

NEW ZEALAND CERTIFICATE IN BUSINESS ADMINISTRATION AND TECHNOLOGY

Level 3 - NZQA Ref: 2452

LEVEL 3, CREDITS 60

atc **instant**
EDUCATION SOLUTIONS

60
CREDITS

Three Programme Options

There are three possible options to achieve the graduate outcomes of this qualification. Download the matrix of these three options from our website link below. If these three options do not suit your unique needs then select individual standards from the list below. You can then determine your own additional specific content to ensure your programme is approved with minimum compliance issues.

3 PROGRAMME
OPTIONS

STEP 1 Select all these required units (totalling 26 credits)

		Level	Credit
121	Demonstrate and apply knowledge of office equipment and administration processes	2	5
122	Provide office reception services	3	5
123	Use office information, copying, and telecommunication systems	3	5
3494	Write minutes for a formal meeting	3	3
24872	Produce documents for a workplace using a computer	3	3
376	Employ customer service techniques to accommodate customer behavioural styles in a workplace	3	2
9681	Contribute within a team or group which has an objective	3	3

STEP 2 Select at least 34 credits from the standards listed below

		Level	Credit
<i>Spreadsheets</i>			
2785	Create a computer spreadsheet to provide a solution for organisation use	3	5
<i>Word Processing</i>			
12886	Customise software features and create document templates for generic text and information management	3	6
108	Apply text processing skills to produce business documents	3	5
112	Produce business or organisational information using word processing functions	3	5
12887	Integrate text and images and manage multiple files for generic text and information management	3	6
<i>Databases</i>			
2787	Create and use a computer database to provide a solution for organisation use	3	6
<i>Desktop Publishing</i>			
2789	Produce desktop published documents for organisation use	3	6



For a complete certificate solution, visit www.instant.org.nz/busadmin3



MORE INFORMATION

Gaining Programme Approvals

The combination of standards selected for this qualification meet all qualification outcomes. A separate technical specification is available on our website to help gain programme approval.

Pricing Options

Different price options are available based on the unit standards selected. Contact us for a customised quote based on your unique needs.

Entry Requirements

None.

Pathway from lower level qualifications

This qualification may build on from:

National Certificate of Education Achievement (NCEA) Level 1, 2 or 3, or Foundation qualification including Computing.

Pathway to higher level qualifications

Only Level 4 Qualifications listed

New Zealand Certificate in Business (Administration and Technology) (Level 4)
New Zealand Certificate in Business (Accounting Support Services) (Level 4)
New Zealand Certificate in Business (First Line Management) (Level 4)
New Zealand Certificate in Business (Small Business) (Level 4)
New Zealand Certificate in Business (Introduction to Small Business) (Level 3)
New Zealand Certificate in Business (Introduction to Team Leadership) (Level 3)

Transition Information

This qualification replaces the National Certificate in Business Administration and Computing (Level 3) [Ref: 0633].

Unit Standards

Instant offers single Unit Standard Delivery Packages to save you time and money. Each Delivery Package includes*:

- **Teacher's Guide**
- **Learner's Guide**
- **Assessment**
- **Assessment Schedule**
- **Sample Answers**

Any NZQA version changes published by Instant within 12 months of original purchase are provided free of charge. Any other upgrade is provided free of charge within 24 months of original purchase. All upgrades, including NZQA version upgrades, are made available at a discounted price, through the organisation or schools personalised 'Member's Library'.

Moderation Guarantee

Instant guarantees that if any assessment materials for Delivery Packages fail external moderation, we will modify and replace the Delivery Package free of charge, conditions apply.

**Assessment Only Packs do not include the Teacher's Guide and Learner's Guide*



What's the next step?

For a free quote or further queries, simply phone your Instant Representative on **0800 864 863** or visit **www.instant.org.nz**