JUPITER PRIME

Consulting • Training • Advisory

جوبيتر برايم للاستشارات والتدريب

COURSE BROCHURE

Oil and Gas Competence Assurance and Training Coordination Course

jupiterprime.uk

info@jupiterprime.uk

Registered in the United Kingdom and Saudi Arabia

Oil and Gas Competence Assurance and Training Coordination Course

Oil and Gas Competence Assurance and Training Coordination is a 2-week training course for training coordinators and learning administrators who keep safety-critical crews and contractors fit to work, built around one work product: a competence assurance and training plan for a chosen site. Process safety expectations, ageing workforces and heavy contractor reliance make proven competence a licence to operate. Jupiter Prime Training delivers this course for coordinators who manage that evidence.

Why Oil and Gas Competence Assurance and Training Coordination Matters Now

Three forces sharpen the coordinator's role. Process safety reviews increasingly trace serious events back to tasks performed by people whose competence was assumed rather than verified. Experienced operators and technicians are retiring faster than replacements reach independent working. Operators also lean on service companies and rotational contractors whose certificates arrive from many sources. A site that tracks competence well can show clients, insurers and auditors exactly who is authorised for each critical task; a site that does not risks stopped work, failed audits and harm. The course rests on task-based needs analysis, role competency profiles and the four-level training evaluation model.

Who Gains Most from Oil and Gas Competence Assurance and Training Coordination

- Coordinators who schedule technical courses and track attendance for operations and maintenance crews
- Administrators who maintain training records, certificate expiry and learning system data
- Competence assurance officers who organise workplace assessments and verification
- Contractor management staff who check service company credentials before mobilisation
- Learning specialists who prepare training budgets and impact reports for asset leaders

A site training unit gains most when its coordinator, records administrator and contractor compliance lead attend together and build one shared competence picture.

Oil and Gas Competence Assurance and Training Coordination Capabilities

Participants move from booking courses to proving that every safety-critical task is carried out by someone verified as competent.

- Assess training needs from critical operating tasks and incident findings — asset supervisors setting priorities
- Design technical competency profiles with assessable criteria — discipline leads and assessors
- Specify a contractor certification tracking register with expiry alerts — permit-to-work authorities
- Build an annual training plan and cost model around shift rotations — operations and finance
- Test the integrity of training records and dashboards — client and insurer audits
- Apply a four-level evaluation to show training impact — site leadership reviews

Key Oil and Gas Competence Assurance and Training Coordination Terms

- Competence assurance — the system that proves people performing a task meet a defined standard, through assessment, records and periodic revalidation.
- Safety-critical role — a position whose errors or omissions could cause or fail to prevent a major accident.
- Training needs analysis — a structured comparison of required and current capability that sets which training is delivered first.
- Competency profile — a statement of the knowledge, skills and behaviours expected at each level of a role.
- Certificate validity register — a record of every worker's tickets and licences with issue and expiry details, used to control site access.
- Four-level evaluation model — a method judging training by reaction, learning, workplace behaviour and organisational results.

Oil and Gas Competence Assurance and Training Coordination Day by Day

Day 1: Competence in a Hazardous Workplace

- Safety-Critical Role Identification — Which Positions Need Formal Competence Assurance
- Major Accident Hazard Links — How Competence Gaps Become Process Safety Events
- Competence Assurance System Map — Who Owns Standards, Assessment and Records
- Workforce Mix Profile — Balancing Employees, Contractors and Rotational Crews
- Coordinator Role Charter — What Training Coordination Owns and Escalates

Day 2: Training Needs Analysis for Operations

- Task-Based Needs Analysis — Deriving Training From Critical Operating Tasks
- Gap Scoring Against Role Profiles — Ranking Which Shortfalls Close First
- Incident and Audit Findings Review — Feeding Lessons Into Training Needs
- Turnaround and Project Demand Forecast — Planning Peaks in Training Load
- Needs Analysis Sign-Off Pack — Agreeing Priorities With Asset Supervisors

Day 3: Competency Frameworks for Technical Staff

- Technical Competency Profile Design — Defining Levels for Operators and Technicians
- Knowledge, Skill and Behaviour Criteria — Writing Assessable Performance Statements
- Discipline Matrices for Mechanical, Electrical and Instrument Crafts — Coverage Decisions
- Competence Level Definitions — When Supervised Work Becomes Independent Work
- Framework Maintenance Cycle — Updating Profiles After Plant or Procedure Changes

Day 4: Assessment and Verification of Competence

- Workplace Assessment Methods — Observation, Questioning and Simulated Tasks Compared
- Assessor and Verifier Roles — Separating Judgement From Quality Checking
- Evidence Portfolio Standards — What Proves a Technician Is Competent
- Reassessment Intervals for Critical Tasks — Setting Revalidation Frequency
- Assessment Appeals and Remedial Routes — Handling Not-Yet-Competent Outcomes

Day 5: Contractor Competence and Certification Tracking

- Contractor Prequalification Competence Criteria — Screening Service Companies Before Mobilisation
- Certificate Validity Register — Tracking Expiry of Tickets and Licences
- Site Induction and Permit-to-Work Authorisation — Linking Training to Access
- Contractor Records Verification Audits — Testing Supplied Evidence Against Reality
- Non-Compliant Worker Escalation — Stopping Work When Credentials Lapse

Day 6: Training Plans and Scheduling

- Annual Training Plan Construction — Converting Needs Into Courses and Cohorts
- Rota-Aware Scheduling — Fitting Courses Around Shift and Hitch Patterns
- Mandatory Versus Developmental Allocation — Protecting Safety-Critical Places First
- Blended Delivery Choices — Simulator, Classroom and On-the-Job Coaching Mix
- Plan Change Control — Rebooking When Operations Cancel Releases

Day 7: Training Providers, Logistics and Budgets

- Provider Selection Scorecard — Comparing Technical Depth, Instructors and Facilities
- Service Level Terms for Training Suppliers — Attendance, Reporting and Rework Clauses
- Remote Site Logistics — Travel, Accommodation and Offshore Transfer Bookings
- Training Cost Model — Course Fees, Backfill and Lost Production Time
- Budget Variance Tracking — Explaining Overspend and Reallocating Funds

Day 8: Training Records and Learning Systems

- Learning Management System Data Model — Courses, Roles, Personnel and Expiry Fields
- Records Integrity Checks — Finding Duplicates, Gaps and Unverified Entries
- Competence Dashboard Indicators — Percentage Compliant by Site and Discipline
- Audit Trail Requirements — Producing Evidence for Client and Insurer Reviews
- Data Migration and Housekeeping — Cleaning Legacy Spreadsheets Before Cutover

Day 9: Evaluating Training Impact

- Four-Level Evaluation Model — Reaction, Learning, Behaviour and Results Applied
- Post-Course Behaviour Observation — Checking Transfer to Field Practice
- Leading Safety Indicators — Linking Training to Near-Miss and Permit Quality
- Training Return Assessment — Weighing Cost Against Downtime and Error Reduction
- Management Reporting Cycle — Monthly Competence Reports to Asset Leadership

Day 10: Practising the Competence Assurance and Training Plan

- Applied Needs Analysis for a Chosen Site — Using Day Two Methods
- Framework and Assessment Design Review — Testing Day Three and Four Outputs
- Contractor Certification Register Build — Applying Day Five Tracking Rules
- Budget, Records and Evaluation Linkage — Combining Days Seven to Nine
- Competence Assurance and Training Plan — Final Presentation to Site Leadership

Applying Oil and Gas Competence Assurance and Training Coordination After the Course

- Run a certificate validity check on all contractors mobilised to one site and close every lapsed credential with the permit office
- Pilot a task-based needs analysis for one operating unit and agree the ranked gaps with its supervisor

Oil and Gas Competence Assurance and Training Coordination Questions FAQ

What is Oil and Gas Competence Assurance and Training Coordination and why does it matter now?

It is the work of proving that oil and gas staff and contractors are competent for safety-critical tasks, and of planning the training that keeps them so. It matters now because retirements, contractor reliance and process safety scrutiny all raise the demand for verified evidence.

Which roles gain most from Oil and Gas Competence Assurance and Training Coordination?

Training coordinators, records administrators, competence assurance officers and contractor compliance staff gain most. Anyone who schedules technical training, keeps certificate records or prepares competence reports for asset leaders will use every day of it.

How does Oil and Gas Competence Assurance and Training Coordination differ from a general learning and development course?

It focuses on safety-critical oil and gas roles rather than general staff development. Assessment, contractor certification tracking, permit-to-work links and audit evidence take the place of leadership or soft skills design found in broader learning courses.

What do you bring back from Oil and Gas Competence Assurance and Training Coordination?

You bring back a competence assurance and training plan for your own site, covering needs, profiles, assessment, contractor tracking, budget, records and evaluation. You also return with tested checks for spotting record gaps before an auditor does.

Oil and Gas Competence Assurance and Training Coordination: The Way Forward

The competence assurance and training plan first informs which safety-critical gaps receive training places and assessments in the coming quarter. Site leaders, discipline supervisors and contractor representatives use it to agree who may work on which tasks. After its first audit, revisit reassessment intervals and contractor evidence rules, because plant changes and new service companies shift the risk picture.