**QUALIFICATION DETAILS**

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| **Qualification number/Te nama o te tohu mātauranga** |  |
| **English title/Taitara Ingarihi** | New Zealand Certificate in Leadership (Level 3)  |
| **Māori title/Taitara Māori** |  |
| **Version number/Te putanga** | 1 | **Qualification type/Te momo tohu** | Certificate |
| **Level/Te kaupae** | 3 | **Credits/Ngā whiwhinga** | 40 |
| **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 for aspiring or new leaders, equipping them with transferrable skills and knowledge to lead confidently and effectively in Aotearoa New Zealand’s unique and diverse contexts. The qualification will provide Aotearoa New Zealand with people who have leadership skills grounded in their values and adaptable to various settings, enabling meaningful contributions to communities and organisations. Aligned with Te Tiriti o Waitangi, this qualification develops inclusive leadership that respects Aotearoa’s bicultural foundation and fosters cultural competence and collaborative practices.  |

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| **Graduate Profile/Ngā hua o te tohu** |
| Graduates of this qualification will be able to:* Identify strategies to enhance personal strengths and values to lead within own contexts and responsibilities.
* Identify and adopt self-reflection by considering professional and ethical behaviour, personal values and the impact on others in a leadership context.
* Communicate effectively in a socially and culturally responsible manner within a leadership context.
* Contribute to decision-making and/or solution-building within own contexts and responsibilities.
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| **Education Pathway/ Ngā huarahi mātauranga** |
| This is the first qualification in the leadership suite of qualifications. This qualification may build on from or be part of a range of qualifications on the New Zealand Qualifications and Credentials Framework. This qualification may lead to higher-level qualifications in the leadership suite, such as the New Zealand Certificate in Leadership (Level 4) [Ref: xxxx], the New Zealand Diploma in Business with strand in Leadership [Ref: xxxx], New Zealand Diploma in Advanced Leadership [Ref: xxxx], or higher-level 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 leadership role 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. *Aotearoa’s unique and diverse contexts* refers to inclusion of Te Tiriti o Waitangi, Māori, multiculturalism, the recognition, celebration, and integration of diverse cultural backgrounds and perspectives within the country. *Values* refer to known values such as personal, organisational, cultural, project, diversity, equity and inclusion (DEI), whaikaha, Māori, and Pacific. *Socially and culturally* relates to all social and cultural interactions, including te Tiriti o Waitangi and multiculturalism in Aotearoa New Zealand, in the context of this qualification. *Professional and ethical practice* relates to inclusivity, tikanga, organisational values, expected behaviours, and conduct. Ano*rganisation* 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. **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 | Identify strategies to enhance personal strengths and values to lead within own contexts and responsibilities.  | 10 |  |
| 2 | Identify and adopt self-reflection by considering professional and ethical behaviour, personal values and the impact on others in a leadership context. | 10 |  |
| 3 | Communicate effectively in a social and culturally responsible manner within a leadership context.  | 10 |  |
| 4 | Apply effective problem-solving and contribute to decision-making for organisational purposes.  | 10 |  |

**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 (Introduction to Team Leadership) (Level 3) [Ref: 2453] and the National Certificate in Business (First Line Management) (Level 3) [Ref: 0743]. The National Certificate in Business (First Line Management) (Level 3) 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 445Wellington 6140Email: [qualifications@ringahora.nz](https://auth.nzqa.govt.nz/mqa/sqr/qualifications/2394/versions/2/qualifications%40ringahora.nz) Web: [www.ringahora.nz](https://auth.nzqa.govt.nz/mqa/sqr/qualifications/2394/versions/2/www.ringahora.nz)Phone: 04 909 0306 |