

**TO:**                    **Chief Executive Officers** } **Tertiary Education Organisations**  
                             **NZQA Liaison Officers** }

**ATTENTION:**   **NZDipBus Programme Managers**  
                         **Heads of Business and related departments**  
                         **Lecturers of NZDipBus papers**

### **NZDipBus National Data Collection 2008**

**Tertiary Education Organisations** are required to return completed forms to NZQA by **30 September 2008**.

The annual national data collection for the New Zealand Diploma in Business (NZDipBus) provides the New Zealand Qualifications Authority (NZQA) an overview of the volume of students enrolled in the qualification and the number of students who have gained the qualification. The national data collection also assists NZQA to determine the prescriptions that require national external moderation or a low volume audit.

The national data collection form, included as appendices I, II and III of this circular, seeks information on the nature of students enrolled and the number of students enrolled in locally approved NZDipBus prescriptions. The national data collection for 2008 requires this information for semester one 2008, semester two 2008 and summer school 2007–08.

Please read the notes and instructions provided below before filling in the national data collection form.

#### **Notes and instructions**

Appendix I refers to the total number of diplomas issued in 2007 and the number of enrolments in semester one 2008.

Appendix II refers to the number of enrolments in semester two 2008.

Appendix III refers to the number of enrolments in summer school 2007–8.

**Instructions for Table 1 - NZDipBus enrolments**

- i. Students are considered enrolled if they remain in the course for at least four weeks.
- ii. In the column headed **Total**, enter the total number of students who have enrolled in each NZDipBus prescription.
- iii. In the column headed **FullFees**, enter the number of full fee paying students who have enrolled in each NZDipBus prescription.
- iv. In the column headed **Domestic**, enter the number of domestic students who have enrolled in each NZDipBus prescription.

**Instructions for Table 2 - Locally approved NZDipBus prescriptions**

- i. In the column headed **Level**, enter the level (100, 200, 400, 500 or 600) of the NZDipBus locally approved prescription.
- ii. In the column headed **Name**, enter the title of the NZDipBus locally approved prescription.
- iii. In the column headed **Total**, enter the total number of students who have enrolled in each locally approved NZDipBus prescription.

**Please return the completed forms by 30 September 2008.**

**Comments or questions, along with completed forms, should be directed to:**

Thomas Pilott  
Operations Officer  
Tertiary Assessment and Moderation  
New Zealand Qualifications Authority  
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WELLINGTON

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Circulars are available from the NZQA website at  
<http://www.nzqa.govt.nz/publications/circulars/tertiary.do>

Linda Glogau  
Manager  
Qualifications Development and Tertiary Moderation

## Appendix I

**Name of Tertiary Education Organisation (TEO):** \_\_\_\_\_

**Total number of NZDipBus diplomas issued under your organisation's logo in 2007:** \_\_\_\_\_

**TABLE 1: NZDipBus enrolments – Semester 1 - 2008**

### Core papers

No	Name	Total	FullFeeS	Domestic
100	Accounting Principles			
110	Introduction to Commercial Law			
120	The Economic Environment			
130	Organisation and Management			
140	Business Communication			
141	Marketing Principles			
150	Computer Concepts			

### Optional papers

No	Name	Total	FullFeeS	Domestic
101	Accounting Practices			
115	Small Business Management			
139	Academic Skills for Business Studies			
160	Quantitative Business Methods			
170	Fundamentals of Banking			
180	Principles of Tourism			
201	Financial Accounting			
202	Management Accounting			
203	Business Finance			
205	Internal Auditing			
206	Taxation			
210	Law of Legal Entities			
211	Business Law			
215	Advanced Small Business Management			
220	Managerial Economics			
225	International Trade and Finance			
227	Entrepreneurial Planning			
230	Leadership			
232	Operations Management			
233	Human Resource Management			
234	Planning and Control			
235	Employment Relations			
236	Applied Management			
242	Marketing Research			
244	Buyer Behaviour and Communication Strategies			

<b>No</b>	<b>Name</b>	<b>Total</b>	<b>FullFeeS</b>	<b>Domestic</b>
248	Marketing Planning and Control			
250	Applied Computing			
252	Systems Development Project			
255	Information Management			
270	Advanced Banking			
275	Lending and Securities			
285	Tourism Industry Management			
400	Accounting Principles			
430	Quantitative Business Methods			
432	Office Management			
435	Fundamentals of Small Business			
469	Academic Skills for Business Studies			
501	Accounting Practices			
510	Introduction to Commercial Law			
520	The Economic Environment			
530	Organisation and Management			
541	Fundamentals of Marketing			
550	Business Computing			
560	Business Communication			
570	Introduction to Banking and Financial Services			
580	Principles of Tourism			
601	Financial Accounting			
602	Management Accounting			
603	Business Finance			
605	Internal Auditing			
606	Taxation			
610	The Law of Business Entities			
611	Business Law			
620	Managerial Economics			
630	Leadership			
631	Strategic Planning for Small Business			
632	Operations Management			
633	Human Resource Management			
635	Employment Relations			
636	Applied Management			
642	Marketing Research			
644	Buyer Behaviour and Communication Strategies			
648	Marketing Planning and Control			
650	Applied Computing			
652	Systems Development Project			
655	Information Systems Management			
670	Advanced Banking			
685	Tourism Industry Management			

**TABLE 2: Locally approved NZDipBus prescriptions – Semester 1 2008**

<b>Level</b>	<b>Name</b>	<b>Total</b>

**The data provided in this return is accurate.**

**Name:** \_\_\_\_\_

**Position:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## Appendix II

**TABLE 1: NZDipBus enrolments – Semester 2 - 2008**

### Core papers

No	Name	Total	FullFeeS	Domestic
100	Accounting Principles			
110	Introduction to Commercial Law			
120	The Economic Environment			
130	Organisation and Management			
140	Business Communication			
141	Marketing Principles			
150	Computer Concepts			

### Optional papers

No	Name	Total	FullFeeS	Domestic
101	Accounting Practices			
115	Small Business Management			
139	Academic Skills for Business Studies			
160	Quantitative Business Methods			
170	Fundamentals of Banking			
180	Principles of Tourism			
201	Financial Accounting			
202	Management Accounting			
203	Business Finance			
205	Internal Auditing			
206	Taxation			
210	Law of Legal Entities			
211	Business Law			
215	Advanced Small Business Management			
220	Managerial Economics			
225	International Trade and Finance			
227	Entrepreneurial Planning			
230	Leadership			
232	Operations Management			
233	Human Resource Management			
234	Planning and Control			
235	Employment Relations			
236	Applied Management			
242	Marketing Research			
244	Buyer Behaviour and Communication Strategies			
248	Marketing Planning and Control			
250	Applied Computing			
252	Systems Development Project			
255	Information Management			
270	Advanced Banking			

<b>No</b>	<b>Name</b>	<b>Total</b>	<b>FullFeeS</b>	<b>Domestic</b>
275	Lending and Securities			
285	Tourism Industry Management			
400	Accounting Principles			
430	Quantitative Business Methods			
432	Office Management			
435	Fundamentals of Small Business			
469	Academic Skills for Business Studies			
501	Accounting Practices			
510	Introduction to Commercial Law			
520	The Economic Environment			
530	Organisation and Management			
541	Fundamentals of Marketing			
550	Business Computing			
560	Business Communication			
570	Introduction to Banking and Financial Services			
580	Principles of Tourism			
601	Financial Accounting			
602	Management Accounting			
603	Business Finance			
605	Internal Auditing			
606	Taxation			
610	The Law of Business Entities			
611	Business Law			
620	Managerial Economics			
630	Leadership			
631	Strategic Planning for Small Business			
632	Operations Management			
633	Human Resource Management			
635	Employment Relations			
636	Applied Management			
642	Marketing Research			
644	Buyer Behaviour and Communication Strategies			
648	Marketing Planning and Control			
650	Applied Computing			
652	Systems Development Project			
655	Information Systems Management			
670	Advanced Banking			
685	Tourism Industry Management			

**TABLE 2: Locally approved NZDipBus prescriptions – Semester 2 2008**

<b>Level</b>	<b>Name</b>	<b>Total</b>

**The data provided in this return is accurate.**

**Name:** \_\_\_\_\_

**Position:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

### Appendix III

**TABLE 1: NZDipBus enrolments – Summer school 2007-08**

**Core papers**

No	Name	Total	FullFeeS	Domestic
100	Accounting Principles			
110	Introduction to Commercial Law			
120	The Economic Environment			
130	Organisation and Management			
140	Business Communication			
141	Marketing Principles			
150	Computer Concepts			

**Optional papers**

No	Name	Total	FullFeeS	Domestic
101	Accounting Practices			
115	Small Business Management			
139	Academic Skills for Business Studies			
160	Quantitative Business Methods			
170	Fundamentals of Banking			
180	Principles of Tourism			
201	Financial Accounting			
202	Management Accounting			
203	Business Finance			
205	Internal Auditing			
206	Taxation			
210	Law of Legal Entities			
211	Business Law			
215	Advanced Small Business Management			
220	Managerial Economics			
225	International Trade and Finance			
227	Entrepreneurial Planning			
230	Leadership			
232	Operations Management			
233	Human Resource Management			
234	Planning and Control			
235	Employment Relations			
236	Applied Management			
242	Marketing Research			
244	Buyer Behaviour and Communication Strategies			
248	Marketing Planning and Control			
250	Applied Computing			
252	Systems Development Project			
255	Information Management			
270	Advanced Banking			

<b>No</b>	<b>Name</b>	<b>Total</b>	<b>FullFeeS</b>	<b>Domestic</b>
275	Lending and Securities			
285	Tourism Industry Management			
400	Accounting Principles			
430	Quantitative Business Methods			
432	Office Management			
435	Fundamentals of Small Business			
469	Academic Skills for Business Studies			
501	Accounting Practices			
510	Introduction to Commercial Law			
520	The Economic Environment			
530	Organisation and Management			
541	Fundamentals of Marketing			
550	Business Computing			
560	Business Communication			
570	Introduction to Banking and Financial Services			
580	Principles of Tourism			
601	Financial Accounting			
602	Management Accounting			
603	Business Finance			
605	Internal Auditing			
606	Taxation			
610	The Law of Business Entities			
611	Business Law			
620	Managerial Economics			
630	Leadership			
631	Strategic Planning for Small Business			
632	Operations Management			
633	Human Resource Management			
635	Employment Relations			
636	Applied Management			
642	Marketing Research			
644	Buyer Behaviour and Communication Strategies			
648	Marketing Planning and Control			
650	Applied Computing			
652	Systems Development Project			
655	Information Systems Management			
670	Advanced Banking			
685	Tourism Industry Management			

**TABLE 2: Locally approved NZDipBus prescriptions – Summer school 2007-08**

<b>Level</b>	<b>Name</b>	<b>Total</b>

**The data provided in this return is accurate.**

**Name:** \_\_\_\_\_

**Position:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_