To attend an Assessor Training Course, complete this form and return it to Connexis no later than 10 working days prior to the course date.

Email: [quality@connexis.org.nz](mailto:quality@connexis.org.nz)

Post: Quality Assurance, Connexis, PO Box 2759, Wellington 6011

For further information or assistance in completing the form, please contact us at the above email address or call us on 0800 486 626.

**Assessor Training Course Details**

|  |  |  |  |
| --- | --- | --- | --- |
| Assessor Course Location: | Click or tap here to enter text. | Dates: | Click or tap to enter a date. |

**Candidate Details**

|  |  |  |  |
| --- | --- | --- | --- |
| First name(s): | Click or tap here to enter text. | Title: | Click or tap here to enter text. |
| Surname: | Click or tap here to enter text. | Preferred Name: | Click or tap here to enter text. |
| NSN number: | Click or tap here to enter text. | Date of Birth: | Click or tap to enter a date. |
| **OR**  Drivers Licence/Legal  ID: | Copy of driver licence/ID attached  Click or tap here to enter text. | Industry: | Civil  Electrical  Telco  Water  Traffic Management |

|  |  |  |  |
| --- | --- | --- | --- |
| Company Name: | Click or tap here to enter text. | Work phone: | Click or tap here to enter text. |
| Company Work  Address: | Click or tap here to enter text. | Mobile: | Click or tap here to enter text. |
| Company Email: | Click or tap here to enter text. |

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| --- | --- | --- | --- |
| Home address: | Click or tap here to enter text. | Email: | Click or tap here to enter text. |
|  |  | Post code: | Click or tap here to enter text. |
| Home phone: | Click or tap here to enter text. | Mobile phone: | Click or tap here to enter text. |
| Dietary Requirements: | Click or tap here to enter text. | | |

**Cost**

**Cost per person is $550 plus GST**. Please provide a purchase order number for invoicing.

|  |  |
| --- | --- |
| Details for invoice:  Click or tap here to enter text. | Purchase Order No:  Click or tap here to enter text. |

**Important Note**

As part of this course you will be required to complete two unit standard assessments as a trainee prior to its commencement. These completed assessments are used on day two of the course for assessment purposes.

**Cancellation**

Cancellations or transfers to another course at late notice can impact the running of the course. We accept cancellations and transfers to courses scheduled more than 10 working days in advance of the course without any charge.

If your cancellation or transfer is received at short notice the following charges may apply.

|  |  |  |
| --- | --- | --- |
| **Notification received** | **Charge** | **Refund** |
| 10 or more working days prior | No charge incurred | Full course fee refund |
| Between 5 to 10 working days prior | 50% course fee charged | 50% course fee refunded |
| 5 working days or less prior | Full course fee charged | 0% course fee refunded |

**Note on transfers**

For transfers received between 5 to 10 working days prior to the course start date, 50% of the course fee will be charged, and the remaining 50% will be included in the next course invoice cycle.

If a learner transfers courses within 10 working days but does not attend the new course date, charges will still apply.

**Privacy**

Upon signing the below declaration, I hereby agree to Connexis accessing my NZQA Record of Achievement.

**Declaration**

I have read the cancellation and privacy policy and agree to the terms.

Signature: Date: Click or tap to enter a date.