

Application for Registration as a MITO Workplace Assessor

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 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

Name of business where you will be assessing apprentices

 Street address _____
 Postal address _____
 City _____ Position held _____
 Business phone _____ Business fax _____
 Business email _____
I prefer MITO to email me using this address

Business type (please tick appropriate box)

- Single site (The business recorded above)
- or
- Multiple site (Record below the names of the sites where you will assess. Please note these must be part of the same company or group of companies)

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 & 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 & Accessories – Level 3
- Automotive Radiator Repair – Level 4
- Automotive Steering, Suspension & Alignment – Levels 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
- Trailer Boat Systems Engineering – Levels 3 and 4
- Tyre Servicing – Level 2
- Vehicle Grooming – Level 2

Section 4	Evidence of Qualifications and Experience
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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, you must have completed unit standard 4098 and it must be 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.

Section 5	Demographic Information
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The following information is requested for statistical purposes only.

Ethnicity (please tick)

- NZ Māori
- NZ European/Pākehā
- Pacific Islander
- Other: _____

Work Experience History

Company	Position	Dates	Brief description of role

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
Declared conflict of interest	Action taken

Name	Title
Declared conflict of interest	Action taken

Name	Title
Declared conflict of interest	Action taken

I understand that as a MITO Registered Assessor I am obliged to record any conflicts of interest at the outset of the assessment process. 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 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 registration, or termination of registration.

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** _____

Section 8 Employer Declaration

I/we endorse this candidate as an assessor for apprentices at my/our workplace. I/we will ensure that this assessor is provided with time to participate in MITO's moderation system.

Employer name _____

Employer 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