

FIELD Business**Review of *Business* qualifications**

National Certificate in Business (Small Business Management) [Ref: 0172]
National Diploma in Business Administration (Level 5) [Ref: 0370]
National Certificate in Business Administration and Computing (Level 3) [Ref: 0633]
National Certificate in Business Administration (Level 4) [Ref: 0634]
National Certificate in Business (First Line Management) (Level 4) [Ref: 0649]
National Certificate in Business (First Line Management) (Level 3) [Ref: 0743]
National Certificate in Employment Relations (Union Representation) (Level 2) [Ref: 1261]
National Certificate in Business (Level 3) [Ref: 1431]
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, Quality Management, and Systems and Resources Management [Ref: 1498]
National Diploma in Business (Level 6) [Ref: 1499]
National Certificate in Project Management (Level 4) [Ref: 1500]
National Diploma in Project Management (Level 5) [Ref: 1501]

NZQA National Qualifications Services has completed the review of the qualifications listed above.

Date new versions published**January 2015**

The next qualification review is planned to take place during 2019.

New and replacement qualifications

New Zealand Certificate in Business (Accounting Support Services) (Level 4) [Ref: 2455]
 New Zealand Certificate in Business (Administration and Technology) (Level 3) [Ref: 2452]
 New Zealand Certificate in Business (Administration and Technology) (Level 4) [Ref: 2461]
 New Zealand Certificate in Business (First Line Management) (Level 4) [Ref: 2456]
 New Zealand Certificate in Business (Introduction to Team Leadership) (Level 3) [Ref: 2453]
 New Zealand Certificate in Business (Introduction to Small Business) (Level 3) [Ref: 2454]
 New Zealand Certificate in Business (Small Business) (Level 4) [Ref: 2457]
 New Zealand Certificate in Project Management (Level 4) [Ref: 2462]
 New Zealand Certificate in Workplace Relations (Union Representative) (Level 3) [Ref: 2463]
 New Zealand Diploma in Business (with strands in Accounting, Administration and Technology, Leadership and Management, and Project Management) (Level 5) [Ref: 2459]
 New Zealand Diploma in Business (with strands in Accounting, Administration and Technology, Leadership and Management, and Māori Business and Management) (Level 6) [Ref: 2460]

Summary of review and consultation process

The review follows the development of New Zealand qualifications in Business, in the mandatory review of Business qualifications. Although the mandatory review included all

Business qualifications at Levels 2-6 on the New Zealand Qualifications Framework, qualifications in Small Business Management above Level 4 and in Quality Management were suggested for future development.

The review of these national qualifications will take place in a future development of New Zealand qualifications in Business.

Category C and D qualifications will expire at the end of December 2018.

Main changes resulting from the review

National Certificate in Business (Small Business Management) [Ref: 0172]

replaced by

New Zealand Certificate in Business (Small Business) (Level 4) [Ref: 2457]

Review category	C	See Key to Qualification Review Categories at the end of report
-----------------	----------	---

National Diploma in Business Administration (Level 5) [Ref: 0370]

replaced by

New Zealand Diploma in Business (with strands in Accounting, Administration and Technology, Leadership and Management, and Project Management) (Level 5) [Ref: 2459]

Review category	C	See Key to Qualification Review Categories at the end of report
-----------------	----------	---

National Certificate in Business Administration and Computing (Level 3) [Ref: 0633]

replaced by

New Zealand Certificate in Business (Administration and Technology) (Level 3) [Ref: 2452]

Review category	C	See Key to Qualification Review Categories at the end of report
-----------------	----------	---

National Certificate in Business Administration (Level 4) [Ref: 0634]

replaced by

New Zealand Certificate in Business (Administration and Technology) (Level 4) [Ref: 2461]

Review category	C	See Key to Qualification Review Categories at the end of report
-----------------	----------	---

National Certificate in Business (First Line Management) (Level 4) [Ref: 0649]

replaced by

New Zealand Certificate in Business (First Line Management) (Level 4) [Ref: 2456]

Review category	C	See Key to Qualification Review Categories at the end of report
-----------------	----------	---

National Certificate in Business (First Line Management) (Level 3) [Ref: 0743]

replaced by

New Zealand Certificate in Business (Introduction to Team Leadership) (Level 3) [Ref: 2453]

Review category	C	See Key to Qualification Review Categories at the end of report
-----------------	----------	---

National Certificate in Employment Relations (Union Representation) (Level 2) [Ref: 1261]

replaced by

New Zealand Certificate in Workplace Relations (Union Representative) (Level 3) [Ref: 2463]

Review category	C	See Key to Qualification Review Categories at the end of report
-----------------	----------	---

National Certificate in Business (Level 3) [Ref: 1431]

Review category	D	See Key to Qualification Review Categories at the end of report
-----------------	----------	---

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, Quality Management, and Systems and Resources Management [Ref: 1498]

replaced by

New Zealand Diploma in Business (with strands in Accounting, Administration and Technology, Leadership and Management, and Project Management) (Level 5) [Ref: 2459]

Review category	C	See Key to Qualification Review Categories at the end of report
-----------------	----------	---

Transition

This qualification contains two optional strands which can no longer be achieved: Finance Optional Strand and Finance - Māori Optional Strand. This is because there are not enough credits available in the specified domains for the requirements of the strands to be met.

National Diploma in Business (Level 6) [Ref: 1499]

replaced by

New Zealand Diploma in Business (with strands in Accounting, Administration and Technology, Leadership and Management, and Māori Business and Management) (Level 6) [Ref: 2460]

Review category	C	See Key to Qualification Review Categories at the end of report
-----------------	----------	---

National Certificate in Project Management (Level 4) [Ref: 1500]

replaced by

New Zealand Certificate in Project Management (Level 4) [Ref: 2462]

Review category	C	See Key to Qualification Review Categories at the end of report
-----------------	----------	---

National Diploma in Project Management (Level 5) [Ref: 1501]

replaced by

New Zealand Diploma in Business (with strands in Accounting; Administration and Technology; Leadership and Management, and Project Management) (Level 5) [Ref: 2459]

Review category	C	See Key to Qualification Review Categories at the end of report
-----------------	----------	---

Transition

People currently working towards any of the replaced qualifications may choose to complete that qualification or transfer to a new qualification.

The last date for entry into programmes leading to the expiring qualifications is 31 December 2016.

The last date for assessments to take place for the expiring qualifications is 31 December 2018.

It is not intended that any existing candidates are disadvantaged by this review. However, anyone who feels disadvantaged should contact the standard setter at:

NZQA National Qualifications Services
PO Box 160
Wellington 6140

Telephone 04 463 3000
Email nqs@nzqa.govt.nz

Key to Qualification Review Categories

Category A 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
Category 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
	Transition arrangements are required if candidates must gain additional/different credits for the new version
Category C A new (replacement) qualification is published with new NZQF ID	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
	Transition may be limited to phase-out dates
Category D Qualification will expire. There is no replacement qualification	Qualification is no longer required by industry
	The qualification is designated as expiring and a last date for meeting the qualification requirements is set

