

<b>Title</b>	<b>Plan and manage business administration systems, processes and technologies to support an entity's strategic goals</b>		
<b>Level</b>	<b>6</b>	<b>Credits</b>	<b>25</b>

<b>Purpose</b>	<p>A person credited with this standard is able to plan and manage business administration systems, processes and technologies to support an entity's strategic 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 6) with strands in Accounting, Administration and Technology, Human Resource Management, Leadership and Management, Māori Business and Management, and Marketing and Sales [Ref: 2460].</p>
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<b>Classification</b>	Business Administration > Business Administration Services
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<b>Available grade</b>	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 6 in the NZQF Level Descriptors, which are available at [www.nzqa.govt.nz](http://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

*Entity (or 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 articles of te Tiriti o Waitangi) and/or the Treaty of 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/>.

#### 6 The articles of te Tiriti o Waitangi can refer to a tika interpretation, that te Tiriti o Waitangi is underpinned by three written articles, and the unwritten 4th article which are kawanatanga (governership), tino rangatiratanga (self-determination), oritetanga (equity), and the oral fourth wairuatanga (religious freedom).

#### 7 The principles of the Treaty of Waitangi refer to participation, partnership and protection.

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## Outcomes and performance criteria

### Outcome 1

Plan and manage business administration systems, processes and technologies to support an entity's strategic goals.

Range a business entity's internal administration systems, processes and technologies which may include – human, physical, digital, financial, information management, work patterns and flows, logistics, system facilities and equipment, quality assurance, security, risk management.

### Performance criteria

- 1.1 Internal business administration systems, processes and technologies are assessed in terms of planning, operational needs and how they support the entity's strategic goals.
- 1.2 Internal business administration systems, processes and technologies are managed to support operational needs and the entity's strategic goals.
- 1.3 Internal policies, legislation and other external requirements are complied with in the planning and management of business administration systems, processes and technologies to support the entity's strategic goals.

- 1.4 Personal and interpersonal skills and behaviours, including problem solving models, are applied to the planning and management of business administration systems, processes and technologies that support the entity's strategic goals.
- 1.5 Professional, ethical, and socially and culturally appropriate behaviours are applied to the planning and management of business administration systems, processes and technologies to support the entity's strategic goals.

<b>Planned review date</b>	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
Revision	3	25 January 2024	N/A

<b>Consent and Moderation Requirements (CMR) reference</b>	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 Ringa Hora Services Workforce Development Council [qualifications@ringahora.nz](mailto:qualifications@ringahora.nz) if you wish to suggest changes to the content of this unit standard.