

## ORAL EXAMINATION DATES FOR CERTIFICATE OF COMPETENCE IN 2016

The New Zealand Mining Board of Examiners (the Board) has released dates for the first half of 2016 for the Certificate of Competence (CoC) Oral Examinations.

If you are planning to apply for a new CoC you must have an application in and fully completed at least eight weeks prior to the scheduled date.

DATE	COC EXAMINATION
16-18 February 2016	Quarry examinations
8-10 March 2016	Tunnelling & Mining examinations
3-5 May 2016	Site Senior Executive examinations
17-19 May 2016	Mechanical & Electrical examinations
14-16 June 2016	Quarry examinations

### What you need to do

- > Complete the application form in advance.
- > Apply for your criminal history check.
- > Once you have completed the final courses and your unit standards have been registered on the NZQA framework, apply for your Record of Achievement.
- > Submit your application form with payment.

### ORAL EXAMINATION INFORMATION

#### Advice to applicants on oral exams

The CoC requirements which came into force on 1 January 2015 require all CoC applicants to sit an oral exam once they have completed all the other requirements.

The oral exam conducted by a panel of examiners is to assess that you have the ability to safely carry out the role associated with the CoC you are applying for, by applying the skills and knowledge from the relevant unit standards within a workplace situation. It will:

- > test your ability to apply the knowledge you have learnt during your studies and on-the-job
- > check whether you understand what you have learnt, and can apply it in practical day-to-day operations.

You will be assessed as either competent or not yet competent. If you are assessed as not yet competent the Board will give you detailed information outlining the basis for its decision and will give you feedback on the areas you need to focus on to obtain your CoC.

### **What you will be examined on**

Examiners will assess your ability to appropriately respond to workplace-based scenarios. This will be followed up with questions.

Questions will focus on the following but will not be limited to:

- > knowledge of operating and safety systems
- > legislation and its practical application
- > knowledge of emergency management planning and procedures
- > leadership - the 'people' side of things.

You will be expected to:

- > **describe** (knowledge, facts, formula)
- > **apply** (comprehend, put into practice)
- > **interpret** (analyse, process)
- > **evaluate** (appraise, judge).

For more information about the basis on which assessments are made please refer to Assessment Guidelines and Key Function and Responsibilities in the High level Framework for Panels of Examiners and Examination Requirements for Extractives CoCs. A copy of this can be obtained from the BoE Secretariat on [BoE\\_Secretariat@worksafe.govt.nz](mailto:BoE_Secretariat@worksafe.govt.nz).

### **How long will the oral exam take?**

Oral exams will typically last up to two hours so that enough scenarios and questions can be asked to determine whether you are competent to obtain a CoC.

### **How many chances do I have to apply for an individual CoC?**

You can attempt an oral exam three times over two years. If you are assessed as not yet competent three times you will need to make a special case to the Board as to why you should be able to apply again.

### **Panels of Examiners**

The panel will usually have three members, including the chair of the panel. Panel members will have extensive, preferably current applied industry experience, hold a relevant CoC and/or a relevant qualification and have good understanding of workplace health and safety legislation, codes and guidelines within the New Zealand industry.

A member of the Board's secretariat will be at the exam to take notes.

### **Attending the Exam**

You will get a letter from the Board about three to six weeks before the exam advising you where the oral exam will be held, the time of your exam, the panel members and asking you to bring proof of your identification eg driver's licence or passport.

If you cannot attend the exam or know one of the panel members, the letter will explain who you should advise as soon as possible. Another date will be set.

Arrive at the venue around 10 minutes prior to your scheduled exam and bring ID. The panel secretary will meet you, ask for your ID and will take you into the panel.

The panel chair will explain how the exam will be conducted.

At the end of the oral exam, the panel will not give you any indication about whether you have got your CoC. That decision will be made by the Board.

### **When and how will I be notified if I have obtained a CoC?**

The Board makes the decision whether you are competent or not-yet-competent and the process will usually take about four weeks. If it is going to take more than six weeks you will be contacted by the Board's secretariat. Applicants should only contact the Board secretariat after six weeks if they have not received any information or results.

CoC results will be notified by letter and are not available by any other means. They will not be provided in person, over the phone or electronically.

You can get more detailed information from: High level Framework for Panels of Examiners and Examination Requirements for Extractives CoCs by contacting the BoE Secretariat. Sample scenarios for all CoC's can be found here: [www.business.govt.nz/worksafe/information-guidance/guidance-by-industry/extractives/board-of-examiners/notices](http://www.business.govt.nz/worksafe/information-guidance/guidance-by-industry/extractives/board-of-examiners/notices).

### **Contact details for more information**

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