

<b>Title</b>	<b>Produce business information for management</b>		
<b>Level</b>	<b>5</b>	<b>Credits</b>	<b>6</b>

<b>Purpose</b>	People credited with this unit standard are able to: identify and establish management information needs; identify relevant information sources, and evaluate information; and produce business information for management.
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<b>Classification</b>	Business Administration > Business Information Management
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<b>Available grade</b>	Achieved
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### Explanatory notes

- 1 Assessment for this standard requires production of a formal business report that addresses the information needs of organisation management. Report information can be presented using a variety of formats which may include but are not limited to – statistical information, financial information, graphical information, computer generated spreadsheets, database reports, word processed information.
- 2 *Archiving* requirements can relate to the business's own information management policies or legislative and regulatory requirements relating to organisation and financial processes and activities.
- 2 The following legislation and subsequent amendments provide reference, where needed, for this unit standard:  
Copyright Act 1994  
Privacy Act 1993.

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### Outcomes and evidence requirements

#### Outcome 1

Identify and establish management information needs.

#### Evidence requirements

- 1.1 Information needs and priorities of the intended recipients are established in terms of information purpose, scope, structure, form, presentation, and resources available.
- 1.2 Resource requirements are identified and considered in terms of known budget parameters.

- 1.3 Requirements are identified in relation to information access, security, integrity, and confidentiality.
- 1.4 Requirements are identified in relation to information authorisation, circulation, filing and archiving.
- 1.5 Milestones for production of business information are established in accordance with management's time frames.

## Outcome 2

Identify relevant information sources, and evaluate information.

Range information sources may include but are not limited to – paper based sources, electronic/digital sources, human sources.

### Evidence requirements

- 2.1 Relevant internal and external information sources are identified and selected information is evaluated in terms of accuracy, relevance, reliability and links to established information needs.

Range external information sources may include but are not limited to – external information suppliers, industry sources, information networks;  
internal information sources refer to – within and across the organisation.

## Outcome 3

Produce business information for management.

### Evidence requirements

- 3.1 Business information is produced in a clear and organised manner that addresses the needs, priorities, and timeframes of recipients.
- 3.2 The information includes critical analysis and interpretations, with conclusions and recommendations justified.
- 3.3 The information is produced in formats consistent with identified purpose, scope, and structure, and in accordance with any legislative requirements.
- 3.4 Implications of the information and data are explained in a manner consistent with the needs of the recipients, and assumptions or limitations relating to the information are made explicit.
- 3.5 The information is authorised and circulated, and records of the information are filed in accordance with organisation policies and administration procedures and relevant archival processes are actioned.

<b>Planned review date</b>	31 December 2019
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#### Status information and last date for assessment for superseded versions

Process	Version	Date	Last Date for Assessment
Registration	1	25 September 1997	December 2011
Revision	2	16 January 2001	December 2011
Revision	3	13 November 2002	December 2011
Review	4	26 September 2005	December 2012
Review	5	17 December 2010	December 2017
Rollover	6	16 April 2015	N/A

<b>Consent and Moderation Requirements (CMR) reference</b>	0113
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This CMR can be accessed at <http://www.nzqa.govt.nz/framework/search/index.do>.

#### Please note

Providers must be granted consent to assess against standards (accredited) by NZQA, before they can report credits from assessment against unit standards or deliver courses of study leading to that assessment.

Industry Training Organisations must be granted consent to assess against standards by NZQA before they can register credits from assessment against unit standards.

Providers and Industry Training Organisations, which have been granted consent and which are assessing against unit standards must engage with the moderation system that applies to those standards.

Requirements for consent to assess and an outline of the moderation system that applies to this standard are outlined in the Consent and Moderation Requirements (CMR). The CMR also includes useful information about special requirements for organisations wishing to develop education and training programmes, such as minimum qualifications for tutors and assessors, and special resource requirements.

#### Comments on this unit standard

Please contact NZQA National Qualifications Services [nqs@nzqa.govt.nz](mailto:nqs@nzqa.govt.nz) if you wish to suggest changes to the content of this unit standard.