



# PETROLEUM OPEN LEARNING

[www.opito.com](http://www.opito.com)

# INTRODUCTION



The **OPITO Petroleum Open Learning** portfolio, accredited by City & Guilds, provides self-learning, flexible courses to both individuals and organisations across the globe.

By choosing when and where candidates study, the traditional boundaries of learning such as time away from work, travel and accommodation are removed.

Industry technical experts continually revise the learning modules to ensure they reflect the changing skills landscape. In addition to extending knowledge, successful completion of the modules delivers a City & Guilds accredited **Stage 3** certificate, recognised throughout the industry.

Petroleum Open Learning courses deliver a low cost, highly effective training solution for individuals and provides employers with the assurance of developing a skilled workforce.

Petroleum Open Learning at a Glance:

**32** YEARS  
ACTIVE

OVER **16k**  
CUSTOMERS



*“BP uses the OPITO Petroleum Processing Technology Series to provide a more in-depth understanding of operational techniques of petroleum processing, the construction of a live plant and the equipment used in the processing of hydrocarbons at site.”*

- Greg Nicolson, BP



# COURSE MATERIALS

A close-up photograph of a desk setup. In the foreground, a white laptop keyboard is partially visible. Behind it, a spiral-bound notebook with a white cover and a black pen lies on a wooden desk. Another notebook with a blue cover is visible in the background. The scene is lit with natural light, suggesting a window nearby.

## Who are the courses for?

### For all POL series:

- New starts and experienced staff looking to gain an industry recognised qualification, or who wish to refresh their knowledge
- Managers and supervisors looking to gain a solid knowledge base
- New technical or engineering graduates
- Administrative staff that require an introduction to the technical background and technical language
- Mechanical, Instrumentation and Process Technicians who need to build on their background knowledge



## Workbooks contain:

Syllabus breakdown

Training targets for candidates to achieve by the end of each unit

‘Test yourself’ questions

‘Check yourself’ answers

Workbook activities

Chapter summaries

### **Oil & Gas Electrical Engineering Systems series will be of value to:**

- Electrical technicians in other industries who wish to gain or enhance their knowledge and understanding of oil and gas electrical engineering systems

### **The Subsea Technology series will be of value to:**

- Subsea technicians in the early stages of their career or technicians from other industries looking to transfer to the subsea industry

### **Oil and Gas Well Technology Series will be of value to:**

- Drilling rig crew members at the beginning of their career
- Process operations staff requiring familiarisation with “downhole technology”
- Experienced drilling personnel or operations staff who wish to gain a recognised qualification, or who wish to refresh their understanding of drilling technology

# MODULES



## Petroleum Processing Technology Series

The course will help anyone with an interest in the oil industry achieve a broad understanding of the operational techniques of petroleum processing and the function and construction of the plant and equipment used in the processing of petroleum reservoir fluids.

➤	Oil and Gas Separation	£155
➤	Gas Dehydration	£135
➤	Petroleum Gas Compression	£210
➤	Natural Gas Liquids Recovery	£135
➤	Oil Pumping and Metering	£135
➤	Water Injection	£135
➤	Produced Water Treatment	£135
➤	Gas Flow	£135
➤	Process Flow & P&ID's	£155
➤	Oil Treatment (Dehydration)	£135

Full course series: £1465.00





**Duration:** 260 study hours recommended

## Stage 3 City and Guilds Certificate in Petroleum Processing Technology



*“OPITO gave me excellent support and were very helpful with any questions I had. They also gave me the opportunity to speak to someone in the industry who helped me gather some information on a particular module.”*

**- Colin Thain**

# Oil and Gas Well Technology Series

This series will help learners achieve a broad understanding of the operational techniques of oilwell drilling, drilling calculations, completion and wireline well-servicing. It includes the function and construction of a representative selection of tools and equipment used in the drilling of oil and gas wells; the completion and wireline well-servicing of oil and gas wells; while providing guidance and practice on the calculations required during drilling operations.

- Oilwell Drilling Technology                      £190      Full course series: **£570**
- Drilling Calculations                              £190
- Oilwell Production Technology                £190

# Oil & Gas Electrical Engineering Systems Series

The course looks at the underpinning knowledge relevant to the electrical engineering maintenance sector; as well as the theory, operation and practical application of the electrical equipment and systems used in extraction.

- Electrical Safety                                    £190      Full course series: **£950**
- Electric Motors                                    £190
- Electrical Hazardous Area Equipment       £190
- Generation, Distribution and Control  
of Electrical Supplies                              £190
- Electrical Protection Systems                 £190



Duration: 180 study hours recommended

### Stage 3 City and Guilds Certificate in Oil and Gas Well Technology

Duration: 200 study hours recommended

### Stage 3 City and Guilds Certificate in Oil & Gas Electrical Engineering Systems

*"The course content was extremely thorough and well-presented. It was useful to receive electronic copies of the course as well as workbook copies that I will be able to use as a reference throughout my career."*

**- John Lenehan**

# MODULES

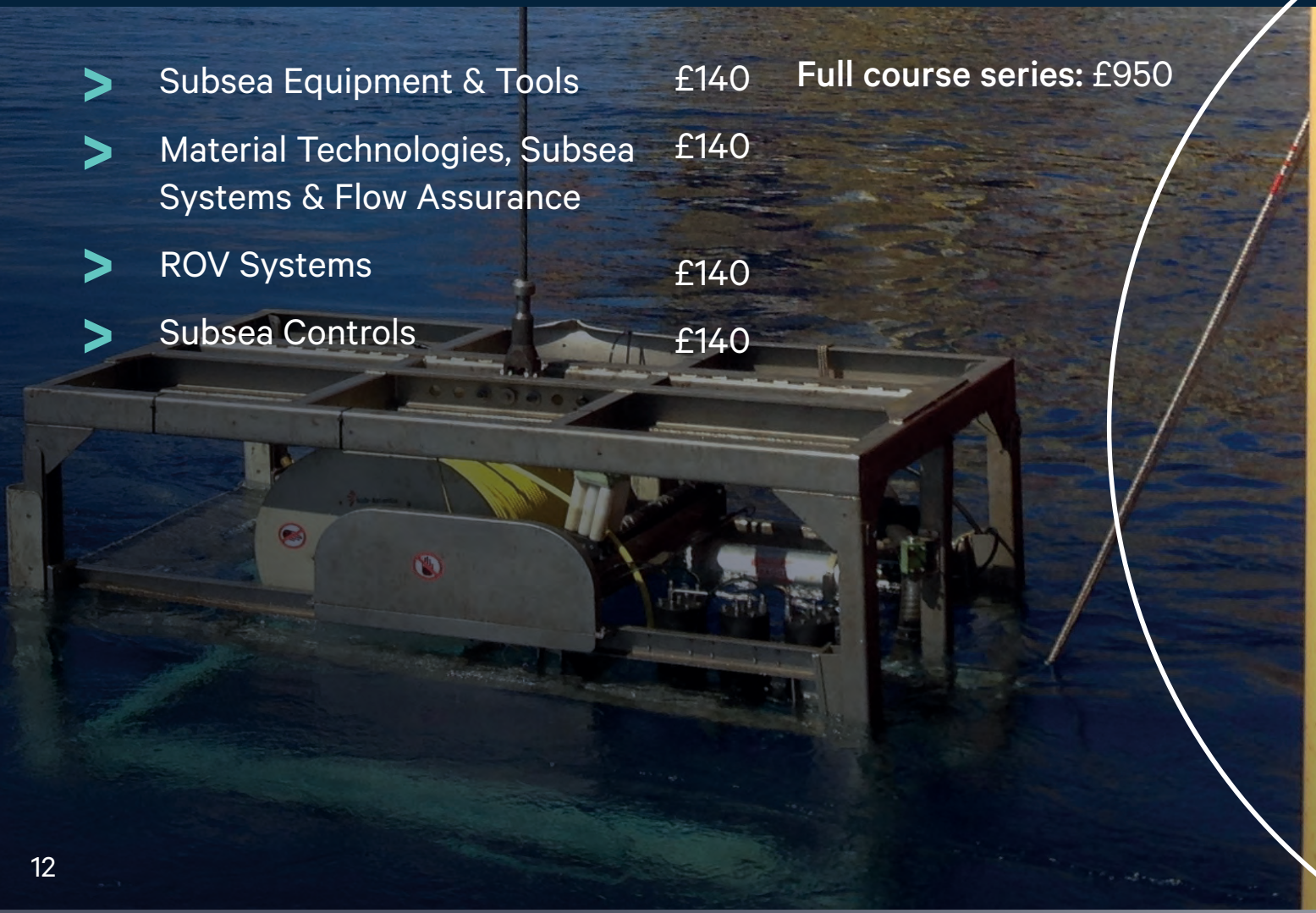


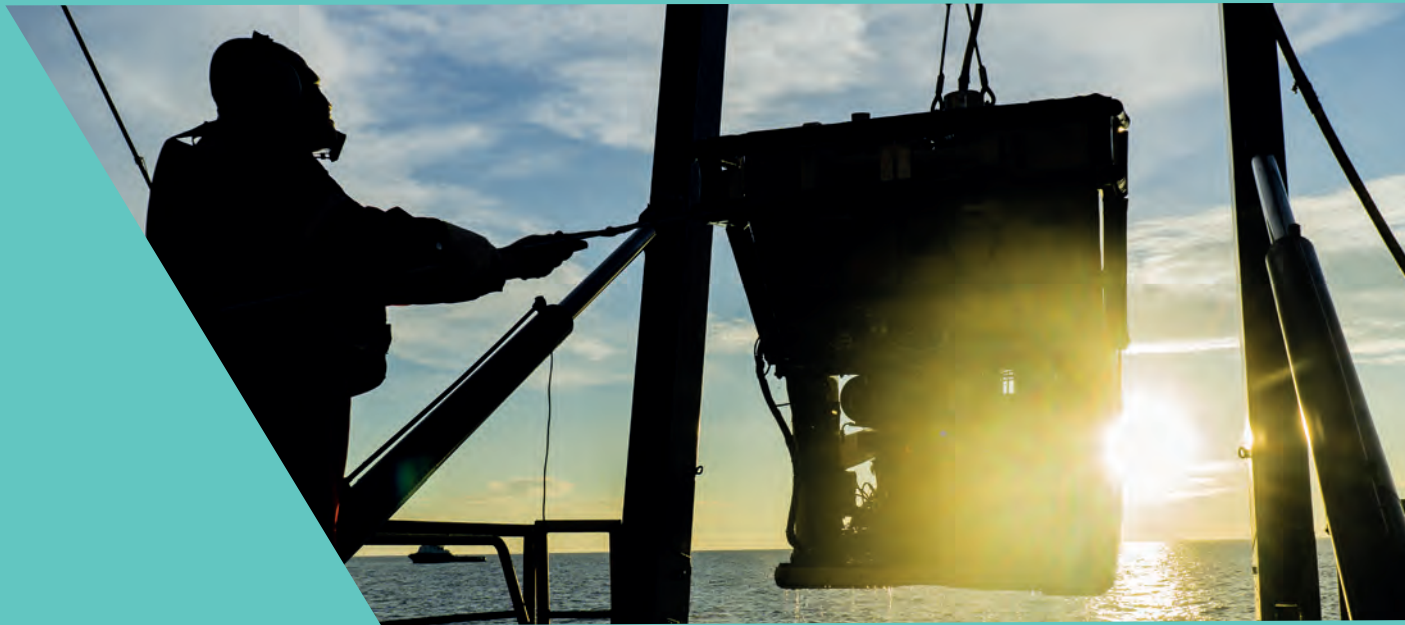
## Subsea Technology Series

The aim of this Subsea Technology Series is to help anyone with an interest in the oil industry, achieve a broad understanding of:

- > The operational techniques of subsea systems and technologies
- > The function and construction of a representative selection

- > Subsea Equipment & Tools      £140      **Full course series: £950**
- > Material Technologies, Subsea Systems & Flow Assurance      £140
- > ROV Systems      £140
- > Subsea Controls      £140





**Duration:** 160 study hours recommended

### Stage 3 City and Guilds Certificate in Subsea Technology

*“The entire course was very well presented and explained. OPITO were very helpful in offering assistance, from sitting exams to any specific questions I had about each module.”*

**- Jim Smith**

# WHO OUR COURSES BENEFIT...

## Companies

- > Enhance technical knowledge and improve skills and performance in the work place
- > Improve competency and knowledge of personnel
- > Tailor candidates learning around work patterns, providing maximum benefit and cost efficiencies
- > Overcome the barriers of cost, time, location and culture associated with traditional classroom based courses
- > Use relevant modules individually to help augment their own training and competency schemes
- > Provide an industry recognised certificate.



## Individuals

- > To open new employment opportunities
- > Develop knowledge and skills
  - > An inexpensive way to study
  - > Flexible with no time constraints
  - > Opportunity to sit exams when and where they choose
  - > Wanting to add industry-focused expertise



Our clients include a long list of well known companies worldwide including: Aker Solutions, BP, Chevron, Shell and Petrofac.

# EXAMS

Exams can be held anytime, at an appointed venue. When the candidate is ready to take the exam an invigilator must be appointed on their behalf. The 'Invigilator' may be a Training Manager, OIM or Senior Manager.

The examination is a two hour closed book written exam. All questions in the paper relate to the information given in the workbooks and test yourself questions are available to help you prepare for the exam.

There is no registration or examination fee. However, in order to be registered to sit the exam, the candidate must have purchased each module from OPITO.

If you do not achieve the required pass mark (60%) in your module exam you will be able to re-sit your exam at no extra cost.

Should you require to re-sit the same module exam more than once there will be an examination fee of £30.00.

## Pass marks

85-  
100%  
Distinction

75-  
84%  
Credit

60-  
74%  
Pass

**To arrange the dispatch of exams, the invigilator must contact:**

Petroleum Open Learning team, OPITO, Minerva House,  
Bruntland Road, Portlethen, Aberdeen, AB12 4QL

Telephone: (01224) 787800 E-mail: [pol@opito.com](mailto:pol@opito.com)

# HELICOPTER PUBLICATIONS

We currently offer 2 Helicopter Handbooks

## Helicopter Landing Officer's Handbook (13<sup>th</sup> Edition - 2022) > Price - £60

This handbook provides a guide to Helicopter Landing Officer's (HLO) and others with responsibility for helicopter operations in the offshore environment.


It contains the basic information needed to prepare the HLO for learning his job on his particular installation to the requirements of the Offshore Installation Manager.

Based on the Regulations, it has been revised with the Health and Safety Executive, Offshore Safety Division (HSE OSD), Civil Aviation Authority, Safety Regulations Group (CAA) and UK Offshore Operators Association (UKOOA).

There is now an Industry Standard for the Helicopter Landing Officer's Emergency role offshore in which this Handbook plays an important role.







## Helicopter Refuelling Handbook (8th Edition - 2022) > Price - £60

The handbook provides a guide to the handling and dispensing of aviation fuel. Covering all helicopters currently in use in the UK offshore industry, it includes responsibilities defined by Regulations, refuelling equipment, fuel quality and stock control, refuelling procedures, safe operations and documentation.

Drawings showing helicopter refuelling points are also included.

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