

Connexis Assessor Change of Details Form v1.0

Connexis requires assessors to notify it if you change your employer or contact details.

If you are a workplace assessor, you must notify us within 20 working days if you leave the workplace for which you are registered to assess in-house.

Please complete the change of details with the new employer details and endorsement if you wish to continue to assess and report results for learners.

If you wish to apply for a change of scope or a scope extension, please use the Assessor Application Form.

PART 1: 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

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 2: Assessor Application Type

| | |
|---|--|
| <p>Please indicate the assessor type for new applications, or Assessors updating details.</p> | |
| <input type="checkbox"/> | <p>Workplace Assessor</p> <p>An assessor who assesses learners enrolled in a Connexis programme within an approved scope using the approved Connexis assessments.</p> <p>Workplace assessors are employed in the same workplace as the learners they are assessing.</p> |
| <input type="checkbox"/> | <p>External Assessor</p> <p>An assessor who completes and reports assessment results for people from other workplaces/organisations within an approved scope using the Connexis assessments.</p> <p>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).</p> <p>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.</p> |
| <input type="checkbox"/> | <p>Workplace and External Assessor</p> <p>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.</p> <p>Assessors are required to assess within an approved scope using the Connexis assessments and are required to sign a Service Level Agreement (SLA).</p> <p>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.</p> |

Part 3: New Workplace Endorsement

Your new manager or supervisor is required to complete this section to confirm the need for an in-house assessor and to ensure that the assessor will be provided with adequate time and resources to effectively carry out assessment in the workplace.

| | |
|---------------------------------------|--|
| Name | |
| Phone | |
| Email | |
| Company Name | |
| Position held | |
| Relationship to applicant | |
| Employer signature: _____ Date: _____ | |

PART 8: Applicant Signature

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 _____ Comments: _____