



NCE A to Z



A student guide to pave your pathway towards success

“Whiria ngā aho o te ako kia tū kaha ai te tamaiti ā muri ake nei”

*“Weave together the strands of learning
and the child of the future will stand strong”*

This rauemi aims to help you design your future.
By choosing the right subjects. To understand
NCEA and plan how to achieve your aspirations.

NZQA

Mana Tohu Mātauranga o Aotearoa
New Zealand Qualifications Authority



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Ngā wawata

Aspirations

Everyone has dreams and aspirations. In this exercise you get to create your future and design what it will look like in 10 years time.

What is your job/career?



How much money are you making?



Where are you living? At home or overseas?
Alone or with others?



Are you renting or saving to buy a house?



Do you have a partner? Do you have kids?



What type of car do you have?



Are you happy with how your life is looking?



Are you being active at your marae?



Te whakatutuki i a NCEA

Achieving NCEA

NCEA stands for the **N**ational **C**ertificate of **E**ducational **A**chievement and is the main qualification for senior secondary school ākonga.

Every NCEA subject is made up of standards that are worth a certain number of credits. These can be assessed internally or externally.

Standards are also divided into Unit Standards and Achievement Standards.

INTERNAL

- Internal standards are assessed throughout the school year. These are marked internally by your school.
- Internals are skills that cannot be tested in three-hour exams such as research, kapa haka, and construction.
- Unit & Achievement Standards

EXTERNAL

- External standards are assessed at the end of the year by NZQA.
- Externals test skills which can be assessed in a three-hour exam or a portfolio.
- Achievement Standards

UNIT STANDARD

- Unit Standards are skills based.
- These are set up to measure your ability in practical environments.
- Because they are skills based, they are graded either
 - 'N' for not achieved or
 - 'A' for achieved.
- Unit Standards are always internally assessed.

ACHIEVEMENT STANDARD

- Achievement Standards are curriculum based.
- Achievement Standards are graded as either
 - 'N' for not achieved,
 - 'A' for achieved,
 - 'M' for merit and
 - 'E' for excellence.
- Achievement Standards can be either internal or external assessments.

By achieving standards, you will gain credits that count towards the level you are aiming to complete. Each standard will be worth anywhere between 1 to 8 credits depending on how long a standard takes to complete.

Some credits you receive will be **Te Reo Matatini (Literacy)** or **Te Pāngarau (Numeracy)**.

Te Reo Matatini credits show your abilities in reading, writing, and speaking.

Te Pāngarau credits show your abilities in numbers, measurements, and statistics.

To pass NCEA you will need 10 of each.

Did you know that one credit is roughly equivalent to 10 hours work?

Things to note

- A single school subject is usually made up of five to eight standards.
- Te Reo Matatini and Te Pāngarau credits are available through a range of subjects, including Te Reo Māori and Te Reo Rangatira for literacy, and Pāngarau (Maths) for Numeracy.



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For more information about secondary school and the National Certificate of Educational Achievement (NCEA) qualification.



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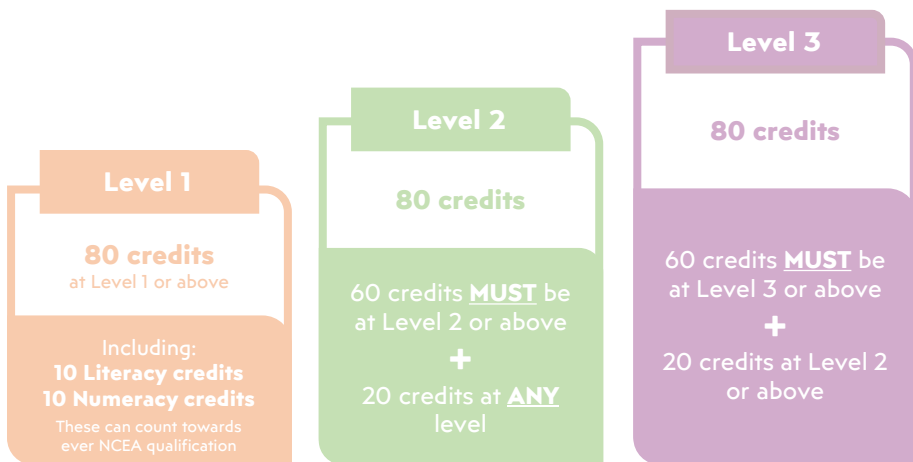
For more information about the NCEA Changes from 2024.

Te whakatakotoranga o NCEA

NCEA Structure

NCEA 2023:

In 2023, students needed to achieve 80 credits for each level.



NCEA 2024:

From 2024, students will need to achieve 60 credits for each level to get a NCEA Qualification.



How it works:

NCEA Levels 1, 2 and 3 will each become 60-credit qualifications. The Te Reo Matatini (Literacy) and Te Pāngarau (Numeracy) co-requisite will become compulsory.

You only need to meet the Te Reo Matatini and Te Pāngarau requirements once, and you do not need to attempt them again for other levels of NCEA.



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For more information about specific co-requisite subjects.

What's new?

- NCEA Levels now require 60 credits to achieve, excluding the 'one-off' co-requisite requirements.
- Credits used towards the co-requisite are not included in the 60-credit NCEA. Essentially, the number of credits required to gain Level 1 of NCEA remains the same, with the Te Reo Matatini and Te Pāngarau requirements separated out into the 'one-off' co-requisite.
- Learners will be able to meet the 20-credit co-requisite through achievement in Te Reo Matatini and Te Pāngarau. Specific subjects that offer co-requisite credits are accessible through the QR code above.

What stays the same?

- Any credits learners already have can be used towards the new NCEA qualifications.
- Course and certificate endorsement requirements also remain the same. Students will be required to gain 14 or more credits in a course at Achieved, Merit or Excellence (including at least 3 external and 3 internal credits) to gain a course endorsement.
- Certificate endorsement continues to require 50 or more credits at Merit or Excellence level.

Ngā taunakitanga

Endorsements

Merit and excellence grades recognise that you have achieved outstanding results.

By passing with merit and excellence grades you are on track to achieve an endorsement either in a certificate or subject.

Achieved



Merit



Excellence



Level 2 Graphics

Plans and produces a presentation to communicate design ideas

Plans and produces an **effective** presentation to communicate design ideas

Plans and produces an **effective, high quality** presentation to communicate design ideas

Certificate Endorsement

Certificate Endorsements recognise your high achieving work ethic. When you gain a Certificate Endorsement it shows employers you have the drive to achieve demonstrated through your work.

To achieve a Certificate Endorsement, you need to achieve **50 credits** at merit or excellence.

For example, if you're aiming to get a NCEA Level 2 certificate with excellence, you need enough Level 2 standards at excellence level to add up to 50 credits or more.

60 CREDITS TOTAL

50 CREDITS
at excellence

10 CREDITS
at any grade

NOTE

Don't worry if you don't get a certificate endorsement on your first try. Remember credits count backwards. For example, if you only achieved 47 credits at merit in Level 1 then 3 credits at merit from Level 2 can be used to endorse Level 1 with merit.

Course/Subject Endorsement

Subject Endorsements recognise that you have unique skills in a particular subject or subjects. You can endorse a subject with achieved, merit, or excellence endorsement. When applying for university or a job it will show the interviewer your skills and abilities in a particular area.

To achieve a subject endorsement you need,

- 14 credits or more at achieved, merit, or excellence
- 3 of those credits must be from internal standards
- 3 of those credits must be from external standards

"For example, if you're aiming to get NCEA Level 2 English with excellence, you must get enough English standards at excellence level to add up to 14 credits or more. At least 3 of these credits need to be from an internal assignment and at least 3 from an end of year exam or portfolio."

Subject Endorsement = 14 Credits

3
External
Credits

3
Internal
Credits

8
Internal and/or
External Credits



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For more information about NCEA endorsements.

Te whakauru whare wānanga

University Entrance (UE)

If you are considering attending a university in New Zealand, you will require University Entrance (UE). To achieve UE, you will require:

- NCEA Level 3
- Have 14 credits in three approved subjects
Check with your kura (school) what subjects are approved or go to the NZQA website

- Have **Literacy** and **Numeracy** credits

10 Literacy credits at Level 2 or above (5 credits in reading and 5 in writing)

10 approved Numeracy credits at Level 1 or above

Other requirements for entering university

Depending on the course you want to enrol in, and who provides it, they may also need to:

- pass particular NCEA subjects or achievement standards
- attend an interview or audition
- provide a portfolio
- have relevant voluntary or paid work experience
- pass police checks
- provide references.

Rank scores

Some courses at university have competitive entry. To guarantee your entry you need to achieve a high rank score. Your rank score is derived from:

- Your UE-approved subjects in relation to the course
- Your best NCEA Level 3 credits
- The more excellence and merit grades you have the higher your score.

Results	Level of achievement	Calculation	Rank score
17	Excellence (4 points)	17×4	= 68
20	Merit (3 points)	20×3	= 60
14	Achieved (2 points)	14×2	= 28
Total rank score from NCEA results			= 156

Qualifications may have different minimum rank scores for enrolment.

- For example, a Bachelor of Arts may have a minimum rank score of 150 points whereas a Bachelor of Commerce has 210 points.

Ngā huarahi mahi

Vocational Pathways

Vocational Pathway can be thought about as work pathways. They are courses that are made up of practical unit standards relating to a specific industry sector. If you prefer to learn by doing, then Vocational Pathways might be a more enjoyable way to achieve NCEA.

There are two types of standards in a Vocational Pathway, recommended standards and sector related standards. Recommended standards assess skills used in multiple sectors. Sector related standards assess skills in one specific sector.

Vocational Pathways Sectors

There are six vocational pathways sectors. Each focuses on a different industry. The sectors are:

- Manufacturing and Technology
- Construction and Infrastructure
- Social and Community Services
- Primary Industries
- Creative Industries
- Service Industries



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For more information about Vocational Pathways.

Vocational Pathways Award

A Vocational Pathways Award is given in recognition of your achievement. The award will indicate to employers that you have the skills needed in a specific sector. You can also achieve a Vocational Pathways Award in more than one sector.

To achieve a Vocational Pathways Award you need,

- 60 credits at Level 2 from Vocational Pathways
- 20 of those credits must be from sector related



Pūrau

STEM (Science, Technology, Engineering, & Maths)

STEM examples

SCIENCE

Astronomer
Marine Biologist
Veterinarian

TECHNOLOGY

Drone Operator
Video Game Tester
Web/Mobile App Designer

ENGINEERING

Robotics Engineer
Rollercoaster Engineer
Product Designer

MATHS

Game Programmer/Designer
Financial Planner
Architect

Why is STEM important?

To ensure you have the widest range of possible careers, it is important to take some STEM subjects right from the start of NCEA.

Almost all jobs in the future will require some STEM knowledge and STEM occupations are growing at a faster rate than other fields. This means there will be more employment opportunities and STEM degree holders typically earn more too (even in non-STEM careers!)

Also, STEM fields need diversity and are desperate for Māori perspectives and innovations that can help benefit our communities.



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For more information about STEM (science, technology, engineering or mathematics).

GOALS

What do you want to achieve?

EXAMPLE: Completing NCEA level 3 with Excellence

REALITY

What are you good at and what do you enjoy?
What areas do you want to improve?

EXAMPLE: I am good at sports, maths and forming new friendships. I enjoy playing sports. I want to improve my reading and recalling what I've read.

OPTIONS

Who can support you to achieve your goals?

EXAMPLE: English teacher, school librarian, teacher aide, my whānau at my whare, my friends.

WAY FORWARD

What actions will you take?
When will you do this by?

EXAMPLE: I will start a book reading club. We will meet before school for 30 minutes on Monday, Wednesday & Friday in the school library.

Kōwhiria ō kaupapa ako NCEA

Choosing your NCEA subjects

Choosing NCEA subjects is both exciting and difficult. Subjects should match your interests and abilities. There are many things to consider, such as which subjects you need to get into:

- tertiary courses
- training or apprenticeships
- the next NCEA level and University Entrance.

Here are some tips about how to talk about subjects with your kaiako and/or careers advisor.



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For more information on how to choose a career

Make an appointment to speak to your kaiako and/or careers advisor

A good opener could be ● ●

"I want to be a when I finish school, what subjects will I need to take to support me to achieve my goal?"

If you're unsure of your career goals after graduation from college. Find out what subjects are required for each of the occupations you are interested in, then enrol in those. Ask for assistance from your career advisor and kaiako to develop a plan to carry it out.

Pātai to ask yourself about subject choice

"What jobs do I think are in demand in NZ? What subjects would I need to get into these jobs?"

"What subjects do I need for University Entrance?"

"What NCEA subjects do I like doing? Why?"

"What am I thinking about doing when I leave kura? What subjects do I need for this course or that job or that apprenticeship?"

"What subjects do I need to do, but I struggle to do? Do I need help with that subject?"



"What's my dream job? What subjects would I need to do that?"





Ētahi pūāhua kaupapa NCEA, me ngā whakautu

Common NCEA subject situations, with responses

1. You haven't decided what to do when you leave kura and struggling to choose subjects:

"It's OK that you haven't decided what to do after kura. However, it's a good idea to do Maths, English and a Science subject to give you more options later. These subjects are needed in many jobs that are in demand. It's also a good idea to take subjects you like and are good at. They may give you a clue as to what to do when you leave kura."

2. You're choosing the same subjects as your friends:

"It's good to be in classes with your friends as long as you can still work toward your future goals. To do that you'll need to make sure your subjects are needed for the job you want."

3. You don't understand some of the NCEA subjects:

"Let's talk to the kura about those subjects."

4. You've chosen a subject you're not good at:

"I see you chose that subject and I know it was hard for you last year. What help do you think you'll need to make sure you do OK this time?"

5. You're bored with kura and you don't know what to do:

"Did you know that your Kura has STAR and Gateway programmes? This means you can do some of your subjects outside of kura at a Trades Academy or through work experience. Shall we talk about this with the career adviser at kura?"

7. You're overwhelmed:

"There's a lot of choice but don't worry too much. Let's start with what you're interested in and like doing. If you don't do a certain subject this year, you might be able to do it next year. It's OK to change your mind and try things you're interested in outside of kura. There is always time to change."

If you don't like a subject, you may be able to change to a different one in the first two weeks of the school year.



[SCAN ME](#)

For more support with NCEA subject choice.

Kōwhiria ngā kaupapa ako

TOOL - Choosing Your Subjects

Use this tool to choose the right NCEA subjects for your future

Step 1:

Work out what subjects you enjoy

Subjects I like doing now:

.....
Subjects I'm interested in doing next year that I haven't already studied:

.....
Subjects that include activities I like doing outside of Kura: (eg, playing music, helping people, thinking creatively)

Step 2:

Work out what subjects you are good at

Subjects I am strongest in:

.....
Subjects others say I'm good at:

Step 3:

What subjects you need for your career.

Career ideas:

Subjects I need:

NCEA subject checklist:

Have you:

- Checked you have the right subjects for the next NCEA level?
- Checked you have the right subjects for tertiary study if you plan to go to University and they are approved for UE?
- Checked your subjects could help you get a Vocational Pathway Award if you want to do an apprenticeship or have a trades career?
- Talked over your subject choices with your parents, whānau and caregivers?
- Talked to your Kaiako, Dean or school Career Advisor?

Mahi Tahī

Working together

How do you know you are on track to get NCEA?

All kura track student progress to ensure they achieve the right credits for each NCEA level. In most cases, you, your parents/caregivers should be able to log into a kura portal that tracks your credits as you achieve them.

When are our assessments?

NCEA is achieved through internal assessments (essays, experiments, tests in class) and external assessments (exams and portfolios).

Ask your kura for a copy of the internal assessment timetable for each of the subjects you are taking. Knowing when your assessments are will give you time to plan and set goals. Make an appointment with your careers advisor to create a plan.

Exams take place during November and December each year. This can be a stressful time. Let your whānau know, so they can support you through the exam process. To access the exam timetable, visit the NZQA website.

Have you considered the New Zealand Scholarship?

If you are great at one subject (or more) you can enter to sit a New Zealand Scholarship exam for free. Scholarship exams are available in many subjects - including chemistry, Te Reo Māori, visual arts and technology - and the top performing students receive at least \$500. Have a conversation with your Kaiako to find out more.

It is important that you continue to work alongside your Kaiako and keep connected with your kura



Check list for yourself:

Do you know how you are progressing?	YES	NO
Is there anything you are worried about?	YES	NO
Do you know what assessments you need to complete?	YES	NO

Request a meeting with your kaiako:

The following pātai may support you to lead conversations with Kaiako:

“How am I progressing and are there any concerns?”

“What do you require of me to get a better grade?”

“What NCEA subjects do you like doing? Why?”

“How can you help me gain merits and excellences?”

“Who should we go to if things aren’t working?”

“Am I on track to get NCEA?”



Te mahere tautoko ā-whānau

TOOL - Whānau Support Action Plan

Have a conversation with your whānau at home about your NCEA journey,

your goals and aspirations and how they can provide support for you.

Actions:

Let your whānau know how they can support you.

Example: Make time for me when I want to sit and talk about my day.

Outcome:

What do you want to achieve?

Example: I aim to succeed in both my academic and athletic endeavours.

Who?

Who can your whānau reach out to for support...

Example: Extended whānau, your school dean, careers officer, school councillor, community centres, church and coaches.

When?

Key times whānau can support you are...

Example: After school (Dinner time). I have sports training, chores and homework. All in that order. It would be ideal to eat straight after training, do my chores, have a shower and do my homework.

Summary Quiz

The answers are hidden throughout the booklet.

Finish the sentence...

1. What is the difference between Internal Standards and External Standards?
 - A. Internal Standards are _____

 - B. External Standards are _____

2. What is the difference between Certificate Endorsement and Subject Endorsement?
 - A. Certificate Endorsement _____

 - B. Subject Endorsement _____

True or False?

- There are Literacy and Numeracy credits available through a range of subjects, including Te Reo Māori and Te Reo Rangatira a) true b) false
- I can go through Vocational Pathway to achieve NCEA a) true b) false
- I can't track my NCEA progress on the student portal website. a) true b) false
- STEM subjects will benefit me because almost all jobs in the future will require STEM knowledge. a) true b) false

Multi-choice

1. How many Literacy and Numeracy credits do you need to pass NCEA?
 - a) 8 Literacy & 2 Numeracy credits
 - b) 5 Literacy & 5 Numeracy credits
 - c) 10 Literacy & 10 Numeracy credits
2. From 2024 and 2025, how many credits do you need to pass each level (level 1, 2 & 3) to get a NCEA qualification?
 - a) 80 credits
 - b) 60 credits
 - c) 40 credits

Fill in the gaps

student	<u>3</u>	portal	entrance	<u>14</u>	kaiako
career advisor		Literacy	Numeracy	university	<u>3</u>

1. If I am planning on attending university, I will need to achieve _____
_____. To achieve university entrance, I will need to pass NCEA Level _____
have _____ credits in _____ approved subjects, and have _____ and
_____ credits.
2. If I am stuck on what subjects to choose, I should book an appointment with my
school _____ or _____ to help develop a plan.
3. I can use my _____ to track my NCEA progress.

Providing feedback



We'd love to hear how you found the workshop.

To complete our short feedback form all you need to do is:

- Open the camera on your phone
- Scan the QR code, and
- Click the link that automatically pops up.

“Whaowhia te kete mātauranga”

“Fill the basket of knowledge”



**“Whāia te mātauranga
hei oranga mō koutou”**

“Seek after learning for the sake of your wellbeing”



Ngā paetukutuku āwhina Useful websites

NZQA

www.nzqa.govt.nz

0800 697 296



Careers NZ

www.careers.govt.nz

0800 601 301



Study It

www.studyit.govt.nz



NCEA Education

www.ncea.education.govt.nz



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