National Certificate in Computing (Level 2)

Level   **2**

Credits   **43**

Purpose

This national certificate is designed to:
- recognise a base level core of computing skills for any industry that requires such skills
- provide a first qualification in computing for learners studying any field or domain
- recognise an entry level for further education in computing.

This qualification provides flexibility for industries to specify base level core computing competencies in combination with knowledge and skills from their own environment. Many industries request computer qualifications from education and training providers. This certificate allows providers to tailor programmes to contain a strong computing core, as well as a combination of unit standards or achievement standards from other areas of the National Qualifications Framework, to meet the local or national needs of a wide range of industries. The qualification also provides a sound basis for further education and training for people interested in a career in computing.

This certificate can lead to the National Certificate in Computing (Level 3) [Ref: 0011].

Credit Range

	Compulsory	Elective A	Elective B	Elective C
Level 1 credits	3	-	-	-
Level 2 or above credits	3	18-32	5-19	0-14
Minimum totals	6	18	5	14

Requirements for Award of Qualification

Award of NQF Qualifications

Credit gained for a standard may be used only once to meet the requirements of this qualification.

Unit standards and achievement standards that are equivalent in outcome are mutually exclusive for the purpose of award. The table of mutually exclusive standards is provided in section 7 of the New Zealand Qualifications Authority (NZQA) Rules and Procedures publications available at http://www.nzqa.govt.nz/ncea/acrp/index.html.

Reviewed standards that continue to recognise the same overall outcome are registered as new versions and retain their identification number (ID). Any version of a standard with the same ID may be used to meet qualification requirements that list the ID and/or that specify the past or current classification of the standard.

Summary of Requirements

- A minimum of 40 credits at Level 2 or above
- Compulsory standards
- Elective A – A minimum of 18 credits as specified
- Elective B – A minimum of 5 credits as specified
- Elective C – Balance

Detailed Requirements

Compulsory
The following standards are required

Computing and Information Technology > Computing > Generic Computing

ID	Title	Level	Credit
2780	Demonstrate and apply knowledge of a personal computer system	1	3
2781	Manage and protect data in a personal computer system	2	3

Elective A
A minimum of 18 credits at Level 2

Field	Subfield	Domain
Computing and Information Technology	Computing	Any

Elective B
A minimum of 5 credits at Level 2 or above

Field	Subfield	Domain
Business	Business Administration	Business Information Processing
		Text and Information Management - Generic

Elective C
The balance of credits to achieve
A minimum of 40 credits at Level 2 or above
May come from anywhere on the NQF

Transition Arrangements

Version 5

This qualification was revised to reflect the review of the *Computing* standards completed in June 2009 which resulted in the decrease in level and credits of standard 2780.

Changes to structure and content
- The total credit requirements increased from 40 to 43
- The credit value of the compulsory section decreased from 12 to 6 credits following changes to standard 2780
- Unit 111, *Operate a word processor* was removed from Elective A
- Elective B requirements were amended to a minimum of 5 credits at level 2 or above from domains *Business Information Processing* or *Text and Information Management - Generic*
- New Elective C was added allowing for the balance of credits from anywhere on the NQF to meet the requirement of a minimum of 40 credits at level 2 or above.

For detailed information see Review Summaries on the NZQA website.

People currently working towards version 4 of this qualification can either complete its requirements or transfer their results to version 5.

It is not intended that any existing candidate be disadvantaged by this revision. However, anyone who feels disadvantaged should contact the standard setter at the address below.

Previous versions of the qualification

Version 4 was published to reflect the review of the *Computing* standards completed in July 2002 which resulted in the expiry of standard 2782. Relevant aspects of standard 2782 were included in the new versions of standards 2780 and 2781. Credits for standard 2780 increased from 6 to 9*.*

Version 3 was updated following a review of the *Computing* standards. The previous transition arrangements were removed, as they no longer applied.

Version 2 was published following amendments to the requirements for Elective B.

NQF Registration Information

Process	Version	Date	Last Date for Assessment
Registration	1	February 1996	December 2004
Review	2	August 1997	December 2004
Review	3	January 1998	December 2004
Review	4	November 2002	December 2012
Revision	5	September 2009	N/A

Standard Setting Body

NZQA National Qualifications Services
PO Box 160
Wellington 6140

Telephone   04 463 3000
Email   nqs@nzqa.govt.nz

Planned Review

Any person or organisation may contribute to the review of this qualification by sending feedback to the standard setting body at the above address.

Next Review	2013

Certification

This certificate will display the logo of NZQA and the accredited organisation.

Classification

This qualification is classified according to the NQF classification system and the New Zealand Standard Classification of Education (NZSCED) system as specified below.

NQF Classification		NZSCED	
Code	**Description**	**Code**	**Description**
278	Computing and Information Technology > Computing	02	Information Technology

---

Quality Management Systems

Providers and Industry Training Organisations must be accredited by a recognised Quality Assurance Body before they can register credits from assessment against standards. Accredited providers and Industry Training Organisations assessing against standards must engage with the moderation system that applies to those standards. Accreditation requirements and the moderation system are outlined in the associated Accreditation and Moderation Action Plan (AMAP) for each standard.