

## Assessment Report Form – Training Agreement Instructions

1. Place the cursor in the 'Learner Name' box and enter the full name of the learner.
2. Use the 'Tab' key to move to the 'Assessor Name' box and enter your name.
3. Enter the learner workplace, your phone number, the learner MITO ID number, and your MITO assessor stamp number.
4. The learner driver licence number is only required if you are reporting driver licence and endorsement unit standards. It is not required for automotive or any other unit standards.
5. Continue to tab across. Only enter a purchase order number if the results are for a Recognition of Current Competence (RCC) evaluation.
6. Select the unit standard number and the correct version from the drop down box in the 'Unit Standard Number and Version' column.  
*Please note you are not required to enter information into the shaded cells on the spreadsheet. When you select the unit standard number and version, the cells will fill.*
7. Please note the 'Date Completed' column is the date you completed the assessment for the learner for each unit standard.
8. When you have entered all the information, save the spreadsheet as an Excel Workbook and email it as an attachment to [assessments@mito.org.nz](mailto:assessments@mito.org.nz).