

## Field Business

### Rollover and revision of *Business Administration* unit standards

Subfield	Domain	ID
Business Administration	Business Administration Services	121
	Business Information Processing	<b>103, 107, 111, 16678</b>
	Text and Information Management	12884, 12885

Ringa Hora Services Workforce Development Council has rolled over and revised the unit standards listed above. The unit standards in **bold** have been rolled over only.

**Date new versions published** November 2022

**Planned review date** No change

#### Summary

The rollover and revision is to extend the last date for assessment of expiring unit standards, and the superseded version of unit standard 121, from 31 December 2022 to 31 December 2023. Standard 121 changed from 5 credits to 4 credits as a result of the February 2020 review.

These standards are in provider programmes towards New Zealand Certificate in Foundation Skills (Level 2) [Ref: 2862-2], reviewed in June 2021. There is additional development work required for providers to select suitable unit standards for inclusion in programmes to meet the new graduate profile outcomes and conditions of the New Zealand Certificate in Foundation Skills (Level 2) [Ref: 2862-2]. NZQA National Qualification Services has extended the last date for assessment of version 1 of the qualification to 31 December 2025 to allow time for the development to take place, but providers are keen to move to the new version prior to then if possible.

#### Main changes

- The last date for assessment for all standards has been extended from 31 December 2022 to 31 December 2023.
- GI 3 Recommended skills and knowledge for *Text and Information Management* unit standards 12884 and 12885 has been removed (standard 12883 expires 31 December 2022)
- Privacy Act 2020 legislation was updated and the last date for assessment of the superseded version 7 of unit standard 121 was extended from 31 December 2022 to 31 December 2023, to minimise impacts of a change in credits between versions.
- The standard setting body details have been updated to Ringa Hora Services Workforce Development Council.