

**APPENDIX A: 2009-2011 Support Staff in Schools' Collective Agreement
ADMINISTRATIVE CLASS QUALIFICATIONS**

NZQA QUALIFICATIONS Group One	PROVIDER (Key on last page)
National Certificate in Composites (Level 4)	TOPNZ
National Certificate in Business Administration (Level 4)	
National Certificate in Computing (Level 4)	
Certificate in Business Administration	WAIA' IT, CPIT
National Certificate in Business Computing (Intermediate)	WAIA' IT
Certificate of Computing	NP
Certificate in Business Technology and Administration	UCOL
Certificate in Office Systems and Technology	TWP
Certificate in Office Administration	MIT
Certificate in Office Administration and Computing	MIT
Certificate for Advanced Computer Users	UCOL
Certificate in Business Fundamentals	UCOL
Certificate in Supervisory Management	UNITEC
Certificate in Small Business	UNITEC
Accounting for Non-Accountants – Certificate of Achievement	TOPNZ
Introduction to Accounting – Certificate of Achievement	TOPNZ
School Trusteeship – Certificate of Achievement	TOPNZ
National Certificate in Business Administration (Level 5)	
National Diploma in Business Computing (Level 5)	
NZ Diploma in Business	UCOL, SIT, EIT, AUT, TAIRAWHITI
Certificate in Information Systems	NP
Certificate in Business Administration	CPIT
Certificate in Computer Support	UCOL
Certificate in Business Computing	NMIT
Certificate in Business	WAIA' IT
Certificate in Business Studies	MASSEY
Diploma in Business Services	MIT
Diploma in Business Computing	MIT
Certificate in Administrative Services in Schools	ACE
Certificate in Support Services in Schools	ACE
Certificate in Business Computing (CBC)	
Trade Certificate Typing Grade B (Stage II senior)	
Trade Certificate Office Management – Word Processing	
Trade Certificate in Shorthand/Typing Grade 2	
NZIM Certificate in Small Business Management	
NZIM Certificate in Supervisory Management	
Advanced Certificate in Business Computing (ACBC)	
Advanced Trade Certificate Typing/Shorthand/Office Management	
Pitmans Diploma in Typing	
Business Administration Training Course	
Chamber of Commerce Diploma (110 wpm)	
Public Service Examination (110/40 wpm)	
TCB Advanced Grade	
Diploma in Word Processing	

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NZQA QUALIFICATIONS Group One - Level 4 National Certificates:	PROVIDER (Key on last page)
Youth Pastor Certificate	Baptist Union of NZ
Mai te Pakiaka ki te Tupuranga He Tohu Rangatira mo	DCE
Certificate in Fitness and Exercise Science	NMIT
Certificate in Elite Sport Performance	SIT
Statement of Attainment in Community Skills	CPIT
Certificate in the Introduction to Nursing	AUT
Pre-degree Nursing	NMIT
Health Care Assistance	BOPP
Introduction to Health and Childcare	SIT
Foundation Certificate in Nursing and Health Science	TAIRAWHITI, EIT
Te Mahi Whakawhaungatanga	MIT
Social Services – Kaupapa Tangata Whenua	OTAGO POLY
Te Toku Ratonga Hapori	MIT
Certificate in Maori Studies	WAIA' IT, UNITEC
Certificate of Achievement – Te Kopae	WANG POLY
Te Timatanga Hou	UNI OF WAIKATO
Diploma in Sport and Fitness Management	WANG POLY
Statement of Attainment in Exercise Science	CPIT
Diploma in Recreation and Sport	WITT
Diploma in Sport and Exercise	TWP
Te Rangi Tuu Kaha	WANG POLY
Te Reo Rangatira	UCOL, TWP
Te Tohu Mutunga Kore	WHITI' CP
Certificate in Teacher Aiding	Training for You, Wanganui
Te Huanui	CPIT
Te Ataarangi – Te Mana me te Weehi	CPIT
Diploma in Maori Studies	WITT
Te Pokaitahi Nga Puhi Nui Tonu	NP
Tiwhikete te Reo Whiri	UCOL
Te Reo me Ona Tikanga	SIT
Poutama	WHITI' CP
Rangatahi Hauora	TWP
Certificate in Business Computing	WAIA' IT
Certificate in Computing	NP
Advanced Computer Users Certificate	UCOL
Certificate in Translation Studies	AUT
Certificate in Applied Arts	OTAGO POLY
Trade Certificate Laboratory Work	
Trade Certificate Typing Grade B (Stage II senior)	
Trade Certificate in Shorthand/Typing Grade 2	
Braille Proficiency Certificate	
NZ Technicians Certificate	
Trade Certificates (Industry)	
Certificate in Adult Learning and Teaching (CALT)	
Enrolled Nurse Certificate	
Registered Community Nurse	
Certificate of Dental Nursing	
Certificate of Counselling Te Whiuwhiu o te Hau	
NZ Certificate of Science (Intermediate)	
National Certificate in Hauora (Maori Community Health)	
National Certificate in Science	
National Certificate in Whakairo	

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NZQA QUALIFICATIONS	PROVIDER (Key on last page)
Group One - Level 4 National Certificates: National Certificate in Business Computing National Certificate in Social Work Certificate in Environmental Management Certificate in Applied Science Certificate in Environmental Science and Resource Management Certificate in Business Computing Certificate in Information systems Certificate in Computer Support Certificate in Business Computing (CBC) Advanced Certificate in Business Computing (ACBC) Certificate in Maori Studies Te Tohu Pokairua – Maori Studies Te Ao Maori Te Toho Paetahi Te Pukenga Teacher Aide Certificate (Maori Immersion)	BOPP WIT (<i>formerly CIT</i>), WITT, EIT UNITEC MIT NP UCOL WAIA' IT, UNI OF WAIKATO CPIT OTAGO POLY BOPP ANAMATA
Group One - Level 5 National Diploma/Certificates: Certificate in Library Services in Schools Advanced Certificate in Applied Sport and Recreation Certificate in Athlete Development Certificate in Sport and Fitness Certificate as Pool Supervisor and Swim Instructor Certificate in Fitness Industry Training Certificate in Sporting Performance Certificate in Applied Counselling Skills Certificate in Community Counselling Certificate in TESOL Support TESOL Certificate in Teaching English as a Foreign Language Certificate in Arts Certificate in Social and Community Work Certificate in Rehabilitation Studies Certificate in Applied Science Certificate in Behaviour and Learning Support (previously Certificate in Special Needs Support) Diploma in Teaching People with Disabilities Diploma in Exercise Science Diploma in Sport and Recreation Management Diploma in Sports Science and Coaching Diploma in Recreation Diploma in Information and Library Studies (Level 5) Diploma in Sport and Recreation Diploma in Social Practice Diploma in Social and Community Work Nga Ratonga Hapori – Tukupu Diploma in Health and Human Development Diploma in Health and Human Behaviour Diploma in Human Services Diploma in Sport and Recreation	ACE MIT UNITEC AUT OTAGO POLY CPIT OTAGO POLY UCOL WIT (<i>formerly CIT</i>) CCE CPIT DCE MASSEY MASSEY MASSEY MASSEY CCE UCOL, WAIA' IT, CPIT, ACE, WCE UCOL, WIT (<i>formerly CIT</i>) UCOL UCOL EIT TOPNZ SIT BOPP MIT MIT WIT (<i>formerly HVP</i>) TOPNZ ACE AUT

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NZQA QUALIFICATIONS Group One - Level 5 National Diploma/Certificates:	PROVIDER (Key on last page)
Diploma in Fitness Training	AUT
Certificate of Education Support	
NZI Medical Laboratory Technician Assistants Certificate	
Advanced Trade Certificate (Industry)	
Certificate in Recreation and Sport	
Diploma in Maori and Administration	TE WANANGA O RAUKAWA
Diploma in NZ Policing	
Certificate in Humanities	OTAGO UNI
NZNNC (NZ Nanny Certificate)	
Diploma in Early Childhood Group Education and Care	RANGI RURU
Certificate in Childcare (NZCA)	
Te Ao Maori	OTAGO POLY
Te Toho Paetahi	BOPP
Te Pukenga Teacher Aide Certificate (Maori Immersion)	ANAMATA
Certificate in Library Services in Schools	ACE
Advanced Certificate in Applied Sport and Recreation	MIT
Certificate in Athlete Development	UNITEC
Certificate in Sport and Fitness	AUT
Certificate as Pool Supervisor and Swim Instructor	OTAGO POLY
Certificate in Fitness Industry Training	CPIT
Certificate in Sporting Performance	OTAGO POLY
Certificate in Applied Counselling Skills	UCOL
Certificate in Community Counselling	WIT (<i>formerly CIT</i>)
Certificate in TESOL Support	CCE
TESOL	CPIT
Certificate in Teaching English as a Foreign Language	DCE
Certificate in Arts	MASSEY
Certificate in Social and Community Work	MASSEY
Certificate in Rehabilitation Studies	MASSEY
Certificate in Applied Science	MASSEY
Certificate in Behaviour and Learning Support (previously Certificate in Special Needs Support)	CCE
Diploma in Teaching People with Disabilities	UCOL, WAIA' IT, CPIT, ACE, WCE
Diploma in Exercise Science	UCOL, WIT (<i>formerly CIT</i>)
Diploma in Sport and Recreation Management	UCOL
Diploma in Sports Science and Coaching	UCOL
Diploma in Recreation	EIT
Diploma in Information and Library Studies (Level 5)	TOPNZ
Diploma in Sport and Recreation	SIT
Diploma in Social Practice	BOPP
Diploma in Social and Community Work	MIT
Nga Ratonga Hapori – Tukupu	MIT
Diploma in Health and Human Development	WIT (<i>formerly HVP</i>)
Diploma in Health and Human Behaviour	TOPNZ
Diploma in Human Services	ACE
Diploma in Sport and Recreation	AUT
Diploma in Fitness Training	AUT
Certificate of Education Support	

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NZQA QUALIFICATIONS	PROVIDER (Key on last page)
Group One -Level 5 National Diploma/Certificates: NZI Medical Laboratory Technician Assistants Certificate Advanced Trade Certificate (Industry) Certificate in Recreation and Sport Diploma in Maori and Administration Diploma in NZ Policing Certificate in Humanities NZNNC (NZ Nanny Certificate) Diploma in Early Childhood Group Education and Care Certificate in Childcare (NZCA)	TE WANANGA O RAUKAWA OTAGO UNI RANGI RURU
Group Two - Level 6 National Diploma: National Diploma in Science National Diploma in Whakairo National Diploma in Nga Mahi te Whare Pora National Diploma in Reo Maori National Diploma in Youth Work National Diploma in Social Services National Diploma in Iwi/Maori Studies NZ Certificate of Science Certificate of Proficiency in Medical Laboratory Technology NZ Certificate of Engineering NZ Certificate of Data Processing NZ Library Association Certificate NZ Library Studies Certificate Diploma in Comprehensive Nursing (also RCpN) Registered General Nurse (RGN) Registered General and Obstetric Nurse (RGON) Certificate in Computer Networks Certified Network Associate (CCNA) Maori Fine Arts (Weaving) Te Reo me nga Tikanga Te Reo Rangatira Te Whiuwhiu o te Hau (Maori Counselling) Nga Ratonga Hapori – Whakaturuma Certificate in Social Work Certificate in Applied Social Research Advanced Certificate in Addiction Studies Certificate in TESOL TESOL Certificate in Deaf Studies: Teaching (NZSL) Sign Language Interpreting Advanced Certificate in Autism and Severe Communication Disorders Certificate in Language Teaching to Adults Certificate in Reading Studies Certificate in Technology Information Certificate in Managing Learning and Behaviour Advanced Certificate in Community Services (Disabilities)	UCOL UCOL UNITEC UNITEC TWP TWP MIT ACE ACE MIT CCE TWP VUW AUT CCE AUT CCE CCE CCE CCE

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NZQA QUALIFICATIONS	PROVIDER (Key on last page)
Group Two - Level 6 National Diploma: Diploma in Applied Science Diploma in Environmental Management Te Pokaitahi Nga Puhi Nui Tonu (Dip) Tohu Maoritanga Diploma in Child and Adolescence Guidance Counselling Diploma in Counselling Diploma in Career Counselling Diploma in Social and Community Work Diploma in Health Science Diploma in Applied Mental Health Diploma in Applied Recreation Diploma in Sports Science and Management Diploma in Information and Library Services (Level 6) Diploma in Applied Arts Registered Psychopaedic Nurse Registered Psychiatric Nurse National Diploma in Children's Literature Diploma in Recreation Management NZ Certificate in Statistics	WITT, EIT BOPP NP VUW WIT (<i>formerly CIT</i>) MIT, UCOL WIT (<i>formerly CIT</i>) MIT UCOL TOPNZ CPIT UNITEC TOPNZ NP CCE
Group Three	
All qualifications registered on NZQF at levels 7-8 All NZ degrees and NZQA assessed equivalents All graduate certificates All graduate diplomas All post-graduate certificates All post-graduate diplomas All Registered Teachers and those eligible for Registration Ministry of Education verified He Tohu Matauranga NZIM Advanced Diploma in Management NZIM Higher Diploma in Management	

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NZQA QUALIFICATIONS Group One – Level 4 National Certificate	PROVIDER Key on last page
<p>National Certificate in Youth Work National Certificate in Mental Health (Mental Health Support Work) National Certificate in Human Services National Certificate in Social Services National Certificate in Pacific Island Social Services National Certificate in Iwi/Maori Social Services National Certificate in Community Recreation National Certificate in Reo Maori National Certificate in Hauora (Maori Community Health) National Certificate in Maori Performing Arts National Certificate in Nga Mahi a te Whare Pora National Certificate in Whakairo National Certificate in Computing Certificate in Teacher Aides Certificate in Support Services in Schools Certificate in Educational Support (Special Needs) Certificate in Teacher Aide Skills Certificate in Teacher Aiding Certificate in Education Support Certificate in Educational Support (Disability Studies) Teacher Aide Certificate Higher Certificate for Teacher Aides Certificate in Disabilities Support Certificate in Teaching People with Disabilities Advanced Care Tech Certificate Certificate in Counselling Certificate in Community Skills/Work Certificate in Community and Social Work Certificate in Social Work (Activities-based) Certificate in Teaching English as an Additional Language Certificate in Te Taura o te Reo - Te Ataarangi (97) Certificate in Te Rakeitanga o te Reo - Te Ataarangi (98) Certificate in Supporting Children's Learning (2003) Certificate in Education Support Certificate of Proficiency - Training of the intellectually handicapped (86) Certificate in Tertiary Teaching Certificate in Special Needs Education Te Tohu o te Kohanga Reo</p> <p>Advanced Certificate for Science Laboratory Technicians Teacher Aide Certificate</p>	<p>MASSEY ACE MIT CASE BOREHAM SIT, CPIT WINTEC DCE TOPNZ MASSEY WITT CPIT, NMIT, TWP EIT NMIT UNITEC, BOPP WAIA' IT, UNITEC UNITEC MASSEY TWP TWP CCE TWP Department of Health</p> <p>AUT CCE Te Kohanga Reo National Trust City and Guilds of London PNCE, TOPNZ, RTC</p>

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Group One - Level 5 National Diploma/Certificate	PROVIDER
<p>Te Toho Paetahi Te Pukenga Teacher Aide Certificate (Maori Immersion) Certificate in Applied Counselling Skills Certificate in Community Counselling Certificate in Arts Certificate in Social and Community Work Certificate in Rehabilitation Studies Certificate in Applied Science Certificate in Behaviour and Learning Support (previously Cert in Special Needs Support) Diploma in Teaching People with Disabilities</p> <p>Diploma in Social Practice Diploma in Social and Community Work Nga Ratonga Hapori - Tukupu Diploma in Health and Human Development Diploma in Health and Human Behaviour Diploma in Human Services Certificate of Education Support Diploma in Maori and Administration</p> <p>Diploma in NZ Policing NZNNC (NZ Nanny Certificate) Diploma in Early Childhood Group Education and Care Certificate in Childcare (NZCA)</p>	<p>BOPP ANAMATA UCOL WIT (<i>formerly CIT</i>) MASSEY MASSEY MASSEY MASSEY CCE</p> <p>UCOL, WAIA' IT, CPIT, ACE, WCE</p> <p>BOPP MIT MIT WIT (<i>formerly HVP</i>) TOPNZ ACE</p> <p>TE WANANGA O RAUKAWA</p> <p>RANGI RURU</p>
Group Two – Level 6 National Diploma	
<p>National Diploma in Whakairo National Diploma in Nga Mahi te Whare Pora National Diploma in Reo Maori National Diploma in Youth Work National Diploma in Social Services National Diploma in Iwi/Maori Studies Diploma in Comprehensive Nursing (also RCpN) Registered General Nurse (RGN) Registered General and Obstetric Nurse (RGON) Certificate in Computer Networks Certified Network Associate CCNA Maori Fine Arts (Weaving) Te Reo me nga Tikanga Te Reo Rangatira Te Whiuwhiu o te Hau (Maori Counselling) Nga Ratonga Hapori – Whakaturuma Certificate in Social Work Certificate in Applied Social Research Advanced Certificate in Addiction Studies Certificate in Deaf Studies - Teaching (NZSL) Sign Language Interpreting Advanced Certificate in Autism and Severe Communication Disorders</p>	<p>UCOL UCOL UNITEC UNITEC TWP TWP MIT ACE ACE MIT VUW AUT CCE</p>

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NZQA QUALIFICATIONS Group Two Continued	PROVIDER (Key on last page)
Certificate in Language Teaching to Adults Certificate in Reading Studies Certificate in Technology Information Certificate in Managing Learning and Behaviour Advanced Certificate in Community Services (Disabilities) Te Pokaitahi Nga Puhi Nui Tonu (Diploma) Tohu Maoritanga Diploma in Child and Adolescence Guidance Counselling Diploma in Counselling Diploma in Career Counselling Diploma in Social and Community Work Diploma in Health Science Diploma in Applied Mental Health Registered Psychiatric Nurse National Diploma in Children's Literature Diploma in Applied Arts Registered Psychopaedic Nurse	AUT CCE CCE CCE CCE NP VUW WIT (<i>formerly CIT</i>) MIT, UCOL WIT (<i>formerly CIT</i>) MIT UCOL TOPNZ CCE NP
Group Three	
All qualifications registered on NZQF at levels 7-8 All NZ degrees and NZQA assessed equivalents All graduate certificates All graduate diplomas All post-graduate certificates All post-graduate diplomas All Registered Teachers and those eligible for Registration Ministry of Education verified He Tohu Matauranga NZIM Advanced Diploma in Management NZIM Higher Diploma in Management	

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Key to Abbreviations of Training Providers

Abbreviation	Full name of Polytechnic, Institute or University
ACE	Auckland College of Education
AUT	Auckland University of Technology
BOPP	Bay of Plenty Polytechnic
CASE BOREHAM	Case Boreham Assoc. (of Whakatane)
CCE	Christchurch College of Education
CPIT	Christchurch Polytechnic Institute of Technology
DCE	Dunedin College of Education
EIT	Eastern Institute of Technology
MASSEY	Massey University
MIT	Manukau Institute of Technology
NMIT	Nelson-Marlborough Institute of Technology
NP	Northland Polytechnic
OTAGO POLY	Otago Polytechnic
OTAGO UNI	Otago University
PNCE	Palmerston North College of Education
RANGI RURU	Rangi Ruru College
RTC	Regent Training Centre
SIT	Southern Institute of Technology
TAIRAWHITI	Tairāwhiti Polytechnic
TE WANANGA O RAUKAWA	Te Whare Wananga o Raukawa
TOPNZ	The Open Polytechnic of New Zealand
TWP	The Waikato Polytechnic
UCOL	Universal College of Learning (of Palmerston North)
UNI OF WAIKATO	University of Waikato
UNITEC	Unitec Institute of Technology
VUW	Victoria University of Wellington
WAIA' IT	Waiariki Institute of Technology
WANG POLY	Wanganui Polytechnic
WCE	Wellington College of Education
WHITI' CP	Whitireia Polytechnic
WINTEC	Waikato Institute of Technology (formerly Waikato Polytechnic)
WIT	Wellington Institute of Technology (formerly Central Institute of Technology (CIT) and Hutt Valley Polytechnic (HVP) now combined)
WITT	Western Institute of Technology of Taranaki (formerly Taranaki Polytechnic)