New Zealand Diploma in Business Level 5 [NZDBS]

To be read in conjunction with Te Kawa Maiorooro|Academic Regulatory Framework.

These programme regulations apply to the New Zealand Diploma in Business (Level 5) (120 Credits) [NZDBS] programme with strands in Accounting; Administration and Technology; Human Resource Management; Leadership and Management; Marketing and Sales; and Project Management which leads to the award of New Zealand Diploma in Business (Level 5) qualification, with strands in Accounting; Administration and Technology; Human Resource Management; Leadership and Management; Marketing and Sales; and Project Management [Ref: 2459-3].

These regulations come into effect from *Semester 1, 2023*.

1. Whakatapoko| Admission
To be eligible for admission to this programme, all applicants must meet three admission requirements:

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

1.1 General Admission	To be admitted to this programme all applicants must be at least 16 years of age on the date of the programme's commencement for the semester in which they wish to enrol (or provide a completed Early Release Exemption form), and meet one of the following requirements:
	    i. Achievement of NCEA Level 2 including:
	
	        • 8 Literacy credits at Level 2 or above; *and*
	        • 14 Numeracy credits at Level 1 or above
	 Or
	    ii. An equivalent of the above
	 Or
	    iii. Successful completion of an approved qualification at Level 3 or above with a relevant pathway.

1.2 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.
1.3 Programme Specific Requirements	There are no additional Programme Specific requirements.
1.4 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: a. 8 NCEA literacy credits at **Level 2 or above**. 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 5.5 (academic) with no individual band lower than 5.0 from one test taken in the preceding two years, or an equivalent described in NZQA Rules and on Delivery Site English Language Requirements for International Ākonga Web-page.

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 under-represented in the profession.

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.

3. Tūtukitanga Whakamihi| Credit Recognition

Credit Recognition describes the provisions and procedures for the awarding of credit recognition and transfer, and recognition of prior learning that are applied in this programme.

3.1 Credit Recognition and Transfer (CRT)	Credit recognition and transfer (CRT) is a process where credit for outcomes already achieved by an applicant through formal study in relation to a qualification is recognised as credit for comparable outcomes in another qualification. a. Applicants may be awarded credits or exemptions in recognition of successful equivalent study, at the same or a higher level in the context of another programme. The credit recognition may be: • specified, where there is direct equivalence of the learning outcomes of a completed course and a course in the programme; *or* • unspecified, where the previous study has taken place in a programme with a similar philosophy but there is no exact match in the programme's courses. b. Graduate of the following qualifications may seek to recognise and transfer credits towards this programme: • Specified previous subsidiary versions of New Zealand Diploma in Business (Level 5) subject to equivalence of course outcomes.
3.2 Recognition of Prior Learning (RPL)	Recognition of Prior Learning is available for all courses in this programme. Recognition of prior learning (RPL) is a process that involves formal assessment of an applicant's relevant and current knowledge and skills (gained through prior learning) to determine achievement of learning outcomes of a qualification or the purpose of awarding credit towards that qualification. RPL leads to credit being awarded for existing skills, knowledge, and attributes acquired without regard for the length, place, or method of learning (e.g. workplace, life experience, hobbies, self-directed study) RPL decisions will be made on a case-by-case basis using the process for assessment set out in the Procedures.

4. Tohu o te Hōtaka| Award of the Programme

4.1 Credit Accumulation	To be awarded the ***New Zealand Diploma in Business (Level 5)*** ākonga must successfully complete a minimum of 120 credits in the pattern set out in Table 1 from the courses set out in Table 2 according to their chosen Strand.

Table 1: Credit Requirements

Level	Core Credits	Strand Credits	Total
5	60	60	120
			120

Table 2: Course details

All courses are compulsory.

Course No	Course Name	Credits	Pre- requisites	Co-requisites	Restrictions
Level 5 Core courses (All Strands)					
BSNS5001TP	Organisations in an Aotearoa New Zealand Context	15			
BSNS5002TP	Business Environments	15			
BSNS5003TP	Business Functions	15			
BSNS5004TP	Change and Innovation	15			
*And four compulsory courses from **ONE** of the following strands*					
Accounting Strand					
ACCY5101TP	Introduction to Accounting and Taxation	15			
ACCY5102TP	Applied Accounting	15			
ACCY5103TP	Analysis of Financial Information	15			
ACCY5104TP	Budgets for Planning and Control	15			
Administration and Technology Strand **(CURRENTLY NOT OFFERED BY UNITEC)**					
BSNS5201TP	Administration Systems and Processes	15			
BSNS5202TP	Advanced Business Information	15			
BSNS5203TP	Applied Business Technologies	15			
BSNS5204TP	Office Management	15			
Human Resource Management Strand **(CURRENTLY NOT OFFERED BY UNITEC)**					
BSNS5301TP	Introduction to Human Resources	15			
BSNS5302TP	People and Development	15			
BSNS5303TP	Introduction to Health, Safety and Wellbeing	15			
BSNS5304TP	Change and HR Initiatives	15			
Leadership and Management Strand					
BSNS5401TP	Introduction to Leadership	15			
BSNS5402TP	Operations Management and Compliance	15			
BSNS5403TP	Business planning	15			
BSNS5404TP	Managing projects	15			
Marketing and Sales Strand **(CURRENTLY NOT OFFERED BY UNITEC)**					
BSNS5501TP	Introduction to Marketing	15			
BSNS5502TP	Buyer Behaviour	15			
BSNS5503TP	Introduction to Digital Marketing	15			
BSNS5504TP	Sales and Relationship Management	15			

Project Management Strand		**(CURRENTLY NOT OFFERED BY UNITEC)**			
BSNS5601TP	Project Management Principles	15			
BSNS5602TP	Project Management Methodologies	15			
BSNS5603TP	Project Management Tools	15			
BSNS5604TP	Applied Project Management	15	BSNS5601TP & BSNS5603TP (Pre- or Co- requisites depending on delivery pattern at delivery site)		

4.2 Programme Completion	The normal time to complete this programme is one year (full-time study) or two years (part-time study). The maximum period to complete this Programme is six years. Ākonga who are prevented by circumstances beyond their control from completing the programme requirements within the maximum time to complete may seek an extension of enrolment for an agreed period of time.

5. Mahi Waehanga Pāhekoheko| Integrated and Work-based components

Practical and work-integrated learning provides ākonga the chance to apply learning to practice in a supported environment. Programme delivery and assessments are based on real business scenarios and reflect the requirements and practicalities for conducting business in Aotearoa New Zealand.

Work integrated components in this programme are designed to meet the requirements that all programme delivery and all assessment is conducted in real business context(s) or based on scenario(s) which reflect the requirements and practicalities for conducting business in Aotearoa New Zealand.

The contexts and scenarios employed in this programme acknowledge that 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.

6. Waeture Aromatawai| Assessment Regulations

6.1 Assessment and Grades	Assessment in this programme is achievement based. Ākonga may be awarded grades described in Tables 3 and 4 below.

Table 3: Achievement based 11-point assessment system
Course grades will be determined by the mathematical aggregation of weighted assessment marks and reported according to the following scales.

Result	Description
A+ (90-100)	Pass
A (85-89)	Pass
A- (80-84)	Pass
B+ (75-79)	Pass
B (70-74)	Pass
B- (65-69)	Pass
C+ (60-64)	Pass
C (55-59)	Pass
C- (50-54)	Pass
D (40-49)	Not passed
E (0-39)	Not passed

Table 4: Administrative Grades

Result	Description
Did not Complete (DNC)	Where a compulsory element of a course is not submitted, or the ākonga formally withdrew after 80% or informally withdrew at any time.

	Withdrawn (WD)	Formal withdrawal after the no academic penalty period (10%).
	Aegrotat (AEG)	Successful outcome of an Assessment Concession process
	Restricted Pass (RP)*	Programme Committees have the discretion to award a Restricted Pass instead of 'D' in the range 45%-49% to a student whose narrow fail has been compensated by good grades in their other modules in the same programme. Note: A course for which a Restricted Pass (RP) has been awarded is not normally accepted as meeting the prerequisite requirements for any other course.
	Advanced Standing (AS)	Award of a block of approved prior learning credits to allow entry to a programme with exemptions
	Ungraded Pass (P)	May be used for the outcome of a Recognition of Prior Knowledge and Skills (RPKS) process or anywhere a graded level of achievement cannot be applied
	Not Passed (NP)	Not Passed
	Grade Pending (GP)	Ākonga has an approved extension to complete an agreed portion of work or assessment beyond the course end date
	Attendance Only (AO)	Successful outcome of an Assessment Concession process

7. Ngā Tukanga Aromatawai| Assessment Procedures

7.1 Course Assessment	Courses employ both formative and summative assessment activities. Formative assessments do not contribute to the final grade for a given course. All summative assessments are compulsory unless otherwise approved and noted in course information.
7.2 Assessment in Te reo Māori	All ākonga have the right to submit any summative assessment task in Te reo Māori as outlined in Procedures.
7.3 Submission and late submission of work	Submission dates for all summative assessment work will be notified at the commencement of each course. • Any written assessment that is submitted late (and does not have a prior approved extension) may be penalised by a deduction of marks or may result in a fail grade. • Ākonga with good cause may request a change to an assessment date or time, as set out in Procedures. Practical assessments cannot usually be delayed except under exceptional circumstances.
7.4 Resubmission or Reassessment	A learner may be granted permission to undertake: • a resubmission/reassessment for a failed assessment item within a course; or • a reassessment for a failed course if they gained a mark of 45% or more in that course. Any resubmission or reassessment is undertaken according to the following general requirements: • permission is granted by the relevant academic authority; • any approved resubmission/reassessment will be carried out within a specified time period;

	• the maximum grade for any resubmission/reassessment of an assessment is the lowest pass grade; • written assessments that are handed in late are not eligible for resubmission or reassessment.
7.5 Affected Performance	Where ākonga performance in an assessment is negatively affected by a circumstance or situation which the learner could not have reasonably prevented, the ākonga may apply for affected performance consideration according to Procedures.

8. Whakawhitinga| Transitions

Transition to unified Te Pūkenga New Zealand Diploma in Business (Level 5) Programme

Transition plans consider a range of factors to ensure a fair transition for ākonga from the current local subsidiary New Zealand Diploma in Business (Level 5) to the new Te Pūkenga unified New Zealand Diploma in Business (Level 5).

It is anticipated that no existing ākonga will be disadvantaged by these transition arrangements.

9. Regulation Version Control

Ver No.	Approval Body	Date of Approval	Effective from	Description of change
1	NZQA	12/10/2022	2023-Sem1	New Programme
1	Te Pukenga	6/12/2022	2023-Sem1	Grading basis updated to Te Pukenga grading basis
1	Te Pukenga	27/3/23 (via Simon Tries (Director TKK)	2023-Sem1	Additional administrative grades (P, NP, GP, AO) added to Table 4 to align with Te Pukenga grades