

## Issue of Certificate

**NOTE:** Before carrying out the Issue of Certificate make sure you have downloaded your curriculum from the NZQA website and imported the NZQA data into Take2.

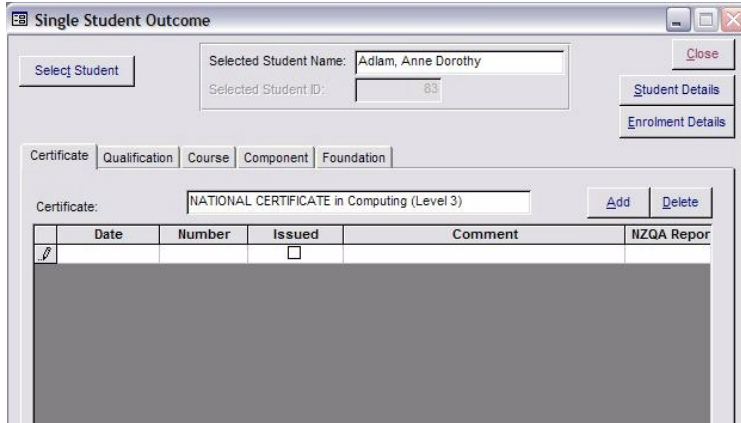
Additional Tip Sheets are available on the Take2 website to assist you with this.

### Issue of Certificate – Single Student

1. Click on the **Student Management** button.
2. Click on the **Outcomes** button.
3. Click on the **Single Student** button.
4. Select the student from the drop down box.

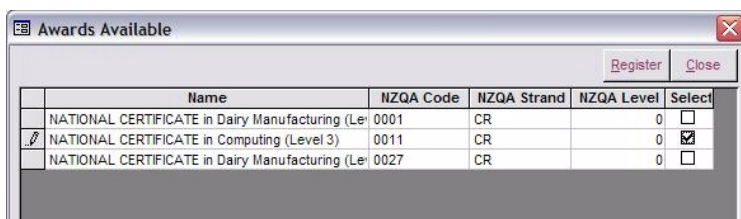
FullName	ID	Preferred	Date of Birth
	1053		
Abiah, Aaron	79	Aaron	28/04/1969
Ackerley, Philip Michael	863	Phil	19/01/1972
Ackerley, Tracey	1197	Tracey	03/12/1974
Adlam, Anne Dorothy	83	Anne	17/10/1948
Agu, Merkins Bah	554	Merkins	24/01/1964
Ah-Voa, Kuini-Reti	778	Reti	03/04/1968

5. Click on the **Certificate** tab.



Date	Number	Issued	Comment	NZQA Report
		<input type="checkbox"/>		

6. Click on the **Add** button.
7. Select the Award to assign to the student.



Name	NZQA Code	NZQA Strand	NZQA Level	Select
NATIONAL CERTIFICATE in Dairy Manufacturing (Le	0001	CR	0	<input type="checkbox"/>
NATIONAL CERTIFICATE in Computing (Level 3)	0011	CR	0	<input checked="" type="checkbox"/>
NATIONAL CERTIFICATE in Dairy Manufacturing (Le	0027	CR	0	<input type="checkbox"/>

8. Click on the **Register** button.
9. Click on the **Close** button.

Single Student Outcome

Select Student

Selected Student Name: Carey, Jan Christine

Selected Student ID: 542

Close

Student Details

Enrolment Details

Certificate Qualification Course Component Foundation

Certificate: NATIONAL CERTIFICATE in Computing (Level 3)

Add Delete

Date	Number	Issued	Comment	NZQA Report
		<input type="checkbox"/>		

10. Enter the date and award number. Tick the Issued tick box. A comment can be added if you wish.
11. Click on the **Close** button.  
You are now ready to report the issue of certificate to NZQA.

## Issue of Certificate – Group

1. Click on the **Student Management** button.
2. Click on the **Outcomes** button.
3. Click on the **Certificate** button.  
The Certificates Issued window will appear.
4. Click on the **Assign/Delete** students tab.

Certificates Issued

Select Award

Total No of Records: 3

Close

NZQA Level: 0 NZQA Code: 0001 NZQA Strand: CR NZQA Version: 4

Selected Award: NATIONAL CERTIFICATE in Dairy Manufacturing (Level 4) with optional strands in People Skills, and Food

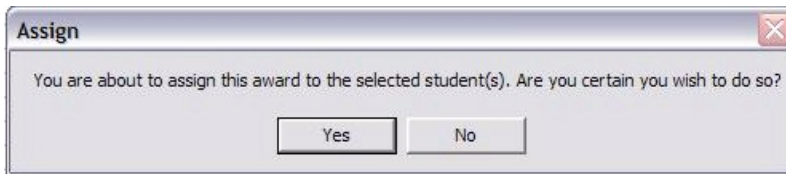
Edit Existing Assignments Assign/Delete Students

Assign Delete Filter

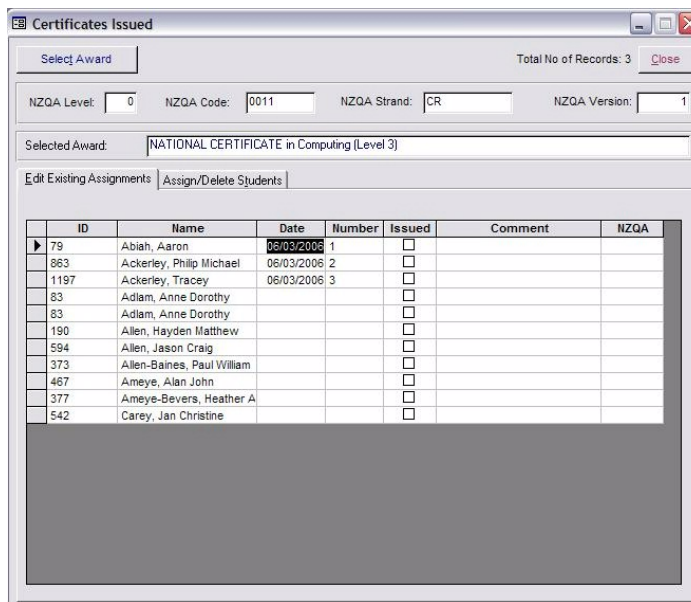
Assign Award

ID	Family Name	Last Name	DoB	Awarded	Select
79	Abiah	Aaron	28/04/1963	<input type="checkbox"/>	<input type="checkbox"/>
863	Ackerley	Philip Michael	19/01/1972	<input type="checkbox"/>	<input type="checkbox"/>
1197	Ackerley	Tracey	03/12/1974	<input type="checkbox"/>	<input type="checkbox"/>
83	Adlam	Anne Dorothy	17/10/1948	<input type="checkbox"/>	<input type="checkbox"/>
554	Agu	Merkins Bah	24/01/1964	<input type="checkbox"/>	<input type="checkbox"/>
778	Ah-Voa	Kuini-Reti	03/04/1968	<input type="checkbox"/>	<input type="checkbox"/>
684	Aia'alu	Johnson	17/03/1957	<input type="checkbox"/>	<input type="checkbox"/>
839	'Aka'u'ola	Ulameti	01/09/1961	<input type="checkbox"/>	<input type="checkbox"/>
910	Alden	Margaret	20/07/1971	<input type="checkbox"/>	<input type="checkbox"/>
988	Alemann	Susan Angela Stacey	06/09/1963	<input type="checkbox"/>	<input type="checkbox"/>
326	Algje	Raewyn Vivienne	16/07/1946	<input type="checkbox"/>	<input type="checkbox"/>
937	Allen	Fleur Elizabeth	21/06/1987	<input type="checkbox"/>	<input type="checkbox"/>
190	Allen	Hayden Matthew	05/07/1977	<input type="checkbox"/>	<input type="checkbox"/>
594	Allen	Jason Craig	24/01/1976	<input type="checkbox"/>	<input type="checkbox"/>
373	Allen-Baines	Paul William	31/07/1958	<input type="checkbox"/>	<input type="checkbox"/>
467	Ameye	Alan John	20/04/1966	<input type="checkbox"/>	<input type="checkbox"/>
377	Ameye-Bevers	Heather Ann	30/08/1965	<input type="checkbox"/>	<input type="checkbox"/>
300	Anderson	Helen Margaret	07/03/1963	<input type="checkbox"/>	<input type="checkbox"/>

5. Click on the **Select Award** button and select the award to issue.
6. Select the students whom which the certificate is to be issued.
7. Click on the **Assign Award** button.
8. A message will appear confirming you wish to assign the awards.



9. Click on the **Yes** button to continue.
10. Click on the **Edit Existing Assignments** tab.



11. Click on the **Edit Existing Assignments** tab.
12. Enter the date and award number. A comment can be added if you wish.
13. Click on the **Close** button.  
You are now ready to report the issue of certificate to NZQA.