UKOPA COMPETENCY & TRAINING WORK GROUP

NOTES OF A MEETING HELD ON 20TH FEBRUARY 2001

Attendance: K Curtis, Powergen
R White, Fina
D Cullen, Shell
J Haswell, Advantica

1.   BACKGROUND AND OVERVIEW

The initial remit of the work group and progress to date was reviewed.   The principles on which current work should be based were discussed and agreed. Actions to progress the required work were then raised.

2.   PRINCIPLES FOR DEVELOPMENT OF UKOPA COMPETENCY FRAMEWORK

2.1   Scope

UKOPA competency framework would be limited at this stage to activities covering pipeline maintenance and health and safety.

2.2   Competency Categories

Categories to be developed to be initially limited to:

i)   doing,
ii)   supervisory / managing.

2.3   Competency Profile

Competency profiles will cover:

i)   Theoretical knowledge:

- Qualifications / certificates
- Policy and procedures (company specific).

ii)   Practical knowledge:

- On the job training
- Activity specific skills

iii)   Experience:

- Job frequency
- Recorded time period

NB: It is envisaged experience will be recorded in individual log books.

2.4   Management Framework

A document outlining the management framework and its application, together with how it relates to established systems will be developed.

3.   ACTIONS TO PROGRESS CURRENT WORK

The task list was reviewed, 5 tasks per group member agreed.

3.1   Competency profile for one example to be circulated by each group member for comment and agreement.

Action: All by 2 March

3.2   E-mail task list with allocated nominations for developing competency profile on all tasks.

Action: KC by 2 March

3.3   Review task list and recommend deletions.

Action: All by 9 March

3.4   Circulate competency profiles for all nominated tasks.

Action: All by 31 March

3.5   Outline scope of management framework document.

Action: JVH by next meeting

3.6   Outline scope of presentation to main UKOPA Committee in May 2001 for agreement by Working Group.

Action: KC / JVH by next meeting

3.7   Obtain quotation for development of competency forms / database and circulate for discussion at next meeting.

Action: JVH by 31 March

4.   PRESENTATION OF CMAS SYSTEM

Alistair Hay of Petrotechnics joined the meeting to present the Competency Management and Assessment System (CMAS) developed for BP.

Key Points:

The system has been developed to cover activities carried out on over 30 installations by 6000 core and 3000 contract staff.

A requirement is the competency management of mobile workers, multi disciplinary workforce and team-based working.

Units of competency comprise i) basic building blocks, ii) elements / sections, iii) federal / site specific, iv) training / assessment plans.

Competency assessments will be completed by D32 / D33 assessors according to observation / questions / demonstration / simulation / APEL (Applied prior experience and learning).

View of the Work Group:

CMAS is a comprehensive and professional competency management system.

Population of data (competency profile and staff details) is a key issue.

Relationship with UKOPA work:

The Competency and Training Work Group is developing an approach to population (ie competency, scope, categories and profiles) of such a system. The two initiatives are therefore complementary.

JVH / CH
2.3.01