

EarnLearn Assessor Registration Form

Please complete this form if you wish to apply for:

- New Assessor registration
- Assessor Re-registration
- Scope extension

Ensure you complete all relevant areas below and email with supporting documentation to:
qa@earnlearn-tepukenga.ac.nz

Quality Assurance will acknowledge receipt of your application. Successful applicants will be notified of their approved Scope of Registration.

Part 1 - Contact details

Please complete all sections below, to enable us to communicate with you most effectively.

Title		First name(s)	
Surname		Preferred Name	
NSN number		Date of birth	
Company		Position	
Home address		Post code	
Mobile		Email	

Part 2- Application Type

<input type="checkbox"/> New Contract Assessor <i>Can assess learners from outside your place of employment.</i>	<input type="checkbox"/> New Workplace Assessor <i>Can only assess learners within your place of employment.</i>
<input type="checkbox"/> Assessor Re-Registration Assessor Registration No:	<input type="checkbox"/> Extension of Scope Assessor Registration No:
<input type="checkbox"/> Volunteer Regulatory Practice Assessor	

EarnLearn

Please indicate below which industry or section you intend to assess in:

- | | | |
|--------------------------------------|--|---|
| <input type="checkbox"/> Cranes | <input type="checkbox"/> Adult & Tertiary Teaching | <input type="checkbox"/> Other (please specify) |
| <input type="checkbox"/> Electrical | <input type="checkbox"/> Business Management | |
| <input type="checkbox"/> IMC | <input type="checkbox"/> Contact Centre | _____ |
| <input type="checkbox"/> Plumbing | <input type="checkbox"/> Emergency Management (CIMS) | |
| <input type="checkbox"/> Drainlaying | <input type="checkbox"/> Regulatory Practice | |
| <input type="checkbox"/> Gasfitting | <input type="checkbox"/> Project Management | |
| <input type="checkbox"/> Rigging | <input type="checkbox"/> Financial Services | |
| <input type="checkbox"/> Scaffolding | <input type="checkbox"/> Security | |

If applicable: Please list your license number held with your respective industry board.
(i.e. Electrical, IMC – EWRB, PGD – PGDB; Scaffolding – SARNZ CoC ; etc.)

License number:	
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Part 3 - Workplace Endorsement

Please complete the section below if you're applying to be a Workplace Assessor.

A manager, supervisor or technical expert must complete this section to endorse the application.

Endorsed by: Name			
Contact details	Phone:		Email:
Employer			
Position			
Relationship			
Signature:			Date:

Part 4 – Referee Nomination

For Contract Assessors Only.

Provide at least one referee. The referee may be a manager, supervisor, or a technical/industry expert.

Referee details.

Referee name			
Contact details	Phone:		Email:
Employer or Company			
Position held with Employer/Company			

Part 5 – Your Company Details

If you will be invoicing us as a NZ registered business entity, then please complete the section below.

Name of Company:		Company Email:	
Company Address:		NZBN number: <i>(if applicable)</i>	
Post code:			

Part 6 - Assessor Scope Request

Please list the qualification(s), Programme(s) or Unit Standards that you are applying to assess. Your Scope application will be reviewed by the EarnLearn Quality Assurance team, and where appropriate a Technical Advisor. If unsure of which qualification you are wanting to assess, please contact qa@earnlearn-tepukenga.ac.nz

Note: Ensure all parts are completed as QA is unable to allocate an assessor scope to you.

Qualification(s) or Programme(s)	Level

AND/OR

Unit Standard number	Title	Level

Equivalent Skills & Knowledge

Use this section if you do not hold the Qualification, Programme, or unit standards you intend to assess. Please list your equivalent skills and knowledge, for example relevant academic transcripts, a detailed CV, Industry Endorsements etc.

Part 7 – Conflict of Interest

This form is to inform EarnLearn | Te Pūkenga of any Conflicts of Interest you may hold to ensure that our assessor registration process is transparent to all involved. If your position changes at any time during your contracted period, you need to inform EarnLearn Quality Assurance team via email qa@earnlearn-tepukenga.ac.nz

Name of Organisation(s) where conflict of Interest may be held	Nature of Conflict

Part 8 – Checklist

Please ensure all boxes are ticked below and you have provided all the necessary documents with your application.

- I hold unit standard 4098 or 30421.
- I hold the qualification/unit standards I intend assessing or I can demonstrate equivalent skills & knowledge.
- Proof of identification e.g., copy of Driver's license or passport is provided.
- Copies of relevant qualifications/certificates/ NZQA Record of Achievement are provided.
- Proof of relevant current trade registration (i.e. EWRB, PGDB, CoC) or any industry accreditation.
- Full Work History/Curriculum Vitae (CV) is included or an outline of relevant industry experience.
- Your workplace that you are assessing for, has learners enrolled in EarnLearn | Te Pūkenga Programmes (only for workplace assessors).

Part 9 - Applicant Declaration & Signature

I _____ hereby declare that other than the possible conflict of interest(s) mentioned above, I do not hold any other conflicts of interest in regard to my contracted role with EarnLearn | Te Pūkenga. I will undertake to inform EarnLearn | Te Pūkenga of any changes to these circumstances during my contracted period.

I confirm the details provided on this form, and in the attached evidence are true and correct.

Please note that by completing this form this does not mean that you automatically qualify as a registered assessor. The Quality Assurance team will first review the application form. EarnLearn | Te Pūkenga has sole discretion in approving Assessors.

Signature

Date

dd/mm/yyyy