

New Zealand Certificate in Business Administration and Technology

Level
3

Credits
60

Programme
Options
5+

NZQA Ref
2452

5+ Programme Options

There are five possible options to achieve the graduate outcomes of this qualification. Download the matrix of these options from our website link below. Note: These options include the Business Administration and Technology Unit Standards that expire at the end of December 2022. We will be updating the options for the Certificate by the end of Term 1, 2021.

There are several other possible ways to combine units to make a total of 60 (or more) credits. If the suggested 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 will meet the required qualification outcomes.

Unit #	Title	Level	Credit	✓
General				
121	Demonstrate and apply knowledge of office equipment and administration processes	2	5	<input type="checkbox"/>
122	Provide office reception services	3	5	<input type="checkbox"/>
123	Use office information, copying, and telecommunication systems	3	5	<input type="checkbox"/>
376	Employ customer service techniques to accommodate customer behavioural styles in a workplace	3	2	<input type="checkbox"/>
3494	Write minutes for a formal meeting	3	3	<input type="checkbox"/>
9681	Contribute within a team or group which has an objective	3	3	<input type="checkbox"/>
29795	Apply ethical behaviour when using digital tools	3	5	<input type="checkbox"/>
29796	Collaborate effectively with others in a digital environment	3	7	<input type="checkbox"/>
Spreadsheets				
29786	Produce a spreadsheet for organisational use	3	3	<input type="checkbox"/>
Word Processing				
108	Apply text processing skills to produce business documents	3	5	<input type="checkbox"/>
112	Produce business or organisational information using word processing functions	3	5	<input type="checkbox"/>
12886	Customise software features and create document templates for generic text and information management	3	6	<input type="checkbox"/>
12887	Integrate text and images and manage multiple files for generic text and information management	3	6	<input type="checkbox"/>
Databases				
29787	Produce and use a database to provide a solution for organisational use	3	3	<input type="checkbox"/>
Desktop Publishing				
29792	Use a desktop publishing application to produce documents	3	4	<input type="checkbox"/>
Data integration (word processing, spreadsheet, and database)				
29785	Use a word processing application to integrate images, spreadsheet and database data into documents	3	4	<input type="checkbox"/>

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**