New Zealand Certificate/Diploma specifications

# General Specifications

|  |  |
| --- | --- |
| Qualification Title | Centred directly under the New Zealand Qualifications and Credentials Framework (NZQC*f*) logo.  The qualification title should only display the achieved strand(s) or other qualifier(s).  The level of the Qualification and NZQC*f* reference number should also be included. |
| Legislation Statement | The certificate and/or diploma must include the following statement centred directly above the Qualification title: |

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

**[Qualification title (Level X) (qualifiers[[1]](#footnote-1))]**

[Ref[[2]](#footnote-2): XXXX]

|  |  |
| --- | --- |
| Qualification Statement | The certificate and/or diploma must include the  following statement centred directly under the Qualification title: |

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

**[Name of learner]**

met the requirements of an approved programme

leading to the qualification above 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

New Zealand Certificates and Diplomas must use the NZQC*f* logo.

*Placement* Centred directly above the qualification title of the certificate and/or diploma.

*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 certificate and/or diploma.

*Colour* As supplied.

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

# Qualification developer logo usage

The relevant qualification developer logo may be included.

*Placement* Top left-hand corner of certificate and/or diploma.

*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 certificate and/or diploma.

*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 the award on behalf of the awarding 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. *Note qualifiers may be a discipline, context, or the title of a strand specified within the title of the qualification listed on the NZQCF.* [↑](#footnote-ref-1)
2. *NZQCF Reference number* [↑](#footnote-ref-2)