

# 1 Certificate order form for training providers

## Details

Name of training provider:

Contact person:

Department:

Postal address for certificate(s) and invoice to be sent to:

Postal address for invoice to be sent to if different from above:

Contact phone number:

Email address:

Date:

/ /

## Payment

There is a cost of **\$17.25 (incl GST)** per certificate.

There is **no charge** if original Certificate of Achievement (CoA) forms are being used.

Unless stated, all unit standards for a learner will be included on the same certificate.

The training provider will receive an Invoice from ServiceIQ – payment options are:

- ▶ Credit/Debit card
- ▶ Online Banking
- ▶ Cheque payable to: ServiceIQ

**Order number (for reference):**

## Terms and conditions

- ▶ Include ServiceIQ Reporting forms for the student/s – these are located at the back of your student's Workbook/Assessment.
- ▶ Include a copy of the students NZQA Record of Achievement.
- ▶ ServiceIQ issue certificates against what is listed on the students NZQA Record of Achievement, and issue the certificate(s) in the name as shown at NZQA. If their name has changed or varies from the students NZQA Record of Achievement, please attach supporting documentation (i.e. Marriage Certificate or Name Change document).
- ▶ If the unit standards listed on form 2 and or 3 are not on the students NZQA Record of Achievement, we will be unable to complete the request.
- ▶ We can fit a maximum of six unit standards on each certificate.
- ▶ For security reasons, we cannot accept payment in cash.
- ▶ ServiceIQ do not send certificates to international destinations.
- ▶ Certificate orders are processed within four weeks.
- ▶ If you would like the certificate(s) to be sent to the individual student, you will need to ensure that you include a Residential/PO Box/Private bag address that can receive standard post on their reporting form(s). We charge a \$9.20 (incl GST) courier and handling fee for non-postal deliveries to individuals. We will invoice this cost back to the Training Provider.

**Please note:** Our Courier cannot deliver to PO Box/Private Bag numbers and standard post cannot deliver to all business addresses.

## 2 Certificate order form for training providers

### How to use order form 2 and 3

- ▶ Enter the learners' first name, last name, date of birth and/or NSN details.
- ▶ Enter each unit standard and tick which student has achieved those units (an example is given for your reference).
- ▶ Send this form to the either of the addresses stated below.

First name	Last name	Date of birth	NSN	Eg. 167	Unit	Unit	Unit	Unit	Unit	Unit
Eg. John	Smith	01/10/1983	012-345-6789	✓						

Send certificate orders to: Customer Experience Team

Standard post: ServiceIQ, PO Box 25522, Wellington 6140 or Courier: ServiceIQ, Level 14, Plimmer Towers, 2-6 Gilmer Terrace, Wellington 6011

# 3 Certificate order form for training providers

First name	Last name	Date of birth	NSN	Unit	Unit	Unit	Unit	Unit	Unit

Send certificate orders to: Customer Experience Team  
Standard post: ServiceIQ, PO Box 25522, Wellington 6140 or Courier: ServiceIQ, Level 14, Plimmer Towers, 2-6 Gilmer Terrace, Wellington 6011