National Certificate in Business Administration and Computing (Level 3)

Level 3

Credits 60

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

Version 5 of this qualification has been republished to:
- extend the last date of entry on programmes leading to it from 31 December 2016 to 31 March 2017,
- incorporate classification exemptions which ensure achievability of the qualification.

Transition Arrangements

This qualification has been reviewed and replaced by the New Zealand Certificate in Business (Administration and Technology) (Level 3) [Ref: 2452].

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.

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 E, 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	June 1999	December 2007
Review	2	June 2005	December 2014
Revision	3	August 2007	December 2014
Review	4	May 2011	December 2018
Review	5	January 2015	December 2018
Republication	5	May 2016	December 2018

Standard Setting Body

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National Certificate in Business Administration and Computing (Level 3)

Level **3**

Credits **60**

Purpose

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

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

The Elective section allows programmes to reflect the needs of the candidate and their work environment in business administration and information technology-related roles at an intermediate level. 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 second of four qualifications in the business administration pathway 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 and Computing (Level 2) [Ref: 0008], and can lead to 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	0	0-15	0-10
Level 2 credits	5	0-15	0-10
Level 3 or above credits	0	30-55	0-10
Minimum totals	5	45	0-10

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 3 or above
- Compulsory standards
- Elective – A minimum of 45 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

Elective
A minimum of 45 credits
From the following sets
- Set A
- Set B
- Set C
- Set D
- Set E

Set A
A minimum of 25 credits

Field	Subfield	Domain
Business	Business Administration	Any

Set B
A minimum of 10 credits

Field	Subfield	Domain
Computing and Information Technology	Computing	Generic Computing

Set C
A minimum of 5 credits

Field	Subfield	Domain
Humanities	Communication Skills	Any

Set D
A minimum of 3 credits at Level 2 or above

Field	Subfield	Domain
Humanities	Communication Skills	Writing

Set E
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 3 or above
May come from the following sets
• Set A
• Set B
• Set C
• Set D
• Set E
• Set F
• Set G
• Set H

Set A

Field	Subfield	Domain
Business	Business Administration	Any

Set B

Field	Subfield	Domain
Computing and Information Technology	Computing	Generic Computing

Set C

Field	Subfield	Domain
Humanities	Communication Skills	Any

Set D

Field	Subfield	Domain
Humanities	Communication Skills	Writing

Set E

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

Set F

Field	Subfield	Domain
Business	Accounting	Any
	Business Environment	Any
	Business Operations and Development	Any
	Financial Management	Any
	Public Sector Services	Public Sector Core Skills
Māori	Māori Business and Management	Māori Office Systems

Set G
Credits at Level 3 or above

Field	Subfield	Domain
Core Generic	Core Generic	Work and Study Skills

Set H

Business > Public Sector Services > Public Sector Māori

ID	Title	Level	Credit
14950	Describe Te Tiriti o Waitangi/Treaty of Waitangi and its application in the public sector	3	6

Transition Arrangements

Version 4

Version 4 was issued following a review.

Changes to structure and content
- The qualification's structure was updated to include standards 2781 and 6743 in a new Compulsory section.
- Set D no longer specifies standard 16612.
- The minimum credit requirement for Elective Set E is now 2 credits (instead of 3).
- Expiring unit standards 10479-10481 were removed from the Balance section.
- The credit value of reviewed standard 14950 (which is specified in Set H) increased from 4 to 6.

For detailed information see Review Summaries on the NZQA website.

People currently working towards versions 2 or 3 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 3 was issued following revision to take account of the changed classification resulting from the review of the standards in the First Line Management domain.

Version 2 was issued following a review. Changes included the addition of a writing skills requirement and the inclusion of additional domains in Set F, and standards in Set H.

Version 1 of this qualification and the National Certificate in Business Administration (Level 4) [Ref: 0634] were issued to replace the National Certificate in Business Administration (Level 4) with strands in General, Business Information Processing, Business Administration Services, and Business Procedures [Ref: 0187] following its review in 1998 and 1999.

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 Studies > Text Processing and Office Tools

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.