

Workplace Verifier Application Form

Please send the completed form to qa@earnlearn-tepukenga.ac.nz, with supporting evidence of licence and qualification.

Your application will be reviewed, and we will contact you if further information is required. We will notify you once your application has been accepted.

1. Applicant's details

First name(s):	<input type="text"/>	Surname:	<input type="text"/>
Date of birth:	<input type="text"/>	Te Pūkenga ID	<input type="text"/>
Home address:	<input type="text"/>	Suburb:	<input type="text"/>
City/Town:	<input type="text"/>	Postcode:	<input type="text"/>
Email:	<input type="text"/>		
Work phone:	<input type="text"/>	Home phone:	<input type="text"/>
		Mobile:	<input type="text"/>
Employer/Company name:	<input type="text"/>		
Employer/Company address:	<input type="text"/>	Suburb:	<input type="text"/>
City/Town:	<input type="text"/>	Postcode:	<input type="text"/>
Account manager:	<input type="text"/>	<i>Account manager section must be completed for the application to be processed</i>	

2. Select the qualification you are applying to be a verifier for

A. Plumbing, Gasfitting & Drainlaying

- New Zealand Certificate in Plumbing Level 4
- New Zealand Certificate in Drainlaying Level 4
- New Zealand Certificate in Gasfitting Level 4

Licence Number:

- Please see the appendix for specific eligibility requirements to be met

B. Scaffolding – Workplace Verifier

- New Zealand Certificate in Scaffolding (General) Level3
- New Zealand Certificate in Scaffolding (Proprietary Suspended) Level3
- New Zealand Certificate in Scaffolding (Trade) Level 4
- New Zealand Certificate in Scaffolding Level5

COC Number:

- Please see the appendix for specific eligibility requirements to be met.

C. Electrical & Industrial Measurement and Control – Workplace Verifier

- New Zealand Certificate in Electrical Trade (General Electrical) L4 (NEW)
- New Zealand Certificate in Electrical Engineering Theory & Practice (Trade) L4
- New Zealand Certificate in Industrial Measurement and Control (Practice) L4

Licence Number:

- Please see the appendix for specific eligibility requirements to be met.

3. Verifier Induction

Induction Checklist - to be completed

Please confirm your Account Manager has discussed the following with you:	Completed
How the Programme is delivered	<input type="checkbox"/>
Has shown you examples of the assessments	<input type="checkbox"/>
Has explained your role as a verifier	<input type="checkbox"/>
Has explained the supervision requirements for on-job assessments	<input type="checkbox"/>
Electrical Only – Assessor guide is to be kept in a safe place (locked away)	<input type="checkbox"/>

Declaration

By signing the below, you confirm that you are aware of your obligations as a workplace verifier and that you have completed the induction check list with your account manager.

Applicant name:

Signature:

Date:

4. Appendix – Eligibility Criteria that must be met by the applicant

A. Plumbing, Gasfitting and Drainlaying

- Hold the relevant qualification or demonstrate equivalent skills and knowledge.
- Hold a current PGD Board licence as a registered tradesperson. (Plumbing and Drainlaying)
- Hold a current PGD Board licence as a certifying gasfitter. (Gasfitter only)
- Only Verify for the industries as per the licence held.

B. Scaffolding

- Hold the relevant qualification and an equivalent COC (or higher, see chart below)

Qualification	COC
New Zealand Certificate in Scaffolding (General) Level 3	Elementary (or Intermediate or Advanced)
New Zealand Certificate in Scaffolding (Trade) Level 4	Intermediate (or Advanced)
New Zealand Certificate in Scaffolding (Proprietary Suspended) Level 3	Suspended (or Advanced)
New Zealand Certificate in Scaffolding (Advanced) Level 5	Advanced

C. Electrical and Industrial Measurement and Control

- Hold the relevant qualification or demonstrate equivalent skills and knowledge.
- Hold a current EWRB practicing licence. (Electrical Only)

Note: the following qualifications are accepted for Electrical:

- National Certificate Electrician for Registration L4
- New Zealand Certificate in Electrical Theory and Practice L4
- New Zealand Certificate in Electrical Trade – General Electrical L4