

Example of experience

As part of an application for a Certificate of Competence an applicant must provide details of their experience working at a mine/s. The following are examples of correctly completed experience forms with a sufficient level of detail for job tasks performed.

For further guidance on experience requirements refer to the [Guide: applying for certificate of competence](#).

Example 1

This example is for a worker employed by an NSW underground coal mine.

* At which mine or company did you work?

Mine or company not listed

Mine or company name

* Start date with the mine or company

* End date with the mine or company

Total experience at this mine or company | Months

* What position/s did you hold during this period?

Extraction experience time claimed | Months

You cannot claim part of a month - for example 6.5 months. If you calculate the months with 16 days or more leftover, then you can claim another month)
For information on what is acceptable experience, refer to the Guide to certificates of competence (including appendixes A and B) and an example on our [website](#).

What extraction job tasks did you perform during this period?

- Continuous miner operator
- LHD operations
- Remote mining operations
- Strata support activities

The experience time claimed for extraction and other mining activities must not exceed the total experience at the mine or company.

Other mining activities experience time claimed | Months ?

You cannot claim part of a month - for example 6.5 months. If you calculate the months with 16 days or more leftover, then you can claim another month) ✕
For information on what is acceptable experience, refer to the Guide to certificates of competence (including appendixes A and B) and an example on our [website](#).

19

What other mining job tasks did you perform during this period?

Ventilation activities including installing control devices (permanent stoppings, overcasts, double doors, etc) Main conveyor belt installation

Supervision/leadership/co-ordination experience time claimed | Months ?

You cannot claim part of a month - for example 6.5 months. If you calculate the months with 16 days or more leftover, then you can claim another month) ✕
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11

Include details of all relevant job tasks performed at the mine. Note: These are examples of job tasks, this is not an exhaustive list.

What supervision/leadership/co-ordination job tasks did you perform during this period?

- * Leading risk management processes e.g. Take Five's, Job Safety
- * Reporting to management on the status of operations, tasks, issues, concerns, etc.
- * Mentoring and instructing less experienced workers in the safe conduct of mining activities
- * Assist with mine site inductions for new crew members
- * Participating in investigations conducted into WHS matters at the mine
- * Safety and Health site representative (SHR) duties, including being a member of Health and Safety committee

* Name of the authorised person who can verify your experience

John Citizen

* What relevant authorised statutory function did this person practise in at the mine? ?

The person must be able to verify your experience and suitability by knowing the tasks that you have performed or having viewed a logbook of experience with each entry signed off by your supervising manager. ✕
Refer to logbook template and sample experience entry on our website [here](#).

i Mining engineering manager of underground coal mines ✕ ▼

Not listed

Statutory function not listed above

* Telephone number of authorised person

0411 123 456

* Email address of authorised person

john.citizen@mandalongmine.com.au

Example 2

At which mine or company did you work?

Mine or company not listed

* Mine or company name

ABC Contracting at Grosvenor Mine

* Start date with the mine or company

09 Jan 2012

* End date with the mine or company

01 Sep 2017


Total experience at this mine or company | Months

68

* What position/s did you hold during this period?

Outbye services crew, Leading hand fitter

Extraction experience time claimed | Months 


You cannot claim part of a month - for example 6.5 months. If you calculate the months with 16 days or more leftover, then you can claim another month) 
For information on what is acceptable experience, refer to the Guide to certificates of competence (including appendixes A and B) and an example on our [website](#).

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What extraction job tasks did you perform during this period?

Nil

Other mining activities experience time claimed | Months 

You cannot claim part of a month - for example 6.5 months. If you calculate the months with 16 days or more leftover, then you can claim another month) 
For information on what is acceptable experience, refer to the Guide to certificates of competence (including appendixes A and B) and an example on our [website](#).

13

What other mining job tasks did you perform during this period?

- * pumping and supplies
- * road maintenance
- * installation of pipelines/ventilation control devices etc.
- * installation of outbye strata control measures
- * inspection of plant and structures etc. to ensure they are in a safe condition
- * mechanical fitting work on equipment and plant

If the mine is not listed, select the 'Mine or company not listed' box and type the mine or company name.

Supervision/leadership/co-ordination experience time claimed | Months ?

You cannot claim part of a month - for example 6.5 months. If you calculate the months with 16 days or more leftover, then you can claim another month)
For information on what is acceptable experience, refer to the Guide to certificates of competence (including appendixes A and B) and an example on our [website](#).

What supervision/leadership/co-ordination job tasks did you perform during

- * co-ordinating the pumping by organising with other areas
- * leading hand fitter for all mechanical work by organising other tradesp
- * training and assessing other workers in the safe operation and use of p

Time for supervision, leadership & co-ordination should include the total amount of time spent on these job tasks during the period which you worked at the mine.

* Name of the authorised person who can verify your experience

What relevant authorised statutory function did this person practise in at the mine? ?

The person must be able to verify your experience and suitability by knowing the tasks that you have performed or having viewed a logbook of experience with each entry signed off by your supervising manager.
Refer to logbook template and sample experience entry on our website [here](#).

Not listed

* Statutory function not listed above

* Telephone number of authorised person

* Email address of authorised person