June 2021

**Landscape of unit standards aligned to NZ Business Administration and Technology qualifications**

The following landscape shows unit standards that can be used in programmes towards the reviewed NZ Business Administration and Technology (BAT) qualifications. Further detail on the qualifications is available from the [Business qualifications webpage](https://www.nzqa.govt.nz/qualifications-standards/qualifications/business-qualifications/).

In 2020-21 the standards aligned to the new versions of these qualifications were reviewed, and standards aligned to the BAT qualifications follow, with **changes shown in bold**. Standards aligned with the compulsory core of the Level 5 and 6 NZ Diplomas in Business (with strands) have also been reviewed, and are yet to be approved - see [Business standards review webpage](https://www.nzqa.govt.nz/qualifications-standards/standards/nzqa-led-standards-reviews-and-developments/business-unit-standards-review/).

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| **Level 3 standards – align with NZ Certificate in Business Administration and Technology [Ref:** [**2452**](https://www.nzqa.govt.nz/nzqf/search/viewQualification.do?qual=2452)**] v2** | | | |
| **Unit #** | **Title** | **Level** | **Credits** |
| **29024** | Provide business administration support using business technology  ***(aligns part GPO1 + part GPOs 3-5)*** | 3 | 15 |
| **29025** | **Provide general office services using business technology to support business operational activities  *(aligns part GPO1 + part GPOs 3-5)*** | 3 | 15 |
| **29026** | Process data **and perform calculations** to produce information for business purposes ***(aligns part GPO2 + part GPOs 3-5)*** | 3 | **10** |
| **29027** | Produce business documents using software applications ***(aligns part GPO2 + part GPOs 3-5)*** | 3 | **10** |
| **9681 *(Communications)*** | Contribute within a team or group which has an objective  ***(aligns with GPO3)*** | **3** | **3** |
| **29796 *(Computing)*** | Collaborate effectively with others in a digital environment  ***(aligns with GPO3 – and generally contributes to graduate profile)*** | **3** | **7** |
|  | ***Level 3: 4 BAT + 2 standards to align with 2452 qual (total 60 credits)*** |  | ***60*** |
|  | | | |
| **Level 4 standards – align with NZ Certificate in Business Administration and Technology [Ref:** [**2461**](https://www.nzqa.govt.nz/nzqf/search/viewQualification.do?qual=2461)**] v2** | | | |
| **Unit #** | **Title** | **Level** | **Credits** |
| **29029** | Provide administrative services using business **applications and technological devices  *(aligns GPO1 + part GPOs 4-6)*** | 4 | 20 |
| **29030** | **Process comprehensive data and perform detailed financial calculations to** produce **business** information ***(aligns part of GPO2 + part GPOs 4-6)*** | 4 | **10** |
| **29031** | Produce business documents using advanced features and functions of software applications ***(aligns part GPO1&2, + part GPOs 4-6)*** | 4 | **10** |
| **32348 NEW** | **Maintain administrative systems and processes and recommend improvements to meet business needs  *(aligns GPO3 + part GPOs 4-6)*** | **4** | **15** |
| **11101 *(Communications)*** | **Collaborate within a team which has an objective  *(aligns with GPO4)*** | **4** | **5** |
|  | ***Level 4: 4 BAT + 1 standard to align with 2461 qual (total 60 credits)*** |  | ***60*** |
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| **Level 5 standards – align with NZ Diploma in Business (Administration and Technology strand) [Ref:** [**2459**](https://www.nzqa.govt.nz/nzqf/search/viewQualification.do?qual=2459)**] v3** | | | |
| **Unit #** | **Title** | **Level** | **Credits** |
| **29032** | Manage **business** administration **functions, operations and projects**  ***(aligns with GPO14 - along with 29034)*** | 5 | **20** |
| **29033** | **Manage** and evaluate **the business entity’s** administrative systems and processes ***(aligns with GPO16 - along with 29034)*** | 5 | 15 |
| **29034** | Research business technology to support an identified business need  ***(indirect GPO alignment, can contribute to all)*** | 5 | **5** |
| **32349 NEW** | **Select, apply and support the use of business technologies to enhance a business entity’s performance *(aligns with GPO15 - along with 29034)*** | 5 | **15** |
| **1987  *(Business – PDC)*** | |  |  | | --- | --- | | Develop strategies to establish and maintain positive workplace relationships ***(no direct GPO alignment, but contributes to all)*** |  | | 5 | 5 |
|  | ***Level 5: 4 BAT + 1 standard to align with 2459 qual BAT strand (60 credits)*** |  | ***3-5*** |
|  | | | |
| **Level 6 standards – align with NZ Diploma in Business (Administration and Technology strand) [Ref:** [**2460**](https://www.nzqa.govt.nz/nzqf/search/viewQualification.do?qual=2460)**] v5** | | | |
| **Unit #** | **Title** | **Level** | **Credits** |
| **29036** | Evaluate and recommend new business technology to improve **processes and support the strategic goals of** a business entity ***(aligns with GPO15)*** | 6 | **10** |
| **29038** | **Plan and** manage **business** administration systems, processes **and technologies to support an entity’s strategic goals  *(aligns with GPO14)*** | 6 | 25 |
| **32514 NEW** | **Manage change in business administration and technology contexts to support an entity’s strategic goals  *(aligns with GPO16)*** | 6 | **25** |
|  | ***Level 6: 3 BAT standards to align with 2460 qual BAT strand (60 credits)*** |  |  |

***Standards aligned to the compulsory core of the Level 5 & 6 Diplomas*** *(proposed June 2021).*

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| **Unit #** | **Title** | **Level** | **Credits** |
| *29048* | *Apply* ***broad*** *business knowledge for operational objectives in a business entity* | *5* | ***25*** |
| *29049* | *Contribute to innovation and organisational change* ***in a business entity*** *in operational contexts.* | *5* | ***20*** |
| *29050* | *Analyse the impact(s) of internal and external influences, and assess their consequence(s) for a business entity* | *5* | ***15*** |
| *29051* | *Apply* ***broad*** *business knowledge for strategic objectives in a business entity* | *6* | ***25*** |
| *29052* | *Contribute at a strategic level to innovation and organisational change within a business entity* | *6* | ***15*** |
| *29053* | ***Contribute to a business entity’s strategic objectives and strategic plan*** | *6* | ***20*** |