

Oil and Gas Extraction Industry

Modern Apprenticeship Framework

for use within Scotland



OPITO
Minerva House, Bruntland Road
Portlethen, Aberdeen, AB12 4QL

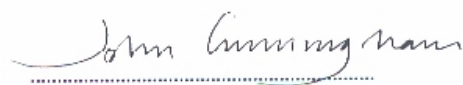
www.opito.net

OPITO

Modern Apprenticeship
for
Oil and Gas Extraction

Framework Document for Scotland

*Re-endorsed for use within Skillseekers in Scotland by the
Modern Apprenticeship Implementation Group on 20 June 2002*



John Cunningham
(Chairman of the Modern Apprenticeship Implementation Group)

Modern Apprenticeship Framework for Oil and Gas Extraction

FRAMEWORK REQUIREMENT

A flexible model that both meets the needs of the industry and enables entry from a variety of routes including pre-vocational FE and HE programmes.

A flexible model that permits changing industry requirements to be included in the frameworks but without infringing upon any of the basic criteria as defined by the DFES.

Provision of planned quality training consisting of integrated vocational, educational and work based training and experience.

Trainees are employed throughout the training programme up to and beyond the completion of the Oil and Gas Industry Modern Apprenticeship.

Implementation of non-discriminatory practices in terms of sex, race, colour, ethnic or national origin and disability provided the disability does not prevent the individual doing the job safely.

Meeting all relevant Health and Safety requirements ie those of legislation as interpreted by employers, training providers, LECs and Opito.

Key stages so as to monitor progress towards the eventual outcome.

The award of an industry recognised Modern Apprenticeship Certificate plus certificates covering core skills, the S/NVQ and other optional outcomes eg the offshore survival certificate.

Summary

This is an initiative by employers covering the oil & gas extraction industry. It gives young people the opportunity to develop the skills, knowledge and qualifications they need to work as technicians on offshore installations and in associated onshore terminals. It provides intensive practical training including attainment of core skills to National Standards

During the initial intensive training period, referred to later as Phases 1 and 2, the trainees will be employed by Opito on behalf of a pool of companies who support the programme. After successful completion of the initial intensive training, the trainees will be employed by one of these companies.

Training may combine in-company training, college training and provision from a training provider. The Modern Apprentice will achieve the appropriate S/NVQ at Level 3.

Job opportunities:-

- | | |
|-------------------------------------|----------------------------|
| ❖ Instrument maintenance technician | ❖ Process operator |
| ❖ Electrical maintenance technician | ❖ Production technician |
| ❖ Mechanical maintenance technician | ❖ Well services operator |
| ❖ Drilling maintenance technician | ❖ Well services technician |

Apprentices may have the opportunity to progress to positions such as maintenance supervisor, control room operator, process supervisor or field engineer. There are opportunities for work offshore on fixed and mobile installations, both in the UK and overseas, and in onshore oil and gas terminals.

Background

There is consensus among oil companies and contractors supported by Independent LMI*, that the industry will not have enough suitably skilled technicians to meet future demand. Age profile is skewed towards the 40-55 range, and the current numbers being trained (about 70 a year) will not compensate for the rapid attrition to be expected within 5-10 years.

A cross industry management group has therefore developed a different approach to new entrant training for core offshore technician roles, through a single point of recruitment to an industry-wide scheme. This approach will make it easier for young people to access training, widen the catchment area for recruitment, enhance the industry's reputation and image, and be more cost effective.

The statutory obligation that trainees may not work offshore until the age of 18, is reflected in the Modern Apprenticeship framework.

Phase 1 provides the intensive training including workshop and control room simulation to equip the trainee with the skills required to work in the industry.

Phase 2 takes the form of accredited workplace employment leading to S/NVQ at Level 3.

Industry bodies involved

Currently the key industry bodies are :-

- ❖ UKOOA representative companies
(Marathon Oil, Mobil North Sea, Shell UK Expro, Total Fina Elf, Talisman)
- ❖ Opito, the trading brand of CSSL, a member of the SSC Ltd group of Companies manage this Training Programme, being submitted as a Modern Apprenticeship.

* These organisations have been consulted in the development of this revised framework.

Consultation is taking place with other Industry sector organisations to extend the MA framework to be a single industry model.

* Labour Market Information is presented in the Skills Foresight report for the Oil & Gas Extraction industry published by Opito in partnership with the Robert Gordon University and with the assistance of the DfES.

Broad principles and outcomes

1. The apprenticeship programme encompasses non-discriminatory recruitment and selection, vocational training, core skills development, appropriate further education to provide underpinning knowledge and understanding, and eventual full-time employment.
2. Because of the statutory age restriction, no offshore working is built into the initial phase of the programme. Phase 1 is onshore and allows access to real, modern, state-of-art equipment. At the end of Phase 1 the apprentices have the skills, knowledge and understanding required to meet occupational standards. For Phase 2 they are placed with sponsoring companies on an accredited programme of workplace training and assessment, leading to an appropriate S/NVQ, at level 3.
3. During the first few months, all apprentices complete foundation training in engineering. They then move on to develop advanced skills and knowledge in specialist disciplines such as:

*Process Operations,
Instrument & Control Maintenance,
Electrical Maintenance,
Mechanical Maintenance.*

Future streams will be developed to cover Well Services, Drilling and other sectors.

4. For technicians, the outputs of the Modern Apprenticeship are:
 - a) NC in Engineering – Multidisciplinary
 - b) Level 2 S/NVQ in Performing Engineering Operations
 - c) HNC in a discipline – as underpinning knowledge towards a level 3 S/NVQ (refer to page 16).
 - d) A level 3 S/NVQ in an appropriate discipline (either G5XX23, G7RL23, G7RR23 or G7RN23)
 - e) Core skills at Intermediate level 1.
5. All training is delivered in environments governed by strict Health and Safety regulations.
6. Health and Safety training is explicit and is an integral part of the learning process throughout the training plan.
7. Accreditation of Prior Learning (APL) processes are applied to ensure that individuals have a training plan which recognises past experiences.
8. The programme operates non-discriminatory practices in terms of age, race, creed, gender, disability, so long as the disability does not prevent the individual doing the job.

Individual Training Plan

Each trainee has an individual training plan that states clearly:

1. The content of the training programme including:
 - acknowledgement of prior learning
 - formal vocational training
 - work-based skills development
 - appropriate vocational education
 - any additional courses which are agreed with the employer
2. The delivery of the planned programme including:
 - who will be responsible for each aspect of the content
 - where the learning will take place
 - how progress will be reviewed and performance assessed
 - details of formal assessment arrangements
3. The key stages in appropriate detail, which will include interim and final outcomes, specified as assessable achievements.
4. How Health and Safety is integrated into the whole programme.

Selection and Recruitment

The overall policy on selection and recruitment is designed to be flexible so as to encourage young people to view the training programme as an option that is viable and challenging.

The apprenticeship is open to all young people aged 16½ and over who can demonstrate that they have the aptitude and potential to achieve an S/NVQ Level 3 in a technical discipline offshore. Candidates must genuinely wish to pursue a career in the offshore industry, and they must be physically capable of working in an offshore environment. The programme allows equal access to all applicants.

In Scotland, Skillseekers funding for Modern Apprenticeships are available for any employee aged 16 or over. Employers should contact their LEC to establish funding levels in their area.

Most successful candidates are likely to have (or expected to attain) 4 or more Standard Grade passes at level 3 or above (or equivalents) in English, Mathematics and 2 from either Physics or Chemistry or a Technological subject. The key test, however, is whether candidates can demonstrate the aptitude and potential to achieve an S/NVQ Level 3.

The selection and recruitment process is likely to be based upon:

1. Evidence of ability and performance from the National Record of Achievement (NRA) or Scottish Qualification Certificate (SQC)
2. Number and level of Standard Grades or other educational qualifications attained
3. Successful completion of a suite of selection tests, designed to test not only numerical and writing ability, but also the ability to discern visual and spatial relationships and to undertake elementary problem solving
4. Interview

Terms and conditions

The status of Apprentices

Apprentices are sponsored by the Industry and Opito, and are trainees under the terms of a Training Agreement.

Phase 1; Within the remit of the Training Agreement this component is managed by Opito.

Phase 2; This period of full-time work based training is undertaken within an Opito approved framework and is managed by Opito in partnership with the sponsor company providing the worksite.

Apprenticeship agreement

Apprentices and their parents or guardians sign an Apprenticeship Agreement when they start the apprenticeship. They also receive a Handbook, which sets out in detail the terms and conditions of the apprenticeship and the administrative procedures they need to follow.

Placement Support

All apprentices successfully completing Phase 1 will be aided by Opito to secure worksite training with sponsoring companies within the Industry.

Employment

After completion of Phase 1, all apprentices will be employed by Opito. Their training plan will include familiarisation, specific job training and work procedures, training in health, safety and emergency procedures, and opportunities for assessment towards a Scottish/National Vocational Qualification at Level 3.

Payment	}	Subject to separate local conditions as would typically be drawn up by Opito and local training provider.
College/Training Fees		
Hours & Holidays		
Accommodation		
Travel		

Registration

Apprentices to be registered with Opito within four weeks of the start of the apprenticeship.

Apprentice Agreement

There are 2 parts to the agreement relating to the following phases. Along with the agreement, each young person is given a handbook that outlines terms, conditions, and entitlements.

Part 1 - Phase 1 Training

Off the job full-time training; balanced mix of Further Education and Skills

Part 2 - Phase 2 Training

On the job full-time competence based training including offshore experience

Agreement for Part 1

At the commencement of the Modern Apprenticeship, the individual will undergo off-the-job training. The signatories to this Agreement are the young person and his/her parent or guardian and Opito. The contents include:

1. A commitment and reference to the agreed training plan
2. Arrangements for mutual termination of the agreement
3. A commitment by Opito and the young person to the Modern Apprenticeship
4. A commitment by the young person to adhere to required HASAW practices and procedures during the training
5. Terms and conditions
6. Medical examinations and drugs screening

Agreement for Part 2 – Worksite Training

This takes effect when the individual undergoes workplace training and assessment. (ie with a specific company) The signatories to this agreement are the apprentice, Opito, and the organisation(s) providing on site training. The contents include:

1. A commitment and reference to the agreed training and assessment plan
2. Arrangements for mutual termination of the agreement
3. A commitment by all signatories to the Modern Apprenticeship
4. A commitment by the young person to adhere to required HASAW practices and procedures during the training
5. Terms & Conditions

The duration of the agreement will cover training towards the achievement of S/NVQ Level 3.

Careers Advice and Promotion

The Modern Apprenticeship will be promoted to ensure that young people, parents, careers advisors, teachers, and employers can see that Modern Apprenticeships offer career progression.

Liaison will take place with careers services and schools to ensure that the Modern Apprenticeships are integrated into the Careers Education Guidance framework, to enable young people to make informed choices regarding subject options and post-16 routes. Opito will provide industry specific material.

Local networks will be encouraged and established between employers, Opito, schools and colleges. Opito is a member of the Grampian Education Business Partnership, and works with the organisation in a cross Industry group COGS (Careers in the Oil & Gas Sector).

The Opito website is www.opito.net and carries information on Careers, Modern Apprenticeships and Technician Training as well as providing links to other relevant websites.

Jobs and Progression

Careers as technicians are highly sought and well rewarded. Technological changes and improvements to working practices mean that the scope and variety of the job also changes.

The technician will advance in an industry where assessment of competence against National Standards is the norm. Breadth of competence as much as seniority will define progression and reward.

Technicians could progress to Team Leaders in both continuous operations and in project activities. Opportunities exist as Supervisors and as Offshore Installation Managers and Plant Managers.

Technicians operate as a key resource within the industry and can anticipate secure employment in the UK, in Europe and globally wherever oil and gas is extracted.

Qualifications and experience gained also readily permit transference to other industry sectors.

Achievement Stages

Clear targets will include:

- achievement of the Performing Engineering Operations S/NVQ Level 2
- achievement of Processing Operations : Hydrocarbons S/NVQ Level 1
- achievement of Core Skills at Intermediate Level 1
- achievement of National Certificate and Higher National Certificate (refer to page 16)
- agreed interim points during the course of the programme e.g. the achievement of units or groups of units from the S/NVQ, units or groups from other vocational qualifications and/or other agreed outcomes specified in the training plan.
- achievement of any additional vocational education/skill options as required by the employer
- achievement of the S/NVQ Level 3

Acknowledgement of Prior Learning/Achievement (APL or APA)

The employer/training provider must be competent to assess APL and to modify the individual training plan at the initial meeting or at subsequent reviews, for example to take into account:

- Hobbies that have a direct bearing on the sector occupation the individual has selected, e.g. computing, mechanics
- Learning programmes that have been completed but where the individual needs the opportunity to demonstrate his/her skill and be assessed.

Certification

The successful young person will receive certificates for:

- Level 2 S/NVQ Performing Engineering Operations (assessed in college)
- Level 1 S/NVQ Processing Operations : Hydrocarbons
- NC Multidisciplinary Engineering (refer to page 16)
- Core skills at Intermediate Level 1
- Higher National Certificate (refer to page 16)
- Advanced technician units and skills achieved (assessed under realistic simulation)
- Achievement of the Level 3 S/NVQ (assessed at work) either G5XX23, G7RL23, G7RR23 or G7RN23
- BOSIET (Basic Offshore Safety Induction & Emergency Training)
- Safety Induction

Opito monitors the Modern Apprenticeship. When Opito is satisfied that mandatory outcomes and occupational requirements have been met, the employer will be required to apply to Opito for issuance of the final Modern Apprenticeship Certificate.

The employer is to contact Opito (i.e. Gordon McNeil) to obtain their Completion Certificate.

Health & Safety

Health and Safety commitment for each young person is incorporated into the training agreement as one of the fundamental responsibilities of the young person, Opito, and the employer.

Every young person is issued with a trainee handbook, which covers his/her responsibilities in regard to the Health and Safety at Work Act 1974.

Equal Opportunities

The programme allows equal access to all applicants. Selection criteria and activities are monitored to ensure an equality of opportunity is maintained.

Individual training plans, where possible, offer components likely to enhance equality of opportunity.

Every young person is given information within the training agreement on equal opportunity arrangements and on grievance and appeals procedure.

Promotional and training materials are monitored to ensure the promotion of equal opportunities.

Review and Evaluation

Individual Progression

Opito has the responsibility to ensure that there is an appropriate trainee review process in place. It must include the College, Training Provider, Employer Representative and the trainee.

Assessment against standards

Assessment is carried out in line with the criteria of the Awarding Body. A general description and outline is incorporated in Training Plans and is provided by the appropriate assessors.

Quality

The MA Steering Group comprising Opito and leading Industry employers monitors the overall quality of the programme.

An Industry Work Group, involving representatives of sponsoring companies, monitors programme content to check that its technical quality is appropriate and up-to-date.

Opito assures that the quality of training delivery in Colleges, and with Training Providers falls within the framework of the Scottish Quality Management Systems (SQMS).

Evaluation

The MA Steering Group reviews and evaluates the apprenticeship on a regular basis.

Opito will establish systems to collect statistical labour information so that the Management Group can endorse decisions on intake numbers (by discipline and geographical area), and funding.

Opito will establish systems to provide information on starters and progression outcomes in each geographical area.

Opito will establish systems for the monitoring of equal opportunities.

Modern Apprenticeships Summary

INDUSTRY: Oil and Gas Extraction

Opito: Opito is the trading brand of CSSL, a member of the SSC Ltd group of Companies

Opito Contact: Gordon McNeil Tel: 01224 787823

SVQ requirements:

Ref.	Number	Title	Level
1.	G 5XW 21	Processing Operations : Hydrocarbons	1
2.	G 5 LO 22	Performing Engineering Operations	2
3.	G 5XX 23	Processing Operations : Hydrocarbons	3
4.	G 7RL23	Process Engineering Maintenance (Instrument)	3
5.	G 7RR23	Process Engineering Maintenance (Electrical)	3
6.	G 7RN23	Process Engineering Maintenance (Mechanical)	3

Comments: Trainees complete Ref 1 and 2, and progress to either Refs 3, 4, 5 or 6.

Core Skill requirements:

SQA Unit Nos		Intermediate Level 1	Compulsory Separate Certification
D6C604	Communication	1	Yes
D6CA04	Numeracy	1	Yes
D6CP04	Information Technology	1	Yes
D6CK04	Working with Others	1	Yes
D6CE04	Problem Solving	1	Yes

Reference numbers are for SQA Core Skill Units. Employers may use equivalent Core Skills from other Awarding Bodies.

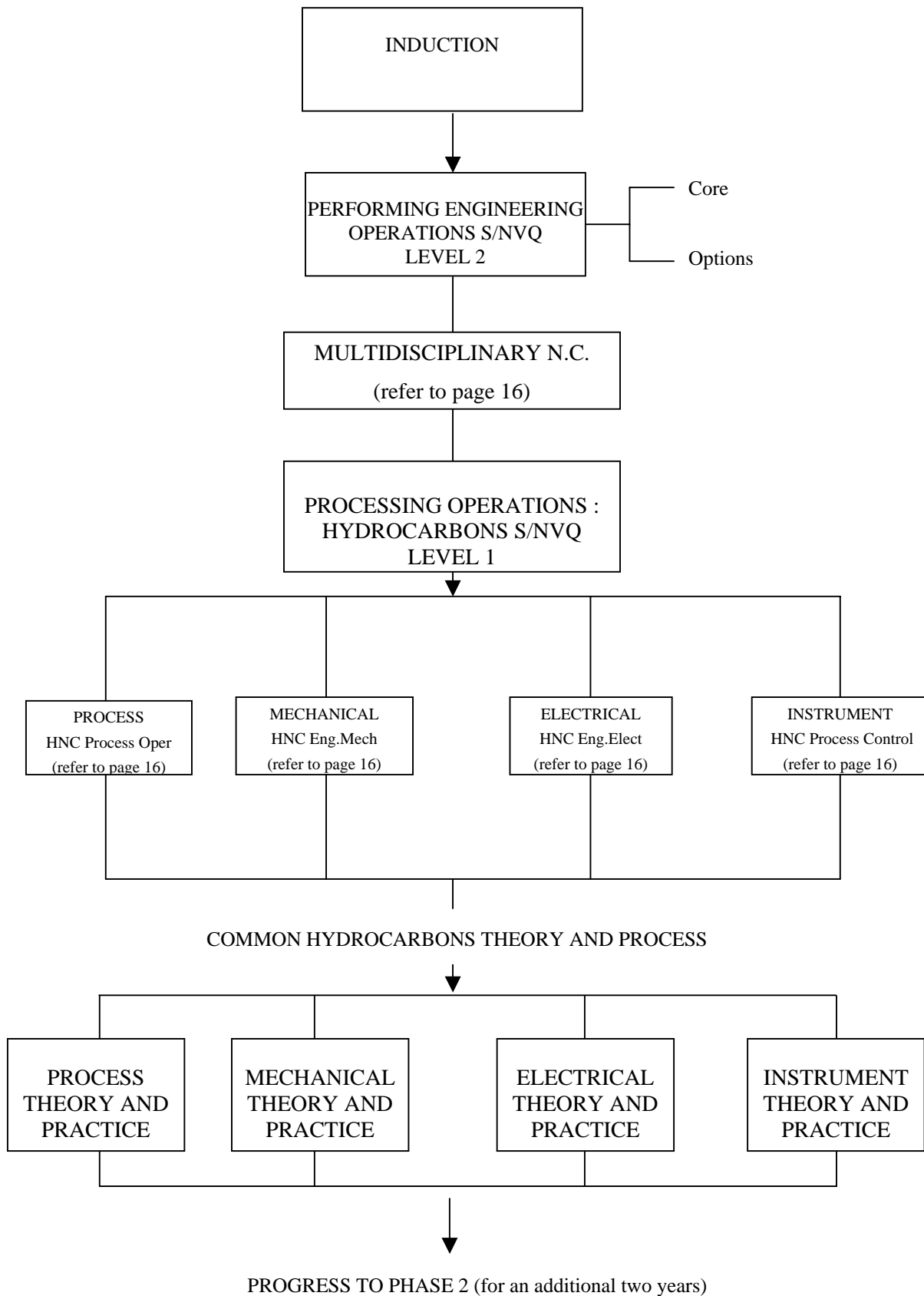
Other mandatory requirements

To progress to a level 3 SVQ, candidates are expected to provide evidence of underpinning knowledge through achievement of an NC in Engineering and an HNC in Engineering in one of: Mechanical or Electrical, or HNC Process Control, or HNC Process Operations (refer to page 16).

To progress to offshore training and assessment, all candidates must satisfactorily complete an Opito - approved Basic Offshore Safety Induction and Emergency Training course.

Opito – Modern Apprenticeship Framework

PHASE 1 (during first eighteen months)



Oil and Gas Extraction

Modern Apprenticeship Training Plan

This Modern Apprenticeship Training Plan has been agreed between:

Name of Apprentice (in full) _____

National Insurance Number _____

and

OPITO

of Minerva House, Bruntland Road, Portlethen, Aberdeen, AB12 4QL

on behalf of the Industry

OPITO is the trading brand of CSSL, a member of the Cogent SSC Ltd group of companies

The apprentice named above is embarking upon a training programme that will result in the award of a Scottish/National Vocational Qualification at Level 3 in an offshore operations and/or maintenance discipline.

Commencement date: _____

The Training Plan details the outcomes and defines how the training, further education, work experience and assessment will be delivered. It also details how induction, health and safety, and core skill issues are examined.

Signed (Apprentice) _____ Date _____

Signed (Opito) _____ Date _____

Note

In addition to updating this Training Plan as and when agreed, a review will be conducted approximately every 6 weeks by Opito.

Phase 1

Common to ALL trainees – Overview

	Days	Total
Induction	5	
Performing Engineering Operations S/NVQ 2	60	
Multidisciplinary NC (refer to page 16)	90	
Process Operations : Hydrocarbons S/NVQ 1	45	
Common Hydrocarbons Theory	30	
		230

Specific Disciplines – Overview

Process Trainees	Days	Total
Further Education – HNC	70	
Discipline Theory & Practice	40	
		110
Mechanical Trainees	Days	Total
Further Education – HNC	70	
Discipline Theory & Practice	40	
		110

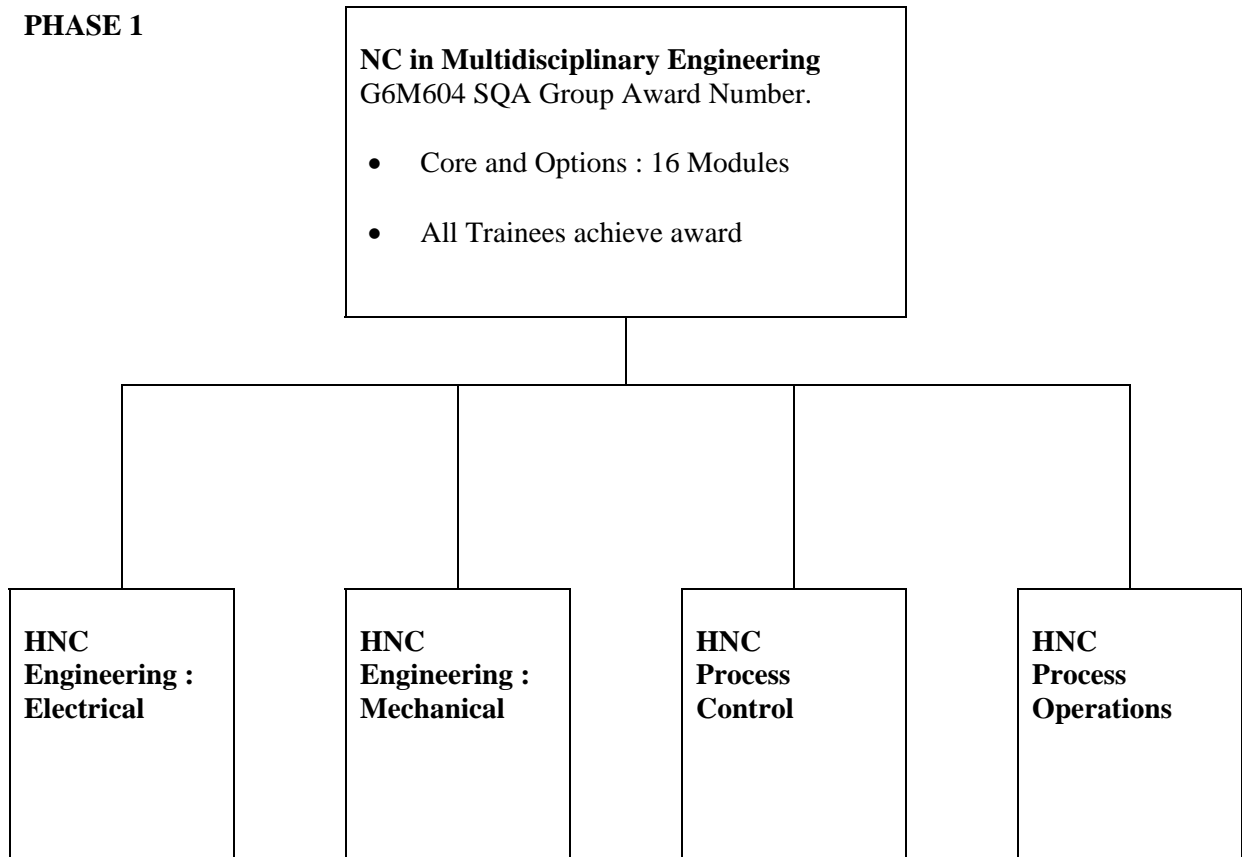
Specific Disciplines – Overview (cont'd)

Electrical Trainees	Days	Total
HNC	70	
Discipline Theory & Practice	40	
		110

Instrumentation Trainees	Days	Total
HNC	70	
Discipline Theory & Practice	40	
		110

Further Education Framework

PHASE 1



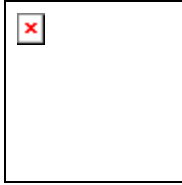
Phase 2

TWO YEARS ON-THE-JOB TRAINING

Workplace based training at an onshore or offshore installation.

The apprentice will receive skills training and have his/her competence assessed in accordance with the training plan drawn up by Opito and endorsed by the company providing the worksite(s).

It is expected that achievement of S/NVQ level 3 would be realised during the period of full time employment following Phase 1 of the Technician Training Programme.



OIL AND GAS EXTRACTION INDUSTRY MODERN APPRENTICESHIP

TRAINING AGREEMENT

This Agreement is made between Opito, Opito is the trading brand of CSSL, a member of the Cogent SSC Ltd group of Companies, whose principal place of business is at Minerva House, Bruntland Road, Portlethen, Aberdeen (hereinafter called 'Opito')

And (hereinafter called 'the apprentice')

And (hereinafter called 'the parent or guardian')

This Agreement describes the responsibilities of all concerned with the Oil and Gas Extraction Industry Modern Apprentice. The parties who sign the Agreement in addition to you are:

1. Opito
2. Parent or Guardian (if the trainee is under the age of eighteen)

Each signatory, including yourself, has a significant role to play in the successful completion of your Training Programme. Copies of this Agreement will be held by you (the apprentice) and by Opito.

Upon graduation from college, successful trainees will have achieved as a minimum, and to meet the requirements of the industry:

- National Certificate and Higher National Certificate;
- Core skills at Intermediate Level 1
- Performing Engineering Operations N/SVQ at Level 2;
- Processing Operations : Hydrocarbons Level 1
- Defined Training Plan and Achievement Record leading towards N/SVQ at Level 3 in specialist disciplines

1. Responsibilities of the Apprentice

- i) To attend both training and work experience. To be diligent, punctual, attend courses, maintain records and undertake assessments in order to achieve objectives contained in the Training Plan
- ii) To observe and be subject to the terms and conditions of this Agreement and the Apprenticeship Handbook (as amended from time to time)
- iii) To agree to being regarded as a trainee with non-employed status as defined in the Apprenticeship Handbook
- iv) To behave in a safe and responsible manner in accordance with the requirements of Health and Safety legislation relating to the individual's responsibilities, and to promote the interests of both the industry and Opito at all times

2. Responsibilities of Opito
 - i) During the term of the Agreement, to provide the Apprentice with agreed pay and conditions
 - ii) To undertake legal and contractual responsibilities for the health, safety and welfare of the Apprentice
 - iii) To provide the Apprentice, as far as is practical, with the facilities, training and experience necessary to achieve the requirements specified in the Training Plan
 - iv) To ensure the training and assessment operates within the national industry guidelines

3. Responsibilities of the Industry
 - i) Following completion of the college-based programme, Opito will, provide, in conjunction with industry sponsors the experience, facilities and training necessary to support the assessment leading towards attainment of a Scottish/National Vocational Qualification Level 3

4. It is further mutually agreed that:
 - i) Where applicable and in accordance with current arrangements as notified, Opito will cover the cost of travel or accommodation incurred by the Apprentice
 - ii) Opito reserves the right to require an Apprentice to attend a medical examination, and to carry out random drug testing where there is reasonable cause to believe that illegal substances are being used or are present in the working environment
 - iii) The Apprentice, Opito and the Industry reserve the right to terminate this Agreement in writing at any time
 - iv) This Agreement will terminate upon the award and issue of an Opito Modern Apprenticeship certificate

5. Disciplinary Procedure
 - i) As contained in the Opito Apprenticeship Handbook issued at Induction

Dated.....day of20.....

Signed..... Apprentice

Signed..... Parent or Guardian

Signed..... Opito