

## Qualification details

<b>Title</b>	<b>New Zealand Certificate in Business (Small Business) (Level 4)</b>		
<b>Version</b>	1	<b>Qualification type</b>	Certificate
<b>Level</b>	4	<b>Credits</b>	60
<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 with owner/operators who are capable of establishing, operating, growing, and sustaining a small business.</p> <p>Graduates of this qualification will benefit New Zealand business entities by enhancing the viability, survival, and growth of the sector, and in turn creating employment opportunities.</p> <p>Graduates of this qualification will be able to apply business skills and knowledge to manage a small business 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 (30 credits)</p> <ul style="list-style-type: none"> <li>• Develop a business plan for small business</li> <li>• Develop a system for monitoring and improving business performance</li> <li>• Manage the finances for the business</li> <li>• Manage the marketing activities of the business</li> <li>• Implement technology options for the business</li> <li>• Manage human resource processes for a small business</li> </ul> <p>People skills (14 credits)</p> <ul style="list-style-type: none"> <li>• Select and apply customer service techniques, to maximise customer satisfaction</li> <li>• Develop and maintain effective business relationships with stakeholders</li> </ul> <p>Cognitive skills (5 credits)</p> <ul style="list-style-type: none"> <li>• Work independently and show initiative for achieving goals</li> </ul> <p>Affective skills (8 credits)</p> <ul style="list-style-type: none"> <li>• Demonstrate professional and ethical behaviour, in a socially and culturally appropriate manner</li> </ul>	

		<ul style="list-style-type: none"> <li>• Maintain personal and/or professional growth</li> </ul> Business environment (3 credits) <ul style="list-style-type: none"> <li>• Comply with legislation and other external requirements for the business</li> </ul>
	<b>Education pathway</b>	Achievement of this qualification may lead to: <ul style="list-style-type: none"> <li>• New Zealand Diploma in Business (with strands in Accounting, Administration and Technology, Leadership and Management) (Level 5)</li> <li>• New Zealand Certificate in Business (Māori Business and Management) (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 start, operate, and grow a small business in New Zealand.

## 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, Cognitive skills, Affective skills.
<b>Conditions for programme context</b>	Programme design and delivery, and all assessment will be conducted in and for the context of a real or realistic small business, and in light of the requirements of that context  A “small business” refers to an entity that is either owner-operated or employs no more than 20 people.
<b>Other conditions</b>	

### Specific conditions relating to the Graduate profile

Qualification outcomes		Indicative Credits	Conditions	Mandatory or Optional
	Develop and maintain effective business relationships with stakeholders		'Stakeholders' include internal and external stakeholders	Mandatory
	Demonstrate professional and ethical behaviour, in a socially and culturally appropriate manner		<p>"Professionally" includes attitudes, qualities and behaviours</p> <p>"Socially" must consider, amongst other things, environmental, community and sustainability expectations</p> <p>"Culturally" must be interpreted as being wider than ethnicity</p> <p>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.</p>	Mandatory

## Transition information

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