

Process to transition from a Certificate of Competency to a WHS Statutory Certificate

This video will show you the process to transition a certificate of competency to an equivalent WHS statutory certificate.

This guide is for those who hold an existing certificate that was issued under the Mines Safety and Inspection Regulations who are seeking to update their certificate to one which falls under the work Health and Safety Mines Regulations.

This guide also assumes that you already have a mine statutory positions portal account.

If you do not have an account, please view the MSPP help video; “Managing your Portal account”.

To begin the process of transitioning your certificate, you need to log in to your mine statutory positions portal account.

You will then need to click on the Enrolment catalogue tab in the menu bar.

You can either search for the learning path where you wish to enrol in 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 next to the learning pathway icon.

Once you have located the correct learning pathway, click on the icon to go to the enrolment page.

Please read the information on this page carefully as it contains information that covers all types of statutory certificate learning pathways. Once you have read this information, click on the Enrol button on the right hand side.

Some people may have disabilities or conditions that may affect their ability to sit an exam and therefore will require reasonable adjustments to be made to the examination process. If you require a reasonable adjustment to be made select “I do require a reasonable adjustment”.

You will then need to go to the Reasonable adjustments tab in the menu bar and download a copy of the reasonable adjustments form.

Fill in this form and email it to WHSCAC@dmirs.wa.gov.au.

You will be contacted by the Statutory Positions Administration team before your examinations commence to inform you if your request for adjustment can be accommodated.

You can continue your application as normal whilst you await a response from the team by clicking on the Enrol button below the dropdown box.

If you do not require a reasonable adjustment, simply select "I do not require a reasonable adjustment" and then click Enrol.

You will now need to provide supporting documentation to provide evidence that you meet the minimum requirements to undertake the exam.

In the statutory learning pathway, click on the icon in section one with the title Supporting documentation. Within the process tab, click on the arrow in the Supporting documentation section.

It is important that you read the instructions carefully.

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

Open each task by clicking on the three dot icon on the right hand side of the task. Please read the information provided 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 then drag and drop a document into the section or click Upload and choose a file from your electronic device.

Only one document can be attached at a time.

Only Word documents, PDF documents or JPEG files can be uploaded. Other file types will not be accepted.

Once the document has been uploaded, click "Mark as completed".

Alternatively, you can click 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 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 will then need to enter your full name and then click Submit to sign the Declaration.

Please note, 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.

Please allow up to ten business days for confirmation of whether or not the evidence provided meets the minimum requirements to undertake the exam.

You will be provided with feedback if you need to upload further supporting documentation. Once your documentation has been confirmed as complete, you can enrol into an available examination session.

If you have received your request to upload further documentation, you will first need to log in to your portal account, navigate to your chosen statutory learning pathway and then click the icon in section one: "Supporting Documentation".

Within the process tab, click on the arrow in the Supporting documentation section. Scroll down to the Declaration section and click the three dot icon to open the section.

Read the feedback provided by the Statutory Positions Administration team in this section.

To re-upload a document, open the relevant section, remove any previously attached document and then click Upload to select a file from your device.

Once the document has been uploaded, you can click "Mark as complete" to complete the section.

Once all relevant documents have been updated, you will then need to go back down to the Declaration section.

Open the section by clicking the three dot icon and then click Edit under the applicant heading.

Clear the text within the box and retype your full name and then click Submit to sign the Declaration.

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

Once your eligibility to sit an examination has been confirmed, you can book an examination session.

To book into an available examination session, click on your chosen learning path, select the Available Examination Session section and then 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.

You will receive an email confirming your examination session selection as well as a calendar invitation.

Please read the information provided in this email carefully as it contains very important information which will help you on the day of your exam.

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

To download your certificate, log into your account using the mines statutory positions portal and on the homepage, click on your chosen learning path under My completed applications.

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

If you require further assistance, please get in touch with our contact centre, by calling 1300 307 877 during business hours.

Thank you for watching this video.