

# THE ENERGY TRAINERS Ltd.

## *Self-Review Overview – 27<sup>th</sup> September 2024*

**Background:**

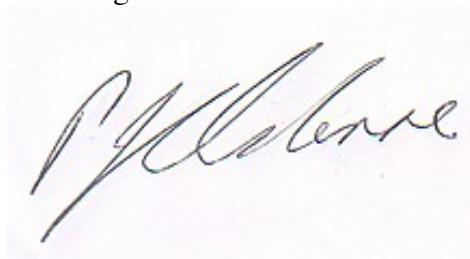
1. The Energy Trainers conduct a variety of Health and Safety (HSE) “Compliance” courses for the High Voltage (HV) Electricity Generation Industry.
2. These courses consist of generally a one day duration, and are a mandatory compliance requirement set down by the HV Electricity Industry where the course candidate is required to enter and work within that part of the HV Gen Industry.  
Eg: Hazard Management/Risk Assessment, Generation Work Controls Procedures (ie Work Authority and Permits), HV Switching/Earthing, and Substation Entry.
3. Most of the HSE compliance courses also require course attendees to attend refresher courses every 2 years.
4. Course candidates are selected and are enrolled to attend these Health and Safety (HSE) “Compliance” courses by their Employer.
6. The Energy Trainers use a fully comprehensive Quality Management System.

<b>Outcomes</b>	<p>Learners are enrolled in a variety of Health and Safety (HSE) “Compliance” courses for the HV Electricity Generation Industry. These courses consist of generally a <u>1 day duration</u>. A small number of courses are of 2 - 5 days duration.</p> <p>The Health and Safety (HSE) “Compliance” course outcomes are set by the HV Generation Industry. The learners (staff and related contractors) achievements gain their HSE Competency levels that allows them to enter and work on their clients sites.</p> <p>Some courses are “site specific” to the clients needs and do not have NZQA outcomes. These course outcomes are identified by the client in their specific HSE guidelines. For example “StayLive” Generation Work Controls Procedures Standards. Eg. Work Control (General Work, Work Authority, and Permit Holders) Procedures</p> <p>Other HSE courses have been linked back to NZQA units for their competency. Eg Hazard Management/Risk Assessment, HV Switching/Earthing, and Electricity Supply Theory units.</p> <p>At the successful completion of the HSE Compliance courses, the employer then has competent staff/contractors to perform the required contact work on the asset owners (HV Industry) sites. The asset owner (HV Electricity Generation Industry) contract out a great deal of their work to large and small contacting companies. This allows for employment in many areas of the wider community.</p>
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<p><b>Needs assessment</b></p>	<p>Guidelines for HSE Competencies within the HV Electricity Industry are continually changing for improvement.</p> <p>The updated changes are set by:</p> <ul style="list-style-type: none"> <li>- “StayLive” Generation Work Control Procedures Group</li> <li>- The Electrical Engineers Association (EEA)</li> <li>- Connexis (ITO)</li> </ul> <p>We attend regular meetings with these HSE standard setting bodies</p> <p>The Energy Trainers introduce the related changes to the course content, and also take note of Learner course evaluations.</p> <p>The Energy Trainers QMS H001 provide a means of obtaining feedback from Learner course evaluations, and Stakeholder feedback</p> <p>The Energy Trainers undertake Learner course evaluations on a regular basis, along with Stakeholder feedback. (QMS H001)</p>
<p><b>Processes and practices</b></p>	<p>The Energy Trainers have hosted or attended arranged meetings with major clients to develop new training ideas re on going development and changes to training material and course delivery. Eg – “StayLive” Generation Work Control Procedures Group, and Connexis (ITO)</p> <p>These include;</p> <ul style="list-style-type: none"> <li>- additional role play assessments</li> <li>- exercises to include referencing company documentation</li> <li>- running courses at the clients site</li> <li>- utilising the clients on site equipment (eg HV Substations)</li> <li>- Re writing written assessments to reflect updated HSE policy changes</li> <li>- Maximum course attendees of vary from between 6 to 12.</li> </ul>
<p><b>Learner achievement</b></p>	<p>The HSE Compliance courses are of a gradual “progression” for learners. The competency based HSE courses are set up for a progression of learning competencies for the learner. This allows the learner to learn HSE practices and then put them it into practice on site. Then to follow up with additional higher lever HSE competencies and then are able to put those skills into use on site. Eg. Progression of learning in this order:  Hazard Management/Risk Assessment, Work Authority (WAC), Permit Holders (PHC), HV Switching/Earthing (<i>where required</i>)</p> <ul style="list-style-type: none"> <li>- HSE Competencies are to be Refresher every 2 years (Guideline set by the Asset Owner/Employer).</li> </ul>

<p><b>Using what is learned</b></p>	<p>As The Energy Trainers is a small organisation, we are able to continually reflect and review what works and what doesn't, re our HSE Compliance courses.</p> <p>We are able to (<i>when required</i>) quickly respond to change to our training material to meet with the training needs of the HV Electricity Generation Industry.</p> <p>This is required to stay up today and relevant in the HSE requirements of our industry.</p> <p>Learners and Stakeholders also give is valued feedback. See "actual improvements" below.</p>
<p><b>Actual improvement</b></p>	<p>Guidelines for HSE Competencies within the HV Electricity Generation Industry are continually changing for improvement.</p> <ul style="list-style-type: none"> <li>- "StayLive" Generation Work Control Procedures Group, and Connexis (ITO)</li> </ul> <p>As our HSE courses are compliance based, the changes we make are always relevant. Alterations to course material and assessment processes always need to reflect the current practices of the HSE Compliance requirement of the HV Electricity Gen Industry.</p> <p><u>From our valued feedback:</u></p> <ul style="list-style-type: none"> <li>- We have now introduced a variety of colour content (selected diagrams and charts) to certain training material based on learners feedback.</li> <li>- We have more use of relevant Video presentations</li> <li>- We continue to enhance group activities and group discussions</li> <li>- When conducting training at a client site, trying to use images and examples from their site</li> <li>- We process course completion certificates and course completion letters out to clients within the week of the course completion.</li> </ul>

Kind Regards



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