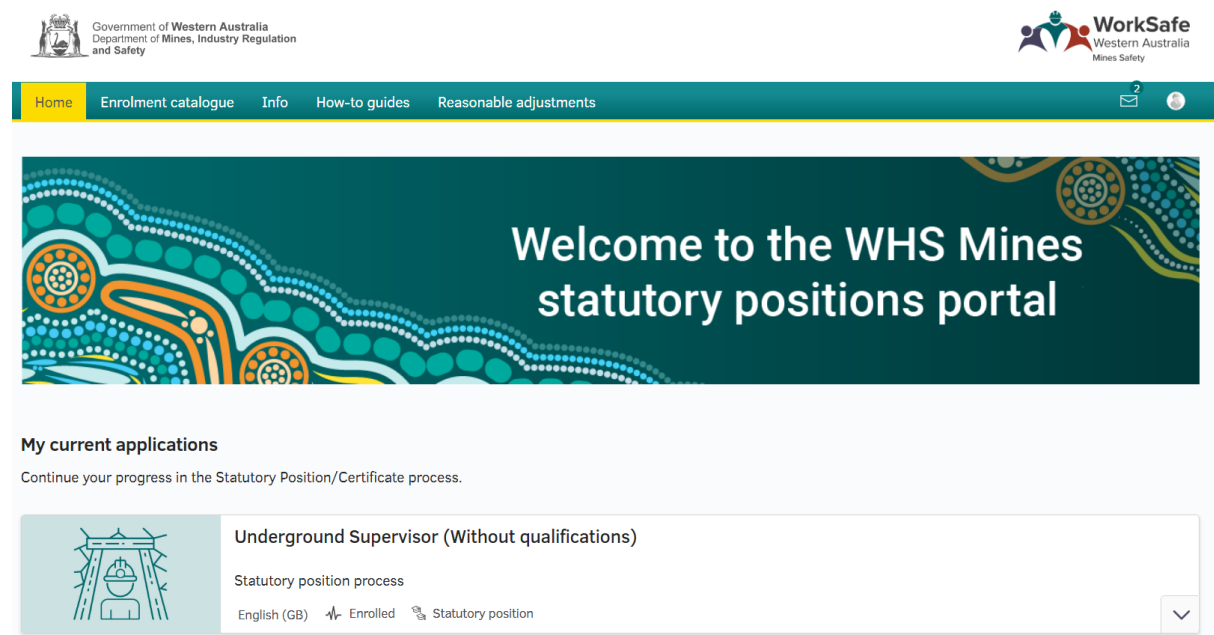


## WHS MSPP guide for candidates

### Attaching supporting documentation for statutory certificate learning pathways

Log into your account using the Mining Statutory Positions Portal. On the homepage, click on your chosen learning path under *My current applications*.



The screenshot shows the homepage of the WHS Mines statutory positions portal. At the top left is the Government of Western Australia logo, and at the top right is the WorkSafe Western Australia Mines Safety logo. A navigation bar contains links for Home, Enrolment catalogue, Info, How-to guides, and Reasonable adjustments. Below the navigation bar is a large banner with a colorful Aboriginal-style pattern and the text "Welcome to the WHS Mines statutory positions portal". Underneath the banner is a section titled "My current applications" with the subtext "Continue your progress in the Statutory Position/Certificate process." Below this is a card for "Underground Supervisor (Without qualifications)". The card includes an icon of a person in a hard hat, the text "Underground Supervisor (Without qualifications)", "Statutory position process", and a dropdown menu showing "English (GB)", "Enrolled", and "Statutory position".

In the statutory learning pathway click on the icon in the section with the *statutory learning pathway – submission of supporting documents*. For example Underground Supervisor (without qualifications) – submission of supporting documents.

Home Enrolment catalogue Info How-to guides Reasonable adjustments

← Home

## Underground Supervisor (Without qualifications)

Learning Path Enrolled

Description Process

Conditions 0/1

Collapse all Hide completed elements

### 1. Supporting documentation

Please submit the additional documents required to support your application.

Underground supervisor (without qualifications) - Submission of supporting documentation

English (GB) In progress Submit documentation

Within the process tab, click on the arrow in the supporting document submission section. It is important that you, read the information provided.

Home Enrolment Catalogue Info

Home > Statutory Position Process

## Underground supervisor (with qualifications) - Submission of additional supporting documentation

Submit documentation In progress

Description Process

Process

Collapse all

### Additional supporting documentation

Please open each task and attach the required document(s).

Underground supervisor (with qualifications) - Additional supporting documentation

Submit documentation

The documents to be uploaded are listed as tasks.

Open each task by clicking on the three dot icon on the right hand side of the task. Please read the information provided.

Home Enrolment Catalogue Info

Pending (5) In review (0) Passed (0) Failed (0) Print

Tasks (5)

- Evidence of experience
  - Pending
  - ✓ ⋮
- WHS risk management units
  - Pending
  - ✓ ⋮
- Character reference
  - Pending
  - ✓ ⋮
- First Aid certificate
  - Pending
  - ✓ ⋮
- Declaration
  - Pending
  - ✓ ⋮

To upload a document click on *Add attachment* under the *Applicant* heading. You can drag and drop a document in the section or click upload and choose a file from your computer.

Only one document can be attached at a time, the document type must only be doc, docx, pdf, jpg and jpeg files.

Home Enrolment catalogue Info How-to guides Reasonable adjustments

Evidence of experience ✓ ⋮

Pending

WHS risk management units ✓ ⋮

Pending

Mark as completed

Description

You are required to demonstrate that you have successfully completed the relevant risk management units to be eligible for the Underground Supervisor certificate.

Please attach and upload a copy of your statement of completion of the following WHS risk management units:  
 RIIRIS402E Carry out the risk management process. Or,  
 BSBWHS414 Contribute to WHS hazard identification, risk management and risk control. And,  
 BSBWHS411 Implement and monitor WHS policies, procedures and programs to meet legislative requirements

Applicant

Add attachment

Once the document has been uploaded, mark the section completed. Alternatively you can click on the tick button at the top right of the section.

Repeat this process for all tasks ensuring to upload each document one at a time.

Note: if you have not attached all the documentation, your application will not be considered by the relevant Competence Advisory Committee.

Once all the documentation has been uploaded, open the *Declaration* task by clicking on the three dot icon. You must review and confirm your acceptance of the declaration.

To accept the declaration, click the submit button under the *Applicant* heading. You need to enter your full name and then click the *Submit* button below.

Please note: if the declaration is not signed the Statutory Positions Administration Team will send the application back for signing.



Government of Western Australia  
Department of Mines, Industry Regulation  
and Safety



Home Enrolment Catalogue Info 5

Providing false or misleading is an offence and may attract a fine of up to \$12 500 for an individual. Refer to section 268 of the Work Health and Safety Act 2020. I understand that providing false or misleading information in relation to this application may be offence.

I agree to the above declaration.

---

Candidate

Submission confirmation

**B I U S** |

CANDIDATE NAME

### What if you want to add further documentation after you have submitted the declaration?

If you need to submit any further documentation to your application you can do this by repeating the above steps.

Please note that you are also required to resubmit your declaration after attaching the new documentation.