

ITC Level 3 Certificate in Basic Offshore Operations Safety Training

QAN 610/3197/5

G201

**Qualification Specification
Guidance for Centres**

ITC First

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Website Access

For all policy statements and downloadable documents

Upload to:

Ofqual Portal	SQA Accreditation SharePoint	ITC WebOffice Support Resources	ITC Public Website	ITC Google Drive
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Appendix Documents Listing

Hard copy documents go out of date. For up-to-date versions of documents follow the linked details to Support Resources of the ITC Web-Office.

Unit Specifications

- F/650/8280 Staying Safe in the Offshore Industry
- H/650/8281 Oil and Gas Industry Safety Fundamentals
- J/650/8282 Introduction to Banksman Slinger
- K/650/8283 Introduction to Helideck Operations
- L/650/8284 Responding to Helideck Emergencies: Team Member
- M/650/8285 Responding to Offshore Emergencies: Team Member

Delivery Resources

- G201 Centre Guidance [This document]
- ACET2 BOOST Unit Tracking Document
- ACET2S BOOST Unit Tracking Summary Document
- PT1 Individual Learning Plan Template
- PT2 Tutorial Template
- PT3 Reflective Journal Template
- PT4 Personal Summative Review Template
- PT6 Professional Discussion Record Template

Internal Quality Assurance

- IQA1: Internal Moderation Process
- IQA2: Centre Standardisation Records
- IQA3: Internal Moderation Sampling Record
- IQA4: Internal Moderation Sampling Report Record
- IQA5: Internal Quality Assurance Record Form

Centre Approval

- C9: Centre Agreement

ITC Forms

- C4: Access to Training & Assessment Request Form
- C7: Special Considerations Request Form
- F3: Malpractice & Misconduct Report Form
- 05: Replacement Certificate Request Form

ITC Policies

- P1: Customer Charter
- P3: Fees Policy
- P5: Appeals Policy
- P6: Malpractice & Misconduct Policy
- P7: Other Language Policy
- P8: Equality, Diversity and Access to Assessment Policy
- P9: Record Retention Policy
- P12 Automatic E-mail Policy - Removal from list
- P14: Sanctions Policy
- P15: Withdrawal from Delivery Policy
- P16: Complaints Policy
- P17: Invoice Policy

1. General Information

1.1 Using this document

This document has been developed to provide guidance for Centre staff involved in the delivery of ITC Level 3 Certificate in Basic Offshore Operations Safety Training.

Qualification Number: **610/3197/5**

It explains the administration, assessment and quality assurance requirements for these qualifications.

It directs ITC Centres to appropriate and relevant ITC resources [See contents page].

It identifies and lists other ITC documents that Centres are required to understand in order to deliver this qualification.

1.2 Documented Procedures

ITC First is a regulated Awarding Organisation supporting SQA Accredited and Ofqual regulated qualifications. All who work with ITC are supported by a documented framework of policies and procedures updated regularly on the ITC website. To seek policy guidance to inform your relationship with ITC, visit:

<http://www.itcfirst.org.uk/policies.asp>

If you are a Centre log into your ITC Web-Office and view or download up to date documents from 'Support Resources'

2. Qualification Details

2.1 Qualification Objectives

This qualification is designed to support an individual's entry to the offshore oil and gas sector, it is aimed at those who wish to gain essential safety skills and knowledge to allow entry to employment in this sector.

The qualification has been developed with support from Survivex as well as the standard setting organisation in this sector.

2.2 Learner Entry Requirements

No formal entry requirements. Direct entry for any learner who would benefit from the programme, this qualification is for those 18+ years wishing to gain employment in this sector. Learners are expected to undertake portfolio development and be able to deliver short presentations to the group.

Level 2 Literacy and Numeracy is advisable. The Centre should interview and undertake a Centre devised diagnostic assessment of learners to confirm suitability.

2.3 Qualification Structure

Qualification details:

Title	Number
ITC Level 3 Certificate in Basic Offshore Operations Safety Training	610/3197/5

Unit details:

The qualification is derived from 6 mandatory units:

Unit Title	Unit Number	Credit	Level	GLH
Staying Safe in the Offshore Industry	F/650/8280	3	3	21
Oil and Gas Industry Safety Fundamentals	H/650/8281	2	3	14
Introduction to Banksman Slinger	J/650/8282	3	3	24
Introduction to Helideck Operations	K/650/8283	2	3	18
Responding to Helideck Emergencies: Team Member	L/650/8284	3	3	26
Responding to Offshore Emergencies: Team Member	M/650/8285	3	3	32
	Total	16		135

Total Qualification Time = 164

Unit Review dates

01/09/2028

GLH is the time a learner spends being taught or otherwise participating in education under the immediate guidance of an appropriate tutor. It includes directed study time and time taken for assessments. Guided learning hours include:

- a) Tutor contact time in lessons
- b) Participating in education or training under the immediate guidance or supervision of a tutor
- c) Directed study time

2.4 Learning Outcomes and Assessment Criteria

a) Staying Safe in the Offshore Industry (Level 3, Credit 3, GLH 21)

Learning outcomes <i>The learner will:</i>		Assessment criteria <i>The learner can:</i>	
1.	Understand safe working in the oil and gas industry	1.1	Identify the legislation and regulations associated with offshore installations
		1.2	State typical offshore oil and gas activities
		1.3	State the hazards and risks associated with the offshore environment
		1.4	Identify the potential environmental impacts of offshore oil and gas operations
		1.5	State the principles of managing safety on offshore installations
		1.6	Identify control measures for common hazards of offshore installations
		1.7	State the typical methods utilised to ensure the health, safety and welfare of those living and working on offshore installations
2.	Understand the safety principles of helicopter travel to/from offshore oil and gas installations	2.1	Identify the procedures and requirements for helicopter travel
		2.2	State the emergency procedures used in helicopter travel
		2.3	State the principles of using compressed air emergency breathing systems (CA-EBS)
3.	Be able to apply the principles of Helicopter safety and escape	3.1	Use a Compressed Air Emergency Breathing System (CA-EBS)
		3.2	Safely escape a Helicopter during a simulated emergency
4.	Understand the principles of sea survival	4.1	State typical evacuation methods and procedures
		4.2	State the first aid actions to take in an emergency
5.	Be able to apply the principles of sea survival	5.1	Safely board a survival craft
		5.2	Safely step-off into the water
		5.3	Use a rescue strop
		5.4	Demonstrate individual survival techniques
		5.5	Demonstrate group survival techniques
		5.6	Board a marine life raft
		5.7	Demonstrate initial actions to be taken when entering a marine life raft
		5.8	Demonstrate safe use of Norwegian Chute
6.	Understand the principles of fire fighting at offshore oil and gas installations	6.1	State common causes of fire
		6.2	Identify typical fixed fire and gas detection and firefighting systems
		6.3	State the actions to take on discovering a fire
		6.4	Describe how to use a smoke hood
7.	Be able to apply the principles of fire fighting at offshore oil and gas installations	7.1	Use a smoke hood
		7.2	Perform a self-rescue whilst using a smoke hood
		7.3	Raise the alarm upon discovery of a fire
		7.4	Operate a hand-held portable fire extinguisher

b) Oil and Gas Safety Fundamentals (Level 3, Credit 2, GLH 14)

Learning outcomes <i>The learner will:</i>		Assessment criteria <i>The learner can:</i>	
1.	Understand the safety considerations when working on oil and gas installations	1.1	State typical hazards
		1.2	Describe the legislative framework relating to working within oil and gas operations
		1.3	State the significance of the safety case
		1.4	Identify the safety management system in oil and gas operations
		1.5	Describe Safe Systems of Work (SSOW)
		1.6	Describe Safety Observation Systems
		1.7	State personal responsibilities for safety
2.	Understand Safe Working Practice and Risk Assessment when working on oil and gas installations	2.1	Identify IOGP Life Saving Rules
		2.2	Explain the role of individuals and groups responsible for safety
		2.2	Explain the term, permit to work
		2.3	Describe how permits to work are produced
		2.4	Describe Asset Integrity
		2.5	State the principles of helicopter safety
3.	Know how to manage risk when working on oil and gas installations	3.1	Describe the risk assessment process
		3.2	Define hazards and risks
		3.3	Explain risk intervention
		3.4	Produce a risk assessment
		3.5	Demonstrate how to conduct an effective risk intervention
4	Be able to apply Manual Handling techniques when working on oil and gas installations	4.1	Perform a lift as a team member
		4.2	Perform the loading/unloading of item requiring the use of a trolley

c) Introduction to Banksman Slinger (Level 3, Credit 3, GLH 24)

Learning outcomes <i>The learner will:</i>		Assessment criteria <i>The learner can:</i>	
1.	Understand the Roles and Responsibilities of the Banksman Slinger	1.1	Describe the relevant safety legislation and regulations
		1.2	Explain the common hazards and risks
		1.3	State the different roles
		1.4	Describe the responsibilities of each role
		1.5	Explain the importance of communication and visibility in this role
2.	Understand lifting operations	2.1	Explain the principles of lifting operations by crane
		2.2	Describe the typical equipment and accessories used in lifting operations
		2.3	Explain the considerations when planning a lift
3.	Be able to conduct lift operations	3.1	Conduct lifting operations in a banksman role including: <ul style="list-style-type: none"> - Free access lift - Restricted Access Lift - Blind Lift - Lift a load with offset Centre of Gravity (C.O.G)
		3.2	Conduct lifting operations in a slinger role including: <ul style="list-style-type: none"> - Free access lift - Restricted Access Lift - Blind Lift - Lift a load with offset Centre of Gravity (C.O.G)
		3.3	Secure cargo for transportation by road or sea
		3.4	Restore the work area

d) Introduction to Helideck Operations (Level 3, Credit 2, GLH 18)

Learning outcomes <i>The learner will:</i>		Assessment criteria <i>The learner can:</i>	
1.	Understand the principles of helideck operations	1.1	Describe the key legislation and regulations
		1.2	Explain the layout and operation of a helideck area
		1.3	Describe typical helideck equipment and systems
		1.4	Explain typical hazards of helideck operations
		1.5	Describe helideck refuelling equipment
2.	Be able to perform the roles and responsibilities during helicopter landing and take-off	2.1	Explain the responsibilities of Helicopter Landing Officers (HLO) and Helideck Assistants (HDA)
		2.2	Explain the responsibilities of HLO and HDA at normally unattended installations
		2.3	Describe the standard checks and procedures a HLO and HDA follow during operations
		2.4	Apply the standard HLO checks and procedures
		2.5	Apply the standard HDA checks and procedures
3.	Be able to apply the principles of cargo and passenger handling	3.1	Describe cargo handling procedures and protocols
		3.2	Demonstrate how to handle cargo as a HLO
		3.3	Demonstrate how to handle cargo as a HDA
		3.4	Demonstrate how to handle passengers as a HLO
		3.5	Demonstrate how to handle passengers as a HDA

e) Responding to Helideck Emergencies: Team Member (Level 3, Credit 3, GLH 26)

Learning outcomes <i>The learner will:</i>		Assessment criteria <i>The learner can:</i>	
1	Understand the principles of helideck emergency response	1.1	Describe the roles and responsibilities of the Helideck Emergency Response Team Member (HERTM)
		1.2	Explain the elements of a helideck emergency response plan
		1.3	State potential helideck emergencies
		1.4	Explain fire fighting objectives
		1.5	Explain the purpose of typical helideck emergency systems and controls
		1.6	Explain the emergency response required at different types of installation
2	Be able to apply the principles of helideck emergency response	2.1	Demonstrate emergency access and egress to and from helidecks
		2.2	Provide the HERTL with progress updates against the emergency response plan
		2.3	Select appropriate fire fighting equipment
		2.4	Safely approach an incident area
		2.5	Use a CO2 media extended applicator during a helicopter engine fire
		2.6	Safely use breathing apparatus (BA)
		2.7	Apply search and rescue techniques
		2.8	Respond to non-firefighting operations
		2.9	Use fixed, portable and mobile firefighting systems
		2.10	Respond to a normally unattended installation helideck fire
		2.11	Apply appropriate casualty handling techniques
		2.12	Demonstrate hose-running techniques

f) Responding to Offshore Emergencies (Level 3, Credit 3, GLH 32)

Learning outcomes <i>The learner will:</i>		Assessment criteria <i>The learner can:</i>	
1.	Understand the principles of offshore emergency response	1.1	Describe the roles and responsibilities of the offshore emergency response team member (OERTM)
		1.2	Explain typical hazards for the offshore emergency response team
		1.3	Describe the communication hierarchy
		1.4	Evaluate typical communication methods
		1.5	Describe typical offshore emergency response arrangements
		1.6	Describe the elements of incident planning and progress monitoring
		1.7	Explain the purpose and function of fixed fire fighting systems
		1.8	Describe offshore emergency response team mobilisation procedures
		1.9	Describe the elements of an incident brief
2.	Be able to apply the principles of offshore emergency response	2.1	Select and use appropriate firefighting equipment
		2.2	Demonstrate breathing apparatus control board procedures
		2.3	Select and use appropriate PPE
		2.4	Demonstrate the use of breathing apparatus
		2.5	Demonstrate the role of an OERTM
		2.6	Demonstrate effective communication
		2.7	Demonstrate search and rescue techniques
		2.8	Participate in a post-incident brief

2.5 Qualification Assessment

The units in this qualification are assessed by a portfolio of evidence developed by each learner from a range of Centre devised tasks. After assessment and quality assurance by the Centre, evidence of achievement will be made available for moderation by ITC.

Each learner has to produce evidence to meet all the assessment criteria of each unit and this evidence must be authentic, reliable, valid and sufficient.

ITC template documents for assessment planning and recording are available in the support resources section of the ITC Website.

2.6 Awarding

After moderation a list of outcomes [pass or not yet meeting standard] will be forwarded to the Centre along with any certificates.

The assessment result is pass, or not yet meeting standard, there is no grading.

ITC will award certificates according to the timescales in the ITC Customer Charter. Awarding can only occur within the qualification lifespan.

Unit certificates may be awarded upon learner request, for any unit completed, moderated and passed.

Replacement Certificates are available. Learners must apply using certificate request form 05. There is a small fee payable for replacement certificates issued.

3. Centre Approval to Deliver ITC Qualifications

3.1 Centre Approval

Centres wishing to offer the ITC Level 3 Certificate in Basic Offshore Operations Safety Training Industry qualification will need to complete:

- a) Online Centre application
- b) Centre agreement (C9)

Centres will need to consider:

- a) Sufficient resources for the delivery the qualification – physical and staffing, listed in this document – section 3.6.
- b) Learner access to sufficient resources for the award – learning centre, visual aids, textbooks, physical resources (e.g., working at height, in confined space and aquatic facilities).
- c) Quality assurance procedures – internal assessment and internal quality assurance.

3.2 Teaching Programme

The content of the teaching programme is the responsibility of the Centre and is developed by the staff team of the Centre. ITC has guidance and advice documents to assist in the development of a teaching programme that can be supplied to Centres upon request.

The course programme is developed from the learning outcomes and assessment criteria for the qualification. A Centre scheme of work containing lesson plans for each session is to be available for scrutiny by ITC External Quality Assurance activity.

3.3 Internal Quality Assurance

Centres offering these qualifications must provide internal quality assurance that is standardised across individual assessors, assessment locations and learners.

The Centre must maintain evidence of all meetings, CPD events, standardisation activity in a Central File readily accessible at any time by an ITC representative. ITC has various assessment and moderation template documents available to assist all Centres.

There should be a risk-based quality assurance plan that monitors the skills of tutors at least annually, with evidence of standardisation maintained for external moderation.

The quality assurance plan should describe the internal quality assurance procedures and the evidence to be maintained for external quality assurance.

See section 4.1 for qualifications of staff involved with assessment and internal quality assurance.

3.4 Learner Evaluation

An end of course evaluation form is to be completed by each learner and the data collected used to inform Centre quality procedures. The results of this evaluation review are to be available for scrutiny by ITC External Quality Assurance procedures.

3.5 Protecting the Interests of Candidates

Centres will protect the interests of candidates and the integrity of the qualification by implementing a coherent series of documents policies and procedures. ITC can provide various template documents upon request.

A Centre complaints and appeals policy is to be made available to every learner upon registration.

3.6 Resource Requirements

Centres delivering this qualification will be expected to have the physical training resources including premises, equipment and facilities, required to deliver the qualification. The resource requirements for this qualification are aligned with the OPITO Training standards for delivery of similar industry standard qualifications and courses. A comprehensive list of the resource requirements can be provided upon request.

4. Centre Staffing

4.1 Tutor Credentials

Centres are expected to have an appropriate number of suitable tutors with experience and a clear understanding of Offshore Industry Safety content, who hold or are working towards a relevant teaching, assessing, quality assurance qualification appropriate for the course they are delivering.

Tutors

For the Level 3 Basic Offshore Operations Safety Training, tutors are required to:

- a) Hold a teaching qualification e.g. Level 3 Education and Training or higher.
- b) Should have up-to-date working knowledge and sector specific experience of current practice.

ITC require Centres to identify:

- a) A nominated individual to lead the qualification delivery team in the Centre.

Assessors

- a) Should hold the qualification (or an equivalent) they are assessing and have assessed learners.
- b) Should have up-to-date working knowledge and experience of best practice in assessment and quality assurance.
- c) Should show current evidence of cpd in assessment and quality assurance
- d) Should hold one of the following qualifications or their recognised equivalent:
 - i. Level 3 Assessing Qualification e.g., CAVA, AVRA, etc.
 - ii. A1, A2
 - iii. D32 & D33.

Internal Quality Assurance Staff

- a) Should have up-to-date working knowledge and experience of best practice in assessment and quality assurance.
- b) Should hold an appropriate assessor qualification [see above]
- c) Should show current evidence of CPD in assessment and quality assurance
- d) Should hold one of the following qualifications or their recognised equivalent:
 - i. Level 4 qualification in Internal Quality Assurance of Assessment Processes and Practice
 - ii. V1
 - iii. D34

Staff must maintain evidence of continuing professional development in contemporary issues in education, assessment and quality assurance.

5. Learner Registration

5.1 Selection of Learners

It is the responsibility of the Centre to provide guidance and advice to learners prior to the commencement of the programme.

The entry requirements for these qualifications are stated in section 2.2.

Prospective learners should be interviewed – confirming suitability of programme.

5.2 Information to Learners

Pre-course information should be provided to learners containing:

- a) Joining details
- b) Literacy, numeracy, ICT requirements
- c) ID requirements
- d) Expectations of course members
- e) Outline of assessment assignment timelines
- f) Link to relevant ITC policies and procedures on homepage of ITC website, including Appeals (P5) and Complaints (P16) procedures
- g) Information on how to request reasonable adjustment to assessment so that learners have a fair assessment opportunity
- h) Contact details for their course tutor or mentor

5.3 Registration of Candidates

Centres must meet the following requirements:

- a) Learners must be registered with ITC upon enrolment on course start date.
- b) Learner registration details must be entered into ITC WebOffice database within 10 working days of enrolment.
- c) Centres are to keep original learner registration documents.
- d) Centres must have procedures in place to confirm the identity of each learner before they undertake an assessment.

Individual learning plans should be developed between the mentor and each learner with information to allow the learner to complete the assessment portfolios. The plan should identify learning needs and a written plan to address these needs.

5.4 Learner Identity

Learners must be informed of the requirement to bring suitable photographic identification to the training course.

5.5 Learner Progression

Learning routes include:

- Progression to industry and/or trade specific qualifications
- Employment opportunities

6. Assessment

6.1 Assessment of Each Unit

Centre devised assessment tasks must provide sufficient evidence for all of the assessment criteria in the unit selected. These assessment tasks must be scrutinised and agreed by the Centre IQA or Centre Manager before implementation.

The Centre must provide:

- Description of the task set for each learner mapped to the assessment criteria.
- A declaration by the learner stating that all evidence is their own work.
- A complete portfolio for each learner for Internal Assessment, IQA and EQA purposes.

Template assessment documents are available to approved Centres.

6.2 Assessment Tasks

Evidence for meeting all assessment criteria must be produced by the learner when completing the assessment tasks.

- Written work may be handwritten or generated digitally.
- Questioning must include question asked and learner response, recorded by audio, video recording or handwriting.
- Practical work must generate evidence for each learner that can be recorded by witness statement, annotated photograph, video or peer observation report.
- Product evidence must either be kept for the IQA & EQA or video evidence or annotated photograph.

6.3 Internal Assessment

Centres must have verification/moderation systems to ensure all assessment evidence is authentic, reliable, valid and sufficient and standardisation systems to ensure all staff can make consistent and fair assessment decisions.

Assignments and portfolios are to be marked by any appropriately qualified Centre Internal Assessor following the quality assurance procedures of the Centre, using documents and procedures either developed by the Centre and endorsed by the ITC External Quality Assurer or based upon documents provided by ITC.

Assessment results are to be recorded upon ITC documents listed below [or similar document approved by ITC EQA].

To assist in collecting authentic, reliable, valid and sufficient evidence ITC has developed and is continually updating evidence recording documents. The updated version will always be available from Support Resources on the Centre Web-Office. Including:

- ACET2.201 BOOST Unit Tracking Document
- ACET2S.201 BOOST Unit Tracking Summary Document
- PT1 Individual Learning Plan Template
- PT2 Tutorial Template
- PT3 Reflective Journal Template
- PT4 Personal Summative Review Template
- PT6 Professional Discussion Record Template

Centres must keep assessment evidence for all units for each learner until the EQA visit. As stated in the signed ITC Centre agreement (C9) all learner assessment evidence must be made available to ITC upon request.

6.4 Internal Quality Assurance

Assignment evidence is to be internally quality assured following ITC centrally produced procedures [Appendix document listing of this document] or procedures agreed with a ITC External Quality Assurer.

To assist Centres in this function, the following documents are available on the ITC Web-Office.

- IQA1: Internal Quality Assurance Process
- IQA2: Centre Standardisation Records
- IQA3: Assessment Sampling Record
- IQA4: Assessor Sampling Report Record
- IQA5: Internal Quality Assurance Record Form

All IQA evidence must be maintained and archived for at least 3 years.

7. Supporting Resources for Delivery

7.1 Reading List

Useful Web Resources:

<http://www.itcfirst.org.uk>

8. External Quality Assurance

8.1 Procedures

An External Quality Assurance event may include some or all of the following methods:

- a) Initial Centre visit
- b) Ongoing Centre visit
- c) Desktop research
- d) Internet research
- e) Telephone or video meeting
- f) Unannounced visit to training event
- g) Action Plan evidence review
- h) Remote moderation
- i) Attendance at standardisation events

The nature of the activity will depend upon the risk rated track record of the Centre.

Centres will be notified of proposed external quality assurance events. During the Centre visit all the completed learner assessment evidence will be made available for moderation. Moderation of learner assessment evidence will be on a sampling basis.

As well as sampling the external quality assurance event may include the following specific requests:

- a) Confirmation of all policies and documented procedures;
- b) A review of the evidence of Centre internal quality assurance and staff development events;
- c) A review of the evidence generated from previous external moderations events including action plan evidence;
- d) A review of documented draft assignment feedback by tutors;
- e) A review of assessment evidence from any registered learner;
- f) Any guidance required to administer or deliver the qualification.

8.2 Visit Details

Centres will be allocated a named External Quality Assurer who will normally contact the Centre prior to a visit. For each visit:

- a) The Centre will be notified in advance to allow time to make suitable arrangements. Normally planned at the previous visit.
- b) The agenda for the meeting will be forwarded to the Centre.
- c) The meeting will occur on the planned date.
- d) Preliminary action plans will be drafted for agreement and review at the time of the Centre visit.
- e) Action Plan evidence will be generated according to the specified timescale by the Centre and approved or referred by ITC
- f) Risk rating will be applied to each Centre and risk managed on a Centre by Centre basis.

8.3 Qualification Standardisation

Centres must provide samples of assessment evidence from units, assessment materials or learner evidence upon request from ITC.