

RPL Assessor Guidance

- **Automotive Integrated Programmes**
- **Transport and Logistics Programmes**

The RPL evaluation process involves a series of steps.

1. First, a MITO Industry Training Advisor (ITA) will contact you to check your availability to conduct an RPL evaluation. Before you agree to conduct an RPL evaluation, check that:
 - the training programme or unit standards are in your assessing scope; and
 - you are able to complete the evaluation within 20 working days.
2. When you have agreed to conduct an RPL evaluation the ITA will generate a purchase order for the work, and send you:
 - the *RPL Application Form*
 - the learner's evidence
 - the learner's *RPL Evidence Record Forms*
 - the *RPL Report Forms*
 - a courier bag for you to send the evaluated package to MITO.

Note the date that you receive the package from the ITA.

3. Conduct the evaluation according to the *Best Practice Principles for the Assessment of Unit Standards*. Identify any gaps in the evidence. You may use the *RPL Assessor Gap Analysis* form to record any gaps in the evidence. If you have collected further evidence use the *RPL Written Summary Form* to record the evidence you have. For example, if you asked the learner questions to determine their knowledge, record the questions and the response. Note that not every word needs to be recorded, but you need to include enough detail to make it clear to anyone reading it what your decision was based on. Further guidance on evidence gathering methods is provided in Appendix 1.
4. Sign and stamp the *RPL Report Forms* for unit standards where the MITO learner is competent. If the learner is not yet competent in a unit standard, enter NYC in the right hand column of the form below the unit standard number and note the reason.
5. Compile the following documents:
 - the learner's *RPL Application Form*
 - the learner's *RPL Evidence Record Forms*
 - the learner's evidence including your [RPL Written Summary Form](#)
 - the [RPL Assessor Gap Analysis Form](#) (if used)
 - the completed *RPL Report Forms*
 - the completed [Assessment Report Forms \(ARF\)](#)
 - your invoice.

6. Courier the evaluation package to: MITO Quality Assurance Coordinator
MITO
PO Box 10803
WELLINGTON 6143

Appendix 1

Evidence gathering methods

If you need to obtain additional evidence to support a MITO learner's competence in a unit standard, you may use one or more of the following methods. If you make a written record of a conversation or discussion a word-for-word record of the conversation is not needed. However, you need to provide enough detail about the information you requested and received from the MITO learner and/or their employer or supervisor to enable anyone else to see what your decision was based on.

1. Ask questions to confirm the learner's knowledge. The answers given must be consistent with the competencies required for the unit standard.
Record the questions asked, and the nature of the MITO learner's answers.
2. Conduct a professional discussion with the MITO learner to confirm their knowledge and understanding of procedures and practice, and to confirm their competence.
Attach details of the professional discussion, e.g. use audio recording, video recording or a written summary.
3. If appropriate, observe the MITO learner during an actual task or simulation, and conduct a professional discussion during the observed activity, to confirm the MITO learner's knowledge and understanding are at the level required by the unit standard.
Attach details of what was observed, e.g. photos or a written summary. Attach details of the professional discussion, e.g. use audio recording, video recording, or a written summary.
4. Observe outcomes of work which the MITO learner has completed some or all of, and have the MITO learner describe their part in the job(s), to provide confirmation of competence.
Attach details of work outcomes, e.g. photos or a written summary.
5. Conduct a professional discussion with the MITO learner's supervisor and colleagues to provide supporting evidence about the MITO learner's competence.
Attach details of discussion(s), e.g. audio recording, video recording, or a written summary.
6. At the site visit, gather evidence of jobs completed by the MITO learner, additional to those submitted in their evidence. These jobs must be verified by the MITO learner and supervisor as being the learner's work, and provide confirmation of the learner's competence in relation to the unit standards.
Attach details or a written summary of job(s).