

NZQA

New Zealand Qualifications Authority
Mana Tohu Matauranga O Aotearoa

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Record of Achievement

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Qualification and Achievement Summary

New Zealand Qualifications Framework Registered Qualifications

National Certificate in Occupational Health and Safety (Co-ordination) (Level 4)	15 January 2014
National Certificate in Occupational Health and Safety (Workplace Safety) (Level 3) (Level 3)	28 November 2013
National Certificate in Adult Education and Training (Level 5) New Zealand Environment	10 March 2011
National Certificate in Adult Literacy Education (Vocational Tutor/Lecturer or Workplace Trainer)	22 November 2010
National Certificate in Distribution (Level 3)	14 December 2009
National Certificate in Business Administration (Level 4)	28 August 2009
National Certificate in Business Administration and Computing (Level 3)	1 December 2006

Standards Achieved

You are able to view and print a selection of results by clicking the tick box next to the standard.

Standard number	Title	Credits	Result	Date	
Adult Education and Training					
Level 5 7097	Facilitate interactive learning sessions for adults	8	A	December 2010	<input type="checkbox"/>
20469	Evaluate adult learning sessions	5	A	November 2010	<input type="checkbox"/>
7114	Coach adult learners	8	A	19 August	<input type="checkbox"/>

					2005	
	7093	Design learning sessions for adult education and training	6	A	29 March 2005	<input type="checkbox"/>
	7102	Apply theoretical models of adult learning	6	A	4 November 2004	<input type="checkbox"/>
Level 4	19444	Deliver group training sessions to adults	8	A	30 June 2010	<input type="checkbox"/>
	7091	Facilitate adult learning in New Zealand's cultural environment	4	A	17 December 2009	<input type="checkbox"/>
	7115	Create and maintain a positive learning environment for adult learner groups	4	A	29 March 2005	<input type="checkbox"/>

Adult Literacy Education

Level 5	21204	Develop adult learners' literacy and numeracy skills within a training or education programme	30	A	22 November 2010	<input type="checkbox"/>
	21193	Demonstrate knowledge of adult literacy teaching and learning theories	10	A	22 November 2010	<input type="checkbox"/>

Business Administration

Level 4	335	Prepare computerised payroll and related administration records	6	A	28 August 2009	<input type="checkbox"/>
	106	Use audio transcription techniques to produce documents	5	A	26 June 2009	<input type="checkbox"/>
	113	Produce information using advanced word processing functions	10	A	5 June 2009	<input type="checkbox"/>
	21862	Demonstrate knowledge of management administrative services	8	A	15 May 2009	<input type="checkbox"/>
Level 3	334	Operate and administer inventory systems	5	A	21 October 2009	<input type="checkbox"/>
	12886	Customise software features to manipulate text for generic text and information management	6	A	10 November 2006	<input type="checkbox"/>
	12887	Integrate text and images and refine file management for generic text and information management	6	A	10 November 2006	<input type="checkbox"/>
	112	Produce information using word processing functions	5	A	18 August 2006	<input type="checkbox"/>
	123	Use office administration, copying, and telecommunication systems and processes	5	A	18 August 2006	<input type="checkbox"/>
Level 2	12885	Create and enhance documents combining text and images for generic text and information management	6	A	29 September 2006	<input type="checkbox"/>

Business Operations and Development

Level 4	15189	Implement a health and safety plan for a workplace	4	A	20 September 2012	<input type="checkbox"/>
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Commercial Road Transport

Level 3	24089	Demonstrate knowledge of fatigue management, work time, and driver logbook requirements	5	A	16 November 2007	<input type="checkbox"/>
Level 2	15164	Demonstrate knowledge of driving hours law and complete driving hours logbook	2	A	3 December 2004	<input type="checkbox"/>
	15158	Carry out start up and shutdown procedures on a heavy motor vehicle and make ready for use	4	A	3 December 2004	<input type="checkbox"/>
Communication Skills						
Level 4	19629	Present a reasoned argument in a report	4	A	15 May 2009	<input type="checkbox"/>
	9679	Participate in a formal meeting	4	A	20 March 2009	<input type="checkbox"/>
Level 3	1312	Give oral instructions in the workplace	3	A	14 December 2009	<input type="checkbox"/>
	9705	Give and respond to feedback on performance	3	A	14 December 2009	<input type="checkbox"/>
	3491	Write a report	4	A	14 December 2009	<input type="checkbox"/>
	11095	Write business correspondence to convey complex ideas and information	3	A	24 April 2009	<input type="checkbox"/>
	1307	Speak to a specified audience in a predictable situation	3	A	20 March 2009	<input type="checkbox"/>
	9681	Participate in groups and/or teams to make decisions	3	A	18 August 2006	<input type="checkbox"/>
Level 2	3488	Write business letters and memoranda	6	A	18 August 2006	<input type="checkbox"/>
Level 1	3501	Apply listening techniques	4	A	31 May 2004	<input type="checkbox"/>
Community and Workplace Fire and Emergency Management						
Level 2	3271	Suppress fire with hand extinguishers and fixed hose reels	1	A	22 March 2011	<input type="checkbox"/>
	4647	Explain principles of fire science	1	A	22 March 2011	<input type="checkbox"/>
Computing						
Level 5	6873	Repair a personal computer to module level	15	A	28 June 2004	<input type="checkbox"/>
	6874	Repair personal computer peripherals to module level	10	A	28 June 2004	<input type="checkbox"/>
Level 3	2789	Produce desktop published documents for organisation use	5	A	1 December 2006	<input type="checkbox"/>
	2787	Produce a computer flatfile database to provide solutions for organisation use	5	A	1 December 2006	<input type="checkbox"/>
		Produce a presentation using a desktop presentation computer			21	<input type="checkbox"/>

	5940	Create a presentation using a desktop presentation computer application	5	A	November 2006	<input type="checkbox"/>
	2785	Create a computer spreadsheet to provide a solution for organisation use	5	A	September 2006	<input type="checkbox"/>
Level 2	5941	Exchange messages using electronic mail	2	A	December 2009	<input type="checkbox"/>
	2781	Manage and protect data in a personal computer system	3	A	September 2006	<input type="checkbox"/>

Core Generic

Level 2	7123	Demonstrate knowledge of problem solving and apply a problem solving technique to a problem	2	A	December 2009	<input type="checkbox"/>
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Cranes

Level 4	23962	Assess the worksite, prepare and operate a self-propelled boom lift elevating work platform (EWP)	5	A	26 July 2014	<input type="checkbox"/>
Level 3	23960	Assess the worksite, prepare and operate a scissor lift elevating work platform (EWP)	3	A	26 July 2014	<input type="checkbox"/>
	23966	Describe types of elevating work platforms (EWPs), and legislative requirements for their use	2	A	26 July 2014	<input type="checkbox"/>
	3800	Operate a radio remote or pendant controlled overhead crane and lift and place regular loads	10	A	6 June 2014	<input type="checkbox"/>

Driving

Level 3	16701	Demonstrate knowledge and skills for driving on a road for endorsement W (wheels)	3	A	October 2005	<input type="checkbox"/>
	16703	Demonstrate knowledge and skills for driving on a road for endorsement T (tracks)	3	A	October 2005	<input type="checkbox"/>
	16702	Demonstrate knowledge and skills for driving on a road for endorsement R (rollers)	3	A	October 2005	<input type="checkbox"/>
	17574	Operate a motor vehicle to meet the requirements for a full Class 2 driver licence	7	A	December 2004	<input type="checkbox"/>
	18496	Demonstrate knowledge and skills for driving a forklift on a road for endorsement F (forklifts)	2	A	October 2004	<input type="checkbox"/>
	16718	Demonstrate knowledge of law and practice for the transport of Dangerous Goods by road	8	A	10 August 2001	<input type="checkbox"/>

Financial Management

Level 4	1874	Complete IRD employer requirements for PAYE, FBT and GST	4	A	24 July 2009	<input type="checkbox"/>
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Generic Education and Training

Level 5	11552	Design assessment	6	A	19 August 2005	<input type="checkbox"/>
Level 4	4098	Use standards to assess candidate performance	5	A	27 April 2001	<input type="checkbox"/>

Health Studies

Level 3	6400	Manage first aid in emergency situations	2	A	19 October 2010	<input type="checkbox"/>
Level 2	26552	Demonstrate knowledge of common first aid conditions and how to respond to them	1	A	24 September 2012	<input type="checkbox"/>
	26551	Provide first aid for life threatening conditions	1	A	24 September 2012	<input type="checkbox"/>
	6401	Provide first aid	1	A	19 October 2010	<input type="checkbox"/>
Level 1	6402	Provide resuscitation level 2	1	A	19 October 2010	<input type="checkbox"/>

Hospitality

Level 2	167	Practise food safety methods in a food business	4	A	1 September 2006	<input type="checkbox"/>
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Lifting Equipment

Level 3	23229	Use a safety harness for personal fall prevention when working at height	4	A	23 January 2014	<input type="checkbox"/>
	15757	Use, install and disestablish proprietary fall arrest systems when working at height	4	A	23 January 2014	<input type="checkbox"/>
	10852	Operate a powered industrial lift truck (PILT) fitted with attachments on a worksite	3	A	5 December 2008	<input type="checkbox"/>
	10851	Operate a powered industrial lift truck fitted with forks (forklift)	7	A	20 October 2004	<input type="checkbox"/>

Occupational Health and Safety

Level 4	18410	Manage hazard identification and control on plant and machinery	4	A	30 May 2014	<input type="checkbox"/>
	5619	Conduct an occupational health and safety management systems audit for a selected business operation	15	A	9 December 2013	<input type="checkbox"/>
	5616	Develop and implement a hazard management system for a selected business operation	10	A	9 December 2013	<input type="checkbox"/>
	18411	Explain organisational injury management procedures	6	A	10 December 2012	<input type="checkbox"/>
	19340	Explain the establishment and operation of a workplace health and safety committee	5	A	10 December 2012	<input type="checkbox"/>
	17601	Outline an incident investigation in the workplace	6	A	26	<input type="checkbox"/>

					November 2012	
	17595	Explain health and safety management requirements for contractors working on site	8	A	15 November 2012	<input type="checkbox"/>
	17599	Plan a confined space entry	5	A	17 April 2012	<input type="checkbox"/>
	20198	Identify the roles and responsibilities of the health and safety representative in the workplace	8	A	8 August 2007	<input type="checkbox"/>
Level 3	17600	Explain safe work practices for working at heights	3	A	23 January 2014	<input type="checkbox"/>
	25045	Employ height safety equipment in the workplace	4	A	23 January 2014	<input type="checkbox"/>
	17590	Issue worksite specific work permits	6	A	26 March 2013	<input type="checkbox"/>
	17588	Apply for, accept, and carry out work according to a work permit in the workplace	4	A	26 March 2013	<input type="checkbox"/>
	18426	Demonstrate knowledge of hazards associated with confined space	4	A	17 April 2012	<input type="checkbox"/>
	25510	Operate an atmospheric testing device to determine a suitable atmosphere exists to work safely	4	A	17 April 2012	<input type="checkbox"/>
	17602	Apply hazard identification and risk assessment procedures in the workplace	4	A	25 January 2012	<input type="checkbox"/>
Level 2	17593	Apply safe work practices in the workplace	4	A	25 January 2012	<input type="checkbox"/>
Level 1	497	Demonstrate knowledge of workplace health and safety requirements	3	A	25 January 2012	<input type="checkbox"/>
Retail, Distribution, and Sales						
Level 4	11997	Maintain operational procedures in a distribution facility	5	A	20 November 2004	<input type="checkbox"/>
	11965	Plan and manage a stocktake in a retail or distribution environment	5	A	5 August 2004	<input type="checkbox"/>
	11977	Plan and coordinate manual picking and collation of customer orders in a distribution facility	4	A	22 July 2004	<input type="checkbox"/>
	11995	Protect safety of personnel, plant, and property in a retail or distribution environment	4	A	5 July 2004	<input type="checkbox"/>
	11986	Establish and maintain stock levels in a retail or distribution environment	4	A	10 August 2001	<input type="checkbox"/>
	11981	Plan and control stock storage areas in a retail or distribution environment	3	A	10 August 2001	<input type="checkbox"/>
Level 3	11939	Respond to customers' complaints by telephone in a retail or distribution environment	3	A	14 December 2009	<input type="checkbox"/>
	415	Apply health and safety practices in a distribution facility	8	A	21	<input type="checkbox"/>

					October 2009	
	11960	Receive inwards goods in a retail or distribution environment	2	A	21 October 2009	<input type="checkbox"/>
	418	Monitor stock in a distribution facility	4	A	21 October 2009	<input type="checkbox"/>
	11976	Access and provide information using computerised inventory management systems	4	A	30 August 2004	<input type="checkbox"/>
	11984	Maintain quality of individual goods in a distribution facility	3	A	22 July 2004	<input type="checkbox"/>
	11959	Order goods to meet pre-set stock levels in a retail or distribution environment	2	A	1 June 2004	<input type="checkbox"/>
Level 2	19580	Demonstrate knowledge of storekeeping operations in a distribution facility	6	A	21 October 2009	<input type="checkbox"/>
	11979	Package goods in a distribution facility	2	A	8 September 2004	<input type="checkbox"/>
	11973	Demonstrate knowledge of loss prevention techniques in a distribution facility	2	A	5 September 2004	<input type="checkbox"/>
	11985	Maintain safe work practices in a distribution facility	3	A	9 July 2004	<input type="checkbox"/>
	414	Demonstrate knowledge of the distribution environment	4	A	1 June 2004	<input type="checkbox"/>
	11963	Dispatch goods in a retail or distribution environment	4	A	30 May 2004	<input type="checkbox"/>

Security

Level 2	20596	Demonstrate knowledge required for employment in the security industry	5	A	17 January 2011	<input type="checkbox"/>
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Service Sector Skills

Level 3	11816	Answer customer enquiries by mail, facsimile, and/or e-mail in a wide range of contexts	4	A	10 November 2006	<input type="checkbox"/>
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select/deselect all ☐

View Selected Records Only

Some standards can be achieved with merit or excellence

Key: Achieved with merit - **M**, Achieved with excellence - **E**

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