

Effective date: January 8, 2009

Generic MTCU Mining Program Guidelines – for MTCU Mining Programs which do not have program specific guidelines e.g. Programs: #770225, #810050, #810080 and #810090.

Program Guidelines:

The Common Core and Common Core Accreditation:

- Employers engaged in mining operations must train and accredit their employees in the Common Core for the specific MTCU Mining Modular Program as prescribed under the Occupational Health and Safety Act (OHSA) - R.R.O. REGULATIONS 854, 11.3.
- Modules/areas of Common Core may incorporate some specialty modules of the specific Program. This is for the purposes of safety and technological changes. Please note that accreditation in these areas of the Common Core is not intended to replace accreditation in the Program's specialty modules.
- To be accredited in the Program's Common Core the worker must have demonstrated competency in each of the required Common Core modules of the Program.
- Employees must be trained and accredited in any required prerequisites for the Program before commencing training in the Program module(s).

Specialty Modules in the Program and Certificate(s) of Achievement (C of A) and Certificate of Qualification Accreditation (C of Q):

- Workers must be trained and accredited in the required prerequisites for the Program before commencing training in the specialty module(s).
- To be accredited with a Certificate of Achievement (C of A) the worker must demonstrate competency in the Program's full Common Core **plus** any required combination of specialty modules. Please contact the local Employment Ontario office for details.
- To be accredited with a Certificate of Qualification (C of Q) in the Program, where one exists, the worker must have demonstrated competency in the full Common Core of the Program **plus** the required combination of specialty modules.
- An operating mine and/or associated mining plant is where production, development and changing conditions require maintenance and installation of infrastructure, ground control and ventilation for the extraction of ore. It is where a worker can demonstrate performance objectives as outlined in a specific module.

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Program General Guidelines:

- Employees must be trained and accredited in government recognized specialty modules in areas which are part of their job responsibilities. Training and accreditation must be done in a timely fashion.
- Performance objectives must be signed off by the trainer when the trainee has achieved competence in the skill. For the purposes of MTCU Programs, competence is achieved when the trainee is able to perform the skills repeatedly and without assistance in the workplace to the standard set out in the Training Standard document.
- New trainees and experienced miners/mine employees must obtain accreditation in the same way. Each must demonstrate the skills specified in each module. These demonstrations must be administered in an operating mine and/or associated mining plant by a trainer designated by the signing authority who shall follow the performance guidelines in the Training Standards document approved by the Mining Tripartite Committee (MTC).
- The Mining Program Signing Authority has ultimate responsibility for trainers and training under his/her Program. This responsibility holds whether the trainer is an in-house or external trainer.
- The Mining Program Signing Authority cannot sign him/herself off on the MTCU Training Report. In this case his/her signature on the Training Report must be co-signed by a qualified trainer, other than him/herself, as per the Trainer Qualification and Criteria Requirements.
- MTCU Mining Program Signing Authority is not transferable and may be suspended or revoked by MTCU for due cause.
- It is the responsibility of the Mining Program Signing Authority to confirm that his or her employees have met the prerequisites for the Program.
- The Training Standard book is the property of the employee. The Mining Program Signing Authority is encouraged to maintain a copy of their employee's signed off Training Standard document in the company records. If the employee ceases to work for the company he/she is to be given back his/her Training Standard document.

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Signing Authority Guidelines

The MTCU Mining Signing Authority is:

A person designated by their employer and authorized by the Ministry of Training, Colleges and Universities to be accountable for the quality of training, maintenance of training records and determining the competency of company employees for modular accreditation. To qualify for MTCU signing authority the employer must meet the requirements of being an employer in the province of Ontario. They must be a mining company and/or associated mining plant engaged in mining operations.

Responsibilities:

- determines, for accreditation, the company employees who have demonstrated competency in the training modules as outlined in the MTCU Training Standards;
- signs training reports and maintains training records for the company employees;
- ensures and maintains quality training for company employees;
- evaluates/audits trainers at least once a year;
- signs and submits original training reports and training applications to the local Employment Ontario office;
- informs the local Employment Ontario office of any changes to the trainer/training agency;
- ensures company employees are trained to work in compliance with the Occupational Health and Safety Act (OHSA) and related legislation;
- may be called on to describe the training received by company employees and provide evidence of its adequacy in a court of law.

NOTES: 1.

A mining company/plant must not charge a fee directly or indirectly to an employee for acting as their trainer for an MTCU mining Program. 2. When the mining company hires/employs an individual after he/she has completed training with a 3rd party trainer the company signing authority must register him/her for accreditation with MTCU. And the demonstration of skills for the module(s) must be administered according to the MTCU Program Guidelines.

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APPROVAL CRITERIA:

Only one person per Program can have signing authority for their company. That person must:

- know the training requirements for the specific modular Program under the Occupational Health and Safety Act;
- be the company's owner, or be an employee designated by the company as the signing authority;
- be highly skilled or knowledgeable in mining operations;
- be knowledgeable of training or be directly involved in training; and
- identify which approved trainer/training agency will be used to train company employees.

Please Note: When a company representative first contacts the local MTCU Employment Ontario office field staff, the following is done:

- MTCU field staff complete the Signing Authority Application form with the representative of the company seeking to train company employees in the particular Mining Program;
- the signing authority is given a copy of the training standard, Program Guidelines which includes the trainer guidelines.
- The signing authority is given a copy of the MTCU Signing Authority Audit Guidelines which includes the audit checklist.

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Trainer Qualification and Criteria Requirements:

A trainer in the specific MTCU mining Program must:

- Be highly skilled in the area of expertise he/she will be instructing;
- Be certified and accredited in the Program Common Core and in any specialty module(s) he/she will be instructing in the Program;
- Complete a Train-the-Trainer (T-T-T) Program;
- Be trained in application of the Occupational Health and Safety Act - R.R. O Regulation 854, Section 11 and the regulations pertaining to the specific modules being instructed;
- Be trained in the company standards;
- Prepare lesson plans and outline course materials to be used;
- Have an appreciation of the serious nature of issues/concerns addressed at an inquest. (video, presentation, etc.)

Note:

1. A 3rd party trainer who has signing authority must not use that signing authority to accredit individuals who pay them for training in the MTCU mining Program.

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Train-the-Trainer (T-T-T) Program Requirements

Objectives of the T-T-T Program are to train the trainer in:

- Applying adult learning principles to specific training projects;
- Developing sound learning objectives;
- Developing content material that addresses the learning objectives;
- Developing learning activities that are consistent with both the learning objectives and the content material;
- Selecting the most appropriate delivery medium;
- Applying presentation techniques;
- Developing and practicing group facilitation skills;
- Developing and applying evaluation techniques.

The Train-the-Trainer Program must *at a minimum* cover the following areas:

1. Adult Learning - adult learning principles; characteristics of adult learners; acknowledging cultural differences; dealing with uneven educational backgrounds/experience of participants; and participant involvement.
2. Designing Training - determining learning objectives by carrying out a needs analysis; developing detailed session/lesson plans taking into consideration the use of government legislation, company standards, other applicable standards and manufacturer specifications and ensuring the designed program which is designed based on the needs analysis meets the needs identified.
3. Presentation Skills - use of instructional and audio/ visual aids; applying effective communication skills with individuals and groups; practicing active listening; awareness of positive body language; methods for conducting 'hands-on' field training.
4. Facilitation Skills - generating group participation; maintaining classroom control; dealing with participant reactions and behaviour; evaluating self and group as training progresses; addressing housekeeping/administrative issues.
5. Putting It All Together - demonstration of delivery of training material by applying presentation, facilitation and communication skills.
6. Evaluation Techniques - providing feedback; conducting demonstration of skills tests; and testing and auditing.

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Signing Authority Audit Guidelines:

The company signing authority shall perform an annual audit to evaluate the effectiveness and compliance with respect to the Ministry of Training, Colleges and Universities (MTCU) Signing Authority Guidelines. The audit shall be performed by the company signing authority who is, designated by their employer and authorized by MTCU, to be accountable for the quality of training, maintenance of training records and determining the competency of company employees for modular accreditation.

Note: This audit cannot be completed by someone other than the company signing authority. A 3rd party trainer who has signing authority cannot complete the audit for a company other than their own.

The audit will include:

- Annually auditing trainers/instructors to determine their effectiveness and compliance with standards for safety, quality and performance;
- Evaluating the quality of lesson plans;
- Observing the trainers'/instructors' teaching techniques for the four (4) basic criteria:
 1. Learning
 2. Behaviour
 3. Delivery
 4. Evaluation
- Auditing trainee performance, including “hands on” approach.

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Members of the Mining Tripartite Committee are:

Labour: CAW/Mine Mill and Smelter Workers' Union Local 598
United Steel Workers, Local 6500

Management: Boart Longyear Inc. (Northern Safety Group)
Dumas Contracting (Ontario Mine Contractors Safety Association - OMCSA)
Goldcorp Red Lake
Nelson Aggregate Co. (Ontario Stone, Sand and Gravel Association - OSSGA)
Sifto Salt Co. Ltd (Southern Safety Group)
Vale Inco Ltd.
Xstrata Nickel

Resource: Ministry of Labour
Ministry of Training, Colleges and Universities
Ontario Mining Association