

FIELD BUSINESS**Revision of *Business Administration* qualifications**

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

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

National Diploma in Business Administration (Level 5) [Ref: 0370]

The National Qualifications Services (NQS) of NZQA has revised the qualifications listed above.

Date new versions published**August 2007**

The next qualification review is planned to take place during 2008 [Ref: 0370] and 2009 [Refs: 0633 and 0634].

Reason for the revision

The revision was conducted to ensure that the qualifications remain achievable following the review and reclassification of unit standards in the First Line Management domain.

Main changes resulting from the revision

The revision has resulted in two changes

- the addition of the new subfields, Business Environment and Business Operations and Development, where the former first line management unit standards were reclassified
- the correction of the title of unit standard 16612 following its review.

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

Changes to structure and content

- title of unit standard 16612 in Set D has been amended following its review
- new subfields Business Environment and Business Operations and Development have been added to Set F.

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

Changes to structure and content

- title of unit standard 16612 in Set D has been amended following its review
- new subfields Business Environment and Business Operations and Development have been added to the elective options.

National Diploma in Business Administration (Level 5) [Ref: 0370]

Changes to structure and content

- new subfields Business Environment and Business Operations and Development have been added to Set 2 of Elective List 1.

Transition

People currently working towards the previous versions of these qualifications may either complete the requirements for those versions or transfer their results to the new versions.