

Instructions:

The purpose of this form is to get the information from you that we need to report unit standards. We use this information to verify details with records held by NZTA Waka Kotahi and the New Zealand Qualifications Authority (NZQA) for this Recognition of Prior Learning (RPL) application. We are also required to collect some information by government agencies for statistical analysis.

Please:

- Complete all fields below.
- Print your answers clearly in pen and tick the boxes that apply (or complete digitally by typing in the fillable boxes).
- Email a copy of the completed form and copies of any identification required to quality@connexis.org.nz
- Finally, please don't forget to sign the form.

Please note that the process may take up to 4 weeks to complete.

EMPLOYER INFORMATION

Company name:			
Branch name:			
iMX Account No.: (Connexis Use)			
Supervisor contact name:		Supervisor contact mobile:	
Supervisor email:		Supervisor job title:	

I wish to receive Marketing Communications Yes ☐ No ☐

LEARNER INFORMATION

State your **full legal name** as it appears on your identification.

First name:			
Middle name:		Preferred name:	
Surname:			

If you have changed your name by marriage, civil union, deed poll, or statutory declaration, you may be registered with the NZQA under your previous name. Please state your previous name(s) and attach official documentation.

Previous full legal name(s):				
Gender:	Male <input type="checkbox"/>	Female <input type="checkbox"/>	Gender diverse <input type="checkbox"/>	Prefer not to say <input type="checkbox"/>
Date of birth:	DD/MM/YYYY	NZQA National Student Number (NSN):		

If you do not have a NZQA national student number (NSN), then please provide a copy of your passport or birth certificate. Please tick the identification provided:

Passport <input type="checkbox"/>	Birth Certificate <input type="checkbox"/>			
NZTA Waka Kotahi number: (mandatory)				
Street address:				
Suburb:		City/Town:		Postcode:
Work phone:		Personal phone:		
Email:				

I wish to receive Marketing Communications Yes ☐ No ☐

EVIDENCE VERIFIER

Please provide the contact details below for an evidence verifier. The verifier may be contacted to confirm the applicant's competency for the unit standards applied for. The verifier needs to be skilled in the areas verifying.

Full name:			
NZTA Waka Kotahi number:			
Position:		Company:	
Email:		Phone:	
Verifier signature:		Date:	

WARRANTS

Please tick the warrants held to apply for the corresponding unit standards. Warrants must be current or no later than 12 months expired.

The last date for RPL applications is 31 December 2026 or until the unit standards are replaced by new assessment skills standards and micro-credentials.

Note: This process is not available for the legacy warrants (TC, L1 or L2/3 STMS) as these are not seen as equivalent to the unit standards.

<u>NZTA Waka Kotahi Warrant</u>		<u>Unit standard equivalent</u>	<u>RPL Fee</u>
<input type="checkbox"/>	Traffic Management Operative (TMO) - Non-practising	31959 Demonstrate knowledge of stakeholders and operational requirements for temporary traffic management (L3, 5cr) version 3	\$75
<input type="checkbox"/>	Traffic Management Operative (TMO) Practising	31960 Maintain the TTM worksite, install and remove a worksite, and undertake an inspection activity (L3, 10cr) version 3	\$75
<input type="checkbox"/>	Universal Site Traffic Management Specialist (STMS-U)	31961 Explain the requirements for the worksite under temporary traffic management (L3, 5cr) version 2	\$75
<input type="checkbox"/>	Site Traffic Management Specialist (STMS) Category A, B or C roads - Non-practising	31962 Explain the requirements for the worksite under temporary traffic management for a road environment (L3, 5cr) version 2	\$75
<input type="checkbox"/>	Site Traffic Management Specialist (STMS) Category A, B or C roads - Practising	31963 Operate as a practising Site Traffic Management Supervisor (STMS) within a road environment (L3, 20cr) version 2	\$75
Total cost:			

If you hold multiple TTM unit standards you may be eligible to request the award of the following qualification:

- New Zealand Certificate in Temporary Traffic Worksite Management (Level 3) NZQA Ref # 4190

For more information, please visit the TTM page of the Connexis website [HERE](#).

RPL FEE

There is a standard fee to cover the cost for Connexis to validate and report the unit standards.

Fees will be paid by (please select):

- ☐ **Learner** - if you have not been invoiced by Connexis previously, we ask that you complete and submit a [Learner New Account Form](#) along with this RPL application form.
- ☐ **Employer**— if you have not been invoiced by Connexis previously, we ask that you complete and submit a [Employer New Account Form](#) along with this RPL application form.

Please note, once your request has been processed an invoice will be generated.

EMPLOYER TO COMPLETE (if fees are being paid by the employer)

<input type="text"/>	<input type="text"/>	<input type="text"/>
<i>Employer main contact signature</i>	<i>Employer main contact name (please print)</i>	<i>Date</i>
Purchase Order No. (if applicable)	<input type="text"/>	

LEARNER TO COMPLETE

<input type="text"/>	<input type="text"/>	<input type="text"/>
<i>Learner signature</i>	<i>Learner name (please print)</i>	<i>Date</i>

By signing this form, I confirm that:

- I have the legal authority to sign this Application Form.
- The information supplied is true and correct
- The learner agrees that personal information and results of training (including Literacy and Numeracy assessments) may be shared within the Te Pūkenga group and with government agencies or other training organisations, including but not limited to the New Zealand Qualifications Authority, Tertiary Education Commission or as deemed necessary by Connexis.
- The learner and employer agree to receive all correspondence and information from Connexis which Connexis deems to be relevant
- Unless otherwise agreed, all payments shall be made to Connexis' nominated bank account on or before the 20th of the month following the invoice date.
- If the customer disputes any item in an invoice, the customer must pay the undisputed portion of the invoice
- Payment of the disputed portion may be withheld provided the matter is brought to Connexis' attention as soon as it is discovered, and an explanation is provided in writing within seven days of the discovery, setting out the particulars of the dispute.
- Connexis shall use its best endeavours to resolve any invoice dispute raised by a customer within 60 days of being advised that there is a dispute.
- If any sum payable by a customer remains unpaid for 30 days after the due date, Connexis may, on giving notice to the customer:
 - suspend coordination of a learner; and/or
 - suspend a customer's account and the taking of either action will not relieve the customer from having to pay any sum due and owing to Connexis nor restrict any other right or remedy available to Connexis
- If the customer does not pay all sums owing by it by the due date, the customer must pay Connexis' legal and other fees and expenses (including legal costs) incurred in respect of the recovery of any overdue sum.
- The customer agrees to refund Connexis for any fees or costs imposed if any payment is dishonoured or reversed

From 1 September 2021, Connexis is a business division of Te Pūkenga. Please go to www.connexis.org.nz for further details Connexis will act in accordance with the Privacy Act 2020 and the Unsolicited Electronic Messages Act 2007