



STATEMENT OF ACHIEVEMENT & CLAIMING CREDIT INCLUSION

Please take care of your **NZIM Statement of Achievement**, which is a valuable document. It provides a record of the courses you have passed for the **NZIM Certificate in Management**, and the grades you have received. It is a life-long record that you can access at any time.

The Certificate in Management is an NZQA approved eight paper Level 4 qualification. The whole certificate is worth 80 credits at Level 4.

The Statement of Achievement shows other institutions the courses you have passed. Should you need to, **you can complete** your Certificate in Management through many polytechnics and private training establishments throughout New Zealand.

The Statement of Achievement is also a record of NCEA credit equivalents for the courses you have passed. You may claim 10 credits into NCEA Level 2 or Level 3 certificates for each course you have passed up to 80 credits total.

Your **NZQA Record of Learning will not list these results**, but the Statement of Achievement will show that you have passed the courses and so qualify for credit should you need to claim it to be awarded an NCEA Certificate.

You may claim the credit for either Level 2 or Level 3 NCEA Certificates. You may, if you wish, claim the credits in either of the two years following the year in which you have passed the course. For instance you may pass the course in Year 12 but claim the credits in Year 13, but you can only claim them once.

These courses each gives you 10 Level 2 credits:

806 Applied Economics	810 Introduction to Law
807 Introduction to Financial Services	811 Introduction to Computing
808 Introduction to Accounting	854 Law and Small Business

These courses each gives you 10 Level 3 credits:

801 Employment Relations	819 Problem Solving and Decision Making
802 Introduction to Marketing	822 Managing Small Projects
803 Human Resources 1: People at Work	836 Enterprise Research Project
805 Introduction to Management	851 Principles of Small Business Management
809 Human Resources 2: Personnel Practice	852 Establishing a Small Business
812 Workplace Communication	853 Operating a Small Business
814 Business Statistics	855 Planning for Improved Performance
815 Quality Management	
817 Information Systems	

How to claim credit inclusions from NZIM courses to obtain an NCEA Certificate

- NZQA mail-out Student Result Notices in **January**. If you have achieved your NCEA Certificate, congratulations, and there is no further action required.
- If you do not have enough credits from NCEA unit standards and achievement standards to be awarded your NCEA Certificate, then you may need to apply for credit inclusions.

- You will need to approach your school to apply to NZQA for credit inclusions on your behalf. You will be able to claim credit in the year of the results notice and for up to two years following.
- The school is required to complete an NZQA 'Credit Inclusion: Reporting Student Results' form (available on the NZQA website) and verify your NZIM results, and submit this to NZQA by **28 February**.
- NZQA then process the credit inclusion application and verifies it back to schools. You can check online at NZQA to see whether the credit inclusions have been processed and your NCEA Certificate has been awarded. Your NCEA Certificate will be mailed to you from NZQA - usually around April.

Note: Even though the credit inclusion results do NOT show up on your student 'Record of Learning' from NZQA, you will be awarded the NCEA Certificate when you have met the requirements to attain a Certificate at the appropriate level.

Credit from NZIM courses can also count towards university entrance.

NZIM Certificate in Management courses may provide 14 level 3 credits in a third approved subject area, as long as students have gained literacy and numeracy and other entry requirements in two other approved subjects. Universities may then consider students to have reached the university entrance standard and they may be admitted *ad eundem statum* at entrance level.

Using NQF Units to credit into NZIM Courses

You can use the results of your study to maximum advantage - claiming credits can be a two-way thing.

- You can use NQF achievement and unit standards to claim credit transfers into NZIM Certificate courses - mainly for the NZIM 806 Applied Economics, 808 Introduction to Accounting, 811 Introduction to Computing and 814 Business Statistics papers. This can **speed up the process of completing your Level 4 Certificate in Management**.
- If you have studied economics, accounting, computing or mathematics (Statistics) at school, you may be eligible to credit these into NZIM courses. Students who have successfully completed unit standards or achievement standards at the appropriate level can be credited with the equivalent NZIM Certificate in Management or Certificate in Small Business Management course (10 credits required).
- You can also gain credit into the Certificate in Management from participating in the ENZT Young Enterprise Scheme or Financial Literacy Programme.

Note: NZQA have identified a number of exclusions and checks to ensure that students don't 'double dip' to qualify for their NCEA Certificate. You cannot claim an NQF unit or achievement standard **twice** to obtain your NCEA Certificate - once as a direct credit and once as a credit inclusion from a credit transfer into an NZIM course.

Please contact your school or NZIM National Office if you need any help with this.

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