

Pre-enrolment Student Information

Information to support RII50915 Diploma of Underground Coal Mining Management

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This handbook is for customers and clients of Lennon Training Consultants

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Introduction to the Undermanager's Program

Lennon Training offer the **Diploma of Underground Coal Mining Management**, a prerequisite of the Board of Examiners before being able to apply to the Board to sit the examination for a second class mine managers certificate of competency (undermanagers certificate of competency).

The Diploma requires you to attain twelve (12) Units. Ten of the twelve Units are being offered by Lennon Training. The remaining two Units (risk and one of the supervisors Units) are expected to be already held by the student. (Lennon Training offer the supervisor and risk competencies with scheduled courses at either our Emerald or our Brisbane Eagle Farm training centre)

Note: - Requirements for the Diploma is current as of 1st May 2016

If you approach the undermanagers program as a deputy or supervisor you will surely finish as a deputy or supervisor!

You must think like an undermanager.

You are an undermanager.

From this point forward attend work (mentally) as an undermanager.

Design of the Units

The questions are designed around the assumption that you are an experienced deputy or an experienced supervisor performing duties similar to those assigned to an undermanager. The questions focus on the role of a shift undermanager. All questions have been vetted by at least two experienced people holding an undermanagers qualification or higher. Some of the questions may appear very similar to ones you have already done in previous Units of the course. The reason is that each Unit must stand alone in meeting the educational requirement set down in the qualifications framework. (treat these questions as a bonus!)

Resources

There are ample resources available to you to complete each Unit. Consider the web (Mr Google?); your experience; the knowledge of the experienced people at the mine; mine site documents (SHMS etc.); publications/texts

Completing the assignments

Answer the questions as an undermanager would.

Your SHMS will help you in preparing your responses to the assignments. Make reference to it wherever possible.

You may work with others to complete your assignments. Each response however must be a true reflection of your competency. Remember you will be on your own at the oral.

Support your answers with diagrams, forms, photos, extracts from the SHMS and your experience.

- Kerry Lennon, course Coordinator

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FAQ's

Q Can I do multiple units at once?

Once a Unit is completed you can enrol in the next Unit

Q What assistance will be available?

For clarification of the assignments you can contact the course coordinator via phone or email for assistance. Answering the assignment questions shall be for you to engage appropriate mentors at your site and to use them to monitor your performance. Given that this is an Undermanagers course, you will be expected to manage your own time and learning and source information from within your own SHMS.

Q Will there be any face to face contact?

Only upon arrangement with the course coordinator.

Q Will mock orals be available?

Yes, upon successful completion of the Diploma, mock Orals can be scheduled. They are optional. The cost for the mock orals will be advised prior to the event.

Q Is there an order to do the course?

Yes, the following will be the order of study;

- 1) RIIRAI501D Implement mine transport systems and production equipment*
- 2) RIIRAI503D Implement site services and infrastructure systems*
- 3) RIIMCU506D Implement the strata management plan*
- 4) RIIUND501D Implement the ventilation management plan*
- 5) RIIMCU502D Implement the gas management plan*
- 6) RIIMCU501D Implement the spontaneous combustion management plan*
- 7) RIIMCU505D Implement the inrush management plan*
- 8) RIIERR501D Implement underground coal mine emergency preparedness and response systems*
- 9) RIILAT402D Provide supervision in the leadership of diverse work teams*
- 10) RIIBLA202E Support underground shotfiring operations*



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Overview: Undermanager program
RII50915 Diploma of Underground Coal Mining Management

The Diploma of Underground Coal Mining Management is one of the pre-requisites in applying to the Board of Examiners to sit the examination for a second class mine managers certificate of competency (undermanagers certificate of competency). It aims ensure Statutory obligations are met in the workplace.

This qualification complies with the Australian Qualifications Framework (AQF) and therefore, a nationally recognised statement of attainment will be issued on successful completion of a Unit.

Pre-requisites:

- Due to the level of mining knowledge assumed when designing this program, you are required to have a number of years' experience in supervisory or management roles (eg an ERZ controller, underground coal supervisor or engineer with underground coal experience) to enroll in Units offered by this program. This to ensure fairness to the applying candidates.
- You are required to have access to a working underground coal mine and access to the documentation that would normally be available to an ERZ controller or supervisor engaged at an underground coal mine.

You will be required to complete two additional Units to obtain through your own means:

- The mandatory unit: RII.RIS402D Carry out the risk management processes
- One elective: typically RIIWHS301D or RIICOM301D from your Supervisor course or up to one (1) may be from an endorsed training package, or from an accredited course
- Elective units must reflect current occupational and learning outcomes of this AQF qualification

Assessment requirements:

- Complete the assessment items to the standard required by the competency unit in order to be deemed competent.



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Cost of the Units:

The Diploma level Units cost one thousand six hundred and fifty dollars (\$1,650) each, payable on enrollment or \$325 payable upon enrollment and the balance prior to your material for that Unit being assessed. (Note: - for the two-part payment method, the ten-day turnaround of assessment outcome by Lennon Training applies once the balance payment has been received)

The Unit RIIBLA202E Support underground shotfiring is \$990

The Unit RIILAT402D Provide supervision in the leadership of diverse work team is \$413

Payment for a Unit can be made via direct debit or credit card.

Further information about our Fees and Charges Policy and Refund Policy can be located at <http://www.lennontraining.com/policies>

The fees are paid per Unit as noted in Table A.

Table A – in order of available units:

Unit Code	Unit Title	Course fees
RIIRAI501D	Implement mine transport systems and production equipment	\$1,650
RIIRAI503D	Implement site services and infrastructure systems	\$1,650
RIIMCU506D	Implement the strata management plan	\$1,650
RIIUND501D	Implement the ventilation management plan	\$1,650
RIIMCU502D	Implement the gas management plan	\$1,650
RIIMCU501D	Implement the spontaneous combustion management plan	\$1,650
RIIMCU505D	Implement the inrush management plan	\$1,650
RIIERR501D	Implement underground coal mine emergency preparedness and response systems	\$1,650
RIILAT402D	Provide supervision in the leadership of diverse work teams	\$ 413
RIIBLA202E	Support underground shotfiring operations	\$ 990
Optional; Mock oral by arrangement PoA		

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Enrolment process:

Registering your intent to enrol into an available Unit can be reserved either direct with Lennon Training staff by calling (07) 4982 0188, downloading the enrolment/payment form from our website and emailing admin@lennontraining.com or through our booking system ([creating your own account online](#)). Further contact will be made by an authorised person from Lennon Training regarding the completion of enrolment.

Deferment

Deferment is permissible once one or more Units have been completed and a Statement of Attainment for that Unit issued. Qualifications gained prior to deferment will be recognised by Lennon training for five (5) years from the date of issue of the Statement of Attainment.

You are responsible for:

- managing holidays, business and other commitments with respect to your studies
- submitting compulsory assessment items by the prescribed date.
- notifying the Lennon Training office of change of personal details if it is to reflect on any documentation relevant to the Unit being undertaken
- notifying the Lennon Training office in writing if deferring or withdrawing from study

Course completion schedule:

You are expected to complete a Unit within six (6) weeks from the date of enrolling in that Unit. There is no minimum timeframe for completing a Unit. The assessment result will be advised by Lennon Training within ten (10) days from the receipt of your work. If there is a shortfall in the information you submitted the assessment result notification will take the form of advising you of the additional information required to meet the standard. You will be required to rectify the shortfall in information within three (3) weeks.

Assignments for a Unit or reworked material submitted late will be assessed when a marker is available which may be more than ten days from the date you submitted the material.

Appeals:

An appeal against a marking decision must be lodged in writing. All appeals will be addressed by two or more holders of statutory qualifications within ten (10) days of receipt. The Lennon Training decision will be final.



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Qualifications and Statement of Attainments:

Upon successful completion, students will be issued an electronic Statement of Attainment for their achieved unit of competency.

A full qualification may be awarded pending the meeting of requirements of RII50915.

Release of Award Qualifications:

Our standard business practice will be to issue within 5 working days of the unit being deemed competent an electronic qualification pending supply of the Unique Student Identifier. The invoice shall be electronic. If requested, a hard copy of the invoice can be posted via Australia Post to your nominated address that is recorded at the time of booking. A valid address is still required to generate an invoice.

Request for a black & white copy of the qualification that is certified by our JP is complimentary.

Mutual Recognition:

Mutual Recognition is the acceptance from one RTO of an AQF qualification and/or Statement of Attainment issued by another RTO. This ensures the mutual acceptance throughout Australia of AQF qualifications and Statements of Attainment.

Putting it another way. Partial engagement of Lennon Training means if you wish to complete any of the Units with another provider, Lennon Training will recognise authentic Statements of Attainment when compiling the actual Diploma award.

Policies for students:

Lennon Training has developed a number of policies to support the implementation of the Quality Management System. A summary of these policies are provided to each student on the back of the Enrolment Application. A full version can be found at www.lennontraining.com



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Course/Trainer Feedback:

Throughout the years, we've received feedback of both a positive and a constructive nature. Improvements are always sought and we are expecting to attain further areas of improvement that result from the students and/or their employers reflecting on the benefits the programs have brought to themselves and their work place. The two types of evaluations have been sourced from the National Centre for Vocational Education Research which we use to report to our governing body (Australian Quality Skills Authority) and are available on our website. For feedback reflecting on unsatisfactory areas, your comments are required in writing so that we may address them.

Legislation

Visit the government web site (see below) and study the full requirements of the Board to sit the undermanagers examination. There you will find a sample legislation exam for undermanagers (2CC) Note also on the web site the additional requirements you will need to put together before sitting.

If you are not at least 80% knowledgeable on your sites SHMS, the Act and the Regulations by the time you have completed four Units of the course, then you will probably struggle with the Board's oral and written exam. Read and live the legislation. Your SSE, mine manager and undermanager will make good sounding boards for you.

Your SHMS is aligned to the legislation. You will need to cross reference the legislation you are learning with the pertinent sections of your SHMS. They complement each other.

Link to DME web site; - [https://www.business.qld.gov.au/industry/mining/safety-health;hit Mining safety and health; hit Mining competencies and certificates; hit Coal mining competencies](https://www.business.qld.gov.au/industry/mining/safety-health;hit%20Mining%20safety%20and%20health;hit%20Mining%20competencies%20and%20certificates;hit%20Coal%20mining%20competencies)

Unique Student Identifier (USI):

Effective 1 January 2015 a USI is needed before a training organisation can issue any student their Statement of Attainment, Certificate or Diploma. This is an Australian government initiative designed to make recording of your courses that you have completed more secure, correctly recorded and under your control. The Unique Student Identifier will be your exclusive identity and will be how you access your personal training database online from the following calendar year of the training. Nationally recognised courses being completed anywhere in Australia after 01/01/2015 will be linked to your Unique Student Identity. Creating your personal USI can be made via www.usi.gov.au and assistance can be provided by Lennon Training staff by calling (07) 4982 0188. Should you request Lennon's to apply on your behalf, a [signed privacy notice](#) (see following 2 pages) must be provided.

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Privacy Notice – Students requesting Lennon Training to apply on their behalf

If you do not already have a Unique Student Identifier (USI) and you want Lennon Training to apply for a USI to the Student Identifiers Registrar (Registrar) on your behalf, Lennon Training will provide to the Registrar the following items of personal information about you:

- your name, including first or given name(s), middle name(s) and surname or family name as they appear in an identification document;
- your date of birth, as it appears, if shown, in the chosen document of identity;
- your city or town of birth;
- your country of birth;
- your gender; and
- your contact details.

When we apply for a USI on your behalf the Registrar will verify your identity. The Registrar will do so through the Document Verification Service (DVS) managed by the Attorney-General's Department which is built into the USI online application process if you have documents such as a Medicare card, birth certificate, driver licence, Australian passport, citizenship document, certificate of registration by descent, ImmiCard or Australian entry visa.

If you do not have a document suitable for the DVS and we are authorised to do so by the Registrar we may be able to verify your identity by other means. If you do not have any of the identity documents mentioned above, and we are not authorised by the Registrar to verify your identity by other means, we cannot apply for a USI on your behalf and you should contact the Student Identifiers Registrar.

In accordance with section 11 of the Student Identifiers Act 2014 Cth (SI Act), we will securely destroy personal information which we collect from you solely for the purpose of applying for a USI on your behalf as soon as practicable after the USI application has been made or the information is no longer needed for that purpose, unless we are required by or under any law to retain it.

The personal information about you that we provide to the Registrar, including your identity information, is protected by the Privacy Act 1988 Cth (Privacy Act). The collection, use and disclosure of your USI are protected by the SI Act.

If you ask Lennon Training to make an application for a student identifier on your behalf, Lennon Training will have to declare that Lennon Training has complied with certain terms and conditions to be able to access the online student identifier portal and submit this application, including a declaration that Lennon Training has given you the following privacy notice:

You are advised and agree that you understand and consent that the personal information you provide to us in connection with your application for a USI:

- is collected by the Registrar for the purposes of:
 - applying for, verifying and giving a USI;
 - resolving problems with a USI; and
 - creating authenticated vocational education and training (VET) transcripts;
- may be disclosed to:
 - Commonwealth and State/Territory government departments and agencies and statutory bodies performing functions relating to VET for:
 - the purposes of administering and auditing Vocational Education and Training (VET), VET providers and VET programs;
 - education related policy and research purposes; and
 - to assist in determining eligibility for training subsidies;
 - VET Regulators to enable them to perform their VET regulatory functions;
 - VET Admission Bodies for the purposes of administering VET and VET programs;

Privacy Notice – Students requesting Lennon Training to apply on their behalf

- current and former Registered Training Organisations to enable them to deliver VET courses to the individual, meet their reporting obligations under the VET standards and government contracts and assist in determining eligibility for training subsidies;
- schools for the purposes of delivering VET courses to the individual and reporting on these courses;
- the National Centre for Vocational Education Research for the purpose of creating authenticated VET transcripts, resolving problems with USIs and for the collection, preparation and auditing of national VET statistics;
- researchers for education and training related research purposes;
- any other person or agency that may be authorised or required by law to access the information;
- any entity contractually engaged by the Student Identifiers Registrar to assist in the performance of his or her functions in the administration of the USI system; and
- will not otherwise be disclosed without your consent unless authorised or required by or under law.

Privacy policies and complaints

You can find further information on how the Registrar collects, uses and discloses the personal information about you in the [Registrar’s Privacy Policy](#) or by contacting the Registrar on email usi@industry.gov.au or telephone the Skilling Australia Information line on 13 38 73, international enquiries +61 3 5454 5280. The Registrar’s Privacy Policy contains information about how you may access and seek correction of the personal information held about you and how you may make a complaint about a breach of privacy by the Registrar in connection with the USI and how such complaints will be dealt with.

You may also make a complaint to the Information Commissioner about an interference with privacy pursuant to the Privacy Act, which includes the following:

- misuse or interference of or unauthorised collection, use, access, modification or disclosure of USIs; and
- a failure by Us to destroy personal information collected by you only for the purpose of applying for a USI on your behalf.

For information about how Lennon Training collects, uses and discloses your personal information generally, including how you can make a complaint about a breach of privacy, please refer to Lennon Training’s privacy policy which can be found at <http://www.lennontraining.com/forms-and-policies>

(signature of acceptance by student)

Name of student _____ Date: _____

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