in Accounting, Finance, Finance - Māori, Health and Safety Management, Human Resource Management, Māori Business and Management, Marketing, People Development and Coordination, Project Management, Quality Management, and Systems and Resources Management [Ref: 1498], and
- National Diploma in Business (Level 6) [Ref: 1499].

Alternatively, it could lead to other more specialised 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

| | |
|--------------------------|--------|
| Level 4 credits | 0-48 |
| Level 5 or above credits | 72-120 |
| Minimum total | 120 |

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 120 credits at Level 4 or above
 - Of which a minimum of 72 credits at Level 5 or above
- Elective 1 – A minimum of 79 credits as specified
- Elective 2 – A minimum of 12 credits as specified
- Balance – Balance

Detailed Requirements

Elective 1

A minimum of 79 credits

From the following sets

- Set 1
- Set 2
- Set 3

Set 1

A minimum of 40 credits

- Of which a minimum of 20 credits at Level 5 or above

| Field | Subfield | Domain |
|----------|-------------------------|--------|
| Business | Business Administration | Any |

Set 2

A minimum of 30 credits

| Field | Subfield | Domain |
|----------|-------------------------------------|--------|
| Business | Business Environment | Any |
| | Business Operations and Development | Any |

Set 3

A minimum of 9 credits

| Field | Subfield | Domain |
|------------|----------------------|--------|
| Humanities | Communication Skills | Any |

Elective 2

A minimum of 12 credits

| Field | Subfield | Domain |
|--------------------------------------|--------------------------------|-----------------------------------------|
| Business | Any | Any |
| Computing and Information Technology | Computing | Any |
| Education | Adult Education and Training | Any |
| | Generic Education and Training | Assessment of Learning |
| Health | Occupational Health and Safety | Occupational Health and Safety Practice |
| | | Workplace Health and Safety Management |
| Māori | Māori Business and Management | Any |
| Service Sector | Service Sector Skills | Any |

Balance

The balance of credits to achieve

A minimum of 120 credits at Level 4 or above

- Of which a minimum of 72 credits at Level 5 or above

May come from anywhere on the DAS

Transition Arrangements

Version 6

Version 6 was issued following a review.

Changes to structure and content

- Elective 1 Set 1 now requires at least 20 credits at level 5 or above.
- In Elective 1 Set 2, the Management subfield was removed as it has been designated expiring.
- Elective 2 now specifies a minimum of 12 credits from specified classifications.
- Candidates can now choose from anywhere on the DAS to make up the balance of credits to meet the qualification's requirements.

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

People currently working towards versions 2, 3, 4, or 5 of this qualification may either complete the requirements for those versions or transfer their results to this version of the qualification.

Providers are encouraged to offer programmes based on the new requirements from January 2012.

Previous versions of the qualification

Version 5 was issued following a revision. Changes to structure and content: the *Business Environment* and *Business Operations and Development* subfields were added to Set 2 of Elective List 1.

Version 4 was issued following a review which identified the need to provide greater flexibility, especially in relation to credit requirements. Changes included a reduction in the number of Level 5 credits required and the inclusion of additional subfields and domains in Elective, List 2.

Version 3 was issued following a review to incorporate the renaming of the *Business and Financial Services* field as the *Business* field.

Version 2 was issued following a review. The review 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. Changes included a reduction in total credits, removal of specified standards, and removal of the option of credits from anywhere on the Directory of Assessment Standards (DAS).

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 | 080301 | Management and Commerce > Business and Management > Business Management |

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.

Review