



GREAT NEWS

FREE TRAINING!



mito.nz/free

SCAN FOR LIST OF  
ELIGIBLE PROGRAMMES

# CAREERS IN THE DRILLING, MINING AND QUARRYING INDUSTRY

mito

# ABOUT MITO

Every year MITO helps thousands of learners gain the knowledge and skills they need to accelerate their careers, with on-the-job training and apprenticeships.

With around 6,000 New Zealanders working within the drilling, mining and quarrying industry, there are many opportunities for you to find an exciting career as a driller or working in a mine or quarry.

We offer a range of training programmes and learning experiences that will challenge and reward you. With our help and your drive and initiative, you can really get your career going places.

### **ROCKUP®**

Surface Mining and Quarrying  
Micro-credential for secondary  
school students

**5**

### **EXTRACTIVE INDUSTRIES - MICRO-CREDENTIALS**

Safe Working Practices, Site  
Construction and Maintenance,  
Standard Operating Procedures

**7**

### **DRILLER**

New Zealand Certificate in  
Non-Hydrocarbon Drilling

**11**

### **MINE AND QUARRY WORKER**

New Zealand Certificate  
in Mining and Quarrying

**13**

### **MINE AND QUARRY FIRST- LINE SUPERVISOR - SURFACE**

New Zealand Certificate  
in Mining and Quarrying  
(First-Line Supervision)

**15**

### **SURFACE EXTRACTION**

New Zealand Certificate  
in Extractive Industries (Mining  
Administration Surface Extraction  
A or B Grade)

**17**

### **TUNNEL MANAGER**

New Zealand Certificate  
in Extractive Industries (Mining  
Administration Tunnel Manager A  
or B Grade)

**18**

## WHAT YOU NEED TO KNOW

### What is an apprenticeship?

An apprenticeship is training done on-the-job so you EARN WHILE YOU LEARN! You complete practical assessments at work, proving you can perform certain tasks. There is also some theory-based training and off-job training involved too. When you've completed your apprenticeship, you gain a nationally-recognised qualification.

Support will be provided throughout your programme by your MITO Training Advisor, workplace supervisor and specialist trainers.

### What do you need?

To enrol in any of MITO's drilling, mining and quarrying training programmes you need to be employed in the industry and have an employer who is prepared to support you through your training. Additional eligibility criteria, if any, are outlined on each programme page.

To sign up, simply fill out the form at [mito.nz/signup](https://mito.nz/signup) and our enrolments team will be in touch.

### Training fees

What's better than getting paid to get qualified? Having your fees paid for you too! The Government's Targeted Training and Apprenticeship Fund (TTAF) will pay for the training fees for all learners that enrol in an eligible MITO apprenticeship or traineeship programme until 31 December 2024.

For more information visit [mito.nz/free](https://mito.nz/free).

For some programmes MITO charges an annual training fee for each year of your apprenticeship which covers all your training and assessment costs. A discounted annual training fee may be available if your employer has a registered MITO workplace assessor. Please contact MITO for more details.

[mito.nz](https://mito.nz) | 0800 88 21 21 | [info@mito.org.nz](mailto:info@mito.org.nz)

## HOW TO ENTER THE INDUSTRY

If you're keen to get a job in the drilling, mining and quarrying industry, here are some quick tips to help you get started.

1

### CHOOSING SCHOOL SUBJECTS

School subjects that may be useful include:

- English, Mathematics, Technology and Science
- It's important to get your literacy and numeracy credits too, however MITO can assist you with these if necessary through our support programmes.

2

### WRITING A CV

Write a good CV that includes:

- Your name and contact details
- A description of your education, existing qualifications and any practical experience
- A list of people happy to recommend you to potential employers.

3

### APPLYING FOR A JOB

There are plenty of ways to look for a job including:

- Visit MITO's Job Hub at [mito.nz/jobhub](http://mito.nz/jobhub) to view current job vacancies and create a jobseeker profile to promote yourself to employers who are actively looking to hire
- Job search websites such as Seek and TradeMe
- Going 'door knocking' and approaching local businesses
- Asking friends and family for contacts – a lot of people find jobs through 'word of mouth'.

4

### ATTENDING AN INTERVIEW

Make a good impression at your interview by:

- Turning up on time
- Dressing tidily and being polite and friendly
- Asking questions (it shows you're interested) and thanking the employer before you leave.



MICRO-CREDENTIAL

**rockup**<sup>®</sup>  
Surface Mining & Quarrying Career

## QUALIFICATIONS

RockUp<sup>®</sup> - Surface Mining  
and Quarrying Micro-  
credential (Level 3)

LEVEL



## ROCKUP<sup>®</sup>

RockUp<sup>®</sup> offers secondary school students the chance to earn a micro-credential in the surface mining and quarrying industry, credits towards NCEA, and a great introduction to the workplace.

Supported by MITO, in partnership with secondary schools and local businesses, RockUp<sup>®</sup> has both eLearning and practical workplace learning. Completed unit standards can be used towards the next step in the MITO traineeship in the surface mining and quarrying industry.

### This micro-credential will give you the skills and knowledge to:

- Describe and apply basic skills and knowledge required to work at a surface extraction site
- Demonstrate knowledge of and follow safe working practices at an extractive site.

If you want to gain a micro-credential in the surface mining and quarrying industry, credits towards NCEA and receive practical, hands-on experience that will look great on your CV, talk to your school's careers advisor or Gateway co-ordinator about RockUp<sup>®</sup> or visit [mito.nz/rockup](https://mito.nz/rockup).



**ROCKUP<sup>®</sup>**



MICRO-CREDENTIAL

## QUALIFICATIONS

Safe Working Practices  
Micro-Credential

LEVEL



DURATION



MONTHS

## SAFE WORKING PRACTICES MICRO-CREDENTIAL

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

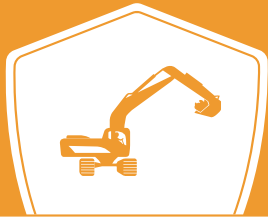
The content covered includes emergency and evacuation, hazardous situations and risk assessment, fire prevention and control, personal safety, manual handling, hazardous substances, isolation and safety tag systems, preparation of a work method statement, production of a job safety analysis, and documentation of safe operating procedures.

**This micro-credential will give you the skills and knowledge to:**

- Undertake job safety analysis
- Demonstrate knowledge of and follow safe work practices at an extractive site.

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





MICRO-CREDENTIAL

## QUALIFICATIONS

Site Construction  
and Maintenance  
Micro-Credential

## LEVEL



4

## DURATION



MONTHS

## SITE CONSTRUCTION AND MAINTENANCE MICRO-CREDENTIAL

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 extractive industry.

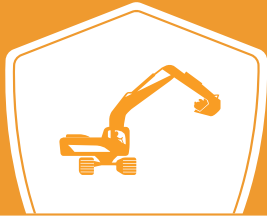
### The content covered includes:

- Attributes in terms of operational purpose and position for conveyors includes belt, chain
- Health and safety considerations in relation to operational requirements
- Live stockpiles, static stockpiles, waste dumps, vehicle interactions, traffic management, hard controls, lighting, communications, signage, drainage, stability
- Risk assessments, safety management systems and methods and layouts
- Stockpile shape and type, spacing between stockpiles, blending requirements, traffic management, consent conditions, dumping and reclaiming methods, spontaneous combustion
- Tip head process and location, stability, drainage, traffic management, consent conditions, dumping and reclaiming methods, spontaneous combustion, rehabilitation
- Climatic conditions and wind direction.

### This micro-credential will give you the skills and knowledge to:

- Demonstrate knowledge of conveyors, and crushing and screening plant for extractive industries
- Explain hazards and controls associated with stockpiling and tip heads at extractive sites
- Follow, maintain and recommend modifications for stockpiling and tip head management plans at an extractive site.

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



MICRO-CREDENTIAL

## QUALIFICATIONS

Standard Operating  
Procedures Micro-credential

LEVEL



5

## DURATION



MONTH

## STANDARD OPERATING PROCEDURES MICRO-CREDENTIAL

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 extractive industry.

### The content covered includes:

- Attributes in terms of operational purpose and position for conveyors includes belt, chain
- Health and safety considerations in relation to operational requirements
- Sequencing of activities
- Identifying resources and equipment required
- Identifying complementary systems
- Worker participation and reviewing activity timetables
- Validating a standard operating procedure
- Reviewing and amending standard operation procedures.

### This micro-credential will give you the skills and knowledge to:

- Develop standard operating procedures for an extractive site.

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





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## QUALIFICATION

New Zealand Certificate  
in Non-Hydrocarbon Drilling

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## LEVEL



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## DURATION

2-2.5

YEARS

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## DRILLER

Drillers extract non-hydrocarbon materials (e.g. water and earth) which may be used for the following purposes: environmental, geotechnical, water-well and mineral production.

These training programmes provide career pathways for those starting out in the drilling industry to progress to more senior roles, and enable you to:

### Level 3

- Be familiar with drilling equipment and tools
- Be able to work safely at drilling sites under direct supervision.

### Level 4

- Gain the core knowledge and skills required to work as a driller (within the drilling context that the training programme was completed).





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## QUALIFICATION

New Zealand Certificate  
in Mining and Quarrying

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## LEVEL



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## DURATION



## MINE AND QUARRY WORKER

This programme is perfect for those entering the industry for the first time, providing foundation skills and the initial step in a rewarding career pathway.

This training programme provides the necessary health and safety and operations requirements for those new to the industry through to supervisory and manager roles.

**This training programme provides learners with the skills they need to:**

- Understand how health and safety is applied in the mining and/or quarrying industry
- Be able to competently undertake safety-related tasks, under supervision
- Demonstrate a foundation understanding and ability to safely complete entry-level tasks related to mining and/or quarrying operations and processes, under supervision
- Communicate orally, and in writing, at a foundation level within the workplace to contribute to team performance.



**“ It’s really good to be able to know as much as possible about the job and everything that goes into it. There was heaps that I didn’t know before that I’ve now learnt since beginning MITO’s training programme, which is really awesome. ”**

Gemma Leeson

Read more about Gemma at [mito.org.nz/gemma](https://mito.org.nz/gemma)

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## QUALIFICATION

New Zealand Certificate  
in Mining and Quarrying  
(First-Line Supervision)  
– Surface

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## LEVEL



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## DURATION



YEARS

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## MINE AND QUARRY FIRST-LINE SUPERVISOR - SURFACE

This programme is designed to provide those who have already gained some experience in the industry with the technical skills and operational knowledge to undertake first-line supervision responsibilities at a workplace within a surface context.

With the responsibility for the performance and safety of a team a key concept of the programme, learners will also acquire the planning and organisational skills to implement work and production schedules.

### **This training programme provides learners with the skills they need to:**

- Provide leadership and guidance when organising their own and others' activities at a mining and quarrying site
- Interpret and implement mining and quarrying operational plans in compliance with legislation and workplace policies and procedures
- Co-ordinate and apply risk assessment procedures and workplace health and safety and environmental procedures
- Conduct workplace inspections and incident investigations to maintain safety
- Communicate effectively and complete daily record-keeping for a mining and/or quarrying operation
- Apply broad operational and theoretical knowledge of surface mining, quarrying and/or processing to ensure team members can complete a wide range of tasks as required by the operational plan at a surface mining, quarrying and/or processing site.







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## QUALIFICATION

National certificate in  
Extractive Industries  
(Mining Administration  
Surface Extraction A or B  
Grade)

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## LEVEL



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## DURATION

14 - 18  
MONTHS

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## SURFACE EXTRACTION

This programme is designed for first-line or site managers who would like to gain certification as opencast coal mine managers or quarry managers.

The **National Certificate in Extractive Industries (Mining Administration Surface Extraction B Grade) (Level 5)** covers:

- Regulatory requirements
- Safety checks and plans
- Site construction and maintenance
- Extraction sites
- Environmental impacts.

Upon gaining the B Grade qualification, you may complete the **National Certificate in Extractive Industries (Mining Administration Surface Extraction A Grade, Level 5)** which covers:

- Extractive site management
- Planning, inspecting and reporting on extractive site operations.



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## QUALIFICATION

New Zealand Certificate  
in Extractive Industries  
(Mining Administration  
Tunnel Manager A or B  
Grade)

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## LEVEL



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## DURATION



MONTHS

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## TUNNEL MANAGER

This programme is designed for current and aspiring first line or site managers who would like to gain certification as tunnel managers.

The **National Certificate in Extractive Industries (Mining Administration B Grade Tunnel Manager, Level 5)** covers:

- Regulatory requirements and safety checks and plans
- Site operation planning and underground extraction
- Mine rescue service and fire safety.

The optional strand in **Coal Mine Deputy** covers:

- Problem solving and underground extraction theory.

Upon gaining the B Grade qualification, you may complete the **Level 6 National Certificate in Extractive Industries (Mining Administration) with a strand in A Grade Tunnel Manager**, which covers:

- Extractive site management
- Designing, analysing and evaluating underground mine operations.

MITO is a business division of  
Te Pūkenga - New Zealand Institute  
of Skills and Technology.

We support on-job learning and  
career development for the automotive,  
transport, logistics and extractive industries.

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