

Field Business**Review of *Business Administration* unit standards**

Subfield	Domain	ID
Business Administration	Business Information Management	114, 125, 1986, 6910, 6911, 11646, 11647, 11656
	Business Information Processing	101-113, 115-119, 5843, 16677-16682, 18180

NZQA National Qualifications Services has completed the review of the unit standards listed above.

Date new versions published

December 2010

Planned review date

December 2015

Summary

These unit standards were reviewed as part of a scheduled review of unit standards in the subfield Business Administration to ensure that they are fit for purpose, national in scope, and technically sound.

Consultation for the review was initiated in January 2010, when expressions of interest in review outcomes and feedback on the unit standards were invited from stakeholder groups, including secondary schools. Organisations representing Institutes of Technology and Polytechnics (ITPs), Private Training Establishments (PTEs), secondary schools, and government agencies were advised of the review and asked to disseminate the information to the stakeholders whose interests they represented. From the responses received, an initial working panel was established, including representatives from Industry Training Organisations (ITOs), PTEs, ITPs and secondary schools. The NZQA National Moderator for Business and Management also attended the meetings.

The review meetings were held in March and May of 2010, during which time the panel reviewed the standards in the domains Business Information Management and Business Information Processing. Unit standard review drafts were subsequently consulted on via the NZQA consultation web site. Stakeholders, Standard Setting Bodies (SSBs) whose qualifications were affected by the review, and providers with accreditation for the subfield Business Administration were informed of the web publication and encouraged to respond. Final drafts of the unit standards were endorsed by the panel and the relevance of all unit standards and the level and credits assigned confirmed. Feedback from providers and SSBs endorsed the recommendations for changes to the standards.

Main changes

- Titles for unit standards 102, 103, 104, 105, 106, 107, 110, 111, 112, 113, 114, 125, and 11646 have been amended to improve clarity and more accurately reflect the intended outcomes.
- Explanatory notes (previously special notes) were amended, as appropriate and changes were made to clarify assessment parameters.
- Occupational Health and Safety requirements were considered in the review of the unit standards and adjustments were made.

- The purpose statements were modified so that wording was consistent with the outcomes.
- Outcomes (previously elements) and evidence requirements (previously performance criteria) were modified to reflect titles and improve accuracy and consistency with the overall outcomes of the unit standards.
- Unit standards 115, 116, 118, 119, 5843, 6911 and 11656 were designated expiring and will not be replaced, as they no longer meet the needs of the business administration sector.
- The level of unit standard 6910 decreased from 4 to 3 and the credit values of unit standards 109, 110, 114, 6910 and 11646 were changed to better reflect the time required for candidates to acquire, practice, and be assessed as competent in the skills and knowledge specified in these standards.

Category D unit standards will expire at the end of December 2013

Impact on registered qualifications

Key to type of impact	
Affected	The qualification lists a reviewed classification (domain or subfield) in an elective set The qualification lists a standard that has changes to level or credits The qualification lists a C or D category standard
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 National Qualifications Services qualifications are impacted by the outcome of this review and will be updated when they are reviewed in 2011. The classifications and/or standards that generated the status *Affected* are listed in **bold**.

Ref	Qualification Title	ID
0234	National Diploma in Science (Level 5)	112
0235	National Diploma in Science (Level 6) with optional strands in Biology, Chemistry, Food Science, Microbiology, and Molecular Biology/Biochemistry	112
0369	National Certificate in Quality Management	11646
0982	National Certificate in Pacific Islands Early Childhood Education (Pasifika Management) (Level 6)	11656
1498	National Diploma in Business (Level 5) with optional strands in Accounting, Finance, Finance – Māori, Health and Safety management, Human Resource Management, Marketing, People Development and Coordination, Project Management	11646

The following table identifies qualifications developed by other SSBs that are impacted by the outcome of this review. The SSBs have been advised that the qualifications require revision. The classifications and/or standards that generated the status *Affected* are listed in **bold**.

Ref	Qualification Title	Classification or ID	SSB Name
1553	National Certificate in Tourism Conventions and Incentives (Level 4)	113	Aviation, Tourism and Travel Training Organisation
0671	National Diploma in Casino Gaming (Management)	11646	
0326	National Diploma in Journalism (Multi-media) (Level 5)	117	Communications Media Industry Training Organisation
0766	National Certificate in Architectural Aluminium Joinery (Assembly and Glazing) (Level 3) with an optional strand in Cutting and Machining	103, 111	Competenz ITO
0102	National Certificate in Telecommunications (Management and Operations) (Level 4) with strands in Computer, Electronics, Mechanical, and Radio	103	ElectroTechnology Industry Training Organisation
0104	National Certificate in Telecommunications (Sales and Service) (Level 3) with strands in Sales, and Support	103	
0107	National Certificate in Telecommunications (Planning and Design) (Level 4) with strands in Computer, Electronics, Mechanical, and Radio	103	
0108	National Certificate in Telecommunications (Maintenance and Repair) (Level 4) with strands in Computer, Electronics, Mechanical, and Radio	103	
0560	National Certificate in Security (Communications) (Level 3)	103	
0643	National Certificate in Contact Centre Operations (Level 3)	103, 111	
0679	National Certificate in Offender Management (Level 4)	111	
0975	National Certificate in Offender Management (Level 5)	11646	
1508	National Certificate in Forestry (Level 3) with strands in Log Scaling, and Log Marshalling	103	Forest Industries Training and Education Council (FITEC)

Ref	Qualification Title	Classification or ID	SSB Name
1330	National Diploma in Funeral Directing	111	Funeral Service Training Trust of New Zealand
0657	National Certificate in Property Consultation and Valuation (Technician) (Level 5)	111, 108	InfraTrain New Zealand
0427	National Certificate in Career Practice (Level 3)	102, 103, 112, 114 , 125	Learning State
0428	National Certificate in Career Practice (Level 4)	125	
0642	National Certificate in Conservation (Trainee Ranger) (Level 3)	111	
0659	National Certificate in Public Sector Services (Client/Customer Services) (Level 3)	111	
0660	National Certificate in Public Sector Services (Client/Customer Services) (Level 4)	111	
0797	National Certificate in Conservation (Level 4)	125, 108	
0950	National Certificate in Administration of Revenue Law (Introduction) (Level 4)	105, 112, 113, 114 , 125	
1170	National Certificate in Public Sector Compliance Management (Road Transport) (Level 4)	111	
1237	National Certificate in Compliance and Regulatory Control (Rates Officer)	103	
1477	National Certificate in Greyhound Care and Training (Kennel Hand) (Level 3)	112	NZ Equine Industry Training Organisation
0990	National Certificate in Distribution (Level 2)	111	Retail Institute
0993	National Certificate in Retail (Level 2)	103	
1475	National Certificate in Parks and Recreation (Park Ranger) (Level 3)	111	Skills Active Aotearoa Limited
1232	National Certificate in Transportation of Waste and Recoverable Resources (Solid Waste) with strands in Light Motor Vehicle, and Heavy Motor Vehicle	103	Tranzqual ITO
1243	National Certificate in Freight Forwarding (Freight Administration)	112, 108	
1244	National Certificate in Freight Forwarding (International Freight Forwarding)	108	

Detailed list of unit standards – 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

Business > Business Administration > Business Information Management

ID	Title	Level	Credit	Review Category
114	Operate office automation systems Demonstrate knowledge of and use office automation systems	3	10 4	B
125	Demonstrate and apply knowledge of an organisation's record management system Demonstrate knowledge of record management systems within an organisation	3	5	B
1986	Apply calculations, data analysis, and statistical interpretation in a business context	4	5	B
6910	Integrate business administration functions and systems	4 3	10 5	B
6911	Manage copying services	4	4	D
11646	Prepare business information for management Produce business information for management	5	5 6	B
11647	Present business information for a business purpose	5	5	B
11656	Analyse reporting requirements and produce a report of formal business proceedings	7	10	D

Business > Business Administration > Business Information Processing

ID	Title	Level	Credit	Review Category
101	Develop and use keyboarding skills to enter text	1	3	B
102	Consolidate keyboarding skills and produce accurate text Consolidate keyboarding skills and produce accurate text based documents	1	3	B
103	Use data entry skills to input computer data Use data entry skills to input data	2	3	B
104	Describe and apply audio transcription techniques for text production Demonstrate knowledge of and apply audio transcription techniques to produce text	2	2	B
105	Use audio transcription techniques to produce text based communications Transcribe dictation at 80 words per minute (wpm)	3	3	B

ID	Title	Level	Credit	Review Category
106	Use audio transcription techniques to produce documents Transcribe dictation at 100 words per minute (wpm)	4	5	B
107	Apply language and text processing skills to produce communications Apply text processing skills to produce communications in a business or organisational context	2	5	B
108	Apply language and text processing skills to produce business documents Apply text processing skills to produce business documents	3	5	B
109	Apply language and text processing skills to produce specialist documents Apply text processing skills to produce specialist documents	4	10 6	B
110	Manage text processing and production of business information Review text processing and information production practices in a business or organisational context	5	10 8	B
111	Use a word processor to produce documents Use a word processor to produce documents for a business or organisation	2	5	B
112	Produce information using word processing functions Produce business or organisational information using word processing functions	3	5	B
113	Produce information using advanced word processing functions Produce business information using advanced word processing functions	4	10	B
115	Write at 40 words per minute (wpm) and transcribe notes to produce required information	1	10	D
116	Write shorthand at 60 words per minute (wpm) and transcribe to produce required information	2	10	D
117	Write shorthand at 80 words per minute (wpm) and transcribe to produce required information	3	10	B
118	Write shorthand at 100 words per minute (wpm) and transcribe to produce required information	4	10	D
119	Write shorthand at 120 words per minute (wpm) and transcribe to produce required information	5	10	D
5843	Write shorthand at 140 words per minute (wpm) and transcribe to produce required information	6	10	D
16677	Key in text at 15 words per minute (wpm)	1	1	B
16678	Key in text at 25 words per minute (wpm)	2	1	B
16679	Key in text at 35 words per minute (wpm)	3	1	B
16680	Key in text at 50 words per minute (wpm)	4	1	B
16681	Key in text at 65 words per minute (wpm)	5	1	B

ID	Title	Level	Credit	Review Category
16682	Key in text at 80 words per minute (wpm)	6	1	B
18180	Produce text processed clinical documents	4	10	B