UNITED EASTERN
TECHNICAL & MANAGEMENT TRAINING

Best of the Best in Oil & Gas Talent Management

UETMT COMPETENCY LIBRARIES

Build or Buy Competencies?

System Administrator   Notifications 0   Help   Logout   User View   Administrator View   POWERED BY COMAEA

Organisation Structure | User Management | Competency Framework | Job Profiles List | Job Profiles Requirements Matrix | Learning Catalogue | Configuration

Edit   Reports   + Insert new competence

Filter

Filter by

Search competence
- ☑ Approved
- ☑ Pending
- ☐ Deleted
- ☑ Enable Lazy Load

Add or remove columns
- ☐ Sort Order
- ☑ Competence
- ☑ Status
- ☑ Levels
- ☐ Source competence id
- ☐ Primary External key
- ☐ Secondary External key
- ☐ Tertiary External key
- ☐ Quaternary External key
- ☐ Description
- ☐ Comment
- ☐ Selectable by user
- ☐ URL to External Source
- ☐ Spotlight competence
- ☐ No of job profiles

Translations

COMPETENCE	COMPETENCE	STATUS	LEVELS
Operations and Engineering Elibraries	Operations and Engineering Elibraries	Approved	Default
EHS Libraries	EHS Libraries	Approved	Default
Maintenance and Equipment Libraries	Maintenance and Equipment Libraries	Approved	Default
Electrical	Electrical	Approved	Default
Instrument & Control	Instrument & Control	Approved	Default
Maintenance General	Maintenance General	Approved	Default
Reliability, Inspection and Corrosion	Reliability, Inspection and Corrosion	Approved	Default
Rotating Equipment	Rotating Equipment	Approved	Default
Static Equipment			
Downstream Plants Libraries			
Aromatics			
Ethylene EU			
Ethylene Glycol EG			
Fertilizer			
Gas Processing			
LNG			
Methanol			
Polyethylene PE			
Polypropylene PP			
Refining			
Styrene/EBSM			
Utilities			
Support Libraries	Support Libraries	Approved	Default
Business and Commercial Libraries	Business and Commercial Libraries	Approved	Default

Competence guide

Rotating Equipment Engineering
Knowledge and skills necessary required for the selection of rotating equipment, and the development of technical specifications according to GASCO MET specifications, international standards and codes.

Awareness
- Recognise the theory of thermodynamics.
- Identify components and their function, application and limitations.
- List equipment performance characteristics, instrumentation and control.
- Identify major international codes and standards.
- Identify the design related to rotating equipment covering areas of alternative designs and Material of Construction.

Knowledge
- Explain the theory of thermodynamics.
- Describe components and their function, application and limitations.
- Describe equipment performance characteristics, instrumentation and control.
- Describe the principals of advanced designs and emerging technologies.
- Describe international codes and standards API, ASME related to major rotating equipment.

Skilled Application
- Provide technical support for engineering design required for plant modifications.
- Apply international codes and standards related to turbo-machineries and major rotating equipment.
- Review bearings, lubrication and sealing system design.
- Attend FAT test.
- Review commissioning and operation spare parts for the new equipment.

Expert
- Perform engineering design and selection of rotating equipment required for plant modifications or new projects.
- Approve the data sheet and project bid documents and the technical specifications for the new equipment.
- Implement the international codes and standards related to turbo-machineries and major rotating equipment and verify vendors.
- Review alternative designs and

Close   Save & Close   Save & Next

UETMT Industry-Standard Competency Libraries Help You
- Create and implement Company-specific competencies in a cost-effective way.
- Shorten the time to the strategic goal of workforce competence.

Quality Registrar Systems | QRS ISO 9001 : 2015 CERTIFIED | QRS ISO 14001 : 2015 CERTIFIED | QRS ISO 45001 : 2007 CERTIFIED | ASCB Accreditation Services Worldwide | SQA Approved Centre Scottish Qualifications Authority

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COMPETENCY LIBRARIES

Identifying the most important competencies for an industry sector or an organization is not (or should not be) a haphazard process ... True?

Trained Workforce or Competent Workforce … which do you want? The obvious answer is a **Competent Workforce!**

Defining the Competency requirements for the jobs is the critical pillar of the 4 Pillars of Competency; if this is wrong then any gap analysis and development plan will also be wrong. It all starts from a set of Competency Libraries, sometime called Competency Dictionaries, Maps, or a variety of other names. For more information on the concepts of competency, and the 4 Pillars of Competency, see our '**Developing a Competent Workforce' brochure.**

UETMT Industry-standard Competency Libraries help YOU create and implement Company-specific competencies in a cost-effective way …. Shortening the time to the strategic goal of workforce competence.
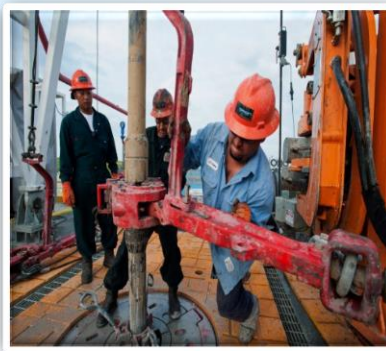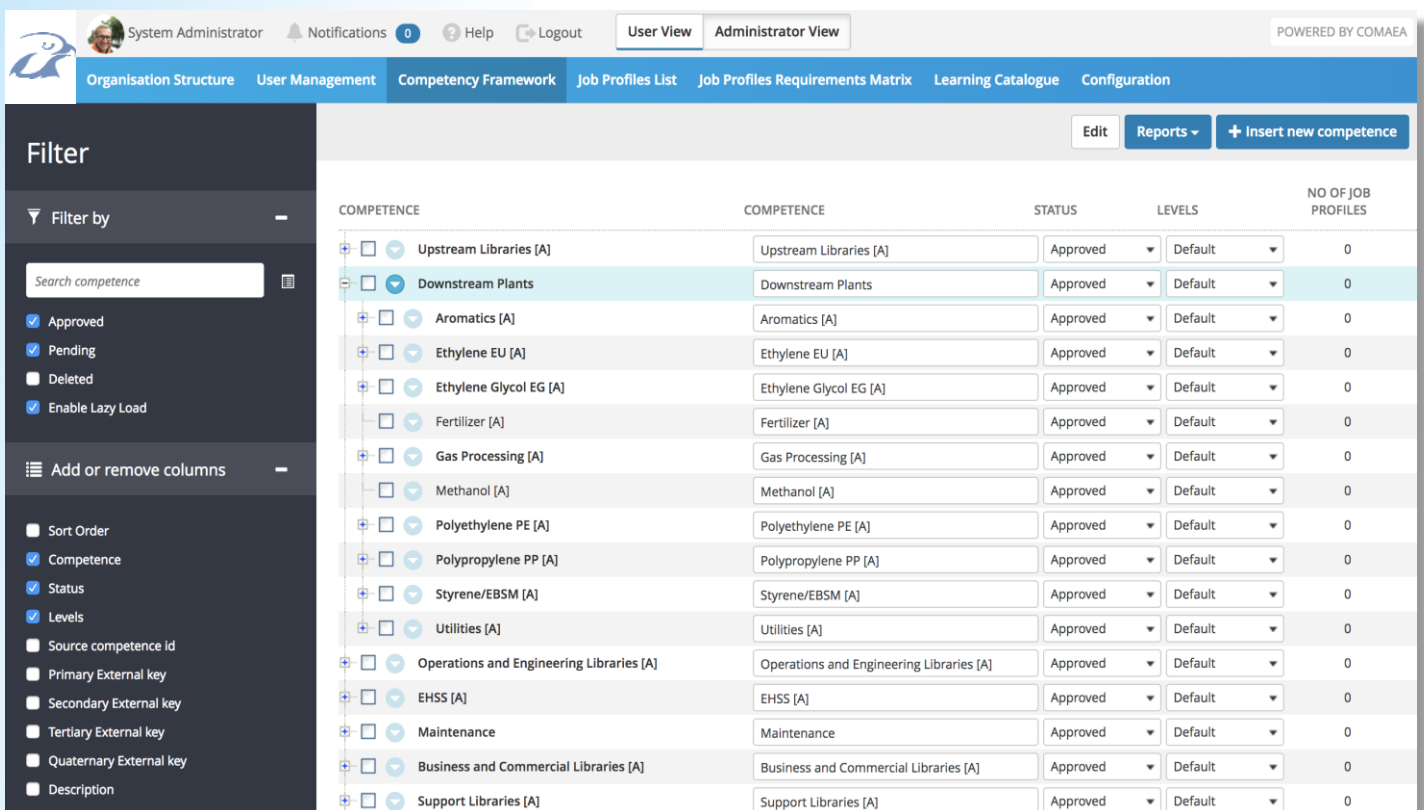

- **UETMT Industry-standard Competency Libraries help YOU create and implement Company-specific competencies in a cost-effective way …. Shortening the time to the strategic goal of workforce competence.**

- Our 70 unique libraries cover ALL jobs in the Oil & Gas industry (Upstream-Midstream-Downstream) from the CEO and business, through HR and Training, to Projects and all operations and engineering jobs. Every company deploys competencies to meet its jobs, our libraries have been used to feed over 3,000 Job Competency Models.

17	65+	3000+
Job Families	**Sub Job Families**	**Job Titles**

United Eastern O&G Competency Libraries

- If you want to know how this could be achieved in your company we would be delighted to meet with you to discuss!

- The UETMT philosophy for Competency Libraries is based on the operational experience of the UETMT senior competency personnel, acquired across hundreds of competency implementations.

  1. Competency Library content to ensure the **BUS** facilitates the competency journey:
     a. **B**: **Beneficial**: have a measurable business value and can easily be adapted to client need without losing benchmark value
     b. **U**: **Usable**: they can be effectively used by individuals and management and not too long, complex or irrelevant
     c. **S**: **Sustainable**: content and process ensure the Library remains useful and usable
     d. Owned: the client can take ownership in a cost-effective way

  2. Competency Library content must be mapped to Learning Solutions that are:
     a. Based on the 70-20-10 learning model
     b. Not limited to a single vendor course or other solution

UETMT maintains its Competency Libraries in its Comaea system, as this assists with maintenance (updating) and deployment to clients. The screen below shows Library Families, with the Downstream Plants Family opened to show individual Libraries (e.g. Gas Processing).

A Competency Library contains a set of Competency Units (CUs) that define the Knowledge, Skills and Attitudes (KSA) with progressive levels of competency from Awareness to Expert.

A Competency Library provides:

- Consistent style and structure across all disciplines
- Unique content to enable standardization
- Objective, measurable statements
- Progression across (up to) 4 levels of Competence (Awareness, Knowledge, Skilled, Expert)
- Adaptability to client specifics (e.g. 5th Level – Mastery)
- 70-20-10 Learning Solutions

The CUs are unique to that Library and do not appear in any other Libraries. The UETMT Competency Libraries are discipline / subject based, for example, HSE, Refining, Geology, Leadership & Development, and the UETMT libraries cover the entire spectrum of O&G technical, HSE and support competencies.

The screen shows the Gas Processing Library opened to show (extract of) the Competency Units in that Library.

Creating and Maintaining Libraries

The UETMT Libraries are managed by a Library Owner, who is a discipline Subject Matter Expert (SME) with extensive experience in competency development and management. The Library Owners facilitate the creation and sustainability, to ensure Library content remains aligned to the discipline needs; for example, ensuring Geoscience Libraries reflect the latest in Unconventional Resources requirements. The model used is shown in the workflow below.
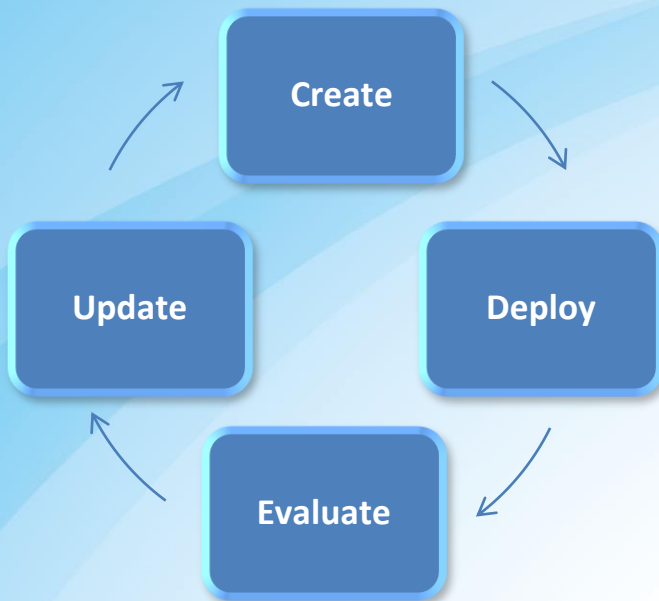
The Library Owner facilitates input from an Advisory Panel of 3-5 SMEs in the update process for the Library.
Examples of Advisory Panels:

Family	Upstream Operations
Library	Geology
Library Owner	Magdy Hozayen
Advisory Panel	Abdulah Al Hosary
	Abdul Rahman Darwish
	Dr Marcus Richards

Family	HR, Talent and Learning
Library	Leadership and Management
Library Owner	Ayman Meneassy
	Ken Delve
Advisory Panel	Andrew Weavill
	Mike Noel-Smith
	Per Palmer

The UETMT Competency Libraries use 4 progressive levels of competence (proficiency) from Awareness to Expert.

Progressive Levels

PROGRESSIVE LEVELS OF COMPETENCY

Identify Subject — 1: Awareness

Explain and Assist — 2: Knowledge

Competent, performed a number of times — 3: Skilled

Expert, can advise and develop — 4: Expert

4 Level Model
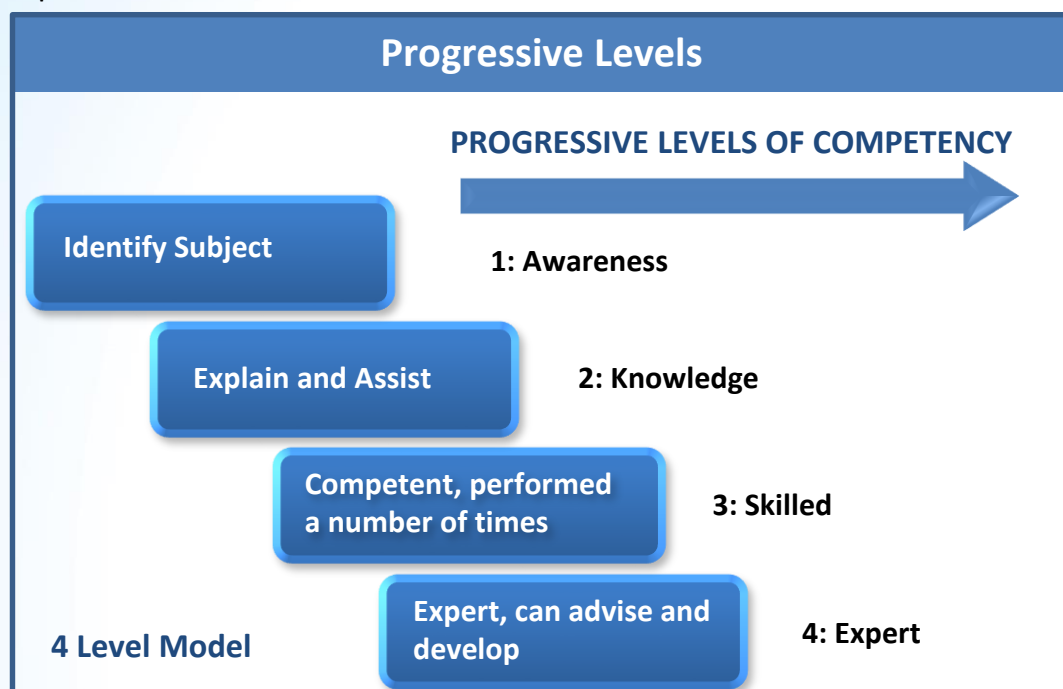
Competency Content

A UETMT **Competency Library** comprises competency Units, covering specific subjects (e.g. CO2 Removal System (Operations) in example below), each with:

- Series of objective-based Competency Statements
- Progressive statement across the Competency Levels
- Learning Solutions

EG: CO2 Removal System (Operations)

General Statement: Know the process description of the unit, main component, and philosophy of Operation, potential hazards, trouble shooting, and improvement opportunities.

Awareness	Knowledge	Skilled	Expert
• Describe the function and components of system. • Explain the differences between chemical and physical absorbents • Identify the link between glycol & reaction • Identify the effect of CO2 on EO reaction • Identify the HSE considerations of the CO2 Removal System	• Explain the equipment and process used in the CO2 Removal System • Describe the Operation conditions for good absorption and regeneration. • Describe how the water balance in the CO2 removal system is maintained. • State how CO2 removal can be limited by kinetics or by chemical equilibrium. • Explain the necessary action in case of EO breakthrough • Explain the effect and location of antifoaming injection • Explain the controls in place to prevent carbonate carryover • Explain the problems of and techniques for removal of CO2 • Identify the effect of EO breakthrough on CO2 removal system and the way to remove the traces	• Maintain unit performance as per Operating Discipline OD. system. • Maintain records and reports of defects and milestones. • Perform Start-up and shut-down of unit equipment • Perform tasks and activities related to activated interlock system • Interact with affected upstream and downstream areas/units to ensure smooth operation • Perform tasks and activities related to alarms • Action LOPA scenarios • Evaluate the impact of feed composition change in the unit • Prepare equipment for maintenance	• Troubleshoot and resolve process deviation and problems • Analyse effect of controlling parameters on performance of the unit • Analyse unit energy index and look for opportunities to improve/control. • Analyse repeated alarms to avoid unexpected upsets. • Ensure that lessons learnt from plant upsets are shared using LER • Conduct review for process conditions compare to design conditions. • Validate and approve area operating procedures. • Participate in project Risk Assessment
Learning Solutions			
EG-104-A-EL	EG-104-K-EL	W-EG-022-S	W-EG-022-E
	EG-104-K-LP		
	UET-EG-501		

Learning Solutions

One of the **unique features** of the UETMT Competency Libraries is the inclusion of Learning Solutions for ALL CU Levels. Most providers of competency libraries either have no Learning Solutions included or only promote their own courses!

The UETMT Learning Solutions provide 70-20-10 (theory and workplace) offerings, with at least one Learning Solution assigned to each CU level.

Learning Environment Components

Resources	People	Training and Education	Development Practices	Learn by Doing
* Performance support * Shared documents and spaces * Podcasts, etc. * On-line databases and KM environment * Books, journals, articles * Job aids * Briefings and presentations * Procedure and technical manuals	* Peer support * Mentoring * Communities of Practice * Professional networks * Conferences and professional meetings * Social media connections * Expert directories	* Courses and seminars * E-learning * Formal coaching * On-Job Training (structured) * Certification programmes	* Action-based learning programmes * Assignments * Rotations and experiential opportunities * Supervisor support, feedback and coaching * After action review practices * Projects	* Experimentation * Collaboration * Projects * Self-monitoring and analysis of outcomes and feedback
20%		**10%**	**70%**	

A **Learning Solution (LS)** is a method of developing the appropriate level of individual competency as identified to move a person from an Approved level of competence to a Target Level of competence. Development methods consist of:

❑ **Theory Learning**
- E-learning
- Course - Classroom (Internal and External)
- Lesson Plan

❑ **Work Experience / On-Job Training:**
- Flexible to include projects, assignments, Conferences/Courses if needed

❑ **Knowledge Management (KM):**
- Capturing knowledge and expertise (competency profiles)
- Sharing knowledge and experience (e.g. knowledge library, etc.)

Development Method hexagon diagram:
- E-library
- Course - Classroom Internal
- Course - Classroom External
- Lesson Plan
- Work Experience / On-Job Training
- E-learning

Learning Solutions

All Learning Solutions (LS) in the Libraries are continually reviewed as part of the Library update process. More importantly, they are customized to meet client specific requirements.

At the A and K competence levels the primary LS are e-learning or courses (internal or external). Courses assigned in UETMT libraries are customized with client.

The generic task-level competency statements in the OJT/Work Experience documents are customized to the client-specific tasks, for example, procedures used by an Operator

E-learning can be Generic or Specific. The type of e-learning is determined with the client, based on the most cost-effective and sustainable option.

Development Method: Course - Classroom Internal, Course - Classroom External, Lesson Plan, Work Experience / On-Job Training, E-learning, E-library

Generic: General subject content to provide underpinning knowledge

Plant / Operation Specific: Specific subject content to provide underpinning knowledge of equipment, process, operation, etc. at client location
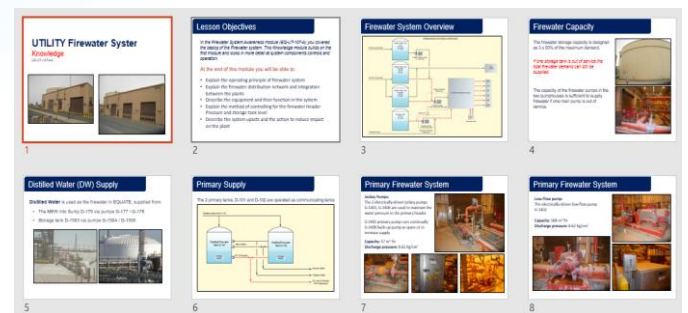
OJT / Work Experience:

The OJT/WE document is customized to include task-level statements where this level of detail is required; for example with Operator or Technician Certification / Qualification.

The process can be managed within the Comaea system as pre-defined qualification pathways.

Creating Client Competency Libraries from UETMT Competency Libraries

In most projects, the UETMT libraries are used accelerate the development process and to apply an element of benchmarking and standardisation. A typical project involves:

- Customizing UETMT libraries to Client libraries – ensuring best fit and usability
- Customizing Learning Solutions
- Creating Client Job Family Models
- Creating Client Job Competency Models

The Competency Libraries are used to create the **Job Competency Models (JCMs)** that define the performance required of a person in their job. The JCM is:

- A combination of technical and non-technical KSA to define a job
- Progressive levels of competency to define the precise level for a job

The example below shows one CU from job of Aromatics Production Engineer Job Family:

- The Production Engineer JCM has been assigned Awareness + Knowledge
- The Senior Production Authority has been assigned Skilled
- The Technical Authority has been assigned Expert level

This illustrates the assignment of competence levels to difference jobs within a Job Family.

ARO: De-Butanizer / NAPHTHA Splitter (Engineer) Area 1

General Statement: Know the unit process description, main components, philosophy of operation, troubleshooting, and improvement opportunities

Awareness	Knowledge	Skilled	Expert
PRODUCTION ENGINEER	**PRODUCTION ENGINEER**	**SENIOR PRODUCTION ENGINEER**	**TECHNICAL AUTHORITY**

• Identify the potential hazards related to the operation and maintenance of the unit.
• Identify the purpose, of the unit and source of feed to column
• Identify the parameters which control the performance of the unit. Repeated
• Identify the specification of top and bottom products
• Identify the reason for use saturated steam for re-boiler.
• Identify the preparation for startup and shutdown the unit.
• Identify the plant upset which affect performance of the unit.
• List the source and controlling of
  - re-boiler heat duty
  - condenser
  - reflux
	• Explain the function of each equipment used for De-Butanizer and NAPHTHA Splitter columns.
	• Describe the operation conditions that favor good separation.
	• Describe the causes which lead to liquid carry over and liquid accumulation on the trays.
	• Describe controlling the specification of bottom and top products.
	• Describe start up and shutdown steps for De-Butanizer and De-Propanizer columns and facilities.
	• Describe the proper action in case of inlet feed having been lost.
	• Describe the condition of total reflux and effect of reflux ratio.
	• Describe interlock system.
	• Describe the precaution to maximize heat transfer of the re-boiler.
		• Apply relevant EQUATE EH&S policies to prevent any inherent hazards with this unit
		• Perform a test run, technical evaluation or troubleshooting of each system.
		• Perform a test run, technical evaluation or troubleshooting of each system.
		• Evaluate how separation can be limited by equilibrium.
		• Assess how separation system can be improved.
		• Analyze the effects of breakthrough of bottom components on the downstream units.
		• Quantify the effect of temperature, pressure and composition of inlet feed to the column performance.
		• Compare the actual performance of column with design
		• Evaluate and calculate the efficiency of the columns and re-boilers.
		• Evaluate the effectiveness of using polymerization inhibitors.
		• Review the operating manuals or procedures, recommend improvements and explain your recommendations
			• Review existing unit processes and develop solutions to increase productivity or reduce costs.
			• Plan and create methods to improve unit process and performance.
			• Ensure compliance with approved production methods and quality standards.
			• Develop engineering standards, policies, strategies and best practices for unit operation.
			• Establish, track and continuously improve a root cause analysis program for unit problems

If you would like to discuss this, or see an example of the process, then please contact us.

UETMT Competency Libraries

UETMT industry-standard Competency Libraries help YOU create and implement Company-specific competencies in a cost-effective way …. Shortening the time to the strategic goal of workforce competence. The UETMT libraries cover the entire spectrum of O&G technical, HSE and support competencies.

The current set of Oil & Gas Competency Libraries is shown below.

Library Family Sets:

- Upstream Libraries [A]
- Downstream Plants
- Operations and Engineering Libraries [A]
- EHSS [A]
- Maintenance and Equipment [A]
- Business and Commercial Libraries [A]
- Support Libraries [A]
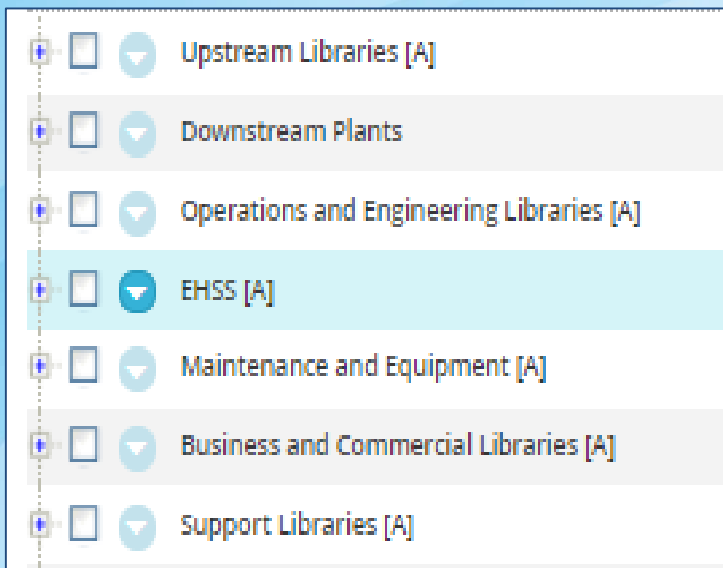
Upstream Technical Library Family:

- Upstream Libraries [A]
  - Drilling Rig Crew
  - Drilling/Well Construction [A]
  - Geology [A]
  - Geophysics [A]
  - Petrophysics [A]
  - Production Operations [A]
  - Reservoir Engineering Library [A]
  - Subsea Engineering [A]
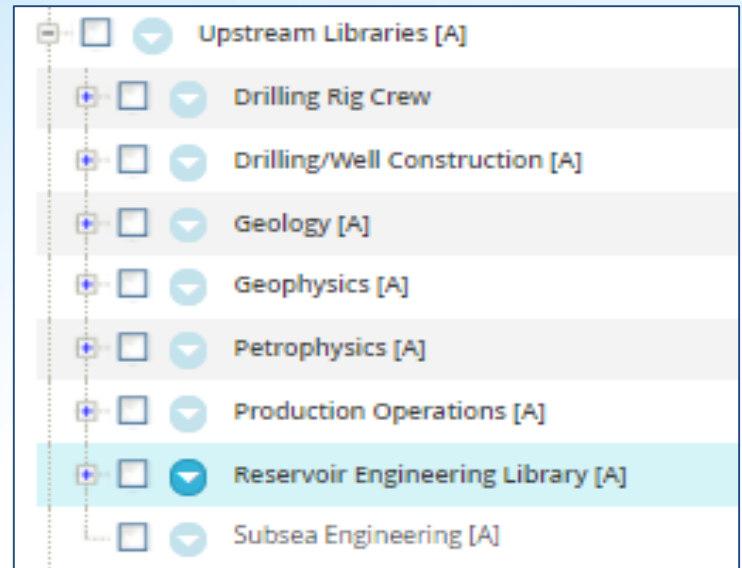
Downstream Plants Technical Library Family:

- Downstream Plants Libraries
  - Aromatics
  - Ethylene EU
  - Ethylene Glycol EG
  - Fertilizer
  - Gas Processing
  - LNG
  - Methanol
  - Polyethylene PE
  - Polypropylene PP
  - Refining
  - Styrene/EBSM
  - Utilities
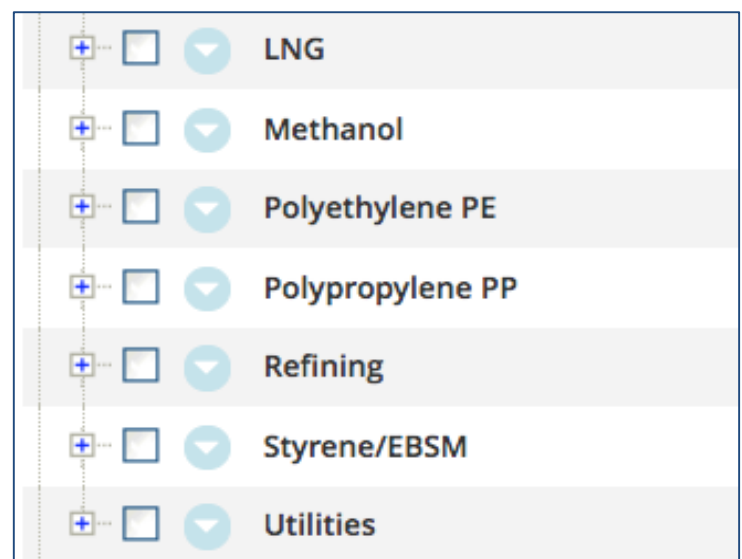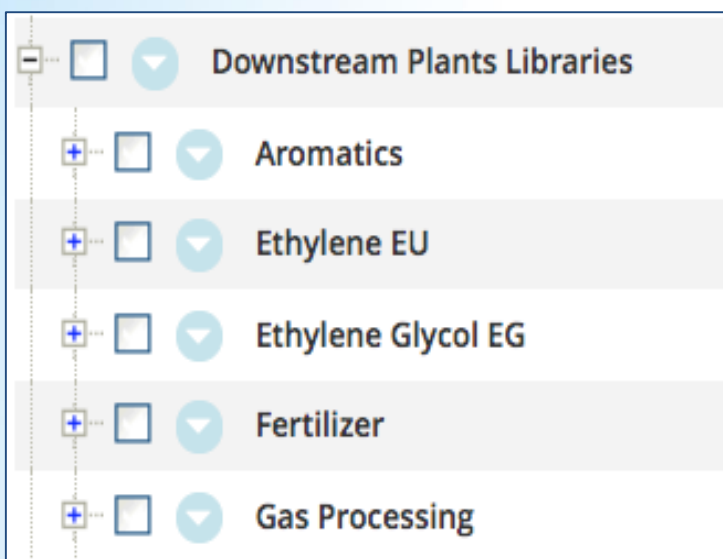
Operations and Engineering Family:

- Operations and Engineering Libraries
  - Civil Engineering [A]
  - Distribution Operations [A]
  - Energy Efficiency Library
  - Engineering General [A]
  - Laboratory [A]
  - Operations General [A]
  - Process Engineering General [A]
  - Process Safety Library [A]
  - Quality Systems

EHSS / HSE Family:

- HSE Libraries
  - HSE
  - HSE Common Library
  - Offshore HSE

Maintenance and Equipment Family:

- Maintenance and Equipment Libraries
  - Electrical
  - Instrument & Control
  - Maintenance General
  - Reliability, Inspection and Corrosion
  - Rotating Equipment
  - Static Equipment

Business and Commercial Family:

- Business and Commercial Libraries
  - Audit
  - Business Planning
  - Finance
  - Legal
  - Procurement and Supply Chain
  - Sales and Marketing

Support Family:

- Support Libraries
  - Cultural Capabilities
  - IT
  - Project Management
  - Admin
  - HR

- Learning and Development
- Leadership and Management
- Soft Skills/Behaviors
- Corporate Communications and CSR
- Security
- Support and General

UNITED EASTERN TECHNICAL AND MANAGEMENT TRAINING

United Eastern Technical and Management Training (UETMT) is a fully-integrated Training and Consultancy Company, comprising a group of industry Professionals, Consultants, Executives, and Practitioners with extensive Regional (Middle East) and Global experience in Technical and Management Development, as part of Human Capital Development and Talent Acquisition, particularly in the Oil & Gas Industry, but also in other sectors.

UETMT is a subsidiary company of United Eastern Group (UEG) based in Abu Dhabi, UAE. The parent company has been active in the region since 1976.

UETMT is the preferred source for a comprehensive range of products and services to many long-standing clients in the Oil, Gas and Petrochemical Industries.

This not only provides you with a level of assurance, but also brings direct benefits to your business through the increase in effectiveness that a well-trained and developed workforce will bring to the workplace. The morale and motivation of your staff will increase because they will have their training internationally accredited and therefore of higher value to them.

We work with our clients to develop, implement and sustain solutions that build national workforce capability.

OUR CAPABILITIES INCLUDE
• Competency Development and Management Development and Implementation
• Workforce Assessment
• Management Training
• Training Design, Development and Delivery for Technical Courses, Non-Technical Courses, Project Management and HSE

TRAINING

Our training is designed to create an environment and experience where you can accelerate and LIVE THE LEARNING EXPERIENCE when training others.

• Our Instructors are world-class approved trainers, with extensive experience in the Middle East.

• Our International experience working with clients in various countries has spanned from individual course delivery to complete multi-year workforce nationalization programs. We understand the needs of our multi-cultural learners especially in the oil and gas context.

• By combining expert-led courses, in-class projects customized for your asset challenges, field and lab courses that provide hands-on learning experiences, industry leading software tools, and one-on-one mentoring, UETMT training blends a targeted skills-development program that aligns your team's abilities to your strategic objectives

Helping clients develop the competent
workforce of today and the future

OUR VISION

To ensure a competent, qualified, and highly motivated workforce focused on achieving the critical outcomes, through the Development and Administration of cost-effective and result-oriented Human Resource and Occupational Training Programs, Services, and Practices. United Eastern Technical and Management Training is aligned with the Abu Dhabi Vision 2020 and contributes to achieve the UAE Economic Vision 2020 by promoting Social and Human Resources Development and by preparing the National workforce to serve Industrial and Technological growth in UAE.

OUR MISSION

Is to facilitate the community and staff members of our clients towards meeting their responsibilities and tasks. Supported by a team of highly experienced specialists and maintaining an open vision for the ever changing trends and maintaining the upmost standards, United Eastern Technical and Management Training will strive to provide an unparalleled competent workforce, permanently lowering your operating costs and contributing to meeting organizational goals.

OUR SERVICES

United Eastern Technical and Management Training is primarily involved in Oil and Gas Training & Development; Human Capital and Talent Acquisition.

United Eastern Technical and Management Training delivers is a mixture of Standard Courses ranging from 1-day computing courses to customized, off-the-shelf Oil and Gas Training Programs of over a year's duration tailored to an Individual Organization's requirements. Courses may be attendance only, assessed against specific client needs or courses that lead to recognized National and/or International Qualifications.

VALUES STATEMENT

We believe in demonstrated Competence, Institutional Integrity, Personal Commitment and deep sense of Nationalism.

STRATEGIC GOALS

- Define Core Curriculum based on Competencies of market Corporate needs
- Conduct ongoing Evaluations/Assessments of Programs
- Determine delivery methods and Sources
- Offer Training/Learning Opportunities to meet Organizational Needs
- Consistently align with Operations and Project Workforce Planning Requirements
- Skills Enhancement Process (SEP) for continuous Development
- Each Individual will have a Skills Enhancement Training Plan
- On-Job Learning supported by focused Technical Training

STRATEGIC GOALS

- Build a Competent Workforce
- Build a Competency base Integrated System for Managing and Assessing Performance
- Provide Training to Transfer knowledge and Develop Skills

WHY CHOOSE UETMT?

- UETMT is the Number ONE choice in the provision of **Competency Management Consultancy** Services

- We are innovators in providing **Learning Solutions** to fill identified Competence Gaps

- Our team of experts bring with them a breadth and depth of experience in successful and sustainable Competency Management

- We employ the best of the best thought-leaders committed to the improvement of Competency across the Oil & Gas Industry

- UETMT offers Complete spectrum of **Training and Competency Development**

- **Our Training** is designed to create an environment and experience where you can accelerate and LIVE THE LEARNING EXPERIENCE when training others.

- **Our Instructors** are **world-class approved trainers**, with extensive experience in the Middle East.

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Interested to know more about services?
Contact us for a free trial

UETMT works with International bodies that provide access to global standards and certification. This ensures that our products and processes match global requirements and add a level of assurance to our clients, whilst enabling them to adopt standards that provide real business benefit to them and their employees. As an example:

UETMT is an Approved Center of the Scottish Qualification Authority (SQA), a UK Governmental Organization, offering Customized Award Programs (SVQ Level) credit rated onto the Scottish Credit and Qualifications Framework (SCQF).

UETMT is approved Center by the Engineering Construction Industry Training Board (ECITB), a UK organization

UETMT is ISO Certified by QSR

ISO 9001: 2008- Quality Management System (QMS)

ISO 14001: 2004- Environmental Management System (EMS)

OHSAS 18001: 2007- Occupational Health & Safety Management System (OHSAS)

ARE YOU COMPETENT AT YOUR WORK?

DO YOU LIKE TO ACHIEVE YOUR GOALS!

INTERESTED TO KNOW MORE ABOUT OUR SERVICES?

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