**Sample of Practical Experience pages**
FORM: Certificate of competence

**Sample: Practical Experience pages for Stage 1 - application for a certificate of competence**

The below table is an example of practical experience supplied in support of an application and was rejected. The reasons why the experience was not acceptable is noted below in red.

<table>
<thead>
<tr>
<th>Date: From (DD/MM/YY)</th>
<th>Date: To (DD/MM/YY) (must be actual date, not current or present)</th>
<th>Period of experience (months, years)</th>
<th>Experience (including position held and job tasks performed)</th>
<th>Mine and company details</th>
<th>Full name, signature and position title of your supervising manager and date signed (DD/MM/YY)</th>
<th>Contact details</th>
</tr>
</thead>
<tbody>
<tr>
<td>01/01/2014</td>
<td>Current</td>
<td>3.5 Years</td>
<td>Development Longwall Ventilation</td>
<td>ABC Mine</td>
<td>Andy Citizen Production Manager</td>
<td>0402 987 XX4</td>
</tr>
</tbody>
</table>

For more space when completing the form, please print this page as many times as required or utilise the fillable (word version) located on the website. The fillable form allows the boxes to expand as more information is entered.

Total experience (please calculate): years months

Full legal name: **Did not note total years and months or enter full legal name**

The table over page is an example of how practical experience is to be supplied for use in support of an application.
The details supplied in the table are to support how you have met the practical experience requirements for the certificate you are applying for including the nature of the work undertaken and the name and suburb of the operation(s). Refer to section 5.2 of the Guide for more details. This table is used by the examiners to assess whether you satisfy the experience requirements.

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</table>
| 01/01/2018            | 31/03/2018                                                    | 3 months                             | **Mine Services Coordinator & Engineer** – Manage general underground supporting activities –  
• outbye  
• secondary support  
• road maintenance  
• water reticulation | ABC (Mine Operator) – DEF (mine name) | Andy Citizen  
Production Manager  
02/04/2018 | 0402 987 XX4 |
| 01/07/2017            | 31/12/2017                                                    | 6 months                             | **Ventilation & Gas Superintendent**  
• install inertisation pipeline  
• install gas drainage pipeline  
• install VCD’s and secondary support  
• perform development and longwall inspections with statutory officials | ABC Mine – DEF employer | Andy Citizen  
Production Manager  
02/04/2018 | 0402 987 XX4 |
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</table>
| 01/12/2017            | 30/06/2017           | 7 months                            | Longwall Operator –  
  • gas sampling  
  • dust control  
  • shearer operator  
  • shield operator  
  • tailgate operator | XYZ Mine – Othertown  
  123 Pty Ltd (employer – different to mine operator) | T. Man  
  Theo Man  
  Mine Manager  
  04/04/2018 | 0402 987 XX4 |
| 01/01/2014            | 30/11/2016           | 1 year 11 months                    | Development Operator –  
  • shuttle car operator  
  • belt extensions  
  • LHS operations  
  • ventilation activities (auxiliary)  
  • strata support activities  
  • remote mining operations | ABC mine – DEF employer | A. Citizen  
  Andy Citizen  
  Production Manager  
  02/04/2018 | 0402 987 XX4 |

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Total experience (please calculate): 3 years 3 months

Full legal name: Barry Bloggs