

## Application for Registration as a MITO Contract Assessor Form

MITO Contract Assessors are contracted depending on the business need of the region. Please ensure that you have contacted your local MITO Industry Training Advisor (ITA) to discuss MITO's need for Contract Assessors in your area. To ensure efficient processing of your application, please supply details of your technical experience and attach photocopies of your qualifications. You must also ensure that you complete and sign the enclosed *Conflict of Interest Register Return Form* and include it with your application.

**Are you re-registering?** (Please circle) **Yes / No**

**Previous Assessor Stamp Number** \_\_\_\_\_

*Do you still have your stamp?* **Yes / No**

### Section 1 Personal Details

**Full Name** \_\_\_\_\_

**Date of Birth** \_\_\_\_\_ **Gender** (Please circle) **M / F**

**Residential Address** \_\_\_\_\_

**Residential Phone** \_\_\_\_\_ **Mobile Phone** \_\_\_\_\_

**Personal Email Address** \_\_\_\_\_ *I prefer MITO to email me using this address*

### Section 2 Employment Details

**1. Are you a citizen or resident of New Zealand?** **Yes / No**

**If the answer is 'No', do you have a current work permit?** **Yes / No**

**Expiry date of the work permit** \_\_\_\_\_

**2. Are you currently employed in New Zealand?** **Yes / No**  
(If 'Yes' then please answer the questions below)

**Current Employer** \_\_\_\_\_

**Business Address** \_\_\_\_\_

**City** \_\_\_\_\_

**Business Phone** \_\_\_\_\_ **Business Fax** \_\_\_\_\_

**Business Email** \_\_\_\_\_ *I prefer MITO to email me using this address*

### **Section 3 Determining Assessment Scope**

Please tick the MITO qualification(s) below that align to your experience and qualifications. If your application is accepted, MITO will notify you of your assessing scope.

#### **Section 3.1 Automotive Engineering – Heavy Vehicles**

- Automotive Heavy Engineering – Agricultural Equipment - Level 4
- Automotive Heavy Engineering – Plant and Equipment - Level 4
- Automotive Heavy Engineering – Road Transport - Level 4

#### **Section 3.2 Automotive Engineering – Light Vehicles**

- Automotive Engineering - Level 4
- Automotive Servicing - Level 2

#### **Section 3.3 Automotive Engineering - Electrical**

- Automotive Electrical Engineering - Level 4

#### **Section 3.4 Motorcycle Engineering**

- Motorcycle Engineering - Level 4

#### **Section 3.5 Motor Body**

- Panelbeating - Level 4
- Automotive Refinishing - Level 4
- Coach Building - Level 4

#### **Section 3.6 Additional Qualifications**

- Automotive Machining – Level 4
- Automotive Air Conditioning – Level 4
- Automotive Brake Service Engineering – Level 3
- Automotive Dismantling & Recycling – Level 3
- Automotive Exhaust Servicing – Level 3
- Automotive Parts and Accessories – Level 3
- Automotive Radiator Repair – Level 4
- Automotive Service Reception – Level 2
- Automotive Steering, Suspension & Alignment – Level 3 and 4
- Motor Trimming - Level 4
- Canvas Fabrication - Level 3
- Diesel Fuel Injection Engineering – Level 4
- Outdoor Power Equipment – Level 4
- Sailmaking - Level 4
- Service Station Sales – Level 2
- Trailer Boat Systems Engineering - Level 3 and 4
- Tyre Servicing – Level 2 and 3
- Vehicle Grooming – Level 2
- Vehicle Sales – Level 4

<b>Section 4</b>	<b>Evidence of Qualifications and Experience</b>
------------------	--

**If you are re-registering MITO will already have evidence of your qualifications and experience on file, but please ensure that you provide evidence of any additional qualifications or experience that you have gained since your last application, especially if you are applying to extend your scope.**

**Do you hold unit standard 4098?**

**Yes / No**

To register as a MITO assessor, unit standard 4098 is required to be completed, and registered with NZQA. If you do not hold this unit standard please contact MITO (details at the end of this form) before returning this application.

**Please attach copies of any relevant Trade/Advanced Trade/National Certificates that you hold and details of your work experience history.**

Details of work experience can be provided on the attached *Work Experience History* form, or include the relevant pages from your CV.

If you are re-registering please ensure that you have included details of upskilling that you have participated in since your last application.

<b>Section 5</b>	<b>Demographic Information</b>
------------------	--------------------------------

The following information is requested for statistical purposes only.

**Ethnicity** (please tick)

NZ Māori

NZ European/Pākehā

Pacific Islander

Other: \_\_\_\_\_

## WORK EXPERIENCE HISTORY

<b>Company</b>	<b>Position</b>	<b>Dates</b>	<b>Brief Description of Role</b>

## CONFLICT OF INTEREST REGISTER RETURN FORM

*This form is to be completed by the MITO registered assessor and posted to MITO National Office, PO Box 10803, WELLINGTON 6143, or faxed to 04 494 0006.*

Name	Title
<b>Declared conflict of interest</b>	<b>Action taken</b>

Name	Title
<b>Declared conflict of interest</b>	<b>Action taken</b>

Name	Title
<b>Declared conflict of interest</b>	<b>Action taken</b>

I understand that as a registered assessor for MITO (MITO RA) I am obliged to record any conflicts of interest at the outset of the assessment process. Furthermore, if there are any changes in my circumstances during my time as an assessor, I will undertake to immediately advise MITO.

**MITO Registered Assessor Name** \_\_\_\_\_ **Signature** \_\_\_\_\_

**Date** \_\_\_\_\_ **Assessor Stamp No. (if re-registering)** \_\_\_\_\_

**Section 6**

**Final Checklist**

- Application form fully completed – including signed *Conflict of Interest Register Return Form*
- Copies of relevant industry qualifications attached, or already submitted with previous application
- Evidence of having completed unit standard 4098 attached, or already submitted with previous application. (This is a pre-requisite for all MITO registered assessors.)
- Work experience history provided or already provided with previous application

**Section 7**

**Applicant Declaration**

In accordance with the Privacy Act 1993, I authorise MITO to obtain all necessary information for the purpose of this application and understand that it will remain confidential to MITO.

I understand that I will be required to enter into a formal contract with MITO to be registered as a Contracted Assessor, and that this contract will not make me an employee or agent of MITO. I accept that MITO has no obligation to provide a guaranteed or set amount of unit standard assessment or RCC evaluation work for me while I am a Contract Assessor.

I declare that the information I have provided in my application and all supporting documentation is correct, and that the disclosure of incorrect information or failure to disclose relevant information may result in withdrawal of an offer of an assessor contract, or termination of an assessor contract.

I agree to follow MITO workplace assessment and moderation policies and procedures, as outlined in *Procedures Manual – Workplace Assessors* and as communicated to me by MITO.

I have completed the *Conflict of Interest Register Return Form* and enclose this with my application.

**Applicant Name** \_\_\_\_\_

**Applicant Signature** \_\_\_\_\_

**Date** \_\_\_\_\_

<b>Section 8</b>	<b>MITO Industry Training Advisor Declaration</b>
------------------	---

I endorse this candidate's application to be a Contract Assessor in my region.

**MITO ITA Name** \_\_\_\_\_

**MITO ITA Signature** \_\_\_\_\_

**Date** \_\_\_\_\_

*or signed by an authorised MITO employee:*

**Name** \_\_\_\_\_

**Position** \_\_\_\_\_

**Signature** \_\_\_\_\_

**Date** \_\_\_\_\_

If you have any questions, please call 0800 88 21 21.

**Please send the completed application form, with the completed *Conflict of Interest Register Return Form*, and evidence of qualifications to the address below.**

NZ Motor Industry Training Organisation (Inc)  
PO Box 10 803  
WELLINGTON 6143