
HIGH LEVEL FRAMEWORK FOR PANELS OF EXAMINERS AND EXAMINATION REQUIREMENTS FOR EXTRACTIVES' CERTIFICATES OF COMPETENCE

WHAT IS THE PURPOSE OF PANELS OF EXAMINERS?

The purpose of the panels is to assess applicants for Certificates of Competence (CoCs) by way of oral examination and/or other examination. This examination will provide evidence that the applicant can competently use good mining practice in the subject areas covered by the requirements set for the relevant CoC they are applying for. Panels will assess the applicant's ability to safely carry out the role associated with the particular CoC by applying the skills and knowledge from the relevant unit standards within a workplace situation.

Panels will make recommendations to the New Zealand Mining Board of Examiners (the Board) whether applicants have the satisfactory competence to gain a CoC.

DO I HAVE TO DO AN EXAMINATION?

The Health and Safety in Employment (Mining Operations and Quarrying Operations) Regulations 2013 require that applicants for the following CoCs must be subject to examination.

- > Site senior executive
- > First-class mine manager
- > First-class coal mine manager
- > A-grade opencast coal mine manager
- > A-grade quarry manager
- > A-grade tunnel manager
- > Coal mine deputy
- > Electrical superintendent
- > Mechanical superintendent
- > Ventilation officer
- > Winding engine driver
- > Coal mine underviewer
- > Mine surveyor

Applicants for the following CoCs may be subject to examination:

- > B-grade opencast coal mine manager
- > B-grade quarry manager
- > B-grade tunnel manager

ORAL EXAMINATION STRUCTURE

- > Panels consist of a minimum of three members, including a chair. The chair is appointed by the Board.
- > Examiners will typically aim to assess a candidate's ability to appropriately respond to workplace-based scenarios. A candidate may be asked to demonstrate the application of skills and/or knowledge at one or more levels as relevant for the type of CoC:
 - Describe (knowledge, facts, formula)
 - Apply (comprehend, put in to practice)
 - Interpret (analyse, process)
 - Evaluate (appraise, judge).
- > The scenario-based approach will be complemented by use of supporting questions, for example use of competency or experience-based questioning, such as 'STAR'-style responses (Situation/Task/Action/Result).
- > It may include scenarios based on photographic prompts.
- > The selected scenarios will cover the competencies set out below, as relevant for the particular CoC.
- > The selected scenarios will cover a range of topics within each competency, as relevant for the particular CoC.
- > Oral examinations will be typically around two hours' duration, with sufficient scenarios and questions as necessary to determine whether the candidate is competent or not-yet-competent.
- > Applicants should allow a three hour period for the examination.

COMPETENCY REQUIREMENTS

COMPETENCIES	TOPICS																																				
Operating and Safety Systems	<table border="0"> <tr> <td>Exploration/Site investigation</td> <td>Gas management</td> </tr> <tr> <td>Slope stability</td> <td>Outburst management</td> </tr> <tr> <td>Operational planning</td> <td>Spontaneous combustion</td> </tr> <tr> <td>Temporary works/Preparatory works</td> <td>Inrush and inundation management</td> </tr> <tr> <td>Methods</td> <td>Flammable dust management</td> </tr> <tr> <td>Processing</td> <td>Explosives</td> </tr> <tr> <td>Services</td> <td>Environmental management</td> </tr> <tr> <td>Plant and equipment</td> <td>Emplacement stability</td> </tr> <tr> <td>Guarding</td> <td>Ponds and dams</td> </tr> <tr> <td>Maintenance</td> <td>Stockpiling</td> </tr> <tr> <td>Instrumentation and monitoring</td> <td>Waste dumps</td> </tr> <tr> <td>Ground or strata management</td> <td>Hyperbarics</td> </tr> <tr> <td>Roads and vehicle operations</td> <td>Mine surveying</td> </tr> <tr> <td>Fire or explosion prevention</td> <td>Winding engines</td> </tr> <tr> <td>Mechanical engineering</td> <td>Segment management</td> </tr> <tr> <td>Electrical engineering</td> <td>Safety management</td> </tr> <tr> <td>Ventilation management</td> <td>Risk management</td> </tr> <tr> <td>Worker Health management</td> <td></td> </tr> </table>	Exploration/Site investigation	Gas management	Slope stability	Outburst management	Operational planning	Spontaneous combustion	Temporary works/Preparatory works	Inrush and inundation management	Methods	Flammable dust management	Processing	Explosives	Services	Environmental management	Plant and equipment	Emplacement stability	Guarding	Ponds and dams	Maintenance	Stockpiling	Instrumentation and monitoring	Waste dumps	Ground or strata management	Hyperbarics	Roads and vehicle operations	Mine surveying	Fire or explosion prevention	Winding engines	Mechanical engineering	Segment management	Electrical engineering	Safety management	Ventilation management	Risk management	Worker Health management	
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Legislation	<p>Relevant Acts, regulations, approved codes of practice, standards, and guidelines, such as:</p> <ul style="list-style-type: none"> > Health and Safety in Employment Act 1992 (HSE) > Health and Safety in Employment (Mining Operations and Quarrying Operations) Regulations 2013 (including Principal Hazard Management Plans, and Principal Control Plans) > approved codes of practice issued pursuant to the HSE Act > Hazardous Substances and New Organisms (HSNO) Act 1996 > HSNO Regulations 2001 > Resource Management Act 1991 > Crown Minerals Act 1991 > Mines Rescue Act 2013. <p>Relevant local or territorial authority requirements or conditions.</p> <p>Any new, amended, or replacement Acts, regulations, approved codes of practice, standards, guidelines, or authority requirements or conditions to take precedence for oral examination purposes.</p>																																				
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ASSESSMENT GUIDELINES

- > Decisions about whether a candidate is competent or not-yet-competent are based on clear judgement statements across the competency requirements.
- > The topics and expectations underlying the judgement statements for each CoC differ in focus. They are derived from the requirements set for the relevant CoC and the key functions and responsibilities in the matrix below.

KEY FUNCTIONS AND RESPONSIBILITIES

		COMPETENCY			
CoC	Function	Operating and Safety Systems	Legislation	Emergency Management	Leadership
SSE	Development, implementation and maintenance of the safety management system to comply with regulations, including identifying principal hazards and having a principal hazard management plan and principal control plans	<ul style="list-style-type: none"> > establish and maintain workplace management systems in relation to risk and health and safety > establish and maintain principal hazard management plan and principal control plans 	<ul style="list-style-type: none"> > able to apply knowledge of legislative and regulatory requirements > oversight of legislative compliance 	<ul style="list-style-type: none"> > develop workplace emergency management system 	<ul style="list-style-type: none"> > dynamic contexts > manage and provide leadership in all areas of operations, including staff recruitment, performance and training > appoint safety-critical role holders > engage and communicate orally and in writing with clients, internal staff, local bodies and government organisations, the government regulator, external specialists, and the general public
First-class mine manager First-class coal mine manager Managers Strategic planners analyse and generate solutions to familiar and unfamiliar problems	To control and manage all activities at the mine	<ul style="list-style-type: none"> > apply in-depth technical knowledge to plan and manage long-term operations > establish operating systems and processes > investigate and analyse incidents > oversight of and compliance with workplace management systems in relation to risk and health and safety (and environmental) > responsible for monitoring, review, operationalising and resourcing 	<ul style="list-style-type: none"> > able to apply knowledge of legislative and regulatory requirements > oversight of legislative compliance 	<ul style="list-style-type: none"> > oversight of and compliance with workplace emergency management system > responsible for monitoring, review, operationalising and resourcing 	<ul style="list-style-type: none"> > dynamic contexts > manage and provide leadership in all areas of operations, including staff recruitment, performance and training > undertake and implement all aspects of long-term operational and strategic planning > initiate and manage projects > engage and communicate orally and in writing with clients, internal staff, local bodies and government organisations, the government regulator, external specialists, and the general public

COMPETENCY					
CoC	Function	Operating and Safety Systems	Legislation	Emergency Management	Leadership
A-grade opencast coal mine manager A-grade quarry manager A-grade tunnel manager Second-line supervisors or managers Responders/delegators select and apply a range of solutions to familiar and sometimes unfamiliar problems	To plan, coordinate and control activities at the mine	<ul style="list-style-type: none"> > apply in-depth knowledge to plan and implement safe and productive operations (including scheduling, allocating resources) > develop standard operating procedures and other workplace documentation > plan and lead risk assessment procedures and workplace health and safety (and environmental) procedures > plan and lead workplace inspections and incident investigations 	<ul style="list-style-type: none"> > able to apply knowledge of legislative and regulatory requirements 	<ul style="list-style-type: none"> > plan and lead emergency management procedures 	<ul style="list-style-type: none"> > supervise, lead and mentor staff and work teams > capable of working in an autonomous supervisory or management capacity > undertake and implement short- to medium-term operational planning > communicate with clients, internal staff and other stakeholders
Coal mine underviewer Second-line supervisor or manager Responder/delegator select and apply a range of solutions to familiar and sometimes unfamiliar problems	To plan, coordinate and control activities on his/her shift at the mine	<ul style="list-style-type: none"> > apply in-depth knowledge to plan and implement safe and productive operations (including scheduling, allocating resources) > plan and coordinate risk assessment procedures and workplace health and safety (and environmental) procedures > plan and co-ordinate workplace inspections and incident investigations 	<ul style="list-style-type: none"> > able to apply knowledge of legislative and regulatory requirements 	<ul style="list-style-type: none"> > plan and co-ordinate emergency management procedures 	<ul style="list-style-type: none"> > supervise work teams > task responsibility and decision making > undertake and implement short- to medium-term operational planning > communicate with clients, internal staff and other stakeholders

COMPETENCY					
CoC	Function	Operating and Safety Systems	Legislation	Emergency Management	Leadership
B-grade opencast coal mine manager B-grade quarry manager B-grade tunnel manager Coal mine deputy First-line supervisors Implementers select and apply solutions to familiar and sometimes unfamiliar problems	To coordinate and control activities on his/her shift at his/her assigned section of the mine	<ul style="list-style-type: none"> > interpret and implement operational plans in compliance with legislation and workplace policies and procedures > broad operational and theoretical knowledge > co-ordinate and apply risk assessment procedures and workplace health and safety (and environmental) procedures > JSA for work tasks 	<ul style="list-style-type: none"> > knowledge of health and safety legislation 	<ul style="list-style-type: none"> > implement processes and procedures 	<ul style="list-style-type: none"> > provide face-to-face leadership and guidance when organising their own and others' activities > some responsibility for the performance and safety of their (small) team > undertake and implement short-term operational planning for their team > communicate orally and in writing > complete record-keeping on a daily basis
Mechanical superintendent	Plan and implement systems and controls for the safe management of mechanical plant and installations	<ul style="list-style-type: none"> > apply in depth knowledge of the safe management of mechanical plant and installations > plan and coordinate risk assessment procedures and workplace health and safety (and environmental) procedures > plan and co-ordinate workplace inspections and incident investigations 	<ul style="list-style-type: none"> > apply knowledge of relevant legislative and regulatory requirements > particular focus on the requirements for a mechanical engineering control plan 	<ul style="list-style-type: none"> > implement processes and procedures 	<ul style="list-style-type: none"> > supervise work teams > task responsibility and decision making > undertake and implement short- to medium-term operational planning > communicate with clients, internal staff and other stakeholders

COMPETENCY					
CoC	Function	Operating and Safety Systems	Legislation	Emergency Management	Leadership
Electrical superintendent	Plan and implement systems and controls for the safe management of electrical plant and installations	<ul style="list-style-type: none"> > apply in depth knowledge of the safe management of electrical plant and installations > plan and coordinate risk assessment procedures and workplace health and safety (and environmental) procedures > plan and co-ordinate workplace inspections and incident investigations 	<ul style="list-style-type: none"> > apply knowledge of relevant legislative and regulatory requirements > particular focus on the requirements an electrical engineering control plan and any requirements of regulations made under the Electricity Act 1992 relevant to the use of electricity at a mining operation. 	<ul style="list-style-type: none"> > implement processes and procedures 	<ul style="list-style-type: none"> > supervise work teams > task responsibility and decision making > undertake and implement short- to medium-term operational planning > communicate with clients, internal staff and other stakeholders
Mine surveyor	To plan, coordinate and control surveying at the mine	<ul style="list-style-type: none"> > apply in depth knowledge of mine surveying techniques, geology, plans and datasets 	<ul style="list-style-type: none"> > able to apply knowledge of legislative and regulatory requirements > particular focus on the requirements for plans of a mining operation 	N/A for Oral Examination – not part of CoC requirements	N/A for Oral Examination – not part of CoC requirements
Ventilation Officer	Plan and implement systems and controls for the safe management of ventilation	<ul style="list-style-type: none"> > apply in depth knowledge of ventilation management 	<ul style="list-style-type: none"> > able to apply knowledge of legislative and regulatory requirements > particular focus on the requirements for a ventilation control plan 	N/A for Oral Examination – not part of CoC requirements	N/A for Oral Examination – not part of CoC requirements
Winding engine driver	To coordinate and control winding engine operations	<ul style="list-style-type: none"> > winding engine operations, including related safety considerations 	N/A for Oral Examination – not part of CoC requirements	N/A for Oral Examination – not part of CoC requirements	N/A for Oral Examination – not part of CoC requirements