

Qualification details

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 kaihanganga 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 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.</p> <p>Graduates will be able to provide accounting support services under broad guidance and in multi-cultural environments and recognise how Te Tiriti o Waitangi applies in their entity..</p>

Graduate Profile/Ngā hua o te tohu
<p>Graduates of this qualification will be able to:</p> <ul style="list-style-type: none"> - 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 an ethical and inclusive manner to provide accounting support services for the entity.

Education Pathway/ Ngā huarahi mātauranga
<p>Graduates of this qualification may progress to New 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].</p>

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

Qualification Award/ Te whakawhiwhinga o te tohu	This qualification can be awarded by any education organisation with an approved programme or accreditation to deliver an approved programme.
Evidence requirements for assuring consistency/ Ngā taunaki hei whakaū i te tauritenga	<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.
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 whakamarumarū, ki ngā here ā-ture rānei)	None
General conditions for programme/ Ngā tikanga whānui o te hōtaka	<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>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</p>

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

Qualification outcomes/ Ngā hua	Credits/Ngā whiwhinga	Conditions/Ngā tikanga
1. Use the accounting cycle to produce and communicate financial information using dedicated accounting software.	20	
2. Calculate and prepare PAYE, GST, and FBT returns, prepare accounts payable and receivable, payroll and related administration records.	20	
3. Collaborate and contribute to the achievement of team objectives.	5	
4. Behave in an ethical and an inclusive manner to provide accounting support services for an entity.	5	

Transition information/ He kōrero whakawhiti

Replacement information/ He kōrero mō te whakakapi	
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 3 of this qualification was published in July 2025 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>
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