
1. Te Pūkenga Unified New Zealand Certificate in Business (Introduction to Small Business) (Level 3)

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 (Introduction to Small Business) (Level 3) so that Te Pūkenga has one programme that meets NZQA requirements.

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 details. This is intentional and is the way that Te Pūkenga ensures that courses may be delivered and assessed in ways that best suit each learner 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 Small Business for Aotearoa.

Development Background

The New Zealand Certificate in Business (Introduction to Small Business) (Level 3) qualification was updated, and Version 2 of the qualification was published in July 2020 following a scheduled review. 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) 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 (Introduction to Small Business) (Level 3) 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 (Introduction to Small Business) (Level 3) 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 (Introduction to Small Business) (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 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 Small Business 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.

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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 (Introduction to Small Business)	2454	2	60	3

which leads to the award of the following qualification

New Zealand Certificate in Business (Introduction to Small Business)	2454	2	60	3
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NZSCED	080301 Management and Commerce>Business and Management>Business Management			
Qualification Developer	Ringa Hora Services Workforce Development Council			
Next Review	31/07/2025			
Next Planned Consistency Review	2024			

Strategic purpose

The purpose of this qualification is to provide Aotearoa New Zealand with people who will be able to assess small business opportunities. They will be able to explore and assess opportunities and understand requirements for establishing a small business, 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. Identify and evaluate a business opportunity(ies) that are relevant in terms of own abilities, interests, and preferences.
2. Develop an establishment plan that assesses the feasibility and viability of a small business opportunity.
3. Identify technology needs to effectively operate a small business.
4. Assess the importance of business relationships with stakeholders for a small business.
5. Behave professionally and ethically and in a socially and culturally responsible manner, and apply personal and interpersonal skills to contribute to the assessment of small business opportunities.

Qualification education pathway

Graduates of this qualification may progress to:

- New Zealand Certificate in Business (Small Business) (Level 4) [Ref: 2457]
- New Zealand Certificate in Business (First Line Management) (Level 4) [Ref: 2456]
- New Zealand Certificate in Business (Accounting Support Services) (Level 4) [Ref: 2455]
- New Zealand Certificate in Business (Administration and Technology) (Level 4) [Ref: 2461].

Employment, cultural, community pathway

Graduates of this qualification will be able to start a small business which meets an identified need and/or opportunity in the community, and therefore which has a realistic chance of success

Professional recognition/accreditation

None

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

None

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.

Small business refers to an entity that is either owner-operated or employs no more than 20 people. *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 Ringa Hora website at [Business, Professional and Personal Services - Ringa Hora](#).

Qualification version transition information

This qualification replaced the:

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

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 (Introduction to Small Business) (L3) ākonga must successfully complete a minimum of 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 Compulsory Courses			
BS3100	Small Business Opportunities	15	Nil
BS3101	Small Business Establishment Planning	15	Nil
BS3102	Small Business Stakeholders & Relationships	15	Nil
BS3103	Small Business Operations	15	Nil
Total Compulsory Credits Level 4		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 learners.

Small Business Opportunities					
Course code:	BS3100	Level:	3	Credits:	15
Main programme:	New Zealand Certificate in Business (Introduction to Small Business) (Level 3)			Compulsory	
Pathway:					
Requisites:	Nil				
Other Programmes:	Nil				
Delivery modes:	Provider-based Provider-based (extramural) Work-based	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 investigate small business opportunities and establishment in Aotearoa New Zealand.

Ngā Hua o te Ako | Learning Outcomes

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

*Graduate Outcomes/
Professional Standards*

1.	Explore opportunities for a small business in Aotearoa New Zealand.	GPO1
2.	Describe the criteria for a feasible and viable small business.	GPO1
3.	Explain the purpose of an establishment plan for a small business.	GPO2

Ngā Tūtohu o te Kiko | Indicative Content

LO1 Business opportunity factors:

- Definition
- Idea identification
- Preliminary analysis (industry gaps, viability, threats, potential problems)
- Support mechanisms for establishing a new business

LO2 Business owner factors:

- Motivation
- Abilities (strengths/competencies and weaknesses/limitations)
- Interests
- Preferences (business scale, nature, location, hours)

LO3 Planning factors:

- Definition (planning, feasibility, viability, sustainability)
- How/Why
- Sources of information
- Sources of support

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
Portfolio of evidence 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

Small Business Establishment Planning

Course code:	BS3101	Level:	3	Credits:	15
Main programme:	New Zealand Certificate in Business (Introduction to Small Business) (Level 3)			Compulsory	
Pathway:					
Requisites:	Nil				
Other Programmes:	Nil				
Delivery modes:	Provider-based Provider-based (extramural) Work-based	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 explore the resourcing and risks when establishing a feasible small business.

Ngā Hua o te Ako | Learning Outcomes

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

*Graduate Outcomes/
Professional Standards*

1.	Justify the feasibility of a small business	GPO2
2.	Describe the resourcing needs for a small business opportunity.	GPO2
3.	Assess potential risks when establishing a small business.	GPO2

Ngā Tūtohu o te Kiko | Indicative Content

LO1	Market feasibility <ul style="list-style-type: none"> Identifying your market Market demand Competitors Point of difference Social marketing
LO2	Resourcing <ul style="list-style-type: none"> Staff Knowledge Assets Money
LO3	Risk assessment <ul style="list-style-type: none"> Definition Identification Mitigation Resolution

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
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Portfolio of evidence	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

Small Business Stakeholders and Relationships

Course code:	BS3102	Level:	3	Credits:	15
Main programme:	New Zealand Certificate in Business (Introduction to Small Business) (Level 3)			Compulsory	
Pathway:					
Requisites:	Nil				
Other Programmes:	Nil				
Delivery modes:	Provider-based Provider-based (extramural) Work-based	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 relevant to stakeholder involvement and professional behaviour in a small business.

Ngā Hua o te Ako | Learning Outcomes

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

*Graduate Outcomes/
Professional Standards*

1.	Explain the interest and influence of stakeholders in a small business.	GPO3
2.	Demonstrate professional behaviour for positive business relationships.	GPO4

Ngā Tūtohu o te Kiko | Indicative Content

LO1	Stakeholders <ul style="list-style-type: none"> • Definition • Identification (internal, external) • Interest • Influence
LO2	Behaviour factors <ul style="list-style-type: none"> • Personal (attitude, ethical, societal, culture) • Communication (formal and informal, timeliness) • Māori values including whanaungatanga (building relationships) and manaakitanga (ethic of caring) • Bicultural partnership (as embedded in ngā kaupapa o te Tiriti o Waitangi)

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
Portfolio of evidence 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 ākongā via course outlines.

Version Tracking:

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

Small business Operations

<i>Course code:</i>	BS3103	<i>Level:</i>	3	<i>Credits:</i>	15
<i>Main programme:</i>	New Zealand Certificate in Business (Introduction to Small Business) (Level 3)			Compulsory	
<i>Pathway:</i>					
<i>Requisites:</i>	Nil				
<i>Other Programmes:</i>	Nil				
<i>Delivery modes:</i>	Provider-based Provider-based (extramural) Work-based	<i>Total learning hours:</i>			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 explore the technological and financial aspects relevant to establishing a small business.

Ngā Hua o te Ako | Learning Outcomes

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

Graduate Outcomes/ Professional Standards

1.	Justify technology selections for effective business operation.	GPO3
2.	Explain the financial considerations for establishing a small business.	GPO2

Ngā Tūtohu o te Kiko | Indicative Content

LO1	Technology options <ul style="list-style-type: none"> • Definition • Hardware and software <ul style="list-style-type: none"> ○ Cloud and storage ○ Communication ○ Security Technology selection factors <ul style="list-style-type: none"> • Fit for purpose • Cost • Usability • Existing and future needs • Training and development
LO2	Finance <ul style="list-style-type: none"> • Definition • Establishment costing • Revenue v expenses • Operational funding (cashflow) • Funding opportunities • Record keeping

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
<p>Portfolio of evidence</p> <p>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.</p>	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																	
Identify and evaluate a business opportunity(ies) that are relevant in terms of own abilities, interests, and preferences.					Develop an establishment plan that assesses the feasibility and viability of a small business opportunity.					Identify technology needs to effectively operate a small business.					Assess the importance of business relationships with stakeholders for a small business.					Behave professionally and ethically and in a socially and culturally responsible manner, and apply personal and interpersonal skills to contribute to the assessment of small business opportunities.				
BS3100	Small Business Opportunities	Aim:	The aim of this course is to develop the knowledge, skills, and attributes to investigate small business opportunities and establishment in Aotearoa New Zealand.																					
		LO1	Explore opportunities for a small business in Aotearoa New Zealand.	All LOs:	√																			
		LO2	Describe the criteria for a feasible and viable small business.	Assessment portfolio (100%)	√																			
		LO3	Explain the purpose of an establishment plan for a small business.			√																		
BS3101	Small Business Establishment Planning	Aim:	The aim of this course is to develop the knowledge, skills, and attributes to explore the resourcing and risks when establishing a feasible small business.																					
		LO1	Justify the feasibility of a small business	All LOs:		√																		
		LO2	Describe the resourcing needs for a small business opportunity.	Assessment portfolio (100%)		√																		
		LO3	Assess potential risks when establishing a small business.			√																		
BS3102	Small Business Stakeholders and Relationships	Aim:	The aim of this course is to develop the knowledge, skills, and attributes relevant to stakeholder involvement and professional behaviour in a small business.																					
		LO1	Explain the interest and influence of stakeholders in a small business.	All LOs:				√																
		LO2	Demonstrate professional behaviour for positive business relationships.	Assessment portfolio (100%)					√															
BS3103	Small Business Operations	Aim:	The aim of this course is to develop the knowledge, skills, and attributes to explore the technological and financial aspects relevant to establishing a small business.																					
		LO1	Justify technology selections for effective business operation.	All LOs:			√																	
		LO2	Explain the financial considerations for establishing a small business.	Assessment portfolio (100%)		√																		

The courses noted above are compulsory core courses only. Elective courses are not included in this mapping. Elective courses contribute to learner achievement of a range of Graduate Profile Outcomes.

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.
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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 Waeture Aromatawai | Assessment Regulations

<p>Assessment and Grades</p>	<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" data-bbox="454 678 1220 1146"> <thead> <tr> <th>Result</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>A+ (90-100)</td> <td>Achieved with Distinction</td> </tr> <tr> <td>A (85-89)</td> <td>Achieved with Distinction</td> </tr> <tr> <td>A- (80-84)</td> <td>Achieved with Distinction</td> </tr> <tr> <td>B+ (75-79)</td> <td>Achieved with Merit</td> </tr> <tr> <td>B (70-74)</td> <td>Achieved with Merit</td> </tr> <tr> <td>B- (65-69)</td> <td>Achieved with Merit</td> </tr> <tr> <td>C+ (60-64)</td> <td>Achieved</td> </tr> <tr> <td>C (55-59)</td> <td>Achieved</td> </tr> <tr> <td>C- (50-54)</td> <td>Achieved</td> </tr> <tr> <td>D (40-49)</td> <td>Not Achieved</td> </tr> <tr> <td>E (Below 40)</td> <td>Not Achieved</td> </tr> </tbody> </table>	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
Result	Description																								
A+ (90-100)	Achieved with Distinction																								
A (85-89)	Achieved with Distinction																								
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C- (50-54)	Achieved																								
D (40-49)	Not Achieved																								
E (Below 40)	Not Achieved																								

5.5 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.