

September 2025

# Deputy of underground coal mines

## 1. Prerequisites

All documents, other than the portfolio of evidence documents, **must be certified** as a true copy of the original by an authorised certifier. Refer to the [Fact sheet - Certifying documents and verifying identity](#) available on the [How to apply](#) page.

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

Prerequisite	Requirement
Tertiary or vocational qualification	<p>Any one of the following:</p> <ul style="list-style-type: none"><li>• Bachelor of Mining Engineering issued by an Australian university, or</li><li>• RII50920 Diploma of Underground Coal Mining Management issued by a registered training organisation (the superseded qualifications RII50915 &amp; RII50913 Diploma of Underground Coal Mining Management, or other equivalent superseded qualification is acceptable).</li></ul> <p>RII40420 Certificate IV in Underground Coal Operations issued by a registered training organisation (the superseded qualifications RII40415 and RII40413 Certificate IV in Underground Coal Operations, or other equivalent superseded qualification is acceptable).</p> <p>If you hold a qualification/unit of competence that is not specified as a prerequisite, refer to <a href="#">Fact sheet - Recognition of qualifications and units of competence</a>.</p>
Practical experience	<p>A minimum of 3 years practical underground coal mine experience, including:</p> <ul style="list-style-type: none"><li>• a minimum 2 years being present:<ul style="list-style-type: none"><li>— with a minimum one year 4 months at an extraction face during production or development works and</li><li>— during other mining activities</li></ul></li></ul>

Prerequisite	Requirement
	<p>(this must be included in the three years of experience required above)</p> <ul style="list-style-type: none"> <li>a minimum 6 months' experience in supervising and/or co-ordinating and/or leading workers involved in underground coal mining activities</li> </ul> <p>Your experience must be verifiable and/or signed off by a supervising manager who held a mining engineering manager of underground coal mines practising certificate at the time of your employment (or an interstate equivalent or relevant). Refer to the <a href="#">Guide: Applying for a certificate of competence</a> for more details.</p>
Emergency preparedness unit	<ul style="list-style-type: none"> <li>RIIERR402E Apply and monitor underground coal mine emergency preparedness and response systems, issued by a registered training organisation.</li> <li>The superseded units RIIERR402D and RIIERR402A Apply and monitor underground coal mine emergency preparedness and response systems, or other equivalent superseded unit number is acceptable.</li> </ul> <p>or</p> <ul style="list-style-type: none"> <li>RIIERR501E Implement underground coal mine emergency preparedness and response systems, issued by a registered training organisation</li> <li>The superseded units RIIERR501D and RIIERR501A Implement underground coal mine emergency preparedness and response systems, or other equivalent superseded unit number is acceptable.</li> </ul> <p>If you hold a qualification/unit of competence that is not specified as a prerequisite, refer to <a href="#">Fact sheet - Recognition of qualifications and units of competence</a>.</p>
Portfolio of evidence	<p>You must attach the following documents as evidence of your competence which must be relevant to the function. You may attach multiple documents to provide sufficient evidence.</p> <p>Your name must be in the document as evidence you were involved. If not, then you must have your supervisor/manager sign off the document confirming your involvement or attach another document confirming e.g. email.</p> <p>All evidence must be actioned/completed within the past 5 years:</p> <ol style="list-style-type: none"> <li>1. Risk assessment – a copy of a WHS risk assessment that you were involved in at a mine. This does not include day to day</li> </ol>

Prerequisite	Requirement
	<p>activities such as task focused risk assessments such as Take 5 or JSA.</p> <ol style="list-style-type: none"> <li>2. Workplace inspection – a copy of a WHS workplace inspection, task observation or audit, that you carried out and documented at a mine.</li> <li>3. Review of principal hazard management plan or control plan – evidence, such as a report, of your involvement in reviewing a principal hazard management plan or control plan at your mine.</li> <li>4. Shift handover report, shift work plan or compliance report – a copy of a WHS shift handover report, shift work plan or compliance report that you completed. For a shift handover report, the document must include your name and role.</li> <li>5. Delivered a workplace training program – evidence of a WHS related training program in a mining or related field that you were involved in (eg. toolbox talks, shift or work group briefings): <ul style="list-style-type: none"> <li>▪ for delivery (eg. completed sign on sheet of attendees with your name on it as the trainer/presenter), as evidence that you had delivered it, or your supervisor/manager signing off that you had delivered it.</li> </ul> </li> <li>6. Safe work procedure or related document for standard setting – a copy of a safe work procedure or related document for standard setting (eg. work instruction, work order job detail) that you actioned at a mine.</li> </ol> <p>For more information about portfolio requirements refer to the <a href="#">Portfolio requirements: certificate of competence examination process</a></p>
Identity verification	Refer to the <a href="#">Fact sheet: Certifying documents and verifying identity</a>

## 2. Written and oral examination details

All written and oral examination questions are mapped to competencies in the [Competency framework](#). Candidates should be familiar with the competencies for this function to prepare for and demonstrate that they satisfy them in their question responses.

## Written exams

The written examination consists of the following paper:

Paper	Method of examination	Duration of paper
DEP – Coal mining practice and legislation	Closed book	2.5 hours

### 2.1. DEP – Coal mining practice and legislation

You will be required to demonstrate a working knowledge of the *Work Health and Safety Act 2011*, *Work Health and Safety (Mines and Petroleum Sites) Act 2013*, *Coal Industry Act 2001*, *Explosives Act 2003* and their supporting Regulations, as they relate to the statutory function of a deputy.

## Oral exams

The oral exam consists of questions where the candidate must achieve the minimum mark, number of items and/or specific items in their answer for each question in order to pass the exam. The competencies mapped to each question can be essential (must be satisfied) or other (in total must be satisfied). All questions must be passed.

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## 3. Other useful links

### [Competency resources and guides](#)

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