OGTAN STANDARDIZATION

OIL & GAS TRAINERS ASSOCIATION OF NIGERIA
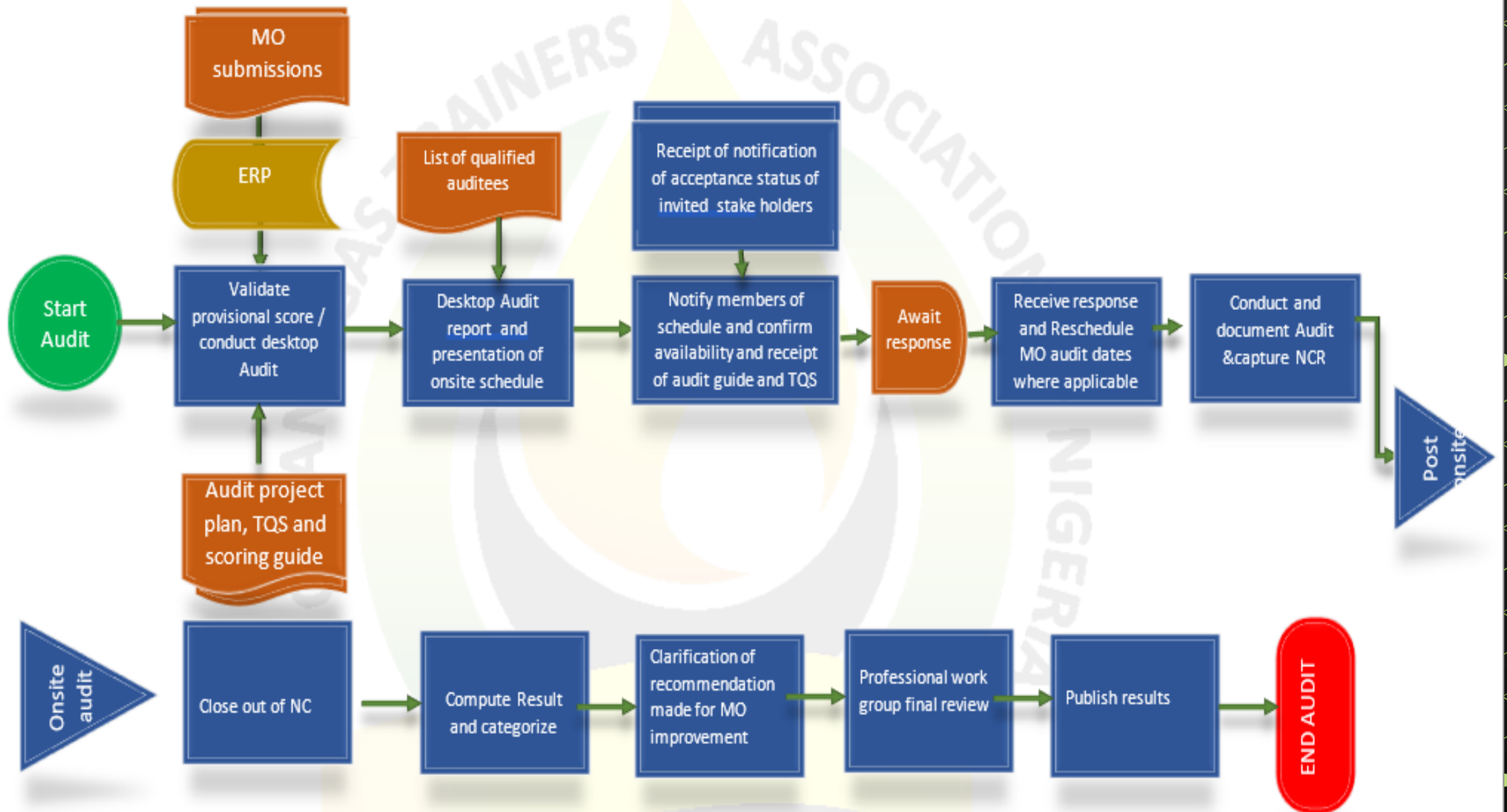
OGTAN

THIS IS TO CERTIFY THAT

The Training quality system and delivery methodology of

COMPANY XXXXX

has been audited and duly graded a category B training service provider in accordance with the best standards practice

ATSP-TQS-019

SCOPE

ENGINEERING DESIGN , PROJECT MANAGEMENT AND ESSENTIAL SKILLS TRAINING ONLY

President   Chairman PWG

CIN:PWG001-ATP232219-B1FAQS19

INITIAL REGISTERATION	DD/MM/YYYY	ISSUED DATE	DD/MM/YYYY
1ST SURVEILLANCE AUDIT	DD/MM/YYYY	VALID UNTIL	DD/MM/YYYY
2ND SURVEILLANCE AUDIT	DD/MM/YYYY	REVISION	01

CATEGORY B — PROFESSIONAL WORK GROUP

CATEGORIZED ATSP TQS-019 OGTAN TRAINER

Revision	Date	Description of changes	Prepared By	Reviewed By	Approved By
1.0	05/05/2020	Issue for Use	CY	JC	SO

OGTAN

PRESENTS

2021

DEVELOPMENTAL STRATEGY

STANDARDIZATION

ATSP-TQS-021

" Training is not just an assembly of participants for a learning experience , its efficacy is an outcome that can validate a behavioral delta "
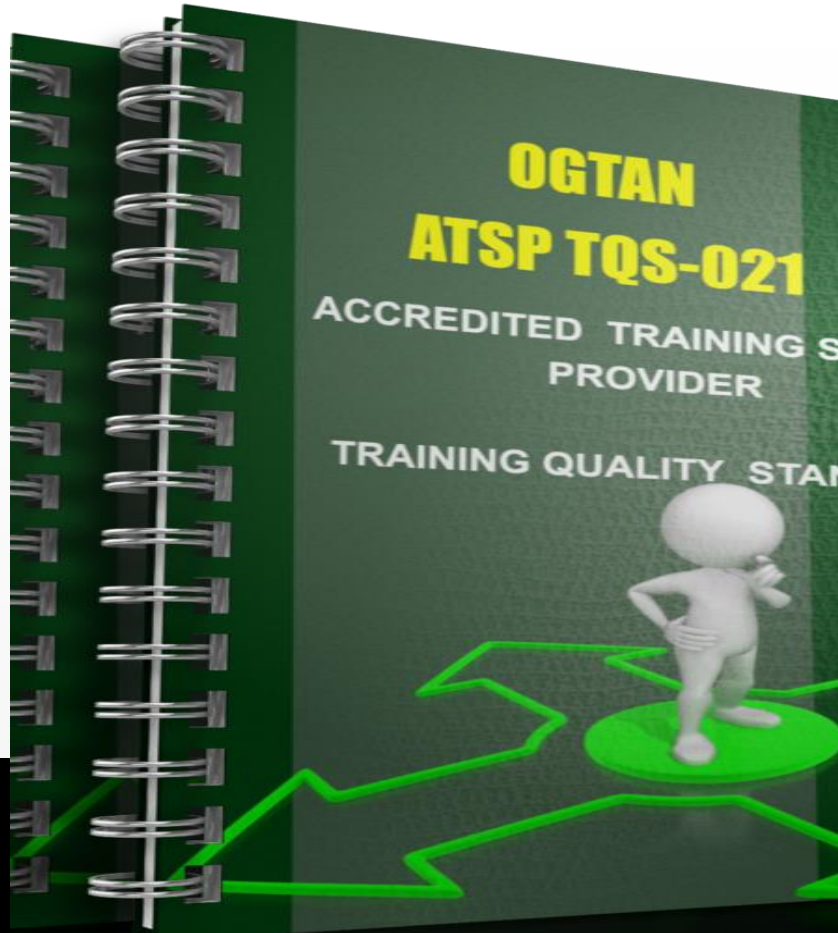
OCRAB Ogtan-Certification Review and Approval Baseline

METHODOLOGY

The fair and balanced approach for membership organization competency growth

4 DQM

MATRIX THAT FOCUSES ON POST TRAINING DELTA VALIDATION.

ROAD MAP TO THE WORLD CLASS BADGE

THE AUTHORITY OF THE OGTAN TQS

☑ **BS 29994**
BS ISO 29994:2021 Education and learning services —
Requirements for distance learning

☑ **BS 29992**
Assessment of outcomes of
learning services — Guidance.

☑ **BS 29993**
Learning services outside formal education —
Service requirements.

☑ **ISO 9001-2015**
Quality management systems —
Requirements.

☑ **ASTM E2659-15**
Standard Practice for Certificate Programs.

☑ **ISO 17024**
Conformity assessment - General requirements for bodies
operating certification of persons .

**REGARDLESS OF THE HEIGHT OF INTERNALLY ISSUED CERTIFICATION
SUCH CERTIFICATION CANNOT GO BEYOND NIGERIA'S BORDERS.**

PACE SETTING WITH
ISO:17065

Conformity assessment — Requirements for bodies certifying products, processes and services

We will assuredly trigger the pace for being NIGERIA's first authorized and internationally recognized training service certifier. We are confident the NCDMB will support us on this path

GROWTH ROAD MAP
While gearing towards membership standardization , we are also ambitious of leading the way to entity STANDARDIZATION

VALIDATION IS INTERNATIONAL
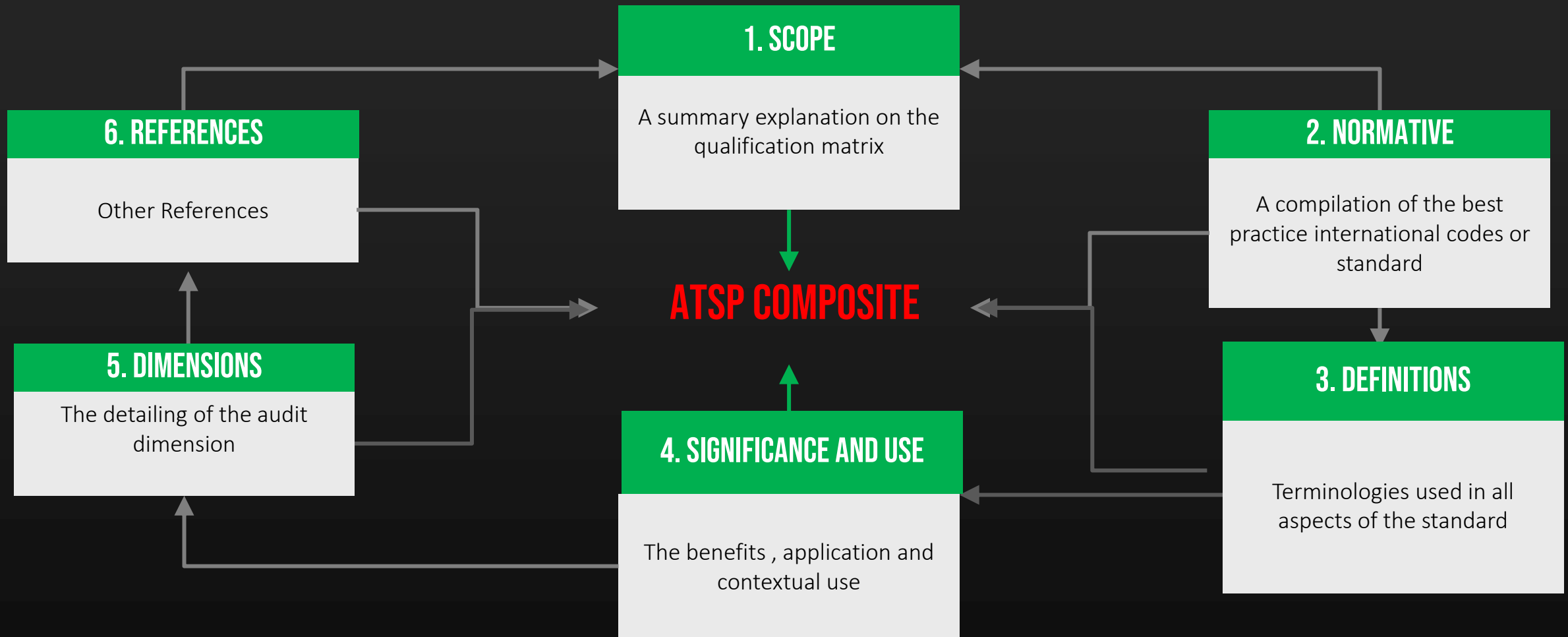Without the requisite validation no certifier can guarantee objectivity

RANKING IS IMPERATIVE
RANK is not a status sentence . It's an objective assessment of where you are and where you need to be .

TQS-021
OGTAN ACCREDITED
ATSP
TRAINING SERVICE PROVIDER

CONSTRUCT OF THE ATSP STANDARD

1. SCOPE
A summary explanation on the qualification matrix

6. REFERENCES
Other References

2. NORMATIVE
A compilation of the best practice international codes or standard

ATSP COMPOSITE

5. DIMENSIONS
The detailing of the audit dimension

3. DEFINITIONS
Terminologies used in all aspects of the standard

4. SIGNIFICANCE AND USE
The benefits , application and contextual use

AUDIT NORMATIVE REFERENCES

01 BSI/ISO 29993 -2015:

BSI/ISO 29993 -2015: Learning services for non-formal education and training, Basic requirements for service providers

02 ANSI/IACET 12013

ANSI/IACET Standard: ANSI/IACET 12013 Standard for Continuing Education and Training

03 ANSI/ISO/IEC 17024:2012

ANSI/ISO/IEC 17024:2012 Conformity Assessment—General Requirements for Bodies Operating Certification of Persons

04 OTHER INTERNATIONAL STANDARDS

Training Standard for training developed by any Internationally recognized subject matter training accreditor.

05 ASTM E2659-15

ASTM E2659-15 Standard Practice for Certificate Programs.

06 ISO 9001:2015

ISO 9001:2015 Quality Management System

07 ISO-10015 (ISO/TC 176)

ISO-10015 (ISO/TC 176) First edition 199912-15 Quality management — Guidelines for training

08 ATSP/TQS-01019

OGTAN's best practice baseline acceptable for categorization

BEST PRACTICE REFERENCE

08 01 02 03 04 05 06 07

OBJECTIVES

MEMBERSHIP INTERVENTION

The Objectives of this Project shall be:

✓ *To harmonize training service delivery among members to align with International Standards.*

✓ *To provide a baseline for acceptable best practices in the Training industry.*

✓ *A categorization standard that will be based on the following; Capacity, Experience, Regulatory Compliance Status, Organizational Structure, Training Delivery Methodology validation and performance Records.*

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SCOPE

THE ATSP-19 DESIGN

The Scope of this initiative includes:

- ✓ *The development of a definitive framework for a sustainable standardization system and a complementary implementation roadmap.*

- ✓ *Design and development of a transparent and non-discriminatory process for optimization of membership competencies sequential to an internal gap analysis for identification of developmental needs across board.*

- ✓ *Design of a successful industry training service template that adequately addresses delivery methodology evaluation (Pre-Training, Training and Post Training).*

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SYSTEM

Functional Expectation

The Objectives of this Project shall be:

- ✓ To harmonize training service delivery among members to align with International Standards.
- ✓ To provide a baseline for acceptable best practices in the Training industry.

- ✓ A categorization standard that will be based on the following; Capacity, Experience, Regulatory Compliance Status, Organizational Structure, Training Delivery Methodology validation and performance Records. Audit mechanisms and pre-qualification matrix for the Course Design, Curricula and Certification Systems.

- ✓ Development of a System Governance structure that would categorize members and provide a fair evaluation matrix for Authorized Training Practitioners (ATPs)

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AUDIT DIMENSIONS

REGULATORY COMPLIANCE

This consists the very **basis of legitimacy** of the Trainer.
Range of regulatory certifications required as would be needed for a typical federal Government / O & G tender submission

MANAGERIAL STATURE

FINANCIAL STEWARDSHIP with a focus on organisational well-being or compliance..
Managerial System evidenced by adherence to an international quality standard ISO.
SUSTAINABILTY ; Focus of a business as a proof of ongoing interest

TECHNICAL APPRAISAL 1

Technical Appraisal is one of the most important factors of the grading system. This scales a rating of 50% as it forms the competence crux of the trainer and the delivery system.
The Appraisal considers equipment , infrastructure and operational governance

TECHNICAL APPRAISAL 2

Evidence of internally operated ADDIE (Inclusive of Competency Validation Process in the implementation process, Available Accreditation, adherence to ISO training Codes, Delivery Procedure, Policy and Implementation ,Training Faculty competence and directorate.
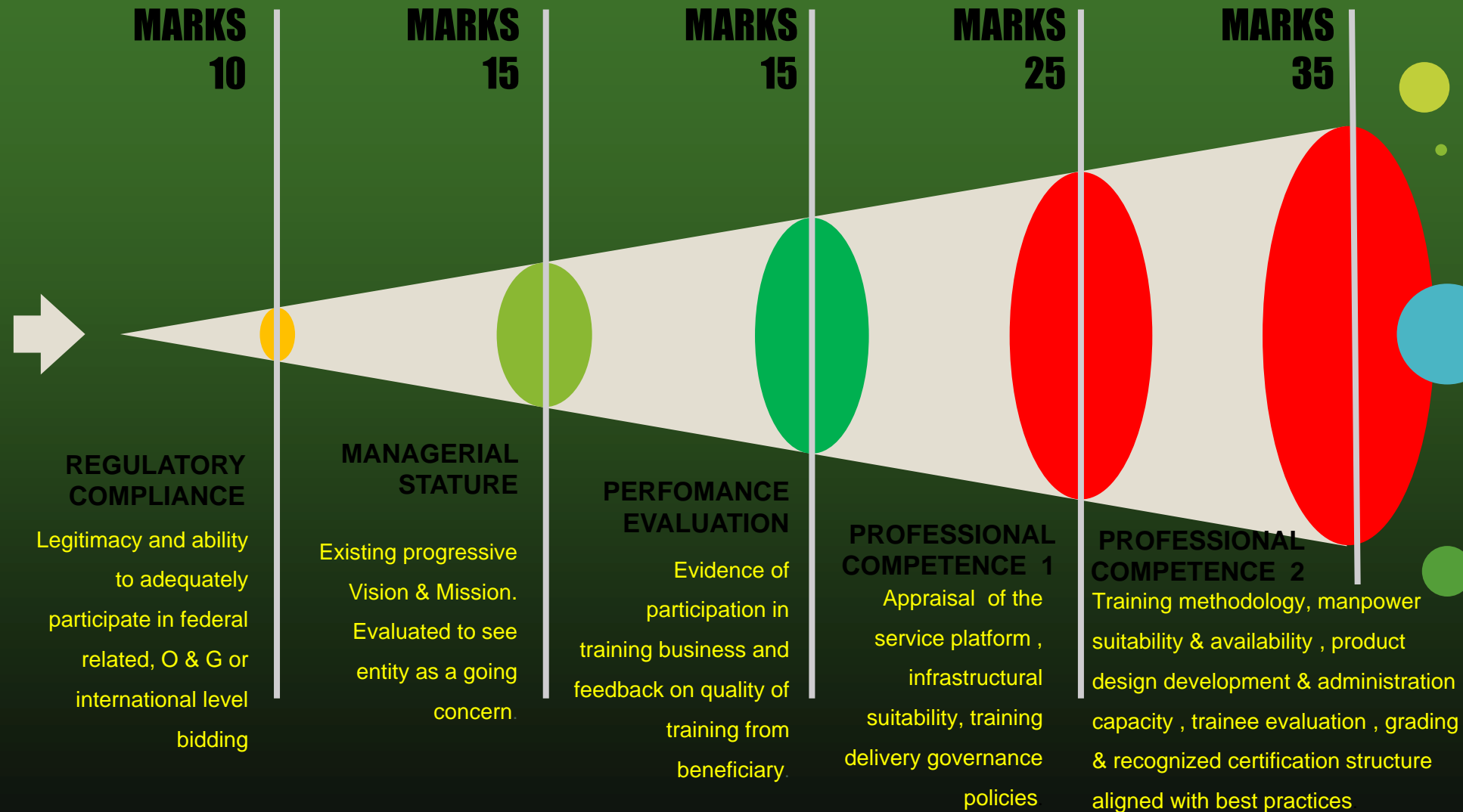
PERFORMANCE EVALUATION

Performance Evaluation encapsulates the proven satisfactory relationship between the OGTAN trainer and end user of the services they deliver

PERFORMANCE EVALUTION 2

Quantum of successful training evaluated by applying the ratio number of projects executed to the ones successfully delivered with supportive and confirmable feedback (JCC

MEASUREMENT MATRIX

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AUDIT WEIGHTINGS

MARKS 10

MARKS 15

MARKS 15

MARKS 25

MARKS 35

REGULATORY COMPLIANCE

Legitimacy and ability to adequately participate in federal related, O & G or international level bidding

MANAGERIAL STATURE

Existing progressive Vision & Mission. Evaluated to see entity as a going concern.

PERFOMANCE EVALUATION

Evidence of participation in training business and feedback on quality of training from beneficiary.

PROFESSIONAL COMPETENCE 1

Appraisal of the service platform, infrastructural suitability, training delivery governance policies

PROFESSIONAL COMPETENCE 2

Training methodology, manpower suitability & availability, product design development & administration capacity, trainee evaluation, grading & recognized certification structure aligned with best practices

CATEGORIZATION PROCESS

ORIENTATION

AUDIT

CATEGORIZATION PROCESS

THE AUDIT PROCESS WAS DEVELOPED AND DESIGNED FOR FAIRNESS, OPPORTUNITY POSITIONING AND ORGANIZATION GROWTH FOR ALL

CERTIFICATION

EVALUATION

The African Continental
Free Trade Area (AfCFTA)

✓ Overview   ✓ Purpose   ✓ Benefits

THE ATSP CONNECT TO STANDARDIZING GOODS AND SERVICES

The **AfCFTA** promises broader and deeper economic integration and would attract investment, boost trade, provide better jobs, reduce poverty, and increase shared prosperity in Africa.
From AfCFTA website
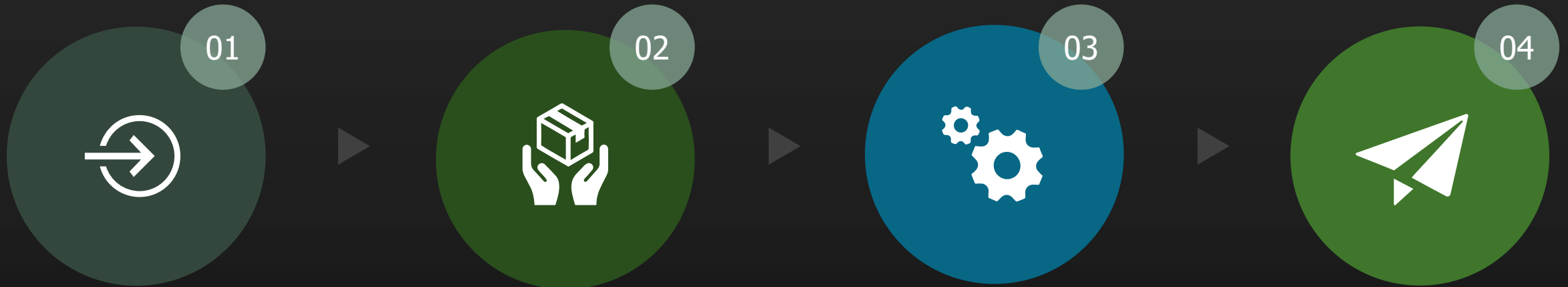
OUR CASE REFERENCE

ACCEPTED, ADOPTED AND APPLIED

VALUE PROPOSITION BACKGROUND

Cycle of activities

MARKET

TYPE AND DEMAND, DETERMINED BY QUALITY OF SERVICE

SERVICE

SKILLS-

ONLY WAY

TO EMPLOYMENT

INDUSTRY

Manufacturing and service capability/ R and D and better market analysis

GDP enhancement / increased manufacturing

Demand for goods and services opportunity

Human capital development Needs/ competency requirement

CERTIFICATIONS /QUALIFICATION

JOBS/PROFESSION/TRADE

Degrees and Academic certs

Work force competency upgrade/retooling/training

Quality control and standards

Performance/product acceptance Criteria

TOOLS/ LABORATORY /SIMULATORS/ TESTING INFRASTRUCTURE

TRAINING / EDUCATION . EXPERTISE /EQUIPMENT /INFRASTRUCTURE / VALIDATION

EDUCATIONAL CURRICULA

NATIONAL QUALIFICATION FRAMEWORK

OCCUPATIONAL STANDARD

INTERNATIONAL STANDARDS

INDUSTRY NEEDS AND GAPS

SUGGESTIONS (WAEC IS A GO-BY)

A CHAIN IS AS STRONG AS ITS WEAKEST LINK.

01

02

03

04

MAPPING INDUSTRY AND MARKET

Foremost we need accurate data mining of the state of our HR , within and without region.

MAP the complementary infrastructure as well as industry status.

Conducting skills and gap analysis

Evaluate global demand against local.

STANDARDIZATION

To develop global standards skills, we need to meet the global industry performance criteria .

REGIONAL/NATIONAL OCCUPATIONAL STANDARDS.

Certification does not by any means guaranty competency however it should meet basic requirements or expectations.

Academia and trainers must have a convergence point where there is an established handshake

PRODUCT DEVELOPMENT

All Curricula toward sustainable production, processing ,packaging and presentation of the goods , should meet international standard

This is Critical Intellectual Infrastructure,

Miss this, Miss Everything .

EDUCATE /TRAIN AND CERTIFY

TRAINING industry standardization and regulation should be instituted for governance.
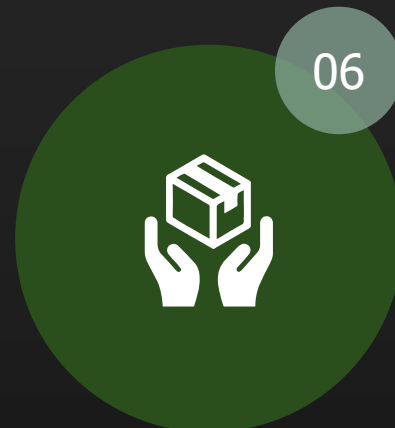
Certifications must connect with all three aforementioned

Suggestions

05
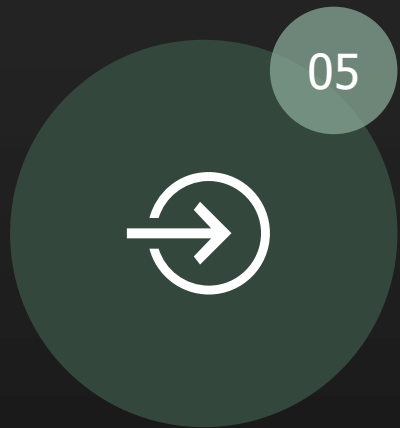
EVALUATE /AUDIT VALIDATE

Institute within governance
In alliance with verification body
And validation (accreditation) bodies
Sustain the audit culture for consistent improvement

06

HARMONIZE

Learning domains,
Virtual connectivity (LMS and integrated E-commerce)
Standards and framework (ROS /REF)
Create enabling infrastructure.
Platform on complementary
Legislature

PURPOSE OF WAEC

- Maintenance of internationally accepted procedures....
- To keep providing qualitative and reliable educational assessment....
- To keep promoting sustainable human resource development, mutual understanding, and international cooperation....
- Promotion of educational projects....
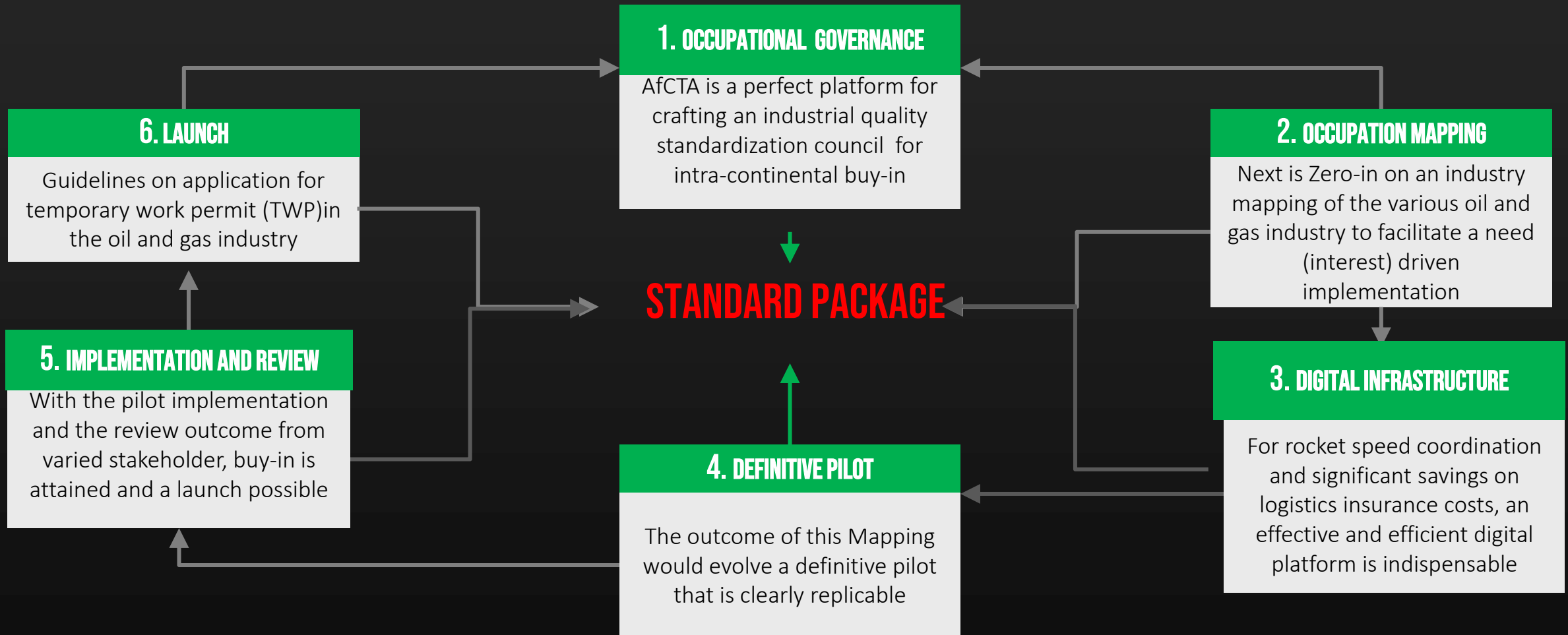- Adding value to education.

MOVING THE ATSP MODEL TO AFCTA

ACCEPTED, ADOPTED AND APPLIED

THANK YOU

TRADE EFFICIENCY

" STANDARDS , STAKE HOLDER BUY-IN , PROCESS CENTRIC APPROACH AND COLLECTIVE BENEFITS MAY BE OUR OFFERING TO TRADE EFFICIENCY IN AFRICA ."

JOSEPH CAREW
GENERAL SECRETARY OGTAN