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**Acquiring skills and attributes necessary for
employment in junior administrative roles**

A thesis presented in partial fulfilment of the requirements
for the degree of

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ABSTRACT

Tertiary pre-employment skills based programmes are designed to assist students in gaining the skills and academic qualifications needed to gain employment. This study explores the skills and attributes needed to gain employment in the business administration field. It explored this from the perspective of students and also from prospective employers' points of view.

This research included a review of literature within the field of study and also focused on the delivery, material and outcomes of some business administration programmes. The teaching rationale of one polytechnic was also included as it showed how the way students learn and the desired outcomes have influenced the method of delivery.

Integral to this study was the use of questionnaires that students and prospective employers filled out, and interviews with three employers and three students. This brought to light their views on skills and attributes, along with what they perceived as being important in gaining and giving employment opportunities.

The research makes recommendations, from an educator's perspective, on what is required to enhance students' opportunities for employment within this field, and how programmes can be developed to allow opportunities for students to develop skills and attributes valued in business occupations.

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Table of Contents

CHAPTER 1 – INTRODUCTION AND BACKGROUND	1
INTRODUCTION	2
AN EVOLVING PERSPECTIVE.....	3
MY OWN PERSONAL PATHWAY.....	4
MY CURRENT ROLE	6
PRE EMPLOYMENT OFFICE CAREER PROGRAMMES.....	7
BACKGROUND: THE BUSINESS ADMINISTRATION PROGRAMMES	7
PROGRAMME REVIEWS AND LINKS WITH INDUSTRY	8
PROGRAMME REVIEW AND ADVISORY COMMITTEE	9
RESEARCH QUESTIONS.....	9
STRUCTURE OF THESIS.....	10
CHAPTER 2 – LITERATURE REVIEW	13
INTRODUCTION	14
COMPETENCY.....	14
HIDDEN CURRICULUM	16
SKILLS AND ATTRIBUTES	16
MY POSITION.....	19
OTHER STUDIES	19
RESEARCH ON WHAT EMPLOYERS LOOK FOR IN JUNIOR OFFICE STAFF.....	19
RESEARCH ON WHAT STUDENTS THOUGHT EMPLOYERS LOOKED FOR IN JUNIOR OFFICE STAFF	22
STUDENT LEARNING.....	24
INFORMAL LEARNING IN THE WORKPLACE	26
INFLUENCE OF CULTURE ON PERCEPTIONS AND ATTRIBUTES AND THEIR VALUE.....	28
POLYNESIAN.....	28
PAKEHA.....	29
MAORI.....	30
CHANGING ATTITUDES TO WORK.....	30
THE CHANGING FACE OF THE WORKPLACE	34
CONCLUSION.....	35
CHAPTER 3 – RESEARCH PROCESS	36
INTRODUCTION	37
THE RESEARCH QUESTIONS.....	37
THE CHOICE OF RESEARCH PROCESS	38

ETHICAL CONSIDERATIONS.....	40
DESIGNING THE QUESTIONNAIRE	43
EMPLOYER QUESTIONNAIRE DESIGN	44
DEMOGRAPHICS - EMPLOYER.....	44
QUESTION 1	45
QUESTION 2	45
QUESTION 3	45
QUESTION 5	46
QUESTION 6	46
QUESTION 7	46
QUESTION 8	47
QUESTION 9	47
STUDENT QUESTIONNAIRE DESIGN.....	48
DEMOGRAPHICS - STUDENT	48
SELECTION OF PARTICIPANTS.....	48
EMPLOYER PARTICIPATION.....	48
STUDENT PARTICIPATION	49
ANALYSIS OF DATA	50
QUESTIONNAIRES	50
INTERVIEWS.....	50
SOME LIMITATIONS OF THIS RESEARCH.....	52
CHAPTER 4 – FINDINGS	54
INTRODUCTION	55
EMPLOYER QUESTIONNAIRES.....	55
DEMOGRAPHICS	55
QUESTION 1	57
QUESTION 2	58
QUESTION 3	59
QUESTION 4	60
QUESTION 5	61
QUESTION 6	61
QUESTION 7	63
QUESTION 8	64
QUESTION 9	67
STUDENT QUESTIONNAIRES	67
DEMOGRAPHICS	67
QUESTION 1	68
QUESTION 2	69
QUESTION 3	71

QUESTION 4	72
QUESTION 5	74
QUESTION 6	77
INTERVIEW RESULTS.....	81
STUDENT INTERVIEWS.....	82
EMPLOYER INTERVIEWS	83
RESULTS	83
SKILLS NEEDED FOR EMPLOYMENT.....	83
ATTRIBUTES NEEDED FOR EMPLOYMENT	84
BUSINESS CENTRE ENVIRONMENT.....	85
SPECIFIC TO PORIRUA REGION.....	87
OTHER POINTS OF INTEREST.....	89
CHAPTER 5 – DISCUSSION.....	91
INTRODUCTION	92
THE ATTITUDES OF EMPLOYERS AND STUDENTS	92
EMPLOYERS	92
STUDENTS.....	94
PERSONAL PRESENTATION.....	97
THE PLACE OF SKILLS AND ATTRIBUTES IN PROGRAMMES OF STUDY	98
WORKPLACE LEARNING.....	99
INFORMAL LEARNING.....	101
DEMOGRAPHICS	103
MAORI, PACIFIC AND EUROPEAN CHARACTERISTICS.....	104
CONCLUSIONS	105
CHAPTER 6 – CONCLUSIONS, RECOMMENDATIONS AND REFLECTIONS	107
CONCLUSION.....	108
RECOMMENDATIONS	109
FUTURE RESEARCH	110
REFLECTIONS	110
APPENDICES	112
APPENDIX ONE - NZQA REQUIREMENTS FOR NATIONAL BUSINESS ADMINISTRATION AND COMPUTING CERTIFICATE (LEVEL 2).....	113
APPENDIX TWO - NZQA REQUIREMENTS FOR NATIONAL BUSINESS ADMINISTRATION AND COMPUTING CERTIFICATE (LEVEL 3).....	119

APPENDIX THREE - NZQA REQUIREMENTS FOR NATIONAL BUSINESS ADMINISTRATION	
CERTIFICATE (LEVEL 4).....	124
APPENDIX FOUR – UNIT STANDARD	129
APPENDIX FIVE – MASSEY UNIVERSITY HUMAN ETHICS COMMITTEE APPROVAL	133
APPENDIX SIX – WHITIREIA COMMUNITY POLYTECHNIC ETHICS COMMITTEE APPROVAL.....	135
APPENDIX SEVEN - INFORMATION SHEET	135
APPENDIX EIGHT - QUESTIONNAIRE FOR STUDENTS.....	138
APPENDIX NINE - QUESTIONNAIRE FOR PROSPECTIVE EMPLOYERS	141
APPENDIX TEN – CONSENT FORM	144
APPENDIX ELEVEN - INTERVIEW QUESTIONS TO EMPLOYERS	145
APPENDIX TWELVE - INTERVIEW QUESTIONS TO STUDENTS	146
APPENDIX THIRTEEN - REVISED INTERVIEW QUESTIONS TO STUDENTS.....	147
APPENDIX FOURTEEN - WORK EXPERIENCE EVALUATION FORM.....	148
APPENDIX FIFTEEN - REVISED WORK EXPERIENCE EVALUATION FORM	149
Bibliography.....	150

List of Figures

FIGURE 1: THE INTERACTION BETWEEN DIMENSIONS IN THE TENSION FIELD OF LEARNING	25
FIGURE 2: A SOCIAL THEORY OF LEARNING.....	26
FIGURE 3: EMPLOYER DEMOGRAPHIC INFORMATION 1.....	56
FIGURE 4: EMPLOYER DEMOGRAPHIC INFORMATION 2.....	57
FIGURE 5: QUALITIES EMPLOYERS SEEK IN JUNIOR OFFICE/ADMIN STAFF.....	58
FIGURE 6: QUALITIES EMPLOYERS SEEK ACCORDING TO LAST EMPLOYED JUNIOR OFFICE/ADMIN STAFF	58
FIGURE 7: SKILLS EMPLOYERS SEEK IN JUNIOR OFFICE/ADMIN STAFF	62
FIGURE 8: ATTRIBUTES EMPLOYERS SEEK IN JUNIOR OFFICE/ADMIN STAFF.....	65
FIGURE 9: STUDENT DEMOGRAPHIC INFORMATION.....	68
FIGURE 10: QUALITIES STUDENTS THINK ARE NEEDED IN JUNIOR OFFICE/ADMIN STAFF	69
FIGURE 11: QUALITIES STUDENTS BELIEVE EMPLOYERS SEEK IN JUNIOR OFFICE/ADMIN STAFF	70
FIGURE 12: SKILLS STUDENTS BELIEVE ARE NEEDED IN JUNIOR OFFICE/ADMIN STAFF	73
FIGURE 13: ATTRIBUTES STUDENTS BELIEVE ARE NEEDED IN JUNIOR OFFICE/ADMIN STAFF	76
FIGURE 14: SKILLS AND ATTRIBUTES STUDENTS BELIEVE EMPLOYERS SEEK IN JUNIOR OFFICE/ADMIN STAFF.....	80

List of Tables

TABLE 1: TYPE OF BUSINESS.....	56
TABLE 2: POSITION TITLE	56
TABLE 3: EMPLOYERS' RANKED SKILLS.....	63
TABLE 4: EMPLOYERS' RANKED ATTRIBUTES.....	66
TABLE 5: SKILLS AND ATTRIBUTES EMPLOYERS SOUGHT FOR ADMINISTRATION ROLES	71
TABLE 6: STUDENTS' RANKED SKILLS	74
TABLE 7: STUDENTS' RANKED ATTRIBUTES	76
TABLE 8: STUDENTS' RANKED SKILLS AND ATTRIBUTES	80
TABLE 9: COMPARISON OF RATINGS OF SKILLS AND ATTRIBUTES	94

Chapter 1 – Introduction and Background

INTRODUCTION	2
AN EVOLVING PERSPECTIVE.....	3
MY OWN PERSONAL PATHWAY	4
MY CURRENT ROLE	6
PRE EMPLOYMENT OFFICE CAREER PROGRAMMES.....	7
BACKGROUND: THE BUSINESS ADMINISTRATION PROGRAMMES	7
PROGRAMME REVIEWS AND LINKS WITH INDUSTRY	8
PROGRAMME REVIEW AND ADVISORY COMMITTEE	9
RESEARCH QUESTIONS.....	9
STRUCTURE OF THESIS.....	10