

REQUEST FOR 'RECORD OF ASSESSMENT' PROCESS

If you have an employee currently not training with Connexis, but you would like to access their Record of Achievement (RoA) the below process must be followed. This process came into effect July 2018 and is in place to ensure the trainee's privacy is protected.

How to access an employee's Record of Achievement

If your company details are registered with Connexis:

1. Download the [NZQA Results Authorisation Form](#) and fill it in. Photo ID of your employee must be provided with this form
2. Ensure the form is signed by the employer and the employee
3. Email completed form to trainingservices@connexis.org.nz

If your company details are not registered with Connexis:

If you have not dealt with us before you will need to complete a [New Account form](#).

1. Download the [New Account form](#)
2. Email completed form to trainingservices@connexis.org.nz

Please note, this form must be submitted before your request is processed.

A request for an employee RoA may take up to 10 working days to be fulfilled.

Please note: there is a charge of \$10 per trainee to cover administration costs. This cost will be invoiced to your company.

If you have any further queries, please contact us on trainingservices@connexis.org.nz or call 0800 486 626.