

Field Business Management

Review of *Business* New Zealand qualifications

Reviewed qualifications

Ref	Version	Qualification Title	Credits
5304	1	New Zealand Certificate in Leadership (Level 3)	40
5306	1	New Zealand Certificate in Leadership (Level 4)	60
2454	3	New Zealand Certificate in Business (Introduction to Small Business) (Level 3)	60
2457	3	New Zealand Certificate in Business (Small Business) (Level 4)	60

Review information

Qualification Developer	Services Industry Skills Board
Reason for the review	Review of qualifications to include mandatory skill standards
Review date	July 2026
Outcome date	August 2026
Next review date	31 August 2031

Summary of review and consultation process

Services Industry Skills Board completed a review in July 2026 to include mandatory skill standards in these qualifications.

The Leadership qualifications at Levels 3 and 4 were first published in May 2025, and version 3 of the Small Business qualifications at Levels 3 and 4 were published in September 2025.

Education providers who have programmes leading to the qualifications were notified that the skill standards were being set into the qualifications and were provided the opportunity to raise any questions as part of the review.

Main changes resulting from the review process

Mandatory skill standards were set into the Conditions relating to the Graduate Profile.

A last date for assessment of 31 December 2028 was set for superseded qualification versions. This will allow for education organisations with existing programmes to transition to the qualification versions using the mandatory skill standards.

Links to programme endorsement and programme guidance documents were updated.

Evidence requirements for assuring consistency were removed as no longer required.

The statement '*this is the first qualification in the leadership suite of qualifications*' was removed in the Education pathway for the qualification 5304.

The standard setting body for the qualifications was changed from Ringa Hora Services Workforce Development Council to Services Industry Skills Board to reflect the VET reforms

Review outcome

Ref:	Version	Qualification Title	Outcome category	New qualification ID/version (as applicable)
5304	1	New Zealand Certificate in Leadership (Level 3)	B-New version of qualification	5304-2
5306	1	New Zealand Certificate in Leadership (Level 4)	B-New version of qualification	5306-2
2454	3	New Zealand Certificate in Business (Introduction to Small Business) (Level 3)	B-New version of qualification	2454-4
2457	3	New Zealand Certificate in Business (Small Business) (Level 4)	B-New version of qualification	2457-4

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. Ref/ID remains the same. New review date is required.	B
Significant changes to the qualification	New replacement qualification with a new Ref/ID 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
5304	1	New Zealand Certificate in Leadership (Level 3)	N/A	31/12/2028
5306	1	New Zealand Certificate in Leadership (Level 4)	N/A	31/12/2028
2454	3	New Zealand Certificate in Business (Introduction to Small Business) (Level 3)	N/A	31/12/2028
2457	3	New Zealand Certificate in Business (Small Business) (Level 4)	N/A	31/12/2028

**only required for outcome category C or D*

Any additional information, including Qualification Developer contact details.

For further information contact the qualification developer:

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