

Title	Manage and evaluate the business entity's administrative systems and processes		
Level	5	Credits	15

Purpose	<p>A person credited with this standard is able to manage and evaluate the business entity's administrative systems and processes.</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 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

Administrative systems and processes refer to information management, work patterns and flows, logistics, system facilities and equipment, quality assurance, recruitment and/or induction, performance management, 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.

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 and evaluate the business entity's administrative systems and processes.

Range evidence of five administrative systems and processes.

Performance criteria

1.1 Administrative systems and processes are managed and evaluated in relation to supporting and enhancing the business entity's performance.

1.2 Findings and recommendations for improvement are reported.

Range written and oral.

1.3 Policies and procedures are applied to administrative systems and processes that comply with legislative and entity requirements and practicalities.

1.4 Personal and interpersonal skills and behaviours, including problem-solving techniques, are applied in the management and enhancement of the business entity's administrative systems and processes.

1.5 Professional, ethical, and socially and culturally appropriate behaviours are applied for the management of the business entity's administrative systems and processes.

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.