**Micro-credential Achievement Certificate Specifications**

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| --- | --- |
| **General Specifications**  Micro-credential Title | Centred directly under the New Zealand Qualifications and Credentials Framework (NZQC*f*) logo.  The title, level and micro-credential reference number should also be included. |
| Legislation Statement | The following statement should be centred directly above the micro-credential title: |

Under Subpart 2 of Part 5 of the Education and Training Act 2020,

**[Credential Title (Level X) (Micro-credential)[[1]](#footnote-1)]**

|  |  |
| --- | --- |
|  | [Ref: XXXX] |

*Or*

**[Credential Title (Micro-credential)]**

|  |
| --- |
| (Level X) [[2]](#footnote-2) [Ref: XXXX] |

|  |  |
| --- | --- |
| Micro-credential Statement | The following statement should be centred directly under the micro-credential title: |

This is to certify that on [Day] [Month] [Year]

**[Name of learner]**

has met the requirements of the above micro-credential

and was awarded it by

**[Awarding organisation name]**

|  |  |
| --- | --- |
| Name of student | Must be the full, legal name of the student. |
| Format | Landscape. |
| Size | A4 |

**NZQC*f* Logo**

Micro-credentials must use the NZQC*f* logo.

*Placement* Centred directly above the micro-credential title

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

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

**Awarding organisation logo usage**

The logo of the awarding organisation must be included.

*Placement* Top right-hand corner of achievement certificate.

*Colour* As supplied.

*Size* No larger than 6cm by 2cm (maintaining aspect/ratio).

# Micro-credential developer logo usage

The relevant micro-credential developer logo may be included.

*Placement* Top left-hand corner of achievement certificate.

*Colour* As supplied.

*Size* No larger than 6cm by 2cm (maintaining aspect/ratio).

# Other logo usage

The logo of an organisation funding the programme concerned, or a second organisation involved in either the development of the qualification or programme, or in delivery of the programme, may be included.

*Placement* Bottom right-hand corner of achievement certificate.

*Colour* As supplied.

*Size* No larger than 6cm by 2cm (maintaining aspect/ratio).

Note that more than four logos including that of the NZQC*f* is not permitted.

**Signatures of verification**

A signature from a representative of the awarding organisation and role/job title is required. The use of NZQA staff signatures (such as used on National Certificates and Diplomas) are not permitted. This field must be completed by the Chief Executive or other senior staff with authority to confirm award on behalf of the organisation.

*Placement* Bottom left-hand corner (above date of issue).

*Colour* Black.

*Font* Inter, size 12.

**Date of issue**

The date of issue of the certificate/diploma is required. This should include the following statement:

Issued on [Day] [Month] [Year]

*Placement* Bottom left-hand corner, below signature of verification.

*Colour* Black.

*Font* Inter, size 12.

**National Student Number (NSN)**

The National Student Number is required.

NSN: xxxxxxxxxx

*Placement* Bottom right-hand corner, same line as Date of Issue.

*Colour* Black.

*Font* Inter, size 12.

1. *The end of the title does not have to include: (Micro-credential)* [↑](#footnote-ref-1)
2. *If the credential does not contain: (Level X) in its title* [↑](#footnote-ref-2)