

Step-By-Step Guide to Certification

Examiner Panel Member



CANADIAN MINING
CERTIFICATION PROGRAM



MINING INDUSTRY
HUMAN RESOURCES COUNCIL

Step 1



Receive & review document(s) provided by MiHR

1. **National Occupational Standards (NOS) for your Occupation** — Following the introduction to the NOS at the Workplace Assessor (WPA) training, familiarize yourself with the NOS relevant to the occupation you are assessing in. These NOS establishes clear, objective benchmarks of the skills and knowledge required for workers to perform in an occupation. In other words, they list the competencies a fully proficient worker can perform on the job.
 - If an area of competency or task is not included in the NOS, the related details for that area of competency or task will not be present in the NOS. In its place, there will be an indication that the task is “not applicable” to this NOS; (therefore there might be a break in the numeric sequence.)
 - For additional clarification of the tasks within the NOS or, what would be required of a fully experienced worker please refer to the related section in the National Occupational Standard which provides supporting detailed sub-tasks, references and examples.

Step 2



Independent Assessment of the Application for Certification

1. **Assess the Record of Assessment (ROA)** — The ROA is the template each Candidate must complete when applying for certification. MiHR reviews the ROA for completeness prior to it being sent to the Examiner Panel members.
 - Using the evaluation summary form provided by MiHR, the Examiner Panel member will individually document their evaluation of the ROA and assess if the documentation of training and workplace experience demonstrates a competent level of skills and experience in each task in the ROA.
 - Consider all relevant supporting documents listed in the ROA. A copy of supporting documents may be requested at any time during the assessment process as well as additional information may be requested to support and inform all final decisions.
 - The Record of Assessment may reflect experiences throughout the entire mining career of the Candidate (not only with their current employer).
2. **Referee Reference Form (RRF)**
 - The RRF is completed by three (3) Referees of the Candidate's choosing. Acceptable referees for the certification process consist of a Supervisor, Trainer, Peer or WPA.
 - The Examiner Panel members review and consider the input of the Referees as part of the whole evaluation of each application for certification.

Step 3



Submit independent evaluations to MiHR – Office of the Registrar

Submit your completed assessment by email to MiHR's CMCP Registrar at certification@mihr.ca.

Step 4



Collaborative Assessment

1. MiHR compiles all three independent assessments and provides a summary of all assessments to the Examiner Panel members.
2. Should there be any discrepancies between the assessment of the three panel members or a request for additional information, a teleconference or email chain will be held for the members to discuss. All three Examiner Panel members must work closely together, facilitated by MiHR's Office of the Registrar to perform a thorough and objective assessment of each application package to achieve a unanimous decision on the outcome of the certification assessment.
3. The Candidate will be notified of the final decision of certification. If successful, the Candidate will be sent all relevant recognition items.

Example of a completed Record of Assessment

The following is an example of an adequately completed Record of Assessment (ROA). The documentation provided under each task must clearly demonstrate that the Candidate has the skills and knowledge required to be considered competent. The ROA is the key piece of information documenting the Candidate's skill level and will be used to generate the final Skills Passport.

If the Candidate is already certified by MiHR under a different occupation, and is applying for certification in a second occupation, documenting their MiHR certification is sufficient to demonstrate competency; please be sure to identify that accordingly in any/all applicable tasks, such as:

Certified Level 1, Underground Miner (UGM)

January 11th, 2013

Certificate #: UGM1-00042

Throughout the ROA, please be sure to reference all acronyms (at least once) such as:

- CMCP (Canadian Mining Certification Program)
- OH&S (Occupational Health and Safety)

Area of Competency 1: Policies and Legislation

Competency	Task	Task description	None	Competent
Policies and Legislation	1.1	Comply with company policies and procedures (Select appropriate box and provide example of the application of the task above)		●

Description of applicable training and/or workplace experience

- Familiar/comply with corporate PPE (Personal Protective Equipment) Policy;
- Familiar/comply with checks pertaining to lockouts and methanometer inspections;
- Familiar/comply with corporate incident reporting policy;
- Train new hires with access & understanding of <<Company>> policies and procedures

Competency	Task	Task description	None	Competent
Policies and Legislation	1.2	Understand and comply with applicable workplace legislation and regulations (Select appropriate box and provide example of the application of the task above)		●

Description of applicable training and/or workplace experience

- Familiar/comply with regulations pertaining to: reporting of spills & workplace accidents;
- Reference/introduce/teach the OH&S (Occupational Health & Safety) BC mines act.
- BC mines Supervisor Certificate 5/7/1993
- BC Underground Mine Foreman Certificate 9/11/1999

Example of what could be included in the “Notes”

The following is an example of additional information that you might find on the “Notes” page at the end of the ROA.

NOTES: Examples for Industry Trainer Occupation

List of Acronyms:

- ZIP: Zero Incidence Process
- CAT: Caterpillar Inc. (Equipment Company)
- FRC: Fire Retardant Clothing

Equipment Knowledge: (familiar with use and operation of the following)

- Light/Heavy Vehicle Driver's License Class 1 (Instructor)
- CAT Certifications

Certificates / Training Records Summary: (Records will be available upon request)

- ZIP Certificate 02/12/1999
- IVES Train the Trainer Certificate 22/06/2010
- Performance Review 2016 Year end.

Examples of tools developed / used for workplace:

- Cross-over shift notes
- Material for training delivery (PowerPoint presentation / Training Outline)
- Field observation journal - template

NOTES: Examples for Frontline Supervisor Occupation

List of Acronyms:

- OH&S: Occupational Health and Safety
- BWP: Best Work Practice

Equipment Knowledge: (familiar with use and operation of the following)

- Light/Heavy Vehicle Driver's License Class 1 (Instructor)

Certificates / Training Records Summary:

- CanScott Supervisory Training – 01/08/2008
- Certified Level 2, Underground Miner (UGM) 11-JAN-2013; MiHR Certificate#: UGM1-00042

Examples of tools developed / used for workplace:

- Cross-over shift notes / weekly production plan
- Field observation journal – template
- Planning tools for shift activities / scheduling tools

NOTES: Examples for Hoist Operator Occupation

List of Acronyms:

- OH&S: Occupational Health and Safety

Equipment Knowledge: (familiar with use and operation of the following)

- Conveyance changes of Hoist
- Trained for computer based software – specific to Hoist use

Certificates / Training Records Summary:

- NORCAT Mine Hoisting Plant Overview Program
- Ontario Hoist Operator's Medical Certificate (Hoist Ticket)

Examples of tools developed / used for workplace:

- Log books / Safety cards / production sheets



For assistance, please contact us

certification@mihr.ca

613-270-9696 or toll-free 1-877-424-8913