October 2022

Application for quarry manager practising certificate
with conditions (all tier-2 quarries) or upgrading to

From 1 October 2022, the only quarry manager practising certificate tier-2 is for all such tier level quarries in NSW, requiring experience and the prescribed qualification and unit (or acceptable ones).

Existing specific site(s) certificate holders will be required to renew to upgrade to all tier-2 with proof of qualification after 1 October 2024 through the Resources Regulator portal, but can do so before by completing this form and attaching it to their online application.

Note: from 1 October 2022 you can no longer apply for a 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 or varied practising certificate that is subject to conditions that restrict the application of the certificate to all tier-2 quarries in NSW in the following parts of the [Resources Regulator portal](https://nswresourcesregulator.service-now.com/regulator):

* **Apply for a practising certificate:** for a completely new certificate as you have the required experience and qualifications for all tier-2 quarries (part 1)

or

* **Renew a practising certificate:** 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 requirements. Holders who only want to add or remove specific tier-2 quarry sites from their certificate condition, can do so directly in the online form without completing this form. Refer section 6.1 of the guide.

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-and-health/topics/small-mines-and-quarries/practicing-certificate-requirements-for-quarry-managers). They can also enquire with the Regulator who may have already assessed the quarry by emailing mca@regional.nsw.gov.au

Individuals who did not apply to have their production manager permit converted to a practising certificate during the 2-year implementation period to September 2020 must apply and be assessed for a new certificate.

# 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.

Your online application must be accompanied by supporting documents, including this fully completed supporting information application form as applicable, to demonstrate that you satisfy each of the prerequisite qualifications and experience. To complete your application, go to the [Resources Regulator portal](https://nswresourcesregulator.service-now.com/regulator) and attach this form at the bottom of the application.

All documentation must be certified by an independent authorised certifier (except this 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)

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 |

|  |
| --- |
| Upgrade condition from specific sites to all tier-2 |
| [ ]   | To vary specific quarries condition to all tier-2 quarries with the required qualifications and experience, select this box and complete required sections in full. Include existing practising certificate number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_See section 6 of guide.Continue to Part 2 of application (page 4 to 11) |

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

|  |
| --- |
| Details |
| Applicant name |       |

Experience (5.1.1 of guide)

You must complete the table below in full. 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, and any circumstances in which you are unable to obtain sign off of your experience.

|  |
| --- |
| Details |
| Date from:(DD/MM/YY) | Date to:(DD/MM/YY)**Do not use current** | Period of experience(Years, months) | Experience(must include position held and job tasks performed) | Mine | Full name, date, signature and position title 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. OR
 |

|  |
| --- |
| Details |
| Date from:(DD/MM/YY) | Date to:(DD/MM/YY)**Do not use current** | Period of experience(Years, months) | Experience(must include position held and job tasks performed) | Mine | Full name, date, signature and position title of your supervising manager or quarry manager | Telephone and email contact details of signing manager |
| 1. Up to one-year equivalent experience working in civil works (to make up the minimum 2 years’ experience required above).
 |
|       |       |       |       |       |       |       |
|       |       |       |       |       |       |       |
|       |       |       |       |       |       |       |
|       |       |       |       |       |       |       |
| **6 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.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. |
|       |       |       |       |       |       |       |
|       |       |       |       |       |       |       |

|  |
| --- |
| Details |
| Date from:(DD/MM/YY) | Date to:(DD/MM/YY)**Do not use current** | Period of experience(Years, months) | Experience(must include position held and job tasks performed) | Mine | Full name, date, signature and position title of your supervising manager or quarry manager | Telephone and email contact details of signing manager |
|       |       |       |       |       |       |       |
|       |       |       |       |       |       |       |
| **Six months’ supervisory experience:** Provide details of supervising workers in mining operations which may include: leading work teams, liaising with and supervising contractors.  |
|       |       |       |       |       |       |       |
|       |       |       |       |       |       |       |
|       |       |       |       |       |       |       |

|  |  |
| --- | --- |
| Totals of experience | Amount (calculate the years of experience you have recorded above) |
| Mining operations |       Years       Months |
| Mining operations with similar inherent hazards |       Years       Months |
| Supervisory |       Years       Months |

# Qualifications (5.1.2 of guide)

You must add details of the required qualifications in that section of the online practising certificate application form from the gazetted list:

* 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.

Attach certified copies of the above documents by an authorised person (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)) including any statements of attainment or transcripts listing the subjects completed.

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

Online application

Submit this form now by logging on to the [Resources Regulator portal](https://nswresourcesregulator.service-now.com/regulator) > Mining workers> Practising certificates > Applying for a practising certificate. Make sure your personal details populated in the application are up to date and correct before submitting the application.

# Part 2 – Upgrading condition to all tier-2 quarries

|  |
| --- |
| Details |
| Applicant name |       |

Experience (5.1.1 of guide)

You must complete the table below in full, as the gazetted requirements for all tier-2 quarries are more than those for specific sites. 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, and any circumstances in which you are unable to obtain sign off of your experience.

|  |
| --- |
| Details |
| Date from:(DD/MM/YY) | Date to:(DD/MM/YY)**Do not use current** | Period of experience(Years, months) | Experience(must include position held and job tasks performed) | Mine | Full name, date, signature and position title 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.
 |

|  |
| --- |
| Details |
| Date from:(DD/MM/YY) | Date to:(DD/MM/YY)**Do not use current** | Period of experience(Years, months) | Experience(must include position held and job tasks performed) | Mine | Full name, date, signature and position title of your supervising manager or quarry manager | Telephone and email contact details of signing manager |
| 1. Up to one-year equivalent experience working in civil works (to make up the minimum two years experience required above).
 |
|       |       |       |       |       |       |       |
|       |       |       |       |       |       |       |
|       |       |       |       |       |       |       |
|       |       |       |       |       |       |       |
| **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.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. |
|       |       |       |       |       |       |       |
|       |       |       |       |       |       |       |

|  |
| --- |
| Details |
| Date from:(DD/MM/YY) | Date to:(DD/MM/YY)**Do not use current** | Period of experience(Years, months) | Experience(must include position held and job tasks performed) | Mine | Full name, date, signature and position title of your supervising manager or quarry manager | Telephone and email contact details of signing manager |
|       |       |       |       |       |       |       |
|       |       |       |       |       |       |       |
| **Six months’ supervisory experience:** Provide details of supervising workers in mining operations which may include: leading work teams, liaising with and supervising contractors.  |
|       |       |       |       |       |       |       |
|       |       |       |       |       |       |       |
|       |       |       |       |       |       |       |

|  |  |
| --- | --- |
| Totals of experience | Amount (calculate the years of experience you have recorded above) |
| Mining operations |       Years       Months |
| Mining operations with similar inherent hazards |       Years       Months |
| Supervisory |       Years       Months |

# Qualifications (5.1.2 of guide)

Complete the table below and attach certified copies by an authorised person (refer [guide](http://www.resourcesregulator.nsw.gov.au/sites/default/files/documents/fact-sheet-certifying-documents-and-verifying-identity.pdf)) of the prescribed qualifications and any statements of attainment or transcripts listing the subjects completed. This includes the superseded and equivalent qualifications as verified on <training.gov.au>

**Note**: If you do not possess one of the prescribed qualifications, then you can apply to have acceptable qualifications recognised in the next section.

Qualification

|  |  |  |
| --- | --- | --- |
| Code and qualification title | Institution/training organisation | Date of issue |
|       |       |       |

Emergency preparedness and response unit

|  |  |  |
| --- | --- | --- |
| Code and qualification title | Institution/training organisation | Date of issue |
|       |       |       |

# 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 |

Another 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:       |
|       |       |       |
|       |       |       |
|       |       |       |
|       |       |       |
|       |       |       |
|       |       |       |
|       |       |       |
|       |       |       |
|       |       |       |
|       |       |       |
|       |       |       |
|       |       |       |
|       |       |       |
|       |       |       |
|       |       |       |
|       |       |       |
|       |       |       |
|       |       |       |
|       |       |       |
|       |       |       |
|       |       |       |
|       |       |       |
|       |       |       |
|       |       |       |
|       |       |       |
|       |       |       |
|       |       |       |
|       |       |       |
|       |       |       |
|       |       |       |
|       |       |       |
|       |       |       |
|       |       |       |
|       |       |       |

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

|  |
| --- |
| 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 |
| [ ]  | Syllabus or description of course  |
| [ ]  | If available, any other information you have such as unit content or description |

**Online application**

Submit this form now by logging on to the [Resources Regulator portal](https://nswresourcesregulator.service-now.com/regulator) > Mining workers> Practising certificates > Applying for a practising certificate. Make sure your personal details populated in the application are up to date and correct before submitting the application.