

# COGDO8 - SQA Unit Code FA7F 04

## Provide on-plant instruction in downstream operations



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### Overview

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

This unit 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.

#### **Previous version:**

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

#### Performance criteria

*You must be able to:*

- P1 put trainee at ease
- P2 determine the existing level of trainee knowledge
- P3 provide trainee with a clear explanation and outline of the training objectives
- P4 provide trainee with a logical step-by-step explanation stressing the key points
- P5 ensure that copies of the appropriate procedure are available and ready for use
- P6 ensure that information and summaries are given at a suitable pace and frequency for the trainee
- P7 check trainee's understanding of the activity
- P8 monitor the trainee's progress in accordance with procedures
- P9 provide thorough and constructive feedback to the trainee
- P10 ensure that the trainee progresses only when competent
- P11 provide thorough, accurate and objective report to Supervisor on trainee's progress
- P12 recommend appropriate further training
- P13 complete all relevant documentation
- P14 work safely in accordance with operational requirement

#### Knowledge and understanding

*You need to know and understand:*

- K1 how to select, use and care for PPE (e.g. sight/hearing protection, gloves, footwear, hard hats, respirators)
- K2 the implications of statutory (e.g. HASAWA and COSHH) and organisational requirements
- K3 how to interpret operational requirements (e.g. policies, procedures, instructions, codes of practice, standards, schedules)
- 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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**Key words** provide, on-plant, instruction, trainee, monitor, progress