Connexis Assessor Application Form

Please ensure you complete all the required sections below and attach the relevant supporting documentation before you send it to:

Email: quality@connexis.org.nz
Post: Quality Assurance, Connexis, PO Box 2759, Wellington 6011

Quality Assurance will acknowledge your application on receipt. If your Assessor application is approved, you will be notified and advised of the post-assessment moderation requirements to complete your registration. An assessment scope will be approved once you have been registered. When your scope extension is approved, you will be notified, and a copy of your approved Assessment Scope sent to the email provided below.

PART 1: Application Type

	Please indicate the type of application you are submitting.
☐	**New Assessor Application** *Complete ALL parts of this application.* Please tick if you wish to apply to assess Connexis learners. *Please note, we are not accepting any further applications for new TTM Assessors.*
☐	**Extension of Scope** *Complete Parts 1, 2, 3, 4, 5, 7, & 8* Please tick if you wish to add programmes to your assessment scope. Assessor Registration No:
☐	**Change of Assessor Details** *Complete parts 1, 2, 3, & 8. If change of workplace, also complete part 6.* Please tick if you have changed workplace or contact details. Assessor Registration No:

Please complete **ALL** areas below, to enable us to communicate with you most effectively.

First name(s):			
Surname:		Preferred Name:	
NSN number:		Date of birth:	

Ethnicity: *Please select up to three.*

☐ NZ European ☐ NZ Māori ☐ Australian
☐ Cook Island Māori ☐ British/Irish ☐ Filipino
☐ Samoan ☐ Fijian ☐ Chinese
☐ Other *Please state:*

Please provide iwi affiliations:

PART 2: Contact Details

Please provide at least one mobile phone number. The work email will be used for all communications and accessing the Assessor Portal.

Personal Mobile:		Work Mobile:	
Work email:		Alternative email:	
Employer/Company name:		Position:	
Work address:		Home Address:	

Please indicate your preferred address for courier packages: ☐ Home ☐ Work

PART 3: Assessor Application Type

Please indicate the assessor type for new applications or assessors updating details.

☐	**In-house Assessor** An assessor who assesses learners for their employer in-house within an approved scope using the approved Connexis assessments.
☐	**External Assessor** An assessor who completes and reports assessment results for people from other workplaces within an approved scope using the Connexis assessments. Some external assessors are contracted by Connexis on an as-needed basis to assess part of or whole approved programmes for learners enrolled in training agreements. External assessors who report casual credits towards single unit/skill standards required for Waka Kotahi license endorsements or TTM warrants are not contracted by Connexis.
	Compulsory: Please list companies/workplaces you intend to assess learners for:
☐	**Provider Assessor** An assessor who is employed or contracted by an NZQA-registered tertiary education organisation (TEO). Connexis recommends that tutors who work for TEOs subcontracted to Connexis are registered so they receive the latest assessment and moderation information. They

	can report using Connexis scope or their TEOs. Therefore, if the applicant does not require a Connexis assessor scope, they can skip PART 4.
	All other Provider assessors report credits for unit/skill standards within the registered provider's accreditation scope.

PART 4: Assessor Scope Request

Tick ☑ the box next to the qualification(s) you are requesting scope approval for. Please ensure that the programmes are within your field of expertise.

Your scope application will be reviewed by the Connexis QA Team, and where appropriate, by a Technical Advisor. If unsure of which qualification you want to assess, contact your CSAM for guidance.

Note: If this section is not completed, the QA team are unable to allocate a scope to you.

Note: Not all unit standards within the qualification programme will be assigned to your scope, either because they are considered "off job" or there are no assessment materials available.

AGRICULTURE

☐ 3984v1   NZC Agrichemical Application L4
     ☐ Aquatic Strand
     ☐ Broadacre Strand
     ☐ Tree and Vine Horticultural Strand
     ☐ Targeted Weed Strand
     ☐ Total Vegetation Control Strand

HEALTH AND SAFETY

☐ 3533v1   NZC in Workplace Health and Safety Practice L3

CIVIL INFRASTRUCTURE

ELECTRICAL

☐ 1714v2   NZD in Engineering Practice L6 – Electrical
☐ 2136v3   NZC in Electricity Supply (Introductory) L2
     ☐ Electrical Works Strand
☐ 2197v2   NZC in Electricity Supply (Line Mechanic Distribution)
     ☐ Live Low Voltage Lines Strand
☐ 2227v3   NZC in Electricity Supply (Cable Jointer High Voltage) L4
☐ 33kV Strand
☐ 3535v2   NZC in Electricity Supply (Power Technician) L5
☐ 3586v2   NZC in Electricity Supply (Fault Response and Switching) L4
     ☐ Fault Response
     ☐ Network Switching
☐ 3687v1   NZC in Electricity Supply (Operation) L4
     ☐ Hydro Strand
☐ 3721v2   NZC in Electricity Supply (Network Control) L4
☐ 3793v2   NZC in Wind Farm Maintenance L4
☐ 3988v1   NZC in Electricity Supply (Traction Line) (Level 4)

□ 4204v1   NZC in Electrical Trade (Level 4) with strand in Electricity Supply

□ 4243v1   NZC in Electricity Supply (Utility Arboriculture) (Level 3)

□ 4261v1   NZC in Wind Farm Maintenance L3

TELECOMMUNICATIONS

□ 3767v3   NZC in Telecommunications L3

           □ Copper Network Infrastructure Strand

           □ Optical Fibre Network Strand

           □ Transmission Network Strand

Gateway

Please tick one or more of the following options to apply to

□ 4437v1   MC in Power Up – Electricity Supply L2

□ 4430v1   MC in Intro to Infrastructure Works L2

□ 4438v1   MC in Infrastructure Worksites L3

Please note that under the Children's Act (2014), Connexis is required to carry out a police check for all Gateway applicants wishing to assess secondary school students enrolled in Gateway programmes as part of the approval process.

Assessing individual unit/skill standards

Please list the unit or skill standard/s that are not part of an approved programme that you wish to assess below.

WTR

Unit #	Title	Level	Credit	Reason for request
□ 16701	Demonstrate knowledge and skills for driving on a road for endorsement W (wheels)	3	3	
□ 16702	Demonstrate knowledge and skills for driving on a road for endorsement R (Rollers)	3	3	
□ 16703	Demonstrate knowledge and skills for driving on a road for endorsement T (Tracks)	3	3	

TTM

Please note your application will only be approved for the following unit standards if there is an identified need for additional assessors in this area. If you are replacing a current In-house assessor we will need to verify your application with your workplace.

Unit#	Title	Level	Credit	Reason for request
□ 31957 TTM Mentor	Demonstrate knowledge of working safely as a general worker on a worksite under temporary traffic management	2	3	
□ 31958 TTM Mentor General Worker	Explain the role of and operate as a TTM worker on the worksite under temporary traffic management	3	5	
□ 31959 TMO Worker TTM Worker	Demonstrate knowledge of stakeholders and operational requirements for temporary traffic management	3	5	

☐ 31960 TTM Worker STMS Trainer TTM Assessor	Maintain the TTM worksite, install and remove a worksite, and undertake an inspection activity	3	10	
☐ 31961 Non-Practising for Trainers	Explain the requirements for the worksite under temporary traffic management	3	5	
☐ 31962 Non-Practising for Trainers	Explain the requirements for the worksite under temporary traffic management for a road environment as defined in CoPTTM	3	5	
☐ 31963 Practising	Operate as a practising Site Traffic Management Specialist (STMS) within a road environment as defined in CoPTTM	3	20	

Or other:

Unit/Skill#	Title	Level	Credit	Reason for request

Please note that you must use Connexis pre-assessment moderated assessment materials to assess learners.

Part 5: Referee Details

Please provide details for **TWO** referees to support your application.

A referee can be a manager, supervisor, or technical/industry expert. They must complete this section to confirm that you, the applicant, have the required level of industry skills, knowledge, and experience to assess the programmes or unit/skill standard(s) indicated in this application.

Referee 1 (full name)	
Phone	
Email	
Employer	
Position held with Employer	
Relationship to applicant	
Referee signature: ………………………………………. Date: …………………….	
Referee 2 (full name)	
Phone	
Email	
Employer	
Position held with Employer	
Relationship to applicant	
Referee signature:…………………………… Date: …………………….	

Part 6: Workplace Endorsement

A manager, supervisor or technical expert must complete this section to endorse the applicant to assess the unit standard(s) indicated in this application in the workplace.

External Assessor applicants must have this completed by one of their principal contracting organisations.

Nominator name	
Phone	
Email	
Employer	

Position held with Employer	
Relationship to applicant	

Nominator signature: ....   Date: ....

PART 7: Evidence of Skills

Please ensure you provide all the relevant documents to support your application.

   A. Provision of these documents is **COMPULSORY** for all assessor applications.

☐ Proof of identification e.g., copy of Driver's license, birth certificate, or passport

☐ Copies of relevant qualifications/certificates/registrations, including 4098 or equivalent

☐ Full Work History/Curriculum Vitae (CV)

   Note: All requests for Transmission qualifications to work on Transpower's assets will be allocated in conjunction with Transpower's training provider Grid Skills.

   B. Additional evidence as indicated below (Tick ✓) for attached documents:

☐ **Wheels, Rollers, and Tracks (WRT) applications** – Copy of current driver's licence (both sides)
You will also need to be, and provide evidence of being, a registered course provider with NZTA prior to assessing.

☐ **NZDEP** applicant's evidence of current membership and Practice Area Assessor with Engineering NZ.

☐ **NZTA Temporary Traffic Management (TTM) assessor.** Applicants must be supported by NZTA and provide a copy of:

   o   NZTA approval (or warrant) for TTM Assessor or Trainer
   o   Current STMS L1 or L2/3 warrant

PART 8: Applicants Signature

I have read the Consent and Moderation Requirements (CMR) relevant to my requested scope.

In the event my application is approved I understand that I must comply with Connexis. Assessor policy and procedures to maintain assessor registration.

I hereby declare that the information and evidence submitted by me in this application is true and correct.

Assessor: ....   Date ....