

National Certificate in Māori Business and Management

Level 4

Credits 80

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

Transition Arrangements

This qualification has been reviewed and will not be replaced.

The last date for entry into programmes leading to this expiring qualification is 31 December 2017. People cannot be enrolled in programmes leading to award of the replaced qualification unless there is appropriate time available to them to complete the programme and be awarded the qualification before 31 December 2018.

It is the intention of NZQA Māori Qualifications Services that no existing learner will be disadvantaged by these transition arrangements. However, any person who considers they have been disadvantaged may appeal to NZQA Māori Qualifications Services:

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

NZQF National Qualification Registration Information

| Process | Version | Date | Last Date for Assessment |
|--------------|---------|----------------|--------------------------|
| Registration | 1 | September 1997 | December 2018 |
| Revision | 2 | December 2002 | December 2018 |
| Revision | 3 | March 2005 | December 2018 |
| Revision | 4 | December 2013 | December 2018 |
| Review | 5 | February 2015 | December 2018 |

Standard Setting Body

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National Certificate in Māori Business and Management

Level 4

Credits 80

Purpose

The National Certificate in Māori Business and Management [Ref: 0365] is for those seeking a career in Māori business, or who are working in a Māori business or management environment (paid or voluntary). The qualification recognises skills and knowledge in Māori business concepts and processes. Holders of the qualification will be able to demonstrate understanding of tikanga and kawa in a management or administrative role in a marae or business environment.

The qualification can build on the National Certificate in Employment Skills [Ref: 0231], or the National Certificates in Business Administration and Computing levels 2 and 3 [Ref: 0008 and 0633]. The qualification may provide a pathway to the National Certificate in Business Administration (Level 4) [Ref: 0634], the National Certificate in Reo Māori (Level 4) [Ref: 0426] or the National Diploma in Māori Business and Management (Level 5) with an optional strand in Iwi Management [Ref: 0366].

Credit Range

| | Compulsory | Elective |
|--------------------------|------------|----------|
| Level 3 or below credits | 7 | 0-32 |
| Level 4 or above credits | 41 | 0-32 |
| Minimum totals | 48 | 32 |

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 80 credits
- Compulsory standards
- Elective

Detailed Requirements

Compulsory

The following standards are required

Māori > Māori Business and Management > Finance - Māori

| ID | Title | Level | Credit |
|-------|--|-------|--------|
| 2608 | Identify legal structures, taxation, and income distribution for Māori organisations | 4 | 5 |
| 27101 | Identify and evaluate financial services offered to stakeholders | 4 | 2 |

Māori > Māori Business and Management > Māori Management - Generic

| ID | Title | Level | Credit |
|-------|---|-------|--------|
| 10667 | Explain the use of tikanga and kawa within Māori management situations | 4 | 8 |
| 10671 | Explain how selected Māori concepts contribute to the management of Māori organisations | 4 | 10 |

Māori > Māori Business and Management > Māori Management in Māori Organisations

| ID | Title | Level | Credit |
|-------|---|-------|--------|
| 10694 | Explain marae management systems and research a model of marae management | 4 | 10 |

Māori > Māori Business and Management > Māori Office Systems

| ID | Title | Level | Credit |
|------|---|-------|--------|
| 2894 | Design and implement office procedures in a Māori organisation | 4 | 6 |
| 2895 | Produce word processed documents which incorporate te reo Māori | 3 | 3 |
| 2896 | Plan hui and record hui outcomes | 3 | 4 |

Elective

The balance of credits to achieve

A minimum of 80 credits

May come from the following sets

- Set 1
- Set 2

Set 1

A minimum of 10 credits

| Field | Subfield | Domain |
|----------|-------------------------|---------------------------------|
| Business | Business Administration | Business Information Processing |

Set 2

A minimum of 10 credits

| Field | Subfield | Domain |
|----------|-------------------------|----------------------------------|
| Business | Business Administration | Business Administration Services |
| | | Business Information Management |

Transition Arrangements

Version 4

Version 4 was issued to ensure the qualification remains achievable until its review.

Changes to structure and content:

- Total credits for the qualification decreased from 92 to 80 credits.
- Credit value for the Compulsory increased from 43 to 48 credits.
- Expiring standard 10674 was removed from the qualification.
- The requirement to achieve credits from the Finance - Māori domain was removed from the Elective, and standards 2608 and 27101 were added to the compulsory (as the only standards available from the Finance - Māori domain).
- The minimum credit requirement for the Elective decreased from 49 to 32 credits.

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

Candidates can either complete the version that they are working towards or transition to the new version of the qualification. However, candidates wishing to complete earlier versions of the qualification must complete assessment against standard 10674 before 31 December 2014.

Previous versions of the qualification

Version 3 was issued in March 2005 to reflect changes to formatting requirements.

Version 2 was issued in December 2002 to reflect changes to classifications.

This qualification contains classifications that replace earlier classifications. For the purposes of this qualification, people who have gained credit for standards in the lapsed classifications may continue to use those credits to meet the qualification requirements.

| Credits for unit standards in | Count towards qualification requirements where the following is specified |
|--|---|
| Business and Financial Services > Business | Business > Business Administration > |

| | |
|---|--|
| Administration > Business Administration Services | Business Administration Services |
| Business and Financial Services > Business Administration > Business Information Management | Business > Business Administration > Business Information Management |
| Business and Financial Services > Business Administration > Business Information Processing | Business > Business Administration > Business Information Processing |
| Business > Māori Business and Management > Finance - Māori | Māori > Māori Business and Management > Finance - Māori |

Certification

The 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 |
| 411 | Māori > Māori Business and Management | 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 is outlined in the associated Consent and Moderation Requirements (CMR) for each standard.