

12 September 2024

# Undermanager of underground coal mines

## Prerequisites and written exam details

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### 1. Prerequisites

An application for examination must be accompanied by evidence that you have the following:

Prerequisite	Requirement
Tertiary or vocational qualification	<p>Any one of the following:</p> <ul style="list-style-type: none"><li>• Bachelor of Mining Engineering issued by an Australian university, or</li><li>• RII50920 Diploma of Underground Coal Mining Management issued by a registered training organisation (the superseded qualifications RII50915 &amp; RII50913 Diploma of Underground Coal Mining Management, or other equivalent superseded qualification is acceptable).</li></ul> <p>If you hold a qualification/unit of competence that is not specified as a prerequisite, refer to <a href="#">Fact sheet - Recognition of qualifications and units of competence</a>.</p>
Practical experience	<p>A minimum of four years practical underground coal mine experience, including:</p> <ul style="list-style-type: none"><li>• a minimum two years being present:<ul style="list-style-type: none"><li>– with a minimum 1 year at an extraction face during production or development works, and</li><li>– during other mining activities</li></ul>(this must be included in the four years of experience required above)</li><li>• a minimum one year in a supervisory role responsible for the control and management of underground coal mining operations, with a minimum 6 months in mining activities at the mine.</li></ul>

Prerequisite	Requirement
	<p>Your experience must be verifiable and/or signed off by a supervising manager who held a Mining Engineering Manager of underground coal mines practising certificate at the time of your employment (or an interstate equivalent or relevant). Refer to the Guide: Applying for a certificate of competence for more details.</p>
<p>Emergency preparedness unit</p>	<p>RIIERR501E Implement underground coal mine emergency preparedness and response systems, issued by a registered training organisation</p> <p>*The superseded units RIIERR501D &amp; RIIERR501A Implement underground coal mine emergency preparedness and response systems, or other equivalent superseded unit number is acceptable.</p> <p>If you hold a qualification/unit of competence that is not specified as a prerequisite, refer to <a href="#">Fact sheet - Recognition of qualifications and units of competence</a>.</p>
<p>Portfolio of evidence</p>	<p>You must attach the following documents as evidence of your competence which must be relevant to the function. Your name must be in the document as evidence you were involved. If not, then you must have your supervisor/manager sign off the document confirming your involvement or attach another document confirming eg email. You may attach multiple documents to provide sufficient evidence:</p> <ul style="list-style-type: none"> <li>• Risk assessment - a copy of a WHS risk assessment that you were involved in at your mine during the last three years</li> <li>• Workplace inspection - a copy of a WHS workplace inspection, task observation or audit, that you carried out and documented for your mine in the last three years</li> <li>• Review of principal hazard management plan or control plan - evidence, such as a report, of your involvement in reviewing a principal hazard management plan or control plan at your mine</li> <li>• Shift handover report, shift work plan or compliance report - a copy of a WHS shift handover report, shift work plan or compliance report that you completed in the last six months. For a shift handover report, the document must include your name and role.</li> <li>• Delivery of workplace training program - evidence of a WHS related training program in a mining or related field that you were involved in developing and delivering for workers in full or part of it at your mine (eg. toolbox talks, shift or work group</li> </ul>

Prerequisite	Requirement
	<p>briefings). As an alternative a completed sign on list of attendees may be provided, with your name on it as the trainer, as evidence that you delivered it.</p> <ul style="list-style-type: none"> <li>• Safe work procedure or related document for standard setting - a copy of a safe work procedure or related document for standard setting (eg. work instruction, work order job detail) that you actioned at your mine during the last five years</li> </ul> <p>For more information about portfolio requirements refer to the <a href="#"><u>Portfolio requirements: certificate of competence examination process</u></a></p>
Identity verification	Refer to the <a href="#"><u>Factsheet: Certifying documents and verifying identity</u></a>

## 2. Written examination details

The written examination consists of the following papers:

Paper	Method of Examination	Duration of Paper
UB1 – Legislation ( <b>existing</b> candidate only)	Closed book	1 hour
UB2 - Mine Ventilation ( <b>existing</b> candidate only)	Closed book	2 hours
UB3 – Coal Mining practice paper ( <b>existing</b> candidate only)	Closed book	3 hours
UB5 - Legislation and coal mining practice (combined paper for <b>new</b> candidates only)	Closed book	3 hours
UB6 – Mine Ventilation Paper ( <b>new</b> candidates only)	Closed book	2 hours

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## 2.1. UB1 – Legislation (existing candidates only)

You will be required to demonstrate a working knowledge of the Work Health and Safety Act 2011, Work Health and Safety (Mines and Petroleum Sites) Act 2013, Explosives Act 2003, and their supporting Regulations, as they relate to the duties of an undermanager.

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## 2.2. UB2 – Mine ventilation (existing candidates only)

You will be required to provide answers to practical problems having regard to safety considerations and legal requirements using mine plans supplied.

One question will be based on overall ventilation of a mine relative to the environment described in the question. The other question will be a combination of practical application of ventilation-related management systems and providing solutions to ventilation-related problems.

You will need to demonstrate your knowledge of where equipment is located according to ventilation requirements and what actions are performed to comply with legislative obligations. You will need to make certain assumptions about the mining workplace to answer the questions and provide an explanation as to how the assumptions relate to the mining workplace described in the question.

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## 2.3. UB3 – Coal mining practice (existing candidates only)

This paper will deal with the interpretation and application of mining and engineering principles together with relevant aspects of mining legislation. You will be expected to have knowledge of safe working procedures and the causes and prevention of mine incidents.

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## 2.4. UB5 – Legislation and coal mining practice (new candidates only)

You will be required to demonstrate a working knowledge of the Work Health and Safety Act 2011, Work Health and Safety (Mines and Petroleum Sites) Act 2013, Explosives Act 2003, and their supporting Regulations, as they relate to the duties of an undermanager.

This paper will deal with the interpretation and application of mining and engineering principles together with relevant aspects of mining legislation. You will be expected to have knowledge of safe working procedures and the causes and prevention of mine incidents.

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## 2.5. UB6 – Mine Ventilation Paper (new candidates only)

You will be required to provide answers to practical problems having regard to safety considerations and legal requirements using mine plans supplied.

One question will be based on overall ventilation of a mine relative to the environment described in the question. The other question will be a combination of practical application of ventilation-related management systems and providing solutions to ventilation-related problems.

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You will need to demonstrate your knowledge of where equipment is located according to ventilation requirements and what actions are performed to comply with legislative obligations. You will need to make certain assumptions about the mining workplace to answer the questions and provide an explanation as to how the assumptions relate to the mining workplace described in the question.

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