

Field Business

Revision and rollover of *Business* unit standards

| Subfield | Domain | ID |
|-------------------------------------|---------------------------|--|
| Accounting | Accounting - Middle Level | 11609-11611, 11615, 11618, 11620, 11622, 11624, 25939-25941 |
| Business Environment | Business Law | 2963, 11631, 11633, 11635-11637, 11638, 11639 |
| Business Operations and Development | Business Studies | 22847, 22854, 25424 |
| | Project Management | 25212-25219, 25221-25231, 27389 |

NZQA National Qualifications Services has completed the revision and rollover of the unit standards listed above. The standards in **bold** have been rolled over only.

Date new versions published

October 2014

Planned review date

December 2018

Summary

These unit standards have been revised and rolled over to maintain their currency. The Business unit standards will be reviewed comprehensively following the listing of the Business qualifications developed by the mandatory review. This standard review is expected to be completed by December 2018.

Main changes

- Income tax legislation quoted in unit standard 11637 has been updated.
- Legislation in unit standards 11633 and 11638 has been corrected.
- In unit standards 25212-25219 and 25221-25231, an explanatory note referring to replaced Australian units of competency has been removed.
- Definitions have been removed in unit standard 27389.
- Minor edits have been made to explanatory notes.

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

Business > Accounting > Accounting - Middle Level

| ID | Title | Level | Credit |
|-------|--|-------|--------|
| 11609 | Perform the accounting functions for cash transactions | 4 | 2 |
| 11610 | Perform the accounting functions for accounts receivable | 4 | 4 |
| 11611 | Perform the accounting functions for accounts payable | 4 | 4 |
| 11615 | Perform the accounting processes for GST | 4 | 2 |
| 11618 | Perform the accounting functions for inventory | 4 | 2 |
| 11620 | Prepare and review a profit and loss budget | 4 | 2 |
| 11622 | Demonstrate knowledge of the nature of accounting and prepare financial statements for an entity | 4 | 10 |
| 11624 | Demonstrate and apply knowledge of financial analysis | 5 | 10 |

| ID | Title | Level | Credit |
|-----------|--|--------------|---------------|
| 25939 | Demonstrate and apply knowledge of an accounting system | 4 | 10 |
| 25940 | Demonstrate and apply knowledge of management accounting concepts | 5 | 12 |
| 25941 | Demonstrate and apply knowledge of the budgeting process for an organisation | 5 | 8 |

Business > Business Environment > Business Law

| ID | Title | Level | Credit |
|-----------|--|--------------|---------------|
| 2963 | Demonstrate knowledge of New Zealand and international laws of trade | 4 | 5 |
| 11631 | Demonstrate knowledge of the legal system in New Zealand | 4 | 4 |
| 11633 | Apply the law of contract to a given fact situation | 5 | 10 |
| 11635 | Apply the law of agency to a given fact situation | 5 | 4 |
| 11636 | Apply the tort of negligence to a given fact situation | 5 | 3 |
| 11637 | Demonstrate knowledge of business entities | 4 | 2 |
| 11638 | Demonstrate knowledge of the law of property in New Zealand | 5 | 3 |
| 11639 | Apply consumer legislation to a given fact situation | 5 | 4 |

Business > Business Operations and Development > Business Studies

| ID | Title | Level | Credit |
|-----------|--|--------------|---------------|
| 22847 | Demonstrate knowledge of enterprising behaviour, innovation, and entrepreneurship in business contexts | 1 | 2 |
| 22854 | Apply innovative thinking techniques within a business context | 2 | 2 |
| 25424 | Demonstrate knowledge of factors that impact on businesses | 3 | 4 |

Business > Business Operations and Development > Project Management

| ID | Title | Level | Credit |
|-----------|---|--------------|---------------|
| 25212 | Apply scope controls to a project | 4 | 5 |
| 25213 | Apply time management techniques to a project | 4 | 5 |
| 25214 | Apply cost management techniques to a project | 4 | 5 |
| 25215 | Apply quality management techniques to a project | 4 | 5 |
| 25216 | Apply human resource management approaches to a project | 4 | 5 |
| 25217 | Apply risk management techniques to a project | 4 | 5 |
| 25218 | Apply contract and procurement techniques to a project | 4 | 5 |
| 25219 | Manage projects | 4 | 16 |
| 25221 | Manage application of project integrative processes | 5 | 8 |
| 25222 | Manage project scope | 5 | 6 |
| 25223 | Manage project time | 5 | 6 |
| 25224 | Manage project costs | 5 | 6 |
| 25225 | Manage project quality | 5 | 7 |
| 25226 | Manage project human resources | 5 | 7 |
| 25227 | Manage project communications | 5 | 7 |
| 25228 | Manage project risk | 5 | 8 |
| 25229 | Manage project procurement | 5 | 5 |

| ID | Title | Level | Credit |
|-----------|--|--------------|---------------|
| 25230 | Direct the scope of multiple projects in a programme | 6 | 5 |
| 25231 | Direct communications management of multiple projects in a programme | 6 | 4 |
| 27389 | Apply benefits realisation to projects | 5 | 8 |