



NEW ZEALAND QUALIFICATIONS AUTHORITY
MANA TOHU MĀTAURANGA O AOTEAROA

New Zealand Certificate/Diploma Specifications

General Specifications

Qualification Title	Centred directly under the New Zealand Qualifications Framework (NZQF) logo. Must be displayed in full with each part of the title on a separate line. 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 Part 20 of the Education Act 1989,
[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>	Red – Pantone 186c/186u and Black

Size 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.

Placement Top right-hand corner of certificate and/or diploma
Colour As supplied
Size 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.

Placement Top left-hand corner of certificate and/or diploma
Colour As supplied
Size 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.

Placement Bottom left-hand corner (above date of issue)
Colour Black
Font 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

Placement Bottom left-hand corner, below signature of verification
Colour Black
Font 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