April 2024

Mining Competencies and Authorisation

# Expression of interest form to be an examiner

To assist in submitting your expression of interest, please read the Fact sheet: Examiner for certificate of competence on our [*website*](https://www.resourcesregulator.nsw.gov.au/our-role/other-functions/mining-and-petroleum-competence-board/examiners-certificates).

## Applicant details

|  |  |  |  |
| --- | --- | --- | --- |
| Details required |  |  |  |
| Full name |  | | |
| Current position title |  | | |
| Contact email |  | Contact mobile |  |
| Company name |  | Mine name |  |
| Statutory function you can be nominated to exercise at the mine (even on a relief basis) |  | | |

Employment details

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| --- |
| Tick applicable working details in the below criteria\* |
| I am currently working in a relevant role\* at a NSW mine(s) for 20 days or more per calendar year on a   Permanent or  Part-time or  Other (contractor, consultant, casual etc) basis and: |
| in a role that exercises the relevant statutory function (or higher) at a NSW mine, or  at a NSW mine and hold a current NSW practising certificate, or  as an inspector or government official (pursuant to section 18 of the *Work Health and Safety (Mines and Petroleum Sites) Act 2013*), or  as an industry health and safety representative (pursuant to section 28 of the *Work Health and Safety (Mines and Petroleum Sites) Act 2013*).  as a statutory official under section 14(e) of the *Coal Industry Act 2001*. |

\*You must satisfy this criteria to be eligible to become **and** remain an examiner. The exception is the cable repair signatory examiner who must hold the certificate of competence and work at a licensed facility.

\*\*A relevant role to work in is one where activities carried out support you to maintain your competence to practise in the function. Refer to the Resources Regulator webpage for the maintenance of competence scheme for areas and types of learning, such as high level risk assessments and review of principal hazard or control plans.

Examiner details

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| --- | --- |
| Details required |  |
| Statutory function(s) you are applying to be an examiner for? (must have a practising certificate for them) |  |
|  |  |
| Preferred examiner role (tick one or number 1,2,3) \* | Reserve (casual)  Member  Convenor |
| Remuneration request \*\* | Payment  Non-payment  (Resources Regulator staff tick non-payment) |

\*Examiners normally start as Reserves and they can progress to be a member of the panel when vacancies arise. Reserves can sit on multiple oral exam panels on a day.

\*\*Remuneration is based on fees as approved by the Mining and Petroleum Competence Board, to examination panel members for the performance of their duties during an examination cycle (1-year period), as outlined in the examiner toolkit manual. A staff member of the Resources Regulator is not entitled to claim additional remuneration for their role as an examiner.

Supporting information

### Practising certificate (copy not required)

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| --- | --- | --- | --- |
| Details required |  |  |  |
|  |  | | |
| Practising certificate number |  | Expiry date |  |
| List statutory function/s you can practise in relevant to EOI |  | |  |

The Mining and Petroleum Competence Board will assess your application against the five appointment criteria below. **Please provide a summary response in each box** for a criteria and tick the box to indicate if any documents are referenced as attachments other than **your resume or CV which are required to be submitted with this form**. You should not just reference attachments for a response (e.g. refer to CV attached) as this does not demonstrate how you may satisfy a criteria to the board.

The board can exercise discretion in deciding whether to appoint you if you do not fully satisfy one or more of the criteria. Where you think you may not fully satisfy the criteria, please provide supporting details of any other relevant experience/qualification you may have to demonstrate overall you satisfy the criteria(s). Please contact the Mining Competencies and Authorisations unit with details at the end of the form if you want clarification.

### Technical skills

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| Practical mining experience   1. Evidence of a minimum of 5 years’ experience in the statutory role, or higher, for which you will be examining. A minimum of 3 years’ experience must have been gained in NSW. You may also provide a brief work history with details of any other positions held relevant to your application. |
| **Response (tick this box**  **if you are attaching supporting documents other than a resume/CV and refer to them below)** |
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| WHS legislation   1. Demonstrated understanding of work, health and safety legislation, codes and guidelines that apply in the NSW mining industry relevant to the function(s) you want to examine. |
| **Response (tick this box**  **if you are attaching supporting documents other than a resume/CV and refer to them below)** |
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| Assessment experience   1. Evidence of competencies in training and assessing (or a willingness to obtain competencies in T&A) and any relevant assessment experience. |
| **Response (tick this box**  **if you are attaching supporting documents other than a resume/CV and refer to them below)** |
|  |

### Non-technical skills

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| --- |
| Communication and interpersonal skills   1. Evidence of excellent communication and interpersonal skills. |
| **Response (tick this box**  **if you are attaching supporting documents other than a resume/CV and refer to them below)** |
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| Prioritisation and organisation skills   1. Ability to prioritise workload and meet strict deadlines |
| **Response (tick this box**  **if you are attaching supporting documents other than a resume/CV and refer to them below)** |
|  |

Declaration

I declare that:

To the best of my knowledge, the information provided in this form and any attachment(s) to this form, is true and correct in every detail.

I consent to the Department of Regional NSW disclosing my personal information to the Mining and Petroleum Competence Board and any persons engaged for the purpose of managing certificate of competence under the *Work Health and Safety (Mines and Petroleum Sites) Act 2013* and the Work Health and Safety (Mines and Petroleum Sites) Regulations 2022

|  |  |  |  |
| --- | --- | --- | --- |
| Details | | | |
| Name |  |  |  |
| Position/title |  | | |
| Signature |  | Date |  |

Note: giving false or misleading information is a serious offence under section 268 of the *Work Health and Safety Act 2011*, and Part 5A of the *Crimes Act 1990*.

Application checklist

Please ensure you have completed your application fully by using the following checklist:

Have read the [Fact sheet: Examiner for certificate of competence](https://www.resourcesregulator.nsw.gov.au/sites/default/files/2021-10/Fact-sheet-Examiner-for-certificate-of-competence.pdf)

Completed your personal, employment and certificate details.

Ticked a box or numbered your preferences for the examiner position you want to be appointed for (refer to [Fact sheet: Examiner for certificate of competence](https://www.resourcesregulator.nsw.gov.au/sites/default/files/2021-10/Fact-sheet-Examiner-for-certificate-of-competence.pdf))

Provided sufficient and clear details for each of the appointment criteria so competence board members can understand and possibly assess you are satisfying them.

Attached a copy of your summary of capabilities in the form of a resume or CV.

Submitting the form

For any enquiries about applying, please contact:

Manager Competencies and Authorisations

Phone: 1300 814 609 (option 2 > 3)

Please submit your form and attachments to [mca@regional.nsw.gov.au](mailto:mca@regional.nsw.gov.au) marked to the attention of the Manager.

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