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# 1. Te Pūkenga Unified New Zealand Certificate in Business (Administration and Technology) (L4)

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) (L4), 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 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 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) (L4) 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 4 qualification replaces the National Certificate in Business Administration (Level 4) [Ref: 0634], 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) (L4) 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) (L4) 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 4 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. 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.

As a result of the evaluation the Whitireia and Wellington Institute of Technology (W&W) 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.

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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 (Administration and Technology) (Level 4)	2461	2	60	4

which leads to the award of the following qualification

New Zealand Certificate in Business (Administration and Technology) (Level 4)	2461	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 business administration and technology skills to work in a range of office administration roles.

Graduates of this qualification will be able to apply business technologies to perform a wide range of administrative duties and tasks under broad guidance, 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:

- Select and apply business applications and technological devices to provide administrative services to meet business needs.
- Process comprehensive data, produce detailed information, and perform detailed financial calculations for business purposes.
- Maintain administrative systems and processes and make recommendations for improvements to meet business needs.
- Collaborate and contribute to the achievement of team objectives.

- Select and apply customer service techniques to consistently meet stakeholder expectations.
- Behave professionally and ethically and in a socially and culturally responsible manner, and apply personal and interpersonal skills in administration roles, to support the performance of the entity

## 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 Business (Administration and Technology) (Level 3) [Ref: 2452]

New Zealand Certificate in Business (Introduction to Team Leadership) (Level 3) [Ref: 2453]

- New Zealand Certificate in Business (Introduction to Small Business) (Level 3) [Ref: 2454]

- New Zealand Certificate in Computing (Intermediate User) (Level 3) [Ref: 2592]

Graduates of this qualification may progress to:

New Zealand Diploma in Business (Level 5) with strands in Accounting, Administration and Technology, Human Resource Management, Leadership and Management, Marketing and Sales, and Project Management [Ref: 2459]

- New Zealand Certificate in Business (Accounting Support Services) (Level 4) [Ref: 2455]

- New Zealand Certificate in Business (Small Business) (Level 4) [Ref: 2457]

- New Zealand Certificate in Business (First Line Management) (Level 4) [Ref: 2456].

- or may pathway into relevant industry qualifications at a higher level

Award of this qualification may equip graduates towards provisional certification by the Association of Administrative Professionals of New Zealand (AAPNZ).

## Employment, cultural, community pathway

Graduates of this qualification may be employed in a wide range of general business administration roles in a variety of sectors, including business and cultural or community contexts..

## 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.

A *business entity* can be an organisation, or a commercial or other enterprise, not necessarily for profit, a community organisation, and can be a discretely managed business unit within a larger organisation.

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/>.

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## Qualification version transition information

This qualification replaced the:

National Certificate in Business Administration (Level 4) [Ref: 0634] 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 assessment of version 1 of this qualification is 31 December 2023. It is the intention of Ringa Hora Services Workforce Development Council that no existing learner should be disadvantaged by these transition arrangements.

Any person who considers they have been disadvantaged may contact:

Ringa Hora Services Workforce Development Council  
PO Box 445  
Wellington 6140  
Telephone: 04 909 0306

Email: [qualifications@ringahora.nz](mailto:qualifications@ringahora.nz)

## 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 (Administration & Technology) (L4) ākongā 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
4	60	0	60

**Table 2: Course details**

Course No	Course Name	Credits	Pre-requisites
Level 3			
BS4000	Administrative Systems	15	
BS4001	Specialist Documents	15	
BS4002	Workplace Knowledge	15	
BS4003	Business Information	15	
<b>Total Compulsory Credits Level 3</b>		<b>60 credits</b>	
<b>TOTAL CREDITS</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 ākongā.

ADMINISTRATIVE SYSTEMS					
Course code:	BS4000	Level:	4	Credits:	15
Main programme:	NZ Certificate in Business (Administration & Technology) Level 4			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 knowledge and technical skills to produce comprehensive business information.

#### Ngā Hua o te Ako | Learning Outcomes

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

*Graduate Outcomes/  
Professional Standards*

1.	Select and apply business applications and technologies to produce business information	GPO 1
2.	Perform detailed financial calculations to produce business information	GPO 2

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

LO1 • Information systems; applications

LO2 • Detailed Financial Calculations; Produce Business Information

#### 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
<b>Assessment portfolio</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 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.



# Unified Programme Socialisation Document



## Version Tracking:

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

**SPECIALIST DOCUMENTS**

Course code:	BS4001	Level:	4	Credits:	15
Main programme:	NZ Certificate in Business (Administration & Technology) Level 4			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 knowledge and skills to process data and produce specialist documents.

**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 applications and technologies to produce specialist documents	GPO 1
2.	Process data to produce detailed business information	GPO 2

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

LO1 • Business Application; Specialist Documents

LO2 • Processing Comprehensive Data, Business Information

**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
<b>Assessment portfolio</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 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 KNOWLEDGE**

Course code:	BS4002	Level:	4	Credits:	15
Main programme:	NZ Certificate in Business (Administration & Technology) Level 4			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 knowledge and skills to deliver professional customer services that meet business requirements, and work collaboratively within a team.

**Ngā Hua o te Ako | Learning Outcomes**

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

**Graduate Outcomes/  
Professional Standards**

1.	Work collaboratively to meet team objectives.	GPO 4
2.	Demonstrate Customer services techniques to consistently met business needs.	GPO 5
3.	Demonstrate professional and ethical behaviour, and social and cultural awareness	GPO 6

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

LO1	<ul style="list-style-type: none"> <li>Teamwork; Meet Team Objectives; Collaboration.</li> </ul>
LO2	<ul style="list-style-type: none"> <li>Customer Service Techniques.</li> </ul>
LO3	<ul style="list-style-type: none"> <li>Applying personal and interpersonal skills, Professional and Ethical Behaviours, Social and Cultural Awareness, Te Tiriti o Waitangi</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**

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>Assessment portfolio</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

# Unified Programme Socialisation Document



1			DD-MM-YYYY	New Course

**BUSINESS INFORMATION**

Course code:	BS4003	Level:	4	Credits:	15
Main programme:	NZ Certificate in Business (Administration & Technology) Level 4			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 knowledge and technical skills to produce comprehensive business information.

**Ngā Hua o te Ako | Learning Outcomes**

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

*Graduate Outcomes/  
Professional Standards*

1.	Select and apply business applications and technologies to produce business information.	GPO 1
2.	Perform detailed financial calculations to produce business information.	GPO 2

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

LO1 • Information systems; Applications.

LO2 • Detailed Financial Calculations; Produce Business Information.

**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
<b>Assessment portfolio</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 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

#### 4. Learning Outcomes and Assessment mapped to Graduate Profile Outcomes

				Select and apply business applications and technological devices to provide administrative services to meet business needs	Process comprehensive data, produce detailed information, and perform detailed financial calculations for business purposes.	Maintain administrative systems and processes and make recommendations for improvements to meet business needs.	Collaborate and contribute to the achievement of team objectives.	Select and apply customer service techniques to consistently meet stakeholder expectations.	Behave professionally and ethically and in a socially and culturally responsible manner, and apply personal and interpersonal skills in administration roles, to support the performance of the entity.	
Course Code & Name		Course Aim & Outcomes		Assessment	GPO 1	GPO 2	GPO 3	GPO 4	GPO 5	GPO 6
BS4000	Administrative Systems	Aim:	To develop knowledge and skills to provide, improve and maintain administration services.							
		LO1	Maintain administration systems and business processes to meet business needs	All LOs: Assessment portfolio (100%)			√			
		LO2	Recommend improvements to administration processes and systems.				√			
		LO3	Provide administrative services to meet business needs.		√					
BS4001	Specialist Documents	Aim:	To develop knowledge and skills to process data and produce specialist documents.							
		LO1	Use business applications and technologies to produce specialist documents.	All LOs: Assessment portfolio (100%)	√					
		LO2	Process data to produce detailed business information.			√				
BS4002	Workplace Knowledge	Aim:	To develop knowledge and skills to deliver professional customer services that meet business requirements, and work collaboratively within a team.							
		LO1	Work collaboratively to meet team objectives.	All LOs: Assessment portfolio (100%)				√		
		LO2	Demonstrate Customer services techniques to consistently met business needs.					√		
		LO3	Demonstrate professional and ethical behaviour, and social and cultural awareness.							√
BS4003	Business Information	Aim:	To develop knowledge and technical skills to produce comprehensive business information.							
		LO1	Select and apply business applications and technologies to produce business information.	All LOs: Assessment portfolio (100%)	√					
		LO2	Perform detailed financial calculations to produce business information.			√				

## 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

<p><b>General Admission</b></p>	<p>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:</p> <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> <p><b>or</b></p> <ol style="list-style-type: none"> <li>ii. An equivalent to the above.</li> </ol>
<p><b>Special Admission</b></p>	<p>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.</p>

<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.

	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.
<b>Discretionary Admission</b>	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.
<b>Programme Specific Requirements</b>	Nil
<b>Language Literacy Admission Requirements</b>	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"> <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> 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> .  <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.

## 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>	The normal time to complete this programme is # year (full-time study) or # years (part-time study).
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	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.
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### 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>
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### 5.5 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></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 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.