



GUIDE | CERTIFICATE OF COMPETENCE

Certificate of competence

WHS (Mines and Petroleum Sites) legislation

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This publication provides a general summary of some of the provisions under the *Work Health and Safety Act 2011*, *Work Health and Safety Regulation 2011*, *Work Health and Safety (Mines and Petroleum Sites) Act 2013* and *Work Health and Safety (Mines and Petroleum Sites) Regulation 2014* (WHS laws) as interpreted by the Department of Industry, Skills and Regional Development at the time of writing (September 2016). Compliance with the WHS laws is a legal requirement. This publication does not provide or purport to provide legal advice. Users are reminded of the need to ensure that the information upon which they rely is up to date by checking the currency of the information at the Department of Industry, Skills and Regional Development website or with the user's independent legal advisor.

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1 Introduction

This guide is provided to help people apply for a certificate of competence for the following statutory functions:

- Mining engineering manager of underground coal mines
- Electrical engineering manager of underground coal mines
- Mechanical engineering manager of underground coal mines
- Undermanager of underground coal mines
- Deputy of underground coal mines
- Mining engineering manager of coal mines other than underground coal mines
- Open cut examiner of coal mines other than underground coal mines
- Electrical engineer of coal mines other than underground coal mines
- Mechanical engineer of coal mines other than underground coal mines
- Mining engineering manager of underground mines other than coal mines
- Underground mine supervisor of underground mines other than coal mines
- Quarry manager of mines other than underground mines or coal mines

This guide includes information about eligibility to be granted a certificate and the processes involved in assessing whether a person is competent to be granted a certificate.

Under the *Work Health and Safety (Mines and Petroleum Sites) Regulation 2014*, a person can only exercise a statutory function if they are nominated by a mine operator. A person may only be eligible to be nominated for certain statutory functions if they hold a certificate of competence.

A person is eligible to hold a certificate of competence in respect of a statutory function if the regulator is satisfied that the individual is competent to exercise that function.

The application form for a certificate of competence for statutory functions is available on the department's website. A separate application form must be submitted for each certificate of competence that you are seeking to apply for.

2 Age

The minimum age at which a person will be issued with a certificate of competence is 21. However, you may undertake the assessment process before turning 21.

3 Assessment process

The assessment process consists of three stages:

- Stage 1 application for a certificate of competence (including evidence of prerequisite requirements) (see section 5 of this guide)
- Stage 2 written examination (where applicable) (see section 6 of this guide)

Stage 3 oral examination (see section 7 of this guide)

You must successfully complete each stage of the assessment process to progress to the following stage.

Examinations will be held at least annually. Closing dates for applications and examinations are advertised in the safety and health area on the department's website.

4 Application fees

No fee is payable for Stage 1, but fees apply for Stages 2 and 3. Information on fees payable can be found in the Examination fee schedule.

Please do not send any payment of fees with your Stage 1 – application.

5 Stage 1 – application for a certificate of competence

An application must be made in writing on the application form.

Your application must include supporting documents as evidence that you satisfy each of the following prerequisite requirements:

- mining qualifications (see section 5.1 of this guide)
- relevant practical experience (see section 5.2 of this guide)
- current first aid certificate (see section 5.3 of this guide)
- identity verification (see section 9 of this guide)
- emergency preparedness qualification (see section 5.4 of this guide) - this is currently only required in an application for a mining engineering manager and/or an undermanager of underground coal mines. From 1 January 2017 onwards, this is required for all applications for any statutory functions.
- blasting experience (see section 5.5 of this guide) – this is only required in an application for a quarry manager of mines other than underground mines or coal mines.

Applicants must ensure applications they submit (including supporting documentation) are accurate and complete. Failure to submit an accurate and complete application could result in an application being delayed. Offences under the *Work Health and Safety Act 2011* and the *Crimes Act 1900* apply to the giving of false and misleading information.

All supporting documentation must be certified as a true copy by an authorised certifier who is an independent third party. Information about how to certify documents and who can certify them can be found in section 8 of this guide.

You will be notified of the outcome of your application and, if successful, you will be invited to move to the next stage.

5.1 Mining qualifications

5.1.1 Tertiary qualifications

An application must be accompanied by evidence that you have the required tertiary qualifications. The required tertiary qualifications for each certificate of competence are detailed in Appendix A –prerequisites and written examination details.

You must attach a certified copy of any statements of attainment or transcripts listing the subjects completed as well as a certified copy of your tertiary qualifications to your application.

Other qualifications may be accepted provided they are equivalent to the required tertiary qualifications detailed in Appendix A. You must provide a statement from an Australian university, Engineers Australia or an Australian registered training organisation that verifies the equivalency of the qualifications with those detailed in Appendix A.

If you have an overseas qualification it may be recognised in accordance with the Washington Accord as being equivalent to an Australian required tertiary engineering qualification. For further information, contact the mining competence team on 02 4931 6625.

5.1.2 Prequalification examination (only available for certain statutory functions)

If you are applying for a certificate of competence for a mining engineering manager of underground coal mines and/or an undermanager of underground coal mines, and you do not have the required tertiary qualifications (or equivalent) specified in section 5.1.1, you may meet the mining qualification requirements if you pass the relevant prequalification examination.

You must attach a copy of your prequalification examination result letter to your application.

Please contact the mining competence team for advice on 02 4931 6625.

5.2 Practical experience

An application must be accompanied by evidence that you have the required practical experience. The required practical experience for each certificate of competence is detailed in Appendix A.

You must complete the practical experience table in the application form and have this signed by your supervising manager or human resources officer.

If you are unable to have your supervising manager or human resources officer sign the practical experience table, you must provide an explanation why in the column titled “Full name, signature and position title of your supervising manager or human resources officer and reason(s) (if signatures cannot be obtained)”.

By providing reference contact information, you are permitting the department (and any persons engaged for the purposes of managing certificates of competence and practising certificates) to contact these referees to confirm your experience and any circumstances in which you are unable to obtain verification of your experience.

5.3 Current first aid certificate

An application must be accompanied by evidence that you have a certificate in first aid issued no more than three years before the examination or for which a refresher course was undertaken no more than three years before the date of the examination.

You must have a current certificate in *HLTAID003 Provide First Aid* issued by a registered training organisation (a current first aid certificate issued with a superseded course number, for example HLTF311A Apply first aid, is acceptable). Contact the mining competence team for advice if you have other first aid qualifications.

You must attach a certified copy of the relevant first aid certificate to your application.

5.4 Emergency preparedness qualifications

An application for a mining engineering manager and/or an undermanager of underground coal mines must be accompanied by evidence that you have a qualification in emergency preparedness, issued by a registered training organisation.

From 1 January 2017 onwards, all applications for any statutory functions must be accompanied by evidence that you have a qualification in emergency preparedness, issued by a registered training organisation.

The required emergency preparedness qualifications for the relevant certificate of competence are detailed in Appendix A.

A qualification issued with a superseded course number is acceptable. You must attach a certified copy of the qualification to your application. Contact the mining competence team on 02 4931 6625 for advice if you have other emergency preparedness qualifications.

5.5 Blasting experience (only required for quarry managers)

An application for a quarry manager of mines other than underground mines or coal mines must be accompanied by evidence that demonstrates your personal participation in the loading and firing of 12 production blasts in an above ground mine or quarry. You must either:

- complete the blasting experience table in the application form, or
- provide a certified copy of both sides of your current Blasting Explosives User's Licence (issued by SafeWork NSW) for use in above ground mining, if you are the licence holder. See section 8 of this guide.

5.6 Processing of applications

An application containing all the required information that is submitted by the advertised closing date will be processed in time for the corresponding Stage 2 – written examination (or Stage 3 – oral examination if applying for the Underground mine supervisor examination). You will be notified of the outcome of Stage 1 no later than four weeks before the examination date. If an application is not submitted by the advertising closing date, it will be processed for the following examination date.

If successful, you will be invited to progress to the examination.

6 Stage 2 – written examination

NOT APPLICABLE TO UNDERGROUND MINE SUPERVISOR APPLICANTS

The written examination consists of the paper(s) as detailed in Appendix A.

Most written examination papers are closed book examinations, however, some are open book examinations. Refer to Appendix A for details.

The pass mark for each individual written examination paper is 60%.

You may elect to sit for one or more papers at any examination date. You will receive a three-year credit for a pass in any individual paper. At the end of this three-year period, the credit will expire.

If you do not pass a paper of the written examination, you will need to apply for a re-examination. The application form for *Re-examination for certificate of competence* is available from the department's website.

For applicants applying for a certificate of competence for carrying out statutory functions in a coal mine, a pass for each paper in the Stage 2 - written examination is a prerequisite for undertaking the Stage 3 - oral examination.

For applicants applying for a certificate of competence for carrying out statutory functions in a mine other than a coal mine, the Stage 2 - written examination and Stage 3 - oral examination are conducted together.

7 Stage 3 – oral examination

The oral examination will relate to mining conditions and safety practices in NSW mines. It may include subject matter from the question papers of the written examination if applicable. In addition, the examiners may ask questions relating to your practical experience (see section 5.2 of this guide).

To pass the oral examination, the examiner must assess you as being “competent” to carry out the statutory function.

If you are found “not yet competent” at your first oral examination, you will be permitted to attempt the oral examination two more times within three years of passing the written examination. However, if you fail three attempts of the oral examination, you must re-sit and pass the written examination before you will be permitted to make further attempts at the oral examination.

If you are sitting the Underground mine supervisor examination and are found “not yet competent” you must submit an application to re-sit the oral examination.

The application form for *Re-examination for certificate of competence* is available on our website.

8 How to certify documents

A certified copy of a document is a photocopy of the original document that has been certified as a true copy of the original by an authorised certifier.

Follow the steps below to have documents certified:

1. Make a photocopy of the original documents. Ensure the copies are clear and legible.
2. Take the copies with the original documents to one of the authorised certifiers listed below.
3. An authorised certifier must ensure the copy is an identical copy of the original document.

The preferred wording for the certification is as follows:

‘I certify this to be a true copy of the document shown and reported to me as the original.’

The certification must be on each page of the document and accompanied by the certifier's signature, full name, profession (for example, Justice of the Peace), registration number (if applicable) and date.

Certification must be made by an independent third party. Avoid using an approved certifier where a perceived conflict of interest may exist (for example, spouse, family member, or a party to the examination process). Mine Safety reserves the right to refuse to accept documents on the grounds of incorrect certification or request an independent certifier where a perceived conflict of interest may exist.

If the original document is not in English, the applicant is to provide a certified copy of the written translation (by an authorised translation service, such as an appropriate embassy or a professional translation service accredited by the National Accreditation Authority for Translators and Interpreters Ltd).

8.1 Authorised certifiers

There are many people from a broad spectrum of professions who can certify copies of original documents. Mine Safety will accept any of the following:

- a Justice of the Peace (with a registration number in the state in which they are registered)
- a police officer
- a judge of a court
- a Sheriff's officer
- a barrister
- a solicitor
- a health professional registered with the Australian Health Practitioner Regulation Agency (e.g. doctor, pharmacist, optometrist, nurse)

9 Identity verification

Mine Safety uses a verification procedure for the purposes of obtaining an identification record for applicants. You must provide documentation to verify all of the following:

- Full legal name
- Gender
- Date of birth
- Place of birth
- Residential address

You must supply one document from Group A documents and one document from Group B documents.

The documents must:

- be certified as true copies of the original document by an authorised certifier, and
- be current unless otherwise stated below.

Group A documents

Must have name, date of birth and place of birth.

- Birth certificate
- Citizenship certificate
- Current passport
- Expired passport that has not been cancelled and was current within the preceding two years
- Other documents of identity having the same characteristics as a passport including diplomatic documents and some documents issued to refugees

Group B documents

Must have photograph, name and current residential address.

- Driver's licence issued by an Australian state or territory
- Roads and Maritime Services (formerly RTA) photo card
- Identification card issued to a public employee
- Identification card issued by the Commonwealth, a State or Territory government as evidence of the person's entitlement to a financial benefit

If you are unable to verify your identity by supplying one document from each of the group above, please contact the Mining Competence Team on 4931 6625 or at minesafety.competence@industry.nsw.gov.au.

10 Further information

Further information is available on the department's website.

Appendix A - prerequisites and written examination details

This appendix covers the prerequisites and written examination details for a certificate of competence of the following statutory functions:

- Mining engineering manager of underground coal mines
- Electrical engineering manager of underground coal mines
- Mechanical engineering manager of underground coal mines
- Undermanager of underground coal mines
- Deputy of underground coal mines
- Mining engineering manager of coal mines other than underground coal mines
- Open cut examiner of coal mines other than underground coal mines
- Electrical engineer of coal mines other than underground coal mines
- Mechanical engineer of coal mines other than underground coal mines
- Mining engineering manager of underground mines other than coal mines
- Underground mine supervisor of underground mines other than coal mines
- Quarry manager of mines other than underground mines or coal mines

This document provides details of the following:

- mining qualifications (see section 5.1 of the guide)
- practical experience (see section 5.2 of the guide)
- current first aid certificate (see section 5.3 of the guide)
- emergency preparedness qualification (see section 5.4 of the guide) (This is currently only required for an application for a mining engineering manager and an undermanager of underground coal mines. From 1 January 2017 onwards, this is required for all applications for any statutory functions.)
- blasting experience (see section 5.5 of the guide) (This is only required for an application for a quarry manager)

1 Mining engineering manager of underground coal mines

Prerequisites

A Stage 1 – application must be accompanied by evidence that you have the following:

Prerequisite	Requirement
Tertiary qualification or Pass in the relevant prequalification examination	Any one of the following: <ul style="list-style-type: none"> • Bachelor of Mining Engineering issued by an Australian university, or • RII60315 Advanced Diploma of Underground Coal Mining Management issued by a registered training organisation (a qualification issued with a superseded course number is acceptable), or • Pass in the relevant prequalification examination (contact the mining competence team for advice on 02 4931 6625)
Practical experience	A minimum of three years of experience working in or about a mine as follows: <ul style="list-style-type: none"> • a minimum of two years working in or about an underground coal mine concerned with the extraction of coal, and • at least one year of working in or about (i.e. being present during) production mining operations and/or the support of openings (this may be included in the two years of experience above), and • up to one year working in or about a mine other than a underground coal mine may be counted towards the three years of experience.
Current first aid certificate	<i>HLTAID003 Provide First Aid</i> issued by a registered training organisation (a current first aid certificate issued with a superseded course number is acceptable e.g. <i>HLTFA311A Apply first aid</i>).
Identity verification	Refer to section 9 of the Guide for certificate of competence.
Emergency preparedness qualification	RIIERR602D Establish and maintain underground coal mine emergency preparedness and response systems, issued by a registered training organisation (a qualification issued with a superseded course number is acceptable).

Written examination details

The Stage 2 - written examination consists of the following papers:

Paper	Method of examination	Duration of paper	Number of questions and number to be attempted	Marks
MB1 – Legislation	Closed book	1 hour	5 out of 5	5 x 20 = 100
MB2 – Mine ventilation	Closed book	3 hours	2 out of 2	2 x 100 = 200
MB3 – Coal mining practice	Closed book	3 hours	5 out of 8	5 x 20 = 100

MB1 – Legislation

You will be required to demonstrate a working knowledge of the *Work Health and Safety Act 2011*, *Work Health and Safety (Mines and Petroleum Sites) Act 2013*, *Explosives Act 2003* and their supporting regulations as they relate to the duties of a mining engineering manager.

MB2 – Mine ventilation

You will be required to provide answers to practical problems having regard to safety considerations and legal requirements using mine plans supplied.

One question will be based on overall ventilation of a mine relative to the environment described in the question. The other question will be a combination of practical application of ventilation related management systems and providing solutions to ventilation related problems.

You will need to demonstrate your knowledge of where equipment is located according to ventilation requirements and what actions are performed to comply with legislative obligations. You will need to make certain assumptions about the mining workplace to answer the questions and provide an explanation as to how the assumptions relate to the mining workplace described in the question.

MB3 – Coal mining practice

This paper will deal with the interpretation and application of mining and engineering principles together with relevant aspects of mining legislation. You will be expected to have knowledge of safe working procedures and the causes and prevention of mine incidents.

2 Electrical engineering manager of underground coal mines

Prerequisites

A Stage 1 – application must be accompanied by evidence that you have the following:

Prerequisite	Requirement
Tertiary qualification	<p>Any one of the following:</p> <ul style="list-style-type: none"> • Bachelor of Engineering (Electrical) issued by an Australian university, or • UEE62311 Advanced Diploma of Electrical Engineering – Coal Mining issued by a registered training organisation (a qualification issued with a superseded course number is acceptable), or • UEE62211 Advanced Diploma of Electrical Engineering issued by a registered training organisation (a qualification issued with a superseded course number is acceptable).
Practical experience	<p>A minimum of one year of experience working in or about a coal mine as follows:</p> <ul style="list-style-type: none"> • within that one year of experience, you must have been involved in the installation, commissioning, maintenance and repair of electrical plant and installations at a coal mine, and • a minimum of six months must have been working in or about an underground coal mine, and • up to three months working at a licensed workshop (formerly approved workshop) may be counted towards the one year of experience. <p>(Information on licensed workshops are available on the department's website at www.resourcesandenergy.nsw.gov.au/miners-and-explorers/safety-and-health/applications/licensed-activities).</p>
Current first aid certificate	<p><i>HLTAID003 Provide First Aid</i> issued by a registered training organisation (a current first aid certificate issued with a superseded course number is acceptable e.g. <i>HLTFA311A Apply first aid</i>).</p>
Identity verification	<p>Refer to section 9 of the Guide for certificate of competence.</p>
Emergency preparedness qualification (REQUIRED FROM 1 JANUARY 2017)	<p>RIIERR602D Establish and maintain underground coal mine emergency preparedness and response systems, issued by a registered training organisation (a qualification issued with a superseded course number is acceptable).</p>

Written examination details

The Stage 2 - written examination consists of the following papers:

Paper	Method of examination	Duration of paper	Number of questions and number to be attempted	Marks
CEE1 – Electrical engineering applied to coal mines	Closed book	3 hours	6 out of 6	6 x 10 = 60
CEE2 – Legislation & Australian Standards applicable to underground mines	Closed book	3 hours	12 out of 12	12 x 10 = 120

CEE1 – Electrical engineering applied to coal mines

This paper will deal with the interpretation and application of mining and engineering principles and Australian Standards together with relevant aspects of mining legislation. You will be expected to have knowledge of safe working procedures and the causes and prevention of mine incidents.

CEE2–Legislation & Australian Standards applicable to underground mines

You will be required to demonstrate a working knowledge of the *Work Health and Safety Act 2011*, *Work Health and Safety (Mines and Petroleum Sites) Act 2013*, and their supporting regulations, as they relate to the duties of an electrical engineering manager of underground coal mines.

3 Mechanical engineering manager of underground coal mines

Prerequisites

A Stage 1 – application must be accompanied by evidence that you have the following:

Prerequisite	Requirement
Tertiary qualification	<p>Any one of the following:</p> <ul style="list-style-type: none"> • Bachelor of Engineering (Mechanical Engineering) issued by an Australian university, or • MEM60112 Advanced Diploma of Engineering (Mechanical) issued by a registered training organisation (a qualification issued with a superseded course number is acceptable), or • Associate Diploma of Engineering (Mechanical Engineering) issued by a registered training organisation.
Practical experience	<p>A minimum of one year of experience working in or about a coal mine as follows:</p> <ul style="list-style-type: none"> • within that one year of experience, you must have been involved in the installation, commissioning, maintenance and repair of mechanical plant at a coal mine, and • within that one year of experience, a minimum of six months must have been working in or about an underground coal mine.
Current first aid certificate	<p><i>HLTAID003 Provide First Aid</i> issued by a registered training organisation (a current first aid certificate issued with a superseded course number is acceptable e.g. <i>HLTFA311A Apply first aid</i>).</p>
Identity verification	<p>Refer to section 9 of the guide for certificate of competence.</p>
Emergency preparedness qualification (REQUIRED FROM 1 JANUARY 2017)	<p>RIIERR602D Establish and maintain underground coal mine emergency preparedness and response systems, issued by a registered training organisation (a qualification issued with a superseded course number is acceptable).</p>

Written examination details

The Stage 2 - written examination consists of the following papers:

Paper	Method of examination	Duration of paper	Number of questions and number to be attempted	Marks
CME1 – Mechanical engineering applicable to underground coal mines	Closed book	3 hours	5 out of 8	5 x 60 = 300
CME2 – Legislation and Australian Standards applicable to underground coal mines	Open book	1 hour	5 out of 5	5 x 20 = 100

CME1 – Mechanical engineering applicable to underground coal mines

This paper will deal with the interpretation and application of mining and engineering principles and Australian Standards together with relevant aspects of mining legislation. You will be expected to have knowledge of safe working procedures and the causes and prevention of mine incidents.

CME2 – Legislation and Australian Standards applicable to underground coal mines

You will be required to demonstrate a working knowledge of the *Work Health and Safety Act 2011*, *Work Health and Safety (Mines and Petroleum Sites) Act 2013*, and their supporting regulations, as they relate to the duties of a mechanical engineering manager of underground coal mines.

4 Undermanager of underground coal mines

Prerequisites

A Stage 1 – application must be accompanied by evidence that you have the following:

Prerequisite	Requirement
Tertiary qualification or Pass in the relevant prequalification examination	Any one of the following: <ul style="list-style-type: none"> • Bachelor of Mining Engineering issued by an Australian university, or • RII50915 Diploma of Underground Coal Mining Management issued by a registered training organisation (a qualification issued with a superseded course number is acceptable) or • Pass in the relevant prequalification examination (contact the Mining Competence Team for advice on 02 4931 6625).
Practical experience	A minimum of three years of experience working in or about an underground mine as follows: <ul style="list-style-type: none"> • a minimum of two years working in or about an underground coal mine concerned with the extraction of coal, and • at least one year of working in or about (i.e. being present during) underground coal production and/or the support of openings (this may be included in the two years of experience above), and • up to one year working in or about an underground mine other than a coal mine or hard rock tunnelling operation may be counted towards the three years of experience.
Current first aid certificate	<i>HLTAID003 Provide First Aid</i> issued by a registered training organisation (a current first aid certificate issued with a superseded course number is acceptable e.g. <i>HLTFA311A Apply first aid</i>).
Identity verification	Refer to section 9 of the guide for certificate of competence.
Emergency preparedness qualification	RIIERR501D Implement underground coal mine emergency preparedness and response systems, issued by a registered training organisation (a qualification issued with a superseded course number is acceptable).

Written examination details

The Stage 2 - written examination consists of the following papers:

Paper	Method of examination	Duration of paper	Number of questions and number to be attempted	Marks
UB1 - Legislation	Closed book	1 hour	5 out of 5	5 x 20 = 100
UB2 - Mine ventilation	Closed book	2 hours	2 out of 2	2 x 100 = 200
UB3 - Coal mining practice	Closed book	3 hours	5 out of 8	5 x 20 = 100

UB1 - Legislation

You will be required to demonstrate a working knowledge of the *Work Health and Safety Act 2011*, *Work Health and Safety (Mines and Petroleum Sites) Act 2013*, *Explosives Act 2003*, and their supporting Regulations, as they relate to the duties of an undermanager.

UB2 – Mine ventilation

You will be required to provide answers to practical problems having regard to safety considerations and legal requirements using mine plans supplied.

One question will be based on overall ventilation of a mine relative to the environment described in the question. The other question will be a combination of practical application of ventilation-related management systems and providing solutions to ventilation-related problems.

You will need to demonstrate your knowledge of where equipment is located according to ventilation requirements and what actions are performed to comply with legislative obligations. You will need to make certain assumptions about the mining workplace to answer the questions and provide an explanation as to how the assumptions relate to the mining workplace described in the question.

UB3 – Coal mining practice

This paper will deal with the interpretation and application of mining and engineering principles together with relevant aspects of mining legislation. You will be expected to have knowledge of safe working procedures and the causes and prevention of mine incidents.

5 Deputy of underground coal mines

Prerequisites

A Stage 1 – application must be accompanied by evidence that you have the following:

Prerequisite	Requirement
Tertiary qualification	Any one of the following: <ul style="list-style-type: none"> • Bachelor of Mining Engineering issued by an Australian university, or • RII40415 Certificate IV in Underground Coal Operations issued by a registered training organisation (a qualification issued with a superseded course number is acceptable).
Practical experience	A minimum of three years of experience working in or about a mine as follows: <ul style="list-style-type: none"> • a minimum of two years working in or about an underground coal mine working with the extraction of coal. Within those minimum two years, at least one year must have been working in or about underground coal production and/or the support of openings, and • up to one year working in or about a mine other than an underground coal mine may be counted towards the three years of experience.
Current first aid certificate	<i>HLTAID003 Provide First Aid</i> issued by a registered training organisation (a current first aid certificate issued with a superseded course number is acceptable e.g. <i>HLTFA311A Apply first aid</i>).
Identity verification	Refer to section 9 of the guide for certificate of competence.
Emergency preparedness qualification (REQUIRED FROM 1 JANUARY 2017)	RIIERR402D Apply and monitor underground coal mine emergency preparedness and response systems, issued by a registered training organisation (a qualification issued with a superseded course number is acceptable).

Written examination details

The Stage 2 - written examination consists of the following paper:

Paper	Method of examination	Duration of paper	Number of questions and number to be attempted	Marks
DEP – Coal mining practice & legislation	Closed book	2.5 hours	5 out of 5	5 x 20 = 100

DEP - Coal mining practice & legislation

You will be required to demonstrate a working knowledge of the *Work Health and Safety Act 2011*, *Work Health and Safety (Mines and Petroleum Sites) Act 2013*, the *Coal Industry Act 2001*, and their supporting regulations, as they relate to the duties of a deputy.

6 Mining engineering manager of coal mines other than underground coal mines

Prerequisites

A Stage 1 – application must be accompanied by evidence that you have the following:

Prerequisite	Requirement
Tertiary qualification, or Non-tertiary qualification	Any one of the following: <ul style="list-style-type: none"> • Bachelor of Mining Engineering issued by an Australian university, or • RII50115 Diploma of Surface Operations Management issued by a registered training organisation (a qualification issued with a superseded course number is acceptable). <p>Three years' experience in a post superior to an open cut examiner at an open cut mine in NSW at the time of application may be deemed by the regulator to have sufficient educational requirements.</p>
Practical experience	A minimum of three years of experience working in or about a surface mine operation as follows: <ul style="list-style-type: none"> • a minimum of one year working in or about a surface coal mine, and • up to one year working in or about an underground coal mine may be counted towards the three years of experience.
Current first aid certificate	<i>HLTAID003 Provide First Aid</i> issued by a registered training organisation (a current first aid certificate issued with a superseded course number is acceptable e.g. <i>HLTFA311A Apply first aid</i>).
Identity verification	Refer to section 9 of the guide for certificate of competence.
Emergency preparedness qualification (REQUIRED FROM 1 JANUARY 2017)	RIIERR601D Establish and maintain mine emergency preparedness and response systems, issued by a registered training organisation (a qualification issued with a superseded course number is acceptable).

Written examination details

The Stage 2 - written examination consists of the following papers:

Paper	Method of examination	Duration of paper	Number of questions and number to be attempted	Marks
OCM1 – Legislation	Open book	1 hour	5 out of 5	5 x 20 = 100
OCM2 – Open cut mining practice	Closed book	3 hours	5 out of 8	5 x 60 = 300

OCM1 – Legislation

You will be required to demonstrate a working knowledge of the *Work Health and Safety Act 2011*, *Work Health and Safety (Mines and Petroleum Sites) Act 2013*, *Explosives Act 2003*, and their supporting Regulations, as they relate to the duties of a mining engineering manager.

OCM2 – Open cut mining practice

This paper will deal with the interpretation and application of mining and engineering principles together with relevant aspects of mining legislation. You will be expected to have knowledge of safe working procedures and the causes and prevention of mine incidents.

7 Open cut examiner of coal mines other than underground coal mines

Prerequisites

A Stage 1 – application must be accompanied by evidence that you have the following:

Prerequisite	Requirement
Tertiary qualification	Any one of the following: <ul style="list-style-type: none"> • Bachelor of Mining Engineering issued by an Australian university, or • RII40215 Certificate IV in Surface Coal Mining (Open Cut Examiner) issued by a registered training organisation (a qualification issued with a superseded course number is acceptable).
Practical experience	A minimum number of years of experience working in or about a surface mine operation as follows: <ul style="list-style-type: none"> • applicants with a Bachelor of Mining Engineering must have one year of practical experience working in surface coal mining production operations. • all other applicants must have three years of practical experience in surface mining operations of which a minimum of one year must have been working in production areas. Within that minimum one year, at least three months must have been working in or about surface coal mining production operations.
Current first aid certificate	<i>HLTAID003 Provide First Aid</i> issued by a registered training organisation (a current first aid certificate issued with a superseded course number is acceptable e.g. <i>HLTFA311A Apply first aid</i>).
Identity verification	Refer to section 9 of the guide for certificate of competence.
Emergency preparedness qualification (REQUIRED FROM 1 JANUARY 2017)	RIIERR401D Apply and monitor surface operations emergency preparedness and response systems, issued by a registered training organisation (a qualification issued with a superseded course number is acceptable).

Written examination details

The Stage 2 - written examination consists of the following papers:

Paper	Method of examination	Duration of paper	Number of questions and number to be attempted	Marks
OCE1 – Legislation	Open book	1 hour	5 out of 5	5 x 20 = 100
OCE2 – Practical Open Cut Operations	Closed book	2 hours	4 out of 6	4 x 50 = 200

OCE1 – Legislation

You will be required to demonstrate a working knowledge of the *Work Health and Safety Act 2011*, *Work Health and Safety (Mines and Petroleum Sites) Act 2013*, *Explosives Act 2003*, and their supporting Regulations, as they relate to the duties of an open cut examiner.

OCE2 - Practical Open Cut Operations

This paper will deal with the interpretation and application of mining and engineering principles together with relevant aspects of mining legislation. You will be expected to have knowledge of safe working procedures and the causes and prevention of mine incidents.

8 Electrical engineer of coal mines other than underground coal mines

Prerequisites

A Stage 1 – application must be accompanied by evidence that you have the following:

Prerequisite	Requirement
Tertiary qualification	Any one of the following: <ul style="list-style-type: none"> • Bachelor of Engineering (Electrical) issued by an Australian university, or • UEE62311 Advanced Diploma of Electrical Engineering – Coal Mining issued by a registered training organisation (a qualification issued with a superseded course number is acceptable), or • UEE62211 Advanced Diploma of Electrical Engineering issued by a registered training organisation (a qualification issued with a superseded course number is acceptable).
Practical experience	A minimum of one year of experience working in or about a surface coal mine as follows: <ul style="list-style-type: none"> • within that one year of experience, you must have been involved in the installation, commissioning, maintenance and repair of electrical plant and installations at a coal mine, and • up to three months working at an organisation that installs, maintains, services, inspects, overhauls and/or repairs electrically powered mobile plant for use in surface mines, may be counted towards the one year of experience.
Current first aid certificate	<i>HLTAID003 Provide First Aid</i> issued by a registered training organisation (a current first aid certificate issued with a superseded course number is acceptable e.g. <i>HLTFA311A Apply first aid</i>).
Identity verification	Refer to section 9 of the guide for certificate of competence.
Emergency preparedness qualification (REQUIRED FROM 1 JANUARY 2017)	RIIERR601D Establish and maintain mine emergency preparedness and response systems, issued by a registered training organisation (a qualification issued with a superseded course number is acceptable).

Written examination details

The Stage 2 - written examination consists of the following paper:

Paper	Method of examination	Duration of paper	Number of questions and number to be attempted	Marks
CEE3 – Legislation, Australian Standards and electrical engineering applicable to open-cut mining	Closed book	3 hours	12 out of 12	12 x 10 = 120

CEE3 – Legislation, Australian Standards and electrical engineering applicable to open-cut mining

This paper will deal with the interpretation and application of mining and engineering principles and Australian Standards together with relevant aspects of mining legislation. You will be expected to have knowledge of safe working procedures and the causes and prevention of mine incidents.

You will be required to demonstrate a working knowledge of the *Work Health and Safety Act 2011*, *Work Health and Safety (Mines and Petroleum Sites) Act 2013*, and their supporting Regulations, as they relate to the duties of an electrical engineer of coal mines other than underground coal mines.

9 Mechanical engineer of coal mines other than underground coal mines

Prerequisites

A Stage 1 – application must be accompanied by evidence that you have the following:

Prerequisite	Requirement
Tertiary qualification	Any one of the following: <ul style="list-style-type: none"> • Bachelor of Engineering (Mechanical Engineering) issued by an Australian university, or • MEM60112 Advanced Diploma of Engineering (Mechanical) issued by a registered training organisation (a qualification issued with a superseded course number is acceptable), or • Associate Diploma of Engineering (Mechanical Engineering) issued by a registered training organisation (a qualification issued with a superseded course number is acceptable).
Practical experience	A minimum of six months experience working in or about a surface coal mine as follows: <ul style="list-style-type: none"> • within that six months of experience, you must have been involved in the installation, commissioning, maintenance and repair of mechanical plant at a coal mine.
Current first aid certificate	<i>HLTAID003 Provide First Aid</i> issued by a registered training organisation (a current first aid certificate issued with a superseded course number is acceptable e.g. <i>HLTFA311A Apply first aid</i>).
Identity verification	Refer to section 9 of the guide for certificate of competence.
Emergency preparedness qualification (REQUIRED FROM 1 JANUARY 2017)	RIIERR601D Establish and maintain mine emergency preparedness and response systems, issued by a registered training organisation (a qualification issued with a superseded course number is acceptable).

Written examination details

The Stage 2 - written examination consists of the following papers:

Paper	Method of examination	Duration of paper	Number of questions and number to be attempted	Marks
CME3 – Safety and mining legislation for open-cut mines	Open book for only the legislation component of this paper.	2 hours	8 out of 8	8 x 25 = 200

CME3 – Safety and mining legislation for open-cut mines

This paper will deal with the interpretation and application of mining and engineering principles and Australian Standards together with relevant aspects of mining legislation. You will be expected to have knowledge of safe working procedures and the causes and prevention of mine incidents.

You will be required to demonstrate a working knowledge of the *Work Health and Safety Act 2011*, *Work Health and Safety (Mines and Petroleum Sites) Act 2013*, and their supporting Regulations, as they relate to the duties of a mechanical engineer of coal mines other than underground coal mines.

10 Mining engineering manager of underground mines other than coal mines

Prerequisites

A Stage 1 – application must be accompanied by evidence that you have the following:

Prerequisite	Requirement
Tertiary qualification	<p>Any one of the following:</p> <ul style="list-style-type: none"> • Bachelor of Mining Engineering issued by an Australian university, or • RII60115 Advanced Diploma of Metalliferous Mining issued by a registered training organisation (a qualification issued with a superseded course number is acceptable).
Practical experience	<p>A minimum of three years of experience as follows:</p> <p>a) Three months work at the face in production or development mining which is to have involved hands-on experience in the drilling, charging and firing of blast holes, the loading of ore or mullock, and ground control, and</p> <p>b) Nine months practical experience working in an underground metalliferous mine under the control of a certified mining engineering manager of underground mines other than coal mines, involved in the following mining works:</p> <ul style="list-style-type: none"> • assisting tradespersons • drilling • ground control, for example, bolting, meshing shotcreting, timbering, scaling. • mine filling • mine servicing, equipment, installations and drainage • ore or mullock haulage and transport • plant operation • roadway and track preparation, servicing and maintenance • shaft, passes and chute inspection and repairs <p>c) Eighteen months practical experience consisting of two or more of the following mining works:</p> <ul style="list-style-type: none"> • above ground metalliferous mining (limited to three months only) • coal mining (limited to three months only) • environmental evaluations • mining investigations surveying • mine planning • mine rescue • mine ventilation • quality control • rock mechanics • sampling

	<ul style="list-style-type: none"> • supervision • training • tunnelling (limited to three months only) • work health and safety in mines. <p>d) Six months practical experience involved in mining works as follows:</p> <ul style="list-style-type: none"> • engineering • mine geology • metallurgy • rehabilitation studies.
Current first aid certificate	<i>HLTAID003 Provide First Aid</i> issued by a registered training organisation (a current first aid certificate issued with a superseded course number is acceptable e.g. <i>HLTFA311A Apply first aid</i>).
Identity verification	Refer to section 9 of the guide for certificate of competence.
Emergency preparedness qualification (REQUIRED FROM 1 JANUARY 2017)	<i>RIIERR601D Establish and maintain mine emergency preparedness and response systems</i> , issued by a registered training organisation (a qualification issued with a superseded course number is acceptable).

Written examination details

The Stage 2 - written examination consists of the following papers:

Paper	Method of examination	Total duration of papers	Number of questions and number to be attempted	Marks
Paper A – Legislation knowledge	Open book	3 hours (in total for Paper A & B)	7 out of 7	10 x 7 = 70
Paper B – Legislation knowledge and application	Open book	-	2 out of 2	15 x 2 = 30

Paper A – Legislation knowledge

You will be required to demonstrate a working knowledge of the *Work Health and Safety Act 2011*, *Work Health and Safety (Mines and Petroleum Sites) Act 2013*, *Explosives Act 2003* and their supporting regulations, and the latest version of *Australian Standard 2187 Explosives – Storage, Transport and Use*, as they relate to the duties of a mining engineering manager.

Paper B – Legislation knowledge and application

You will be required to interpret and apply the applicable legislation with respect to practical situations that may occur at an underground mine. You will be expected to have knowledge of safe working procedures and the causes and prevention of mine incidents.

11 Underground mine supervisor of underground mines other than coal mines

Prerequisites

A Stage 1 – application must be accompanied by evidence that you have the following:

Prerequisite	Requirement
Tertiary qualification	<p>Any one of the following:</p> <ul style="list-style-type: none"> • Bachelor of Mining Engineering issued by an Australian university, or • RII50215 - Diploma of Underground Metalliferous Mining Management issued by a registered training organisation, but only if you have completed the elective units prescribed for the Certificate IV qualification below (or equivalent), or • RII40315 Certificate IV in Metalliferous Mining Operations (Underground) issued by a registered training organisation. You must complete the following electives from the course to meet the requirements: <ul style="list-style-type: none"> • RIIRIS402D - Carry out the risk management processes, and • RIIUND401D - Apply and monitor the ventilation management plan, and • RIIWHS403D - Apply the mine work health and safety management plan.
Practical experience	<p>A minimum of three years' experience working in or about a mine as follows:</p> <ul style="list-style-type: none"> • a minimum of two years working in or about an underground mine working with the extraction of a mineral. Within those minimum two years, a least one year must have been working in or about underground production and/or the development of ground support and/or connected activities to mining operations undertaken underground, and • up to one year working in or about a mine other than an underground mine may be counted towards the three years' experience.
Current first aid certificate	<p><i>HLTAID003 Provide First Aid</i> issued by a registered training organisation (a current first aid certificate issued with a superseded course number is acceptable e.g. <i>HLTFA311A Apply first aid</i>).</p>
Identity verification	<p>Refer to section 9 of the guide for certificate of competence.</p>
Emergency preparedness qualification	<p>RIIERR404D - Apply and monitor underground metalliferous mine emergency preparedness and response systems, issued by a registered training organisation (a qualification issued with a superseded course number is acceptable).</p>

Oral examination details

The Stage 3 - oral examination will relate to the implementation and management of safety management systems, ANTS (Associated Non-Technical Skills) and management of emergency events.

12 Quarry manager of mines other than underground mines or coal mines

Prerequisites

A Stage 1 – application must be accompanied by evidence that you have the following:

Prerequisite	Requirement
Tertiary qualification	<p>Any one of the following:</p> <ul style="list-style-type: none"> • Bachelor of Mining Engineering issued by an Australian university, or • RII60115 Advanced Diploma of Metalliferous Mining issued by a registered training organisation (a qualification issued with a superseded course number is acceptable), or • RII50115 Diploma of Surface Operations Management issued by a registered training organisation (a qualification issued with a superseded course number is acceptable), or • Bachelor of Science issued by an Australian university and a Graduate Diploma in Mining Engineering issued by an Australian university, or • Bachelor of Mechanical Engineering issued by an Australian university and evidence of study in mining subjects related to rock mechanics/mine slope stability and blasting, or • Bachelor of Civil Engineering issued by an Australian university and evidence of study in mining subjects related to rock mechanics/mine slope stability and blasting.
Practical experience	<p>A minimum of three years of experience as follows:</p> <ol style="list-style-type: none"> a) Three months work involved in the handling and use of explosives. b) Nine months practical experience working in an above ground mine or quarry under the control of a certified quarry manager involved in any of the following mining works: <ul style="list-style-type: none"> • drainage • drilling • equipment maintenance • open cut or quarry production • overburden removal • plant operation • road formation • site rehabilitation • stockpiling c) Eighteen months practical experience involved in two or more of the following mining works: <ul style="list-style-type: none"> • Coal mining (limited to three months only) • environmental evaluations • equipment evaluation • quality control • sampling

	<ul style="list-style-type: none"> • slope stability investigations • supervision and safety • surveying • training • tunnelling (limited to three months only) • underground metalliferous mining (limited to three months only). <p>d) Six months practical experience involved in two or more of the following mining works:</p> <ul style="list-style-type: none"> • asphalt or concrete products • engineering • geology • mine design • rehabilitation studies.
Current first aid certificate	<i>HLTAID003 Provide First Aid</i> issued by a registered training organisation (a current first aid certificate issued with a superseded course number is acceptable e.g. <i>HLTFA311A Apply first aid</i>).
Identity verification	Refer to section 9 of the guide for certificate of competence.
Emergency preparedness qualification (REQUIRED FROM 1 JANUARY 2017)	RIIERR601D Establish and maintain mine emergency preparedness and response systems, issued by a registered training organisation (a qualification issued with a superseded course number is acceptable).
Blasting experience	Personal participation in the loading and firing of 12 production blasts in an above ground mine or quarry. You must either: <ul style="list-style-type: none"> • complete the blasting experience table in the application form, or • provide a certified copy of both sides of your current Blasting Explosives User's Licence for use in above ground mining issued by SafeWork NSW, if you are the licence holder.

Written examination details

The Stage 2 - written examination is an open book examination consisting of the following papers:

Paper	Method of examination	Total duration of papers	Number of questions and number to be attempted	Marks
Paper A – Legislation knowledge	Open book	3 hours (in total for Part A & B)	7 out of 7	10 x 7 = 70
Paper B – Legislation knowledge and application	Open book	-	2 out of 2	15 x 2 = 30

Paper A – Legislation knowledge

You will be required to demonstrate a working knowledge of the *Work Health and Safety Act 2011*, *Work Health and Safety (Mines and Petroleum Sites) Act 2013*, *Explosives Act 2003* and their supporting regulations, and the latest version of *Australian Standard 2187 Explosives – Storage, Transport and Use*, as they relate to the duties of a quarry manager.

Paper B – Legislation knowledge and application

You will be required to interpret and apply the applicable legislation with respect to practical situations that may occur at an above ground mine or quarry. You will be expected to have knowledge of safe working procedures and the causes and prevention of mine incidents.