

September 2025

# Undermanager 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• RII50920 Diploma of Underground Coal Mining Management issued by a registered training organisation (the superseded qualifications RII50915 &amp; RII50913 Diploma of Underground Coal Mining Management, or other equivalent superseded qualification is acceptable).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>If you hold a qualification/unit of competence that is not specific as a prerequisite, refer to <a href="#">Fact sheet - Recognition of qualifications and units of competence</a>.</p> |
| Practical experience                 | <p>A minimum of 4 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 at an extraction face during production or development works, and</li><li>— during other mining activities</li></ul>(this must be included in the 4 years of experience required above)</li><li>• a minimum one year in a supervisory role responsible for the control and management of underground coal mining operations, with a minimum 6 months in mining activities at the mine.</li></ul>          |

| Prerequisite                | Requirement  |
|-----------------------------|--|
|                             | <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 | <p>RIIERR501E Implement underground coal mine emergency preparedness and response systems, issued by a registered training organisation</p> <p>*The superseded units RIIERR501D and RIIERR501A Implement underground coal mine emergency preparedness and response systems, or other equivalent superseded unit number is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>  |
| 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 activities such as task focused risk assessments such as Take 5 or JSA.</li> <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> </ol> |

| Prerequisite          | Requirement   |
|-----------------------|---|
|                       | <p>5. Developed and delivered a workplace training program - evidence of a WHS related training program in a mining or related field that you were involved in:</p> <ul style="list-style-type: none"> <li>development (e.g. toolbox talks, shift or work group briefings) with your name on the presentation as evidence that you developed it, or your supervisor/manager signing off you developed it.</li> <li>delivery (e.g. 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> <p>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.</p> <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 papers:

| Paper  | Method of examination | Duration of paper |
|--|-----------------------|-------------------|
| UB1 – Legislation ( <b>existing</b> candidate only)                | Closed book           | 1 hour            |
| UB2 - Mine Ventilation ( <b>existing</b> candidate only)           | Closed book           | 2 hours           |
| UB3 – Coal Mining practice paper ( <b>existing</b> candidate only) | Closed book           | 3 hours           |

| Paper  | Method of examination | Duration of paper |
|--|-----------------------|-------------------|
| UB5 - Legislation and coal mining practice (combined paper for <b>new</b> candidates only) | Closed book           | 3 hours           |
| UB6 – Mine Ventilation Paper ( <b>new</b> candidates only)                                 | Closed book           | 2 hours           |

### 2.1. UB1 – Legislation (existing candidates only)

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*, *Explosives Act 2003*, and their supporting Regulations, as they relate to the duties of an undermanager.

### 2.2. UB2 – Mine ventilation (existing candidates only)

You will be required to provide answers to practical problems having regard to safety considerations and legal requirements using mine plans supplied.

One question will be based on overall ventilation of a mine relative to the environment described in the question. The other question will be a combination of practical application of ventilation-related management systems and providing solutions to ventilation-related problems.

You will need to demonstrate your knowledge of where equipment is located according to ventilation requirements and what actions are performed to comply with legislative obligations. You will need to make certain assumptions about the mining workplace to answer the questions and provide an explanation as to how the assumptions relate to the mining workplace described in the question.

### 2.3. UB3 – Coal mining practice (existing candidates only)

This paper will deal with the interpretation and application of mining and engineering principles together with relevant aspects of mining legislation. You will be expected to have knowledge of safe working procedures and the causes and prevention of mine incidents.

### 2.4. UB5 – Legislation and coal mining practice (new candidates only)

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*, *Explosives Act 2003*, and their supporting Regulations, as they relate to the duties of an undermanager.

This paper will deal with the interpretation and application of mining and engineering principles together with relevant aspects of mining legislation. You will be expected to have knowledge of safe working procedures and the causes and prevention of mine incidents.

### 2.5. UB6 – Mine ventilation paper (new candidates only)

You will be required to provide answers to practical problems having regard to safety considerations and legal requirements using mine plans supplied.

One question will be based on overall ventilation of a mine relative to the environment described in the question. The other question will be a combination of practical application of ventilation-related management systems and providing solutions to ventilation-related problems.

You will need to demonstrate your knowledge of where equipment is located according to ventilation requirements and what actions are performed to comply with legislative obligations. You will need to make certain assumptions about the mining workplace to answer the questions and provide an explanation as to how the assumptions relate to the mining workplace described in the question.

## 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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