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## 1. Te Pūkenga Unified New Zealand Certificate in Business (Small Business) (Level 4)

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 (Small Business) (Level 4) 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 ākongā 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 (Small Business) (Level 4) 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 4 qualification replaces the National Certificate in Business (Small Business Management) (Level 4), 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 (Small Business) (Level 4) 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 (Small Business) (Level 4) 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 (Small Business) (Level 4) 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, the working group comprising members from Ara, Open Polytechnic and Toi Ohomai developed 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 (Small Business)	2457	2	60	4

which leads to the award of the following qualification

New Zealand Certificate in Business (Small Business)	2457	2	60	4
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 have the knowledge and skills to establish, operate, grow, and sustain a small business. Graduates of this qualification will be able to apply business skills and knowledge to 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. Develop a business plan for a small business, which is suitable for external stakeholders, and which addresses management of finances, HR, marketing, technology; relationships with stakeholders, sources of information and support.
2. Operate and manage a small business to improve business performance and meet stakeholder requirements.
3. Behave professionally and ethically and in a socially and culturally responsible manner, and apply personal and interpersonal skills to manage a small business.
- 4.

#### Qualification education pathway

This qualification may build on from:

- 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]
- New Zealand Certificate in Personal Financial Capability (Level 3) [Ref: 2249].

#### Employment, cultural, community pathway

Graduates of this qualification will be able to establish, operate, grow, and sustain a small business in Aotearoa New Zealand.

#### 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.

A *small business* refers to an entity that is either owner-operated and/or employs no more than 20 people.

*Socially and culturally* relates to ngā kaupapa o te Tiriti or 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 (Small Business Management) (Level 4) [Ref: 0172] 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 (Small Business) (L4) ākongā 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
4	60	0	60

**Table 2: Course details**

Course No	Course Name	Credits	Pre-requisites
Level 4 Compulsory Courses			
BS4700	Business Planning	15	
BS4701	Business Relationships & Technology	15	
BS4702	Marketing & Humans Resources	15	
BS4703	Business Finance & Improvement	15	
<b>Total Compulsory Credits Level 4</b>		<b>60 credits</b>	

### 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.

Business planning					
Course code:	BS4700	Level:	4	Credits:	15
Main programme:	New Zealand Certificate in Business (Small Business) (Level 4)			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 develop a business owner skill set and plan for the functions of 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.	Develop a business plan for a small business in Aotearoa New Zealand.	GPO 1
2.	Create a skills development plan to inform professional development.	GPO 1, 3

#### Ngā Tūtohu o te Kiko | Indicative Content

- LO1
- Small business in Aotearoa New Zealand
  - Te tiriti o Waitangi | Treaty of Waitangi
  - Role of planning in diverse small business contexts
    - Māori business models
    - Contemporary business models
  - Business planning components
    - Business plan (structure, completion guidance and templates)
    - Strategic plan (mission statement, vision statement, business values, objectives, strategy, and tactics)
    - Environmental scanning (SWOT, PEST, Economic Cycle, Business Cycle)
  - Information sources
- 
- LO2 Skills inventories

#### 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><b>Portfolio of evidence</b></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

## Business relationships & Technology

Course code:	BS4701	Level:	4	Credits:	15
Main programme:	New Zealand Certificate in Business (Small Business) (Level 4)			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 engage, and maintain positive relationships, with stakeholders and to select appropriate small business technologies.

### Ngā Hua o te Ako | Learning Outcomes

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

*Graduate Outcomes/  
Professional Standards*

1.	Develop strategies to create and maintain relationships with diverse stakeholders.	GPO 3
2.	Devise customer service processes and practices for a small business.	GPO 1
3.	Create a technology plan for a small business.	GPO 1

### Ngā Tūtohu o te Kiko | Indicative Content

- 
- LO1
- Stakeholder considerations
    - Identification
    - Expectations and influence
    - Engagement
    - Bicultural partnership (as embedded in ngā kaupapa o te Tiriti o Waitangi)
  - Professional, ethical, socially, and culturally appropriate behaviour
    - Interpersonal skills to support formal and informal communication including tikanga with internal and external stakeholders
    - Respect for individuals, diversity, and social conventions
    - Māori values including whanaungatanga (building relationships) and manaakitanga (ethic of caring)
- 
- LO2
- Customer considerations
    - Consumer legislation
    - Sales
    - Service
    - Surveys
    - Complaints
    - Behavioural principles
- 
- LO3
- Technology considerations
    - Information and communication purposes
    - Stakeholder expectations
    - Hardware and software
    - Social media usage
    - Security and control
    - Training and development
-



## ***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.

<b>Assessment Activity</b>	<b>Weighting</b>	<b>Learning Outcomes</b>
<b>Portfolio of evidence</b> 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

## Marketing & Human resources

Course code:	BS4702	Level:	4	Credits:	15
Main programme:	New Zealand Certificate in Business (Small Business) (Level 4)			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 effectively manage marketing, human resources, and the legal environment in which a small business operates.

### Ngā Hua o te Ako | Learning Outcomes

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

*Graduate Outcomes/  
Professional Standards*

1.	Develop a marketing plan for a small business in Aotearoa New Zealand.	GPO 1
2.	Apply human resource processes to diverse situations.	GPO 2
3.	Explain the regulatory requirements across the functions of a small business.	GPO 2

### Ngā Tūtohu o te Kiko | Indicative Content

- |     |  |
|-----|--|
| LO1 | <ul style="list-style-type: none"> <li>• Marketing                             <ul style="list-style-type: none"> <li>○ Role of marketing and sales for organisations</li> <li>○ Four Ps (price, product, place, promotion/people)</li> <li>○ Market segmentation</li> <li>○ Target markets</li> <li>○ Te Ao Māori consideration in branding and symbolism</li> <li>○ Professional, ethical, and culturally appropriate behaviour</li> </ul> </li> </ul> |
| LO2 | <ul style="list-style-type: none"> <li>• Human Resources                             <ul style="list-style-type: none"> <li>○ Role of human resource management</li> <li>○ Kaupapa Māori approach</li> <li>○ Legislation</li> <li>○ Recruitment and selection</li> <li>○ Remuneration and reward</li> <li>○ Performance management</li> <li>○ Grievance procedures</li> <li>○ Health and safety and wellbeing</li> </ul> </li> </ul>                     |
| LO3 | <ul style="list-style-type: none"> <li>• Business Rules                             <ul style="list-style-type: none"> <li>○ Business entity options</li> <li>○ Government legislation (contract law, resource management, privacy, companies, harmful digital communications)</li> <li>○ Local body regulations (Local Government Act 2002, resource consents, business licences)</li> </ul> </li> </ul>  |

### 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

# Unified Programme Socialisation Document



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
<b>Portfolio of evidence</b> 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

## Business Finance & Improvement

Course code:	BS4703	Level:	4	Credits:	15
Main programme:	New Zealand Certificate in Business (Small Business) (Level 4)			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 manage the finances and improve the performance of 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.	Manage business finances for a small business in Aotearoa New Zealand.	GPO 2
2.	Develop a plan to improve small business performance.	GPO 2

### Ngā Tūtohu o te Kiko | Indicative Content

- LO1
- Finances
    - financial statements (financial position and financial performance, professional and ethical standards)
    - financial calculations (working capital, break-even point, owners' equity and return)
    - financial management (preparing and using budgets, cashflow forecast and working capital management)
    - compliance requirements (PAYE, ACC, Kiwi Saver, student loan, schedular payments)
    - training and development, internal controls
- 
- LO2
- Growth
    - operational factors (resources, behaviours, leadership),
    - market factors (customers, competitors, market share, market reputation, market position),
    - financial factors (trends and causes),
    - analytical tools (Porters Five Forces, Ansoff Matrix, GE McKinsey Framework)
  - Implementation
    - requirements
    - timeline
    - behaviours
    - evaluation

### 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><b>Portfolio of evidence</b></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
BS4700	Business Planning	Aim:	The aim of this course is to develop the knowledge, skills, and attributes to develop a business owner skill set and plan for the functions of a small business.				
		LO1	Develop a business plan for a small business in Aotearoa New Zealand.	All LOs:	√		
		LO2	Create a skills development plan to inform professional development.	Assessment portfolio (100%)	√		√
BS4701	Business Relationships	Aim:	The aim of this course is to develop the knowledge, skills, and attributes to engage, and maintain positive relationships, with stakeholders and to select appropriate small business technologies.				
		LO1	Develop strategies to create and maintain relationships with diverse stakeholders.	All LOs:			√
		LO2	Devise customer service processes and practices for a small business.	Assessment portfolio (100%)	√		
		LO3	Create a technology plan for a small business.		√		
BS4702	Marketing & Human Resources	Aim:	The aim of this course is to develop the knowledge, skills, and attributes to effectively manage marketing, human resources, and the legal environment in which a small business operates.				
		LO1	Develop a marketing plan for a small business in Aotearoa New Zealand.	All LOs:	√		
		LO2	Apply human resource processes to diverse situations.	Assessment portfolio (100%)		√	
		LO3	Explain the regulatory requirements across the functions of a small business.			√	
BS4703	Business Finance & Improvement	Aim:	The aim of this course is to develop the knowledge, skills, and attributes to manage the finances and improve the performance of a small business.				
		LO1	Manage business finances for a small business in Aotearoa New Zealand.	All LOs:		√	
		LO2	Develop a plan to improve small business performance.	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 transfer<sup>1</sup>
- recognition of prior learning<sup>2</sup>
- 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

<b>General Admission</b>	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"> <li>1. Literacy - <b>10 NCEA credits at Level 2 or above</b> <ul style="list-style-type: none"> <li>• 5 credits in reading</li> <li>• 5 credits in writing</li> </ul> </li> <li>2. Numeracy - <b>10 NCEA credits at Level 1 or above</b></li> </ol> <b>or</b> <ol style="list-style-type: none"> <li>ii. An equivalent to the above.</li> </ol>
<b>Special Admission</b>	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.

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

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

	<p>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.</p>
<b>Discretionary Admission</b>	<p>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.</p> <p>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.</p>
<b>Programme Specific Requirements</b>	
<b>Language Literacy Admission Requirements</b>	<p>All applicants must provide evidence that they have the necessary language literacy proficiency required for the Programme as demonstrated by the equivalence of:</p> <ul style="list-style-type: none"> <li>• 10 NCEA literacy credits at <b>Level 2 or above</b>, made up of:             <ul style="list-style-type: none"> <li>- 5 credits in reading</li> <li>- 5 credits in writing</li> </ul> </li> </ul> <p>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 <a href="#">NZQA Rules</a>.</p> <p><b>International applicants</b> must provide evidence that they have the necessary <b>English language proficiency</b> 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 <a href="#">NZQA Rules</a> and on Te Delivery Site English Language Requirements for International Ākongā Web-page.</p>

## 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

<b>Programme Completion</b>	<p>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.</p>
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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

<b>Assessment and Grades</b>	<p>Assessment in this programme is achievement based. Ākonga may be awarded grades described in Tables 3 and 4 below.</p> <p><b>Table 3: Achievement based 11-point assessment system</b>                  Course grades will be determined by the mathematical aggregation of weighted assessment marks and reported according to the following scales.</p> <table border="1"> <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
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### 5.5 Whakawhitinga | Transitions

**Transition to unified Te Pūkenga New Zealand Certificate in Business (Administration and Technology) Level 4 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.