

New Zealand Certificate/Diploma Specifications

General Specifications

Qualification Title	Centred directly under the New Zealand Qualifications Framework (NZQF) logo. The qualification title should only display the achieved strands. The level of the Qualification and NZQF 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]**

Qualification Statement	The certificate and/or diploma must include the following statement centred directly under the Qualification title:
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**This is to certify that on [Day] [Month] [Year]
 [Name of learner]
 has met the requirements of the programme leading to the above qualification
 and was awarded this qualification by [Awarding organisation name]**

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

NZQF Logo

New Zealand Certificates and Diplomas must use the New Zealand Qualifications Framework (NZQF) logo.

<i>Placement</i>	Centred directly above the qualification title of the certificate and/or diploma
<i>Colour</i>	Orange – Pantone 1525c and Black
<i>Size</i>	No smaller than 3.95cm wide by 2.15cm high and no bigger than 8 cm wide and 4 cm high.

Awarding organisation logo usage

As specified in the qualification award section of the qualification document, the logo of the awarding organisation must be included.

<i>Placement</i>	Top right-hand corner of certificate and/or diploma
<i>Colour</i>	As supplied
<i>Size</i>	No larger than 6cm by 2cm

Qualification developer logo usage

As specified in the qualification award section of the qualification document, the relevant qualification developer logo may be included.

<i>Placement</i>	Top left-hand corner of certificate and/or diploma
<i>Colour</i>	As supplied
<i>Size</i>	No larger than 6cm by 2cm

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.

<i>Placement</i>	Bottom left-hand corner (above date of issue)
<i>Colour</i>	Black
<i>Font</i>	Arial, size 11

Date of issue

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

Issued on xx/xx/xxxx

<i>Placement</i>	Bottom left-hand corner, below signature of verification
<i>Colour</i>	Black
<i>Font</i>	Arial, size 11 National

Student Number (NSN) The National

Student Number is required.

NSN: xxxxxxxxxx

<i>Placement</i>	Bottom right-hand corner, same line as Date of Issue
<i>Colour</i>	Black
<i>Font</i>	Arial, size 11