



# IQA

The Institute of Quarrying  
Australia



## Quarry Manager Certification System (QMCS) Guidelines

The Quarry Manager Certification System (QMCS) is a system implemented by the IQA for granting professional recognition to quarry industry professionals.

The system is designed to include:

- allocation of professional development hours (and category) for all IQA training and member involvement;
- requirements for on-going professional development for the achievement and maintenance of Certified Practicing status;
- requirements for continuing practice in the industry for the maintenance of Certified Practicing status;
- professional ethical standards to be adhered to by certified practicing quarry managers and supervisors; and
- procedures for initial and on-going assessment of certified practitioners and for auditing of compliance with the system.

QMCS is recognition of a person's ongoing professional development. Certification through the program means approval by the CP Committee that the individual CPQM or CPQS has met the stated Ongoing Professional Development requirements of the program for the given period of time (usually a 12 month period).

### Entry into the QMCS

Each state and territory operates legislation that dictates requirements of quarry operators and the competencies of various personnel at each site. There are significant differences between states pertaining to the recognition of competence and maintenance of competence, and then differences in certain states for the competencies required by Quarry Managers, based on the size of the operation.

The IQA will recognise entry into the QMCS of any individual Quarry Manager or Quarry Supervisor who holds the Statutory Right to Practice in their state or territory.

For a Quarry Manager this includes:

- NSW – Quarry Manager Practising Certificate (all tiers)
- QLD – Site Senior Executive notice
- WA – Quarry Manager Certificate of Competency (restricted or non-restricted)
- TAS, SA, VIC and NT - Regulators in these states currently don't issue certification (employers nominate and appoint at their discretion, ensuring managers are 'suitably qualified'). Quarry Managers employed in these states may be accepted into the program on the basis of work history and employment currency.

For a Quarry Supervisor this includes evidence that they are employed as a Quarry Supervisor.

## **Secretary to the CP Committee**

The Chief Executive Officer (CEO) will act as Secretariat to the CP Committee. The CEO is responsible for ensuring committee meetings are minuted, process followed, and appropriate records maintained. The CEO can delegate record keeping to a member of staff.

## **Certified Practitioner Categories**

The CP Committee may accredit persons as CPs in the categories that are approved from time to time by the CP Committee on the advice of the Board. The current Categories are:

- a) Certified Practicing Quarry Manager (CPQM)
- b) Certified Practicing Quarry Supervisor (CPQS)

## **Admitting an applicant to the QMCS**

Where an applicant supplies the required evidence that clearly shows they meet the requirements to practice as a Quarry Manager or Quarry Supervisor in their state (meaning they hold the statutory right to practice in their state or territory), then IQA National Office staff, with delegated authority from the Chief Executive Officer, may approve their entry into the QMCS as either:

- a) Certified Practicing Quarry Manager
- b) Certified Practicing Quarry Supervisor

Acceptable evidence for entry into the QMCS may include:

- Quarry Manager's Certificate of Competence (where applicable)
- Declaration of employment for previous 3 years prior to application
- Signed application form stating evidence supplied is true and correct
- The CP Committee may request additional evidence to support the application.

The CP Committee will be notified of all applications processed and accepted by IQA National Office Staff.

Where the applicant does not clearly demonstrate they meet the requirement in their state, or the state in which they hold the right to practice is not clear, the National Office staff will seek further clarification from the applicant and then refer that application to the CP Committee for determination. The CP Committee will:

- a) grant entry into the QMCS of any individual who demonstrates evidence that they hold the statutory right to practice in their state or territory.
- b) reject entry into the QMCS of any individual who fails to provide evidence that they hold the statutory right to practice in their state or territory.

## Annual professional development requirements for Certified Practitioners CPQM / CPQS

The CP Committee will set the requirements of the program. These requirements may change from time to time and will be updated in this Guideline, published on the IQA website and provided to each participant engaged in the QMCS.

To maintain certified status, Certified Practitioners are required to undertake a minimum of **15 hours** of Professional Development and training each year (note, Tier 1 Quarry Managers subject to the Maintenance of Competence scheme in NSW will align to those requirements – see below).

The 15 hours of ongoing professional development must be completed annually. A year is defined as the time period for the QMCS cycle from January to December. To count towards the annual requirement of 15 hours, ALL professional development must be undertaken within the 12 months. Professional development hours cannot be carried forward or held over to the following 12 months under any circumstances.

### QMCS cycle

The QMCS cycle runs from January to December each year.

- Applicants can apply to join the QMCS at any time
- Applicants joining mid cycle will be required to undertake reduced hours for that year (pro rata against the date of joining), as per the table below:

1 January – 30 March	15 hours
1 April – 30 June	12 hours
1 July – 30 September	8 hours
1 October – 31 December	4 hours

### Approved professional development topic areas

Certified Practitioner's will be encouraged to undertake professional development activities in a range of topic areas relevant to the industry, and their individual job role. It is recommended that learning is undertaken in each of the topic areas listed below, each year:

- Risk Management
- Emergency Management
- Leadership and Management
- General Workplace Health and Safety
- Technical Skills

The QMCS framework does not prescribe a set number of hours in each category. However, participants would be expected to cover **at least two** topics. If a participant submitted 100% of their hours in only one category, they may be asked for supplementary evidence as to how that achieved well rounded professional development. This may be granted if for example:

- The participant was studying a Diploma of Leadership and Management and they invested their time over the 12 months in this course
- The participant undertook an intensive program in risk management

It would be expected that in subsequent years the participant focused on professional development in other areas and could demonstrate broader learning in more diversified topics. The CP Committee may reject a logbook if in consecutive years a participant fails to show a reasonable breadth of topic areas. As a guide across a two year period, 2-3 topic areas would be acceptable.

A participant may submit professional development activities from other topic areas. If a participant undertakes learning in another topic area, they must clearly state:

- Learning objective
- How the topic relates to the extractive industry and their job role, and
- Provide evidence of completion.

Examples may include such things as studies in environmental management, waste management, sustainability etc. The CP Committee will consider any additional professional development activities on merit and case by case.

### **Formal, informal or non-formal learning**

Under the QMCS framework, learning may be formal, informal or non-formal, with detailed information provided about specific types of acceptable learning activities. The QMCS does not dictate minimum and maximum hours for each competence area, learning type and activity. However, as a guide, participants should try to undertake learning across different delivery and learning types. Examples are provided in Table 1 below.

*Table 1: Guidance on professional development activity for each learning type*

<b>Learning type</b>	<b>Examples</b>	<b>Suggested hours</b>
Formal – organised, structured activities with specific learning outcomes	Seminars, webinars, training courses, accredited qualifications	7-10 hours
Informal – semi-organised and structured activities, without stated learning objectives	Field trips, reading	4-6 hours
Non-formal – occurs in the process of carrying out work activities	Conducting high-level risk assessments, review principal hazard management plans	2-3 hours

## IQA Membership and Participation in IQA Branches / Committees

Being a member of the IQA supports professional development and growth. As such, the QMCS framework automatically recognises key activities undertaken by individuals as part of their engagement with the IQA. These are outlined in Table 2 below.

*Table 2: Professional development activity for IQA engagement*

Activity	Hours	Category
Member of IQA Branch Committee who has attended 70% of Branch meetings for the year	2 hours	Leadership and Management
Attendance at a Dinner, Breakfast, Lunch Meeting	Only the time that the speaker presents may be claimed	Categorised against the speakers' topic
IQA membership - subscription to Quarry Magazine	1 hour	Technical Skills
WIQ / YMN Coordinator state or national role where there is evidence of one activity planned and hosted	2 hours	Leadership and Management
IQA Board Director who has attended 70% of Board meetings for the year	2 hours	Leadership and Management
Member of the IQA Conference Organising Committee for the IQA or CMIC Conference Organising Committee.	2 hours	Leadership and Management

A participant can only claim a **maximum of 3 hours** in any annual cycle for participation in IQA member activity being:

- 2 hours Leadership and Management
- 1 hour Technical Skills

Attendance at all IQA education events (such as Dinner, Breakfast, Lunch Meetings) will be recognised for the time that the speaker presents and will be in addition to the 3 hours.

While the IQA prefers activity to be aligned to IQA committees, the CP Committee may recognise similar activity for involvement in other professional bodies. This is at the sole discretion of the CP Committee.

### What is not accepted as professional development?

The CP Committee may choose to reject certain activity. Examples include, but are not limited to:

- Accredited qualifications where the RTO has been ordered by ASQA to rescind its course(s.)
- Courses where industry feedback questions the validity of a course provider.
- Open source courses where the course content may not be validated by peers / professionals.
- In-house courses where the qualifications or experience of the trainer is not deemed to meet industry standard.

## Quarry Managers in NSW

Note: The IQA will align with the requirements as determined by the NSW Resources Regulator. Quarry Managers holding a Tier 1 Practising Certificate in NSW must undertake the hours of **90 hours** of professional development over 5 years (which equates to 18 hours per year). Quarry Managers holding a Tier 2 Practising Certificate in NSW must undertake the hours of **60 hours** of professional development over 5 years (which equates to 12 hours per year). Learning does not have to be undertaken every year, but a maximum of number of hours may be achieved in any one year.

Learning must be undertaken in each of the 5 areas of competence within the 5 years: Mining and WHS, Legislation, Emergency Management, Leadership and Management, and General WHS (including a mandatory 8-hour Learning from Mining Disasters course developed by the regulator).

CP's using the NSW logbook will still be required to show evidence of 15 hours professional development per year, despite the NSW competency maintenance scheme allowing up to 2 years break from learning within each 5 year period.

For full details visit [www.resourcesregulator.nsw.gov.au](http://www.resourcesregulator.nsw.gov.au).

### Claiming Professional Development Hours

All professional development activity conducted by the IQA will have hours and a category clearly assigned. It is the responsibility of the participant to record this activity in their logbook. It is also the responsibility of the participant to record and any professional development activity undertaken outside the IQA. A certificate of attendance should be obtained and evidence of the hours of learning completed.

### Assessing the annual professional development requirements

Where an applicant supplies the required evidence that clearly shows they have undertaken 15 hours of approved professional development then IQA National Office staff, with delegated authority from the Chief Executive Officer, may approve their entry into the QMCS as either:

- a) Certified Practicing Quarry Manager (CPQM)
- b) Certified Practicing Quarry Supervisor (CPSM)

Where an applicant fails to clearly meet the criteria, or there is activity that is outside the usual categories, then IQA National Office staff will seek further clarification from the applicant and then refer that application to the CP Committee for determination.

The CP Committee will choose to either accept the evidence or reject the evidence as per these guidelines.

## **Post Nominals**

CPs shall be entitled to describe themselves as being a Certified Practicing Quarry Supervisor or Certified Practicing Quarry Manager by using the post nominal “CPMS” or “CPQM” designated to their respective Category by the CP Committee. The post nominal may be used by those pending (meaning engaged in their first year of on the program). However, the IQA website will clearly distinguish those who have full recognition, and those pending.

## **CP Register**

The IQA will maintain a register of all current CPs. This will be published on the IQA website.