**QUALIFICATION DETAILS**

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| **Qualification number/Te nama o te tohu mātauranga** |  | | |
| **English title/Taitara Ingarihi** | New Zealand Certificate in Leadership (Level 4) | | |
| **Māori title/Taitara Māori** |  | | |
| **Version number/Te putanga** | 1 | **Qualification type/Te momo tohu** | Certificate |
| **Level/Te kaupae** | 4 | **Credits/Ngā whiwhinga** | 60 |
| **NZSCED/Whakaraupapa** | 080301 Management and Commerce>Business and Management>Business Management | | |
| **Qualification developer/Te kaihanga tohu** | Ringa Hora Services Workforce Development Council | | |
| **Review Date /Te rā arotake** | 2030 | | |

**OUTCOME STATEMENT/TE TAUĀKI Ā-HUA**

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| **Strategic Purpose statement/ Te rautaki o te tohu** |
| This qualification is intended for people who are looking to build their leadership skills to lead people and manage processes efficiently and effectively.  This qualification will provide Aotearoa New Zealand with people who can lead teams and manage processes to achieve objectives in a leadership and/or management role across a wide range of community and organisational settings.  Aligned with Te Tiriti o Waitangi, this qualification fosters inclusive leadership and management that respects Aotearoa’s bicultural foundation and promotes cultural competence and collaborative practices*.* |

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| **Graduate Profile/Ngā hua o te tohu** |
| Graduates of this qualification will be able to:   * Lead others and manage workflows achieve objectives. * Develop self-reflection and self-assessment to enhance leadership and management practice. * Assess situations and respond effectively within a leadership activity. * Promote an inclusive environment to value diversity for positive performance. * Communicate to develop effective relationships with team members or other parties. * Exemplify and promote professional and ethical practices within a leadership role. |

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| **Education Pathway/ Ngā huarahi mātauranga** |
| This qualification may build on from the New Zealand Certificate in Leadership (Level 3) [Ref: xxxx] or other Level 3 qualifications on the New Zealand Qualifications and Credentials Framework.  This qualification may lead on to higher-level qualifications in generic leadership such as the New Zealand Diploma in Business with strand in Leadership [Ref: xxxx], the New Zealand Diploma in Advanced Leadership (Level 6) [Ref:xxxx], or other qualifications in sector specific contexts. |

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| **Employment, Cultural, Community Pathway/ Ko ngā huarahi ā-mahi, ā-ahurea, ā-whānau, ā-hapū, ā-iwi, ā-hapori anō hoki** |
| Graduates of this qualification may be employed in a range of leadership roles and contribute to thought leadership, coaching and mentoring, leading a kaupapa, hapū leadership, and raising awareness for diverse communities. Pathways include leadership and management positions such as team leader, second in-command, supervisor, production manager and can be applied in a variety of employment, cultural, or community settings. |

**QUALIFICATION SPECIFICATIONS/ NGĀ TAUWHĀITITANGA O TE TOHU**

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| Qualification Award/ Te whakawhiwhinga o te tohu | This qualification may be awarded by any education organisation with an approved programme or accreditation to deliver an approved programme. |
| Evidence requirements for assuring consistency/ Ngā taunaki hei whakaū i te tauritenga | Evidence requirements should include:  an overview of the mapping of the programme learning outcomes and assessments to the graduate profile outcomes  analysis and interpretation of graduate performance relative to the graduate profile outcomes in their next role: study and/or employment  analysis and interpretation of graduate self-assessment  analysis and interpretation of external and internal moderation. |
| Minimum standard of achievement and standards for grade endorsements/ Te pae o raro e tutuki ai, ngā paerewa hoki hei whakaatu i te taumata o te whakatutukinga | Achieved. |
| Other requirements for the qualification (including regulatory body or legislative requirements)/ Kō ētahi atu here o te tohu (tae atu hoki ki ngā here ā-hinonga whakamarumaru, ki ngā here ā-ture rānei) | None. |
| General conditions for programme/ Ngā tikanga whānui o te hōtaka | Programme delivery should be in a context which allows for all assessment to be conducted in real leadership context(s) or based on scenario(s) which must reflect the requirements and practicalities for leadership across bi-cultural and multi-cultural environments in Aotearoa New Zealand, including consideration of Te Tiriti o Waitangi.  *Te Tiriti o Waitangi* refers to the articles and/or the principles of The Treaty of Waitangi.  *Leadership activity* refers to an activity which requires taking the lead in an idea, event, situation, kaupapa, and/or management activities.  *Organisation* can be a commercial or other enterprise, not necessarily for profit, a community organisation, and can be a team or business unit within a larger organisation.  *Professional and ethical practice* refers to inclusivity, tikanga, organisational values, expected behaviours, and conduct.  **Programme Endorsement**  Providers are advised to refer to the Ringa Hora Services Workforce Development Council programme endorsement considerations:   * Ngā Whakamārama - Programme content * Mana ōrite mō te hunga ako - Equity for learners * Torotoronga me te kimi whakairo - Programme engagement and consultation * Te ao Māori * Te akoako me ngā reo o Te Moana-nui-a-Kiwa - Pacific languages and learners * Tangata Whaikaha - Disabled people   Additional guidance and recommendations for programme development can be found on the Ringa Hora website at (insert webpage here). |

**CONDITIONS RELATING TO THE GRADUATE PROFILE /NGĀ TIKANGA E HĀNGAI ANA KI NGA HUA O TE TOHU**

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| **Qualification outcomes/ Ngā hua** | | **Credits/Ngā whiwhinga** | **Conditions/Ngā tikanga** |
| 1 | Lead others and manage workflows to achieve objectives. | 20 |  |
| 2 | Develop self-reflection and self-assessment to enhance leadership and management practice. | 10 |  |
| 3 | Assess situations and respond effectively within a leadership activity. | 10 |  |
| 4 | Promote an inclusive environment to value diversity for positive performance for the organisation. | 5 |  |
| 5 | Communicate to develop effective relationships with team members and other parties. | 10 |  |
| 6 | Exemplify and promote professional and ethical practices within a leadership role. | 5 |  |

**TRANSITION INFORMATION/ HE KŌRERO WHAKAWHITI**

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| Replacement information/ He kōrero mō te whakakapi | This qualification replaced the New Zealand Certificate in Business (First Line Management) (Level 4) [ref: 2456] and the National Certificate in Business (First Line Management) (Level 4) [ref: 0649].  The National Certificate in Business (First Line Management) (Level 4) is discontinued. |
| Additional transition information/ Kō ētahi atu kōrero mō te whakakapi | **Version Information**  This qualification was listed in XXXX 2025 following a scheduled review of business qualifications.  Please refer to [Qualifications and Assessment Standards Approvals](https://www.nzqa.govt.nz/framework/updates/summaries.do) for further information.  The last date of assessment for the replaced qualification is 31 December 2028.  People working currently towards the replaced qualification may either complete the requirements for that qualification by 31 December 2028 or transfer to this qualification.  It is not intended that any existing candidate be disadvantaged by these transition arrangements; however, anyone who feels they have been disadvantaged may appeal to:  Ringa Hora Services Workforce Development Council  PO Box 445  Wellington 6140 |