

**OSART Good Practices**  
**TRAINING AND QUALIFICATION**  
Records and reports

**Seabrook, USA**

Mission Date;6-23 Jun., 2011

Qualification Health Reports

The plant identified all skills required in the plant and developed an indicator to show the qualifications and the number of staff required. Each accredited training discipline is required to maintain a qualification health report. These reports are reviewed at the Plant Training Advisory Board.

- These reports are an easy to understand tool to monitor the required qualified staff for specific works.
- The qualification health reports in all of the accredited training disciplines illustrate and facilitate the strategic management of worker qualifications.
- These reports allow line departments to identify qualification areas where additional focus is needed to maintain qualification levels. The line departments can identify to station management those qualifications that require additional attention due to unique qualifications or limited candidates.

## Training and Skills Management Tool (OPFC) application

### **Purpose:**

OPFC is an integrated multi-functional and multi-plant series Training and Skills Management Tool that makes it possible to manage the needs expressed by managers regarding the training, skills, coaching, observations, development plans and training demands of their teams.

OPFC provides the manager and the employee with a vision of all the structured skills courses (training and assessment stages) planned, completed and required with the chronology of all the actions for the employees professional development including training, coaching and on-the-job observations. The tool creates multi-year individual and team skills maps.

### **Description:**

The application consists of two modules:

'Training' section that is used to:

- Effectively manage the tracking of training and refresher training depending on the needs expressed by managers in training surveys and the expectations for maintaining qualifications and authorisations.
- Effectively manage the progress of reactive training depending on the complementary needs expressed in the Training Committees by the teams, with archives of evidence of completed sessions.
- Manage completed training sessions in a simplified way, by linking up with the MY HR (Human Resources application that manages enrolment for training) and entering semi-automatically any completed training sessions.

'Skills' section that is used to:

- Build and visualise skills development by Skills Area:
- Consists of training phases and Assessment phases: Coaching File (FC) and On-the-Job Observations (OST) for the delivery of skill levels (N1: Taking charge, N2: Proficient and N3: Advanced) to track the employee's professional development for each skill.
- These skill levels provide input for individual skills maps and help to correlate the number of levels and targets (defined by the Manager) required to "have the right skill at the right time".
- The correlation of these targets and levels is used to establish a collective skills map for each team for the current year, as well as to simulate longer-term skills maps based on the skills developments planned for the following 5 years and the eventual transfer of employees to other positions. This enables the production of effective Skills and Succession Forecasts (GPEC) reviews with optimised resources and skills.

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### **Benefits**

- An integrated approach to manage training and skills within departments.
- Professional development effectively managed due to clear programmes that are constructed to train and develop the skills of the functional groups.
- An effective method that managers can use for skills management, tried and tested by the I&C Department at Tricastin since 2021.