

Title	Process comprehensive data and perform detailed financial calculations to produce business information		
Level	4	Credits	10

Purpose	<p>A person credited with this standard is able to process comprehensive data and perform detailed financial calculations to produce business information.</p> <p>This unit standard has been developed primarily for assessment within programmes leading to the New Zealand Certificate in Business (Administration and Technology) (Level 4) [Ref: 2461].</p>
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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 must be conducted in a real business context(s) or based on scenario(s) which must reflect the requirements and practicalities for conducting business in Aotearoa New Zealand.

The *requirements and practicalities* of the context(s) provide evidence for this unit standard. These should address areas of the real business or scenario-based context(s):

- purpose and goals/objectives
 - future development
 - external operating environment
 - internal processes, accountabilities, and relationships
- and must comply with relevant legislation.

- 2 The real business or scenario-based context(s) and their requirements and practicalities must be sufficiently complex to enable demonstration of the full range of competence for achievement of the outcome, and to meet the criteria for level 4 in the NZQF Level Descriptors, which are available at www.nzqa.govt.nz.
- 3 Personal and interpersonal skills and behaviours in this standard must be assessed in an integrated way with the technical skills.
- 4 Calculations and data analysis must be legible and accurate. Assessment for this standard may be based on naturally occurring evidence in a workplace or on calculations, data analysis, and statistical interpretation of given data that reflects New Zealand business contexts.

5 Definitions

Business entity can be an organisation, or a commercial or other enterprise, not necessarily for profit, a community organisation, and can be a discretely managed business unit within a larger organisation.

Customer service techniques refers to methods used to promote effective communication between customer and service provider such as empathy, choice of language, active listening, open questioning, problem acknowledgement, conflict management, use of humour, and body language. Internal and/or external customers.

Fit for purpose refers to the appropriate use of language, document layout, ensuring accuracy and data integrity and addresses the purpose, scope and needs of the business entity and stakeholders.

Personal and interpersonal skills and behaviours are also known by other names, including generic, transferable, employability and soft skills. They include a range of thinking and self-management skills and behaviours, and other attributes that contribute to how people are and act; and a range of cooperative, collaborative and communication skills and behaviours, and other factors that contribute to their interactions.

Self-management refers to time-management, goal setting, prioritisation, consultation, reliability, task follow-up, self-assessment/reflection on performance, managing progress.

Socially and culturally relates to ngā kaupapa o te Tiriti o Waitangi (the principles of the Treaty of Waitangi) and multi-culturalism in Aotearoa New Zealand.

Software applications refer to spreadsheet, word processor, database, customer relationship management (CRM) system, other commercial application(s).

6 Further guidance and clarification(s) are available for this standard at

<https://www.nzqa.govt.nz/qualifications-standards/qualifications/business-qualifications/>.

Outcomes and performance criteria

Outcome 1

Process comprehensive data and perform detailed financial calculations to produce business information.

Performance criteria

1.1 Comprehensive data is processed using software applications to produce business information that is clear, organised, accurate and fit for purpose.

Range processes may include – analysis, integration, linking, manipulation, validation, transformation; evidence of four processes.

- 1.2 Detailed financial calculations are performed to produce business information that is clear, organised, accurate and fit for purpose.

Range may include but is not limited to – financial functions, statistical functions, logical functions, look-up and reference, audited formulae, graphs, percentages, ratios, variance, correlation, time series, probability, index numbers, sampling; calculations that include use of eight different functions.

- 1.3 Personal and interpersonal skills and behaviours and customer service techniques are applied to contribute to the production of business information and the achievement of the requirements and practicalities of the business entity.

Range includes but is not limited to – problem solving and decision-making skills; proactive self-management; customer responsiveness; communicating with stakeholders.

- 1.4 Professional, ethical, and socially and culturally appropriate behaviours are maintained for processing data, performing financial calculations and producing business information.

Planned review date	31 December 2026
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Status information and last date for assessment for superseded versions

Process	Version	Date	Last Date for Assessment
Registration	1	19 May 2016	31 December 2023
Review	2	27 May 2021	N/A

Consent and Moderation Requirements (CMR) reference	0113
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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.