Application for Extension of Assessing Scope

Instructions

To extend your MITO Registered Assessor Scope you must be able to do the following.

- Show that you have the appropriate experience, skill and knowledge to assess against MITO unit standards or programmes.
- Hold the relevant endorsement on your driver licence (if driver licensing or endorsement related).
- Provide evidence of any qualifications relevant to the unit standards or programmes you will be assessing.
- Comply with the registration requirements as set out in the MITO Registered Assessor Code of Practice.

Please complete all sections of this form. Make sure you attach the following items to your application.

- Copies of relevant industry qualifications.
- A copy of the front and back of your driver licence (if driver licensing or endorsement related).
- Work experience history or CV.

Return the form to **mito.assessors@mito.org.nz**. Contact this email address if you have any questions.

Section 1 – Assessor and scope details

Assessor type *Tick your assessor type. If you have more than one assessor registration with MITO, tick the assessor type this application is for.*	
☐ **Contracted Assessor** – Contracted by MITO on an 'as-required' basis to conduct assessments for learners in a MITO Training Agreement. ☐ **Workplace Assessor** – Conducts assessments within their workplace for learners in a MITO Training Agreement. ☐ **Independent Assessor** – Conducts assessments independent of a workplace or a contract with MITO.	
Name:	
Email address:	
Mobile phone number:	
Assessor stamp number:	

Reason for requesting an extension to scope	
Assessor scope details	
Unit standard or programme title you are applying to have added to your scope.	Evidence supplied to demonstrate your relevant experience, skills, and knowledge (attach additional pages, if required).

Section 2 – Conflict of interest

Please indicate in part A whether you have a conflict of interest. A conflict of interest must be declared when you have a private, personal or business interest that could influence, or could reasonably be perceived to influence, your professional judgement or responsibilities as a MITO Registered Assessor. If you declare a conflict of interest, complete part B.

If in any doubt, you should declare the conflict of interest. Declared conflicts of interest will be evaluated by MITO, and you will be informed of the outcome.

(A) I declare that, at this time:

☐ I **do not** have a conflict of interest in my role as a MITO Registered Assessor.

☐ I **do** have a conflict of interest in my role as a MITO Registered Assessor (complete the information in part B).

I understand that if a conflict of interest arises in the period of my registration as a MITO Registered Assessor, I must immediately declare this to MITO.

(B) If you have a conflict of interest to declare, state clearly below:

1. The name of the person or organisation you have a relationship with or interest in.
2. The nature of the interest or relationship.

Section 3 – Applicant declaration

- ☐ In accordance with the Privacy Act 2020, I authorise MITO to obtain all necessary information for the purpose of this application and understand that it will remain confidential to MITO.
- ☐ I declare that the information I have provided in my application and all supporting documentation is correct, and that the disclosure of incorrect information or failure to disclose relevant information may result in withdrawal of an offer of registration, or termination of registration.
- ☐ I will advise MITO of any change to the current status of my driver licence (applicable to driver licensing and endorsement assessments).
- ☐ I agree to comply with MITO policies and procedures relating to this scope and my existing assessing scope, including the MITO Registered Assessor Code of Practice. I understand that failure to comply may result in action being taken in accordance with the Code of Practice, including the suspension or cancellation of my assessor registration.

Signature	
Date	

Final checklist

- ☐ Application form and declarations fully completed.
- ☐ Copies of relevant industry qualifications attached.
- ☐ A copy of the front and back of your driver licence (if driver licensing or endorsement related).
- ☐ Work experience history or CV attached.