

New Zealand Certificate in Business (Accounting Support Services) (Level 4)

MOE Code	NZ2455	Level	4	Duration	18 weeks	Version	1
Site(s)	Online						
Delivery	Full-time, Intramural. Part-time option available					Intakes	Rolling intake
Strategic purpose	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.						
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	Graduates of this qualification may progress to New Zealand Diploma in Business (with strands in Accounting, Administration and Technology, Leadership and Management, and Project Management) (Level 5) [Ref: 2459]; or other relevant industry qualifications						
Employment pathway	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.						
Award(s)	New Zealand Certificate in Business (Accounting Support Services) (Level 4)						
Completion requirements	50 credits, as listed in Programme Structure. <i>This programme has been accredited by NZQA. As it does not contain unit standards from the NZQF, credits are not reported to NZQA.</i>						
Entry requirements	<p>Applicants must meet one of the following criteria:</p> <ul style="list-style-type: none"> • New Zealand Certificate in Business (Introduction to Small Business) (Level 3), or • New Zealand Certificate in Retail (Level 3), or • New Zealand Certificate in Business (Administration and Technology) (Level 3), or • NCEA (Level 2), or • A New Zealand Certificate in Foundation Studies (Level 2), or • A qualification at Level 2 or above, with evidence of literacy and numeracy abilities equivalent to NCEA (Level 1), or • Evidence of relevant knowledge and experience, including literacy and numeracy abilities equivalent to NCEA (Level 1). <p>All applicants must have a level of English sufficient to be able to study at this level. Applicants for whom English is not a first language must have an IELTS General or Academic score of 5.5 with no band score lower than 5; or an accepted international equivalence; or New Zealand Certificate in English Language (Applied) (Level 3)</p>						
Selection	Where applicants exceed available places, applicants will be selected by order of complete applications received.						
Credit recognition	Credit from Recognition of Prior Learning, Credit Transfer and Unit Standard Transfer (if applicable) will be in accordance with the policy <i>Credit Recognition (05.004)</i> .						
Time limit for completion	2 years from initial enrolment						
Programme structure							
Code	Title					Credits	Level
Compulsory courses							
	Accrual Accounting					15	4
	Accounting for Taxation					10	4
	Accounting Software					15	4
	Payroll					10	4
Course prescriptors							
Title					Code	Credits	Level
Accrual Accounting						15	4
Aim: To develop an understanding of the fundamentals and principles of accounting and apply these in a basic business context.							
Accounting for Taxation						10	4
Aim: To calculate and report tax for a business entity. <i>Pre-requisite: Accrual Accounting</i>							
Accounting Software						15	4
Aim: To set up and use accounting software, with an established Chart of Accounts, to process transactions and a range of financial reports for a GST registered entity. <i>Pre-requisite: Accrual Accounting</i>							
Payroll						10	4
Aim: To collate and maintain payroll administration records and prepare a PAYE return in an ethical and culturally appropriate manner. <i>Pre-requisite: Accrual Accounting</i>							