

Provide on-plant instruction in downstream operations

Overview

This standard is about your competence in developing the competences of others.

This standard deals with the following:

- 1 Instruct trainee on plant
- 2 Monitor progress of trainee under instruction

During this work you must take account of the relevant operational requirements and safe working practices AS THEY APPLY TO YOU.

This Standard is suitable for those working in the downstream fuel environment.

Previous version:

Adapted from Unit 8 of Refinery Field Operations NOS – version April 2005

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Performance criteria

- You must be able to:*
- P1 determine the existing level of trainee knowledge
 - P2 provide trainee with a clear explanation and outline of the training objectives
 - P3 provide trainee with a logical step-by-step explanation stressing the key points
 - P4 ensure that copies of the appropriate procedure are available and ready for use
 - P5 ensure that information and summaries are given at a suitable pace and frequency for the trainee
 - P6 check trainee's understanding of the activity
 - P7 monitor the trainee's progress in accordance with procedures
 - P8 provide thorough and constructive feedback to the trainee
 - P9 ensure that the trainee progresses only when competent
 - P10 provide thorough, accurate and objective report to Supervisor on trainee's progress
 - P11 recommend appropriate further training
 - P12 complete all relevant documentation
 - P13 work safely in accordance with operational requirement

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Knowledge and understanding

- You need to know and understand:*
- K1 how to select, use and care for PPE
 - K2 the implications of statutory and organisational requirements
 - K3 how to interpret operational requirements
 - K4 how to work with and within the Permit to Work system
 - K5 the relevant training plan for a Refinery Field Operator
 - K6 the operating principles and procedures of the process on which instruction will take place
 - K7 the written and verbal communication methods of training
 - K8 the importance of explaining the training activity objectives to the trainee
 - K9 why standards of performance are required
 - K10 how to structure the learning into appropriately sized sections and why this is important
 - K11 how to put the trainee at ease and why this is important
 - K12 the importance and relevance of establishing existing levels of understanding of the trainee
 - K13 the importance of checking progress regularly
 - K14 why checking is necessary to complete a training activity
 - K15 the importance of giving objective and constructive feedback to trainee on performance
 - K16 the importance of monitoring progress
 - K17 the importance of recording results

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Suite Downstream Operations

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