

### **Land Drilling Specialist Applied-Skills Programme Introduction**

The 18-month Land Drilling Specialist Applied-Skills Programme is designed to take a company employee, who is beginning their 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 Specialist Applied-Skills Programme for the specialist occupations known as SAPs. It is supported by the Enabling Specialist Provision commissioned fund, alongside the availability of short duration and qualification 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 & Trainee 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
- Trainee eligible for CSCS (Red) 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 new entrants on correct and safe operations
- Trainees working towards a set goal – NVQ qualification
- Trainees input into company practices following formalised training
- Exposure of trainees to a 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 trainee 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 trainee'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 trainee's cost. Travel, accommodation, evening meals and other incidental expenses are to the trainee'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 trainee in Personal Protective Equipment (PPE) – types, selection, maintenance & storage.

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

The trainee can probably drive this process and insist that their "training logbook" 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 trainee 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 trainee can actually perform and show practical skill. Much of the on-the-job training will be done by the trainee'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 Trainee Scheme cost.

#### Costs / Grants

The BDA will make a charge to the employer based on a fixed fee which is currently £6,500 + VAT for a BDA Corporate member. Non-BDA members should ask for a specific quotation. For CITB levy payers is reduced to £2000

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.

CITB levy paying employers (in-scope) now provide 'Travel to Train'. They reimburse 80% of accommodation costs for trainee who attend colleges or training providers where overnight stays and travel to/from a hotel are required. You can also apply for trainee travel expenses where the cost exceeds £30 per week. Companies should also ensure that their employees are insured by the company while attending off-the-job-training, which may entail practical training.

CITB levy paying employers (in-scope), will also be entitled to attendance grants when candidates are attending the formal training sessions and a further grant upon achievement of the NVQ.

#### Contract

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

- An agreement (contract) between the BDA and employer for each trainee
- A CITB Grant Registration and 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 half of the scheme (supervised at all times) BDA will need to discuss in detail any young person put forward by an Employer.