



# MITO Certificate of Vehicle Inspection Expression of Interest

## CoF A

Please complete all sections of the expression of interest form and email this to:  
[enrolments@mito.org.nz](mailto:enrolments@mito.org.nz)

Learner full name	
Have you enrolled with MITO previously? No <input type="checkbox"/> Yes <input type="checkbox"/>	MITO ID: _____

### Privacy Statement

The information you are providing to MITO will be used for the purpose of enrolling you into and administering your MITO training programme, and for statistical purposes. We will keep your information secure, and will only share it with other parties that are involved in the funding, administration or delivery of your MITO training programme. If any of the information requested is not provided, we will be unable to process your application. Your information will be retained by MITO in accordance with the Privacy Act 2020. You can request a copy of your information at any time and ask for it to be updated. If you have any questions, please contact MITO on 0800 88 21 21.

### Internet Access

MITO learners will need access to the internet to log onto their MITO Portal. Some programmes require learners to complete their practical assessments and/or eLearning and access their goal sheets.

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## Section A - Vehicle Inspection Eligibility

Learners who wish to enrol in the MITO Vehicle Inspection programme must provide evidence that clearly shows they meet the qualification and experience requirements outlined by Waka Kotahi - New Zealand Transport Authority in the Vehicle Inspection Requirements Manual (VIRM).

Please ensure that you refer to the Waka Kotahi website:

<https://www.nzta.govt.nz/vehicles/warrants-and-certificates/certificate-of-fitness>

You must meet one of the following conditions:	
a. Are you an automotive technician with a trade qualification? or	<input type="checkbox"/>
b. Have you worked full-time carrying out repairs and maintenance to all safety aspects of light motor vehicles for at least five years cumulatively? or	<input type="checkbox"/>
c. Do you have an overseas qualification that has been approved in New Zealand by the New Zealand Qualifications Authority (NZQA)?	<input type="checkbox"/>
Are you a <b>current Warrant of Fitness Inspector</b> Yes <input type="checkbox"/> No <input type="checkbox"/>	
Waka Kotahi Authority: _____	
Is your employer an approved Waka Kotahi Inspecting Organisation? Yes <input type="checkbox"/> No <input type="checkbox"/>	

If yes, please advise the types of inspections they carry out:

\_\_\_\_\_

Does your current site have a PRS score of 3 (if it currently completes WoF)?

Do you have a Waka Kotahi endorsed Internal Verifier who will provide on-site training?

If yes, please provide their details:

Name: \_\_\_\_\_

Waka Kotahi Authority: \_\_\_\_\_

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### Section - B Citizenship Documents

Please complete the section applicable to you:

1) I am a **NZ Citizen** Yes  No

If you ticked yes above, please provide **one** of the following:

NZ Passport	<input type="checkbox"/>	NZ Driver's Licence (front and back)	<input type="checkbox"/>
NZ Birth Certificate	<input type="checkbox"/>	NZ Certificate of Citizenship	<input type="checkbox"/>
NZ Firearms Licence	<input type="checkbox"/>		

2) I am a **Permanent Resident** Yes  No

If you ticked yes above, please provide the following:

Valid Passport	<input type="checkbox"/>	Residency Visa	<input type="checkbox"/>
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3) I hold a **Work Visa** Yes  No

If you ticked yes above, please provide the following:

Valid Passport	<input type="checkbox"/>	Work Visa	<input type="checkbox"/>
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4) The Employer confirms that they have sighted the original and/or a certified copy of the Citizenship evidence supplied.

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**Section C - Learner and Employer Declaration**

We confirm there is an employment agreement in place. This is a requirement for signing into a MITO Training Agreement.	<input type="checkbox"/>
We understand that MITO charges a training fee and the invoiced party will be the employer. The training fee is to be paid by the employer upon signing the MITO Training Agreement (terms and conditions apply).	<input type="checkbox"/>
We understand that the learner will be requested to complete two online assessments on the Literacy and Numeracy Assessment Tool and that the completion of these assessments is a requirement for enrolment with MITO. Instructions will be sent via email to the learner and supervisor.	<input type="checkbox"/>
We understand that MITO programmes include eLearning modules and that the learner requires access to a device with internet connection to complete these.	<input type="checkbox"/>

We confirm on behalf of the Employer that the information supplied in this pre-enrolment is accurate and correct:

Form completed by

Date

**If you have any questions, please call MITO on 0800 88 21 21.**

**DISCLAIMER**

Please note that there are additional requirements beyond the MITO Certificate of Vehicle Inspection to become a vehicle inspector. Individuals must refer to the Waka Kotahi Vehicle Inspection Requirements Manual (VIRM) for full details on the eligibility criteria for vehicle inspectors. Completing the MITO programme does not guarantee an individual will be approved by Waka Kotahi.

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**EMPLOYER DETAILS**

**Trading Name**

**Full Legal Name of Company OR Owner(s)/Partners**

(For registered Limited Liability Companies & Partnerships the full title as registered must be shown)

Site Address

Postal Address (if different to site)

Phone Number

Fax Number

Workplace Email Address

**Primary Contact**

Position/Title

Email Address

**Finance Contact**

Position/Title

Email Address

**Learner Supervisor**

Position/Title

Phone Number

Email Address (*Learner information including progress reports will be sent to this address (must be a unique email address).*)

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## LEARNER ENROLMENT DETAILS

(Learner to complete)

First Name

Middle/Second Name(s)

Surname

Preferred Name (if applicable)

Maiden Name (if applicable)

Date of Birth

Permanent Home Address (including post code)

Phone Number (including area code)

Cell Phone Number

Gender

Male

Female

Email Address (please supply a unique address for the learner)\*

\*We understand the learner must have a unique email address and that correspondence will be sent to the learner and/or supervisor email

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### Trade Qualification

Do you hold a trade qualification?      Yes  No

If yes, please choose from the list below.

- New Zealand Certificate in Light Automotive Engineering (Level 4)
- National Certificate in Motor Industry (Automotive Electrical and Mechanical Engineering) (Level 4) with strand in Light Vehicle
- National Certificate in Motor Industry (Automotive Engineering) (Level 4)
- NZ Trade Certificate in Automotive Engineering
- NZ Advanced Trade Certificate in Automotive Engineering
- MITO National 'A' Grade Registration Certificate in Automotive Engineering
- An overseas qualification that has been approved in New Zealand by the New Zealand Qualifications Authority (NZQA)

**Please note you are required to supply proof of qualification with this application form.**

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**Length of Service in Motor Industry**

If you are an automotive technician with either, New Zealand Certificate, National Certificate, National Registration or equivalent, you must have three years relevant work experience.

If you **do not** have a relevant qualification, you need to have worked full time carrying out repairs and maintenance to all safety aspects of light motor vehicles for at least five years cumulatively.

**Please attach a copy of your detailed curriculum vitae as evidence of your length of experience listed below.**

Length of experience:

Years \_\_\_\_\_ Months \_\_\_\_\_

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**National Student Number (NSN)**

Do you have a National Student Number? Yes  No

National Student Number (if known)

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**Ethnicity**

✓ Tick box(es) next to the Ethnic group(s) you feel you belong to: (for statistical purposes only)

- |                    |                          |                       |                          |                |                          |                        |                          |
|--------------------|--------------------------|-----------------------|--------------------------|----------------|--------------------------|------------------------|--------------------------|
| NZ European/Pakeha | <input type="checkbox"/> | Samoan                | <input type="checkbox"/> | Chinese        | <input type="checkbox"/> | Filipino               | <input type="checkbox"/> |
| British/Irish      | <input type="checkbox"/> | Cook Island Maori     | <input type="checkbox"/> | Indian         | <input type="checkbox"/> | Cambodian              | <input type="checkbox"/> |
| Dutch              | <input type="checkbox"/> | Tongan                | <input type="checkbox"/> | Sri Lankan     | <input type="checkbox"/> | Vietnamese             | <input type="checkbox"/> |
| Polish             | <input type="checkbox"/> | Niuean                | <input type="checkbox"/> | Middle Eastern | <input type="checkbox"/> | Japanese               | <input type="checkbox"/> |
| South Slav         | <input type="checkbox"/> | Tokelauan             | <input type="checkbox"/> | Latin American | <input type="checkbox"/> | Korean                 | <input type="checkbox"/> |
| Italian            | <input type="checkbox"/> | Fijian                | <input type="checkbox"/> | Greek          | <input type="checkbox"/> | Other South East Asian | <input type="checkbox"/> |
| German             | <input type="checkbox"/> | Other Pacific Peoples | <input type="checkbox"/> | African        | <input type="checkbox"/> | Other Asian            | <input type="checkbox"/> |

NZ Maori

Iwi:

Other

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**Citizenship**New Zealand Citizen Niuean Citizen Cook Island Citizen Tokelauan Citizen Australian Citizen Work Permit/Visa Holder\* NZ Permanent Resident\* Australian Permanent Resident\* 

\*Please state country of origin:

Work Permit/Visa Holders please provide details of your New Zealand Work Permit/Visa. This must be valid for at least 6 months at the time of enrolment and must be for the Employer in which you are employed.

Visa Number

Expiry Date

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**English as Second Language**

Is English your second language?

Yes  No 

If yes, please specify your first language:

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**Disabilities** (including learning disability e.g. numeracy/literacy)

Do you live with the effects of injury, long-term illness or disability?

Yes  No 

If yes, please specify

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**Other Enrolments**Are you or have you previously been enrolled with another Training Provider? Yes  No 

Training Provider:

Qualification:

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**Prior Activity**

What was your main activity in NZ at 1 October last year? (Please tick one only)

- |                          |                          |                                   |                          |                              |                          |
|--------------------------|--------------------------|-----------------------------------|--------------------------|------------------------------|--------------------------|
| Secondary School Student | <input type="checkbox"/> | Self-employed                     | <input type="checkbox"/> | Wage or Salary Worker        | <input type="checkbox"/> |
| University Student       | <input type="checkbox"/> | Polytechnic Student               | <input type="checkbox"/> | College of Education Student | <input type="checkbox"/> |
| Private Training Student | <input type="checkbox"/> | Wananga Student                   | <input type="checkbox"/> | Overseas                     | <input type="checkbox"/> |
| House-person or Retired  | <input type="checkbox"/> | Non-employed or other beneficiary | <input type="checkbox"/> |                              |                          |

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**Secondary School/Prior Achievement**

What was the last year you attended Secondary School (e.g. 2017)

What was the full name of the last secondary school you attended

(If your last secondary school was overseas, please state the full name and country)

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What is the highest academic award you hold from secondary school? (Please tick one only)

- |                                 |                          |                        |                          |                               |                          |
|---------------------------------|--------------------------|------------------------|--------------------------|-------------------------------|--------------------------|
| 14 or more credits at any level | <input type="checkbox"/> | NCEA Level 1           | <input type="checkbox"/> | NCEA Level 2                  | <input type="checkbox"/> |
| NCEA Level 3                    | <input type="checkbox"/> | School Certificate     | <input type="checkbox"/> | Sixth Form Certificate        | <input type="checkbox"/> |
| University Entrance             | <input type="checkbox"/> | Bursary or Scholarship | <input type="checkbox"/> | No formal secondary education | <input type="checkbox"/> |
| Overseas Qualification          | <input type="checkbox"/> |                        |                          |                               |                          |

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While at Secondary School were you enrolled in the Gateway programme or did you attend a Trade Academy?

If yes, please specify

No

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What is the highest education achievement at the time of signing this training agreement?  
(Please tick one only)

- |                                  |                          |                     |                          |                             |                          |
|----------------------------------|--------------------------|---------------------|--------------------------|-----------------------------|--------------------------|
| No qualification                 | <input type="checkbox"/> | Level 1 Certificate | <input type="checkbox"/> | Level 2 Certificate         | <input type="checkbox"/> |
| Level 3 Certificate              | <input type="checkbox"/> | Level 4 Certificate | <input type="checkbox"/> | Level 5 Certificate/Diploma | <input type="checkbox"/> |
| Level 6 Diploma/Certificate      | <input type="checkbox"/> | Bachelor Degree     | <input type="checkbox"/> | Level 7 Diploma/Certificate | <input type="checkbox"/> |
| Postgraduate Diploma/Certificate | <input type="checkbox"/> | Masters Degree      | <input type="checkbox"/> | Doctorate Degree            | <input type="checkbox"/> |



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## LEARNER AND EMPLOYER DECLARATION

The Employer and Learner can confirm:

- All sections within the form are completed.
- The Learner and Employer confirm there is an employment agreement in place.
- We have attached evidence of the Learner's citizenship/residency.
- We have attached a copy of the Learners current WoF certificate.
- We have attached evidence of the Learner's Trade Qualification, OR
- We agree that the Learner has the necessary industry experience. We have attached a detailed Curriculum Vitae as evidence.
- We understand that it is the Learner and Employer responsibility to meet the Waka Kotahi eligibility criteria to become a vehicle inspector. The MITO programme only fulfils the vehicle inspection training.
- We understand that completing this programme does not guarantee Waka Kotahi will approve the site as an inspecting organisation, as certain conditions apply, including having the necessary equipment and PRS ratings, and meeting all the Waka Kotahi criteria for inspecting organisations. It is the employer's responsibility to ensure that all those conditions are met. The MITO programme only fulfils the vehicle inspection training.

Please note this form is an expression of interest to enrol in the MITO Vehicle Inspection Programme. Enrolments will be approved when minimum numbers for the technical workshop have been reached.

The workshops will be held online. By enrolling in this programme learners acknowledge that they will be required to have a device, headset, and microphone available to communicate throughout the sessions.

Form completed by \_\_\_\_\_ Date \_\_\_\_\_

Employer signature \_\_\_\_\_

Learner signature \_\_\_\_\_

If you have any questions, please call us on 0800 88 21 21.

Please return the completed expression of interest form and attachments by email to [enrolments@mito.org.nz](mailto:enrolments@mito.org.nz)