

# NZQA

New Zealand Qualifications Authority  
Mana Tohu Matauranga O Aotearoa

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## Certificate

### Certificate level 1

#### Purpose

A certificate at level 1 qualifies individuals with basic knowledge and skills for work, further learning and/or community involvement.

#### Outcomes

A graduate of a level 1 certificate is able to:

- demonstrate basic general and/or foundation knowledge
- apply basic skills required to carry out simple tasks
- apply basic solutions to simple problems
- apply literacy and numeracy skills for participation in everyday life
- work in a highly structured context
- demonstrate some responsibility for own learning
- interact with others.

#### Credit requirements

This certificate is listed at level 1 and must comprise a minimum of 40 credits at level 1 or above.

### Certificate level 2

#### Purpose

A certificate at level 2 qualifies individuals with introductory knowledge and skills for a field(s)/areas of work or study.

#### Outcomes

A graduate of a level 2 certificate is able to:

- demonstrate basic factual and/or operational knowledge of a field of work or study
- apply known solutions to familiar problems
- apply standard processes relevant to the field of work or study
- apply literacy and numeracy skills relevant to the role in the field of work or study
- work under general supervision
- require some responsibility for own learning and performance
- collaborate with others.

#### Credit requirements

This certificate is listed at level 2 and must comprise a minimum of 40 credits at level 2 or above.

## **Certificate level 3**

### **Purpose**

A certificate at level 3 qualifies individuals with knowledge and skills for a specific role(s) within fields/ areas of work and/or preparation for further study.

### **Outcomes**

A graduate of a level 3 certificate is able to:

- demonstrate some operational and theoretical knowledge in a field of work or study
- select from and apply a range of known solutions to familiar problems
- apply a range of standard processes relevant to the field of work or study
- apply a range of communication skills relevant to the role in the field of work or study
- apply literacy and numeracy skills relevant to the role in the field of work or study
- work under limited supervision
- demonstrate major responsibility for own learning and performance
- adapt own behaviour when interacting with others
- contribute to group performance.

### **Credit requirements**

This certificate is listed at level 3 and must comprise a minimum of 40 credits at level 3 or above.

## **Certificate level 4**

### **Purpose**

A certificate at level 4 qualifies individuals to work or study in broad or specialised field(s)/areas.

### **Outcomes**

A graduate of a level 4 certificate is able to:

- demonstrate broad operational and theoretical knowledge in a field of work or study
- select and apply solutions to familiar and sometimes unfamiliar problems
- select and apply a range of standard and non-standard processes relevant to the field of work or study
- apply a range of communication skills relevant to the field of work or study
- demonstrate the self-management of learning and performance under broad guidance
- demonstrate some responsibility for performance of others.

### **Credit requirements**

This certificate is listed at level 4 and must comprise a minimum of 40 credits at level 4 or above.

## **Certificate level 5**

### **Purpose**

A certificate at level 5 qualifies individuals with theoretical and/or technical knowledge and skills within an aspect(s) of a specific field of work or study.

## **Outcomes**

A graduate of a level 5 certificate is able to:

- demonstrate broad operational or technical and theoretical knowledge within an aspect(s) of a specific field of work or study
- select and apply a range of solutions to familiar and sometimes unfamiliar problems
- select and apply a range of standard and non-standard processes relevant to the field of work or study
- demonstrate complete self-management of learning and performance within defined contexts
- demonstrate some responsibility for the management of learning and performance of others.

## **Credit requirements**

This certificate is listed at level 5 and must comprise a minimum of 40 credits at level 5 or above.

## **Certificate level 6**

### **Purpose**

A certificate at level 6 qualifies individuals with theoretical and/or technical knowledge and skills within an aspect(s) of a specialised/strategic context.

## **Outcomes**

A graduate of a level 6 certificate is able to:

- demonstrate specialised technical or theoretical knowledge with depth within an aspect(s) of a field of work or study
- analyse and generate solutions to familiar and unfamiliar problems
- select and apply a range of standard and non-standard processes relevant to the field of work or study
- demonstrate complete self-management of learning and performance within dynamic contexts
- demonstrate responsibility for leadership within dynamic contexts.

## **Credit requirements**

This certificate is listed at level 6 and must comprise a minimum of 40 credits at level 6 or above.

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