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Review of Business Administration Unit Standards 2019

Unit standards to expire

Published February 2020

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The table below summarises the 40 business administration unit standards expiring by domain. 29 standards have no direct replacement relationship. The 11 standards with replacement relationships with six new standards are shown in **bold**. The February 2020 change report for this review has full details.

40 Expiring Standards – 31 December 2022		
Subfield	**Domain**	**ID – unit standard number**
Business Administration	Business Administration Services	**123,** 328, 334, 335, 11648-11649, 11651, 11653, 21862, **21864**
	Business Information Management	114, 125, **6910**, 11647, 27642, 27643
	Business Information Processing	**101, 102**, 103, 104, 105, 106, **107, 108**, 109, 110, 111, 112, 113, 16677-16682, 18180
	Text and Information Management - Generic	**12883, 12884**, 12885, **12886, 12887**

The table below provides details of the standards proposed to expire, the category of change, and proposed replacement relationships.

Key to review category	
C	Major changes that necessitate the registration of a replacement standard with a new ID – replacement relationships are in *green italic*
D	Standard will expire and not be replaced – possible replacement relationships are in *blue italic*

Business > Business Administration > Business Administration Services **(10 proposed to expire)**

ID number	Title of unit standard	Level	Credit	Expiry category & replacement
123 *(32106)*	Use office information, copying, and telecommunication systems *(Use business administration tools and systems)*	3 *3*	5 *5*	C *(123 & 6910 replaced by 32106)*
328	Identify the requirements for a financial record system for an entity	3	4	D
334	Demonstrate knowledge of and operate inventory systems	3	4	D
335 *(29013)*	Prepare computerised payroll and related administration records using payroll software *(Prepare payroll for a business entity)*	4 *4*	6 *12*	D *(Bus Actg 29013)*
11648	Plan, organise, and record business meetings	5	7	D
11649	Manage business meetings to achieve objectives	5	8	D

ID number	Title of unit standard	Level	Credit	Expiry category & replacement
11651	Manage travel arrangements for international business travel	5	7	D *(consider 32004)*
11653	Manage administration services	6	10	D
21862	Demonstrate knowledge of management administrative services	4	8	D
21864 **(32004)**	Manage travel arrangements for domestic business travel **(Organise travel arrangements for business travel)**	4	5	C *(replaced by 32004)*

Business > Business Administration > Business Information Management **(5 proposed to expire)**

ID number	Title of unit standard	Level	Credit	Expiry category & replacement
114	Demonstrate knowledge of and use office automation systems	3	4	D
125	Demonstrate knowledge of record management systems within an organisation	3	5	D
6910 **(32106)**	Integrate business administration functions and systems **(Use business administration tools and systems)**	3 **3**	5 **5**	C *(123 & 6910 replaced by new 32106)*
11647	Present business information for a business purpose	5	5	D
27642 *(29800)*	Use a pivot table to display data *(Apply advanced spreadsheet features and functions to meet the requirements of a brief)*	4 *4*	5 *4*	D *(Computing Spreadsheet L4 29800)*
27643 *(29800)*	Apply spreadsheet features to present data to meet a brief *(Apply advanced spreadsheet features and functions to meet the requirements of a brief)*	4 *4*	6 *4*	D *(Computing Spreadsheet L4 29800)*

Business > Business Administration > Business Information Processing **(19 proposed to expire)**

ID number	Title of unit standard	Level	Credit	Expiry category & replacement
101 **(32000)** **(32001)**	Develop and use keyboarding skills to enter text **(Enter prescribed text accurately using basic keyboarding skills and identify safe ergonomic practices)** **(Compose and manage text to produce documents using basic keyboarding and layout skills)**	1 *1* *1*	3 *3* *3*	C *(101, 102 and 12883 replaced by 32000 and 32001)*
102	Consolidate keyboarding skills and produce accurate text based documents *(see 101 for replacement standard details)*	1	3	C *(101, 102 and 12883 replaced by 32000 and 32001)*
103	Use data entry skills to input data	2	3	D
104	Demonstrate knowledge of and apply audio transcription techniques to produce text	2	2	D
105	Transcribe dictation at 80 words per minute (wpm)	3	3	D
106	Transcribe dictation at 100 words per minute (wpm)	4	5	D

ID number	Title of unit standard	Level	Credit	Expiry category & replacement
107 (32002)	Apply text processing skills to produce communications in a business or organisational context (Compose and enter text to produce and manage business documents)	2 2	5 3	C (107 and 12884 replaced by 32002)
108 (32003)	Apply text processing skills to produce business documents (Create and customise business documents)	3 3	5 6	C (108, 12886 and 12887 replaced by 32003)
109 (29799)	Apply text processing skills to produce specialist documents (Apply advanced word processing features and functions to produce complex documents)	4 4	6 4	D (Computing - Word L4 29799)
110	Review text processing and information production practices in a business or organisational context	5	8	D
111 (29769)	Use a word processor to produce documents for a business or organisation (Use the main features and functions of a word processing application for a purpose)	2 2	5 3	D (Computing - Word L2 29769)
112 (29785)	Produce business or organisational information using word processing functions (Use a word processing application to integrate images, spreadsheet and database data into documents)	3 3	5 4	D (29785) (Computing - Word L3 29785)
113 (29799)	Produce business or organisational information using advanced word processing functions (Apply advanced word processing features and functions to produce complex documents)	4 4	10 4	D (29799) (Computing - Word L4 29799)
16677	Key in text at 15 words per minute (wpm)	1	1	D
16678	Key in text at 25 words per minute (wpm)	2	1	D
16679	Key in text at 35 words per minute (wpm)	3	1	D
16680	Key in text at 50 words per minute (wpm)	4	1	D
16681	Key in text at 65 words per minute (wpm)	5	1	D
16682	Key in text at 80 words per minute (wpm)	6	1	D

Business > Business Administration > Text and Information Management – Generic **(5 proposed to expire)**

ID number	Title of unit standard	Level	Credit	Expiry category & replacement
12883	Enter and manage text for generic text and information management (see 101 for replacement standard details)	1	4	C (101, 102 and 12883 replaced by 32000 and 32001)
12884	Create electronic documents and manage a file for generic text and information management (see 107 for replacement standard details)	2	3	C (107 and 12884 replaced by 32002)
12885 (29769)	Create and enhance electronic documents combining text and images for generic text and information management (Use the main features and functions of a word processing application for a purpose)	2 2	4 3	D (Computing - Word L2 29769)

ID number	Title of unit standard	Level	Credit	Expiry category & replacement
12886	Customise software features and create document templates for generic text and information management *(see 108 for replacement standard details)*	3	6	C *(108, 12886 and 12887 replaced by 32003)*
12887	Integrate text and images and manage multiple files for generic text and information management *(see 108 for replacement standard details)*	3	6	C *(108, 12886 and 12887 replaced by 32003)*

During the review, the panellists considered a range of communication and computing unit standards that may be suitable for integration with the business administration unit standards, or otherwise relevant in the context of business administration.

This has been captured in the underlined supplementary information document available from the review webpage https://www.nzqa.govt.nz/qualifications-standards/standards/current-nzqa-led-standards-reviews-and-developments/#heading2-1 .