

FIELD BUSINESS

Revision of *Small Business Management* qualifications
Revision and rollover of *Small Business Management* standards
Change of standards-setting responsibility for standard 18956

Qualifications

| Qualification title | Reference |
|---|-----------|
| National Certificate in Small Business Management | 0172 |
| National Diploma in Small Business Management | 0173 |

Unit standards

| Subfield | Domain | Id |
|------------|---------------------------|---|
| Management | Small Business Management | 1989-1994, 6156, 6403-6412, 18956, 19024, 20078 |

NZQA National Qualifications Services has completed the revision of the qualifications, and the revision and rollover of the standards, listed above.

Date new versions published

August 2008

Planned review date

December 2012

Reason for the revision

In the restructuring of field Business in 2006, subfield Management was declared lapsing and therefore the standards needed to be reclassified. The restructuring of the field was based on a principle that standards should be classified according to the function rather than the intended target audience. As a result, these Small Business Management standards were reclassified into a variety of domains. This in turn impacts on the two Small Business Management qualifications, which have also been reclassified and revised.

The opportunity of this reclassification was used to give effect to the change of standards-setting responsibility of standard 18956, from Tranzqual ITO to NZQA.

The review of these standards and qualifications is planned to take place during 2011-2012.

Main changes resulting from the revision

In this revision:

- The standards have been reclassified – see the table below
- Performance criterion 2.4 of standard 1989 has been clarified
- Purpose statement of standard 19024 has been amended to include a summary of its content
- Responsibility for standard 18956 has been transferred from Tranzqual ITO to National Qualifications Services

- The qualifications have been revised, preserving their existing content and structure, to update standards reclassified from the lapsing Small Business Management and First Line Management domains
- Qualification titles have changed.

See details below.

Revision of *Small Business Management* qualifications

National Certificate in Small Business Management [Ref: 0172]

National Certificate in Business (Small Business Management) [Ref: 0172]

Changes to structure and content

- The title was changed to National Certificate in Business (Small Business Management)
- Lapsing domains Small Business Management and First Line Management were replaced by domains Business Culture and Environment, People Development and Coordination, and Systems and Resources Management in Elective Group B
- Standards from the Business Operations and Development subfield, and from the Occupational Health and Safety Practice, domain were added to Elective Group B.

Transition

People currently working toward version 1 of this qualification can either complete its requirements or transfer to this version.

This qualification contains standards that are used as substitutes for an earlier standard. For the purposes of this qualification people who have gained credit for this earlier standard are exempt from the requirement to gain credit for one of the substitute standards – see table below.

| Credit for | Exempt from |
|------------|-------------|
| 19023 | 17593 |
| 19023 | 17602 |
| 19023 | 20198 |

This qualification contains classifications that replace or are used as substitutes for earlier classifications. For the purposes of version 2 of this qualification, people who have gained credit for standards in the lapsed classifications may continue to use those credits to meet the qualification requirements of Group B.

| Standards from | Are treated as Standards from |
|---|---|
| Business > Management > Small Business Management | Business > Business Environment > Business Culture and Environment |
| | Business > Business Operations and Development > Systems and Resources Management |
| | Business > Financial Management > Financial Skills |

| Standards from | Are treated as Standards from |
|---|--|
| | Business > Marketing > Generic Marketing |
| Business > Management > First Line Management | Business > Accounting |
| | Business > Business Administration |
| | Business > Business Environment > Business Culture and Environment |
| | Business > Business Operations and Development > People Development and Coordination |
| | Business > Business Operations and Development > Systems and Resources Management |
| | Business > Financial Management |
| | Business > Marketing |
| | Computing and Information Technology > Computing > Generic Computing |
| | Humanities > Communication Skills |

National Diploma in Small Business Management [Ref: 0173]

National Diploma in Business (Small Business Management) [Ref: 0173]

Changes to structure and content

- The title was changed to National Diploma in Business (Small Business Management).

There are no transitions consequences resulting from this revision.

It is not intended that any existing candidate be disadvantaged by this revision. However, anyone who feels disadvantaged should contact the standard setter:

National Qualification Services

NZQA

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WELLINGTON

Telephone 04 463 3000

Email nqs@nzqa.govt.nz

Revision of *Small Business Management* unit standards

Impact on existing provider accreditations

| Current Accreditation for | | | Accreditation extended to | | |
|---------------------------|---------------------------|-------|---------------------------|---|-------|
| Nature of accreditation | Classification | Level | Nature of accreditation | Classification or Id | Level |
| Subfield | Management | 3-7 | Domain | Business Culture and Environment | same |
| Subfield | Management | 4 | Domain | Business Relationships Management | 4 |
| Subfield | Management | 5 | Domain | Human Resource Management | 5 |
| Subfield | Management | 5 | Domain | Organisational Direction and Strategy | 5 |
| Subfield | Management | 4-6 | Domain | Systems and Resources Management | same |
| Subfield | Management | 4 | Standards | 6404, 6405, 6408, 18956 | 4 |
| Subfield | Management | 5 | Standards | 6404, 6405, 6408, 6409, 6410, 18956, 19024 | 5 |
| Domain | Small Business Management | 3 | Standards | 6403, 20078 | 3 |
| Domain | Small Business Management | 4 | Standards | 1989, 1990, 1992, 6403-6406, 6408, 18956, 20078 | 4 |
| Domain | Small Business Management | 5 | Standards | 1989-1992, 6403-6410, 18956, 19024, 20078 | 5 |
| Domain | Small Business Management | 6 | Standards | 1989-1994, 6403-6410, 6412, 18956, 19024, 20078 | 6 |
| Domain | Small Business Management | 7 | Standards | 1989-1994, 6156, 6403-6412, 18956, 19024, 20078 | 7 |

Impact on Accreditation and Moderation Action Plan (AMAP)

Unit standard 18956 is no longer listed on AMAP 0092.

Impact on existing qualifications

Qualifications that contain the revised standards or classifications are tabled below.

| | |
|--------------------------------|---|
| Affected | The qualification lists a revised classification (domain or subfield) in an elective set The qualification lists a standard that has changes to level or credits |
| Not materially affected | The qualification lists a standard that has a new title The qualification lists a standard that has a new classification |

The following NZQA qualifications are impacted by the outcome of this revision, with the items that generated the Affected status in **bold**, and have been revised as described above.

| Qualification title | Classification or standard in the qualification |
|---|--|
| National Certificate in Small Business Management [Ref: 0172] | Small Business Management , 1989, 1990, 1991, 1992, 6403, 6404, 6405, 6406, 6407, 6408, 6409 |
| National Diploma in Small Business Management [Ref: 0173] | 1989, 1990, 1991, 1992, 1993, 1994, 6156, 6403, 6404, 6405, 6406, 6407, 6408, 6409, 6410, 6411, 6412 |

The following NZQA qualifications are also impacted by the outcome of this revision, with the items that generated the Affected status in **bold**. They will be updated when they are next reviewed.

| Qualification title | Classification or standard in the qualification |
|--|---|
| National Certificate in Quality Management [Ref: 0369] | 6406 |
| National Diploma in Marketing with strands in General Marketing, Direct Marketing, International Marketing, Marketing Research, Sales Organisation and Management, Advertising, and Public Relations [Ref: 0424] | Small Business Management |
| National Certificate in Business (First Line Management) (Level 4) [Ref: 0649] | Small Business Management |
| National Certificate in Business (First Line Management) (Level 3) [Ref: 0743] | Small Business Management |
| National Certificate in Business (Level 4) (Introductory) or (Intermediate) [Ref: 0782] | Small Business Management |
| National Diploma in Business (Level 5) [Ref: 0783] | Small Business Management |
| National Diploma in Business (Level 6) [Ref: 0784] | Small Business Management |
| National Certificate in Pacific Islands Early Childhood Education (Pasifika Management) (Level 6) [Ref: 0982] | 1993, 6156, 6407, 6410, 6411 |

The following qualifications are impacted by the outcome of this revision, with the items that generated the Affected status in **bold**. They will be updated when they are next reviewed.

| Qualification title | Classification or standard in the qualification | SSB Name |
|--|---|--|
| National Certificate in Travel (Level 4) [Ref: 0113] | Small Business Management | Aviation, Tourism and Travel Training Organisation |
| National Diploma in Tourism (Management) (Level 5) [Ref: 0473] | Small Business Management | |
| National Certificate in Proprietary Plaster Cladding Systems (Advanced) [Ref: 0787] | Small Business Management | Building and Construction Industry Training Organisation |
| National Certificate in Gunsmithing (Master) (Level 5) [Ref: 0347] | 1989, 1990, 1991, 1993, 1994, 6406 | Competenz |
| National Certificate in Engineering - Fabrication (Level 5) with strands in Heavy Fabrication, Light Fabrication, and Welding [Ref: 0681] | 1989, 1990, 1991, 1993, 1994, 6406 | |
| National Certificate in Maritime (Commercial Inshore Vessel Operations) with an optional strand in Business Operations [Ref: 1136] | 1992 | |
| National Certificate in Security Management (Supervision) (Level 5) [Ref: 0561] | Small Business Management | ElectroTechnology Industry Training Organisation |
| National Diploma in Security Management (Level 6) [Ref: 0562] | Small Business Management | |
| National Certificate in Contact Centre Management (Team Leader) (Level 4) [Ref: 0739] | Small Business Management | |
| National Certificate in Electrical Engineering (Level 5) [Ref: 0951] | Small Business Management | |
| National Diploma in Contact Centre Management (Level 5) [Ref: 0974] | Small Business Management | |
| National Certificate in Equine (Racing Stable Management) (Level 4) [Ref: 0794] | 20078 | |
| National Certificate in Furniture (Retail and Wholesale) (Level 4) [Ref: 0438] | Small Business Management , 6404, 6405, 6406, 6408 | Forest Industries Training and Education Council |
| National Certificate in Hairdressing (Management) (Level 5) with strands in Assessment of Hairdressing, Tutoring in Hairdressing, and Salon Management [Ref: 0646] | Small Business Management | NZ Hairdressing Industry Training Organisation Inc |
| National Certificate in Hospitality (Small Business Management) (Level 4) [Ref: 1145] | 1989, 1990, 1991, 1992, 6403, 6404, 6405, 6406, 6408 | Hospitality Standards Institute |
| National Certificate in Rural Contracting (Management) with strands in Agrichemical Contracting, and Agricultural Contracting [Ref: 1003] | Small Business Management , 6406, 6407, 6410 | InfraTrain New Zealand |
| National Certificate in Career Practice (Level 4) [Ref: 0428] | 1989, 1990 | Learning State |
| National Diploma in Career Practice (Level 6) with optional strands in Counselling, Education, Management, and Research and Development [Ref: 0429] | Small Business Management | |

| | | |
|--|----------------------------------|--|
| National Certificate in Public Sector Services (Prison Instruction) (Level 4) [Ref: 1095] | 1992 | |
| National Certificate in Industrial Textile Fabrication (Level 4) with strands in Canvas Fabrication; Sailmaking; and Vehicle Trimming and Upholstery [Ref: 1341] | 1991, 6404 | NZ Motor Industry Training Organisation (Incorporated) |
| National Diploma in Real Estate (Licensee) (Level 5) [Ref: 0100] | 1994, 6412 | REINZ Industry Training Organisation Ltd |
| National Certificate in Meat Retailing (Management) [Ref: 0716] | Small Business Management | Retail Meat Industry Training Organisation Inc |
| National Diploma in Road Transport Management [Ref: 0961] | Small Business Management | Tranzqual ITO |
| National Certificate in Commercial Road Transport (Courier Driver) with strands in Urgent Operations, and Non-urgent Operations [Ref: 1084] | 20078 | |

Summary of main changes

All changes are in **bold**.

Subfield Management

Business Environment

Domain Small Business Management

Business Culture and Environment

| Id | Title | Level | Credit |
|-----------|---|--------------|---------------|
| 1989 | Research small business opportunities | 4 | 5 |
| 1990 | Assess small business ownership options and business structures | 4 | 5 |
| 1994 | Manage the development of small business ventures | 6 | 5 |
| 6156 | Develop strategies to foster innovation and entrepreneurship for small business enterprises | 7 | 10 |
| 6403 | Produce self-assessments of suitability for managing small business enterprise opportunities | 3 | 4 |
| 6411 | Identify and assess business development opportunities for a small business enterprise | 7 | 10 |
| 6412 | Investigate and evaluate small business franchising options | 6 | 10 |
| 20078 | Describe taxation, financial, and insurance responsibilities for small business owner operators Describe taxation, financial, and insurance responsibilities for small business owner-operators | 3 | 4 |

Subfield Management

Business Operations and Development

Domain Small Business Management

Business Relationships Management

| Id | Title | Level | Credit |
|-----------|---|--------------|---------------|
| 6406 | Establish and maintain quality customer relations for a small business enterprise | 4 | 5 |

Domain Small Business Management
Human Resource Management

| Id | Title | Level | Credit |
|-----------|--|--------------|---------------|
| 6407 | Establish human resource needs of the small business operation | 5 | 5 |

Domain Small Business Management
Organisational Direction and Strategy

| Id | Title | Level | Credit |
|-----------|---|--------------|---------------|
| 1991 | Produce establishment plans for small business ventures | 5 | 5 |

Domain Small Business Management
Systems and Resources Management

| Id | Title | Level | Credit |
|-----------|--|--------------|---------------|
| 1992 | Control and evaluate small business operations | 4 | 5 |
| 1993 | Manage small business operations | 6 | 5 |

Subfield Management
Financial Management

Domain Small Business Management
Financial Skills

| Id | Title | Level | Credit |
|-----------|---|--------------|---------------|
| 6408 | Identify cost factors and assess cost, volume, profit relationships for small business operations | 4 | 5 |
| 6409 | Establish costs, prices, and conditions for providing products and/or services for a small business | 5 | 5 |
| 6410 | Manage financial resources for a small business enterprise | 5 | 5 |
| 18956 | Demonstrate knowledge of financial management for a small operational business | 4 | 6 |

Subfield Management
Marketing

Domain Small Business Management
Generic Marketing

| Id | Title | Level | Credit |
|-----------|--|--------------|---------------|
| 6404 | Develop marketing options for small business operations | 4 | 5 |
| 6405 | Determine advertising options for small business enterprises | 4 | 5 |
| 19024 | Apply marketing concepts within a small business | 5 | 7 |