

National Certificate in Business Administration (Level 4)

Level 4

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 enrolment 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 4) [Ref: 2461].

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 D**, 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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Reviewed

National Certificate in Business Administration (Level 4)

Level 4

Credits 60

Purpose

This qualification recognises a broad range of intermediate to advanced administration skills required by the business community.

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 to advanced 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 third of four qualifications in business administration for those 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 3) [Ref: 0633], and can lead to 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

	Elective	Balance
Level 1-3 credits	0-20	0-20
Level 4 or above credits	15-60	0-25
Minimum total	35	0-25

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 4 or above
- Elective – A minimum of 35 credits as specified
- Balance – Balance

Detailed Requirements

Elective

A minimum of 35 credits

From the following sets

- Set A
- Set B
- Set C
- Set D

Set A

A minimum of 25 credits

Field	Subfield	Domain
Business	Business Administration	Any

Set B

A minimum of 5 credits

Field	Subfield	Domain
Humanities	Communication Skills	Any

Set C

A minimum of 3 credits at Level 3 or above

Field	Subfield	Domain
Humanities	Communication Skills	Writing

Set D

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 4 or above

May come from the following

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

Field	Subfield	Domain
Business	Accounting	Any
	Business Environment	Any
	Business Operations and Development	Any
	Financial Management	Any
	Public Sector Services	Public Sector Core Skills
Computing and Information Technology	Computing	Generic Computing
Health	Occupational Health and Safety	Occupational Health and Safety Practice
		Workplace Health and Safety Management
Māori	Māori Business and Management	Any

Transition Arrangements**Version 4**

Version 4 was issued following a review.

Changes to structure and content

- The Elective section now requires a minimum of 35 credits (instead of 36).
- The Elective requirement for Set A was increased from a minimum of 20 to a minimum of 25 credits.
- The requirement in the Elective for a minimum of 5 credits from the Generic Computing domain was removed, and replaced by a new option to choose standards from that domain in the Balance section.

- The requirement for Set D Service Sector – Core Skills (previously Set E) was reduced from 3 to 2 credits.
- The option to choose standards from the expiring Educational Administration and Management subfields was removed from the Balance section.
- Expiring unit standards 10479-10481 were removed from the balance section.
- The credit value of reviewed standard 14950 (which is specified in the Balance section) 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 subfields, domains, and standards to the elective options.

Version 1 of this qualification and the National Certificate in Business Administration and Computing (Level 3) 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	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.

REVIEWING