



TTM Micro-Credentials 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. For new assessors, if your assessor application is approved, you will be notified and advised of the post-assessment moderation requirements to complete your registration. For existing assessors, when your scope extension is approved you will be notified, and a copy of your approved assessment scope sent to the email you provide in this application.

Please complete ALL sections of this application.

PART 1: Application Type

Please indicate the type of application you are submitting.

<input type="checkbox"/>	<p>New Assessor Application Please tick if you wish to apply to assess Connexis learners.</p>
<input type="checkbox"/>	<p>Extension of Scope Please tick if you wish to add programmes to your assessment scope. Assessor Registration No:</p>

PART 2: Applicant Details

First names			
Surname		Preferred name	
NSN		Date of birth	

Ethnicity: Please select up to three.

- | | | |
|---|--|-------------------------------------|
| <input type="checkbox"/> NZ European | <input type="checkbox"/> NZ Māori | <input type="checkbox"/> Australian |
| <input type="checkbox"/> Cook Island Māori | <input type="checkbox"/> British/Irish | <input type="checkbox"/> Filipino |
| <input type="checkbox"/> Samoan | <input type="checkbox"/> Fijian | <input type="checkbox"/> Chinese |
| <input type="checkbox"/> Other <i>Please state:</i> _____ | | |

Iwi affiliations (if applicable): _____

Please provide at least one mobile phone number. The primary email will be used for all communications and accessing the assessor portal and eLearning.

Personal mobile		Work mobile	
Primary email		Alternate 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.	
<input type="checkbox"/>	<p>In-house Assessor</p> <p>An assessor who assesses learners for their employer in their own workplace within an approved scope using the approved Connexis assessments.</p>
<input type="checkbox"/>	<p>External Assessor</p> <p>An assessor who completes and reports assessment results for people from other workplaces within an approved scope using the Connexis assessments.</p> <p>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.</p> <p>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.</p> <p>Compulsory: Please list workplaces you intend to assess learners for:</p>

PART 4: Assessor Scope Request

Tick the box next to the programmes you are requesting scope approval for. Please ensure that what you have selected 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 programmes you want to assess, contact your customer service account manager (CSAM) for guidance.

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

TEMPORARY TRAFFIC MANAGEMENT MICRO-CREDENTIALS

The following programmes are approved by NZQA, and learners must sign a training agreement with Connexis. Please note that enrolling in standalone unit standards is not allowed.

Customer Services Account Managers (CSAMs) manage all enrolments and assign an assessor to each learner.

Once enrolled, the CSAMs provide the Learner with a login to access the online learning and the assessment.

Training is completed in-house by the employer (who may use an external trainer). The MC in Risk Assessment also has the option of off-job training with a NZQA provider sub-contracted by Connexis.

Assessments are separate from the training. Assessment is conducted by an In-house assessor paid by their employer to assess people employed in their workplace or an external assessor.

External assessors must have a Connexis Service Level Agreement to assess learners in other workplaces. The External Assessors are paid a set fee based on the level and credits for each unit standard by Connexis.

Please select the programme/s you wish to assess:

- 4922v1 MC - Temporary Traffic Management Design L4
- 4923v1 MC - Temporary Traffic Management Risk Assessment L4

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 standards 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: 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/RoA.

Note: Applicants for the Risk Micro-credential must have achieved the MC in Risk Assessment before applying.

The MC in TTM Risk is recommended but not mandatory to apply for MC in TTM Design assessment scope.

Copies of relevant industry registrations.

Evidence of achieving unit standard 4098: Use standards to assess candidate performance.

Curriculum Vitae (CV) showing relevant work history.

NZTA Waka Kotahi number.

PART 7: Applicant's Signature

I have read the Consent and Moderation Requirements (CMR 101v8) relevant to my requested scope.

I have read Part 4 and understand how learners enrol, the assessor role, and how unit standards are reported.

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:
