

**Assessor details** (to be completed by the assessor)

**Name of assessor**

Last name

First names

**Street address** (including post code)

**Postal address** (if different from street address)

**Email address**

**Mobile number**

**Daytime contact phone number**

**Evening contact phone number**

**Driver licence number**

**Expiry date**

**Classes of I endorsement held** (if applicable)

**Expiry date**

**Industry training organisation (ITO) assessor number**

**Approval expiry date**

**Name of approved driver licensing course provider that you will be conducting courses for**

**What is their approved course provider number?**

**Name of person in control of the organisation**

**Signature of person in control of the organisation**

(acknowledging that they give their authorisation for you to conduct approved driver licensing courses on behalf of their organisation)

**Course(s) to be conducted by the assessor:** (please tick)

| ✓                        | Course type | Unit standards |
|--------------------------|-------------|----------------|
| <input type="checkbox"/> | Class 2     | 17574 & 24089  |
| <input type="checkbox"/> | Class 3     | 17575 & 24089  |
| <input type="checkbox"/> | Class 4     | 17576 & 24089  |
| <input type="checkbox"/> | Class 5     | 17577 & 24089  |

| ✓                        | Course type          | Unit standards |
|--------------------------|----------------------|----------------|
| <input type="checkbox"/> | Dangerous goods (D)  | 16718          |
| <input type="checkbox"/> | Forklift (F)         | 18496          |
| <input type="checkbox"/> | Vehicle recovery (V) | 17580 & 24089  |

| ✓                        | Course type | Unit standards |
|--------------------------|-------------|----------------|
| <input type="checkbox"/> | Rollers (R) | 16702          |
| <input type="checkbox"/> | Tracks (T)  | 16703          |
| <input type="checkbox"/> | Wheels (W)  | 16701          |

**Note:** The assessor must provide evidence of holding the unit standards relevant to the course(s) selected in the above table.

Please attach evidence from MITO and/or Connexis confirming that you hold the necessary registration and accreditation to conduct the appropriate courses.

- Provide evidence of relevant industry experience within the past 5 years in either an operational or training setting (required for each course type to be conducted by the assessor).
- If applying to conduct courses for forklift (F) endorsement please attach evidence that you hold either a current OSH operators or trainers certificate.
- Where the assessor is to conduct any of the class 2-5 or V endorsement courses, the applicant must provide evidence of having successfully completed either of the following unit standards:
  - 7097 (Facilitate interactive learning sessions for adults); or
  - 17975 (Plan, conduct, and review interactive group learning for trainee drivers).
- If at a later date you wish to conduct additional course types described above, or wish to work for another approved course provider organisation, the organisation must submit a *Notice of change to organisational structure* form to Waka Kotahi.
- No fee is payable in relation to this.
- One notification form is required for each individual assessor conducting courses under an approved course provider organisation.

**I (the assessor) declare that the information supplied in relation to this notification is true and correct and that I have read and understood the Statement of approval conditions\* governing the delivery of the Waka Kotahi NZ Transport Agency approved driver licensing courses and agree to comply with all conditions specified in this document.**

**Signed**

**Date**