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.

Please check you have completed all required fields and attached relevant evidence before submitting

PART 1: Application Type

Please indicate the type of application you are submitting.	
☐	**New Assessor Application** *Complete ALL parts of this application, except Pt 6 if applying to be External Assessor.* Please tick if you wish to apply to assess Connexis learners.
☐	**Assessment Scope Extension** *Complete parts 1, 2, 4, 5, 7, & 8* Please tick if you wish to add programmes or unit or skill standards to your assessment scope. **Assessor Registration No:**
☐	**Gateway Assessor** *Complete parts 1, 2, 4, 5, 7, & 8* Please note that you will need to consent to a police check to add Gateway programmes to your assessment scope
☐	**APA Assessor** *Complete parts 2 and 3 & 8.* Please also complete the Connexis APA Assessor Application form to accompany this application.

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.

- Have achieved the qualification that you wish to assess, or evidence of equivalent knowledge and skills. (For specific sector requirements, please see Part 7)

- Be supported by two Referees.

- Workplace Assessor applicants must be supported by their employer.

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

Assessment 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 2: Applicant Details

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

Registered assessors must ensure they inform Connexis if there are any changes to their workplace **within 20 working days**, or their contact details, using the [Assessor Change of Details form](#) available on the Assessor page of the website.

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.
The primary email will be used for all assessor communications and accessing the assessor portal and online assessment access.

Ethnicity: You may select up to three.

☐ NZ European   ☐ NZ Māori   ☐ Australian

☐ Cook Island Māori   ☐ British/Irish   ☐ Filipino

☐ Samoan   ☐ Fijian   ☐ Chinese

☐ Other

Please state: _____

Iwi affiliations (if applicable): _____

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 are contracted by Connexis on an as-need basis to assess part of, or whole programmes for learners enrolled in training agreements. They are required to have a current Service Level Agreement (SLA) and signed a COI declaration to do this. Reason for requesting External Assessor type, excluding Wheels, Tracks & Rollers (e.g. CSAM or industry request): _____ _____ _____ You may be contacted by QA Admin for more details.
☐	**Workplace and External 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.

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
- ☐ 5285v1   MC in TTM Foundation Principles L4 *(enrolments open 1 April 2026)*
- ☐ 5286v1   MC in TTM Monitoring TTM Controls L4 *(enrolments open 1 April 2026)*
- ☐ 5287v1   MC in TTM Mobile Supervision L4 *(enrolments open 1 April 2026)*
- ☐ 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.

- ☐ Dig It - Introduction to Infrastructure Works L2
- ☐ Breaking Ground - 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 who 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 approved 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 and will no longer be available to apply for on assessor's scopes.

Organisation/s:

Number of Learners:

Have you discussed this with your CSAM?

(this will help us to identify need)

Part 5: Referee Details

Please provide the names and contact information for two referees to support your application. Both referees must sign this form.

A referee can be a manager, supervisor, or technical/industry expert who can verify 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. The referees must hold a relevant qualification or have experience that meets or exceeds the level required for the scope requested. Additionally, they should be prepared to provide evidence of this if it is requested as part of the application process.

For WTR and TTM Applicants, the evidence verifier also needs to be someone who is registered with NZTA.

Referee 1:	Full Name	
	Phone	
	Email	
	Employer	
	Position held with Employer	
	Relationship to applicant	
	NZTA No: (For WTR & TTM Scope only)	

Referee signature: Date:

Referee 2:	Full Name	
	Phone	
	Email	
	Employer	
	Position held with Employer	
	Relationship to applicant	
	NZTA No: (For WTR & TTM Scope only)	

Referee signature: Date:

Part 6: Workplace Endorsement *for Workplace Assessor applicants only

A manager, supervisor, or technical expert must complete this section to endorse the applicant for assessing the programmes or unit/skill standards outlined in this application within the workplace. This endorsement confirms the need for an in-house assessor and ensures that the employer is aware of the necessity to provide the assessor with adequate time and resources to effectively conduct assessments in the workplace.

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.

☐   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 license (front and back). Applicants must hold the endorsements on their license.

Note: The applicant must also apply to NZTA Waka Kotahi to be a registered course provider prior to assessor status being activated.

☐ NZTA Waka Kotahi number _____ (If already approved).

2. TTM Microcredentials

☐ NZTA Waka Kotahi number _____

If applying to assess Level 3 microcredentials (5158, 5149, 5150), you must provide proof that you hold the relevant microcredential/s, or one of the following:

☐ 31960 (level 3, 10 credits) or TMO Worker Practising (P) Warrant)

☐ 31962 (Level 3, 5 credits) or STMS – Non-practising (NP) Warrant

☐ 31963 (Level 3, 20 credits) or STMS – Practising (P) Warrant

If applying to assess Level 4 microcredentials (5285,5286, 5287), you must provide proof that you hold the relevant microcredential/s, or have the following:

☐ MC 4923 TTM Risk Assessment (Level 4, 15 credits)

☐ 30265 (Level 3, 8 credits)

☐ 31963 (Level 3, 20 credits) or STMS – Practising (P) Warrant/ or STMS Mobile warrant if applying for MC 5287.

Any warrants submitted as part of evidence **must be current or have expired no more than 12 months previously**.

3. 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.

4. 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 available on the website here: Connexis-Assessor-Manual-v4.3.pdf.

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 Signature: Date:

Connexis use

Processed by: Date:

Further info required   Y/ N   Date sent to SME: