

Practising Certificate

Scheme

Board of Examiners

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1. Purpose

The Practising Certificate Scheme (PCS) is being established in Queensland to help manage risks by maintaining contemporary skillsets and knowledge in the mining industry. The scheme will ensure Certificate of Competency holders and Notice holders maintain contemporary knowledge and skills to support the effective exercising of their statutory functions. Development of the scheme was recommended in the Moura 2 Wardens inquiry recommendation that stated: *“certificates not be granted for life and that a system needs to be developed and put into effect as soon as practicable that requires holders to demonstrate their fitness to retain the Certificate of Competency on a regular basis, at intervals of not less than three and not more than five years.”* The scheme will become effective 10th June 2022, with the introduction of the *Mining Legislation (Continuing Professional Development) Amendment Regulation 2022*. Mandatory participation in the scheme will be subject to any required Parliamentary approval processes.

2. Objectives of scheme

1. To ensure holders maintain current working knowledge of the Queensland mining safety legislative framework and its aims.
2. To require that holders maintain currency of contemporary practices in managing principal hazards and other mining industry specific hazards, and their controls in a mining environment.
3. To enhance health and safety outcomes in mining through further learning and continuous improvement of skills and knowledge in Certificate of Competency and Notice holders.
4. To provide the Board of Examiners and industry with an accurate record of current Certificate of Competency and Notice holder numbers through the issuing of a Practising Certificate and maintenance of the certificate.

3. Outline

The Practising Certificate Scheme will be implemented on the 10th of June 2022, beginning with a notification to industry for current Certificate and Notice holders to register into the scheme.

Regulatory enhancements will likely be followed by amendments to the *Coal Mining Safety and Health Act 1999* and the *Mining and Quarrying Safety and Health Act 1999* to support the implementation of the regulatory requirements. These enhancements are expected to be submitted for debate in 2023.

It is anticipated that full implementation of the scheme will be completed by the end of 2023.

Once the scheme is implemented, Certificate of Competency and Notice holders will be required to participate in the Practising Certificate Scheme and will be required to fulfill certain responsibilities to maintain their currency, including:

- To undertake the specified hours of Continuous Practising Development (CPD) activities in competency areas according to the Practising Certificate issued. CPD hours will be accumulated over a five-year period.
- To record learning CPD activities accurately and upload them into the Board of Examiners online PCS system portal.

It will be incumbent upon the individual to ensure that they are able to complete the required CPD hours at the appropriate level within the five-year period as stipulated in the scheme.

Resources Safety and Health Queensland (RSHQ) through the Board of Examiners, will be responsible for the administration of the scheme, including auditing of individual participants. Auditing may be conducted by external and/or internal RSHQ auditors.

In Queensland the following Certificate of Competency and Notice holders will be required to participate in the scheme:

Certificates of Competency

- First Class Mine Manager in Underground Coal Mines
- Second Class Mine Manager in Underground Coal Mines
- Ventilation Officer in Underground Coal Mines
- Deputy
- Open Cut Examiner
- First Class Mine Manager in Underground Metalliferous Mines

Notices

- Site Senior Executive (Coal)
- Site Senior Executive (Mineral Mines and Quarries)

4. Key steps of participation in the scheme

1. The individual applies for registration through the Board of Examiners online PCS system portal.
2. The Board of Examiners issues a practicing certificate reflecting the Certificate of Competency and/or Notice held.
3. The individual commences CPD activity within the Practising Certificate scheme.
4. The individual progressively logs their completed CPD hours, and types of CPD activity, in line with scheme requirements in the Board of Examiners online PCS system portal.
5. The individual's Practising Certificate will be reissued prior to expiry every five years. Reissue is conditional upon complying with the PCS.

5. Implementation timeline

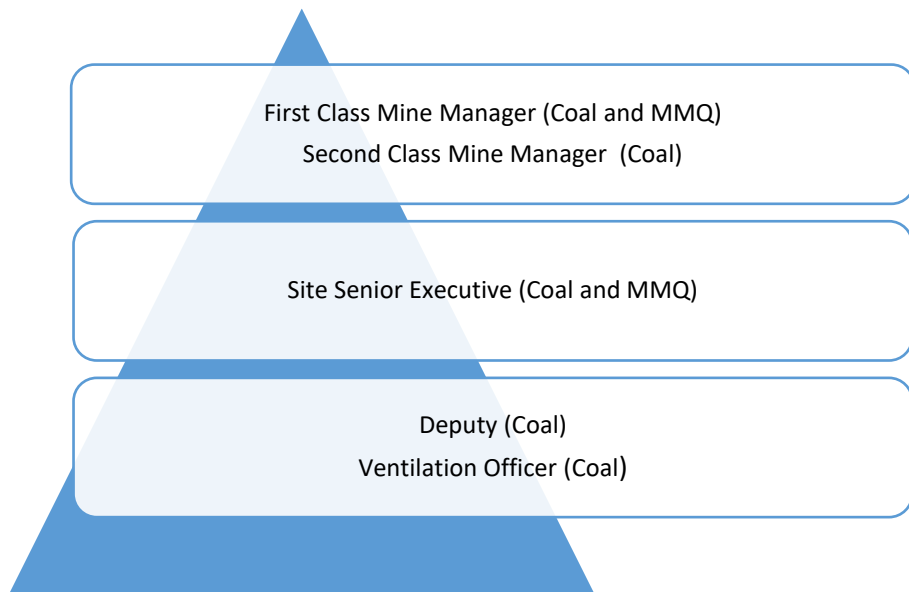
The scheme commences 10th June 2022 through amendments to the regulations, beginning with a notification to industry for current Certificate and Notice holders to register into the scheme. CPD activities completed in the first three years of this scheme (*transitional period*) prior to participation being mandated,

will be accumulated, and credited under any future mandated scheme. Any proposed Act amendments will be subject to Parliamentary approval.

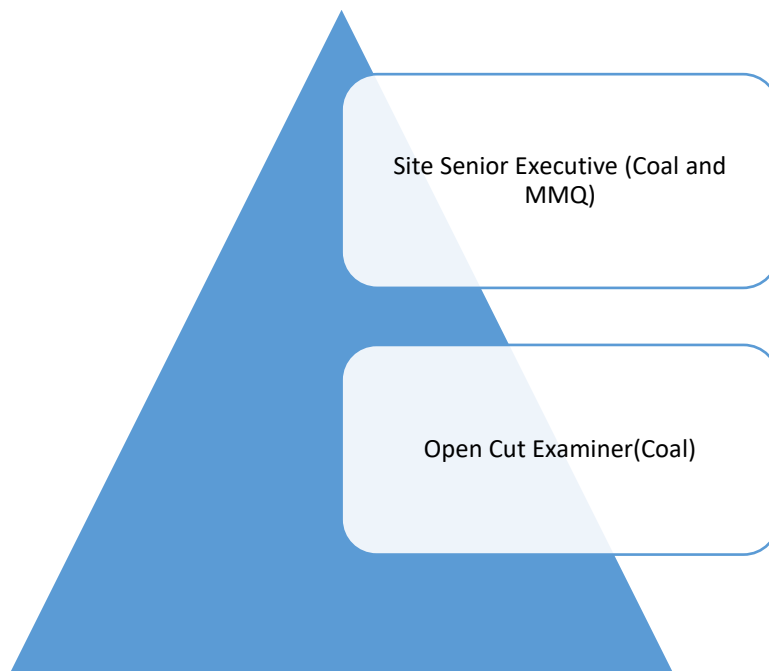
If a Certificate of Competency holder has multiple certificates such as: a First Class Mine Manager, Second Class Mine Manager and Deputy Certificate of Competency, the holder will be required to maintain the highest-ranked Certificate of Competency they wish to practice. In this case, the holder will be required to maintain the CPD hours and activities at the level required of a First Class Mine Manager.

Site Senior Executives who hold a Certificate of Competency will be required to apply the principles of the hierarchy, demonstrated in the tables below, to define which PCS requirements apply to them.

UNDERGROUND MINES



SURFACE MINES



6. Mutual recognition

Mutual recognition is the principle that individual who is registered in one state or territory for an occupation is entitled to registration in a second state for an equivalent occupation, after they have notified the second state's local registration authority.

Any individual who is registered in another jurisdiction is required to register into this scheme for issuance of a Practising Certificate and have their Certificates of Competency or Notice mutually recognised by the Board of Examiners, this must be done before the individual can register into the PCS.

7. Areas of CPD Activity

There are three areas of subject CPD activity of under the scheme and individuals will be required to complete CPD hours of learning in each area:

1. Mining methods
2. Legislation, emergency management and leadership
3. Health and safety/risk management

The attached schedules specify the approved CPD activities that may be undertaken by Certificate of Competency and Notice holders to satisfy the requirements for the PCS.

8. Requirements and topics for each area of CPD Activity

The scheme provides guidelines to support participants to meet the CPD requirements relevant to their Certificate of Competency or Notice.

Guidelines include pre-approved CPD activities that satisfy the requirements for each practising certificate.

Participants will be able to submit additional CPD opportunities to the Board of Examiners for inclusion as recognised CPD activities. These proposed CPD activities will be required to demonstrably relate to the specified areas of CPD activities outlined above.

9. CPD hours

Certificate of Competency and Notice holders will be required to complete a specified total number of CPD hours over the five-year period to maintain their practising certificate. The total CPD hours are specified under the scheme according to the Certificate of Competency and / or Notice class held.

Learning will be undertaken with similar durations each year across the five-year registration period. As a minimum, Certificate of Competency and Notice holders will be required to complete at least 20 percent of their required hours each year in the first four years.

Certificate of Competency and Notice holders will not be able to:

- complete more than one quarter of their total number of learning hours in any one year unless granted exemption by the Board of Examiners for extenuating circumstances
- carry-over excess learning hours between renewal periods i.e., into the next five-year renewal period from the previous one.

The minimum mandatory hours will be two-thirds formal learning and one-third informal learning.

10. Formal and Informal CPD Activities

Certificate of Competency and Notice holders will be required to have an appropriate combination of learning from the workplace and external sources and a mix of formal and informal learning, with a mandatory number of hours required for each learning type.

Additional hours may be completed but will not be credited against mandatory formal learning requirements or future renewal periods. The minimum mandatory hours will be two-thirds formal learning and one-third informal learning.

Ratios of formal and informal learning over a five-year period as defined by Certificate of Competency or Notice Class:

Certificate of Competency	Formal	Informal
First Class Mine Manager Coal	100	50
Undermanager	100	50
Deputy	80	40
Ventilation Officer	80	40
Open Cut Examiner	80	40
First Class Mine Manager Metalliferous	100	50
Site Senior Executive Coal	90	45
Site Senior Executive MMQ	90	45

Formal CPD Activity is defined as:

- organised structured learning with specific outlined goals and objectives which are defined by someone other than the learner, e.g., the training department, or an instructor
- specifies learning outcomes
- includes classroom instruction, study for WHS mining related courses, workshops, seminars, webinars, or e-learning modules.

Informal CPD Activity is defined as:

- occurs away from a structured, formal classroom environment and allows learners to access content or participate in learning independent of an instructor
- is often experiential, such as the learning gained through participation in activities such as high-level risk assessment and reviewing principal hazard management plans
- comes in many forms, including viewing videos, self-study, reading articles, participating in forums, mentoring and coaching sessions.

11. Types of learning not recognised

CPD activity not recognised include but not limited to:

- unstructured conversations with other mine workers, unless they are part of a mentoring program
- toolbox talks and pre-starts
- lunches and breaks at conferences, workshops, seminars, training courses will not be included in hours achieved
- general meetings with clients, lawyers, government officers or suppliers
- attending or contributing to community service organisations, unless this directly contributes to skills gained in Associated Non-Technical Skills (ANTS) such as leadership skills
- generic inductions such as standard 11 or first aid courses or refreshers.

12. Recordkeeping over five-year renewal period

Certificate of Competency and Notice holders will be responsible for recording all learning activities undertaken and hours in the Board of Examiners online PCS system portal.

All evidence will be referenced in the user's profile, so it can be considered for the purposes of issuing a practising certificate and will be clearly traceable in an audit.

Any evidence of readings will reference the title of the book or article, the author, the pages referenced and the year of publication.

Evidence will include electronic or scanned:

- course certificates
- results from completed courses / including transcripts
- records of attendance at formal learning
- employer reports confirming completion of learning
- sign on sheets for activities
- QR Codes
- minutes or records of participation in high level risk assessments
- written evidence of mentoring activities, such as signed off logbooks.

