

Qualification details

Title	New Zealand Certificate in Business (Accounting Support Services) (Level 4)		
Version	1	Qualification type	Certificate
Level	4	Credits	50
NZSCED			
DAS classification			
Qualification developer			
Next review	Mmmm YYYY		
Approval date	Dd Mmmm YYYY		
Strategic purpose statement	<p>The purpose of this qualification is to provide New Zealand business entities with people who can carry out a broad range of accounting support services and who are or can be employed in a range of accounting support roles in business entities.</p> <p>This qualification will benefit New Zealand business entities by providing graduates with accounting skills who can contribute to performance and productivity.</p> <p>Graduates of this qualification will be able to provide accounting support services under broad guidance in a bi- and multi-cultural environment.</p>		
Outcome Statement	Graduate profile	<p>Graduates of this qualification will be able to:</p> <p>Technical knowledge and skills (40 credits)</p> <ul style="list-style-type: none"> • Produce financial information using accounting software • Operate the elements of accounting within the accounting cycle • Calculate tax and prepare relevant returns • Manage accounts payable and receivable • Prepare payroll and related administration records <p>People skills (5 credits)</p> <ul style="list-style-type: none"> • Collaborate and contribute to the achievement of team objectives • Communicate financial information clearly to stakeholders <p>Affective skills (5 credits)</p> <ul style="list-style-type: none"> • Demonstrate professional and ethical behaviour, in a socially and culturally appropriate manner 	
	Education pathway	Achievement of this qualification may lead to further study in:	

		<ul style="list-style-type: none"> New Zealand Diploma in Business (Accounting strand) (Level 5) other strands in the New Zealand Diploma in Business (Level 5) relevant industry qualifications.
	Employment and/or community pathway	Graduates of this qualification will have the skills and knowledge to be employed in a variety of business entities in accounting support roles including: accounts officer, payroll officer, sole-charge administrator, accounts payable/receivable or accounts assistant. Graduates will also be able to contribute to community groups in volunteer accounting functions.

Qualification specifications

Qualification award	
Arrangements for managing consistency	
Credit transfer and recognition of prior learning arrangements	
Minimum standard of achievement and standards for grade endorsements	
Entry requirements (including prerequisites to meet regulatory body or legislative requirements)	

Qualification conditions

Overarching conditions relating to the qualification

Conditions for programme structure	Outcomes in the following sections of the graduate profile will be embedded throughout programme design and delivery, and assessment: People skills, Affective skills.
Conditions for programme context	<p>Programme design and delivery, and all assessment will be conducted in and for the context of a real or realistic business entity, and in light of the requirements of that context</p> <p>A business entity can be an organisation, or a commercial or other enterprise, not necessarily for profit</p>

Specific conditions relating to the Graduate profile

Qualification outcomes	Indicative Credits	Conditions	Mandatory or Optional
<ul style="list-style-type: none"> Produce financial information using accounting software 		Must be dedicated accounting software	Mandatory

<ul style="list-style-type: none"> • Calculate tax and prepare relevant returns 		Must include PAYE, GST, FBT.	Mandatory
<ul style="list-style-type: none"> • Communicate financial information clearly to stakeholders 		‘Communicate’ must emphasise written and oral skills ‘Stakeholders’ include internal and external stakeholders	Mandatory
<ul style="list-style-type: none"> • Demonstrate professional and ethical behaviour, in a socially and culturally appropriate manner 		“Professionally” includes attitudes, qualities and behaviours “Socially” must consider, amongst other things, environmental, community and sustainability expectations “Culturally” must be interpreted as being wider than ethnicity Explanatory - It is the context that sets the level for assessment, one should not act less ethically at lower levels of the NZQF than at higher levels: the context within which one acts will be more complex at higher levels.	Mandatory

Transition information

Replacement information	
(Write any additional transition information here or delete the row)	