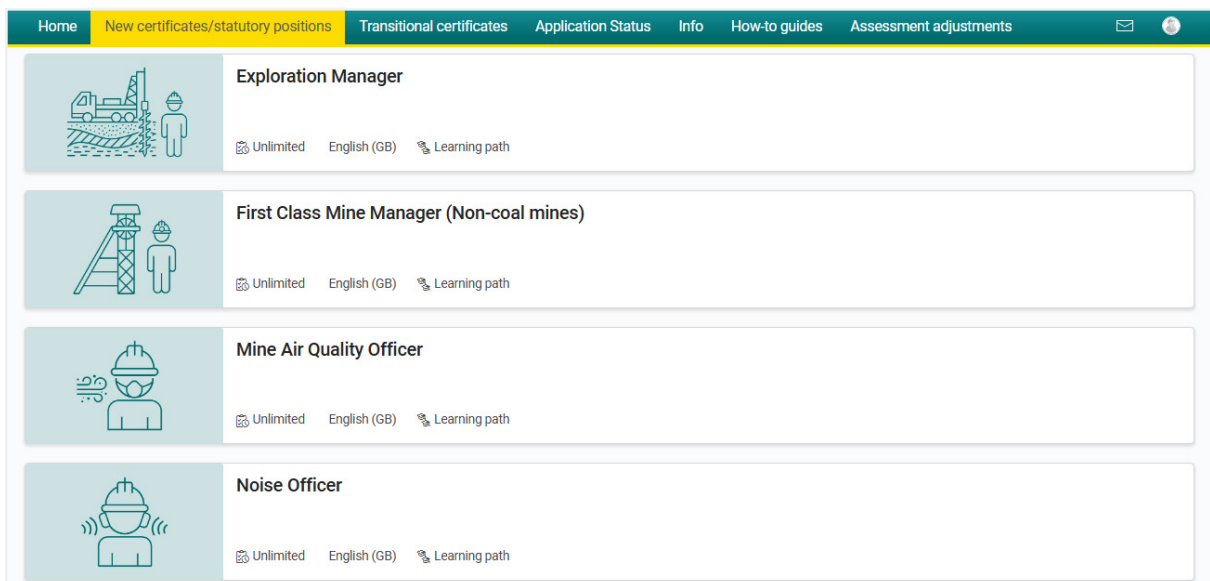


HOW-TO GUIDE

Mines statutory positions portal: 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 ***New certificates/statutory position*** tab in the menu bar.

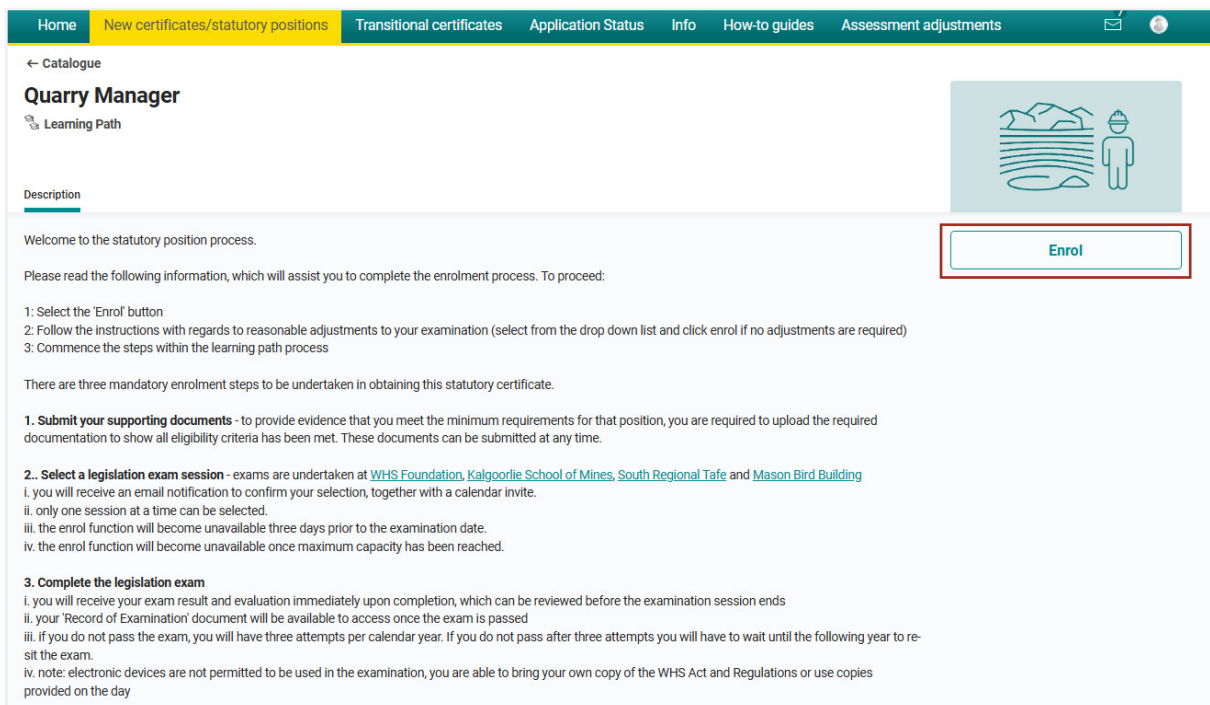


You can search for the learning pathway by using the search bar or scroll through the list to find the required path.

Once you have found the learning pathway, click on the image to go into the enrolment page.

Read the information carefully as there can be multiple pathways for a statutory certificate.

Click on the **Enrol** button for the chosen pathway.



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Quarry Manager

Learning Path

Description

Welcome to the statutory position process.

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

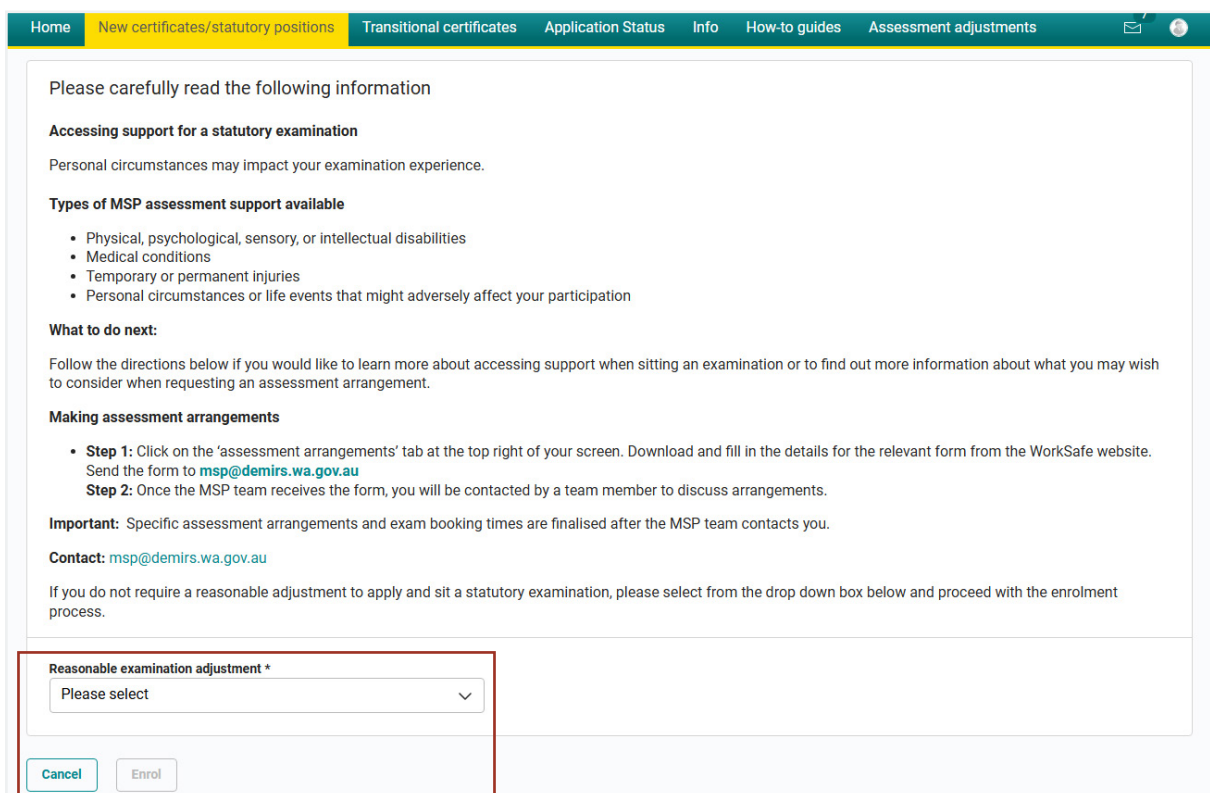
- 1: Select the 'Enrol' button
- 2: Follow the instructions with regards to reasonable adjustments to your examination (select from the drop down list and click enrol if no adjustments are required)
- 3: Commence the steps within the learning path process

There are three mandatory enrolment steps to be undertaken in obtaining this statutory certificate.

- 1. Submit your supporting documents** - to provide evidence that you meet the minimum requirements for that position, you are required to upload the required documentation to show all eligibility criteria has been met. These documents can be submitted at any time.
- 2. Select a legislation exam session** - exams are undertaken at [WHS Foundation](#), [Kalgoorlie School of Mines](#), [South Regional TAFE](#) and [Mason Bird Building](#)
 - 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 three days prior to the examination date.
 - iv. the enrol function will become unavailable once maximum capacity has been reached.
- 3. Complete the legislation exam**
 - i. you will receive your exam result and evaluation immediately upon completion, which can be reviewed before the examination session ends
 - ii. your 'Record of Examination' document will be available to access once the exam is passed
 - iii. if you do not pass the exam, you will have three attempts per calendar year. If you do not pass after three attempts you will have to wait until the following year to re-sit the exam.
 - iv. note: electronic devices are not permitted to be used in the examination, you are able to bring your own copy of the WHS Act and Regulations or use copies provided on the day

Enrol

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



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Please carefully read the following information

Accessing support for a statutory examination

Personal circumstances may impact your examination experience.

Types of MSP assessment support available

- Physical, psychological, sensory, or intellectual disabilities
- Medical conditions
- Temporary or permanent injuries
- Personal circumstances or life events that might adversely affect your participation

What to do next:

Follow the directions below if you would like to learn more about accessing support when sitting an examination or to find out more information about what you may wish to consider when requesting an assessment arrangement.

Making assessment arrangements

- **Step 1:** Click on the 'assessment arrangements' tab at the top right of your screen. Download and fill in the details for the relevant form from the WorkSafe website. Send the form to mzp@demirs.wa.gov.au
- **Step 2:** Once the MSP team receives the form, you will be contacted by a team member to discuss arrangements.

Important: Specific assessment arrangements and exam booking times are finalised after the MSP team contacts you.

Contact: mzp@demirs.wa.gov.au

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

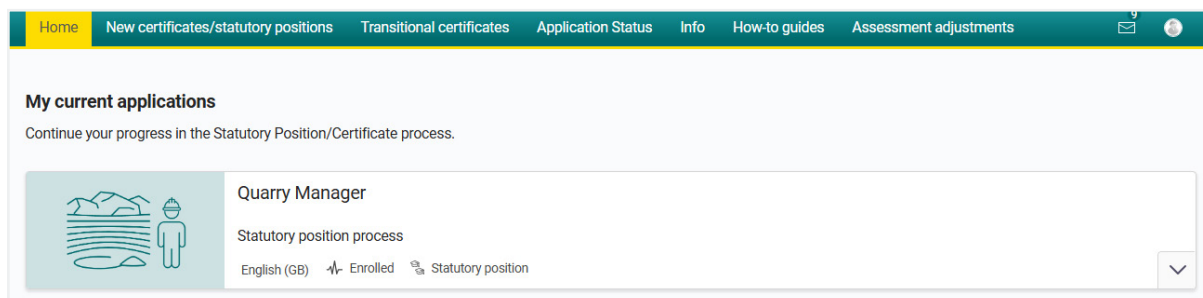
Cancel Enrol

If you require an assessment adjustment for the exam, you will need to complete the [application form](#) and send it to mzp@lgirs.wa.gov.au.

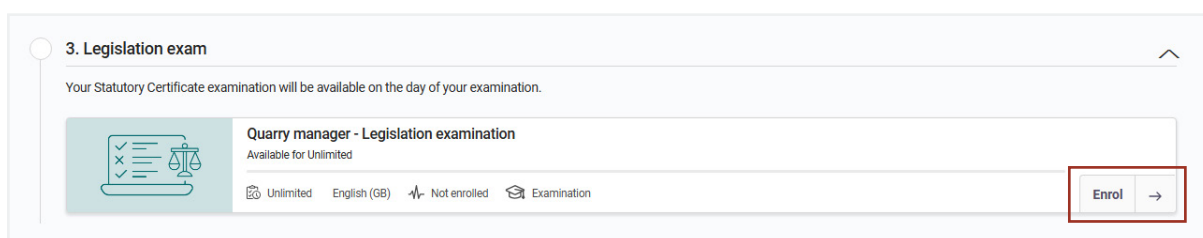
You will then be contacted regarding available exam sessions.

Enrolling into an available legislation exam session

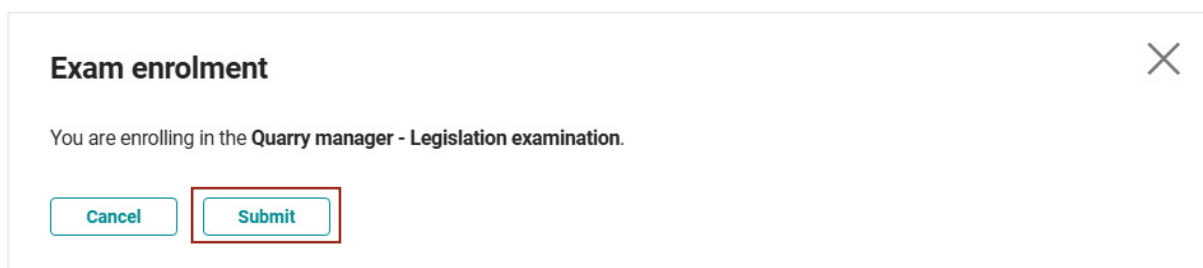
From the **Home** tab, scroll down and click the learning pathway under **My current applications**.



Scroll down to the section under **Legislation exam** and click **Enrol** on the bottom right-hand side.

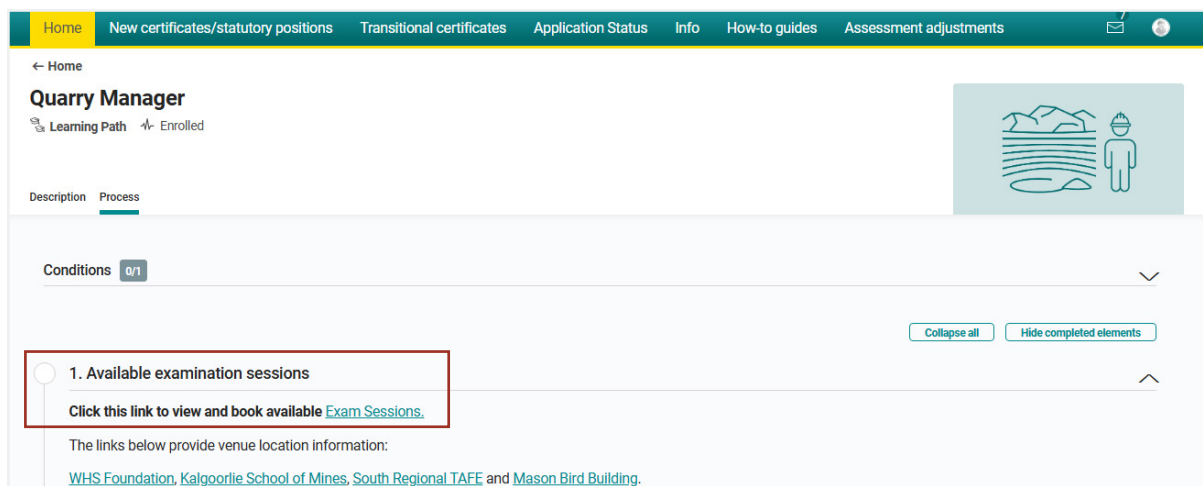


From the pop-up window, click **Submit** to confirm your enrolment.



Return to the learning pathway and select the **Available examination sessions** section.

Click on the link that says **Exam Sessions**.



You can filter results by exam venue, date and free places.

Click on the icon for the exam session you would like to enrol in.

Only one exam session can be booked at a time.

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Quick filters

Start date





Locations

[WHS Foundation \(91\)](#)

[Kalgoorlie School of Mines \(24\)](#)

[Mason Bird Building \(81\)](#)

[South Regional TAFE - Bunbury \(90\)](#)



1 Aug 2025 12:30pm - Legislation Exam - Bunbury - South Regional TAFE
1 Aug 2025 12:30 to 1 Aug 2025 15:30
 27 available places  No free waiting slots English (GB)  Free of charge ...



1 Aug 2025 1:00pm - Legislation Exam - Perth - WHS Foundation
1 Aug 2025 13:00 to 1 Aug 2025 16:00
 30 available places  No free waiting slots English (GB)  Free of charge ...



1 Aug 2025 1:30pm - Legislation Exam - Perth - Mason Bird Building
1 Aug 2025 13:30 to 1 Aug 2025 16:30
 52 available places  No free waiting slots English (GB)  Free of charge ...



1 Aug 2025 8:30am - Legislation Exam - Bunbury - South Regional TAFE
1 Aug 2025 08:30 to 1 Aug 2025 11:30
 28 available places  No free waiting slots English (GB)  Free of charge ...

Click **Enrol**, then select the exam you will be sitting from the drop down box.

Click **Enrol** again to confirm.

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1 Aug 2025 12:30pm - Legislation Exam - Bunbury - South Regional TAFE
 Exam Session Bookings  01-Aug-2025 12:30 to 01-Aug-2025 15:30

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.

South Regional TAFE - Bunbury
Robertson Dr,
Bunbury, WA 6230
[Google map link.](#)

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

Enrolments for all examinations will close three 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.

Available places
27

Location
South Regional TAFE - Bunbury, Bunbury



Start date
01-Aug-2025 12:30

End date
01-Aug-2025 15:30

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1 Aug 2025 12:30pm - Legislation Exam - Bunbury - South Regional TAFE

Which exam are you taking in this session?
Please confirm from the drop down list below as to which exam you will be sitting in this examination session. Once done, you can click the enrol button below.

Providing these details ensures we provide the correct information to access the exam on the day.

Which exam are you taking in this session? *
Please select

Cancel
Enrol

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1 Aug 2025 12:30pm - Legislation Exam - Bunbury - South Regional TAFE

Exam Session Bookings
In progress
1 Aug 2025 12:30 to 1 Aug 2025 15:30

Description
Process

Cancel booking

Process

Collapse all

You are enrolled!

Thank you for enrolling into this legislation examination session. If you need to cancel your booking, please do so when you are aware that you can't attend by clicking the "Cancel booking" button above. Click the video links below to help prepare yourself for your upcoming exam.

Preparing for a statutory examination

Understanding the legislation exams for statutory positions

You will receive an email confirming your exam 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.