

Qualification details

Title	New Zealand Certificate in Business (Accounting Support Services) (Level 4)		
Version	1	Qualification type	Certificate
Level	4	Credits	50
NZSCED	080199	Management and Commerce > Accountancy > Accountancy not elsewhere classified	
Qualification developer	NZQA Qualifications Services on behalf of and in collaboration with the sector.		
Next review	November 2019		
Approval date	January 2015		
Strategic purpose statement	<p>The purpose of this qualification is to provide New Zealand business entities with people who can carry out a broad range of accounting support services to work in a range of accounting support roles in business entities.</p> <p>This qualification will benefit New Zealand business entities by providing graduates with accounting skills who can contribute to performance and productivity.</p> <p>Graduates of this qualification will be able to provide accounting support services under broad guidance in a bi- and multi-cultural environment.</p>		
Outcome Statement	Graduate profile	<p>Graduates of this qualification will be able to:</p> <p>Technical knowledge and skills</p> <ul style="list-style-type: none"> - Produce financial information using accounting software. - Operate the elements of accounting within the accounting cycle. - Calculate tax and prepare relevant returns. - Manage accounts payable and receivable. - Prepare payroll and related administration records. <p>People skills</p> <ul style="list-style-type: none"> - Collaborate and contribute to the achievement of team objectives. - Communicate financial information clearly to stakeholders. <p>Affective skills</p> <ul style="list-style-type: none"> - Demonstrate professional and ethical behaviour, in a socially and culturally appropriate manner. <p>Business environment</p>	

		<ul style="list-style-type: none"> - Comply with internal policies, legislation and other external requirements for the entity.
	Education pathway	<p>Graduates of this qualification may progress to:</p> <ul style="list-style-type: none"> - New Zealand Diploma in Business (with strands in Accounting, Administration and Technology, Leadership and Management, and Project Management) (Level 5) [Ref: 2459] - other relevant industry qualifications.
	Employment and/or community pathway	<p>Graduates of this qualification will have the skills and knowledge to be employed in a variety of business entities in accounting support roles including: accounts officer, payroll officer, sole-charge administrator, accounts payable/receivable or accounts assistant. Graduates will also be able to contribute to community groups in volunteer accounting functions.</p>

Qualification specifications

Qualification award	<p>This qualification will be awarded to people who have met the requirements of the outcomes.</p> <p>Credit gained for an outcome may be used only once to meet the requirements of this qualification.</p> <p>Awarding bodies for this qualification will be any education organisation accredited under section 38 of the Education Amendment Act 2011 to deliver a programme leading to the qualification.</p> <p>The certificate will display the NZQF logo and the name and logo of the awarding body.</p>
Evidence requirements for assuring consistency	<p>All tertiary education organisations (TEOs) either arranging training or delivering programmes that lead to the award of the qualification are required to participate with the qualification developer in a scheduled consistency process, in accordance with published national guidelines.</p> <p>This will involve reviewing evidence associated with graduates' achievement of outcomes, establishing a periodic cycle for a review focus for the external consistency review, and agreeing acceptable standards and/or benchmarks for qualification outcome achievement, and areas for improvement.</p> <p>Standard evidence for programme providers may include:</p> <ul style="list-style-type: none"> - assessment information leading to the achievement of the graduate outcomes - a portfolio of student work relating to the qualification and the annual review focus requirements - graduate and/or stakeholder/end-user feedback on outcome achievement - TEO moderation outcomes which may include

	<p>moderation/benchmarking across common programmes</p> <ul style="list-style-type: none"> - relevant External Evaluation and Review (EER) data.
Credit transfer and recognition of prior learning arrangements	<p>Education organisations must have policies and procedures in place for managing credit transfer, and assessing recognition of prior learning and recognition of current competency. These policies and procedures, and associated fees, must be available to the candidates prior to enrolment.</p> <p>Where recognition of existing skills and knowledge is required by the candidate, this will be arranged by the education organisation delivering the programme leading to the qualification.</p> <p>To facilitate credit transfer, education organisations must clearly demonstrate the equivalency between each of the outcomes in the graduate profile, and the assessment components of their programmes.</p>
Minimum standard of achievement and standards for grade endorsements	<p>The minimum standard of achievement required for the award of the qualification will be the achievement of all the graduate outcomes in the graduate profile.</p> <p>There are no grade endorsements for this qualification.</p>
Entry requirements (including prerequisites to meet regulatory body or legislative requirements)	<p>There are no mandatory prerequisites to meet regulatory body or legislative requirements for this qualification.</p>

Qualification conditions

Overarching conditions relating to the qualification

Conditions for programme structure	<p>Outcomes in the following sections of the graduate profile will be embedded throughout programme design and delivery, and assessment: People skills, Affective skills.</p>
Conditions for programme context	<p>Programme design and delivery, and all assessment will be conducted in and for the context of a real or realistic business entity, and in light of the requirements of that context.</p> <p>Programmes leading to award of this qualification must identify the context, and must justify the allocation of credits to graduate profile outcomes within the programme, in light of the requirements of the context.</p> <p>A business entity can be an organisation, or a commercial or other enterprise, not necessarily for profit, and can be a discretely managed business unit within a larger organisation.</p>
Other conditions	<p>None.</p>

Specific conditions relating to the Graduate profile

Qualification outcomes		Conditions	Mandatory or Optional
Technical knowledge and skills Credits 37		Programmes must include: <ul style="list-style-type: none"> - the use of dedicated accounting software - tax calculations for PAYE, GST, FBT. 	Mandatory
1	Produce financial information using accounting software.		
2	Operate the elements of accounting within the accounting cycle.		
3	Calculate tax and prepare relevant returns.		
4	Manage accounts payable and receivable.		
5	Prepare payroll and related administration records.		
People skills Credits 5		Programmes must include: <ul style="list-style-type: none"> - written and oral communication - communication with both internal and external stakeholders to the entity. 	Mandatory
6	Collaborate and contribute to the achievement of team objectives.		
7	Communicate financial information clearly to stakeholders.		
Affective skills Credits 5		Programmes must include: <ul style="list-style-type: none"> - for <i>professional</i>: attitudes, qualities and behaviours; - for <i>ethical</i>: widely accepted standards relating to obeying the law, being honest in dealings and showing respect for individuals, contracts, societal standards and institutions; - for <i>socially</i>: environmental, community and sustainability expectations; - for <i>culturally</i>: interpretations wider than just ethnicity. Programmes must provide a context of complexity appropriate to the level of the qualification for assessment for this outcome.	Mandatory
8	Demonstrate professional and ethical behaviour, in a socially and culturally appropriate manner.		

Business environment			
Credits 3			
9	Comply with internal policies, legislation and other external requirements for the entity.		