Field   Business

Revision and Rollover, and Review of *Business* unit standards

Subfield	Domain	ID
Business Environment	Business Culture and Environment	1989, 1990, 1994, 6156, 6403, 6411, 6412, 8501, 9740, 20078, 23912, 23915, 23916, 23917
Business Operations and Development	Organisational Direction and Strategy	1991, 7443, 7448, 7449, 9732, 23913, 23914
	Systems and Resources Management	7453, 16342, 19020

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

Date new versions published   September 2012

Planned review date   December 2017

Summary

The review of the unit standards in domains *Business Culture and Environment* (BCE) and *Organisational Direction and Strategy* (ODS) is part of the Strategic Business Review, which aims to achieve "a coherent network of unit standards for field *Business* that is current, fit-for-purpose, and responsive to the changing needs of New Zealand business, businesses, and business people".

Stakeholders, including all Industry Training Organisations that have qualifications in which the unit standard(s) are listed; all providers with consent to assess against the PDC unit standards; peak bodies; government agencies, and individual people who expressed an interest, were contacted and invited to participate in the review. As a result, a representative review panel was established, including the National Moderator, which met between July 2011 and January 2012. The panel was supported by an extensive e-mail network that provided feedback throughout the review. Further consultation took place via the NZQA website in March 2012.

Strategic Business Review research was used to inform changes made at this review. As a result, the unit standards have been simplified and made more flexible, to be more relevant to a wider range of assessment contexts, including small businesses. There is greater scope for recognition of current competence (RCC) and for assessment in candidates' own contexts, including workplaces. These unit standards reflect the realities of such assessment contexts where, for example, detailed evidence of preparation and planning is not always available. These unit standards focus more explicitly on the actual achievement of the intended outcome, rather than on the process (including planning) used to achieve it therefore placing greater reliance on the organisational requirements of the specific context and the NZQF level descriptors as criteria for assessment.

Unit standards 18509 and 25778 were excluded from this review, pending review by risk management specialists. 26255 was excluded because of its recent review as part of the marketing review. Unit standards 7453, 16342, and 19020 were included in this review, at the request of the recent Systems and Resources Management review panel.

The review resulted in some unit standards being revised and rolled over, and some being reviewed. This report is structured to reflect these two different outcomes.

Revision, Reclassification and Rollover of *Business* unit standards

Subfield	Domain	ID
Business Environment	Business Culture and Environment	1989, 1990, 6156, 6412, 8501, 9740, 20078
Business Operations and Development	Organisational Direction and Strategy	7448
	Systems and Resources Management	16342

Main changes
- All these standards except 20078 were revised if necessary and rolled over, pending the creation of a new domain for generic business outcomes, to be implemented after the current review of Business qualifications.
- Unit standard 20078 was reclassified from Business > Business Environment > Business Culture and Environment to Business > Financial Management > Financial Skills

Impact on existing accreditations, on Consent and Moderation Requirements (CMR), and on registered qualifications

See below.

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

All changes are in **bold**.

Business > Business Environment > 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
6156	Develop strategies to foster innovation and entrepreneurship for small business enterprises	7	10
6412	Investigate and evaluate small business franchising options	6	10
8501	Develop initiatives for innovation management	7	12
9740	Explain and apply principles and practices for innovation, entrepreneurship, and intrapreneurship	5	5

Business > Business Environment > Business Culture and Environment
Business > Financial Management > Financial Skills

ID	Title	Level	Credit
20078	Describe taxation, financial, and insurance responsibilities for small business owner-operators	3	4

Business > Business Operations and Development > Organisational Direction and Strategy

ID	Title	Level	Credit
7448	Review and report on organisational performance against operational plans and objectives	6	10

Business > Business Operations and Development > Systems and Resources Management

ID	Title	Level	Credit
16342	Identify key workplace organisational principles	4	4

Review of *Business* unit standards

Subfield	Domain	ID
Business Environment	Business Culture and Environment	1994, 6403, 6411, 23912, 23915, 23916, 23917
Business Operations and Development	Organisational Direction and Strategy	1991, 7443, 7449, 9732, 23913, 23914
	Systems and Resources Management	7453, 19020

Main changes
- The level of 7449 was reduced from 5 to 4.
- Standards 23912, 23915, 23916, and 23917 were all jointly replaced by both 27762 and 27763.
- Standard 23914 was replaced by both 27767 and 27768.
- These standards will expire without replacement, as the content is either duplicated in other standards and/or is no longer relevant: 1991, 1994, 6403, 6411, 7443, 7453, 9732, 19020, 23913.
- New unit standards were developed: refer to the table below.

Category C and D unit standards will expire at the end of December 2015

Impact on existing accreditations

Current consent for			Consent extended to		
Nature of consent	Classification or ID	Level	Nature of consent	Classification or ID	Level
Subfield	Business Environment	3	Standard	20078	3
Domain	Business Culture and Environment	3	Standard	20078	3
Standard	23912	6	Standard	27762	4
Standard	23916	5	Standard	27762	4
Standard	23917	5	Standard	27762	4
Standard	23912	6	Standard	27763	5
Standard	23916	5	Standard	27763	5
Standard	23917	5	Standard	27763	5
Standard	23914	7	Standard	27767	6
Standard	23914	7	Standard	27768	6

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 NQS qualifications are *Affected* by the outcome of this revision and rollover, and review and will be updated when they are reviewed in 2013.

Ref	Qualification Title	Classification or ID
0172	National Certificate in Business (Small Business Management)	1991, 6403
0173	National Diploma in Business (Small Business Management)	1991, 1994, 6403, 6411
0369	National Certificate in Quality Management	7449
0982	National Certificate in Pacific Islands Early Childhood Education (Pasifika Management) (Level 6)	6411
1498	National Diploma in Business (Level 5) with optional strands in Accounting, Finance, Finance - Māori, Health and Safety Management, Human Resource Management, Māori Business and Management, Marketing, People Development and Coordination, Project Management	7449, 23912
1499	National Diploma in Business (Level 6)	7453, 23912

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
1595	National Certificate in Tourism (Business Practice) (Level 4) with an optional strand in Operational Management	16342	Aviation, Tourism and Travel Training Organisation
1661	National Certificate in Construction Trades (Supervisor) (Level 4) with an optional strand in Business Management	**1991**, 20078	Building and Construction Industry Training Organisation
1659	National Certificate in Infrastructure Works Supervision (Level 5) with optional strands in Civil Plant Management, Civil Works, Pavement Surfacing, Roadmarking, Road Works, and Rural Contracting	**23915**	InfraTrain New Zealand
0216	National Certificate in Equine (Level 4) with strands in Sporthorse Stable Attendant, Harness Racing, Sporthorse Competitor, Jockey, and Advanced Track Rider	20078	NZ Equine Industry Training Organisation
1541	National Certificate in Equine (Stable Management) with strands in Harness Racing, Thoroughbred Racing, and Breeding	20078	
1558	National Certificate in Sports Turf (Level 5)	**23912**	New Zealand Sports Turf Industry Training Organisation
1084	National Certificate in Commercial Road Transport (Courier Driver) with strands in Urgent Operations, and Non-urgent Operations	20078	NZ Motor Industry Training Organisation
1695	National Certificate in Passenger Service (Taxi Driver)	20078	NZ Motor Industry Training Organisation

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 Environment > Business Culture and Environment

ID	Title	Level	Credit	Review Category
1994	Manage the development of small business ventures	6	5	D
6403	Produce self-assessments of suitability for managing small business enterprise opportunities	3	4	D
6411	Identify and assess business development opportunities for a small business enterprise	7	10	D

Business > Business Environment > Business Culture and Environment

Business > Business Operations and Development > Organisational Direction and Strategy

ID	Title	Level	Credit	Review Category
23912	Conduct an environmental analysis for an organisation	6	10	C
23915	Analyse environmental factors external to an organisation that may impact on a business and an individual's work role	4	4	C
23916	Demonstrate knowledge of the impact of environmental factors on business strategy and operations	5	10	C
23917	Monitor environmental factors to anticipate change and/or impacts on a business operation	5	6	C
27762	**Identify and explain influences on an organisation**	**4**	**4**	
27763	**Analyse the impact(s) of influences and assess their consequences for an organisation**	**5**	**6**	

Business > Business Operations and Development > Organisational Direction and Strategy

ID	Title	Level	Credit	Review Category
1991	Produce establishment plans for small business ventures	5	5	D
7443	Develop and communicate organisational purpose, direction, and values	7	15	D
7449	Contribute to organisational strategy development	5 4	5	B
9732	Demonstrate knowledge of strategic management concepts for organisational planning and development	5	10	D
23913	Implement, monitor, and review a strategic plan	7	10	D
23914	Identify strategic options and produce a strategic plan for an organisation	7	10	C
27767	**Propose and justify a strategy option for achieving an organisation's envisioned future**	**6**	**6**	
27768	**Develop a strategic plan for an organisation's envisioned future**	**6**	**8**	
27764	**Envision a future for an organisation**	**6**	**10**	**New**
27765	**Demonstrate knowledge of influences on organisations**	**3**	**4**	**New**
27766	**Demonstrate knowledge of the business life cycle**	**4**	**4**	**New**
27769	**Demonstrate knowledge of strategic processes in organisations**	**4**	**5**	**New**
27770	**Monitor the implementation of a strategic plan in an organisation**	**6**	**7**	**New**
27771	**Evaluate the effectiveness of a strategic plan for an organisation**	**6**	**5**	**New**

Business > Business Operations and Development > Systems and Resources
Management

ID	Title	Level	Credit	Review Category
7453	Sponsor and coordinate work activities across organisational boundaries	7	7	D
19020	Develop performance standards and monitor performance for a logistics operation	5	6	D