



PLANT LAYOUT AND DESIGN WORKING GROUP

MEETING NOTES

Held Tuesday 13th May 2008

at Snamprogetti, Basingstoke.

Present

Mr Neil	Haskell (NH)	Aker Kvaerner
Mr Colin	Capron (CC)	Bechtel
Mr Brian	Hopkins (BH)	Aker Kvaerner
Mr Paul	Sibley (PS)	CB&I UK Limited
Mr Ian	Parker (IP)	Snamprogetti
Mr John	Barron	Foster Wheeler
Mr Peter	Wright	Acenda
Mr Manley	Charles	Worley Parsons
Mr John	Edwards (JE)	ECITB
Ms Alison	Tridgell-Wyatt (ATW)	ECITB
Mr Chris	Mann (CM)	ECITB

Apologies

Mr Ian	Nugent (IN)	Fluor
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 Steve	Andrews (SAn)	KBR
Ms Alison	Fitzgerald (AF)	MW Kellogg
Mr Keith	Simmonds (KS)	Foster Wheeler
Mr Eddie	Wiesztort (EW)	Worley Parsons

1. Chairman's welcome & opening remarks

- 1.1. JE in the absence of Eddie Wiesztort welcomed everyone and thanked Snamprogetti for hosting the meeting. He confirmed that the remit for the Working Group was to devise an 'Off the job' course followed by an 'On the job' course utilising ECITB TECSkills for in company training with the option of an ECITB NVQ in Design and Draughting. This would represent a comprehensive programme for a Plant Layout and Design learner.

2. Minutes of the last meeting

- 2.1. Accepted

3. Results of Phase 1 of 'Off the Job' course details Questionnaire

- 3.1. PW handed out copies of the compiled plan for the 'Off the Job' course, from the 5 questionnaires returned so far.
- 3.2. PW outlined how his plan had been developed.
- 3.3. Suggestions for pairing down from the meeting:-
 - Remove PDMS etc and make a separate module
 - Possibility of optional modules
 - Offshore section could be optional
- 3.4. JE advised that ECITB would issue a certificate of completion for both 'Off and On the Job' programs.
- 3.5. PW advised that he would be sending out an electronic copy of the plan for comment. Feedback from the group should advise which content is mandatory and which is optional.

- 3.6. JB asked about the number of people to be trained. It was suggested that 20 learners would be an appropriate number for the pilot course.
- 3.7. NH asked about how the course would be available. JE advised that he envisaged an 'off the shelf' provision whereby both 'Off and On the Job' programs would be available to any company or group of companies to utilize as appropriate.
- 3.8. CC asked if the course would contain tests to prove understanding. JE advised that this would be built in to the programs in various ways e.g. end of 'subject' knowledge and understanding and performance testing as well as evaluation, assessment, performance evidence etc.
- 3.9. JE suggested that the pilot be held as a whole course in a single location. However an in company pilot could also be run in parallel.
- 3.10. The group agreed that 80% of the content would be core content for the course.
- 3.11. NH thinks the planning document produced by PW is a good document and the first time the full content of the 'Off the Job' course they wanted has been drawn together in one place.
- 3.12. NH advised that his company content has been made available and is happy to take off company specific data. Acknowledgements for the content will be included in the final documentation.
- 3.13. Further content to be sent to CM on CD or Memory stick. Content will be held by ECITB and not passed to any 3rd party except PW who will be writing the content.
- 3.14. The group discussed the pro's and cons of internal or external delivery of the course content.

4. Course/s development timescales and issues – discussion

- 4.1 JE advised the following timeframe for the 'Off the job and On the job' programs as:-
 - By 23rd May outstanding questionnaires back.
 - PW to compile final plan by 30th May. Sent to companies for comment.
 - Comments and proposed mandatory and optional items back to PW by 6th June.
 - CM to write project summary for 'Off and On job' programs and obtain ECITB authorization by 20th June.
 - PW to compile final 'Off and On job' content by 25th July.
 - W/B 28th July content of 'Off and On Job' programs to group members for workshop 5th August to discuss.
 - Pilot course to start 16th September.
 - PW to seek agreement for endorsement from relevant industry institutions in parallel to above.

5. Forward Plan

- 5.1. Companies to prepare for recruitment of learners for September start.
- 5.2. JE to run coaching workshop in companies for prepare them for second stage of TECSkills assessment working towards NVQ.
- 5.3. Devise promotional materials for distribution by companies.

6. Date & venue for next meeting

- 6.1. Aker Solutions Port Solent Portsmouth 1st July 10am 10.30 start.

7. AOB

- 7.1. Agenda items
 - Progress to date
 - Preview of developed content
 - Discuss available personnel for delivery
 - Overview TECSkills JE and TECSkills Employer Guide CM

- Gaps in content and or course
- Timeline check
- On the Job training proposals
- Marketing leaflet

Appendix 1

Short Term

13 Week conversion course
Block release at a training provider/college
Start of (2 year minimum) NVQ 3 qualification
To include a company specific project

Headings

Layout
Piping design
Work Process
Principles of Plant Equipment layout
Material components
Plot Plan, Unit Plan
Pipe racks and sleeperways
Horizontal and vertical vessels
Pumps and turbines
Heat Exchangers and air coolers
Storage Tanks
Compressors
Heaters
Material Management
Introduction to Steel
Process Chemical Engineering
Instrumentation
Civil/Structural
Electrical & Project management construction
PDS (PDMS)
[Added at second meeting](#)
[Tower arrangements](#)
[Reactors](#)
[Flair & Effluent](#)
[Crane and maintenance access](#)
[Roads and rail access](#)
[Constructability](#)
[Offshore deck design](#)

Career Routes leading to NVQ3 over 2 years

6 modules
Plus 2 optional modules

Long Term

16-21 year olds qualification for new entrants

