HOW-TO GUIDE

Mines statutory positions portal: Transitioning a certificate of competency to an equivalent WHS statutory certificate
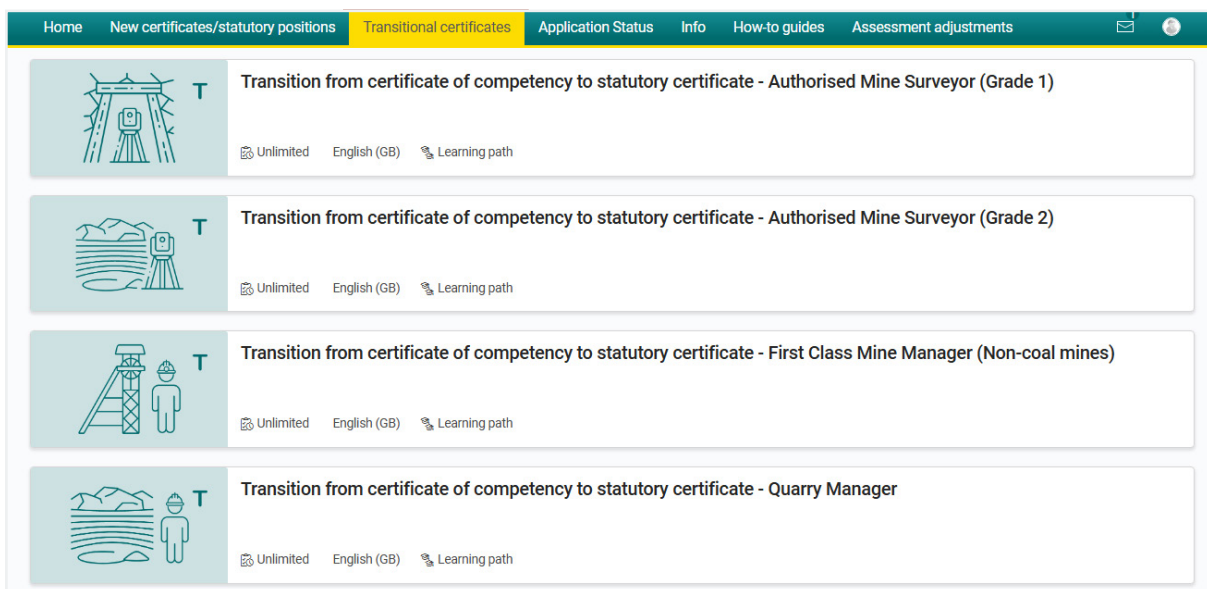
This guide is for holders of certificates of competency issued under the Mines Safety and Inspection Regulations 1995 seeking to update their certificate to a statutory certificate under the Work Health and Safety (Mines) Regulations.

To enrol in a *Transition from certificate of competency to statutory certificate* learning pathway, log into your account using the mines statutory positions portal.

Click on the *Transitional certificates* tab in the menu bar.

You can either search for the learning pathway 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' in the learning pathway icon.

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

Read the information carefully as the enrolment page covers all the learning pathways available for a statutory certificate, not only the transition learning pathway.

Click on the *Enrol* button required pathway.

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

If you do not require an assessment arrangement for the exam, you can continue with the application process.

If you require an assessment adjustment for the exam, you will need to complete the application form and send it to msp@lgirs.wa.gov.au.

You will then be contacted regarding available examination sessions. However, while you are waiting for the response about the reasonable adjustment request, you can submit your required *Supporting documentation* and book an examination date and time.

Submitting supporting documentation

In the statutory learning pathway, click on **Supporting documentation**.

Within the **Process** tab, click on the arrow in the **Supporting documentation** submission section.

It is important that you read the instructions provided.

The documents you are required to upload are listed as tasks.

You can use this as a checklist to ensure you complete each requirement..

Open each task by clicking on the circle with three dots.

Read the information provided in each task as it will assist you in uploading the relevant documentation.

To upload a document, click on **Add attachment**.

You can drag and drop a document into the box or click upload and choose a file from your electronic device.

Only one document can be attached at a time.

Only doc, docx, pdf, jpg and jpeg file types can be uploaded. Other file types will not be accepted.

Once the document has been uploaded, click **Mark as completed** or click on the tick icon.

Repeat this process for all tasks, ensuring documents are uploaded one at a time.

Once all the documents have been uploaded, open the **Declaration** task by clicking on the circle with the three dots.

You must review and confirm your acceptance of the declaration.

To accept the declaration, click the **Submit** button under the **Applicant** heading.

Enter your full name and then click **Submit**.

If you have not entered your full name or you have not provided all required documents, your application will not be progressed.

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

If any further supporting information is required, you will be contacted via an email..

If you are yet to book an exam session, you can select a suitable date and time from the list provided.

Uploading further supporting documentation

Uploading further supporting documentation

To upload additional documents if required, log into your account within the mines statutory positions portal.
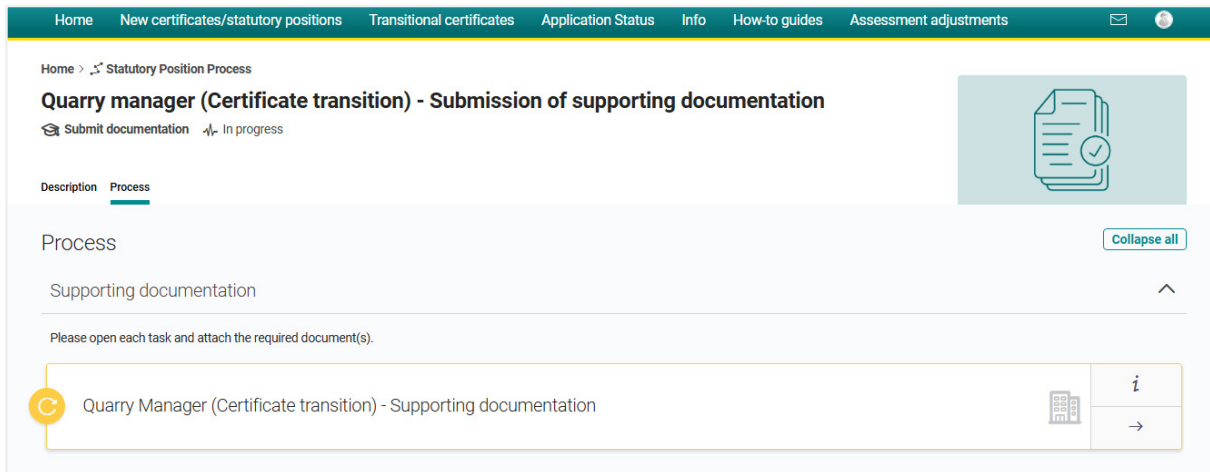
Click on your learning pathway under *My Current Applications*.

Within the statutory learning pathway, click *Supporting documentation*.
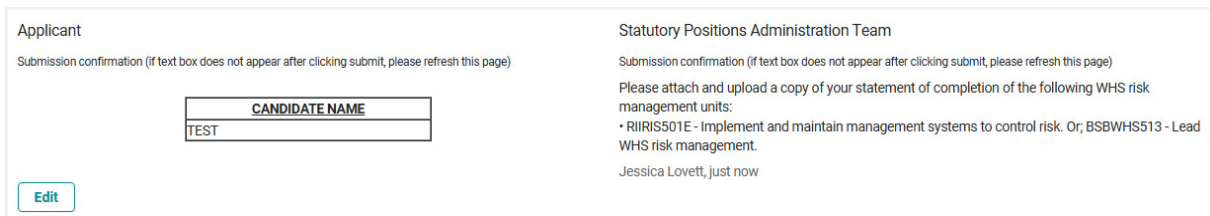
Within the process tab, click on the arrow in the **Supporting document** submission box.

Click on **Declaration**.

Carefully read the information in the **Statutory Positions Administration Team** section.

To upload an additional document, open the required task and under the **Applicant** section. You can drag and drop a document into the box or click upload and choose a file from your electronic device.

You will then be required to resubmit the declaration for your application to be progressed.

To accept the declaration, click the **Submit** button under the **Applicant** heading.
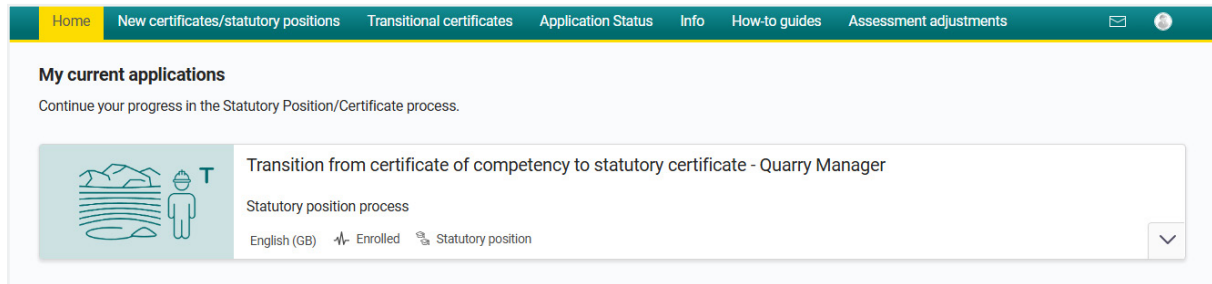
Enter your full name and then click **Submit**.

If you have not entered your full name or you have still not provided all required documents, your application will not be progressed.

Once you have submitted the declaration, you will receive an email notification advising the documents have been received.
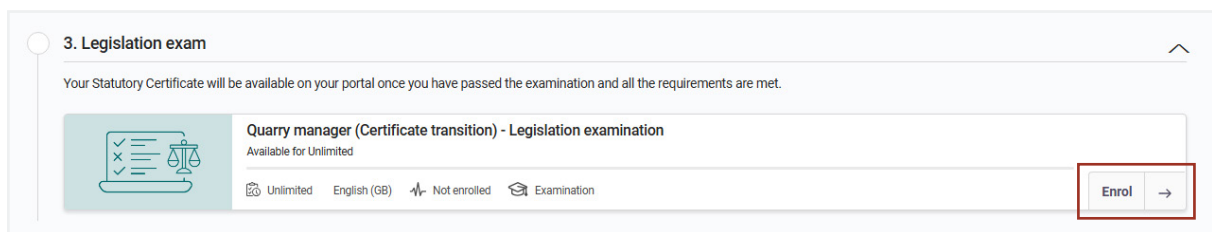
You will be contacted via email if any further supporting documents are required.

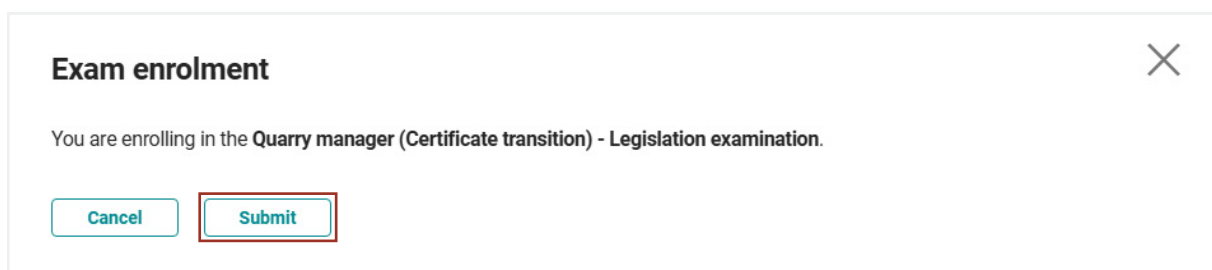# Enrolling into an available examination session

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

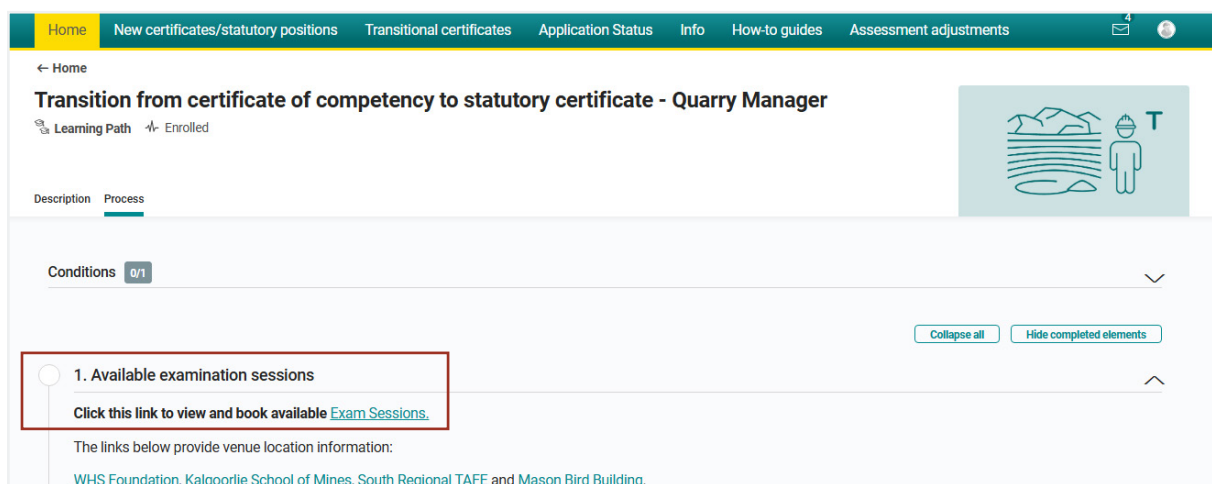Scroll down to the section under *Legislation exam* and click *Enrol* on the bottom right-hand side.

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

Return to the learning pathway under *My Current Applications* and select the *Available examination sessions* section.

Click on the link that says *Exam Sessions*.

On the left-hand side, you can filter by exam venues, dates and free places.

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*, then select the examination you will be sitting from the drop-down box, then click *Enrol*.

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.

Downloading the statutory certificate

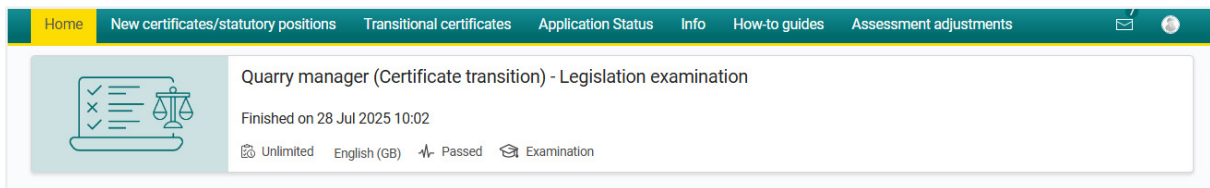After you have completed all the requirements for the statutory learning pathway, you can download your statutory certificate.

Log into your account using the Mines Statutory Positions Portal, on the homepage click on your chosen learning pathway 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.