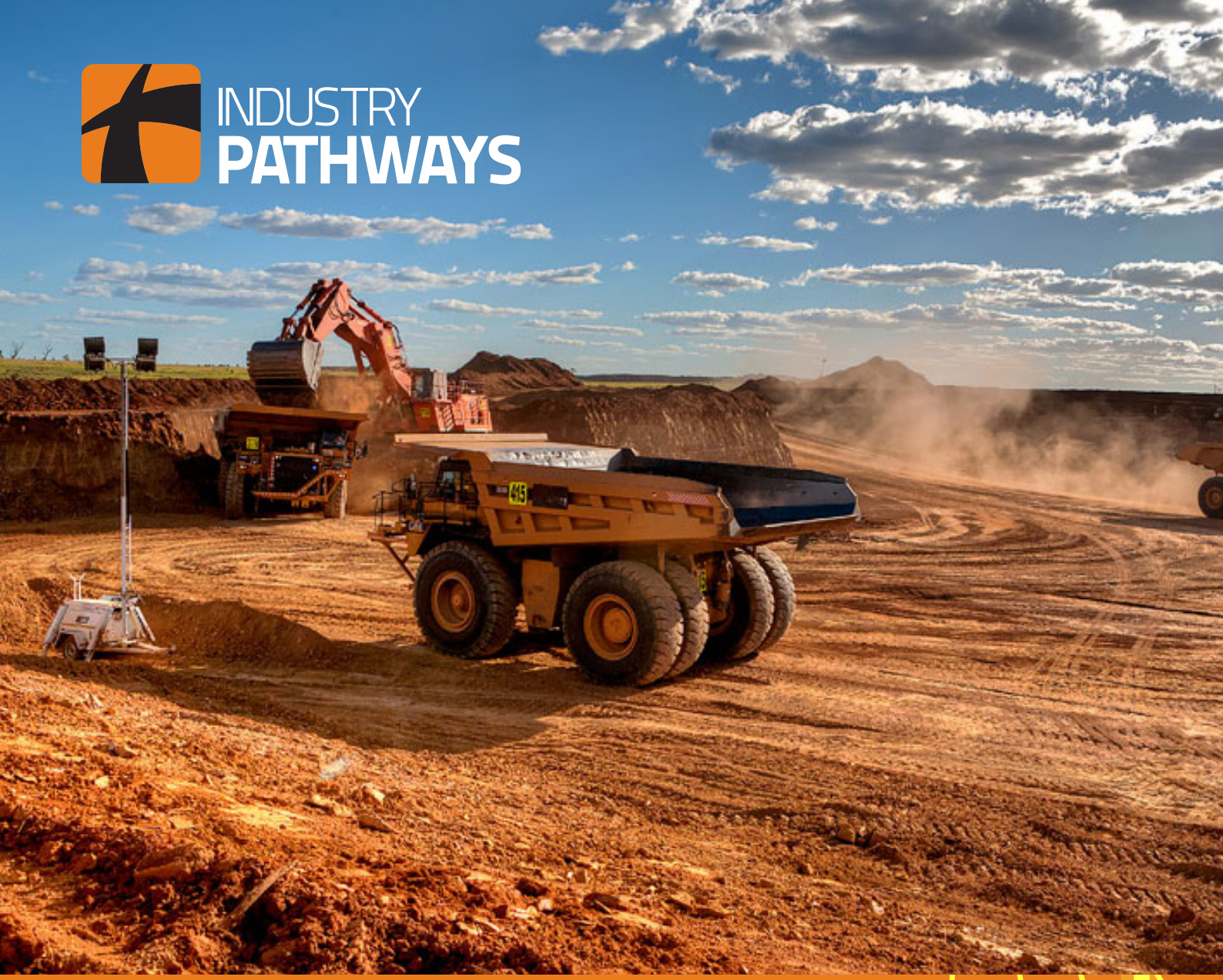
INDUSTRY PATHWAYS



Mining Jobs Guide 2013

Your pathway to getting a mining job

Introduction

This mining jobs guide has been prepared for people entering the resource and energy industries for the first time and those that want to up-skill; to assist them on their pathway to a career in mining.

The aim is to provide a guide to all aspects and steps on the path to the world of mining.

The first step on this pathway is to gain as much general information in as broad a range of areas in mining as you are able and, in this way, secure the job and income you desire.

The Mining jobs guide has been specifically designed to give the best overall view of the industry and to be used as a reference. There is a lot of terminology and jargon in mining that you may not be familiar with, so this program provides content to help you better understand both the mines and the mining industry.

Investing in your future and showing prospective employers that you have taken the time to gain knowledge of the industry and are prepared to build on that knowledge base, is the first important step.

This program is intended to give an overall appreciation of the mining industry and mining in general. It will explain in what areas of Queensland and Australia mining is being carried out; the important supportive role of civil projects supplying the mines; how to build on skills you already have to make them applicable to mining; mining terminology; the conditions you can expect; safety aspects; and the basic requirements needed before you apply for a position in the mines.

The Mining jobs guide will help bridge the gap between training and employment therefore greatly enhancing your chances of gaining a position in mining.

This program will take you on the first step to your mining career. It is the most important step of your journey — acknowledging the need to take the time to put an effort into your mining career and your family's future. It can reap many benefits and can be both life changing and personally rewarding.

Mining Sector Overview

***"The mining boom is over"* — Treasurer Peter Costello — 1st November 2006**

"We have observed some similarities with the 2006-2009 period in the resource market where forecasts of doom and gloom did not align with data relating to major projects and the demand for skilled resources in the future" – Pit Crew

ABS figures show the industry is not only healthy but in a much stronger position than this time last year. **53,000** more Australian workers are employed in resources jobs in 2012 than in 2011 and we are set for an increase of more than double this in the future. Despite media reports leaving the impression the resource industry is battling, many new projects are underway creating a significant number of new jobs.

***"You have to remember large mining developments are long term investments and are not easily thrown off by volatility in the market"* — Clive Palme**r

There are currently **456 projects** in the Australian Resource sector that are in the construction pipeline with 272 committed or under construction and **98 projects** in the advanced stage of development. The forecast for these projects approved and currently under construction is **90,000 new jobs**. (Source: Mining Pitcrew)

In 2013, Australia's iron ore exports are forecast to increase by 9 per cent, to a total 528 million tonnes, supported by new operations that are scheduled to start-up in late 2012 and early 2013. Some of the projects are: Fortescue's Chichester Hub , CITIC Pacific Mining's Sino Iron Project, Rio Tinto's Hope Downs 4 and Western Turner Syncline.

Increased volumes are also forecast from: Xstrata's Mangoola mine, stage 1 of Yancoal's Moolarben mine and Peabody Energy's expansion of its Wilpinjong operation.

Rising global demand for energy from population growth and developing countries, and the increasing demand for cleaner fuels to reduce greenhouse gas emissions will be the catalyst for significant development of a liquefied natural gas (LNG) export industry in Queensland, using coal seam gas (CSG) as the feedstock.

Worldwide demand for liquefied natural gas (LNG) will almost double to between 350 million tonnes per annum (mtpa) and 400 mtpa by 2020, compared with about 200 mpta currently. Queensland's booming CSG to LNG sector is entering a new phase of growth and investment, and will play a major role in meeting rising demand for the fuel according to global energy giant Royal Dutch Shell.

With over **$50 billion worth of projects under construction** and more investment in the pipeline, Queensland's CSG and LNG industry is creating a range of lasting social and economic benefits right across Australia.

From 2014 onwards, the industry's production of LNG is likely to enter a period of rapid expansion.

Major Coal & LNG Projects

Queensland Coal	Queensland LNG
BHP Caval Ridge	Arrow Energy
BHP Daunia Project	Australia Pacific LNG Project
Alpha Coal & Kevin's Corner Project	Curtis LNG Project
Wandoan Coal Project	Santos's Gladstone Project
Project Boomerang	
Anglo American Grosvenor Project	

WA Coal & Iron Ore	WA LNG
FMG Expansion Projects	BHP Macedon Project
Karara Iron Ore Project	Browse LNG Project
Oakajee Port & Rail Project	Chevron's Gorgon Project
BHP Iron-Ore Expansion Project	Chevron's Wheatstone LNG Project
Southern Seawater Desalination Project	Shell Floating LNG Project
Sino Iron Ore Project	
Roy Hill Project	
Rio Tinto Expansion Project	

A-Z of Australian Mines

Mine	Commodity	Type	Location
Abel	Coal	Underground	25km from port of Newcastle, Tasmania
Agnew	Gold	Open-Pit	Leinster,WA
Airly	Coal	Open -Pit	45km n/w of Lithgow NSW
Angelsea	Coal	Open -Pit	Point Henry (near Geelong) Victoria
Angus Place	Coal	Open -Pit	15km n/w of Lithgow NSW
Appin West	Coal	Open -Pit	25km n/w of Wollongong NSW
Area C	Iron Ore	Open-Pit	Pilbara, WA
Ashton	Coal	Open-Pit	15km n/w of Singleton, NSW
Attunga	Gold,Copper	Open-Pit	20 kilometres north of Tamworth,NSW
Augusta	Gold	Open-Pit	Costerfield in Central Victoria
Austar	Coal	Open-Pit	Lower Hunter Region, NSW
Awaba	Coal	Underground	Newcastle, NSW
Bald Hill	Gold	Open-Pit	Western Tanami,Nth WA
Ballarat	Gold	Underground	two kilometres from Ballarat,VIC
Baralaba	Coal	Open-Pit	Bowen Basin, QLD
Bengalla	Coal	Open-Pit	Muswellbrook, NSW
Blackwater	Coal	Open-Pit	Bowen Basin, QLD
Blackwood (Cornwall)	Coal	Open-Pit	85km s/e of Launceston, TAS
Blair Athol	Coal	Open-Pit	Bowen Basin, QLD
Bloomfield	Coal	Open-Pit	5km s/e Maitland, NSW
Boddington	Gold	Open-Pit	Boddington,WA
Boggabri	Coal	Open-Pit	Boggabri, NSW
Bright Star Alpha	Gold	Open-Pit	Laverton,WA
Broadmeadow	Coal	Underground	Bowen Basin, QLD
Brockman 2	Iron Ore	Open -Pit	Pilbara, WA
Brockman 4	Iron Ore	Open Pit	West Pilbara, WA
Bronzewing	Gold	Open-Pit	Yandal greenstone belt, WA
Bullabulling	Gold	Open-Pit	65 kilometres south-west of Kalgoorlie,WA
Burbanks	Gold	Open-Pit	Coolgardie, WA
Burton Colliery	Coal	Open-Pit	Bowen Basin, QLD
Cadia Hill	Gold	Open-Pit	near Orange,NSW
Callide	Coal	Open-Pit	Biloela, QLD
Camegie	Gold	Open-Pit	120 kilometres north-west of Kalgoorlie, WA
Capcoal	Coal	Open-Pit	Bowen Basin, QLD
Carborough Downs	Coal	Underground	Carborough Downs, QLD
Carmeby Downs	Coal	Open-Pit	Chinchilla, Surat Basin, QLD
Carosue Dam	Gold	Open-Pit	South Laverton region ,WA
Caval Ridge Mine	Coal	Open-Pit	Moranbah, QLD
Central Tanami	Gold	Open-Pit	42 kilometres north-east of Tanami,NT
Challenger	Gold	Underground	740 kilometres north-west, Adelaide
Channer	Zinc	Open-Pit	Pilabara, WA
Charter Towers	Gold	Underground	Townsville,QLD

Christmas Creek	Iron Ore	Open-Pit	Christmas Creek, East Pilbara, WA
Clermont	Coal	Open-Pit	Bowen Basin, QLD
Cloud Break	Iron Ore	Open-Pit	Pilbara, WA
Cockatoo Island	Iron Ore	Open-Pit	Cockatoo Island WA
Collinsville	Coal	Open-Pit	Collinsville, QLD
Cook Colliery	Coal	Open-Pit	Bowen Basin, QLD
Coppabella	Coal	Open-Pit	Moranbah, QLD
Cowal	Gold	Open-Pit	32 kilometres north of West Wyalong,NSW
Coyote	Gold	Underground	Western Tanami,WA
Cracow	Gold	Underground	500km north-west of Brisbane,QLD
Cullenswood	Coal	Open-Pit	Fingal Valley, TAS
Daisy Milano	Gold	Underground	Kalgoorlie at Mount Monger Station,WA
Darlot	Gold	Underground	680 kilometres north-east of Perth,WA
Dawson	Coal	Open-Pit	Bowen Basin, QLD
Dendrobium Mine	Coal	Underground	7km North/West of Wollongong, NSW
Drake Coal Project	Coal	Open-Pit	Bowen Basin, QLD
Drayton	Coal	Open-Pit	Hunter Valley, NSW
Duncan	Coal	Open-Pit	Fingal Valley, TAS
Eaglefield	Coal	Open-Pit	Bowen Basin, QLD
East Kundano	Gold,Silver	Underground	21 kilometres west of Kalgoorlie in WA
Eastern Range	Iron Ore	Open-Pit	Hamerlsey Range, WA
Ebenezer	Coal	Open-Pit	13 km s/w of Ipswich, QLD
Edna May	Gold	Open-Pit	northern end of the Westonia Greenstone Belt
Ensham - -Yongala	Coal	Open-Pit	Yongala, QLD
Ernest Henry	Copper, Gold, Iron Ore	Open-Pit	Cloncurry, QLD
Ernest Henry	Gold,Copper	Open-pit & Underground	Cloncurry,QLD
Ewington	Coal	Open-Pit	10km East of Collie, WA
Extension Hill Project	Iron Ore	Open-Pit	Mt Gibson Ranges, WA
Flying Cow	Gold	Underground	295 kilometres south-west of Cairns in far north Qld
Fosterville	Gold	Open-pit & underground	20 kilometres east of Bendigo,VIC
Foxleigh	Coal	Open-Pit	Bowen Basin, QLD
Frances Creek	Iron Ore	Open-Pit	Pine Creek, NT
Frogs Leg	Gold	Underground	20 kilometres west of Kalgoorlie, WA
Georgetown Gold Operation	Gold	Open-Pit	Georgetown,QLD
Glacier Valley	Iron Ore	Open-Pit	Glacier Valley, WA
Golden Grove	Gold	Underground	450 kilometres northeast of Perth,WA
Goonyella - Riverside	Coal	Open-Pit	30km nth of Moranbah
Granny Smith	Gold	Open-Pit	Laverton,WA
Grasstree	Coal	Open-Pit	Bowen Basin, QLD
Hail Cree	Coal	Open-Pit	90km n/w Mackay. QLD
Hazelwood	Coal	Open-Pit	Latrobe Valley, VIC
Hellyer	Gold	Open-Pit	near Waratah in western Tasmania
Henty	Gold	Underground	Rosebery,TAS

Higginsville	Gold	Underground & Open-Pit	150 kilometres south of Kalgoorlie, WA
Hope Downs	Iron Ore	Open-Pit	100km n/w of Newman, WA
Inglefield	Gold	Underground	40km north-west of Bendigo, VIC
Inglewood Project	Gold	underground	Victoria's Inglewood goldfield
Invincible	Coal	Open-Pit	Cullen Bullen, NSW
Isaac Plains	Coal	Open-Pit	Bowen Basin, QLD
Jack Hills	Iron Ore	Open-Pit	WA's mid west region
Jellinbah East	Coal	Open_pit	90km East of Emerald
Jimblebar	Iron Ore	Open-Pit	Pilabara, WA
Kanowa Belle	Gold	Underground	19 kilometres north-east of Kalgoorlie,WA
Kestrel	Coal	Underground	40km East of Emerald, QLD
Kimbolton Mine	Coal	Open-Pit	Hamilton, TAS
Kogan Creek	Coal	Open-Pit	Kogan Creek, QLD
Koolan Island	Iron Ore	Open-Pit	Nthn Kimberly Coast of WA
Koolanooka / Blue Hills	Iron Ore	Open-Pit	Koolanooka / Blue Hills
Koolyanobbing	Iron Ore	Open-Pit	50 km nth of southern Cross, WA
Lake Lindsay	Coal	Open-Pit	Bowen Basin, QLD
Laverton	Gold	Open-Pit	250 kilometres north-east of Kalgoorlie,WA
Lawlers	Gold	Open-pit & underground	Norseman/Wiluna Greenstone Belt, WA
Leigh Creek	Coal	Open-Pit	Leigh Creek, SA
Leonora Gold Operation	Gold	Open-pit & underground	Leonora ,WA
Liveringa	Coal	Open-Pit	Liveringa, WA
Loy Yang	Coal	Open-Pit	Latrobe Valley, VIC
Maddingly Brown	Coal	Open-Pit	Bacchus Marsh, VIC
Mangoola Coal Project	Coal	Open-Pit	Wybong, NSW
Mannering	Coal	Underground	Newcastle, NSW
Marandoo	Iron Ore	Open-Pit	45 Km east of Tom Price, WA
Maroochydore	Gold,Copper	Open-Pit	60 kilometres south of Telfer in WA
Marvel Loch	Gold	Underground	30 kilometres south of the town of Southern Cross
Meandu	Coal	Open-Pit	5km s/e Tarong, QLD
Mesa A (Waramboo)	Iron Ore	Open-Pit	165km south of Karratha, WA
Metropolitan	Coal	Underground	Helensburgh, NSW
Middleback Ranges	Iron Ore	Open-Pit	Middleback Range, SA
Middlemount	Coal	Open-Pit	Bowen Basin, QLD
Miles (Roma)	Coal	Open-Pit	Surat Basin, QLD
Millenium	Coal	Open-Pit	Bowen Basin, QLD
Mineral Hill	Gold,Copper	Underground	Condobolin in central NSW
Minerva	Coal	Open-Pit	Emerald, QLD
Moolarben	Coal	Open-Pit	45km north-east of Mudgee
Moorvale	Coal	Open-Pit	Moranbah, QLD
Moranbah North	Coal	Open-Pit	Moranbah Nth, Bowen Basin QLD
Morning Star	Gold	Open-Pit	Woods Point,VIC
Mount Arthur	Coal	Open-Pit	Hunter Valley, NSW

Mount Goldsworthy	Iron Ore	Open-Pit	Mt Goldsworthy, WA
Mount Monger	Gold	Underground	50 kilometres south-east of Kalgoorlie,WA
Mount Owen	Coal	Open-Pit	Upper Hunter Valley, NSW
Mount Rawdon	Gold	Open-Pit	Mt Rawdon, QLD
Mount Tom Price	Iron Ore	Open-Pit	Hamerlsey Range, WA
Mount Whaleback	Iron Ore	Open-Pit	Pilbara, WA
Moutn Thornley Warkworth	Coal	Open-Pit	15km north-west of Singleton, Hunter Valle, NSW
Muja	Coal	Open-Pit	18km south-east of Collie, WA
Myuna	Coal	Open-Pit	Newcastle, NSW
Narama	Coal	Open-Pit	25 km north-west of Singleton, Hunter Valley, NSW
New Bendigo-Kangaroo Flat	Gold	Underground	Bendigo,WA
New Hope Colleries - Jeebropilly	Undefined	Undefined	Under construction
New Oakleigh	Coal	Open-Pit	Oakleigh, QLD
Newman Orebody 18	Iron Ore	Open-Pit	Pilbara, WA
Newmont Jundee	Gold	Underground	Wiluna,WA
Newmont Tanami Operations	Gold	Underground	Tanami Desert,NT
Norseman Gold Projects	Gold	Underground	Norseman-Wiluna Greenstone Belt of Eastern Goldfields, WA
North Goonyella	Coal	Open-Pit	Bowen Basin, QLD
Northparkes	Gold,Copper	Underground	27 kilometres from the town of Parkes,NSW
Norwich Park	Coal	Open-Pit	24 km north-east of Dysart, QLD
NRE no 1	Coal	Open-Pit	10km north of Wollongong, NSW
NRE Wongawilli	Coal	Open-Pit	Southern Coalfields of NSW
Oakey Creek	Coal	Underground	65km north-west of Blackwater, QLD
Olympic Dam	Gold, copper, Uranium	Underground	BHP-Olympic Dam,SA
Osborne	Gold,Copper	Underground	50 kilometres from Mount Dore,QLD
Paddington	Gold	Underground	35 kilometres north-west of Kalgoorlie, WA
Pajingo	Gold	Underground	150 kilometres south-west,Townsville,QLD
Panton Project	Gold,Copper	Underground	60 kilometres north of Halls Creek in the Kimberly region,WA
Paraburdoo	Iron Ore	Open-Pit	Pilbara, WA
Pardoo	Iron Ore	Open-Pit	75km east of Port Headland, WA
Peak	Gold	Open-Pit	50 kilometres north of Bathurst,NSW
Peak Downs	Coal	Open-Pit	145klm north of Emerald , QLD
Peak Hill	Gold	Open-Pit	Under construction
Pine Dale Coal Mine	Coal	Open-Pit	17 km north-west of Lithgow,NSW
Poitrel	Coal	Open-Pit	Bowen Basin, QLD
Premier	Coal	Open-Pit	13km south-east of Collie, WA
Prominent Hill	Gold,copper	Open-Pit	130km north-west of BHP Billiton's Olympic Dam mine,SA
Ravenswood	Gold	Underground	95 kilometres south-west of Townsville,QLD
Ravensworth Underground	Coal	Underground	25km norht-west of Singleton, Hunter Valley, NSW
Ridgeway Mine	Gold	Underground	Orange,NSW
Rixs Creek	Coal	Open-Pit	5km north-west of Singleton, Hunter Valley, NSW
Rocglen	Coal	Open-Pit	28 km north of Gunnedah, NSW
Rolleston	Coal	Open-Pit	Bowen Basin, QLD

Rosebery	Gold, Copper, Lead	Underground	300 kilometres north-west of Hobart,TAS
Saraji	Coal	Open-Pit	Bowen Basin, QLD
Sino	Iron Ore	Open-Pit	Cape Preston, Pilbara WA
Sonoma	Coal	Open-Pit	Bowen Basin, QLD
South Kalgoorlie	Gold	Open-Pit	Kalgoorlie,WA
South Middleback Ranges	Iron Ore	Open-Pit	Southmiddleback Ranges, SA
South Walker Creek	Coal	Open-Pit	Bowen Basin, QLD
Southern Cross	Gold	Underground	30 kilometres south of the town of Southern Cross,VIC
Spinifex Ridge Iron Ore	Iron Ore	Open-Pit	Spinifex Ridge, WA
Springvale Mine	Coal	Open-Pit	12km north of Lithgow, NSW
St Ives	Gold	Open-pit	Kambalda, WA
Stawell	Gold	Open-Pit	Stawell,VIC
Stratford	Coal	Open-Pit	20 km south of Gloucester, NSW
Success	Gold	Open-Pit	Success,WA
Sunnyside Mine	Coal	Open-Pit	15 km west of Gunnedah, NSW
Sunrise Dam	Gold	Open-pit	55 kilometres south of Laverton, WA
Super Pit (Kalgoorlie)	Gold	Open-Pit	Kalgoorlie,WA
Tahmoor	Coal	Underground	South of Tahmoor, NSW
Tallering Peak	Iron Ore	Open-Pit	175km east of Geraldton
Tasman	Coal	Underground	20km west of Newcastle, NSW
Tasmania	Gold	Open-Pit	40 kilometres north-west of Launceston,TAS
Telfer	Gold	Underground	310 kilometres north-east of Newman,WA
The Craic	Gold	Underground	Laverton,WA
Tindalis Mining Centre	Gold	Underground	Coolgardie,WA
Ulan	Coal	Open-Pit	45 km north-east of Mudgee, NSW
United Collieries	Coal	Underground	16km west of Singleton, Hunter Valley, NSW
Wambo	Coal	Open-Pit & Underground	Hunter Valley, NSW
Wattle Dam	Gold	Underground	25 kilometres south-west of Kambalda,WA
Werris Creek	Coal	Open-Pit	Werris Creek, NSW
West Angelas	Zinc	Open -Pit	110km from Newman, WA
West Cliff	Coal	Underground	Westcliff, NSW
West Moreton Operations	Coal	Open-pit	92km from Brisbane. QLD
West Wallsend	Coal	Underground	near Lake Macquarie, NSW
Westside Mine	Coal	Open-Pit	Newcastle, NSW
White Dam	Gold	Open-Pit	Mingary,SA
Wilkie Creek	Coal	Open -Pit	Surat Basin, QLD
Wilpinjong	Coal	Open-Pit	40km north/west Mudgee
Wiluna	Gold	Underground	1000 kilometres north-east of Perth
Windarling - Mount Jackson	Iron Ore	Open-Pit	27km north of Mount Jackson, WA
Wirralie	Gold	Open-Pit	200 kilometres west of Mackay,QLD
Wodgina	Iron Ore	Open-Pit	90km south of Port Headland, WA
Yallourn	Coal	Open-Pit	Adjacent to Yallourn Power Station, VIC
Yandi	Iron Ore	Open-Pit	Pilbara, WA
Yilgam South Operations	Gold	Underground	680 kilometres north-east of Perth in WA

Where Do I Start?

There is a reason why mining is a highly paid industry. Employees work in remote locations away from family. The days are long and the environment is harsh.

Hiring Managers look for candidates who have certain attributes to work in the mining industry.

Here are some to consider:

- **SAFETY** is number one on a mine site. You will need to be switched on to safety every second of every minute of every hour you are working.
- Be prepared to work long hours (generally 12 hour shifts) and often away from home as rotating day and night shifts. Are you comfortable working away from home and willing to relocate to a typically remote location?
- You could be living and working in remote locations, often with diverse people from different walks of life and without many of the creature comforts we often take for granted. These are all things you may need to tolerate.
- The mines have a zero tolerance policy for drugs and alcohol. Non-compliance of this policy will result in immediate stand down without pay and removal from the site subject to disciplinary procedures. You may also be referred to the police. Are you drug free?
- You may be working in extreme temperatures, isolated and sometimes dark and damp confined environments. In all environments you will require good physical strength as there is plenty of climbing, lifting, stooping involved. You will be asked to complete a pre-employment medical which is done by a nominated medical adviser (NMA) to evaluate your ability to safely perform the physical requirements of the role.
- You must be prepared to do training courses. The minimum requirement is to obtain what is referred to as a Standard 11 (Mining Induction). You will also be asked to complete a pre-employment medical and a Police Clearance
- A mining-specific resume. This is most important as a mining specific resume will give you the best chance of getting past the application stage. Why would you prepare one yourself or get a mate or a company to help who know little or nothing about what the industry requires, when you are applying for the most important job of your career?

Safety First

The health and safety of the mining workforce is of paramount importance to mine owners in what is a tough and hazardous environment.

"A safe mine is an efficient mine"

Hiring Managers put great emphasis on hiring employees and contractors who have a strong focus on safety.

You can show your safety capability by being ready for safety questions and scenarios that may be thrown at you in your interview and on a mine site.

We have included 4 safety bulletins that have been issued by the Mines Inspectorate Health and Safety Division of real incidents which have occurred on mine sites.

These Bulletins contain incident information, the investigation and their recommendation on how to prevent the incident from occurring again.

It would be in your best interest to review these incidents and recommendations so you are ready for safety questions such as these in your interview and have a think about something that may have happened in your own career /previous employment and how you dealt with it, as you may be called upon to explain this in your interview.

We have also added a few more scenarios in regards to weather conditions to give you an insight into how the mines prepare for these situations and the check list they use to ensure they are compliant with their mine site Safety & Health Management System, (SHMS).

Safety information and training is, without a doubt, essential when seeking a mining career. Make it your number one focus in your resume, application and interview.

Please refer to the Glossary of Mining Terms on page 51 should you need to familiarise yourself with any of the terminology in these Safety Bulletins.

Department of Employment, Economic Development and Innovation

Safety Bulletin

Mines

Mines Inspectorate

Safety Bulletin no. 109
18 April 2011

Preventing excavators from rolling over

Excavators — used in mines and quarries to clean-up benches, side cast material from benches and load trucks from stockpiles and overburden dumps — often operate on uneven ground, narrow working pads and near edges and ramps. The risk of rolling over, therefore, is high, unless precautions are taken.

Recent examples:

- A 30 tonne excavator rolled onto its side while reversing from the loading face and backing off its working pad.
- A 20 tonne excavator slid off a working pad and rolled onto its side when the ground beneath one of the tracks subsided while it was slewing.
- An excavator slid back down the face of a 2 metre high bench and rolled onto its side as the operator reversed the machine.
- An excavator toppled onto its side when the right-hand corner of the bench collapsed while it was loading a dump truck.
- A 75 tonne excavator overbalanced and toppled onto its side when the operator picked up an oversized rock and slewed the bucket out and over the face.

Common factors contributing to these high-potential incidents were:

- poorly constructed and narrow working pads
- uncompacted ground
- working too close to the edge of benches or ramps, and
- not applying basic risk-management principles, particularly hazard identification.

Recommendations to reduce the risk of roll-overs:

1. That excavators be fit for the intended purpose (i.e. appropriate machine specifications in terms of size, working load and reach).
2. That working pads be adequately compacted and constructed so their length and width are at least 50 per cent greater than the length and width of the excavator.
3. That, when working on benches, excavator tracks be parallel to the face and positioned an adequate distance from the edge taking into account the stability of the edge in terms of geological structure, blast damage and undercutting.
4. That operator training and assessment take into account specific conditions and activities at the site.
5. That operators understand Original Equipment Manufacturer operating instructions, including load limits at various boom extension distances, stability parameters, and safe operating procedures.
6. That risk-management practices and procedures be in place and complied with by workers.

Rob O'Sullivan
Chief Inspector of Mines
Contact: Wayne Scott, Inspector of Mines, +61 7 3238 3822

Please ensure all relevant people in your organisation receive a copy of this Safety Bulletin. Any such advice supplied to site should reach those who require it, and it should also be placed on the mine noticeboards. See more safety alerts and bulletins at www.dme.qld.gov.au/mines/safety_information___bulletins.cfm

Toward Tomorrow's Queensland | Queensland Government

Department of **Natural Resources and Mines**

Safety Bulletin

Mines

Mines Inspectorate **Safety Bulletin No. 126 | 1 November 2012**

Storm season is coming—be prepared!

The storms, floods, operational mine stoppages and disruptions of less than 2 years ago should serve as a warning to **be prepared**: both on and off site. This bulletin is a re-issue of the timely warnings first published in December 2011in Safety Bulletin 114.

The 2010–2011 storm season demonstrated that not being prepared can put lives at risk and disrupt mine operations for months afterwards. Mine operators, site senior executives, contractors and service providers, and all mineworkers should consider the hazards created by severe-weather events, and resulting disruptions while attempting to restore operations. These problems are not restricted to the site but apply also to nearby communities and district infrastructure.

Please use the checklists at the end of this bulletin to help you prepare for, and recover from, whatever this summer's wet season may bring.

What can go wrong?

Severe-weather events are characterised by high-velocity destructive winds, intense thunderstorms, heavy rain and hail, and flash flooding.

They can damage surface structures and harm people in open and enclosed spaces.

People in the vicinity of charged blast holes may be exposed to the detonation of explosives by a lightning strike.

Underground mine operations may be put at risk by sudden inundation from flash flooding. Lightning strikes may disrupt critical electrical supply to winder, ventilation and computer-based control and communication systems, as well as transfer electrical energy to underground workings.

Severe-weather events may last from minutes to days. Because of the unpredictability of such events, a mine's response system must always be ready to deal with the hazards and resultant risks.

How can you prepare?

Conduct a risk assessment

The site senior executive (SSE) is required by law to conduct a risk assessment to identify potential emergency situations caused by severe weather. Part of this risk assessment is

to identify, determine and communicate places of safety.

The SSE must ensure adequate resources, facilities and procedures are available to implement and maintain an effective management program before, during and after a storm (see checklists).

Ensure warning and evacuation systems work

A mine's safety and health management system (SHMS) must have:

- a process for identifying and warning anyone who could be affected by severe weather events
- a system for moving people to a place of safety
- actions to bring risk into acceptable limits.

As an aid in this, mines, quarries and exploration projects should consider developing a trigger action response plan (TARP) based on warnings and observations. TARPs should also consider explosives-charging operations and the risks created by an approaching storm.

Ensure your structures are sound

Storm events have shown that some mine buildings, if not secured properly, can be turned over by strong winds, causing severe injuries to anyone inside.

For this reason, there must be a system to ensure that temporary and semi-permanent relocatable structures on a mine are adequately designed, sited, constructed and anchored.

For instance, to prevent movement during a storm, single or multi-modular semi-permanent (or permanent) units (mobile dongas, offices, cribrooms or ablution blocks) must be mounted and anchored to pre-established concrete and steel pedestals and/or other specifically designed anchoring points, in accordance with building standards. Consider installing stand-alone awnings for mobile crib huts rather than attached awnings. Precautions should also be considered for other structures that are vulnerable to the effects of strong wind—tanks, conveyor belts or mobile equipment such as cranes.

Have an emergency response and rescue system

An adequate emergency response and rescue system must be in place in case a severe weather event causes injury, entrapment or damage to buildings or infrastructure.

Communicate, communicate, communicate

Although severe weather is often localised and infrequent, this does not provide a real margin of safety. Therefore everyone on site, including contractors, must be made aware of the site's emergency response plan (including location of safe places) and what is expected of them. This must be done as part of the overall process of preparation.

In particular, all mine employees must be made aware of procedures covering lightning strike to rubber-tyred vehicles.

Sites should also check their communication and mutual assistance protocols with adjacent mines or other offsite resources.

How can you recover?

The storm may have passed, but hazards may yet remain.

Use the checklist at the end of this document before resuming normal operations. Note that the list does not cover your site-specific severe weather hazards.

Additional information to assist in the management of severe weather, and recovery, can be obtained from:

- 'Weather forecasting — Bureau of Meteorology' at http://www.bom.gov.au/qld
- Mines Inspectorate, *Safety Bulletin 78 Flood recovery in mines*, 12 February 2008 http://mines.industry.qld.gov.au/assets/mines-safety-health/safety_bulletin78.pdf
- Mines Inspectorate, *Safety Alert 177 Mobile crib hut blown over during storm*, 7 November 2007 http://mines.industry.qld.gov.au/assets/mines-safety-health/safety_alert177.pdf
- Mines Inspectorate, *Safety Bulletin 102 Severe weather preparedness* http://mines.industry.qld.gov.au/assets/mines-safety-health/safety_bulletin_102__severe_weather_preparedness.pdf

Authorised by **Ken Singer**, A/Chief Inspector of Coal Mines | **Phil Goode**, A/Chief Inspector of Mines

Further information contact:: Tilman Rasche | Senior Inspector of Mines | + 61 7 3404 3148

Ensure all relevant people in your organisation receive a copy of this bulletin.

See more safety alerts and bulletins at http://mines.industry.qld.gov.au/

and the hazard database at http://mines.industry.qld.gov.au/safety-and-health/publications-guides.htm

Follow our updates on Twitter and Facebook

Post Training Support

As part of our commitment to our students, we offer a no-cost hands-on post training support program.

Our full time Post Training Job Support (PTJS) team specialise in helping students find jobs related to their skill set and assist companies with finding the right candidate.

The PTJS team are in direct communication with mining organisations and recruitment agencies and focus on matching students with short-lists for direct placements.

Students are invited by our Guidance Officer to email their resume so it can be evaluated by our rubric system. Our rubric system is a scoring system that helps evaluate standard criteria and the quality of your resume based on mining industry requirements.

The rubric system has been developed after lengthy research and discussions with industry employers about their requirements.

Examples of some of the standard criteria that are scored include: appearance, length, opening statement, chunking, and key terminology.

Once evaluated, tips and comments are formulated to assist you with how you can improve the overall quality of your resume if necessary.

Also available to our students is an automated recruitment system that enables us to create, view and manage our database of students who are looking, or who have applied for a mining position.

Our Client Relationship Manager (CRM) is in touch with industry employers and recruitment companies around the country on a daily basis, obtaining information on what job vacancies are current and available.

Employers and recruitment companies are invited to provide our CRM with their job vacancy details which are loaded into our recruitment system and then matched with the credentials of our students for placement. If you are short-listed for the position you will receive a phone call to advise you of the vacancy and to obtain your consent to pass your details onto the employer.

Potential Occupations

Potential Occupations for Tradesperson

- Auto Electrician
- Dogman/Dogger
- Driller – Mine Exploration, Oil and Gas & Waterwell
- Electrician
- Fitters – Diesel, Fixed Plant, Electrical, Instrumentation and Mechanical
- Instrument/Electrical Technician
- Maintenance, Mechanical Fitter/Specialist
- Mobile Plant Operators
- Mobile Crane Operators
- Road Constructor
- Rigger
- Pipe Layer
- Train Driver
- Ventilation Officer
- Welder

Potential Occupations for Semi-skilled

- Asphalt Worker
- Construction Labourer
- Driller – Assistant, Offsider, Support Operator
- Dogman/Dogger
- Field Assistant
- Floorman On/Off shore
- Grounds Keeper
- Mobile Plant Operator
- Jug Hustler
- Labourer
- Maintence Worker
- Pit Technician
- Quarry Plant Operator
- Roughneck
- Roustabout/Derrickman
- Sealing Operator
- Serviceman
- Shot Firers Assistant
- Slurry Operator
- Spotter
- Trades Assistant
- Water Truck Driver

Potential Occupations for Skilled

- Assistant Sampler
- Control Room Operator
- Driller – Mine Exploration, Oil and Gas Waterwell
- Drill Assistant
- Mobile, Fixed and Processing Plant Operators – Backhoe, Bulldozer, Crane, Grader,
- Excavator, Haul/Dump Truck, Loader, Scraper & Shovel
- Field Hydrologist
- Foreman
- Laboratory Assistant
- Leading Hand
- Mineral Process Operator
- Open Cut Mining Plant Operator
- Power Generation Plant Operator
- Process/Pre plant Operator
- Production Specialist
- Operators Underground and Open Cut – Bogger, Jumbo,Longwall/Continuous Miner
- Rigger
- Roustabout
- Scaffolder
- Shot Fire
- Train Driver

Applying for a Position in the Mines

Employers and recruiters alike are frustrated with potential employees with applications saying they "will do anything".

Because of the volume of positions or candidates available, companies do not have the time to work out which position you may be suited to.

Mining is a specialised industry and cleanskins need to familiarise themselves with it even if you have had previous experience in other industries.

You still need to be trained to familiarise yourself with the terminology, legislation and tools of the mining industry.

Managing your next career in mining takes a calculated approach and concerted effort – you will never be successful just applying for hundreds of jobs. One may eventually come off, but you could be waiting a while.

Ensure you have researched and understand exactly what the company you are applying for does and tailor your application to the specific requirements of the company.

YOU WON'T GET FAR IN THE PROCESS IF YOU DO NOT UNDERSTAND WHAT THE COMPANY DOES AND EXACTLY WHAT THE POSITION INVOLVES.

Focus On Safety

Safety awareness is MOST important on a mine site so if you can focus your application on safety and show an example of your safety behaviour this will certainly stand you in good stead. Just the ability to communicate effectively is such an important safety aspect which employers will be looking for in their candidates.

With safety being of such importance you also need to ensure that before you start applying that your social networking profiles are erased of anything that may be interpreted as unsafe or risky. Being drunk or talking about your big weekend, fighting or aggressive behaviour, disrespect for property and the safety of others will all be looked upon as a negative and WILL cost you a potential position with the company. If you live online the employer will find you.

If you are serious about getting a foot in the door and have no experience we recommend the following approach:

1. Research what position would suit – have some idea of what you want to do and focus on this specifically. Where do you want to work and what position would interest you?

2. Your resume must answer a simple question: "You are not experienced or qualified to do the role so why should they hire you"? Think about your transferrable skills. Please refer to our Resume Tips on the next page.

3. Speak to the people that have the job you want and gain an understanding of the requirements and what is involved. This way you can demonstrate that you know what to expect and how you are going to prepare so you show you can manage the job.

4. Look for companies operating in your local area. Many companies recruit their entry level positions from the local community to provide long term career opportunities and to develop a strong locally based workforce. Kalgoorlie, Karratha, Port Hedland, Townsville, Mackay, Mount Isa and Newcastle are key areas.

5. Decide on a specific location and stick with that to start. It would be smart to then choose a location that is not typically preferred. Live as close to the location as possible.

6. Be as flexible as possible – put yourself in the best position to accept contracting work, including shutdowns in remote locations and for work you may not necessarily prefer. Many tradespeople from other industries for example start out as a Trade Assistant (TA) working on regular shutdowns. This provides you with an opportunity to see and be seen.

7. Think about other "like-type" environments where you could build relevant experience. Manufacturing, construction and industrial experience for example are highly attractive to the resources sector.

8. Think about the requirements of the role and the location you have selected and seek other like-type jobs local to you that demonstrate those requirements, e.g. shift work, hard labour, 12 hour shifts, remote location etc.

9. Consider four or so weeks in the location you have selected – do your homework ahead of time and know what you want to see. Most people put themselves up in a hostel where they can pay nightly should they score a role working on-site during that period. This typically works very well.

10. Target suppliers to the industry – the smaller players who often struggle to find good people – and avoid applying to the majors until you have some experience.

11. As much as people don't like to hear it, stick with the job giving you that entry level experience for at least eight to twelve months. Nothing looks worse than a 'job hopper' – it makes those recruiting suspicious about whether or not you will stay for a decent period of time.

12. Always remember to conduct yourself professionally. This is sometimes the most overlooked and yet the most powerful impact on your selection – or not – as the case may be.

Resume Tips

Having a solid and effective resume can greatly improve your chances of landing that dream job. This is beyond discussion.

To improve your chances, we suggest you ensure your resume:

- Uses descriptive headings and chunks of information accordingly
- Is not "text heavy"
- Contains skills that are immediately obvious and not buried in meaningless jargon
- Does not simply mention job titles with no explanation of your function or skills
- Job timeline is linear and begins with the most current
- Explains gaps in employment of more than one year
- Has an acceptable standard English usage of grammar
- Contains no clichés, for example:
    - "team player"
    - "dynamic, proactive, motivated leader"
    - "detail-oriented"
- Uses a business font such as Calibri or Times Roman
- Uses body fonts of an appropriate size: Calibri size 11 or Times Roman size 12
- Contains pictures which are not over bearing and fit the role
- Contains at least two referees
- Summarises competencies at either the beginning or end of the resume
- Is no longer than three pages
- Contains key words likely to be used in a search
- Is formatted consistently
- Is visually appealing and professional looking
- Ensure you can provide details of your noted experience when asked

Social Media

How Social Media can HELP or HINDER you:

"You never know where an opportunity or big break can come from"

HELP

LinkedIn (www.linkedin.com) is the largest professional social network online today with an astounding 135 million users and a targeted audience of business professionals. If you do not have a powerful LinkedIn presence, you are missing valuable opportunities.

Your profile should include a personal element. Instead of making it look like a boring resume with a bunch of bullet point achievements, share your personal voice.

Tell people who you are and who you help. Place this information throughout your headline, summary, and the rest of your profile. Adding this will make others want to connect with you instead of putting them to sleep with your boring resume.

Why not have a look at other like-minded individuals on the network and get some tips on how to set up your profile.

This network can connect you with many recruitment officers and will also give you the opportunity to connect to industry specific blogs and discussions that you can potentially use when talking to a prospective employer so they know you know their business.

How to market yourself on LinkedIn:

1. Start by adding your personal LinkedIn to your email signature, on other social networking sites and anywhere else it would help inspire others to connect to you.
2. Make sure that when sending invites to connect to someone, make it personal. Take out anything generic and make it as personal as possible.
3. GIVE before asking for favours. This is pertinent to you making a success of this media outlet or simply annoying the people you want to take you seriously. Become active on LinkedIn and share your idea, start discussion without coming across desperate. The more active you are on the site, the more your profile will be noticed and the more connections you will be linked in to.
4. Join as many groups as you can that are related to the industry you are seeking information and connections from. Some suggestions for Mining Groups:

- Queensland Mining, Oil & Gas
- Mining Australia
- Mining Industry Network – Australia
- Mining Industry Professionals
- Mining IQ
- Mining – Safety

HINDER

Employers research their candidates in the social media arena to ensure they are making the right choice. Let's face it; most of us have a Facebook account, or may have posted something on YouTube. A few clicks and the real you will be out there for any employer to see.

For example:

- Being drunk or talking about your big weekend drinking = Zero tolerance
- Fighting or aggressive attitude = Zero tolerance
- Disrespect for property = Zero tolerance
- Disrespect for yours and others' safety = Zero tolerance

Access to social media can impact heavily on your job prospects. You need to be very mindful of how you are perceived online and ensure there is nothing online a recruiter will find that would reflect on you poorly. It is important to remember, if you live online, the employer can find you.

Sending your resume to any employer with the email address therebel@hotmail.com is not exactly appropriate but a lot of us do not think about this as we have had the same email address for a long time. It is time to make a change and get a professional email that expresses who you are.

Another potential threat to your success is your voicemail message. We have heard many voicemails that have a long and drawn out message involving loud music or crude/funny recorded messages. They do not leave a good impression. Ensure your voicemail message clearly identifies who you are and when you return calls. Keep it professional.

The good news is that beyond personal networking, Facebook can be a powerful tool for your personal brand and professional networking.

The first thing you need to do is split your personal and professional colleagues.

Here's how to split the two.

Go to your friends list by clicking on the Friends tab -> All Friends at the top of your Facebook page.

Click the "Create a New List" button and create one called Professional.

You can now go through your entire friend list and add all of your professional contacts into this new and separate business list.

Once you're done, navigate to your profile privacy settings by clicking on the settings link in the top right corner of your Facebook; then click on privacy; then click on profile.

On the profile privacy settings page you can begin slicing and dicing your Facebook world into personal and professional segments by restricting access to various parts of your profile using your newly created friend list. For example, if you don't want your professional friends to see any of your pictures, click on "edit photo album privacy settings." In the "who can see this" drop down, click on "customise" and then in the "except these people" field type in your newly formed professional friends list. Now only your personal friends will be able to see your pictures.

Though these settings can get fairly complicated because of their granularity, you can control your entire Facebook experience from this area of the site and decide what parts of your personal life you would like your new professional friends to see. Bear in mind that there are no best practices here. Meaning, if you don't want your professional friends to see your wall comments, don't let them. If you don't want your professional friends to see your pictures, don't let them. It's your world and you can set it up exactly as you like.

Using Facebook groups for networking

One way to professionally benefit from Facebook's enormous user base and to grow your professional network is to participate in Facebook Groups. Facebook Groups is a feature that allows Facebook users to connect, discuss and network with each other within the context of a common interest or topic.

Finding groups

There are groups on Facebook representing just about every topic under the sun. To find the right group for your professional aspiration, think of topics that will motivate you, allow you to connect with others of similar professional interest, and will allow you to gain insight into your industry/skill set – groups around these topics are the ones where you'll find professionals you can network with.

Manage your online image across social networking

See how you are perceived across social networks.

Find out the makeup of your social network connections.

Get notified of any potential issues and risks.

Reppler.com is a social media monitoring service designed to help users manage their online image across different social networks. It does so by showing users how they are perceived across social networks, by telling users the makeup of their social network connections, and by identifying any potential issues and risks. Reppler is a free service and supports various social networking services, like Facebook, Twitter, and LinkedIn.

Reppler works by flagging any content on your Facebook wall, or even on your news feed that might be considered inappropriate. Inappropriate content can fall into a variety of categories, including drugs, alcohol, adult content and derogatory language. You can even tell Reppler which categories you would like monitored and how you would like to be notified if something is found. Additionally, Reppler analyses the content on your Facebook Wall to give you a feel for how others might perceive you.

Reppler also alerts you of any privacy and security risks you have. It will highlight any publicly available information about you that should be private and will flag any links it finds on your Facebook wall that could be malicious, such as phishing/scams and spam.

To use Reppler, visit Reppler.com and connect your Facebook profile. It only takes a few minutes and could be well worth it – especially if you are looking for a mining job.

The Interview

This may be one of the most important meetings in your career. By this stage you should have already done your research on the company and if you have made it this far they are interested, so it is imperative you impress the hiring manager when you walk through the door.

When preparing for your interview it is always best to check with the person who is arranging the interview as to the expectations of the hiring manager.

Wear appropriate attire
In most cases, as safety is of UTMOST importance, we suggest you wear long pants, long sleeves and steel cap boots or at least enclosed robust shoes. You never know, you may get a site tour so you need to be dressed appropriately.

What to avoid
Loud ties, heavy jewellery, unwashed hair or hair that covers your face, too much fragrance or aftershave, cigarettes, (for women) - too much cleavage or leg.

Make sure the car you are driving to the interview is clean and tidy
This may sound strange however the employer will be looking at all of these things to ensure you are capable of taking care of their VERY expensive equipment (especially if you are applying for a machinery position). If you have a clean and tidy car this shows the employer you will take good care of their equipment.

Take a copy of your resume
Although the interviewer may already have a copy, it is advantageous to take an extra copy so you can discuss it with the employer.

Take all of your original and copied relevant qualifications
Most employers would like to sight the original qualifications and keep a copy. It is also a good idea to memorise the dates of your qualifications. This shows your qualifications have not been falsified.

Always appear interested and act positively
No matter how good your credentials are, they are interested in seeing who you are and a nonchalant approach may come across as disinterested or worse . . . arrogant.

Make eye contact
Continually looking at the interviewer suggests confidence and honesty.

Smile
Keep relaxed and comfortable, the interviewer knows you will be feeling mixed emotions. Smile, try to enjoy your interview, this will help the interviewer to get to know you.

What attracts you to the job?
Know what attracts you to this job and have a reason as to why you applied for the position. It is also a good idea to know what gives you job satisfaction. Think of examples of what conditions or attributes you feel make for a good job.

Be prepared to answer questions
Have specific examples ready to share about your past and the wins you have experienced in your working life. Have at least one example relating to health and safety.

Expect a question on weakness
The interviewer understands nobody is perfect and everyone has areas they need to develop. Be prepared to talk about something you found difficult but are taking action to overcome. Awareness and willingness to change are a great combination.

Know your salary expectations
This information may be asked of you and your interviewer would like to know your own worth. It is often unusual for employers to "give away" the salary package so outline your own and your future expectations.

Ask questions
This is very important. Take this time to clarify benefits, time frames, terms and conditions on offer etc. Don't ask what the company can do for you, rather let them know you are interested in expanding your skills further and interested to know what training the company offers.

DO NOT:

Be Late

Being late, regardless of an excuse will not help. Make sure you are aware of where you need to go and if need be, do a practice run the day before.

Tell the employer you are seeking a new challenge.

Be specific about what you are looking for in your next role

Give basic and generic answers

Use examples of when the scenario has come up and the actions you took to work through it or if you were to encounter that issue how you would work at it.

Interview Questions

- An interviewer is seeking to find recent and real examples whereby you personally demonstrated a particular skill or competency.
- These are some questions you are likely to hear at an interview:
  - Tell us about a time when you faced a particularly difficult team member? How did you handle the situation, and what was the outcome?
  - Has there been a time when you saw someone doing something unsafe? What did you do?
  - Tell us about a time when you had to work alone on a project? How did you manage your time to stay on track? What was the outcome of the project?
  - Tell us about a time when you had to make a change? How did you go about it and what was the result?
  - Have you ever had to deal with conflicting deadlines? How did you decide?

Most questions that are asked in interviews are based on the **STAR** approach…**S**ituation, **T**ask, **A**ction, **R**esult

Situation – What was the role you were in and the job you were doing? A couple of sentences to set the context and the situation you were in.

Task – What was the specific challenge, task or job that you faced?

Action – What did you do? Note: you always need to say what you did. The interviewers are much less interested in what the team or group did. They want to hear about your actions.

Result – What was the outcome? What was the situation like after you took action? This step is often missed, but is the most important in showing what you achieved through your actions. And even if what you did wasn't entirely successful, this is the place to describe what you have learnt.

Questions to help you prepare

Opening questions that may be asked:

- Can you please share a broad overview of your career?
- What are some of the key achievements over the course of your career you are most proud of?
- Based on the information you know about the role, what do you think are some skills and experiences you have that will align with our requirements?

Safety questions:

- What approach do you take to ensure your own personal safety at work? Do you have an example recently where these methods worked for you?
- In regards to the safety policies and procedures of this relevant position how have you familiarised yourself with them?
- Have you had to perform any dangerous tasks? How did you handle it and work safely to protect yourself and others?
- Was there ever a time when you observed someone not following correct safety procedures? How did you respond?

Technical /Job Related:

- At your previous employment what was the most difficult task you had to learn? How did you learn it?
- Tell us about a complex aspect of your last job and how long it took you to learn it.
- Talk us through a difficult day at your previous employer, what work did you undertake and whom did you interact with?
- What areas do you feel you are quite the expert in or at least feel very skilled or knowledgeable in?

Team:

- What do you feel you can contribute to a team?
- Is there any particular team you have been a part of that was most successful? Is so, what made it a successful team?
- In your working career has there been a time where you have worked with someone who hasn't been as cooperative as you needed them to be? How did you respond?
- What words do you think those in your workplace would use to describe you if we were to ring them now and ask them?
- Can you recall a time when you went out of your way to help a team member?

Initiative:

- Tell us about some of the ways you changed or improved the way your department operates or even your own job description. What prompted you to make these changes?
- Have there been any specific projects or improvements that you have initiated?
- Do you have a recent example where you have suggested new ideas to your manager/supervisor? What happened to the idea?
- What specific steps have you ever taken to make your job easier and more efficient/productive?

Performance under pressure:

- Has there been a time when you were able to meet a very demanding deadline? What happened?
- In your past work experience, describe a time when the pressure at work was extremely high. How did you react?
- Has there ever been a time where you have had conflicting work demands put on you? How did you respond?
- Has there ever been a time where a manager or colleague requested something of you and you had to say no? Why and how did you approach this?

Transferable Experience

When the general media talks about 10,000 jobs available at a mine site, around 2,000 of these are likely to be ongoing operational and the remainder of the vacancies will be with suppliers or major contractors who are awarded work packages during the construction phase. This applies to most projects.

Construction refers to the building of an entire mining facility: the mine itself, the processing plant or "mill" and all the roads, rails, sewer and water lines, housing (infrastructure) needed to support the operation.

Contractors/Suppliers to the mining industry can be small operations with specific work packages i.e. construction of accommodation, where plumbers, carpenters and form workers are required; or services such as transport and catering and depending on the mine, a port may be required, or schools, community centres and recreational facilities.

Be as flexible as possible – put yourself in the best position to accept contracting work, including shutdowns in remote locations and for work you may not necessarily prefer. Many tradespeople from other industries for example start out as a Trade Assistant (TA) working on regular shutdowns. This provides you with an opportunity to see and be seen in the mining environment.

Think about other "like-type" environments where you could build relevant experience. Manufacturing, construction and industrial experience for example are highly attractive to the resources sector.

Mining Salaries

Most mine sites have different agreements, therefore the rates vary somewhat. The average salary in the mining industry is currently about $90,000 per year. Here is a look at the average salary for the most popular mining jobs for entry level employees.

Position	Average Salary
Dump/Haul Truck Operator	$40-$45 per hour
Excavator Operator	$40-$50 per hour
Dozer Operator	$40-$45 per hour
Loader Operator	$40-$45 per hour
Water Truck Operator	$35-$40 per hour
Mining Supervisor	$72 - $100 per hour
Service Crew	$40-$45 per hour non trade or $45-$60 per hour trade qualified
Trades Assistant	$30-$35 per hour
Drillers Assistant	$30-$35 per hour
Boilermaker	$59-$65 per hour
Electrician	$50-$65 per hour
Administration	$30-$35 per hour
Cleaning	$25-$35 per hour
Catering	$23-$35 per hour
Chef	$25-$40 per hour

Glossary of Mining Terms

The following is a list of common mining terms. You will find these helpful when reading articles relative to mining but more importantly, they will assist you to be able to talk the talk in an interview which will show your potential employer you have done your research and are serious about employment with their company.

A

ADIT- A passageway or opening driven horizontally into the side of a hill generally for the purpose of exploring or otherwise opening a mineral deposit. An adit is open to the atmosphere at one end, a tunnel at both ends.

ALARA – As Low As Reasonably Achievable

ALARP – As Low As Reasonably Practical

ALLOY- A compound of two or more metals, usually produced by fusion.

APEX- The top or terminal edge of a vein on the surface or its nearest point to the surface.

ASSAY- To test ores or minerals by chemical or other methods for the purpose of determining the amount of valuable metals contained.

ASSESSMENT WORK - The amount of work specified by law, which must be done each year to retain legal control of mining lands.

B

BACKSTOPE- The initial lift or slice when commencing to stope or mine from a drift.

BALL MILL- A piece of milling equipment used to grind ore into small particles. It is a cylindrical shaped steel container filled with steel balls into which crushed ore is fed. The ball mill is rotated causing the balls themselves to cascade, which in turn grinds the ore.

BASE METAL- A metal inferior in value to gold and silver, generally applied to the commercial metals such as copper, lead, etc.

BATTER – The slope of high ground

BEDROCK- Solid rock forming the earth's crust, frequently covered by overburden or water

BERMS and RILL – Continuous method of dirt to protect mobile plants and machinery from dropping off an edge and to maintain safety of mine workers

BIBO – Bus into a job and bus out

BIT - The cutting end of a boring instrument. In rock drilling, it is frequently made with ultra-hard material such as diamonds or tungsten carbide.

BLAST HOLE- A hole drilled for purposes of blasting rather than for exploration or geological information.

BLOCK CAVING- A cheap method of mining in which large blocks of ore are undercut, the ore breaking and caving under its own weight.

BONANZA- Very rich ore, or situation.

BREAST- A working face, usually restricted to a stope

BULLION- Metal bars, ingots or other un-coined form

BUND – mound of earth

C

CAGE- The conveyance used to transport men and equipment in a shaft

CATHODE- A rectangular plate of metal produced by electrolytic refining, which is melted into commercial shapes such as ingots.

CHANGE HOUSE- A special building constructed at a mine where the miner changes to his working clothes; also known as a dry house.

CHUTE- An inclined opening, usually constructed of timber and equipped with a gate, through which ore is drawn from a stope into mine cars.

CLAIM- A portion of mining land held under federal or provincial law.

CLEANSKINS – Employees who have not yet worked on a mine-site

CMSHA – Coal Mining Safety Health Act.

COLLAR- The term applied to the timbering or concrete around the mouth of a shaft; also used to describe the top of a drill hole.

CONCENTRATE- A product containing the valuable metal and from which most of the waste material in the ore has been removed.

CORE- The long cylinder of rock, about one inch or more in diameter, that is recovered by the diamond drill.

CORE BARREL- That part of a string of tools in diamond drilling in which the core specimen collects.

COWS – Can you hear me, Open your eyes, What's your name, Squeeze my hand

CREST – The top of the high wall

CRIB ROOM – The room where miners eat (taken from the word cribbage where miners would play the card game cribbage)

CROSSCUT- A horizontal opening driven across the course of a vein or structure, or in general across the strike of the rock formation; a connection from a shaft to an ore structure

CRUSHER - A machine for crushing rock, such as gyratory crusher, jaw crusher, stamp mill, etc.

CYANIDATION- A method of extracting gold or silver by dissolving it in a weak solution of sodium cyanide

D

DEVELOPMENT- Is the underground work carried out for the purpose of reaching and opening up a mineral deposit. It includes shaft sinking, cross-cutting, drifting and raising

DE-AREATOR TANK- This tank is used to process ore into gold in hard rock mining

DIAMOND DRILL- A rotary type of rock drill in which the cutting is done by abrasion rather than percussion

DIFFERENTIAL FLOTATION- A milling process using the flotation process, by which concentrates are made of each of the various valuable minerals in an ore.

DIGGER – An Excavator

DILUTION- Waste of low grade rock which is unavoidably removed along with the ore in the mining process

DIP- The angle at which a vein, structure or rock bed is inclined from the horizontal, measured right angles to the strike

DIP NEEDLE- A compass whose needle is mounted so as to swing in a vertical plane, used for determining the magnetic attraction of rocks

DONGA – Living quarters

DRAG FOLD- Rock that has been folded or bent back on itself

DRIFT (DRIVE)- A horizontal passage underground that follow along the length of a vein or rock formation as opposed to a crosscut which crosses the rock formation.

DRIFTER- A rock drill used for boring horizontal holes for blasting

DRY HOUSE- A building where the miner changes his working clothes

DUMP- A pile or heap of rock or ore on the surface

E

ELP – Earth Leakage Protection

ERT – Emergency Response Team

EXPLORATION- The prospecting, diamond drilling and other work involved in searching for ore

F

FACE- As applied to a drift, crosscut or stope, is the end in which work is progressing

FIFO – Fly in and fly out

FILTER PRESS- This is used to filter out impurities out of gold

FINE GOLD- Almost pure gold. Fineness is the proportion of pure gold or silver in jewellery or bullion expressed in parts per thousand. Thus, 925 fine gold indicates 925 parts out of 1,000 or 92.5%, is pure gold

FISSURE- An extensive crack, break or fracture in rocks

FLOAT- Pieces of rock that have been broken off and moved from their original location by natural forces such as frost action or glaciers

FLOTATION- A milling process where some mineral particles are induced to become attached to bubbles and float, and others to sink. In this way the valuable minerals are concentrated and separated from the worthless garbage

FLOWSHEET- The sequence of operations, step by step, by which ore is treated in a milling, concentrated, or smelting process

FOOTWALL- The wall or rock on the underside of a vein or ore structure

FREE MILLING- Ores of gold or silver from which the precious metals can be recovered by concentrating methods without resort to roasting or chemical treatment

G

GAMMA- A unit measurement of magnetic intensity

GANGUE- The worthless minerals associated with valuable minerals in ore deposit

GEIGER COUNTER- An instrument used in the search for radioactive minerals, particularly uranium, as it is capable of detecting (by means of a Geiger Mueller tube) the rays emanating from such minerals. It registers the frequency or intensity of these rays either visually (by dial or flashing light), audibly (by earphones) or both.

GEOLOGY- The science concerned with the study of the rocks, which compose the earth

GRIZZLY- A grating (usually constructed of steel rails) placed over the top of a chute or ore pass for the purpose of stopping the larger pieces or rock or ore

GROUTING- The process of sealing off a water flow in rocks by forcing thin cement slurry, or other chemicals into the crevices; usually done through a diamond drill hole

GRUBSTAKE- Finances or supplies of food, etc., supplied to a prospector on promise of some share in any discoveries he makes.

GUIDES- The timber along the sides of a shaft for the purpose of steadying, or guiding, the cage or conveyance

H

HANGING WALL- The wall or rock on the upper or topside of vein or ore deposit

HIGHGRADE- Rich ore. Selective mining of the best ore in a deposit

HIGHGRADED- One who steals rich ore, especially gold, from a mine

HIGH WALL – The high side of a mine or pit

HOIST- The machine used for raising and lowering the cage or other conveyance in a shaft

HOST ROCK- The rock containing an ore deposit

HSE – Health Safety Executive

HSEC – Health Safety Environment, Community

HYDRAULIC- This describes a common method of mining in which

water under pressure is used to cut away banks of gold-bearing gravels or overburden. Water is brought to the operation from a "head"; the water is then discharged into a pipeline, at the end of which is a nozzle called a "monitor" or a "giant'. By using the water provided, the overburden can be cut away to expose the gold-bearing gravels, which are then sluiced, using the water provided

J

JAW CRUSHER- A machine in which the rock is broken by the action of moving steel jaws

JHA – Job Hazard Assessment

JIG- An apparatus used in milling to concentrate ore on a screen submerged in water, either by a reciprocating motion of the screen or by the pulsation of water through it

JSA – Job Safety Analysis

JSEA – Job Safety & Environment Analysis

L

LAGGING- Planks or small timbers placed along the roof of a stope or drift to prevent rocks from falling, rather than to support the main weight of the overlying rocks

LAUNDER- A chute or trough for conveying pulp, water or powered ore in the milling process

LODE- A mineral deposit in solid rock

LSO – Laser Safety Officer

LV – Light vehicle

M

MILL- a) A plant in which ore is treated for the recovery of valuable metals

b) A machine consisting of a revolving drum, for the fine grinding of ores as a preparation for treatment

MILL HEADS- The average grade of ore fed into a mill

MILLING ORE- Ore that contains sufficient valuable mineral to be treated by milling process

MINES INSPECTORATE – The government body in charge of mining.

MONITOR- An apparatus fitted with a nozzle and used to direct water under high pressure in order to remove overburden or to break down gold-bearing gravels in order to sluice them. Also known as a "giant".

MOPS – Mine Operating Procedures

MOTHERLODE- The starting place or origin of a metal. A vein, which contains the original metal "in place"

MSDS – Material Safety Data Sheet

MQSHA – Mining & Quarrying Safety Health Act

N

NUGGET- A water-worn piece of precious metal, usually implying some size

O

OPERATOR – A person who operates a machine

ORE- A mixture of ore minerals and gangue from which at least one of the metals can be extracted at a profit

ORE- BEARING- Rock that has some type of ore present in its composition

OVERBURDEN - In mining, it is most commonly the rock, soil, and ecosystem that lies above a coal seam or ore body. Overburden is removed during surface mining

P

PAN- To wash gravel or rock that has been ground in a pan to separate gold

PEBBLE MILL- A grinding mill similar in construction and action to a ball mill, but in which the charge is made up of hard pebbles in place of the more conventional steel balls

PLACER- An alluvial deposit of sand and gravel containing valuable minerals such as gold

PLANT- A group of buildings, and especially to their contained equipment, in which a process or function is carried out; on a mine it will include warehouses, hoisting equipment, compressors, repair shops, officers, mill or concentrator

PORTAL- The surface entrance to a tunnel or adit

POCKETS - These are cavities in the earth, filled with ore, or a rich deposit or gold

POTABLE WATER – drinkable water

PPE – Personal Protection Equipment

PROSPECT- A mining property, the value of which has not been proved by exploration

PULP- A name for gold in the mining process

PYRITE- Hard, heavy, shiny, yellow mineral, being a sulphide of iron. Sometimes called "fools gold".

R

RSO – Radiation Safety Officer

RAISE- A vertical or inclined underground working that has been excavated from the bottom upward

RAKE- The trend or an ore body along the direction of its strike

REAMING SHELL- A component of a string of rods used in diamond drilling; it is set with diamonds, and placed between the

bit and the core barrel to maintain the gauge of the hole

RECOVERY- The percentage of valuable metal in the ore that is recovered by metallurgical treatment

ROCKBOLTING- The act of consolidating roof strata by means of anchoring and tensioning steel bolts in holes especially drilled for the purpose

ROCK BURST- The sudden failure of walls or pillars in a mine caused by the weight of pressure of the surrounding rocks, and accompanied by a violent release of energy

ROD MILL- A rotating cylindrical mill, which employs steel rods as a grinding medium

S

SAMPLE- A small portion of rock or mineral deposit, usually taken for the purpose of being assayed to determine possible content of valuable elements

SHAFT- A vertical or inclined excavation for the purpose of opening and servicing a mine. It is usually equipped with a hoist at the top, which lowers and raises a conveyance for handling men and material

SHAKER SCREEN- This screen filters out impurities in milling of gold

SHMS – Safety and Health Management Systems

SKIP- A self-dumping type of bucket used in a shaft for hoisting ore or rock

SQUARE SET- A set of timbers used for support in underground mining, consisting of cap, girt and post

SSE – Site Senior Executive

SLAM – Stop, Look, Assess and Manage

SOP's – Standard Operating Procedures

STATION- An enlargement of a shaft made of the level horizon used primarily for the storage and handling of equipment

STOCK PILE- Broken ore accumulated in a heap on the surface, pending treatment or shipment

STOPE- An excavation in a mine from which ore is being or has been extracted

SUMP- An excavation underground for the purpose of catching or storing water; the bottom of a shaft is commonly used for this purpose

SWP – Safe Working Practice

SWI – Safe Working Instructions

T

TAILINGS- Material rejected from a mill after the recoverable valuable minerals have been extracted

TARP – Trigger Action Response Plan

TOE – The bottom of the high wall

TRAM- To haul cars of ore or waste in a mine

TROY OUNCES- A type of measurement for gold. A troy is different to an ounce

TUBE MILL- A piece of milling equipment consisting of a revolving cylinder half filled with steel rods or balls and into which crushed ore is fed for fine grinding; the material to be ground is mixed with water or other solution and comes out as a slurry

TUNNEL- A horizontal underground passage that is open at both ends; the term is loosely applied in many cases to an adit, which is open at only one end

V

VEIN- A fissure, fault or crack in a rock filled by minerals that have travelled upwards from some deep source

W

WEDGE- As used in diamond drilling, refers to the placing of a wedge at some point in the hole for the purpose of deflecting the bit in another direction

WINZE- A vertical or inclined opening sunk from a point inside a mine. Similar to a shaft, but the latter starts at the surface

Available courses

Please visit www.iminco.net for pricing and more information

SAFETY COURSES		
RIIVEH201B – Operate a Light Vehicle (4WD)	Covers the operation of a light vehicle (up to 4.5 tonne). Includes the departure, driving, braking and the conduct of operator checks and actions.	1 day
RIIVEH305A – Operate & Maintain a 4WD Vehicle	Covers the operation & maintenance of a 4WD in the resource & infrastructure industries, including performing maintenance and minor repairs, performing pre-departure checks and driving in a variety of terrains.	1 day
RIIOHS202A Enter & Work in Confined Spaces	Appropriate for those working in a confined space (enclosed or partially enclosed) for the purpose of carrying out work or inspections. Also appropriate for those performing sentry or stand-by person roles.	1 day
RIIOHS204A – Work Safely at Heights	Addresses the theoretical and practical aspects used to work at heights. It is highly interactive and engaging.	1 day
MSAPMOHS217A – Gas Test Atmospheres	This unit is about testing the working atmosphere to determine if it is safe for the proposed work. Testing involves the use of electronic test apparatus.	1/2 day
MSAPMPER200C – Work in Accordance with an Issued Permit	Aims to ensure people working under "a permit to work" understand the system , know the limitations of the permit and comply with the requirements of the permit.	1 day
MSAPMPER205C – Enter Confined Space	Applies to those required to enter confined space for maintenance purposes, cleaning or inspection. It is required by all persons required to enter a confined space.	1 day
MSAPMOHS216A – Operating Breathing Apparatus	Applies to operators who are required to wear breathing apparatus for their job –covers working in a confined space with hazardous gases/vapours in an anoxic atmosphere or for other applications requiring the wearing of breathing apparatus.	1 day
MSAPMOHS212A – Undertake First Response to Fire Incidents	For those required to respond to an incident such as a leak, spill or other incident. The worker is not expected to deal with the emerging incident, but to provide an initial first response in order to contain the incident and/or secure the immediate area in order to minimise resultant damages and loss.	1 day
HLTFA301B – Apply First Aid	Provides the skills and knowledge required to provide first aid response, life support, management of casualty(s), the incident and other first aiders, until the arrival of medical or other assistance.	1 day
HLTCPR201B – Perform CPR	Develop basic level life support skills to confidently initiate cardio pulmonary resuscitation procedures in emergency situations.	1 day
PMASUP236B – Operate vehicles in the field	Designed for persons operating light vehicles in off road situations (4x4) and on the pipeline easement/access roads.	1 day
RIIHAN203A – Conduct Lifting Operations	The skills to develop a plan for lifting, preparation for lifting and moving loads where the assistance of a certified dogger is not required.	1 day
PUAWER008B – Confine Small Workplace Emergencies	Covers the competency required to confine small workplace emergencies. Small workplace emergencies may include such incidents as a small fire that can be controlled using a nearby fire extinguisher; or a chemical spill that can be controlled using workplace personal protective clothing and equipment, and a small spill kit; or a workplace vehicle accident where there is no significant injury or damage.	1/2 day
MEM11011B – Manual Handling	Applies to lifting and moving materials and /or using basic manual handling equipment in a wide range of environments.	1/2 day

INDUCTION COURSES		
Mining Induction – Incorporating Standard 11	The focus: Students will not just know safety but be able to demonstrate safety. Our goal: To have the most proficient mining safety induction in Australia, giving the best outcomes. Covers metalliferous component.	2 days
RIIERR203B - Mining Induction - Underground Operations	The same focus on safety for those wishing to work in operational, service and maintenance roles in underground mines for the coal and metalliferous sectors. The surface induction is a prerequisite for this course.	1 day
Mining Induction Refresher	For those with mine experience in the past 6 months holding a valid mining passport or a mine specific induction card. If the induction card has expired for 6 months and over, the full Standard 11 Induction must be undertaken.	Online
RIIRIS402A – Carry Out the Risk Management Process (G2)	Covers the skills and knowledge required to carry out the risk management process in the coal and metalliferous mining industries for those wishing to consolidate their qualifications in the area of risk management or enhance their career opportunities in a more senior role.	Online or face to face 1 day
Online Mine Supervisor G1, G8 & G9 (formerly S1, S2, S3)	The mine site safety supervisors course prepares those for the next stage in their mining career.	Online or face to face 2 days

MACHINERY COURSES		
RIIMP3011A – Conduct Haul Truck Operations	We hold our course on a real mine site, driving the mining specification Cat 773 Haul Truck. It includes night driving, defensive driving, pos-comms, interaction with other vehicles and maximum seat time, producing the best results in Australia.	5 days
Haul Truck Package (Combo 4)	A combination of our 5 day haul truck course packaged with 4WD training, mining induction incorporating standard 11 and Cert II in surface extraction upgrade.	5 days
Intensive 2 day Haul Truck Course	One student, one trainer, one truck. This includes night driving, defensive driving, pos-comms, interaction with other vehicles and maximum seat time, producing the best results in Australia.	2 days
VOC - Verification of Competencies	Industry Pathways VOC Sentinel Program can be conducted on-site without interrupting productivity. VOC assessments are done while staff are working and eliminate the need for employing temporary replacements and are used to ensure your staff can operate equipment in complete safety.	on-site
RIIMP0206A	Conduct bulk water truck operations	2 days
RIIMPO301A	Conduct hydraulic excavator operations	3 days
RIIMPO304A	Conduct wheel loader operations	3-5 days
RIIMPO205A	Operate roller / compactor	3-5 days
RIIMPO312A	Conduct scraper operations	3-5 days
RIIMPO317A	Conduct roller operations	3-5 days
RIIMPO204A	Conduct conveyor shifting dozer operations	3-5 days
RIIMPO319A	Conduct backhoe / loader operations	3-5 days
RIIMPO310B	Conduct grader operation	3-5 days
RIIMPO309A	Conduct wheeled dozer operations	3-5 days
Black Coal Competency upgrade for excavator & haul truck	We can upgrade civil tickets to mining competency tickets.	1/2 Day

COMPLETE QUALIFICATIONS		
RII30809 - Certificate III in Civil Construction Plant Operations	Assists in becoming a fully qualified plant operator in the construction of roads, bridges, dams, waterworks and trenches.	Subject to electives chosen
RII30411 - Certificate III in Resource Processing	Employees perform a range of duties related to the various processes used to extract the minerals from ore. Work may include operating crushing equipment and extraction processing equipment such as screens, grinding mills, filters, flotation cells, tanks and conveyors to extract concentrated minerals or producing minerals in their final form by smelting.	Subject to electives chosen
RII20909 - Certificate II in Drilling Operations	Setting up, moving and operating drill rigs and equipment related to drilling holes needed in construction, oil, gas and mining sectors as a driller's assistant.	Subject to electives chosen
RII31809 - Certificate III in Drilling Operations	Recommended for personnel ranging from Trainee Drillers to Senior Drillers. The course provides comprehensive and integrated training, skills, knowledge and/or recognition required by skilled operators working under minimal supervision.	Subject to electives chosen
RII20409 - Certificate II in Underground Metalliferous Mining	Provides experience with drilling at a blast face, installing ground support and ventilation, conducting scaling operation, and learning skid steer operation in a bobcat under direct supervision.	Subject to electives chosen
RII30311 - Certificate III in Underground Metalliferous Mining	Suited to employees such as production operators to operate a range of equipment to excavate, load and transport coal, ore, mineral sand and/or rock in underground mines and manage complex situations.	Subject to electives chosen
RII20209- Certificate II in Surface Extraction Operations	Based on your specific needs we will design the course with the focus on increasing productivity and efficiency whilst not impacting on work flow.	Subject to electives chosen
RII30112 – Certificate III in Surface Extraction Operations	Based on your specific needs we will design the course with the focus on increasing productivity and efficiency whilst not impacting on work flow. This will include on-site delivery and heavy machinery training to suit your needs.	Subject to electives chosen
TAE40110 - Cert IV in Training and Assessment	This qualification addresses an in-depth range of issues built around the skills needed to deliver training and assessment in a range of contexts to a variety of audiences. Can be delivered on-site, distance, e-learning, face-to-face or a combination or all options.	5 days
BSB30707 – Certificate III in Occupational Health and Safety	The Certificate III is for people whose main job is not dedicated to Occupational Health and Safety but who take it on as an additional duty (such as an OHS Representative or OHS Committee Member).	5 days Online
BSB41407 – Certificate IV OHS (face-to-face)	The minimum requirement for OHS management in most workplaces. We offer a nationally recognised qualification delivered in a way to suit your needs.	5 days Online
BSB51307 – Diploma OHS (face to face)	Reflects the role of individuals who coordinate and maintain the OHS program within an organisation. Individuals would possess a sound theoretical knowledge base and use a range of specialised, technical or managerial competencies to plan, carry out and evaluate their own work and the work of others with safety responsibilities.	ALD Online

PARAMEDICAL & EMERGENCY RESCUE COURSES		
HLT30207 – Certificate III in Non-Emergency Client Transport	Suits a full-time patient transport officer looking to enhance their skills or, an individual looking at an entry level patient transport career. Our experienced career paramedics provide the latest instruction, giving access to first class education.	3-6 mths
Certificate III in Mine Emergency Response and Rescue	Covers the role of response and rescue team members in a metalliferous mine who perform tasks involving a broad range of skilled applications applied in a wide variety of contexts.	6-12 mths
HLT41007 – Certificate IV in Health Care (Ambulance)	Covers work involving delivery of limited direct client care in an emergency response context. The qualification focuses on work in the ambulance industry done by those who provide a basic emergency response and transport roles in areas where there is a relatively low workload.	6-12 mths
HLT50407 – Diploma of Paramedical Science (Ambulance)	Provides the skills required by state ambulance authorities and non-emergency transport companies to deliver patient care and transport services.	6-12 mths
HLT60307 – Advanced Diploma of Paramedical Science (Ambulance)	Covers workers employed by state ambulance authorities providing advanced emergency care and transport services. Occupational titles for this role may include: intensive care paramedical or mobile intensive care ambulance paramedic.	6-12 mths

PACKAGES & OTHER SERVICES		
S11 + Underground Component	A combination of surface and underground courses.	3 days
Confined Space and Work at Heights	Combination of both Confined Spaces and Work at Heights.	2 days
Mine Supervisor (G1, G8 & G9) + G2	Combination of the Mine Supervisors & G2 Courses.	Online or face to face 3 days
Cert IV, Diploma & Advanced Diploma	The full package. A combination of the Cert IV, Diploma and Advance Diploma.	12 months
Resume Service and Cover Letter	Your resume is often the only opportunity to show a potential employer your skills. Does your current resume reflect you accurately? Is it presented well?	N/A
Resume Service	In a competitive industry you need every advantage you can get. Mining related resumes are important because they can help get you to the interview stage.	N/A
Medical Assessments	We can organise the medical assessments as required and can coordinate this around any training program in all Australian locations.	N/A

Career Pathing

You now have a better understanding of what knowledge, skills, personal characteristics and experience is required for you to progress into your career in mining.

Take an honest look at your career goals, skills, required knowledge, experience, and personal characteristic and make a plan to obtain what is necessary in each of these areas to carry out your career path.

In Summary:

- Gain a broad knowledge of the resource & energy industries
- **Research** resource & energy companies and the position that would best suit you
- Familiarise yourself with **mining terminology**
- **Maintain a strong focus on safety**
- Ensure you have passed a **Coal Board Medical** and **Police Clearance**
- **Upskill**
- Undertake a **safety course**
- Build a **professional profile on social media sites**
- Use social media for **networking with industry groups**
- Invest in a **mining specific resume**
- Know your **salary expectations**
- Be prepared to answer **safety related questions**
- **Know the reason you applied for the job** ("because of the money" just doesn't sit well with employers)
- Get to know the **S.T.A.R technique**
- Take advantage of our **Post Training Job Support** program

These combined factors provide Industry Pathways clients and students with an end-to-end approach to the pathway of resource industry ready workers with a positive mindset, realistic industry expectations and an unwavering focus on safety.

Best of Luck from the Industry Pathways Team

INDUSTRY PATHWAYS

Notes: