

## National Diploma in Business (Level 5)

<b>Level</b>	<b>5</b>
<b>Credits</b>	<b>120</b>

This qualification is **expiring**. The last date to meet the requirements is 30 June 2013.

### Purpose

This qualification recognises the broad base of technical business competence required for people entering the workforce in business related roles, people aspiring to middle management and supervisory positions, and people wishing to extend their business skills. People who hold this qualification have the skills, knowledge and competence to undertake a broad range of business activities, and to carry out a mix of specialised operations involving a degree of self directed work, and the supervision of processes or people. The elective nature of the qualification allows the selection of standards for the knowledge and skills most appropriate for the roleholder.

This qualification can build on the skills developed in the (expiring) National Certificate in Business (Level 4) [Ref: 0782] or those contained in the National Certificate in Business Administration (Level 4) [Ref: 0634] and the National Certificate in Business (First Line Management) (Level 4) [Ref: 0649]. It can lead to higher level qualifications requiring a greater level of specialisation and competence including the National Diploma in Business (Level 6) [Ref: 1499]. The range of qualifications is designed to provide a coherent set of qualifications that provide flexible entry and exit points and allow specialisation to meet the requirements of individual roleholders.

Candidates should seek recognition of current competency wherever this is relevant to this qualification. This can be done through workplace assessment processes, or through an accredited training provider.

### Replacement Information

This qualification has been replaced by the National Diploma in Business (Level 5) with optional strands in Accounting, Finance, Finance – Māori, Health and Safety Management, Human Resource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].

## Credit Range

Level 5 or above credits 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 5 or above
- Elective – A minimum of 80 credits as specified
- Balance – Balance

## Detailed Requirements

### Elective

A minimum of 80 credits at Level 5 or above

From 8 of the following sets

- Group 1
- Group 2
- Group 3
- Group 4
- Group 5
- Group 6
- Group 7
- Group 8
- Group 9
- Group 10
- Group 11
- Group 12

### Group 1

A minimum of 10 credits at Level 5 or above

Field	Subfield	Domain
Business	Accounting	Any
	Financial Management	Any

**Group 2**

A minimum of 10 credits at Level 5 or above

Field	Subfield	Domain
Humanities	Communication Skills	Any

**Group 3**

A minimum of 10 credits at Level 5 or above

Field	Subfield	Domain
Business	Business Operations and Development	Business Relationships Management
		Organisational Direction and Strategy
		Systems and Resources Management
	Management	Management – Business Relationships
		Management – Organisational Direction and Strategy
		Management – Systems and Resources

**Group 4**

A minimum of 10 credits at Level 5 or above

Field	Subfield	Domain
Business	Business Environment	Business Law
	Management	Business Law

**Group 5**

A minimum of 10 credits at Level 5 or above

Field	Subfield	Domain
Business	Business Operations and Development	Quality Management
	Management	Quality Management

**Group 6**

A minimum of 10 credits at Level 5 or above

Field	Subfield	Domain
Business	Business Operations and Development	People Development and Coordination
		Systems and Resources Management
	Management	First Line Management

**Group 7**

A minimum of 10 credits at Level 5 or above

Field	Subfield	Domain
Business	Business Environment	Business Culture and Environment
	Management	Small Business Management

**Group 8**

A minimum of 10 credits at Level 5 or above

Field	Subfield	Domain
Business	Business Operations and Development	Human Resource Management
		People Development and Coordination
	Management	Human Resource Management
		Management – Developing and Coordinating People

**Group 9**

A minimum of 10 credits at Level 5 or above

Field	Subfield	Domain
Business	Business Administration	Any
	Office Systems	Any

**Group 10**

A minimum of 10 credits at Level 5 or above

Field	Subfield	Domain
Business	Marketing	Any

**Group 11**

A minimum of 10 credits at Level 5 or above

Field	Subfield	Domain
Business	Māori Business and Management	Any
Māori	Māori Business and Management	Any

**Group 12**

A minimum of 10 credits at Level 5 or above

Field	Subfield	Domain
Social Sciences	Economic Theory and Practice	Any

**Balance**

The balance of credits to achieve

A minimum of 120 credits at Level 5 or above

May come from the following sets

- Set A
- Set B

**Set A**

Field	Subfield	Domain	
Business	Accounting	Any	
	Business Administration	Any	
	Business Environment	Any	
	Business Operations and Development	Any	
	Financial Management	Any	
	Management	Business Law	
		First Line Management	
		Human Resource Management	
		Management – Business Relationships	
		Management – Developing and Coordinating People	
	Management – Organisational Direction and Strategy		

Field	Subfield	Domain
		Management – Systems and Resources
		Quality Management
		Small Business Management
	Māori Business and Management	Any
	Marketing	Any
	Office Systems	Any
Humanities	Communication Skills	Any
Māori	Māori Business and Management	Any
Social Sciences	Economic Theory and Practice	Any

**Set B**

A maximum of 20 credits  
From anywhere on the DAS

**Transition Arrangements**

**Version 4**

Version 4 was republished with an extended expiry date, June 2013, to enable [a cohort of existing candidates](#) to complete their programme and so to be awarded this qualification.

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Version 4 was issued following revision to enable the qualification to continue to be awarded until its expiry date, December 2012, following the replacement, expiry, change of level, and/or reclassification of standards within the Business field; and the reclassification of standards from the Māori Business and Management subfield (in the Business field) into the Māori Business and Management subfield (in the Māori field).

**Transition**

Where necessary, candidates may need to transfer to version 4 in order to meet the requirements of the qualification.

It is not intended that any existing candidates are disadvantaged by the revision of this qualification. However, anyone who feels disadvantaged or would like more information about this qualification should contact the standard setter.

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

## Previous versions of the qualification

Version 3 was issued to indicate that this qualification is expiring.

This qualification has been replaced by the 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].

## Non-NQF Transition Arrangements

Candidates for this qualification may claim exemptions from standards and/or credits from the listed domains or subfields as specified in appendix 1.

The National Qualifications Framework (NQF) qualifications for the National Certificate in Business (Level 4) (Introductory) or (Intermediate) and the National Diplomas in Business (Levels 5 and 6) have been under development since 1994. Although the original intention was for the National Certificate and Diplomas in Business to replace the New Zealand Diploma in Business (NZDipBus) it was decided to allow the qualifications to coexist and reconsider that decision when the qualifications were reviewed in 2002.

The decision to allow both types of qualification to coexist was based on consultation by both NZQA and the Association of Polytechnics of New Zealand. The consultation identified that while some employers preferred a system of assessment which recorded grades such as the NZDipBus, others preferred a system that provided recognition for clearly defined practical skills and allowed for the recognition of current competency and/or prior learning.

Transition was usually provided where a new qualification, or set of new qualifications, replaced an existing qualification. That transition ensured that no existing candidate was disadvantaged by the introduction of the new qualification. In this instance both the NQF and NZDipBus qualifications coexisted so no existing candidate would be disadvantaged. However, the Business and Management National Standards Body (NSB) acknowledged that some people might never complete the NZDipBus qualification and some existing NZDipBus candidates might wish to transfer to the NQF qualifications. In order to facilitate transfer to the NQF qualifications the NSB agreed to provide some credit exemptions for A, B or C passes in NZDipBus papers.

The credit exemptions would not appear on the candidate's record of learning and there was a limit to the number of papers that could be used as exemptions for each of the NQF Business qualifications as set out in the table below.

Qualification	Credits required	Maximum number of papers for exemption	Maximum credit exemption
National Certificate in Business (Level 4) (Introductory)	60	1	20
National Certificate in Business (Level 4) (Intermediate)	120	2	40
National Diploma in Business (Level 5)	120	2	40
National Diploma in Business (Level 6)	120	2	40

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Please note: No person could be awarded any of the NQF Business qualifications in lieu of the New Zealand Diploma in Business ie people who meet its requirements would qualify for the award of that qualification.

People who chose to transfer from the NZDipBus to one of the above qualifications, were able to use subject pass results to apply for credit exemptions as outlined in Appendix 1 (see Appendix 2 for application form). They were required to be registered on the National Qualifications Framework Record of Learning; however, they were not required to pay NZQA credit fees for the credit exemptions awarded through these transition arrangements.

These transition exemptions expired December 2003.

Version 2 was issued in November 2000. An error in the wording of the elective rule has been corrected and the rule is now consistent with the summary of qualification requirements, which has not changed. The transition arrangements were also inadvertently published with 'draft' in the title, now deleted.

## NZQF National Qualification Registration Information

Process	Version	Date	Last Date for Assessment
Registration	1	September 2000	December 2012
Revision	2	November 2000	<a href="#">June 2013</a>
Review	3	June 2009	June 2013
Revision	4	October 2010	June 2013
Republication	4	December 2012	June 2013

Deleted: December 2012



## Standard Setting Body

NZQA National Qualifications Services  
PO Box 160  
Wellington 6140

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

## 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
71	Business	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. 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.

## Appendix 1

### CREDIT EXEMPTIONS FOR TRANSITION TO NQF BUSINESS QUALIFICATIONS

NZDIP id	Title	Transition exempt 20 credits from (or no equivalence)	NQF Level
100	Accounting Principles	Accounting Subfield	4
101	Accounting Practices	Accounting Subfield	4
110	Introduction to Commercial Law	Business Law Domain	4
115	Small Business Management	Small Business Management Domain	4
120	The Economic Environment	Economic Theory and Practice Subfield	5
130	Organisation and Management	Management Subfield	4
131	Office Functions	Business Administration Subfield	4
140	Business Communication	Communication Skills Subfield	4
141	Marketing Principles	Marketing Subfield	4
<b>145</b>	<b>Essentials of Life Insurance</b>	<b>No equivalence</b>	-
150	Computer Concepts	Computing Subfield	4
160	Quantitative Business Methods	Management Subfield	5
<b>170</b>	<b>Fundamentals of Banking</b>	<b>No equivalence</b>	-
180	Principles of Tourism	Tourism Subfield	4
201	Financial Accounting	Accounting Subfield	5
202	Management Accounting	Accounting Subfield	5
203	Business Finance	Financial Skills Domain	6
205	Internal Auditing	Accounting Subfield	5
<b>206</b>	<b>Taxation</b>	<b>No equivalence</b>	-
<b>210</b>	<b>Company and Partnership Law</b>	<b>No equivalence</b>	-
211	Business Law	Business Law Domain	5
215	Advanced Small Business Management	Small Business Management Domain	6
220	Managerial Economics	Managerial Economics Domain	6
225	International Trade and Finance	Financial Management Subfield	6
232	Operations Management	Management Subfield	6
233	Human Resource Management	Human Resource Management Domain	6
234	Planning and Control	Management Subfield	5
235	Employment Relations	Management Subfield	6
236	Applied Management	Management Subfield	6
241	Buyer Behaviour	Marketing Subfield	6
242	Market Research	Marketing Subfield	5
243	Marketing Planning	Marketing Subfield	5
<b>245</b>	<b>Financial Aspects of Life Insurance</b>	<b>No equivalence</b>	-
<b>246</b>	<b>Advanced Life Insurance</b>	<b>No equivalence</b>	-
247	Marketing Applications	Marketing Subfield	5
250	Applied Computing	Computing Subfield	5
252	Systems Development Project	Computing Subfield	5
255	Information Management	Computing Subfield	5
262	Managing Racing Club Race Meetings	Raceclub Management Domain	5
263	Managing Racing Clubs in the Racing Industry	Raceclub Management Domain	5
<b>270</b>	<b>Advanced Banking</b>	<b>No equivalence</b>	-
275	Lending and Securities	Financial Management Subfield	6
280	Management Accounting for the Hospitality Industry	Hospitality Management Domain	5
285	Tourism Industry Management	Tourism Subfield	5

Please note: The credit exemptions would not appear on the candidate's record of learning and there was a limit to the number of papers that could be used as exemptions for each of the NQF Business qualifications as set out in the table in 5.1.

Appendix 2

**Application Form for Transition  
From New Zealand Diploma in Business to  
National Certificate or Diploma in Business (Level 4, 5 or 6)**

To be completed by applicants for the transition between the above qualifications as specified in the transition action plan registered with the National Certificate or National Diplomas in Business (Levels 4, 5 or 6), and processed in the first instance, through the applicant's polytechnic.

**Section A** is to be completed by all applicants.

**Section B** is to be completed for any of the listed subjects where evidence is available that the applicant has passed or been exempted the subject(s). Evidence may be original result notices (which must be sighted by the NZQA Liaison Officer or Academic Registrar at the polytechnic), or confirmation from polytechnic records. The applicant must have paid the required Qualifications Authority examination or assessment fees.

**Section C** is to be completed for any of the listed subjects where the applicant is unable to produce evidence of subject passes. Applications in which this section has been completed are subject to confirmation by the Qualifications Authority that the subjects have been passed and that the Qualifications Authority assessment fees have been paid.

**Section D** must be signed by an appropriate person (eg. the NZQA Liaison Officer or Academic Registrar) at the polytechnic to certify that the results recorded are correct.

IN ALL CASES APPLICANTS MUST REGISTER AS A STUDENT ON THE NATIONAL QUALIFICATIONS FRAMEWORK BEFORE THE APPLICATION CAN BE PROCESSED.

Completed forms are to be sent by the polytechnic to:  
Tertiary Records  
New Zealand Qualifications Authority  
PO Box 160  
Wellington 6140

## Application Form for Transition From New Zealand Diploma in Business to National Certificate or Diploma in Business (Level 4, 5 or 6)

All relevant sections of this form must be completed.

PLEASE USE BLOCK LETTERS

### Section A – Personal Details

Surname (family name) <input style="width: 95%;" type="text"/>	First Names (given names). Enter all names in full <input style="width: 95%;" type="text"/>
Record of Learning ID No. <input style="width: 100%; height: 20px;" type="text"/>	Date of Birth <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> 19 <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> Day Month Year
Teaching Institution which is processing the application:	<input style="width: 95%;" type="text"/>

### Section B – Confirmation of Academic Record

*This section is only to be completed when the student has provided documentary proof of subject passes.*

Complete the column headed **Year Passed** for each subject passed.

20 CREDITS IN THE SUBFIELD OR DOMAIN SPECIFIED

Paper id	Subject Name	Year Passed	Subfield or Domain	Level

**Section C – Academic Record to be Confirmed**

This section is to be completed for any of the listed subjects where the applicant is unable to produce evidence of subject passes.

Please write the subject code number, subject name, the year the result was obtained and the name of the teaching institute at which the subject was studied.

<i>Paper id</i>	<i>Subject Name</i>	<i>Year Passed</i>	<i>Teaching Institute</i>

**Section D – Declaration by Accredited Provider**

<p>This is to certify that the results recorded in Section B above are correct.</p> <p><b>SIGNED BY PROVIDER:</b>.....</p> <p><b>NAME (please print):</b>.....</p> <p><b>DESIGNATION:</b>.....</p> <p><b>DATE:</b>.....</p>
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