UKOPA COMPETENCY & TRAINING WORK GROUP

Progress Report – September 2001

- The Competency Framework has been reviewed in detail by the C&T WG. The Group considers that in order to facilitate practical application, role descriptions defined in terms of activities and tasks need to be introduced.

- Role descriptions for Pipeline Engineering Supervisors and Technicians in terms of responsibilities for maintenance and HS&E activities have been drafted (Attachment 1).

- Tasks contained in Section 2 of the Competency Framework document have been aligned to activities in the role descriptions. A Task Register has been produced to replace the existing Section 2 (Attachment 2).

- Core skills, which encompass the practical knowledge required to carry out tasks to a required competency are being identified and included in the Task Register.

- A high level overview of the database requirement has been developed. Development of the database has been postponed to enable more accurate specification.

- The work programme presented in June has been revised for approval.

UKOPA Members are requested to:-

i)   Review and agree Attachment 1.

ii)   Review, comment and amend Attachment 2.

iii)   Agree the revised work programme (given below).

C&T WG
15th August 2001

UKOPA COMPETENCY & TRAINING WORK GROUP

Work Programme

Review Competency Framework Document   -   August 2001

Revise Framework Document   -   September 2001

Complete Task Competency Requirements   -   November 2001

Complete core skills   -   November 2001

Develop simple database   -   December 2001

Draft guidance on assessment methodology
and implementation   -   December 2001

UKOPA approval   -   January 2002

Publish UKOPA Competency Framework   -   March 202

C&T WG
15th August 2001