

Qualification details

Qualification number/Te nama o te tohu mātauranga	2457		
English title/Taitara Ingarihi	New Zealand Certificate in Business (Small Business)		
Māori title/Taitara Māori			
Version number/Te putanga	3	Qualification type/Te momo tohu	Certificate
Level/Te kaupae	4	Credits/Ngā whiwhinga	60
NZSCED/Whakaraupapa	080301 Management and Commerce>Business and Management>Business Management		
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 have the knowledge and skills to establish, operate, grow, and sustain a small business.</p> <p>Graduates of this qualification will be able to apply business skills and knowledge to a small business, recognise how Te Tiriti o Waitangi applies in their business, manage and grow their business in a multi-cultural environment.</p>

Graduate Profile/Ngā hua o te tohu
<p>Graduates of this qualification will be able to:</p> <ul style="list-style-type: none"> - Prepare a business plan for a small business that is suitable for external stakeholders - Operate a small business, manage business performance and meet stakeholder requirements. - Behave in an ethical and an inclusive manner to manage a small business.

Education Pathway/ Ngā huarahi mātauranga
<p>This qualification may build on from:</p> <ul style="list-style-type: none"> - New Zealand Certificate in Business (Introduction to Small Business) (Level 3) [Ref: 2454]. - New Zealand Certificate in Leadership (Level 3) [Ref: 3502] <p>This qualification may complement these qualifications:</p> <ul style="list-style-type: none"> - New Zealand Certificate in Business (Accounting Support Services) (Level 4) [Ref: 2455]

<ul style="list-style-type: none"> - New Zealand Certificate in Leadership (Level 4) [Ref: 5306] - New Zealand Certificate in Business (Administration and Technology) (Level 4) [Ref: 2461] - New Zealand Certificate in Project Management (Level 4) [Ref: 2462] - New Zealand Certificate in Māori Business and Management (Level 4) [Ref: 3502]. <p>Graduates of this qualification may progress to:</p> <ul style="list-style-type: none"> - 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] - New Zealand Certificate in Business (Māori Business and Management) (Level 5) [Ref: 2712] - other relevant industry qualifications.

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 will be able to establish, operate, grow, and sustain a small business in Aotearoa New Zealand.

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</p>

	<p>Hours 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 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. Prepare a business plan for a small business that is suitable for external stakeholders..	10	
2. Operate a small business, manage business performance and meet stakeholder requirements..	45	
3. Behave in an ethical and an inclusive manner to manage a small business.	5	

Transition information/ He kōrero whakawhiti

Replacement information/ He kōrero mō te whakakapi	This qualification replaced the:
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	National Certificate in Business (Small Business Management) (Level 4) [Ref: 0172] 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 3 of this qualification was published in July 2025 following scheduled review.</p> <p>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.</p> <p>It is the intention of Ringa Hora Services Workforce Development Council that no existing learner should be disadvantaged by these transition arrangements.</p> <p>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>