

RECOGNITION OF PRIOR LEARNING (RPL) ASSESSOR CHECKLIST

Purchase Order date

Purchase Order number

MITO learner ID number

MITO learner name

MITO Registered Assessor name

MITO Registered Assessor stamp
number

Tick when you have completed each step

Confirm your ability to complete the evaluation within MITO's timeframes (see timeframe table on page 2) after being requested by a MITO Industry Training Advisor (ITA) to carry out RPL evaluation for a MITO learner.

Within five working days of receiving the purchase order and the application package:

- re-confirm to the ITA that you are able to carry out the work within MITO's timeframes and confirm that you have received the purchase order and application package
- if you consider a site visit is necessary contact the ITA with your reasons to obtain their agreement. Arrange for a visit if agreed.

During the RPL process, write the date that each step was completed in the checklist on page 3.

Make up the evaluation package which must include:

- the learner's *RPL Application Form*
- the learner's *RPL Evidence Portfolio*
- this completed *RPL Assessor Checklist*
- your completed *RPL Evidence Evaluation Report forms*
- the *Training Folder pages* (signed and stamped if you have determined the learner is competent in the unit standard)
- hard copy of your completed *Assessment Report Form (ARF)*
- your *invoice*

Courier the completed evaluation package to:

Assessment and Moderation Coordinator
MITO
Level 3
50 Customhouse Quay
WELLINGTON 6011

Timeframe for RPL Evaluation

after receipt of purchase order and application package

Action	Number of working days
Carry out evaluation of the MITO learner's application package	Days 0 – 5
Carry out site visit (if necessary)	Days 5 – 15
Complete evaluation documentation and reporting	Days 5 – 10 if no site visit Days 15 – 20 if site visit
Total days from receipt of application package to reporting	10 if no site visit 20 if site visit

Assessor checklist

Please tick or enter the date as each step is completed

Agreement to carry out the RPL Evaluation

- / / Received application package from the ITA
- / / Re-confirmed to the ITA your availability to complete the evaluation within MITO's timeframes
- Checked that the training programme is in your assessing scope

Application package evaluation

- Checked that the unit standards are able to be assessed by RPL
- Evaluated evidence provided in the Evidence Portfolio
- Noted and recorded any gaps in evidence

Site visit (if required)

- Checked that your ITA agrees a site visit is necessary for this evaluation
- Arranged an appointment for a site visit and let the ITA know of the date
- / / Carried out the site visit

Recording

- Completed the RPL evaluation for each unit standard listed on the RPL Application Form
- Signed and stamped the RPL Assessments for unit standards where the MITO learner is competent
- / / Completed an Assessment Report Form (ARF) and included with the RPL package

Completion

- / / Couriered completed evaluation package to MITO National Office.
- Evaluation package includes (completed and signed where necessary):
- this Assessor Checklist
 - RPL Application Form
 - RPL evidence portfolio
 - any further evidence collected
 - your completed RPL evidence Evaluation Report Forms, or signed and stamped ROA or Training Folder
 - the completed Assessment Report Form (ARF)
 - your completed invoice for the evaluation.

CA signature

Date / /