
**Notes of the Nuclear Industry Skills Standards
Advisory Group
Held at Cogent SSC on 1 September 2010**

Welcome and Introductions

Les Agnew welcomed those attending (list at Annex A).

Notes of the Previous Meeting and Actions Arising

Notes of the last meeting 5 May 10 were accepted without comment. All actions from the last meeting were to be taken under scheduled agenda items except Actions 15/10. This Action was raised by KG at the last meeting related to sharing best practice in capturing informal learning. KG noted that Urenco were keen to capture complete knowledge of the plants across their site, some of which was solely tacit knowledge of employees.

It was noted that Areva used to employ on-job training but this was not capturing all issues. Areva shared their Consultant Development Form, which was used in conjunction with the Performance Management System and also their SQEP process. Coaching and mentoring training had been given to line supervisors to enable the system to operate effectively. Other company's had a formalised exit process. Sellafield was actively reviewing this area across their new matrix organisation using the Head of Profession (HoP) concept.

In summary, it was felt that the HoP (or equivalent) had to own competences and succession planning and therefore knowledge capture through a formalised process.

Training Standard Development Update

A Safety Case Training Standard Framework had been developed and this was being discussed in the SC Expert Group, the next meeting being 14 September.

The Fishbone diagram (Annex C) had been developed in the early stages of Training Standard development work and members were asked to review those areas where training standards had not been developed. Fork lift and Crane Training Standards were still considered to be not required, as these are equipment specific. Lifting and Moving Loads and Rigging/Slings were considered to be adequately covered by training providers and legislation. Barrier Training had a very small generic component but there was considered to be sufficient differences to negate the benefits of a

common training standard. Similar arguments applied to the clothing and respirator training. RPA training was covered by that needed for a professional Health Physicist, the additional evidence required to complete portfolio for accreditation was already covered by a national scheme and the RPA2000 accreditation process. Operational RP for Classified Workers was considered to be beneficial and Cogent would take forward with the Industry Radiation Protection Coordination Group. Their advice would also be sought on any need for common training for Radiographers.

Further discussion related to the need for any additions to the diagram. It was noted that the diagram lacked any mention of new build and particularly Construction and Project Management needs. It was considered that this was a valuable document and CS was requested to update the document with the additional Training Standards developed and then to maintain as a live document.

Action 16/10 – CS update the 'Fishbone' diagram

It was noted that a resource efficiency (now called Sustainable Business) NOS had been developed, see:

http://www.ukstandards.org.uk/Find_Occupational_Standards.aspx?SuiteID=2232&NosFindID=4

Qualifications in this area are now being developed.

The Cogent Training Standards webpage has been revised and now contains a synopsis of agreed training standards and a link to the Skills academy website for further information

Job Contexts Development

At the last meeting it was noted that RSRL used the ILM Award in First Line Management rather than the Certificate. However, the mandatory units specified for the Award were not considered sufficient to meet the competence requirements of the Role Level 4 Health Physicist, Process Operations Engineer or Nuclear Decommissioning Engineer. It was noted that a management award had been developed, the Level 3 Award in Managing Operations, which did match the competences.

Information on the ILM First Line Management Award and Certificate at: http://www.i-l-m.com/downloads/resources/qualifications/ILM_L3_Qualifications_First_Line_Management.pdf

and details of the Level 3 Award in Managing Operations at: <http://www.accreditedqualifications.org.uk/qualification/50075494.seo.aspx>

It was also noted that for the Nuclear Maintenance Engineer, the Certificate of Nuclear Professionalism (CoNP) had been listed as the qualification to provide the knowledge for the management

competences. Hence Action 11/10 asked all to consider Role Level 4 management qualifications. During discussions it was agreed that the CoNP was not designed to fulfil the Management Qualification function role for individual profiles, although during development of individual modules of the CoNP the Skills Academy should ensure that the opportunity is taken to map modules of the CoNP to those qualifications specified in Job Contexts and to consider whether a Training Standard would be applicable. Members were asked to review Action 11/10 against the four agreed Role Level 4 Job Context family management qualifications and also to consider whether a Training Standard should be developed.

Job Contexts Future Development Programme

Safety Case Job Context development is progressing and the aim for the next meeting is to finalise competences and agree the Training Standard Framework.

Construction Job Contexts had been discussed and agreed with the ECITB, Construction Skills and CECA. It was noted that the Triple Bar added the nuclear safety culture and behavioural aspects to the Construction technical competence and Safety Passports. The Skills Academy had discussions with EDF New Build where the requirement for Construction Staff specific training was raised. It was agreed that the Triple Bar had been developed as the common requirement for all entering a Nuclear Licensed Site unescorted and therefore was applicable to Construction Staff but that contextualised delivery of the training would be valuable. This would result in retention of common training standards for BNIC and BNIB but variations of delivery material could result. The Skills Academy was taking this forward with discussions with EDF and Horizon. Members were asked to review Action 13/10 and provide comments on the Construction Job Contexts by 15 October.

Action 13/10 - All Provide Comments on Construction Job Contexts by 15 Oct 10.

Project Management Job Contexts had been distributed to members and a further revision had been forwarded following comments from EDF. This Job Context articulated the APM standards and added the Triple Bar requirement. To avoid delay in progressing this Job Context, Members were asked to provide comments by 15 October.

Action 17/10 – All Provide comments on Project Management Job Contexts by 15 October

The need for a Job Context for Project Controllers was discussed. Cogent undertook to review the associated qualifications and consider the need for a Job Context.

Action 18/10 - Cogent Review Project Controls NVQ and need for Project Control Job Contexts.

Draft Radioactive Waste Job Contexts had been forwarded and nominations requested for a meeting of a Working Group to be held on 28 October at Cogent. These Job Contexts were developed from LLWR profiles and were aimed at current operations. Future Deep Repository skills would be scoped separately. All members were asked to nominate representatives for a Radioactive Waste Job Context Working Group by 15 October.

Action 19/10 - All nominate representatives for a Radioactive Waste Job Context Working Group by 15 October.

NOS and Vocational Qualifications

Nuclear Material Accountancy and Safeguards NOS Project first meeting was scheduled for 15 September at Cogent. Members were asked to nominate representatives for this meeting.

Action 20/10 – All nominate representatives for NMAS NOS Meeting on 15 September

Three further NOS had been proposed, Information Governance, Dosimetry and Emergency Response and further information was required on these before they could be added to the NOS priority development list.

Radiation Protection had been discussed with the Inter Industry RP Coordination Group and Cogent would link with them to review the RP Level 2 and 3 QCF Diplomas and the Radiation Safety Practice C&G qualifications. The Operational RP (Classified Worker) and radiographer training discussed earlier in the meeting would also be raised with the IIRPCG.

Nuclear Skills Passport Update

TA briefed that the Pilot trial was progressing with a feedback report due in September and full rollout scheduled from October 2010.

Jo Tipa gave a presentation (attached) on the NEF Quality Assurance Process and the Self Validation Process. A general discussion focused on the associated cost of these processes and the need to justify the expenditure in the current financial climate. All members were asked to consider the impact of the processes and feedback to Jo Tipa.

Action 21/10 – All Feedback to NSAN the impact of the NEF QA Process and the Self Validation Process.

Action 37/09 from a previous meeting was to resolve how BCIS training would be reassessed. This item would be covered by the New Engineering Foundation QA process and Self Validation Process which had now been successfully trialled at Magnox North. Kevin Mountcastle had noted that there had been changes to Diversity Law and queried whether this should be included in the BCIS. The

Group agreed that the scope of the BCIS was related to access to a Nuclear Licensed Site and that including issues such as Diversity law would result in a major increase in content. It would also lead to much duplication of training as these issues would also be covered under employee company induction.

AOB

Julia Bennett Cogent gave a presentation on the Women in Work initiative: http://www.cogent-ssc.com/general/news/17_05_10_wandW.php

She noted that there are 28 places remaining in the technical stream and requested bids from members to take advantage of this funding. Further details attached to the minutes. Enquires can be made direct to Julia at Julia.bennett@cogent-ssc.com or on 01925 515232

It was noted that the Migration Advisory Council Shortage List did not contain any nuclear specific occupations and that the current consultation completed on 7 September. Members were asked to consider if they had a need to employ non-EU workers.

Les Agnew thanked all attendees for their inputs at this meeting. The next meeting would be held in Cogent's offices on Thursday 9 December 2010.

Dates of Next Meeting

Date of Next Meeting – Thursday 9 December 2010

SPUG 1 September 2010 Attendees

Les Agnew	Sellafield Sites Ltd
Margaret Murphy	Serco
Laurence Clive	EDF Energy
Bill Collard	Magnox North
Brendan Daly	Magnox South
Ian Wilson	RSRL
Karen Green	Urenco
Helen Higgs	Areva RMC
Armar Johnston	Balfour Beatty Vinci
Ruth Allott	Babcock
Ken Kempthorne	MOD
Tricia Austin	National Skills Academy Nuclear
Jo Tipa	National Skills Academy Nuclear
Janine Baker	National Skills Academy Nuclear
Clive Smith	Cogent SSC
Julia Bennett	Cogent SSC (part time)

Apologies

Sylvia McMahon	Springfields
Mike Latham	EDF Energy
Raj Thakor	Nuvia
Alison Ross	DSRL
Barbara Smith	AMEC
Dawn Hillier	Cogent

No	ACTION	COMMENT
Actions from 15 Sep 09 Meeting		
37/09	TA resolve how the BCIS training would be reassessed as having met the requirements.	Complete – will be covered by NEF QA and Self Validation processes
Actions from 18 May 10 Meeting		
10/10	Cogent investigate group to take forward Environmental Training Standards.	Outstanding – to be included in Training Standard development programme
11/10	All Consider Role Level 4 management qualifications.	Discussed and to be reviewed at 9 Dec meeting. Members also to review the need for a Management Training Standard
12/10	All Review construction Safety Passports listed on Page 2 of the Construction Job Context and advise of those used.	Complete
13/10	All Review draft construction Job Contexts at Annex B to Strawman paper.	Discussed and all respond with comments on Job Contexts by 15 Oct
14/10	Cogent Feedback to ECITB and CITB on construction Job Contexts	Complete - Job Contexts discussed and agreed with ECITB and CITB
15/10	All Feedback to NISAG members any process for capturing informal learning.	Complete
Actions from 1 Sep 10 Meeting		
16/10	Cogent Update Fishbone Diagram	
17/10	All Provide comments on Project Management Job Contexts by 15 October	
18/10	Cogent Review Project Controls NVQ and need for Project Control Job Contexts	
19/10	All nominate representatives for a Radioactive Waste Job Context Working Group by 15 October.	
20/10	All nominate representatives for NMAS NOS Meeting on 15 September	
21/10	All Feedback to NSAN the impact of the NEF QA Process and the Self Validation Process	

Nuclear Site Access Pathway

