

FIELD BUSINESS**Review of *Business Administration* qualifications**

National Certificate in Business Administration and Computing (Level 2) [Ref: 0008]

National Certificate in Business Administration and Computing (Level 3) [Ref: 0633]

National Certificate in Business Administration (Level 4) [Ref: 0634]

The National Qualifications Services (NQS) of the New Zealand Qualifications Authority (NZQA) has completed the review of the qualifications listed above that were registered in June 1999.

Date new versions published**June 2005**

The review was initiated in February 2004 in conjunction with a review of unit standards in the Business Administration subfield and in response to sector feedback that some changes were desirable in the widely-used qualifications. Expressions of interest in review outcomes and feedback on both the standards and qualifications were invited from stakeholder groups. These included secondary schools, which were consulted via an NZQA circular. A review panel including workplace, tertiary education provider, and Association of Administrative Professionals representatives met several times in 2004 to work on the standards and qualifications, and consultation drafts of the qualifications were sent to interested parties in November 2004.

All feedback received was considered by the review panel in February 2005, and has informed the final drafts. Final drafts of the qualifications were endorsed by the review panel on 4 March 2005, and NQS's Business and Management Advisory Steering Group endorsed the review process followed.

The Public Sector Training Organisation, New Zealand Industry Training Organisation and the Maori Business and Management Whakaruruhau were consulted about the proposed inclusion of their standards in the electives of the qualifications. All supported these changes.

Main changes resulting from the review**National Certificate in Business Administration and Computing (Level 2) [Ref: 0008]**

Changes to structure and content

- Minor clarifications made to the qualification's purpose.
- A requirement for a minimum of 3 credits from the domain of Writing added to the Elective, and the minimum required credits from the domain of Interpersonal Communications reduced from 5 to 2.
- The domain of Māori Office Systems, and unit standard 14250, added to the Elective.
- Qualification issued as version 5.

People currently working towards version 4 of this qualification may either complete the requirements for that version or transfer their results to this version of the qualification.

National Certificate in Business Administration and Computing (Level 3) [Ref: 0633]

Changes to structure and content

- Minor clarifications made to the qualification's purpose.
- A requirement for a minimum of 3 credits at level 2 or above from the domain of Writing and/or unit standard 16612 added to the communication skills requirement.
- The minimum credits from the domain of Service Sector – Core Skills increased from 2 to 3.
- The domains of Māori Office Systems and Public Sector Core Skills, and unit standards 14950, 10479, 10480 and 10481 added to the elective options.
- Qualification issued as version 2.

People currently working towards version 1 of this qualification may either complete the requirements for that version or transfer their results to this version of the qualification.

National Certificate in Business Administration (Level 4) [Ref: 0634]

Changes to structure and content

- Minor clarifications made to the qualification's purpose.
- A requirement for a minimum of 3 credits at level 3 or above selected from the domain of Writing or unit standard 16612 added to the communication skills requirement.
- The minimum credits from the domain of Service Sector – Core Skills has been increased from 2 to 3.
- The subfields of Educational Administration, Māori Business and Management; the domains of Public Sector Core Skills, Occupational Health and Safety Practice, Workplace Health and Safety Management; and unit standards 14950, 10479, 10480 and 10481 added to the elective options.
- Qualification issued as version 2.

People currently working towards version 1 of this qualification may either complete the requirements for that version or transfer their results to this version of the qualification.

Transition

Providers are encouraged to offer programmes based on the new requirements from January 2006.

The final date for award of previous versions of the qualifications is December 2007.

Anyone who feels disadvantaged by these transition arrangements should contact the standard setter:

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