



The Petroleum Registry of Alberta

Energizing the flow of information

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REGISTRY TRAINING

INDUSTRY TRAINING AND PERFORMANCE SUPPORT

Industry Partners will be happy to know that the Registry team is into full-scale development of the Training and Performance Support System for start-up and long-term operation of the Registry. Over the next two issues of the Registry News, [how](#) the Registry plans to train industry (and fund this training) will be outlined. A thumbnail version of the system shows the design for training: universal accessibility, flexible programs, multiple levels of support, overall economy and efficient, personalized management of change.

TRAINING DELIVERY METHOD

The training program will be almost entirely web-based. In addition to individual training, in-house coaches will be supported at start-up with "super-user" workshops. Additional problem-solving workshops will be scheduled as required. The program design ensures that all Registry users will have cost-effective access to training, according to their needs. Here are some of the other features that are included:

a modular structure - designed so users can easily select relevant components in the order that suits their own workflow, timing or preference;

the latest in split screen presentation technology – explanations are displayed on part of the screen while simultaneously showing relevant Registry examples – see the sample on page 3;

competency-basing - provides learning objectives, learning content, self-evaluation and remediation;

flexible release timing - portions of the program can be released as soon as they are ready, affording users more time to learn;

cost-effective development - using shared resource technology. On-line help and training modules are developed at the same time using the same subject matter experts. This ensures consistency of treatment and reduces repetition;

individualized change management – subject to final funding decisions, changes to the Registry will be flagged for each user. Training on those changes will be available before they are implemented on in the Registry.

REGISTER NOW!!!!

Change Leader Meeting #2 is being held February 20/21, 2002. Morning and afternoon sessions will be held on both days, and *Change Leaders* are urged to sign up early for one of the four meetings. To learn more about these sessions, or to register, please call 403-297-6111.

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TRAINING PROGRAM ORGANIZATION

The following graphic displays the structure of the Registry training being offered.

Starter Package- The first component of the Industry Program is a starter package designed to describe the Registry in general terms and then provide specific training on how to establish user roles, set-up user sign-on and assign task privileges. Once signed on, users will have access to the online help to assist in carrying out their tasks. This package will also explain the scope of the comprehensive training available and how to access it.

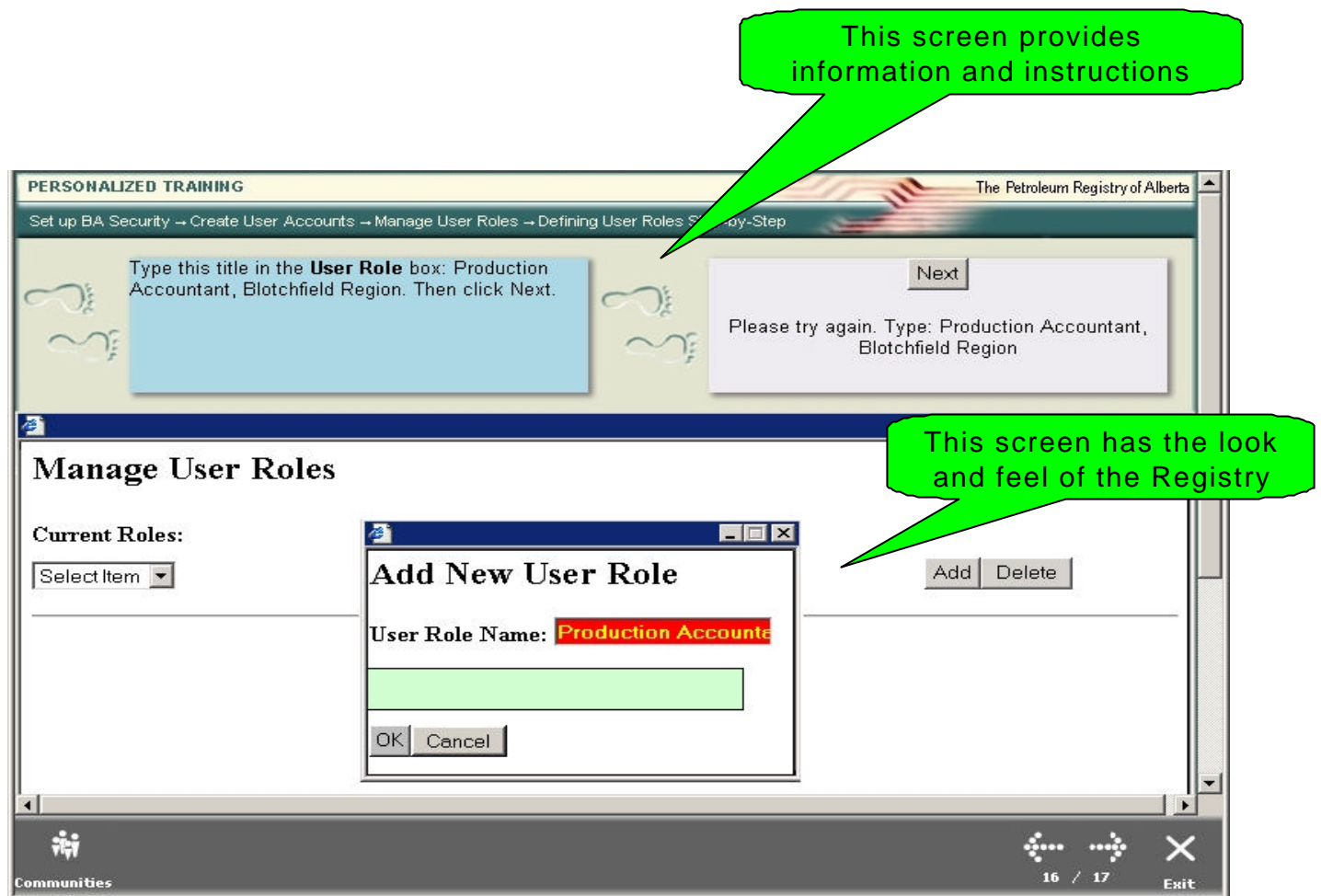
Comprehensive Training and Support Package– This component centres on self-directed learning modules for each Registry topic. It has a complete change management system that flags up-coming changes for users and connects them to the required advanced training. In addition, this package includes workshops for Business Associate (BA) company personnel. Workshops will train selected BA personnel to be in-house coaches and “super-users” who can provide instant, on-site help to the users around them.

CAPPA Integration – The Registry training team does not intend to develop final exams on the learning modules. CAPPA is considering integrating Registry training into the CAPPA Certificate Program, but just how this is to be accomplished has not yet been determined - more on this later.

REGISTRY TRAINING AND PERFORMANCE SUPPORT

STARTER PACKAGE	<ul style="list-style-type: none"> • Orientation to the Registry • User Roles, Set-up and Registration • Online Help and Invoice Retrieval
This Package enables any user to access and use the Registry free of charge	
COMPREHENSIVE TRAINING & SUPPORT PACKAGE	<ul style="list-style-type: none"> • Online Training Modules – all topics • Training on all changes/updates • Training workshops for BA In-house Coach/Super-users • Problem-solving Workshops
Costs of developing this program must be recovered from users via a fee for access	
CAPPA	<ul style="list-style-type: none"> • Integration of Registry Training Into The CAPPA Certificate Program
Currently under consideration by CAPPA	

THE LOOK AND FEEL OF TRAINING – The self-directed learning modules use the latest in split -screen technology and active server pages. The instructional messages are presented in the upper part of the screen while an interactive replica of the Registry is displayed below . Modules will be comprised of interactive instruction, examples, self-check exercises and industry illustrations.



TRAINING DEVELOPMENT PROCESS

The Registry Training Program combines the rigor of classical Instructional Systems Design with the latest authoring and learning management technology. There are three process goals:

ensuring valid content: this will be achieved by timely review at each stage of development by the Subject Matter Experts (SMEs), educational specialists and industry users represented by the recently formed Industry Training Committee;

efficient change management this need is driven by the anticipated flow of changes/additions as the Registry construction proceeds through system and acceptance testing. This means careful construction of the modules, close articulation of the Online Help

content, consistency of content treatment and automated tracking/notification systems;

user appropriate presentation: the system must cater to the industry professionals who need the shortest route to error free productivity. PA usage will range from a comprehensive study of new concepts/topics to quick references for timely problem solving.

The major phases in this process are shown below.

Phase 1 – Objectives, performance standards and learning guide –validated by the Training Team

Phase 2 – Module Script – validated by the Training Team

Phase 3 – Program Authoring – validated by the Industry Readiness Team and The Industry Training Committee

Phase 4 – Assemble, test and release

FUNDING FOR INDUSTRY TRAINING

Industry has committed to funding the development of comprehensive training for the Registry with the proviso that costs be recovered from users via a fee-for-access model that is just now being finalized. Other than start-up training, all BAs that want access to the comprehensive training package will be required to pay a fee to recover development costs.

Starter Package There is no charge to users of the Registry for this package. Industry's "Broad Industry Initiative" (BII) fund has provided funding for the "Orientation" and "User Roles, Set-up and Registration" segments of the web based training modules. The Ministry of Energy earmarked funding for the Registry's "Online Help" functionality in the overall project budget.

Comprehensive Training & Support Package: Industry will fund the costs of this package through access fees. The exact cost and approach for collecting these fees are being reviewed with CAPP and SEPAC this month. We hope to be able to provide *Change Leaders* with user fee details at the February 20/21 *Change Leader* meetings and will include an article on this topic in the next newsletter.

CAPPA Integration: Discussion is currently underway with CAPPA regarding this training element. We will keep you informed of any decisions.

MINISTRY TRAINING

Analysis and design of training for the Department of Energy and the Energy and Utilities Board is planned to begin in April 2002. Discussions to date yield the following:

- a) Ministry personnel will have access to the Industry Training Modules on the web for orientation and other uses as applicable;
- b) Training for the DOE and EUB personnel will be delivered via a series of targeted workshops in both Edmonton and Calgary;
- c) Instructors will be subject matter experts (SMEs) from the Ministry Registry Teams or experienced instructors supported by the SMEs;
- d) Additional meetings will be scheduled with the EUB and DOE Teams to focus on avoiding overlap between the planned Industry Training and the DOE/EUB guidelines typically provided to BAs.

The Petroleum Registry of Alberta is a joint strategic initiative of the Alberta Ministry of Energy and the oil and gas industry of Alberta .

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To submit comments or questions about the Petroleum Registry of Alberta check out our web site at: www.petroleumregistry.gov.ab.ca

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