



MITO registered assessor

Code of Practice

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Introduction

Thank you for choosing to become a MITO registered assessor. We value your expertise. MITO is committed to continual improvement for the learners and industries that we serve, and we ask you to be committed to continual improvement as well.

This code of practice contains information for workplace, contracted, independent (extractive industries) and provider assessors. Independent assessors in the transport and logistics industries have a separate code of practice, available at www.mito.org.nz.

If you need any help or advice about your role as an assessor, contact a MITO Senior Advisor – Quality and Compliance on 0800 88 21 21.

Your responsibilities

As a MITO registered assessor, you are required to comply with a number of requirements. These are outlined in:

- Appendix A – Contracted assessors
- Appendix B – Workplace assessors
- Appendix C – Independent assessors (extractives industries)
- Appendix D – Provider assessors (driver licensing and endorsements)
- Appendix E – High risk unit standards: joint assessment (extractives industries)

Professional standards

You must:

- Undertake your assessment duties professionally, honestly, and ethically, while respecting the rights of others.
- Communicate professionally, both in writing and verbally, with individuals or organisations that you interact with in your role as a MITO registered assessor.
- Respect learners' privacy by only disclosing their personal or academic information to authorised parties.
- Not ask for or accept gifts, rewards or benefits that may compromise or be seen to compromise your integrity, or the integrity of your role.
- Not behave in a manner that may bring MITO into disrepute.
- Take reasonable care with the security of information relating to assessments.
- Conduct all activity related to your role as a MITO registered assessor in compliance with the Privacy Act 2020.
- Keep your MITO assessor stamp in a secure place.

Up-skilling

You must be committed to up-skilling in areas that are relevant to your role as an assessor. This includes up-skilling in assessment practice and in your area of expertise, as appropriate. You must participate in an up-

skilling session on MITO assessment and moderation policies and procedures at least once every three years.

If you need advice on up-skilling, contact a MITO Senior Advisor – Quality and Compliance on 0800 88 21 21.

Conflict of interest

You completed a [Conflict of Interest form](#) when you applied for registration or reregistration. If any new conflicts of interest arise during your registration period, you must immediately bring these to the attention of MITO using the form.

You must declare a conflict of interest when you have a private, personal, or business interest that could influence your objective professional judgement and/or your responsibilities to MITO as outlined in this code of practice.

A good test of whether a situation can be seen as a conflict of interest is whether others would trust your judgement if they knew the situation or relationship existed. For example, if you were required to assess a learner who is a family member it would constitute a potential conflict of interest and should be declared. Another example is if you have a personal or employment issue with a workplace where you are required to conduct assessments.

If you are unsure if a situation poses a conflict of interest, contact a MITO Senior Advisor – Quality and Compliance on 0800 88 21 21.

Conflict of interest situations will be evaluated on a case-by-case basis and MITO will work with you to resolve the issue. For example, another assessor may be appointed to carry out assessment for the affected learner or workplace. We will notify you of the outcome of a conflict of interest evaluation.

Note: If the conflict of interest cannot be resolved, you may be deregistered.

Assessing scope

MITO gives you authorisation to assess learners against the unit standards, programmes and/or qualifications in your scope. Your scope relates to industry areas in which you are considered a technical expert.

The unit standards, programmes and/or qualifications that you are authorised to assess, and the site or sites where MITO authorises you to assess (for workplace assessors), are listed on your registration email. If you would like to extend your assessing scope, request an extension application form from mito.assessors@mito.org.nz.

Note: MITO has no obligation to include unit standards that you request on your scope.

MITO registered assessor stamp

You must use your assessor stamp on all assessments you carry out as a MITO registered assessor.

You must only use your MITO registered assessor stamp on assessment documentation for credits reported through MITO and only to indicate a 'Competent' result. Your assessor stamp should not be applied to any other documentation.

When you use your stamp, you must ensure that the stamp mark left on the learner assessment document clearly shows your registration number.

The stamp remains the property of MITO and must be returned if you are deregistered.

It is essential that you keep your MITO registered assessor stamp in a secure place.

Assessment

MITO registered assessors evaluate learners against the unit standards that MITO has consent to assess. MITO assessment is aligned to NZQA's [Assessment Resources and Guidelines](#).

When conducting assessment, you must:

- ensure approved assessment materials are used
- evaluate all evidence submitted for assessment
- make decisions on competence and record the results
- report the results to MITO using the correct documentation within the required timeframes.

Providing effective feedback

It is important to provide learners with constructive feedback about their performance. Effective feedback should:

- Be private – Ensure the discussion takes place in a quiet setting, free from interruptions, with enough time for both parties to engage fully.
- Motivational – Clearly explain what was done well and what needs improvement, offering specific advice on how to enhance performance. Aim to leave the learner feeling motivated to make progress.
- Give opportunity to improve – If appropriate, offer the learner a chance to gather additional evidence or provide further explanations to address any gaps, while avoiding unnecessary repetition of the assessment. Use professional judgment to decide when this is suitable.
- Acknowledge achievements – Acknowledge and praise the learner's achievements to reinforce their confidence in their abilities.

Assessment resources

All MITO branded material is copyrighted to MITO. The photocopying, reproduction and resale of this material is strictly prohibited.

All self-developed or purchased material which is not MITO material, and which you intend to use to assess the unit standards in your scope must be submitted to MITO for pre-assessment moderation before use. Contact MITO for details.

Assessment documentation

Your assessment decision must be transparent, that is, it must make clear on the assessment material how you came to the assessment decision. The assessment documents should clearly show all the evidence you used to decide the learner's competence

When you have completed an assessment, your details and the decisions you made must be recorded clearly on the assessment material. You must sign, date and stamp the assessment material when the learner is confirmed as competent. If assessing within a learner management system, all required fields must be completed. This is required assessment practice and is important for moderation and in case of an appeal against the assessment decision.

Use the appropriate MITO portal or form on [MITO's website](#) to report your results to MITO.

All *Achieved* unit standard assessment results must be reported through MITO, or through an accredited provider if you are a MITO registered provider assessor.

To make sure that there is an assessment audit trail, retain assessment documentation for a period of two years from the date of assessment.

Technical verification

A technical verifier is an industry expert who is employed in a role that enables them to testify to the learner's competence.

A technical verifier must be used when it is necessary to verify that evidence is authentic to the learner and/or to verify that the learner is competent in the technical requirements of the unit standard.

Contact a MITO Senior Advisor – Quality and Compliance for information about technical verification in the area you are assessing.

Joint assessment (extractives industries)

Joint assessment is required for high-risk MITO unit standards. Joint assessment requires endorsement by two MITO registered assessors or a registered assessor and an approved technical verifier.

Refer to Appendix E for information about conducting joint assessment and the unit standards that require it.

Failure to conduct joint assessment for the unit standards specified in Appendix E will result in deregistration as a MITO registered assessor.

Recognition of prior learning

Recognition of prior learning (RPL) is a process that is used to determine competence in unit standards where a learner has existing experience and knowledge in the industry.

Assessors must be endorsed by MITO to conduct an RPL evaluation, and the assessment tools and materials used must be endorsed by MITO before use.

Contact a MITO Senior Advisor – Quality and Compliance for information about RPL evaluations in your sector.

Assessment appeals

Learners who believe they have grounds to object to an assessment result can appeal to MITO. In the case of a unit standard assessment, the appeal must be received at MITO's national office within 20 working days from when the assessment took place.

MITO will manage the appeal process, which may include the involvement of technical expert(s).

You will be notified of MITO's decision, which is final, and may only be overturned through MITO's formal complaints process. Contact MITO for more information about the complaints process.

Assessing support

MITO website

The [MITO website](#) provides updates on assessment practice, news and information about upcoming events. It also provides links to information for your use.

MITO resources

Questions or comments relating to MITO assessment material can be emailed to resourcecomments@mito.co.nz.

Contact us

If you need any help or advice about your role as an assessor or how to assess, contact a MITO Senior Advisor – Quality and Compliance on 0800 88 21 21.

Registration, reregistration and deregistration

When you apply for registration or reregistration as a MITO registered assessor, MITO will determine whether you have met the necessary requirements, including the fit and proper person requirements, where relevant. MITO will also consider the current industry environment when making a registration decision.

As you will be assessing on MITO's behalf, the decision to register you rests with MITO. Your registration will expire on the date specified on your registration email. If the conditions of registration or role responsibilities have not been met, your registration period may be reviewed.

Registration

To be considered for registration as a MITO registered assessor, you must:

- complete a MITO registration application form
- be a fit and proper person
- hold unit standard 4098 – Use standards to assess candidate performance
- in the previous five years, have had at least three years of experience in the area of your assessing scope, or equivalent as determined by MITO
- have declared any conflict of interest in the areas that you will be assessing
- provide a CV and/or other documentation including qualifications to show that you have the skill and knowledge appropriate to assess against the unit standards and/or programmes and qualifications in your assessing scope
- comply with the assessment conditions and qualification requirements stated in the relevant unit standards and Consent and Moderation Requirements (CMR)
- provide proof of identity (e.g. passport, birth certificate or driver's licence)
- submit a clear, digital passport-style photograph.

The decision to register an assessor is at MITO's discretion.

Refer to the appropriate appendix in this document for registration requirements specific to your assessor type.

Reregistration

We will notify you before your registration expires. If you would like to continue as an assessor, you will need to apply for reregistration.

To be considered for reregistration, you must meet the criteria for registration **and**:

- show evidence of up-skilling that is relevant to your role as an assessor
- have reported at least the minimum annual credits required for your registration
- have met the annual moderation requirements set for you by MITO
- have met your responsibilities as an assessor and the requirements set out in this Code of Practice
- have reported all assessments you have conducted as a MITO registered assessor to MITO
- have reported assessment results in a timely manner
- have no outstanding debts with MITO.

The decision to reregister an assessor is at MITO's discretion.

Refer to the appropriate appendix in this document for reregistration requirements specific to your assessor type.

Deregistration

At any time, you may request to be deregistered as a MITO registered assessor by contacting MITO's Assessment and Moderation Coordinators on 0800 88 21 21.

MITO may also deregister you if:

- you are not able to assess and report the required minimum credits or assessments required for registration
- you have not met a moderation requirement set by MITO
- you have a conflict of interest in your role as an assessor that cannot be resolved
- you have not assessed in accordance with, or abided by the requirements of, policies and procedures relevant to assessors
- you have not submitted a complete application for reregistration by the end of the registration period
- you have left the workplace where you were a MITO workplace assessor
- the workplace where you were a workplace assessor no longer has enrolled MITO learners
- MITO has been made aware that you have been convicted of a criminal offence and you are no longer deemed a fit and proper person
- reasonable efforts have been made to contact you, but there has been no response to requests for information
- you have failed, after one written and one oral request, to submit materials for moderation or to negotiate a change to the original request

- you have acted dishonestly in the conduct of and/or recording of assessor outcomes
- a complaint against you is upheld
- you have, through your conduct, brought MITO into disrepute
- you have not reported all results of assessments you have completed as a MITO registered assessor to MITO
- you have failed, after two requests, to report assessment results on time for unit standards and/or programmes/qualifications that you are registered to assess
- MITO has been advised by NZTA Waka Kotahi that course approval status has been revoked or an application to become a course provider has been declined
- you are convicted of an offence under the Land Transport Act resulting in the suspension or cancellation of a driver licence or licence endorsement. We will automatically cancel your registration for the unit standards related to the class of licence that has been suspended or cancelled by the courts
- you have failed to meet the requirements of the reregistration process
- you are no longer able to demonstrate the necessary skill and knowledge required to make competent assessment judgements and/or carry out assessments in an objective, impartial and professional manner
- you have failed to settle accounts or fees with MITO that have been outstanding for more than 60 days.

If MITO has an issue with your registration where deregistration may be an outcome, you will be informed and the options available to you will be discussed.

Extension to scope

To request an extension to your assessing scope, you must complete the *Application for Extension of Assessing Scope* form and submit it with your application. You must provide evidence to show that you have the appropriate skill and knowledge for the scope you are applying for.

Appealing a registration outcome

If you believe that you have grounds to object to a decision about your registration, reregistration, deregistration, or the allocation of your assessing scope, contact a Senior Advisor – Quality and Compliance on 0800 88 21 21 to discuss the matter. If the issue is not resolved, you may appeal to MITO's Manager Quality and Assessment.

Your appeal must:

- be in writing
- state that it is an appeal of a decision about your registration, reregistration, deregistration or the allocation of your assessing scope
- provide the reasons for the appeal and/or the rationale for the outcome sought
- be received within 20 working days of MITO issuing the letter notifying the decision.

MITO's Manager Quality and Assessment, in conjunction with the Group Manager – Qualifications, will consider your appeal and decide on the outcome, which is final.

Moderation

The purpose of moderation is to ensure that assessment is consistent with the national standard, it is fair and valid, and all assessors are making consistent judgements about learner performance.

MITO will notify you of your moderation requirements via email.

For more information about our moderation requirements, contact the MITO National Moderation Advisor on 0800 88 21 21.

Material for moderation

You must submit assessment material and evidence for the number of assessments requested. The evidence you submit must enable the moderator to see how you arrived at your assessment decision and should include assessment material and/or evidence used during the assessment process and for recording and reporting results.

Where you are requested to submit material for moderation by post, you must provide the assessment material and evidence to MITO national office on or before the submission due date.

Material submitted for moderation must include:

- the assessed material
- assessor evidence guides or marking guides
- the assessment summary or reporting form.

Any assessment evidence that you submit for moderation must be identifiable as authentic to the assessed learner. All commercially sensitive information (such as, company or learner name) should be removed from the material.

MITO prefers to receive material for moderation electronically (scanned and emailed). Moderation material posted to MITO should be copies, not original material. Material submitted for moderation will not be returned unless requested.

You will receive a moderation outcome report from MITO when the moderation has been completed. MITO upholds the intellectual property rights and copyrights of other organisations and keeps all moderation outcomes and recommendations confidential.

Appealing a moderation outcome

If you believe you have grounds to object to a moderation outcome you can, after discussing the matter with the National Moderation Advisor, appeal the outcome to the Manager Quality and Assessment.

Your appeal must:

- be in writing
- be made using the Moderation Outcome Appeal form addressed to the Manager Quality and Assessment
- be received by MITO within 20 working days of the National Moderation Advisor issuing the written notification of the moderation outcome
- state that it is an appeal, the reason(s) for the appeal and/or the rationale for changing the moderation outcome.

The Manager Quality and Assessment will receive your appeal and manage the appeal process, which may include the involvement of the National Moderation Advisor and technical expert(s).

You and the National Moderation Advisor will be notified of the appeal decision within 10 working days of your appeal being received by MITO.

The Manager Quality and Assessment's decision is final.

Non-compliance

Non-compliance with the moderation system

Failure to comply with MITO's moderation requests will be considered non-compliance.

Non-compliance with the national standard

If your assessment decision is not in keeping with the requirements of the unit standard or is not consistent with the national standard, this will be deemed 'Not at the National Standard' (NANS).

If the non-compliance is considered minor, the National Moderation Advisor will provide you with advice in the moderation outcome report and/or moderation outcome cover letter. You will be expected to take corrective action. If it is significant, the National Moderation Advisor may specify requirements for assessment that you must follow for future assessment, and/or may require other submissions for moderation.

Your non-compliance with the national standard may indicate an issue that is also affecting other assessors. This is a valuable moderation outcome for MITO. It enables MITO to provide assessors with the necessary guidance, or to take the necessary action (which may even be to change the unit standard) to bring about consistent interpretation and assessment. The aim of moderation is continual improvement.

Ongoing non-compliance

In cases of ongoing non-compliance, MITO may take action which could result in non-renewal of your registration, or deregistration.

You will be notified by MITO's Manager Quality and Assessment of the non-compliance action, which may include non-renewal and deregistration procedures. If you appeal this decision, your appeal must:

- be in writing
- state that it is an appeal of a decision about the non-renewal or deregistration decision
- provide the reasons for the appeal and/or the rationale for the outcome sought
- be received within 20 working days of MITO issuing the letter notifying the decision.

MITO's Manager Quality and Assessment will consider your appeal. The Manager Quality and Assessment's decision is final.

Appendix A – Contracted assessors

Introduction

As a MITO contracted assessor, you are contracted by MITO on an “as-required” basis to conduct assessments for learners in a MITO training agreement. The areas you are registered to assess reflect the qualifications, programmes and unit standards in your area of expertise.

Contracted assessors may, at the request of MITO:

- conduct recognition of prior learning (RPL) assessments
- conduct practical assessments against unit standard(s)
- conduct theory assessments against unit standard(s)

Your responsibilities

As a MITO contracted assessor, you are required to:
Meet all health and safety requirements appropriate to the unit standard(s) being assessed and comply with the Health and Safety at Work Act 2015, and all other relevant regulations and procedures including site safety before, during and after completing assessments.
Demonstrate the necessary skill and knowledge required to make competent assessment judgements and/or carry out assessments in an objective, impartial and professional manner.
Be available to carry out the contracted assessor role.
Maintain valid driver licences, endorsements, certificates or any other qualifications or requirements for assessing the unit standards in your scope.
Conduct assessment against unit standards in accordance with MITO’s requirements and ensure that all assessments are conducted fairly, validly and consistently.
Make sure to complete assessments within 10 working days of receiving the learner’s material.
Report assessment results to MITO within 10 working days.
Use a technical verifier appropriately and where required.
Provide constructive feedback to the learner and their employer/supervisor and encourage the learner as much as possible.
Keep your skills and knowledge up-to-date in the areas you are assessing.
Provide correct and complete assessment records to MITO within the agreed timeframes.
Complete and maintain all assessment documentation in accordance with MITO’s requirements. Retain assessment documentation for a period of two years from the date of assessment.
Participate in MITO moderation, as required, each year.

Achieve moderation outcomes in line with MITO's objective of nationally consistent, quality assessment decisions.
Attend a MITO cluster group workshop at least once every three years.
Let MITO know about anything which may affect your role as a MITO contracted assessor. For example, if you: • want to be deregistered • change your assessor status • change your contact details • are awaiting the hearing of charges against you in a civil or criminal court of law.
Report all results you have conducted as a MITO registered assessor (using your MITO assessor stamp) to MITO.
Report a minimum of 20 credits or one integrated practical assessment per annum.
Assist learners and/or MITO, as needed, in resolving appeals related to assessment results.
Keep appropriate assessment records to make sure that there is an assessment audit trail.
Return your assessor stamp to MITO if you are deregistered.
Declare any conflict of interest that arises when you are a MITO registered assessor.
Immediately contact the learner's MITO TA if you discover that the learner has a learning disability that has not been previously communicated by MITO.
Be available to MITO clients and MITO staff during working hours.

Registration

You are registered as a contracted assessor for a three-year period. If the conditions of your registration or your responsibilities as an assessor have not been met, the registration period may be reviewed.

To be considered for registration as a MITO contracted assessor you must:

- be a fit and proper person
- hold unit standard 4098 – Use standards to assess candidate performance
- in the previous five years, have had at least three years of experience in the area of your assessing scope, or equivalent as determined by MITO
- have declared any conflict of interest in the areas that you will be assessing
- provide evidence of endorsement from an authorised MITO representative
- provide a CV and/or other documentation including qualifications to show that you have the skill and knowledge appropriate to assess against the unit standards and/or programmes and qualifications in your assessing scope
- provide evidence of any qualifications relevant to your scope
- comply with the assessment conditions and qualification requirements stated in the relevant unit

standards and Consent and Moderation Requirements (CMR)

- hold the relevant '1' endorsement on your driver licence if you will be assessing driver licence classes 2–5
- have written support from a MITO regional manager and/or an alternative authorised MITO employee
- be able to meet an identified MITO business need
- submit a clear, digital passport-style photograph
- provide proof of identity (e.g. passport, birth certificate or driver's licence).

The decision to register an assessor is at MITO's discretion.

Reregistration

We will notify you before your registration expires. If you would like to continue as a contracted assessor, you will need to apply for reregistration using the MITO application form.

To be considered for reregistration, you must meet the criteria for registration **and**:

- meet the annual moderation requirements set for you by MITO
- show evidence of up-skilling that is relevant to your role as an assessor
- meet your responsibilities and the requirements of being a contracted assessor
- report a minimum of 20 credits or an average of one integrated practical assessment per annum during the previous registration period
- have no outstanding debt with MITO
- report assessment results to MITO within 10 working days
- report all assessments you have conducted as a MITO registered assessor to MITO.

To request an extension of your assessing scope, you must complete the *Application for Extension of Assessing Scope* form and submit it with your application. You must provide evidence to show that you have the appropriate skills and knowledge for the scope you are applying for.

MITO will determine whether you have met the above requirements. As you will be assessing on MITO's behalf, the decision to reregister rests with MITO.

Appendix B – Workplace assessors

Introduction

As a MITO workplace assessor, you are registered to conduct assessments for learners in a MITO training agreement at your workplace. Your role is to conduct assessments against unit standards being undertaken by the learner that leads towards the completion of their programme or qualification. The programmes or qualifications and unit standards you are registered to assess reflect your area of expertise, as well as the qualifications or programmes noted in the training capacity for your workplace.

Your responsibilities

As a MITO workplace assessor, you are required to:
Meet all health and safety requirements appropriate to the unit standard being assessed and comply with the Health and Safety at Work Act 2015, and all other relevant regulations and procedures including site safety before, during and after completing assessments.
Demonstrate the necessary skill and knowledge required to make competent assessment judgements and/or carry out assessments in an objective, impartial and professional manner.
Be available to carry out the workplace assessor role.
Maintain valid driver licences, endorsements, certificates or any other qualifications or requirements for assessing the unit standards in your scope.
Conduct assessment against unit standards in accordance with MITO's requirements and ensure that all assessments are conducted fairly, validly and consistently.
Make sure to complete assessments within 10 working days of receiving the learner's material.
Report assessment results to MITO within 10 working days.
Use a technical verifier appropriately and where required.
Provide constructive feedback to the learner and their employer/supervisor and encourage the learner as much as possible.
Keep your skills and knowledge up-to-date in the areas you are assessing.
Provide correct and complete assessment records to MITO within agreed timeframes.
Complete and maintain all assessment documentation in accordance with MITO's requirements. Retain assessment documentation for a period of two years from the date of assessment.
Participate in MITO moderation, as required, each year.
Report all results you have conducted as a MITO registered assessor (using your MITO assessor stamp) to MITO.
Report a minimum of 20 credits or one integrated practical assessment per annum.

Achieve moderation outcomes in line with MITO's objective of nationally consistent, quality assessment decisions.
Attend a MITO cluster group workshop at least once every three years.
Let MITO know about anything which may affect your role as a MITO workplace assessor. For example, if you: • want to be deregistered • change your assessor status • change your contact details • are awaiting the hearing of charges against you in a civil or criminal court of law.
Assist learners and/or MITO, as needed, in resolving appeals related to assessment results.
Keep appropriate assessment records to make sure that there is an assessment audit trail.
Return your assessor stamp to MITO if you are deregistered.
Declare any conflict of interest that arises when you are a MITO registered assessor.
Immediately contact the learner's MITO TA if you discover that the learner has a learning disability that has not been previously communicated by MITO.

Registration

You are registered as a MITO workplace assessor for a three-year period. If the conditions of your registration or your responsibilities as a workplace assessor have not been met, the registration period may be reviewed.

To be considered for registration as a MITO workplace assessor, you must:

- be a fit and proper person
- hold unit standard 4098 – Use standards to assess candidate performance
- in the previous five years, have had at least three years of experience in the area of your assessing scope, or equivalent as determined by MITO
- have declared any conflict of interest in the areas that you will be assessing
- provide evidence of endorsement from an authorised MITO representative
- provide a CV and/or other documentation including qualifications to show that you have the skill and knowledge appropriate to assess against the unit standards and/or programmes and qualifications in your assessing scope
- comply with the assessment conditions and qualification requirements stated in the relevant unit standards and CMR
- provide a written testimony from your employer supporting you as a workplace assessor for learners at their workplace, and allowing the time for you to participate in moderation, as required
- hold the relevant 'I' endorsement on your driver licence if you will be assessing driver licence classes 2–5
- submit a clear, digital passport-style photograph

- provide proof of identity (e.g. passport, birth certificate or driver's licence).

The decision to register an assessor is at MITO's discretion

Reregistration

We will notify you before your registration expires. If you would like to continue as a workplace assessor, you will need to apply for reregistration using the MITO application form which will be sent to you with your notification.

To be considered for reregistration, you must meet the criteria for registration **and**:

- show evidence of up-skilling that is relevant to your role as a workplace assessor
- meet the annual moderation requirements set for you by MITO
- meet your responsibilities and requirements as a workplace assessor
- report a minimum of 20 credits or one integrated practical assessment per annum during the previous registration period
- report assessment results to MITO within 10 working days
- report all assessments you have conducted as a MITO registered assessor to MITO.

To request an extension of your assessing scope, you must complete the *Application for Extension of Assessing Scope* form and submit it with your application. You must provide evidence to show that you have the appropriate skills and knowledge for the scope you are applying for.

If you leave the workplace where you are registered to assess, you will be deregistered. It is your responsibility to advise MITO that you will be leaving your workplace and return your MITO assessor stamp.

MITO will determine whether you have met the above requirements. As you will be assessing on MITO's behalf, the decision to reregister rests with MITO.

Appendix C – Independent assessors (extractives industries)

Introduction

As a MITO independent assessor, you are registered to assess the unit standards in your allocated scope, independent of a workplace or a contract with MITO. The unit standards you are registered to assess reflect your area of expertise. Refer to Appendix E for high-risk unit standards that have specialised assessment and assessor qualification requirements.

Your responsibilities

As a MITO independent assessor (extractives industries), you are required to:
Meet all health and safety requirements appropriate to the unit standard being assessed and comply with the Health and Safety at Work Act 2015, and all other relevant regulations and procedures including site safety before, during and after completing assessments.
Demonstrate the necessary skill and knowledge required to make competent assessment judgements and/or carry out assessments in an objective, impartial and professional manner.
Maintain valid driver licences, endorsements, certificates or any other qualifications or requirements for assessing the unit standards in your scope.
Conduct assessment against unit standards in accordance with MITO's requirements and ensure that all assessments are conducted fairly, validly and consistently.
Make sure to complete assessments within 10 working days of receiving the learner's material.
Report assessment results to MITO within 10 working days.
Ensure that all communication, including print, email, website information etc., make clear that credit for unit standards will be reported to NZQA through MITO, a division of Te Pūkenga, in the approved capacity as a MITO registered independent assessor.
Assess only the unit standards within your scope that you are registered to assess by MITO.
Report assessment results using the MITO assessor portal.
Restrict credit reporting for non-trainees to no more than 40% of a qualification.
Provide constructive feedback to the learner and their employer/supervisor and encourage the learner as much as possible.
Provide correct and complete assessment records to MITO within agreed timeframes.
Keep your skills and knowledge up-to-date in the areas you are assessing.
Complete and maintain all assessment documentation in accordance with MITO's requirements. Retain assessment documentation for a period of two years from the date of assessment.
Assess at least 20 credits per annum.

Report all results you have conducted as a MITO registered assessor (using your MITO assessor stamp) to MITO.
Participate in MITO moderation, as required, each year.
Achieve moderation outcomes in line with MITO's objective of nationally consistent, quality assessment decisions.
Attend a MITO cluster group workshop at least once every three years.
Let MITO know about anything that may affect your role as a MITO independent assessor. For example, if you: • want to be deregistered • change your assessor status • change your contact details • are awaiting the hearing of charges against you in a civil or criminal court of law.
Assist learners and/or MITO, as needed, in resolving appeals related to assessment results.
Keep appropriate assessment records to make sure that there is an assessment audit trail.
Return your assessor stamp to MITO if you are deregistered.
Declare any conflict of interest that arises while you are a MITO registered assessor.

Registration

You will be registered on an annual basis. If the conditions of your registration or your responsibilities as an independent assessor have not been met, the registration period may be reviewed.

To be considered for registration as a MITO independent assessor you must:

- be a fit and proper person
- provide proof of identity (e.g. passport, birth certificate or driver's licence)
- hold unit standard 4098 – Use standards to assess candidate performance
- in the previous five years, have had at least three years of experience in the area of your assessing scope, or equivalent as determined by MITO
- provide a CV and/or other documentation including qualifications to show that you have the skill and knowledge appropriate to assess against the unit standards and/or programmes and qualifications in your assessing scope
- comply with the assessment conditions and qualification requirements stated in the relevant unit standards and Consent and Moderation Requirements (CMR)
- have declared any conflict of interest in the areas that you will be assessing
- provide an endorsement from industry
- submit a clear, digital passport-style photograph.

The decision to register an assessor is at MITO's discretion

Reregistration

We will notify you before your registration expires. If you would like to continue as an independent assessor, you will need to apply for reregistration.

To be considered for reregistration, you must meet the criteria for registration **and**:

- show evidence of up-skilling that is relevant to your role as an independent assessor (this may include participation in a MITO-organised up-skilling session)
- meet the annual moderation requirements set for you by MITO
- meet your responsibilities and requirements as an independent assessor
- have no outstanding debt with MITO
- report assessment results to MITO within 10 working days
- report a minimum of 20 credits per annum during the previous registration period
- report all assessments you have conducted as a MITO registered assessor to MITO.

To request an extension of your assessing scope, you must complete the *Application for Extension of Assessing Scope* form and submit it with your application. You must provide evidence to show that you have the appropriate skills and knowledge for the scope you are applying for.

MITO will determine whether you have met the above requirements. The decision to reregister rests with MITO.

Appendix D – Provider assessors (driver licensing and endorsements)

Introduction

MITO provider assessors are employed by, or contracted to, accredited providers who report NZTA driver licensing and/or endorsement unit standard assessment results to NZQA.

MITO provider assessors are **only** registered to assess the following NZTA driver licensing and/or endorsement unit standards:

16718, 17574, 17575, 17576, 17577, 17579, 17580, 18496 and 24089.

*Registration as a MITO provider assessor is an NZTA requirement **where the outcome of the assessment is used to obtain a driver licence class or endorsement.***

As a MITO provider assessor, the unit standards you are registered to assess reflect your area of expertise.

The accredited provider you are employed by, or contracted to, is responsible for reporting assessment results to NZQA using their provider code. All contact from MITO regarding your registration as a MITO provider assessor will be directed to the assessor contact designated by the accredited provider.

The accredited provider is responsible for communicating with MITO regarding your registration as a MITO provider assessor. They must advise MITO if you are no longer employed by, or contracted to, them to carry out driver licensing and/or licence endorsement assessments.

As a MITO provider assessor, you must adhere to the policies and procedures of the organisation you are assessing for. These include assessment practice, moderation and health and safety requirements.

You must only use your MITO registered assessor stamp for the driver licensing and/or licence endorsement unit standards that you have on your MITO provider assessor scope, and on assessments conducted for the organisation which you are employed by or contracted to.

Your responsibilities

As a MITO provider assessor, you are required to:

Maintain valid driver licences, endorsements, certificates or any other qualifications or requirements for assessing the unit standards in your scope.

Only assess the unit standards listed on your scope for which you are registered with MITO.

Keep your skills and knowledge up-to-date in the areas you are assessing.

Return your assessor stamp to MITO if you are deregistered.

Declare any conflict of interest that arises when you are a MITO registered assessor.

Registration

You are registered as a provider assessor for three years. There is no fee to become a MITO provider assessor. If the conditions of your registration or your responsibilities as a provider assessor have not been met, your registration may be reviewed.

The accredited provider that employs or contracts you, will apply to MITO for you to become a provider assessor.

To be considered for registration as a MITO provider assessor you must:

- be a fit and proper person
- hold unit standard 4098 – Use standards to assess candidate performance
- show that you have the skill and knowledge appropriate to assess against MITO unit standards
- hold the relevant ‘1’ endorsement on your driver licence if you will be assessing driver licence classes 2–5
- provide evidence of any qualifications relevant to the unit standards you will be assessing
- hold the unit standards in your assessing scope on your NZQA record of achievement (ROA).

The decision to register an assessor is at MITO’s discretion

The following must be submitted with the application:

- a copy of your CV
- copies of the qualifications you hold that are relevant to the unit standards you will be assessing
- a copy of the front and back of your driver licence
- a clear, digital passport-style photograph.

Reregistration

We will notify the accredited provider you are employed by, or contracted to, before your registration is due for renewal.

If an extension of your assessing scope is required, the accredited provider must complete and submit the *Application for Extension of Assessing Scope* form. They must provide MITO with evidence to show that you have the appropriate skill and knowledge for the scope in the application.

The decision to reregister an assessor is at MITO’s discretion.

Appendix E – High risk unit standards: Joint assessment (extractives industries)

The following high risk unit standards require joint assessment:

7145	Design and maintain effective ventilation systems for an underground coal mine
15662	Evaluate ground conditions and support methods for maintaining stability in underground operations
17697	Design blasting layouts and carry out blasting operations for construction and infrastructure sites
17705	Describe, develop, and maintain basic ventilation systems for an underground coal mine
21280	Demonstrate knowledge and evaluate the design of an effective ventilation system in an underground mine
21281	Test for gases, interpret findings, and demonstrate knowledge of follow-up actions in an underground coal mine
23550	Manage the mine ventilation system at an extractive site
30898	Design and maintain effective ventilation systems for a non-coal underground operation
30899	Describe, develop, and maintain basic ventilation systems for a noncoal underground operation
30900	Test for gases, interpret findings, and demonstrate knowledge of follow-up actions in a non-coal underground operation

To conduct a joint assessment, two MITO registered assessors, or one MITO registered assessor and one MITO approved technical verifier, must take an active part in the assessment and come to the same conclusion regarding the assessment result.

At least one of the two assessors/assessor and verifier must hold the unit standard they are assessing on their NZQA record of achievement (ROA). Both assessors, or the assessor and the technical verifier must have witnessed the learner undertake the tasks required in the unit standard.

Both assessor stamps, or the assessor stamp and the technical verifier's name and signature, must appear on the MITO reporting form.



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