

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

Level 5

Credits 120

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

Version 2 of this qualification has been republished to extend the last date of enrolment on programmes leading to it from 31 March 2017 to 30 June 2017.

Transition Arrangements

Version 2 was republished to update Elective A standards 1987 and 11646 to the current versions.

This qualification has been replaced by the New Zealand Diploma in Business (with strands in Accounting, Administration and Technology, Leadership and Management, and Project Management) (Level 5) [Ref: 2459].

Existing candidates may complete the requirements of this qualification or transfer their results to the replacement New Zealand qualification. This qualification contains two optional strands which can no longer be achieved: Finance Optional Strand and Finance - Māori Optional Strand. This is because there are not enough credits available in the specified domains for the requirements of the strands to be met.

The last date for entry into programmes leading to the award of this qualification is 30 June 2017.

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 2009	December 2018
Review	2	January 2015	December 2018
Republished	2	August 2015	December 2018
Republished	2	May 2016	December 2018
Republished	2	April 2017	December 2018

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Reviewed

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

Level	5
Credits	120

Purpose

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] recognises a range of business-related competence.

This qualification is primarily intended for people who hold, or aspire to hold, positions involving the management and leadership of a team or business unit with a single focus. These positions involve an operational role with one set of interlinked objectives. This qualification is intended both for people seeking recognition of current competence for existing knowledge and skills they use in their work, and for people acquiring skills and knowledge in a range of education settings. The qualification therefore offers the flexibility needed in responding to the broad spectrum of contexts relevant to candidates.

This qualification recognises a broad base of technical competence and includes opportunities for increasing specialisation. Elective A provides a range of standards from which the candidate can select according to their circumstances, and which provides a sound basis for increasing specialisation. Elective B provides the opportunity for the candidate to specialise in one or more relevant areas. Depending on the credits awarded, Electives A and B may lead to the award of optional strands (see below) to reflect this specialisation. Elective C provides a wider choice to allow candidates to recognise skills and knowledge from outside field Business and relevant to their own context.

People who have achieved this qualification have demonstrated the skills, knowledge, and competence to undertake a range of business activities, and to carry out specific roles within business.

This qualification builds on the skills and knowledge recognised in lower-level qualifications, such as:

- National Certificate in Business (Level 3) [Ref: 1431]
- National Certificate in Business Administration and Computing (Level 3) [Ref: 0633]
- National Certificate in Business (First Line Management) (Level 3) [Ref: 0743]
- National Certificate in Business (First Line Management) (Level 4) [Ref: 0649]
- National Certificate in Business Administration (Level 4) [Ref: 0634]
- National Certificate in Māori Business and Management [Ref: 0365].

Potentially relevant qualifications also at NZQF level 5 include:

- National Diploma in Business Administration (Level 5) [Ref: 0370]
- National Diploma in Māori Business and Management with an optional strand in Iwi Management [Ref: 0366].

This qualification may lead to National Diploma in Business (Level 6) [Ref: 1499] and/or to other qualifications that more specifically reflect industry specialisations.

Replacement Information

This qualification replaced the National Diploma in Business (Level 5) [Ref: 0783].

Credit Range

	Elective A	Elective B	Elective C
Level 4 credits	0-24	0-24	0-24
Level 5 or above credits	0-30	0-30	0-30
Minimum totals	30	30	0

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 4 or above
 - Of which a minimum of 96 credits at Level 5 or above
- Elective A – A minimum of 30 credits as specified
- Elective B – A minimum of 30 credits as specified
- Elective C – A maximum of 30 credits as specified

The following strands are optional

- Accounting Optional Strand
- Finance Optional Strand
- Finance - Māori Optional Strand
- Health and Safety Management Optional Strand
- Human Resource Management Optional Strand
- Māori Business and Management Optional Strand
- Marketing Optional Strand
- People Development and Coordination Optional Strand
- Project Management Optional Strand
- Quality Management Optional Strand
- Systems and Resources Management Optional Strand

Detailed Requirements

Elective A

A minimum of 30 credits

From the following sets

- Set A1
- Set A2
- Set A3

Set A1

A minimum of 1 standard

Māori > Māori Business and Management > Finance - Māori

ID	Title	Level	Credit
2601	Analyse and develop financial control systems for Māori organisations	6	6
2603	Manage sources and types of finance for Māori	5	4
2606	Develop cost management strategies for Māori organisations	6	6
2607	Develop strategies for financial risk management for Māori organisations	6	4

Field	Subfield	Domain
Business	Accounting	Accounting - Middle Level
	Financial Management	Financial Skills

Set A2

A minimum of 1 standard at Level 5 or above

Business > Business Administration > Business Information Management

ID	Title	Level	Credit
11646	Produce business information for management	5	6

Field	Subfield	Domain
Humanities	Communication Skills	Writing

Set A3

The balance of credits to achieve

A minimum of 30 credits

May come from the following

Business > Business Environment > Business Culture and Environment

ID	Title	Level	Credit
23912	Conduct an environmental analysis for an organisation	6	10

Business > Business Operations and Development > Business Relationships Management

ID	Title	Level	Credit
7455	Develop and strengthen customer relationships and services	6	10
7456	Develop and strengthen supplier relationships	6	10

Business > Business Operations and Development > Organisational Direction and Strategy

ID	Title	Level	Credit
7449	Contribute to organisational strategy development	5	5

Business > Business Operations and Development > People Development and Coordination

ID	Title	Level	Credit
1987	Develop strategies to establish and maintain positive workplace relationships	5	5
8495	Develop self to improve performance at work	4	5
8496	Develop and maintain a safe and supportive working environment	5	5
25463	Manage a plan to achieve organisational objectives	5	10

Business > Business Operations and Development > Systems and Resources Management

ID	Title	Level	Credit
7458	Maintain compliance with legal requirements and regulatory codes and standards	5	5
16342	Identify key workplace organisational principles	4	4

Māori > Māori Business and Management > Māori Management - Generic

ID	Title	Level	Credit
10672	Develop and implement workplace policies which are responsive to Māori	6	6
10676	Apply client and sales strategies which incorporate selected Māori concepts	5	6
10677	Design marketing and promotional strategies which incorporate the uniqueness of te ao Māori	6	6
10678	Design marketing strategies for Māori clients	7	10
10680	Analyse human resource management policies and practices that utilise kaupapa Māori	7	10
10681	Apply Māori decision making processes to project management	6	12

Field	Subfield	Domain
Business	Business Environment	Business Law
	Financial Management	Financial Skills
	Management	Business Law
	Marketing	Generic Marketing

Elective B

A minimum of 30 credits

From the following sets

- Set B1
- Set B2
- Set B3
- Set B4

Set B1

A maximum of 15 credits

Field	Subfield	Domain
Business	Business Administration	Business Administration Services

Set B2

A maximum of 10 credits

Field	Subfield	Domain
Business	Business Administration	Business Information Management

Set B3

A maximum of 10 credits

Field	Subfield	Domain
Business	Business Administration	Business Information Processing

Set B4

The balance of credits to achieve

A minimum of 30 credits

May come from the following

Field	Subfield	Domain	
Business	Accounting	Any	
	Business Environment	Any	
	Business Operations and Development	Any	
	Financial Management	Financial Skills	
	Management	Any	
	Marketing		Direct Marketing
			Generic Marketing
			International Marketing
			Marketing - Import and Export Services
			Marketing Research
Public Sector Services	Public Sector Core Skills		
	Public Sector Management		
Health	Occupational Health and Safety	Any	
Māori	Māori Business and Management	Any	
Service Sector	Service Sector Skills	Service Sector - Management	

Elective C

A maximum of 30 credits

From anywhere on the NZQF

Accounting Optional Strand

A minimum of 30 credits at Level 5 or above

Field	Subfield	Domain
Business	Accounting	Accounting - Middle Level

Finance Optional Strand

A minimum of 30 credits at Level 5 or above

Field	Subfield	Domain
Business	Financial Management	Financial Skills

Finance - Māori Optional Strand

A minimum of 30 credits at Level 5 or above

Field	Subfield	Domain
Māori	Māori Business and Management	Finance - Māori

Health and Safety Management Optional Strand

A minimum of 30 credits at Level 5 or above

Field	Subfield	Domain
Health	Occupational Health and Safety	Any

Human Resource Management Optional Strand

A minimum of 30 credits at Level 5 or above

Field	Subfield	Domain
Business	Business Operations and Development	Human Resource Management
	Management	Human Resource Management

Māori Business and Management Optional Strand

A minimum of 30 credits at Level 5 or above

Field	Subfield	Domain
Māori	Māori Business and Management	Māori Management - Generic
		Māori Management In Māori Organisations

Marketing Optional Strand

A minimum of 30 credits at Level 5 or above

Field	Subfield	Domain
Business	Marketing	Direct Marketing
		Generic Marketing
		International Marketing

Field	Subfield	Domain
		Marketing - Import and Export Services
		Marketing Research

People Development and Coordination Optional Strand

A minimum of 30 credits at Level 5 or above

Field	Subfield	Domain
Business	Business Operations and Development	People Development and Coordination
	Management	Management - Developing and Coordinating People

Project Management Optional Strand

A minimum of 30 credits at Level 5 or above

Field	Subfield	Domain
Business	Business Operations and Development	Project Management

Quality Management Optional Strand

A minimum of 30 credits at Level 5 or above

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

Systems and Resources Management Optional Strand

A minimum of 30 credits at Level 5 or above

Field	Subfield	Domain
Business	Business Operations and Development	Systems and Resources Management
	Management	Management - Systems and Resources

Credit Transfer Arrangements

Candidates for this qualification may claim exemptions from standards and/or credits from domains or subfields specified in Electives A-C. Exemptions are detailed in appendix 1.

The New Zealand Qualifications Framework (NZQF) qualifications for Business coexist with the New Zealand Diploma in Business (NZDipBus). This is to cater for people who prefer a system of assessment which records grades such as the NZDipBus, and for others who prefer a standards-based system.

National Qualifications Services (NQS) acknowledges that existing NZDipBus candidates may wish to transfer to this qualification. In order to facilitate this transfer NQS has agreed to provide some credit exemptions for A, B or C passes in NZDipBus papers.

Please note that:

- the credit exemptions will not appear on the candidate’s Record of Achievement
- a maximum of two NZDipBus papers can be used for exemption in this qualification.

Qualification	Credits required	Maximum number of NZDipBus papers for exemption	Maximum credit exemption
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]	120	2	40

People who choose to transfer from the NZDipBus to this qualification are able to use subject pass results to apply for credit exemptions as outlined in Appendix 1 (see Appendix 2 for application form). They will be required to register as a student (formerly known as ‘hook-on’) on the National Qualifications Framework; however they will not be required to pay NZQA credit fees for the credit exemptions awarded through these credit transfer arrangements.

Transition Arrangements

This qualification [Ref: 1498] is a new qualification and replaced the National Diploma in Business (Level 5) [Ref: 0783] which was designated expiring.

There are substantial differences between the new and replaced qualification in terms of structure but only minor changes in requirements. Changes include:

- optional strands have been included in the new qualification
- total credits required was changed to 120 credits at Level 4 or above of which a minimum of 96 credits are at Level 5 or above from 120 credits at Level 5 or above.

People currently working towards version 1 or 2 of the National Diploma in Business (Level 5) [Ref: 0783] may choose to complete that version or transfer their results to this qualification [Ref: 1498]. The final date for assessments to take place for either version of the expiring qualification is December 2012.

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

This qualification contains standards that replace earlier standards. For the purposes of this qualification, people who have gained credit for the expiring standards are exempt from the requirement to gain credit for the replacement standards – see table below.

Credit for	Exempt from
7444	23912
7452	25463

Non-NZQF Transition Arrangements

Candidates for this qualification may claim exemptions from standards and/or credits from domains or subfields specified in Electives A-C on the basis of A, B or C passes in expired NZDipBus papers – see table below.

Credit for			Exempt from		
Ref	No.	Title	Classification	Level	Credit
232	94849	Operations Management	Business > Business Operations and Development > Systems and Resources Management	5	20
233	94850	Human Resource Management	Business > Business Operations and Development > Human Resource Management	6	20
242	94859	Marketing Research	Business > Marketing > Marketing Research	5	20
244	94861	Buyer Behaviour and Communication Strategies	Business > Marketing > Generic Marketing	5	20
252	94868	Systems Development Project	Computing and Information Technology > Computing	6	20

Please note that:

- the credit exemptions will not appear on the candidate's Record of Achievement
- a maximum of two NZDipBus papers can be used for credit exemption in this qualification
- the cut-off date for these exemptions is December 2015.

Certification

The certificate will display the logos of NZQA and the accredited organisation.

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.

REVIEWING

Appendix 1

Credit exemptions for candidates transferring from New Zealand Diploma in Business to 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 for			Exempt from		
Ref	No.	Title	Classification	Level	Credit
400	95001	Accounting Principles	Business > Accounting > Accounting - Middle Level	4	20
430	95002	Quantitative Business Methods	Sciences > Statistics and Probability > Statistics	4	20
501	95006	Accounting Practices	Business > Financial Management > Financial Skills Business > Accounting > Accounting - Middle Level	5 5	10 10
510	95007	Introduction to Commercial Law	Business > Business Environment > Business Law	5	20
530	95009	Organisation and Management	Business > Business Operations and Development > People Development and Coordination	5	20
541	95010	Fundamentals of Marketing	Business > Marketing > Generic Marketing	5	20
550	95011	Business Computing	Computing and Information Technology > Computing	5	20
560	95012	Business Communication	Humanities > Communication Skills	5	20
580	95014	Principles of Tourism	Service Sector > Tourism > Visitor Services	5	20
602	95016	Management Accounting	Business > Financial Management > Financial Skills	6	20
603	95017	Business Finance	Business > Financial Management > Financial Skills	6	20

Credit for			Exempt from		
Ref	No.	Title	Classification	Level	Credit
606	95019	Taxation	Business > Public Sector Services > Administration of Revenue Law	6	20
610	95020	The Law of Business Entities	Business > Business Environment > Business Law	6	20
611	95021	Business Law	Business > Business Environment > Business Law	6	20
620	95022	Managerial Economics	Social Sciences > Economic Theory and Practice > Managerial Economics	6	20
630	95023	Leadership	Business > Business Operations and Development > People Development and Coordination	6	20
631	95024	Strategic Planning for Small Business	Business > Business Operations and Development > Organisational Direction and Strategy	6	10
635	95025	Employment Relations	Business > Business Operations and Development > Employment Relations	6	20
636	95026	Applied Management	Business > Business Operations and Development > Systems and Resources Management	6	20
648	95027	Marketing Planning and Control	Business > Marketing > Generic Marketing	6	20
685	95029	Tourism Industry Management	Business > Business Operations and Development > Organisational Direction and Strategy	6	20

Appendix 2

Application Form for credit exemptions

This form should only be used for 200 level NZDipBus papers. A completed application form is not required for NZDipBus papers that are visible on the tertiary education organisation's secure extranet.

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To be completed by applicants for credit exemptions and processed in the first instance through the tertiary education organisation where the applicant is studying or did study for the NZDipBus (henceforth called 'the provider').

Section A is to be completed by the applicant.

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 NZDipBus Liaison), or confirmation from provider records. The applicant must have paid the required NZQA 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 NZQA that the subjects have been passed and that NZQA assessment fees have been paid.

Section D must be signed by an appropriate person (eg. the NZDip Bus Liaison) at the provider 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 provider to:
Tertiary Records
New Zealand Qualifications Authority
PO Box 160
Wellington 6140

All relevant sections of this form must be completed.

PLEASE USE BLOCK LETTERS

Section A - Personal Details

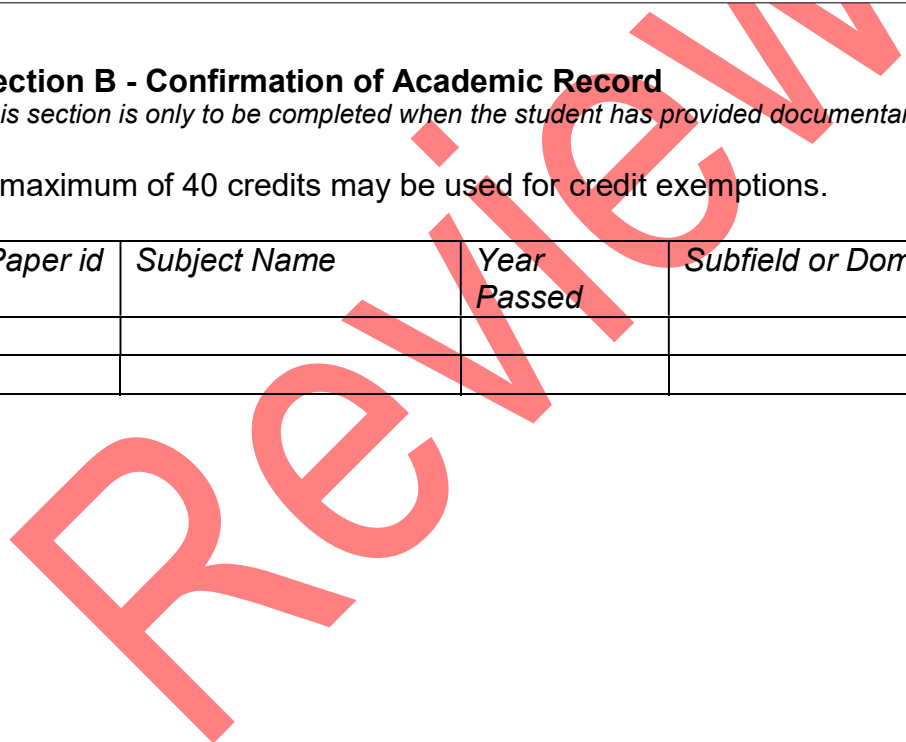
Surname (family name) <input style="width: 95%; height: 20px;" type="text"/>	First Names (given names). Enter all names in full <input style="width: 95%; height: 20px;" type="text"/>
Record of Achievement ID No. <input style="width: 95%; height: 20px;" type="text"/>	Date of Birth <input style="width: 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%; height: 20px;" 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.

A maximum of 40 credits may be used for credit exemptions.

Paper id	Subject Name	Year Passed	Subfield or Domain	Level	Credits



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.

This is to certify that the original results notice(s) for the results recorded in Section B have been sighted.

SIGNED BY PROVIDER:

NAME (please print):

DESIGNATION:

DATE:

