

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. 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.

PART 1: Application Type

Please indicate the type of application you are submitting.	
<input type="checkbox"/>	New Assessor Application <i>Complete ALL parts of this application.</i> Please tick if you wish to apply to assess Connexis learners.
<input type="checkbox"/>	Extension of Scope <i>Complete parts 1, 2, 4, 5, 7, & 8</i> Please tick if you wish to add programmes to your assessment scope. Assessor Registration No:
<input type="checkbox"/>	Change of Assessor Details <i>Complete parts 1, 2, 3, & 8</i> Please tick if you have changed workplace or contact details. Assessor Registration No:
<input type="checkbox"/>	Gateway Assessor <i>Complete parts 1, 2, 4, 5, 7, & 8</i> Please note that you will need to consent to a police check to add Gateway programmes to your assessment scope

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 work 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/s for new applications or assessors updating details.	
<input type="checkbox"/>	<p>Workplace Assessor</p> <p>An assessor who assesses learners for their employer in-house 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><u>Compulsory:</u> Please list workplaces you intend to assess learners for:</p>
<input type="checkbox"/>	<p>Provider Assessor</p> <p>An assessor who is employed or contracted by an NZQA-registered tertiary education organisation (TEO).</p> <p>Connexis recommends that tutors who work for TEOs subcontracted to Connexis are registered so they receive the latest assessment and moderation information. They report using Connexis scope or their TEOs. Therefore, if the applicant does not require a Connexis assessor scope, they can skip PART 4.</p> <p>All other Provider assessors report credits for unit/skill standards within the NZQA registered provider's accreditation scope.</p>

PART 4: Assessor Scope Request

Tick the box next to the programmes and strands that 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.

Please note: Not all unit standards within a qualification programme may be assigned to your scope, either because they are considered “off job” or Connexis does not have assessment materials available.

AGRICHEM

- 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

- 1714v2 NZD in Engineering Practice L6 - Civil
- 2522v2 NZC in Infrastructure Works L2
- 2617v2 NZC in Infrastructure Works (Single Site Supervision) L4
- 2618v2 NZC in Infrastructure Works (Contract Management) L5
- 2619v2 NZC Infrastructure Works Projects L5
- 2692v2 NZC in Civil Engineering Laboratory L4
 - Aggregate Strand
 - Asphalt Strand
 - Bitumen Strand
 - Concrete Strand
 - Field Investigation Strand
 - Soil Strand
- 2693v2 NZC in Civil Engineering Laboratory L5
 - Aggregate Strand
 - Asphalt Strand
 - Bitumen Strand
 - Concrete Strand
 - Field Investigation Strand
 - Soil Strand
- 2725v2 NZC in Infrastructure Works (Civil) L4
 - Earthworks Strand
 - Road Construction Strand
 - Road Maintenance Strand

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- 2957v2 NZC in Surveying L4
 - 2958v2 NZC in Hydrographic Surveying L4
 - 3179v2 NZC in Infrastructure Procurement Procedures L6
 - 3180v2 NZD in Infrastructure Asset Management L6
 - 3234v2 NZC in Roadmarking L2
 - Piloting Strand
 - Raised Pavement Markers Strand
 - 3235v3 NZC in Roadmarking L3
 - 3236v3 NZC in Roadmarking L4
 - Testing Strand
 - 3775v1 NZC in Infrastructure Works (Bitumen Surfacing Construction)
 - 3782v1 NZC in Infrastructure (Forestry Earthworks) L4
 - 3858v2 NZC in Infrastructure Works (Pipeline Construction and Maintenance) L4
 - Drinking Water Strand
 - Wastewater and Stormwater Strand
 - Trenchless Technologies
 - 3966v1 NZC in Infrastructure (Piling) L4
 - 4164v1 MC in Infrastructure - Erosion and Sediment Control Plans L4
 - 4263v1 NZC in Traffic Incident Management L3
 - 4412v1 MC in CCTV Inspection of Water Services Assets L4
 - 4416v1 MC in Horizontal Directional Drilling L4
 - 4436v1 NZC in Infrastructure Plant Operations L3
 - 4439v1 NZC in Civil Infrastructure Bulk Earthworks L3
 - 4440v1 NZC in Infrastructure Works L3
 - Civil Work
 - Bitumen Surfacing
 - Forestry Earthworks
 - Piling and Deep Foundations
 - Pipeline Construction and Maintenance
 - 4441v1 NZC in Infrastructure Works (Pipe Installation) L4

TTM

- 5148v1 MC in TTM Applying Controls to Low-risk, Low-impact Activities in the Road Reserve L3
- 5149v1 MC in TTM Assist with TTM within the Road Reserve L3
- 5150v1 MC in TTM Mobile Operations L3
- 4923v1 MC in TTM Risk Assessment L4
- 4922v1 MC in TTM Design L4

BUSINESS

- 2456v2 NZC in Business (First Line Management) L4
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GATEWAY

- 4430v1 MC Introduction to Infrastructure Works L2
- 4438v1 MC Infrastructure Worksites L3
- 4931v1 MC Introduction to Electricity Supply Industry L2
- 4923v1 MC Working Safely in the Electricity Supply Industry L3

OFF-PLAN UNIT/SKILL STANDARDS

Credits reported for learners that are not enrolled in a Connexis Training Plan are considered as 'off-plan'.

You must use Connexis' pre-assessment moderated assessment materials to assess all learners. Scope will not be applied where Connexis resources are not available.

- Wheels, Rollers, Tracks (WRT)
 - 16701 (Wheels)
 - 16702 (Rollers)
 - 16703 (Tracks)

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.

Temporary Traffic Management (TTM)

- | | |
|---|-------------------------------------|
| <input type="checkbox"/> General Worker | <input type="checkbox"/> TTM Worker |
| <input type="checkbox"/> 31957 | <input type="checkbox"/> 31958 |
| <input type="checkbox"/> Non-Practicing - Trainer | <input type="checkbox"/> Practicing |
| <input type="checkbox"/> 31959 | <input type="checkbox"/> 31960 |
| <input type="checkbox"/> 31961 | <input type="checkbox"/> 31963 |
| <input type="checkbox"/> 31962 | |

List below any additional unit or skill standards, that are not part of an approved programme, that you wish to assess:

Standard number	Title

Compulsory for ALL off-plan standards: Please outline the reason for applying for off-plan unit/skill standards and evidence of support from a CSAM or an employer whose employees you intend to assess, including the indicative number of learners you intend to assess

This will help Connexis to confirm if there is the need for a workplace or external assessor for the scope you have requested.

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: Workplace Endorsement

A manager, supervisor or technical expert must complete this section to endorse the applicant to assess the programmes or unit/skill standards in this application in the workplace.

External Assessor applicants must have this completed by one of their principal contracting organisations for which they intend to assess for.

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 new 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)

B. Additional Industry evidence as indicated below:

1. Wheels, Rollers, Tracks (WRT):

- Copy of current driver's licence (front and back). Applicants must hold the endorsements on their licence.
- The applicant must hold the unit standards on their Record of Achievement (RoA).
Note: You will also need to be a registered course provider with NZTA Waka Kotahi prior to assessing.

2. NZD in Engineering Practice (NZDEP):

- Evidence of current membership and practice area assessor with Engineering NZ.

More details on requirements are included in Connexis' assessor manual.

PART 8: Applicant Signature

I have read the Consent and Moderation Requirements (CMR 0101) relevant to my requested scope ([NZQA – Search standards](#)).

In the event my application is approved, I understand that I need to maintain compliance with Connexis' Assessor Registration Requirements, which are provided in the Connexis Assessor Manual on the website [here](#).

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

Assessor:

Date:
