



## WHS MSPP guide for candidates

### The guide to cancelling and rescheduling an examination session booking

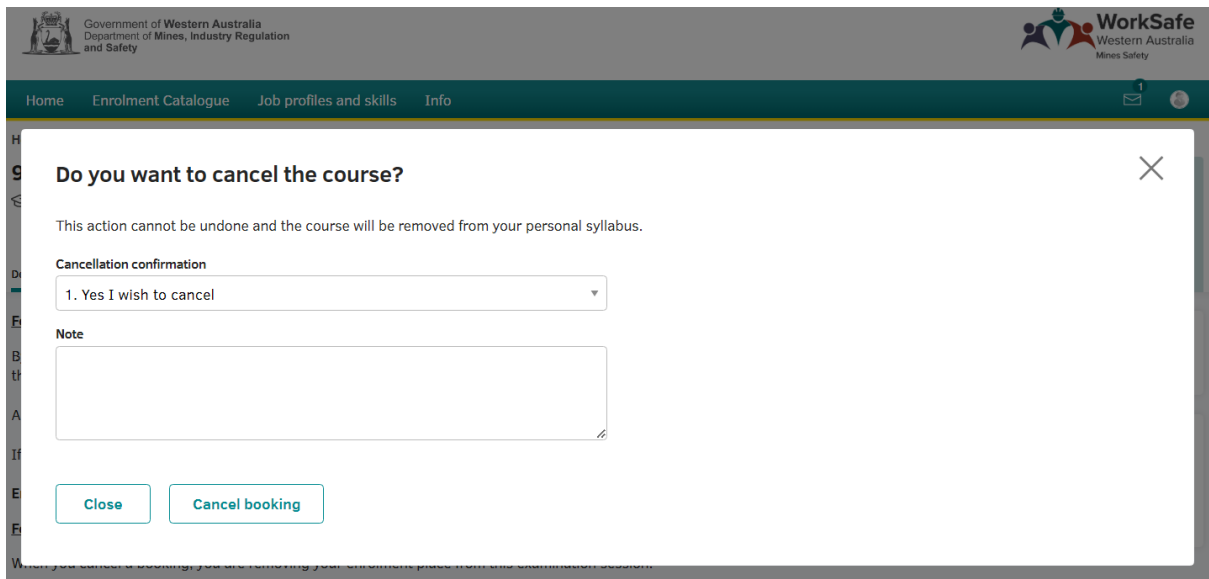
Log into your account using the Mining Statutory Positions Portal On the homepage, click on the chosen learning path under *My current applications*.

The screenshot shows the homepage of the WHS Mines statutory positions 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 for Home, Enrolment Catalogue, Job profiles and skills, and Info. The main content area features a large banner with a colorful Aboriginal-style pattern and the text "Welcome to the WHS Mines statutory positions portal". Below the banner, there is a section titled "My current applications" with a sub-heading "Continue your progress in the Statutory Position/Certificate process." A card is displayed for "Exploration Manager" under the "Statutory position process" category. The card includes a small icon of a mining site and a person, and shows the status "English (GB) Enrolled Statutory position".

Please note that if you cancel an examination session, you will not be able to re-enrol in that session and will need to choose another session.

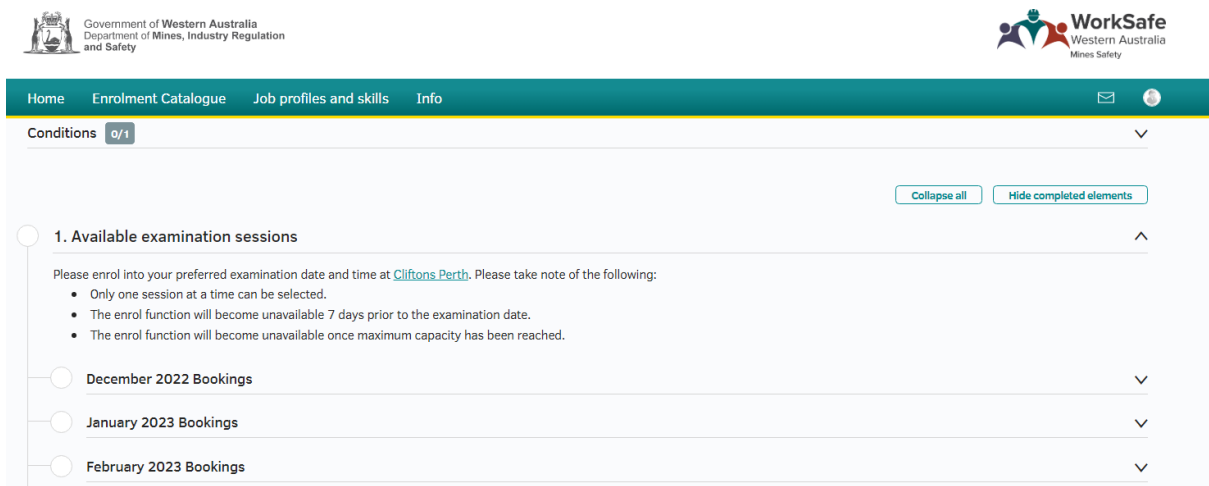
Within the learning path, click on the *Available examination sessions* section. Click on the icon for the examination sessions in which you have enrolled.

On the right hand side, select *Cancel booking*. If desired, you can add additional information in the notes section of the pop-up box, then confirm you wish to cancel the booking.



Click on *Home* in the menu bar and return to your chosen learning path through *My current applications* to select another examination session to enrol in.

To book into another examination session, click on the icon for the examination session within the statutory learning path. Only one examination session can be booked at a time.



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

The screenshot shows the WorkSafe Western Australia website interface. At the top left is the Government of Western Australia logo and text: "Government of Western Australia 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 bar with "Home", "Enrolment Catalogue", and "Info". A secondary bar shows "Exam Session Bookings" with a clock icon and the time range "4 Nov 2022 09:00 to 4 Nov 2022 12:00". The main content area is titled "Description" and contains the following text:

**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.

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.**

**For Candidates that wish to cancel booking**

When you cancel a booking, you are removing your enrolment place from this examination session.

Once this action has been performed, you will be unable to re-enrol into this examination session if your circumstances change again.

A cancellation calendar appointment will be sent to your email address to remove from your calendar as confirmation.

**Location**

Cliftons Perth - Parmelia House, Perth

[Display details](#)

On the right side of the page, there is a calendar icon and a button labeled "Enrol". Below the button is a box showing the "Start date" as "4 Nov 2022 09:00" and the "End date" as "4 Nov 2022 12:00".

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.