

THE NZQA NATIONAL
CERTIFICATE IN:**BUSINESS (LEVEL 3)****Save Time and Money!**

Instant Education Solutions' unit standard delivery packages are a complete teaching and assessment solution for institutions assessing the NZQA National Certificate in Business Level 3 (Version 2).

NCB (L3) PACK

(46 credits)

(15 compulsory credits, plus credits from Elective Group 1 and the balance from Elective Group 2 as required.) Overall, a minimum of 40 credits at level 3 or above. Refer to the NZQA National Certificate [Ref 1431] for full details

Each folder includes:

- Teaching Guide
- Assessment Booklet with answers and Assessment schedule
- Learner Workbook with unlimited reproduction rights
- NZQA Unit Standard and Accreditation and Moderation Action Plan
- Teacher Information Guide

You have everything you need to start teaching.

COMPULSORY UNITS STANDARDS

(6 standards totalling 15 credits)

Unit	L	C	Title
22851	2	2	Analyse business organisations in relation to their features
22853	2	2	Describe and analyse the impact of external factors affecting New Zealand Business Organisations
1304	3	2	Communicate with people from other cultures
1307	3	3	Speak to a specified audience in a predictable situation
11097	3	3	Listen to gain information in an interactive situation
11095	3	3	Write business correspondence to convey complex ideas and information (Assessment Only)

ELECTIVE UNIT STANDARDS**GROUP ONE**

Choose a selection of the following resources to meet the overall requirements of the National Certificate – Level 3 Business.

SET 1: BUSINESS

(a minimum of 5 credits)

Unit	L	C	Title
1874	4	4	Complete IRD employer requirements for PAYE, FBT and GST
8077	3	4	Participate in a team to achieve specified quality improvement objectives (Assessment Only – to be completed in a workplace.)
8085	3	4	Demonstrate knowledge of quality and its management
8087	3	5	Use core quality management tools (Assessment Only – to be completed in a workplace.)
18336	4	5	Demonstrate and apply knowledge of team-building skills (Assessment Only – to be completed in a workplace.)
18337	4	5	Plan, organise, and evaluate training and development activities for a workplace team. (To be completed in a workplace.)
22857	3	3	Analyse a marketing issue in a business organisation and evaluate potential solutions
22858	3	3	Evaluate the impact of change on business organisations' operations and strategic objectives
22859	3	3	Analyse a human resource management issue in a business organisation and evaluate potential solutions

Continued over page...

BUSINESS (LEVEL 3)

Resources for the NZQA National Certificate in Business Level 3 (Version 5), continued...

SET 1: BUSINESS Continued...

Unit	L	C	Title
22862 & 22863	3	12	(Combined package, not sold separately.) 22862: Plan for an ongoing complex business activity and 22863: Carry out a planned ongoing complex business activity.
23395	4	3	Participate in staff selection processes

SET 2: BUSINESS ADMINISTRATION SERVICES

(a maximum of 6 credits)

Unit	L	C	Title
122	3	5	Provide office reception services
123	3	5	Use office administration, copying, and telecommunication systems and processes
331 & 332 & 333	3	15	(Combined package, not sold separately.) (Requires MYOB software.) 331: Operate computer accounts receivable and payable ledger systems to administer financial information. 332: Operate computer general ledger accounting systems to administer financial information. 333: Operate computer general ledger accounting systems to produce financial reports.
334	3	5	Operate and administer inventory systems. (Requires MYOB software.)

SET 3: GENERIC COMPUTING

(a maximum of 6 credits)

Unit	L	C	Title
2785	3	5	Create a computer spreadsheet to provide a solution for organisation use (Requires MS Excel.)
2787	3	6	Create and use a computer database to provide a solution for organisation use. (Requires MS Access.)
2789	3	6	Produce desktop published documents for organisation use. (Requires MS Publisher.)
2797	3	4	Demonstrate knowledge of the principles of computer networks
5947	3	3	Use computer technology to solve a specified problem
5953	3	3	Demonstrate an understanding of project management using a computer application. (Requires MS Project)
5968	3	3	Discuss the social implications of information technology

No standards are required from sets 2-4 but standards may be utilized up to the maximum of credits stated.

THE NZQA NATIONAL
CERTIFICATE IN:**BUSINESS (LEVEL 3)***Resources for the NZQA National Certificate in Business Level 3 (Version 5), continued...***SET 4: COMMUNICATION SKILLS**

(a maximum of 5 credits from writing or interpersonal communication)

Unit	L	C	Title
1279	3	3	Write in plain English
1296	3	3	Interview in an informal one-to-one situation
1312	3	3	Give oral instructions in the workplace
3491	3	4	Write a report
9681	3	3	Contribute within a group/team which has an objective(s)
9694	3	5	Demonstrate and apply knowledge of communication process theory
9705	3	3	Give and respond to feedback on performance
16612	4	4	Use effective business writing skills in a business organisation

ELECTIVE UNIT STANDARDS

(The balance of credits to make up a total of 46 credits, with a minimum of 40 credits at level 3 or above)

GROUP TWO

The balance (if required) can be chosen from any of the items on Instant's DeliveryPak catalogue.

Please Note: the packages listed are a selection of what Instant can offer. If these items do not meet the needs of your course or learning context please refer to our full catalogue for substitute items. We are happy to offer advice to ensure that your preferred selection meets the requirements of this National Certificate.

**BUSINESS (LEVEL 3)
SPECIAL PACKAGE DEALS****• COMPLETE PACK**

46 credits in total **15% off each unit**
(6 compulsory units
& approx 6 elective units)

Approximate Pricing
Folder & CD **CD Only**
\$3,640 \$2,914

Examples prices only – prices will vary according to the units chosen. All prices exclude postage and GST.