



UPIK
Service with Excellence



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OPITO POLICY

Introduction

UPIK regards its interaction, corporation and fulfilment of obligations with its stakeholders such as OPITO as a critical element in its corporate life cycle.

Senior management is fully committed to safe implementation and maintenance of OPITO Approval at UPIK centre. The importance of this is warranted by the development and implementation of this policy. This policy sets out the resources and responsibilities geared at maintaining a successful implementation of the OPITO qualification.

Definitions

Centre: An OPITO approved organisation, or an organisation engaged in the OPITO Approval Process.

Learners: For the purpose of this document and in relation to Approvals held for any OPITO Products, those carrying out the training and/or assessment are referred to as learners

OPITO Product: An OPITO Product is defined as OPITO Industry Standards, OPITO Global Qualifications, Competence Management System (CMS) accreditation or any other OPITO programmes requiring OPITO Approval.

OPITO Standard: An OPITO Industry Standard is defined as being a programme of learning that defines the knowledge and/or practical outcomes which successful learners need to achieve to be certified. There are a number of OPITO Standard types: Training Standard; Qualifications Standard; Competence Standard and Workplace Competence Assessment Standard.

Stakeholder: Refers to all the people and Institutions that may impact on UPIK or be affected by its activities.

Third Party: Any individual other than an employee, contractor or sub-contractor of the UPIK. e.g.: visitors, non-contracted delivery drivers etc.

Employee: Any person on the Institute payroll or under direct Institute supervision and whose exposure hours, injuries and illnesses are routinely tracked by the Institute.

Facility: This includes: buildings, land, sewerage lagoons, containers or equipment that contain a process among others.

Scope

The policy applies to management of all OPITO related systems and processes at UPIK. This includes but is not limited to safe delivery of qualifications.

Approved qualifications

As of June 2023, the following are the approved qualifications

OPITO Global Foundation Certificate: Introduction to Oil and Gas Processing

OPITO Global Foundation Certificate: Introduction to Maintenance and Workshop

OPITO Global 1 Training Certificate 1: Basic Maintenance Practices

OPITO Global 1 Training Certificate: Basic Maintenance Practices (Electrical)

OPITO Global 1 Training Certificate: Basic Maintenance Practices (Instrument and Control)

OPITO Global 1 Training Certificate: Basic Maintenance Practices (Mechanical)

Roles, and Responsibilities

Head of centre

1. Gives strategic direction
2. Perform the role of leader of all staff
3. Chairs management review meetings
4. Allocates resources

OPITO centre Coordinator

5. Perform the role of leader amongst peers.
6. Understand comprehensively the requirements and rules set out in various policy documents, manuals and procedures relating to HSE, QMS, Assessment, Verification, Equal Opportunities, VPSHR, etc.
7. Understand and comprehend the guidelines as laid down by OPITO from time to time and also as is articulated in the "Centre Guide".
8. Oversee all operations of the OPITO processes by engaging, motivating and guiding staff to ensure that all requirements as stipulated in items 2 and 3 above are met.
9. Manages and monitors the campus facility and assigned support services to ensure their effective and efficient operation as it relates to OPITO activities.
10. Trains and supervises office support staff including prioritizing activities, monitoring performance and authorizing OPITO expenditures.
11. Provides general information to staff and the public regarding OPITO matters and community relations.
12. Coordinates with Facilities and Operations and Risk Management safety inspections, drills, and hazard elimination on campus.
13. Reports to the Head of Centre on a timely and regular basis.
14. Provides regular reports OPITO as is required.
15. Calls for internal and external OPITO related meetings on behalf of the head of centre. Writes minutes of the meetings

Internal verifier

1. Making approval visits/recommendations (where necessary) to confirm that UPIK can satisfy the approval criteria.
2. Helping UPIK to develop internal assessment and evidence evaluation systems that are fair, reliable, accessible and non-discriminatory.
3. Monitoring internal quality assurance systems and sampling, including by direct observation, assessment activities, methods and records.

4. Checking claims for certification to ensure they are authentic, valid and supported by auditable records.
5. Acting as a source of advice and support, including help with the interpretation of standards.
6. Promoting best practice.
7. Providing prompt, accurate and constructive feedback to all relevant parties on the operation of centres' assessment systems.
8. Confirming that the centre has implemented any corrective actions that may be required.
9. Reporting back to C&G/OPITO/ IFP
10. Maintaining records of workshop/assessment visits and making these available for auditing purposes.

Trainer

1. Preparing schemes of work
2. Preparing lesson plans and deliver lessons
3. Carrying out oral, formative and summative assessments of students' performance
4. Maintaining an accurate and comprehensive records of students' performance
5. Supervising students' Research and Project works
6. Reviewing training programmes
7. Identifying and acquiring relevant training materials
8. Performing any other noble duty as may be assigned by the relevant authority.

Assessor

1. Agreeing an assessment plan with each candidate.
2. Briefing candidates on the assessment process.
3. Following assessment guidance provided.
4. Observing candidates' performance and/or conducting other forms of assessment.
5. Recording all questions used and answers given for the purposes of meeting the evidence requirements.
6. Create learner portfolio schedules to agreed target standards and ensure they are submitted on time.
7. Justifying the evidence and making assessment decisions against the standards.
8. Providing candidates with prompt, accurate and constructive feedback.
9. Maintaining records of candidates' achievement and ensuring that evidence is recorded, filed and stored appropriately by the Evidence Officer.
10. Confirming that candidates have demonstrated competence/knowledge and completing the required documentation.
11. Keeping themselves up to date with OPITO publications relating to quality assurance.
12. Agreeing new assessment plans with candidates where further evidence is required.
13. Making themselves available for discussion with the external verifier.
14. Undertake Health and Safety checks for learners on programme.
15. Ensure the full embedding of all Equal Opportunities policies and Health & Safety requirements are complied with and all candidates are given fair access to assessment.
16. Actively support the VPSHR policy and procedures laid out by the management of UPIK
17. Participate in and support the annual self-assessment process.
18. Attend and participate in meetings within the Academic Committee, as required.
19. Ensure the full compliance with the assessment activities as is established in the Assessment Policy Manual, Critical Incident Policy and Change Management Policy No 2.

20. Additional duties appropriate to the post.

Invigilator

1. Ensure that the assessment facility is ready and conducive for the conduct of the examination assessments or practical work (workshop).
2. Ensure that the Evidence Officer is on duty to receive, record, and digitize all assessment evidence.
3. Ensure that all examination candidates are present and ready for the assessment sitting.
4. Manage the time for assessment. 15min prior to assessment, all candidates present and “Examination conditions” upheld. 15 min prior to the end of assessment, no candidates are permitted to leave the assessment location and lock down is enforced. After the assessment is completed, proper hand over of documentation is required by the UPIK system.
5. Deal with all crises, emergencies or critical incidences during an assessment sitting.
6. Ensure the full embedding of all Equal Opportunities policies and HSE requirement are compiled with and all candidates are given fair access to assessment.
7. Actively support of VPSHR Policy and procedures laid out by the management of UPIK.
8. Participate in and support the annual self-assessment process.
9. Attend and participate in meetings with the academic committee as required.
10. Ensure the full compliance with the assessment activities as established in the Assessment Policy, Critical Incident Policy and Change Management Policy.
11. Additional Duties appropriate to the post.

Accountant

1. Reviews payment invoices
2. Makes and receives payments

Policy communication

All stakeholders including staff and students will be informed about the OPITO policy during their orientation. It will be highlighted during centre standardization and management review meetings. A copy of the policy will be made available on staff and student portals.

Location

All training is carried out within our approved centre at Uganda Petroleum Institute Kigumba.

Third Party Involvement

No third parties are involved directly in the training activities. In case of future involvements, the third party trainers will be introduced to OPITO through the regional coordinator and supervised by UPIK trainer during training activities.

Third parties are involved in supply of goods as services such as cleaning and supply of equipment and consumables. These are superintended by relevant policies and procedures.



June 2023

PRINCIPAL

Date

Uganda Petroleum Institute-Kigumba

P.O Box 50 Kigumba, Uganda