

CATALOGUE OF ADITC RESOURCES

Our Training resources are written in plain English with clear illustrations to help train new personnel and to provide them with the knowledge (and skills) to acquire the Drilling Industry National Unit(s) of Competency. Each resource book clearly indicates which standards are being covered. Please remember that our resources are covered by copyright laws.

We also have a selection of resources and assessment tools to support assessors, distance learning courses (DICAT & OCBH) and run a number of courses in Screens & Gravel packing, Mud and Maths and Drilling for Geologists.

Drilling the Manual of Methods, Applications and Management

The contents of the Manual relate to the Mineral Exploration, Water Well, Geotechnical, Environmental & Foundation/Construction sectors of the industry. It is designed to enable the reader to gain knowledge not only in what to do, but how and why a task is performed. It is a reference publication, and a textbook for the DICAT External Study Program.

Open Cut Blast Hole Drilling Manual

This manual has been written specifically for drilling in open cut & quarry operations. It is designed to enable the reader to gain knowledge in what, how and why a task is performed. It is a reference publication and a text for the Open Cut Blast Hole Drilling Certificate Course.

DIAMOND DRILLING HANDBOOK W. F. Heinz 4th Edition 2007

A hands-on-ready reference for the diamond driller in the fundamental retrieval of core samples which provide the solid evidence in the determination of ore bodies. Covers the what, the why and the how.

Get Your Message Across

A quick reference guide for communicating safety and work team effectiveness. This book will help you build the good communication skills in your company that underpin high performance characteristics. The most successful businesses will be those whose employees communicate effectively.

Sieve Analysis Report Pads (100 sheets per pad)

For the Waterwell Industry.

TRAINING RESOURCES:

Drill Rig Operational Maintenance

How to carry out basic operator maintenance and clean all equipment, including drilling equipment, vehicles, equipment tools.

Drilling Power Systems – Hydraulics, Pumps and Generators

This book covers how to set up and pack up a drill site and support the Drilling Process by carrying out a range of welding and cutting processes.

Forklift Truck Operations

Teaches how to load/unload vehicle and prepare for move to site.

Hand and Power Tools

Teaches how to identify hazards, add/remove rods and all down hole tools and to operate, clean and maintain ancillary equipment at drilling site.

Introduction to Drilling

Provides the underpinning knowledge for all the competencies of a Driller's Assistant, including duties, career paths, history and an introduction to the types of rigs, major objectives and different standards for down hole equipment.

An Introduction to the Drilling Industry (DVD)

This video, although a little aged, is applicable to all sectors of the drilling industry and provides an overview of the various types of rigs, methods of drilling and their applications. A strong emphasis has been placed on safety issues.

Introduction to Managing on-site Safety

Enables you to undertake and manage on site safety induction procedures and inspect equipment and work areas.

Mobilising Equipment

Covers knowledge and skills to mobilise equipment and materials including preparation for move to site, unloading, loading, operating and maintaining vehicle.

Occupational Health and Safety in the Work Environment

Interpret relevant OH&S policies and procedures, adopt safe work practices and apply personal health and safety measures.

Power Systems – Diesel Engines

Knowledge to carry out basic operator maintenance and a range of welding and cutting processes.

Support Drilling Operations

Teaches how to set up/pack up a drill site, and to support the drilling process through the adding/removing of rods and all down hole tools and operating ancillary equipment. You will also learn how to control damage to the environment, clean all equipment, maintain levels of supplies and undertake and record samples collection.

Survival and Camp Life Skills

Provides living away and interpersonal skills for the active and safe participation in came life including skills required for remote area travel by vehicle.

Vehicle Loading Crane (truck mounted)

Knowledge to mobilise equipment and materials – load/unload vehicle.

Workplace Communication

This resource covers effective communication, workplace and client interaction

Workplace Team Effectiveness

Living away and interpersonal skills to maintain good relationships with clients, management, co-workers and other relevant parties, communicate effectively with other crew members and assemble/dismantle and maintain down hole tools.

Basic Mathematics for the Drilling Industry

Originally designed for the maths component of the DICAT course to assist drillers to become more aware of just how much maths is used on the job and look at some of the strategies to make sure you understand the basic maths involved.

Functional Mathematics

Covers the mathematics a driller will come across when setting up a drill site and mobilising equipment and materials, and undertaking samples collections.

Pocket Maths/Drilling Calculations and Terms

A pocket-sized book containing words used every day for filling in the driller's log with the correct descriptive terms and spellings. Words are grouped according to specific topics. Flip the book over and you have a handy listing of the most common calculations used in the Drilling Industry.

Well Control Maths for Coal Seam Gas – CD

This Cd is designed for people who are working in the coal seam gas (CSG) drilling industry who would like a better understanding of the mathematics used to control wells and prevent blowouts. The same principle is used in the oil and gas drilling industry, though at different depths. The resource may be a foundation for undertaking Well Control courses offered by IADC/IWCF.

Maths for Drilling Methods - CD

A CD designed to help you manage the maths you need to work effectively in the drilling industry using different methods of drilling ad to meet the maths requirements of the national competency standards for the drilling industry. The topics and examples reflect real use of maths in real drilling situations. Drilling industry members contributed expertise, time, advice and photos of operations to make this resource practical.

The methods of drilling relate to all sectors of drilling at both Certificate II (Driller's Assistant) and Certificate III (Driller) levels so the resources has been organised by certificate level, then method e.g mud rotary and then topic e.g. volume.

Study Guide

A booklet to help people study by distance learning. It refers to the DICAT External Study Programme, but contains useful general information on distance learning.

Training Core Skills (DVD)

This video is for people who have to carry out work skills training. It uses an example from the Drilling Industry to show how training happens on-site with a real trainer and trainee. There is an accompanying distance learning course, Workplace Trainer Category 1 for the Drilling Industry.

Managing Complex Technical Situations

Learn how to collect and analyse information, diagnose and solve complex problems, manage non-routine/complex drilling operations and Use technology effectively.

A Guide for the National Drillers Licence Examination

A book to help people who are undertaking the exams for Class 1, 2 or 3 Waterwell Licences. It helps with maths, writing and understanding the questions.

DRILLING – A CAREER WITH A DIFFERENCE (DVD)

To provide information to potential new employees with a broad insight into the job and where its fits in the mining, agriculture and constructio sectors. Produced by the ADIA.

DRILLING RIG SAFETY REFERENCE KIT

This compendium contains the ADITC Drilling Safety and Induction Manual, St. John Ambulance Basic Life Support and Australian Remote Area First Aid. The Drilling Safety and Induction Manual covers general safety and risks associated with different applications and methods of drilling, practical suggestions on managing them, practical knowledge on how to follow workplace health, safety and environment procedures and, assists in designing induction training for new personnel.

ASSESSMENT RESOURCES

Assessment Tools DRT03 – Non- Hydrocarbon

Comes in CD or hardcopy and provides you with the tools required to successfully assess your personnel to all levels. They can easily be adapted to your own company requirements. Each standard is covered, as is each competency required for that standard. Easy to manage, time saving and effective. Once completed, you have all the data required for a successful audit of an employee. A disc of the competency standards is included.

We can still provide copies of the assessment tools DRT98 (hard copy only) for Oil & gas, Onshore and Offshore and also have supplies of the Training Record Books for DRT98 on hand.

Professional Development Kit

This kit has been developed to provide information and assistance to those involved in the implementation of the Drilling Industry Training Package. Includes the new National Training Framework, training and assessment within the framework for the Training Package, diagrams of industry qualifications, flowcharts of the training and assessment process together with sample competency standards, assessment tools and competency completion records.

Workplace Assessor's Guide for the Australian Drilling Industry (Manual & DVD)

This guide is for people who have to carry out work skills assessment or whose work skills are being assessed. It uses examples from the drilling industry to show how assessment happens.

Assessing Core Skills (DVD)

This video supports the Guide and shows how to carry out work skills assessments.

Mentor's Guide

A small booklet to help people who have been asked to act as a mentor for someone studying by distance learning.

Distance Training Programs

DICAT External Study Programme (Revised version)

The DICAT competency based training programme is designed to complement or working tandem with on-site work. Training continues without interruption to your job that actually becomes part of the training process through practical application. It also offers the opportunity to gain industry recognised qualifications in your own time and at your own pace. Cost includes Drilling the Manual, modules, assessment packs and award of certificate.

Open Cut Blast Hole Drilling Certificate Course

This is an external study programme, fully approved by the Australian Drilling Industry, which offers the opportunity to gain industry recognised qualifications, in your own time and at your own pace. You can apply what you learn, as you learn, directly to your job. Cost includes OCBH Manual, modules, assessment packs and award of certificate.

Specialised Face to Face Training Programmes

Selection of courses may be made from our existing courses or customised specifically to your requirements. Existing courses and objectives are set out below : Prices are available on request

Screens & Gravel Packs – a 2 day course.

- How to design, drill and develop a highly efficient water bore
- Identification of types of screens in current use – their advantages and disadvantages
- How to conduct an accurate sieve analysis
- Effective screen installation methods
- When & how to effect natural and artificial gravel packing
- Effective methods of well development
- The use and requirements for test pumping
- Appropriate rehabilitation procedures

Mud Techniques & Tests – a 2 day course

- Understand the elements of the circulating system
- Be aware of all of the functions of drilling fluid
- Know the different properties of a drilling fluid and the significance of these properties
- Be aware of the choice of drilling fluids
- Understand the components of drilling muds and the difference between clay & polymer muds
- Knowledge of what and why chemicals are added to muds
- To establish the drilling mud criteria for clean and stable holes
- Knowledge of how to maintain and condition mud
- Ability to choose the most suitable mud type for a particular application
- Understand why & how to test muds
- Be aware of potential down hole problems and how to combat them

Environmental Drilling – a 1 day course.

- The objective of this training and information program is to provide members of the drilling industry with a basic understanding and knowledge of what is required when drilling and sampling on contaminated sites, together with a working knowledge of the safety implications of this type of work.

Qualification Services

On-site Assessment Services:

ADITC will provide a qualified Workplace Assessor (experienced in the Drilling Industry) to conduct the formal assessment on-site. The cost effective approach for companies is to ensure that a number of employees are available for assessment while the assessor is on-site. This form of assessment is limited to AQF Levels 2, 3 and 4, where demonstration of practical workplace skills is required.

Assessment of a Portfolio:

At the senior/managerial levels (i.e., AQF 4, 5 and 6), formal on-site assessment of work skills can become impractical. It is recommended that the applicant prepare a Portfolio, which details evidence of his/her problem solving/managerial skills. The ADITC can review the information provided in the Portfolio against the Industry Competency Standards, to ensure all criteria have been met by the applicant.

Audit of the Assessment Process:

Companies may have a qualified assessor on staff, or a suitably experienced senior employee or manager, who can conduct the formal on-site assessments. The ADITC will then audit the assessment process, to ensure it was carried out in accordance with the Industry Assessment Guidelines. If assessments are to be conducted in-house by a senior employee or manager who does not hold a current Workplace Assessor Qualification, prior approval from the ADITC will be required.

Audit of company Induction

ADITC will audit your company induction process to ensure it meets national competency requirements, provide you with an audit report, issue ADITC induction statements for your new employees.

Issue of National Qualification Card

Even your longer term employees can get their own National Qualification Card issued once they have been assessed.

Qualification Verification Check

We will verify the qualifications of your new employees.

Reissue of Testamur

We provide reissued Testamurs or file copies of Certificates.