

Formatting Guide for Qualifications

The following guidelines are to be used in conjunction with the qualification template published in March 2008. The guidelines and template are based on the standard of formatting required for submission to the Framework Registration team and compatibility with NZQA's QUAL database.

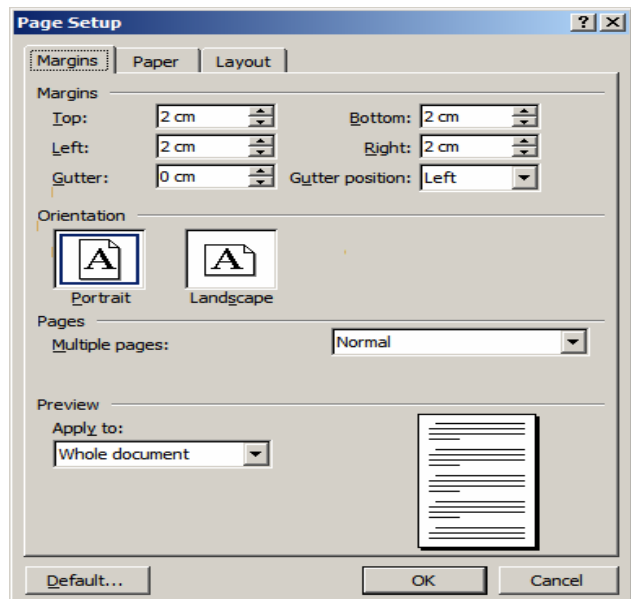
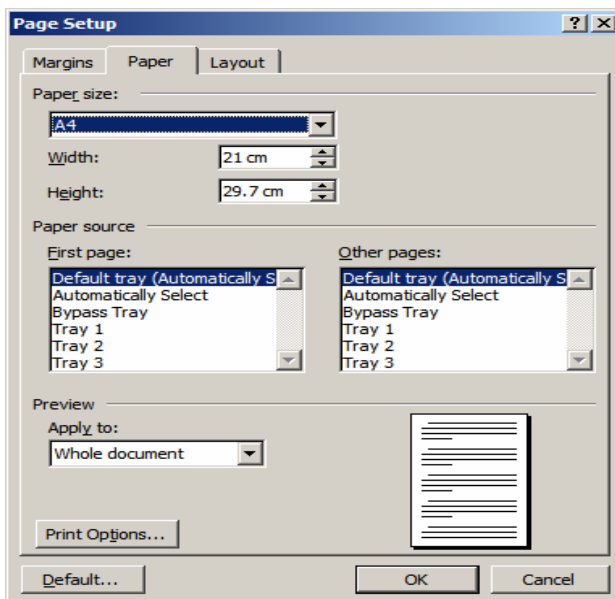
The guidelines clearly outline the presentation of a qualification. There are indications of where text and tabs are to be placed, spacing, and how text is to be displayed.

Please do not add STYLES to the formatting of the documents.

Text with no format instructions is displayed as follows:

- Capital for first word of sentences, lower case thereafter.
- Capitals to be used only for proper nouns.
- Full stop at end of sentence and paragraph.
- Two spaces after a full stop before the beginning of a new sentence.
- Normal font is Arial and size is 12 unless otherwise indicated.
- Do not insert keep together spaces in title of qualification.

Please use spell check on documents before printing them.



(Size 10 font, bold, for header text – header must appear on every page)

National Certificate or Diploma in Classification (Descriptor - optional) (Level - optional) with strands in Strand A, Strand B, and Strand C

¶¶ (Size 14 font, mixed case, bold, no full stop).

Note – if there is a strand with 'and' or a comma in it, and there is more than one strand in the title, then a semi-colon is to be used to separate the strand names.

Level	n (Size 14 font, bold, no full stop)
Credits	nnn (Size 14 font, bold, no full stop)

(Note – lined table illustrated to note level and credit placement – not visible on document)

¶¶ (1 return)

Purpose¶¶

¶¶ (1 return)

Sentence starts against the margin.¶¶

- tab stop positioned at 0.5cm if required.¶¶

¶¶ (1 return)

Sentence starts against the margin.¶¶

¶¶ (1 return)

Sentence starts against the margin.¶¶

¶¶ (1 return)

If required

Replacement information¶¶

¶¶ (1 return)

This qualification replaced the...¶¶

¶¶ (1 return)

If required¶¶

Special Notes¶¶

¶¶ (1 return)

May include prerequisites or general guidance.¶¶

¶¶ (1 return)

Credit Range¶¶

¶¶ (1 return) (Customise table for requirements)

Level 1 credits	
Level 2 credits	
Level 3 or above credits	
Total	

or

	<Set Name>	<Set Name>	<Set Name>
Level 1 credits			
Level 2 credits			
Level 3 or above credits			
Minimum totals			

¶¶ (1 return)

Requirements for Award of Qualification¶

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Award of NQF Qualifications

Credit gained for a standard may be used only once to meet the requirements of this qualification.

Unit standards and achievement standards that are equivalent in outcome are mutually exclusive for the purpose of award. The table of mutually exclusive standards is provided in section 7 of the New Zealand Qualifications Authority (NZQA) *Rules and Procedures* publications available at

<http://www.nzqa.govt.nz/ncea/acrp/index.html>.

Reviewed standards that continue to recognise the same overall outcome are registered as new versions and retain their identification number (ID). Any version of a standard with the same ID may be used to meet qualification requirements that list the ID and/or that specify the past or current classification of the standard.

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Summary of Requirements¶

¶(1 return) (Example follows)

- Compulsory standards¶
- Elective 1 – as specified¶
- Elective 2 – A minimum of xx credits as specified¶

¶(1 return)

Detailed Requirements¶

¶(1 return)

Compulsory¶

The following standards are required¶

¶(1 return)

Field > Subfield > Domain¶

Id	Title	Level	Credit

¶(1 return)

Field > Subfield > Domain¶

Id	Title	Level	Credit

¶(1 return)

Elective 1¶

A minimum of xx credits¶

¶(1 return)

Field > Subfield > Domain¶

Id	Title	Level	Credit

¶(1 return)

Field > Subfield > Domain¶

Id	Title	Level	Credit

¶(1 return)

Elective 2

A minimum of xx credits at Level x or above

¶(1 return)

Field	Subfield	Domain

¶(1 return)

If required

Credit Transfer Arrangements¶

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Sentence starts against the margin.¶

¶(1 return)

If required

Transition Arrangements¶

¶(1 return)

Version x¶

¶(1 return)

Version x was issued following the review of...¶

¶(1 return)

Changes to structure and content¶

- tab stop positioned at 0.5cm¶
- .¶

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For detailed information see [Review Summaries](#) on the NZQA website.¶

¶(1 return)

This qualification contains standards that replace earlier standards. For the purposes of this qualification, people who have gained credit for the expiring standards are exempt from the requirement to gain credit for the replacement standards – see table below.

¶(1 return)

Credit for	Exempt from

¶(1 return)

Previous versions of the qualification¶

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Version 4 was issued to...

¶(1 return)

Version 3 was issued to...

¶(1 return)

Version 2 was issued to...

¶(1 return)

NQF Registration Information¶

¶(1 return)

Process	Version	Date	Last Date for Assessment
Registration	1	<Month yyyy>	<Month yyyy>
Revision	2	<Month yyyy>	<Month yyyy>
Republished	3	<Month yyyy>	N/A
Review	4	<Month yyyy>	N/A

¶(1 return)

Standard Setting Body¶

¶(1 return)

Name of SSB¶ (SSB name in full)

PO Box/Address¶

MAIL CENTRE¶

¶(1 return)

Telephone ¶(3.5 cm tab)

Email ¶(3.5 cm tab)

Website Optional¶(3.5 cm tab)

¶(1 return)

Planned Review

¶(1 return)

Any person or organisation may contribute to the review of this qualification by sending feedback to the standard setting body at the above address.

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Next Review	20XX
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¶(1 return)

If required

Other standard setting bodies whose standards are included in the qualification¶

¶(1 return) (Full name(s) in alphabetical order – no full stop)

Name of SSB¶

¶(1 return)

Certification¶

¶(1 return)

The certificate will display the logos of NZQA, the provider and...¶

¶(1 return)

Classification¶

¶¶(1 return)

This qualification is classified according to the NQF classification system and the New Zealand Standard Classification of Education (NZSCED) system as specified below.¶

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NQF Classification		NZSCED	
Code	Description	Code	Description
xxxx	Field > Subfield > Domain	xxxxxx	Broad Field > Narrow Subject Area > Detail Subject Area

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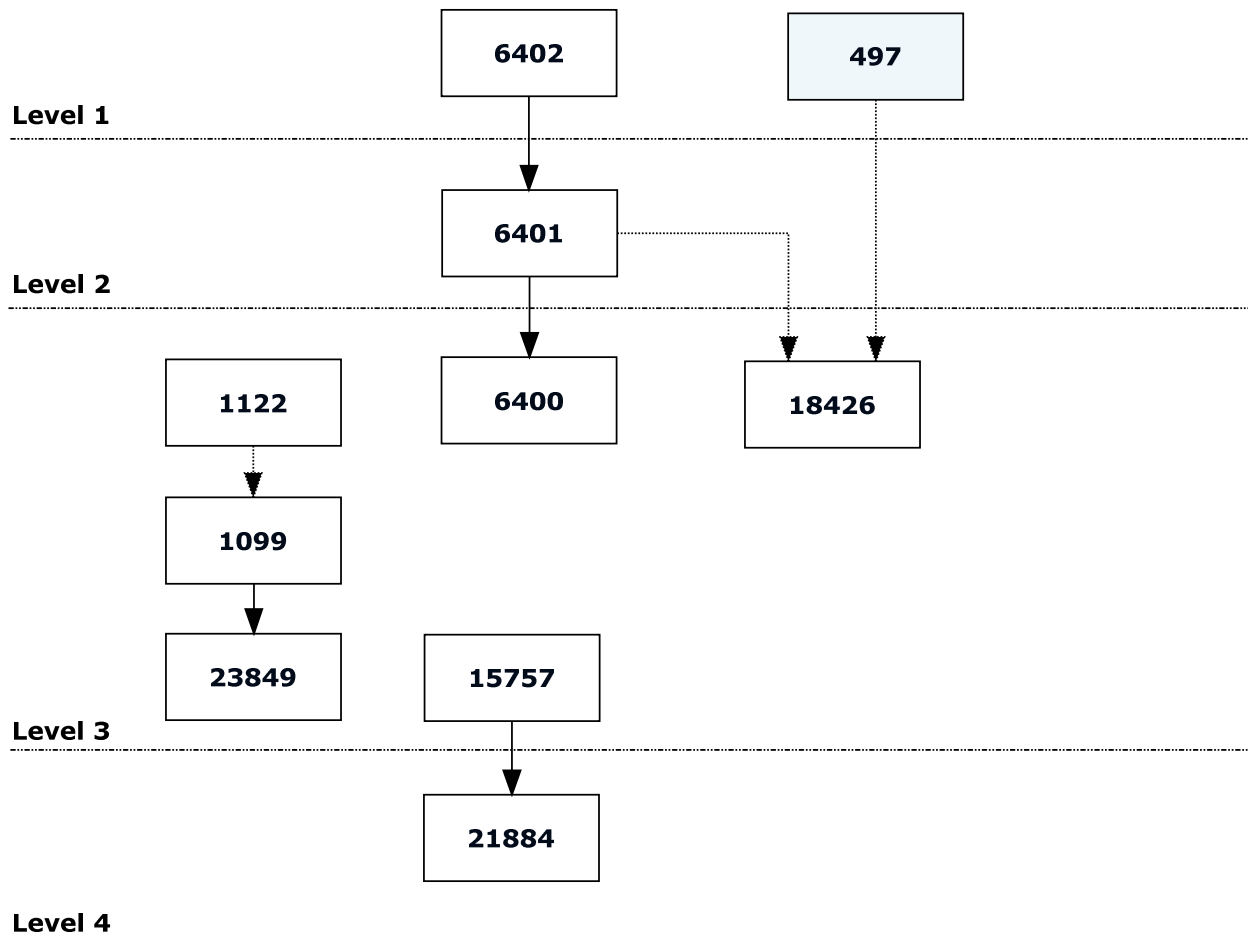
Quality Management Systems¶

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Providers and Industry Training Organisations must be accredited by a recognised Quality Assurance Body before they can register credits from assessment against standards. Accredited providers and Industry Training Organisations assessing against standards must engage with the moderation system that applies to those standards. Accreditation requirements and the moderation system are outlined in the associated Accreditation and Moderation Action Plan (AMAP) for each standard. ¶

optional

Prerequisite Diagram



Key

- ▶ Prerequisite
- ⋯▶ Recommended for entry
- Not in this qualification

optional

Pathways Diagram – Energy and Chemical Plant

