

Field: Business

Change report for the review of New Zealand Business Qualifications

Reviewed qualifications

Ref	Version	Title	Level	Credits
2452	1	New Zealand Certificate in Business (Administration and Technology) (Level 3)	3	60
2453	1	New Zealand Certificate in Business (Introduction to Team Leadership) (Level 3)	3	48
2454	1	New Zealand Certificate in Business (Introduction to Small Business) (Level 3)	3	60
2455	1	New Zealand Certificate in Business (Accounting Support Services) (Level 4)	4	50
2456	1	New Zealand Certificate in Business (First Line Management) (Level 4)	4	60
2457	1	New Zealand Certificate in Business (Small Business) (Level 4)	4	60
2461	1	New Zealand Certificate in Business (Administration and Technology) (Level 4)	4	60
2462	1	New Zealand Certificate in Project Management (Level 4)	4	60
2463	1	New Zealand Certificate in Workplace Relations (Union Representative) (Level 3)	3	40

Review information

Qualification Developer	NZQA National Qualification Services (in collaboration with and on behalf of the business communities)
Reason for the review	Scheduled 5 year review.
Review date	June 2020
Outcome date	July 2020
Next review date	May 2025

Summary of review and consultation process

The review was conducted by NZQA National Qualifications Services in collaboration with and on behalf of the business communities in Aotearoa New Zealand. Stakeholders were kept informed and invited to contribute at all stages of the review. Stakeholders include Business New Zealand and other key bodies, all programme owners, and individuals who expressed an interest in the qualifications and their review.

An advisory committee of key stakeholders met in December 2018 and January 2019 to offer guidance relevant to the entire suite of qualifications, including specific issues such as the requirement for a *real* or *realistic* context for programmes. The committee confirmed the ongoing relevance of the needs analysis and reviewed the outcomes in the core section of each diploma. Review panels were convened in February-April to address the certificates and/or strands.

The outcomes of these advisory committee and review panel meetings were circulated for comment to stakeholders, until consensus was achieved. A progress report was published in May, and formal consultation in July/August resulted in further amendments.

Main changes resulting from the review

The requirement for a *real* or *realistic* context for programmes and assessment was reinterpreted to enable programmes

to more flexibly meet the requirement.

Outcomes for People, Cognitive, and Affective skills, and for Business environment were replaced by a new general condition, requiring such skills to be embedded as relevant across all the graduate profile outcomes.

Credits were allocated to individual graduate profile outcomes.

The evidence requirements for assuring consistency were redrafted in light of consistency reviews that have been undertaken.

The credits for the New Zealand Certificate in Business (Introduction to Team Leadership) (Level 3) [Ref: 2453] were reduced from 48 to 45.

The New Zealand Certificate in Workplace Relations (Union Representative) (Level 3) [Ref: 2463] was recommended to be discontinued, as there is no approved programme or any application for one.

Changes to individual outcomes were made to clarify the intention, there were no changes of substance made to content.

Review outcome

Ref	Version	Reviewed qualification	Outcome category	New qualification version
2452	1	New Zealand Certificate in Business (Administration and Technology) (Level 3)	<i>B-New version of qualification</i>	2
2453	1	New Zealand Certificate in Business (Introduction to Team Leadership) (Level 3)	<i>B-New version of qualification</i>	2
2454	1	New Zealand Certificate in Business (Introduction to Small Business) (Level 3)	<i>B-New version of qualification</i>	2
2455	1	New Zealand Certificate in Business (Accounting Support Services) (Level 4)	<i>B-New version of qualification</i>	2
2456	1	New Zealand Certificate in Business (First Line Management) (Level 4)	<i>B-New version of qualification</i>	2
2457	1	New Zealand Certificate in Business (Small Business) (Level 4)	<i>B-New version of qualification</i>	2
2461	1	New Zealand Certificate in Business (Administration and Technology) (Level 4)	<i>B-New version of qualification</i>	2
2462	1	New Zealand Certificate in Project Management (Level 4)	<i>B-New version of qualification</i>	2
2463	1	New Zealand Certificate in Workplace Relations (Union Representative) (Level 3)	<i>D-Qualification will expire with no replacement</i>	2

Qualification review outcome categories

Outcome	Result	Category
No changes are identified to the qualification	Qualification version number and NZQF ID remain the same. New review date is required.	A
Minor changes are identified to the qualification	New version of qualification is required (NZQF ID remains the same). New review date is required.	B
Significant changes are required to the qualification	New replacement qualification is required with a new NZQF ID. The existing qualification will expire.	C
The qualification is no longer	The qualification will expire with no replacement.	D

required by industry		
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Transition information

Ref	Version	Qualification title	Last date of entry*	Last date of assessment
2452	1	New Zealand Certificate in Business (Administration and Technology) (Level 3)	N/A	31/12/2022
2453	1	New Zealand Certificate in Business (Introduction to Team Leadership) (Level 3)	N/A	31/12/2022
2454	1	New Zealand Certificate in Business (Introduction to Small Business) (Level 3)	N/A	31/12/2022
2455	1	New Zealand Certificate in Business (Accounting Support Services) (Level 4)	N/A	31/12/2022
2456	1	New Zealand Certificate in Business (First Line Management) (Level 4)	N/A	31/12/2022
2457	1	New Zealand Certificate in Business (Small Business) (Level 4)	N/A	31/12/2022
2461	1	New Zealand Certificate in Business (Administration and Technology) (Level 4)	N/A	31/12/2022
2462	1	New Zealand Certificate in Project Management (Level 4)	N/A	31/12/2022
2463	1	New Zealand Certificate in Workplace Relations (Union Representative) (Level 3)	31/12/2020	31/12/2022

**only required for outcome category C or D*

Any additional information

It is anticipated that no existing learners will be disadvantaged by these transition arrangements. However, anyone who feels that they have been disadvantaged may appeal to the NZQA National Qualifications Services (NQS) at nqs@nzqa.govt.nz.

Information regarding the review of the New Zealand Diploma in Business (Level 5) with strands in Accounting, Administration and Technology, Human Resource Management, Leadership and Management, Marketing and Sales, and Project Management [Ref: 2459] and the New Zealand Diploma in Business (Level 6) with strands in Accounting, Administration and Technology, Human Resource Management, Leadership and Management, Māori Business and Management, Marketing and Sales, and Real Estate [Ref: 2460] will be published at a later date.