

How do I check if I hold a unit standard or skill standard?

Your New Zealand Record of Achievement (RoA) is the official record of the qualifications and standards you have achieved through the New Zealand Qualifications Authority.

Unlike the NZTA database for TTM warrants, which is available for public search, only the individual can access their RoA.

If you were registered with one or more unit standards in TTM, they will appear on your RoA. Please note – obtaining an NZTA practicing warrant does not necessarily mean you completed the full requirements to be issued a unit standard.

To access your RoA:

Step 1: Visit the NZQA portal at <https://taku.nzqa.govt.nz/auth/studentlogin>

You can also access this page from the NZQA main website, by clicking **Log In** and then selecting **Learner Log In**.



Log in to NZQA

Scroll down to find log in options for learners, providers and contractors, or apply to have your qualifications recognised in New Zealand



View your results and progress

Submit digital files, request your Record of Achievement and more in MyNZQA.

New user? You'll need your NSN to create an account

[Learner log in](#)

[Create or activate account](#)



Manage your organisation online

Make applications, manage student information and more as a secondary or tertiary education provider.

New users need to request access from the MoE.

[Provider log in](#)

[Request access](#)



Have qualifications recognised in NZ

Apply for an International Qualification Assessment (IQA) to work or study in New Zealand. Resident or citizen going overseas and you have a student loan? You may need an Overseas Study Assessment (OSA) for IRD.

[Find out more](#)

[Check your application's status](#)

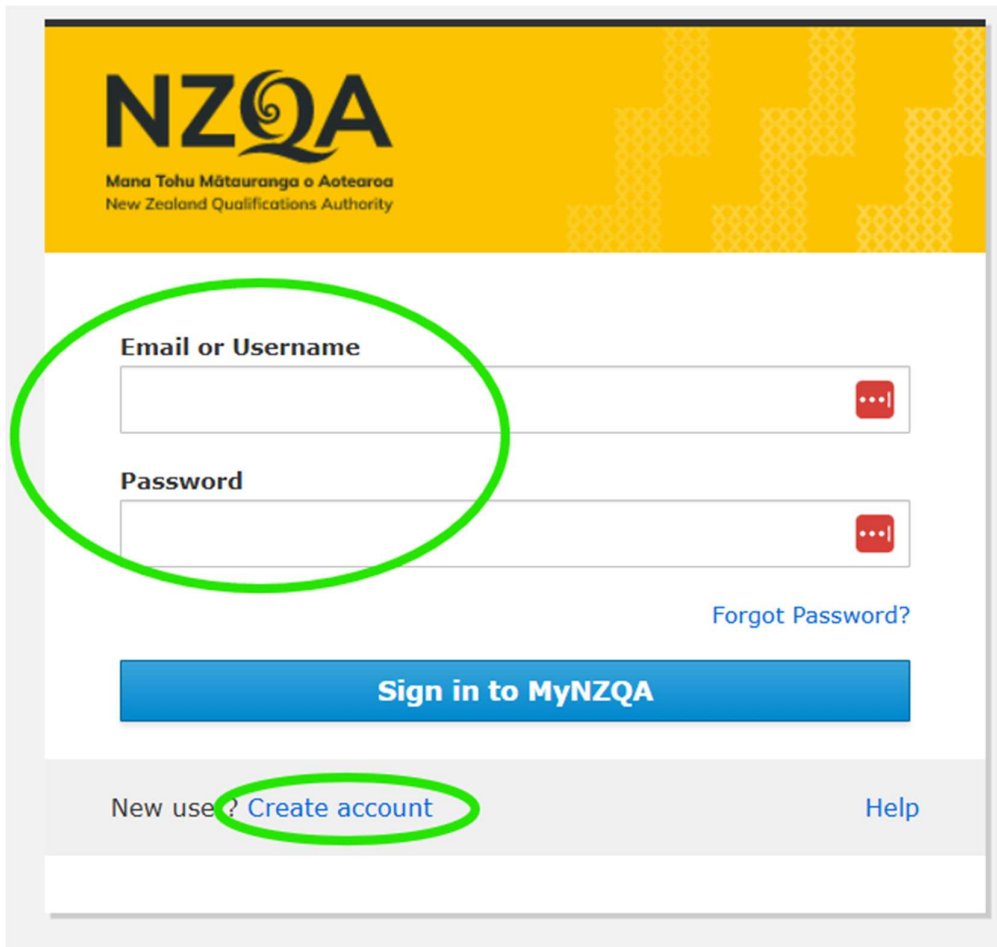
Step 2: Log in

If you already have an NZQA account, enter your **email/username and password** to log in.

If you do not have an account you will need to create one. This requires your **National Student Number (NSN)** to verify your identity. If you don't know this, you can find it by

- Using the ChatBot on the NZQA website
- Phone 0800 697 296

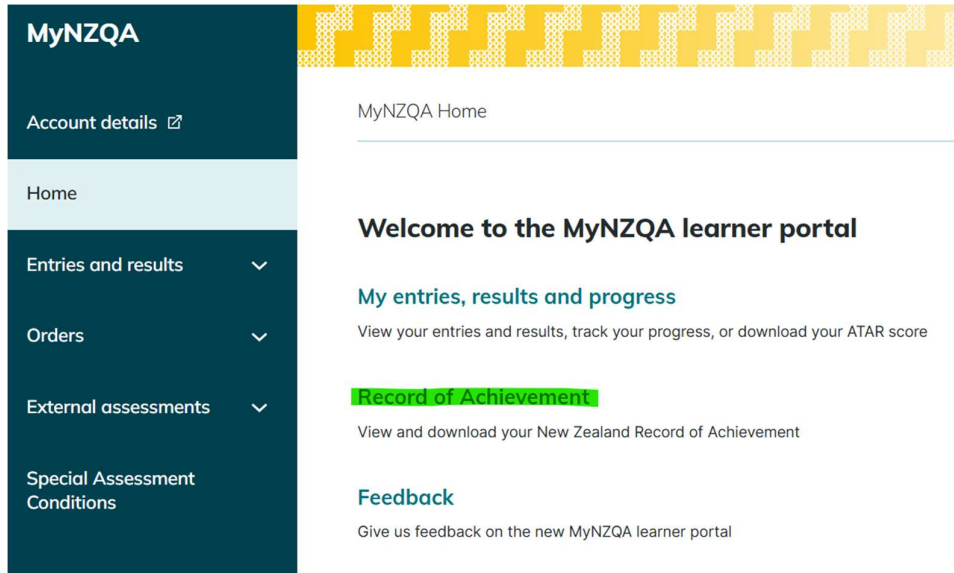
Keep your log in details in a safe place. You may need to refer to your RoA again in the future.



The image shows a screenshot of the NZQA login page. The page has a yellow header with the NZQA logo and the text "Mana Tohu Mātauranga o Aotearoa New Zealand Qualifications Authority". Below the header, there are two input fields: "Email or Username" and "Password". Both fields are highlighted with a green circle. Below the "Password" field, there is a link "Forgot Password?". Below the input fields, there is a blue button labeled "Sign in to MyNZQA". At the bottom of the page, there is a link "New user? Create account" which is also highlighted with a green circle, and a "Help" link.

Step 3: View your RoA

Once you've logged in, click the **Record of Achievement** link.



The screenshot shows the MyNZQA learner portal interface. On the left is a dark teal sidebar with navigation links: Account details, Home, Entries and results, Orders, External assessments, and Special Assessment Conditions. The main content area has a yellow patterned header and displays 'MyNZQA Home'. Below this is a 'Welcome to the MyNZQA learner portal' message, followed by a link for 'My entries, results and progress' and a link for 'Record of Achievement' (highlighted in green). The 'Record of Achievement' link is accompanied by the text 'View and download your New Zealand Record of Achievement'. There is also a 'Feedback' link with the text 'Give us feedback on the new MyNZQA learner portal'.

Micro-credentials or Certificates will appear in the top section, **Qualifications**.

Individual unit or skill standards will appear in the **Components of Learning** section, most likely under the **Infrastructure Works** and/or **Occupational Health & Safety** categories.

Components of learning

Sort by ▾

Standard	Level	Credits	Result	Date	<input type="checkbox"/> All
Accounting					
Business Administration					
Computing					
Economic Theory and Practice					
English					
Health Studies					
Health and Physical Education					
Infrastructure Works					
31962 Explain the requirements for the worksite under temporary traffic management for a road environment as defined in CoPTTM	3	5	A	18 Mar 2022	<input checked="" type="checkbox"/>
31961 Explain the requirements for the worksite under temporary traffic management	3	5	A	18 Mar 2022	<input checked="" type="checkbox"/>
31959 Demonstrate knowledge of stakeholders and operational requirements for temporary traffic management	3	5	A	18 Mar 2022	<input checked="" type="checkbox"/>

Step 4 (optional): Download a copy of your RoA

You can download your full RoA, or just the standards and qualifications you want (for example, to provide to your employer).

By default, all qualifications and components will be selected. If you want to download a full copy, leave this option selected.

If you only want to download certain standards, un-check the "All" buttons on each section. Then check the boxes next to the standards you want to include.

Components of learning

Sort by ▾

Standard	Level	Credits	Result	Date	<input type="checkbox"/> All	
Accounting						
Business Administration						
Computing						
Economic Theory and Practice						
English						
Health Studies						
Health and Physical Education						
Infrastructure Works						
31962	Explain the requirements for the worksite under temporary traffic management for a road environment as defined in CoPTTM	3	5	A	18 Mar 2022	<input checked="" type="checkbox"/>
31961	Explain the requirements for the worksite under temporary traffic management	3	5	A	18 Mar 2022	<input checked="" type="checkbox"/>
31959	Demonstrate knowledge of stakeholders and operational requirements for temporary traffic management	3	5	A	18 Mar 2022	<input checked="" type="checkbox"/>

Check the contact details you want to list on the download (un-check any you don't want to appear). Then click the Save a Copy tab

Record of Achievement Check contact details Save a copy

Note: Your Record of Achievement will only show the qualifications, achievements, and standards you have selected to display. If any relevant information is not showing on your Record of Achievement, please ensure you have ticked the box next to it to have it appear.

For help and troubleshooting:

<https://www2.nzqa.govt.nz/login/using-the-learner-portal/troubleshooting/>