

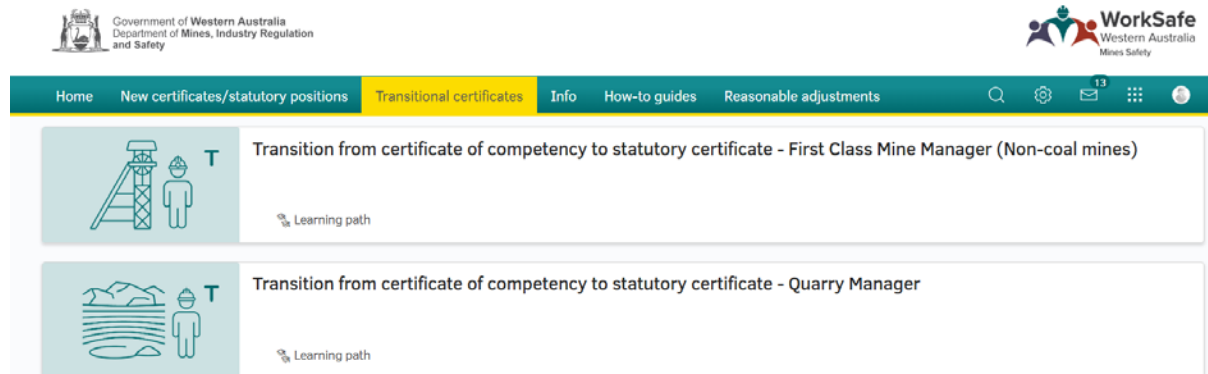
WHS MSPP guide for candidates

Process to transition a certificate of competency to an equivalent WHS statutory certificate

This guide is for holders of certificates of competency issued under the Mines Safety and Inspection Regulations seeking to update their certificate under the Work Health and Safety (Mines) Regulations.

To enrol in a **Transfer from certificate of competency to statutory certificate** learning pathway, log into your account using the Mines Statutory Positions Portal. Click on the *Transitional certificates* tab in the menu bar.

You can either search for the learning pathway by using the search bar, or scroll through the list to find the required pathway. Learning pathways to transition certificates of competency are marked with a “T” in the learning pathway icon.



The screenshot shows the Mines Statutory Positions Portal interface. At the top left is the Government of Western Australia logo and the Department of Mines, Industry Regulation and Safety. At the top right is the WorkSafe Western Australia Mines Safety logo. Below the logos is a navigation menu with the following items: Home, New certificates/statutory positions, Transitional certificates (highlighted in yellow), Info, How-to guides, and Reasonable adjustments. To the right of the menu are icons for search, settings, a notification bell with '13', and a user profile icon. Below the menu are two cards representing learning pathways. The first card is titled 'Transition from certificate of competency to statutory certificate - First Class Mine Manager (Non-coal mines)' and features an icon of a mine worker and a 'T' in a square, with a 'Learning path' link below. The second card is titled 'Transition from certificate of competency to statutory certificate - Quarry Manager' and features an icon of a quarry worker and a 'T' in a square, with a 'Learning path' link below.

Once you have located the learning pathway you wish to enrol into, click on the icon to go to the enrolment page. Read the information carefully as the enrolment page covers all the learning pathways available for a statutory certificate, not only the transition learning pathway.

On the right hand side, click on the *Enrol* button.

The screenshot shows the top navigation bar with 'Home', 'New certificates/statutory positions', 'Transitional certificates', 'Info', 'How-to guides', and 'Reasonable adjustments'. The 'Transitional certificates' tab is active. Below the navigation bar, the page title is 'Transition from certificate of competency to statutory certificate - First Class Mine Manager (Non-coal mines)'. A 'Learning Path' icon is visible. On the right side, there is an icon of a mine structure and a person wearing a hard hat, with a 'T' next to it. Below this icon is a prominent 'Enrol' button. The main content area contains a description of the process, including a welcome message and instructions for existing certificate holders.

Read the reasonable adjustment information then select your response from the drop-down menu and click *Enrol*.

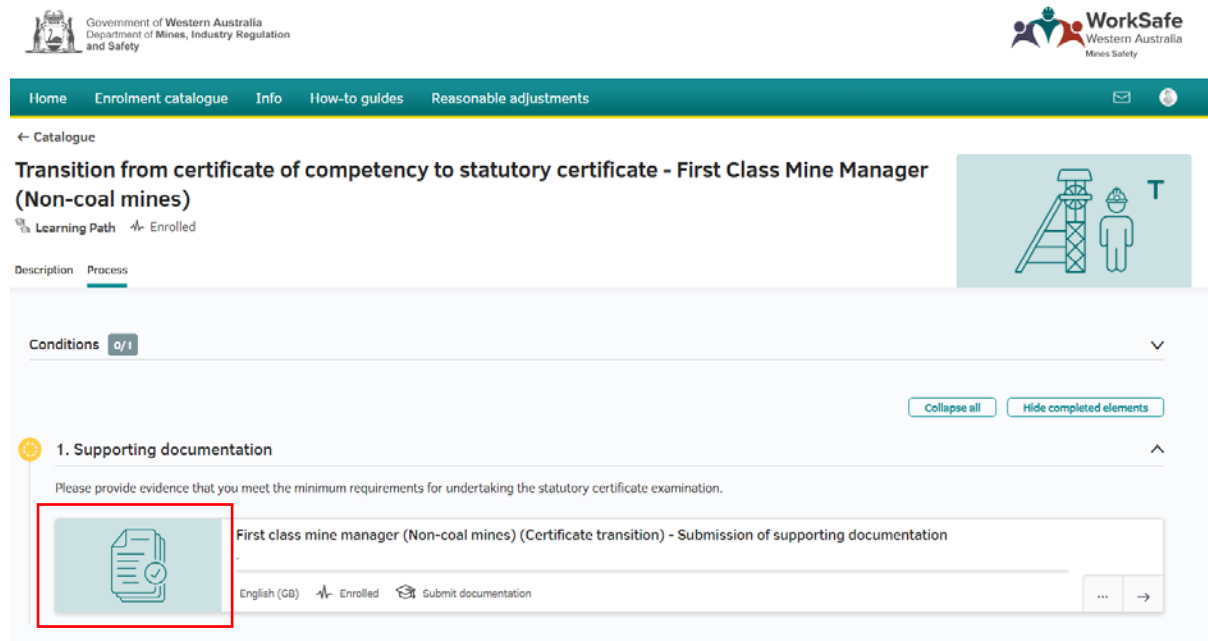
This screenshot shows the 'Do you require a reasonable adjustment?' section of the same page. It includes a heading 'Do you require a reasonable adjustment?' and a sub-heading 'Please carefully read the following information'. Below this, there is a paragraph of text explaining the process for applying for a reasonable adjustment. A dropdown menu is labeled 'Reasonable examination adjustment *' and currently shows 'Please select'. At the bottom of this section, there are two buttons: 'Cancel' and 'Enrol'.

If you do not require a reasonable adjustment for the examination, you can continue with the application process.

If you do require a reasonable adjustment for the examination, you will need to complete the [reasonable adjustment application form](#) and email it to the [Statutory Positions Administration Team](#). You will then be contacted to let you know if the request can be accommodated and to then book into an available examination sessions. However, while you are waiting for the response about the reasonable adjustment request, you can submit your required *Supporting documentation* and book an examination date and time.

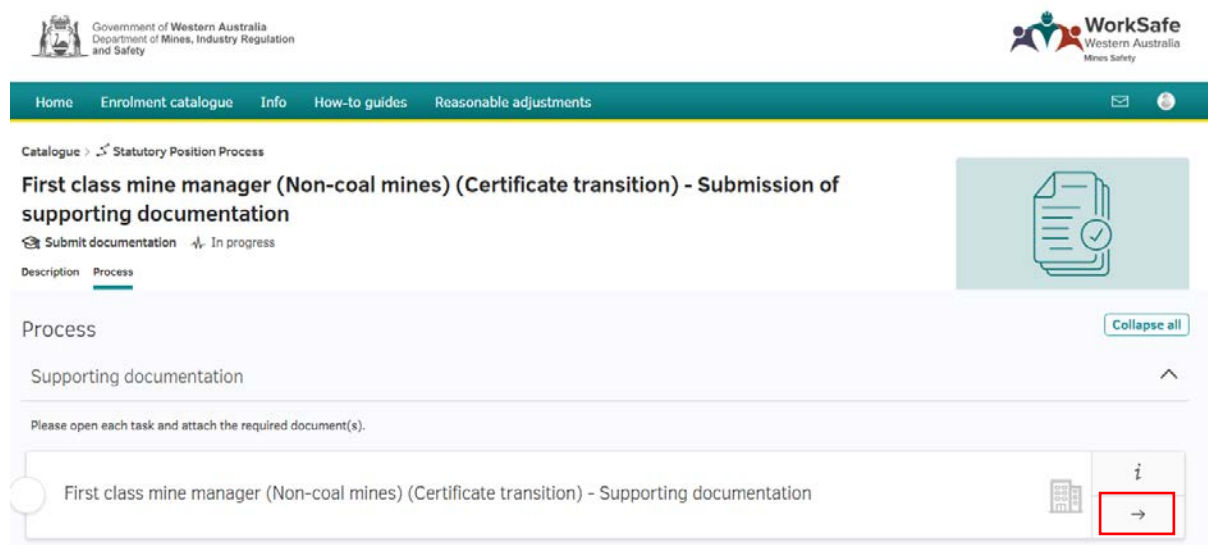
Submitting supporting documentation

In the statutory learning pathway, click on the icon in section 1 *Supporting Documentation*.



The screenshot shows the WorkSafe Western Australia portal. The top navigation bar includes 'Home', 'Enrolment catalogue', 'Info', 'How-to guides', and 'Reasonable adjustments'. The main heading is 'Transition from certificate of competency to statutory certificate - First Class Mine Manager (Non-coal mines)'. Below this, there are tabs for 'Description' and 'Process', with 'Process' selected. A section titled '1. Supporting documentation' contains the instruction: 'Please provide evidence that you meet the minimum requirements for undertaking the statutory certificate examination.' A red box highlights a document icon with a checkmark, representing the 'Submission of supporting documentation' task.

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



The screenshot shows the WorkSafe Western Australia portal. The top navigation bar is the same as in the previous image. The main heading is 'First class mine manager (Non-coal mines) (Certificate transition) - Submission of supporting documentation'. Below this, there are tabs for 'Description' and 'Process', with 'Process' selected. A section titled 'Supporting documentation' contains the instruction: 'Please open each task and attach the required document(s)'. A task entry is shown with a document icon and a red box highlighting an arrow icon next to it.

The documents to be uploaded are listed as tasks and act as a checklist to ensure you complete each requirement.

You may log out after completing this step or navigate back to the learning path process by following the below steps:

1. Select the 'up arrow' which will appear at the top of the page once your submission is complete
2. Select the 'Statutory Position Process' breadcrumb OR select 'Enrolment Catalogue' OR 'Home' to return to the commencement of the process.

Pending (3)

In review (0)

Passed (0)

Failed (0)

Print

Tasks (3)

WHS risk management units

Pending



Current statutory certificate of competency

Pending



Declaration

Pending



Open each task by clicking on the three dot icon on the right hand side of the task. Please read the information provided in each task as it will assist you in uploading the most relevant documentation.

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 electronic device.

Only one document can be attached at a time.

Tasks (3)

WHS risk management units

Pending



Current statutory certificate of competency

Pending



Mark as completed

Description

Please attach your certificate of competency issued under the Mines Safety Inspection Regulations.

Applicant

Add attachment

Declaration

Pending



Only doc, docx, pdf, jpg and jpeg file types can be uploaded. Other file types will not be accepted and, following a review of documents uploaded, you will be instructed to resubmit the document.

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

Repeat this process for all tasks, ensuring documents are uploaded one at a time.

Once all the documentation has been uploaded, open the Declaration task by clicking on the three dot icon.

The screenshot shows the WorkSafe Western Australia portal interface. At the top, there are logos for the Government of Western Australia and WorkSafe Western Australia. Below the logos is a navigation bar with links: Home, Enrolment catalogue, Info, How-to guides, and Reasonable adjustments. A status bar shows filters for Pending (1), In review (2), Passed (0), and Failed (0), along with a Print button. The main content area is titled 'Tasks (3)' and lists three tasks: 'WHS risk management units' (In review), 'Current statutory certificate of competency' (In review), and 'Declaration' (Pending). The 'Declaration' task is highlighted with a red box around its three-dot menu icon. Below the 'Declaration' task, there is a 'Mark as completed' button and a description: 'To complete submission of your documents, please review and confirm your acceptance of the following declaration, by clicking the submit button and inserting your name and selecting submit again.'

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.

The screenshot shows the Declaration form in the WorkSafe Western Australia portal. At the top, there are logos for the Government of Western Australia and WorkSafe Western Australia. Below the logos is a navigation bar with links: Home, Enrolment catalogue, Info, How-to guides, and Reasonable adjustments. The main content area contains a warning: '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 an offence.' Below the warning is a declaration statement: 'I agree to the above declaration.' Underneath is the 'Applicant' section with a 'Submission confirmation' heading. There is a text area for the candidate name, with a placeholder 'CANDIDATE NAME'. At the bottom of the form are 'Cancel' and 'Submit' buttons.

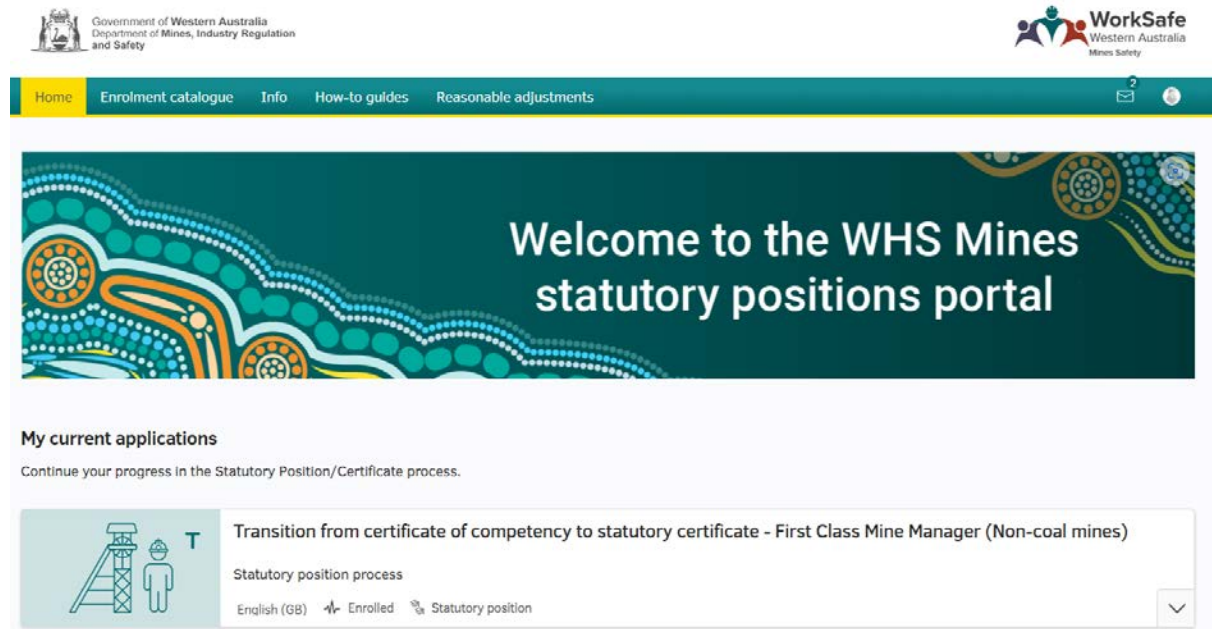
If the Declaration is not signed, or you have not provided all required documentation, your application will not be progressed.

Once you have submitted the Declaration, you will receive an email notification advising the documents have been received.

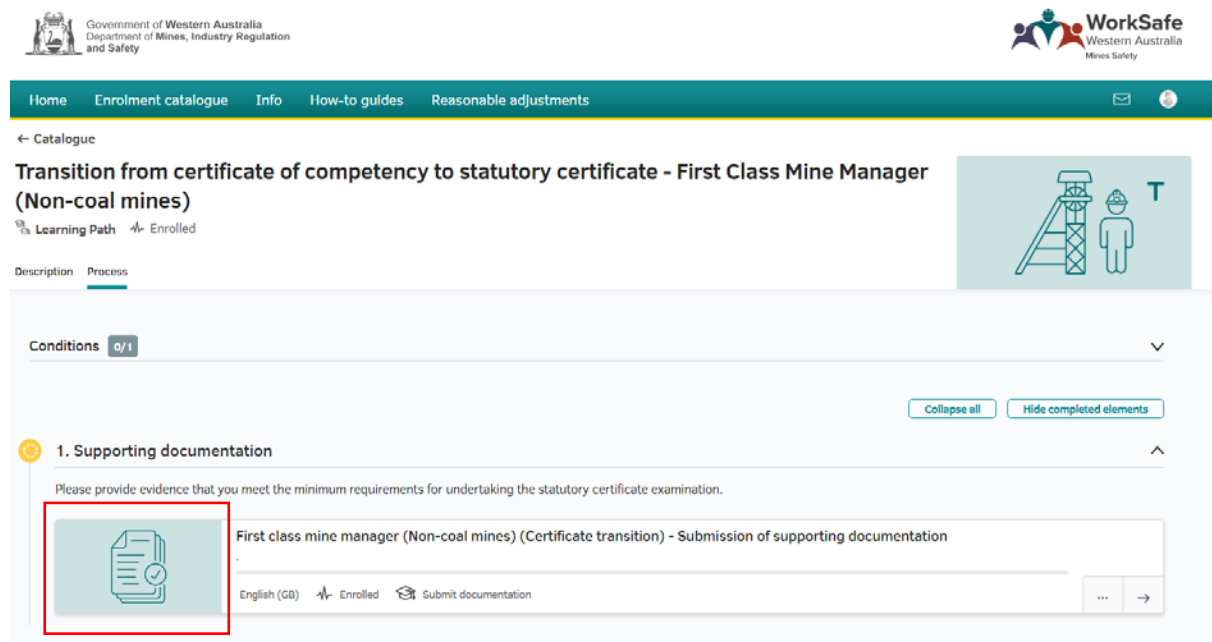
If any further supporting documentation is required, this feedback will be provided to you via an email notification.

If you are yet to book an exam session you can select a suitable date and time from the list provided. **Uploading further supporting documentation**

To upload additional documents if required, log into your account within the Mines Statutory Position Portal and click on your learning path under *My Current Applications*.



Within the statutory learning pathway, click on the icon in section 1 Supporting Documentation.



Within the process tab, click on the arrow in the supporting document submission section.

Home > Statutory Position Process

First class mine manager (Non-coal mines) (Certificate transition) - Submission of supporting documentation

Submit documentation In progress

Description Process

Process

Collapse all

Supporting documentation

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

First class mine manager (Non-coal mines) (Certificate transition) - Supporting documentation

Click into the *Declaration* section and view the feedback under the Statutory Positions Administration Team section.

qualifications, skills and experience.

I consent to the WorkSafe Commissioner, or persons so authorised, to obtain on my behalf any document, record, file, or information that may be necessary and relevant to consider my application or verify any information I have provided.

OFFENCE TO GIVE FALSE OR MISLEADING INFORMATION

A person must not give information or provide a document that the person knows to be false or misleading in a material particular or omits any matter or thing without which the information is misleading.

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 an offence.

I agree to the above declaration.

Applicant

Submission confirmation

CANDIDATE NAME
Mark Thompson

Mark Thompson, 14 minutes ago

Edit

Statutory Positions Administration Team

Submission confirmation

Please re upload a copy of your previous certificate in the approved format
Jessica Lovett, 9 minutes ago

To upload an additional document, open the required task and under the *Applicant* section, drag and drop the additional documentation or upload through your electronic device following the previous instructions for uploading a document.

You are required to **resubmit the Declaration** for your application to be progressed.

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.

Applicant: Statutory Positions Administration Team

Submission confirmation: Please re upload a copy of your previous certificate in the approved format
Jessica Lovett, 13 minutes ago

B I U S | [Rich Text Editor Icons]

CANDIDATE NAME
Mark Thompson

Buttons: Cancel Submit

If the Declaration is not signed, or you have still not provided all required documentation, your application will not be progressed.

Once you have submitted the Declaration, you will receive an email notification advising the documents have been received.

If any further supporting documentation is required, this feedback will be provided to you via an email notification.

Enrolling into an available examination session

To book into an available examination click on your chosen learning path, select the *Available examination sessions section*. Click on the icon for the examination session you would like to enrol in. Only one examination session can be booked at a time.

On the right hand side, select *Enrol* and then click submit in the pop-up box.

Home > Statutory Position Process

9am 21st June 2023 - Examination Session

Exam Session Bookings 21 Jun 2023 09:00 to 21 Jun 2023 12:00

Description

For Candidates that wish to enrol

By clicking enrol, you are confirming your intention to attend this exam time. No further action is required by you once you have enrolled into the exam time.

A calendar appointment will be sent to your email address once you have enrolled.

Exams are held at Cliftons - Parmelia House, 191 St Georges Terrace, Perth. Google map link [here](#).

If you are unable to attend, please ensure you cancel yourself from the session as soon as possible.

Enrolments for all examinations will close seven days before the date of the examination.

Enrol

Start date
21 Jun 2023 09:00

End date
21 Jun 2023 12:00

Exam enrolment

You are enrolling in the 9am 21st June 2023 - Examination Session.

Cancel Submit

You will receive an email confirming your examination session selection as well as a calendar invitation. Please read the information provided carefully as it is very important to ensure there are no issues on the day of your exam.

Downloading the statutory certificate

After you have completed all the requirements for the statutory learning pathway, you can download your statutory certificate.

Log into your account using the Mines Statutory Positions Portal, on the homepage click on your chosen learning pathway under *My completed applications*.



Search

Search for the Statutory Position/Certificate you wish to apply for.

My completed applications

Access your certificates in this section.



Transition from certificate of competency to statutory certificate - First Class Mine Manager (Non-coal mines)

English (GB) Completed Statutory position

Within the statutory learning pathway, click on *Download document* on the right hand side near the icon to download your certificate.

← Home

Transition from certificate of competency to statutory certificate - First Class Mine Manager (Non-coal mines)

Learning Path Passed

Description **Process**

[Download certificate](#)



You have completed the statutory position process.