



WHS MSPP guide for candidates

Enrolling in a statutory learning pathway

To enrol in a statutory learning pathway, log into your account using the Mines Statutory Positions Portal. Click on the *Enrolment catalogue* tab in the menu bar.

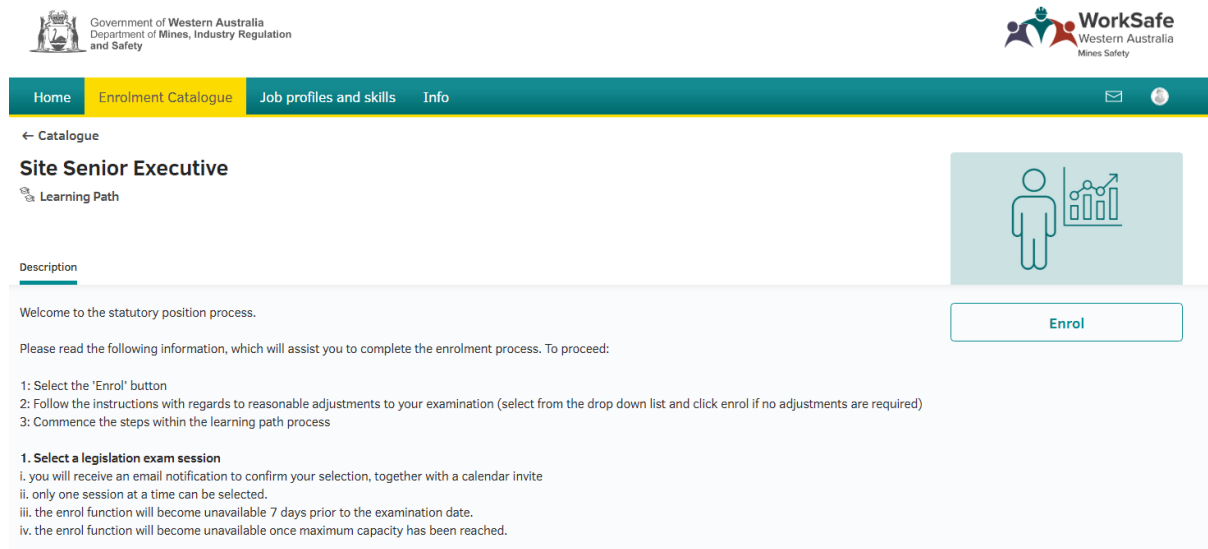
You can either search for the learning path by using the search bar, or scroll through the list to find the required path.

Once you have found the learning path, click on the image to go into the enrolment page. Read the information carefully as there can be multiple pathways for a statutory certificate

The screenshot shows the 'Enrolment Catalogue' page of the Mines Statutory Positions Portal. The page features a navigation bar with 'Home', 'Enrolment Catalogue', and 'Info' tabs. Below the navigation bar, there is a list of learning paths, each with an icon and a 'Learning path' link. The learning paths listed are:

- Exploration Manager
- Site Senior Executive
- Underground Supervisor (With qualifications)
- Transition from certificate of competency to statutory certificate - Underground Supervisor

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



The screenshot shows the top navigation bar with 'Home', 'Enrolment Catalogue', 'Job profiles and skills', and 'Info'. Below the navigation bar, there is a breadcrumb trail '← Catalogue' and the title 'Site Senior Executive' with a 'Learning Path' icon. On the right side, there is a large icon of a person and a bar chart. Below this icon is a prominent 'Enrol' button. The main content area contains a 'Description' section with the following text:

Welcome to the statutory position process.

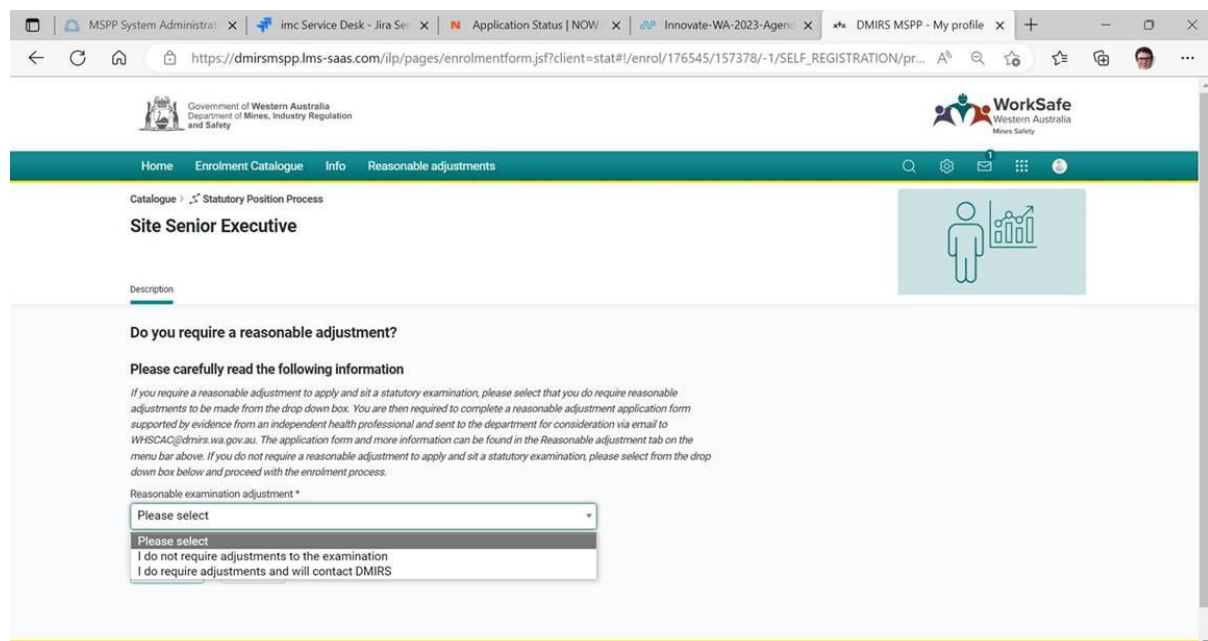
Please read the following information, which will assist you to complete the enrolment process. To proceed:

- 1: Select the 'Enrol' button
- 2: Follow the instructions with regards to reasonable adjustments to your examination (select from the drop down list and click enrol if no adjustments are required)
- 3: Commence the steps within the learning path process

1. Select a legislation exam session

- i. you will receive an email notification to confirm your selection, together with a calendar invite
- ii. only one session at a time can be selected.
- iii. the enrol function will become unavailable 7 days prior to the examination date.
- iv. the enrol function will become unavailable once maximum capacity has been reached.

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



The screenshot shows the same 'Site Senior Executive' page but with the 'Reasonable adjustments' tab selected in the navigation bar. The main content area contains the following text:

Do you require a reasonable adjustment?

Please carefully read the following information

If you require a reasonable adjustment to apply and sit a statutory examination, please select that you do require reasonable adjustments to be made from the drop down box. You are then required to complete a reasonable adjustment application form supported by evidence from an independent health professional and sent to the department for consideration via email to WHSCAC@dmirs.wa.gov.au. The application form and more information can be found in the Reasonable adjustment tab on the menu bar above. If you do not require a reasonable adjustment to apply and sit a statutory examination, please select from the drop down box below and proceed with the enrolment process.

Reasonable examination adjustment *

Please select

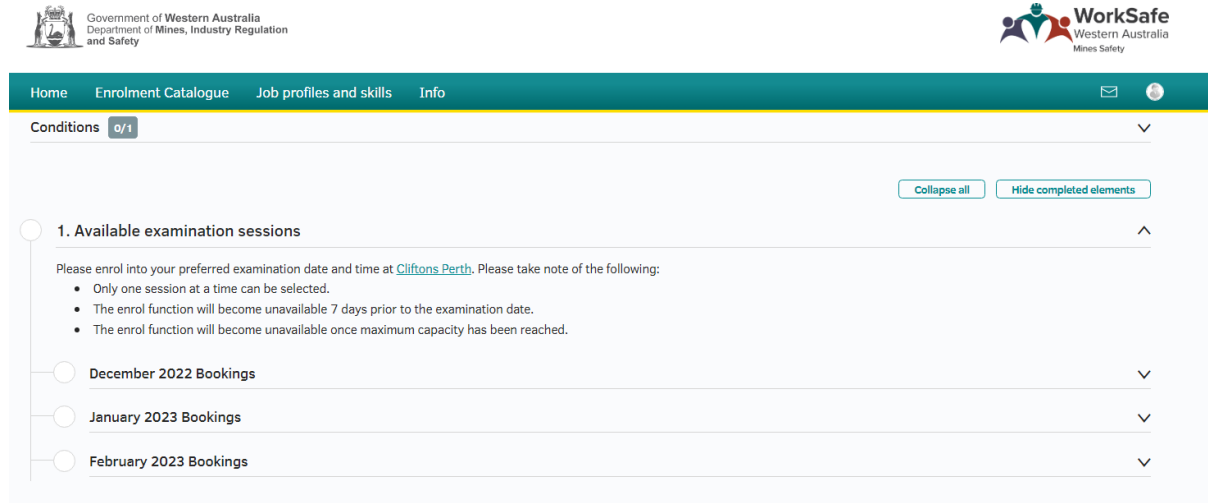
Please select

- I do not require adjustments to the examination
- I do require adjustments and will contact DMIRS

Please note that if you require a reasonable adjustment for the examination, you will need to complete the reasonable adjustment application form and send it to the [Statutory Positions Administration Team](#). You will then be contacted regarding available examination sessions.

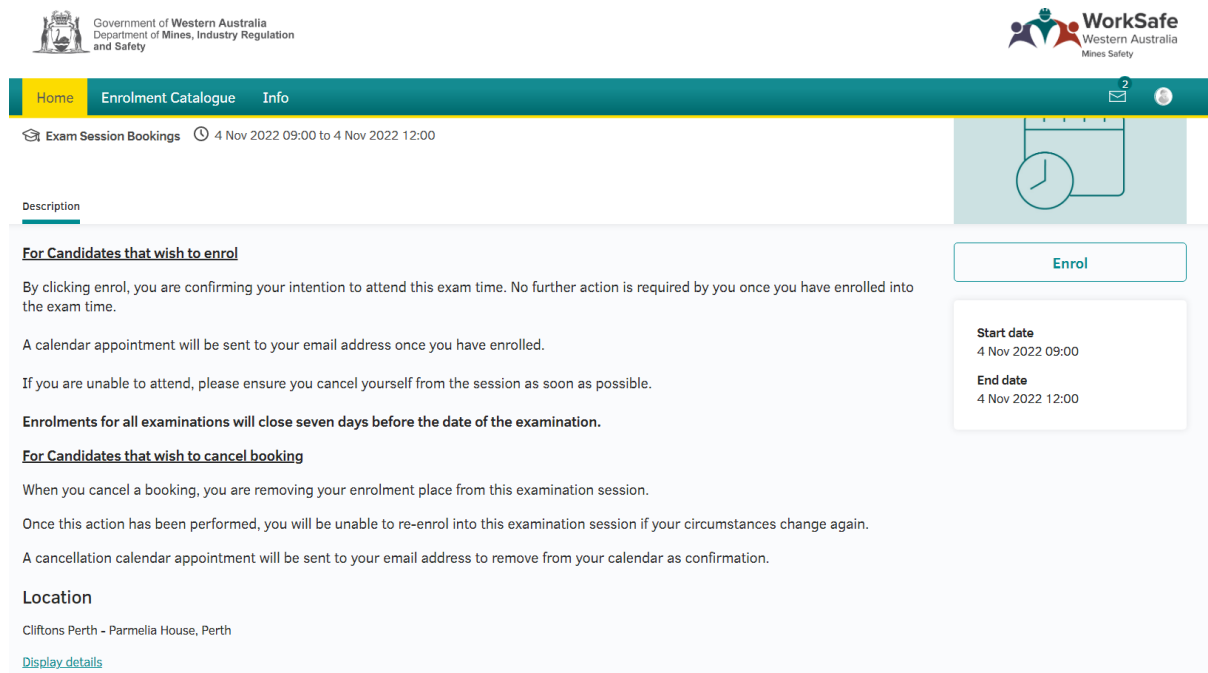
Enrolling into an available examination session

Within the 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.

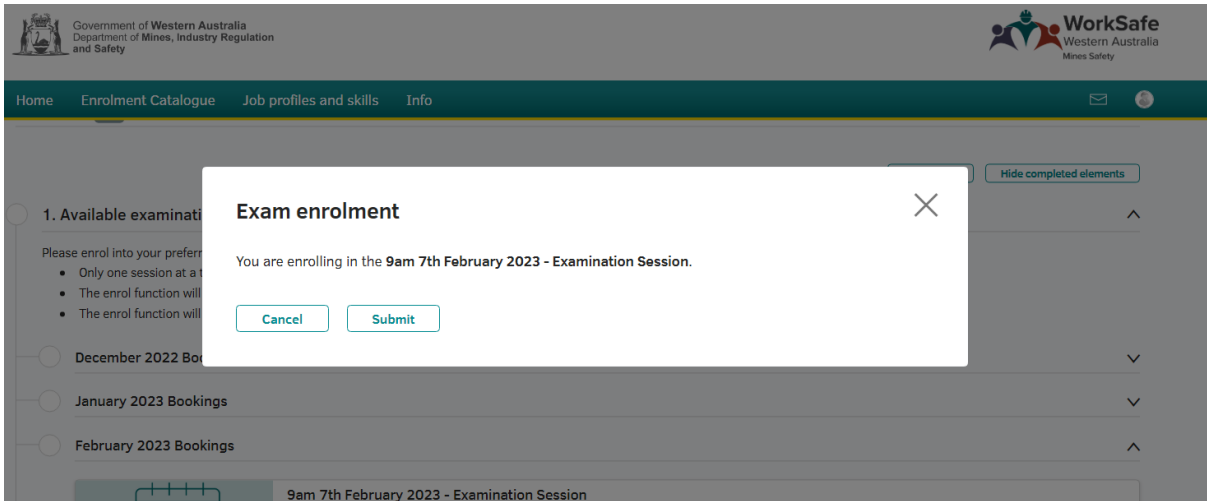


The screenshot shows the WorkSafe Western Australia website. The header includes the Government of Western Australia logo and the WorkSafe logo. The navigation bar has links for Home, Enrolment Catalogue, Job profiles and skills, and Info. The main content area is titled 'Conditions 0/1' and features a section for '1. Available examination sessions'. This section includes instructions to enrol at Cliftons Perth and a list of booking options: December 2022 Bookings, January 2023 Bookings, and February 2023 Bookings. There are also buttons for 'Collapse all' and 'Hide completed elements'.

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



The screenshot shows the 'Exam Session Bookings' page on the WorkSafe Western Australia website. The page title is 'Exam Session Bookings' with a clock icon and the dates '4 Nov 2022 09:00 to 4 Nov 2022 12:00'. The 'Description' section 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', and a link for 'Display details'. On the right side, there is a calendar icon and a prominent 'Enrol' button. Below the button, a pop-up box displays 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.

A50058146