

Field Business

Review, and Revision and Rollover of *Small Business* unit standards

Subfield	Domain	ID
Business Operations and Development	Small Business	6156, 11637, 29055, 29056, 29057, 29058, 29059, 29060, 29463, 29464

NZQA National Qualifications Services has completed the review of the unit standards listed above, except for the two standards in **bold**, which have been revised and rolled over.

Date new versions published

April 2021

Planned review date

December 2025

Summary

Six Small Business unit standards were designed explicitly for assessment leading to the award of either:

- New Zealand Certificate in Business (Introduction to Small Business) (Level 3) [Ref: 2454] or
- New Zealand Certificate in Business (Small Business) (Level 4) [Ref: 2457].

Following the review of these qualifications, the unit standards were reviewed to align with the qualifications' amended outcomes and changed conditions.

In consultation with stakeholders, a representative review panel was convened and developed reviewed drafts of the unit standards. Users of the standards supported the review, and all other stakeholders, including consent to assess holders, were advised of the review outcomes by email and through national consultation on the NZQA website. There was no objection to the review outcomes.

Four unit standards not linked to the qualifications were also considered by the review panel, in light of past and anticipated future usage.

Main changes

- The unit standard outcomes and performance criteria were amended to reflect the reviewed graduate profile in the qualifications.
- Credits were relocated among the standards linked to each qualification, to better reflect the relative importance of the outcomes and the realities of programme delivery.
- The title of unit standard 29055 was amended to more accurately reflect its content.
- Unit standard 29056 was replaced by two new smaller standards to make them more accessible in most contexts.
- The guidance information in the standards was revised to reflect the amended conditions in the reviewed qualifications.
- Standards 6156 and 11637 were designated expiring due to low past usage and no discernible future usage.
- Standards 29463 and 29464 were revised and rolled over despite very low usage, as there is some interest in their future usage. The planned review date for these standards is December 2023.
- The standards were listed on the current template.

Category C and D unit standards will expire at the end of December 2022

The last date for assessment of superseded versions of Category B unit standards is December 2022

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
Standard	29056	3	Standards	32340, 32341	3

Reviewed standards

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 > Business Operations and Development > Small Business

ID	Title	Level	Credit	Review Category
6156	Develop options to implement a strategy to foster innovation and entrepreneurship for a small business	7	7	D
11637	Demonstrate knowledge of legal structures for business entities	4	4	D
29055	Identify business opportunities Identify a business opportunity/ies and assess compatibility with own abilities, interests, and preferences	3	15 5	B
29056	Produce an establishment plan for a small business opportunity	3	30	C
32340	Identify the external environment of a business opportunity/ies	3	15	
32341	Produce an establishment plan for a small business opportunity/ies	3	20	
29057	Assess the feasibility and viability of a potential small business opportunity	3	15 20	B
29058	Develop a business plan for a small business	4	15 20	B
29059	Manage operations for a small business	4	30 20	B
29060	Manage staff and human resource processes for a small business	4	15 20	B

Revised and Rolled over standards

Business > Business Operations and Development > Small Business

ID	Title	Level	Credit
29463	Plan the continuity of a small business	6	8
29464	Develop, maintain, and strengthen external relationships for a small business	5	7