

Procedures & Principles



Part B: Awards and Statements of Achievement of Wintec

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Policy Manager	Dean	Date Approved:	Oct 2015
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Part One: Awards and Statements of Achievement

1. Definitions

Accreditation	As per section 250 of the Education Act 1989 NZQA has the power to accredit institutions to deliver approved programmes of study that leads to a qualification/s
[Programme] Approval	As per section 249 of the Education Act 1989 NZQA has the power to approve programmes of study that leads to a qualification/s
Award [of a qualification]	The issuing/conferment of a qualification that is listed on the NZQF.
Certificate of Proficiency (COP)	The term used at Wintec to cover both Certificate of Proficiency (COP) and Certificate of Personal Interest (CPI). These are ad hoc programmes of study that consist of modules from approved programmes/qualifications that meet the individual student's needs. A COP student can be presented with a certificate detailing the modules that student completed.
Local Qualifications	Local qualifications are being phased out and replaced by New Zealand qualifications as an outcome of the Targeted Review of Qualifications (TRoQ). Prior to the TRoQ all level 1 – 6 qualifications were either local (owned by the approved provider) or owned by NZQA (national certificates/diplomas).
Micro-credentials	<p>A micro-credential certifies achievement of a set of skills and knowledge, specified by a statement of purpose, learning outcomes, and strong evidence of need by industry, employers, iwi and/or the community. Typically defined by flexible learning arrangements, it must nevertheless meet the requirements of a training scheme as well as the following additional requirements:</p> <ul style="list-style-type: none">• have demonstrable evidence of need from employers, industry and/or community• typically, it does not duplicate current quality-assured learning approved by NZQA• be reviewed annually to confirm the micro-credential continues to meet its intended purpose• be 5–40 credits in size
National Qualifications	National qualifications are being phased out and replaced by New Zealand qualifications as an outcome of the Targeted Review of Qualifications (TRoQ). Prior to the TRoQ all level 1 – 6 qualifications were either owned by NZQA (national certificates/diplomas) or local (owned by the approved provider).
New Zealand Qualifications	New Zealand qualifications range from level 1 – 6 on the NZQF and can be either certificate or diploma qualification types. NZ qualifications replace national and local qualifications as an outcome of the Targeted Review of Qualification (TRoQ). Note: all qualifications at level 1 – 6 MUST be a New Zealand qualification – there is no concept of a local qualification in the post-TRoQ environment.
New Zealand Qualifications Authority (NZQA)	<p>Crown entity tasked by the NZ Government to provide leadership in assessment and qualifications. NZQA is the sole credentialing body for Institutes of Technologies/Polytechnics (ITPs); Private Training Institutes (PTEs); and Industry Training Organisations (ITOs). Part 20 of the Education Act 1989 states the powers and functions of NZQA.</p> <p><i>Universities New Zealand (established as the New Zealand Vice Chancellors' Committee under the Education Act 1989) is the equivalent body for universities.</i></p>

New Zealand Qualifications Framework (NZQF)	Register of all approved qualifications in NZ at senior secondary and tertiary level. It is the definitive source used by other agencies (both nationally and internationally) to confirm the currency, accuracy and authenticity of a qualification, who is accredited to deliver the programme and who can award the qualification.
New Zealand Qualification Framework (NZQF) Levels	Ranges from levels 1 – 10. A summary of the NZQF Level Descriptors (be, know and do) is detailed in Appendix One
New Zealand Qualification Framework (NZQF) ¹ Qualification Type definitions:	
Micro-credentials	Range from Level 2 to 6 on the NZQF and between 5 to 40 credits. Qualifies an individual with a coherent set of skills and knowledge, based on the needs of industry, employers, iwi and/or the community
Certificate	Ranges from level 1 – 6 on the NZQF. Design features detailed below by level
Level 1	Qualifies an individual with basic knowledge and skills for work, further learning and/or community involvement . A level 1 certificate requires a minimum of 40 credits at level 1 or above.
Level 2	Qualifies an individual with introductory knowledge and skills for a field(s)/areas of work or study . A level 2 certificate requires a minimum of 40 credits at level 2 or above.
Level 3	Qualifies an individual with introductory knowledge and skills for specific role(s) within fields/areas of work and/or preparation for further study . A level 3 certificate requires a minimum of 40 credits at level 3 or above.
Level 4	Qualifies an individual to work or study in broad or specialised field(s)/areas . A level 4 certificate requires a minimum of 40 credits at level 4 or above.
Level 5	Qualifies an individual with theoretical and/or technical knowledge and skills within an aspect(s) of a specific field of work or study . A level 5 certificate requires a minimum of 40 credits at level 5 or above.
Level 6	Qualifies an individual with theoretical and/or technical knowledge and skills within an aspect(s) of a specialised/strategic context . A level 6 certificate requires a minimum of 40 credits at level 6 or above.
Diploma	Ranges from level 5 – 7 on the NZQF. Design features detailed below by level
Level 5	Qualifies individuals with theoretical and/or technical knowledge and skills within a specific field of work or study . A level 5 diploma requires a minimum of 120 credits for level 4 or above with a minimum of 72 credits at level 5 (or above).
Level 6	Qualifies individuals with theoretical and/or technical knowledge and skills in a specialised/strategic context . A level 6 diploma requires a minimum of 120 credits for level 5 or above with a minimum of 72 credits at level 6 (or above).
Level 7	Qualifies individuals with specialised and technical knowledge and skills within a professional context . A level 7 diploma requires a minimum of 120 credits for level 5 or above with a minimum of 72 credits at level 7 (or above).

¹ [As listed on] The New Zealand Qualifications Framework (2014). Retrieved from <http://www.nzqa.govt.nz/assets/Studying-in-NZ/New-Zealand-Qualification-Framework/requirements-nzqf.pdf>

Bachelor Degree	Level 7 on the NZQF, a bachelors is the first level of the degrees (honours, masters, doctorate being the higher levels). A bachelor's degree is a coherent body of knowledge with a focus on at least one recognised major subject. There is also the expected development of soft skills, critical thinking, and self-directed work and learning. A standard bachelor's degree (e.g. BA) would be 360 credits taught over three years, a 'professional' bachelor's degree (e.g. LLB) 480 credits over four years. Each year of study should advance the previous year's body of knowledge and cover introductory modules (level 5 on the NZQF) through to advanced level modules in the major subject (level 7 on the NZQF).
Graduate Certificate/Diploma	Level 7 on the NZQF, a graduate certificate/diploma is for degree graduates who want to further their undergraduate study in a subject area that differs from their degree. A graduate certificate requires a minimum of 60 credits with 40 at level 7 and a graduate diploma requires a minimum of 120 credits with a minimum of 72 at level 7. A graduate certificate/diploma would consist of the modules for a major subject only and would normally be delivered over six months (certificate) to a year (diploma).
Bachelor Honours Degree	Level 8 on the NZQF, a bachelor with honours degree is either a (minimum) four year combined bachelors and bachelor with honours degree or a distinct post graduate degree that follows the bachelor's. A combined bachelor with honours degree requires 480 credits and a distinct bachelor with honours degree requires 120 credits. A bachelor with honours (either component of the combined degree or distinct qualification) would normally consist of postgraduate level study that advances the major subject of a student's bachelor's degree. There is an expectation of intellectual independence, research capability and analytical robustness. A bachelor with honours degree may be awarded with a level of honours (first class; second class (first division); second class (second division); or third class).
Postgraduate Certificate/Diploma	Level 8 on the NZQF; a postgraduate certificate/diploma can advance the study of the three undergraduate qualifications (bachelor's degree; graduate certificate/diploma); or provide students a pathway into a master's degree in either academic achievement or professional development. A postgraduate certificate requires a minimum of 60 credits at level 8; while a postgraduate diploma requires a minimum of 120 credits, including a minimum of 72 credits at level 8. There is an expectation that a postgraduate diploma will prepare a student for independent research and academic rigour at postgraduate level.
Master's degree	Level 9 on the NZQF; a master's degree is advanced study to leads to the mastery of a specialised field or professional practice. There are three types of master's: by thesis only which requires 120 credits at level 9; through a combination of modules and thesis which requires a minimum of 240 credits and includes a form of research (e.g. thesis, dissertation or research paper) that is a minimum of 90 credits at level 9; through module work only which requires a minimum of 120 through to 240 credits, but still includes some form of research project. There is an expectation that a master's degree will create a piece of original research to internationally recognised standards.
Parchment	The document awarded/presented to a student.
Training Schemes	<p>The Education Act 1989 defines training scheme as "study and training that leads to an award but does not, of itself, lead to a qualification listed on the New Zealand Qualification Framework (NZQF). While not listed on the NZQF, training scheme programmes align to the levels of the NZQF (1-9) and any award of a training scheme will meet the same characteristics and definitions of the NZQF levels (detailed below).</p> <p>A training scheme must not replicate any qualifications listed on the framework.</p> <p>Training Schemes replaced short awards.</p>
Wintec Awards	A loose umbrella term for all level 7 and above qualifications that Wintec has approval and accreditation to deliver (as per NZQA) and authority to award (as per the Education Act 1989).

2. The award of qualifications at Wintec

Under [section 193 \(2\) \(a\) of the Education Act](#), Council has the power “to [provide courses of study or training, admit students (including provisionally and *ad eundem statum*) and] grant awards”. Under section 222 of the Education Act, and as detailed in Wintec’s Statute A: Delegation of Powers Statute 1995, Council has delegated this power to the Academic Board.

Under [section 167 of the Education Act](#), Council has the power to affix the common seal of Wintec to an award, counter signed by one or two members of Council. The specifics of this are detailed in Part Four: Parchments.

2.1. The award of level 7 and above² qualifications

- a) Wintec awards are listed on the NZQF as approved programmes that lead to a qualification and that Wintec is accredited to deliver.

- b) On completion of all requirements for the award of a qualification as specified in the relevant Programme Regulations, students may achieve one of the following Level 7 or above awards:
 - i Diploma
 - ii Bachelor Degree
 - iii Graduate Certificate
 - iv Graduate Diploma
 - v Bachelor Degree with Honours
 - vi Postgraduate Certificate
 - vii Postgraduate Diploma
 - viii Master Degree

2.2. The award of New Zealand Qualifications

- a) Wintec may award level 1 – 6 New Zealand qualifications that Wintec are accredited to deliver as listed on the NZQF.

- b) On completion of all requirements for the award of a qualification as specified in the relevant Programme Regulations, students may achieve one of the following awards:
 - i New Zealand Certificate
 - ii New Zealand Diploma

2.3. The award of Local qualifications as listed at level 1 – 6 on the NZQF

- a) Wintec may award level 1 – 6 local qualifications that:
 - i have a status of ‘current’ or ‘expiring’; and,
 - ii Wintec are accredited to deliver as listed on the NZQF.

- b) On completion of all requirements for the award of a qualification as specified in the relevant Programme Regulations, students may achieve one of the following level 1- 6 awards:
 - i Certificate
 - ii Diploma

² As specified on the New Zealand Qualifications Framework

2.4. The award of Micro-credentials

- a) Wintec may award level 1 – 6 micro-credentials that:
 - i have a status of ‘current’ or ‘expiring’; and,
 - ii Wintec are accredited to deliver as listed on the NZQF.
 - iii On completion of all requirements for the award of a qualification as specified in the relevant Programme Regulations, students may achieve a Certificate award.

2.5. The award of a Wintec training scheme

- a) On completion of all requirements for the award of a training scheme as specified in the relevant Programme Specifications, students may achieve a Certificate award.

3. The issuing of National qualifications listed at level 1- 6 on the NZQF

- a) National qualifications at level 1 – 6 on the NZQF are issued by NZQA. NZQA may issue a national qualification that:
 - i have a status of ‘current’ or ‘expiring’; and,
 - ii Wintec are accredited to deliver as listed on the NZQF.
- b) On completion of all requirements for the award of a qualification as specified in the relevant Programme Regulations, students may achieve one of the following level 1- 6 awards:
 - i National Certificate
 - ii National Diploma
- c) Graduands must apply directly to NZQA for national qualifications.

4. The presentation of Certificates of Proficiency

- 4.1. Certificates of Proficiency are not formal awards of Wintec. However, at the discretion of the relevant Head of School/Centre Director, a student may be presented with a formal parchment detailing the modules that have been successfully completed.

5. Discontinued qualifications

- 5.1. Wintec may not award a qualification that has discontinued status. The exception would be if the requirements for that qualification were completed prior to discontinuation, but the qualification had not yet been awarded. Discontinued qualifications may be reissued in terms of a replacement parchment.

Part Two: Awards Statute

The Council of the Waikato Institute of Technology (Wintec) hereby makes the following statute in consultation with the Academic Board, pursuant to [Section 194\(1\)g of the Education Act 1989](#).

- I. This statute prescribes the qualifications awarded by Wintec³.
- II. The following *postgraduate qualifications* may be awarded over the common seal of the Waikato Institute of Technology to any person who completes all modules in accordance with the regulations for that qualification:

Bachelor of Media Arts – Honours
Bachelor of Physiotherapy (Honours)
Bachelor of Sport and Exercise Science (Honours)
Master of Applied Information Technology
Master of Applied Innovation
Master of Arts
Master of Nursing
Master of Nursing Science (Pre-registration)
Master of Professional Practice
Master of Science (Sport and Exercise Science)
Postgraduate Certificate in Applied Information Technology
Postgraduate Certificate in Midwifery⁴
Postgraduate Certificate in Health and Social Practice⁵
Postgraduate Certificate in Innovation
Postgraduate Certificate in Professional Supervision⁶
Postgraduate Certificate in Sport and Exercise Science
Postgraduate Diploma in Applied Informatics
Postgraduate Diploma in Applied Information Technology
Postgraduate Diploma in Health and Social Practice
Postgraduate Diploma in Nursing (Level 8)
Postgraduate Diploma in Sport and Exercise Science

- III. The following *degree qualifications* may be awarded over the common seal of the Waikato Institute of Technology to any person who completes all modules in accordance with the regulations for that qualification:

Bachelor of Applied Information Technology
Bachelor of Applied Management
Bachelor of Communication
Bachelor of Contemporary Art

³ This list does not include qualifications that are with NZQA for approval at the time of publication of the Academic Regulations.

⁴ Embedded qualification within Postgraduate Diploma in Health and Social Practice.

⁵ Embedded qualification within Postgraduate Diploma in Health and Social Practice.

⁶ Embedded qualification within Postgraduate Diploma in Health and Social Practice.

Bachelor of Design
Bachelor of Engineering Technology
Bachelor of Information Technology
Bachelor of Media Arts
Bachelor of Midwifery
Bachelor of Music and Performing Arts
Bachelor of Nursing
Bachelor of Physiotherapy
Bachelor of Social Work
Bachelor of Sport and Exercise Science
Bachelor of Teaching (Early Childhood Education)
Bachelor of Technology
Paetahi Tumu Kōrero – Bachelor of Counselling

- IV. The following *diploma qualifications* may be awarded over the common seal of the Waikato Institute of Technology to any person who completes all modules in accordance with the regulations for that qualification:

Graduate Diploma in Accounting
Graduate Diploma in Applied Information Technology
Graduate Diploma in Communication
Graduate Diploma in Engineering Technology with strands in Mechanical, Mechatronics, Power, Water and Water Waste, Roading/Transportation
Graduate Diploma in Event Management
Graduate Diploma in Human Resource Management
Graduate Diploma in Information Technology
Graduate Diploma in Innovation and Entrepreneurship
Graduate Diploma in Operations and Production Management
Graduate Diploma in Practical Event Management
Graduate Diploma in Retail Management
Graduate Diploma in Sales and Marketing
Graduate Diploma in Sport and Exercise Science
Graduate Diploma in Strategic Management
Graduate Diploma in Supply Chain Logistics
Graduate Diploma in Teaching English to Speakers of Other Languages
Graduate Diploma of Information Technology in Education

- V. The following *training scheme qualifications* may be awarded without the common seal of the Waikato Institute of Technology to any person who completes all modules in accordance with the regulations for that qualification:

Café Skills Level 2
Certificate in Building and Construction (Level 3)

Certificate in Educational Achievement in Automotive Engineering (Level 3)
 Certificate in Educational Achievement in Mechanical Engineering (Fabrication) (Level 3)
 Certificate in Educational Achievement in Mechanical Engineering (General) (Level 3)
 Certificate in Educational Achievement in Exercise Science
 Certificate in Manufacturing and Technology (Level 2)
 Certificate in Services Industries Sector (Level 3)
 Certificate in Social and Community Services (Level 2)
 Certificate in Te Reo and Tikanga Maaori (Waikato Tainui) (Level 3)
 Certificate in Integrated Engineering A
 Certificate in Integrated Engineering B
 Certificate in Integrated Technology A (Level 2)
 Certificate in Integrated Technology B (Level 2)
 Certificate in Nursing (Competence Assessment Programme) (Level 7)
 Engineering Fundamentals
 English Language Training (Level 4)
 HITO - Hairdressing Year 1 (Level 2)
 Introduction to Plumbing and Gasfitting
 Introduction to Trade Painting and Decorating
 Introduction to Carpentry
 Short Course in Cervical Smear Taking (Level 7)
 Short Course in Diabetes Care and Management (Level 7)
 Short Course in Growsafe (Level 3) Short Course in Midwifery (Level 7)
 Short Course in Supervision (Health and Social Services) (Level 7)

VI. The following *Micro-credential qualifications* may be awarded without the common seal of the Waikato Institute of Technology to any person who completes all modules in accordance with the regulations for that qualification:

Contractual Requirements (Automotive Industry) (Level 4)
 Personal Lending Skills (Automotive Industry) (Level 4)
 The Legal Context (Personal Lending) (Level 4)

VII. Special Honour and Recognition Awards

In accordance with Section 193 of the Education Act (as amended in 1990), the Council may make the following special honour and recognition awards:

Honorary Fellow
 Honorary Fellow (International)
 Honorary Degrees (such degrees as specified in Sections II and III of this statute)
 Visiting Scholar
 Institutional Medal
 Staff Merit Awards

Part Three: New Zealand Qualifications Framework awards

The following is a list of qualifications listed on the New Zealand Qualifications Framework that Wintec is accredited to deliver.

I. New Zealand Qualifications⁷

The following are New Zealand qualifications that Wintec is approved and accredited to deliver. These qualifications are issued by Wintec on behalf of the New Zealand Qualifications Authority (NZQA).

- New Zealand Certificate in Adult and Tertiary Teaching (Level 4)
- New Zealand Certificate in Adult and Tertiary Teaching (Level 5)
- New Zealand Certificate in Adult Literacy and Numeracy Education (Vocational/Workplace) (Level 5)
- New Zealand Certificate in Arboriculture with strands in Arboriculture Supervisory Operations, and Arboriculture Technical Operations (level 5)
- New Zealand Certificate in Agriculture (Level 4)
- New Zealand Certificate in Animal Care (Companion Animals) (Level 3)
- New Zealand Certificate in Animal Technology (Level 5)
- New Zealand Certificate in Applied Science (Level 3)
- New Zealand Certificate in Applied Science (Level 4)
- New Zealand Certificate in Automotive Engineering (Level 3)
- New Zealand Certificate in Beauty Therapy (Level 4)
- New Zealand Certificate in Business (First Line Management) (Level 4)
- New Zealand Certificate in Business (Introduction to Team Leadership) (Level 3)
- New Zealand Certificate in Business (Administration and Technology) (Level 3)
- New Zealand Certificate in Business (Administration and Technology) (Level 4)
- New Zealand Certificate in Carpentry (Level 4)
- New Zealand Certificate in Computing (Intermediate User) (Level 3)
- New Zealand Certificate in Construction Trade Skills with strands in Allied Trades, Carpentry, and Joinery (Level 3)
- New Zealand Certificate in Cookery (Level 4)
- New Zealand Certificate in Distribution (Level 3)
- New Zealand Certificate in Electrical Engineering (Level 5)
- New Zealand Certificate in Electrical Engineering Theory (Level 3)
- New Zealand Certificate in English Language (Foundation) (Level 1)
- New Zealand Certificate in English Language (Level 1)
- New Zealand Certificate in English Language (Level 2)
- New Zealand Certificate in English Language (Applied) (Level 3)
- New Zealand Certificate in English Language (General) (Level 3)

⁷ This list does not include qualifications that are with NZQA for approval at the time of publication of the Academic Regulations.

New Zealand Certificate in English Language (Academic) (Level 4)
New Zealand Certificate in English Language (Employment) (Level 4)
New Zealand Certificate in English Language (Academic) (Level 5)
New Zealand Certificate in Exercise (Level 5)
New Zealand Certificate in Food and Beverage Service (Level 3)
New Zealand Certificate in Food and Beverage Service (Level 4)
New Zealand Certificate in Foundation Skills (Level 2)
New Zealand Certificate in Hairdressing (Salon Support) (Level 3)
New Zealand Certificate in Hairdressing (Emerging Stylist) (Level 4)
New Zealand Certificate in Health and Wellbeing (Primary Care Practice Assistance) (Level 4)
New Zealand Certificate in Health and Wellbeing (Social and Community Services) (Level 4)
New Zealand Certificate in Horticulture (General) (Level 3)
New Zealand Certificate in Horticulture with Strands (Level 3)
New Zealand Certificate in Horticulture Services (Level 4)
New Zealand Certificate in Horticulture Services (Level 5) with strand in Amenity
New Zealand Certificate in Industrial Measurement and Control (Practice) (Level 4)
New Zealand Certificate in Industrial Measurement and Control (Theory) (Level 4)
New Zealand Certificate in Information Technology (Level 5)
New Zealand Certificate in Mechanical Engineering (Level 3)
New Zealand Certificate in Mechanical Engineering (Advanced) (Level 5)
New Zealand Certificate in Outdoor and Adventure Education (Multi-skilled) (Level 4)
New Zealand Certificate in Plumbing, Gasfitting and Drainlaying (Pre-Apprenticeship) (Level 3)
New Zealand Certificate in Primary Products Food Processing (Level 3)
New Zealand Certificate in Process Control and Automation (Level 5)
New Zealand Certificate in Study and Career Preparation (Level 4)
New Zealand Certificate in Supply Chain Management (Level 5)
New Zealand Diploma in Agribusiness Management (Level 5)
New Zealand Diploma in Applied Science (Level 5)
New Zealand Diploma in Applied Science (Level 6)
New Zealand Diploma in Arboriculture (Level 6)
New Zealand Diploma in Architectural Technology (Level 6)
New Zealand Diploma in Beauty Therapy (Level 5)
New Zealand Diploma in Business (with strands in Accounting, Administration and Technology, Leadership and Management, and Project Management) (Level 5)
New Zealand Diploma in Cookery (Level 5)
New Zealand Diploma in Construction (Level 6)
New Zealand Diploma in Dairy Processing (Level 6)
New Zealand Diploma in Engineering with strands in Civil, Electrical, Electronics, Mechanical
New Zealand Diploma in Enrolled Nursing (Level 5)
New Zealand Diploma in Information Technology Technical Support (Level 5)
New Zealand Diploma in Journalism

New Zealand Diploma in Landscape with strands in Design, and Construction (Level 5)
New Zealand Diploma in Landscape (Level 6)
New Zealand Diploma in Outdoor and Adventure Education (Multi-skilled) (Level 5)
New Zealand Diploma in Remedial Massage (Level 6)
New Zealand Diploma in Veterinary Nursing (Level 6)
New Zealand Diploma in Wellness and Relaxation Massage (Level 5)

Part Four: Parchments

The format of the award parchments must comply with the specifications below:

Awards of Wintec:

ARION Type	Award	Criteria	Size	Material	Seal	Parchment requirements	Script
	Diploma (Level 7)	Quality approved programme that leads to a qualification listed on the NZQF at level 7.	A4	Knight pure white 180gsm parchment	Yes	<p>The parchment must include the following:</p> <ul style="list-style-type: none"> • The Wintec logo and name 'Waikato Institute of Technology' • The name of the qualification • The date of awarding the qualification • The legal name of the person receiving the qualification • The signature of the Chair of Council • The signature of the Chair of the Academic Board 	<p>This is to certify that on [Day] [Month] [Year]</p> <p>[Name of Student]</p> <p>Having satisfied the requirements of the Waikato Institute of Technology, has been awarded the</p> <p>[Name of diploma]</p>

ARION Type	Award	Criteria	Size	Material	Seal	Parchment requirements	Script
	Degrees	Quality approved programmes requiring three years or more equivalent full- time study, listed on the NZQF at level 7.	A4	Knight pure white 180gsm parchment	Yes		<p>This is to certify that on [Day] [Month] [Year]</p> <p>[Name of Student]</p> <p>has satisfied the requirements of the Waikato Institute of Technology and has been admitted to the degree of:</p> <p>[Name of bachelor degree]</p>
	Graduate certificates and diplomas	Quality approved programme that leads to a qualification listed on the NZQF at level 7.	A4	Knight pure white 180gsm parchment	Yes		<p>This is to certify that on [Day] [Month] [Year]</p> <p>[Name of Student]</p> <p>has satisfied the requirements of the Waikato Institute of Technology and has been admitted to the degree of:</p> <p>[Name of graduate cert/dip]</p>

ARION Type	Award	Criteria	Size	Material	Seal	Parchment requirements	Script												
	Bachelors with honours and Masters	Quality approved programmes requiring six months or more equivalent full-time study; that lead to a qualification listed on the NZQF at levels 8 – 9.	A4	Knight pure white 180gsm parchment	Yes	<p>The parchment must include the following:</p> <ul style="list-style-type: none"> The Wintec logo and name 'Waikato Institute of Technology' The name of the qualification The level of honours The date of awarding the qualification The legal name of the person receiving the qualification The signature of the Chair of Council The signature of the Chair of the Academic Board <p>Level of Honours may be awards as follows:</p> <table border="1"> <thead> <tr> <th>Qual Type</th> <th>Level of Honours</th> </tr> </thead> <tbody> <tr> <td>Postgraduate Diploma</td> <td>Distinction</td> </tr> <tr> <td></td> <td>First Class;</td> </tr> <tr> <td></td> <td>Second Class (first division);</td> </tr> </tbody> </table>	Qual Type	Level of Honours	Postgraduate Diploma	Distinction		First Class;		Second Class (first division);	<p>This is to certify that on [Day] [Month] [Year]</p> <p>[Name of Student]</p> <p>Having satisfied the requirements of the Waikato Institute of Technology, has been admitted to the degree of</p> <p>[Name of bachelor degree with honours/masters] with [level of honours if appropriate]</p>				
Qual Type	Level of Honours																		
Postgraduate Diploma	Distinction																		
	First Class;																		
	Second Class (first division);																		
	Post-graduate certificates and diplomas	Quality approved programmes requiring six months or more equivalent full-time study; that lead to a qualification listed on the NZQF at levels 8 – 9.	A4	Knight pure white 180gsm parchment	Yes	<table border="1"> <tbody> <tr> <td rowspan="3">Bachelor with Honours</td> <td>Second Class (second division);</td> </tr> <tr> <td>Third Class;</td> </tr> <tr> <td>No honours</td> </tr> <tr> <td rowspan="5">Masters</td> <td>First Class;</td> </tr> <tr> <td>Second Class (first division);</td> </tr> <tr> <td>Second Class (second division);</td> </tr> <tr> <td>Third Class;</td> </tr> <tr> <td>No honours;</td> </tr> <tr> <td></td> <td>Or Distinction</td> </tr> </tbody> </table>	Bachelor with Honours	Second Class (second division);	Third Class;	No honours	Masters	First Class;	Second Class (first division);	Second Class (second division);	Third Class;	No honours;		Or Distinction	<p>This is to certify that on [Day] [Month] [Year]</p> <p>[Name of Student]</p> <p>Having satisfied the requirements of the Waikato Institute of Technology, has been awarded the</p> <p>[Name of postgraduate cert/dip] with [level of award if appropriate]</p>
Bachelor with Honours	Second Class (second division);																		
	Third Class;																		
	No honours																		
Masters	First Class;																		
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	Third Class;																		
	No honours;																		
	Or Distinction																		

ARION Type	Award	Criteria		Size	Material	Seal	Parchment requirements	Script
							Check programme regulations for specifics	
	Jointly delivered/ jointly awarded	Quality approved programmes that lead to a qualification listed on the NZQF.	A Wintec programme delivered at another institutions site (site accreditation)				Specifications are dependent on the level as detailed above, and unless otherwise stated in the contract no reference to the other institution is made on the award parchment	
			A jointly delivered programme that leads to a Wintec qualification (e.g. on Wintec has accreditation to award the qualification)				Specifications are dependent on the level as detailed above, and wording should be agreed to in the contract. Wording would be similar to "delivered in partnership with" but cannot state it is awarded by both institutions. It would be uncommon to place the other institutions logo in a prominent place on the parchment, if at all.	
			A programme that leads to a jointly awarded qualification (e.g. both Wintec and another institution have accreditation to award the qualification)				Specifications are dependent on the level as detailed above, and wording should be agreed to in the contract. Wording would be along the lines of "jointly awarded by" and have the logo and signatories of both institutions	
	Training Scheme	Quality approved programme that does not lead to a qualification listed on the NZQF, but is registered as a Wintec qualification.		A4	White 160gsm courier ultra-white smooth paper	No	<ul style="list-style-type: none"> The Wintec logo and name 'Waikato Institute of Technology' The legal name of the person receiving the statement The name of the training scheme The level of the training scheme The date of awarding the training scheme The signature of the Chair of the Academic Board 	<p>[Name of Training Scheme]</p> <p>This is to certify that on [Day] [Month] [Year]</p> <p>[Name of Student]</p> <p>has met the requirements of the training scheme leading to the above qualification and was awarded this qualification by Waikato Institute of Technology.</p>
1.3	Micro-credential	Quality approved programme that does not lead to a qualification listed on the NZQF, but is registered as a Wintec qualification		A4	White 160gsm courier ultra-white smooth paper	No	<ul style="list-style-type: none"> The Wintec logo and name Waikato Institute of Technology The legal name of the person receiving the statement The name of the micro-credential The level of the micro-credential The date of award the micro-credential The signature of the Chair of the Academic Board 	<p>Name of Training Scheme]</p> <p>This is to certify that on [Day] [Month] [Year]</p> <p>[Name of Student]</p> <p>has met the requirements of the micro-credential</p> <p>and was awarded this qualification by Waikato Institute of Technology</p>

New Zealand qualifications:

ARION Type	Award	Criteria	Size	Material	Seal	Parchment requirements	Script
	New Zealand Qualification (Levels 1 – 6)	Level 1 – 6 qualification listed on the New Zealand Qualifications Framework (NZQF)	A4	Not specified	TBD	<p>The parchment must include the following:</p> <ul style="list-style-type: none"> • The NZQA logo • The Wintec logo and name 'Waikato Institute of Technology' • Qual Developer logo (optional) • The name of the qualification • The level of the qualification • NZQF reference number • The date of awarding the NZ qualification • The legal name of the person receiving the qualification • Student NSN • The signature of the Chief Executive 	<p>Under Part 20 of the Education Act 1989</p> <p>[Name of NZ Certificate/Diploma] [Level of Qualification] [NZQF reference number]</p> <p>This is to certify that on [Day] [Month] [Year]</p> <p>[Name of Student]</p> <p>has met the requirements of the training scheme leading to the above qualification and was awarded this qualification by Waikato Institute of Technology.</p> <p><i>Refer New Zealand Certificate/Diploma Specifications document for exact NZQA requirements.</i></p>

Level 1 – 6 National and Local qualifications:

Level 1 – 6 qualifications that will be transitioned out as part of the Targeted Review of Qualifications.

ARION Type	Award	Criteria	Size	Material	Seal	Parchment requirements	Script
	National Qualification	Level 1 – 6 national qualification listed on the New Zealand Qualifications Framework (NZQF)	A4	As specified by external body	No	As specified by external body	Wording as per external body
	Certificates	Formal programmes requiring less than one year equivalent full-time study with summative assessment requirements; equivalent to NZ Register levels 1 – 6.	A4	White 160gsm courier ultra-white smooth paper	Refer Awards Statute	<p>The parchment must include the following:</p> <ul style="list-style-type: none"> • The Wintec logo and name 'Waikato Institute of Technology' • The name of the qualification • The date of awarding the qualification • The legal name of the person receiving the qualification • The signature of the Chair of Council • The signature of the Chair of the Academic Board 	<p>This is to certify that on [Day] [Month] [Year]</p> <p>[Name of Student]</p> <p>Having satisfied the requirements of the Waikato Institute of Technology, has been awarded the</p> <p>[Name of certificate]</p>

	Diplomas	Formal programmes requiring one year or more equivalent full-time study; equivalent to NZ Register levels 5 – 6.	A4	Knight pure white 180gsm parchment	Yes	<p>The parchment must include the following:</p> <ul style="list-style-type: none"> • The Wintec logo and name 'Waikato Institute of Technology' • The name of the qualification • The level of honours • The date of awarding the qualification • The legal name of the person receiving the qualification • The signature of the Chair of Council • The signature of the Chair of the Academic Board 	<p>This is to certify that on [Day] [Month] [Year]</p> <p>[Name of Student]</p> <p>Having satisfied the requirements of the Waikato Institute of Technology, has been awarded the</p> <p>[Name of diploma]</p>
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Recognition of Achievement:

ARION Type	Award	Criteria	Size	Material	Seal	Parchment requirements	Script
	Short Course	Programme/modules with no summative assessment. Indication of completion of some other requirement: e.g., attendance.	A5	White paper	No	<ul style="list-style-type: none"> • The Wintec logo and name 'Waikato Institute of Technology' • The legal name of the person receiving the statement • The name of the short course • The number of hours of attendance (optional) • The date of presenting the statement • The signature of the Head of School/Centre Director 	<p>Has completed ...</p> <p>or</p> <p>Has attended ...</p>
	STAR modules	Modules with formal assessment that are quality approved but classified under the Secondary Tertiary Alignment Resource	A5	White paper	No	<ul style="list-style-type: none"> • The Wintec logo and name 'Waikato Institute of Technology' • The legal name of the person receiving the statement • The code and title of the module • The level of the module (optional) • The credits of the module (optional) • The date of presenting the statement • The signature of the Head of School/Centre Director 	<p>Has passed the requirements for the following ... credit module ...</p>
	Certificate of Proficiency	Modules with formal assessment that are quality approved under clustered together on an ad hoc individual learner needs basis, under a programme that does not lead to a qualification.					

NZQF Level Descriptors:

LEVEL	KNOWLEDGE	SKILLS	APPLICATION
1	<ul style="list-style-type: none"> Basic general and/or foundation knowledge 	<ul style="list-style-type: none"> Apply basic solutions to simple problems Apply basic skills required to carry out simple tasks 	<ul style="list-style-type: none"> Highly structured contexts Requiring some responsibility for own learning Interacting with others
2	<ul style="list-style-type: none"> Basic factual and/or operational knowledge of a field of work or study 	<ul style="list-style-type: none"> Apply known solutions to familiar problems Apply standard processes relevant to the field of work or study 	<ul style="list-style-type: none"> General supervision Requiring some responsibility for own learning and performance Collaborating with others
3	<ul style="list-style-type: none"> Some operational and theoretical knowledge in a field of work or study 	<ul style="list-style-type: none"> Select and apply from a range of known solutions to familiar problems Apply a range of standard processes relevant to the field of work or study 	<ul style="list-style-type: none"> Limited supervision Requiring major responsibility for own learning and performance Adapting own behaviour when interacting with others Contributing to group performance
4	<ul style="list-style-type: none"> Broad operational and theoretical knowledge in a field of work or study 	<ul style="list-style-type: none"> 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 	<ul style="list-style-type: none"> Self-management of learning and performance under broad guidance Some responsibility for performance of others
5	<ul style="list-style-type: none"> Broad operational or technical and theoretical knowledge within a specific field of work or study 	<ul style="list-style-type: none"> 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 	<ul style="list-style-type: none"> Complete self-management of learning and performance within defined contexts Some responsibility for the management of learning and performance of others
6	<ul style="list-style-type: none"> Specialised technical or theoretical knowledge with depth in a field of work or study 	<ul style="list-style-type: none"> 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 	<ul style="list-style-type: none"> Complete self-management of learning and performance within dynamic contexts Responsibility for leadership within dynamic contexts
7	<ul style="list-style-type: none"> Specialised technical or theoretical knowledge with depth in one or more fields of work or study 	<ul style="list-style-type: none"> Analyse, generate solutions to unfamiliar and sometimes complex problems 	<ul style="list-style-type: none"> Advanced generic skills and/or specialist knowledge and skills in a professional context or field of study

		<ul style="list-style-type: none"> Select, adapt and apply a range of processes relevant to the field of work or study 	
8	<ul style="list-style-type: none"> Advanced technical and/or theoretical knowledge in a discipline or practice, involving a critical understanding of the underpinning key principles 	<ul style="list-style-type: none"> Analyse, generate solutions to complex and sometimes unpredictable problems Evaluate and apply a range of processes relevant to the field of work or study 	<ul style="list-style-type: none"> Developing identification with a profession and/or discipline through application of advanced generic skills and/or specialist knowledge and skills Some responsibility for integrity of profession or discipline
9	<ul style="list-style-type: none"> Highly specialised knowledge, some of which is at the forefront of knowledge, and a critical awareness of issues in a field of study or practice 	<ul style="list-style-type: none"> Develop and apply new skills and techniques to existing or emerging problems Mastery of the field of study or practice to an advanced level 	<ul style="list-style-type: none"> Independent application of highly specialised knowledge and skills within a discipline or professional practice Some responsibility for leadership within the profession or discipline
10	<ul style="list-style-type: none"> Knowledge at the most advanced frontier of a field of study or professional practice 	<ul style="list-style-type: none"> Critical reflection on existing knowledge or practice and the creation of new knowledge 	<ul style="list-style-type: none"> Sustained commitment to the professional integrity and to the development of new ideas or practices at the forefront of discipline or professional practice