



Australian Government

Department of Education, Employment and Workplace Relations

RIIOGD601A Manage multiple drilling operations

Release: 1

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Modification History

Not applicable.

Unit Descriptor

This unit covers the management of multiple drilling operations in the drilling industry. It includes planning and preparing to manage multiple drilling operations, coordinating resource use to achieve profit productivity targets, acquiring resources to achieve operational plan, and monitoring operational performance of drill supervisors and drilling operations. Licensing, legislative, regulatory and certification requirements that apply to this unit can vary between states, territories, and industry sectors. Relevant information must be sourced prior to application of the unit.

Application of the Unit

This unit is appropriate for those working in a management role at worksites within:

- Drilling

Licensing/Regulatory Information

Refer to Unit Descriptor.

Pre-Requisites

Not applicable.

Employability Skills Information

This unit contains employability skills.

Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Plan and prepare to manage multiple drilling operations	1.1. Access, interpret and apply compliance documentation relevant to the work activity 1.2. Obtain, confirm and apply work instructions for the allocated task 1.3. Identify, manage and report all potential hazards 1.4. Resolve coordination requirements with others at the site prior to commencing and during work activities
2. Coordinate resource use to achieve profit productivity targets	2.1. Collect, analyse and organise resource information for use in operational plans in consultation with colleagues and specialist resource managers 2.2. Ensure operational plans contribute to the achievement of the organisation's performance/business plan 2.3. Ensure operational plans identify available resources , taking into account customer needs and the organisation's plans 2.4. Ensure plans maximise value gained from the diversity of the organisation's resources 2.5. Prepare contingency plans in the event that initial plans need to be varied
3. Acquire resources to achieve operational plan	3.1. Recruit and induct employees within the organisation's human resource management policies and practices 3.2. Acquire physical resources and services in accordance with the organisation's practices and procedures
4. Monitor operational performance of drill supervisors and drilling operations	4.1. Monitored systems and processes to establish whether resources are being used as planned 4.2. Investigate problems with resource usage and rectify and/or report to designated persons/groups 4.3. Mentor and coach individuals/teams who have difficulties in using resources to the required standard 4.4. Manage systems, procedures and records associated with documenting resource acquisition and usage in accordance with

	the organisation's requirements
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Required Skills and Knowledge

This section describes the skills and knowledge required for this unit.

Required skills

Specific skills are required to achieve the Performance Criteria of this unit, particularly for its application in the various circumstances in which this unit may be used. This includes the ability to carry out the following, as required to manage multiple drilling operations:

- apply legislative, organisation and site requirements and procedures for managing multiple drilling operations
- legal rights and responsibilities
- all relevant statutory and regulatory requirements which affect multiple sites
- inspection/research techniques for collection of data
- analysis and problem solving techniques
- contractual rights and responsibilities
- planning control systems (sales, advertising and promotion, logistics)
- record keeping systems for multiple sites
- communication systems, processes and procedures
- operate in varied or highly specific contexts
- use competencies independently for routine and non-routine purposes
- use judgement of self and others in planning and using resources, services and processes to achieve outcomes within time constraints
- plan and manage the work of others
- guide teams
- work autonomously, under broad guidance
- negotiation
- computer operations
- research
- implement learning strategies such as:
 - mentoring
 - coaching
 - exchange/rotation
 - action learning
 - structured training programs

Required knowledge

Specific knowledge is required to achieve the Performance Criteria of this unit, particularly for its application in the various circumstances in which this unit may be used. This includes knowledge of the following, as required to manage multiple drilling operations:

- legal rights and responsibilities

- all relevant statutory and regulatory requirements which affect multiple sites
- inspection/research techniques for collection of data
- analysis and problem solving techniques
- contractual rights and responsibilities
- planning control systems (sales, advertising and promotion, logistics)
- record keeping systems for multiple sites
- communication systems, processes and procedures
- goals, objectives, plans, systems and processes
- business and performance plans
- ethical standards
- quality and continuous improvement processes and standards

Evidence Guide

The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.

Overview of assessment	
Critical aspects for assessment and evidence required to demonstrate competency in this unit	The evidence required to demonstrate competency in this unit must be relevant to worksite operations and satisfy all of the requirements of the performance criteria, required skills and knowledge and the range statement of this unit and include evidence of the following: • knowledge of the requirements, procedures and instructions for the management of multiple drilling operations • implementation of requirements, procedures and techniques for the safe, effective and efficient management of multiple drilling operations • working with others to plan, prepare and manage multiple drilling operations • evidence of the consistent successful management of multiple drilling operations
Context of and specific resources for assessment	• This unit must be assessed in the context of the work environment. Where personal safety or environmental damage are limiting factors, assessment may occur in a simulated environment provided it is realistic and sufficiently rigorous to cover all aspects of workplace performance, including task skills, task management skills, contingency management skills and job role environment skills. • Assessment of this competency requires typical resources normally used in a resources and infrastructure sector environment. Selection and use of resources for particular worksites may differ due to the site circumstances. • The assessment environment should not disadvantage the participant. For example, language, literacy and numeracy demands of assessment should not be greater than those required on the job. • Customisation of assessment and delivery environment to sensitively accommodate

	cultural diversity. • Aboriginal people and other people from a non English speaking background may have second language issues. • Where applicable, physical resources should include equipment modified for people with disabilities. Access must be provided to appropriate learning and/or assessment support when required.
Method of assessment	This unit may be assessed in a holistic way with other units of competency. The assessment strategy for this unit must verify required knowledge and skill and practical application using more than one of the following assessment methods: • written and/or oral assessment of the candidate's required knowledge • observed, documented and/or first hand testimonial evidence of the candidate's: • implementation of appropriate requirement, procedures and techniques for the safe, effective and efficient achievement of required outcomes • consistent achievement of required outcomes • first hand testimonial evidence of the candidate's: • working with others to undertake and complete the management of multiple drilling operations • provision of clear and timely instruction and supervision by the individual of those involved in the management of multiple drilling operations
Guidance information for assessment	Consult the SkillsDMC User Guide for further information on assessment including access and equity issues.

Range Statement

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.

Relevant compliance documentation may include:	• legislative, organisational and site requirements and procedures • manufacturer's guidelines and specifications • Australian standards • code of practice • Employment and workplace relations legislation • Equal Employment Opportunity and Disability Discrimination legislation
Work instructions may come from briefings, handovers, plans and work orders and may be written or verbal, formal or informal and may include:	• nature and scope of tasks • specifications • quality of finished works • achieved targets • operational conditions • obtaining of required permits • site layout • out of bounds areas • worksite inspection requirements • lighting conditions • plant of equipment defects • coordination requirements or issues • contamination control requirements • environmental control requirements • barricade and signage requirements
Hazards may include:	• working in proximity to drilling rig
Coordination requirements may include:	• other equipment operators • maintenance personnel • supervisors • site personnel
Resources may include:	• people • finance • equipment • power/energy • buildings/facilities

	• technology • information • time • computer software
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Unit Sector(s)

Drilling (Oil and Gas)

Competency field

Refer to Unit Sector(s).

Co-requisite units

Not applicable.