

level of qualification: 2

credit total: 40

	Compulsory	Elective A	Elective B
level 2 credits:	12	18	0-10
level 3 or above credits:	-	-	0-10
minimum totals:	12	18	10

registration date: 19 November 2002

final date for comment: 31 December 2006

expiry date: 31 December 2007

fields, sub-fields and domains:

BUSINESS

Business Administration

business information processing

COMPUTING AND INFORMATION TECHNOLOGY

Computing

standard-setting body responsible for the qualification:

NZQA

other standard setting bodies whose unit standards are included in the qualification:

None

1 purpose

This national certificate is designed to:

- recognise a base level core of computing skills for any industry that requires such skills
- provide a first qualification in computing for learners studying any field or domain
- recognise an entry level for further education in computing.

This qualification provides flexibility for industries to specify base level core computing competencies in combination with knowledge and skills from their own environment.

Many industries request computer qualifications from education and training providers. This certificate allows providers to tailor programmes with a strong computing core to meet the local or national needs of a wide range of industries.

The qualification provides a sound basis for further education and training for people interested in a career in computing. This certificate can lead to the National Certificate in Computing (Level 3) [Ref: 0011].

2 regulations for the qualification

2.1 entry information for programmes of education and training assessed against the unit standards in the qualification

Open.

2.2 recognition of prior learning

Applications for recognition of prior learning should be made to accredited providers.

2.3 summary of qualification requirements

This qualification will be awarded to people who meet the requirements of the compulsory and elective sections.

Compulsory

Both the unit standards specified are required.

Elective A

A minimum of 18 credits at level 2 is required.

Elective B

A minimum of 10 credits at level 2 or above is required from unit and/or achievement standards from anywhere on the National Qualifications Framework.

Credit exclusion

Where a unit standard and an achievement standard assess substantially the same learning outcome they are considered mutually exclusive for this qualification. Details of mutually exclusive standards are provided in the NZQA Rules and Procedures publications available at <http://www.nzqa.govt.nz/ncea/>.

2.4 detailed qualification requirements

Compulsory

Both of the following unit standards are required.

FIELD: COMPUTING AND INFORMATION TECHNOLOGY

Sub-field: Computing

domain: generic computing

Unit No.	Unit Standard Title	Level	Credit
2780	Operate and maintain a personal computer system	2	9
2781	Manage and protect data in a personal computer system	2	3

Elective A

A minimum of 18 credits at level 2 is required from the following unit standard and/or sub-field.

FIELD: BUSINESS

Sub-field: Business Administration

domain: business information processing

Unit No.	Unit Standard Title	Level	Credit
111	Operate a word processor	2	5

FIELD

COMPUTING AND INFORMATION TECHNOLOGY

Sub-field

Computing

Elective B

A minimum of 10 credits at level 2 or above is required from unit standards and/or achievement standards from anywhere on the National Qualifications Framework.

3 accreditation option

Evaluation of documentation by NZQA.

Further accreditation requirements depend on the electives undertaken, and can be found on the standards concerned.

4 certification

The certificate will display the logo of NZQA and the provider.

5 transition arrangements**5.1 Non National Qualifications Framework transition**

Version 1 of this qualification and the National Certificate in Computing (Level 3) [Ref: 0011] were registered in November 1994. They replaced the *Introductory Certificate in Information Technology (ICIT)* and the *Introductory Certificate in Computing (ICC)*, which were administered by a subcommittee of the National Advisory Committee for Computing Qualifications (NACCQ). Transition for those qualifications expired in December 1995.

5.2 National Qualifications Framework transition

This qualification was reviewed and registered as version 4 in November 2002. The review reflects the review of the computing unit standards completed in July 2002 which resulted in the expiry of unit standard 2782. Relevant aspects of 2782 are included in the new versions of unit standards 2780 and 2781. Credits for unit standard 2780 increased from six to nine.

Changes to structure and content:

- unit standard 2782 removed from the compulsory section
- titles of unit standards 2780 and 2781 updated
- the names of the standard-setting body and field Business were updated
- editorial amendments to credit summary, purpose statement and qualification requirements
- Elective B was extended to include achievement standards.

No existing candidate is disadvantaged by the changes as they may either complete version 3 requirements or use their existing achievement to meet the requirements of version 4. Last date for the award of version 3 is December 2004.

Version 3 of the qualification was updated in September 1997 following a review of the *computing* unit standards. The previous transition arrangements were removed, as they no longer applied.

Version 2 was published in December 1996 following amendments to the requirements for Elective B.

Any version of a unit standard contained within this qualification that retains its original unit standard identification number will continue to meet the requirements of this qualification.

Comments to:

Qualification Revision
NZQA
PO Box 160
WELLINGTON

by 31 December 2006.

Please Note: Providers must be accredited by the Qualifications Authority before they can offer programmes of education and training assessed against unit standards.

Accredited providers assessing against unit standards must engage with the moderation system that applies to those unit standards.