

Field Business

Review and revision/rollover of *Business Operations and Development* unit standards

Subfield	Domain	ID
Business Operations and Development	Organisational Direction and Strategy	7448 , 7449, 18509 , 25778 , 26255 , 27762, 27764 , 27765, 27766, 27767 , 27768-27771
	People Development and Coordination	1987, 8495 , 8498, 9735, 15190 , 18337 , 23394 , 23395 , 23397, 24874 , 25449 , 25450, 25451, 27557 , 27558, 27563, 27564 , 27565 , 27566
	Systems and Resources Management	7461 , 7462 , 16342 , 19030 , 27515, 27516, 27517 , 27518-27522, 27523 , 27567 , 27568

NZQA National Qualifications Services has completed the review and revision/rollover of the unit standards listed above. The standards that were reviewed are indicated in **bold**.

Date new versions published

March 2016

Planned review date

December 2020

Summary

Following the listing of the New Zealand qualifications in business and development of new standards linked to them it became necessary to revise or review the existing business unit standards. Stakeholders were invited to contribute to separate reviews of the three domains.

Unit standards were reviewed where there was a robust likelihood that they would continue to be used in the environment of the new qualifications. Other standards were revised and rolled over for review later, depending on usage in the meantime. Standards that had not been used in the past were recommended for expiry, except where they had not been listed in the Directory of Assessment Standards (DAS) long enough to justify such a decision: these standards were revised instead.

The outcome of each review was endorsed by the combined stakeholders for public consultation. Feedback was referred to the stakeholders, and resulted in some further changes to the standards, which were then endorsed for listing on the DAS.

Main changes

- In the following unit standards, several outcomes were simplified and condensed into one, with consequential changes to evidence requirements, but without affecting the overall outcome: 7448, 16342, 18509, 25778.
- Some titles were amended to better reflect the content.
- The credits for unit standards 15190 and 27564 were increased to better reflect the content.
- Unit standards 27567 and 27568 were moved to the *People Development and Coordination* domain and their levels were raised to better reflect the content.

- Unit standard 29226 was developed to complete a suite of risk-management standards at Levels 4 to 6.
- Unit standards 7461, 7462, 19030, 23395, 25449, 26255 were designated expiring and will not be replaced because of low past usage and little anticipated future use.

Category D unit standards will expire at the end of December 2018

Impact on existing organisations with consent to assess

Current consent for			Consent extended to		
Nature of consent	Classification or ID	Level	Nature of consent	Classification or ID	Level
Domain	Systems and Resources Management	3	Standard	27567	4
Domain	Systems and Resources Management	4-7	Standard	27567 27568	4 5

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

All changes are in **bold**.

Revised unit standards

Business > Business Operations and Development > Organisational Direction and Strategy

ID	Title	Level	Credit
7449	Contribute to organisational strategy development	4	5
27762	Identify and explain influences on an organisation	4	4
27765	Demonstrate knowledge of influences on organisations	3	4
27766	Demonstrate knowledge of the business life cycle	4	4
27768	Develop a strategic plan for an organisation's envisioned future	6	8
27769	Demonstrate knowledge of strategic processes in organisations	4	5
27770	Monitor the implementation of a strategic plan in an organisation	6	7
27771	Evaluate the effectiveness of a strategic plan for an organisation	6	5

Business > Business Operations and Development > People Development and Coordination

ID	Title	Level	Credit
1987	Develop strategies to establish and maintain positive workplace relationships	5	5
8498	Develop strategies to manage conflict in an organisation	5	5
9735	Demonstrate knowledge of theory in relation to management in organisations	6	10
23397	Plan and monitor performance of others	5	6
25450	Demonstrate skills in managing staff exit in an organisation	5	5
25451	Provide mentoring in an organisation	5	5

ID	Title	Level	Credit
27558	Manage professional and ethical behaviour of staff in a business operation	5	5
27563	Describe teams and team leadership	3	4
27566	Monitor staff performance in an organisation	4	5

Business > Business Operations and Development > Systems and Resources Management

ID	Title	Level	Credit
27515	Recommend acquisition of resources for an operation in an organisation	4	4
27516	Analyse and improve the effectiveness of a system in an operation in an organisation	5	5
27518	Control flow of inputs in an operation in an organisation	4	3
27519	Describe a system in an operation in an organisation	3	2
27520	Create a plan for an operation in an organisation	5	5
27521	Manage a plan for an operation in an organisation	5	5
27522	Demonstrate knowledge of planning in an organisation	4	4

Reviewed unit standards

Key to review category	
A	Dates changed, but no other changes are made - the new version of the standard carries the same ID and a new version number
B	Changes made, but the overall outcome remains the same - the new version of the standard carries the same ID and a new version number
C	Major changes that necessitate the registration of a replacement standard with a new ID
D	Standard will expire and not be replaced

Business > Business Operations and Development > Organisational Direction and Strategy

ID	Title	Level	Credit	Review Category
7448	Review and report on organisational performance against operational plans and objectives Review and report on an organisation's performance against business plans and objectives	6	10	B
18509	Demonstrate knowledge of risk management principles and guidelines in an organisation Demonstrate knowledge of risk management in an organisation	4	6	B
25778	Plan risk management in an organisation Develop a framework for applying risk management processes in an organisation	6	10	B
26255	Conduct business research	5	10	D
27764	Envision a future for an organisation	6	10	B
27767	Propose and justify a strategy option for achieving an organisation's envisioned future Propose and justify a strategy for achieving an organisation's envisioned future	6	6	B

ID	Title	Level	Credit	Review Category
29226	Apply risk management processes in an organisation	5	6	New

Business > Business Operations and Development > People Development and Coordination

ID	Title	Level	Credit	Review Category
8495	Develop self to improve own performance in an organisation	4	3	B
15190	Develop and implement a work team plan	4	5 10	B
18337	Determine, source, support, and evaluate training and/or development for a team Determine and co-ordinate training and/or development for a team	4	5	B
23394	Plan for and carry out staff selection	5	4	B
23395	Assess applicants for staff selection	4	3	D
24874	Demonstrate knowledge of performance management in an organisation Demonstrate knowledge of performance management	3	4	B
25449	Demonstrate knowledge of requirements for managing staff exit in an organisation	4	4	D
27557	Behave according to organisational requirements	3	4	B
27564	Demonstrate knowledge of leadership	4	6 10	B
27565	Train colleagues in the workplace	3	4	B

Business > Business Operations and Development > Systems and Resources Management

ID	Title	Level	Credit	Review Category
7461	Plan procurement of material, plant and equipment supplies	6	10	D
7462	Secure tenders, negotiate, and monitor contracts for supply or maintenance of materials, plant, and equipment	6	10	D
16342	Identify key workplace organisational principles Evaluate organisational design for an organisation	4	4	B
19030	Demonstrate knowledge of tendering, negotiating, and managing a contract in a business operation	4	5	D
27517	Improve the effectiveness of a process in an organisation	4	4	B
27523	Manage a contract for service	5	3	B

Business > Business Operations and Development > Systems and Resources Management

Business > Business Operations and Development > People Development and Coordination

ID	Title	Level	Credit	Review Category
27567	Demonstrate knowledge of management of change in an organisation	3 4	4	B
27568	Implement change in a work team	4 5	4	B