

GUIDE | CERTIFICATE OF COMPETENCE

CABLE REPAIR SIGNATORY

WHS (Mines and Petroleum Sites) legislation

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October 2018	1	First published
July 2020	2	Change Department name
June 2021	3	Update for online applications via portal

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1. Introduction

This guide is provided to help people apply for a certificate of competence for the repairing of flexible reeling, feeder or trailing cables in underground coal mines.

This guide includes information about eligibility to be granted a certificate and the processes involved in assessing whether a person is competent to be granted a certificate.

A person is eligible to hold a certificate of competence in respect of a statutory function if the regulator is satisfied that the individual is competent to exercise that function.

The application for a certificate of competence to certify work involving the repairing of flexible reeling, feeder or trailing cables is available through the [Resources Regulator portal](#).

2. Age

The minimum age at which a person will be issued with a certificate of competence is 21. However, you may undertake the assessment process before turning 21.

3. Assessment process

The assessment process consists of two stages:

Stage 1 application for a certificate of competence (including evidence of prerequisite requirements) (see section 5 of this guide)

Stage 2 oral examination (see section 6 of this guide)

You must successfully complete each stage of the assessment process to progress to the following stage.

Examinations will be held at least annually. Closing dates for applications and examinations are advertised in the safety and health area on the department's website.

4. Application fees

An application fee is payable for Stage 1 with submission of your application.

The full fee amount of \$110 will be retained if you decide to withdraw your application or if your application is not accepted. An examination fee is also to be paid for Stage 2, and each time you re-sit an examination at any later date. Information on fees payable can be found in the [Examination fee schedule](#).

Stage 1 – application for a certificate of competence

An application must be made through the online portal. A link to this portal is on our website, under [“How to apply”](#).

Your application must include supporting documents as evidence that you satisfy each of the following prerequisite requirements:

- relevant practical experience (see section 5.1 of this guide)
- module assessment records (see section 5.2 of this guide)
- identity verification (see section 8 of this guide)

Applicants must ensure applications they submit (including supporting documentation) are accurate and complete. Failure to submit an accurate and complete application could result in an application being delayed. Offences under the *Work Health and Safety Act 2011* and the *Crimes Act 1900* apply to the giving of false and misleading information.

All supporting documentation must be certified as a true copy by an authorised certifier who is an independent third party. Information about how to certify documents and who can certify them can be found in section 7 of this guide.

4.1 Practical experience

An application must show details that you have at least two (2) years' experience in repairing cables in accordance with AS/NZ 1747 - Reeling, trailing and feeder cables used for mining - Repair, testing and fitting of accessories as follows:

- 8 months in plug and/or coupler fitting – complete under extraction experience

- 8 months repairing cables - complete under other mining activities, and
- 8 months in the testing of cables – complete under supervision/ leadership/ co-ordination.

Please note that it was not possible to word the heading more appropriately in the practical experience table as this wording suits the requirements for all other statutory functions.

You must complete the practical experience table in the application portal and nominate your supervising manager for us to verify your experience.

By providing reference contact information, you are permitting the department (and any persons engaged for the purposes of managing certificates of competence and practising certificates) to contact these referees to confirm your experience.

4.2 Module assessment records

It is expected that the skills, knowledge and experience to demonstrate competency in all aspects of cable repairs will be developed over a period of time while completing the tasks detailed in the three modules. The competency assessment for the modules has been structured to permit timely assessment of individuals. The format of the modules also lends itself to timely review of the individual's knowledge and skills so that a training/retraining and competency matrix can be maintained by the licensed cable repair facility.

- | | |
|-----------------|---|
| Module 1 | Repair of Electric Reeling and Trailing Cables, |
| Module 2 | Testing and fault location: Reeling and Trailing Cables, and |
| Module 3 | Inspection, fitting and replacement of parts of explosion protected restrained plugs and receptacles and bolted couplers. |

You must provide evidence of having successfully completed training and been assessed as being competent in each of the three modules to apply for the Cable Repair Signatory Certificate of Competence.

The modules are completed 'in-house' at a licenced cable repair workshop and submitted as an attachment in your application. The assessment must be carried out by a person or persons who satisfy the following criteria:

- qualifications as a certificate IV assessor,
- qualifications as a Cable Repair Signatory (formerly known as Class B competent person - cable repairs), and
- minimum of two years' experience managing a cable repair facility.

It is expected that each cable repair facility maintain detailed training records that clearly demonstrate that their employees have the adequate practical training across the areas described in the modules. The department may ask for this evidence as part of the assessment process for individual candidates.

4.3. Processing of applications

An application containing all the required information that is submitted by the advertised closing date will be processed in time for the corresponding Stage 2 – oral examination. You must attach a certified copy of the assessor's qualifications and evidence of experience to your application.

You will be notified of the adequacy of your application no later than four weeks before the examination date. If an application is submitted after the advertised closing date, it will be processed for the following examination date.

If successful, you will be invited to progress to the examination.

5. Stage 2 - oral examination

The oral examination will relate to the responsibilities and duties of the position as a cable repair signatory for flexible reeling, feeder or trailing cables to be used in a hazardous zone of an underground coal mine. It will include subject matter from each of the key competency technical areas in the modules. In addition, the examiners may ask questions relating to your practical experience (see section 4.1 of this guide).

To pass the oral examination, the examiner must assess you as being "competent" to carry out the statutory function.

If you are found "not yet competent", you will need to re-apply via the Resources Regulator's portal.

6. How to certify documents

A certified copy of a document is a photocopy of the original document that has been certified as a true copy of the original by an authorised certifier.

Follow the steps below to have documents certified:

1. Make a photocopy of the original documents. Ensure the copies are clear and legible.
2. Take the copies with the original documents to one of the authorised certifiers listed below.
3. An authorised certifier must ensure the copy is an identical copy of the original document. The preferred wording for the certification is as follows:

‘I certify this to be a true copy of the document shown and reported to me as the original.’

The certification must be on each page of the document and accompanied by the certifier’s signature, full name, profession (for example, Justice of the Peace), registration number (if applicable) and date.

Certification must be made by an independent third party. Avoid using an approved certifier where a perceived conflict of interest may exist (e.g. spouse, family member, or a party to the examination process). The Resources Regulator reserves the right to refuse to accept documents on the grounds of incorrect certification or request an independent certifier where a perceived conflict of interest may exist.

If the original document is not in English, the applicant must provide a certified copy of the written translation (by an authorised translation service, such as an appropriate embassy or professional translation service accredited by the National Accreditation Authority for Translators and Interpreters Ltd).

6.1. Authorised certifiers

There are many people from a broad spectrum of professions who can certify copies of original documents. The Resources Regulator will accept any of the following:

- a Justice of the Peace (with a registration number in the state in which they are registered)
- a police officer
- a judge of a court
- a Sheriff's officer
- a barrister

- a solicitor
- a health professional registered with the Australian Health Practitioner Regulation Agency (e.g. doctor, pharmacist, optometrist, nurse)

7. Identity verification

The Resources Regulator uses a verification procedure for the purposes of obtaining an identification record for applicants. You must provide documentation to verify all of the following:

- full legal name
- gender
- date of birth
- place of birth
- residential address

You must supply one document from Group A documents and one document from Group B documents. The documents must:

- be certified as true copies of the original document by an authorised certifier, and
- be current unless otherwise stated below.

Group A documents

Must have name, date of birth and place of birth.

- Birth certificate
- Citizenship certificate
- Current passport
- Expired passport that has not been cancelled and was current within the preceding two years
- Other documents of identity having the same characteristics as a passport including diplomatic documents and some documents issued to refugees

Group B documents

Must be in date (not expired), and contain photograph, name and current residential address.²

Driver's licence issued by an Australian state or territory (both sides to indicate change or no change of address)

- Roads and Maritime Services (formerly RTA) photo card
- Identification card issued to a public employee
- Identification card issued by the Commonwealth, a State or Territory government as evidence of the person's entitlement to a financial benefit

If you are unable to verify your identity by supplying one document from each of the group above, please contact the Mining Competencies and Authorisations Team at mca@planning.nsw.gov.au.

8. Further information

Further information is available on the Resources Regulator's [website](#).