

Wood Training

NZQA registered PTE

www.woodtraining.co.nz

OPITO PRE COURSE INFORMATION

BOSIET with EBS (5700)

BOSIET DIGITAL DELIVERY with EBS (5703)

HUET with EBS (5095)

FOET with EBS (5858)

Contents

Upon Arrival.....	3
Welcome to Wood Training	3
Training Centre Contact.....	3
General Course Details.....	3
Learner pre-requisites.....	3
What to Bring.....	4
What we will provide.....	4
Assessment Process.....	4
Certificate Validity	4
Forward Dating.....	4
Learner Welfare	5
BOSIET with EBS Digital Delivery	5
Digital Delivery Enrolment Process.....	6
Physical and Stressful demands of DIGITAL BOSIET/BOSIET/FOET/HUET (with EBS)	6
Medical Information	6
Physical Activities of OPITO Training	7
Learning Outcomes relating to BOSIET with EBS.....	7
Unit OIS-01: Safety Induction (Digital BOSIET OIS-69)	8
Unit OIS-02 Helicopter Safety and Escape – EBS (Digital BOSIET OIS-70)	8
Unit OIS-03 Sea Survival and First Aid (Digital BOSIET OIS-71).....	9
Unit OIS-40 Firefighting and Self Rescue (Digital BOSIET OIS-72).....	9
Learning Outcomes relating to FOET with EBS	10
Unit OIS-73 Further Helicopter Safety and Escape – EBS.....	10
Unit OIS-74 Further Firefighting and Self Rescue	11
Unit OIS-75 Further Emergency First Aid	11
Learning Outcomes relating to HUET with EBS.....	11
Unit OIS-02 Helicopter Safety and Escape – EBS	11
End of Course Evaluation.....	12
Further Information	12
Online Information.....	13

Disclaimer:

In good faith every reasonable effort has been made to ensure that the material contained within this guide is complete and correct.



Upon Arrival

All Learners **must** first report to our reception (26 Manadon Street) so the customer services team can confirm prerequisite and/or medical requirements have been met before you will be provided with a registration form and directions to the assigned classroom.

Contact us for our latest Covid-19 guidelines - Phone: (06) 751 1101

Website: <https://www.woodtraining.co.nz/covid-19/>

Welcome to Wood Training

The following guidelines have been provided for learners (students) and companies to understand the training and assessment requirements for OPITO Standards delivered at the centre.

We are currently offering the following OPITO courses:

BOSIET (with EBS)	Code 5700	Theory and Practical; by restricting numbers this course has resulted in reduced timeframes*
BOSIET (with EBS) Digital Delivery	Code 5703	Some Theory; Practical Sessions: One (1) day.
FOET (with EBS)	Code 5858	Theory and Practical: One (1) day.
HUET (with EBS)	Code 5095	Theory and Practical: One (1) day.

* Contact us for course dates.

Training Centre Contact

M&O Pacific Ltd trading as Wood Training. 26 and 28 Manadon Street, Spotswood, New Plymouth, Taranaki, New Zealand 4310. Phone: +64 (0)6 751 1101. Email: info@woodtraining.co.nz

General Course Details

A current medical declaration and screening form signed by a General Practitioner (as a minimum) is required, and this **MUST** be submitted to us no later than **48 hours prior** to course commencement. If not received within this timeframe, you may be declined entry to the course. This decision will be taken on a case by case basis. Refer to page 6-7 "medical information".

Verification of Learner – BOSIET, BOSIET Digital Delivery, FOET, HUET

All learners **MUST** have a **government-issued photographic document** proving their identity when they attend an OPITO course e.g., Passport, Driving License etc. **This is an OPITO requirement** and **MUST** match the details on your registration form. **REMEMBER** to bring this on the day of the course (including both days for BOSIET).

Learner pre-requisites

BOSIET (with EBS):	No training pre-requisites are required (see page 6 re Digital delivery course)
FOET (with EBS):	Open to learners who have a valid (in-date) OPITO-approved BOSIET (with CA-EBS), BOSIET, TBOSIET, FOET (with CA-EBS), FOET or TFOET certificate.
HUET (with EBS):	No training pre-requisites are required.

FOET pre-requisite: **If your current certificate was for training conducted at another centre, please ensure you send us a copy of this PRIOR to the course date as we must verify this in the OPITO Central Register. (OPITO requirement)**



What to Bring

- Government issue photo identification.
- Safety footwear (mandatory for Day 2 of BOSIET). (we will supply gumboots otherwise)
- A spare set of socks, swimming attire, a towel, and a thermal top (optional) to wear under a dry suit.
- Drink bottle to replenish thirst during training.

*Note: Your medical documents **MUST** be supplied to us no later than 48 hours prior to course commencement.*

What we will provide

- Training facility including all required equipment.
- Toilets and shower facilities.
- Student lounge where morning/afternoon tea and lunch (regular or vegetarian) will be provided (includes coffee/tea making facilities and chilled water; fridge) (unless Covid restrictions apply).
- Free off-street parking.

Assessment Process

Learners will be assessed throughout the course against the relevant outcomes. This will be via direct observation of tasks being performed, supported where necessary by oral and/or written questions as appropriate.

Outcomes:

C = Competent

NYC = Not Yet Competent

Learner performed all tasks to the standard.

Learner didn't successfully perform all tasks to the standard.

What happens if a learner is NYC: If during the course the learner is unable to satisfactorily perform a task, the instructor will provide them with verbal feedback and provide an opportunity for them to practice the task again before a formal, re-assessment.

If, for any reason, the learner's re-assessment of an outcome is judged as NYC, or they are unable to proceed with the task at the time, or the maximum allowable time for delivery of the course has been reached, an offer will be made for the learner to return **within three months** to re-sit relevant requirements. If the outstanding learning outcome is not successfully completed during the three-month window, an outcome of NYC will be recorded as the overall result.

Certificate Validity

All issued **BOSIET**, **BOSIETDD**, **FOET** and **HUET** certificates are valid for four years.

All learners will have their 'competency' result uploaded to "The Hub" (OPITOs online digital resource centre) at the end of the course and subsequently an OPITO-generated certificate will be produced and printed for you to take away.

Learners will be requested to wait in the student lounge and enjoy refreshments until the certificate has been produced.

Forward Dating

You can undertake your refresher training (FOET with EBS) up to **three months** prior to the expiry date shown on your existing in-date valid BOSIET or FOET certificate. This allows you to book in advance at a time to suit your schedule **without losing any time**.

Learner Welfare

The welfare of all learners attending our centre is our top priority.

Prior to the start of any OPITO practical activity the lead instructor will conduct a toolbox meeting with support staff and learners. This will cover hazard identification and controls, emergency preparedness, explanation of the activities and environmental conditions, and a reminder to all learners "if you believe that unsafe acts or conditions are occurring/exist, you should immediately raise the alarm with your trainer who will take the appropriate corrective action. We encourage all learners to raise the alarm if you believe any individual is in distress". All participants have a right to "stop the job".

Our HSSE Advisor monitors and follows-up on relevant areas. Learners are encouraged to contribute by reporting any safety and health issues to their trainer or by filling out an Event Form.

At the end of each course, learners are required to complete a post-course declaration regarding whether they have become unwell at the end of the course or have exited the course free of medical issues/incidents.

We are required by OPITO to ensure we hold current emergency contact details (e.g., next of kin and/or sponsor details) for each learner – this is facilitated via our registration form completed at the start of the course.

BOSIET with EBS Digital Delivery

Digital BOSIET is available on an opt-in basis, providing flexibility and choice to the industry. The traditional classroom courses will still be available, and no changes will be made to the technical content of OPITO Standards. The Learning Outcomes of the Digital Delivery of BOSIET (with EBS) are identical to those contained in the BOSIET (with EBS). These are outlined later on in this document.

Currently divided into 40% classroom learning and 60% practical training, the digital version will provide an interactive, online alternative to the classroom element with additional knowledge content. The course will be available to learners at any time and from any location with internet access. It will include an ongoing assessment to better measure an individual's understanding of the Standard's learning content and competency to travel and work in the oil and gas industry. Learners may access the portal from any web enabled device, including mobile and tablets in addition to laptop/PC.

In order for learners to better prepare for, and progress to, the practical session, Digital Standards will include short safety orientated videos. The use of film footage, graphics, animation, voice-over and text provides learners with a varied and interactive way to learn and helps prepare them for practical training. All formal assessments will be conducted at an approved centre upon completion of online elements.

The online programme starts with viewing of an introduction video, followed by following modules:

- | | |
|--|--|
| 1. Module 1 – Safety Induction | 2. Module 2 – Helicopter Safety and Escape |
| 3. Module 3 – Sea Survival and First Aid | 4. Module 4 – Firefighting and Self-Rescue |

Please undertake the modules in the above order 1-4.

What are the key benefits of Digital BOSIET

- Gaining back time through reduced days off work to attend BOSIET course.
- Anywhere / anytime access.
- Increased pre-training safety awareness.
- Learn at learners own pace.
- Travel and accommodation costs reduced.
- Are able to repeat content if needed.

OPITO FAQs:

<https://www.opito.com/standards-and-qualifications/industry-standards-library/bosiet-digital-delivery/bosiet-digital-faq>

Pre-requisites for the Digital Delivery of BOSIET (with EBS)

Learners **MUST complete all online elements** contained in the BOSIET (with EBS) online programme (it is estimated this may take around 8-12 hours), **PRIOR** to attending our OPITO-approved centre to be formally assessed against all learning outcomes.

This assessment (which will take one day; up to 10 hours onsite including breaks, travel) **must be undertaken within 90 days of completing all the online elements**.

(It is recommended that the learner is given at least seven (7) days to complete the e-learning course before attending an approved centre to undertake the assessments.)

Digital Delivery Enrolment Process

The Following details of the learner **MUST** be provided for registration onto the Digital BOSIET course:

- | | |
|-----------------|------------------------------|
| • First Name | • Phone Number |
| • Last Name | • Date of Birth (dd/mm/yyyy) |
| • Email address | • Practical Assessment Date |

After registration, a welcome email will be sent from the portal (Atlas Knowledge) to the learner's e-mail address with instructions on how to complete the portal registration and access the online course. **PLEASE ENSURE YOU CHECK YOUR JUNK FOLDER.**

We recommend gaining access to the portal as soon as you can to confirm you are able to "get in".

You can refer to the online help by clicking on the "?" icon at the portal login screen. The Learner User Guide at the portal will assist with the specific steps. The portal seems to work best with Google Chrome.

If the above does not assist you, contact the Centre. (Note if a resend of the initial login email is required, this will take at least 24 hours due to the NZ vs UK time zone difference).

Physical and Stressful demands of DIGITAL BOSIET/BOSIET/FOET/HUET (with EBS)

NOTE: The physical and stressful demands of the Digital Delivery of BOSIET (with EBS) are identical to those contained in the BOSIET (with EBS) Standard.

Medical Information

Please note some aspects of the OPITO training courses are of a physically demanding and potentially stressful nature (see list below). All personnel who participate in such activities **must** be physically and mentally capable of participating fully. It is the responsibility of the learner and/or the company sponsoring the learner to ensure they can complete the course without any adverse effect to their present state of health.

We now require all learners to complete a medical declaration and screening form, which is available by calling/emailing our office.

OPITO-approved centres are required to ensure learners are fit to participate before participating in practical exercises.

The following are the currently acceptable documents to meet medical requirements (at this centre):

- 1. a Wood Training OPITO Medical Declaration and Screening form – with a sign off from a General Practitioner or,**
- 2. a Wood Training OPITO Medical Declaration and Screening form – with a current OEUK (formerly known as the OGUK) medical (for going offshore, selected doctors only).**
- 3. a Wood Training OPITO Medical Declaration and Screening form - with an approved equivalent of an OEUK (organisation specific).**

The responsibility for declaring any current or pre-existing medical conditions that could have adverse effects on the individual's state of health while undertaking the training and/or assessment activities lies with the learner and/or the company sponsoring them.

*** OGUK (OEUK) Medical**

Visit <https://oeuk.org.uk/oeuk-register-of-examining-uk-doctor/> then click on "overseas doctors", type in 'New Zealand', click on 'New Zealand' then click on a city.

Physical Activities of OPITO Training

Physical activities may include but are not limited to the following:

- Moving through the water using your arms while wearing a life jacket and/transit or immersion suit.
- Being inverted and rotated in a HUET simulator underwater (minimum two times – depending on course) whilst wearing a seatbelt.
- Holding your breath to egress underwater in a helicopter simulator module.
- Breathing from emergency breathing devices.
- Entering the water from poolside or at height 3.3ft or 1m.
- Towing other persons in the water.
- Pulling action on the upper body when climbing in or out of the pool.
- Pulling action on the upper body when pulling yourself up and into a life raft from the water. (Similar to doing a chin-up but with an additional 20 lbs/10kg of weight added to your body.) Extensive use of joints – shoulders, neck, elbows, wrists, hips, knees.
- Twisting and torquing the upper body.
- Sitting in a classroom environment for at least 50 consecutive minutes.
- Boarding, then being lowered into a lifeboat.
- Being raised out of the water by a heli-winch while wearing a rescue strop.
- Navigating confined spaces wearing a smoke hood where cosmetic smoke is used and in low visibility situations.
- Using a range of fire extinguishers (9-12kg) to extinguish small fires.
- Kneeling for up to five minutes performing first aid actions (CPR).

Learning Outcomes relating to BOSIET with EBS

Following are the BOSIET and DIGITAL BOSIET Learning Outcomes which the learner will be assessed against at the centre:

- All outcomes identified as "the learner will understand" will be assessed via a written assessment (learners must achieve 100%).
- All outcomes identified as "the learner will perform" will be assessed by direct observation after you have observed a demonstration by the instructor (either in person or via video in the classroom).
- The learner **MUST** be assessed as Competent in all areas to be issued a Certificate.

Unit OIS-01: Safety Induction (Digital BOSIET OIS-69)

To successfully complete this unit, learners must understand:

- 1 Typical offshore oil and gas activities
- 2 The main offshore hazards
- 3 The potential environmental impact of offshore installation operations
- 4 The principles of managing safety on offshore installations
- 5 Hazard effects and consequences; their associated risks, and how they are controlled
- 6 Key offshore installation safety regulations and the basic concept of these Regulations
- 7 Key information and policies to ensure the health, safety and wellbeing of those living and working offshore.

Unit OIS-02 Helicopter Safety and Escape – EBS (Digital BOSIET OIS-70)

To successfully complete this unit, learners must understand:

- 1 Helicopter Travel
- 2 Helicopter Emergencies

To successfully complete this unit, learners will perform:

- 3 Practical Helicopter Escape Techniques

Which is made up of:

- Donning an aviation transit suit, aviation lifejacket and emergency breathing system equipment (EBS) and conducting integrity checks of EBS equipment.
- Deploying, operating and breathing from EBS equipment at atmospheric pressure in dry conditions
- Deploying, operating and breathing from the EBS in a pool utilising personal air (must experience positive and negative pressure created by body orientation in the water)
- Action Actions to take in preparing for a helicopter ditching/emergency landing
- Following instruction from the crew, evacuation from a helicopter using a nominated exit, following a controlled emergency descent to a dry landing
- Dry evacuation, using a nominated exit, to an aviation life raft from a helicopter ditched on water (including deployment of EBS equipment and, on instructions from aircrew, operation of a push-out window), assisting others where possible and carrying out initial actions on boarding the aviation life raft, to include: mooring lines, deploying the sea anchor, raising the canopy and raft maintenance
- Escaping through a window opening which is underwater, from a partially submerged helicopter (without deploying EBS equipment or operation of a push-out window)
- Escaping through a window opening which is underwater, from a partially submerged helicopter (deploying, operating and breathing from EBS equipment but without operating a push-out window)
- Escaping through a window opening which is underwater, from a partially submerged helicopter (deploying, operating and breathing from EBS equipment and operating a push-out window)
- Escaping through a window opening which is underwater, from a capsized helicopter (without deploying EBS equipment or operating a push out window)
- Escaping through a window opening which is underwater, from a capsized helicopter (*deploying and operating EBS equipment on surface prior to capsize but without operating a push-out window).
- Escaping through a window opening which is under water, from a capsized helicopter (*deploying and operating EBS equipment on surface prior to capsize and operating a push out window)
- Inflation of an aviation lifejacket, deployment of a spray visor and boarding of an aviation life raft from the water

Unit OIS-03 Sea Survival and First Aid (Digital BOSIET OIS-71)

To successfully complete this unit, learners must understand:

- 1 Evacuation Methods and Procedures
- 2 Emergency First Aid

To successfully complete this unit, learners will perform:

- 3 Muster and actions upon boarding a survival craft (TEMPSC)
- 4 Sea Survival and emergency In-water actions
- 5 Immediate First Aid Actions

Which is made up of:

- Mustering, donning a life jacket, boarding and strapping in as a TEMPSC passenger (the craft then to be lowered into water and released).
- Water entry (stepping off poolside, maximum 1m height) and the precautions when entering the water
- The fitting of a helicopter rescue device, subsequent lifting and (simulated) entry into a rescue helicopter including: Single strop, double strop or basket (minimum of one method to be demonstrated practically)
 - Body posture
 - Aircraft entry
- In-water survival techniques, to include:
 - individual (swimming, HELP, wave slap protection) and group survival techniques (towing, chain, huddle and circle), followed by rescue by one of the recognized methods available offshore.
- Boarding a marine life raft from the water and carrying out initial actions, to include mooring lines, deploying the sea anchor, raft maintenance and secondary actions, to include posting lookouts, activating the radio beacons and first aid equipment (secondary actions to be explained by instructor only)
- Raising the alarm
- Assessing the situation
- Checking area is safe
- Industry recognized first aid practice*

* Industry recognised first aid practice – this may vary depending on first aid practice guidelines adopted in different countries/regions

Unit OIS-40 Firefighting and Self Rescue (Digital BOSIET OIS-72)

To successfully complete this unit, learners must understand:

- 1 Common causes of offshore fires and actions to be taken
- 2 Self-rescue equipment and techniques

To successfully complete this unit, learners will perform:

- 3 Raising the alarm and operation of hand-held extinguishers
- 4 Self-Rescue Techniques

Which is made up of:

- Raising the alarm on discovery of a fire
- Correct operation of handheld portable fire extinguishers in extinguishing Class A or Class B fires.
- Donning and use of smoke hood.
- Self-rescue techniques with a smoke hood or partial blindfold from areas where delegate visibility is reduced
- Self-rescue techniques with a smoke hood or partial blindfold from areas where delegate visibility is completely obscured
- Small group escape techniques with a smoke hood or partial blindfold from areas where delegate visibility is completely obscured concluding with a muster exercise (smoke hoods will be used in cosmetic smoke)

Learning Outcomes relating to FOET with EBS

Following are the FOET Learning Outcomes which the learner will be assessed against at the centre:

- All outcomes identified as "the learner will understand" will be assessed via a written assessment (learners must achieve 100%).
- All outcomes identified as "the learner will perform" will be assessed by direct observation after you have observed a demonstration by the instructor (either in person or via video)
- The learner **MUST** be assessed as Competent in all areas to be issued a Certificate

Unit OIS-73 Further Helicopter Safety and Escape – EBS

To successfully complete this unit, learners must understand:

- 1 Helicopter Safety and Escape Techniques

To successfully complete this unit, learners will perform:

- 2 Practical Helicopter Escape Techniques

Which is made up of:

- Donning an aviation transit suit, aviation lifejacket and emergency breathing system (EBS) equipment
- Conducting integrity checks of the EBS equipment
- Deploying operating and breathing from the EBS equipment at atmospheric pressure in dry conditions
- Deploying operating and breathing from the EBS in a pool utilising personal air (learner must experience positive and negative pressure created by body orientation in the water)
- Actions to take in preparation for a helicopter ditching
- Deploying EBS equipment, operating a push-out window (on instruction from aircrew) and carrying out a dry evacuation via a nominated emergency exit to an aviation liferaft from a helicopter ditched on water
- Assisting others where possible and carrying out initial actions, to include mooring lines, deploying the sea anchor, raising the canopy and raft maintenance) and secondary actions, to include posting lookouts, activating the radio beacons and first aid equipment, on boarding the aviation liferaft (secondary actions to be explained by instructor only)
- Escape, through a window opening which is underwater, from a partially submerged helicopter (deploying, operating and breathing from the EBS equipment but without operating a push-out window)
- Escape, through a window opening which is underwater from a partially submerged helicopter (deploying, operating and breathing from the EBS equipment and operating a push-out window)
- Escape, through a window opening which is underwater, from a capsized helicopter (*deploying and operating the EBS equipment on surface prior to capsize and operating a push-out window), inflating a lifejacket, deploying the spray visor and carrying out in-water procedures (including individual and group survival techniques) – swimming, HELP, towing, chain, huddle and circle
- *All learners must deploy and operate the EBS and must be encouraged to breathe from the EBS throughout the capsize exercise.
- Boarding of an aviation liferaft from the water
- Being rescued by one of the recognised methods available offshore

Unit OIS-74 Further Firefighting and Self Rescue

To successfully complete this unit, learners will perform:

- 1 Raising the alarm and operation of hand-held extinguishers
- 2 Self-Rescue Techniques

Which is made up of:

- Raising the alarm on discovery of a fire
- Correct operation of handheld portable fire extinguishers in extinguishing Class A or Class B fires.
- Self-rescue techniques with a smoke hood or partial blindfold from areas where delegate visibility is reduced
- Self-rescue techniques with a smoke hood or partial blindfold from areas where delegate visibility is completely obscured
- Small group escape techniques with a smoke hood or partial blindfold from areas where delegate visibility is completely obscured concluding with a muster exercise (smoke hoods will be used in cosmetic smoke)

Unit OIS-75 Further Emergency First Aid

To successfully complete this unit, learners must understand:

- 1 Emergency First Aid

To successfully complete this unit, learners will perform:

- 2 Immediate First Aid Actions

Which is made up of:

- Raising the alarm
 - Assessing the situation
 - Checking area is safe
 - Industry recognized first aid practice*
- * Industry recognised first-aid practice – this may vary depending on first aid practice guidelines adopted in different countries/regions

Learning Outcomes relating to HUET with EBS

Following are the HUET Outcomes which the learner will be assessed against at the centre:

- All outcomes identified as "the learner will understand" will be assessed via a written assessment (learners must achieve 100%).
- All outcomes identified as "the learner will perform" will be assessed by direct observation after you have observed a demonstration by the instructor (either in person or via video)
- The learner **MUST** be assessed as Competent in all areas to be issued a Certificate.

Unit OIS-02 Helicopter Safety and Escape – EBS

To successfully complete this unit, learners must understand:

- 1 Helicopter Travel
- 2 Helicopter Emergencies

To successfully complete this unit, learners will perform:

- 3 Practical Helicopter Escape Techniques

Which is made up of:

- Donning an aviation transit suit, aviation lifejacket and emergency breathing system equipment (EBS) and conducting integrity checks of EBS equipment.
- Deploying, operating and breathing from EBS equipment at atmospheric pressure in dry conditions
- Deploying, operating and breathing from the EBS in a pool utilising personal air (must experience positive and negative pressure created by body orientation in the water)
- Action Actions to take in preparing for a helicopter ditching/emergency landing
- Following instruction from the crew, evacuation from a helicopter using a nominated exit, following a controlled emergency descent to a dry landing
- Dry evacuation, using a nominated exit, to an aviation life raft from a helicopter ditched on water (including deployment of EBS equipment and, on instructions from aircrew, operation of a push-out window), assisting others where possible and carrying out initial actions on boarding the aviation life raft, to include: mooring lines, deploying the sea anchor, raising the canopy and raft maintenance
- Escaping through a window opening which is underwater, from a partially submerged helicopter (without deploying EBS equipment or operation of a push-out window)
- Escaping through a window opening which is underwater, from a partially submerged helicopter (deploying, operating and breathing from EBS equipment but without operating a push-out window)
- Escaping through a window opening which is underwater, from a partially submerged helicopter (deploying, operating and breathing from EBS equipment and operating a push-out window)
- Escaping through a window opening which is underwater, from a capsized helicopter (without deploying EBS equipment or operating a push out window)
- Escaping through a window opening which is underwater, from a capsized helicopter (*deploying and operating EBS equipment on surface prior to capsize but without operating a push-out window).
- Escaping through a window opening which is under water, from a capsized helicopter (*deploying and operating EBS equipment on surface prior to capsize and operating a push out window)
- Inflation of an aviation lifejacket, deployment of a spray visor and boarding of an aviation life raft from the water.

End of Course Evaluation

Our centre has implemented a specific Policy relating to our commitment to safe and quality operations and service excellence for OPITO courses. A copy of this policy is displayed in the student lounge.

As part of this commitment to quality in all aspects of our activities, you will be given the opportunity to provide feedback at the end of the training you received by completing a course evaluation form. This information will assist us with continuous improvement of the training we provide.

Further Information

Our **Student Handbook** and **Course Catalogue** are available online and contain additional information covering:

- | | |
|--|---------------------------|
| • Enrolment Procedures. | • Student Fee Protection. |
| • A list of the PPE required for training. | • Concerns/Complaints. |
| • Student Services. | • Assessment Process. |
| • Privacy Statement. | • Site Maps. |
| • Drug and Alcohol Policy. | • Accommodation options. |
| • Principles of Student Conduct. | • Course Costs. |



Online Information

Information about OPITO can be viewed at <http://www.opito.com/>

"Digital delivery of BOSIET" video viewed online: <https://www.opito.com/media/videos/bosiet-digital-delivery>

"OPITO's One Vision" video viewed online: <https://www.youtube.com/watch?v=5SrXdfhQWrs>

If you are not satisfied with the centres handling of a formal complaint, OPITO can be contacted. The local reporting office is - Asia Pacific: Kuala Lumpur asia-pacific.enquiries@opito.com

TRAIN-R Application

Offshore workers can access their OPITO training records at the touch of a button wherever they are in the world with the OPITO TRAIN-R. The mobile application is free and enables the learner, in any international location, to plan and track their OPITO training via an appropriate device.

See <https://opito.com/trainr>



If you have any further questions about OPITO Training, please contact us.

Email: info@woodtraining.co.nz

Phone: 0800 707 383 within New Zealand

Learner Reminder Checklist

Remember to:

- ☐ Book your place on the right course
- ☐ **Digital BOSIET:** provide the required details to enable us to get you access to the online learning portal
- ☐ **Digital BOSIET:** check your junk folder for the Atlas Knowledge portal login email
- ☐ **Digital BOSIET:** enter the portal and complete **all** required learning **prior** to the practical course day
- ☐ Pay for the course at time of booking if an individual or provide Purchase Order if a company with an account; contact Finance to set up an account if your business does not have one
- ☐ Read the Booking Confirmation email including the linked documents:
 - student handbook
 - this document
 - online terms and conditions
- ☐ Complete and return the Student Fee Protection Acknowledgement form if an individual is paying for the course
- ☐ No later than **48 hours prior** to course commencement provide evidence to the centre of medical fitness
- ☐ **FOET:** Have provided your current in-date certificate (we will validate this by searching OPITO's Central Register database)
- ☐ **Bring a government-issued photo ID** to the course to verify your identification (and for both days on a BOSIET course)
- ☐ Bring safety footwear and clothing as indicated
- ☐ Drink bottle to replenish thirst during training in warmer weather
- ☐ Enjoy your training experience! with Wood Training