

NEW ZEALAND CERTIFICATE IN COMPUTING – Intermediate User (Level 3): NZQA REF 2592

Technical Information

Units, Credits and Outcomes mapping

Level 3, 61 credits

Entry Requirements: None

Domestic learners enrolling are expected to hold the New Zealand Certificate in Computing (User Fundamentals) (Level 2) [Ref:2591], or equivalent knowledge, skills and experience.

Education Pathway: This qualification provides a pathway into a range of qualifications. Graduates may progress to further study in a variety of areas at Level 4 or above, such as:

- New Zealand Certificate in Computing (Advanced User) (Level 4) [Ref: 2593]
- New Zealand Certificate in Business (Administration and Technology) (Level 4) [Ref: 2461]
- New Zealand Certificate in Information Technology Essentials (Level 4) [Ref: 2594]
- New Zealand Certificate in Information Technology (Level 5) [Ref: 2595]
- New Zealand Diploma in Information Technology Technical Support (Level 5) [Ref: 2596]
- New Zealand Diploma in Information Systems (Level 5) [Ref: 2597]
- New Zealand Diploma in Web Development and Design (Level 5) [Ref: 2598]

This qualification can complement other qualifications in specific industries. Graduates may also be equipped to attempt optional industry certifications at the appropriate level.

Employment Pathway: This qualification may assist graduates to obtain entry-level positions in a range of industries.

Qualification outcomes	Credits required	Outcome Conditions
1. Use a wide range of features, functions and settings of common digital devices, software and techniques to search, combine and manipulate data to create, access, organise, present and store information and data.	20	Programmes must include: <ul style="list-style-type: none"> • The intermediate level use of a variety of relevant software applications including word processing, spreadsheet, interactive web pages, presentation, database; use of basic web and image editing software; • Integrating data, images and information across applications to produce specified outcomes; • Search strategies and techniques.
2. Investigate, plan, design and create solutions to meet the requirements of a specified brief.	15	Programmes must include research and consultation to determine requirements and recommend solution/s.
3. Identify risks and meet compliance requirements when using digital tools and digitally stored and transmitted information, and explain procedures and implement solutions to meet security requirements in an organisation context.	5	Programmes must include: <ul style="list-style-type: none"> • Compliance with organisational and legal regulations including privacy, health and safety, copyright, spamming, software licensing; • Recognising and addressing common security and privacy risks, including the transparency and accessibility of information, maintaining security requirements, and installation of antimalware software.
4. Consistently apply appropriate ethics, standards, principles and practices to comply with legal and organisational requirements.	5	Programmes must include: <ul style="list-style-type: none"> • Consideration of confidentiality, privacy, standard professional conventions, copyright, referencing, appropriateness of material.

<p>5. Apply communication principles to effectively collaborate with others in a digital environment.</p>	<p>7</p>	<p>Programmes must include:</p> <ul style="list-style-type: none"> • Appropriate etiquette for online use; • Communication and interpersonal skills – written, verbal and nonverbal, formal and informal communication skills, presentations; • Selection and use of appropriate information/data and tools to present information.
<p>6. Use a variety of digital devices to transfer data across multiple platforms.</p>	<p>5</p>	<p>Programmes must include:</p> <ul style="list-style-type: none"> • Synchronising data across multiple devices and platforms; • Data transferability – local and remote storage.
<p>7. Trouble-shoot and fix a range of common hardware and software problems.</p>	<p>3</p>	<p>Programmes must include:</p> <ul style="list-style-type: none"> • Using problem solving techniques to identify hardware and software problems; • Fixing problems by selecting from a range of known solutions; • Knowing how to find and when to seek help, using appropriate computing terminology.

Transition Information: This qualification replaced the National Certificate in Computing (Level 3) [Ref: 0011].

Unit	Title	OUTCOMES							Level	Credit
		1	2	3	4	5	6	7		
All of these units must be included for Outcome 1										
29785	Use a word processing application to integrate images, spreadsheet and database data into documents. Office 365/2016 Word, Excel, Access	✓							3	4
29786	Produce a spreadsheet for organisational use. Office 365/2015 Excel	✓							3	3
29787	Produce and use a database to provide a solution for organisational use. Office 365/2016 Access	✓							3	3
29788	Develop and evaluate an interactive website for organisational use. HTML5 & CSS3; Notepad++	✓							3	5
29789	Use a presentation application to produce an interactive multimedia presentation. Office 365/2016 PowerPoint	✓							3	3
This unit must be included for Outcome 2										
29793	Investigate, plan, design and create digital outcome solutions to meet the requirements of a specified brief.		✓						3	5
All of these units must be included for Outcome 1 and Outcome 2 = 13 CREDITS (2 CREDITS for Outcome 1 and 11 credits for Outcome 2)										
29790	Apply digital tools to create and monitor a project plan. Microsoft Office 2016 Project Professional	✓	✓						3	3
29791	Capture and prepare digital media for integration into other applications. Gimp	✓	✓						3	2
29792	Use a desktop publishing application to produce documents. Office 365/2015 Publisher	✓	✓						3	4
29772	Manage files and folders using digital devices. Windows 10, Android, iOS	✓	✓						2	2
29778	Use the main features and functions of a schematic diagram application to create diagrams. draw.io	✓	✓						2	2
All of these units must be included for Outcome 3										
29794	Implement security solutions when using digital tools.			✓					3	5
All of these units must be included for Outcome 4										
29795	Apply ethical behaviour when using digital tools.				✓				3	5
All of these units must be included for Outcome 5										
29796	Collaborate effectively with others in a digital environment.					✓			3	7
All of these units must be included for Outcome 6										
29780	Configure and use contemporary and emerging digital devices. Windows 10, Android, iOS						✓		2	3
29797	Synchronise data across digital devices and multiple platforms. Windows 10, Android, iOS						✓		3	2
All of these units must be included for Outcome 7										
29798	Troubleshoot, fix and escalate a range of common hardware and software problems. Windows 10							✓	3	3