

Qualification details

Qualification number/Te nama o te tohu mātauranga	2461		
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	4	Credits/Ngā whiwhinga	60
NZSCED/Whakaraupapa	080301 Management and Commerce>Business and Management>Business Management		
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 skilled administrators who can enter a range of different administrative and business support roles.</p> <p>Graduates will be able to carry out a wide range of administrative duties and tasks under broad guidance, contribute to functional operations in an entity, manage self and share work-based knowledge, understand how Te Tiriti o Waitangi applies in their entity, engage and work effectively in multi-cultural environments.</p> <p>Graduates of this qualification will align with the World Administrators Alliance's Global Skills Matrix at Levels 2 and 3.</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 software and technology to complete administrative duties and tasks to meet an entity's needs. - Process comprehensive data and information, and present information for business purposes. - Maintain administrative systems and processes and recommend improvements to meet an entity's needs. - Manage self, work collaboratively and contribute to functional areas to meet an entity's goals. - Behave in an ethical and an inclusive manner to support the performance of an entity.

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 Business (Administration and Technology) (Level 3) [Ref: 2452] - New Zealand Certificate in Leadership (Level 3) [Ref: 5304] - New Zealand Certificate in Business (Introduction to Small Business) (Level 3) [Ref: 2454] - New Zealand Certificate in Computing (Intermediate User) (Level 3) [Ref: 2592]. <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 (Accounting Support Services) (Level 4) [Ref: 2455] - New Zealand Certificate in Business (Small Business) (Level 4) [Ref: 2457] - New Zealand Certificate in Leadership (Level 4) [Ref: 5306]. - or may pathway into relevant industry qualifications at a higher level. <p>Award of this qualification may equip graduates towards provisional certification by the Association of Administrative Professionals of New Zealand (AdminZ).</p>

<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 general business administration roles in a variety of sectors, including business and cultural or community contexts.</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 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.

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 software and technology to complete administrative duties and tasks to meet an entity's needs.	10	
2.	Process comprehensive data and information, and present information for business purposes	15	
3.	Maintain administrative systems and processes and recommend improvements to meet an entity's needs	15	
4.	Manage self, work collaboratively and contribute to functional areas to meet an entity's goals	10	
5.	Behave in an ethical and an inclusive manner to support the performance of an entity	10	

Transition information/ He kōrero whakawhiti

Replacement information/ He kōrero mō te whakakapi	<p>This qualification replaced the:</p> <p>National Certificate in Business Administration (Level 4) [Ref: 0634] which has now been discontinued.</p>
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 2030 following scheduled review. Please refer to Qualifications and Assessment Standards Approvals for further information.</p> <p>The last date for assessment of 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.</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</p>

