

Title	Manage business administration functions, operations and projects		
Level	5	Credits	20

Purpose	<p>A person credited with this standard is able to manage business administration functions, operations and projects, to support the entity's operational goals.</p> <p>This unit standard has been developed primarily for assessment within programmes leading to the Administration and Technology strand of the New Zealand Diploma in Business (Level 5) with strands in Accounting, Administration and Technology, Human Resource Management, Leadership and Management, Marketing and Sales, and Project Management [Ref: 2459].</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 real business or scenario-based 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 5 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 Definitions
Business administration functions, operations and projects refer to meetings, presentations, management reports and statistical information, interviews, functions

or conferences, project administration, travel arrangements, development of guidelines, developing and/or implementing new administration systems, financial management, security, risk management.

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.

Manage refers to selecting, planning, organising and evaluating administration systems and processes to achieve the needs of a business entity.

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.

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.

- 5 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

Manage business administration functions, operations and projects.

Performance criteria

- 1.1 Business administration functions, operations and projects are managed and communicated effectively to support business entity operational goals.
- Range evidence of five different business administration functions, operations and projects.
- 1.2 Budgets are produced, sources and uses of funds are specified, and financial responsibilities are defined in relation to specific activities.
- 1.3 Policies and procedures are applied to business administration functions, operations and projects, that comply with legislative and business entity requirements and practicalities.
- 1.4 Personal and interpersonal skills and behaviours, including problem-solving techniques, are applied in the management of business administration functions, operations and projects to support the business entity's operational goals.
- 1.5 Professional, ethical, and socially and culturally appropriate behaviours are applied to the management of business administration functions, operations and projects, and to support the business entity's operational goals.

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.