



TOI MAI

Workforce
Development
Council

PROGRAMME GUIDANCE

for

New Zealand Certificate in Computing

(Advanced User)

(Level 4) (ref 2593 v2)

September 2022

This guidance has been developed to aid providers developing programmes leading to this qualification and provides a list of suggested unit standards that have been aligned to the qualification's Graduate Profile Outcomes (GPOs).

Strategic Purpose

The purpose of this qualification is to provide Aotearoa New Zealand organisations and communities with graduates who have advanced level user computing skills, using digital technologies to produce and process information, operating effectively with a range of skills that will be internationally relevant.

This qualification may build on existing skills and may recognise the achievement of relevant knowledge and skills of those already employed.

Graduates will be capable of performing a wide range of computing related tasks under broad guidance in a work environment and may demonstrate self-management and some responsibility for the performance of others.

General Conditions for Programme

Programme design

Programmes must explore more advanced use of productivity software and other tools and technical devices.

Programmes may provide opportunities for specialising in particular areas e.g. programmes may be contextualised for financial, scientific, medical, insurance, banking, agri-business, travel, education or other IT environments.

Programmes must incorporate a focus on current and emerging digital tools, technologies and systems.

Programmes must reflect quality industry practice and maintain currency with amendments to, and replacements of, relevant legislation, regulations, Australia/New Zealand standards (AS/NZS), and security responsibilities including cyber safety.

Diversity and inclusion

Programme design must consider bicultural, multicultural, gender and accessibility perspectives. Programme design must also consider ngā kaupapa o te Tiriti o Waitangi (the principles of the Treaty of Waitangi).

Professional practice

Professional practice must be an integral part of the programme and delivery. Professional practice includes the core 'soft skills' of communication, collaboration, interpersonal skills, self-management, problem solving, reflection and ethical principles and practices.

It also includes the awareness of implications of complying with legal and regulatory requirements (e.g. health and safety, copyright, intellectual property, spamming, software licensing, privacy), and observing security responsibilities relevant to an organisational environment.

Practical experience

Practical experience is essential, and it is recommended that learners complete at least half of their programme in real or realistic practical settings such as workplaces, labs or other simulated environments, or table-top walk-through exercises.

Suggested unit standards

The following list of standards aligned to each GPO was developed as part of the 2021 review of Computing and Information Technology unit standards and follows the 2020 review of this qualification. It includes both recommended and optional standards with recommended standards highlighted.

Suggested unit standards towards the NZ Certificate in Computing (Advanced User) (Level 4) [Ref: 2593] (60 credits)				
Qualification GPO	Unit	Title	Level	Credits
GPO1 Use digital tools and advanced techniques, including customising productivity software, to efficiently extract, organise, integrate and share relevant information, and produce specified outcomes in a variety of settings. (20 credits)	29799	Apply advanced word processing features and functions to produce complex documents	4	5
	29800	Apply advanced spreadsheet features and functions to meet the requirements of a brief	4	5
	29801	Plan, create, test and implement an interactive multimedia product to meet requirements of a brief	4	5
	29802	Design, create, operate, and test a relational database to address an organisational information system need	4	5
	29803	Use a desktop publishing application to produce documents integrating media for a client	4	5
	29804	Develop and evaluate an interactive website for a client	4	5
	29791	Capture and prepare digital media for integration into other applications	3	2
	32942	Use and maintain a computer database to meet organisational requirements	3	3
	29772	Manage files and folders using digital devices.	2	2
	29778	Use the main features and functions of a schematic diagram application to create diagrams.	2	2
29779	Create, assemble, and test a microprocessor -controlled device built from components	2	3	

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Qualification GPO	Unit	Title	Level	Credits
GPO2 Investigate, plan, consult, design and create solutions integrating the advanced use of several different applications and project planning tools and techniques, to meet the requirements of specified briefs. (10 credits)	29805	Design and create an integrated digital solution to meet the requirements of a specified brief	4	5
	29790	Use digital tools to create and monitor a project plan	3	3
GPO3 Use critical thinking skills, statistical analysis applications, and problem solving and decision making techniques to research and analyse problems, interpret data, make informed decisions, and identify solutions. (10 credits)	29806	Use digital tools and critical thinking to analyse data and identify solutions to problems.	4	10
GPO4 Communicate and collaborate clearly and professionally with colleagues and stakeholders in a range of contexts, using a variety of collaborative tools and platforms, to maintain relationships and achieve objectives. (10 credits)	29807	Communicate professionally in a range of digital contexts, to maintain relationships and achieve objectives	4	3
	29796	Collaborate and communicate with others effectively and safely in a digital environment	3	7

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Qualification GPO	Unit	Title	Level	Credits
GPO5 Use digital technologies and systems securely, legally and ethically when gathering, storing, accessing and sharing information using standard professional conventions. (5 credits)	29808	Use digital technologies and systems securely, legally and ethically to gather, store, access and share information	4	5
GPO6 Explore and evaluate current and emerging trends relating to using digital tools and digitally stored and transmitted information to support operational efficiency and effectiveness. (5 credits)	29809	Investigate current and emerging trends in the use of digital tools to support operational efficiency and effectiveness	4	5

For further information and questions on this guidance, please contact us at qualifications@toimai.nz