
1. Te Pūkenga Unified New Zealand Certificate in Business (Administration and Technology) (L3)

Throughout 2021 and 2022 Te Pūkenga has worked collaboratively with Te Pūkenga subsidiary Institutes of Technology and Polytechnics (subsidiaries) to unify the New Zealand Certificate in Business (Administration and Technology) (L3), so that Te Pūkenga has one programme that meets NZQA requirements. This document outlines the final working draft for this programme for the purposes of socialisation among kaiako who teach it across the network, inviting their feedback.

The unified programme is high-level, broad and flexible to allow each region the ability to tailor programme delivery to meet their community needs.

Programme Documentation

This document provides detailed information for the unified programme. The working draft of the programme and courses presented here is high level and does not include specific information about delivery methods, or details of assessment. This is intentional and is the way that Te Pūkenga ensures that courses may be delivered and assessed in ways that best suit each ākonga group and delivery mode. This draft includes key elements of the unified programme documentation that present a wide range of delivery methods and assessment methods that may be applied to the delivery of the courses, as well as key regulatory elements, such as admission requirements and grading systems.

The programme will be delivered from 1 January 2023 subject to approval and accreditation through Te Pūkenga subsidiary organisations that currently offer similar programmes. During this socialisation phase, we welcome feedback for the programme and invite you to take this opportunity to help us shape the future of Business Administration and Technology for Aotearoa.

Development Background

The New Zealand Certificate in Business (Administration and Technology) (L3) qualification was updated, and Version 2 of the qualification was published in July 2020. The last date for assessments to take place for version 1 of this qualification is 31 December 2023. This level 3 qualification replaces the National Certificate in Business Administration and Computing (Level 3) [Ref: 0633], which has now been discontinued.

As a result of these changes, Te Pūkenga has collaborated with its subsidiary partners who currently deliver the New Zealand Certificate in Business (Administration and Technology) (L3) to **transition** to a new unified programme which has been designed to meet the requirements of the updated qualification. The new version of the New Zealand Certificate in Business (Administration and Technology) (L3) will be offered from the beginning of 2023 subject to approval and accreditation.

A transition unification working group reviewed all New Zealand Certificate in Business (Administration and Technology) Level 3 programmes from among those already approved and currently offered across the network, and a range of selection criteria were applied which included (i) alignment of course aims, content and learning outcomes to graduate profile outcomes; (ii) range of assessment types; and (iii) cultural concepts reflected in course content.

The transition unification process focused on developing a single unifying programme based on curriculum from among those already approved within the network. Rather than all subsidiaries needing to dedicate time and resource to develop their programmes individually, we selected a programme to unify to and completed these updates collaboratively. Updates have been made to ensure the unified programme works for all and aligns with Te Pūkenga Charter. A unified

programme means that there will be one programme of study aligned with each qualification, that works for all current and future Te Pūkenga providers and their partners.

The proposed unified programme is based on a collaborative design process among the following subsidiaries of Te Pūkenga:

- Manukau Institute of Technology
- Whitireia
- Open Polytechnic

The development also engaged with representatives from Southern Institute of Technology, Tai Poutini, UCOL, Ara and Toi Ohomai.

As a result of the evaluation the Whitireia Programme of Study was chosen for the basis for the proposed unified programme and has been designed with flexible learning pathways to provide ākonga with a range of opportunities to progress to higher levels of education and training, and also into employment. This development is designed to ensure that all learners will enjoy the same experience, while being able to connect with the wider range of suite of Business programmes on offer.

During this socialisation phase, we welcome feedback for the programme and invite you to take this opportunity to help us shape the future of Business Administration and Technology for Aotearoa.

Transition Arrangements

Transition arrangements will be designed to ensure that learners who cannot complete the current version of the programme will be able to transition to the new programme. It is anticipated that no existing learners will be disadvantaged by these transition arrangements.

Ngā Ihirangi | Contents

1. Te Pūkenga Unified New Zealand Certificate in Business (Administration and Technology) (L3)	1
2. Te Hono o te Kahurangi Qualification Details	4
2.1 Whakatakotoranga Structure	7
3. Akoranga Courses	8
ADMINISTRATION SERVICES	8
BUSINESS TECHNOLOGIES	10
FINANCIAL INFORMATION	11
WORKPLACE PRACTICE	12
4. Learning Outcomes and Assessment mapped to Graduate Profile Outcomes	13
5. Regulations	14
5.1 Whakatapoko Admission	14
5.2 Paearu Kōwhiri Selection Criteria	15
5.3 Tohu o te Hōtaka Award of the Programme	15
5.4 Mahi Waehanga Pāhekoheko Integrated and Work-based components	16
5.5 Waeture Aromatawai Assessment Regulations	16
5.6 Whakawhitinga Transitions	17

2. Te Hono o te Kahurangi | Qualification Details

Programme Approval Criterion 1: Qualification to which the programme leads.

This section presents evidence that demonstrates how the programme aligns with the qualification and meets the definition published in the NZQF Listing and Operational Rules.

The programme detailed below meets the definition as listed in the [New Zealand Qualifications Framework \(NZQF\)](#) Listing and Operational Rules. The level and credit value of the qualification to which the programme leads meets the requirements in the qualification type definitions published in the NZQF.

Taipitopito Hōtaka | Programme Details

	NZQA Reference No.	Version No.	Credits	Level
New Zealand Certificate in Business (Administration and Technology) (Level 3)	####	2	60	3

which leads to the award of the following qualification

New Zealand Certificate in Business (Administration and Technology) (Level 3)	2452	2	60	3
NZSCED	080901 Management and Commerce>Office Administration>General Office Administration			
Qualification Developer	Ringa Hora Services Workforce Development Council			
Next Review	31/07/2025			
Next Planned Consistency Review	2023			

Strategic purpose

The purpose of this qualification is to provide Aotearoa New Zealand with people who have business administration and technology skills to work in a range of supervised general office administration roles. Graduates of this qualification will be able to operate business technologies and perform a range of administrative tasks, in accordance with ngā kaupapa o te Tiriti o Waitangi (the principles of the Treaty of Waitangi), and in a multi-cultural environment.

Graduate profile

Graduates of this qualification will be able to:

1. Provide administrative and general office services using business technologies to support everyday operational activities in an office environment.
2. Process data, produce information, and perform financial calculations for business purposes.
3. Work cooperatively within a team and contribute to the achievement of objectives.
4. Select and apply customer service techniques to best meet stakeholder expectations.
5. Behave professionally and ethically and in a socially and culturally responsible manner, and apply personal and interpersonal skills to contribute to the performance of the office.

Qualification education pathway

This qualification may build on from:

National Certificate of Educational Achievement (Level 1) [Ref: 0928]
National Certificate of Educational Achievement (Level 2) [Ref: 0973]
National Certificate of Educational Achievement (Level 3) [Ref: 1039]
New Zealand Certificate in Foundation Skills (Level 1) [Ref: 2861]
New Zealand Certificate in Foundation Skills (Level 2) [Ref: 2862]
New Zealand Certificate in Computing (Foundation User) (Level 2) [Ref: 4132].

Graduates of this qualification may progress to:

New Zealand Certificate in Business (Administration and Technology) (Level 4) [Ref: 2461]
New Zealand Certificate in Business (Accounting Support Services) (Level 4) [Ref: 2455]
New Zealand Certificate in Business (First Line Management) (Level 4) [Ref: 2456]
New Zealand Certificate in Business (Small Business) (Level 4) [Ref: 2457]
New Zealand Certificate in Business (Introduction to Small Business) (Level 3) [Ref: 2454]
New Zealand Certificate in Business (Introduction to Team Leadership) (Level 3) [Ref: 2453]

or relevant industry qualifications at a higher level.

Employment, cultural, community pathway

Graduates of this qualification may be employed in a wide range of supervised general office administration roles in a variety of sectors and in a wide range of roles in cultural and community settings.

Professional recognition/accreditation

n/a

Other requirements of the qualification (including regulatory body or legislative requirements)

n/a

General conditions for programme

Programme delivery and all assessment must be conducted in real business context(s) or based on scenario(s) which must reflect the requirements and practicalities for conducting business in Aotearoa New Zealand.

Socially and culturally relates to ngā kaupapa o te Tiriti o Waitangi and multi- culturalism in Aotearoa New Zealand, in the context of this qualification.

Additional guidance and recommendations for programme development can be found on the NZQA website at <https://www.nzqa.govt.nz/qualifications-standards/qualifications/business-qualifications/>.

Qualification version transition information

This qualification replaced the:

National Certificate in Business Administration and Computing (Level 3) [Ref: 0633] which has now been discontinued.

Version Information

Version 2 of this qualification was published in July 2020 following scheduled review. Please refer to Qualifications and Assessment Standards Approvals for further information.

The last date for assessments to take place for version 1 of this qualification is 31 December 2022.

It is anticipated that no existing candidates will be disadvantaged by these transition arrangements. However, anyone who feels that they have been disadvantaged may appeal to NZQA National Qualifications Services. Appeals will be considered on a case-by-case basis.

NZQA National Qualifications Services, PO Box 160, Wellington 6140. nqs@nzqa.govt.nz 04 463 3000.

2.1 Whakatakotoranga | Structure

This Programme is structured to achieve the qualification outcomes. Its approaches to learning, teaching and assessment are embedded in components (courses) which are designed to form a coherent programme that demonstrates progression and integration of learning and assessment throughout, to meet the strategic purpose statement, outcome statement, and the level and credit value of the qualification.

To be awarded the New Zealand Certificate in Business L3 (Administration & Technology) ākonga must successfully complete 60 credits in the pattern set out in Table 1 from the courses set out in Table 2.

Table 1: Credit Requirements

Level	Compulsory Credits	Elective Credits	Total Credits
3	60	0	60

Table 2: Course details

Course No	Course Name	Credits	Pre-requisites
Level 3			
BS3000	Administration Services	15	
BS3001	Business Technologies	15	
BS3002	Financial Information	15	
BS3003	Workplace Practice	15	
Total Compulsory Credits Level 3		60 credits	
TOTAL CREDITS		60 credits	

3. Akoranga | Courses

The following Course Summaries provide an overview of the content and structure of each course in the programme. Learning and teaching, and assessment activities will employ a range of elements drawn from approved methods to align with the context of the learning (delivery mode, regional specific requirement, etc.) and any particular needs of the group of ākongā.

ADMINISTRATION SERVICES					
Course code:	BS3000	Level:	3	Credits:	15
Main programme:	NZ Certificate in Business (Administration & Technology) Level 3			Compulsory	
Requisites:	Nil				
Other Programmes:	Nil				
Delivery modes:	<input checked="" type="checkbox"/> Provider-based <input checked="" type="checkbox"/> Provider-based (extramural)	Total learning hours: A detailed breakdown of the learning hours for this course is located in delivery course documents			150

Whāinga/He Tauākī Akoranga | Aim/Outcome Statement

The aim of this course is to develop the knowledge, skills and attributes to provide administrative services in a business context.

Ngā Hua o te Ako | Learning Outcomes

At the successful completion of this course, ākongā will be able to:

*Graduate Outcomes/
Professional Standards*

1.	Provide administrative and general office services using business technologies.	GPO 1
2.	Work cooperatively and contribute within a team to achieve business objectives.	GPO 3
3.	Select and apply customer service techniques to meet stakeholder and business expectations.	GPO 4
4.	Demonstrate professional and ethical behaviours in a socially and culturally responsible manner, to contribute to the performance of the business.	GPO 5

Ngā Tūtohu o te Kiko | Indicative Content

LO1	<ul style="list-style-type: none"> Communication; Digital Communication; Office Services; Business Technologies
LO2	<ul style="list-style-type: none"> Meetings; Prioritising; Time Management; Teamwork
LO3	<ul style="list-style-type: none"> Reception; External and Internal Customer Interaction
LO4	<ul style="list-style-type: none"> Professional and Ethical Behaviour; Cultural Awareness; Te Tiriti o Waitangi; personal and interpersonal skills

Ngā Mahi Ako me te Whakaako | Learning & Teaching Activities

Learning and teaching activities will employ a range of elements drawn from approved methods to align with the context of the learning (delivery mode, regional specific requirement, etc.) and any particular needs of the group of ākongā.

Aromatawai | Assessment

Assessment in this course employs an achievement-based grading scheme. Ākongā will be advised of all matters relating to summative assessment prior to the start of the course.

Assessment Activity	Weighting	Learning Outcomes
Assessment portfolio	100%	All

Will employ a range of elements drawn from approved methods to align with the context of the learning (delivery mode, regional specific requirement, etc.) and any particular needs of the group of ākonga.		
---	--	--

Ākonga are required to provide sufficient evidence against all learning outcomes and gain an overall mark of at least 50% in order to pass a course.

Ngā Rauemi Ako | Learning Resources

All required and recommended resource are provided to ākonga via course outlines.

Version Tracking:

Ver No.	Approved by	Approval date	Effective from	Description of change
1			DD-MM-YYYY	New Course

BUSINESS TECHNOLOGIES

Course code:	BS3001	Level:	3	Credits:	15	
Main programme:	NZ Certificate in Business (Administration & Technology) Level 3			Compulsory		
Requisites:	Nil					
Other Programmes:	Nil					
Delivery modes:	<input checked="" type="checkbox"/> Provider-based <input checked="" type="checkbox"/> Provider-based (extramural)	Total learning hours: 150 A detailed breakdown of the learning hours for this course is located in delivery course documents				

Whāinga/He Tauākī Akoranga | Aim/Outcome Statement

The aim of this course is to develop the knowledge, skills and attributes to use business technologies to produce documents for the workplace.

Ngā Hua o te Ako | Learning Outcomes

At the successful completion of this course, ākonga will be able to:

*Graduate Outcomes/
Professional Standards*

1.	Produce a range of business documents using selected business technologies.	GPO 1
----	---	-------

Ngā Tūtohu o te Kiko | Indicative Content

LO1 • Business Technologies, Document Production.

Ngā Mahi Ako me te Whakaako | Learning & Teaching Activities

Learning and teaching activities will employ a range of elements drawn from approved methods to align with the context of the learning (delivery mode, regional specific requirement, etc.) and any particular needs of the group of ākonga.

Aromatawai | Assessment

Assessment in this course employs an achievement-based grading scheme. Ākonga will be advised of all matters relating to summative assessment prior to the start of the course.

Assessment Activity	Weighting	Learning Outcomes
Assessment portfolio Will employ a range of elements drawn from approved methods to align with the context of the learning (delivery mode, regional specific requirement, etc.) and any particular needs of the group of ākonga.	100%	All

Ākonga are required to provide sufficient evidence against all learning outcomes and gain an overall mark of at least 50% in order to pass a course.

Ngā Rauemi Ako | Learning Resources

All required and recommended resource are provided to ākonga via course outlines.

Version Tracking:

Ver No.	Approved by	Approval date	Effective from	Description of change
1			DD-MM-YYYY	New Course

FINANCIAL INFORMATION

Course code:	BS3002	Level:	3	Credits:	15
Main programme:	NZ Certificate in Business (Administration & Technology) Level 3			Compulsory	
Requisites:	Nil				
Other Programmes:	Nil				
Delivery modes:	<input checked="" type="checkbox"/> Provider-based <input checked="" type="checkbox"/> Provider-based (extramural)	Total learning hours: 150 A detailed breakdown of the learning hours for this course is located in delivery course documents			

Whāinga/He Tauākī Akoranga | Aim/Outcome Statement

The aim of this course is to develop the knowledge, skills and attributes to perform financial calculations and process data for business purposes.

Ngā Hua o te Ako | Learning Outcomes

At the successful completion of this course, ākongā will be able to:

*Graduate Outcomes/
Professional Standards*

1.	Use business technologies to process data and produce business information.	GPO 2
2.	Use business technologies to perform financial calculations for business purposes.	GPO 2

Ngā Tūtohu o te Kiko | Indicative Content

LO1 • Processing Data, Producing Business Information, Accounting Source Documents.

LO2 • Financial Calculations, Business Technologies.

Ngā Mahi Ako me te Whakaako | Learning & Teaching Activities

Learning and teaching activities will employ a range of elements drawn from approved methods to align with the context of the learning (delivery mode, regional specific requirement, etc.) and any particular needs of the group of ākongā.

Aromatawai | Assessment

Assessment in this course employs an achievement-based grading scheme. Ākongā will be advised of all matters relating to summative assessment prior to the start of the course.

Assessment Activity	Weighting	Learning Outcomes
Assessment portfolio Will employ a range of elements drawn from approved methods to align with the context of the learning (delivery mode, regional specific requirement, etc.) and any particular needs of the group of ākongā.	100%	All

Ākongā are required to provide sufficient evidence against all learning outcomes and gain an overall mark of at least 50% in order to pass a course.

Ngā Rauemi Ako | Learning Resources

All required and recommended resource are provided to ākongā via course outlines.

Version Tracking:

Ver No.	Approved by	Approval date	Effective from	Description of change
1			DD-MM-YYYY	New Course

WORKPLACE PRACTICE

Course code:	BS3003	Level:	3	Credits:	15
Main programme:	NZ Certificate in Business (Administration & Technology) Level 3			Compulsory	
Requisites:	Nil				
Other Programmes:	Nil				
Delivery modes:	<input checked="" type="checkbox"/> Provider-based <input checked="" type="checkbox"/> Provider-based (extramural)	Total learning hours: 150 A detailed breakdown of the learning hours for this course is located in delivery course documents			

Whāinga/He Tauākī Akoranga | Aim/Outcome Statement

The aim of this course is to develop the knowledge, skills and attributes to apply appropriate technologies to support business performance.

Ngā Hua o te Ako | Learning Outcomes

At the successful completion of this course, ākonga will be able to:

*Graduate Outcomes/
Professional Standards*

1.	Use business technologies to support administration services in a business context.	GPO 1
2.	Work cooperatively to provide administration services.	GPO 3
3.	Demonstrate personal and interpersonal skills in a business context.	GPO 5

Ngā Tūtohu o te Kiko | Indicative Content

LO1	<ul style="list-style-type: none"> Business Technologies, Administration Services.
LO2	<ul style="list-style-type: none"> Teamwork, Administration Services.
LO3	<ul style="list-style-type: none"> Personal and Interpersonal Skills, Professional and Ethical Behaviours, Communication, Cultural Awareness.

Ngā Mahi Ako me te Whakaako | Learning & Teaching Activities

Learning and teaching activities will employ a range of elements drawn from approved methods to align with the context of the learning (delivery mode, regional specific requirement, etc.) and any particular needs of the group of ākonga.

Aromatawai | Assessment

Assessment in this course employs an achievement-based grading scheme. Ākonga will be advised of all matters relating to summative assessment prior to the start of the course.

Assessment Activity	Weighting	Learning Outcomes
Assessment portfolio Will employ a range of elements drawn from approved methods to align with the context of the learning (delivery mode, regional specific requirement, etc.) and any particular needs of the group of ākonga.	100%	All

Ākonga are required to provide sufficient evidence against all learning outcomes and gain an overall mark of at least 50% in order to pass a course.

Ngā Rauemi Ako | Learning Resources

All required and recommended resource are provided to ākonga via course outlines.

Version Tracking:

Ver No.	Approved by	Approval date	Effective from	Description of change
1			DD-MM-YYYY	New Course

4. Learning Outcomes and Assessment mapped to Graduate Profile Outcomes

Course Code & Name			Course Aim & Outcomes	Assessment	GPO 1	GPO 2	GPO 3	GPO 4	GPO 5
<p>Provide administrative and general office services using business technologies to support everyday operational activities in an office environment.</p>									
BS3000	Administration Services	<p>Aim: To develop knowledge, skills and attributes to provide administrative services in a business context.</p> <p>LO1: Provide administrative and general office services using business technologies.</p> <p>LO2: Work cooperatively and contribute within a team to achieve business objectives.</p> <p>LO3: Select and apply customer service techniques to meet stakeholder and business expectations.</p> <p>LO4: Demonstrate professional and ethical behaviours in a socially and culturally responsible manner, to contribute to performance of the office.</p>	All LOs: Assessment portfolio (100%)	√		√	√	√	
BS3001	Business Technologies	<p>Aim: The aim of this course is to develop knowledge and skills to use business technologies to produce documents for the workplace.</p> <p>LO1: Select business technologies to produce a range of business documents.</p>	All LOs: Assessment portfolio (100%)	√					
BS3002	Financial Information	<p>Aim: The aim of this course is to develop knowledge and skills to perform financial calculations and process data for business purposes.</p> <p>LO1: Use business technologies to process data and produce business information.</p> <p>LO2: Use business technologies to perform financial calculations for business purposes.</p>	All LOs: Assessment portfolio (100%)		√	√			
BS3003	Workplace Practice	<p>Aim: The aim of this course is to develop knowledge and skills to apply appropriate technologies to support business performance.</p> <p>LO1: Use business technologies to support administration services in a business context.</p> <p>LO2: Work cooperatively to provide administration services.</p> <p>LO3: Demonstrate personal and interpersonal skills in a business context.</p>	All LOs: Assessment portfolio (100%)	√		√		√	

5. Regulations

Programme Approval Criterion 5: Regulations

This section demonstrates that Te Pūkenga has clear, relevant, and appropriate regulations that specify requirements for:

- admission
- credit recognition and transfer¹
- recognition of prior learning²
- programme length and structure
- integration of practical and work-based components
- assessment procedures, including authenticity of learner work
- normal progression within the programme

Programme Regulations are the legally binding contractual obligations of staff and enrolled ākonga. They are used by academic staff to guide delivery of the programme and its courses; and provide guidance on the relevant approaches to learning and teaching, and on assessment (against specified learning outcomes).

In cases where collaborative arrangements are in place, externally prescribed regulations may apply.

The following Programme Regulations are to be read in conjunction with [Te Kawa Maioorooro | Academic Regulatory Framework](#).

5.1 Whakatapoko | Admission

To be eligible for admission to this programme, all applicants must meet three admission requirements:

- Requirements for either General, Special, or Discretionary admission
- Any additional Programme specific requirements
- Language Literacy requirements

General Admission	To be admitted to this programme all applicants must be at least 16 years of age on the date the programme starts, and meet the following requirements: <ol style="list-style-type: none"> 1. Literacy - 10 NCEA credits at Level 2 or above <ul style="list-style-type: none"> • 5 credits in reading • 5 credits in writing 2. Numeracy - 10 NCEA credits at Level 1 or above <p>or</p> <ol style="list-style-type: none"> ii. An equivalent to the above.
Special Admission	Applicants who have attained the age of 20 years on or before the first day of the semester in which study for the programme is to commence and who do not meet the general admission requirements stated above and who believe that they have the level of preparedness for study at this level may apply for special admission.

¹ Regulations demonstrate how the provisions and procedures for the awarding credit recognition and transfer will be applied to the programme.

² Regulations demonstrate how the provisions and procedures for the awarding of recognition of prior learning will be applied to the programme.

	In assessing whether to grant special admission the primary focus will be on the applicant’s ability to demonstrate a likelihood to succeed in the programme. All decisions will be at the discretion of the Relevant Academic Authority.
Discretionary Admission	Applicants who do not meet the general admission requirements stated above and who believe that they have the level of preparedness for study at this level may apply for discretionary admission. In assessing whether to grant discretionary admission the primary focus will be on the applicant’s ability to demonstrate a likelihood to succeed in the programme. All decisions will be at the discretion of the Relevant Academic Authority.
Programme Specific Requirements	Nil
Language Literacy Admission Requirements	All applicants must provide evidence that they have the necessary language literacy proficiency required for the Programme as demonstrated by the equivalence of: <ul style="list-style-type: none"> • 10 NCEA literacy credits at Level 2 or above, made up of: <ul style="list-style-type: none"> - 5 credits in reading - 5 credits in writing Applicants who are unable to provide evidence of the above may be required to demonstrate capability using an approved proficiency test or an equivalent described in NZQA Rules . International applicants must provide evidence that they have the necessary English language proficiency required for the Programme as demonstrated by an IELTS score of 6.0 (academic) with no individual band lower than 5.5 from one test taken in the preceding two years, or an equivalent described in NZQA Rules and on Te Delivery Site English Language Requirements for International Ākonga Web-page.

5.2 Paearu Kōwhiri | Selection Criteria

Selection processes is used to ensure learner success and if the number of applicants exceeds the available places on the programme. Selection criteria may include date of application, interview, placement tests (e.g. for languages), audition, references.

Te Pūkenga employs equity focussed provisions when assessing applicants for **this programme** Equity provisions includes prioritising those applicants representing Tangata Whenua and other cultures or communities who are underrepresented in the profession/industry

When assessing applications, the following selection criteria will be applied:

- meet equity provisions
- relevant life and work experience
- academic skills at tertiary level
- task orientated.

Applicants who meet the maximum number of listed criteria will be the preferred candidates.

When the number of eligible applicants for admission exceeds the number of places available at a specific location (campus or learning hub) or in a specific delivery mode, applicants will we given the opportunity to choose an alternative within Te Pūkenga network.

5.3 Tohu o te Hōtaka | Award of the Programme

Programme Completion	The normal time to complete this programme is # year (full-time study) or # years (part-time study).
-----------------------------	--

	The maximum period to complete this Programme is # years. Ākonga who are prevented by circumstances beyond their control from completing the programme requirements within the maximum time to complete may seek an extension of enrolment for an agreed period of time.
--	---

5.4 Mahi Waehanga Pāhekoheko | Integrated and Work-based components

Integrating work-based learning acknowledges that learning arises through engagement in work, where learning outcomes are achieved through activities that are based on, or derived from, the context of work or the workplace.

Simulated Office/Practical Learning

Practical learning provides ākonga the chance to apply learning to practice in a supported environment. Simulated Office/Practical learning acknowledges that learning arises through engagement in work, where learning outcomes are achieved through activities that are based on, or derived from, the context of work or the workplace.

Ākonga engage in practical learning which offer a ‘real-life’ opportunity for them to apply their learning.

Simulated Office/Practical learning in this programme includes:

- Simulated Office/Practical learning

Detailed descriptions of each:

Simulated Office/Practical Learning	<p>Simulated Office sessions in a real-life business context reflects the requirements and practicalities for conducting business in Aotearoa New Zealand. Other practical learning opportunities provide learners the chance to apply learning to practice in a supported environment. This approach teaches relevant practical skills, while facilitating development of communication, leadership, and team skills and competencies. Practical learning opportunities may involve handling skills, equipment manipulation, experimentation, observation, problem-solving, measurement and monitoring, and analysis and evaluation.</p> <p>Learners may engage in work experience which offer a “real-life” opportunity for them to apply their learning.</p>
-------------------------------------	---

5.5 Waeture Aromatawai | Assessment Regulations

Assessment and Grades	<p>Assessment in this programme is achievement based. Ākonga may be awarded grades described in Tables 3 and 4 below.</p> <p>Table 3: Achievement based 11-point assessment system</p> <p>Course grades will be determined by the mathematical aggregation of weighted assessment marks and reported according to the following scales.</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr style="background-color: #4F7942; color: white;"> <th style="text-align: left; padding: 5px;">Result</th> <th style="text-align: left; padding: 5px;">Description</th> </tr> </thead> <tbody> <tr> <td style="padding: 5px;">A+ (90-100)</td> <td style="padding: 5px;">Achieved with Distinction</td> </tr> <tr> <td style="padding: 5px;">A (85-89)</td> <td style="padding: 5px;">Achieved with Distinction</td> </tr> <tr> <td style="padding: 5px;">A- (80-84)</td> <td style="padding: 5px;">Achieved with Distinction</td> </tr> </tbody> </table>	Result	Description	A+ (90-100)	Achieved with Distinction	A (85-89)	Achieved with Distinction	A- (80-84)	Achieved with Distinction
Result	Description								
A+ (90-100)	Achieved with Distinction								
A (85-89)	Achieved with Distinction								
A- (80-84)	Achieved with Distinction								

B+ (75-79)	Achieved with Merit
B (70-74)	Achieved with Merit
B- (65-69)	Achieved with Merit
C+ (60-64)	Achieved
C (55-59)	Achieved
C- (50-54)	Achieved
D (40-49)	Not Achieved
E (Below 40)	Not Achieved

5.6 Whakawhitinga | Transitions

Transition to unified Te Pūkenga New Zealand Certificate in Business (Administration and Technology) Level 3 Programme

For Ākonga currently enrolled in the programme who are unable to complete at a subsidiary, an individual transition plan will be developed. All new ākonga will start in the new programme in 2024. The main focus of the development of transition plans is to ensure that no learner is adversely affected by the proposed changes.