NZ CERTIFICATE IN BUSINESS ADMINISTRATION AND TECHNOLOGY (NZQA Ref: 2452v1)

[Note: This is for the existing certificate (version 1). The website will be updated for the NEW (2020) certificate (version 2) by the end of Term 1, 2021]

Units, Credits, and Outcomes Mapping

Step 1: Select all the units below [50 credits]

US#	Title	Level	Credits	Qualification Outcomes								
				1	2	3	4	5	6	7	8	9
121v7	Demonstrate and apply knowledge of office equipment and administration processes	2	5	✓				✓		✓		
122v7	Provide office reception services	3	5	✓		✓		✓				
123v7	Use office information, copying, and telecommunication systems	3	5	✓								✓
29785v1	Use a word processing application to integrate images, spreadsheet and database data into documents	3	4	✓	✓							
108v7	Apply text processing skills to produce business documents	3	5		✓	✓					✓	
112v7	Produce business or organisational information using word processing functions	3	5		✓	✓		✓				✓
12886v7	Customise software features and create document templates for generic text and information management	3	6		✓	✓			✓			
12887v7	Integrate text and images and manage multiple files for generic text and information management	3	6		✓	✓			✓		✓	
29792v1	Use a desktop publishing application to produce documents	3	4		✓	✓			✓			
29795v1	Apply ethical behaviour when using digital tools	3	5						✓	✓	✓	
			50									

- **121**: Qual Outcome 1 = Entire US covers this outcome; Qual Outcome 5 = US ER2.1 & ER2.4; Qual Outcome 7 = Entire US, especially ER2.4
- **122**: 1 = Entire US; 3 = ER1.1, 2.2; 5 = ER1.1, ER2.1, ER2.2;
- **123**: 1 = Entire US; 9 = EN1, ER2.1, ER3.3
- **29785**: 1 & 2 = Entire US covers these outcomes

- **108**: 2 = Entire US; 3 = US as a whole deals with written communication; 8 = ER1.5 (time management)
- **112**: 2 = Entire US; 3 = US as a whole deals with written communication; 5 = document produced for an organisation (stakeholder); 9 = EN1 & 2, ER1.1, 2.1-2.3, 2.6.
- **12886**: 2 = Entire US; 3 = US as a whole deals with written communication; 6 = creation of documents will require some problem-solving/decision-making
- **12887**: 2 = Entire US; 3 = US as a whole deals with written (and visual) communication; 6 & 8 = creation of documents will require some problem-solving/decision-making and self-management to ensure documents created within required timeframe and files managed as required
- **29792**: 2 = Entire US; 3 = US as a whole deals with written (and visual) communication; 6 = Outcome 1 (planning of documents involves problem solving and decision making processes)
- **29795**: 6 = Outcome 2, in particular requires decision making; 7 = entire US; 8 = ER3.2 requires self-management within the context of ethical behaviour in an organisation

Step 2: Select any standards below, to a total of 10 credits

US#	Title	Level	Credits	Qualification Outcomes 1	2	3	4	5	6	7	8	9
376v8	Employ customer service techniques to accommodate customer behavioural styles in a workplace	3	2	✓				✓				
9681v7a	Contribute within a team or group which has an objective	3	3				✓					
3494v6	Write minutes for a formal meeting	3	3	✓								
29786v1	Produce a spreadsheet for organisational use	3	3		✓							
29787v1	Produce and use a database to provide a solution for organisational use	3	3		✓							
29796v1	Collaborate effectively with others in a digital environment	3	7				✓					
			21									

- **376**: 1 & 5 = Entire US
- **9681**: 4 = Entire US
- **3494**: 1 = Entire US
- **29786**: 2 = Entire US
- **29787**: 2 = Entire US
- **29796** = 4 = Entire US