

COMPETENCY MANAGEMENT SYSTEMS IN OIL & GAS

THE WAY FORWARD

27 – 29 February 2012, Kuala Lumpur, Malaysia



Lead Trainer & Consultant
Stuart Humphreys

Over 25 years of international experience with particular expertise in Drilling, Well Services, Completions, Sand Control and Expandable Technologies.



Guest presentation by PETRONAS Leadership Centre
Tuan Haji Yasir Abdul Rahman

Chief Executive Officer of PETRONAS Leadership Centre (PLC). With more than 30 years of human capital development and management experience in the oil and gas industry.

www.petroedgeasia.net

About this training course

Within the Oil and Gas industry it is a requirement, both contractual and in some areas legislative, to ensure effective internal systems are in place which support employee development and provide evidence of their competence. A Competence Management System (CMS), correctly developed and applied provides employees and organisations with the tools to demonstrate competence and contributes to career development of the individual and the business as a whole.

The 3 day Competence Management – The Way Forward course focuses on Competence Management Systems (CMS) which are typically in use within the Oil and Gas Industry, their structure and process development requirements. In addition the course details the assessment process, the role of the competence assessors within the organisation and the relationship between competence management and training provision.

Competency Management – The Way Forward will provide attendees with an understanding of:

- ◆ Competence expectations in the Oil and Gas Industry
- ◆ Industry expectations
- ◆ Competence Assurance Management within an organisation
- ◆ Structure of a Competence Management System (CMS)
- ◆ Competence assessment in the workplace
- ◆ Assessment Methods
- ◆ Assessment Process
- ◆ Competence Assessors and Internal Verifiers
- ◆ Implementation of a CMS
- ◆ Internal Communication
- ◆ External audit requirement
- ◆ Benefits to the individual employers
- ◆ Benefits to the organisation
- ◆ Relationship between competence management and training provision
- ◆ Typical Competence Management Systems (CMS) currently used within the oil & gas industry

The course delivery will comprise of a presentation, discussion and examples, at the end of the 3 days course, attendees will have a firm basic knowledge of:

- ✓ Understanding of Competence and its importance within the organisation
- ✓ Requirements of a Competence Management Systems (CMS)
- ✓ Assessor Selection
- ✓ Assessor Training
- ✓ Competence versus Training
- ✓ Organisational commitment
- ✓ Key Roles and Responsibilities
- ✓ The CMS structure required for a robust and industry recognised system
- ✓ How the CMS will be managed within their organisation
- ✓ CMS Implementation and Sustainment
- ✓ The Assessment Process

Who Should Attend?

The course will be of interest to those responsible for employee Competency and Capability Development, Training, Safety, and Employee Talent Development within their organisation in the Oil & Gas sector.

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3 Day Course Outline

What is Competence?	The misconceptions and appreciation of what competence is and why it is required within the industry.	Record on Flip Chart. Ensure attendees understand what competence is.
What is a Competence Management System (CMS) and why is it needed?	The overall structure of a competence management system and its value to the organisation	Basic understanding of the structure of a CMS
Key Participants and Benefits	Overview of the key stakeholders involved and the benefits to the individual and organisation.	Understanding that everyone within an organisation has a role in the CMS.
Competence Standards and their structure	Examples of competence standards Types of competence standards. Introduction of a competence standard, how it is structured and its critical role in the organisations CMS.	Understanding that an organisation must have written competence standards.
Competence Standards versus Training Plans	Example of a Training Plan How training linked to competence standards is a critical factor in the success of the CMS	Understanding that training is an essential tool in the achievement of competence
Definition of Assessment	Understanding of what is meant by assessment in relation to establishing competence	Understanding that workplace assessment is a fundamental requirement of a CMS
The Assessment Process	Explanation of each of the 5 steps in the assessment process	Basic understanding of what is involved in the assessment process.
Methods of Assessment	Introduction to the typically used methods of assessment.	Basic understanding of the assessment methods used and their application in the workplace
Observation	The use of Observation as the primary method of assessment. Appreciation of the complexity of observing in the workplace. What we all see, is not always what we all perceive to mean the same thing. Ball Bounce Video	Why observation is typically the primary method of assessment and what needs to be considered.
Questioning	The importance of questioning to “confirm” knowledge. Understanding of the importance of selecting the right style of questions to ensure sufficient information is collected Communication Skills Example	Why questioning is used in conjunction with the other assessment methods
Simulation Witness Testimony	Understanding of when these methods of assessment are used. Confirm the detail of each of these methods of assessment and the most effective way to use them in the workplace	Understanding of the alternative assessment methods available to the assessor.

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Competence Assessors	Selection criteria for internal competence assessors within the organisation	The critical requirement for internal assessors and outline of selection criteria
The Assessment Decision	The requirement to review evidence and reach an objective decision against the requirements of the competence standard	Understanding of the decision making process.
Recordkeeping and Audit	CMS is an auditable system, this section will emphasise the importance of efficient storage of employee T&C data within the organisations CMS. Examples of Assessment Paperwork	Integration into current management systems within the organisation
Quality Assurance (Internal Verifier)	Understanding of Importance of Quality Assurance, and the role of the internal verifier in this process	Guidance on the role of an Internal Verifier
OPITO awards for Training and Competence	OPITO's role in T&C in the Oil and Gas sector and the industry recognised qualifications they can offer.	Awareness of OPITO and what they can offer.
Implementation of a Competence Management System	Best practice for implementing a CMS into an organisation. The pitfalls and failures of poor implementation	Emphasise the importance of planning and structure for introducing a CMS into an organisation
Sustainment and Audit of the CMS	Ongoing monitoring and quality control of the CMS	Ensuring internal compliance with the CMS at all levels
Records/Products of Work	The importance of supporting evidence and how it is collected	The role of supporting evidence in the establishment of competence

Guest Presentation by PETRONAS Leadership Centre

Case Study on PT Transportasi Gas Indonesia (PT TGI)

1. Developed Competency Modeling for PT TGI, one of the leading players in the Indonesian pipeline industry involving :
 - a. Over 150 employees covering 84 technical and managerial positions
 - b. Over 100 competencies technical and core competencies identified
 - c. Close to 20 competency-related reports generated

Case Study on Succession Planning for Technical Positions in PETRONAS Carigali Sdn Bhd – Peninsular Malaysia Operations (PCSB – PMO)

1. Competency Framework for critical technical positions developed
2. Identified technical staff for succession planning assessed based on the Competency Framework
3. Individual Development Plans generated and implemented to prepare for succession

Proven and sustainable methodologies for small to medium oil operating companies to adapt in short to long term.

Presented by: Tuan Haji Yasir Abdul Rahman

About **petroEDGE**



PetroEdge is a specialist Oil & Gas training provider with our key training hub based in Kuala Lumpur. Since inception in 2007, we have trained over 1000 engineers in various specialised disciplines in the Oil & Gas sector. Our core focus is in developing competency in the local workforce of petroleum engineers, scientists and related professionals in leading NOCs, IOCs and contractors based in this region. In our commitment to create sustainable skills development, we facilitate cost-effective skills transfer opportunities for local operators and contractors through world-class training courses with leading experts. Through our unique client engagement model and local presence, we are better positioned to fulfil critical learning requirements of Asian based organisations. To learn more about us, visit www.petroedgeasia.net

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Call +65 6741 9749 or email to info@asiaedge.net.

Lead Course Trainer & Consultant: Stuart Humphreys



Stuart is an experienced Oil & Gas industry professional with twenty five years of international experience with particular expertise in Drilling, Well Services, Completions, Sand Control and Expandable Technologies. Stuart's career commenced in the North Sea sector spending 5 years working for a Drilling company, he then progressed into a range of oilfield disciplines and worked internationally for many years. He has previously worked for major oilfield service providers such as Schlumberger as well as Halliburton. Promotions into Global Operations Management, Training Management and Corporate Management positions broadened his range of skills and in recent years his focus has been on employee development, in particular the design, development and implementation of Competence Management Systems, Assessment Methods, Training, Coaching and Auditing.

He is a qualified A1 Assessor, V1 Verifier, OPITO Assessor, ISO 9001 Internal Auditor, ISO 9001 Lead Auditor and holder of the NEBOSH General Health and Safety Certificate. He believes strongly in the development of personnel and his in-depth experience, knowledge and multi-cultural awareness enables him to relate to, and understand, the requirements of the individual and the organisation.

Stuart has 'real world' experience which makes him more responsive to the practical requirements of organizations. It is this experience and flexibility, together with his commitment to deliver practical and realistic solutions within a framework that companies can demonstrate the competence of their personnel.

Guest presenter: Tuan Haji Yasir Abdul Rahman



Haji Yasir is the Chief Executive Officer of PETRONAS Leadership Centre (PLC). With more than 30 years of human capital development and management experience in the oil and gas industry; he is uniquely positioned to lead PLC as a 'centre of excellence' in leadership development for Malaysia's one and only Fortune 500 company. As CEO, he directs the local and international operations of PLC in providing learning and development consultancy, innovative solutions and advisory services not only to the PETRONAS Group of Companies but also to a broad range of corporate clients in Malaysia and abroad. HJ Yasir also serves as the Deputy President of the Malaysian Association of Learning & Development (MyLEAD).

REGISTRATION FORM

Kuala Lumpur, Malaysia	EARLY BIRD	✓	NORMAL	✓	TEAM DISCOUNTS
Competency Management Systems – The Way Forward 27-29 February 2012 (ALL 3Days)					PetroEdge recognises the value of learning in teams. Group bookings at the same time from the same company receive the following: 3 or more at 5% off 5 or more at 7% off 8 of more at 10%
27 – 29 February 2012	\$S\$2599.00		\$S\$2790.00		
In-House Training <input type="checkbox"/> Yes, I would like to organise this training on-site and save over 40% of total course fees! For further information about On-site Solutions, please +65 67419927 or email info@asiaedge.net					Team Discounts are available upon request and are exclusive of Early Bird Discounts and other promotions.

DELEGATE DETAILS

Delegate 1

Mr Ms Mrs Dr Others:

Name :

Job Title :

Department :

Telephone No. :

Email :

Delegate 2

Mr Ms Mrs Dr Others:

Name :

Job Title :

Department :

Telephone No. :

Email :

Company :

Address :

Country :

Postcode:

Attention :

Invoice to :

Telephone No. :

Fax No. :

4 EASY WAYS TO REGISTER

Online: www.petroedgeasia.net

Email: info@asiaedge.net

Phone: +65 6741 9927

Fax: +65 6747 8737

Please note

- Indicate if you have already registered by Phone +Fax +Email +Web
- If you have not received an acknowledgement before the training course, please call us to confirm your booking.
- Photocopy this form to register multiple delegates.

PAYMENT METHODS

By Cheque/ Bank Draft
Make Payable to Asia Edge Pte. Ltd.

By Direct Transfer

Please quote your invoice number with the remittance advise
Account Name: Asia Edge Pte. Ltd.
Bank Number: 508 Account Number: 762903-001Swift Code: OCBCSGSG
All bank charges to be borne by payer.

Please ensure that Asia Edge Pte Ltd receives the full invoiced amount.

PAYMENT POLICY

Payment is due in full at the time of registration. Full payment is mandatory for event attendance. By submitting this registration form, you have agreed to Asia Edge Pte Ltd's payment terms

CANCELLATIONS & SUBSTITUTIONS

You may substitute delegates at any time. ASIA EDGE PTE LTD does not provide refunds for cancellations. For cancellations received in writing more than seven (7) days prior to the training course you will receive a 100% credit to be used at another ASIA EDGE PTE LTD training course for up to one year from the date of issuance. For cancellations received seven (7) days or less prior to an event (including day 7), no credits will be issued. In the event that ASIA EDGE PTE LTD cancels an event, delegate payments at the date of cancellation will be credited to a future ASIA EDGE PTE LTD event. This credit will be available for up to one year from the date of issuance. In the event that ASIA EDGE PTE LTD postpones an event, delegate payments at the postponement date will be credited towards the rescheduled date. If the delegate is unable to attend the rescheduled event, the delegate will receive a 100% credit representing payments made towards a future ASIA EDGE PTE LTD event. This credit will be available for up to one year from the date of issuance. No refunds will be available for cancellations or postponements.

ASIA EDGE PTE LTD is not responsible for any loss or damage as a result of a substitution, alteration or cancellation/postponement of an event. ASIA EDGE PTE LTD shall assume no liability whatsoever in the event this training course is cancelled, rescheduled or postponed due to a fortuitous event, Act of God, unforeseen occurrence or any other event that renders performance of this training course impracticable or impossible. For purposes of this clause, a fortuitous event shall include, but not be limited to: war, fire, labor strike, extreme weather or other emergency.

PROGRAM CHANGE POLICY

Please note that speakers and topics were confirmed at the time of publishing; however, circumstances beyond the control of the organizers may necessitate substitutions, alterations or cancellations of the speakers and/or topics. As such, ASIA EDGE PTE LTD reserves the right to alter or modify the advertised speakers and/or topics if necessary. Any substitutions or alterations will be updated on our web page as soon as possible.

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