

## Qualification details

Qualification number/Te nama o te tohu mātauranga	2460		
English title/Taitara Ingarihi	New Zealand Diploma in Business (Level 6) with strands in Accounting, Administration and Technology, Human Resource Management, Leadership and Management, Māori Business and Management, Marketing and Sales, and Real Estate		
Māori title/Taitara Māori			
Version number/Te putanga	4	Qualification type/Te momo tohu	Diploma
Level/Te kaupae	6	Credits/Ngā whiwhinga	120
NZSCED/Whakaraupapa	080301 Management and Commerce > Business and Management > Business Management		
Qualification developer/Te kaihanganga tohu	NZQA National Qualifications Services		
Next review /Te rā arotake	August 2025		

## Outcome statement/Te tauāki ā-hua

<p><b>Strategic Purpose statement/ Te rautaki o te tohu</b></p> <p>The purpose of this qualification is to provide Aotearoa New Zealand with people who have business knowledge and skills that can be applied in a range of strategic business contexts.</p> <p>Graduates will be able to contribute to the achievement of business strategic objectives, through the application of knowledge and skills, in an ethical and inclusive manner in accordance with ngā kaupapa o te Tiriti o Waitangi (the principles of the Treaty of Waitangi), and in a multi-cultural environment.</p> <p>The qualification includes strands that allow graduates to apply business knowledge and skills in a range of specialised strategic contexts. Some strands can lead to further credentialing by professional bodies.</p>
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<p><b>Graduate Profile/Ngā hua o te tohu</b></p> <p>Graduates of this qualification will be able to:</p> <ul style="list-style-type: none"> <li>– Contribute to a business entity’s strategic objectives and strategic plan.</li> <li>– Apply broad knowledge of the principles and practices of operations, management accounting, marketing/sales, human resources, and risk management, to support strategic objectives of a business entity.</li> <li>– Contribute strategically to innovation and organisational change in a business entity.</li> <li>– Develop and maintain strategic business relationships with stakeholders to support the performance of a business entity.</li> </ul>
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- Apply knowledge of te Tiriti o Waitangi to analyse how the resulting bi-cultural partnership can be applied to strategic business activities and relationships.
- Apply professional and ethical practices with integrity, in accordance with the strategic environmental, social and cultural requirements of the context, and apply personal and interpersonal skills to contribute to the achievement of business strategic objectives.

Graduates of the **Accounting** strand will also be able to:

- Prepare and present financial reports for companies according to the requirements for general and special purpose financial reports and using current accounting standards or Special Purpose Framework for For-Profit Entities.
- Evaluate and use management accounting tools and information for decision-making and problem-solving within a broad range of contexts.
- Evaluate and integrate business finance techniques for strategic planning, measuring, and controlling business operations.
- Evaluate and use accounting information systems to solve business problems.
- Apply tax rules to a range of New Zealand entities in a range of situations, including tax planning considerations.
- Critically review, analyse and interpret financial and non-financial information to communicate and inform strategic decision-making.
- Model behaviour in accordance with the accounting profession's Code of Ethics.

Graduates of the **Administration and Technology** strand will also be able to:

- Plan and manage the internal business administrative systems, processes and technologies to support the entity's strategic goals.
- Evaluate emerging technologies to improve business processes and make recommendations to senior management to support the entity's strategic goals.
- Manage change in administration and/or technology contexts to support the entity's strategic goals.

Graduates of the **Human Resource Management** strand will also be able to:

- Analyse principles and practices of HR functions to improve performance-linked employee behaviours.
- Contribute evidence-based HR research into strategic organisational decision-making.
- Analyse trends, including technological, to identify and implement actions in specialist HR areas.
- Communicate HR principles and practices effectively to influence stakeholders within a recognised industry ethical framework.

Graduates of the **Leadership and Management** strand will also be able to:

- Manage and lead people to enable them to achieve individual and/or entity goals to support the entity's performance.
- Lead and implement change to support the entity's performance.
- Lead and manage projects to support the entity's performance.
- Manage resources to support the sustainable performance of the entity.
- Manage stakeholder relationships to support the entity's performance.
- Implement strategies for an inclusive entity culture.
- Manage compliance with internal and external requirements.
- Analyse the impact of operating in a global context on entity goals.

Graduates of the **Māori Business and Management** strand will also be able to:

- Analyse and evaluate business practices, operational performance, and inter-generational leadership models of an entity that contributes towards the business outcomes of whānau, hapū, iwi, and hapori.
- Analyse and communicate findings on the impact of innovation to solve business problems for a global business entity.
- Apply Māori values to analyse, evaluate and communicate findings on governance strategies of a business entity.
- Engage effectively with whānau, hapū, iwi, and/or hapori, in a business context, to deliver business solutions for, and in collaboration with, them.

Graduates of the **Marketing and Sales** strand will also be able to:

- Develop and apply the business entity’s strategic objectives for marketing and sales, including position, brand, internationalisation, and evaluation.
- Develop and justify strategic marketing plans for the entity including sources of competitive advantage, digital marketing, analytics, and evaluation.
- Develop and justify strategic sales plans for the entity including business to business marketing.
- Develop marketing and sales principles and processes to improve the strategic efficiency and effectiveness of the entity.
- Create and implement actual and potential engagement strategies with stakeholders, including digital marketing, consumer behaviour and evaluation.
- Apply creativity using integrated marketing communication for effective marketing and sales outcomes.

Graduates of the **Real Estate** strand will also be able to:

- Operate strategically as a real estate agent with current, broad and in-depth compliance knowledge of New Zealand law relevant to operating a real estate business.
- Apply in-depth knowledge and understanding of the operation of a real estate trust account in the current regulatory environment.
- Apply broad knowledge of inspections and appraisals.
- Apply broad and in-depth knowledge of, and provide supervision for, agency authority, preparation and administration of complex sale and purchase agreements, complex lease agreements, and the process of discharging contracts in all real estate situations.
- Lead, manage, and supervise licensees by modelling culture that promotes success through efficient, effective, and ethical performance in a changing environment in accordance with the Real Estate Agents Act 2008.
- Engage, support, and communicate with internal stakeholders to enable them to develop and achieve agreed personal and entity goals.

#### Education Pathway/ Ngā huarahi mātauranga

This qualification builds on the New Zealand Diploma in Business (Level 5) with strands in Accounting, Administration and Technology, Human Resource Management, Leadership and Management, Marketing and Sales, and Project Management [Ref: 2459].

The **Māori Business and Management** strand may build on from the New Zealand Certificate in Business (Māori Business and Management) (Level 5) [Ref: 2712].

The **Real Estate** strand may build on from the New Zealand Certificate in Real Estate (Salesperson) (Level 4) [Ref: 3111] and/or the New Zealand Certificate in Real Estate (Specialist) (Level 5) with strands in Business Broking; Commercial and Industrial; Residential; and Rural [Ref: 3112].

This qualification may lead to:

- relevant business qualifications at Level 7 or above.
- relevant industry or professional qualifications at Level 6 or above.

Achievement of this qualification with the **Accounting** strand may equip graduates to meet the academic entry requirements for Chartered Accountants Australia and New Zealand’s Accounting Technician (AT) College.

Achievement of this qualification with the **Administration and Technology** strand may equip graduates towards certification by the Association of Administrative Professionals New Zealand (AAPNZ).

#### Employment, Cultural, Community Pathway/ Ko ngā huarahi ā-mahi, ā-ahurea, ā-whānau, ā-hapū, ā-iwi, ā-hapori anō hoki

Graduates of this qualification with the **Accounting** strand will be able to apply in-depth accounting and finance knowledge and skills to inform strategic business decisions in a variety of business entities in

accounting and business roles. Graduates will also be able to contribute to community groups in volunteer accounting functions.

Graduates of this qualification with the **Administration and Technology** strand may be employed in a wide variety of senior administrative positions within a wide range of business entities requiring managerial and leadership responsibilities.

Graduates of the **Human Resource Management** strand may be employed in a variety of business entities in supervised roles in a specialist HR functional area. The skills and knowledge can also be applied to supervisory or first line management roles.

Graduates of this qualification with the **Leadership and Management** strand may be employed in a strategic managerial/leadership role within New Zealand business entities.

Graduates of this qualification with the **Māori Business and Management** strand may be employed at senior management level in a range of Māori organisations, iwi corporations, or organisations who wish to engage with Māori, including: decision-makers of government agencies, local territorial authorities, financial and audit organisations, and the health and education sectors.

Graduates of the **Marketing and Sales** strand may be employed in a variety of business entities in marketing/sales roles. Graduates may also be able to contribute to community groups in volunteer marketing/sales functions.

Graduates of this qualification with the **Real Estate** strand will have the skills and knowledge to apply for a license with the Real Estate Agents Authority to operate as an agent or branch manager in the real estate industry.

## Qualification Specifications/ Ngā tauwhāititanga o te tohu

<p><b>Qualification Award/ Te whakawhiwhinga o te tohu</b></p>	<p>This qualification can be awarded by any education organisation with an approved programme of study or industry training leading to the qualification.</p>
<p><b>Evidence requirements for assuring consistency/ Ngā taunaki hei whakaū i te tauritenga</b></p>	<p>Evidence requirements should include:</p> <ul style="list-style-type: none"> <li>• an overview of the mapping of the programme learning outcomes and assessments to the graduate profile outcomes</li> <li>• analysis and interpretation of graduate performance relative to the graduate profile outcomes in their next role: study and/or employment</li> <li>• analysis and interpretation of graduate self-assessment</li> <li>• analysis and interpretation of external and internal moderation.</li> </ul>
<p><b>Minimum standard of achievement and standards for grade endorsements/ Te pae o raro e tutuki ai, ngā paerewa hoki hei whakaatu i te taumata o te whakatutukinga</b></p>	<p>Achieved.</p>
<p><b>General conditions for programme/ Ngā tikanga whānui o te hōtaka</b></p>	<p>Programme delivery and all assessment must be conducted in real business context(s) or based on scenario(s) which must reflect the requirements and practicalities for conducting business in Aotearoa New Zealand.</p> <p>A 'business entity' can be an organisation, or a commercial or other enterprise, not necessarily for profit, a community organisation, and can be a discretely managed business unit within a larger organisation.</p>

	<p>'Social and cultural' relates to ngā kaupapa o te Tiriti o Waitangi and multi-culturalism in Aotearoa New Zealand in the context of this qualification.</p> <p>Additional guidance and recommendations for programme development can be found on the NZQA website at <a href="http://www.nzqa.govt.nz/qualifications-standards/qualifications/business-qualifications/">www.nzqa.govt.nz/qualifications-standards/qualifications/business-qualifications/</a>.</p>
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**Conditions relating to the Graduate Profile /Ngā tikanga e hāngai ana ki nga hua o te tohu**

Qualification outcomes/Ngā hua		Credits/ Ngā whiwhinga	Conditions/ Ngā tikanga
1.	Contribute to a business entity's strategic objectives and strategic plan.	15	
2.	Apply broad knowledge of the principles and practices of operations, management accounting, marketing/sales, human resources, and risk management, to support strategic objectives of a business entity.	20	
3.	Contribute strategically to innovation and organisational change in a business entity.	5	
4.	Develop and maintain strategic business relationships with stakeholders to support the performance of a business entity.	10	
5.	Apply knowledge of te Tiriti o Waitangi to analyse how the resulting bi-cultural partnership can be applied to strategic business activities and relationships.	5	
6.	Apply professional and ethical practices with integrity, in accordance with the strategic environmental, social and cultural requirements of the context, and apply personal and interpersonal skills to contribute to the achievement of business strategic objectives.	5	
<b>Accounting strand</b>			
7.	Prepare and present financial reports for companies according to the requirements for general and special purpose financial reports and using current accounting standards or Special Purpose Framework for For-Profit Entities.	13	
8.	Evaluate and use management accounting tools and information for	10	

	decision-making and problem-solving within a broad range of contexts.		
9.	Evaluate and integrate business finance techniques for strategic planning, measuring, and controlling business operations.	10	
10.	Evaluate and use accounting information systems to solve business problems.	10	
11.	Apply tax rules to a range of NZ entities in a range of situations, including tax planning considerations.	10	
12.	Critically review, analyse and interpret financial and non-financial information to communicate and inform strategic decision making.	5	
13.	Model behaviour in accordance with the accounting profession's Code of Ethics.	2	
<b>Administration and Technology strand</b>			
14.	Plan and manage the internal business administrative systems, processes and technologies, to support the entity's strategic goals.	25	
15.	Evaluate emerging technologies to improve business processes and make recommendations to senior management to support the entity's strategic goals.	10	
16.	Manage change in administration and/or technology contexts to support the entity's strategic goals.	25	
<b>Human Resource Management strand</b>			
17.	Analyse principles and practices of HR functions to improve performance-linked employee behaviours.	15	Programmes must include the following context and impact: – business impact; – legal framework; – technological, including HRIS.
18.	Contribute evidence-based HR research into strategic organisational decision-making.	15	
19.	Analyse trends, including technological, to identify and implement actions in specialist HR areas.	15	
20.	Communicate HR principles and practices effectively to influence stakeholders within a recognised industry ethical framework.	15	

<b>Leadership and Management strand</b>			
21.	Manage and lead people to enable them to achieve individual and/or entity goals to support the entity's performance.	10	
22.	Lead and implement change to support the entity's performance.	5	
23.	Lead and manage projects to support the entity's performance.	10	
24.	Manage resources to support the sustainable performance of the entity.	5	
25.	Manage stakeholder relationships to support the entity's performance.	5	
26.	Implement strategies for an inclusive entity culture.	5	
27.	Manage compliance with internal and external requirements.	10	
28.	Analyse the impact of operating in a global context on entity goals.	10	
<b>Māori Business and Management strand</b>			
29.	Analyse and evaluate business practices, operational performance, and inter-generational leadership models of an entity that contributes towards the business outcomes of whānau, hapū, iwi, and hapori	15	
30.	Analyse and communicate findings on the impact of innovation to solve business problems for a global business entity.	15	
31.	Apply Māori values to analyse, evaluate and communicate findings on governance strategies of a business entity.	15	
32.	Engage effectively with whānau, hapū, iwi, and/or hapori, in a business context, to deliver business solutions for, and in collaboration with, them.	15	
<b>Marketing and Sales strand</b>			
33.	Develop and apply the business entity's strategic objectives for marketing and sales, including position, brand, internationalisation, and evaluation.	6	Programmes must include: <ul style="list-style-type: none"> <li>– In a product- or service- based entity (service dominant logic), service quality, touchpoint/moments of truth;</li> <li>– evaluation.</li> </ul>
34.	Develop and justify strategic marketing plans for the entity including sources of competitive advantage, digital marketing,	12	

	analytics, and evaluation.		
35.	Develop and justify strategic sales plans for the entity including business to business marketing.	12	
36.	Develop marketing and sales principles and processes to improve the strategic efficiency and effectiveness of the entity.	10	
37.	Create and implement actual and potential engagement strategies with stakeholders, including digital marketing, consumer behaviour and evaluation.	12	'Create' is intended to be more innovative, less bound by existing process and ideas.
38.	Apply creativity using integrated marketing communication for effective marketing and sales outcomes.	8	
<b>Real Estate strand</b>			
39.	Operate strategically as a real estate agent with current, broad and in-depth compliance knowledge of New Zealand law relevant to operating a real estate business.	18	
40.	Apply in-depth knowledge and understanding of the operation of a real estate trust account in the current regulatory environment.	4	
41.	Apply broad knowledge of inspections and appraisals.	7	
42.	Apply broad and in-depth knowledge of, and provide supervision for, agency authority, preparation and administration of complex sale and purchase agreements, complex lease agreements, and the process of discharging contracts in all real estate situations.	13	
43.	Lead, manage, and supervise licensees by modelling culture that promotes success through efficient, effective, and ethical performance in a changing environment in accordance with the Real Estate Agents Act 2008.	14	
44.	Engage, support, and communicate with internal stakeholders to enable them to develop and achieve agreed personal and entity goals.	4	



## Transition information/ He kōrero whakawhiti

<b>Replacement information/ He kōrero mō te whakakapi</b>	This qualification replaced the National Diploma in Business (Level 6) [Ref: 1499] which has been discontinued.
<b>Additional transition information/ Kō ētahi atu kōrero mō te whakakapi</b>	<p><b>Version Information</b></p> <p>Version 4 of this qualification was published in August 2020 following scheduled review.</p> <p>Please refer to <a href="#">Qualifications and Assessment Standards Approvals</a> for further information.</p> <p>The last date for assessments to take place for version 3 of this qualification is 31 December 2022.</p> <p>It is anticipated that no existing candidates will be disadvantaged by these transition arrangements. However, anyone who feels that they have been disadvantaged may appeal to NZQA National Qualifications Services.</p> <p>Appeals will be considered on a case-by-case basis.</p> <p>NZQA National Qualifications Services PO Box 160 Wellington 6140</p> <p>Email: <a href="mailto:nqs@nzqa.govt.nz">nqs@nzqa.govt.nz</a> Phone: 04 463 3000</p>