

## Qualification details

<b>Title</b>	<b>New Zealand Diploma in Business (with strands in Accounting, Administration and Technology, Leadership and Management) (Level 5)</b>		
<b>Version</b>	1	<b>Qualification type</b>	Diploma
<b>Level</b>	5	<b>Credits</b>	120
<b>NZSCED</b>			
<b>DAS classification</b>			
<b>Qualification developer</b>			
<b>Next review</b>	Mmmm YYYY		
<b>Approval date</b>	Dd Mmmm YYYY		
<b>Strategic purpose statement</b>	<p><b>Accounting strand</b></p> <p>The purpose of this qualification is to provide New Zealand business entities with people who have general business and accounting knowledge and skills and who are or can be employed in a range of operational accounting roles.</p> <p>Graduates of this qualification will benefit New Zealand business entities by contributing to the achievement of the entities' objectives, through the application of accounting skills, in an ethical manner.</p> <p>Graduates of this qualification will be able to apply accounting principles and practices to a range of business situations, in a bi- and multi-cultural environment.</p> <p><b>Administration and Technology strand</b></p> <p>The purpose of the Administration and Technology strand of this qualification is to provide New Zealand business entities with people who have a broad range of business administration and technology skills, and who are or can be employed in senior administrative roles.</p> <p>Graduates of this qualification will benefit New Zealand business entities by having broad technical, administrative, and underpinning core business skills and knowledge that can contribute to improving performance and productivity.</p> <p>Graduates of this qualification will be able to manage administrative systems and operational processes and may have responsibility for the management of others, in a bi- and multi-cultural environment.</p>		

	<p><b>Management and Leadership strand</b></p> <p>The purpose of this qualification is to provide New Zealand business entities with people who are, or can be, employed in operational management roles to:</p> <ul style="list-style-type: none"> <li>- contribute to the management and leadership of a business entity</li> <li>- achieve the entity's objectives at an operational level.</li> </ul> <p>Graduates of this qualification will benefit New Zealand business entities by effectively contributing to the management and leadership of business entities to achieve agreed objectives.</p> <p>Graduates of this qualification will be able to manage at an operational level in a bi- and multi-cultural environment.</p>
Outcome Statement	<p><b>Graduate profile</b></p> <p><b>Graduates of this qualification will be able to:</b></p> <p><b>Core compulsory</b></p> <p>Core knowledge and skills (25 credits)</p> <ul style="list-style-type: none"> <li>• Apply business functions to the achievement of the entity's objectives</li> </ul> <p>Core people skills (10 credits)</p> <ul style="list-style-type: none"> <li>• Develop and maintain operational business relationships with stakeholders</li> <li>• Research and communicate information for the entity's performance</li> </ul> <p>Core cognitive skills (5 credits)</p> <ul style="list-style-type: none"> <li>• Apply problem solving and decision making in operational contexts</li> </ul> <p>Core affective skills (8 credits)</p> <ul style="list-style-type: none"> <li>• Manage own and others' learning and performance within an operational context</li> <li>• Demonstrate professional and ethical behaviour, in a socially and culturally appropriate manner</li> </ul> <p>Core business environment (12 credits)</p> <ul style="list-style-type: none"> <li>• Analyse the impact of external environments on the entity and the effect on the entity's performance</li> </ul> <p><b>Accounting Strand</b></p> <p>Technical knowledge and skills (57 credits)</p> <ul style="list-style-type: none"> <li>• Record and process a wide range of financial transactions (10 credits)</li> <li>• Apply accounting concepts and standards to prepare financial statements and reports (10 credits)</li> <li>• Prepare budgets and monitor business performance against budgets (10 credits)</li> <li>• Analyse and interpret financial information to inform decision making (10 credits)</li> <li>• Apply tax rules for individuals and small businesses (5 credits)</li> </ul>

		<ul style="list-style-type: none"> <li>Determine internal controls to minimise financial risk (5 credits)</li> <li>Evaluate debtor risk and apply relevant actions to mitigate (5 credits)</li> <li>Act in accordance with the accounting profession's Code of Ethics (2 credits)</li> </ul> <p>People Skills (3 credits)</p> <ul style="list-style-type: none"> <li>Research and communicate technical financial information for a business entity's performance</li> </ul> <p><b>Administration and Technology strand</b></p> <p>Technical knowledge and skills (60 credits)</p> <ul style="list-style-type: none"> <li>Plan, organise and manage business administration functions, operations, and/or projects, to support management (25 credits)</li> <li>Select, apply and support a broad range of current and emerging business technologies to meet business entity needs (20 credits)</li> <li>Manage, analyse and evaluate administrative systems and processes; identify and recommend any improvements (15 credits)</li> </ul> <p><b>Management and Leadership strand</b></p> <p>Technical knowledge and skills</p> <ul style="list-style-type: none"> <li>Identify operational issues and challenges and apply techniques for continuous improvement (10 credits)</li> <li>Contribute to the business planning of the organisation (10 credits)</li> <li>Lead others to implement activities within organisational plans, including change (10 credits)</li> <li>Manage projects within scope, resources, and time (10 credits)</li> </ul> <p>People skills (15 credits)</p> <ul style="list-style-type: none"> <li>Negotiate and positively influence others to achieve the entity's outcomes</li> <li>Develop a positive workplace culture and team engagement</li> </ul> <p>Business environment (5 credits)</p> <ul style="list-style-type: none"> <li>Promote compliance with internal and external requirements</li> </ul>
	<b>Education pathway</b>	<p>The NZ Diploma in Business (<b>Accounting</b>) (Level 5) qualification may build from:</p> <ul style="list-style-type: none"> <li>NZ Certificate in Business (Administration and Technology) (Level 4)</li> <li>NZ Certificate in Business Accounting Support Services) (Level 4)</li> <li>NZ Certificate in Business (Small Business)(Level 4)</li> <li>NZ Certificate in Business (First Line Management)(Level 4)</li> </ul> <p>Achievement of New Zealand Diploma in Business (<b>Accounting</b>) (Level 5) may lead to further study in:</p>

		<ul style="list-style-type: none"> <li>• New Zealand Diploma in Business (Accounting) (Level 6) or in other strands of that qualification</li> <li>• business qualifications at degree level</li> <li>• relevant industry qualifications at level 6 or above.</li> </ul> <p>The NZ Diploma in Business (<b>Administration and Technology</b>) (Level 5) qualification may build from:</p> <ul style="list-style-type: none"> <li>• NZ Certificate in Business (Administration and Technology) (Level 4)</li> <li>• NZ Certificate in Business Accounting Support Services (Level 4)</li> <li>• NZ Certificate in Business (Small Business)(Level 4)</li> <li>• NZ Certificate in Business (First Line Management)(Level 4)</li> <li>• The proposed NZ Certificate in Computing (Advanced) (Level 4)</li> </ul> <p>Achievement of the NZ Diploma in Business (<b>Administration and Technology</b>) (Level 5) qualification may lead to the</p> <ul style="list-style-type: none"> <li>• NZ Diploma in Business (Administration and Technology) (Level 6)</li> </ul> <p>or may pathway into relevant industry Certifications or other level 5 or 6 business or other qualifications.</p> <p>This qualification may equip graduates towards achievement of Association of Administrative Professionals of New Zealand's (AAPNZ) Certification.</p> <p>The NZ Diploma in Business (<b>Management and Leadership</b>) (Level 5) builds on from the New Zealand Certificate in Business (First Line Management) (Level 4), or equivalent skills and knowledge.</p> <p>Achievement of this qualification may lead to:</p> <ul style="list-style-type: none"> <li>• any of the strands in the New Zealand Diploma in Business (Level 6), but especially those in the same area as the strand completed for this qualification.</li> <li>• business qualifications at degree level</li> <li>• other relevant industry qualifications at level 6 or above.</li> </ul>
	<b>Employment and/or community pathway</b>	<p>Graduates of the Accounting strand will have the skills and knowledge to be employed in a variety of business entities in accounting roles such as: finance administrator, inventory controller, accounts receivable/payable officer. Graduates may also be able to contribute to community groups in volunteer accounting functions.</p>

		<p>Graduates of the NZ Diploma in Business (<b>Administration and Technology</b>) (Level 5) will have the skills and knowledge to work, or gain employment, in a wide range of administration roles in a variety of sectors.</p> <p>These may include personal and executive assistants, customer service consultants, project and event administrators, virtual assistant, office manager, or office administration team leader roles.</p> <p>Graduates of the <b>Management and Leadership</b> strand will be able to work or gain employment as a manager/leader in a range of operational roles within New Zealand business entities.</p>
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## 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, Cognitive 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>
Other conditions	

### Specific conditions relating to the Graduate profile

Qualification outcomes	Indicative Credits	Conditions	Mandatory or Optional
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	Apply business functions to the achievement of the entity's objectives		<i>Business functions</i> includes knowledge and skills, as relevant to the context (and therefore cannot be specified here)	Mandatory
	Develop and maintain operational business relationships with stakeholders		Stakeholders' include internal and external stakeholders	Mandatory
	Research and communicate information for the entity's performance		'Communicate' must emphasise written and oral skills	Mandatory
	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
	Analyse the impact of external environments on the entity and the effect on the entity's performance		'External environments' must include the origin and nature of the bi-cultural partnership with Māori	Mandatory
	<ul style="list-style-type: none"> <li>Apply accounting concepts and standards to prepare financial statements and reports</li> </ul>	(10 credits)	<i>Financial statements</i> must include income statement (statement of financial performance) and statement of financial position (balance sheet).	Mandatory
	<ul style="list-style-type: none"> <li>Prepare budgets and monitor business performance against budgets</li> </ul>	(10 credits)	<i>Budgets</i> must include sales budget, production budget, income statement (statement of financial performance), statement of financial position (balance sheet), and cash budget.	Mandatory
	<ul style="list-style-type: none"> <li>Analyse and interpret financial information to inform decision making</li> </ul>	(10 credits)	Ratios must include profitability, liquidity, asset utilisation and stability ratios.	Mandatory
	<ul style="list-style-type: none"> <li>Apply tax rules for individuals and small businesses</li> </ul>	(5 credits)	GST calculations must be included in this assessment.	Mandatory

AT2	Select, apply and support a broad range of current and emerging business technologies to meet business entity needs.	20 credits	Business technologies' include office and digital technologies and devices	Mandatory
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## Transition information

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