

New Zealand Diploma in Business Guidelines on Credit Transfer and Unspecified Credit¹

¹ Developed 2006, updated January 2019

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Introduction

Credit transfer is a process whereby credit already achieved by a learner is recognised towards a new qualification.

Purpose

These guidelines aim to provide guidance to Tertiary Education Organisations (TEOs) for processing credit transfer and unspecified credit for the New Zealand Diploma in Business (NZDipBus) qualification². The guidelines include the various options that are available for students to gain credit towards completion of NZDipBus from credit transfer. The use of approved local prescriptions as unspecified credits is also covered within this guide.

Specified and unspecified credit

Credit is the measure of the amount of time typically spent in gaining a qualification, as estimated by a qualification developer. This estimate of learning time includes direct time spent with teachers, time spent preparing for and doing assignments and time spent in assessment. Credit is awarded when achievement is assessed and meets specified outcomes. One credit represents ten notional learning hours. Each NZDipBus prescription is equivalent to 20 credits.

The NZDipBus qualification allows students to gain credits towards NZDipBus prescriptions as specified credits and unspecified credits.

Specified credit refers to achieving credit towards a national prescription through assessment against the requirements of the prescription. National prescriptions may be found on the NZQA website at <http://www.nzqa.govt.nz/qualifications-standards/qualifications/business-qualifications/nz-diploma-in-business/prescriptions/>

Unspecified credit refers to achieving credit toward an approved local prescription through assessment against the requirements of the local prescription. Local prescriptions³ are developed by individual TEOs in subject streams not covered by national prescriptions but having a local industry demand. For example, a TEO may have identified a particular local industry need such as “management for the horticulture industry”, which is not currently embodied in a national prescription.

Specified and unspecified credit transfer

Credit transfer is critical to support learners along appropriate learning pathways. It is a process whereby credit already achieved is recognised towards a new qualification. This may occur on a case-by-case basis between TEOs /qualifications developers and individuals or as a structured agreement between two or more organisations or TEOs.

There are two methods for credit transfer within NZDipBus:

1. *Specified credit transfer* is the process of transferring credits gained in other qualifications or components of a qualification to specified national prescriptions within NZDipBus.

When a TEO is processing a specified credit transfer, the following should be considered:

- The focus is on the skills and knowledge held by the applicant, which are embodied in a qualification or components of a qualification already awarded to the applicant.
- There is a direct match between the qualification or components of the qualification to at least 80% of the learning outcomes of a specified NZDipBus national prescription.

² The *New Zealand Diploma in Business (Level 6)* (NZDipBus) version 3 expires December 2020. The last date of assessment for NZDipBus version 3 is December 2020.

³ Endorsed by the National Advisory Committee for Business Studies (NACBS) and approved by NZQA.

- The level and credit value of the achieved qualification or component of a qualification is not less than that for the specified NZDipBus national prescription.
- It includes credit transfer based on any NZQA published credit transfer schedules.
- It applies only to credits awarded to the applicant as a result of formal assessment in a qualification or components of a qualification. It does not apply to credits awarded as a result of previous credit transfer.
- It does not refer to transfer of an NZDipBus academic record from one TEO to another TEO.

For example, a student who has credits leading towards a qualification in Marketing can apply for credit transfer towards prescription 541 – *Fundamentals of Marketing*. If it can be evidenced that the outcomes of the component(s) of the qualification already held by the student matches the learning outcomes, level and credit value for this NZDipBus prescription and that the credits were awarded as a result of formal assessment, specified credit transfer may be awarded.

2. *Unspecified credit transfer* is the process of transferring credits gained in qualifications or components of a qualification encompassing knowledge and skills that do not directly match the learning outcomes of an NZDipBus national prescription but are consistent with the NZDipBus graduate profile.

NZDipBus Graduate Profile

A graduate of the New Zealand Diploma in Business will:

1. in a range of diverse and changing organisational settings, effectively be able to:
 - a. add value by applying specific business skills
 - b. apply a range of interpersonal and communication skills
 - c. apply critical problem solving skills with initiative and judgement
 - d. recognise ethical and cultural issues inherent in decision making
 - e. work independently and within teams of diverse people
2. have appropriate skills, research abilities and knowledge to pursue further study and professional development.

When a TEO is processing an unspecified credit transfer, the following must be considered:

- The focus is on the skills and knowledge held by the applicant, which are embodied in a qualification or components of a qualification already awarded to the applicant.
- There is a strong match between the outcomes of the qualification or components of the qualification to all aspects of the NZDipBus graduate profile.
- It applies only to credits awarded to the applicant as a result of formal assessment in a qualification or components of a qualification. It does not apply to results awarded as a result of previous credit transfer.
- The level and credit value of the achieved qualification or component of a qualification is not less than the result reported for the credit transfer.

For example, a student has been formally assessed for and awarded a qualification, such as the *New Zealand Diploma in Hospitality Management (Level 6)* [Ref 2540] or the *New Zealand Diploma in Workplace Health and Safety Management (Level 6)* [Ref 3645].

While there is not a direct match between these qualifications or components of them to specific NZDipBus national prescriptions, there is sufficient evidence within the purpose statements of the qualifications or components within, that equivalent knowledge and skills are covered as required in the NZDipBus graduate profile.

NZDipBus allowances for credit transfer

NZDipBus specifications allow students to be credited with prescriptions through specified credit transfer, unspecified credit transfer, assessment in local prescriptions (unspecified credit), or a combination of any of these methods. Relevant information for credit transfer options is available on the NZQA website at:

- version three of NZDipBus – <http://www.nzqa.govt.nz/qualifications-standards/qualifications/business-qualifications/nz-diploma-in-business/qualification-requirements/>

Process guidelines

NZDipBus is a qualification designed for the New Zealand context. Credit transfer must consider the skills and abilities of the applicant in the context of New Zealand business, especially where applications are based on overseas qualifications or experience.

In processing applications, different considerations may need to be given to different subjects. Factors to be considered in reaching a decision will include the effect of legislation and industry practice (particularly any recent changes) and the nature, level and age of qualifications held by the applicant.

Some aspects for consideration by TEOs while processing credit transfer applications are:

- Authenticity of certificates or transcripts: For credit transfer, especially from international qualifications, TEOs may request applicants to provide evidence that such qualifications have been recognised by NZQA as genuine. For further information, refer to <http://www.nzqa.govt.nz/qualifications-standards/international-qualifications/>
- Adequacy of evidence: Sufficient evidence and adequate information regarding prior qualifications must be provided by the applicant seeking credit transfer. The evidence provided must also allow TEOs to ensure that the overall aims of the prescription for which credit transfer is sought, or NZDipBus graduate profile requirements, have been met. As a minimum, evidence would need to include a qualification certificate and/or transcript; a graduate profile for the achieved qualification (and/or statement of qualification component outcomes) for which credit had previously been awarded; and the level and credit equivalents for the qualification/qualification component.
- Currency of applicant's knowledge and skills: TEOs must request further evidence from the applicant to satisfy currency of knowledge and skills in subject areas where credit transfer is sought and significant changes in legislation or industry practice have occurred. Further supporting evidence may be in the form of recent work experience certificates in the related area or certification through a recognised body or association within that industry.

Reporting credit transfer and unspecified credit results

TEOs are required to report to NZQA any credits awarded as a result of credit transfer (specified credit transfer) or assessment for a local prescription (unspecified credit).

Correct prescription codes, as given in Appendix I, must be applied in the reporting of student results.

A 'P' (pass) grade must be used for reporting successful results from specified credit transfer, unspecified credit transfer or assessment in local prescriptions. NZQA does not require 'fail' results to be reported.

Results must be reported to NZQA Data Management and Learner Records (DMLR) business team with the correct fee per result. For further information, please contact DMLR

on telephone 04 463 3000, fax 04 463 3107 or email Team Mailbox Learner Data Records < DMLR@nzqa.govt.nz >.

Record keeping

TEOs must maintain records of all credit transfers for quality assurance purposes (for example, national external moderation). The nature and tenure for maintaining these records should be in accordance with the TEO's quality management system, the TEO's programme approval and accreditation, and any relevant NZQA rules, at:

<https://www.nzqa.govt.nz/about-us/our-role/legislation/nzqa-rules/>.

Records may include:

- application made by the student for credit transfer
- evidence supporting the application, such as certified copies of the qualification obtained including transcripts, certified copies of any work experience, and detailed content of the qualification.
- basis for granting specified or unspecified credit transfer
- any further relevant documents.

NZQA may request information from TEOs on the total number of credit transfer applications received and the number of successful applications.

Further information

For further information and assistance regarding credit transfer for the NZDipBus, unspecified credit and local prescriptions, please contact:

National Qualifications Services
NZQA
PO Box 160
Wellington
Phone: 04 463 3000
Fax: 04 463 3114
Email: nqs@nzqa.govt.nz

Appendix I

Reporting of unspecified credits and student results from credit transfer

Prescription codes for version two and version three of NZDipBus level 6

For students assessed for prescriptions leading to version two or version three of NZDipBus, TEOs should report credit transfer and unspecified credit results against the prescription codes provided in the following tables.

A 'P' grade should be used for results arising from credit transfer (specified and unspecified) and assessment for local prescriptions.

Specified credit transfer towards national prescriptions

TEOs should report results arising from specified credit towards national prescriptions against the relevant national prescription code, as listed at <http://www.nzqa.govt.nz/qualifications-standards/qualifications/nz-diploma-in-business/nz-diploma-in-business-prescriptions/>

Unspecified credit through assessment in local prescriptions

Name	Prescription code to be used
First prescription (at level 4)	497
Second prescription (at level 4)	498
First prescription (at level 5)	597
Second prescription (at level 5)	598
First prescription (at level 6)	697
Second prescription (at level 6)	698

A student will be allowed a maximum of any two of these prescription codes towards completion of the NZDipBus

Unspecified credit transfer towards graduate profile

Name	Prescription code to be used
At level 4	499
At level 5	599
At level 6	699

A student will be allowed a maximum of any one of these prescription codes towards completion of the NZDipBus