



PLANT LAYOUT AND DESIGN WORKING GROUP

MEETING NOTES

Held Tuesday 1st July 2008
at Aker Solutions, Port Solent.

Present

Mr Neil Haskell (NH)	Aker Solutions
Mr James Andrew	Air Products
Mr Brian Hopkins (BH)	Aker Solutions
Mr Paul Sibley (PS)	CB&I UK Limited
Mr Eddie Wiesztort (EW)	Worley Parsons
Mr Manley Charles	Worley Parsons
Mr Peter Wright	Ascenda
Mr Ian Nugent (IN)	Fluor
Mr John Edwards (JE)	ECITB
Ms Alison Tridgell-Wyatt (ATW)	ECITB
Mr Chris Mann (CM)	ECITB
Mr Keith Simmonds (KS)	Foster Wheeler
Mr Gary Thompson	MW Kellogg
Mr Keith Lockwood	Foster Wheeler

Apologies

Mr Cavan McDonald (CM)	MW Kellogg
Mr Mark McAndrew (MM)	MW Kellogg
Mr Geoff Hayburn (GH)	Stone & Webster
Mr Steve Booker (SB)	Stone & Webster
Mr Rakesh Patel	MW Kellogg
Mr Ian Parker	Snamprogetti

1. Chairman's welcome & opening remarks

- 1.1. Brian ran through safety issues and facilities at the venue.
- 1.2. Eddie outlined the progress of the group so far for the benefit of new members.
- 1.3. The course is to be structured, generic and leading to NVQ3 qualification for national use.
- 1.4. The course to be delivered in various ways to suit company needs.
- 1.5. Recognised qualification equaling proved competence.

2. Minutes of the last meeting

- 2.1. Accepted

3. Ascenda Presentation on Materials development Progress

- 3.1. PW provided a draft version of a flyer which could be used to attract individuals to the industry. Flyer can be changed by companies but CM would want to see changes before distribution. Alternatively a single page could be inserted for specific events and company details. JE advised that if school leavers are mentioned then a minimum grade level should be identified.
- 3.2. JA asked if the course could be undertaken by contractors or the unemployed. JE advised that as far as contractors are concerned, ECITB are happy for this to happen but it would be up to individual companies due to IR35 considerations. The course/s are being devised for all

ECITB companies who can use them as they see fit. However, any subsequent claim for grant for NVQ 3 completion through TECSkills would only be eligible for employees of the company making the claim.

- 3.3. CM advised of the forces retraining programme which could work for the ECI.
- 3.4. CM is contacting the career transition organization for advice.
- 3.5. The forces are largely unaware of the ECI as an industry.
- 3.6. CM advised that there are a vast number of people leaving the forces at various different points all of whom the industry would have something to offer.
- 3.7. PS highlighted the fact that it is only in the last year that the industry has opened up and the demographics of the personnel is such that recruitment of new blood in numbers is required.
- 3.8. JE advised that the ECITB have a stand at the forthcoming Skills London event in November. Companies are invited to participate. Contact Alison to express an interest and copy Colin/Miranda.

ACTION – Companies to contact ATW if they are interested in contributing towards the event. Explanatory document to be sent out with the minutes. ATW

- 3.9. Discussion regarding the content and a gap analysis of the materials.
- 3.10. Discussion regarding the type of person who could deliver the course off the job.
- 3.11. JE outlined how TECSkills works and the kind of people who become coaches.
- 3.12. Skills profile to determine which modules need to be covered.
- 3.13. There should be core modules to maintain the standard.
- 3.14. JE advised that it should be a sensible core.
- 3.15. There should be a sign off to ensure knowledge has been acquired.
- 3.16. Certificate of training would list what had been covered.
- 3.17. Question - would 18 year olds be on the same course as older people. Yes this works well.
- 3.18. Can the certificates be graded? Not practical due to bureaucracy that would be involved.

4. Course/s development timescales and issues – discussion

- 4.1. EW advised that Worley Parsons were happy for their materials to be used providing the branding was removed. EW supplied some typical content and had spoken to his legal team regarding the usage of the content. EW outlined how he would like to use the materials. EW will draw up non disclosure agreement for signature.
- 4.2. PW advised that the materials would be put through so many mangles and ringers you would not be able to recognize it in the end product.
- 4.3. GT advised of a book that existed which covered much of the content of the course/s

ACTION - GT to provide PW with the details of book

- 4.4. Discussion around converting the info in the book into meaningful learning materials which can be delivered classroom style. Learning materials must include explanations of individual pieces of equipment for those that don't have this knowledge.
- 4.5. EW reported that he had received information from members expressing concerns that this forum did not necessarily address the parent company discussions at BCECA. It was noted that the general consensus of opinion that the ECITB workshop was heading in the right direction and meeting the objectives of the group.
- 4.6. JE advised that all ECITB materials are copyrighted and protected as far as possible.
- 4.7. Discussion regarding the course delivery methods.
- 4.8. CM confirmed that the materials are being developed along TECSkills lines with on and off the job materials.
- 4.9. JE advised that it is important that companies provide a career path for course participants.
- 4.10. JA confirmed that Air Products were in favour of VQ modules being attained in the work place rather than just qualifications for the attainment of grades/levels in job roles.

5. Agreement of Forward Plan

- 5.1. NH suggested that companies take ownership of certain modules to speed up the process of filling the gaps.
- 5.2. EW suggested that everyone look at PW's outline and fill in the gaps.
- 5.3. PW the list is laid out in order of the priority that companies identified.
- 5.4. Discussion regarding the priority of modules.
- 5.5. JE is keen that a new timeframe be set now that the September deadline has slipped.
- 5.6. The group agreed to provide materials for the Module Horizontal, vertical and sloping vessels so that it could be developed in detail and emailed to all for consideration before next meeting. GT advised vendor drawings and datasheets should be included

ACTION - Information on first module, Horizontal, vertical and sloping vessels plus other content to PW and CM by end of this week. 4th July.

- 5.7. PW asked for a champion within each company. NH advised that members of the group should be first point of contact.
- 5.8. PS would like the outline to be broken down still further to include other materials needed to complete the modules.

ACTION - Group to advise core modules and priorities when sending in content.

- 5.9. PW took a straw poll of the group to ascertain the core modules from his schedule.
- 5.10. PW advised that the Institute of Engineering and Technology (IET) are keen to get involved and to endorse the course when it is completed. However they queried the level of depth.
- 5.11. PW showed an example of an assignment that could be used to assess someone on the job.

6. Date & venue for next meeting

- 6.1. Next Meeting 23rd July Worley Parsons 10 am for 10.30 start.

7. AOB

- 7.1. Agenda