

NATIONAL certificates



National Certificates for secondary school students

Qualifications that work



NEW ZEALAND QUALIFICATIONS AUTHORITY
MANA TOHU MĀTAURANGA O AOTEAROA

Introduction

Today you can choose from a wide range of qualifications available to you at secondary school. As well as general education qualifications, like the National Certificate in Educational Achievement, there are also specialised National Certificates.

This brochure gives you an overview of the many options available.

Where your studies start and end will depend on you. These qualifications may be a starting point for further study and give you a head start in your chosen career, or they may simply broaden your general education.

Some qualifications you can:

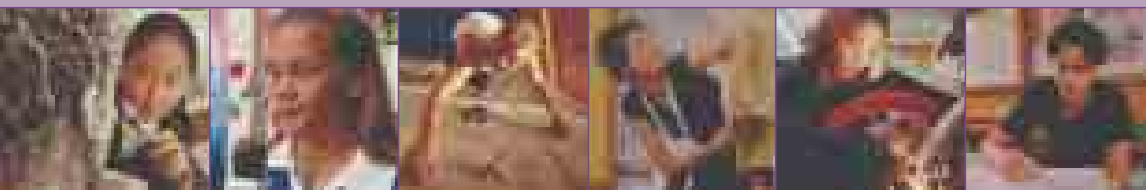
- complete at school
- start at school and finish in the workplace or at a tertiary training establishment
- take a year to complete
- complete over a longer period, depending on the courses you take, your way of working and the type of assessment available to you.

Getting a national qualification

To get a National Certificate, you need to get the required number of credits. To get credits on the National Qualifications Framework you need to achieve national standards. These describe the skills and knowledge you need in a particular aspect of learning.

Once you've been assessed, you're registered as a learner with the Qualifications Authority. Every year in which you gain credits or qualifications, you receive a listing of your results in a Record of Learning. This shows employers what you have achieved, and will form an important part of your CV.

Most national qualifications are open to everyone, but you may find you need to have previous experience in a particular area, or demonstrate equivalent knowledge. Your school will be able to advise you.



Specialist qualifications – broadening your learning

Your school may offer whole qualifications or standards that will get you started on getting a specialist qualification.

There are National Certificates and national standards available in all of these specialist areas:

Agriculture	Food Processing	Reo Māori
Animal Care	Food Production	Retail and Wholesale
Beauty Services	Forestry	Road Construction
Boatbuilding	Furniture	Rural Contracting
Business Administration	Hairdressing	Science
Character Animation	Hauora (Māori community health)	Seafood Māori
Clothing Manufacture	Horticulture	Security
Communication Skills	Hospitality (including Cooking)	Snowsport
Computing	Joinery	Sport
Dance	Māori Business & Management	Sports Education
Drama	Māori Performing Arts	Support of the Older Person
Electrical Engineering	Motor Industry	Te Waharoa
Electrical Technology	Music	Telecommunications
Electronic Media	Nga Mahi a te Whare Pora	Tourism
English as a Second Language (ESOL)	Painting and Decorating	Travel
Equine	Performing Arts	Visual Arts
Fencing	Plastics Processing	Whakairo
Film and TV	Production Sound	
	Radio	

Most of these qualifications are developed by industry training organisations and are also available in tertiary courses or in workplaces. National advisory panels or recognised Māori experts develop qualifications with NZQA.

You can complete some qualifications while you're at school. For others, you can get started at school. As well as broadening your knowledge and skills, getting started on specialist National Certificates can give you a taste of possible future areas of work or study.

Remember that some credits from one qualification can count towards another. All credits for these qualifications also count for your NCEA.

Schools will be able to offer courses and assessment in many of these areas. They could also arrange training and assessment through tertiary providers. In some areas, assessment can be done by the relevant industry training organisation. Talk to your school about the possibilities.

General education qualifications

National Certificate of Educational Achievement (NCEA) – national secondary qualification

The National Certificate of Educational Achievement (NCEA) is the main qualification for secondary school students and is available at levels 1 and 2. Level 3 will be available in 2004. It is recognised nationally and internationally, by employers and tertiary providers.

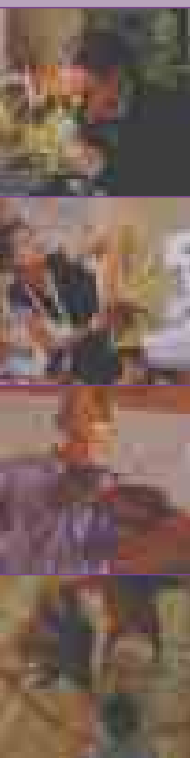
You can study a range of topics for NCEA. For level 1 you will need to gain 16 literacy and numeracy credits, and at least 80 credits overall from unit and achievement standards. The other subjects that you take will depend on your own interests and abilities, and the courses offered by your school.

For NCEA you can undertake achievement standards and unit standards – when you meet the standard, you get the credits. With achievement standards, you can also achieve the standard with Merit or Excellence grades, and there are exams for some standards.

You can study different levels at the same time with NCEA. For example, you don't need to have achieved level 1 unit or achievement standards before undertaking standards at level 2. Or you can do some at level 1 while doing others at level 2. The details of your achievements will be shown in your Record of Learning.

Credits you gain with unit and achievement standards for NCEA can also count towards other National Certificates.

For detailed information about NCEA, go to the NCEA website: www.ncea.govt.nz. Printed information on NCEA is also available. Email coms@nzqa.govt.nz with your mailing details and indicate whether you want the NCEA Quick Guide or the full-length NCEA booklet, which language you require and how many copies you need. The Quick Guide is available in Arabic, Chinese Traditional, Cook Islands Māori, English, Fijian, Hindi, Japanese, Korean, Niuean, Punjabi, Samoan, Somali, Te Reo Māori, Thai, Tongan, Tokelau, Tuvalu and Vietnamese. The booklet is available in English and Te Reo Māori.



National Certificate in Māori (Te Waharoa) – recognising Māori knowledge

Te Waharoa is a level 2 qualification that recognises the full range of Māori skills and knowledge a student has mastered. It is also a starting point for further qualifications.

There are more than 500 standards that can count towards Te Waharoa including general education Māori subjects like Pūtaiao, Māori Geography, Hangarau, Tikanga ā-iwi and Pāngarau.

Other subjects such as Whakairo, Raranga, Reo Māori, Tikanga and Māori Performing Arts are also proving to be popular course options for schools. All credits gained in these areas can count towards Te Waharoa.

The qualification is made up of 80 credits:

- 30 credits at either level 1 or 2 from field Māori
- 40 credits at level 2 or above from field Māori
- 10 credits at level 1 or above from any field on the National Qualifications Framework.

If you complete Te Waharoa you'll have a large number of credits that can count towards NCEA and other qualifications. If you include Reo Māori and Pāngarau credits in your Te Waharoa qualification it is likely that you will have gained NCEA level 1 automatically without having to get any further credits.

For more information on field Māori standards, please go to the National Qualifications Framework section of the NZQA website at www.nzqa.govt.nz. Alternatively you can email the Māori Qualifications Services unit, which looks after the development of Māori qualifications, at mqs@nzqa.govt.nz.

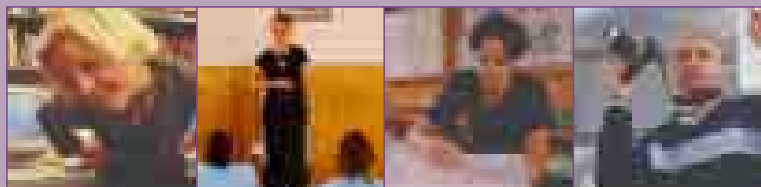
National Certificate in Employment Skills (NCES) – a starting point for further qualifications

The National Certificate in Employment Skills (NCES) is a level 1 qualification that equips you with the skills that are needed in most workplaces. It's a starting point for further qualifications. The NCES gives employers confidence in the skills of the people they are taking on.

With the NCES, you'll show you are competent in:

- oral and written communication
- numeracy
- teamwork and problem solving
- specific workplace skills, such as safety and timeliness
- keyboard/computing
- employment responsibilities and rights
- self-management.

For detailed information on the NCES you can go to the National Qualifications Framework section of the NZQA website at www.nzqa.govt.nz. You can also get a copy of our NCES brochure by downloading it from the website or emailing coms@nzqa.govt.nz, including your mailing details and a note of how many copies you would like.



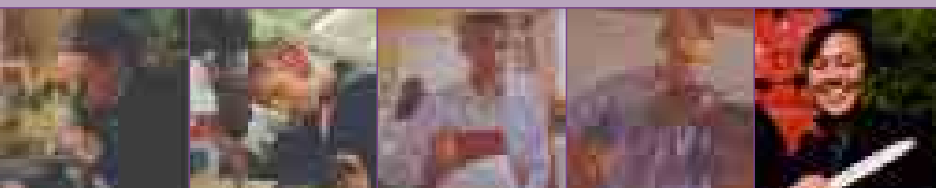
National Certificate in Learning Achievement (NCLA) – encouraging lifelong learning

The National Certificate in Learning Achievement (NCLA) is a broad qualification that encourages lifelong learning. It spans levels 2 to 4 and a range of learning areas.

Of the 240 credits that are needed to get the NCLA, a set number must be achieved in communications skills and/or English and mathematics. The remainder can be acquired from anywhere on the Framework. Unit standards and achievement standards both count.

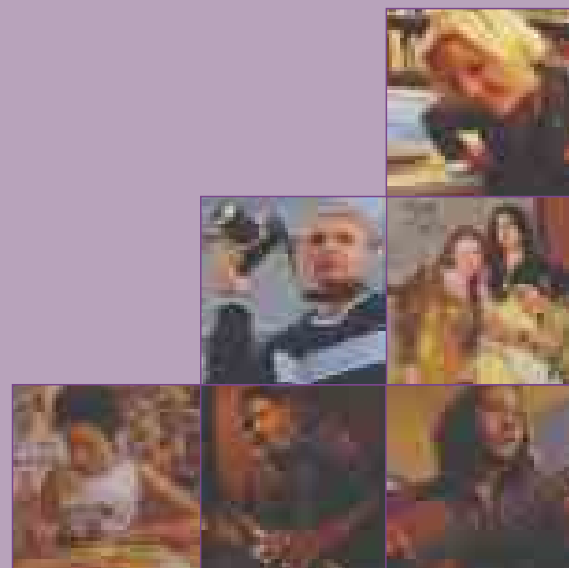
If you complete the NCLA, employers and tertiary providers will know that you have achieved well across a number of subjects. The details of your achievement will be shown in your Record of Learning.

For more information about the NCLA, please go to the National Qualifications Framework section of the NZQA website at www.nzqa.govt.nz or talk to your school.



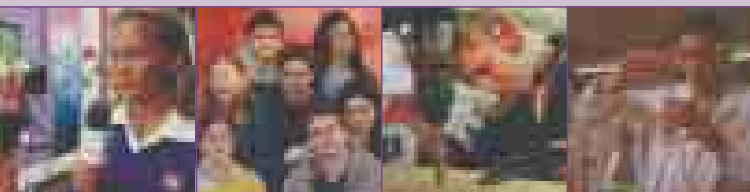
What's great about national qualifications?

- **Recognition** – have your skills, learning and knowledge formally recognised nationally and internationally, and get credits for skills you already have.
- **Comprehensive choice** – national qualifications cover a broad range of industries, core and generic skills, and other areas.
- **Portability** – credits from one qualification can count towards another, anywhere on the National Qualifications Framework. So all unit standard credits can count towards NCEA. Get part of a qualification in one place and finish it in another.
- **Better chances** – national qualifications are recognised by employers nationally and internationally. And because experts in the field have developed them, they are relevant to industry and give you the tools you need to get ahead in your career and develop in the workplace. Having a national qualification means that employers will feel certain of your skills.
- **Quality assurance** – national standards and qualifications are developed by experts, maintained by NZQA and delivered by accredited providers.
- **Flexibility** – you can build up credits towards qualifications over time and choose what, when and how you learn.
- **Responsive** – National Certificates respond to your needs and the needs of the New Zealand economy. They will practically equip you for the future and provide a solid foundation for a career in the workplace, and for future training and development.
- **Open to all** – you don't need any other qualifications to get started.
- **Reliability** – NZQA's moderation systems means that assessors are making consistent and reliable judgements about the work they are assessing.



What's next?

- The courses your school offers will depend on its resources and priorities. Talk to your NZQA Principal's Nominee to find out what qualifications are available to you.
- Visit the NZQA website at www.nzqa.govt.nz for up-to-date information on qualifications and providers. Use the contact section to email any queries.
- Email helpdesk@nzqa.govt.nz, telephone 04 802 3000 or fax 04 802 3112.
- Visit the NCEA website at www.ncea.govt.nz for information specific to NCEA.
- Email help@ncea.govt.nz with NCEA enquiries or call the NCEA Helpline on 0800 NCEA HELP (0800 623 243).



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