

Connexis registers assessors to assess trainees employed in infrastructure industries. On registration, assessors are approved with an assessment scope containing the programmes or 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 your application 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 programmes or standards to your assessment scope. 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, 3, & 8.</i> Please also complete the Connexis APA Assessor Application form to accompany this.

New Assessor Criteria

To become a registered assessor, individuals must:

- Hold standard **4098: Use standards to assess candidate performance (Level 4)** on their NZQA Record of Achievement.
- 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 of receipt. Applications will be processed within ten working days of acknowledgment. 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

For existing assessors requesting scope extensions, the outcome of your application will be sent to the email address provided in this form, along with an updated copy of your assessor scope.

Please ensure all required sections of the form are completed, and the relevant supporting documentation attached before submitting to quality@connexis.org.nz

PART 2: Applicant Details

First Names:			
Surname:		Preferred Name:	
NSN:		Date of Birth:	
Personal Phone:		Work Phone:	
Assessor Email:		Secondary 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 or contact details **within 20 working days**, using the [Assessor Change of Details form](#) available on the Assessor page of the Connexis website.

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

If Yes, your Assessor Email must be different from the one you used to enrol as a learner.

The Assessor Email will be used for all assessor communications, assessor portal access, 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

☐	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 and only assess learners for their employer in-house
☐	External Assessor An assessor who completes and reports assessment results for learners 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 singlestandards linked to NZTA Waka Kotahi license endorsements, or standards outside the learner's formal training plan only, are not able to apply for this assessor 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 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.

AGRICULTURE

- ☐ 3984v1 NZC Agrichemical Application L4
 - ☐ Aquatic
 - ☐ Broadacre
 - ☐ Tree and Vine Horticultural
 - ☐ Targeted Weed Control
 - ☐ Total Vegetation Control

HEALTH AND SAFETY

- ☐ 3533v2 NZC in Workplace Health & Safety L3

CIVIL INFRASTRUCTURE

- ☐ 1714v3 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 in Infrastructure Works Projects L5
- ☐ 2692v2 NZC in Civil Engineering Laboratory L4
 - ☐ Aggregate
 - ☐ Asphalt
 - ☐ Bitumen
 - ☐ Concrete
 - ☐ Field Investigations
 - ☐ Soil
- ☐ 2693v2 NZC in Civil Engineering Laboratory L5
 - ☐ Aggregate
 - ☐ Asphalt
 - ☐ Bitumen
 - ☐ Concrete
 - ☐ Field Investigations
 - ☐ Soil
- ☐ 2725v3 NZA in Infrastructure Works (Civil) L4
 - ☐ Earthworks
 - ☐ Road Construction

- ☐ Road Maintenance
- ☐ 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
 - ☐ Raised Pavement Markers
- ☐ 3235v3 NZC in Roadmarking L3
- ☐ 3236v3 NZC in Roadmarking L4
 - ☐ Testing
- ☐ 3775v2 NZA in Infrastructure Works (Bitumen Surfacing Construction) L4
- ☐ 3782v2 NZA in Infrastructure (Forestry Earthworks) L4
- ☐ 3858v2 NZA in Infrastructure Works (Pipeline Construction and Maintenance) L4
 - ☐ Drinking Water
 - ☐ Wastewater and Stormwater
 - ☐ Trenchless Technologies
- ☐ 3966v2 NZA in Infrastructure (Piling) L4
- ☐ 4164v2 MC in Infrastructure - Erosion and Sediment Control Plans L4
- ☐ 4263v1 NZC in Traffic Incident Management L3
- ☐ 4412v2 MC in CCTV Inspection of Water Services Assets L4
- ☐ 4416v2 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
 - ☐ Bitumen Surfacing
 - ☐ Civil Works
 - ☐ Forestry Earthworks
 - ☐ Piling
 - ☐ Pipeline Construction and Maintenance
- ☐ 4441v1 NZA in Infrastructure Works (Pipe Installation) L4

ELECTRICITY SUPPLY

- ☐ 1714v3 NZD in Engineering Practice L6 – Electrical
- ☐ 2136v4 NZC in Electricity Supply (Introductory) L2 with Electrical Works strand
- ☐ 2197v2 NZC in Electricity Supply (Line Mechanic Distribution) L4
 - ☐ Live Low-Voltage Lines
- ☐ 2227v3 NZA in Electricity Supply (Cable Jointer High Voltage) L4
 - ☐ 33kV
- ☐ 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 Operation
- ☐ 3721v3 NZA in Electricity Supply (Network Control) L4
- ☐ 3793v2 NZC in Wind Farm Maintenance L4
- ☐ 3988v1 NZC in Electricity Supply (Traction Line) L4
- ☐ 4204v1 NZA in Electrical Trade (Level 4) with Electricity Supply strand
- ☐ 4243v1 NZC in Electricity Supply (Utility Arboriculture) L3
- ☐ 4261v1 NZC in Wind Farm Maintenance L3
- ☐ Capstone *Supplementary forms will be sent to you for completion.*

TELECOMMUNICATIONS

- ☐ 3767v2 NZC in Telecommunications L3
 - ☐ Copper Network Maintenance
 - ☐ Optical Fibre Network
 - ☐ Transmission

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
- ☐ 5286v1 MC in TTM Monitoring TTM Controls L4
- ☐ 5287v1 MC in TTM Mobile Supervision L4
- ☐ 4922v1 MC in TTM Design L4
- ☐ 4923v1 MC in TTM Risk Assessment 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 – Power Up – MC in Introduction to Electricity Supply Industry L2
- ☐ 5137v1 – Switched On – MC in Working Safely in Electricity Supply L2

OFF-PLAN STANDARDS

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

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

Standard number	Title

☐ Wheels, Rollers, Tracks (WRT)

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

You must also:

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

And preferably hold the following standards:

- ☐ 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.

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 standards for, and if known, the number of learners you will assess below.

Organisation/s:

Number of Learners:

Have you discussed this with your Customer Service Account Manager?

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 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 registered with NZTA.

Referee 1:	Full Name	
	Phone	
	Email	
	Employer	
	Role	
	Working Relationship	
	NZTA Number: (For WTR / TTM Scope only)	
Referee signature:		Date:
Referee 2:	Full Name	
	Phone	
	Email	
	Employer	
	Role	
	Working Relationship	
	NZTA Number: (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 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	
Role	
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 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 New Zealand driver's license (front and back). Applicants must hold WRT 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 Micro-credentials

- ☐ NZTA Waka Kotahi number _____

New assessors must have on their Record of Achievement the TTM Micro-credentials they wish to assess.

Existing assessors applying for an extension to include the TTM Micro-credentials may refer to the Connexis Assessor Manual – Appendix V for the alternative approval criteria.

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, 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-2026](#).

PART 8: Applicant Signature

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

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

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 consent to Connexis accessing my NZQA Record of Achievement, and for my contact details to be shared with Connexis moderators and learners for the purposes of post-moderation and assessment.

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

Assessor Signature:

Date:
