



LAND DRILLING APPRENTICESHIP SCHEME

Introduction

The 2-year Apprenticeship Scheme is designed to take a company employee, who is beginning his drilling career, through to the award of the National Vocational Qualification (NVQ) in Land Drilling, level 2, as a Lead Driller.

This is achieved by a mix of formal off-the-job training and supervised on-the-job training at employer level, followed by NVQ assessment. All components of the training have been intensively identified and documented so as to provide, for the first time in the land drilling industry, full exposure on a nationally agreed basis to all the knowledge and skills that a Lead Driller should possess.

The Scheme is open to all land drilling sectors and industry enterprises.

The Scheme is fully endorsed by CITB and forms part of their apprenticeship programme for the specialist trades known as SAPs. It is supported by grants to eligible employers. The BDA's role is that of Training Provider whereby it carries out all the administration of the scheme, organises all off-the-job training, monitors with CITB the on-the-job training, and arranges the NVQ assessment to take place.

Company & Apprentice Benefits

- Quality training to agreed national, industry and BDA standards
- Off-the-job Trainers will be industry experts in their field
- Fully documented training records satisfying legal requirements e.g. HASWA
- Apprentice eligible for CSCS Trainee card following Health & Safety test
- Cost offset by CITB grants to eligible companies
- Retention of employees by offering nationally recognised training / qualification
- Recruitment of new employees seeking career path
- Training of apprentices on correct and safe operations
- Apprentices working towards a set goal – NVQ qualification
- Apprentice input into company practices following formalised training
- Exposure of apprentices to range of drilling activity not within their company
- **Sum of the whole is greater than any single employer can provide**

Scheme Content

There are 3 components:

1. Off-the-job training

As a minimum the apprentice will attend up to 20 days of external training courses over the 2 years (mainly within the first 18 months). This training has 9 modules comprising:

- Induction	1 day
- Employment Rights & Responsibilities	1 day
- Health, Safety & Environment	3 days
- Geology	2 days
- Drilling Applications & Methods	3 days
- Site Management	1 day
- Drilling & Grouting	3 days
- Ground Investigation	4 days
- Anchoring	2 days

If you don't see your drilling sector featured there's no cause for alarm. It will be covered!

The 2 additional days are a First Aid at Work course and a Confined Spaces course which are separately booked by the apprentice's employer.

The courses, organised by the BDA, will be at varying locations, including visits to manufacturing facilities and sites. Most importantly, the Trainers will be "best in their field", widely experienced, and keen to pass on all their knowledge to the future industry generation.

The courses and lunchtime snacks are included in the Apprenticeship cost. Travel, accommodation, evening meals and other incidental expenses are to the apprentice's employer.

2. On-the-job training

This is the employer's responsibility to arrange, and document that it has been provided according to the schedule laid down by the scheme.

The BDA provides the training record / schedule, which lists all the items and components that must be delivered by a responsible person of the employer. For example the employer must train the apprentice in Personal Protective Equipment (PPE) – types, selection, maintenance & storage. This is but one example. There are many more and they're time based over the 2 years.

At intervals, the BDA and CITB will inspect the training record / schedule for each apprentice, which has to be signed and dated by both the apprentice and the employer's representative for each of its elements.

The apprentice can probably drive this process and insist that his "training log book" is kept up to date! The employer will be just as keen to ensure that it is up to date because grant may be withheld!!

3. NVQ Assessment

Training is not assessment. The NVQ Assessor will be looking for evidence that the apprentice can demonstrate competence. Part of competence is knowledge so the off-the-job training and on-the-job training will provide much needed evidence for the assessor.

In addition, the assessor will need to have witnessed evidence that the apprentice can actually perform and show practical skill. Much of the on-the-job training will

be done by the apprentice's supervisor (foreman, mentor, Lead Driller etc.). If that person is registered as a Work-based Recorder then the Assessor can take the latter's recorded evidence. If so, the NVQ assessment is within the cost of the scheme. Should the Assessor not have access to Work-based Recorder evidence then there will be additional charges on top of the Apprenticeship Scheme cost.

Costs / Grants

The BDA will make a charge to the employer based on a fixed fee which is currently £6,000 + VAT for a BDA Corporate member. Non BDA members should ask for a specific quotation.

The charge will be payable in instalments.

The charge will cover: -

- Off-the-job training (including lunchtime meals)
- NVQ assessment (provided Work-based Recorder evidence)
- Training Schedule – On-the-Job
- NVQ Registration
- BDA / CITB monitoring
- BDA Administration

The extra direct costs to employer will be overnight accommodation, evening meals & incidental expenses, and travel expenses for off-the-job training. Companies should also ensure that their employees are insured by the company while attending off-the-job-training, which may entail practical training.

Employers, if eligible i.e. in-scope of CITB, will be entitled to a grant from CITB, payable at intervals (generally quarterly) during the 2-year scheme. This is subject to satisfactory progress and attainment of the NVQ.

The current grant per apprentice to in-scope Employers is £7,650 for candidates without any NVQ level 2 (or higher award) over the 2 years. Therefore grant is available to in-scope Employers to offset any charge by the BDA.

The BDA, as Training Provider, will charge as follows per apprentice: -

- Initial Deposit. £3,000 + VAT. Non refundable. Payable in advance. (For Employers eligible for CITB grant, this can be immediately claimed back, less the VAT, upon evidence i.e. BDA receipted invoice)
- Thereafter three payments of £1000 (+ VAT) at 6 month intervals, payable within 30 days (a formal agreement to be drawn up)
- Total cost is therefore £6,000 + VAT

Contract

As this is a formal apprenticeship scheme lasting 2 years it will be necessary to complete: -

- An agreement (contract) between the BDA and employer for each apprentice
- A CITB Grant Registration and Apprenticeship Training Agreement form

Eligibility

Any company or enterprise within the Land Drilling industry is eligible and encouraged to put forward employees for the Scheme.

It is anticipated that any employee put forward by an employer has already been identified by the employer as having the potential to achieve Lead Driller status, and that the employee wishes to achieve such within the employer's company.

There is no upper age limit.

Young persons up to 18 years old are considered but health & safety is paramount within the industry. Employers should take this into account when assessing candidate suitability and decide whether their young person will be able, within the Employer's policies, industry guidelines and the scheme's requirements, to operate a rig in the second year of the scheme (supervised at all times) and on completion of the 2-year apprenticeship (unsupervised). BDA will need to discuss in detail any young person put forward by an Employer.

Eligibility for CITB grants is confined to in-scope employers at the present time. For out of scope employers it may be possible to source other grants and local enquiry should be made.

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