

Order 34 Regional Workshops



Paul Healey
Peter Gosling

Noel Parish
Mark Shepherd

November 2019

Today's agenda



8.30	Introduction		
8.40	2018 Audit observations and comments	11.00	Regional presenter
9.20	TCMS approvals and review	11.15	Workshop one
10.00	Morning tea	12.00	Lunch
10.20	PC monitoring and review	12.30	Workshop two
10.45	Ohy training assistance	1.00	Summary and conclusions

Learning requirements



Learning hours requirements for statutory functions and areas of competence

Statutory Function	Total hours of learning over five years	Mining & WHS Systems *Minimum of 33% of total hours of learning	Legislation, emergency management, leadership and management *Minimum of 33% total hours of learning	General WHS topics * Maximum of 33% of total hours of learning (as a minimum, must complete Regulator's Learning from disasters one-day program OR minimum 7 hours of other formal learning on disasters)
Underground coal mines				
Mining engineering manager	120	40	40	40
Undermanager	90	30	30	30
Deputy	60	20	20	20
Ventilation officer	90	30	30	30

Learning requirements



Learning hours requirements for statutory functions and areas of competence

Statutory Function	Total hours of learning over five years	Mining & WHS Systems *Minimum of 33% of total hours of learning	Legislation, emergency management, leadership and management *Minimum of 33% total hours of learning	General WHS topics * Maximum of 33% of total hours of learning (as a minimum, must complete Regulator's Learning from disasters one-day program OR minimum 7 hours of other formal learning on disasters)
--------------------	---	---	--	---

Coal mines other than underground mines

Mining engineering manager	120	40	40	40
Electrical engineer	90*	30	30	30
Mechanical engineer	90*	30	30	30
Open cut examiner	60	20	20	20

Learning requirements



1. Mining & WHS Systems	2. Legislation 3. Emergency Management 4. Leadership & Management	5. General WHS Topics
<ul style="list-style-type: none">• minimum one-third of total learning house must be completed for this area• complete learning in each of the 4 subject areas (no minimum amount for each)• includes safety management system and principal hazards	<ul style="list-style-type: none">• minimum one-third total learning hours must be completed for these 3 areas in total• complete learning in each of the 3 areas (no minimum amount for each)	<ul style="list-style-type: none">• maximum one-third total learning hours• learning from mining disasters is a mandatory topic<ul style="list-style-type: none">○ as a minimum, must complete the Regulator’s learning from disasters one-day program which is available through Approved Training Providers OR○ complete a minimum of 7 hours of other formal learning on disasters• topics from areas 1 to 4 can be claimed for this area or any WHS topic related to statutory function

Completion of hours over renewal period



Total learning hours need to be completed within the five-year renewal period. We encourage you to complete some learning each year, but we understand that due to individual circumstances, such as career breaks, you may not be able to do this.

When you undertake your learning hours you cannot:

- Complete more than one third of total learning hours in any one year.
- Have a break from learning for three or more years out of the five-year renewal period.
- Carry-over excess learning hours above the total number required between renewal periods.

The example given in the table is for a quarry manager required to complete 90 hours.

Example for a quarry manager of maximum hours to be completed in any one year over the five-year renewal period

Year 1	1/3	30 hours
Year 2	1/3	30 hours
Year 3		
Year 4		
Year 5	1/3	30 hours
Total Hours	1 (100%)	90 hours

Completion of hours over renewal period



High level manager	Middle Managers/Specialists	Supervisor
Minimum formal learning 2/3 total hours = 80 hours	Minimum formal learning 1/2 total hours = 45 hours	Minimum formal learning 1/3 total hours = 20 hours
A combination of informal and non-formal learning (1/3 total hours = 40 hours)	A combination of informal and non-formal learning (1/2 total hours = 45 hours)	A combination of informal and non-formal learning (2/3 total hours = 40 hours)

Formal training courses

In order to be eligible to claim formal learning from a formal training course, you must obtain information from the provider to have sufficient evidence that the course satisfies the criteria:

1. The course content and learning objectives* are current and relevant for those attending the course, with course starting and finishing dates/times
2. The person(s) delivering or designing the course has appropriate technical and/or educational ability, experience and qualifications relevant to the course.
3. The learning environment is appropriate, safe, and adequately resourced.

* Learning objectives must be documented. They are statements that define the expected goal of a curriculum, course, lesson or activity in terms of demonstrable skills or knowledge that will be acquired by a student as a result of instruction. Also known as instructional objectives; learning outcomes and learning goals.



Maintenance of competence scheme for practising certificates



MAINTENANCE OF COMPETENCE SCHEME FOR PRACTISING CERTIFICATES
Guide

NSW Resources Regulator

Name:		Practising certificate function (highest level for each discipline and mine class):									
Phone number: Mobile number:		Personal email address (Regulator will send all correspondence to):									
Activity date	Activity – including details of provider, key learnings, evidence reference	Areas of competence							Formal learning (minimum)	Non-formal/informal (maximum)	Total learning hours claimed
		Mining/WHS systems (1/3 total hours)				Combined three areas (1/3 total hours)					
		SMS	PHs	PCPs	SCMs	Legislation	Emergency management	Leadership & management			

What to record:

- Hours
- Topic
- Type
- Evidence

What's happening

- **PC Holder maintains MOC Log/App**
 - supplies progress summary to mine
 - mine records site training as usual
- **PC Holder maintains MOC Log/App**
 - supplies details to mine
 - mine record updated
 - both record progress ??
- **Mine maintains all records**



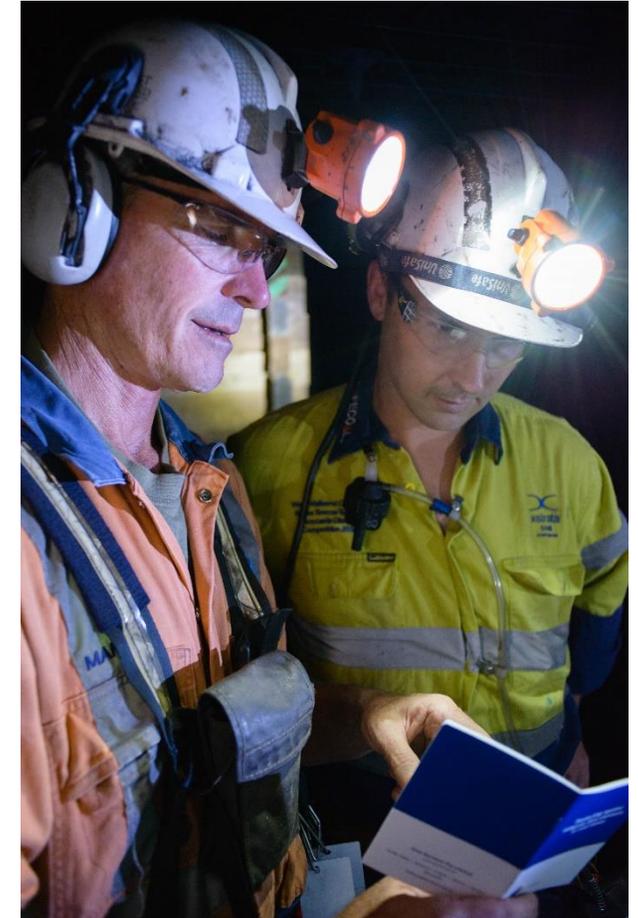
Audit - Who keeps the record?

- **PC holder**

- Record keeper where/how
- Mine training how/who
- Evidence what/where AUDIT
- Supplied to mine how
- Administration rights what can you change
- Reconciled how/when
- Progress monitor hours/topic/type

- **Operation**

- Records source - internal/external
- Evidence
- Reconciled
- Reports
- Progress monitor hours/topic/type



Other considerations

- Contractors
- Onboarding
- Queenslanders
- Duration of “appointment”
- Loss of practising certificate



Don't lose track



Personal

- Home
- Account
- Progress
- My Activities
- Permissions

Company

- Employees
- Manage Events
- Push Events
- Training History
- Settings
- Sign Out

Progress

Account Details

Industry: Underground coal mines

Role:
Deputy

Hour Requirement: 60

Start Date: 05-07-2018

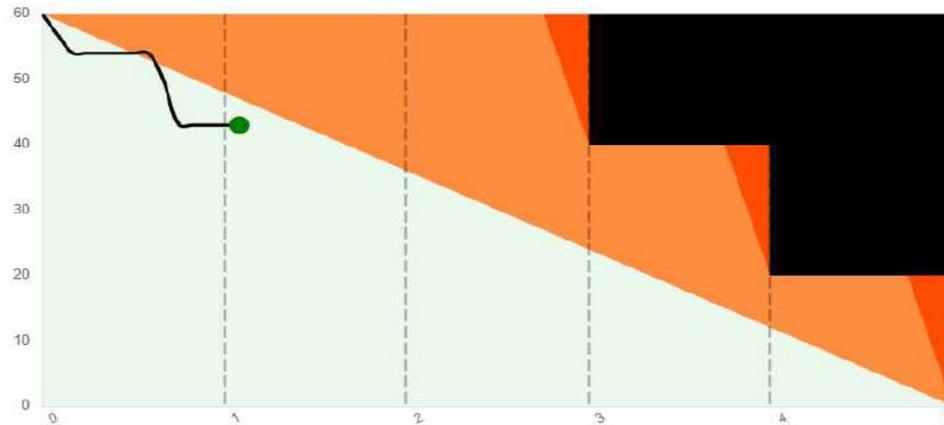
Current Total Progress

Overall Progress: 28%

Hours Remaining: 43

Hours Completed: 17 / 60

Total



Formal

Hours: 8

Count: 5

Informal

Hours: 4

Count: 1

Non-formal

Hours: 5

Count: 4



Coal Services

