

Field Business**Review of *Business* unit standards**

Subfield	Domain	ID
Accounting	Accounting - Middle Level	11610, 11611, 11615, 11620, 11622, 11624, 25939, 25940, 25941
Business Environment	Business Culture and Environment	1989, 1990
Business Operations and Development	Organisational Direction and Strategy	27763

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

Date new versions published

May 2016

Planned review date

December 2020

Summary

In the development of new unit standards for the New Zealand qualifications in Business, duplication of content was identified with existing unit standards. These unit standards were therefore reviewed and replaced by the new standards, or recommended for expiry.

Main changes

- Unit standards 11615 and 11624 were recommended for expiry for duplicating content with the new standards but without enabling a formal replacement relationship.
- Other standards were recommended for replacement by the new standards.

Category C and D unit standards will expire at the end of December 2018, to coincide with the expiry of the National qualifications in Business.

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
Subfield	Business Environment	4-8	Domain	Small Business	4
Domain	Business Culture and Environment	4-7	Domain	Small Business	4
Standard	1989	4	Standards	29055, 29056, 29057	3
Standard	1990	4	Standards	29055, 29056, 29057	3
Standard	11610	4	Standard	29012	4
Standard	11611	4	Standard	29012	4
Standard	11620	4	Standard	29017	5
Standard	25941	5	Standard	29017	5
Standard	11622	4	Standard	29014	5
Standard	25939	4	Standard	29014	5
Standard	25940	5	Standard	29020	6
Standard	27763	5	Standard	29050	5

Impact on registered qualifications

Key to type of impact	
Affected	<ul style="list-style-type: none"> The qualification lists a reviewed classification (domain or subfield) in an elective set The qualification lists a standard that has changes to level or credits The qualification lists a C or D category standard
Not materially affected	<ul style="list-style-type: none"> The qualification lists a standard that has a new title The qualification lists a standard that has a new classification

The following table identifies qualifications developed by other Standards Setting Bodies (SSBs) that are impacted by the outcome of this review. The SSBs have been advised that the qualifications require revision. The standards that generated the status *Affected* are listed below.

Ref	Qualification Title	Classification or ID	SSB Name
0806	National Diploma in Extractive Industries (Management) with strands in Surface Extraction, and Underground Extraction	25940 25941	MITO New Zealand Incorporated
1695	National Certificate in Passenger Service (Taxi Driver)	1990	
1524	National Diploma in Extractive Industries (Site Management) (Level 5) with strands in Surface Extraction, and Underground Extraction	25939	
0959	National Certificate in Compliance and Regulatory Control (Local Government Committee Management)	11620	The Skills Organisation
1238	National Certificate in Compliance and Regulatory Control (Rates Management)	11620	

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

All changes are in **bold**.

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 > Accounting > Accounting - Middle Level

ID	Title	Level	Credit	Review Category
11610	Perform the accounting functions for accounts receivable	4	4	C
11611	Perform the accounting functions for accounts payable	4	4	C
29012	Manage accounts payable and receivable for a business entity	4	13	
11615	Perform the accounting processes for GST	4	2	D
11620	Prepare and review a profit and loss budget	4	2	C
25941	Demonstrate and apply knowledge of the budgeting process for an organisation	5	8	C
29017	Prepare budgets and monitor business performance against budgets for a business entity	5	10	
11622	Demonstrate knowledge of the nature of accounting and prepare financial statements for an entity	4	10	C
25939	Demonstrate and apply knowledge of an accounting system	4	10	C
29014	Apply accounting principles and practices for a business entity	5	22	
11624	Demonstrate and apply knowledge of financial analysis	5	10	D
25940	Demonstrate and apply knowledge of management accounting concepts	5	12	C
29020	Evaluate and use management accounting information for a business entity	6	10	
29010	Apply the elements of accounting to support a business entity	4	15	New
29011	Prepare tax returns for a business entity	4	10	New
29015	Analyse and communicate financial information, and evaluate and minimise financial risk for a business entity	5	23	New
29016	Apply tax rules for individuals and small businesses	5	5	New
29018	Prepare financial reports for companies and comply with ethical requirements	6	12	New
29019	Analyse and communicate financial and non-financial information for strategic decision-making for a business entity	6	8	New
29021	Integrate business finance techniques for a business entity	6	10	New

ID	Title	Level	Credit	Review Category
29022	Evaluate and use accounting information systems for a business entity	6	10	New
29023	Apply tax rules to New Zealand business entities	6	10	New

Business > Business Administration > Business Administration Services

ID	Title	Level	Credit	Review Category
29024	Provide business administration support using business technology	3	15	New
29025	Obtain, communicate, and reproduce business information using business technology	3	15	New
29026	Process data to produce information for business purposes	3	15	New
29027	Produce business documents using software applications	3	15	New
29029	Provide administrative services using business technology and systems	4	20	New
29030	Produce business information using data processing tools	4	20	New
29031	Produce business documents using advanced features and functions of software applications	4	20	New
29032	Manage administrative services	5	25	New
29033	Analyse and evaluate administration systems and processes	5	15	New
29034	Research business technology to support an identified business need	5	10	New
29035	Manage user support for business technology	5	10	New
29036	Evaluate and recommend new business technology to improve performance and productivity for a business entity	6	15	New
29037	Lead people to achieve business administration goals	6	20	New
29038	Manage and coordinate business administration systems and processes	6	25	New

Business > Business Environment > Business Culture and Environment

Business > Business Operations and Development > Small Business

ID	Title	Level	Credit	Review Category
1989	Research small business opportunities	4	5	C
1990	Assess small business ownership options and business structures	4	5	C
29055	Identify business opportunities	3	15	
29056	Produce an establishment plan for a small business opportunity	3	30	
29057	Assess the feasibility and viability of a potential small business opportunity	3	15	

ID	Title	Level	Credit	Review Category
29058	Develop a business plan for a small business	4	15	New
29059	Manage operations for a small business	4	30	New
29060	Manage staff and human resource processes for a small business	4	15	New

Business > Business Operations and Development > Organisational Direction and Strategy

ID	Title	Level	Credit	Review Category
27763	Analyse the impact(s) of influences and assess their consequences for an organisation	5	6	C
29050	Analyse the impact(s) of internal and external influences, and assess their consequence(s) for a business entity	5	12	
29046	Lead and manage people to achieve a business entity's strategic goals	6	30	New
29047	Manage business activities to achieve a business entity's strategic goals	6	30	New
29049	Contribute to innovation and organisational change in operational contexts	5	28	New
29051	Apply business knowledge for strategic objectives in a business entity	6	12	New
29052	Contribute at a strategic level to innovation and organisational change within a business entity	6	20	New
29053	Design and develop strategic objectives for a business entity	6	18	New
29054	Develop strategies for managing the impact of environmental factors and their effect(s) on the entity's performance	6	10	New

Business > Business Operations and Development > People Development and Coordination

ID	Title	Level	Credit	Review Category
29039	Manage a team to contribute to a business entity's objectives	4	35	New
29041	Apply principles for effective performance within a team	3	23	New
29042	Develop objectives for a team	3	15	New
29043	Describe and compare different styles of team leadership for a business entity	3	10	New
29044	Lead and manage people to achieve a business entity's operational objectives	5	35	New

Business > Business Operations and Development > Systems and Resources Management

ID	Title	Level	Credit	Review Category
29040	Manage work flows	4	25	New
29045	Manage business activities to achieve a business entity's operational objectives	5	25	New
29048	Apply business knowledge for operational objectives in a business entity	5	20	New