

Title	Lead people to achieve business administration goals		
Level	6	Credits	20

Purpose	<p>A person credited with this standard is able to lead people to achieve business administration goals, in accordance with the requirements of the entity.</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 (with strands in Accounting, Administration and Technology, Leadership and Management, and Māori Business and Management) (Level 6) [Ref: 2460].</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 the context of a real or realistic business entity, and in light of the requirements of that entity. A *business entity* can be an organisation, or a commercial or other enterprise, not necessarily for profit, and can be a discretely managed business unit within a larger organisation.

The requirements of the entity refers to how the entity is organised, how it operates, and how it meets its objectives. The requirements must include meeting the requirements of all relevant legislation and will address such areas as the entity's:

- purpose and goals/objectives,
- future development,
- external operating environment,
- internal processes, accountabilities, and relationships.

The requirements of the entity provide evidence for this unit standard.

The entity/entities 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 6 in the NZQF Level Descriptors, which are available at www.nzqa.govt.nz.

- 2 People, affective, and cognitive skills have been included in this standard as evidence requirements. These skills should not be addressed separately, but as part of an integrated assessment with the technical skills.

Outcomes and performance criteria

Outcome 1

Lead people to achieve business administration goals.

Range business administration goals include one personal and one entity.

Performance criteria

1.1 Techniques that support leadership and management of people to contribute towards the achievement of administration goals are researched.

Range techniques include – leadership styles, planning and monitoring performance, management of professional and ethical behaviour, change management processes.

1.2 Techniques applied contribute to motivation and development of people to achieve administration goals.

1.3 Techniques applied contribute to facilitation and implementation of change to improve administration and entity performance.

1.4 Techniques applied contribute to managing and resolving conflict to improve administration and entity performance.

Range techniques may include – mediation, negotiation, collaboration.

This unit standard is expiring. Assessment against the standard must take place by the last date for assessment set out below.

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	31 December 2023

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>.