

## Field **Business and Multi-Field**

### Review of *Business and Multi-field* qualifications

**National Certificate in Business Administration and Computing (Level 2) [Ref: 0008]**  
**National Certificate in Employment Skills [Ref: 0231]**

NZQA National Qualifications Services has reviewed the qualifications above.

### Replacement qualifications

New Zealand Certificate in Foundation Skills (Level 1) [Ref: 2861]  
 New Zealand Certificate in Foundation Skills (Level 2) [Ref: 2862]

### Date new versions published

**December 2015**

The next qualification review is planned to take place during 2020.

### Summary of review and consultation process

Qualifications which provide a pathway or lead to further education and training (at levels 1-5, excluding university qualifications) were reviewed in 2014 as part of the nation-wide mandatory review of qualifications.

The mandatory review involved broad consultation with the sector, including notification of the intention to expire the national qualifications as part of the mandatory qualifications review process. Stakeholders confirmed the ongoing need for qualifications in these areas that would recognise graduate capabilities and provide education pathways – this has been captured within the replacement qualifications.

### Main changes resulting from the review

The two national qualifications have been replaced by New Zealand qualifications.

The National Certificate in Employment Skills [Ref: 0231] can be replaced by the New Zealand Certificate in Foundation Skills (Level 1) [Ref: 2861] with a programme written in the context of employment skills.

The National Certificate in Business Administration and Computing (Level 2) [Ref: 0008] can be replaced by the New Zealand Certificate in Foundation Skills (Level 2) [Ref: 2862] with a programme written in the context of business administration and computing.

**National Certificate in Business Administration and Computing (Level 2) [Ref: 0008]**  
*replaced by*  
**New Zealand Certificate in Foundation Skills (Level 2) [Ref: 2862]**

Review category	<b>C</b>	See <a href="#">Key to Qualification Review Categories</a> at the end of report
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**National Certificate in Employment Skills [Ref: 0231]***replaced by***New Zealand Certificate in Foundation Skills (Level 1) [Ref: 2861]**

Review category	<b>C</b>	See <a href="#">Key to Qualification Review Categories</a> at the end of report
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**Transition**

Candidates enrolled in programmes leading to the National Certificate in Business Administration and Computing (Level 2) [Ref: 0008] or National Certificate in Employment Skills [Ref: 0231] may choose to complete their requirements or transfer their results to the replacement qualifications.

The last date for assessments to take place for the existing national certificates is 31 March 2018 when they will be **discontinued**.

The last date for enrolment is 31 March 2017. People cannot be enrolled in programmes leading to the award of this qualification unless there is appropriate time available to them to complete the programme and be awarded the qualification before it expires.

It is the intention of the qualification developer that no existing learner should be disadvantaged by these transition arrangements. Any person who considers they have been disadvantaged may contact the qualification owner at the address below:

NZQA National Qualifications Services  
PO Box 160  
Wellington 6140

Telephone 04 463 3000  
Email [nqs@nzqa.govt.nz](mailto:nqs@nzqa.govt.nz)  
Website <http://www.nzqa.govt.nz/>

**Key to Qualification Review Categories**

<b>Category A</b> The qualification is published as a new version with the same NZQF ID	Changes are made to SSB name, contact details or purpose statement
	No change is made to title, rules or components of the qualification
	No transition arrangements are required
<b>Category B</b> The qualification is published as a new version with the same NZQF ID	Changes are made to title, rules or components
	The new version of the qualification recognises a similar skill set to that recognised by the previous version
	The SSB is confident that people awarded the new or previous version are comparable in terms of competence
<b>Category C</b> A new (replacement) qualification is published with new NZQF ID	Transition arrangements are required if candidates must gain additional/different credits for the new version
	Significant changes are made to the qualification in terms of components, structure, type or level
	The SSB views people with the replacement qualification as being significantly different in terms of competence from those with the replaced qualification
	Transition arrangements are required
<b>Category D</b> Qualification will expire. There is no replacement qualification	Transition may be limited to phase-out dates
	Qualification is no longer required by industry
	The qualification is designated as expiring and a last date for meeting the qualification requirements is set