

MITO INDUSTRY TRAINING INTEGRITY AND QUALITY FRAMEWORK

PART 1. MITO INDUSTRY TRAINING INTEGRITY AND QUALITY FRAMEWORK

1.1. Structure of the Framework

The MITO Industry Training Integrity and Quality Framework is structured as follows:

- Part 1: Industry Training Integrity and Quality Framework
- Part 2: Enrolment
- Part 3: Recognising Prior Knowledge and Skills
- Part 4: Programme Regulations
- Part 5: Theory Learning and Practical Training
- Part 6: Assessment
- Part 7: Concerns and Complaints
- Part 8: New Zealand Certificate and Micro-credential Awards

1.2. Purpose

The MITO Industry Training Integrity and Quality Framework is learner-focussed and ensures the integrity and quality of theory learning, practical training, and assessment across MITO programmes, and the credibility of qualifications and educational outcomes achieved by learners.

As a fit-for-purpose framework, it:

- Encourages excellence and reflects the principles of Te Tiriti o Waitangi in vocational education.
- Ensures equitable access and outcomes for all learners, regardless of location or delivery mode.
- Promotes shared understanding of work-based learning expectations among learners, employers, and MITO staff.

The framework supports flexibility and responsiveness to the evolving needs of learners, industry, and communities. It will take effect following MITO's approval as a Private Training Establishment (PTE).

1.3. Scope

The framework applies to all MITO learners and staff involved in work-based learning, including apprenticeships, traineeships, and other forms of industry training. Where inconsistencies arise between this framework and programme regulations or training agreements, the latter take precedence.

The framework aligns with relevant New Zealand legislation. Legislative provisions override any conflicting framework clauses.

1.4. Interpretation

In this framework:

- References to MITO include MITO staff, learners, and sub-contracted training providers.

- ‘Programme’ refers to all MITO training and education offerings.
- References to parts and provisions relate to this framework.
- Terms not defined here follow the Education and Training Act 2020.

1.5. Changes to the Framework

The framework will be governed and approved by MITO’s Quality Oversight Committee and Senior Leadership Team.

MITO may update its policies and regulations at any time.

Changes affecting learners or delivery are communicated via programme documentation and direct notification.

The electronic controlled version will be on MITO’s intranet and website as the official version.

PART 2. ENROLMENT

General

MITO is committed to barrier-free access to work-based learning, particularly for Māori, Pasifika, disabled, and other priority groups. This part covers enrolment processes for all learners.

2.1. Information

MITO will provide prospective learners clear information on:

- Programme details
- Training agreements
- Training fees
- Entry requirements
- Recognition of prior learning
- Support services
- Employment pathways
- Withdrawal process
- Relevant codes of practice
- Additional information as stated in the Education (Pastoral Care of Tertiary and International Learners) Code of Practice 2021 (Education Code of Practice) and/or the Code of Good Practice for New Zealand Apprenticeships 2023.

2.2. Enrolment

MITO is committed to an enrolment process that is timely, equitable, and characterised by good communication, and provides prospective learners with appropriate support through the enrolment process.

2.3. Verification of identity and eligibility

MITO verifies learner identity and eligibility in accordance with current Tertiary Education Commission (TEC) funding conditions.

2.4. Training Agreement

The three-way Training Agreement is between and signed by the learner, MITO, and the employer.

Learners are required to be accurate and truthful in their Training Agreement and supporting documentation.

Learners who are only 15 years of age when they sign the Training Agreement need an Early Leaving Exemption (ELX) from the Ministry of Education.

2.5. Training fees

Where fees apply to a Training Agreement, the employer specified in the Training Agreement is responsible for the payment of fees and is invoiced according to the terms of the Training Agreement.

2.6. Work visa learners

Learners who meet Immigration New Zealand visa requirements may be eligible for work-based learning.

Learners must hold a valid work visa for the duration of their programme. On commencement of their training, learners must have a minimum of six-months remaining on their visa, or the duration of their training programme if less than six-months. Unless the visa duration is extended or citizenship is granted, the Training Agreement will be terminated when the visa expires.

Learners must meet programme entry requirements including English language requirements where applicable.

Where the work visa specifies the workplace, learners must arrange a Variation of Condition if their employer changes.

2.7. Withdrawal from Training Agreement

Learners may withdraw from their Training Agreement, or the Training Agreement may be cancelled by the employer, or MITO. Open dialogue between all parties is encouraged where withdrawal or cancellation of a Training Agreement is being considered by any party. MITO recognises that, in some cases, withdrawal may be the appropriate option.

The initiating party notifies the other parties in writing of their intention to withdraw or cancel.

If an employment agreement ceases for any reasons, the employer must notify MITO promptly. In accordance with TEC rules, MITO allows learners time to find another job before cancelling the training agreement.

Refunds follow the terms, conditions, and timeframes set out in the training agreement.

2.8. Programme changes

Where an existing programme is replaced by a new version programme or a new programme, MITO gives learners appropriate advice and assistance either to complete their current programme or, where appropriate, to transition to the new programme, in accordance with the new programme regulations.

PART 3. RECOGNISING PRIOR KNOWLEDGE AND SKILLS

Recognising prior knowledge and skills allows credit to be granted towards a qualification, programme, micro-credential, or standard, where learners have already acquired, and can demonstrate, current relevant skills and/or knowledge.

- MITO recognises prior learning through Credit Transfer, Cross Credit, and Recognition of Prior Learning (RPL).
- Learners may apply once their Training Agreement is activated.
- Evidence may include workplace experience, informal learning, formal learning, or community engagement.
- Decisions are transparent and timely; appeals are permitted under MITO’s appeals process, provided for under the MITO Register of Assessors and Assessment Policy.

PART 4. PROGRAMME REGULATIONS

Every MITO programme leading to a qualification or micro-credential is supported by an approved programme document, including programme regulations, and programme and course information. Programme regulations outline the programme structure and direction, and requirements for entry, progress, completion, and award.

- Programme regulations define entry, progress, completion, and award requirements.
- Work-based learning requirements are detailed in Training Agreements.
- Where programme regulations differ from this framework, the regulations prevail.
- Learners are informed of any changes that affect their programme.

PART 5. THEORY LEARNING AND PRACTICAL TRAINING

MITO aims to provide learning environments that help learners reach their full potential, empower them to be active in their own learning, and ensure they have access to the resources, and learning and pastoral supports necessary for their success.

- MITO fosters inclusive, supportive learning environments.
- Learners must engage fully in their training programme and meet progress expectations.
- Progress is monitored; support is provided where needed.

PART 6. ASSESSMENT

Assessment provides evidence of the achievement of learning outcomes and standards outcomes and requirements; and contributes to the attainment of competencies identified in graduate profiles.

- Assessment information is provided at programme start.
- Assessment progress is monitored; support is provided where needed.
- Assessment integrity is expected; breaches are managed under the MITO Assessment Integrity policy.
- Competency-based assessments result in Achieved or Not Achieved grades.
- Assessment results, moderation, and retention follow NZQA, Standard Setting Body and MITO procedures.

PART 7. CONCERNS AND COMPLAINTS

The process for raising and resolving concerns and complaints is set out in the MITO Complaints Policy. Complaints and appeals are handled fairly and respectfully.

PART 8. NEW ZEALAND CERTIFICATE AND MICRO-CREDENTIAL AWARDS

A formal qualification is awarded to learners who successfully complete the programme requirements.

Formal qualification completion and award is confirmed and conferred through the qualification completion procedures.