

National Certificate in Business (Level 3)

Level 3

Credits 42

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

Version 4 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, and to correct the overall credits total from 46 to 42.

Transition Arrangements

This qualification has been reviewed and designated expiring without replacement.

Existing candidates may complete the requirements of this qualification or transfer their results to a relevant 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.

It is not intended that any existing candidates are disadvantaged by this review. However, anyone who feels disadvantaged should contact the standard setter at the address below.

NZQF National Qualification Registration Information

Process	Version	Date	Last Date for Assessment
Registration	1	September 2008	December 2013
Revision	2	January 2010	December 2013
Revision	3	December 2011	December 2018
Republished	3	January 2012	December 2018
Review	4	January 2015	December 2018
Republication	4	May 2016	December 2018
Republication	4	September 2016	December 2018

Standard Setting Body

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Credits 42

Purpose

This qualification provides an entry-level qualification for students beginning tertiary studies in business or for employees starting in the workplace.

The National Certificate in Business (Level 3) [Ref: 1431] recognises a range of business-related competencies, including a range of underpinning competencies in business studies, interpersonal communication, and writing in the compulsory section. Elective A maintains the focus on business and enables the candidate to select standards that recognise skills that support their work role or learning environment. Elective B allows candidates to choose standards from anywhere on the Directory of Assessment Standards (DAS).

This qualification can lead to qualifications targeted at people in the workplace, such as the National Certificates in Business (First Line Management) (Levels 3 and 4) [Refs: 0743 and 0649]; the National Certificate in Business Administration (Level 4) [Ref: 0634], or to higher level qualifications such as 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]. Alternatively, people could choose to go on to other qualifications that allow for industry or function specialisation.

Both unit standards and achievement standards can contribute credit towards award of this qualification. Credits gained towards this qualification can also be used to meet the requirements of the National Certificates of Educational Achievement (NCEA).

Special Notes

It is acknowledged that many people in the workforce may already have the competence in the outcomes specified in individual standards. Those people are able to seek recognition of current competency (RCC) through accredited providers or workplace assessors.

Sets 2, 3, and 4 of Elective A specify a maximum number of credits: credits for these sets are therefore not required but may be chosen up to the maximum, depending on the candidate's purpose.

Credit Range

	Compulsory	Elective A	Elective B
Level 3 or above credits	11	22-31	0-9
Minimum totals	15	22-31	0-9

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 42 credits
 - Of which a minimum of 40 credits at Level 3 or above
- Compulsory standards
- Elective A – A minimum of 22 credits as specified
- Elective B – Balance

Detailed Requirements

Compulsory

The following standards are required

Humanities > Communication Skills > Interpersonal Communications

ID	Title	Level	Credit
1304	Communicate with people from other cultures	3	2
1307	Speak to a known audience in a predictable situation	3	3
11097	Listen actively to gain information in an interactive situation	3	3

Humanities > Communication Skills > Writing

ID	Title	Level	Credit
11095	Write business correspondence to convey complex ideas and information	3	3

Elective A

A minimum of 22 credits at Level 3 or above

From the following sets

- Set 1
- Set 2
- Set 3
- Set 4

Set 1

A minimum of 5 credits

Field	Subfield	Domain
Business	Accounting	Accounting - Generic
	Business Environment	Business Culture and Environment
	Business Operations and Development	Any
	Financial Management	Financial Skills
	Marketing	Any
Māori	Māori Business and Management	Māori Office Systems
Social Sciences	Economic Theory and Practice	Economics

Set 2

A maximum of 6 credits

Field	Subfield	Domain
Business	Business Administration	Business Administration Services

Set 3

A maximum of 6 credits

Field	Subfield	Domain
Computing and Information Technology	Computing	Generic Computing

Set 4

A maximum of 5 credits

Field	Subfield	Domain
Humanities	Communication Skills	Interpersonal Communications
		Writing

Elective B

The balance of credits to achieve

A minimum of 42 credits

- Of which a minimum of 40 credits at Level 3 or above

May come from anywhere on the DAS

Transition Arrangements

Version 4

The expiring version of this qualification was re-published to correct the qualification credit total, which should have reduced from 46 to 42, with the removal of compulsory expiring standards 22851 and 22853, in version 3.

Version 3

Version 3 was issued following revision.

Changes to structure and content

- Expiring standards 22851 and 22853 removed from the compulsory section

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

People currently working towards version 1 or version 2 of this qualification may either complete the requirements for that version by 2013 or transfer their results to version 3 of the qualification. Version 1 and 2 contain standards that will expire in December 2011. Credit for these standards MUST be achieved by then or candidates will need to transfer their results to version 3.

This qualification contains classifications that replace or are used as substitutes for earlier classifications. For the purposes of version 2 or version 3 of this qualification, people who have gained credit for standards in the lapsing domains may continue to use those credits to meet the qualification requirements of Set 1 in Elective A.

Standards from	Are treated as Standards from
Business > Management > Employment Relations	Business > Business Operations and Development > Employment Relations
Business > Management > Quality Management	Business > Business Operations and Development > Quality Management
Business > Management > Small Business Management	Business > Business Environment > Business Culture and Environment
Business > Management > Small Business Management	Business > Business Operations and Development
Business > Management > Small Business Management	Business > Financial Management > Financial Skills
Business > Management > Small Business Management	Business > Marketing

Previous versions of the qualification

Version 2 was issued following revision.

Changes to structure and content: special notes were added to provide for recognition of current competency, and to explicitly state that no standards are required from Sets 2, 3, or 4 in Elective A to achieve this qualification; the title of the reviewed National Diploma in

Business (Level 5) was updated in the purpose statement; the level of unit standard 1304 was updated to level 3; lapsing domains Employment Relations, Quality Management, and Small Business Management from Set 1 in Elective A were removed from the qualification; credit range table was corrected.

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 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. 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.