

Connexis registers assessors to assess trainees employed in infrastructure industries. On registration, assessors are approved with an assessment scope containing the programmes or unit standards they are permitted to assess Connexis learners for. This scope is based on evidence of experience and qualifications.

This form is used for the following applications:

- New Assessor.
- Scope Extension.
- Change of Details.
- Gateway or APA Assessor.

New Assessor Criteria

To become a registered assessor, individuals must:

- Hold unit standard **4098 *Use standards to assess candidate performance (Level 4)*** on their RoA, or demonstrate equivalent knowledge and skills.
- have current industry experience as well as technical knowledge and skills for the areas they are assessing, including any specific industry requirements.
- Be supported by two Referees.
- Be supported by their employer.

Quality Assurance will acknowledge your application within ten working days upon receipt.

Applications will be processed within ten working days. Where a technical advisor is required to verify relevant skills and experience for the scope requested, this may take an additional 10 working days to complete.

Approved New Assessor applicants will be advised via email, including information regarding the post-assessment moderation requirements to complete their registration. Please note that applications will be approved based on the identified need for assessor type and sector.

Scope Extensions

Existing assessors requesting scope extensions notifications will be sent the email address provided in this application, along with an updated copy of your assessment scope.

Please ensure you complete all the required sections below and attach the relevant supporting documentation and send it to quality@connexis.org.nz

PART 1: Application Type

Please indicate the type of application you are submitting.	
☐	New Assessor Application <i>Complete ALL parts of this application.</i> Please tick if you wish to apply to assess Connexis learners.
☐	Assessment Scope Extension <i>Complete parts 1, 2, 4, 5, 7, & 8</i> Please tick if you wish to add NZ diploma, certificate and/or microcredential programmes, or unit standards to your assessment scope. Assessor Registration No:
☐	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:
☐	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
☐	APA Assessor <i>Complete parts 2 and 3 & 8.</i> Please also complete the Connexis APA Assessor Application form to accompany this application.

PART 2: Applicant Details

First names:			
Surname:		Preferred name:	
NSN:		Date of birth:	

Ethnicity: Please select up to three.

- | | | |
|---|--|-------------------------------------|
| ☐ NZ European | ☐ NZ Māori | ☐ Australian |
| ☐ Cook Island Māori | ☐ British/Irish | ☐ Filipino |
| ☐ Samoan | ☐ Fijian | ☐ Chinese |
| ☐ 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 assessor communications and accessing the assessor portal and online assessment access.

Are you a current learner with Connexis? Yes ☐ or No ☐

If yes, your Primary email needs to be different from the one you used to enrol as a learner.

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.	
☐	Workplace Assessor An assessor who assesses learners enrolled in a Connexis programme within an approved scope using the approved Connexis assessments. Workplace assessors are employed in the same workplace as the learners they are assessing.
☐	External Assessor An assessor who completes and reports assessment results for people from other workplaces/organisations within an approved scope using the Connexis assessments. External assessors who are contracted by Connexis on an as-need basis to assess part of, or whole approved programmes for learners enrolled in training agreements are required to sign a Service Level Agreement (SLA). External assessors reporting results for single unit or skill standards linked to Waka Kotahi license endorsements, TTM unit standards, or standards outside the learner's formal training plan are not contracted by Connexis.
☐	Workplace and Independent Assessor An assessor who assesses learners employed in the same workplace as the learners they are assessing, as well as learners enrolled in a Connexis programme from other workplaces/organisations. Assessors are required to assess within an approved scope using the Connexis assessments and are required to sign a Service Level Agreement (SLA). Assessors reporting results for single unit or skill standards linked to Waka Kotahi license endorsements, TTM unit standards, or standards outside the learner's formal training plan only are not able to apply for this type.
☐	Provider Assessor An assessor who is employed or contracted by an NZQA-registered tertiary education organisation (TEO) as a trainer/tutor/assessor. Connexis requires Provider Assessors to be registered if they report results using Connexis Consent to assess, as per the sub-contracting agreement. Connexis recommends that Provider Assessors who report credits for NZQA unit or skill standards register with Connexis to receive the Assessor Newsletter with industry updates. They do not need a Connexis assessor scope to report, unless using Connexis consent to assess, and can skip PART 4.

PART 4: Assessor Scope Request

Tick ☒ the box next to the programmes and strands that you are requesting scope approval for.

Please ensure that your selection is within your field of expertise and is supported by evidence of relevant qualifications and/or equivalent skills.

Applications will be approved based on the identified need for assessor type and sector. Your scope application will be reviewed by the Connexis QA Team, and where appropriate, by a technical advisor. If you are 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

- ☐ 3533v2 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
- ☐ 2725v3 NZC in Infrastructure Works (Civil) L4
 - ☐ Earthworks Strand
 - ☐ Road Construction Strand
 - ☐ Road Maintenance Strand

- ☐ 2693v2 NZC in Civil Engineering Laboratory L5
 - ☐ Aggregate Strand
 - ☐ Asphalt Strand
 - ☐ Bitumen Strand
 - ☐ Concrete Strand
 - ☐ Field Investigation Strand
 - ☐ Soil Strand
- ☐ 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
- ☐ 3966v2 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

ELECTRICITY SUPPLY

- ☐ 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
- ☐ 3767v2 NZC in Telecommunications L3
- ☐ 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

TEMPORARY TRAFFIC MANAGEMENT (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
- ☐ 4263v1 NZC in Traffic Incident Management L4

BUSINESS

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

GATEWAY

Under the Children's Act (2014), the approval process for Gateway programmes includes a police check on applicants, as Gateway programmes involve work with secondary school students.

- ☐ 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)

You must apply for registration to Waka Kotahi NZ Transport Agency as a course provider at the same time you are submitting this application.

☐ Hold a valid Class 1 New Zealand Driver's Licence

And preferably hold:

☐ 16701 (Wheels)

☐ 16702 (Rollers)

☐ 16703 (Tracks)

If Waka Kotahi NZ Transport Agency provider registration is not obtained or is withdrawn, Connexis WRT assessor registration will also be withdrawn.

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:

To confirm if there is a need for an assessor for the scope you have requested, please provide the names of organisations you will be assessing these unit standards for, and if known, the number of learners you will assess below.

Please note that the TTM unit standards 31957 to 31963 are expiring, with the transition to TTM Microcredentials already underway. This means that new TTM assessors who meet requirements will only be approved for microcredentials under the TTM domain.

Organisation/s:

Number of Learners:

Have you discussed this with your CSAM? Y / N

(this will help us to identify support required).

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.

- ☐ Primary identification (birth certificate or passport).
- ☐ Copies of relevant qualifications/certificates/registrations, including 4098 or equivalent.
- ☐ Full Work History/Curriculum Vitae (CV)

B. Additional 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. Gateway Programmes

- ☐ Copy of primary identification, e.g., passport, birth certificate.
- ☐ Copy of secondary identification, e.g., driver's license, Inland Revenue number, community services card.

3. 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:
