

## **GUIDELINES TO PREPARING A PORTFOLIO OF EVIDENCE**

The practical assessment is regarded as the final evaluation by the industry of a candidate's ability to practice as a rock engineer in his/her area or field of expertise. Remember that to pass this final examination, you need to demonstrate your competence as a rock engineering practitioner and your ability to investigate, analyse and recommend solutions that can be easily understood and implemented by mining personnel.

### **Registration:**

In preparation for the practical assessment, **you** need to submit the **Application form** (Appendix 1) together with proof of payment of the examination fee to the Chamber of Mines Examination office **within 14 days after the examination results** have been released. The COM Examinations office will then provide you with confirmation of registration for the practical assessment, and submit your name to the respective practical assessment coordinator.

### **Portfolio of Evidence:**

You must then prepare a **portfolio of evidence** (see Appendix 2), which must be sent to the respective practical assessment coordinator **at least 14 days before** the date of the assessment.

**In some cases**, the practical assessment coordinator will provide a specific, wide-ranging topic or task (e.g. design of a mining layout and support strategy) to be completed and submitted by each candidate. **If this is not case**, you must submit a portfolio of different projects that showcase your ability.

Your portfolio must include **a minimum of 5 technical reports**, as written to your mine management or supervisor, preferably within the past twelve to twenty-four months. These reports should be in the same format as your employer / company normally uses and should be unaltered from the original documents.

The reports should cover a range of:

1. Rock-related incident or accident investigation (at least one such report, which must be a proper report and NOT a tick-box checklist!)
2. Site visits / investigations, analysis and recommendations (at least one)
3. Mine design or layouts, preferably including some numerical modelling
4. Monitoring of rock mass behaviour or support performance
5. Geotechnical / rock property investigation and / or analysis
6. Support investigation / testing / analysis

What the examiners are looking for is a **variety** of reports, which you can explain / defend. The reports should contain a problem statement, analysis of the situation / technical data, (e.g. numerical modeling and calculations) as well as conclusions and recommendations. Reports should vary between 3 and 10 pages, and should not exceed 3MB in size. Do **NOT** submit more than two versions of a specific type of report (e.g. modelling reports).

You must also briefly summarize the reports using the format supplied in **Appendix 2**, with personal references and details clearly stated. You must list your specific rock engineering function, duties and responsibilities for each project. Should you fail to adequately supply this information, the assessment coordinator may recommend that an additional project be handed in for evaluation prior to the oral evaluation date.