

New Zealand Certificate/Diploma specifications

Size and format

A4 landscape. Use a sans serif font such as Inter or Arial. Use different font sizes and bold as required (i.e., qualification title and name of learner should be prominent). The minimum font size used should be 11. It is recommended that the qualification title and graduate's name are larger in size e.g., 16 or 18.

NZQCF Logo

New Zealand Certificates and Diplomas must use the NZQCF logo. The logo should be no smaller than 48mm wide (maintaining aspect/ratio) and ideally placed centre top of the document. The colors are Kokowai (red ochre) #C74A1B (CMYK 0 80 100 20) and Slate Grey #30383A (CMYK 25 0 0 85).

Qualification details

The title of the qualification must be the same as the full title listed on the NZQCF. Except where, if the full title includes several strands or specialisations, then only the strand(s) or specialisation(s)/context(s) achieved are to be included (in parentheses) on the learner's award certificate.

The Level of the qualification and any qualifiers should also be included (in parentheses).

The NZQCF reference number should be included under the qualification title.

Awarding details

Include a statement such as "This is to certify on" and the date the qualification was granted (i.e., the date the learner met all the requirements and achieved the qualification).

Include the full legal name of learner and the learner's National Student Number (NSN) either next to/below the learner's name or at the bottom of the document.

Follow with a statement such as "met the requirements of an approved programme leading to the qualification above and was awarded it by." Use the name of the awarding organisation. If a trading name is used, the legal name of the awarding organisation must be included next to it or as a footnote.

Include the language(s) of instruction if other than English or te reo Māori.

Logo usage

The logo of the awarding organisation must be included (suggest top right corner). The relevant qualification developer logo may be included (suggest top left corner), and the logo of another appropriate organisation if required. No more than four logos including the NZQCF logo are permitted.

Where the awarding organisation and the qualification developer are the same, then the logo is only applied once (suggest top right corner).

Logos should be no larger than 60mm x 20mm (maintaining aspect/ratio).

Signatures of verification

A signature from a representative of the awarding organisation and their role/job title is required. This must be the Chief Executive or other senior staff member with authority to confirm the award on behalf of the awarding organisation.

The use of NZQA staff signatures (such as those used on National Certificates and Diplomas) is not permitted.

The date of issue is required under the name and role/job title. This is the date the certificate/diploma document is issued to the learner. This date is likely to differ from the date of the award (which is the date the learner was deemed to have achieved the qualification).

Include the legislative authority to award the qualification: the Education and Training Act 2020.

Te reo Māori

The formal document can be issued in te reo Māori or bilingually, adhering to these content and design requirements.

Sample document based on specifications

The qualification developer logo may be included.
No larger than 60mm x 20mm (maintaining aspect/ratio).

The NZQCF logo must be included.
Size: At least 48mm wide (maintaining aspect/ratio).

The awarding organisation logo must be included.
No larger than 60mm x 20mm (maintaining aspect/ratio).

[Title of qualification (strand or specialisation)(Level x)] (Ref: xxxx)

The title of the qualification as listed on the NZQCF. If the full title includes strands or specialisations, only use the achieved strand(s)/specialisation.

This is to certify that on [date]

Date qualification was granted

Full legal name of learner

[Name of learner]

met the requirements of an approved programme leading to the qualification above and was awarded it by

Name of awarding organisation.
Can use trading name but legal name must also be included here or as a footnote.

[Name of awarding organisation]

Use a sans serif font such as Arial or Inter. Minimum font size 12.

The language(s) of instruction of the programme leading to this qualification was/were [name language(s)]

Include the language(s) of instruction if other than English or Te Reo Māori.

Signature of Chief Executive or senior staff member with authority to confirm the award on behalf of the awarding organisation.

Include signature, name and role/job title of the person confirming the award, date of issue and the legislative authority under which the award is issued.

One more logo may be included if required.
No larger than 60mm x 20mm (maintaining aspect/ratio).

[Name]

[Role/job title]

[Organisation]

Issued: [date the document is issued/presented]

Legislative authority: Education and Training Act 2020

NSN: 9999999999

