February 2024

# Supporting information form for application for quarry manager practising certificate with conditions (all tier-2 quarries) or upgrading/varying specific sites

From 1 October 2022, the only new quarry manager practising certificate tier-2 that can be applied for is for all such tier level quarries in NSW, requiring experience and the prescribed qualification and unit (or acceptable ones). Refer to the [Guide: Practising certificate – Quarry Manager with conditions for tier 2 quarries](https://www.resourcesregulator.nsw.gov.au/safety/certification/practising-certificates/apply-for-a-practising-certificate).

Existing specific site(s) certificate holders will be required to upgrade to all tier-2 when they renew their certificate with proof of qualification after 1 October 2024. However, can also do so before 1 October 2024 with proof of qualification.

Note: from 1 October 2022 you can no longer apply for a new specific site tier-2 practising certificate.

# About this form

This form must be submitted as part of an online application for applicants applying for a new practising certificate, or if applying to upgrade/amend (vary practising certificate that is subject to conditions) of existing practising certificate.

Sections to be competed:

**Part 1 – to Apply for a practising certificate:** for a completely new certificate as you have the required experience and qualifications for all tier-2 quarries.

**Note:** Acceptable vocational outcomes qualifications are NOT accepted for new applications.

or

**Part 2 - Apply to amend a practising certificate**, this can be for:

* existing specific tier-2 quarry sites certificate holders who want to **upgrade** from specific sites to all tier-2 quarries in NSW as they now satisfy the qualification and experience requirements. Or wish to apply with acceptable vocational outcomes qualifications/units.
* Holders who want **to add or remove specific tier-2 quarry sites** from their certificate condition and have not obtained the required qualifications to upgrade to tier 2 quarries in NSW. **Applications will only be accepted before 1 October 2024.**

Tier levels assessments

The NSW Resources Regulator assesses quarries to determine whether it is a tier-2 quarry. A tier-2 quarry is a mine determined by the Resources Regulator using the risk profiling tool (to assess the hazards and complexity of a specified mine). For information on what tier a quarry has been assessed to be, contact the mine operator. The mine operator may assess the quarry by reading our fact sheet and completing the risk profiling tool available on our [website](https://www.resourcesregulator.nsw.gov.au/safety/health-and-safety-management/small-mines-and-quarries/practicing-certificate-requirements). They can also enquire with the Regulator who may have already assessed the quarry by emailing cau@regional.nsw.gov.au

# Instructions

You must read [the guide](https://www.resourcesregulator.nsw.gov.au/safety-and-health/applications/mining-competence/practising-certificates/application-for-a-practising-certificate) for tier-2 quarry manager before completing this application form.

This form is fillable. The boxes are made to expand to include further information as required. Please click on the 'Enter' key in any box (except for tick boxes) to create a new row.

Select one of the boxes below to say what you are applying for and then go to that part of the application and complete it:

|  |
| --- |
| New application for all tier-2 quarries |
| [ ]   | Experience and qualifications (no examination)See section 5 of [guide](https://www.resourcesregulator.nsw.gov.au/safety/certification/practising-certificates/apply-for-a-practising-certificate) for requirementsContinue to **Part 1** of application |

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| Upgrade condition from specific sites to all tier-2 or vary existing sites (remove or add) |
| [ ]  [ ]  | To upgrade condition from specific quarries condition on your certificate to all tier-2 quarries with the required qualifications and experience, or wish to apply with acceptable vocational outcomes qualifications/unitsSee section 6 of guide.Continue to **Part 2** of application To vary specific quarries condition on your certificate to add or remove quarry sites with the required experience and assessment by an Inspector were adding site(s).See section 6 of guide.Continue to **Part 2** of application below  |

# Part 1 – Qualifications and experience(all tier-2 quarries)

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| Details |
| **Applicant name:**  |       |

## Part 1: Experience (5.1.1 of guide)

You must complete your experience details in the table below in full. Including detail of your mining operations, similar inherent hazards and supervisory experience.

You can make changes to the table including adding rows. When typing in details, the row will expand, or you can copy the page into another document to add more entries and obtain sign off, then either insert it back into the application or attach it as a separate page.

**Note:** By providing contact information for people signing off on your experience, you agree that the Regulator (and any persons engaged for the purposes of managing practising certificates) is authorised to contact them to confirm the details provided or in any circumstances in which you are unable to obtain sign off of your experience.

Where you are unable to have your experience signed off add a reason in the row below their name.

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| Details |
| Date from:(DD/MM/YY) | Date to:(DD/MM/YY)**Do not use the word `current’** | Period of experience(Years, months) | Experience**(must include position held and job tasks performed)** | Mine | Name, position title, date, and **signature** (handwritten or electronic) **of your supervising manager or quarry manager** | Telephone and email contact details of signing manager |
| **At least 2 years working in mining operations experience:** You must provide details of your experience in any of the following areas of mining operations. You do not have to have experience in every area:1. Mining operations: drainage, open cut or quarry production, overburden removal, plant operation, road formation, site formation, site rehabilitation, carrying out crushing and screening, drilling operations, blasting operations, planning and implementing mine development plans/designs, slope stability investigations, mine design. Add details below in 2. if you have equivalent experience in civil works)
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| 1. **Up to one-year equivalent experience working in civil works (to make up the minimum 2 years’ experience if applicable).**
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| Date from:(DD/MM/YY) | Date to:(DD/MM/YY)**Do not use the word ‘current’** | Period of experience(Years, months) | Experience**(must include position held and job tasks performed)** | Mine | Name, position title, date, and **signature** (handwritten or electronic) **of your supervising manager or quarry manager** | Telephone and email contact details of signing manager |
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| 1. **Six months’ experience in a mining operation with similar inherent hazards:** Details of experience with similar inherent hazards to those in tier-2 quarries as summarised in the list below. You may add details for any other hazards that you think are relevant. Note: if details are the same as those recorded above for the mining operations experience, you can insert details as above for mining operations experience for this section.

Number of workers engaged at the mine, crushing and screening, number of pieces of heavy operating plant, how often the mine is operated and when with number of shifts, continuity and output of mining operations (total tonnes of material excavated), processing involving primary energy sources such as heat e.g. treatment plant, explosives used, electricity - generator or mains supplied, any principal hazards identified at a mine including: ground control, inundation or inrush, roads and other vehicle operating areas, air quality or other airborne contaminant, fire or explosion. Any other risk factors such as: working at heights, confined spaces, chemical hazards, risks to persons outside the mine. |
| Date from:(DD/MM/YY) | Date to:(DD/MM/YY)**Do not use the word ‘current’** | Period of experience(Years, months) | Experience**(must include position held and job tasks performed)** | Mine | Name, position title, date, and **signature** (handwritten or electronic) **of your supervising manager or quarry manager** | Telephone and email contact details of signing manager |
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| 1. **Six months’ supervisory experience:** Provide details of supervising workers in mining operations which may include: leading work teams, liaising with and supervising contractors. Note: if details are the same as those recorded above for the mining operations experience or for similar inherent risks, you can insert ‘details as above for mining operations experience or similar inherent risks’.
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| Date from:(DD/MM/YY) | Date to:(DD/MM/YY)**Do not use the word `current’** | Period of experience(Years, months) | Experience**(must include position held and job tasks performed)** | Mine | Name, position title, date, and **signature** (handwritten or electronic) **of your supervising manager or quarry manager** | Telephone and email contact details of signing manager |
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| Totals of experience | Amount (calculate the years of experience you have recorded above) |
| Mining operations |       Years       Months (minimum 2 years) |
| Mining operations with similar inherent hazards |       Years       Months (minimum 6 months) |
| Supervisory |       Years       Months (minimum 6 months) |

## Part 1: Qualifications (5.1.2 of guide)

You must have obtained the required qualifications from the gazetted list - <https://www.resourcesregulator.nsw.gov.au/our-role/legislation/gazettals/work-health-and-safety-mines-petroleum-sites-legislation>

* one of the prescribed qualifications
* one of the emergency preparedness and response units of competence (may be completed as part of one of the prescribed qualifications.

Part 1: Online application

Log into the Mining Worker’s Portal to submit a *Apply for a New Practising Certificate* online form

You will be required to attach following documents:

* A completed copy of this supporting information application form with the applicable sections completed and signed, to demonstrate that you satisfy each of the prerequisite qualifications and experience. Please save complete form as a pdf document.
* Certified Identification documents (Group A and B)
* Certified evidence of obtained qualifications - Attach certified including any statements of attainment or transcripts listing the subjects completed.

All documentation must be certified by an independent authorised certifier (except this supporting information application form). Refer to [*Fact sheet: Certifying documents and identity verification.*](https://www.resourcesregulator.nsw.gov.au/__data/assets/pdf_file/0007/671533/Fact-sheet-certifying-documents-and-verifying-identity.pdf)

Contact details

Make sure your personal details populated in the application are up to date and correct before submitting the application. Contact details can be updated using the *Update contact details form* located with the Practising Certificate forms.

# Part 2 – Upgrading condition to all tier-2 quarries or varying specific sites for those with existing site specific practising certificate only

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| Details |
| **Applicant name:** |       |
| **Existing Practising Certificate number:** |       |

## Part 2: Experience (5.1.1 of guide)

You must complete your experience details in the table below in full. Including detail of your mining operations, similar inherent hazards and supervisory experience.

You can make changes to the table including adding rows. When typing in details, the row will expand, or you can copy the page into another document to add more entries and obtain sign off, then either insert it back into the application or attach it as a separate page.

**Note:** By providing contact information for persons signing off on your experience, you agree that the Regulator (and any persons engaged for the purposes of managing practising certificates) is authorised to contact them to confirm the details provided, or in any circumstances in which you are unable to obtain sign off of your experience.

Where you are unable to have your experience signed off add a reason in the column below their name.

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| Details |
| Date from:(DD/MM/YY) | Date to:(DD/MM/YY)**Do not use the word `current’** | Period of experience(Years, months) | Experience**(must include position held and job tasks performed)** | Mine | Name, position title, date, and **signature** (handwritten or electronic) **of your supervising manager or quarry manager** | Telephone and email contact details of signing manager |
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| 1. **Six months’ experience in a mining operation with similar inherent hazards:** Details of experience with similar inherent hazards to those in tier-2 quarries as summarised in the list below. You may add details for any other hazards that you think are relevant. Note: if details are the same as those recorded above for the mining operations experience, you can insert details as above for mining operations experience for this section.

Number of workers engaged at the mine, crushing and screening, number of pieces of heavy operating plant, how often the mine is operated and when with number of shifts, continuity and output of mining operations (total tonnes of material excavated), processing involving primary energy sources such as heat e.g. treatment plant, explosives used, electricity - generator or mains supplied, any principal hazards identified at a mine including: ground control, inundation or inrush, roads and other vehicle operating areas, air quality or other airborne contaminant, fire or explosion. Any other risk factors such as: working at heights, confined spaces, chemical hazards, risks to persons outside the mine. |
| Date from:(DD/MM/YY) | Date to:(DD/MM/YY)**Do not use the word `current’** | Period of experience(Years, months) | Experience**(must include position held and job tasks performed)** | Mine | Name, position title, date, and **signature** (handwritten or electronic) **of your supervising manager or quarry manager** | Telephone and email contact details of signing manager |
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| 1. **Six months’ supervisory experience:** Provide details of supervising workers in mining operations which may include: leading work teams, liaising with and supervising contractors. Note: if details are the same as those recorded above for the mining operations experience or for similar inherent risks, you can insert ‘details as above for mining operations experience or similar inherent risks’.
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| Date from:(DD/MM/YY) | Date to:(DD/MM/YY)**Do not use the word ‘current’** | Period of experience(Years, months) | Experience**(must include position held and job tasks performed)** | Mine | Name, position title, date, and **signature** (handwritten or electronic) **of your supervising manager or quarry manager** | Telephone and email contact details of signing manager |
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| Totals of experience | Amount (calculate the years of experience you have recorded above) |
| Mining operations |       Years       Months (minimum 2 years) |
| Mining operations with similar inherent hazards |       Years       Months (minimum 6 months) |
| Supervisory |       Years       Months (minimum 6 months) |

## Part 2: Qualifications (5.1.2 of guide)

You must have obtained the required qualifications from the gazetted list:

<https://www.resourcesregulator.nsw.gov.au/our-role/legislation/gazettals/work-health-and-safety-mines-petroleum-sites-legislation>

* one of the prescribed qualifications
* one of the emergency preparedness and response units of competence (may be completed as part of one of the prescribed qualifications.

**Note**: **If you have a site specific conditioned certificate and you are applying for recognition of acceptable vocational outcome qualifications, please fill in the table at the end of this form as well as providing your experience details in the section above.**

Part 2: Online application

Log into the Mining Worker’s Portal to submit a *Apply for a New Practising Certificate* online form

You will be required to attach following documents:

* A completed copy of this supporting information application form with the applicable sections completed and signed, to demonstrate that you satisfy each of the prerequisite qualifications and experience. Please save complete form as a pdf document.
* Certified Identification documents (Group A and B)
* Certified evidence of obtained qualifications. Attach certified including any statements of attainment or transcripts listing the subjects completed.

All documentation must be certified by an independent authorised certifier (except this supporting information application form). Refer to [*Fact sheet: Certifying documents and identity verification.*](https://www.resourcesregulator.nsw.gov.au/__data/assets/pdf_file/0007/671533/Fact-sheet-certifying-documents-and-verifying-identity.pdf)

Contact details

Make sure your personal details populated in the application are up to date and correct before submitting the application. Contact details can be updated using the *Update contact details form* located with the Practising Certificate forms.

## Part 2: Additional section for specific site holders applying to add or remove specific sites in their conditions

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| Mine operator details |

|  |  |
| --- | --- |
| Name of mine operator: | Click or tap here to enter text. |
| ACN or ABN: | Click or tap here to enter text. |
| Postal address (can add GPS Co-ordinates as well) | Click or tap here to enter text. |
| Suburb | Click or tap here to enter text. | Postcode | Click or tap here to enter text. |

### Agreement from authorised representative of the mine operator

I support the applicant being assessed for a practising certificate at the quarry(s) listed below to be added to their certificate and if required will provide access to the quarry(s) for an oral examination and risk profiling to confirm whether a person with a specific site Tier-2 Quarry Manager practising certificate may be eligible to exercise the statutory function at the additional quarry(s).

|  |  |
| --- | --- |
| Name: | Click or tap here to enter text. |
| Position/title: | Click or tap here to enter text. |
| Email address: | Click or tap here to enter text. |
| Telephone contacts: | Landline: Click or tap here to enter text. | Mobile: Click or tap here to enter text. |
| Signature | Click or tap here to enter text. |
| Date | Click or tap here to enter text. |

### Quarries

Quarries you are applying to add or remove must match those you select in your online application. Additional details are to be added here.

#### Adding a quarry site

You **must** complete this table for each additional quarry at which you propose to exercise the statutory function. To add more quarries, click 'enter' and the box will expand to fit more information.

|  |  |  |  |
| --- | --- | --- | --- |
| **Name of quarry** **(ensure they match to Regulator mine name records)** | **Site address** | **Summary of inherent hazards (as compared to current sites you practise at)** | **Is the site likely to change its hazard profile to a tier 1 in the next 12 months? (refer** [**Factsheet to 3 tiers**](https://www.resourcesregulator.nsw.gov.au/sites/default/files/2023-02/fact-sheet-quarry-managers-practising-certificates-three-tier-approach.pdf)**)** |
|       |       |       | Yes / No      |
|       |       |       | Yes / No       |
|       |       |       | Yes / No       |

#### Removing a quarry site

|  |  |
| --- | --- |
| **Name of quarry** **(ensure they match to Regulator mine name records)** | **Site address** |
|       |       |
|       |       |
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## Part 2: if claiming acceptable vocational outcome qualifications/units (6.2 of guide)

If you do not have the required qualifications (or the superseded equivalent ones listed) but have other qualifications that you have evidence to demonstrate they are acceptable in vocational outcomes to those listed, then you may be eligible to satisfy the requirements. To seek a determination that your qualifications are acceptable complete the sections below to demonstrate you satisfy the requirements. A certified copy of the qualification and transcript of units completed must be attached to the online application (refer to the [factsheet](http://www.resourcesregulator.nsw.gov.au/sites/default/files/documents/fact-sheet-certifying-documents-and-verifying-identity.pdf)), plus any other evidence you have as noted in the checklist provided after.

An alternative way to provide the mapping of your acceptable qualification is to approach an RTO who offers the current qualification and ask them to provide details so you can complete the relevant table. The RTO will probably levy a fee to do this assuming it can be done to show the qualifications are acceptable in vocational outcomes.

### Qualification

The first table below shows how you can claim your qualification is acceptable to the qualification RII40120 Certificate IV in Surface Extraction Operations by copying the list of units required for the qualification from [training.gov.au](https://training.gov.au/Home/Tga) or other institution (eg. University of NSW) in the left column. You then insert details of your qualification units of competence or subjects in the right to show acceptable vocational outcomes were achieved.

After the table there is a section to indicate what supporting evidence you are attaching in addition to that required above.

|  |  |
| --- | --- |
| RII40120 Certificate IV in Surface Extraction Operations | Title of your qualification and code:<insert here and delete this text> |
|       | Date issued:       |
| Organisation issuing:       |
| **Core units of competency** | **Core units of competence completed** |
| **Unit code** | **Unit title** |       |
| RIICOM301E | Communicate information |       |
| RIIENV302E | Apply environmentally sustainable work practices |       |
| RIIGOV401E | Apply, monitor, and report on compliance systems |       |
| RIIRIS401E | Apply site risk management system |       |
| **Electives** | **Electives completed** |
| **Group A** |       |
| **Unit code** | **Unit title** |       |
| BSBWHS411 | Implement and monitor WHS policies, procedures, and programs |       |
| RIIWHS402E | Examine and maintain mine safety |       |
| **Group B** |       |
| **Unit code** | **Unit title** |       |
| RIIARO401 | Supervise autonomous operations |       |
| RIIBLA401E | Manage blasting operations |       |
| RIIERR302E | Respond to local emergencies and incidents |       |
| RIIERR401E | Apply and monitor emergency preparedness and response systems in surface operations |       |
| RIIMEX401D | Apply pit plan |       |
| RIIMEX402E | Supervise dredging operations |       |
| RIIMEX404E | Apply and monitor systems for stable mining |       |
| RIIMEX405E | Apply and monitor systems and methods of surface coal mining |       |
| RIIMEX407 | Apply and monitor the ground control management plan |       |
| RIIMEX408 | Supervise overburden dump operations |       |
| RIIMPO401D | Supervise mobile plant operations |       |
| RIIMPO403D | Monitor interaction of heavy and light vehicles and mining equipment |       |
| RIIPRO401D | Supervise processing operations |       |
| RIIPRO402D | Supervise recycled materials operations |       |
| RIIRAI401D | Apply and monitor mine services and infrastructure systems |       |
| RIIRAI402D | Apply and monitor site plant and resource management plan |       |
| RIISRM401D | Apply and monitor the site stockpile management plan |       |
| RIISTD401 | Monitor quarry laboratory operations and the quality of results |       |
| RIIWBP401D | Apply and monitor site waste and by-products management plan |       |
| RIIWMG401D | Apply and monitor the site water management plan |       |
| **Group C** |       |
| **Unit code** | **Unit title** |       |
| BSBESB401 | Research and develop business plans |       |
| BSBESB403  | Plan finances for new business ventures |       |
| BSBESB404  | Market new business ventures |       |
| BSBFIN401 | Report on financial activity |       |
| BSBHRM413 | Support the learning and development of teams and individuals |       |
| BSBINS402 | Coordinate workplace information systems |       |
| BSBLDR411 | Demonstrate leadership in the workplace |       |
| BSBOPS402 | Coordinate business operational plans |       |
| BSBOPS404 | Implement customer service strategies |       |
| BSBPEF402 | Develop personal work priorities |       |
| BSBWHS521 | Ensure a safe workplace for a work area |       |
| ICTICT312 | Use advanced features of applications |       |
| RIIBLA301E | Conduct surface shotfiring operations |       |
| RIIBLA402E | Monitor and control the effects of blasting on the environment |       |
| RIICCR401E | Develop and maintain positive community relations |       |
| RIIENV401E | Supervise dust and noise control |       |
| RIIERR201E | Conduct fire team operations |       |
| RIIERR301E | Respond to work site incidents |       |
| RIIERR403E | Lead rescue teams |       |
| RIIERR406 | Provide support for rescue operations |       |
| RIILAT402E | Provide leadership in the supervision of diverse work teams |       |
| RIIQUA401E | Apply a quality management system on site |       |
| RIIRIS301E | Apply risk management processes |       |
| RIIRIS403D | Manage and coordinate spill response |       |
| RIIRIS501E | Implement and maintain management systems to control risk |       |
| RIISAM401E | Apply site plant, equipment, and infrastructure maintenance management plans |       |
| RIISAM403E | Commission/recommission plant |       |
| RIIWHS301E | Conduct safety and health investigations |       |
| RIIWHS401E | Supervise work in confined spaces |       |
| TAEASS301 | Contribute to assessment |       |
| TAEASS401 | Plan assessment activities and processes |       |
| TAEASS402 | Assess competence |       |
| TAEASS403 | Participate in assessment validation |       |
| TAEDEL301 | Provide work skill instruction |       |
| **Group D** |       |
| **Unit code** | **Unit title** |       |
| HLTAID011 | Provide first aid |       |
| RIIERR205D | Apply initial response First Aid |       |
|       |       | Other units completed with no match to be listed below in this row:      |

Tick the boxes below for evidence of documents being provided in the online application and ensure you attach them:

|  |
| --- |
| Details |
| [ ]  | Qualification certificate |
| [ ]  | Transcript of qualification for units or subjects completed |
| [ ]  | If available, any other information you have such as syllabus or course description |

### Other qualification claimed as acceptable

In this table insert in the left column one of the prescribed qualifications from the gazette (refer to the Guide section 5.1.2) and then map your qualification contents to it.

| Code | Title of unit or subject | Acceptable qualification details |
| --- | --- | --- |
|  | **Prescribed qualification title:**       | Title of your qualification and code:       |
| Date issued:       |
| Organisation issuing:       |
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Tick the boxes below for evidence of documents being provided in the application:

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| --- |
| Details |
| [ ]  | Qualification certificate |
| [ ]  | Transcript of qualification for units or subjects completed |
| [ ]  | If available, any other information you have such as syllabus or course description |

## Emergency preparedness and response units of competence – acceptable

If you do not possess one of the prescribed units of competence or their superseded equivalent versions, but can show you have an acceptable unit of competence for vocational outcomes, provide details and evidence below:

|  |  |
| --- | --- |
| Unit of competence | Code and title of acceptable unit or subject with any details of content |
| RIIERR401E Apply and monitor emergency preparedness and response systems in surface operations (the unit RIIERR401D or other equivalent superseded unit number is acceptable – refer to [training.gov.au](http://www.training.gov.au/)) |       |
| RIIERR503D Implement emergency preparedness and response systems (the superseded units RIIERR503A, or other equivalent superseded unit number is acceptable) |       |
| RIIERR601E Establish and maintain mine emergency preparedness and response systems (the superseded units RIIERR601D, or other equivalent superseded unit number is acceptable). |       |

Tick the boxes below for evidence of documents being provided in the application:

|  |
| --- |
| Details |
| [ ]  | Unit certificate |
| [ ]  | Transcript of qualification for units or subjects completed |
| [ ]  | If available, syllabus or description of course |
| [ ]  | If available, any other information you have such as unit content or description |