



Mining Essentials – Tips for Site Coordinators

Mining Essentials Training Site Coordinators (SCs) play an important role in making sure the delivery runs as smoothly as possible. The SCs are the primary contact person between the Registrar at MiHR and each training site. SCs also ensure that the Program is being delivered to the Training Standard to maintain consistent skills development from site to site across the country. During the delivery of *Mining Essentials*, they ensure that:

- Trainers have the resources they need
- Enrichment activities are occurring
- Partners are actively participating and informed of Program activities
- All administrative requirements of the *Mining Essentials* Program are being met, both with MiHR and Program funders
- Contact is regularly maintained with the *Mining Essentials* Registrar and that the Registrar is informed of any issues during delivery

We interviewed *Mining Essentials* Site Coordinators and here are their tips for successful Program delivery:

Choosing Trainers and Elders

- Choose trainers and Elders carefully; the right trainers and Elders can truly determine the success or failure of a delivery. For trainers, follow the basic criteria outlined in the *Mining Essentials* Training Standard, but go beyond. Check references and make sure that trainers have trained in the past and have the right philosophy and what it takes to support learners, in particular Aboriginal learners. MiHR also has a roster of Qualified Trainers who have already delivered the Program successfully and were evaluated throughout the process.
- It is important to find an Elder who has a positive outlook about responsible natural resource development and (this may go without saying) is respected and wise. Be aware that if an Elder is selected from within a participating community, there may be social tension between learners and this person. Likewise, if you select an Elder from outside the community/ies, make sure that she or he fully understands and can relate to local culture.

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Managing and Nurturing the Partnership

- Encourage a high level of involvement from the partners (education, communities and industry). Establish informal (or formal) partnership agreements when you are developing your Demonstration of Capacity to become a *Mining Essentials* Training Site.
- Explain the options for engagement to the industry partner and get them excited about the potential. Explain how the skills being taught are relevant to the industry and the company. Note that industry will be most interested in the safety aspects of the training. Explain how the enrichment function can support and customize the training, so that learners graduate with skills and certifications that are required by the company. MiHR can assist with this discussion.
- Communities have expressed that they do not want to feel that they are being taken advantage of. They want to see that the learner is being invested in, and that there is a real chance of employment or other tangible, positive outcomes (i.e. further education, confidence building, cultural awareness, etc.). They are wary of Programs that are thought to simply increase the employer's productivity; they want the investment to focus on the learner.
- Encourage active involvement of the community's and/or company's Aboriginal Liaison.
- Talk to the industry partners about their basic hiring requirements and try to accommodate these through the enrichment function of the Program. It is very important to get a good understanding of safety certificate requirements, drug and alcohol testing and criminal records checks. Avoid setting up false expectations among learners by having this information up front!
- Find out how many graduates the industry partner expects to hire. Also find out what other occupations are in demand in the company and have the company explain these and the educational requirements to the learners, to encourage further education.
- Ask the industry about financial and in-kind support. Are there scholarships? Can the company assist with PPE or other equipment (computers)? Will they support on-site visits?
- Communicate regularly with partners; once MiHR approves your Training Site, following the set-up the schedule for engagement and regular contact. Partners often get busy and may lose focus on their commitment to engage.

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Workshops and Learner Recruitment

- Attend the Train the Trainer Workshop to get a comprehensive overview of the Program, and to ensure you have received all of the same information that Trainers have been given.
- A proven best practice in learner recruitment is to hold a face to face meeting in the community. Explain the Program and if the community is not familiar with mining, talk about the sector or show a video (MiHR can provide information and a video). Depending on local politics, you may want the industry partner(s) to come to the session. Bring paper-based application forms and if there is access to the Internet, bring a tablet or hold the meeting in a room with a computer so that applications can be filled out online.
- Try not to set false expectations. It's unlikely that all graduates will be immediately employed by the sector. We strive for this, but it's not the rule. However, learners should know that the Program will:
 - Connect them to the sector, with the *potential* for employment
 - Teach highly transferrable skills
 - Give them a great understanding of careers in mining and identify further education required to get their dream mining sector job

Implementation

- Stay organized! Create paper-based and electronic files for each learner before Program delivery starts.
- Set Learners and Observers up in the Online Registry. The *Mining Essentials* Registrar will set-up the SC and the trainers.
- Ensure Elders, trainers and learners 'sign' their consent and photo release forms. Ask all Observers (inclusive of Elders, trainers and you) do the same.
- Meet with the trainers each day leading up to delivery to plan enrichment activities and assist in identifying resources.
- Create a 'mining resource center' on site, with the Trainers Kit resources, craft supplies, resources from partners, etc.
- Manage the Program information. Your site may need to participate in Program Monitoring. Keep all records for six years in a safe location.

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- Make sure you accept all Outlook invitations sent by the MiHR Registrar as these provide reminders for key administrative requirements, which are:
 - To enter the relevant contents of the learner application forms into the *Mining Essentials* Online Registry, and send the Registrar copies of the learner applications before accepting them into the Program.
 - Submit reports bi-weekly to the Registrar through the Online Registry throughout Program.
 - At mid-point and 1-2 weeks before Program ends:
 - i. Site Coordinator and learners complete Program evaluation through the in paper-based format
 - ii. Ensure that all Records of Assessment are being completed and are updated on an ongoing basis and submitted to MiHR at mid-point, three to five days prior to graduation, and upon Program completion.
 - 3, 6, 12 months after Program ends, email MiHR employment and education updates on learners or update their statuses directly in the Online Registry
 - If randomly selected, participate in Program Monitoring (contact MiHR for information on monitoring).

- Observe your trainers! It is critical that you observe the trainers who are interested in becoming qualified for at least **two hours** per week. If not, they cannot be evaluated by you, meaning they cannot be qualified.

- Don't hesitate to contact the *Mining Essentials* Registrar as often as needed. miningessentials@mihrc.ca The Registrar's role is to fully support sites wherever possible. The Registrar is very interested in progress and problem solving any issues to make the delivery a success!