

Field: Business

Review of *Business* New Zealand Qualifications

Reviewed qualifications

Ref	Version	Title	Level	Credits
2452	2	New Zealand Certificate in Business (Administration and Technology)	3	60
2454	2	New Zealand Certificate in Business (Introduction to Small Business)	3	60
2455	2	New Zealand Certificate in Business (Accounting Support Services)	4	50
2457	2	New Zealand Certificate in Business (Small Business)	4	60
2461	2	New Zealand Certificate in Business (Administration and Technology)	4	60
2462	2	New Zealand Certificate in Project Management	4	60

Review information

Qualification Developer	Ringa Hora Services Workforce Development Council
Reason for the review	Scheduled review
Review date	July 2025
Outcome date	September 2025
Next review date	September 2030

Summary of review and consultation process

Ringa Hora Workforce Development Council initiated the review of the Business New Zealand Qualifications as part of its scheduled review cycle. The review of the New Zealand Certificates in Business was initiated in February 2024 and involved extensive planning, stakeholder engagement, and collaboration with various Workforce Development Councils, industry entities, business owners, and education organisations.

Consultation, review and development of the qualifications took place between May 2024 and April 2025 in a series of face-to-face, online, email, surveys, and workshops. Four Working Groups were established and were responsible to review the qualifications in their respective disciplines: Accounting, Administration and Technology, Project Management, and Small Business.

Ringa Hora collaborated with industry bodies and tertiary education organisations to hold engagement events to increase the voices of regionally based business owners, including Pākihi Māori and Pacific-owned businesses. These events also included stakeholders from business networks, economic development agencies, and professionals. There was also a consultation group who received all communications of the review and provided feedback through email, face-to-face, online webinars, and feedback forms. The review aimed to update and improve the qualifications to better reflect modern business needs and ensure alignment with industry standards.

Main changes resulting from the review process

Changes across all the qualifications:

- The strategic purpose statements have had the reference to ngā kaupapa o te Tiriti o Waitangi (the principles of the Treaty of Waitangi) removed and replaced with a new statement in the General conditions for programmes.
- Graduate profile outcomes that focused on socially and culturally responsive manner have been replaced by ethical and inclusive manner.
- General conditions for programmes:
 - a new statement for Te Tiriti o Waitangi has been included which focuses on promoting equity for all ākonga. A link to an external resource has been supplied in the qualifications to assist programme owners.
 - Definitions:
 - Entity: this definition has expanded to consider a variety of contexts that allows for assessment to be conducted. This change enables learners to be assessed in real business context(s) and/or based on scenario(s) in environments that are considered traditional business and non-traditional business environments for example: church organisations, charities, marae, and cultural centres.
 - Ethical and inclusive manner: is relevant terminology that considers a broader range of social responsibility, ethical practice, and cultural responsiveness.

Changes specific to each qualification:

- New Zealand Certificate in Business (Administration and Technology) (Level 3)
 - Graduate profile outcomes (GPOs): GPO 1 was simplified. GPO 2 removed specific mention to financial calculations as this is included within 'data and information'. GPO3 is new and merges working cooperatively in a team and customer service techniques. The credit values of GPO 3 have been changed to better reflect the learning and application of skills in this GPO. GPO 4 has also been amended using updated and inclusive language.
 - Education pathway: Simplified to refer to qualifications at the same level or higher.
 - Credit values were changed to better reflect the changes to the GPOs.
- New Zealand Certificate in Business (Introduction to Small Business) (Level 3)
 - Graduate profile outcomes: Changes were made to the GPOs to better align with the strategic purpose statement. 'Evaluate' was removed from GPO 1 and changed to 'assess' into GPO 2. GPO 1 now focuses on identifying small business opportunities. 'Develop' was changed to 'assess' in GPO 2 to align with the Level 3 qualification requirements. GPO 3 *Identify technology needs to effectively operate a small business* was removed and is embedded in the new GPO 2. GPO 4 has also been amended using updated and inclusive language.
 - Credit values were changed to better reflect the changes to the GPOs.
- New Zealand Certificate in Business (Accounting Support Services) (Level 4)
 - Minor amendments were made but the intent remains the same in the strategic purpose statement, GPOs, and education and employment pathways.
- New Zealand Certificate in Business (Small Business) (Level 4)
 - Graduate profile outcomes: GPO 1 was changed to prepare a business plan as 'develop a business plan' was not suitable. Reference to finances, HR, marketing, and other operational components of a business were removed from GPO 1. GPO 2 was changed to set clear expectations for a graduate to operate a small business and manage business performance. GPO 3 has been amended using updated and inclusive language.
 - Education pathway: the list of qualifications has been simplified to refer to the discipline of qualifications at the same level and higher.
 - Credit values were changed to better reflect the changes to the GPOs.

- New Zealand Certificate in Business (Administration and Technology) (Level 4)
 - Strategic purpose statement: was changed to clarify the intended audience and scope of the qualification, which is to produce skilled administrators who can contribute to functional operations. Self-management and sharing of knowledge was included to support this change.
 - Graduate profile outcomes: were changed to be more relevant. GPO 1 was simplified. GPO 2 removed specific focus on financial calculations. GPO 4 and GPO 5 were combined into the new GPO 4 *Manage self, work collaboratively and contribute to functional areas to meet an entity's goals*. GPO 5 has been amended using updated and inclusive language.
 - Education pathway: the list of qualifications available was reduced to refer to qualifications at the same level and within the same field.
 - Credit values were changed to better reflect the changes to the GPOs.
- New Zealand Certificate in Project Management (Level 4)
 - Graduate profile outcomes: GPO 2 was adjusted to re-emphasize that graduates at this level are not leading projects but contributing or supporting projects.
 - Employment pathway: was slightly amended to include additional contexts graduates can enter and utilise their foundational project management knowledge and skills.

Review outcome

Ref:	Version	Reviewed qualification	Outcome category	New qualification details/version (if applicable)
2452	2	New Zealand Certificate in Business (Administration and Technology) (Level 3)	B	2452-3
2454	2	New Zealand Certificate in Business (Introduction to Small Business) (Level 3)	B	2454-3
2455	2	New Zealand Certificate in Business (Accounting Support Services) (Level 4)	B	2455-3
2457	2	New Zealand Certificate in Business (Small Business) (Level 4)	B	2457-3
2461	2	New Zealand Certificate in Business (Administration and Technology) (Level 4)	B	2461-3
2462	2	New Zealand Certificate in Project Management (Level 4)	B	2462-3

Qualification review outcome categories

Outcome	Result	Category
Minor changes to the qualification	Qualification version number and ID (Ref) remain the same New review date is required	A
Moderate changes to the qualification	New qualification version number ID (Ref) remains the same New review date is required	B
Significant changes to the qualification	New replacement qualification with a new ID (Ref) The existing qualification will expire	C
The qualification is no longer required by industry	The qualification will expire with no replacement	D

Transition information

Ref:	Version	Qualification Title	Last date of entry*	Last date of assessment
2452	2	New Zealand Certificate in Business (Administration and Technology) (Level 3)	NA	31 December 2028
2454	2	New Zealand Certificate in Business (Introduction to Small Business) (Level 3)	NA	31 December 2028
2455	2	New Zealand Certificate in Business (Accounting Support Services) (Level 4)	NA	31 December 2028
2457	2	New Zealand Certificate in Business (Small Business) (Level 4)	NA	31 December 2028
2461	2	New Zealand Certificate in Business (Administration and Technology) (Level 4)	NA	31 December 2028
2462	2	New Zealand Certificate in Project Management (Level 4)	NA	31 December 2028

**only required for outcome C and D.*

Any additional information

It is not intended that any existing candidate be disadvantaged by these transition arrangements; however, anyone who feels they have been disadvantaged may appeal to:

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PO Box 445
Wellington
New Zealand

Phone: 04 909 0306

Web: www.ringahora.nz

Email: qualifications@ringahora.nz