

Qualification details

Qualification number/Te nama o te tohu mātauranga	2452		
English title/Taitara Ingarihi	New Zealand Certificate in Business (Administration and Technology)		
Māori title/Taitara Māori			
Version number/Te putanga	3	Qualification type/Te momo tohu	Certificate
Level/Te kaupae	3	Credits/Ngā whiwhinga	60
NZSCED/Whakaraupapa	080901 Management and Commerce>Office Administration>General Office Administration		
Qualification developer/Te kaihangā tohu	Ringa Hora Services Workforce Development Council		
Review Date /Te rā arotake	31/07/2030		

Outcome statement/Te tauāki ā-hua

Strategic Purpose statement/ Te rautaki o te tohu
<p>The purpose of this qualification is to provide Aotearoa New Zealand with people who have business administration and technology skills to work in a range of supervised general office administration roles.</p> <p>Graduates of this qualification will be able to operate business technologies and perform a range of administrative tasks, develop an awareness of Te Tiriti o Waitangi, and engage in multi-cultural environments.</p> <p>Graduates of this qualification will align with the World Administrators Alliance's Global Skill Matrix Level 1 and Level 2.</p>

Graduate Profile/Ngā hua o te tohu
<p>Graduates of this qualification will be able to:</p> <ul style="list-style-type: none"> - Provide business support services to support everyday operational activities. - Process data and information for business purposes. - Select and apply good practice techniques to engage with internal and external stakeholders. - Behave in an ethical and inclusive manner to contribute to an entity's values and goals.

Education Pathway/ Ngā huarahi mātauranga
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<p>This qualification may build on from:</p> <ul style="list-style-type: none"> - National Certificate of Educational Achievement (Level 1) [Ref: 0928] - National Certificate of Educational Achievement (Level 2) [Ref: 0973] - National Certificate of Educational Achievement (Level 3) [Ref: 1039] - New Zealand Certificate in Foundation Skills (Level 1) [Ref: 2861] - New Zealand Certificate in Foundation Skills (Level 2) [Ref: 2862] - New Zealand Certificate in Computing (Foundation User) (Level 2) [Ref: 4132]. <p>Graduates of this qualification may progress to:</p> <ul style="list-style-type: none"> - New Zealand Certificate in Business (Administration and Technology) (Level 4) [Ref: 2461] - New Zealand Certificate in Business (Accounting Support Services) (Level 4) [Ref: 2455] - New Zealand Certificate in Business (Small Business) (Level 4) [Ref: 2457] - New Zealand Certificate in Business (Introduction to Small Business) (Level 3) [Ref: 2454] - New Zealand Certificate in Leadership) (Level 3) [Ref: 5304] - New Zealand Certificate in Leadership) (Level 4) [Ref: 5306] - or relevant industry qualifications at a higher level.
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<p>Employment, Cultural, Community Pathway/ Ko ngā huarahi ā-mahi, ā-ahurea, ā-whānau, ā-hapū, ā-iwi, ā-hapori anō hoki</p>
<p>Graduates of this qualification may be employed in a wide range of supervised general office administration roles in a variety of sectors, and in a wide range of roles in cultural and community settings</p>

Qualification Specifications/ Ngā tauwhāititanga o te tohu

<p>Qualification Award/ Te whakawhiwhinga o te tohu</p>	<p>This qualification can be awarded by any education organisation with an approved programme or accreditation to deliver an approved programme.</p>
<p>Evidence requirements for assuring consistency/ Ngā taunaki hei whakaū i te tauritenga</p>	<p>Evidence requirements should include:</p> <ul style="list-style-type: none"> • 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.
<p>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</p>	<p>Achieved</p>

<p>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 whakamarumarū, ki ngā here ā-ture rānei)</p>	<p>None</p>
<p>General conditions for programme/ Ngā tikanga whānui o te hōtaka</p>	<p>Programme delivery must be in the context which allows for all assessment to 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.</p> <p>Programme delivery must reflect Te Tiriti o Waitangi. Additional guidance and recommendations for programme development can be found on the Ringa Hora website at Business, Professional and Personal Services - Ringa Hora</p> <p>Programmes should refer to the World Administrators Alliance's Global Skill Matrix Level 1 and Level 2.</p> <p>Definitions</p> <p>Conducting business in Aotearoa also considers Māori culture, multiculturalism, the recognition, celebration, and integration of diverse cultural backgrounds and perspectives within the country.</p> <p>An <i>entity</i> can be a commercial or other enterprise, Iwi organisation, Incorporated Society, Schools, not for profit, or a community organisation. An entity can also be self-managed, a small team or separate business unit within a larger organisation.</p> <p><i>Ethical and inclusive manner</i> relates to professionalism, inclusivity, tikanga, values of an entity, personal values, industry conduct.</p> <p>Programme Endorsement</p> <p>Providers are advised to refer to the Ringa Hora Services Workforce Development Council programme endorsement considerations:</p> <ul style="list-style-type: none"> • Ngā Whakamārama - Programme content • Mana ōrite mō te hunga ako - Equity for learners • Torotoronga me te kimi whakairo - Programme engagement and consultation • Te ao Māori • Te akoako me ngā reo o Te Moana-nui-a-Kiwa - Pacific languages and learners • Tangata Whaikaha - Disabled people.

Qualification outcomes/ Ngā hua		Credits/Ngā whiwhinga	Conditions/Ngā tikanga
1.	Provide business support services to support everyday operational activities.	25	
2.	Process data and information for business purposes.	15	
3.	Select and apply good practice techniques to engage with internal and external stakeholders.	10	
4.	Behave in an ethical and an inclusive manner to contribute to an entity's values and goals.	10	

Transition information/ He kōrero whakawhiti

Replacement information/ He kōrero mō te whakakapi	This qualification replaced the: National Certificate in Business Administration and Computing (Level 3) [Ref: 0633] which has now been discontinued.
Additional transition information/ Kō ētahi atu kōrero mō te whakakapi	<p>Republication information</p> <p>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.</p> <p>Version Information</p> <p>Version 2 of this qualification was published in July 2020 following scheduled review. Please refer to Qualifications and Assessment Standards Approvals for further information.</p> <p>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:</p> <p>Ringa Hora Services Workforce Development Council PO Box 445 Wellington 6140 Telephone: 04 909 0306 Email: qualifications@ringahora.nz</p>