

FIELD BUSINESS**Review of *Business Administration Services* unit standard 11651**

Subfield	Domain	Id
Business Administration	Business Administration Services	11651

The National Qualifications Services (NQS) of the New Zealand Qualifications Authority (NZQA) has completed the review of the above unit standard.

Date new versions published **September 2007**

Planned review date **December 2010**

Summary of review and consultation process

NQS decided in 2004 that a review of Business Administration unit standards and qualifications was warranted because of the following factors.

- Their high use across a range of contexts
- The fact that they had not been reviewed since 1999 and the consequent need to ensure requirements were consistent with current technology and business conditions
- Feedback received from the sector recommending changes.

Unit standard 11651 and two related draft new standards were held back from the review as they needed further work, which has now been completed in association with key stakeholders (including providers), the original review panel, and the wider consultation networks. As a result, the three unit standards have been condensed into two: 11651 and 21864.

The original review was completed and the unit standards were re-registered in September 2005. That review report is accessible at <http://www.nzqa.govt.nz/nqfdocs/summaries/2005/sep05/revsumsep05-05.html>.

Main changes resulting from the review

- The unit standard has been refocused more explicitly on international travel, and the new standard 21864 has been developed to focus explicitly on domestic travel. Title and element statements have been amended to better reflect these outcomes.
- Terminology has been updated as appropriate. Evidence requirements have been amended where necessary to reflect current technology and, where possible, to allow for future changes.
- Assessment requirements have been clarified, rationalised, and more logically organised as appropriate. The special note requiring on-job assessment is deliberate; because of the complexity and risks particularly associated with international travel, workplace assessment is necessary.

Impact on existing provider accreditations

None.

Impact on Accreditation and Moderation Action Plan (AMAP)

None.

Impact on existing qualifications

None.

Review Categories and changes to classification, title, level and credits

All changes are in **bold**.

Key to review category

- A** Dates changed, but no other changes are made - the new version of the standard carries the same Id and a new version number
- B** Changes made, but the overall outcome remains the same - the new version of the standard carries the same Id and a new version number
- C** Major changes that necessitate the registration of a replacement standard with a new Id
- D** Standard will expire and not be replaced

Subfield Business Administration
Domain Business Administration Services

Id	Title	Level	Credit	Review Category
11651	Manage business travel arrangements Manage travel arrangements for international business travel	5	5	B
21864	Manage travel arrangements for domestic business travel	4	5	New