



CS ENERGY PROCEDURE FOR
LEARNING & DEVELOPMENT
CS-HR-55

Responsible Officer: Manager Learning & Development

Approved: General Manager OD

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1. Purpose

The purpose of this document is to provide guidelines for the learning and development of CS Energy employees ensuring the necessary personal, technical and professional development.

2. Philosophy

CS Energy recognises that maintaining a successful position within the industry relies on maintaining a workforce comprised of people with the skills and capabilities necessary to meet current and future business requirements.

Support and opportunities for learning and development are an investment in the sustainability and profitability of our corporation. In ensuring CS Energy is regarded as an employer of choice, we seek to provide learning opportunities that align with personal goals and business requirements.

3. Scope

This document applies across all sites within CS Energy and is concerned with on-the-job learning as well as conferences, seminars and external and internal training programs. While the principles of learning and development coincide, this policy does not address long-term study commitments (see CS-HR-8, Study Assistance Procedure).

4. Strategy

The general strategy is for CS Energy to align role development with business outcomes and to have an approach to employee development that is sufficiently flexible to enable Managers to approve local learning and development in a manner that is cost effective, cumulative and advantageous to both CS Energy and the individual.

Due to CS Energy's sites being geographically dispersed, a variety of learning approaches will be offered to employees to encourage flexibility, accessibility and to recognise various adult learning styles. Some examples of these approaches will be self-paced CS Energy online courses, classroom-based training, external conferences/seminars/courses, coaching, correspondence courses, on-the-job training, etc.

CS Energy will endeavour to benchmark internal and external training requirements against nationally recognised training governed by the Australian Qualifications Training Framework (AQTF) and will be supportive of 'Recognition of Prior Learning' (RPL) to confirm current competency of an employee.

CS Energy acknowledges that some CS Energy employees are linked to a competency-based progression system through an Enterprise Bargaining Agreement (EBA), which can affect salary progression as a result of completing learning and development opportunities.

5. Accountabilities & Approvals

CS Energy Managers (Superintendent or above)

- Must ensure that their employees keep statutory/legal compliance qualifications valid at all times.
- Need to plan and budget for the provision of employee learning and development
- Must discuss role development opportunities with their employees as an input into Performance Reviews to enable role objectives to be met, to monitor employee development progress and to increase competency levels.
- Must ensure that each approved request is clearly linked to the planned or developmental aspects of the employee's role. Individual Development Plans should be regularly modified to reflect changes. Please refer to site-specific learning and development administration procedures for further detail (See Appendix A).
- Must authorise an 'Application to Attend External Training/Conference' form (Form S0720). The completed form must be forwarded to the Site Learning & Development Administrator for processing.
- Can view the employee's training records in SAP via Manager Self Service (MSS) at any time.

CS Energy Employees

- CS Energy employees have reasonable opportunity to attend internal or external training, including courses, conferences, seminars or workshops.
- To attend an external course, an 'Application to Attend Training/Conference' form (Form S0720) must be completed by the attendee for external training and authorised by a relevant Manager as a record of approval. All relevant registration forms and learning outcomes pertaining to the course/conference must be attached to this form and forwarded to the Site Learning & Development Administrator for processing.
- On completion of external training, the employee must show originals of any certificates/statements of attainments received for external training to the Site Learning & Development Administration officer and a copy will be placed on the employee's Personnel file.
- The employee can view their training record in SAP via Employee Self Service (ESS) and should ensure the information is correct at all times.

Internal Training Facilitators

- An 'Internal Training Course Details' form (Form S1911) should be completed and forwarded to the Site Learning & Development Administrator in preparation for the commencement of the training. This form is required to be completed for any new internal training that hasn't previously been recorded in SAP.
- The internal Training Facilitator should communicate with the Site Learning & Development Administrator to ensure that any training they are planning does not clash with scheduled statutory/compliance training and employee attendance is recorded in SAP.
- Internal training attendance should be completed by the Training Facilitator. The Training Facilitator should ensure a 'Training Attendance Form' (Form S1926) and 'Training Session Evaluation' forms (Form S1925) are forwarded to the Site Learning & Development Administrator for processing on training completion.

Site Learning & Development Administrator

- All learning and development activities must be verified by the Site L&D Administrator to ensure it is recorded in SAP.

6. Guidelines

6.1 Statutory/Legal Compliance Training

Statutory and legislative training is compulsory and is a shared responsibility of both the employer and employee. Statutory and legislative training needs to be updated periodically at specified intervals. Managers are accountable for ensuring employees within their teams are valid at all times. The Site Learning & Development Administrator has responsibility for the accurate recording of all training-related information (including Statutory and legislative training) within SAP. Employees must attend their scheduled statutory training unless they are absent from work (eg. Sick leave, annual leave, etc) or need to arrange alternative dates, which will require a Superintendent level or above to approve any changes and to notify the Site Learning & Administrator of any amendments to scheduled training dates.

6.2 Site Administration Procedures

Refer to Appendix A for more details for each Site's Learning & Development Administration procedures.

6.3 Operations Training Framework

Refer to Appendix B for more details in regards to the CS Energy framework for Operations training.

6.4 Costs

CS Energy pays for the reasonable cost of fees, travel, accommodation and incidentals associated with an employee's Individual Development Plan. Each site/division is responsible for budgeting for these costs.

External Training costs and associated travel and accommodation costs for employees should be recorded against the following Cost Element Codes:

- External Training – 533700
- Travel & Accommodation – 566700

Corporate-Wide Training Programs

Corporate-wide training program development and implementation costs should be budgeted for by the responsible Corporate division. Travel and accommodation costs for employees to attend a Corporate-wide program must be budgeted for by the employee's site/division. Some examples of Corporate-wide programs are:

- Supervisor Development Program
- Emerging Supervisor Program
- Fit for Duty (Alcohol and other Drugs)
- EEO (Equal Employment Opportunities)

7. Definitions

Employee:

All permanent and temporary full-time and part-time staff or contractor staff where CS Energy requires them to gain additional skills to complete specific tasks required for their role.

Manager:

Any Manager within the employee's functional area at Superintendent level or above.

Recognition of Prior Learning:

RPL means the recognition of competencies currently held, regardless of how, when or where the learning occurred. Competencies may be obtained in a number of ways. This includes through any combination of formal or informal training and education, work experience or general life experience.

Nationally Accredited Training:

Provides a person with a nationally recognised qualification on completion.

Australian Qualifications Training Framework (AQTF):

The national set of standards that ensures nationally consistent, high-quality training and assessment services for the clients of Australia's vocational education and training system.

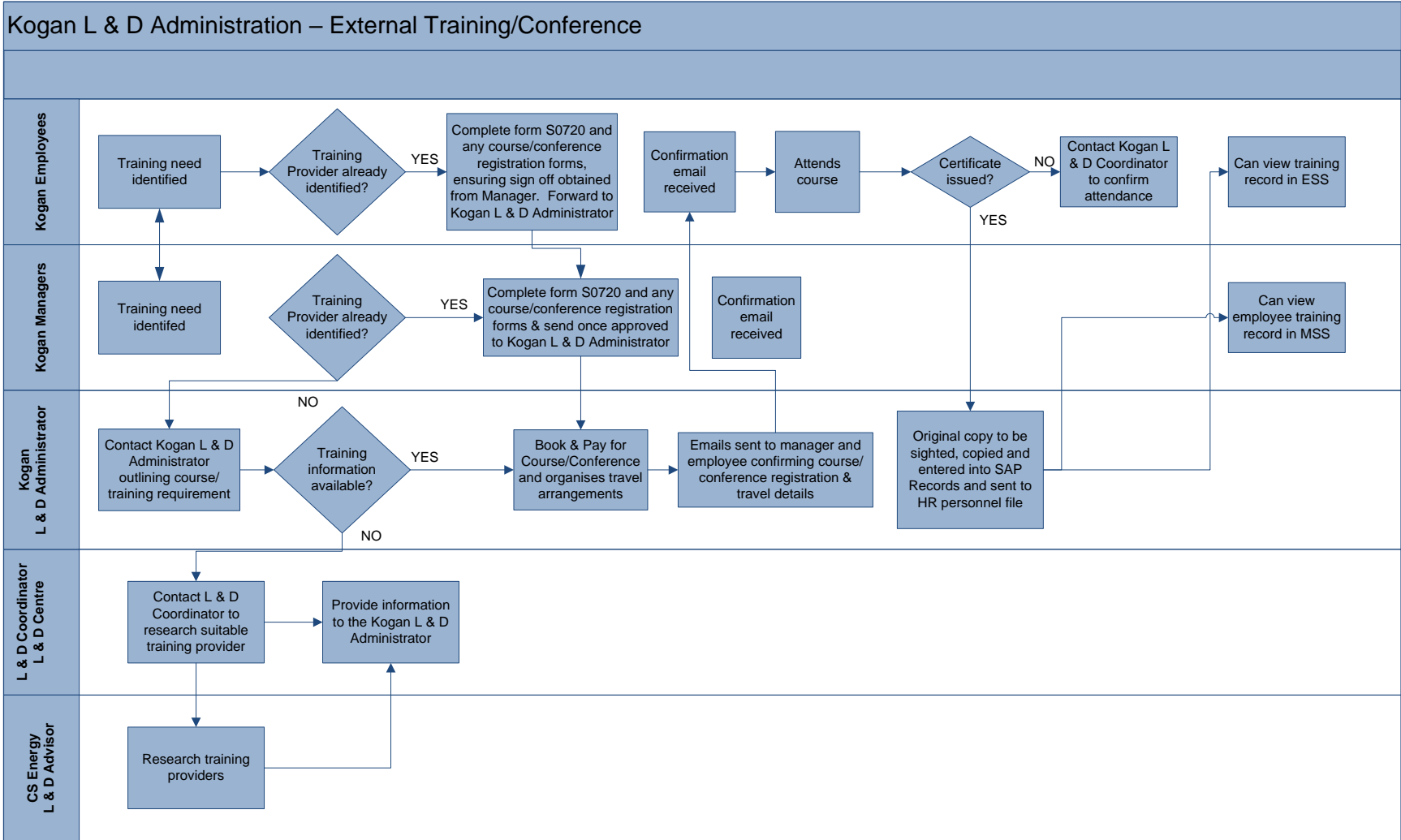
8. Reference Documentation

- CS Energy Learning & Development Policy
- CS Energy Apprenticeship/Traineeship Policy
- CS-HR-55 Learning & Development Procedure
- CS-HR-39 Apprenticeship/Traineeship Procedure
- CS-HR-08 Study Assistance Procedure
- S0720 Application to Attend Training Activity/Conference form
- S1911 Internal Training Course Details form
- S1925 Training Session Evaluation form
- S1926 Training Attendance Sheet form

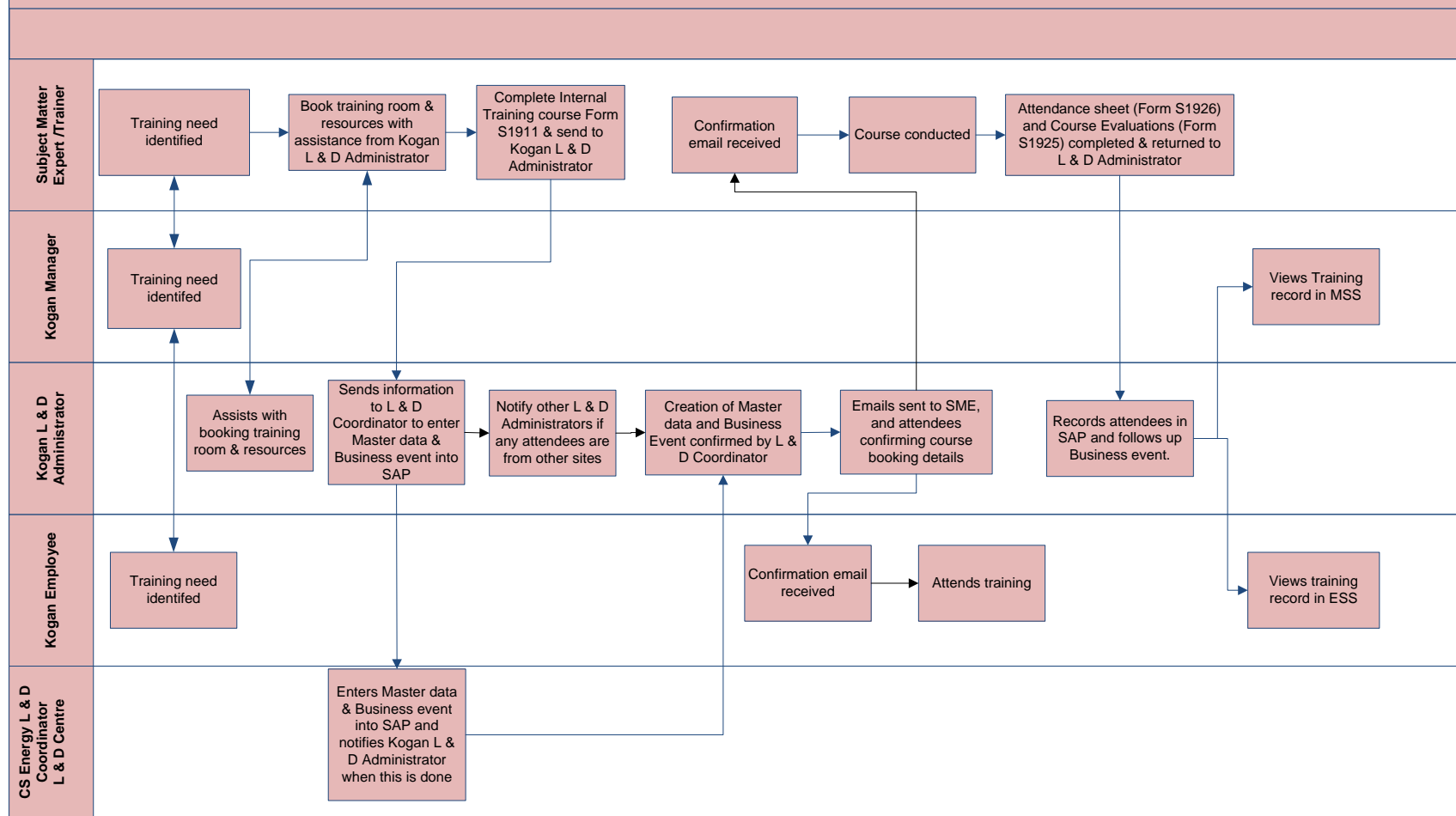
9. Document History

Issue Date	Nature of Changes
15/04/2009	Original Issue
10/02/2010	Revised

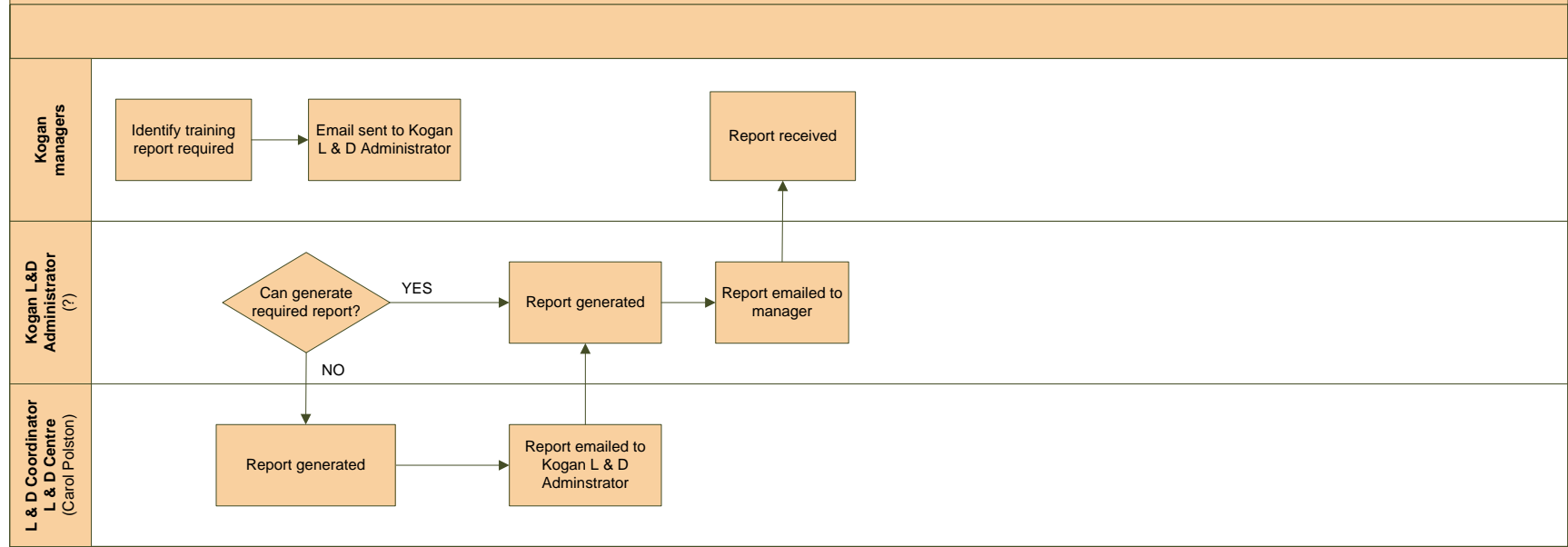
Appendix A – Site Learning & Development Administration Processes



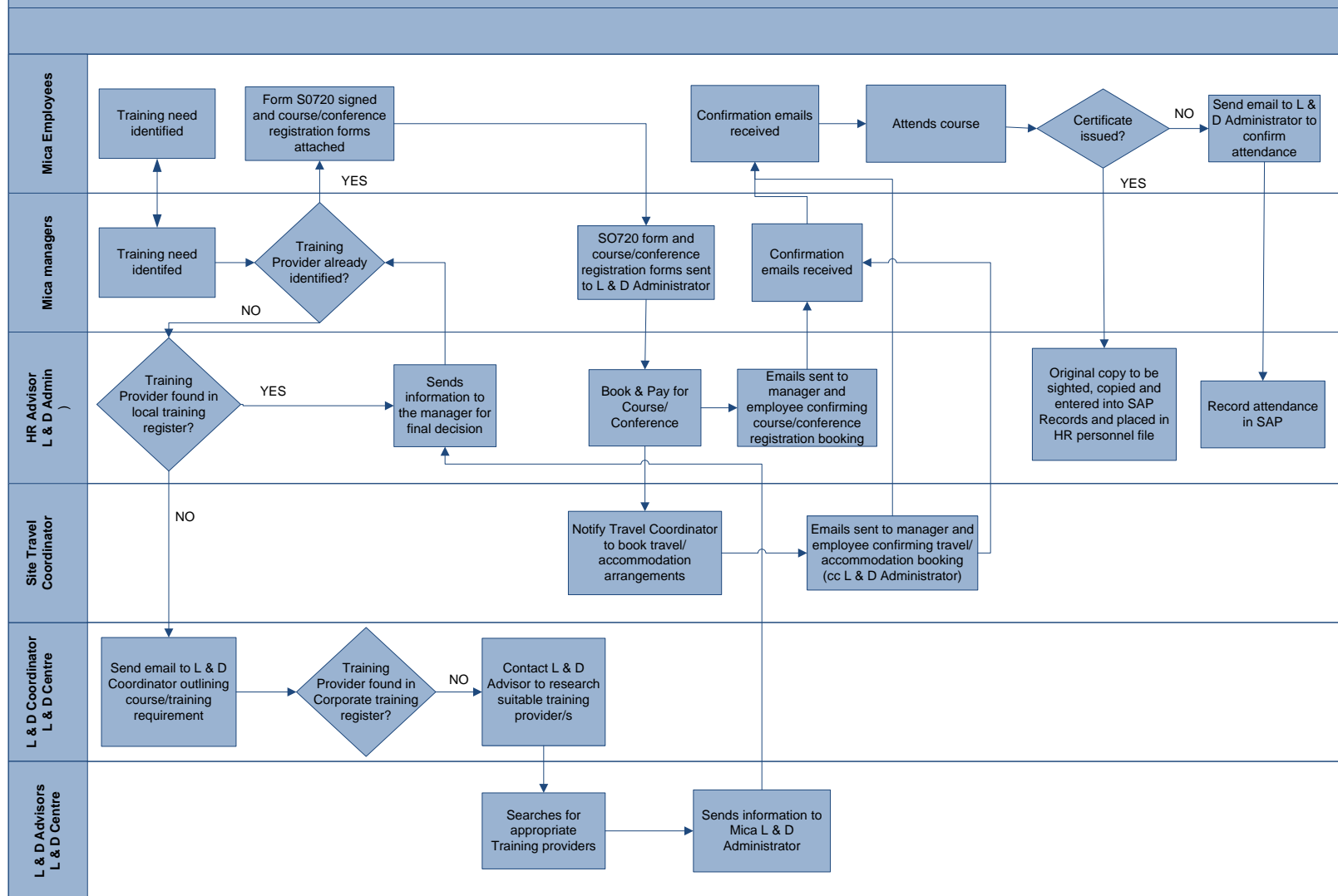
Kogan L & D Administration – Internal Training Procedure



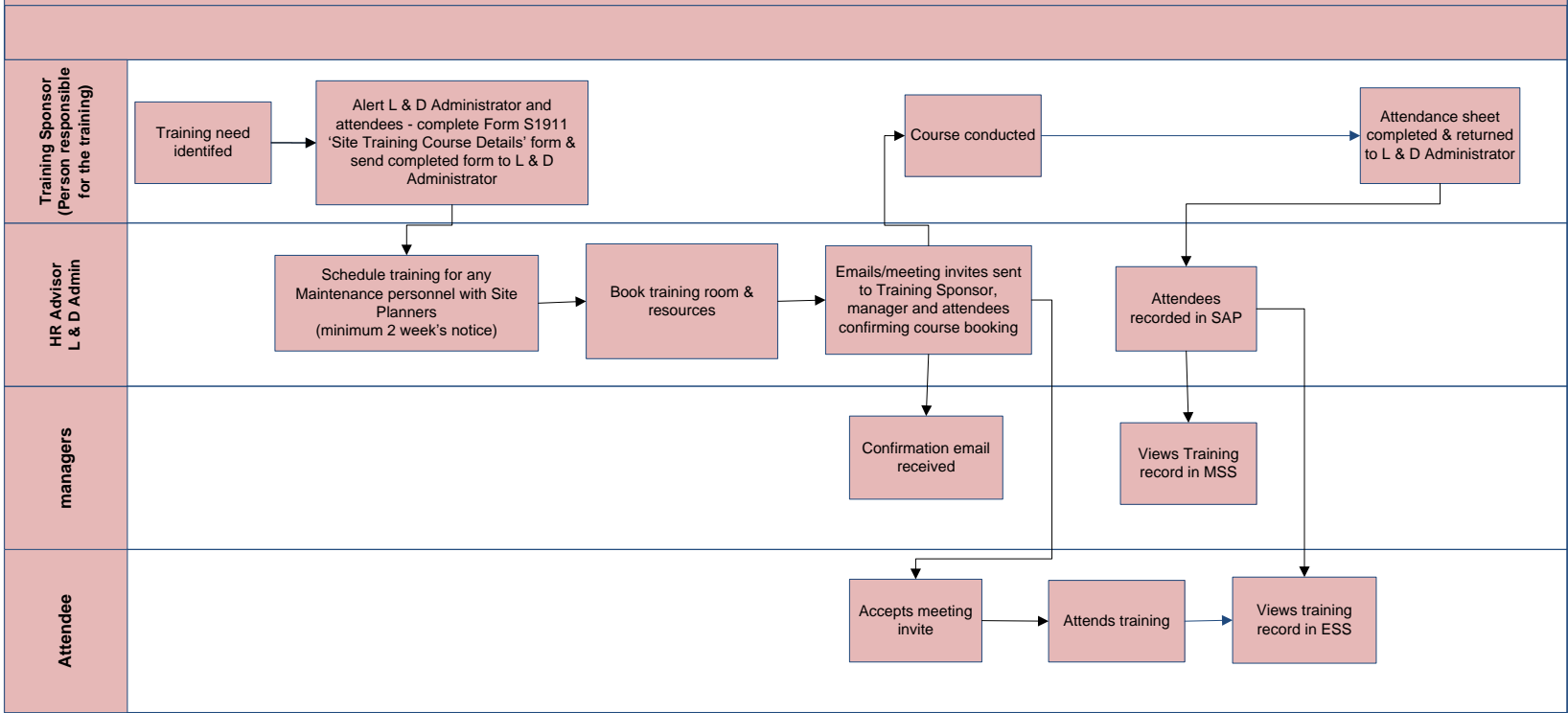
Kogan L& D Administration – Reporting Process



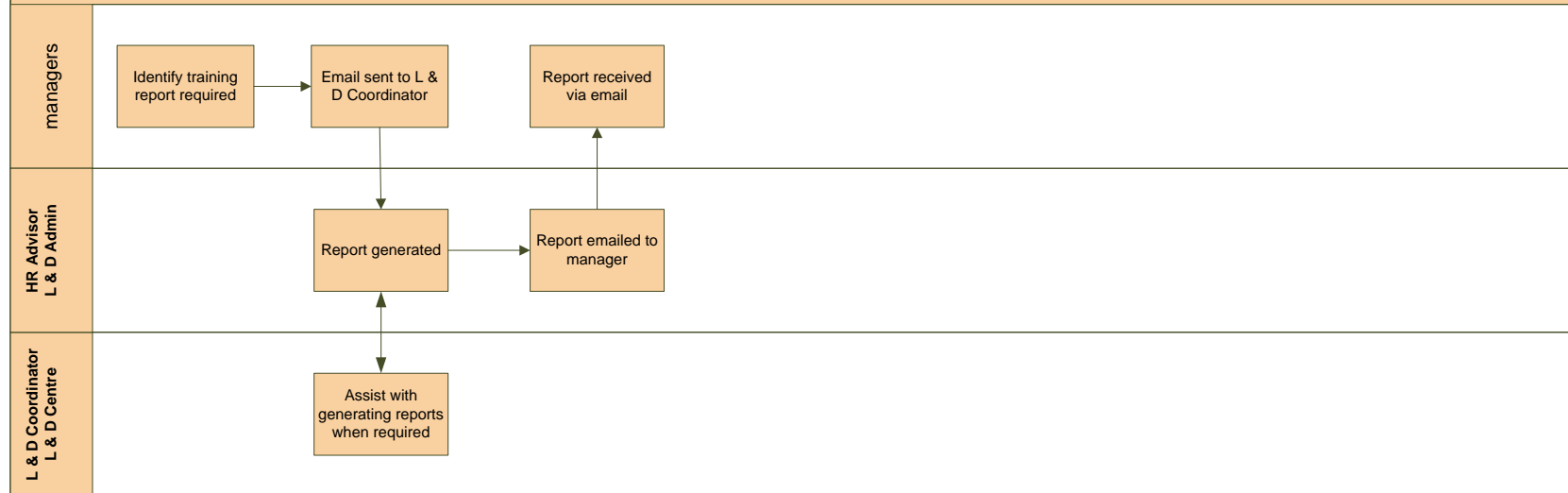
Mica Creek L& D Administration – External Training/Conference

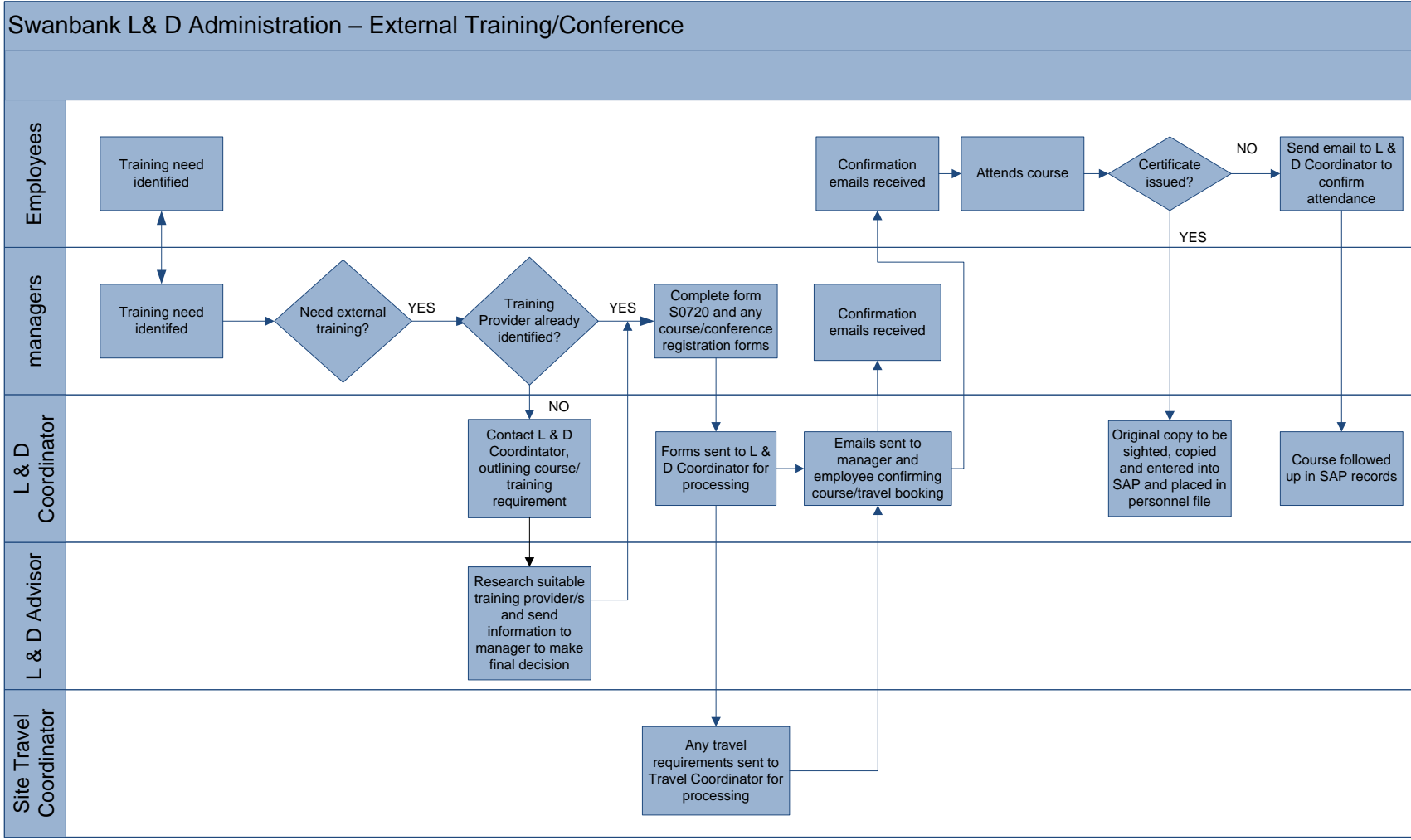


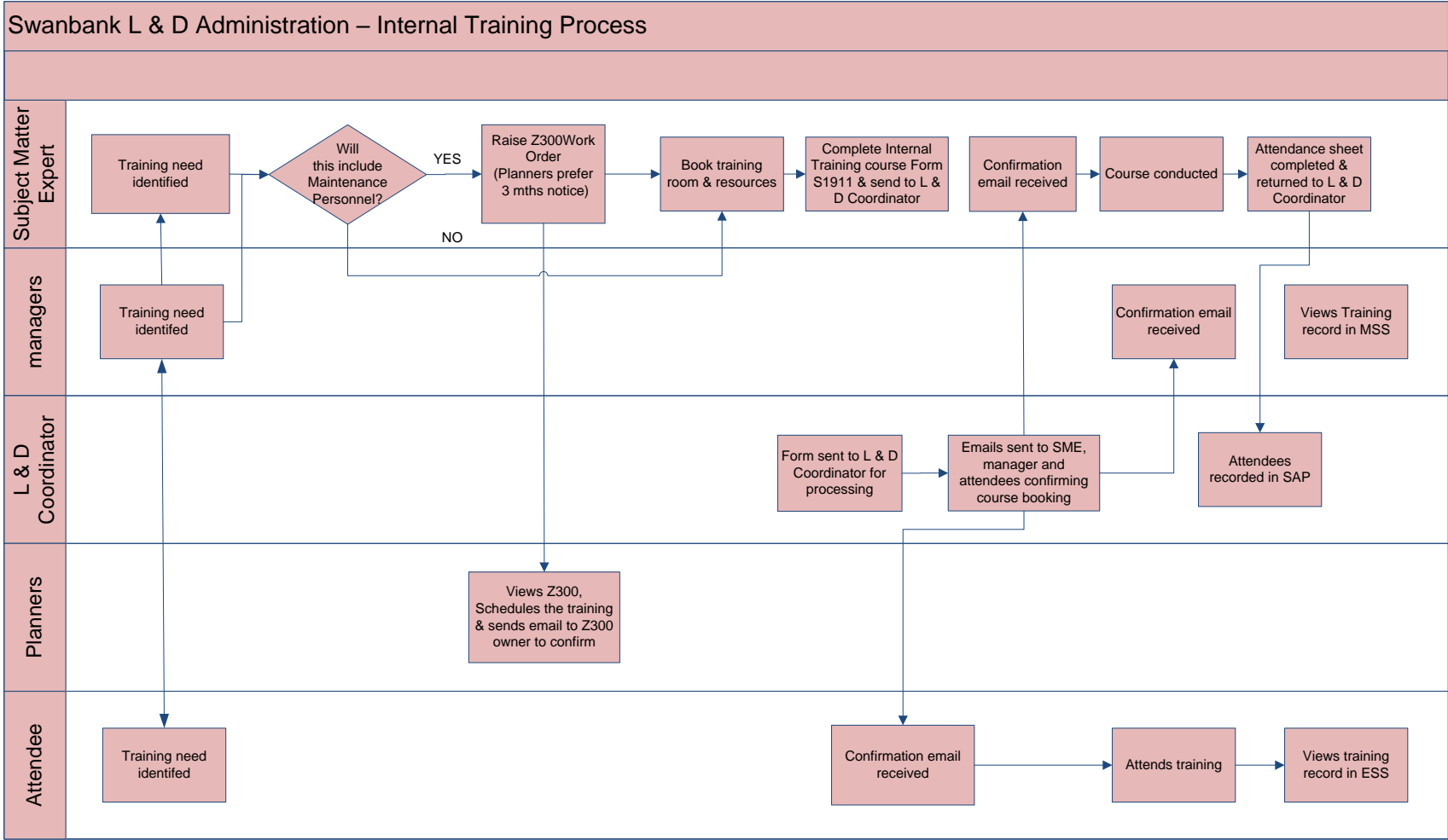
Mica L & D Administration – Internal Training Procedure



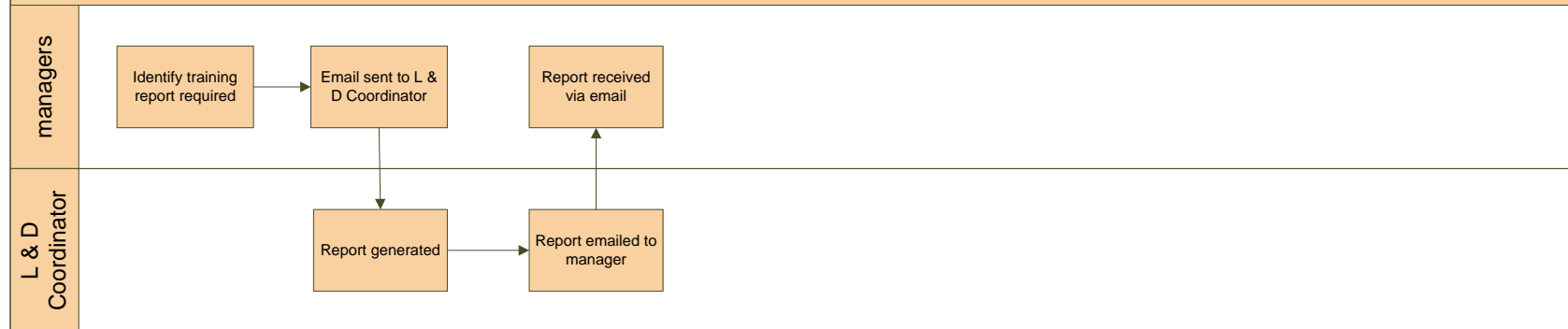
Mica L& D Administration – Reporting Process



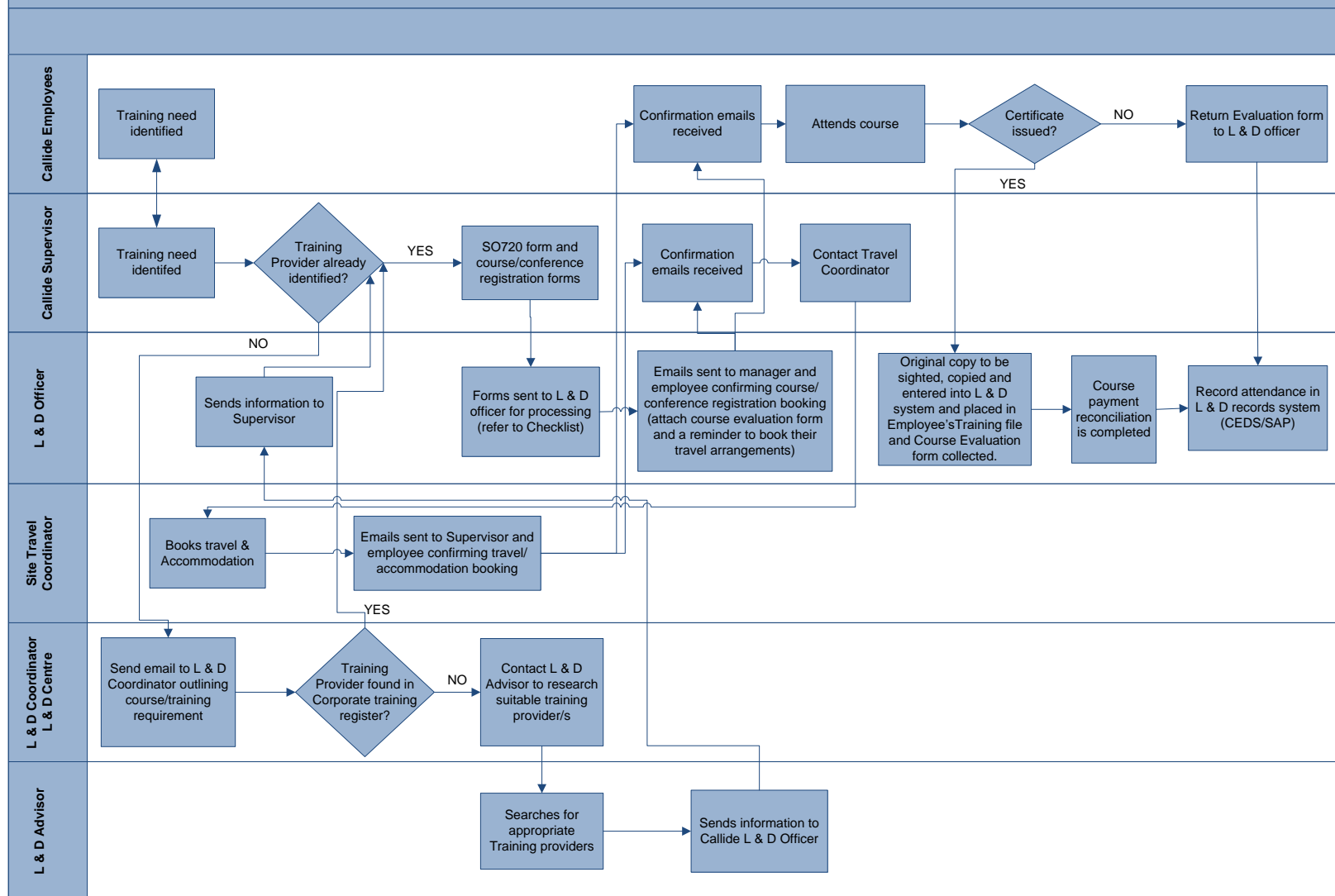




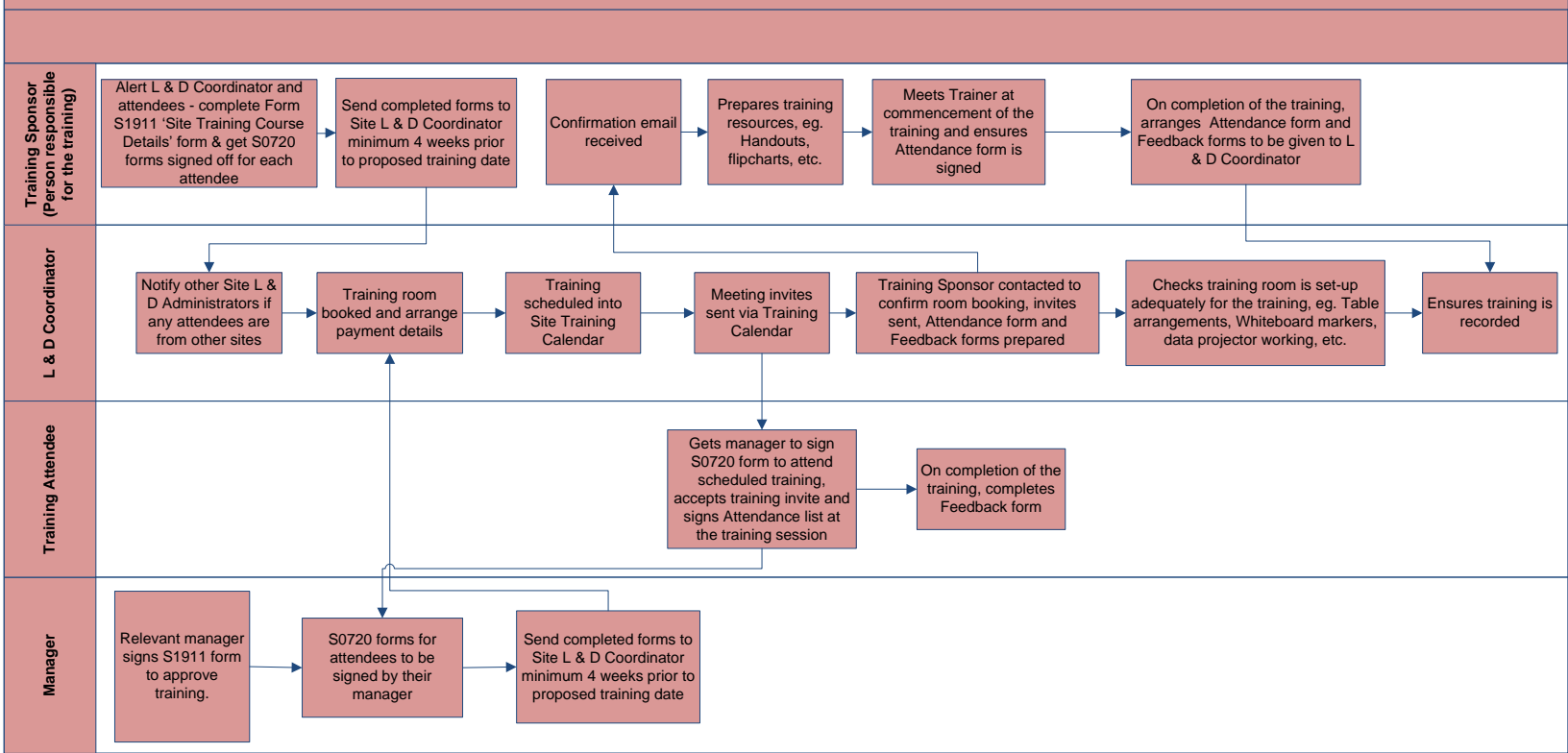
Swanbank L & D Administration – Reporting Process



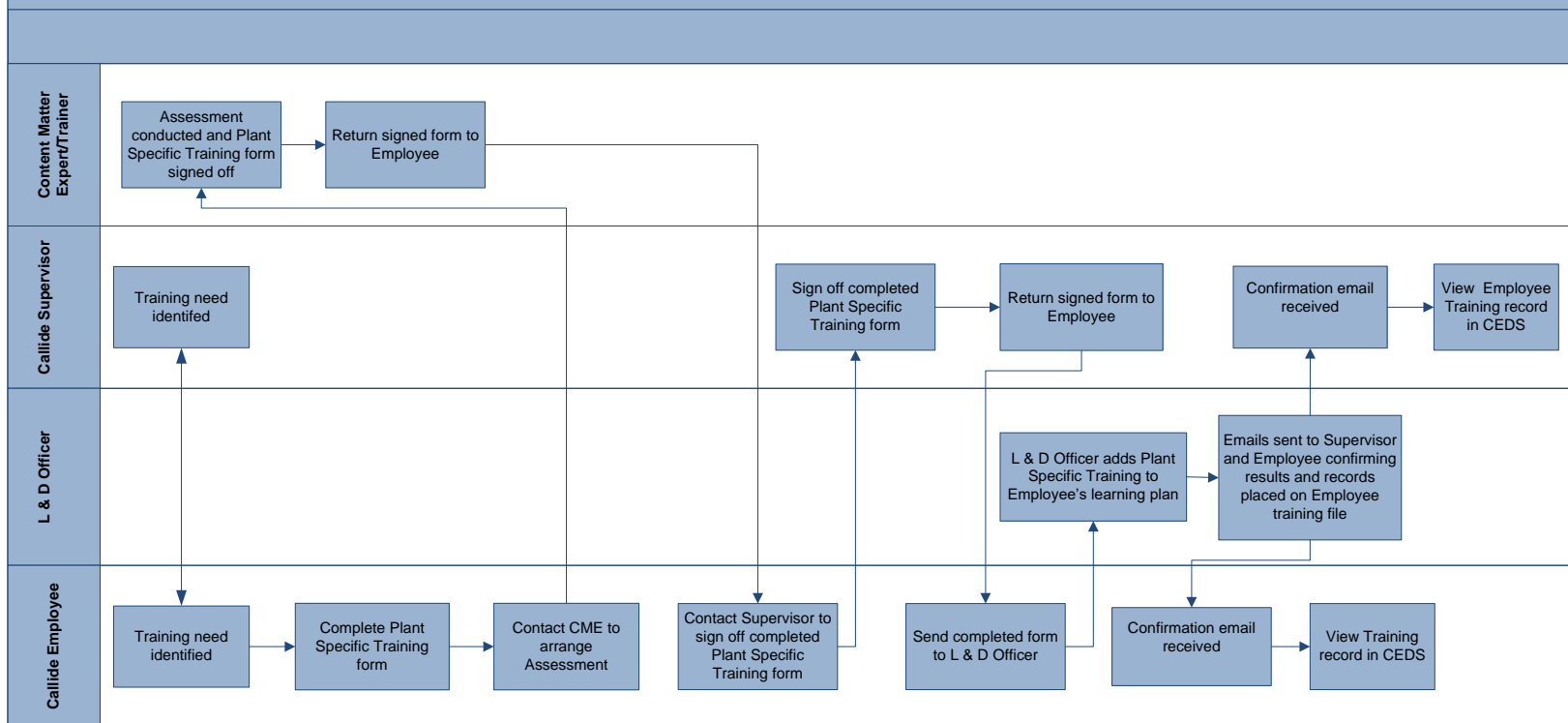
CALLIDE L & D Administration – External Training/Conference

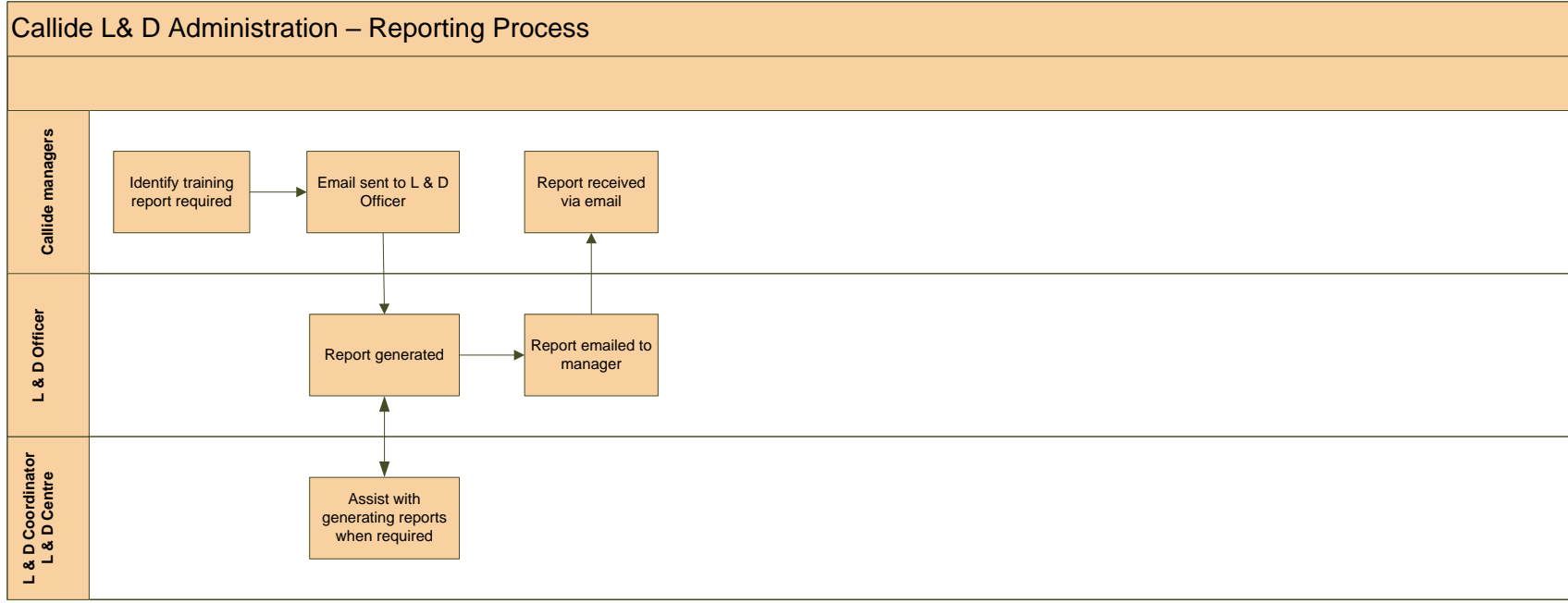


CALLIDE L& D Administration – Internal Training Process (Formal Training)

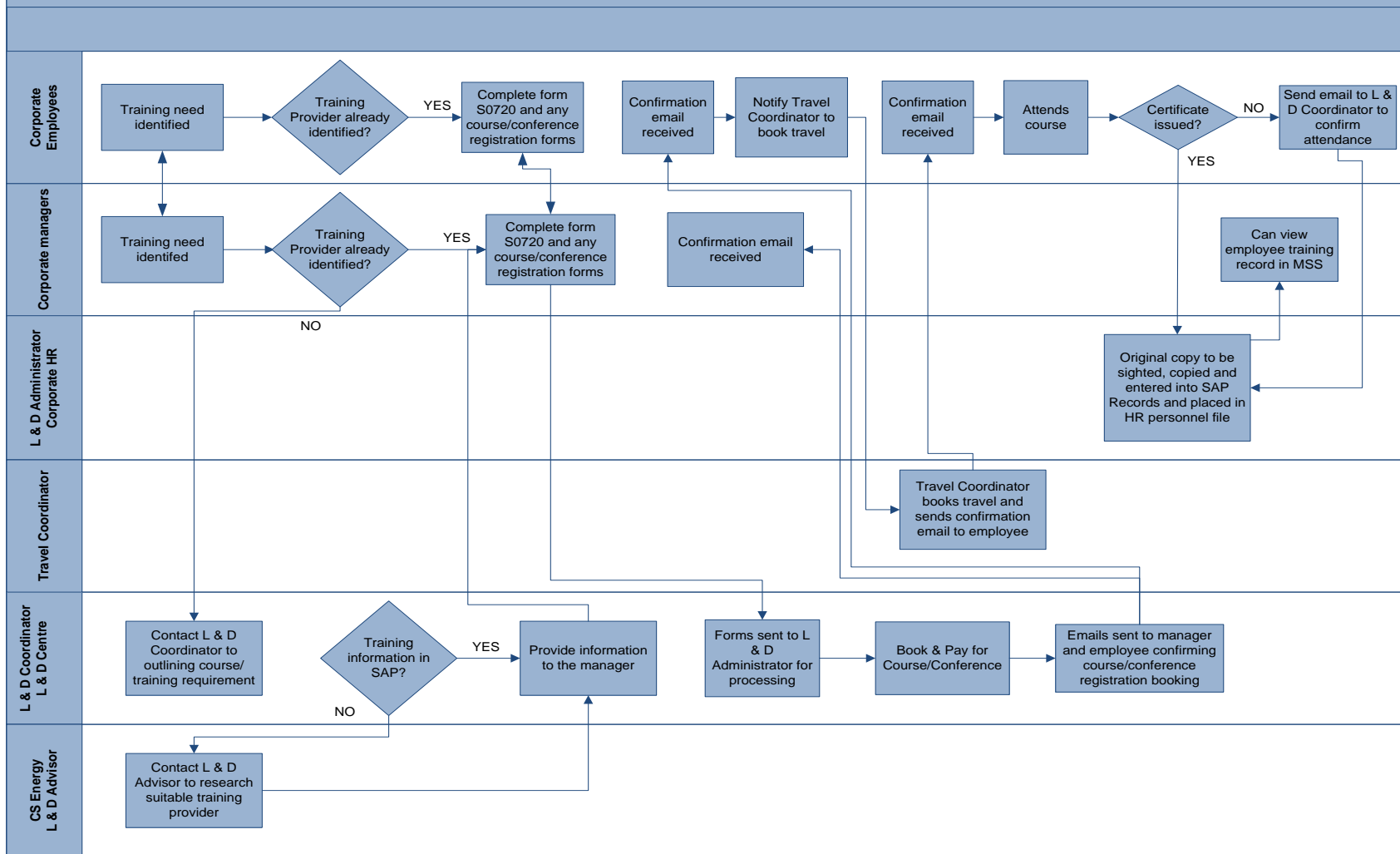


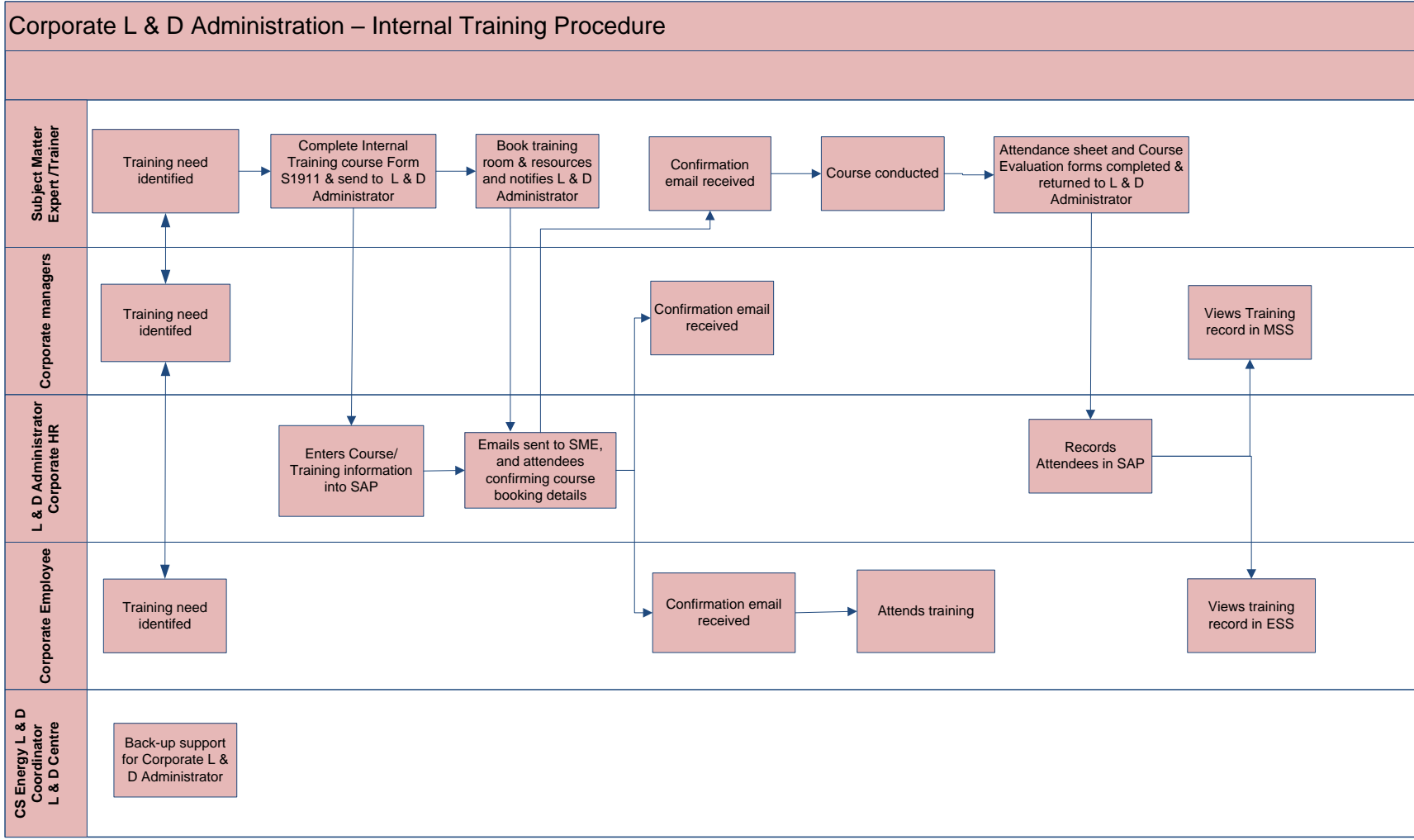
CALLIDE L&D Administration – Internal Training Process (Plant Specific)



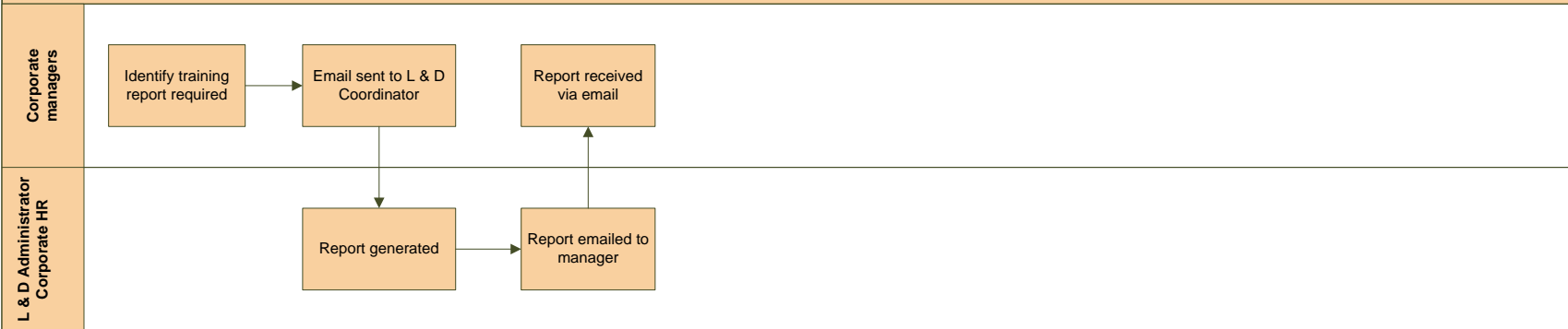


Corporate L & D Administration – External Training/Conference





Corporate L& D Administration – Reporting Process



Appendix B – Operations Training Framework

Operations Training Framework

Purpose

The purpose of the Operations Training Framework is to provide guidelines and standards with regard to how Operations training will be maintained across all CS Energy sites. Having a quality Operations Training Framework established will ensure effective training is coordinated and delivered to a consistent standard, enabling a pathway to operational excellence and contribution to meeting business objectives of reliability, efficiency, cost effectiveness and safe operation.

Scope

This framework applies to the Operations Sections of all CS Energy sites, including Callide A, B & C Stations, Kogan Creek, Mica Creek A, B & C Stations and Swanbank B & E Stations. The specifics of how each site complies with this framework will be at the discretion of each site due to the differences in plant configuration, technology, site manning structures and operational requirements. This framework does not apply to other operational fields such as Coal Plant Operation and Chemical Plant Operation.

Background

In 2009 it was reported that CS Energy had a (FOF) Forced Outage Factor of 12%, which equates to a dollar figure of approximately \$60M (\$5M per 1% FOF). There have been numerous incidents attributable to lapses and/or errors, with RCA (Root Cause Analysis) determining that insufficient training was a factor. With the absence of a common system for Operations training, each site had based its training regimes on their own requirements, perceptions and standards. There is a tremendous opportunity to add value to the organisation by ensuring adherence to a common set of standards based on nationally recognised standards, legislative requirements and industry best practice. Various stakeholders have contributed to the development of this training framework.

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Operations Training Framework Standards

1. Each site will have a documented training and assessment process for Operations personnel
2. Operations personnel are to be trained and assessed as competent for the duties carried out as per role requirements
3. Whilst undergoing training the trainee is under direct supervision of the Shift Supervisor or equivalent on that shift
4. Operator competence is to be determined by a person with relevant competence and holding training and/or assessment qualifications.
5. Occupational Licensing training and assessment courses shall be managed by the L&D Centre
6. Site management is responsible for the provision of site specific training and assessment.
7. Site management is responsible for ensuring relevant and up to date training material and resources are available for Operations personnel
8. All records of training to be recorded in SAP
9. Hard copy records or assessment documents are to be stored at each site
10. Each site to provide a representative for the Operations Training Steering Group
11. PTW Authorisation shall only be given once Operations personnel are deemed competent to operate the specific area of plant

Operations Training & Assessment Process

The training and assessment process for new Operations Personnel is to consist of the following basic steps:

1. Statutory/Legislative training appropriate for role requirements
2. Occupational Licensing training in conjunction with a Registered Training Organisation (RTO)
3. Underpinning Knowledge training on power plant fundamentals
4. Site specific theory training & assessment
5. On- the-job training
6. Competency assessment
7. Occupational License Assessment
8. Authorisation

1. Statutory/Legislative Compliance Training

This training framework does not detail the safety and compliance training required however it is important for Operations personnel to maintain compliance as per Learning & Development procedure CS-HR-55. This is a site responsibility. PTW training requirements are to be managed by each site as per PTW Manual.

2. Occupational Licensing Training

Occupational Licensing training must be provided by a Registered Training Organisation or endorsed representative before a trainee can operate or work on boiler or turbine plant. This training provides the underpinning knowledge and fundamental information required for power plant operation.

The L&D Centre will plan and schedule occupational licensing courses at set times annually depending on demand. For example a course could be run in March and September of every year allowing for twenty enrolments per year (10 per course). It is important to take this into account when considering recruitment of new trainee operators. This course is also suitable for non operational vocations to improve knowledge and understanding in such areas as Thermodynamics, properties of matter, steam systems and generic power plant systems information.

NB: The L&D Centre own occupational licensing course training material and now have personnel endorsed to training and assess for occupational licences reducing the costs of training and assessment.

3. Underpinning Knowledge Training on Power Plant Fundamentals

Underpinning knowledge or fundamentals training may be provided by the RTO as part of Occupational Licensing Training; however it may be deemed necessary to cover certain training required before Site Specific training is covered. Training may include: valves, pumps, bearings, P&ID's, basic electrical theory and Role & Responsibilities of a CS Energy Power Plant Operator.

4. Site Specific Theory Training

Duty of care legislation stipulates that employers are responsible for the provision of information, instruction, training and supervision. Site Specific Training refers to the development of knowledge on the systems and processes at a particular site. This training provides an overview of the system, the main components and operational functions specific to the particular station. For example, whilst all stations have a Condensate System with the same basic function they each have their own unique design and operations based on the size, age and type of unit; and therefore have different training requirements. There are several methods to carry out this training depending on the situation and whichever method is used, a formal assessment is required. Training is to be broken up into blocks, followed by on-the-job training to assist in knowledge retention and skill consolidation.

5. On-the-Job-Training

On-the-job training provides an opportunity for the trainee to learn the skill requirements for the job in a real world operational context under the direct supervision of a suitably trained and licensed person. On-the-job training is to be recorded in a logbook provided by the RTO and tasks will be signed off by suitably trained, licenced and competent operators. Site specific tasks will be completed and signed off in a competency assessment instrument with sign off by suitably trained, licenced and competent operators.

6. Competency Assessment

To ensure competency on the specific plant, a competency assessment instrument will be used where a suitably trained and competent operator takes the trainee around the plant to

ask questions relating to the system, major components and operational aspects. Overall signoff of the assessment instrument is by a nationally accredited workplace assessor.

7. Occupational License Assessment

The occupational license assessment process is conducted under the auspices of a RTO and consists of a written assessment (generally a full day for boiler and turbine plant) and practical assessment which determines the trainees knowledge of physical plant, pre start, run up and shut down procedures, monitoring , recording, safety & Permit To Work requirements. Simulators may be used for practical training and assessment purposes.

8. Authorisation

Authorisation shall be provided by Operations/Site Management personnel to carry out duties in the specific role/area covered by the competency document/assessment instrument. This is repeated until all required competency areas are signed off and approved.

Operations Training Responsibilities

Effective management of Operations Training requires a collaborative approach involving many parties. At CS Energy there are three major stakeholder groups; the sites, the L&D Centre and external training providers (RTO's).

The L&D Centre will develop and maintain a consistent, quality operations training system across CS Energy sites. The steps in the training process will be mandated by the Operations Training Framework; however there will be flexibility in how each site carries out the steps in the training process to accommodate the different contexts in which each site operates. Set occupational licensing courses will be scheduled and run at specific times during the year with attendees participating from sites as required depending on demand. The curriculum for these courses will be designed by the L&D Centre and Operations Training Steering Group in consultation with the sites.

The site specific aspects of Operations Training is to be provided by each site, which includes the training in specific power plant systems, on-the-job training in those systems and subsequent theoretical and practical assessments to ensure personnel are competent to operate their plant. The L&D Centre will oversee the site based aspects to ensure the quality system is being maintained. This will be done informally through feedback, consultation and monitoring and formally by the annual audits. Non conformances and areas of concern will be forwarded to the Operations Management Team. Licensing Assessment will be coordinated by the L&D Centre. The cost of the occupational licensing course will be covered by the L&D Centre.

Sites will be required to ensure relevant, updated and adequate training resources (i.e. computers, training rooms, plant access, modules, and personnel to deliver site specific training) and recruit suitable personnel and enrol them in the next available course.

L&D Centre will provide templates for training and assessment material (training presentations, knowledge tests, training modules, assessment instruments).

Operations Training Framework Role Accountabilities

Site Senior Management Team

- Provide input to the development and review of the Operations Training Framework
- Comply with Operations Training Framework
- Address action items as a result of annual Operations Training and Assessment System Audit
- Ensure human and physical resources are available to meet identified training needs
- Ensure personnel are available as representatives on Operations Training Steering Group
- Establish long term plan for new personnel in advance of requirements (workforce planning)

Supervisors

- Ensure all members of their team are trained and assessed as competent according to the Operations Training Framework Standards
- Comply with Operations Training Framework Training & Assessment Standards
- Ensure trainers and assessors have required qualifications
- Provide feedback to their team on training and assessment standards
- Liaise with L&D Centre in regards to planning training and assessment of personnel in their team
- Participate in training and assessment reviews/ audits as required
- Ensure team members attend required training

L&D Advisors

NB: At Kogan this function is allocated as a responsibility of a PCO role. At Mica Creek this function is allocated as a responsibility of the Day Coordinator role.

- Liaise with all site stakeholders regarding operations training and assessment requirements
- Comply with Operations Training Framework Training & Assessment Standards

- Develop, deliver or coordinate Operations training and assessment requirements for their site
- Schedule all aspects of Operations training and assessment for their site
- Participate in training and assessment reviews/ audits as required
- Provide input into development and review of Operations Training Framework
- Participate in regular Operations Training Reference Group meetings
- Ensure training records/attendance sheets are provided to L&D Administration
- Conduct participant evaluation with course participants to ensure continuous improvement

NB: Site Training and Assessment personnel must hold the required training and assessment qualifications or work under the direction of someone holding Certificate IV Training & assessment qualifications.

Trainee Operators

- Undertake training as per their training plan/schedule
- Work under the direct supervision of suitably trained and experienced operators when training on-the-job.
- Record pressure equipment related tasks in their logbook
- Communicate regularly with supervisors and L&D Advisors with regards to their training requirements
- Not carry out any tasks when untrained or unsure of correct procedures

L&D Centre

The role of the L&D Centre with regards to Operations Training includes:

- Developing and maintaining a system for training and assessment that is consistent across sites and meets L&D training standards
- Liaise with site representatives to develop and maintain the Operations Training Framework
- Engage the services of a RTO for occupational licensing training & assessment purposes for all sites

- Oversee development and maintenance of training material
- Provide support to sites for Operational Training & Assessment requirements
- Regular and systematic gathering of employee feedback to generate continuous improvement in operations training and assessment systems
- Review training programs regularly to ensure objectives are being met and to facilitate the continuous improvement process
- Evaluate training effectiveness
- Schedule occupational licensing courses as per site requirements.
- Cover cost of occupational licensing courses and associated costs for RTO trainers and assessors
- Review the Operations Training Framework on an annual basis in consultation with the Operations Training Steering Group and provide report to Operations Management Team
- Conduct annual audits of compliance with the standards and notify Operations Management Team of non compliance issues.

Operations Training Steering Group

This group will consist of relevant Operations personnel from each site to:

- Develop, review and maintain the Operations Training Framework
- Discuss Operational training issues
- Share knowledge and resources
- Provide feedback to operations management and operational teams

NB: Operations Training Steering Group: Kogan – PCO, Swanbank – Senior L&D Advisor Operations, Mica – Day Operations Coordinator, Callide – L&D Advisor Operations

Registered Training Organisation

- Provide training and assessment services as per agreed contract
- Provide feedback and records of training and assessment to L&D Centre administration

Training Timeframe

The amount of training required to gain the relevant knowledge and skills is variable and will be the result of:

- Individual employee capability and motivation
- Quality of training system and processes
- Quality and experience of senior operators for on-the- job training, coaching and mentoring
- Access to updated plant manuals and training resources
- Individual learning style
- Opportunity to learn in a real world and/or simulated work environment
- Team and training culture

To increase training effectiveness and reduce training and assessment timeframe a blend of theoretical and practical training is considered best practice. There is the risk of saturation and limited retention if training is all theory based without the opportunity to consolidate learning through practical application.

Operations Training Days

Operations Training Days provide an opportunity for operations shift teams to undertake training on day-work when not required to carry out normal operational duties. Whilst not suitable for all plants, training days may consist of:

Safety & Compliance training

Training required as per role requirements to ensure safety of personnel.

Refresher training

To ensure currency of competency, refresher training may be conducted on Operations Training Days. This site based responsibility ensures Operations personnel maintain currency of competence over time.

Plant modifications or new plant installation

Training and information must be provided to operational personnel on new or modified plant to ensure adherence to 'Duty of Care' legislation and to maintain plant operating competency.

Procedure Development, Review and Training

Procedures are an important aspect of power plant operations with experienced personnel carrying out operational tasks often the best to write and review procedures. Training in the application of these procedures may also be carried on Training Days.

Incident report feedback

Whilst incidents are not ideal they do present important and valuable learning opportunities particularly for operations personnel. An important step that is often neglected is the incident investigation outcome feedback process. Findings and outcomes of incidents provide opportunities to develop or amend a procedure or provide specific training to prevent reoccurrence.

Safety Issues

Safety meetings, review of internal and external incident reports, safety toolbox talks.

Management feedback

It is often difficult to provide feedback and general information to the shift teams due to the twenty four hour nature of plant operation. Operations Training Days provide an opportunity for management and other groups to interact with shift personnel.

Simulator Training

One of the most effective methods of training personnel in power plant operations in a real time environment, simulators provide an understanding of individual systems, how these systems interrelate, encompassing the inherent stresses and unpredictable nature of operations. Providing operators with training in how to handle emergency and trip situations is very difficult to manage from a training perspective. Common faults can be replicated to reduce the likelihood of reoccurrence; new operators can learn the process and time for license assessment can be expedited with the use of simulators.

The coordination, delivery and scheduling of training days will be a site based responsibility and preferably coordinated by a central position at each site i.e. site Operations Coordinator to ensure information is relevant and consistent across all Operations Shift teams. All training is to be recorded using Form S1911 (Training Attendance Sheet) and sent to L&D Administration.

Site Based Training Requirements

Theory training may be presented in a classroom environment with the presenter involving structured training, plant visits, training tasks. Modules (see below) may be completed in a self paced method with mentor support.

Formal theory assessment may include classroom based exam on a cluster of modules, one on one with mentor, written answers in a self paced module or assignment (cluster of modules).

All modules, knowledge based tests; etc must be kept as evidence of knowledge attainment at each site.

On-the-job training is to be carried out to develop operational skills and involve all aspects of normal operation including plant inspections, pre start checks, and participation in run ups and shut downs, standard operational tests and PTW tasks. A competency document is to detail the operational training tasks required to be completed and signed off by a trained and licensed operator. A trainee must not be rostered to cover a specific position involving the operation of plant until the competency document is completed, assessed as competent by the L&D Advisor or holder of Certificate IV Training and Assessment and authorised by site Operations Management.

NB: All training documents are to be version controlled.

Training Modules

Training module development and review is a site based responsibility. They are to reflect the systems in place at the specific site and provide the basic system information. Generally they may be categorised as:

- Station Plant
- Boiler Plant
- Turbine Plant
- Electrical Plant

Training modules should provide the basic information of the systems, such as the:

- System purpose and description
- System Components
- Basic Operation and Parameters

- Reference to drawings, plant operation and other reference material.

When new plant is installed or the system changes, these modules are to be reviewed and updated. A training module will contain a basic overview of how a system is operated, however specific information on plant operation and parameters should not be covered in these manuals, this is to be covered in operational procedures which are easily reviewed and updatable. Training modules are to be version controlled.

The format of training modules depends on site requirements. Options include Word, PowerPoint or other e-learning application. The L&D Centre will provide assistance in the formatting, development, review and storage of the manuals. For e-learning requirements refer to L&D procedure.

Training Information Storage

Operations Training and Assessment information including the Operations Training Framework, Training Material and relevant documentation is to be stored electronically and made available via the L&D Centre webpage and site intranet pages. Printed material is to be deemed 'uncontrolled documents'.

The quality currency and relevance of the information is to be reviewed and updated with the authorisation of the Manager Learning & Development.

Information that is deemed relevant to site operations sections is to be shared and made available to all operations personnel.

Benchmarking Opportunities

Where possible it is important to learn from other power stations and industries that have 'best practice' training systems in place. While the specific context of the other entity may be different from CS Energy Operational areas there are obvious benefits from this process. Members of the Operations Training Reference Group are to engage in benchmarking activities on an annual basis, make recommendations to the Operations Management Team and implement approved actions.

Changes to Operations Training Framework

Any changes to the Operations Training Framework standards are to be raised with the Operations Training Reference Group and Operations Management Team.

Auditing

Auditing will be carried out on an annual basis at each site by Operations Training Steering Committee members and relevant personnel on site. Audit information will be passed on to the Manager L&D, GM Operations and once approved released to operations teams.

Training Records

Training records are to be maintained as per Learning & Development procedure CS-HR-55. It should be noted that all training that is conducted (including training day topics) is to be recorded using Form S1911 and sent to the site L&D Administrator.

References

Queensland Workplace Health and Safety Regulations - 2008

National Standard for Licensing Person Performing High Risk Work - April 2006

CS Energy Operations Group Training Strategy – CH2M Hill - May 2009

CS Energy Learning & Development Policy – June 2009

Learning & Development Procedure CS-HR-55

Department of Education, Employment and Workplace Relations. <http://www.dest.gov.au/>

Definitions

AQTF – Australian Quality Training Framework – National quality arrangements for the Vocational Education & Training (VET) system agreed to by the ministerial council

Assessment – Process of collecting evidence and making judgements on whether competency has been achieved to confirm whether a person can perform to the standard expected

Authorised – person has been given approval by the appropriate authority i.e. site management to carry out certain tasks

Competent – Ability to perform tasks and duties to the standard expected

Direct Supervision – Oversighting the work of a trainee for the purpose of directing, demonstrating, monitoring and checking the trainees performance appropriate to the trainee's competency level and ensuring a capacity to respond to emergency situations

High Risk Work – Listed in the National Standard for Licensing Persons Performing High Risk Work; includes pressure equipment (Boiler and Turbine Plant), scaffolding, rigging, load shifting, etc. Refer to Appendix B for further information regarding pressure equipment operation.

L&D – Learning & Development

License – Document that is issued by a licensing authority in accordance with the National Standard for Licensing Persons Performing High Risk Work, authorising a person to perform one or more classes of high risk work

License Holder – Person who is named on the license is authorised to perform high risk work

Log book – A document where tasks are recorded and signed off by a suitably trained person.

On-the-job training - Training which is conducted in the workplace as part of the normal experience of the employee

Operations Training Steering Group – Selected representatives from each site providing feedback and discussion on operations training issues

RPL – Recognition of Prior Learning – recognition of competencies currently held regardless of how, when or where the learning occurred.

RTO – Registered Training Organisation – a training organisation registered by a State or Territory registering body in accordance with the AQTF, within a defined scope of registration.

Site specific – Training that is specific to a system only applicable to that site i.e. even though the trainee has an understanding of Condensate systems, they do vary and site specific training is required to understand the Condensate System at their site.

Suitably trained person – person trained and deemed competent to operate site specific plant or systems and with the required license i.e. Intermediate Boiler

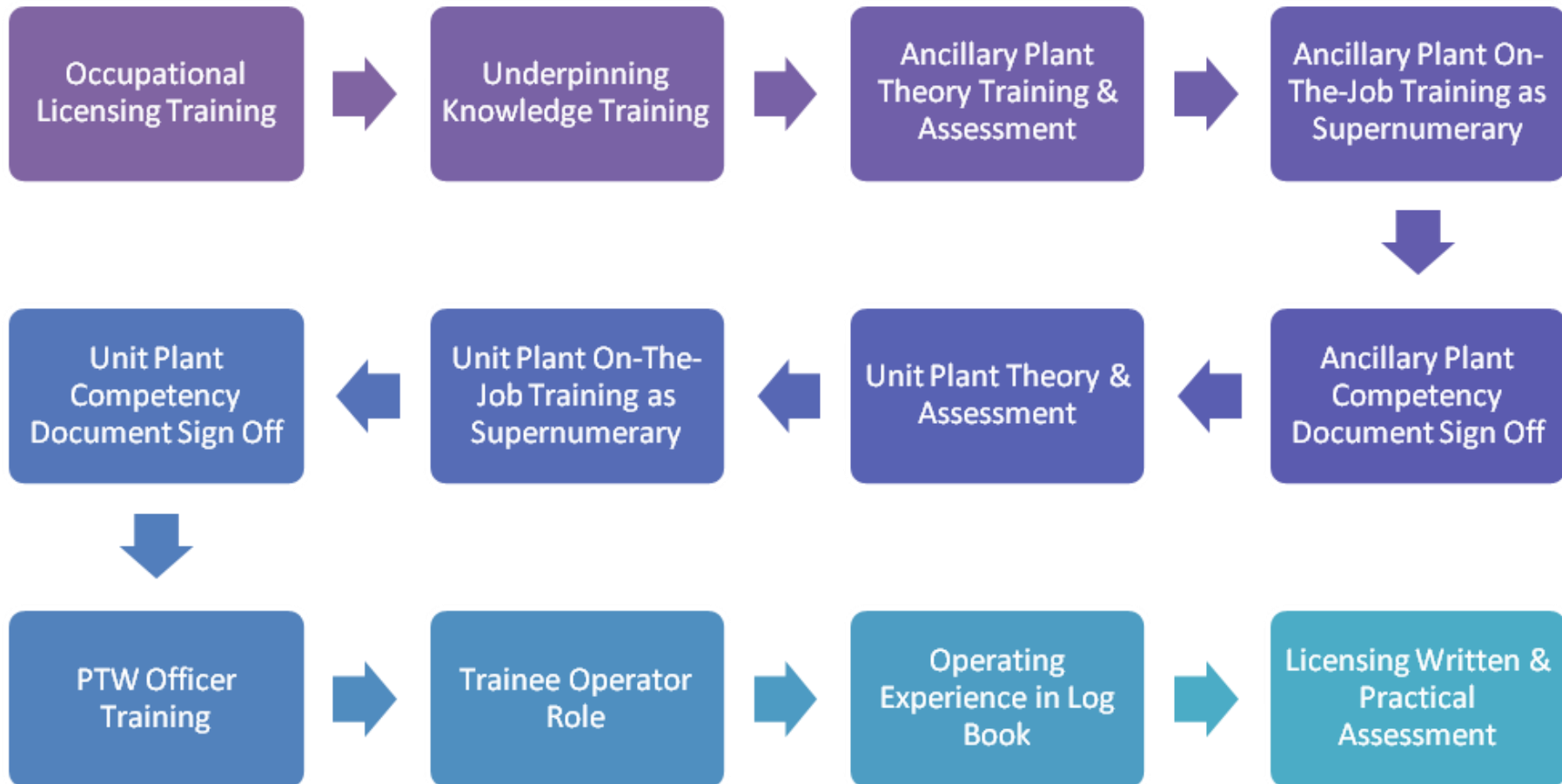
TAA – Training and Assessment

Trainee – person who is receiving training. This may be an unlicensed person undergoing training to be an operator or it may refer to a licensed person undergoing site specific training.

Version Control - Managing changes to documents as they are edited, reviewed and finalised to enable an auditable trail of the various versions through which they pass

Appendices

Appendix A. Basic Operations Training & Assessment Process



Appendix B Pressure Equipment Operation - Occupational Licenses

1. Basic boiler operation – covers the operation of boilers with the following features:
 - Single fixed combustion air-supply
 - Non-modulating single heat source
 - Fixed firing rate
2. Intermediate boiler operation – covers the operation of boilers with the following features:
 - Modulating combustion air supply
 - Modulating heat source
 - Superheaters; and
 - Economisers
3. Advanced boiler operation – covers the operation of boilers with the following features:
 - Same features as intermediate boiler operation, together with
 - Multiple fuel type boilers which may be fired simultaneously

NOTE: This does not include boilers that change fuel types during start sequences.

4. Turbine operation – covers the operation of any turbine (except a turbine that produces a power output of less than 500kW) that:
 - is multi-wheeled; or
 - is capable of a speed greater than 3600rpm; or
 - which uses attached condensers or a multi-staged heat exchange extraction process.
5. Reciprocating Steam Engine operation – covers the operation of steam equipment where the steam acts upon a piston under pressure where this action of the steam forces the piston to move, including expanding (steam) reciprocating engines, with any piston diameter of greater than 250 millimetres.

Appendix C Recruitment & Training Process

1. Site management identifies requirement for new Operations personnel 12 – 18 months prior to the need on shift and contacts the L&D Centre to ascertain next available occupational licensing course.

2. The L&D Centre will plan and schedule licensing courses every year depending on demand. For example a course could be run in March and September of every year allowing for twenty enrolments per year (10 per course).
3. Site management will be contacted four months prior to each course and offered positions on the course, with priority given to trainee operations personnel. NB; Occupational Licensing training is suitable for other occupations for provision of power plant operation awareness.
4. L&D Centre will liaise with the RTO to design course and ensure availability for the set courses and engage further services if the demand was high or cancel a course if demand was low. It is expected there will be a minimum of one course per year.
5. The licensing course may be run at any of the CS Energy sites, with all RTO costs being met by the L&D Centre. Trainee Operator travel and accommodation costs will be met by the sites.
6. After successful completion of the licensing training the trainees/participants will return to their site to undergo site specific training or in the case of non operational personnel, return to their normal position.
7. In consultation with site training personnel the L&D Centre will arrange for licensing written and practical assessment of the Trainee Operators. Written assessments may be conducted as a group; however practical assessments are conducted individually with the RTO assessor involving knowledge testing and practical demonstration at site.