



VUL-APP-008-Trainer Assessor Appointment

Appointment:	Appointed by the Site Senior Executive (or SSE Delegate)
Immediate Supervisor:	HST Manager
Immediate Subordinates:	Nil
Appointee Name:	
Company:	
Work Mobile No.:	
Work Email:	
Signature:	
Date:	
Competencies Required:	☐ Relevant competencies from either the TAE16 or TAE22 suites of competency standards; or ☐ TAESS00015 – Enterprise Trainer and Assessor Skill Set or ☐ Course in field-based training and assessment (10235NAT)
Role Function and Purpose:	Trainers and Assessors will offer assistance to the site in fulfilling and upholding the specifications outlined in Training Scheme.
Obligations and Responsibilities	
Responsibilities	Appointed Trainers and Assessors are required to: • Maintain a sound understanding of relevant legislative and corporate requirements, including site Training Standards, as they apply to the role. • Maintain their competence and appointment to deliver Training / Assessment under the Training Scheme. • Maintain a working knowledge of the requirements of Vulcan Mine Training Standard. • Only deliver Training and / or Assessment within the level of their Competence and Appointment. • Only deliver training and assessment that has been approved, i.e. approval form duly signed. • Make certain that sufficient and reliable evidence of competence and experience are obtained before applying Recognised Prior Learning (RPL) or Recognised Current Competencies (RCC) processes. • Conduct training and assessment fairly and in accordance with requirements of the relevant competency standards and site Training Scheme. • Collect evidence and maintain records of Training / Assessment as required under site Training Standard.
Your statutory responsibilities are:	
Ensuring the exploration operations are supervised in accordance with: • the Queensland Coal Mining Safety and Health Act 1999; • the Queensland Coal Mining Safety and Health Regulation 2017; and • the Vulcan Safety and Health Management System • Recognised Standard 11 – Training in coal mines	



Candidate Questionnaire			
Questions		Satisfactory	Unsatisfactory
1.	According to the QLD Coal Mining Safety and Health Act, what is the meaning of "competence"? (answer must be verbatim from the CMSHA)		
2.	A person starting work at a coal mine must not carry out any task at the mine unless the person has completed _____ for the mine.		
3.	The _____ is to ensure each CMW holding senior management or Supervisory position and each worker holding certificates of competency are to be given refresher training at least once every _____ years.		
4.	A CMW must not carry out a task at the mine unless the worker has been assessed as _____, and is _____ by the mines _____ or _____, to carry out the task.		
5.	If a Trainer Assessor has assessed a candidate as competent, can the candidate operate plant/equipment before the SSE or delegate reviews and signs the assessment? True/False		
6.	Once an assessment has been completed, where does the Trainer Assessor place the assessment to be reviewed. a) SSE's office (in-tray) b) Supervisor's office (end of shift tray) c) ERT Training Room d) Front Desk		
7.	Full Training pathway documentation must be reviewed at _____ months and will expire after _____ months. The review is to be carried out by the _____, _____, and the _____.		



8.	Queensland has two initial requirements for persons that are to work in a coal mines. (Select (1) Answer) a) Open car licence & Standard 11 b) Standard 11 & Coal Board Medical (S4) c) Australian passport & Standard 11 d) Coal Board Medical (S4) & Open car licence		
9.	What document within the Vulcan Mine SHMS outlines the training requirements for site?		
10.	What are the 3 training pathways used at Vulcan Mine?		
11.	If a CMW holds a current Certificate IV in Training & Assessment, Enterprise Trainer & Assessor or Course in field-based training assessment is the CMW eligible to be appointed by the SSE as a Trainer Assessor at Vulcan Mine? True/False		
12.	How many hours must a New to Industry operator complete under Minimal Supervision before they are eligible to be authorised as competent?		
13.	Name 3 methods for confirming the validity of a Statement of Attainment or qualification from an RTO.		
14.	All CMWs at Vulcan Mine can access the Vulcan SHMS via shms.vitrinite.com.au . What is the password?		



15.	No training is to be undertaken without documented approval from a supervisor, ensuring all prerequisites have been met? True/False		
16.	If a CMW has previously worked at another Queensland coal mine but has not received their current skills qualifications from that site, can the SSE at Vulcan Mine request the worker's training records, and what is the required response timeframe for the other mine's SSE?		
17.	What 3 prerequisites must an assessor confirm a trainee has completed before undertaking ' Full Training ' at Vulcan Mine?		
18.	When assessing trainees on Dozer operations, what 3 tasks should be completed as part of the practical component to a satisfactory level?		
19.	What pieces of information must be included in the Trainer Assessor's notes on the assessment? a) Task/s that were undertaken during the assessment. b) The location that the assessment took place. c) The unit ID for the piece of plant/equipment. d) Any SOPs/SWPs that were given to the candidate before, during or after the assessment took place.		
20.	According to the Vulcan Mine Light Vehicle Assessment, what must a candidate complete if they are doing Full Training and do not have a Rigid Haul Truck competency?		



21.	What is the maximum number of “open” Full Training packages a candidate can have at any 1 time? a) 1 b) 2 c) 3		
22.	When completing training to CMWs that have started employment at Vulcan Mine state the other critical information that must be passed on and discussed. a) Emergency call procedure b) Defect reporting system c) Principle Hazard awareness d) All operating documentation and end of shift protocol e) Muster points f) All of the above		
23.	Which SHMS form must be completed and emailed to the Training Department to request a training package to upskill internally?		
24.	Full Training paperwork must be returned to the Training Department while the candidate is completing their logbook. True/False		
Candidate Sign Off			
<i>I understand and accept the responsibilities of the position of Trainer Assessor at Vulcan Mine. Further, I understand that by accepting this position, I am respondent to the Queensland CSMH Act 1999 and the CSMH Regulations 2017 and am required to act in accordance with the Safety and Health Management System.</i>			
Name:		Signature:	Date:
Site Senior Executive/ SSE Delegate Sign Off			
<i>As the appointed Site Senior Executive at Vulcan Mine, I appoint the above person to the position of Trainer Assessor at Vulcan Mine.</i>			
Name:		Signature:	Date: