# **Industrial training plan for process safety**

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| **For:** (student name) **During:** (insert period of work placement) | **Work placement at:** (insert employer name) (identify employer facility/office) |

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| **No.** | **Process safety management element** | **Specific activities and projects to be undertaken** | **Competency level**see definitions below |
| Competency number from matrix | In this column, enter process safety elements that will be covered by the student’s worklist. Refer to the list of possible process safety elements in the first column of the Competency Matrix – [**Appendix 1**](#_Process_safety_competency). | In this column, enter specific activities that will be carried out and are relevant to the process safety elements.(Refer to the Competency Matrix – [**Appendix 1**](#_Process_safety_competency) – for examples of possible relevant activities. | In this column, enter the competency level that applies to each planned activity. See below for definitions of competency levels. |
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Plan agreed by:

Employer representative: Student:

The table lists particular process safety elements that will be examined during the student’s work placement and the depth at which they were looked at, listed under three basic competency levels, defined as follows:

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| **Competency level** | **Description** |
| 1. Concept awareness | Student has been informed why a system is needed to manage this aspect of process safety |
| 2. Observed in action | Student has received training in the host employee’s system for managing that element of process safety, and has seen examples of that system being used in practice |
| 3. Applied successfully | Student successfully put the employer’s system into practice during the work placement. |

Further advice for the Employer supervisor on preparing the IT plan is provided in the guide for supervisors/mentors is available in [**Appendix 6**](#_Appendix_6_Guide). Advice for students is provided in [**Appendix 5**](#_Appendix_5_Guide).