

## National Diploma in Business (Level 6)

**Level** 6

**Credits** 120

This qualification has been **reviewed**. The last date to meet the requirements is 31 December 2019.

Version 3 of this qualification has been republished to extend the:

- last date of enrolment on programmes leading to it from 30 June 2017 to 31 December 2017.
- last date for assessment from 31 December 2018 to 31 December 2019.

### Transition Arrangements

This qualification has been reviewed and replaced by the New Zealand Diploma in Business (with strands in Accounting, Administration and Technology, Leadership and Management, and Māori Business and Management) (Level 6) [Ref: 2460].

Existing candidates may complete the requirements of this qualification or transfer their results to the replacement New Zealand qualification.

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 2012
Revision	2	November 2009	December 2018
Review	3	January 2015	December 2018
Republication	3	December 2015	December 2018
Republication	3	April 2017	December 2018
Republication	3	October 2017	December 2019

### Standard Setting Body

NZQA National Qualifications Services  
PO Box 160  
Wellington 6140

Telephone 04 463 3000  
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Email [nqs@nzqa.govt.nz](mailto:nqs@nzqa.govt.nz)  
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## National Diploma in Business (Level 6)

<b>Level</b>	<b>6</b>
<b>Credits</b>	<b>120</b>

### Purpose

The National Diploma in Business (Level 6) [Ref: 1499] recognises a range of business-related competence. It is primarily intended for people who hold, or aspire to hold, positions which involve the management and leadership of several different (but allied) teams or business units, and/or which cross organisational boundaries and affect at least a significant part of the whole organisation itself. Such people have a broader focus than managers/leaders of a single team, and the electives A and B reflect this. The 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. It therefore offers the flexibility needed in responding to the broad spectrum of contexts relevant to candidates.

This qualification will be awarded to people who are credited with a minimum of 120 credits at level 5 or above, of which a minimum of 72 are at or above level 6, and who have met the requirements of the electives:

- electives A and B reflect the broader focus of people in high-level positions
- electives C and D reflect a mainstream business orientation
- elective E provides a wider choice to allow candidates to recognise business skills and knowledge relevant to their own context
- elective F provides a wider choice to allow candidates to recognise skills and knowledge from outside field Business and relevant to their own context.

This qualification recognises a broad base of technical competence and includes opportunities for increasing specialisation. People who have achieved this qualification have demonstrated the skills, knowledge, and competence to undertake a range of business activities and specific roles at a high level.

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

- 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]
- 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]
- 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].

This qualification may lead to other qualifications that more specifically reflect industry specialisations.

## Replacement Information

This qualification replaced the National Diploma in Business (Level 6) [Ref: 0784].

## Credit Range

	Elective A	Elective B	Elective C
Level 5 credits	-	-	0-20
Level 6 or above credits	0-15	0-10	0-20
Minimum totals	15	10	20

	Elective D	Elective E	Elective F
Level 5 credits	-	0-35	0-20
Level 6 or above credits	0-20	0-35	0-20
Minimum totals	20	35	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 5 or above
  - Of which a minimum of 72 credits at Level 6 or above
- Elective A – A minimum of 15 credits as specified
- Elective B – A minimum of 10 credits as specified
- Elective C – A minimum of 20 credits as specified
- Elective D – A minimum of 20 credits as specified
- Elective E – A minimum of 35 credits as specified
- Elective F – Balance

## Detailed Requirements

### Elective A

A minimum of 15 credits at Level 6 or above

Field	Subfield	Domain
Business	Business Operations and Development	Organisational Direction and Strategy

### Elective B

A minimum of 10 credits

Business > Business Environment > Business Culture and Environment

ID	Title	Level	Credit
8501	Develop initiatives for innovation management	7	12
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 > Quality Management

ID	Title	Level	Credit
8502	Develop initiatives for managing improvement and change processes	7	12

Business > Business Operations and Development > Systems and Resources Management

ID	Title	Level	Credit
7453	Sponsor and coordinate work activities across organisational boundaries	7	7

Health > Occupational Health and Safety > Occupational Health and Safety Practice

ID	Title	Level	Credit
5615	Develop systems for occupational health and safety management practice	6	20

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

**Elective C**

A minimum of 20 credits

Field	Subfield	Domain
Business	Business Environment	Any

**Elective D**

A minimum of 20 credits at Level 6 or above

Field	Subfield	Domain
Business	Business Operations and Development	Any

**Elective E**

A minimum of 35 credits

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	
	Public Sector Services	Marketing Research	
Public Sector Core Skills			
	Public Sector Management		
Health	Occupational Health and Safety	Any	
Māori	Māori Business and Management	Finance - Māori	
		Māori Management - Generic	
		Māori Management In Māori Organisations	

### Elective F

The balance of credits to achieve

A minimum of 120 credits at Level 5 or above

- Of which a minimum of 72 credits at Level 6 or above

May come from anywhere on the NZQF

### Credit Transfer Arrangements

Candidates for this qualification may claim exemptions from standards and/or credits from domains or subfields specified in Electives A-F. 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 National Diploma in Business (Level 6) [Ref: 1499]. 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 6) [Ref: 1499]	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

#### Version 2

After this qualification was initially registered in June 2009, some people had difficulty choosing standards in Elective C which were relevant to their circumstances. This qualification was therefore revised to increase the choice of standards in this elective.

Changes to structure and content

- Elective C now requires a minimum of 20 credits at level 5 or above
- The expiring standard 11830 was removed from Elective B
- The expiring Service Sector – Management domain was removed from Elective E.

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

People currently working towards version 1 of this qualification can either continue to do so or transfer to version 2.

This qualification contains standards that replace or are alternatives for 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 or alternative standards – see the table below.

Credit for	Exempt from
7444	23912
11830	7455

This qualification contains a classification that is an alternative for an earlier classification. For the purposes of this version of the qualification, people who have gained credit for standards in the lapsed classification may continue to use those credits to meet the qualification requirements – see the table below.

Standards from	Are treated as Standards from
Service Sector > Service Sector Skills > Service Sector - Management	Business > Business Operations and Development

### Previous versions of the qualification

Version 1 was issued to replace the National Diploma in Business (Level 6) [Ref: 0784], which was designated expiring.

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

- minimum credits required at Level 6 or above were reduced from 80 to 72.

People working towards version 1 or 2 of the National Diploma in Business (Level 6) [Ref: 0784] could choose to complete that qualification or transfer to the National Diploma in Business (Level 6) [Ref: 1499]. The final date for assessments to take place for either version of the expiring qualification is December 2012.



## Non-NZQF Transition Arrangements

Candidates for this qualification may claim exemptions from standards and/or credits from domains or subfields specified in Electives B, D-F 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.

## Other standard setting bodies whose standards are included in the qualification

The Skills Organisation

## Certification

This 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 6) [Ref: 1499].

Credit for			Exempt from		
Ref	No.	Title	Classification	Level	Credit
501	95006	Accounting Practices	Business > Financial Management > Financial Skills	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
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
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

Credit for			Exempt from		
Ref	No.	Title	Classification	Level	Credit
631	95024	Strategic Planning for Small Business	Business > Business Operations and Development > Organisational Direction and Strategy	6	10
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

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## 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.**

### **National Diploma in Business (Level 6) [Ref: 1499].**

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 NZDipBus 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: 25px;" type="text"/>	First Names (given names). Enter all names in full <input style="width: 95%; height: 25px;" type="text"/>																									
Record of Achievement ID No. <table border="1" style="width: 100%; height: 25px; border-collapse: collapse;"> <tr> <td style="width: 25px; height: 25px;"></td> <td style="width: 25px; height: 25px;"></td> <td style="width: 25px; height: 25px;"></td> <td style="width: 25px; height: 25px;"></td> <td style="width: 25px; height: 25px;"></td> <td style="width: 25px; height: 25px;"></td> <td style="width: 25px; height: 25px;"></td> <td style="width: 25px; height: 25px;"></td> <td style="width: 25px; height: 25px;"></td> <td style="width: 25px; height: 25px;"></td> </tr> </table>											Date of Birth <table style="display: inline-table; border-collapse: collapse;"> <tr> <td style="border: 1px solid black; width: 25px; height: 25px;"></td> <td style="border: 1px solid black; width: 25px; height: 25px;"></td> <td style="padding: 0 10px;">19</td> <td style="border: 1px solid black; width: 25px; height: 25px;"></td> <td style="border: 1px solid black; width: 25px; height: 25px;"></td> </tr> <tr> <td colspan="2" style="text-align: center;">Day</td> <td></td> <td colspan="2" style="text-align: center;">Month</td> </tr> <tr> <td colspan="2"></td> <td></td> <td colspan="2" style="text-align: center;">Year</td> </tr> </table>			19			Day			Month					Year	
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Teaching Institution which is processing the application:	<input style="width: 95%; height: 25px;" 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:**

