

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

Email: [quality@connexis.org.nz](mailto: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

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Assessor Course Location:

Dates:

## Applicant Details

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First name(s):

Surname:

Preferred Name:

Primary email:

Company Name:

Company Address:

Are you applying for:

☐ Workplace Assessor

☐ Independent Assessor (External)

☐ Workplace & Independent Assessor

NSN:

Date of Birth: *dd/mm/yyyy*

**If you do not have an NSN or have forgotten it, please provide one of the following forms of ID:**

☐ Passport

☐ Birth Certificate

Industry you wish to assess:

☐ Electricity Supply

☐ Telecommunications

☐ Civil Infrastructure works (e.g. PCM, Roads)

☐ Temporary Traffic Management (TTM)

☐ Agrichemical

☐ Business

☐ Health & Safety

☐ Other (please state):

NB: Applications will be approved based on the identified need for assessor type and sector. The TTM US31957 to 31963 are expiring, with the transition to TTM Microcredentials already underway. This means that new TTM assessors who meet requirements will only be approved for microcredentials under the TTM domain.

## Cost

**Cost per person is \$550 plus GST.** Please provide a purchase order number for invoicing.

Details for invoice:

Purchase Order No:

## Important Notes

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

Please note that all new assessors must meet moderation requirements before being fully registered. This is a largely self-driven process, but it can take up to 3 months.

## Cancellation

Cancellations or transfers to another course at late notice can impact the running of the course. We accept cancellations and transfers to courses scheduled no more than 10 working days in advance of the course 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.

## Declaration

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

Signature:.....

Date:.....