

Mining Board of Examiners WORKSAFE



In this summary of our October board meeting:

- Summary information on Certificate of Competence (CoC) applications
- No limit on oral exam resits
- Continuing Professional Development (CPD) feedback
- Reminders on operational excellence and panel membership



Summary information on Certificate of Competence (CoC) applications

Applicants for CoCs continue to show good results with competence assessments stabilising over the past year. The table below shows competent results to October, and cumulative results for exams sat between 9 August and 3 October 2018.

CoC Type	9 August 2018-3 October 2018			2018 Cumulative	Feb 2016-October 2018
	Total	Competent	%Competent	%Competent	Cumulative % Competent
A grade quarry manager	7	6	86%	76%	74%
B grade quarry manager	20	15	75%	71%	59%
Other	9	6	67%	67%	70%
Overall	36	27	75%	71%	64%

Oral exams assess applicant ability to respond to workplace situations using good practice and demonstrating understanding of how to apply legislation in a work setting. Check out our [High Level Framework for Oral Examination Requirements for Extractives' Certificates of Competence](#) for more information.

CoC application processing rates

The Board started measuring processing times for CoC applications at the beginning of July. These will be reported every three months.

There are a number of points to note in the first report:

- It is important applications contain all the correct information as measuring starts when an application is received with all the required and correct information included.
- The application form checklist should be used to check you have included everything required.
- The Key Performance Indicators are target times for processing. The aim is to process all applicants within that time.

Results are an average. Exams are arranged when there are enough candidates to hold at least one day of exams for applicants from the same sector, and a panel can be assembled. Some applications take less time and others more to process.

No limit for oral exam resits

Previously, there has been a limit of three oral exams that an applicant can sit.

The Board has decided there will no longer be a limit on how many times an applicant can resit an oral exam. Each resit is treated as a new application.



Continuing Professional Development (CPD) feedback

We set CPD requirements on the advice of the Board. The Board is currently working with us on next steps with regard to requirements.

When considering how to look at further issues raised by industry, the Board asked for informal feedback to the following three questions:

- Do you understand the CPD requirements?
- How do you find completing the CPD requirements?
- How easy do you find it to record your CPD and provide evidence?

45 responses were received (including 12 submitted via MinEx) which were combined with feedback received by individual Board members and the secretariat over the last few years. This has provided the Board with good information to help inform its discussions with us.

The following is a summary of the responses:

- 83% understand the CPD requirements

- 17% do not understand the requirements
- 51% had no problems in completing the requirements
- 49% had experienced difficulty in completing requirements
- 61% found it difficult to record CPD and provide evidence
- 39% had no difficulty in recording CPD and providing evidence
- those who had sat the exam to gain their CoC found CPD requirements less difficult
- CoC holders within the mining sector generally have fewer issues in meeting their CPD requirements than those in the quarry and tunnel sectors.

A more detailed feedback summary is [available on our website](#).

The Board appreciates the considerable thought put into feedback it received.



CPD verification

Verification confirms whether formal activity recorded has actually been undertaken. Log books are also checked to ensure CoC holders entries:

- are correctly classified
- have the correct and relevant hours
- set out clear key learnings.

Key learnings are central to CPD as it demonstrates the value of the CPD activity to you as a CoC holder. You must show a key learning for each activity in your CPD logbook. If you can show that you have got a key learning from an activity which you can apply on the job, then it will be considered CPD.

The Board will provide feedback by early December to the 68 CoC holders randomly selected for CPD verification. Its next newsletter will report on issues and themes that have arisen from the exercise.



Reminders

Operational experience

Since August, new operational experience requirements have been in place. 'In the workings' has been clearly defined to ensure that CoC holders have a broad range of practical experience over different activities in mines, tunnels or quarries. 'Workings' includes activities which are set out or any other work in operating and safety systems related to the workings of a mine, tunnel or quarry and a period of specified experience. As part of this a specified amount of experience must be in 'hands on' operational activities.

[Read our CoC guidance](#) for more information. The operational experience log book also has information on the new requirements.

Do you want to be a panel member?

The Board is always on the lookout for experienced people to sit on panels. This is a good way to contribute to the industry and to gain CPD hours. Please email your CV to the [BoE Secretariat](#).

The Board's secretariat team is here to help and would love to hear from you if you have questions or want more information about CoCs, CPD or any other Board matters. Contact the Secretariat via [email](#) or call 04 901 4980.

Paul Hunt, Chair
New Zealand Mining Board of Examiners

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