Mining Modular Training Programs

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Employment & Training Consultant
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Mining Modular Programs

- MAESD Modular Training programs are work-place competency based training programs designed in consultation with industry.

- They provide hands-on training and a system of certification/accreditation to individuals working in certain specific occupations regulated under the Occupation Health and Safety Act or the OCTAA.

- MAESD Modular Training programs have been established in the Mining, Forestry, Construction and Transportation sectors.
Employer’s Legislated Obligations

- As per section 11 of Reg. 854, Mines and Mining Plants made under the OHSA.

- Legislation requires employers that are “engaged” in Mining to “establish and maintain” modular training programs.

- If a situation is unclear, MTCU staff will refer employers to MOL for determination of which program is appropriate for the employer.
MAESD’s role

• The ministry develops program guidelines and training standard documents in consultation with established provincial industry advisory committees comprising of representatives from Business, Labour and Government. Mining Tripartite Committee

• MAESD staff administer all modular training programs.

• MAESD accredits the trainees by issuing proof of accreditation – Transcript, Certificate of Achievement, Certificate of Qualifications
How does an employer establish a MAESD Modular Training Program

To establish a modular training program an employer applies to MAESD field office to become a Signing Authority (SA) in a specific program.

A SA must:

- Be the company’s owner or be an employee designated by the company to become SA.
- Know the training requirements for the specific mining program.
- Be highly skilled or knowledgeable in operations related to the specific program.
- Be knowledgeable of training or be directly involved in the training.
- Identify which approved trainer/training agency will be used to train company employees.
How does an employer establish a MAESD Modular Training Program con’t

A SA must:

• Ensure and maintain quality training for company employees
• Ensure employees have demonstrated competency in training modules as outlined in training standard
• Signs training reports and maintains training records for the company employees.
• Submit training reports & applications to local Ministry office
• May be called upon to describe training received by company employees and provide evidence of its adequacy in a court of law.
MAESD Employment Training Consultant’s (ETC) role = Application for Signing Authority

While the establishment and maintenance of a modular training program is the responsibility of the employer, the MAESD ETC must exercise due diligence in covering each of the following steps with the employer/SA applicant to ensure the client understands their responsibilities:

- Ensures SA applicant is appropriate
- Provides program specific information.
- Reviews and explains program specific guidelines and requirements to SA applicant.
- Ensures that the SA and the employer sign the SA application form acknowledging that the SA understands the SA requirements and responsibilities.
- May conduct work/training site visit.
MAESD Employment Training Consultant’s (ETC) Role = Application for Signing Authority, con’t

- Recommends remedial steps for the SA application process if the application is incomplete or rejected.
- Explains and instructs SA applicant in application and reporting processes.
- Explains the audit requirements. *(reference audit guidelines)*
- Completes the SA application/checklist with employer/designate. If a program does not have program specific SA guidelines, then the generic SA guideline will apply
- Recommends approval to Service Delivery Manager (SDM) if appropriate.
- May act as material or expert witness in court.
- A change to a company’s SA is handled as above as the SA application form is multi-use (new, changes and additions)
Employer’s role
Maintenance of MAESD Modular Program

Once SA application approved:

- Receives a certificate with the Employer/SA ID #
- Registers workers into the appropriate program by completing the Application for Modular Training form
- Employer/SA and workers keeps yellow and pink copy as proof of registration.
- Employer/SA provides training standards to trainees and updates by signing off skills sets as appropriate.
- Employer/SA ensures that pre-requisites are met if applicable.
- Employer/SA determines which modules company employees must undertake and which company employees have demonstrated competency in the training modules.
Employer’s role
Maintenance of MTCU Modular Program

- The time frame for training and obtaining accreditation is usually, but not always, one year. (See specific program guidelines/or regulation).
- SA “attests” and reports successful completion of modules or program to MAESD by completing the Modular Training Report.
- SA ensures trainer of record keeps qualifications current.
- SA conducts annual audits, retains copy in company training records for access by MOL.
- Administrative staff review for completeness, verify for valid SA identification number and signature and keypunch Applications for Modular Training and Modular Training Reports. (reference sample forms).
Responsibilities of the Modular Trainers

A trainer must:

• Have completed a Train-the-Trainer program.
• Be highly skilled in the area of expertise.
• Be trained in application of the Act and regulations pertaining to the specific modules being instructed.
• Be trained in the company standards.
• Prepare lesson plans and outline course materials to be used.
• Be certified and accredited in the program and specialty modules. This requirement varies according to the program.
Responsibilities of the Modular Trainers cont’d.

Competencies required by the trainer:

• The trainer is responsible for training employees and recommending to the signing authority (SA) those who demonstrate competencies in the program.
• Trainers can be internal or external.
• The MAESD may have trainer contact information but does not endorse any trainers.
• The SA can be a trainer, but cannot train or sign off on their own training.
• Refer to the Program Guidelines for other specific trainer qualifications.
MTCU Role – Training Applications and Training Reports

- If incomplete, staff contact the SA to advise on the missing information and re-instruct the employer in the process if required.
- Staff return the original form to the SA for correction. Staff cannot add or amend data on the form.
- Employers must provide a signed FOI release in order to access a copy of a worker’s Modular Trainee Transcript
- In certain situations, staff, under the direction of a Manager, may initiate the process for SA suspension or revocation
Suspension or Revocation of a Signing Authority

- In most cases, a person or company found to be in violation by MOL will be directed to MTCU for redress.
- In these situations, staff, under the direction of a Manager, follow the process for SA suspension or revocation.
- Directions to Comply issued as a result of a violation are usually time sensitive and receive staff priority.
- The process for a review of a SA may be triggered by other circumstances such as the receipt of a written complaint or for issues identified by MTCU staff, in these situations, staff, under the direction of an SDM, follow the process for SA suspension or revocation (as above).
Suspension or Revocation of a Signing Authority

- An employer may request to change their SA/designate at any time. This cancels the existing SA. If applicable, MTCU staff advise the employer of the need to re-apply for SA.
- If a SA leaves the company’s employ, this cancels the company’s SA. The employer will need to re-apply for a new SA.
- A SA designation is not portable from company to company. An individual who once held a SA must re-apply with a new employer, if applicable.
- A SA may request that their SA be cancelled at any time. The employer may need to re-apply for a new SA.
**Ontario**

**Ministry of Training, Colleges and Universities**

**Ministère de la Formation et des Collèges et Universités**

**MODULAR TRAINING APPLICATION**

**DEMANDE DE FORMATION MODULAIRE**

The Ministry uses relevant personal information, including your Social Insurance Number, to administer the modular training program. This personal information is collected by the Ministry of Training, Colleges and Universities under section 2 of the Education Act, R.S.O. 1990, chapter O.1. If you have any questions about this collection of information, contact the Director of Apprenticeship, Ministry of Training, Colleges and Universities, 2nd Floor, 50 Bloor St. E., Toronto, ON M7A 2S3, (416) 326-6805 or 1-800-387-6856.


**PLEASE RETURN THE TOP (WHITE) FORM TO YOUR LOCAL MINISTRY OF TRAINING, COLLEGES AND UNIVERSITIES OFFICE - see reverse side for listing.**

**VEUILLEZ RETOURNER LA COPIE DU DESSUS (BLANCHE) DE CE FORMULAIRE AU BUREAU LOCAL DU MINISTÈRE** - voir la liste au verso.

### 1. PROGRAM INFORMATION / RENSEIGNEMENTS SUR LE PROGRAMME

<table>
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<tr>
<th>Program Name / Nom du Programme</th>
<th>Program No. / N° du Programme</th>
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### 2. TRAINEE INFORMATION / RENSEIGNEMENTS SUR LE CANDIDAT OU LA CANDIDATE

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### 3. EMPLOYER INFORMATION / RENSEIGNEMENTS SUR L'EMPLOYEUR

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<th>Equipment Specific Co-Site Orientation/Training checklist completed</th>
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### 4. FORESTRY PROGRAM REQUIREMENTS / CONDITIONS D'ADMISSIONS AU PROGRAMME DE FORESTERIE

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<th>Trimmer's Name / Nom du Candidat</th>
<th>Trainer's Name / Numéro de l'Agent de Formation</th>
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### 5. AUTHORIZATION / AUTORISATION

I authorize the Ministry of Training, Colleges and Universities to collect personal information about me from my employer/former-employer and from a person who provides/provided information, training or instruction with respect to the modular training program under the Occupational Health and Safety Act.

J'autorise le Ministère de la Formation et des Collèges et Universités à obtenir des renseignements personnels à mon sujet, de mon employeur actuel ou de mon ancien employeur et de une personne qui fournit ou a fourni de l'information ou de la formation liée au programme de formation modulaire conformément à la Loi sur la santé et la sécurité au travail.

**Name of Applicant / Nom du Candidat ou de la Candidate**

*Please print name / Veuillez écrire en lettres moulées*

**Names of Signing Authority / Nom du Signataire Autorisé**

*Please print name / Veuillez écrire en lettres moulées*

**Signature / Signature**

**Date / Date**
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Initial / Initiale

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Apt / App.
City / Ville
Province
Postal Code / Code Postal

3. EMPLOYER INFORMATION / RENSEIGNEMENTS SUR L'EMLOYEUR

Employer ID# / No. de l'Employeur
Employer Telephone No.

Yes / Oui
No / Non

I ATTEST TO THE SUCCESSFUL COMPLETION OF THE FOLLOWING MODULES. / J'ATTESSE QUE LES MODULES SUIVANTS ONT ÉTÉ TERMINÉS AVEC SUCCÈS.

Module No./N° du Module
Module Name/Nom du Module

Signature of Trainee / Signature du Candidat ou de la Candidat

CERTIFICATION

I hereby certify that the above employee has demonstrated competency in the modules listed above according to the MTCU Training Standard. Je certifie que le candidat ou la candidate a réussi aux examens sur le rendement et les connaissances spécifiques pour les modules ci-dessus, conformément aux normes de formation du MFCU.

Name of Signing Authority / Nom du Signataire Autorisé
Signature
Date

Print Name / Veuillez faire en lettres majuscules

EMPLEO ONTARIO
Questions