

HOW-TO GUIDE

Mines statutory positions portal: Transitioning a certificate of competency to an equivalent WHS statutory certificate

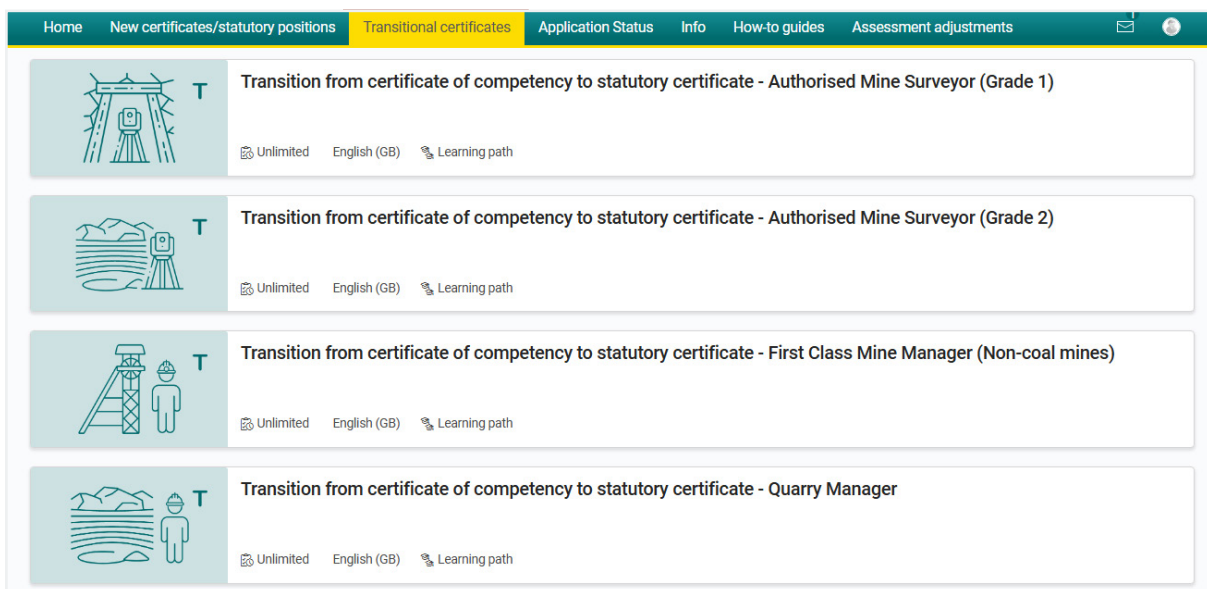
This guide is for holders of certificates of competency issued under the Mines Safety and Inspection Regulations 1995 seeking to update their certificate to a statutory certificate under the Work Health and Safety (Mines) Regulations.

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.



The screenshot shows the Mines statutory positions portal interface. The top navigation bar includes links for Home, New certificates/statutory positions, Transitional certificates (highlighted), Application Status, Info, How-to guides, and Assessment adjustments. Below the navigation bar, there is a list of four learning pathways, each marked with a 'T' in the icon:

- Transition from certificate of competency to statutory certificate - Authorised Mine Surveyor (Grade 1)**
Unlimited English (GB) Learning path
- Transition from certificate of competency to statutory certificate - Authorised Mine Surveyor (Grade 2)**
Unlimited English (GB) Learning path
- Transition from certificate of competency to statutory certificate - First Class Mine Manager (Non-coal mines)**
Unlimited English (GB) Learning path
- Transition from certificate of competency to statutory certificate - Quarry Manager**
Unlimited English (GB) Learning path

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.

The screenshot shows a web interface with a teal header bar containing navigation links: Home, New certificates/statutory positions, Transitional certificates (highlighted), Application Status, Info, How-to guides, and Assessment adjustments. Below the header, a breadcrumb trail reads '← Catalogue'. The main heading is 'Transition from certificate of competency to statutory certificate - Quarry Manager', with a sub-heading 'Learning Path' and an icon of a person in a hard hat. A red box highlights the 'Enrol' button in the top right corner. The 'Description' section contains the following text: 'Welcome to the statutory position process. THIS IS FOR EXISTING CERTIFICATE HOLDERS WHO ARE TRANSITIONING FROM THE MINES SAFETY INSPECTORS REGULATIONS TO THE WORK HEALTH AND SAFETY MINES REGULATIONS. It is recommended that you review the "Process to transition from a certificate of competency to a WHS statutory certificate" video or written instructions before proceeding. 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.'

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

The screenshot shows a web interface with a teal header bar containing navigation links: Home, New certificates/statutory positions, Transitional certificates (highlighted), Application Status, Info, How-to guides, and Assessment adjustments. Below the header, a breadcrumb trail reads '← Catalogue'. The main heading is 'Assessing support for a statutory examination', with a sub-heading 'Personal circumstances may impact your examination experience.' The 'Types of MSP assessment support available' section lists: Physical, psychological, sensory, or intellectual disabilities; Medical conditions; Temporary or permanent injuries; and Personal circumstances or life events that might adversely affect your participation. The 'What to do next:' section states: '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.' The 'Making assessment arrangements' section lists: 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 misp@demirs.wa.gov.au Step 2: Once the MSP team receives the form, you will be contacted by a team member to discuss arrangements. The 'Important:' section states: 'Specific assessment arrangements and exam booking times are finalised after the MSP team contacts you.' The 'Contact:' section states: misp@demirs.wa.gov.au. Below this, a text box says: '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.' A red box highlights a dropdown menu labeled 'Reasonable examination adjustment *' with the text 'Please select' and a downward arrow. Below the dropdown are two buttons: 'Cancel' and '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 mssp@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**.

The screenshot shows the 'Transition from certificate of competency to statutory certificate - Quarry Manager' page. The navigation bar includes 'Home', 'New certificates/statutory positions', 'Transitional certificates' (highlighted), 'Application Status', 'Info', 'How-to guides', and 'Assessment adjustments'. The page title is 'Transition from certificate of competency to statutory certificate - Quarry Manager'. Below the title, there's a 'Learning Path' section with 'Enrolled' status. The 'Process' tab is active, showing 'Conditions 0/1'. A section titled '2. Supporting documentation' is expanded, displaying a submission form for 'Quarry manager (Certificate transition) - Submission of supporting documentation'. The form includes a document icon, a title, and a 'Submit documentation' button. Below the form, there are icons for 'Unlimited', 'English (GB)', 'Enrolled', and 'Submit 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 screenshot shows the 'Quarry manager (Certificate transition) - Submission of supporting documentation' page. The navigation bar is the same as the previous screenshot. The page title is 'Quarry manager (Certificate transition) - Submission of supporting documentation'. Below the title, there's a 'Submit documentation' button and 'In progress' status. The 'Process' tab is active, showing 'Supporting documentation'. A section titled 'Supporting documentation' is expanded, displaying a submission form for 'Quarry Manager (Certificate transition) - Supporting documentation'. The form includes a document icon, a title, and a 'Submit documentation' button. Below the form, there are icons for 'Unlimited', 'English (GB)', 'Enrolled', and 'Submit documentation'.

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.

Pending (3) In review (0) Passed (0) Failed (0) Print

Tasks (3)

- WHS risk management units**
○ Pending
- Current statutory certificate of competency**
○ Pending
- Declaration**
○ Pending

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.

Pending (2) In review (1) Passed (0) Failed (0) Print

Tasks (3)

- WHS risk management units**
⓪ In review
- Current statutory certificate of competency**
○ Pending
[Mark as completed](#)
Description
Please attach your certificate of competency issued under the Mines Safety Inspection Regulations.
Applicant
[Add attachment](#)
- Declaration**
○ Pending

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.

Current statutory certificate of competency

In review

Declaration

Pending

Mark as completed

Description

To complete submission of your documents, please review and confirm your acceptance of the following declaration, by clicking the submit button and inserting your name and selecting submit again.

DECLARATION

I declare that the information and documents I have provided in support of my application are true and correct, and are a correct representation of my qualifications, skills and experience.

I consent to the WorkSafe Commissioner, or persons so authorised, to obtain on my behalf any document, record, file, or information that may be necessary and relevant to consider my application or verify any information I have provided.

OFFENCE TO GIVE FALSE OR MISLEADING INFORMATION

A person must not give information or provide a document that the person knows to be false or misleading in a material particular or omits any matter or thing without which the information is misleading.

Providing false or misleading is an offence and may attract a fine of up to \$12 500 for an individual. Refer to section 268 of the Work Health and Safety Act 2020. I understand that providing false or misleading information in relation to this application may be an offence.

I agree to the above declaration.

Applicant

Submit

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**.

Applicant

Submission confirmation (if text box does not appear after clicking submit, please refresh this page)

B *I* U ~~S~~ | *I*_x

CANDIDATE NAME

Cancel

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.

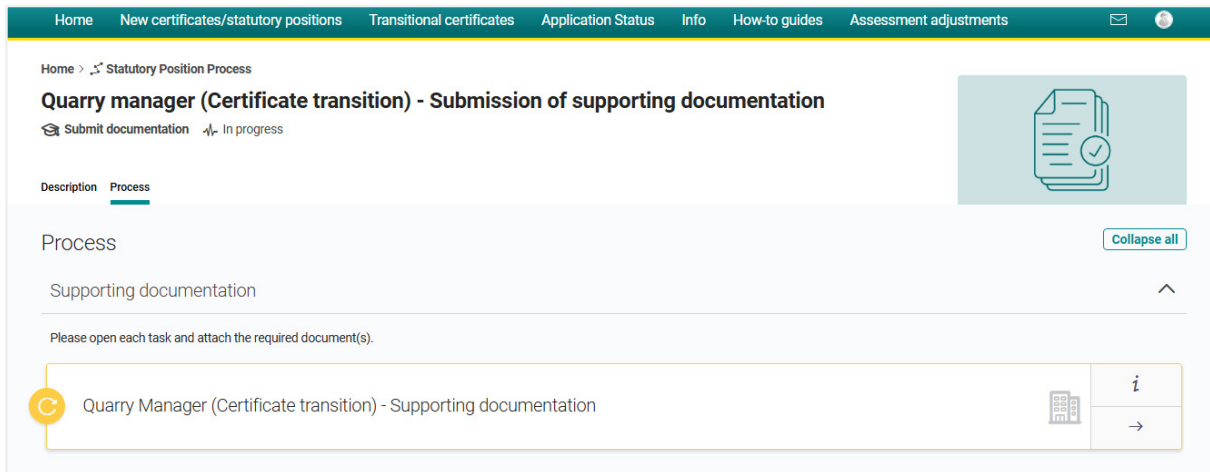
Click on your learning pathway under **My Current Applications**.

The screenshot shows the 'My current applications' section of the Mines statutory positions portal. The top navigation bar includes links for Home, New certificates/statutory positions, Transitional certificates, Application Status, Info, How-to guides, and Assessment adjustments. Below the navigation bar, the section is titled 'My current applications' with a sub-header 'Continue your progress in the Statutory Position/Certificate process.' A card displays the 'Transition from certificate of competency to statutory certificate - Quarry Manager' pathway, including a 'Statutory position process' link and a 'Statutory position' tag.

Within the statutory learning pathway, click **Supporting documentation**.

The screenshot shows the 'Transition from certificate of competency to statutory certificate - Quarry Manager' learning pathway page. The top navigation bar includes links for Home, New certificates/statutory positions, Transitional certificates, Application Status, Info, How-to guides, and Assessment adjustments. The page title is 'Transition from certificate of competency to statutory certificate - Quarry Manager' with a 'Learning Path' tag. The 'Process' tab is selected, showing a list of conditions. The first condition is '1. Available examination sessions'. The second condition is '2. Supporting documentation', which is highlighted with a yellow star. Below this condition, a text box prompts the user to 'Please provide evidence that you meet the minimum requirements for transition from certificate of competency to statutory certificate.' A card displays the 'Quarry manager (Certificate transition) - Submission of supporting documentation' task, including a 'Submit documentation' button and a 'Statutory position' tag.

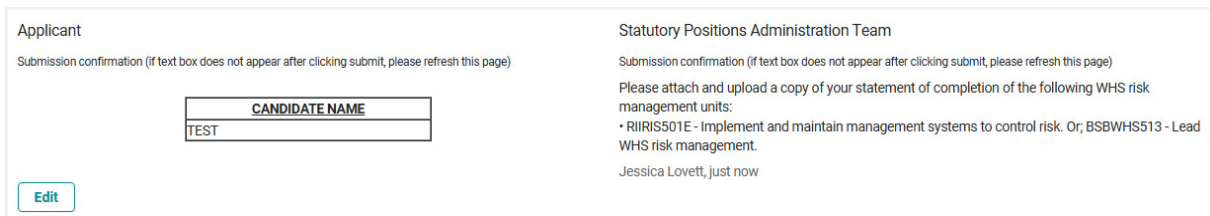
Within the process tab, click on the arrow in the **Supporting document** submission box.



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**.

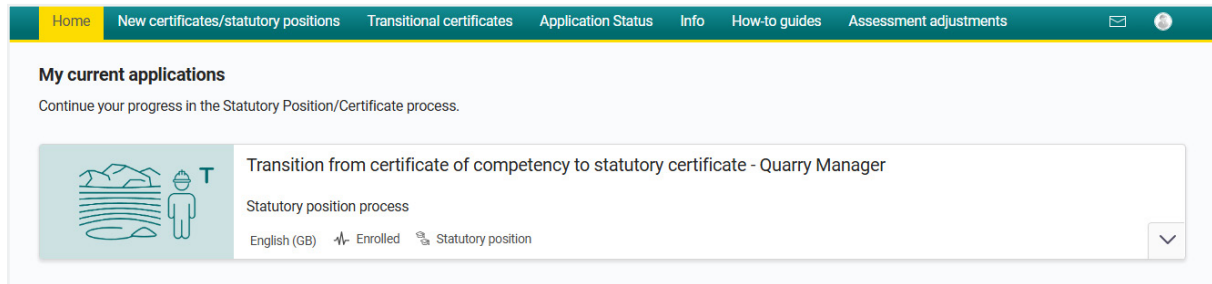
If you have not entered your full name or you have still not provided all required documents, your application will not be progressed.

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

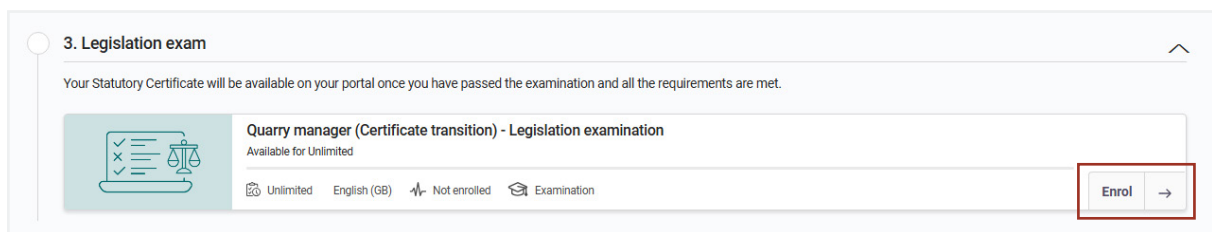
You will be contacted via email if any further supporting documents are required.

Enrolling into an available examination session

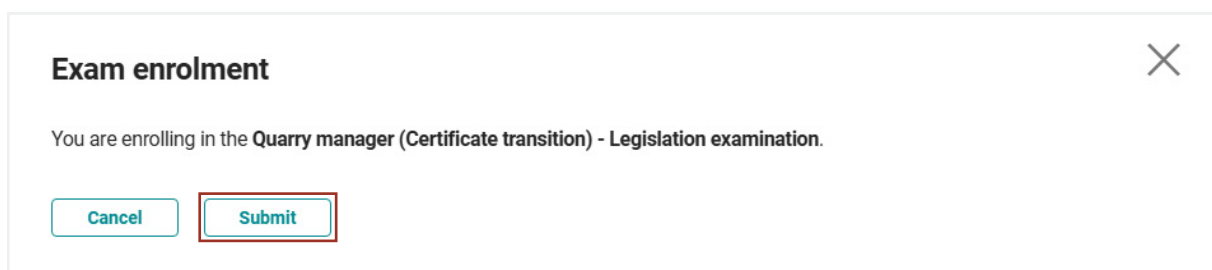
Under the **Home** tab, scroll down and click the learning pathway under **My current applications**.



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

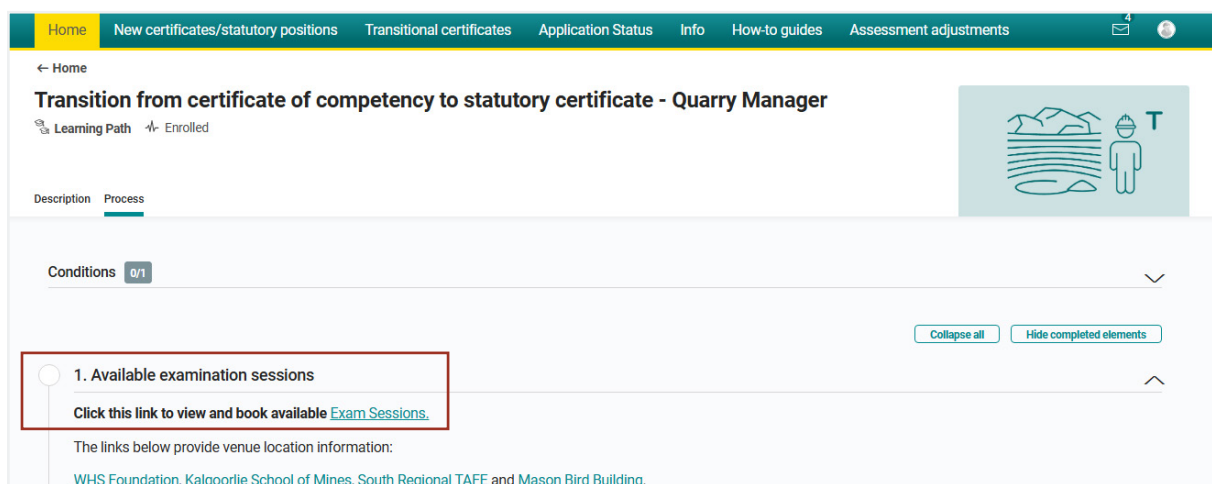


From the pop-up window, click **Submit** to confirm your enrolment.





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.

[Home](#) [New certificates/statutory positions](#) [Transitional certificates](#) [Application Status](#) [Info](#) [How-to guides](#) [Assessment adjustments](#)  

Catalogue

Quick filters


Start date




from


to




Locations


[WHS Foundation \(73\)](#)
[Kalgoorlie School of Mines \(19\)](#)
[Mason Bird Building \(63\)](#)
[South Regional TAFE - Bunbury \(72\)](#)







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
 51 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 ...

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

[Home](#) [New certificates/statutory positions](#) [Transitional certificates](#) [Application Status](#) [Info](#) [How-to guides](#) [Assessment adjustments](#)  

[← Catalogue](#)

11 Sep 2025 12:30pm - Legislation Exam - Bunbury - South Regional TAFE

 Exam Session Bookings  11-Sep-2025 12:30 to 11-Sep-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
28

Location
South Regional TAFE - Bunbury, Bunbury



Start date
11-Sep-2025 12:30

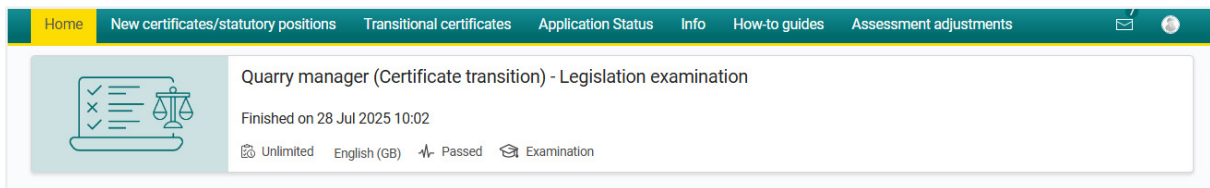
End date
11-Sep-2025 15:30

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.

