

To register for the Assessor Training Course, please complete and return this form to the Connexis Quality Assurance team at least **4 weeks** before the course start date.

Email: quality@connexis.org.nz

For further information or assistance in completing the form, please contact us at the above email address or call us on 0800 486 626.

Assessor Training Course Details

Location:

Dates:

Enrolment Details

First Name:	Date of Birth: <i>dd/mm/yyyy</i>
Last Name:	Gender:
National Student Number (NSN):	Ethnicity:
Phone number:	Email:
Company:	Address:
If you do not have an NSN or have forgotten it, please provide one of the following forms of ID:	
☐ Passport	☐ Birth Certificate

Catering is provided for the course – please list any dietary requirements.

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Assessor Application Details

Intended assessor type:

- ☐ Workplace
- ☐ Independent (External)
- ☐ Independent and workplace

Intended area(s) of assessment:

- ☐ Civil Infrastructure
- ☐ Electricity Supply
- ☐ Telecommunications
- ☐ Temporary Traffic Management
- ☐ Agrichemical
- ☐ Business
- ☐ Health & Safety
- ☐ Other (**please state**):

NB: Applications will be approved based on the identified need for assessor type and sector.

Cost

Cost per person is \$550 plus GST. Please provide a Purchase Order number for invoicing.

Invoicing details:

Purchase Order number:

Important Note

Prior to the course, you will be required to complete, as a learner, two unit standard assessments provided by Connexis. These completed assessments will not be achieved on your Record of Achievement but are for the purpose of attaining unit standard 4098.

Cancellation

Cancellations or transfers to another course at late notice can impact the running of the course. We accept cancellations, or transfers to another scheduled course, no more than 10 working days in advance of the original course start date without any charge.

If your cancellation or transfer is received at short notice the following charges may apply.

Notification received	Charge	Refund
10 or more working days prior	No charge incurred	Full course fee refund
Between 5 to 10 working days prior	50% course fee charged	50% course fee refunded
5 working days or less prior	Full course fee charged	0% course fee refunded

Note on transfers

For transfers received between 5 to 10 working days prior to the course start date, 50% of the course fee will be charged, and the remaining 50% will be included in the next course invoice cycle.

If a learner transfers courses within 10 working days but does not attend the new course date, charges will still apply.

Privacy

Upon signing the declaration below, I hereby agree to Connexis accessing my NZQA Record of Achievement, and sharing my contact details with the course facilitator / assessor.

Declaration

I have read the cancellation and privacy policy and agree to the terms.

Signature:..... Date:.....