

DIAMOND DRILLER ASSISTANT COMMON CORE

GUIDELINE FOR COMPLETING THE APPLICATION FORM

- ✓ Read **ALL** documentation carefully in order to ensure that you understand the information contained within the registration package.
- ✓ Ensure the following information is provided as per the “**SUPPORTING DOCUMENTATION – CHECKLIST**” below:

SUPPORTING DOCUMENTATION – CHECKLIST

The following items must be returned by:

E-MAIL: diamonddrilling@northern.on.ca

FAX: 705.568.8186

CANADA POST MAIL: P.O. Box 250, Kirkland Lake, ON P2N 3H7 *OR*

IN PERSON to Northern College, 140 Government Road East, Kirkland Lake

- ✓ Completed Student Application Form
- ✓ Proof of Education (if available)
- ✓ Anticipated Source of Funding

FUNDING

Funding sources may include:

- Second Career
- Student loans
- First Nations
- RESPs (long form)
- Ontario Works
- Self-funded

This program is not eligible for Ontario Student Assistance Program (OSAP).

Second Career funding may take up to 10 weeks to process. In order to expedite the process please submit your application and required documents while you are waiting for confirmation of funding.

For assistance in completing the application form, please contact the Northern Training Division directly at 705-567-9291 ext. 3667 or diamonddrilling@northern.on.ca.

STUDENT APPLICATION FORM

Name: (please print)	Date of birth: ____/____/____ DD MM YYYY		
Mailing address:			
PO Box/Suite/Apt:			
	City:	Province:	Postal Code:
Phone:	Home:	Cell:	
E-mail address:			
Do you consider yourself to be an Indigenous person? <input type="checkbox"/> Yes <input type="checkbox"/> No			

Are you aware of the following?

- The skills required to perform the duties of an assistant driller? Yes No Unsure
- Have you ever been in an underground mine?: Yes No
- If YES, how do you feel about working/learning underground?

EDUCATION:

1. What is the highest level of education you have completed?

- Grade 8-10 Grade 11 Grade 12 Grade 12 Equivalent Grade 13/OAC
- Academic Upgrading
- College – Certificate/Diploma: _____
- University – Degree: _____
- Other: _____

2. Do you have an identified learning disability? Yes No

If yes, please explain: _____

IDENTIFY INTENDED SOURCE(S) OF FUNDING (CHECK APPLICABLE BOX(ES)):

- Second Career Student loans First Nations Band
- RESPs (long form) Ontario Works Self-funded

DIAMOND DRILLER ASSISTANT COMMON CORE PROGRAM

10 WEEKS – KIRKLAND LAKE CAMPUS, TRAINING DRILL SITE AND

ALAMOS GOLD – YOUNG-DAVIDSON MINE SITE

PROGRAM OBJECTIVES

Northern College has developed this modular training program to cover the basic knowledge and skills required to work competently as a helper to a Surface and Underground Diamond Drill Operator. This *Diamond Driller Assistant Common Core* Program is designed to cover the following areas of competency required in the *Ministry of Advanced Education and Skills Development* (MAESD) Certification Program #P770200 and #P770150:

P770200

- U0669 – Follow Surface Diamond Drill Induction Procedures
- U0652 – Work Safely In A Surface Diamond Drilling Environment
- U0653 – Operate Hand and Power Tools
- U0655 – Operate Lifting Mechanism(s) (Rigging)
- U0668 – Protect the Natural Environment
- U0670 – Perform General Lock Out & Tag on Prime Movers & Other Related Equipment (Surface)
- U0657 – Recover and Handle Core
- U0673 – Read & Interpret Layouts/Drill Hole Plan
- U0660 – Operate Snowmobile
- U0662 – Operate Portable Generator
- U0656 – Operate Portable Pumping Equipment – (Propane Handling)
- U0661 – Operate ATV
- U0654 – Operate Chainsaw
- U0659 – Operate Track Vehicle

P770150

- U0000 – Follow Surface and Underground Induction Procedures
- U0001 – Perform General Inspections
- U0002 – Scale Loose Rock
- U0012 – Perform General Lock Out & Tag on Prime Movers & Other Related Equipment (Underground)

**Please refer to page 8 for module descriptions.*

CERTIFICATION

Participants who successfully complete this 10 week program will receive a *Northern College Board* approved Certificate. To obtain this certification, a 60% must be obtained for all in-class tests and assignments. Any/all online or in-class work readiness courses i.e. WHMIS, Working at Heights, etc., may require 80% to pass. Students must also maintain at a minimum 98% attendance throughout the program. This standard must be upheld knowing that students missing classes will miss critical instruction which may increase the risk to themselves and those around them. Students who fail to meet these standards may be at risk of failure or removal from the program.

This program is designed to provide participants with the practical skills and theoretical knowledge to secure employment as a diamond driller assistant and to be recognized and registered with the Apprenticeship Branch of the Ontario *Ministry of Advanced Education and Skills Development* (MAESD) apprenticeship branch.

Once basic training is received, the hiring company's appointed Signing Authority has one year to complete, sign and submit the original training applications and training reports to the local Ministry of Advance Education and Skills Development (MAESD) apprenticeship branch.

LABOUR MARKET INFORMATION

The skills acquired in this program will assist graduates in obtaining entry level employment within the industries of mining, oil and other resources. Employment for this occupation is expected to grow with many new positions being created as a result of the increased activity in mining exploration at a local, regional, provincial, national and international levels. Most driller assistants or helpers can earn up to \$50,000/year + bonuses. For further information please review the web links provided in the green box.

LINKS TO LABOUR MARKET INFORMATION

www.mihir.ca
www.acareerinmining.ca
www.canadiandrilling.com
www.fnetb.com

We encourage applicants to contact potential employers; or, for those from Northeastern Ontario, the Far North East Training Board (for specific labour market information). Alternatively, applicants can contact their local Regional Employment Centre or Employment Options office.

ADMISSION REQUIREMENTS

It is recommended that applicants be a high school graduate or mature learner, be at least 18 years of age or older and be able to read, write, respond and receive instruction in the English language. A secondary school diploma is not required for admission into the program, however it may be a requirement of the hiring company.

Applicants must complete the following:

- Student Application Form (pg. 2)
- **PROOF OF EDUCATION: OSSD, ACE, GED, LBS or G2 TOWES certificate.**

If you do not have proof of OSSD, ACE, GED or LBS, you will be required to provide proof of successful completing of a **G2 Level TOWES test**. Potential trainees can book themselves into a TOWES session by contacting *Northern Training Division* at 705 567-9291 ext. 3650, or any other college that distributes the test by visiting the following site: www.towes.com. The cost of the testing is **\$124.30** (\$110.00 + \$14.30 HST). As TOWES testing is **not** included in the tuition fees, participants are responsible for testing costs. The cost may also be eligible for sponsorship through the applicable funding agency.

FITNESS LEVEL REQUIREMENTS

Jobs in the mining sector may be physically demanding based on the activity being performed. The program and mining related work may require minimum strength and positional requirements to effectively perform the tasks. Each trainee must be fit for training and work within their personal limitations. Below average hearing, vision and back health may restrict the opportunities which exist in this field. Participants should also be aware that many contractors and mining companies require company medical exams as part of their hiring process, including audio metric testing.

Although a medical is not a requirement for program acceptance, it is recommended that anyone pursuing a career in this field receive a complete physical prior to registering for this program.

ALCOHOL AND DRUGS

The diamond drilling environment can be very hazardous. The Instructors and Program Coordinator will have full authority to restrict anyone suspected of being under the influence of alcohol or drugs from participating in training on any given day, this includes prescriptions. Anyone undergoing medical treatment should include a letter from their physician that they are capable of participating in the training and operating equipment while receiving treatment.

Drug testing may be required by any company or mine when a placement is secured or when students are hired at the end of the program.

SELECTION PROCESS

Applicants will be issued an acceptance letter once all of the above admission requirements have been met.

A breach in the *Northern College* Code of Conduct can result in immediate dismissal from the program.

Seats will be given on a first paid basis.

FEE SCHEDULE

Non-refundable tuition fees for this program are \$18,750.00*.

Tuition also includes:

- WHMIS certification
- First Aid/CPR Level C
- Lock-out & Tag-out Awareness
- Chainsaw Safety Awareness
- General Orientation
- CANN/AMM Drug and Alcohol Awareness Training Session
- Working at Heights
- Propane Heaters Training
- Lifting and Rigging
- Worker Health and Safety Awareness
- Occupational Health & Safety for Workers
- Workplace Violence & Harassment
- Transportation of Dangerous Goods
- Personal Protective Equipment **

***Tuition does not include the cost of accommodations or travel to the mine/college. Rates are reviewed annually.**

Up to **twelve** candidates will be selected per program intake. For those who are not eligible for sponsorship, a non-refundable deposit of \$1,000.00 will be required in order to secure their seats. Tuition must be **paid in full 1 week prior** to commencing training; however, seats are only secured when the program is paid in full. Only a letter confirming sponsorship from a sponsoring agency will be accepted in lieu of the deposit.

REMINDER! *Second Career* funding may take up to 10 weeks to process. In order to expedite the process, please submit your application and proof of education while you are waiting for confirmation of funding.

** PERSONAL PROTECTIVE EQUIPMENT REQUIRED

Arrangements will be made to ensure that the equipment listed below will be provided at the start of the program.

The cost of this equipment is included in the tuition fee.

- Coveralls with reflectors (Winter Coat Seasonal)
- Hard Hat (CSA Approved) with Muffs (Winter Liner Seasonal)
- Work gloves (Winter or Summer)
- Safety glasses with side shields (prescription safety glasses will be the responsibility of the student)
- CSA approved safety boots with metatarsal guards (Ice Grips Seasonal)
- Miners knife, wrench and belt

ACCOMMODATIONS

Accommodations and associated costs are NOT included in the program. If required, students are responsible for securing their own accommodations. Please search under Kirkland Lake in our online directory of housing options at northern.on.ca/housing. Please contact your Funding Agency for possible assistance.

MODULES FOR DIAMOND DRILLER ASSISTANT COMMON CORE PROGRAM

MODULES – GENERAL OBJECTIVES

U0669 Follow Surface Diamond Drill Induction Procedures

Follow surface diamond induction procedures, by identifying drill site work area; preparing to respond to emergencies; following company policies; identifying joint health and safety representatives and/or committee members; and operating/using communication systems according to environmental plan, government legislation, company standards and manufacturer specifications.

U0652 Work Safety in a Surface Diamond Drilling Environment

Work safely in a surface diamond drilling environment, by wearing, adjusting and maintaining personal protective equipment (PPE); inspecting workplace and travel ways; erecting safety signs/barricades; operating fire extinguisher(s); selecting hand and power tools; dealing with hazardous or potentially hazardous conditions in the work place; working safely around hazardous materials; performing emergency shutdown; working around mobile equipment; working around rotating, stationary and portable equipment; working from tower/elevated work platform; lifting and carrying materials and/or supplies manually; locking out and tagging mobile and fixed equipment; performing emergency evacuation; and practicing good housekeeping in the workplace according to environmental plan, government legislation, company standards and manufacturer specifications.

U0653 Operate Hand and Power Tools

Operate hand and power tools, by inspecting hand tools; operating hand tools; maintaining and storing hand tools; inspecting electrically powered hand tools; operating electrically powered hand tools; and maintaining and storing electrically powered hand tools according to environmental plan, government legislations, company standards and manufacturer specifications.

U0655 Operate Lifting Mechanism(s) (Rigging)

Operate lifting mechanism(s), by inspecting the workplace for hazardous and/or potentially hazardous conditions; performing pre-operational checks on lifting mechanism(s); conducting operational checks on lifting mechanism(s); selecting slinging equipment; raising and lowering materials/equipment using lifting mechanism(s); and shutting down lifting mechanism(s) according to environmental plan, government legislation, company standards, and manufacturer specifications.

MODULES – GENERAL OBJECTIVES**U0668 Protect the Natural Environment**

Protect the natural environment by, following the Environmental Plan; installing containment measures; managing spills and solid wastes; managing hazardous materials; and preventing forest fires around work site according to environmental plan, government legislation, company standards and manufacturer specifications.

U0670 Perform General Lock Out & Tag on Prime Movers & Other Related Equipment (Surface)

Perform general lock out and tag on prime movers and other related equipment, by identify and responding to workplace hazards; identifying prime mover(s) and other related equipment to be locked out and tagged for repair, maintenance/inspection and/or clean up; de-energizing system and other related equipment to ensure zero energy state; locking out and tagging prime movers and other related equipment to maintain a zero energy state; verifying zero energy state; performing work to be done; removing lock(s) and tag(s) after ensuring work has been completed; and energizing prime mover(s) and other related equipment according to environmental plan, government legislation, company standards and manufacturer specifications.

U0657 Recover and Handle Core

Recover and handle core, by inspecting the workplace for hazardous and/or potentially hazardous conditions; emptying core tube; placing core in core box(es); preparing core box(es) for transportation; and preparing and maintaining in hole tools according to environmental plan, government legislation, company standards and manufacturer specifications.

U0673 Read & Interpret Layouts/Drill Hole Plan

Read and interpret layout(s)/drill hole plan, by interpreting standard symbols, plans, grid line(s) and construction drawings; using layout(s)/drill hole plan, measuring and reference devices; communicating the current status of layout/drill hole plan information to co-workers and others as required; verifying drilling specifications; and identifying and responding to safety notices according environmental plan, government legislation, company standards and manufacturer specifications.

U0660 Operate Snowmobile

Operate snowmobile, by inspecting the workplace for hazardous and/or potentially hazardous conditions; performing pre-operational checks on snow mobile; starting up snowmobile; conducting operational checks on snowmobile; operating snowmobile to move personal/equipment/product/material; shutting down snowmobile; refueling snowmobile; and performing maintenance and adjustments on snowmobile according to environmental plan, government legislation, company standards and manufacturer specifications.

MODULES – GENERAL OBJECTIVES

U0662 Operate Portable Generator

Perform pre-operational checks on portable generator, operate portable generator under load conditions, conduct operational checks on portable generator under load and shut down generator.

U0656 Operate Portable Pumping Equipment – (Propane Handling)

Operate portable pumping equipment, by inspecting the workplace for hazardous and/or potentially hazardous conditions; setting up portable pumping equipment; conducting pre-operational checks on portable pumping equipment; starting up portable pumping equipment; operating portable pumping equipment; monitoring portable pumping equipment operation; shutting down portable pumping equipment; refuelling portable pumping equipment; and performing maintenance and adjustments on portable pumping equipment according to environmental plan, government legislation, company standards and manufacturer specifications.

U0661 Operate ATV

Operate all-terrain vehicle, by inspecting the workplace for hazardous and/or potentially hazardous conditions, performing pre-operational checks on all-terrain vehicle; starting up all-terrain vehicle; conducting operational checks on all-terrain vehicle; operating all-terrain vehicle to move personnel/equipment/product/material; shutting down all-terrain vehicle; refueling all-terrain vehicle; and performing maintenance and adjustments on all-terrain vehicle according to environmental plan, government legislation, company standards and manufacturer specifications.

U0654 Operate Chainsaw

Operate chainsaw, by inspecting the workplace for hazardous and/or potentially hazardous condition, performing pre-operational checks, starting up, operational checks, operating chainsaw, maintaining chainsaw, post operational checks, all according to the environmental plan, government legislation, company standards and manufacturer specifications.

U0659 Operate Track Vehicle

Operate track vehicle, by inspecting the workplace for hazardous and/or potentially hazardous conditions; performing pre-operational checks on track vehicle; starting up track vehicle; conducting operational checks on track vehicle; operate track vehicle to move equipment/product/material; shutting down track vehicle; refuelling track vehicle and performing maintenance and adjustments on track vehicle according to environmental plan, government legislation, company standards and manufacturer specifications.

MODULES – GENERAL OBJECTIVES

U0000 Follow Surface and Underground Induction Procedures

Follow surface and underground induction procedures by identifying surface and underground areas; responding to emergencies; applying company policies, union contracts, and joint health and safety policy; operating communications systems; identifying on-site explosive types and following related handling procedures; and reviewing multi-channel radio use.

U0001 Perform General Inspections

Perform general inspections by wearing, adjusting, and maintaining personal protective equipment; erecting safety signs; operating fire extinguishers; maintaining ventilation flow; operating hand and power tools; locking out and/or tagging mobile and fixed equipment; performing emergency evacuation; identifying and reporting water in chutes and hang-ups; and practising good housekeeping.

U0002 Scale Loose Rock

Scale loose rock by identifying and responding to loose and abnormal ground conditions, identifying and responding to faulty ground support, identifying and responding to workplace hazards, inspecting and preparing the rock for scaling, and scaling rock.

U0012 Perform General Lock Out and Tag on Prime Movers & Other Related Equipment (Underground)

Perform general lock out and tag on prime movers and other related equipment by inspecting the workplace for hazardous and/or potentially hazardous conditions; identifying and responding to workplace hazards; identifying the prime mover(s) and other related equipment to be locked out and tagged; de-energizing the system and other related equipment; locking out and tagging the prime mover(s) and other related equipment; verifying a zero energy state; removing lock and tag; and energizing the prime mover(s) and other related equipment.