



# **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](http://www.mito.org.nz).

If you need any help or advice about your role as an assessor, please contact a MITO National Assessor on 0800 88 21 21.

## Your Responsibilities

As a MITO Registered Assessor you are required to comply with a number of criteria. These requirements 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
- conduct all written and verbal communications with any individual or organisation you have contact with in your role as a MITO Registered Assessor in a professional manner
- 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 when assessing on behalf of MITO
- take reasonable care with the security of information relating to assessments
- keep your MITO assessor stamp in a secure place.

## Up-skilling

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

If you need advice on up-skilling, please contact a MITO National Assessor on 0800 88 21 21.

## Conflict of Interest

A conflict of interest must be declared when you have a private, personal or business interest which could influence your objective professional judgement and/or your responsibilities to MITO as outlined in this manual. A good test of whether or not something could 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 of a conflict of interest situation which should be declared is if you have a personal or employment issue with a workplace where you are required to assess.

You completed a Conflict of Interest form when you applied for registration or re-registration.

### Please note

If any new conflicts of interest arise during your registration period, you must immediately bring these to the attention of MITO using the [Conflict of Interest form](#).

If you are unsure of what may be a real or potential conflict of interest, contact a MITO National Assessor 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.

Please note that where the conflict of interest cannot be resolved, de-registration is a possible outcome.

## Assessing Scope

### Technical Expert

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 letter. If you would like to extend your assessing scope, please complete an [Application for Extension of Assessing Scope form](#).

Please note that MITO has no obligation to include unit standards that you request on your scope.

## MITO Registered Assessor Stamp

It is essential that you keep your MITO Registered Assessor Stamp in a secure place.

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. The only exception to this is where you are registered with MITO as a Provider Assessor for an accredited provider where the outcome of the assessment is used to obtain a driver licence class or endorsement.

The stamp you are issued remains the property of MITO, and must be returned if you are de-registered.

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

## Assessment

MITO Registered Assessors assess learners against unit standards for which MITO has consent to assess. MITO assessment is aligned to [NZQA Best Practice Principles for the Assessment of Unit Standards](#).

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, such as: keep the feedback private. Make sure that you are not going to be interrupted and that you both have time for the discussion

- tell the learner why something was good, or why it was not up to standard and what they can do to make it better. Try to leave the learner motivated to improve if this is necessary
- if it is necessary, give the learner the opportunity to collect more evidence and/or add explanatory annotations to fill gaps, and where possible avoid repeating the assessment process. Professional judgement should be used to determine when this is appropriate, and when re-assessment is appropriate
- provide praise where it has been earned to build the learner's confidence in their skills.

## Assessment Resources

All MITO, Tranzqual and EXITO 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. There is a charge for each submission of material for pre-assessment moderation. Please contact MITO for details.

### **Assessment Documentation**

Your assessment decision must be transparent, i.e. it must be clear on the assessment material how you came to the assessment decision that was made. 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. This is required assessment practice and is important for moderation and in case of an appeal against the assessment decision.

Use the appropriate 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.

Assessment documentation is to be retained for a period of two years from the date of assessment.

### **Technical Verification**

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(s). A technical verifier is an industry expert, and is employed in a role which enables them to testify to the learner's competence. Contact a MITO National Assessor 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.

Failure to conduct joint assessment for the unit standards specified in Appendix E will result in de-registration as a MITO Registered Assessor.

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

### **Recognition of Current Competence (RCC)**

Recognition of Current Competence (RCC) is a process used to determine competence in unit standards when a learner has existing experience and knowledge in the industry.

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

Please contact a MITO National Assessor for information about RCC 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 of 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 Unit Standard Interpretations Spreadsheet**

The [MITO Unit Standard Interpretations](#) spreadsheet contains information on how to interpret unit standards that may need clarification. It is updated regularly and contains interim rulings which remain valid until the unit standard has been reviewed.

### **Automotive Integrated Practical Assessment Guidance**

If you are assessing a learner who has a MITO automotive integrated practical assessment ready, check the Automotive Integrated Practical Assessment Guidance spreadsheet before you begin. This information helps explain some tasks in the practical assessment booklet and offers further guidance for some judgement statements in the Evidence Guide.

### **MITO Resources**

Questions or comments relating to MITO assessment material can be emailed to [resourcecomments@mito.co.nz](mailto:resourcecomments@mito.co.nz).

### **Contact Us**

If you need any help or advice about your role as an assessor or about how to assess, please contact a MITO National Assessor on 0800 88 21 21.

## Registration, Re-registration and De-registration

When you apply for registration or re-registration as a MITO Registered Assessor, MITO will determine whether you have met the necessary requirements. 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
- hold unit standard 4098 – Use standards to assess candidate performance
- have at least three years experience in the previous five years 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/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) if you require a scope which includes unit standards which MITO is not the Standard Setting Body (SSB) for
- provide proof of identity (e.g. passport, birth certificate or driver's licence)
- provide a digital passport-style photograph.

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

### Re-registration

We will notify you before your registration expires. If you would like to continue as an assessor, you will need to apply for re-registration using the *Assessor Re-registration Application Form* which will be sent to you with your notification.

To be considered for re-registration, you must meet the criteria for registration and in addition you must:

- show evidence of up-skilling which 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.

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



## De-registration

You may request to be de-registered as a MITO Registered Assessor at any time by contacting MITO's Assessment and Moderation Co-ordinator on 0800 88 21 21.

MITO may also de-register 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 re-registration by the end of the registration period
- you have left the workplace where you were a MITO Workplace Assessor
- MITO has been made aware that you have been convicted of a criminal offence
- 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 the NZ Transport Agency 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. Cancellation of registration will be automatic for the unit standards that relate to the class of licence for which the Courts have applied the suspension or cancellation
- you have failed to meet the requirements of the re-registration 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 de-registration may be an outcome, you will be informed and the options available to you will be discussed.

## **Extension to Scope**

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 skill and knowledge for the scope you are applying for.

If you are an Independent Assessor, then you are able to request an extension of scope through the MITO Assessor Portal. Refer to the [Portal User Guide](#) for instructions on how to apply.

## **Appealing a Registration Outcome**

If you believe that you have grounds to object to a decision about your registration, re-registration, de-registration or the allocation of your assessing scope, please contact the Manager Quality and Compliance on 0800 88 21 21 to discuss the matter. If the matter is not resolved, you then have the option to appeal the decision to MITO's Chief Executive.

Your appeal must:

- be in writing
- state that it is an appeal of a decision about your registration, re-registration, de-registration 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 sending out the letter with notification of the decision.

MITO's Chief Executive will consider your appeal. The Chief Executive's decision is final. It may only be overturned through MITO's formal complaints process. Contact MITO for more information about the complaints process.

## **Moderation**

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

MITO will notify you of your moderation requirements via email.

### **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 learner who was assessed. All commercially sensitive information (such as company or learner name) should be removed from the material.

MITO prefers to receive material for moderation electronically, i.e. 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.

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

### **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 Compliance.

Your appeal must:

- be in writing
- be made using the Moderation Outcome Appeal form addressed to the Manager Quality and Compliance

- be received by MITO within 20 working days of the National Moderation Advisor sending out 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 Compliance will receive your appeal and manage the appeal process, which may include the involvement of the National Moderation Advisor and technical expert(s).

The Manager Quality and Compliances' decision will be notified to you and to the National Moderation Advisor within 10 working days of your appeal being received by MITO. Their decision is final, and may only be overturned through MITO's formal complaints process. Contact MITO for information about the complaints process.

## **Non-compliance**

### **Non-compliance with the Moderation System**

If you do not comply with MITO's moderation requests, this is deemed to be 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 is recorded as 'Not at the National Standard' (NANS).

If the non-compliance is considered minor, a 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 because 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 will take action which may result in non-renewal of your registration, or de-registration.

You will be notified of the non-compliance action taking place including non-renewal and de-registration procedures by MITO's Manager Quality and Compliance. You can appeal the non-renewal or de-registration decision to MITO's Chief Executive.

Your appeal must:

- be in writing
- state that it is an appeal of a decision about your non-renewal or de-registration decision
- provide the reasons for the appeal and/or the rationale for the outcome sought
- be received within 20 working days of MITO sending out the letter with notification of the decision.

MITO's Chief Executive will consider your appeal. The Chief Executive's decision is final. It may only be overturned through MITO's formal complaints process. Contact MITO for more information about the complaints process.

## 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 Current Competence (RCC) 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 that you complete assessments within 10 working days of receiving the learner’s material
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. Assessment documentation is to be retained 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:

- wish to be de-registered
- 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 assessment results to MITO within 10 working days

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

Help learners and/or MITO where required with resolving appeals against 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 de-registered

Declare any conflict of interest which arises while you are a MITO Registered Assessor

Contact a learner's MITO ITA immediately if you identify that a learner has a learning disability that MITO has not advised you of

Be available to MITO clients and MITO staff during working hours.

## Registration

You will be registered 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:

- hold unit standard 4098 – Use standards to assess candidate performance
- have at least three years of experience in the previous five years 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/qualifications in your assessing scope
- comply with the assessment conditions and qualification requirements stated in the relevant unit standards and CMR if you require a scope which includes other Standard Setting Bodies' (SSBs) unit standards
- provide evidence of any qualifications relevant to your scope
- hold the relevant 'I' 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).

## **Re-registration**

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

To be considered for re-registration, you must meet the criteria for registration and in addition you must:

- have met the annual moderation requirements set for you by MITO
- show evidence of up-skilling which is relevant to your role as an assessor
- have met your responsibilities and the requirements of being a Contracted Assessor
- have reported 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
- have reported assessment results to MITO within 10 working days
- have reported 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 skill 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 re-register 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 lead towards the completion of their programme/qualification. The programmes/qualifications and unit standards you are registered to assess reflect your area of expertise, as well as the qualifications/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 that you complete assessments within 10 working days of receiving the learner's material
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. Assessment documentation is to be retained for a period of two years from the date of assessment.
Participate in MITO moderation as required each year
Report assessment results to MITO within 10 working days
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: <ul style="list-style-type: none"> <li>• wish to be de-registered</li> <li>• change your assessor status</li> <li>• change your contact details</li> <li>• are awaiting the hearing of charges against you in a civil or criminal court of law.</li> </ul>
Help learners and/or MITO where required with resolving appeals against 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 de-registered.
Declare any conflict of interest which arises while you are a MITO Registered Assessor
Contact a learner's MITO ITA immediately if you identify that a learner has a learning disability that MITO has not advised you of.

## Registration

MITO Workplace Assessors are registered 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:

- hold unit standard 4098 Use standards to assess candidate performance
- have at least three years of experience in the previous five years 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/qualifications in your assessing scope
- comply with the assessment conditions and qualification requirements stated in the relevant unit standards and CMR if you require a scope which includes other Standard Setting Bodies' (SSBs) unit standards
- 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).

## Re-registration

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

To be considered for re-registration, you must meet the criteria for registration and in addition you must:

- show evidence of up-skilling which is relevant to your role as a Workplace Assessor
- have met the annual moderation requirements set for you by MITO
- have met your responsibilities and requirements as a Workplace Assessor
- have reported a minimum of 20 credits or one integrated practical assessment per annum during the previous registration period
- have reported assessment results to MITO within 10 working days
- have reported 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 skill and knowledge for the scope you are applying for.

As a Workplace Assessor, if you leave the employment of the workplace you are registered to assess at you will be de-registered. It is your responsibility to advise MITO that you will be leaving your workplace and to 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 re-register you 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 are and/or 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 that you complete assessments within 10 working days of receiving the learner's material
Only assess the unit standards listed on your scope, which you are registered by MITO to assess
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. Assessment documentation is to be retained for a period of two years from the date of assessment
Report assessment results to MITO within 10 working days
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 which may affect your role as a MITO Independent Assessor. For example, if you: <ul style="list-style-type: none"> <li>• wish to be de-registered</li> <li>• change your assessor status</li> <li>• change your contact details</li> <li>• are awaiting the hearing of charges against you in a civil or criminal court of law.</li> </ul>
Help learners and/or MITO where required with resolving appeals against 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 de-registered
Declare any conflict of interest which 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:

- provide proof of identity (e.g. passport, birth certificate or driver's licence)
- hold unit standard 4098 Use standards to assess candidate performance
- have at least three years of experience in the previous five years 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/qualifications in your assessing scope
- comply with the assessment conditions and qualification requirements stated in the relevant unit standards and CMR if you require a scope which includes other Standard Setting Bodies' (SSBs) unit standards
- have declared any conflict of interest in the areas that you will be assessing
- provide endorsement from industry
- submit a clear, digital passport-style photograph.

## Re-registration

We will notify you before your registration expires. If you would like to continue as an Independent Assessor, you will need to apply for re-registration using the MITO form which will be sent to you with your notification.

To be considered for re-registration, you must meet the criteria for registration and in addition you must:

- show evidence of up-skilling which is relevant to your role as an Independent Assessor (this may or may not be participation in a MITO-organised up-skilling session)

- have met the annual moderation requirements set for you by MITO
- have met your responsibilities and requirements as an Independent Assessor
- have no outstanding debt with MITO
- have reported assessment results to MITO within 10 working days
- have reported a minimum of 20 credits per annum during the previous registration period
- have reported 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 skill and knowledge for the scope you are applying for. All documents can be submitted through the MITO Assessor Portal.

MITO will determine whether you have met the above requirements and the decision to re-register 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 also responsible for communicating with MITO regarding your registration as a MITO Provider Assessor and advising 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 are required to comply with 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 MITO Provider Assessor scope, which you are registered by MITO to assess
Keep your skills and knowledge up-to-date in the areas you are assessing
Return your assessor stamp to MITO if you are de-registered
Declare any conflict of interest which arises while you are a MITO Registered Assessor



## Registration

You will be registered 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 which you are employed by, or contracted to, will submit an application to MITO for you to become a Provider Assessor.

To be considered for registration as a MITO Provider Assessor you must:

- 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 'I' 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 following must be submitted with the application:

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

## Re-registration

We will notify the accredited provider you are employed by, or contracted to, before your registration is due for renewal. The decision to re-register rests with MITO.

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.

## **Appendix E – High Risk Unit Standards – Joint Assessment (Extractives Industries)**

The following high risk unit standards require joint assessment:

7145	Design, establish and maintain an effective ventilation system in an underground mine
8918	Carry out shotfiring operations
8920	Design blasting layouts and carry out shotfiring in underground metalliferous mines
8921	Design blasting layouts and carry out shotfiring in underground coal mines
15662	Investigate and design a roof support system for underground mines and tunnels
17697	Design blasting layouts and carry out blasting operations for construction work
17705	Develop and maintain basic ventilation systems in underground mines and tunnels
21280	Demonstrate knowledge of and design an effective ventilation system in an underground mine
21281	Interpret and test for gases in an underground extraction site

To conduct a joint assessment, two MITO Registered Assessors, or one MITO Registered Assessor and one MITO approved technical verifier, must have taken an active part in the assessment and have 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 candidate undertaking 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.