

## 1.0 MEMBERSHIP REQUIREMENTS

### 1.1 Corporate

#### 1.1.1 Technical Member

Where an applicant clearly meets the following requirements the Membership Officer may elect as a **Technical Member** any applicant who:

- i) is engaged in the industry;
- ii) has made application in writing to the branch committee in the state, territory or other place in which they are employed in the prescribed form;
- iii) has paid the prescribed fee;
- iv) has been nominated by two Corporate Members;
- v) has completed a period of training and experience applicable to their employment in the industry;
- vi) has been in a position of responsible charge for at least three years;
- vii) has passed a Certificate IV applicable to their employment in the industry and as provided in an Australian national training package or its equivalent or higher or possesses an exempting qualification; and
- viii) has produced written evidence of their qualifications and experience

Where the applicant does not clearly meet all of the requirements of a Technical Member the Membership Officer is to refer that application to the Membership Review Committee for their consideration and determination and the Membership Officer may also refer other applications for Member grade to the Committee for determination.

The Membership Review Committee may elect as a **Technical Member** any candidate who:

- i) is engaged in the industry;
- ii) has made application in writing to the branch committee in the state, territory or other place in which they are employed in the prescribed form;
- iii) has paid the prescribed fee;
- iv) has been nominated by two Corporate members;
- v) has at least ten years' experience in the industry, including no less than three years' experience in a position of responsible charge; and
- vi) is deemed qualified by the Membership Review Committee using a formal process approved by the IQA Board and using a Certificate IV applicable to their employment in the industry as provided in an Australian national training package as the benchmark for that deemed qualification, (evidence required will include, but not be limited to a resume)

#### 1.1.2 Member

Where an applicant clearly meets the following requirements the Membership Officer may elect as a **Member** any applicant who:

- i) is engaged in the industry;
- ii) has made application in writing to the branch committee in the state, territory or other place in which they are employed in the prescribed form;
- iii) has paid the prescribed fee;
- iv) has been nominated by two Fellows or two Members or a combination thereof;
- v) has completed a period of training and experience in quarrying;
- vi) has been in a position of responsible charge for at least three years;
- vii) has passed a diploma applicable to their employment in the industry and as provided in an Australian national training package or its equivalent or higher or possesses an exempting qualification, and
- viii) has produced written evidence of their qualifications and experience in the industry



Where the applicant does not clearly meet all of the requirements of a Member the Membership Officer is to refer that application to the Membership Review Committee for their consideration and determination and the Membership Officer may also refer other applications for Member grade to the Committee for determination.

The Membership Review Committee may elect as a **Member** any candidate who:

- i) is engaged in the industry;
- ii) has made application in writing to the branch committee in the state, territory or other place in which they are employed in the prescribed form;
- iii) has paid the prescribed fee;
- iv) has been nominated by two Fellows or two Members or a combination thereof;
- v) has at least ten years' experience in the Industry, including no less than three years' experience in a position of responsible charge; and

is deemed qualified by the Membership Review Committee using a formal process approved by the IQA Board and using a diploma applicable to their employment in the industry as provided in an Australian national training package as the benchmark for that deemed qualification, (evidence required will include, but not be limited to, a resume and/or the preparation of a thesis)

### 1.1.3 Fellow

Where the applicant clearly meets all of the following requirements the Chair of the Committee may elect as a **Fellow** any applicant who:

- i) is engaged in the industry;
- ii) has made application in writing to the branch committee in the state, territory or other place in which they are employed in the prescribed form;
- iii) has paid the prescribed Corporate Membership fee for a minimum of three years;
- iv) has been nominated by two Fellows of the Institute;
- v) has at least seven years' experience in the Industry, including no less than four years in a position of senior managerial charge;
- vi) has passed a diploma applicable to their employment in the industry and as provided in an Australian national training package or its equivalent or higher or possesses an exempting qualification; and
- vii) has produced written evidence of their qualifications and experience in the industry.

Where the applicant does not clearly meet all of the requirements of a Fellow the Chair of the Committee is to refer that application to the Membership Review Committee for their consideration and determination and he or she may also refer other applications for Fellow grade to the Committee for determination.

The Membership Review Committee may elect as a **Fellow** any candidate who:

- i) is engaged in the industry;
- ii) has made application in writing to the branch committee in the state, territory or other place in which they are employed in the prescribed form;
- iii) has paid the prescribed Corporate Membership fee for a minimum of three years;
- iv) has been nominated by two persons who shall be Fellows of the Institute;
- v) has at least fifteen years' experience in the Industry, including no less than seven years' experience in a position of senior managerial charge; and
- vi) is deemed qualified by the Membership Review Committee using a formal process approved by the IQA Board and using a diploma applicable to their employment in the industry (as provided in an Australian national training package) as the benchmark for that deemed qualification, (evidence required will include, but not be limited to, a resume and/or the preparation of a thesis)

The Membership Review Committee may in special circumstances waive the requirements of sub-clause iii above. These circumstances may include; where an individual has come from overseas or has been eligible for Corporate Membership grade for at least three years but has been an Associate for at least three years.

### 1.1.4 Honorary Fellow

The Advisory Council may elect as an **Honorary Fellow** a person who, in its opinion, has rendered such service to the Institute and the Industry generally as warrants honorary fellowship and who has:

- i) made a significant contribution to the Institute or to the industry; or
- ii) holds a position in the Institute or the Industry which merits such recognition.

In applying these requirements the following categories of applicants will be considered:

- i) Associate members of The Institute who have made a notable, active and sustained contribution to the institute and industry and hold significant positions in industry but lack of formal qualification required for them to be otherwise granted a corporate grades of Member or Fellow, and
- ii) Corporate members (usually Fellows) who have made a notable, active and sustained contribution to the Institute either as President, long term Chairman of a Branch, long term Chairman of a standing committees, long service as an Advisory Councillor or Director of the IQA and/or AIQEF as well as being highly regarded in the industry.

Note: In either category the sustained period of contribution to industry should be in excess of 20 years and 10 years to the Institute.

The Membership Review Committee is to review all nominations for Honorary Fellow and recommend to Advisory Council individuals for elect as an **Honorary Fellow**.

The nomination of Honorary Fellows will only be considered through written nomination and that nomination is to be the only source for determination.

## 1.2 Non-Corporate Grades

### 1.2.1 Associate

Where an applicant clearly meets the following requirements the Membership Officer may elect as an Associate any applicant who:

- i) is engaged in the industry has made application in writing to the branch committee in the state, territory or other place in which they are employed in the prescribed form and paid the prescribed fee; and
- ii) has been nominated by two Corporate members or one corporate member and an Associate,

Where the applicant does not clearly meet all of these requirements for Associate grade the Membership Officer is to refer that application to the Membership Review Committee for their consideration and determination and the Membership Officer may also refer other applications for Associate to the Committee for determination.

### 1.2.2 Student

Where an applicant clearly meets the following requirements the Membership Officer may elect as a Student any applicant who:

- i) has been nominated by two Corporate members;
- ii) is not engaged in the industry in a full-time basis; and
- iii) is engaged in a recognised course of study or training relating to the Industry.

Where the applicant does not clearly meet all of these requirements for Student grade the Membership Officer is to refer that application to the Membership Review Committee for their consideration and determination and he or she may also refer other applications for Student grade to the Committee for determination.

Note: Applications to this grade will not be approved if applicants fulfil the requirements of a higher grade of membership.

## 2.0 Reduced Subscription Rates

Existing members of The Institute who have retired from fulltime employment or are unemployed may apply for a reduced rate of subscription.

Members of The Institute on reduced subscription rates retain their current grade and all of the privileges of membership, which includes: receiving notices of IQA activities, member discounts and Quarry magazine.

### Retired members

Members wishing to apply for the reduced subscription rate on the grounds of retirement should:

- be permanently retired from employment or paid work;
- be aged 55 years or above have completed at least 10 years membership of the Institute; and
- apply to transfer to retired member reduced subscription rate on the prescribed form.

Where it is clear that an applicant has retired, the Membership Officer may transfer the applicant's status to Retired Member.

Where it is not clear that an applicant has retired, the Membership Officer is to refer that application to the Membership Review Committee for determination.

The retired member reduced subscription rate will be as set by the Board from time to time.

### Unemployed members

Members wishing to apply for the reduced subscription rate due to unemployment should:

- be wholly unemployed;
- be actively seeking work within the quarrying industry; and
- sign a declaration to this effect on the prescribed form.

Where it is clear that an applicant is unemployed, the Membership Officer may grant approval of the applicant's transfer to the reduced subscription rate, which will be.

Where it is not clear that an applicant has retired, the Membership Officer is to refer that application to the Membership Review Committee for determination.

The unemployed member reduced subscription rate will be 50% of the subscription rate applicable to their grade, except in the case of students, where unemployment reduced subscription rates do not apply.

## 3.0 QUALIFICATIONS

The qualifications currently acceptable to the Institute comprise approved qualifications in the discipline appropriate to the person's managerial or technical responsibilities

For Members and Fellows the approved quarrying qualifications are Level 5 or higher Australian Qualification Framework (AQF) qualification, which includes for example:

- Diploma of Extractive Industries Management
- Diploma of Surface Operations Management
- Diploma of Management
- Diploma of Work Health Safety

Note: Prior to the endorsement of the extractive industries first competency based training package, MNQ98, the Advanced Certificate in Extractive Industries was the minimum requirement for corporate membership of The Institute. This qualification is also an approved quarry qualification.

For Technical Members the approved quarrying qualifications are Level 4 or higher Australian Qualification Framework (AQF), which includes for example:

- Certificate IV in Extractive Industries Operations

- Certificate IV in Surface Extractive Operations
- Certificate IV in Training and Assessment
- Certificate IV in Work Health Safety

The Membership Review Committee may elect as a Technical Member / Member / Fellow any candidate who: is deemed qualified by the Membership Review Committee using a formal process approved by the Australian Council and using a Certificate IV / Diploma / Diploma applicable to their employment in the industry as provided in an Australian national training package as the benchmark for that deemed qualification, (evidence required will include, but not be limited to, a resume and/or the preparation of a thesis)”

### Deeming Process

The approved “formal process” for deeming is in essence a comparison of the applicants experience and knowledge with the experience and knowledge required for a qualification that would meet the “qualifications” criteria of the membership rules. It is equivalent to a “recognized prior learning (RPL)” approach that would be used by an RTO to assess an applicant for the full qualification, but less formal.

A suitable process is as follows;

- review the information that has been provided by the applicant;
- determine which qualification/s will best fit the individual’s circumstances from the documentation and by discussion with the candidate (e.g. RII40113-Certificate IV in Surface Extraction Operations);
- having identified the applicable qualification down load the qualification details from [www.training.gov.au](http://www.training.gov.au);
- the download should include the “Units of Competency” and the “Unit Titles” and the “Packaging rules” which set out how many & which units are required;
- reformat the document above by deleted the peripheral information and adding extra columns to create the ‘deeming’ form, (an example is attached);
- send this “deeming form” to the applicant and using this form together with the applicant in an interview (by phone is acceptable), identify with them the units that are most applicable in their case;
- addressing each unit in turn ask the applicant to describe their relevant knowledge and experience;
- assess whether this is adequate to meet the criteria;
- if there is need for further details the criteria of each competency unit can be downloaded from the same website;
- either assess each competency unit as “satisfactory” or “not satisfactory” or ask for more information such as written evidence or references;
- make notes on the deeming form against each unit describing your reasons for your decision; and
- determine if the applicant should be recommended as deemed qualified

**\*\* an example of deeming appears in Appendix 1 of this document**

## 4.0 MANAGERIAL POSITIONS

The following guidelines shall be used in assessing candidates’ experience;

### Responsible Charge

Positions of Responsible Charge comprise either:

- team leader positions such as leading hands, foreman and site supervisors or managers of small sites (typically up to 20 persons including contractors) operating within the quarrying industry; or
- professional positions such as Project Engineers, Geologists, Environmental Scientists responsible for the conduct and management of projects and investigations and provision of advice to organisations within the quarrying industry.

## Senior Management Charge

Positions of Senior Managerial charge comprise either:

- managers who have supervision of other managers or who have sole responsibility for the operation of a medium to large site organisation (typically employing in excess of 20 persons including contractors) operating within the quarrying industry; or
- experienced professional positions such as Senior Engineers, Senior Geologists, Senior Environmental Scientists responsible for the management of projects and investigations and provision of advice to organisations within the quarrying industry

## 5.0 ENGAGED IN THE INDUSTRY

For the purpose of these guidelines the quarry industry comprises individuals and organisations engaged in either:

- the production and supply of construction materials, including: crushed and dimension stone, sand and gravel, clays, asphalt, cement, premixed concrete and concrete products;
- surface mining and recycling operations; or
- in the provision of:
  - engineering, drilling, contracting, geological and materials testing services, or
  - in the provision of other goods or services associated with the quarrying or related industries.

**\*\* Appendix 1 Example of the Deeming Process.**

**DEEMING PROCESS FORM**

**APPLICANTS NAME:**

**RII40115 (or latest version) Certificate IV in Surface Extraction Operations**

**Packaging Rules**

Requirements for completion of the qualification

The following provides the packaging rules for this qualification, followed by the list of relevant units of competency.

Successful completion of thirteen (13) units of competency made up of:

four (4) core units, and nine (9) elective units of which:

one (1) must be chosen from group A

at least two (2) must be chosen from group B

up to four (4) may be chosen from group C

up to one (1) may be chosen from group D

up to two (2) may be chosen from Certificate III, Certificate IV or Diploma level from this, or any other Training Package or accredited course

<b>Core Units of Competency - Mandatory</b>		<b>Yes/No</b>	<b>Remarks</b>
<b>Unit code</b>	<b>Unit title</b>		
BSBSUS301A	Implement and monitor environmentally sustainable work practices		
RIICOM301D	Communicate information		
RIIGOV401D	Apply, monitor and report on compliance systems		
RIIRIS401D	Apply site risk management system		
<b>Group A Electives – At least 1</b>			
<b>Unit code</b>	<b>Unit title</b>		
BSBWHS401A	Implement and monitor WHS policies, procedures and programs to meet legislative requirements		
RIIWHS402D	Examine and maintain mine safety		
<b>Group B Electives – At least 2</b>			
<b>Unit code</b>	<b>Unit title</b>		
RIIBLA401D	Manage blasting operations		
RIIBHD401D	Supervise blast hole drilling operations		
RIICAR401D	Supervise rehabilitation operations		
RIIERR302D	Respond to local emergencies and incidents		
RIIERR401D	Apply and monitor surface operations emergency preparedness and response systems		
RIIMEX401D	Apply pit plan		
RIIMEX402D	Supervise dredging operations		
RIIMEX404D	Apply and monitor systems for stable mining		
RIIMEX405D	Apply and monitor systems and methods of surface coal mining		



RIIMPO401D	Supervise mobile plant operations		
RIIMPO403D	Monitor the interaction of heavy and light vehicles and mining equipment		
RIIPRO401D	Supervise processing operations		
RIIPRO402D	Supervise recycled materials operations		
RIIRAI401D	Apply and monitor mine services and infrastructure systems		
RIIRAI402D	Apply and monitor site plant and resource management plan		
RIISRM401D	Apply and monitor the site stockpile management plan		
RIIWBP401D	Apply and monitor site waste and by-products management plan		
RIIWMG401D	Apply and monitor the site water management plan		
<b>Group C Electives – Maximum of 4</b>			
<b>Unit code</b>	<b>Unit title</b>		
BSBCUS401B	Coordinate implementation of customer service strategies		
BSBFIA402A	Report on financial activity		
BSBINM401A	Implement workplace information system		
BSBLED401A	Develop teams and individuals		
BSBMGT401A	Show leadership in the workplace		
BSBMGT402A	Implement operational plan		
BSBSMB402A	Plan small business finances		
BSBSMB403A	Market the small business		
BSBSMB404A	Undertake small business planning		
BSBWOR404A	Develop work priorities		
ICAICT308A	Use advanced features of computer applications		
RIIBLA301D	Conduct surface shotfiring operations		
RIIBLA402D	Monitor and control the effects of blasting on the environment		
RIICCR401D	Develop and maintain positive community relations		
RIIENV401D	Supervise dust and noise control		
RIIERR201D	Conduct fire team operations		
RIIERR301D	Respond to mine incident		
RIIERR310D	Provide support for rescue operations		
RIIERR403D	Lead rescue team		
RIIWHS301D	Conduct safety and health investigations		
RIIWHS401D	Supervise work in confined spaces		
RIIQUA401D	Apply quality management system on site		
RIIRIS301D	Apply risk management processes		
RIIRIS403D	Managing and coordinating spill responses		
RIISAM401D	Apply site plant, equipment and infrastructure maintenance management plan		



RIISAM402D	Supervise operation of electrical equipment and installations		
RIISAM403D	Commission/recommission plant		
TAEASS301B	Contribute to assessment		
TAEASS401C	Plan and organise assessment		
TAEASS402B	Assess competence		
TAEASS403B	Participate in assessment validation		
TAEDEL301A	Provide training through instruction and demonstration of work skills		
<b>Group D Electives – Maximum of 1</b>			
<b>Unit code</b>	<b>Unit title</b>		
HLTAID003	Provide first aid		
RIIERR205D	Apply initial response First Aid		
<b>Imported Electives – Maximum of 2</b>			
<b>Unit code</b>	<b>Unit title</b>		