

Field Business**Revision and rollover, and review, of *Business Administration Services* unit standards**

Subfield	Domain	ID
Business Administration	Business Administration Services	121-123, 127, 327-335, 11648-11655, 21862-21864, 21866-21868

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

Date new versions published **December 2010**

Planned review date **December 2015**

Summary

These unit standards were revised and rolled over or reviewed as part of scheduled maintenance of unit standards in the subfield Business Administration, to ensure that they are fit for purpose and technically sound.

Consultation 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. Business organisations, Industry Training Organisations, tertiary education organisations, private training enterprises, secondary schools, existing business networks, 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, a review panel was established, representative of major stakeholders, including the NZQA National Moderator for Business and Management.

The review panel met between March and July, with frequent contact with a network of other stakeholders who offered feedback on the panel's recommendations. In addition, the recommendations were included on the NZQA consultation website. As a result, the Business Administration Services unit standards were either revised and rolled over, or reviewed (see below).

Industry Training Organisations whose qualifications were affected by the revision and review of the unit standards were notified.

The last date for assessment of the superseded versions of these standards is 31 December 2012

Revision and rollover of *Business Administration Services* unit standards

Subfield	Domain	ID
Business Administration	Business Administration Services	11651, 11653, 21862-21864, 21866-21868

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

These unit standards were revised and rolled over to extend their period of registration and to allow their continued use to inform a full review before December 2015.

Main changes

- The credit value of unit standard 11651 was increased to more accurately reflect the time required for learning and assessment.
- The outcome statements of unit standards 11651 and 21864 were amended to more clearly specify the outcomes.

Detailed list of unit standards – classification, title, level, and credits

All changes are in **bold**.

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ID	Title	Level	Credit
11651	Manage travel arrangements for international business travel	5	5 7
11653	Manage administration services	6	10
21862	Demonstrate knowledge of management administrative services	4	8
21863	Provide and evaluate management administrative services	5	10
21864	Manage travel arrangements for domestic business travel	4	5
21866	Demonstrate knowledge required in medical administration roles, and produce medical documents	4	8
21867	Process medical records and related information using a computerised patient database	4	5
21868	Demonstrate knowledge of hospital clinical administration support services	4	10

Review of *Business Administration Services* unit standards

Subfield	Domain	ID
Business Administration	Business Administration Services	121-123, 127, 327-335, 11648-11650, 11652, 11654, 11655

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

Main changes

- Unit standards 127, 11652, 11654, and 11655 were designated expiring and will not be replaced.
- Unit standard 330 was designated expiring and will not be replaced. Unit standard 1852 is the recommended alternative for this expiring unit standard.
- Unit standards 331, 332, and 333 were replaced by unit standard 26768.
- The credit values of unit standards 334 and 11649 were amended to more accurately reflect the time required for learning and assessment.
- The titles of unit standards 121, 123, 327, 328, 329, 334, 335, 11648, and 11649 were amended to more clearly specify the main outcomes.
- Outcome statements, explanatory notes, evidence requirements, and range statements were updated.

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

Impact on existing accreditations

Current Accreditation for			Accreditation extended to		
Nature of accreditation	Classification or ID	Level	Nature of accreditation	ID	Level
Subfield	Business Administration	4	Standard	1852	4
Domain	Business Administration Services	4	Standard	1852	4
Standard	330	4	Standard	1852	4
Standard	331	3	Standard	26768	3
Standard	332	3	Standard	26768	3
Standard	333	3	Standard	26768	3

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 NZQA National Qualifications Services qualification is *Affected* by the outcomes of this review and will be updated when it is reviewed between 2011 and 2013.

Ref	Qualification Title	ID
0982	National Certificate in Pacific Island Early Childhood Education (Pasifika Management) (Level 6)	11649, 11652

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

Ref	Qualification Title	ID	SSB Name
0118	National Certificate in Cranes (Mobile Crane Supervision) (Level 5)	121	Opportunity - The Training Organisation
0119	National Certificate in Cranes (Mobile Crane Dispatch Supervision) (Level 3)	121	
0120	National Certificate in Cranes (Tower Crane Supervision) (Level 5)	121	
0222	National Diploma in Veterinary Nursing	335	Agriculture Industry Training Organisation
0225	National Certificate in Footwear (Level 3) with strands in Clicking, Closing, Bottom Stock, and Making and Lasting	334	Apparel and Textile Industry Training Organisation
0226	National Certificate in Footwear (Level 4) with strands in Pattern Cutting, Clicking, Closing, Bottom Stock, and Making and Lasting	334	
0446	National Certificate in Sport (Level 3) with strands in Event Management, Sport Administration, and Team Management	328, 329	Skills Active Aotearoa Limited
0450	National Certificate in Community Recreation (Community Art Work) (Level 4)	327, 328, 329, 331, 332, 333, 334, 335	
0493	National Certificate in Sport (Level 2)	327	
0859	National Certificate in Snowsport (Ticketing and Guest Services)	123, 327	
0959	National Certificate in Compliance and Regulatory Control (Local Government Committee Management)	11648	
0991	National Certificate in Distribution (Level 3)	334	Retail Institute
0992	National Certificate in Distribution (Level 4)	334	
1106	National Certificate in Public Sector Services (Field/Community Advisors)	11648	Learning State Limited
1115	National Certificate in Cleaning and Caretaking (Supervisor)	334	Building Service Contractors of New Zealand Incorporated
1287	National Certificate in Scrap Metal Recycling (Administration)	329	NZ Extractive Industries Training Organisation
1363	National Certificate in Plastics Processing Technology (Production) (Level 3) with strands in General, and Expanded Polystyrene Moulding	334	Plastics and Materials Processing Industry Training Organisation Incorporated

1380	National Certificate in Motor Industry (Sales and Service) with strands in Automotive Parts and Accessories, Automotive Service Reception, Service Station, and Vehicle Sales	121, 327, 334	NZ Motor Industry Training Organisation (Incorporated)
1392	National Certificate in Financial Services (Level 4)	123	ElectroTechnology Industry Training Organisation
1415	National Certificate in Motor Industry (Automotive Specialist Engineering) (Level 3) with strands in Automotive Heating, Ventilation, and Air Conditioning; Automotive Machining; Diesel Fuel Injection; and Motorsport	327	NZ Motor Industry Training Organisation (Incorporated)
1420	National Certificate in Motor Industry (Vehicle Servicing) with strands in Brake and Clutch, Exhaust Systems, Radiator Repair, Steering and Suspension, Tyres, Underbody and General Service, and Vehicle Security, and with an optional strand in Heavy Vehicle Steering and Suspension	327	
1421	National Certificate in Motor Industry (Automotive Electrical and Mechanical Engineering) (Level 3) with strands in Electrical and Electronics, Light Vehicle, Motorcycle, Outdoor Power Equipment, and Trailer Boat Systems	327	
1422	National Certificate in Motor Industry (Automotive Electrical and Mechanical Engineering) (Level 4) with strands in Electrical and Electronics, Light Vehicle, Motorcycle, Outdoor Power Equipment, and Trailer Boat Systems	327	
1508	National Certificate in Forestry (Level 3) with strands in Log Scaling, and Log Marshalling	334	
1541	National Certificate in Equine (Stable Management) with strands in Harness Racing, Thoroughbred Racing, and Breeding	327, 328	NZ Equine Industry Training Organisation

Detailed list of unit standards – classification, title, level, and credits

All changes are in **bold**. Recommended alternatives for Category D unit standards are shown in *italics*.

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

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ID	Title	Level	Credit	Review Category
121	Use office administration and communication systems Demonstrate and apply knowledge of office equipment and administration processes	2	5	B
122	Provide office reception services	3	5	B
123	Use office administration, copying, and telecommunication systems and processes Use office information, copying, and telecommunication systems	3	5	B
127	Demonstrate knowledge required in legal administration roles, and produce legal documents	3	5	D
327	Document business transactions Document business financial transactions for an entity	2	4	B
328	Identify the requirements for a financial record system Identify the requirements for a financial record system for an entity	3	3	B
329	Process financial information for cash transactions Process financial information for cash transactions for an entity	2	4	B
330	Complete accounting procedures and produce financial statements	4	15	D
1852	<i>Prepare a revenue statement and balance sheet</i>	4	6	
331	Operate computer accounts receivable and payable ledger systems to produce financial information	3	5	C
332	Operate computer general ledger accounting systems to produce financial information	3	5	C
333	Operate computer general ledger accounting systems to produce financial reports	3	5	C
26768	Use a computerised accounts receivable and payable system to produce financial information	3	7	

ID	Title	Level	Credit	Review Category
334	Operate and administer inventory systems Demonstrate knowledge of and operate inventory systems	3	5 4	B
335	Prepare computerised payroll and related administration records Prepare computerised payroll and related administration records with payroll software	4	6	B
11648	Plan and organise business meetings, and complete meeting administration Plan, organise, and record business meetings	5	7	B
11649	Manage and coordinate business meetings to achieve outcomes Manage business meetings to achieve objectives	5	5 8	B
11650	Plan, coordinate, and evaluate a business conference, event, or function	6	10	B
11652	Establish and manage administration systems	7	15	D
11654	Coordinate provision of international business administration services	6	5	D
11655	Manage administration of special interest groups	6	15	D