

Title	Produce business information for management		
Level	5	Credits	6

Purpose	People credited with this unit standard are able to: identify and establish information needs for management; and produce business information for management.
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Classification	Business Administration > Business Administration Services
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Available grade	Achieved
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Guidance Information

- 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. Production may also include the creation of a presentation.
- 2 **Definitions**
Information sources refer to paper based, electronic/digital sources, and human sources.
Organisational requirements refer to the routine processes followed, consistent with relevant organisational policies and procedures, which can be documented or based on workplace good practice models.
Storage requirements relate to the business's own information management policies, legislative and regulatory requirements.
- 3 All activities associated with this unit standard must comply with health and safety guidelines and recommendations in relation to the working environment and work practices. Reference for this unit standard includes *ACC5637 Guidelines for Using Computers - Preventing and managing discomfort, pain and injury*. Accident Compensation Corporation - Department of Labour, 2010; available from WorkSafe New Zealand, at <https://worksafe.govt.nz/topic-and-industry/work-related-health/ergonomics/safely-using-computers-at-work/>.
- 4 Legislation relevant to this unit standard includes but is not limited to the:
 Anti-Money Laundering and Countering Financing of Terrorism Act 2009
 Copyright Act 1994
 Harmful Digital Communications Act 2015
 Health and Safety at Work Act 2015
 Local Government Official Information and Meeting Act 1987
 Official Information Act 1982
 Privacy Act 1993

Protected Disclosures Act 2000
and any subsequent amendments.

Current legislation can be accessed at <http://legislation.govt.nz/>.

Outcomes and performance criteria

Outcome 1

Identify and establish information needs for management.

Performance criteria

- 1.1 Information needs and priorities of the intended recipients are established in terms of information purpose, scope, time frames, structure, form, presentation, budget and resources available.
- 1.2 Requirements are identified in relation to information access, authorisation, storage, security, integrity, and confidentiality.
- 1.3 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.

Outcome 2

Produce business information for management.

Performance criteria

- 2.1 Findings are produced in a formal business report that is clear and organised in a manner that addresses the purpose, scope and needs of management.
- 2.2 Information is critically analysed and interpretations, conclusions and recommendations are justified.

Range	includes – explanation of the implications of the information and data.
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- 2.3 Business information produced is authorised, circulated and stored in accordance with organisational requirements.

Planned review date	31 December 2024
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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	31 December 2011
Revision	2	16 January 2001	31 December 2011
Revision	3	13 November 2002	31 December 2011
Review	4	26 September 2005	31 December 2012
Review	5	17 December 2010	31 December 2017
Rollover	6	16 April 2015	31 December 2022
Review	7	27 February 2020	N/A

Consent and Moderation Requirements (CMR) reference

0113

This CMR can be accessed at <http://www.nzqa.govt.nz/framework/search/index.do>.

Comments on this unit standard

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