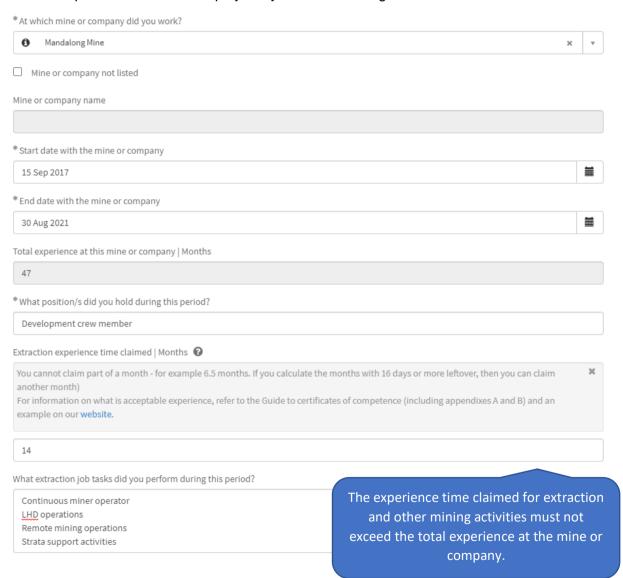
Example of experience

As part of an application for a Certificate of Competence an applicant must provide details of their experience working at a mine/s. The following are examples of correctly completed experience forms with a sufficient level of detail for job tasks performed.

For further guidance on experience requirements refer to the <u>Guide: applying for certificate of competence</u>.

Example 1

This example is for a worker employed by an NSW underground coal mine.



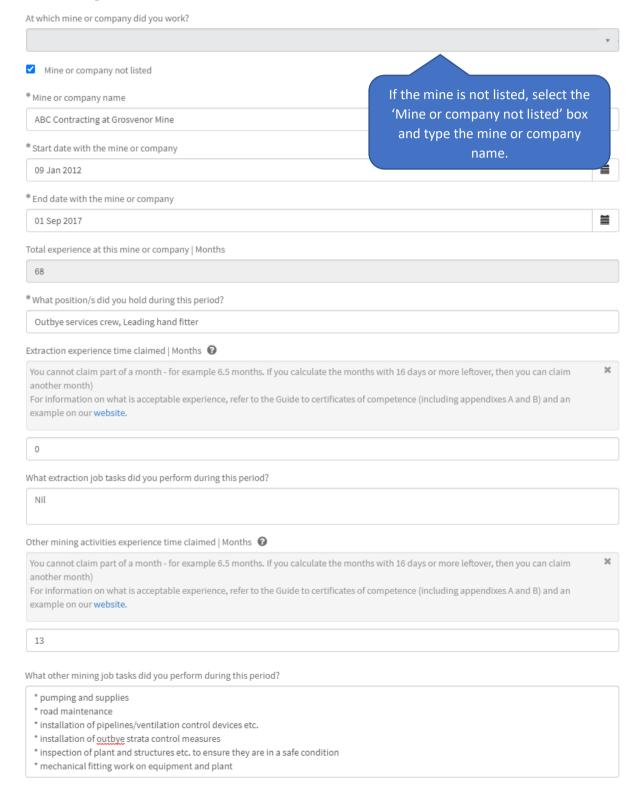
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Sample entry of experience in an online application for certificate of competence (exams) – Resources Regulator portal – new 2021 experience requirements

Other mining activities experience time claimed Months		
You cannot claim part of a month - for example 6.5 months. If you calculate the months with 16 days or more leftover, then you can claim another month) For information on what is acceptable experience, refer to the Guide to certificates of competence (including appendixes A and B) and an example on our website.		
19		
What other mining job tasks did you perform during this period?		
Ventilation activities including installing control devices (permanent stoppings, overcasts, double doors, etc) Main conveyor belt installation		
Supervision/leadership/co-ordination experience time claimed Months 3		
You cannot claim part of a month - for example 6.5 months. If you calculate the months with 16 days or more leftover, then you can claim another month) For information on what is acceptable experience, refer to the Guide to certificates example on our website. Include details of all relevant job tasks performed at the mine. Note: These are examples of job tasks, this is not an		
exhaustive list.		
What supervision/leadership/co-ordination job tasks did you perform during this period?		
* Reporting to management on the status of operations, tasks, issues, concerns, etc. * Mentoring and instructing less experienced workers in the safe conduct of mining activities * Assist with mine site inductions for new crew members * Participating in investigations conducted into WHS matters at the mine * Safety and Health site representative (SHR) duties, including being a member of Health and Safety committee		
* Name of the authorised person who can verify your experience John Citizen		
*What relevant authorised statutory function did this person practise in at the mine? •		
The person must be able to verify your experience and suitability by knowing the tasks that you have performed or having viewed a logbook of experience with each entry signed off by your supervising manager.		
Refer to logbook template and sample experience entry on our website here.		
Mining engineering manager of underground coal mines		
□ Not listed		
Statutory function not listed above		
Salatory initiation not indea above		
*Telephone number of authorised person		
0411 123 456		
* Email address of authorised person		
john.citizen@mandalongmine.com.au		

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Example 2



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Sample entry of experience in an online application for certificate of competence (exams) – Resources Regulator portal – new 2021 experience requirements

Supervision/leadership/co-ordination experience time claimed Months 🔞	
You cannot claim part of a month - for example 6.5 months. If you calculate another month) For information on what is acceptable experience, refer to the Guide to cer	
example on our website.	and an
6	
What supervision/leadership/co-ordination job tasks did you perform durin	
* co-ordinating the pumping by organising with other areas * leading hand fitter for all mechanical work by organising other tradesp * training and assessing other workers in the safe operation and use of p	Time for supervision, leadership & co- ordination should include the total amount of time spent on these job tasks during the
* Name of the authorised person who can verify your experience	period which you worked at the mine.
David O'Donoghue	
What relevant authorised statutory function did this person practise in at the The person must be able to verify your experience and suitability by knowi	
experience with each entry signed off by your supervising manager.	
Refer to logbook template and sample experience entry on our website he	re.
	¥
✓ Not listed	
* Statutory function not listed above	
QLD Mine Manager	
*Telephone number of authorised person	
0427 123 456	
*Email address of authorised person	
Dodonoghue@abcmine.com.au	

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