

FACT SHEET

Practising certificates

February 2021

This fact sheet provides an overview of the practising certificates system. A practising certificate will be required by anyone who works, or wishes to work, in certain safety-critical statutory positions in the NSW mining and petroleum industries. If you currently hold a certificate of competence or the required qualification or experience, you will need to apply for a practising certificate to exercise specific statutory functions.

Practising certificates are issued for five years and require the holder to undertake ongoing learning according to the maintenance of competence scheme gazetted.

Practising certificates were implemented in stages, by type of statutory function, from September 2017 to September 2020. Please refer to the [implementation timeline](#) on our website. People with previously recognised certificates or qualifications who apply after 30 September 2020 will be required, at a minimum, to complete 20% more learning to satisfy the maintenance of competence condition in the first year of the certificate issue period. They will also be required to pay an application fee. Refer to our application for a practising certificate [webpage](#).

Eligibility and requirements

You are eligible to hold a practising certificate if the NSW Resources Regulator is satisfied that you have the competence to exercise the statutory function. The Regulator may be satisfied that you are competent if you hold a certificate of competence, interstate practising certificate, or you meet other specified criteria in clause 139 (2) of the Work Health and Safety (Mines and Petroleum Sites) Regulation 2014 including required qualifications and experience.

A list of the competence requirements is outlined in the following table. A more detailed summary of the requirements for each type of practising certificate is in the Statutory Functions Guide (Appendix A), available on our [website](#).

STATUTORY FUNCTION	COMPETENCE REQUIREMENT
<ul style="list-style-type: none"> ■ Mining engineering manager ■ Mechanical engineering manager ■ Electrical engineering manager ■ Undermanager ■ Quarry manager ■ Open cut examiner ■ Electrical engineer ■ Mechanical engineer ■ Deputy ■ Underground mine supervisor 	<p>Hold a certificate of competence.</p> <p>Apply for and be issued a certificate of competence if you don't already hold one after passing the examinations. You will be issued a practising certificate at the same time as your certificate of competence.</p> <p>You can find information on applying for a certificate of competence on our website.</p>
<ul style="list-style-type: none"> ■ Quarry managers - conditioned to a specific mine(s) – Tier-2 quarries (previously called production manager permits) 	<p>Refer to the Fact sheet: Quarry manager practising certificates three tier approach available on our website.</p> <p>Apply for a practising certificate using the application form: Quarry manager practising certificate with conditions (Tier-2 quarries) available our website.</p>
<ul style="list-style-type: none"> ■ Ventilation Auditor 	<ul style="list-style-type: none"> ■ Graduate Diploma in Mine Ventilation from the University of New South Wales; and ■ Exemplar Global certified OH & AU Occupational Health and Safety Management Systems certificate of attainment; or ■ Exemplar Global certified OH, AU, TL Occupational Health and Safety Management Systems Lead Auditor certificate of attainment; or

- Equivalent certificate of attainment certified by Exemplar Global.

<ul style="list-style-type: none"> ■ Ventilation officer 	<ul style="list-style-type: none"> ■ Statutory Coal Mine Ventilation Officer’s Qualification from the University of New South Wales; or ■ Graduate Diploma in Mine Ventilation from the University of New South Wales
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- Dust explosion control measures auditor
 - Certificate of competence to be a Mining engineering manager of underground coal mines; or
 - Certificate of competence to be an Undermanager of underground coal mines; or
 - Certificate of competence to be a Deputy of underground coal mines; and
 - Exemplar Global certified OH & AU Occupational Health and Safety Management Systems certificate of attainment; or
 - Exemplar Global certified OH, AU, TL Occupational Health and Safety Management Systems Lead Auditor certificate of attainment; or
 - equivalent certificate of attainment certified by Exemplar Global.

Certificate conditions

Your practising certificate will have conditions requiring you to:

- participate in the maintenance of competence scheme gazetted for your function(s), and
- maintain your contact details and places of work with the Regulator.

If you do not comply with the conditions of your practising certificate, the Regulator may impose further restrictive conditions on your practising certificate, or may suspend or cancel your practising certificate.

Maintenance of competence

The maintenance of competence scheme applies to all practising certificates (except for Quarry Manager conditioned to a specific Tier-2 quarry location(s)). For all other certificates, refer to the Guide to the maintenance of competence scheme for practising certificates on our [maintenance of competence webpage](#).

Renewal

Your practising certificate must be renewed every five years (or a shorter period if determined by the regulator and noted on your practising certificate). To renew your practising certificate you will need to complete the [Practising certificate renewal form](#) and make a declaration that you have maintained your competence according to the maintenance of competence requirement for that type of certificate.

You will not be required to submit evidence each time you renew your practising certificate. However, at any point the Regulator may audit your maintenance of competence scheme activities. If you are audited, you will be required to supply your logbook and evidence of how you have maintained your competence.

It is your responsibility to retain evidence of maintenance of competence scheme activities undertaken during the current and previous period or certificates of attendance to the maintenance of competence training course.

Suspension and cancellation

A practising certificate can be cancelled or suspended under clause 144 of the Work Health and Safety (Mines and Petroleum Sites) Regulation 2014 on a number of grounds, including if the Regulator is satisfied you are not competent to perform the statutory function authorised by the certificate.

You will be given notice in writing of any proposed cancellation or suspension and be given an opportunity to object.

If your practising certificate is suspended or cancelled, the Regulator can disqualify you from applying for a further practising certificate of the same type or for another practising certificate which would allow you to exercise a function that is the same as or similar to the suspended or cancelled practising certificate.

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