

# FACT SHEET

## Examiner for certificate of competence

**September 2021**

The NSW Resources Regulator and the NSW Mining and Petroleum Competence Board appoint eligible individuals as examiners for certificate of competence exams.

### 1. Role of an examiner

Examiners are involved in assessing candidates through the certificate of competence assessment process. This includes preparing questions and marking responses for written and oral exams.

The level of an examiner's involvement varies according to the appointment as a:

- Panel convenor – uses their experience to lead the panel to facilitate the assessment process
- Panel member – involved in all parts of assessments for each exam cycle
- Reserve examiner – called upon to assist in any part of an assessment, eg oral exam.

### 2. Applying

Interested people must submit an [expression of interest \(EOI\) form](#) demonstrating how they satisfy the required criteria. The Resources Regulator and the NSW Mining and Petroleum Competence Board consider the expression when deciding whether to appoint a person as an examiner.

### 3. Employment status

Your EOI and CV/resume must include evidence that you are currently employed (\*on a permanent or part time basis):

- 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 practicing 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*).

\*Once appointed, examiners are required to notify the Regulator if their employment status changes or they no longer fall into one of the above categories.

\*\*Application can be made for discretion, as in examples provided on the [expression of interest form](#). The above criteria does not apply to Cable repair signatory examiners.

## 4. Qualifications and experience

Requirements of an examination panel member include:

- current industry experience in a range of relevant mining operations
- holding the relevant, or higher, practising certificate (certificate of competence for cable repair signatory)
- demonstrated understanding of work, health and safety legislation, codes, and guidelines within the NSW mining industry
- experience in the conduct of, or the ability to conduct assessments
- demonstrated communication and interpersonal skills
- ability to prioritise workloads and meet competing deadlines.

## 5. Remuneration

Examiners are remunerated according to their appointed role under the Classification and Remuneration Framework for NSW Government Boards and Committees Board. Reserve examiners are paid a fee per day (or pro rata for half days). Panel convenors and members are paid a stipend fee per exam cycle. Reasonable expenses incurred may be reimbursed. Examiners also benefit from:

- personal development through exposure to assessment processes
- claiming learning hours for practising certificate maintenance of competence requirements.

## Further information

See our website for more information on [exams](#) and the [Mining and Petroleum Competence Board](#).

Enquiries to the Manager, Competencies and Authorisations Unit on (02) 4063 6461 or [mca@planning.nsw.gov.au](mailto:mca@planning.nsw.gov.au)

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