

## National Certificate in Business Administration and Computing (Level 3)

**Level** 3

**Credits** 60

### Purpose

This national certificate is designed to:

- recognise a broad range of business administration knowledge and skills required of administrators while allowing them to select credits to match their business administration and information technology related positions; and
- provide recognition of an intermediate level of competence, knowledge and skills to permit and assist a pathway to further education and training.

The flexible structure of the qualification allows providers and employers to tailor programmes to meet individual skill needs that reflect the diverse roles and positions required to meet business administration and information technology needs of the business community at an intermediate level. Minimum credits specified for interpersonal communications and writing recognise the need for competencies that underpin all business administration roles.

This qualification is the second of four qualifications in business administration for those seeking employment and/or further training and education through an accredited provider or through work based training programmes.

Although the National Certificate in Business Administration and Computing (Level 2) [Ref: 0008] is not a prerequisite, this certificate builds on the skills and knowledge recognised by it and can lead to the National Certificate in Business Administration (Level 4) [Ref: 0634], and the National Diploma in Business Administration (Level 5) [Ref: 0370]. Alternatively, it could lead to other qualifications in the Business, and Computing and Information Technology fields.

### Credit Range

Level 1 credits	0-20
Level 2 credits	0-20
Level 3 or above credits	40-60
Minimum total	60

### Requirements for Award of Qualification

- A minimum of 60 credits
  - Of which a minimum of 40 credits at Level 3 or above
- Elective – A minimum of 46 credits as specified
- Balance – Balance if required

**Award of NQF Qualifications**

Credit gained for a standard may be used only once to meet the requirements of this qualification.

Unit standards and achievement standards that are equivalent in outcome are mutually exclusive for the purpose of award. The table of mutually exclusive standards is provided in section 7 of the New Zealand Qualifications Authority (NZQA) *Rules and Procedures* publications available at <http://www.nzqa.govt.nz/ncea/acrp/index.html>.

Reviewed standards that continue to recognise the same overall outcome are registered as new versions and retain their identification number (ID). Any version of a standard with the same ID may be used to meet qualification requirements that list the ID and/or that specify the past or current classification of the standard.

**Detailed Requirements****Elective**

A minimum of 46 credits from the following sets

- Set A
- Set B
- Set C
- Set D
- Set E

**Set A**

A minimum of 25 credits

Field	Subfield	Domain
Business	Business Administration	Any

**Set B**

A minimum of 10 credits

Field	Subfield	Domain
Computing and Information Technology	Computing	Generic Computing

**Set C**

A minimum of 5 credits

Field	Subfield	Domain
Humanities	Communication Skills	Any

**Set D**

A minimum of 3 credits at Level 2 or above

Humanities > Communication Skills > Writing

<b>Id</b>	<b>Title</b>	<b>Level</b>	<b>Credit</b>
16612	Use effective business writing skills in a business organisation	4	4

<b>Field</b>	<b>Subfield</b>	<b>Domain</b>
Humanities	Communication Skills	Writing

**Set E**

A minimum of 3 credits

<b>Field</b>	<b>Subfield</b>	<b>Domain</b>
Service Sector	Service Sector Skills	Service Sector - Core Skills

**Balance**

The balance of credits to achieve

A minimum of 60 credits

- Of which a minimum of 40 credits at Level 3 or above

May come from the following sets

- Set F
- Set G
- Set H

**Set F**

<b>Field</b>	<b>Subfield</b>	<b>Domain</b>
Business	Accounting	Any
	Business Environment	Any
	Business Operations and Development	Any
	Financial Management	Any
	Management	Any
	Public Sector Services	Public Sector Core Skills
Māori	Māori Business and Management	Māori Office Systems

**Set G**

Credits at Level 3 or above

<b>Field</b>	<b>Subfield</b>	<b>Domain</b>
Core Generic	Core Generic	Work and Study Skills

**Set H**

Business &gt; Public Sector Services &gt; Public Sector Courts Practice

<b>Id</b>	<b>Title</b>	<b>Level</b>	<b>Credit</b>
10479	Demonstrate knowledge of the New Zealand Courts structure	3	3
10480	Demonstrate knowledge of the New Zealand constitutional structure	4	4
10481	Demonstrate knowledge of how law is developed and the relationship between different types of law	4	3

Business &gt; Public Sector Services &gt; Public Sector Māori

<b>Id</b>	<b>Title</b>	<b>Level</b>	<b>Credit</b>
14950	Demonstrate introductory knowledge and understanding of the Treaty of Waitangi in government	3	4

**Transition Arrangements****Version 3**

Version 3 was issued following revision to take account of the changed classification resulting from the review of the unit standards in the First Line Management domain. These standards were reregistered in December 2006 in new domains in new subfields.

Changes to structure and content

- title of unit standard 16612 in Set D has been amended following its review
- new subfields Business Environment and Business Operations and Development have been added to Set F.

People currently working towards version 2 of this qualification may either complete the requirements for that version or transfer their results to this version of the qualification.

For detailed information see [Review Summaries](#) on the NZQA website.

**Previous versions of the qualification**

Version 2 was issued in June 2005 following review. Changes included the addition of a writing skills requirement and the inclusion of additional domains in Set F, and unit standards in Set H.

Version 1 of this qualification and the National Certificate in Business Administration (Level 4) [Ref: 0634] were issued to replace the National Certificate in Business Administration (Level 4) with strands in General, Business Information Processing, Business Administration Services, and Business Procedures [Ref: 0187] following its review in 1998 and 1999.

The review identified the need for Business Administration qualifications to provide more flexibility to meet the changing needs of employees and employers within industry, and for providers to meet those needs in a constantly changing environment.

## NQF Registration Information

Process	Version	Date	Last Date for Assessment
Registration	1	June 1999	December 2007
Review	2	June 2005	N/A
Revision	3	August 2007	N/A

## Standard Setting Body

National Qualifications Services  
NZQA  
PO Box 160  
WELLINGTON

Telephone 04 463 3000  
Email [nqs@nzqa.govt.nz](mailto:nqs@nzqa.govt.nz)

## Planned Review

Any person or organisation may contribute to the review of this qualification by sending feedback to the standard setting body at the above address.

Next Review	2009
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## Other standard setting bodies whose standards are included in the qualification

Learning State

## Certification

The certificate will display the logos of NZQA and the accredited provider.

## Classification

This qualification is classified according to the NQF classification system and the New Zealand Standard Classification of Education (NZSCED) system as specified below.

NQF Classification		NZSCED	
Code	Description	Code	Description
78	Business > Business Administration	080904	Management and Commerce > Office Studies > Text Processing and Office Tools

**Quality Management Systems**

Providers and Industry Training Organisations must be accredited by a recognised Quality Assurance Body before they can register credits from assessment against standards. Accredited providers and Industry Training Organisations assessing against standards must engage with the moderation system that applies to those standards. Accreditation requirements and the moderation system are outlined in the associated Accreditation and Moderation Action Plan (AMAP) for each standard.