

Proposed New Zealand Certificate/Diploma specifications

Size and format

A4 landscape. Use a sans serif font such as Arial or Inter. Use different font sizes and bold as required (i.e. qualification title and name of learner should be prominent). The minimum font size used should be 12.

NZQCF Logo

New Zealand Certificates and Diplomas must use the NZQCF logo.

Placement Top centre

Colour Kokowai (red ochre) #C74A1B (CMYK 0 80 100 20) and Slate Grey #30383A (CMYK 25 0 0 85)

Size No smaller than 48mm wide (maintaining aspect/ratio).

Qualification details

Centred, under the NZQCF logo.

The title of the qualification should be what is listed on the NZQCF. If the full title includes strands or specialisations, only include the strands or specialisations what were achieved in the title.

The level of the qualification and any qualifiers should also be included (in parentheses).

The NZQCF reference number should be included under the qualification title.

Awarding details

Include the statement “This is to certify on” and the date the award is issued.

Then the full legal name of learner.

Follow with “met the requirements of an approved programme leading to the qualification above and was awarded it by” and include the name of the awarding organisation. If a trading name is used, the legal name of the awarding organisation must be included next to it or as a footnote.

Include the language(s) of instruction if other than English or te reo Māori.

Logo usage

The logo of the awarding organisation must be included (top right corner).

The relevant qualification developer logo may be included (top left corner).

The logo of another appropriate organisation may be included if required (bottom right corner).

Logos should be no larger than 60mm x 20mm (maintaining aspect/ratio).

Note that more than four logos including that of the NZQCF is not permitted.

Signatures of verification

A signature from a representative of the awarding organisation and role/job title is required. This must be the Chief Executive or other senior staff with authority to confirm the award on behalf of the awarding organisation.

The use of NZQA staff signatures (such as used on National Certificates and Diplomas) are not permitted.

The date of issue of the certificate/diploma is required under the name and role/job title.

Include the legislative authority to award the qualification: the Education and Training Act 2020.

This should be on the bottom left corner.

National Student Number (NSN)

Include the learner's NSN on the bottom right-hand corner (opposite date of issue).

Awards using te reo Māori

An award can be issued in te reo Māori or bilingually adhering to these content and design requirements.

Sample award certificate following proposed specifications

The qualification developer logo may be included here.
No larger than 60mm x 20mm
(maintaining aspect/ratio).

The NZQCF logo must be included here.
Size: At least 48mm wide
(maintaining aspect/ratio).

The awarding organisation logo must be included here.
No larger than 60mm x 20mm
(maintaining aspect/ratio).

[Title of qualification (strand or specialisation) (Level x)]
(Ref: xxxx)

The title of the qualification as listed on the NZQCF. If the full title includes strands or specialisations, only use the achieved strand(s)/specialisation.

This is to certify that on [date]

Date of award

Full legal name of learner

[Name of learner]

met the requirements of an approved programme leading to the qualification above and was awarded it by

Use a sans serif font such as Arial or Inter. Minimum font size 12.

Name of awarding organisation.
Can use trading name but legal name must also be included here or as a footnote.

[Name of awarding organisation]

The language(s) of instruction of the programme leading to this qualification was/were [name language(s)]

Only include the language(s) of instruction if other than English or Te Reo Māori.

Signature of Chief Executive or senior staff with authority to confirm the award on behalf of the awarding organisation.

Include signature, name and role/job title of the person confirming the award, date of issue, student's NSN and the NZQCF reference number.

One more logo may be included here if required.
No larger than 60mm x 20mm
(maintaining aspect/ratio).

[Name]

[Role/job title]

[Organisation]

Issued: [date award was issued]

Legislative authority: Education and Training Act 2020

NSN: 9999999999

Proposed micro-credential award specifications

Size and format

A4 landscape. Use a sans serif font such as Arial or Inter. Use different font sizes and bold as required (i.e. qualification title and name of learner should be prominent). The minimum font size used should be 12.

NZQCF Logo

Micro-credential awards must use the NZQCF logo.

Placement Top centre

Colour Kokowai (red ochre) #C74A1B (CMYK 0 80 100 20) and Slate Grey #30383A (CMYK 25 0 0 85)

Size No smaller than 48mm wide (maintaining aspect/ratio).

Micro-credential details

Centred, under the NZQCF logo.

The title of the micro-credential should be what is listed in the register and must include “micro-credential” in parentheses.

The level of the micro-credential should also be included (in parentheses).

The NZQCF reference number should be included under the title.

Awarding details

Include the statement “This is to certify on” and the date the award is issued.

Then the full legal name of learner.

Follow with “met the requirements of the micro-credential above and was awarded it by” and include the name of the awarding organisation. If a trading name is used, the legal name of the awarding organisation must be included next to it or as a footnote.

Include the language(s) of instruction if other than English or te reo Māori.

Logo usage

The logo of the awarding organisation must be included (top right corner).

The relevant micro-credential developer logo may be included (top left corner).

The logo of another appropriate organisation may be included if required (bottom right corner).

Logos should be no larger than 60mm x 20mm (maintaining aspect/ratio).

Note that more than four logos including that of the NZQCF is not permitted.

Signatures of verification

A signature from a representative of the awarding organisation and role/job title is required. This must be the Chief Executive or other senior staff with authority to confirm the award on behalf of the awarding organisation.

The use of NZQA staff signatures (such as used on National Certificates and Diplomas) are not permitted.

The date of issue of the micro-credential is required under the name and role/job title.

Include the legislative authority to award the micro-credential: the Education and Training Act 2020.

This should be on the bottom left corner.

National Student Number (NSN)

Include the learner's NSN on the bottom right-hand corner (opposite date of issue).

Awards using te reo Māori

An award can be issued in te reo Māori or bilingually adhering to these content and design requirements.

Sample award certificate following proposed specifications

The micro-credential developer logo may be included here.
No larger than 60mm x 20mm
(maintaining aspect/ratio).

The NZQCF logo must be included here.
Size: At least 48mm wide
(maintaining aspect/ratio).

The awarding organisation logo must be included here.
No larger than 60mm x 20mm
(maintaining aspect/ratio).

The title of the micro-credential as listed on the register.

[Title of micro-credential (micro-credential) (Level X)]
(Ref: xxxx)

This is to certify that on [date]

Date of award

Full legal name of learner

[Name of learner]

met the requirements of the micro-credential above
and was awarded it by

Name of awarding organisation.
Can use trading name but legal name must also be included here or as a footnote.

[Name of awarding organisation]

Use a sans serif font
such as Arial or Inter.
Minimum font size 12.

The language(s) of instruction of the programme leading to this
micro-credential was/were [name language(s)]

Only include the language(s) of instruction
if other than English or Te Reo Māori.

Signature of Chief Executive or senior staff with authority to confirm the award on behalf of the awarding organisation.

Include signature, name and role/job title of the person confirming the award, date of issue, student's NSN and the NZQCF reference number.

One more logo may be included here if required.
No larger than 60mm x 20mm
(maintaining aspect/ratio).

[Name]

[Role/job title]

[Organisation]

Issued: [date award was issued]

Legislative authority: Education and Training Act 2020

NSN: 9999999999