

# Qualification details

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| **Qualification number/Te nama o te tohu mātauranga** | 2455 | | |
| **English title/Taitara Ingarihi** | New Zealand Certificate in Business (Accounting Support Services) | | |
| **Māori title/Taitara Māori** |  | | |
| **Version number/Te putanga** | 3 | **Qualification type/Te momo tohu** | Certificate |
| **Level/Te kaupae** | 4 | **Credits/Ngā whiwhinga** | 50 |
| **NZSCED/Whakaraupapa** | 080199 Management and Commerce>Accountancy>Accountancy not elsewhere classified | | |
| **Qualification developer/Te kaihanga tohu** | Ringa Hora Services Workforce Development Council | | |
| **Review Date /Te rā arotake** | 31/07/2030 | | |

# Outcome statement/Te tauāki ā-hua

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| **Strategic Purpose statement/ Te rautaki o te tohu** |
| The purpose of this qualification is to provide Aotearoa New Zealand with people who can carry out a broad range of accounting support services to work in a range of accounting support roles to support an entity's objectives.  Graduates of this qualification will be able to provide accounting support services under broad guidance, in accordance with ngā kaupapa o te Tiriti o Waitangi (the principles of the Treaty of Waitangi), and in a multi-cultural environment. |

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| **Graduate Profile/Ngā hua o te tohu** |
| Graduates of this qualification will be able to:   * Use the accounting cycle to produce and communicate financial information using dedicated accounting software. * Calculate and prepare PAYE, GST, and FBT returns, prepare accounts payable and receivable, payroll and related administration records. * Collaborate and contribute to the achievement of team objectives. * Behave in a professional, ethical, and an inclusive manner to provide accounting support services for an entity. |

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| **Education Pathway/ Ngā huarahi mātauranga** |
| Graduates of this qualification may progress the Zealand Diploma in Business (Level 5) with strands in Accounting, Administration and Technology, Human Resource Management, Leadership, Management, Marketing, Sales, and Project Management [Ref: 2459]. |

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| **Employment, Cultural, Community Pathway/ Ko ngā huarahi ā-mahi, ā-ahurea, ā-whānau, ā-hapū, ā-iwi, ā-hapori anō hoki** |
| Graduates of this qualification may be employed in a variety of accounting support roles in business entities. Graduates will also be able to contribute to community groups in volunteer accounting functions. |

Qualification Specifications/ Ngā tauwhāititanga o te tohu

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| **Qualification Award/ Te whakawhiwhinga o te tohu** | This qualification can be awarded by any education organisation with an approved programme of study or industry training leading to the qualification. |
| **Evidence requirements for assuring consistency/ Ngā taunaki hei whakaū i te tauritenga** | Evidence requirements should include:   * an overview of the mapping of the programme learning outcomes and assessments to the graduate profile outcomes * analysis and interpretation of graduate performance relative to the graduate profile outcomes in their next role: study and/or employment * analysis and interpretation of graduate self-assessment * analysis and interpretation of external and internal moderation. |
| Minimum standard of achievement and standards for grade endorsements/ Te pae o raro e tutuki ai, ngā paerewa hoki hei whakaatu i te taumata o te whakatutukinga | Achieved |
| Other requirements for the qualification (including regulatory body or legislative requirements)/ Kō ētahi atu here o te tohu (tae atu hoki ki ngā here ā-hinonga whakamarumaru, ki ngā here ā-ture rānei) | None |
| General conditions for programme/ Ngā tikanga whānui o te hōtaka | Programme delivery and all assessment must be conducted in real business context(s) and/or based on scenario(s) which must reflect the requirements and practicalities for conducting business in Aotearoa New Zealand. Aotearoa’s unique and diverse contexts refer to inclusion of Te Tiriti o Waitangi, Māori, multiculturalism, the recognition, celebration, and integration of diverse cultural backgrounds and perspectives within the country.  An entity can be a commercial or other enterprise, Iwi organisation, Incorporated Society, Schools, not necessarily for profit, a community organisation, and can be a discretely managed team or business unit within a larger organisation.  Professional, ethical, and inclusive manner considers ngā kaupapa o te Tiriti o Waitangi; multi-culturalism in Aotearoa New Zealand; Diversity, Equity and Inclusion; and industry conduct, in the context of this qualification.  Additional guidance and recommendations for programme development can be found on the Ringa Hora website at Business, Professional and Personal Services - Ringa Hora. |

Conditions relating to the Graduate Profile /Ngā tikanga e hāngai ana ki nga hua o te tohu

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| Qualification outcomes/ Ngā hua | | Credits/Ngā whiwhinga | Conditions/Ngā tikanga |
|  | Use the accounting cycle to produce and communicate financial information using dedicated accounting software.. | 15 |  |
|  | Calculate and prepare PAYE, GST, and FBT returns, prepare accounts payable and receivable, payroll and related administration records. | 15 |  |
|  | Collaborate and contribute to the achievement of team objectives. | 10 |  |
|  | Behave in a professional, ethical, and an inclusive manner to provide accounting support services for an entity. | 10 |  |

Transition information/ He kōrero whakawhiti

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| **Replacement information/ He kōrero mō te whakakapi** |  |
| **Additional transition information/ Kō ētahi atu kōrero mō te whakakapi** | Republication information  Version 2 of this qualification was republished to extend the last date for assessment of version 1 of this qualification from 31 December 2022 to 31 December 2023. Please refer to the July 2022 Change Report published at Qualifications and Assessment Standards Approvals for further information.  Version Information  Version 3 of this qualification was published in July 2025 following scheduled review. Please refer to Qualifications and Assessment Standards Approvals for further information.  The last date for assessments to take place for version 2 of this qualification is 31 December 2027. It is the intention of Ringa Hora Services Workforce Development Council that no existing learner should be disadvantaged by these transition arrangements. Any person who considers they have been disadvantaged may contact:  Ringa Hora Services Workforce Development Council  PO Box 445  Wellington 6140  Telephone: 04 909 0306  Email: qualifications@ringahora.nz. |