**July 2020**

*WHS (Mines and Petroleum Sites) Regulation 2014*

## Overview and instructions

This application form is to be used if you have previously applied for a certificate of competence and been approved to undertake the examinations and are now applying to:

* re-sit a written or oral examination, or
* **after deferring/withdrawing**, you are sitting your first written or oral examination attempt for a certificate of competence

and, within the attempt and time limits applicable to your statutory function certificate as explained in the [Guide: Applying for examinations and statutory function certificates](https://www.resourcesregulator.nsw.gov.au/__data/assets/pdf_file/0007/665701/Guide-Applying-for-examinations-and-statutory-function-certificates-in-2019.pdf).

***\* Please note, if you are applying and you:***

* are sitting for any examination for the first time, or
* have failed three oral examination attempts (in 3 years from passing either a written exam or for underground mine supervisor, the application approval date), or
* have completed a full application form more than three years ago and do not hold a valid credit for a written exam paper/s, then you:

***MUST complete the*** [***Form for applying for examinations and statutory function certificates***](https://www.resourcesregulator.nsw.gov.au/safety-and-health/applications/mining-competence/certificate-of-competence/forms-and-exam-resources) ***for the year you intend to sit and to meet the relevant examination pre-requisites as per the guide.***

The form requires you to clearly indicate which exam you intend to sit and update any details from your previous application.

An application fee is payable when lodging this application to re-sit an examination. Refer to the examination fee factsheet on our website at [www.resourcesregulator.nsw.gov.au/safety-and-health/applications/mining-competence/certificate-of-competence/forms-and-exam-resources](http://www.resourcesregulator.nsw.gov.au/safety-and-health/applications/mining-competence/certificate-of-competence/forms-and-exam-resources).

The application fee is non-refundable. Please note your financial institution for payment may charge you costs in addition to the fee required. Contact us for further details at [mca@planning.nsw.gov.au](mailto:mca@planning.nsw.gov.au)

## Personal details

|  |  |
| --- | --- |
| First name/s\* |  |
| Last name\* |  |
| Previous name\*\* |  |
| **Provide details for the items below only if they have changed since you last applied:** | |
| Home address \*\*\*  (incl. suburb and postcode)  Must match drivers licence |  |
| Postal address  (incl. suburb and postcode) |  |
| Primary email address  (preferred form of communication) |  |
| Home telephone |  |
| Mobile telephone |  |
| Current place of  employment \*\*\*\*  (including company name and mine  site name) |  |

\* Please note, you must provide your full legal name.

\*\* If you do not have sufficient documents in your new name, please provide certified evidence of your change of name.

\*\*\* Home address must match your current residential address on driver’s licence. Provide a certified copy of the front and back of your current driver’s licence.

\*\*\*\* Only required if you are currently employed at a mine.

***Note:*** Details of the examination process such as invitations to sit exams will be emailed to your nominated primary email address. Your examination results will be sent to your nominated postal address. Please keep your contact details up to date with the Mining Competence Team.

## Applying to re-sit an examination

Please select one statutory function below. Refer to Appendix A of *Guide for examination requirements*.

|  |  |
| --- | --- |
| Underground coal mines | |
| Mining engineering manager of underground coal mines | |
| Electrical engineering manager of underground coal mines | |
| Mechanical engineering manager of underground coal mines | |
| Undermanager of underground coal mines | |
| Deputy of underground coal mines | |
| coal mines other than underground mines | |
| Mining engineering manager of coal mines other than underground mines | |
| Open cut examiner of coal mines other than underground mines | |
| Electrical engineer of coal mines other than underground mines | |
| Mechanical engineer of coal mines other than underground mines | |
| underground mines other than coal mines |
| Mining engineering manager of underground mines other than coal mines |
| Underground mine supervisor of underground mines other than coal mines |
| mines other than underground mines or coal mines |
| Quarry manager of mines other than underground mines or coal mines |
| LIcenSed ACTIVITES AT coal mines |
| Cable Repair Signatory |

1. **Note:** You can only use this form to apply for re-examination of one statutory function. A separate re-examination form must be submitted for each statutory function you are seeking to be examined for.

## Type of examination

Please tick the box below to indicate which type of examination you are applying for (choose one only):

Written examination

Oral examination

## Payment of fees

An application fee is payable at the time of submitting your application (within 48 hours prior to submission). Refer to the Factsheet examination fee schedule – certificates of competence on our website for the application fee payable:

[www.resourcesregulator.nsw.gov.au/safety-and-health/applications/mining-competence/certificate-of-competence/forms-and-exam-resources](http://www.resourcesregulator.nsw.gov.au/safety-and-health/applications/mining-competence/certificate-of-competence/forms-and-exam-resources)

Please tick box below to confirm you have made payment and provide details so your application will be processed:

Yes, I have made payment:

Payment receipt number:

Amount: $

Date payment made:

The application fee is non-refundable once your application is received and processed, even if your application is unsuccessful or you withdraw.

Further payments are to be made at each stage for written or oral examinations. You will be advised of the date due and payment link in any correspondence inviting you to sit.

**Application checklist**

Any documents you provide must be certified as a true copy by an authorised certifier who is an independent third party. See section 10 of the guide for details.

If applicable (see personal details page), have you included certified copy of your change of name document?

If applicable (see personal details page), have you included certified copy of your updated driver’s licence?

Made payment at time (day) of submitting your application and provided details?

## Declaration

I declare that:

* to the best of my knowledge, the information provided in this form and any attachment(s) to this form, is true and correct in every detail.
* I consent to the Department of Regional NSW disclosing my personal information to the Mining and Petroleum Competence Board and any persons engaged for the purposes of managing practising certificates under the *Work Health and Safety (Mines and Petroleum Sites) Act 2013* and Work Health and Safety (Mines and Petroleum Sites) Regulation 2014.

|  |  |
| --- | --- |
| Name |  |
| Signature  (electronic signatures not accepted) |  |
| Date |  |

**Note:** Giving false or misleading information is a serious offence under section 268 of the *Work Health and Safety Act 2011*, and *Part 5A of the Crimes Act 1900*.

The Work Health and Safety (Mines and Petroleum Sites) Regulation 2014 provides for the cancellation of a practising certificate and a certificate of competence on a number of grounds, including if the certificate was improperly obtained, whether on the basis of false or misleading information.

## Submitting the form

We prefer that notifications be submitted via email. **The application form and all accompanying documents must be submitted as one total file in portable document format (pdf).** Part, incomplete or incompatible format applications will NOT be accepted. You should submit your application with sufficient time prior to the advertised closing date so it can be processed, and any deficiencies resolved.

Email: [mca@planning.nsw.gov.au](mailto:mca@planning.nsw.gov.au) (preferred option)

Mail: Mining Competencies and Authorisations Unit

NSW Resources Regulator

PO Box 344, HRMC NSW 2310

Phone: 02 4063 6461

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Disclaimer: The information contained in this publication is based on knowledge and understanding at the time of writing (September 2021). However, because of advances in knowledge, users are reminded of the need to ensure that information upon which they rely is up to date and to check currency of the information with the appropriate officer of the Department of Regional NSW or the user’s independent advisor. PUB16/337/DOI