

Field Business**Revision and rollover of *Business* unit standards**

Subfield	Domain	ID
Business Environment	Business Law	23777
Business Operations and Development	Business Relationships Management	6406, 7455 , 7456
	Human Resource Management	6407, 19022 , 24876 , 24877 , 25680-25688, 25689 , 25690 , 25691-25695
	People Development and Coordination	9735
	Quality Management	7459 , 7460 , 8073, 8074, 8076 , 8077, 8078 , 8081, 8082, 8084-8087 , 8088, 8089, 8502 , 19025 , 20849
	Systems and Resources Management	7461 , 7462 , 19030
Financial Management	Financial Skills	1852, 1863, 1874, 1875, 6408, 6410, 8503, 18956, 26365, 26366, 26367 , 26368
Marketing	Generic Marketing	6404, 6405, 19024

NZQA National Qualifications Services (NQS) has completed the rollover of the unit standards listed above. The unit standards shown in **bold** have also been revised.

Date new versions published

April 2013

Planned review date

December 2016

Summary

These unit standards have been revised and rolled over to extend their period of listing on the DAS until the current review of Business qualifications has been completed, when all Business unit standards will be reviewed in light of the new qualifications.

Stakeholders were consulted and agreed with this approach. Consequently changes have been made only where necessary to ensure currency and assessability, in response to stakeholder feedback.

Main changes

- Amendments to clarify the intention of the standard and so to assist assessment have been made in unit standard 7456 (evidence requirements 1.3 and 1.4), unit standard 8087 (range statements for outcomes 1 and 2), and unit standard 19022 (outcome 4).
- Minor editorial amendments were made to the remaining revised unit standards to update terminology and ensure consistency.
- A last date for assessment, December 2016, has been set for previous versions of these unit standards.

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

Business > Business Environment > Business Law

ID	Title	Level	Credit
23777	Describe the implications of the Residential Tenancies Act 1986 for service tenancy rentals	3	3

Business > Business Operations and Development > Business Relationships Management

ID	Title	Level	Credit
6406	Establish and maintain quality customer relations for a small business enterprise	4	5
7455	Develop and strengthen customer relationships and services	6	10
7456	Develop and strengthen supplier relationships	6	10

Business > Business Operations and Development > Human Resource Management

ID	Title	Level	Credit
6407	Establish human resource needs of the small business operation	5	5
19022	Manage human resources as a manager in a business operation	6	12
24876	Develop a plan for, and describe, recruitment and selection of staff for a specified workplace	3	6
24877	Describe employment legislation requirements for job descriptions and write a job description	3	3
25680	Introduce a staff recruitment and appointment system into an organisation	5	8
25681	Evaluate and maintain a staff recruitment and appointment system in an organisation	5	6
25682	Demonstrate knowledge of staff recruitment and appointment systems in human resource management practice	4	4
25683	Introduce a performance management system into an organisation	6	10
25684	Evaluate and maintain a performance management system in an organisation	6	10
25685	Demonstrate knowledge of performance management systems in human resource management practice	4	4
25686	Introduce a remuneration system into an organisation	6	10
25687	Evaluate and maintain a remuneration system in an organisation	6	8
25688	Demonstrate knowledge of remuneration systems in human resource management practice	4	4
25689	Introduce a programme for workforce health, safety, and wellness into an organisation	5	10
25690	Evaluate and maintain a programme for workforce health, safety, and wellness in an organisation	5	10
25691	Demonstrate knowledge of workforce health, safety, and wellness programmes in human resource management practice	4	4

ID	Title	Level	Credit
25692	Introduce a system for workforce development into an organisation	6	10
25693	Evaluate and maintain a system for workforce development in an organisation	6	10
25694	Demonstrate knowledge of workforce development systems in human resource management practice	4	4
25695	Describe human resource management in organisations in New Zealand	5	10

Business > Business Operations and Development > People Development and Coordination

ID	Title	Level	Credit
9735	Demonstrate knowledge of theory in relation to management in organisations	6	10

Business > Business Operations and Development > Quality Management

ID	Title	Level	Credit
7459	Develop, manage, and evaluate improvements to products, services, and systems	6	10
7460	Develop, implement and review quality management system	7	10
8073	Establish, develop, and improve quality-focused aspects of supplier relationships	4	8
8074	Establish, develop, and improve quality-focused aspects of customer relationships	4	8
8076	Promote the participation of management and staff in quality initiatives	5	4
8077	Participate in a team to achieve specified quality improvement objectives	3	4
8078	Lead a team to achieve specified quality improvement objectives	5	6
8081	Collect data for a specified purpose	3	8
8082	Analyse data and communicate information for a specified purpose	4	8
8084	Audit quality management systems for compliance with quality standards	6	14
8085	Demonstrate knowledge of quality and its management	3	4
8086	Demonstrate knowledge required for quality auditing	4	4
8087	Use core quality management tools	3	5
8088	Analyse quality costs	5	4
8089	Use statistical process control tools for the control and improvement of processes	4	6
8502	Develop initiatives for managing improvement and change processes	7	12
19025	Demonstrate and apply knowledge of quality assurance in a business operation	4	7
20849	Develop and implement a plan to gather, analyse and report on information for management of quality	5	10

Business > Business Operations and Development > Systems and Resources Management

ID	Title	Level	Credit
7461	Plan procurement of material, plant and equipment supplies	6	10
7462	Secure tenders, negotiate, and monitor contracts for supply or maintenance of materials, plant, and equipment	6	10
19030	Demonstrate knowledge of tendering, negotiating, and managing a contract in a business operation	4	5

Business > Financial Management > Financial Skills

ID	Title	Level	Credit
1852	Prepare a revenue statement and balance sheet	4	6
1863	Identify and compare short-term and long-term debt options offered by the banking and finance industries	4	3
1874	Prepare IRD employer reporting documentation for PAYE, FBT and GST	3	3
1875	Assist the conduct of internal audits	5	4
6408	Determine profit projections for an entity	4	5
6410	Manage financial resources for a small business enterprise	5	5
8503	Interpret and use financial data and reports for business decision-making	5	5
18956	Demonstrate knowledge of financial management for an entity	3	5
26365	Conduct and report on a financial analysis for an entity	4	5
26366	Prepare and use budgets for an entity	4	5
26367	Demonstrate and apply knowledge of costing for an activity within an entity	5	6
26368	Describe business-related services offered by financial institutions and select services for a New Zealand entity	4	4

Business > Marketing > 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