

## **New Zealand Certificate in Business (Introduction to Small Business) (Level 3)**

This programme is designed specifically for people wanting to open a small business. It covers key processes that new start-ups need to consider when first starting out. Key areas covered include identifying opportunities, testing their feasibility, building a business plan and more.

### **Typical Training Duration**

6 - 9 months

### **Key Learning Outcomes**

Graduates who complete this qualification will be able to:

- Identify relevant business opportunities.
- Assess the feasibility and viability of a small business.
- Produce an establishment plan for a small business.
- Evaluate technology options to effectively operate a small business.
- Communicate effectively with stakeholders.
- Understand the importance of business relationships with stakeholders for a successful business.
- Apply interpersonal skills to contribute to the business's effectiveness.
- Apply effective problem-solving and decision-making for small business purposes.
- Demonstrate professional and ethical behaviour, in a socially and culturally appropriate manner.
- Manage self effectively to contribute to performance of a small business.
- Identify legislation and other external requirements for a small business.

### **Programme Credits**

60

## Qualification details

<b>Title</b>	New Zealand Certificate in Business (Introduction to Small Business) (Level 3)		
<b>Version</b>	1	<b>Qualification type</b>	Certificate
<b>Level</b>	3	<b>Credits</b>	60
<b>NZSCED</b>	080301	Management and Commerce > Business and Management > Business Management	
<b>Qualification developer</b>	NZQA Qualifications Services on behalf of and in collaboration with the sector.		
<b>Next review</b>	November 2019		
<b>Approval date</b>	January 2015		
<b>Strategic purpose statement</b>	<p>The purpose of this qualification is to provide New Zealand with people who can prepare for a small business, including identifying and assessing the opportunities and requirements for small business.</p> <p>Graduates of this qualification will benefit New Zealand by being well prepared for small business.</p> <p>Graduates of this qualification will be able to assess small business opportunities, in a bi- and multi-cultural environment.</p>		
<b>Outcome Statement</b>	<b>Graduate profile</b>	<p>Graduates of this qualification will be able to:</p> <p>Technical knowledge and skills</p> <ul style="list-style-type: none"> <li>- Identify relevant business opportunities.</li> <li>- Assess the feasibility and viability of a small business.</li> <li>- Produce an establishment plan for a small business.</li> <li>- Evaluate technology options to effectively operate a small business.</li> </ul> <p>People skills</p> <ul style="list-style-type: none"> <li>- Communicate effectively with stakeholders.</li> <li>- Understand the importance of business relationships with stakeholders for a successful business.</li> <li>- Apply interpersonal skills to contribute to the business's effectiveness.</li> </ul> <p>Cognitive skills</p> <ul style="list-style-type: none"> <li>- Apply effective problem-solving and decision-making for small business purposes.</li> </ul> <p>Affective skills</p> <ul style="list-style-type: none"> <li>- Demonstrate professional and ethical behaviour, in a socially</li> </ul>	

		<p>and culturally appropriate manner.</p> <ul style="list-style-type: none"> <li>- Manage self effectively to contribute to performance of a small business.</li> </ul> <p>Business environment</p> <ul style="list-style-type: none"> <li>- Identify legislation and other external requirements for a small business.</li> </ul>
	<b>Education pathway</b>	<p>Graduates of this qualification may progress to:</p> <ul style="list-style-type: none"> <li>- New Zealand Certificate in Business (Small Business) (Level 4) [Ref: 2457]</li> <li>- New Zealand Certificate in Business (First Line Management) (Level 4) [Ref: 2456]</li> <li>- New Zealand Certificate in Business (Accounting Support Services) (Level 4) [Ref: 2455]</li> <li>- New Zealand Certificate in Business (Administration and Technology) (Level 4) [Ref: 2461].</li> </ul>
	<b>Employment and/or community pathway</b>	<p>Graduates of this qualification will have the skills and knowledge that can be applied to identifying business opportunities and planning for a small business.</p>

## Qualification specifications

<b>Qualification award</b>	<p>This qualification will be awarded to people who have met the requirements of the outcomes.</p> <p>Credit gained for an outcome may be used only once to meet the requirements of this qualification.</p> <p>Awarding bodies for this qualification will be any education organisation accredited under section 38 of the Education Amendment Act 2011 to deliver a programme leading to the qualification.</p> <p>The certificate will display the NZQF logo and the name and logo of the awarding body.</p>
<b>Evidence requirements for assuring consistency</b>	<p>All tertiary education organisations (TEOs) either arranging training or delivering programmes that lead to the award of the qualification are required to participate with the qualification developer in a scheduled consistency process, in accordance with published national guidelines.</p> <p>This will involve reviewing evidence associated with graduates' achievement of outcomes, establishing a periodic cycle for a review focus for the external consistency review, and agreeing acceptable standards and/or benchmarks for qualification outcome achievement, and areas for improvement.</p> <p>Standard evidence for programme providers may include:</p> <ul style="list-style-type: none"> <li>- assessment information leading to the achievement of</li> </ul>

	<p>the graduate outcomes</p> <ul style="list-style-type: none"> <li>- a portfolio of student work relating to the qualification and the annual review focus requirements</li> <li>- graduate and/or stakeholder/end-user feedback on outcome achievement</li> <li>- TEO moderation outcomes which may include moderation/benchmarking across common programmes</li> <li>- relevant External Evaluation and Review (EER) data.</li> </ul>
<b>Credit transfer and recognition of prior learning arrangements</b>	<p>Education organisations must have policies and procedures in place for managing credit transfer, and assessing recognition of prior learning and recognition of current competency. These policies and procedures, and associated fees, must be available to the candidates prior to enrolment.</p> <p>Where recognition of existing skills and knowledge is required by the candidate, this will be arranged by the education organisation delivering the programme leading to the qualification.</p> <p>To facilitate credit transfer, education organisations must clearly demonstrate the equivalency between each of the outcomes in the graduate profile, and the assessment components of their programmes.</p>
<b>Minimum standard of achievement and standards for grade endorsements</b>	<p>The minimum standard of achievement required for the award of the qualification will be the achievement of all the graduate outcomes in the graduate profile.</p> <p>There are no grade endorsements for this qualification.</p>
<b>Entry requirements (including prerequisites to meet regulatory body or legislative requirements)</b>	<p>There are no mandatory prerequisites to meet regulatory body or legislative requirements for this qualification.</p>

## Qualification conditions

### Overarching conditions relating to the qualification

<b>Conditions for programme structure</b>	<p>Outcomes in the following sections of the graduate profile will be embedded throughout programme design and delivery, and assessment: People skills, Cognitive skills, Affective skills.</p>
<b>Conditions for programme context</b>	<p>Programme design and delivery, and all assessment will be conducted in the context of a real or realistic small business, and in light of the requirements of that context.</p> <p>Programmes leading to award of this qualification must identify the context, and must justify the allocation of credits to graduate profile outcomes within the programme, in light of the requirements of the context.</p> <p>A “small business” refers to an entity that is either owner-operated or employs no more than 20 people.</p>

<b>Other conditions</b>	None.
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Specific conditions relating to the Graduate profile

Qualification outcomes		Conditions	Mandatory or Optional
Technical knowledge and skills Credits 33		Programmes must include: <ul style="list-style-type: none"> <li>- identification of business opportunities that are relevant to the candidate in terms of their abilities, interests, and preferences;</li> <li>- production of an establishment plan to reflect the initial requirements for operationalising a small business.</li> </ul>	Mandatory
1	Identify relevant business opportunities.		
2	Assess the feasibility and viability of a small business.		
3	Produce an establishment plan for a small business.		
4	Evaluate technology options to effectively operate a small business.		
People skills Credits 10		Programmes must include: <ul style="list-style-type: none"> <li>- written and oral communication</li> <li>- communication with both internal and external stakeholders to the entity.</li> </ul>	Mandatory
5	Communicate effectively with stakeholders.		
6	Understand the importance of business relationships with stakeholders for a successful business.		
7	Apply interpersonal skills to contribute to the business's effectiveness.		
Cognitive skills Credits 5			
8	Apply effective problem-solving and decision-making for small business purposes.		
Affective skills Credits 7		Programmes must include: <ul style="list-style-type: none"> <li>- for <i>professional</i>: attitudes, qualities and behaviours;</li> <li>- for <i>ethical</i>: widely accepted standards relating to obeying the law, being honest in</li> </ul>	Mandatory
9	Demonstrate professional and ethical behaviour, in a socially and culturally appropriate manner.		

10	Manage self effectively to contribute to performance of a small business.	<p>dealings and showing respect for individuals, contracts, societal standards and institutions;</p> <ul style="list-style-type: none"> <li>- for <i>socially</i>: environmental, community and sustainability expectations;</li> <li>- for <i>culturally</i>: interpretations wider than just ethnicity.</li> </ul> <p>Programmes must provide a context of complexity appropriate to the level of the qualification for assessment for this outcome.</p>	
Business environment Credits 5			
11	Identify legislation and other external requirements for a small business.		