



GREAT NEWS

FREE TRAINING!



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**

### **DRILLER**

New Zealand Certificate in Drilling

**7**

### **MINE AND QUARRY WORKER**

New Zealand Certificate  
in Mining and Quarrying

**9**

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

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

**11**

### **TUNNEL MANAGER**

National Certificate in Extractive  
Industries (Mining Administration  
Tunnel Manager A or B grade)

**13**

### **OPENCAST COAL MINE MANAGER/QUARRY MANAGER**

National Certificate in Extractive  
Industries (Mining Administration  
Surface Extraction)

**15**

### **SUPERVISOR/MANAGER**

New Zealand Certificate in Business  
(First Line Management)

**17**

## 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 2022.

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](https://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>





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## QUALIFICATION

New Zealand Certificate  
in 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).









## QUALIFICATION

New Zealand Certificate  
in Mining and Quarrying

## LEVEL



## DURATION



MONTHS

## MINE AND QUARRY WORKER

MITO's Mining and Quarrying (Surface Extraction) (Level 2) 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

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## LEVEL



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## DURATION



YEARS

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## MINE AND QUARRY FIRST-LINE SUPERVISOR

MITO's Mining and Quarrying (First-Line Supervision) - Surface (Level 4) 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 Tunnel Manager)

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## LEVEL



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## DURATION



MONTHS

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## TUNNEL MANAGER

MITO's Mining Administration Tunnel Manager programmes are designed for 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) includes:

- Regulatory requirements
- Safety checks and plans
- Site operation planning
- Underground extraction
- Mines rescue service
- Fire safety.

The optional strand in Coal Mine Deputy covers:

- Problem solving
- 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.

This covers:

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

Both qualifications include optional First Aid unit standards.







## QUALIFICATION

National Certificate in Extractive Industries (Mining Administration Surface Extraction)

## LEVEL



## DURATION



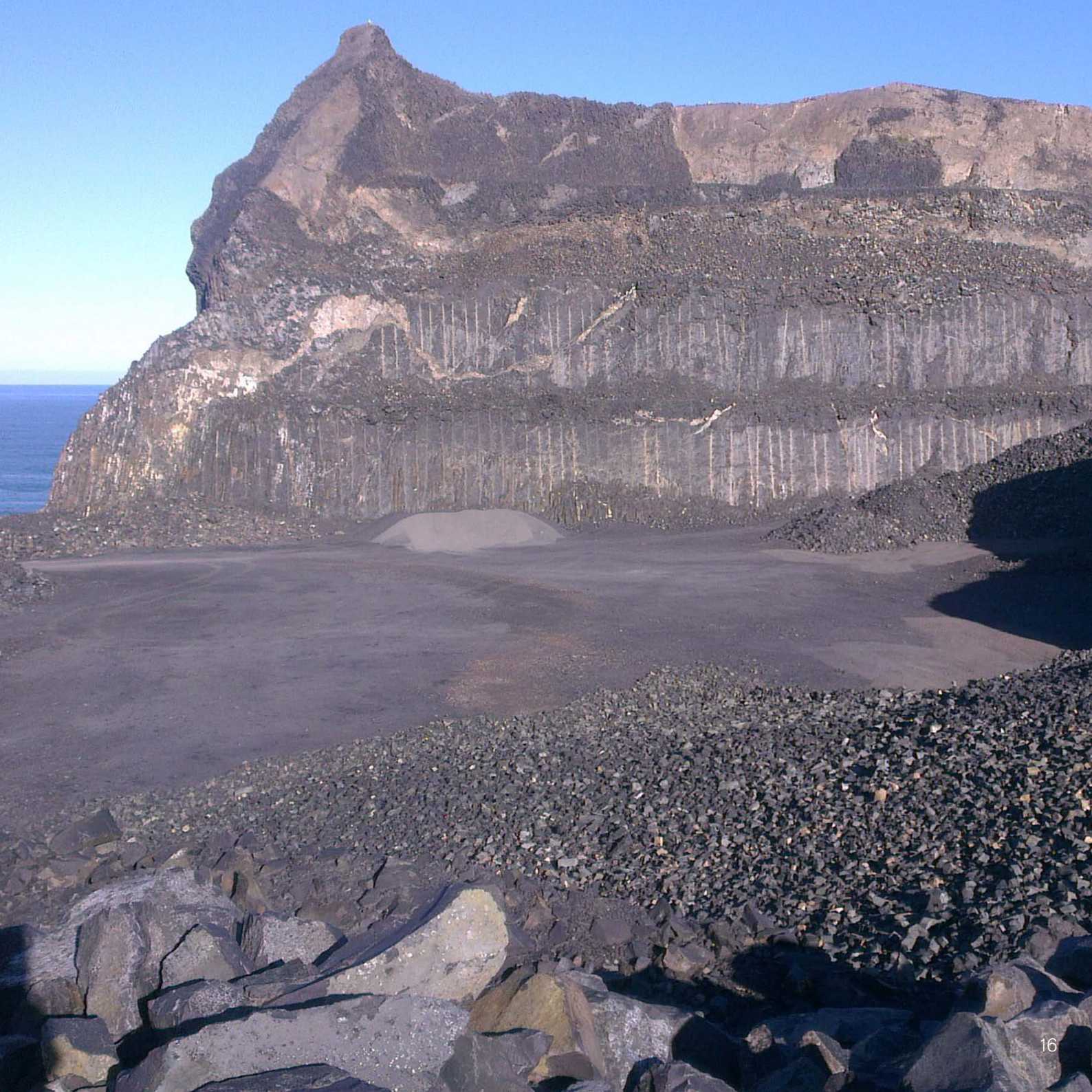
## OPENCAST COAL MINE MANAGER/QUARRY MANAGER

MITO's Mining Administration Surface Extraction programmes are 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) takes 14 months to complete and covers:

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





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## QUALIFICATION

New Zealand Certificate  
in Business  
(First Line Management)

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## LEVEL



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## DURATION



MONTHS

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## SUPERVISOR/MANAGER

This programme is designed for current and aspiring managers, supervisors and administrators who would like to progress their knowledge and skills in team management and development.

With a mix of workshop and online learning, this programme will provide you with the skills and knowledge to:

- Manage interpersonal conflict
- Develop self to improve own performance in an organisation
- Develop a strategy to promote productive workplace relationships in an organisation
- Apply a problem solving model
- Plan and monitor performance of others
- Control flow of inputs in an operation in an organisation
- Develop and implement a work plan
- Plan for and carry out staff selection
- Develop strategies for community in a culturally diverse workplace.

This programme consists of three two-day workshops. These workshops are determined by regional demand.





