

Field Business

Revision and rollover of *Business Administration* unit standards

Subfield	Domain	ID
Business Administration	Business Administration Services	121-123, 327-329, 334, 335, 11648-11651, 11653, 21862-21864, 21866-21868, 26768
	Business Information Management	114, 125, 1986, 6910, 11646, 11647, 27642, 27643
	Business Information Processing	101-113, 117, 16677-16682, 18180
	Text and Information Management - Generic	12883-12887

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

Date new versions published

16 April 2015

Planned review date

31 December 2019

Summary

These unit standards have been revised and rolled over to maintain their currency, pending their review as part of the comprehensive review of Business unit standards following the recent listing of the new Business qualifications developed by the mandatory review. These standards reviews are expected to be completed by December 2018. The last date for assessment for previous versions has been set at 31 December 2017.

Main changes

- References to publications have been updated.
- Obsolete legislation has been deleted or updated.
- Links to other websites have been corrected.
- Issues identified by stakeholders through clarification requests have been addressed in standards 111, 113, 121, 122, and 123.

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

Revised and rolled over standards

Business > Business Administration > Business Administration Services

ID	Title	Level	Credit
121	Demonstrate and apply knowledge of office equipment and administration processes	2	5
122	Provide office reception services	3	5
123	Use office information, copying, and telecommunication systems	3	5
335	Prepare computerised payroll and related administration records using payroll software	4	6
11650	Plan, coordinate, and evaluate a business conference, event, or function	6	10

Business > Business Administration > Business Information Management

ID	Title	Level	Credit
114	Demonstrate knowledge of and use office automation systems	3	4
125	Demonstrate knowledge of record management systems within an organisation	3	5
6910	Integrate business administration functions and systems	3	5

Business > Business Administration > Business Information Processing

ID	Title	Level	Credit
101	Develop and use keyboarding skills to enter text	1	3
102	Consolidate keyboarding skills and produce accurate text based documents	1	3
103	Use data entry skills to input data	2	3
104	Demonstrate knowledge of and apply audio transcription techniques to produce text	2	2
105	Transcribe dictation at 80 words per minute (wpm)	3	3
106	Transcribe dictation at 100 words per minute (wpm)	4	5
107	Apply text processing skills to produce communications in a business or organisational context	2	5
108	Apply text processing skills to produce business documents	3	5
109	Apply text processing skills to produce specialist documents	4	6
110	Review text processing and information production practices in a business or organisational context	5	8
111	Use a word processor to produce documents for a business or organisation	2	5
112	Produce business or organisational information using word processing functions	3	5
113	Produce business or organisational information using advanced word processing functions	4	10
117	Write shorthand at 80 words per minute (wpm) and transcribe to produce required information	3	10
16677	Key in text at 15 words per minute (wpm)	1	1

ID	Title	Level	Credit
16678	Key in text at 25 words per minute (wpm)	2	1
16679	Key in text at 35 words per minute (wpm)	3	1
16680	Key in text at 50 words per minute (wpm)	4	1
16681	Key in text at 65 words per minute (wpm)	5	1
16682	Key in text at 80 words per minute (wpm)	6	1
18180	Produce text processed clinical documents	4	10

Business > Business Administration > Text and Information Management - Generic

ID	Title	Level	Credit
12883	Enter and manage text for generic text and information management	1	4
12884	Create electronic documents and manage a file for generic text and information management	2	3
12885	Create and enhance electronic documents combining text and images for generic text and information management	2	4
12886	Customise software features and create document templates for generic text and information management	3	6
12887	Integrate text and images and manage multiple files for generic text and information management	3	6

Rolled over standards

Business > Business Administration > Business Administration Services

ID	Title	Level	Credit
327	Document business financial transactions for an entity	2	4
328	Identify the requirements for a financial record system for an entity	3	4
329	Process financial information for cash transactions for an entity	2	4
334	Demonstrate knowledge of and operate inventory systems	3	4
11648	Plan, organise, and record business meetings	5	7
11649	Manage business meetings to achieve objectives	5	8
11651	Manage travel arrangements for international business travel	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

ID	Title	Level	Credit
26768	Use a computerised accounts receivable and payable system to produce financial information	3	7

Business > Business Administration > Business Information Management

ID	Title	Level	Credit
1986	Apply calculations, data analysis, and statistical interpretation in a business context	4	5
11646	Produce business information for management	5	6
11647	Present business information for a business purpose	5	5
27642	Use a pivot table to display data	4	5
27643	Apply spreadsheet features to present data to meet a brief	4	6