



**Resources Safety & Health
Queensland**

2023/24

**Application for Queensland
Ventilation Officer Certificate of
Competency (Underground Coal Mines)**

The Secretary
Board of Examiners
Resources Safety & Health Queensland
GPO Box 1321
BRISBANE QLD 4001

T: (07) 3199 8037
E: BOESecretary@rshq.qld.gov.au
W: www.rshq.qld.gov.au

Privacy disclaimer

Resources Safety & Health Queensland is collecting the information on this form on behalf of the Board of Examiners (the Board) to assess your application for a Ventilation Officer's Certificate of Competency. This information is authorised by the *Coal Mining Safety and Health Act 1999*. This information will only be accessed by authorised employees within Resources Safety & Health Queensland. Some information will be given to members of the Board for assessment purposes.

The Board is required by legislation to keep a register of certificates of competency granted by the Board, site senior executive notices issued by the Board and notices of registration given by the Board under the *Mutual Recognition Act 1992*. The Board may disclose information in the register, other than the contact details of an individual, to any person or agency. Further information on the privacy policy is available at <https://www.rshq.qld.gov.au/privacy>.

INFORMATION FOR APPLICANT

An application must not be lodged until the applicant is ready to sit the examination.

Applications must be submitted by mail. Emailed applications cannot be accepted.

Process Summary

Note: Applicants must read to understand all rules and timelines relating to applying for a Certificate of Competency and the written and oral examination processes at www.business.qld.gov.au/industries/mining-energy-water/resources/safety-health/mining/competencies-certificates/coal

1. The applicant lodges application and supporting documentation with the Secretary of the Board of Examiners (the Board). Please complete the information in legible writing. Complete the checklist in the application form to ensure that all necessary documentation is attached.
2. The applicant must complete the written and oral examinations within **5 years**. Failure to complete the process in this timeframe will result in the applicant having to lodge a fresh application, meeting the educational and practical work experience requirements at the time of reapplying.
3. The application is assessed by the Board. If accepted, permission to sit the written mining law examination is granted. The pass mark is 70% in each section¹. The *Coal Mining Safety and Health Act 1999* and relevant Regulations can be found at www.legislation.qld.gov.au.
4. Applicants for Ventilation Officer certificates should be able to demonstrate a sound knowledge of [Recognised Standard 16: The use and control of polymeric chemicals at underground coal mines, April 2019](#).
5. The applicant will be contacted to confirm examination details. The applicant must present photographic identification to the examination invigilator to be allowed to sit the examination.
6. Examination papers are marked anonymously by a member of the Board.
7. If the applicant fails the written law examination, the applicant is advised of the result and provided with feedback².

8. If the applicant passes the written law examination, the applicant is advised and arrangements are made for the sitting of the oral examination. A pass result in the written examination is only valid for **3 years**. If the oral examination is not successfully completed before the expiry of this 3-year period, it will be necessary to re-sit the written examination before proceeding to the oral examination.
9. Before an oral examination can be arranged the applicant must provide a completed and signed oral examination endorsement form from the Site Senior Executive and the Underground Mine Manager (if the position is held by a different person).
10. **Important Note:** Conditions and timelines apply to candidates who are unsuccessful in examinations. Refer to the Examination Flowcharts and Rules on the website at www.business.qld.gov.au/industries/mining-energy-water/resources/safety-health/mining/competencies-certificates/coal.
11. Oral examinations are normally scheduled for February, May, August and November.
12. After the oral examination, the examination panel makes a recommendation to the Board. The recommendation is reviewed by members of the Board at its next Board meeting. The Board makes a decision about the granting of a Certificate of Competency. Meetings are normally held quarterly, in March, June, September and December.
13. If approved, a Certificate of Competency is issued. Allow 8 weeks from the oral examination for this process to be completed.
14. If the Board does not approve the issue of a Certificate of Competency, the applicant is advised in writing and is provided with information about areas of weakness in the oral examination, relevant conditions and timelines and how to apply to re-sit the examination.
15. Successful applicants should register their Competency with the Queensland Practising Certificate Scheme at: <https://www.boepcs.qld.gov.au>

¹ The examination consists of Topic sections and covers both the Act and Regulations. To achieve a pass result the candidate must achieve at 70% in each section.

² Note: All reapplications are treated as a new application. Candidates who have failed 3 times or achieved less than 30% overall in the Board's examinations are asked to show cause why they should be permitted to sit again

NOTE:

Please take the time to download the current application form, read and address all the criteria.

Any of the following will immediately null and void any application, without notice:

- Applications that are not submitted on the current application form.
- Providing uncertified identification or qualification documents
- Applications submitted without the completed checklist page

Applicants who submit a second application that fails to meet all criteria as per the current application form and any deficiencies advised, cannot submit a further application form for 12 months from the date of notification of decline.

For Internal Use only: Application for Ventilation Officer's Certificate of Competency for Underground Coal Mines	APPLICANT FILE NO: BOE-VOC/ / Receipting Details
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Payment details

Ventilation Officer's Certificate of Competency for Underground Coal Mines *BOE00003*

Payment may be made by MasterCard or VISA. Please **DO NOT SEND CASH.**

Card details are destroyed after payment is approved.

Please ensure that this form is sent by mail.

Acceptance of credit card details via facsimile or email is not accepted for the protection of customer's card data.

Card Number: <div> <div><div></div><div></div><div></div><div></div></div> / <div><div></div><div></div><div></div><div></div></div> / <div><div></div><div></div><div></div><div></div></div> / <div><div></div><div></div><div></div><div></div></div> </div>		Expiry Date: <div> <div><div></div><div></div></div> / <div><div></div><div></div></div> </div>
Card Type: <input type="checkbox"/> Visa <input type="checkbox"/> MasterCard		Amount: \$26.39
Cardholders Name: _____ Applicant's Name: _____ Address: _____ _____ Phone Number: _____ Email Address for Receipt: _____		Cardholders Signature: _____ Signature Date: _____ / /

Prescribed fees are reviewed on 1 July each year.
The above fee is applicable for all applications received from 1 July 2023 until 30 June 2024.

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Reapplication – Only complete this section when reapplying after failure of an examination.

Note: If the 5 year application validity period has expired, a **FULL** new application and supporting documentation is required to be lodged.

Have you previously sat written or oral examinations for a Queensland Ventilation Officer's Certificate of Competency for Underground Coal Mines?

- ☐ Reapplication for written examination Date/s of previous exam/s
- ☐ Reapplication for oral examination Date/s of previous exam/s

Reapplications after having failed an examination are treated in all respects as new applications, except that education and practical work history material supplied does not need to be resubmitted provided it is still current.

Reapplication requires Sections 1.1 and 1.2, 2, 6.1 or 6.2 and 7 and the payment slip to be completed.

Note: Results from previous written examinations only remain current for **3 years** from the date of that exam.

Note: The written and oral examination process must be successfully completed within **5 years**.

Please refer to **Written and oral examination resit conditions and timelines** @:

<https://www.business.qld.gov.au/industries/mining-energy-water/resources/safety-health/mining/competencies-certificates/coal>

Section 1: Personal details**1.1 Personal contact details**

Title	Date of Birth	Gender *	<input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Other _____
<input type="checkbox"/> I wish to identify as Aboriginal Torres Strait Islander *			
First Name	Middle Name(s)		Surname
Postal Address		Town	
State		Postcode	
Phone		Mobile	
Email			

1.2 Work details

Employer	Mine site
Postal Address	Town
State	Postcode
Phone	Mobile
Email	

I authorise the Board of Examiners to provide details relating to my application and examination to my employer.

☐ Yes ☐ No

The Board of Examiners recognises and values workplace diversity. The data collected from these forms is used for the purpose of identifying areas for focus in workplace inclusivity. The sections denoted with a * are only for use by the Secretariat. This data is not released to any external persons / agencies.

Section 2: Written law examination session booking nomination

Nominate a session from the schedule posted on the Board's website.

<https://www.business.qld.gov.au/industries/mining-energy-water/resources/safety-health/mining/competencies-certificates/coal>

Examinations may not be offered in all venues every month. Places in some venues are limited.

Nominated session venue:

Nominated session date:

Examinations can also be organised at other approved venues. Contact the Secretariat for further details.

For examinations at locations other than scheduled sessions;

- download the **Written Law Examination – Letter of Consent** form, found at:

https://www.rshq.qld.gov.au/_data/assets/pdf_file/0005/1488641/consent-info-rules-for-supervisors-and-candidates.pdf

- complete the **Applicant to complete** section, and include this document with your application.

Section 3: Proof of identity

You need to provide photographic proof of identity by providing a **certified** copy of **one** of the following:

☐

Passport **or**

☐

Driver's Licence

Section 4: Qualification requirements

4.1 Education

Applicants must provide a certified copy of the statement of attainment for each unit of competency undertaken. A **certified** copy of each document must be provided.

Applicants who can demonstrate greater than three years' experience employed as a ventilation officer have a two-year period from 1 July 2020 to apply to sit their law exam and oral exam with the following qualifications accepted:

- RIIRIS402E (previously RIIRIS402A, RIIRIS402D, MNCG1002A) or a recognised equivalent or superior qualification
- RIIUND603D (previously RIIUND603A, MNCU1109A or MNC.U109.A) or a University of New South Wales Post Graduate Diploma in Underground Coal Mine Ventilation

Applicants with less than three years work experience as a Ventilation Officer require the following qualifications:

- | | |
|--------------|--------------|
| – RIIMCU601E | – RIIRIS402E |
| – RIIMCU602E | – RIIUND601E |
| – RIIMCU603D | – RIIUND603D |
| – RIIMCU604D | |

Or the University of New South Wales Post Graduate Diploma in Underground Coal Ventilation

Mandatory units of competencies greater than three years' experience

Registered Training Provider

Date

RIIRIS402E	Carry out the risk management process		
RIIUND603D	Manage, operate and maintain the mine ventilation system		

Mandatory units of competencies <u>less than</u> three years' experience		Registered Training Provider	Date
RIIMCU601E	Establish and maintain the spontaneous combustion management system		
RIIMCU602E	Establish and maintain the gas management system		
RIIMCU603D	Establish and maintain the gas drainage management system		
RIIMCU604D	Establish and maintain the outburst management plan		
RIIRIS402E	Carry out the risk management process		
RIIUND601E	Establish and maintain ventilation management system		
RIIUND603D	Manage, operate and maintain the mine ventilation system		

4.2 Gas Chromatograph training		
Competency	Training Provider	Date
<input type="checkbox"/> Certificate of Attendance	Any recognised training provider	

4.3 Mines Gases and Gas testing proficiency		
Competency	Training Provider	Date
<input type="checkbox"/> Certificate of Proficiency in Mine Gases and Gas Testing	Queensland Mines Rescue Service	

4.4 Current First Aid		
Competency	Registered Training Provider	Date
HLTAID009 Provide cardiopulmonary resuscitation <i>Must be current within 1 year of issue date</i>		
HLTAID011 Provide First Aid <i>Must be current within 2 years of issue date</i>		

<p>Section 5: Resume</p> <p>Attach a separate Resume showing, in chronological order, where you have worked and what work you performed in each position. This requirement is in addition to the detailed Work History information required in Section 8.</p> <p>Note: All attached documentation must be signed by a Justice of the Peace or a Commissioner for Declarations as being true copies of the originals. Do not send original documents. If you have changed your name or the details of your name are different on the documents provided, you must provide evidence of the name change from the relevant Registrar of Births, Deaths and Marriages.</p> <p>It is the applicant's responsibility to:</p> <ul style="list-style-type: none"> • provide official translation of those documents that are in a language other than English; • ensure documents with an expiry date are renewed prior to expiration; and • maintain currency of documents with an expiry date, relative to this application.

Section 6.1: Endorsement by Employer's Site Senior Executive and Underground Mine Manager (Written Examination)

Verification of an applicant's skills and preparedness for a Ventilation Officer's Certificate of Competency (Underground Coal Mines) and aptitude to undertake the written examination is required.

This can be provided by:

- the applicant's Site Senior Executive alone **PROVIDED** that person is also the Underground Mine Manager; **OR**
- the applicant's Site Senior Executive **AND** the applicant's Underground Mine Manager.

On the evidence as outlined in this application and from my knowledge of the applicant, I/we believe that (tick as appropriate):

☐ The applicant is adequately prepared to undertake the Board of Examiners' written examination for the Ventilation Officer's Certificate of Competency for Underground Coal Mines.

☐ The applicant's mining educational qualifications and work history meet the eligibility requirements of the Board.

☐ The applicant has demonstrated a high level of ability to supervise a workforce safely in the context of the underground mining environment and its hazards during the applicant's employment at my mine.
(Please provide a short statement on how the applicant has demonstrated this ability)

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☐ The applicant's knowledge of the *Coal Mining Safety and Health Act 1999* and the Coal Mining Safety and Health Regulation 2017 has been assessed by this company with a satisfactory outcome.

List the position held by the Applicant:

Name of Mining Operation:

Location of Mining Operation:

SSE Name (Print):

SSE Signature:

Date: / /

Phone:

Underground Mine Manager Name (If applicable):

Underground Mine Manager Signature:

Date: / /

Phone:

Section 6.2: Endorsement by Employer's Site Senior Executive and Underground Mine Manager (Oral Examination)

Verification of an applicant's skills and preparedness for a Ventilation Officer's Certificate of Competency (Underground Coal Mines) and aptitude to undertake another oral examination is required.

This can be provided by:

- the applicant's Site Senior Executive alone **PROVIDED** that person is also the Underground Mine Manager, **OR**
- the applicant's Site Senior Executive **AND** the applicant's Underground Mine Manager.

Tick the statements that apply to the candidate:

☐ (if applicable) The applicant was unsuccessful in their **first** oral examination, they have addressed the deficiencies set out in the Panel Chair's Examination Report and I have attached a letter detailing how each of the deficiencies has been actioned.

☐ (if applicable) The applicant returned a **result below 30%** or has been unsuccessful in **more than one** oral examination. They have addressed the deficiencies listed in the Panel Chair's Examination Report by incorporating the feedback in a detailed study programme approved by the Board, of which I have been provided a copy. I confirm the following outcomes of this study program have been achieved:

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List the position held by the Applicant:

Name of Mining Operation:

Location of Mining Operation

SSE Name (Print):

SSE Signature:

Date: / /

Phone:

Underground Mine Manager Name (If applicable):

Underground Mine Manager Signature:

Date: / /

Phone:

Section 7: Statutory Declaration by Applicant

Oaths Act 1867
Statutory Declaration

I,

(Name in full)

of

do solemnly and sincerely declare that the particulars contained in this application for a Ventilation Officer's Certificate of Competency for Underground Coal Mines are true and correct in every detail. And I make this solemn declaration conscientiously believing the same to be true, and by virtue of the provisions of the *Oaths Act 1867*.

Declared before me at

on

20

Signature of applicant

Signature of Witness

Print full name and title of witness*

* *Oaths Act 1867* Section 13: Who may witness declarations

(1) A person's declaration may be taken by—

(a) a justice, commissioner for declarations or notary public under the law of the State, the Commonwealth or another State; or

(b) a lawyer; or

(c) a conveyancer, or another person authorised to administer an oath, under the law of the State, the Commonwealth or another State.

(2) This section applies to a declaration taken for Queensland law, whether it is taken inside or outside Queensland (including outside Australia).

WARNING:

Under the *Coal Mining Safety and Health Act 1999*:

Section 195 Obtaining Certificates of Competency by fraud.

- (1) A person must not become, or attempt to become, the holder of a Certificate of Competency by giving false information to the Board of Examiners. (Maximum penalty – 400 penalty units)
- (2) The Board of Examiners may cancel a Certificate of Competency by notice to the holder if the Board is satisfied that the holder obtained the Certificate of Competency by giving false information to the Board.

Section 8: Practical work history experience in underground coal mining

REFER TO SEPARATE DOCUMENT

Download the table from:

www.business.qld.gov.au/industries/mining-energy-water/resources/safety-health/mining/competencies-certificates/coal

APPLICANT'S CHECKLIST		
1.	Application form completed neatly and in full	<input type="checkbox"/>
2.	Payment details completed or cheque/money order attached	<input type="checkbox"/>
3.	Preferred venue for exam identified (Section 2)	<input type="checkbox"/>
4.	Certified true copy of photographic proof of identity attached (Section 3)	<input type="checkbox"/>
5.	Certified true copies of all educational qualifications attached (Sections 4.1)	<input type="checkbox"/>
6.	Certified true copy of Gas Chromatograph training attached (Section 4.2)	<input type="checkbox"/>
7.	Certified true copy of Certificate of Proficiency in Mine Gases and Gas Testing attached (Section 4.3)	<input type="checkbox"/>
8.	Certified true copy of current certificate for First Aid and CPR competencies attached (Section 4.4)	<input type="checkbox"/>
9.	Resume attached (Section 5)	<input type="checkbox"/>
10.	Endorsement by Site Senior Executive (and Under Mine Manager if applicable) (Section 6.1 or 6.2)	<input type="checkbox"/>
11.	Statutory Declaration signed and witnessed correctly (Section 7)	<input type="checkbox"/>
12.	Practical work history experience completed and attached (Section 8) – SEPARATE FORM	<input type="checkbox"/>
13.	If applicable, submission in writing where candidate is unable to meet minimum practical experience attached (Refer to separate Section 8 Practical experience form)	<input type="checkbox"/>
14.	If this is a re-application for an exam – Site Senior Executive support letter attached	<input type="checkbox"/>

You MUST complete and submit this checklist with your application

All attached documentation must be signed by a Justice of the Peace or a Commissioner for Declarations as being true copies of the originals. Do not send original documents.

If you have changed your name or the details of your name are different on the documents provided, you must provide evidence of the name change from the relevant Registrar of Births, Deaths and Marriages. It is the applicant's responsibility to:

- provide official translation of those documents that are in a language other than English.
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