

## Review of Business Administration Unit Standards 2019

### New and reviewed unit standards

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The table below summarises the 15 reviewed and 7 new business administration unit standards by domain, with new standards and changes to domain shown in bold.

Reviewed Bus Admin Standards (22 - 14 reviewed plus 8 new standards)		
Subfield	Domain	ID – unit standard number
Business Administration	Business Administration Services (BAS) <b>(16)</b>	121, 122, 327, 329, <b>1986, 6910, 11646</b> , 11650, 21863, 21866-21868, 26768; <b>32004-32006, 32106</b>
	<del>Business Information Management (BIM to BAS)</del>	moved 2 standards to BAS domain (1986, 11646)
	Business Information Processing (BIP)	117, 18180, <b>32000 – 32003</b>
	<del>Text and Information Management – Generic (TIM)</del>	None – propose expiring TIM domain

Following is a detailed list of the new and reviewed unit standards, showing changes to title, level, credits, domains, and replacement information. Links to the standards are available from [here](#).

Business > Business Administration > Business Administration Services (**12 reviewed [2 ex BIM], 4 new**)

ID number	Title of unit standard	Level	Credit	Domain change/ replacement info
121	Demonstrate and apply knowledge of office equipment and administration processes	2	<del>5</del> <b>4</b>	
122	<del>Provide office reception services.</del> <b>Provide safe and secure customer-focused reception services</b>	3	5	
327	<del>Document business financial transactions for an entity</del> <b>Demonstrate and apply knowledge of financial transaction source documents</b>	2	4 <b>3</b>	
329	Process financial information for cash transactions for an entity <b>Process financial information for cash transactions for an organisation</b>	2	4 <b>3</b>	
1986	<del>Apply calculations, data analysis, and statistical interpretation in a business context</del> <b>Apply calculations, analyse and interpret data, and produce information for an organisation</b>	4	5	<i>(was BIM)</i>
11646	Produce business information for management	5	6	<i>(was BIM)</i>

ID number	Title of unit standard	Level	Credit	Domain change/ replacement info
11650	<del>Plan, coordinate, and evaluate a business conference, event, or function</del> <b>Plan, implement, and evaluate a business conference, event, or function</b>	<del>6</del> <b>5</b>	10	
21863	Provide and evaluate management administrative services	<del>5</del> <b>4</b>	<del>10</del> <b>8</b>	
21866	<del>Demonstrate knowledge required in medical administration roles, and produce medical documents</del> <b>Demonstrate and apply knowledge to provide medical administration services</b>	4	<del>8</del> <b>6</b>	
21867	Process medical records and related information using a computerised patient database	4	5	
21868	<del>Demonstrate knowledge of hospital clinical administration support services</del> <b>Demonstrate and apply knowledge of hospital clinical administration support services</b>	4	10	
26768	<del>Use a computerised accounts receivable and payable system to produce financial information</del> <b>Use a computerised accounting system to produce financial information</b>	3	7	
<b>32004</b>	<b>Organise travel arrangements for business travel</b>	<b>3</b>	<b>3</b>	<b>NEW (replaces 21864)</b>
<b>32005</b>	<b>Organise small business meetings</b>	<b>3</b>	<b>3</b>	<b>NEW</b>
<b>32006</b>	<b>Organise a business meeting or an event</b>	<b>4</b>	<b>5</b>	<b>NEW</b>
<b>32106</b>	<b>Use business administration tools and systems</b>	<b>3</b>	<b>5</b>	<b>NEW (replaces 123 &amp; 6910)</b>

Business > Business Administration > Business Information Processing (**2 reviewed, 4 new**)

ID number	Title of unit standard	Level	Credit	Domain change/ replacement info
117	Write shorthand at 80 words per minute (wpm) and transcribe to produce required information	3	10	
18180	<del>Produce text processed clinical documents</del> <b>Produce text processed specialist clinical documents from printed information and a recorded dictation source</b>	4	<del>10</del> <b>5</b>	
<b>32000</b>	<b>Enter prescribed text accurately using basic keyboarding skills and identify safe ergonomic practices</b>	<b>1</b>	<b>3</b>	<b>NEW (replaces 101, 102, 12883)</b>
<b>32001</b>	<b>Compose and manage text to produce documents using basic keyboarding and layout skills</b>	<b>1</b>	<b>3</b>	<b>NEW (replace 101, 102, 12883)</b>
<b>32002</b>	<b>Compose and enter text to produce and manage business documents</b>	<b>2</b>	<b>3</b>	<b>NEW (replaces 107 &amp; 12884)</b>
<b>32003</b>	<b>Create and customise business documents</b>	<b>3</b>	<b>6</b>	<b>NEW (replaces 108, 12886, 12887)</b>