

## National Certificate in Business Administration and Computing (Level 2)

**Level** 2

**Credits** 60

### Purpose

The business community seeks people who have a broad range of skills including the ability to use a keyboard, meet production requirements, operate computers, use technology to best advantage, answer telephones, provide customer service, process information, show initiative and contribute positively to the work group or work team.

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

This qualification is the first 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.

The qualification can provide a foundation for the National Certificate in Business Administration and Computing (Level 3) [Ref: 0633], 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

	Compulsory	Elective
Level 1 credits	1	0-19
Level 2 or above credits	-	40-59
Minimum totals	1	59

### Requirements for Award of Qualification

This qualification will be awarded to people credited with a minimum of 60 credits, of which 40 are at level 2 or above, and who meet the requirements of the compulsory and elective sections.

**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 the Qualifications Authority *Rules and Procedures* publications available at [www.nzqa.govt.nz/ncea/](http://www.nzqa.govt.nz/ncea/).

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 Qualification Requirements****Compulsory**

The following unit standard is required.

Field Health  
Subfield Occupational Health and Safety  
Domain Occupational Health and Safety Practice

Id	Title	Level	Credit
497	Protect health and safety in the workplace	1	1

**Elective**

- A minimum of 38 credits is required as specified for each of **Sets A to F**;
- the balance of credits to meet the qualification requirements for a minimum of 60 credits, of which 40 are at level 2 or above, drawn from anywhere in **Sets A to G**.

**Set A**

A minimum of 10 credits is required from the following domain.

Field	Subfield	Domain
Business	Business Administration	Business Administration Services

**Set B**

A minimum of 10 credits is required from the following domain.

Field	Subfield	Domain
Business	Business Administration	Business Information Processing

**Set C**

A minimum of 9 credits is required from the following domain.

Field	Subfield	Domain
Computing and Information Technology	Computing	Generic Computing

**Set D**

A minimum of 2 credits is required from the following domain.

Field	Subfield	Domain
Humanities	Communication Skills	Interpersonal Communications

**Set E**

A minimum of 3 credits is required from the following domain.

Field	Subfield	Domain
Humanities	Communication Skills	Writing

**Set F**

A minimum of 4 credits is required from the following domain.

Field	Subfield	Domain
Service Sector	Service Sector Skills	Service Sector – Core Skills

*The balance of credits to meet the qualification requirements for a minimum of 60 credits, of which 40 are at level 2 or above, drawn from anywhere in **Sets A to G**.*

**Set G**

Field	Subfield	Domain
Business	Accounting	Accounting – Generic
	Business Administration	Any
Core Generic	Core Generic	Any
Humanities	Communication Skills	Any
Māori	Māori Business and Management	Māori Office Systems

Field Humanities  
 Subfield Health and Physical Education  
 Domain Health Education

Id	Title	Level	Credit
14250	Examine issues related to sexual harassment	2	2

**Transition Arrangements**

**Version 5**

Version 5 was issued in June 2005 following review.

Changes to structure and content

- Minor clarifications made to the qualification’s purpose.

- A requirement for a minimum of 3 credits from the domain of Writing added to the Elective, and the minimum required credits from the domain of Interpersonal Communications reduced from 5 to 2.
- The domain of Māori Office Systems, and unit standard 14250, added to the Elective.

People currently working towards version 4 of this qualification may either complete the requirements for that version or transfer their results to this version of the qualification.

Providers are encouraged to offer programmes based on the new requirements from January 2006.

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

### Previous versions of the qualification

Version 4 was issued following a review that 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. Specified unit standards were reduced to one only, with minimum numbers of credits being specified for key domains. The elective section was expanded to allow more flexibility, and the purpose statement amended to reflect this.

Version 3 was issued following the review of computing, core generic and service sector unit standards.

Version 2 was issued in following a review of the business and administration unit standards.

Version 1 contained transition arrangements for people credited with computing unit standards that were registered in 1993 and subsequently reviewed.

### NQP Registration Information

Process	Version	Date	Last Date for Award
Registration	1	October 1994	December 2005
Revision	2	July 1997	December 2005
Revision	3	November 1998	December 2005
Review	4	June 1999	December 2007
Review	5	June 2005	N/A

### Standard Setting Body

NZQA National Qualifications Services  
PO Box 160  
WELLINGTON

Telephone 04 802 3000  
Email [nqs@nzqa.govt.nz](mailto:nqs@nzqa.govt.nz)

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

The next review of this qualification is planned to take place in 2009.

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

New Zealand Industry Training Organisation – Industrial Health and Safety Advisory Group  
 NZQA

### Certification

The certificate will display the logos of the Qualifications Authority 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.