

## Qualification details

<b>Title</b>	<b>New Zealand Certificate in Business (Accounting Support Services) (Level 4)</b>		
<b>Version</b>	1	<b>Qualification type</b>	Certificate
<b>Level</b>	4	<b>Credits</b>	50
<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>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>		
<b>Outcome Statement</b>	<b>Graduate profile</b>	<p>Graduates of this qualification will be able to:</p> <p>Technical knowledge and skills (40 credits)</p> <ul style="list-style-type: none"> <li>• Produce financial information using accounting software</li> <li>• Operate the elements of accounting within the accounting cycle</li> <li>• Calculate tax and prepare relevant returns</li> <li>• Manage accounts payable and receivable</li> <li>• Prepare payroll and related administration records</li> </ul> <p>People skills (5 credits)</p> <ul style="list-style-type: none"> <li>• Collaborate and contribute to the achievement of team objectives</li> <li>• Communicate financial information clearly to stakeholders</li> </ul> <p>Affective skills (5 credits)</p> <ul style="list-style-type: none"> <li>• Demonstrate professional and ethical behaviour, in a socially and culturally appropriate manner</li> </ul>	
	<b>Education pathway</b>	Achievement of this qualification may lead to further study in:	

		<ul style="list-style-type: none"> <li>New Zealand Diploma in Business (Accounting strand) (Level 5)</li> <li>other strands in the New Zealand Diploma in Business (Level 5)</li> <li>relevant industry qualifications.</li> </ul>
	<b>Employment and/or community pathway</b>	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

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

## Qualification conditions

### Overarching conditions relating to the qualification

<b>Conditions for programme structure</b>	Outcomes in the following sections of the graduate profile will be embedded throughout programme design and delivery, and assessment: People skills, Affective skills.
<b>Conditions for programme context</b>	<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

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

<ul style="list-style-type: none"> <li>Calculate tax and prepare relevant returns</li> </ul>		Must include PAYE, GST, FBT.	Mandatory
<ul style="list-style-type: none"> <li>Communicate financial information clearly to stakeholders</li> </ul>		'Communicate' must emphasise written and oral skills 'Stakeholders' include internal and external stakeholders	Mandatory
<ul style="list-style-type: none"> <li>Demonstrate professional and ethical behaviour, in a socially and culturally appropriate manner</li> </ul>		"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)	