



Mining Essentials Program Record of Assessment

The following document is to be completed by the program trainer(s) for each learner. This form is confidential and must be kept in a secure location. The trainer must submit this form to MiHR twice, at the six week point and upon completion of the training. Refer to the Guide to *Mining Essentials*, Assessment Requirements section for clarification on completing this form.

Note: If a program trainer is a close relative of the learner, the second trainer must complete and sign the form for that learner.

Email: plarouche@mihr.ca
 Fax 613-270-9399

Full Name of Learner:	
Name of Trainer:	
Training Site:	
Duration of Training Program:	



1. Attendance Record

(Required Attendance: at minimum 51 days of the 12 week program with justification for absenteeism. Adjustments will be based on a percentage of training days should the Program be longer than 12 weeks.)

Week	# of hours absent from classroom training (late arrival/early departure)	# of hours absent from enrichment activities (late arrival/early departure)	Total <u>DAYS</u> absent (partial and full)	Indicate number of days <u>excused</u> and reason(s) for Absence	Indicate number of days <u>unexcused</u> and reason(s) for Absence	How was the missed learning content covered?	Trainer's Initials
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							

Learner's initials

Learner's initials



2. Quiz Scores

(Required passing grade: 60% overall average. Each learner **MUST** write all quizzes and has the option to do four re-writes over the course of the program, but only 1 per quiz.)

Module	Attempt #1 (% or Absent)	Attempt #2 (% or Absent)	Comments
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			

Mid-point average:

Final average:



3. Portfolio

(Each learner must complete a portfolio with the following minimum requirements)

Requirements	Complete (provide content details)	Incomplete
Goals or an education/career plan, i.e., the Self-development Plan		
Statements of current skills and abilities (i.e., the completed Skills Checklist)		
Documents that verify learning to date, e.g., pre-program literacy assessment, certificates from seminars/workshops, etc.		
Résumé and cover letter		
WHMIS (provide certificates with Final RoA)		



4. Skills Checklist

(Learners must have demonstrated, communicated, and had the Skills Observer(s) sign-off on 80% or 44 of the skills in the Skills Checklist.)

	Demonstrated or communicated on (date)	Approved Observer's name
A. ATTITUDES		
A1/ DEMONSTRATE A POSITIVE ATTITUDE		
A1.1: Demonstrate self-esteem and confidence		
A1.2: Show respect for others		
A1.3: Demonstrate honesty and ethical behaviour		
A1.4: Demonstrate initiative		
A1.5: Maintain healthy lifestyle		
A2/ DEMONSTRATE RESPONSIBILITY		
A2.1: Demonstrate organizational and planning skills		
A2.2: Demonstrate personal management skills		
A2.3: Be accountable for actions		
A2.5: Meet expectations of workplace		
A2.6: Manage risk		
A3/ DEMONSTRATE ADAPTABILITY		
A3.1: Be responsive to change		
A3.2: Be flexible		
A3.3: Learn from mistakes		
A3.4: Work efficiently		
A3.5: Manage stress		
A4/ DEMONSTRATE WILLINGNESS TO LEARN CONTINUOUSLY		
A4.1: Recognize importance of continuous learning		
A4.2: Set learning goals		
A4.3: Complete evaluations		



	Demonstrated or communicated on (date)	Approved Observer's name
A5/ VALUE SAFETY, HEALTH AND THE ENVIRONMENT		
A5.1: Make personal commitment to value safety, health and the environment		
A5.2: Keep work site safe		
A5.4: Follow guidelines for handling equipment		
A5.5: Follow workplace traffic guidelines		
A5.6: Follow security procedures		
A5.8: Prepare for emergencies		
A5.9: Respond to emergencies		

	Demonstrated or communicated on (date)	Approved Observer's name
B. SKILLS		
B1/ DEMONSTRATE COMMUNICATION SKILLS		
B1.1: Communicate by reading text		
B1.2: Communicate by using documents		
B1.3: Communicate by writing		
B1.4: Communicate verbally		
B1.5: Listen		
B1.6: Communicate non-verbally		
B1.7: Use communication tools		
B2/ DEMONSTRATE NUMERACY SKILLS		
B2.1: Demonstrate understanding of basic number concepts		
B2.2: Recognize patterns and relations		
B2.3: Demonstrate awareness of shape and spatial sense		
B2.4: Demonstrate basic understanding of relevant statistics and probability		
B2.5: Manage Money		



	Demonstrated or communicated on (date)	Approved Observer's name
B3/ DEMONSTRATE COMPUTER AND OTHER TECHNOLOGY-USE SKILLS		
B3.1: Operate communication equipment		
B3.2: Perform basic computer skills		
B4/ MANAGE INFORMATION		
B4.1: Gather information		
B4.2: Apply information		
B5/ DEMONSTRATE THINKING SKILLS		
B5.1: Make effective decisions		
B5.2: Demonstrate effective problem-solving		
B5.3: Plan time and schedule		
B5.4: Memorize essential information		
B6/ DEMONSTRATE ABILITY TO WORK WITH OTHERS		
B6.1: Work as member of a team		
B6.2: Respect cultural differences		
B6.3: Participate in team meetings		
B6.4: Contribute to a positive work environment		

	Demonstrated or communicated on (date)	Approved Observer's name
C. INDUSTRY KNOWLEDGE		
C2/ DEMONSTRATE CAREER AWARENESS FOR THE MINING INDUSTRY		
C2.1: Determine skills, education and future learning needs		
C2.2: Research job opportunities in the mining sector		
C2.3: Prepare resume and cover letter for target job within mining industry		
C2.4: Prepare for interview in mining sector		
C2.5: Use interview skills		
C2.6 Prepare for the first day on the job		



Assessment Summary (To be completed at the end of the program)

ASSESSMENT	Complete (Y/N)	Comments	Trainer's initials
Quizzes (60% Average)			
Attendance (minimum 51 days)			
Portfolio (req'd components)			
Skills Checklist (80% of skills)			

To be completed at the end of the program:

- I hereby declare that _____ has not successfully completed all required assessments of the *Mining Essentials* Program.
- I hereby declare that _____ has successfully completed all required assessments of the *Mining Essentials* Program and I therefore make my recommendation that this learner receive a completion certificate.

Trainer's Signature: _____ Date: _____