

# Extractive Industries Micro-Credentials

Safe Working Practices

Site Construction and Maintenance

Standard Operating Procedures



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These micro-credentials are designed for extractive industry employees, particularly those wishing to be appointed to a safety-critical role under the Health and Safety at Work (Mining Operations and Quarrying Operations) Regulations 2016.

# SAFE WORKING PRACTICES MICRO-CREDENTIAL (LEVEL 3)

Duration: 2 months

## Programme outline

This programme will provide an understanding of the general safety practices for workers, and how to undertake a job safety analysis in the extractives industry.

## 2024 programme fee

\$350 (excluding GST). This is a fixed fee and is non-refundable.

## Delivery

Delivery will be conducted by an off-job training course run by a provider. Courses will be of two-day duration.

UNIT STANDARDS		LEVEL	CREDITS
19522	Undertake job safety analysis	3	3
23648	Demonstrate knowledge of and follow safe working practices at an extractive site	3	5

# SITE CONSTRUCTION & MAINTENANCE MICRO-CREDENTIAL (LEVEL 4)

**Duration: 2 months**

## Programme outline

This programme will provide the skills and knowledge to identify the attributes and health and safety considerations of conveyors, crushers, and screening plant; follow, maintain and recommend modifications for stockpiling and tip head management plans; and explain associated hazards and controls, in the extractives industry.

## 2024 programme fee

\$750 (excluding GST). This is a fixed fee and is non-refundable.

## Delivery

Delivery will be conducted by an off-job training course run by a provider. Courses will be of two-day duration.

UNIT STANDARDS		LEVEL	CREDITS
<b>31092</b>	Demonstrate knowledge of conveyors, and crushing and screening plant for extractive industries	3	5
<b>32283</b>	Explain hazards and controls associated with stockpiling and tip heads at extractive sites	4	2
<b>32284</b>	Follow, maintain and recommend modifications for stockpiling and tip head management plans at an extractive site	4	6

# STANDARD OPERATING PROCEDURES MICRO-CREDENTIAL (LEVEL 5)

**Duration: 1 month**

## **Programme outline**

This programme will provide the skills and knowledge to identify the key components of an extractive site operations activity, write a standard operating procedure, and test and review the documented standard operating procedure, in the extractives industry.

## **2024 programme fee**

\$75 (excluding GST). This is a fixed fee and is non-refundable.

## **Delivery**

This course will be completed online via eLearning which can be easily accessed at any time from any device – mobile phone, tablet or PC.

UNIT STANDARDS		LEVEL	CREDITS
28982	Develop standard operating procedures for an extractive site	5	5

**SAFE WORKING PRACTICES MICRO-CREDENTIAL  
(LEVEL 3)**

**SITE CONSTRUCTION AND MAINTENANCE  
MICRO-CREDENTIAL (LEVEL 4)**

**STANDARD OPERATING PROCEDURES  
(LEVEL 5)**

Enrol at [mito.nz/extractivemicros](https://mito.nz/extractivemicros)

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Te Pūkenga – New Zealand Institute  
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We support on-job learning and  
career development for the automotive,  
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