

Luke Philip Ponga

NSN: 127033747

Issued: 13 Jun 2019

@ : developmentdesignsltd@gmail.com

☎ : 0211038077

✉ : 20 Bankwood Road
Chartwell
Hamilton
3210

Qualification summary

	Date
National Certificate of Educational Achievement (Level 3)	11 Dec 2018
New Zealand Qualifications Authority	
National Certificate of Educational Achievement (Level 2)	11 Dec 2018
New Zealand Qualifications Authority	
National Certificate of Educational Achievement (Level 1)	11 Dec 2018
New Zealand Qualifications Authority	

Components of learning

		Level	Credits	Result	Date
Science					
90930	Carry out a practical chemistry investigation, with direction	01	4	A	1 Jun 2017
Communication Skills					
3494	Write minutes for a formal meeting	03	3	A	11 Dec 2018
9681	Contribute within a team or group which has an objective	03	3	A	4 Dec 2018
9694	Demonstrate and apply knowledge of communication process theory	03	4	A	8 Oct 2018
1294	Be interviewed in a formal interview	02	2	A	3 Apr 2018
1299	Be assertive in a range of specified situations	02	4	A	13 Jun 2018
3503	Communicate in a team or group to complete a routine task	01	2	A	12 Apr 2017
3503	Communicate in a team or group to complete a routine task	01	2	A	3 Jul 2018
Core Generic					
4247	Describe general characteristics of peoples in New Zealand	02	2	A	13 Mar 2018
4252	Produce a personal targeted CV (curriculum vitae)	02	2	A	3 Apr 2018
4261	Identify legal rights and obligations in relation to registering and operating a private motor vehicle	02	3	A	13 Mar 2018
7117	Produce a plan to enhance own learning	02	2	A	13 Apr 2018
10781	Produce a plan for own future directions	02	3	A	5 Jul 2018
12349	Demonstrate knowledge of time management	02	3	A	6 Apr 2018
12354	Describe legal implications of living in rented accommodation and means to prevent or resolve related problems	02	4	A	19 Jun 2018
496	Manage personal wellbeing	01	3	A	12 Apr 2017
526	Describe community services	01	2	A	13 Mar 2018
548	Demonstrate knowledge of the impact of alcohol and other drugs	01	2	A	6 Apr 2018
24709	Produce a balanced budget to manage personal finances	01	3	A	5 Jun 2018
26622	Write to communicate ideas for a purpose and audience	01	4	A	11 Dec 2018

Continued on next page

Core Generic

		Level	Credits	Result	Date
26623	Use number to solve problems	01	4	A	14 Jun 2018
26624	Read texts with understanding	01	3	A	7 Jun 2018
26625	Actively participate in spoken interactions	01	3	A	20 Jul 2018
26626	Interpret statistical information for a purpose	01	3	A	11 Dec 2018
26627	Use measurement to solve problems	01	3	A	11 Dec 2018

Mathematics

91026	Apply numeric reasoning in solving problems	01	4	A	1 Jun 2017
-------	---	----	---	---	------------

Agriculture

27602	Ride a quad bike on flat terrain under close supervision	01	3	A	26 Apr 2018
27608	Drive a basic wheel tractor on flat terrain under close supervision	01	3	A	26 Apr 2018

Computing

2785	Create a computer spreadsheet to provide a solution for organisation use	03	5	A	11 Dec 2018
2787	Create and use a computer database to provide a solution for organisation use	03	6	A	4 Dec 2018
2789	Produce desktop published documents for organisation use	03	6	A	4 Dec 2018
24872	Produce documents for a workplace using a computer	03	3	A	25 Oct 2018
29795	Apply ethical behaviour when using digital tools	03	5	A	7 Dec 2018
2780	Demonstrate and apply knowledge of a personal computer system	01	3	A	21 Jun 2018
18743	Produce a spreadsheet from instructions using supplied data	01	2	A	12 Jul 2018
18758	Find information using the Internet	01	2	A	5 Jun 2018

Occupational Health and Safety

497	Demonstrate knowledge of workplace health and safety requirements	01	3	A	14 Jun 2018
-----	---	----	---	----------	-------------

Retail, Distribution, and Sales

28298	Demonstrate knowledge of cash handling in a retail environment	02	3	A	2 Jul 2018
-------	--	----	---	----------	------------

Hospitality

167	Practise food safety methods in a food business under supervision	02	4	A	16 Jul 2018
-----	---	----	---	----------	-------------

Service Sector Skills

376	Employ customer service techniques to accommodate customer behavioural styles in a workplace	03	2	A	25 Oct 2018
-----	--	----	---	----------	-------------

Business Administration

112	Produce business or organisational information using word processing functions	03	5	A	10 Dec 2018
123	Use office information, copying, and telecommunication systems	03	5	A	11 Dec 2018
12886	Customise software features and create document templates for generic text and information management	03	6	A	4 Dec 2018
12887	Integrate text and images and manage multiple files for generic text and information management	03	6	A	4 Dec 2018
121	Demonstrate and apply knowledge of office equipment and administration processes	02	5	A	11 Dec 2018

Health Studies

6400	Manage first aid in an emergency situation	03	2	A	7 Jun 2018
6401	Provide first aid	02	1	A	7 Jun 2018
6402	Provide basic life support	01	1	A	7 Jun 2018

End of record

Results key: **A** – Achieved, **M** – Merit, **E** – Excellence (If a result is **bolded**, it is the highest possible result for the standard). Only the highest possible result the learner has achieved is shown for the related standard.



Dr. Karen Poutasi
NZQA Chief Executive

Issued: 13 Jun 2019 01:51 NZST

This document can be verified on the NZQA website www.nzqa.govt.nz/verify-roa
For more information about a qualification visit www.nzqa.govt.nz/qualification-search
For more information about:
New Zealand secondary schooling and NCEA www.nzqa.govt.nz/ncea-and-school
Tertiary education in New Zealand www.nzqa.govt.nz/tertiary-education