

Jatinder Pal Singh

NSN: 153789427

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✉ : RBM College
P.O. Box 608
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Qualification summary	Date
National Diploma in Business (Level 5) Retail Business and Management College	1 Aug 2016

Components of learning	Level	Credits	Result	Date
Business Administration				
11646 Produce business information for management	05	6	A	2 May 2016
11647 Present business information for a business purpose	05	5	A	6 Jul 2016
11648 Plan, organise, and record business meetings	05	7	A	29 Jul 2016
11649 Manage business meetings to achieve objectives	05	8	A	29 Jul 2016
Financial Management				
8503 Interpret and use financial data and reports for business decision-making	05	5	A	29 Jun 2016
1852 Prepare a revenue statement and balance sheet	04	6	A	3 Jun 2016
Marketing				
2935 Determine the marketing mix	05	10	A	11 Nov 2015
19024 Apply marketing concepts within a small business	05	7	A	2 Dec 2015
Business Operations and Development				
9735 Demonstrate knowledge of theory in relation to management in organisations	06	10	A	17 Feb 2016
19022 Manage human resources as a manager in a business operation	06	12	A	28 Jun 2017
1987 Develop strategies to establish and maintain positive workplace relationships	05	5	A	29 Jun 2016
6407 Establish human resource needs of the small business operation	05	5	A	22 Jul 2016
8498 Develop strategies to manage conflict in an organisation	05	5	A	24 Nov 2015
25695 Describe human resource management in organisations in New Zealand	05	10	A	1 Aug 2016
8495 Develop self to improve own performance in an organisation	04	3	A	29 Jul 2016
Communication Skills				
9689 Produce an original policy or manual for a business	06	4	A	1 Aug 2016
9678 Conduct formal meetings	05	4	A	29 Jul 2016
9685 Write an analytical report	05	5	A	24 Nov 2015
9692 Deliver an oral presentation to an audience	05	4	A	6 Jul 2016
9703 Write a job procedure	05	3	A	4 Apr 2016
Accounting				
11624 Demonstrate and apply knowledge of financial analysis	05	10	A	29 Jun 2016
Adult Education and Training				
7104 Conduct a training needs analysis for adults in an organisation	06	12	A	28 Jun 2017

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Business Environment

		Level	Credits	Result	Date
23912	Conduct an environmental analysis for an organisation	06	10	A	30 Jun 2017

End of record

Results key: **A** – Achieved, **M** – Merit, **E** – Excellence (if a result is **bolded**, it is the highest possible result for the standard). Only the highest possible result the learner has achieved is shown for the related standard.



Dr. Grant Klinkum
NZQA Chief Executive

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New Zealand secondary schooling and NCEA www.nzqa.govt.nz/ncea-and-school
Tertiary education in New Zealand www.nzqa.govt.nz/tertiary-education

National Diploma



Business

Level 5

This is to certify that in August 2016
JATINDER PAL SINGH
was awarded this qualification

Awarding Provider:
Retail Business and Management College

Dr Karen Poutasi
Chief Executive
New Zealand Qualifications Authority
Issued: 25 November 2016
NSN: 153789427 NQF Ref: 1498/1

For details of standards achieved by the holder of this diploma, refer to the Record of Achievement issued by the New Zealand Qualifications Authority, 125 The Terrace, P O Box 160, Wellington 6140, New Zealand

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