

Field Business

Review of *Business Operations and Development* unit standards

| Subfield | Domain | ID |
|-------------------------------------|--------------------|--|
| Business Operations and Development | Business Studies | 22847, 22854, 25424 |
| | Project Management | 21336, 30358 - 30366 |
| | Small Business | 6410, 20078, 29463, 29464, 30388 - 30390 |

Ringa Hora Services Workforce Development Council has completed the review of the unit standards listed above.

Date new versions published

January 2023

Planned review date

December 2027

Summary

The consultation process for the review of these unit standards was conducted in August and September 2022.

It was noted that with New Zealand Curricula, skills standards and micro-credentials being developed in the coming years, there is little benefit in making significant changes to these unit standards at this time.

Main changes

- Standard setting body contact details amended from NZQA National Qualifications Services to Ringa Hora Services Workforce Development Council.
- Business Studies unit standards:
 - Guidance Information was added to unit standard 24524.
- Project Management unit standards:
 - reference to NZQF level descriptors was removed as conditions allow for real business context or scenario.
 - reference to support material for unit standards linked to New Zealand qualifications in business was removed (URL out of date).
- Small Business unit standards:
 - Reference to NZQF level descriptors was removed as conditions specify the business and its requirements must be sufficiently complex to enable demonstration of the full range of competence for achievement of the outcome.
 - Guidance Information was added to unit standards 6410 and 20078 regarding inclusion of personal and interpersonal skills and behaviours.
 - Guidance Information was updated to delete reference to a realistic small business.
 - Title of unit standard 20078 was amended to align with the outcome.

The last date for assessment of superseded versions of Category B unit standards is December 2024

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 > Business Studies

| ID | Title | Level | Credit | Review Category |
|-------|---|-------|--------|-----------------|
| 22847 | Demonstrate knowledge of innovation and entrepreneurship in business contexts | 1 | 2 | B |
| 22854 | Apply innovative thinking techniques within a business context | 2 | 2 | B |
| 25424 | Demonstrate knowledge of factors that impact on businesses | 3 | 4 | B |

Business > Business Operations and Development > Project Management

| ID | Title | Level | Credit | Review Category |
|-------|--|-------|--------|-----------------|
| 21336 | Lead a team to achieve a project outcome | 5 | 8 | B |
| 30358 | Support the initiation of a project | 4 | 12 | B |
| 30359 | Support the planning of a project | 4 | 15 | B |
| 30360 | Support the execution, and monitoring and control of a project | 4 | 15 | B |
| 30361 | Support the closing of a project | 4 | 8 | B |
| 30362 | Lead aspects of a project(s) under broad guidance | 4 | 10 | B |
| 30363 | Manage the initiation of a project | 5 | 12 | B |
| 30364 | Develop a project management plan | 5 | 20 | B |
| 30365 | Execute, and monitor and control a project | 5 | 20 | B |
| 30366 | Close a project | 5 | 8 | B |

Business > Business Operations and Development > Small Business

| ID | Title | Level | Credit | Review Category |
|-------|--|-------|--------|-----------------|
| 6410 | Manage financial resources for a small business | 5 | 8 | B |
| 20078 | Demonstrate knowledge of taxation, financial, and insurance responsibilities for small businesses Demonstrate knowledge of taxation, financial, and insurance obligations for a small business | 3 | 7 | B |
| 29463 | Plan the continuity of a small business | 6 | 8 | B |
| 29464 | Develop, maintain, and strengthen external relationships for a small business | 5 | 7 | B |
| 30388 | Market a small business's product or service | 5 | 10 | B |
| 30389 | Envision and plan for the future of a small business in a changing environment | 5 | 10 | B |
| 30390 | Comply with health and safety legislation as a small business | 5 | 8 | B |