



**Australian Government**

**Department of Education, Employment and Workplace Relations**

# **RII60409 Advanced Diploma of Drilling Management**

**Release: 1**

## **RII60409 Advanced Diploma of Drilling Management**

### **Modification History**

Not applicable.

### **Description**

This qualification reflects the role of managers who perform tasks that are broad, specialised, complex and technical, and include strategic areas and initiating activities. They are required to demonstrate self-directed application of theoretical and technical knowledge and initiate solutions to technical problems or management requirements.

### **Pathways Information**

Not applicable.

### **Licensing/Regulatory Information**

Not applicable.

### **Entry Requirements**

Not applicable.

## Employability Skills Summary

The following table includes a summary of the employability skills as identified by the resources and infrastructure industry for this qualification. The table should be interpreted in conjunction with the detailed requirements of each unit of competency packaged in this qualification. The outcomes required here are broad industry requirements that may vary depending on packaging options.

| Employability Skill       | Industry/enterprise requirements for this qualification include:   |
|---------------------------|--|
| Communication             | <ul style="list-style-type: none"> <li>• provide clear and direct feedback</li> <li>• listen carefully to instructions and information</li> <li>• read and interpret project plans and safety signs</li> <li>• calculate basic weights, distances and volumes</li> <li>• complete accurate work plans, technical reports, risk assessments, etc</li> <li>• negotiate solutions to customer and workplace based issues</li> <li>• negotiate project details with clients</li> <li>• network with other professionals working in the same field</li> </ul> |
| Teamwork                  | <ul style="list-style-type: none"> <li>• plan and lead team performance and operations</li> <li>• coordinate project activities and timelines with clients</li> <li>• work cooperatively with people of different ages, gender, race, religion or political persuasion</li> <li>• provide feedback and advice to staff</li> <li>• lead site-wide planning and coordination activities</li> </ul>   |
| Problem-solving           | <ul style="list-style-type: none"> <li>• re-allocate staff and resources in response to changing weather, site conditions and priorities</li> <li>• manage staff to solve problems and coordinate individual responsibilities and activities</li> <li>• work cooperatively with clients to resolve contract and operational issues</li> <li>• manage the ongoing review and adjustment of operations against performance indicators and project milestones</li> </ul>  |
| Initiative and enterprise | <ul style="list-style-type: none"> <li>• act independently to identify potential improvements to working practice and conditions</li> <li>• identify and take steps to resolve risks in the workplace</li> <li>• encourage the exploration and application of innovative approaches to improve on operational performance</li> </ul>   |
| Planning and organising   | <ul style="list-style-type: none"> <li>• manage and coordinate time and priorities for self and team</li> <li>• identify and obtain appropriate personnel and resources for work</li> <li>• ensure that risks are assessed and appropriate emergency plans are in place</li> <li>• ensure that project planning incorporates the possibility of adapting to future changes</li> </ul>  |

|                 |   |
|-----------------|---|
| Self-management | <ul style="list-style-type: none"><li>• take responsibility for ensuring team targets and goals are achieved</li><li>• understand the standard of work expected at the work site</li><li>• proactively manage team performance</li><li>• develop trust and confidence in staff and customers</li></ul>  |
| Learning        | <ul style="list-style-type: none"><li>• be willing to learn new ways of working</li><li>• seek information to improve performance from people and workplace documents like policies, procedures etc</li><li>• understand equipment characteristics, technical capabilities, limitations and procedures</li><li>• lead change and continuous improvement processes</li><li>• manage learning and development plans</li><li>• prepare and lead formal or informal training sessions</li></ul> |
| Technology      | <ul style="list-style-type: none"><li>• apply a range of basic IT skills in monitoring and reporting on systems</li><li>• operate equipment safely and according to manufacturer and workplace guidelines</li><li>• use communications technology appropriate to the workplace (email, mobile, radio, etc)</li><li>• computer technology is used to monitor and communicate project status</li><li>• use IT to create documents and maintain records of work activities</li></ul>           |

## Packaging Rules

### Requirements for completion of the qualification

The following table provides the packaging rules for this qualification, followed by the list of relevant units of competency.

Successful completion of nine (9) units of competency made up of:

- eight (8) mandatory units, and
- one (1) elective unit from the list of specified electives below

Units chosen must be relevant to job function.

Care must be taken to ensure that all prerequisites specified within imported units, or units chosen as electives, are complied with.

| <b>Mandatory units of competency</b> |   |
|--------------------------------------|---|
| <i>Unit code</i>                     | <i>Unit title</i>   |
| RIICCR601A                           | Manage customer relationships   |
| BSBMGT605B                           | Provide leadership across the organisation                                  |
| BSBMGT617A                           | Develop and implement a business plan                                       |
| RIIENV601A                           | Establish and maintain the environmental management system                  |
| RIIGOV601A                           | Establish, maintain and develop a statutory compliance management system    |
| RIIOGD504A                           | Manage drilling operations  |
| RIIOHS601A                           | Establish and maintain the occupational health and safety management system |
| RIIRIS601A                           | Establish the risk management system  |
| <b>Specified electives</b>           |   |
| <i>Unit code</i>                     | <i>Unit title</i>   |
| BSBPMG605A                           | Direct quality management of a project program                              |
| BSBSMB405A                           | Monitor and manage small business operations                                |
| RIIOGD601A                           | Manage multiple drilling operations   |
| RIIQUA601A                           | Establish and maintain a quality system                                     |

