



Model Curriculum

QP Name: Refinery Process Operator

QP Code: HYC/Q 3802

QP Version: 1.0

NSQF Level: 4

Model Curriculum Version: 1.0

Hydrocarbon Sector Skill Council
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Training Parameters

Sector	Hydrocarbon
Sub-Sector	Downstream
Occupation	Refinery Operation
Country	India
NSQF Level	4
Aligned to NCO/ISCO/ISIC Code	NCO/ 2015.3134
Minimum Educational Qualification and Experience	Completed 2nd year of the 3-year Diploma (after 10th) in relevant field OR 10th Grade Pass plus 2-year of National Trade Certificate (NTC) in relevant field OR 12th Grade Pass OR Previous relevant Qualification of NSQF Level 3.0 plus 3-years of relevant experience
Pre-Requisite License or Training	NA
Minimum Job Entry Age	18 years
Last Reviewed On	3-May-2023
Next Review Date	2-May-2026
NSQC Approval Date	3-May-2023
QP Version	1.0
Model Curriculum Creation Date	3-May-2023
Model Curriculum Valid Up to Date	2-May-2026
Model Curriculum Version	1.0
Minimum Duration of the Course	-
Maximum Duration of the Course	480

Program Overview

This section summarizes the end objectives of the program along with its duration.

Training Outcomes

Individual at this job is responsible to operate equipment, monitor pressure and flow, read gauges and adjust valves at refinery. The person at this job is responsible for identifying and correcting problems in the refinery process.

Compulsory Modules

The table lists the modules and their duration corresponding to the Compulsory NOS of the QP.

NOS and Module Details	Theory Duration	Practical Duration	On-the-Job Training Duration (Mandatory)	Total Duration
HYC/N3803– Perform refinery operation NOS Version No. –1.0 NSQF Level – 4	60:00	180:00	30:00	270:00
Module 1: Introduction to Hydrocarbon sector and the job role of Refinery Operator- Process	03:00	Nil	Nil	03:00
Module 2: Carry out refinery operations	57:00	180:00	30:00	267:00
HYC/N9301 – Working effectively in a team NOS Version No. – 3.0 NSQF Level – 4	15:00	45:00	15:00	75:00
Module 3: Working effectively in a team	15:00	45:00	15:00	75:00
HYC/N9302 – Maintain health, safety and security procedures NOS Version No. – 3.0 NSQF Level – 4	15:00	45:00	15:00	75:00
Module 4: Maintain health, safety and security procedures	15:00	45:00	15:00	75:00
Employability Module (Mandatory)	15:00	45:00	00:00	60:00
Total Duration	105:00	315:00	60:00	480:00

Module Details

Module 1: Introduction to Hydrocarbon Sector and the job role of Refinery Process Operator

Bridge Module Mapped to HYC/ 3803 v 1.0

Terminal Outcomes:

- Discuss the Hydrocarbon Sector
- Discuss the job of a Refinery Process Operator

Duration: 03:00	Duration: 00:00
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
<ul style="list-style-type: none"> ● Describe the oil and natural gas sector and its subsectors. ● Explain the importance of a Refinery Process Operator. ● Explain the roles and responsibilities of Refinery Process Operator 	
Classroom Aids:	
<ul style="list-style-type: none"> ● White / Black board and Projector ● Digital Presentation ● Computer/Laptop ● Public Addressing System 	
Tools, Equipment and Other Requirements	
NA	

Module 2: Carry our refinery operations

Mapped to HYC/ 3803 v 1.0

Terminal Outcomes:

- Check readiness of the operating units
- perform refinery operation

Duration: 57:00	Duration: 180:00
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
<ul style="list-style-type: none"> ● Explain collecting blueprint from supervisor/manager ● Describe lubricating and clean equipment and processing system timely ● Explain patrolling units ensure security and safety ● Explain observing automatic warning signals ● Describe checking for leaks and faulty equipment, valves, pumps, etc. ● Explain reporting malfunctioning of equipment to supervisor/manager ● Describe coordinating with refinery technician for repair of faulty equipment, valves, pumps, etc. ● Explain operating Distributed control systems (DCS) heaters, furnaces, compressors, exchangers, reactors, quenchers, stabilizers, fractionators, rechargers, absorbers, strippers, debutanizers, stills, and towers for distillation, absorption, extraction, adsorption, thermal and catalytic cracking and reforming, polymerization, isomerization, coking, Vis breaking, and alkylation operation ● Explain regulating pumps and compressors as per the instruction from supervisor/manager ● Describe setting knobs, switches, levers, valves and index arms to control process ● Describe reading temperature in pressure gauges, flowmeters, vacuum and time, record readings in the log ● Explain monitoring and operate processing units to produce fuel, kerosene, gasoline, oil, etc. 	<ul style="list-style-type: none"> ● Demonstrate collecting blueprint from supervisor/manager ● Demonstrate lubricating and clean equipment and processing system timely ● Demonstrate patrolling units ensure security and safety ● Demonstrate observing automatic warning signals ● Demonstrate checking for leaks and faulty equipment, valves, pumps, etc. ● Demonstrate reporting malfunctioning of equipment to supervisor/manager ● Demonstrate coordinating with refinery technician for repair of faulty equipment, valves, pumps, etc. ● Demonstrate operating Distributed control systems (DCS) heaters, furnaces, compressors, exchangers, reactors, quenchers, stabilizers, fractionators, rechargers, absorbers, strippers, debutanizers, stills, and towers for distillation, absorption, extraction, adsorption, thermal and catalytic cracking and reforming, polymerization, isomerization, coking, Vis breaking, and alkylation operation ● Perform regulating pumps and compressors as per the instruction from supervisor/manager ● Perform setting knobs, switches, levers, valves and index arms to control process ● Perform reading temperature in pressure gauges, flowmeters, vacuum and time, record readings in the log ● Perform monitoring and operate processing units to produce fuel, kerosene, gasoline, oil, etc.

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|---|--|
| <ul style="list-style-type: none"> ● Explain collecting oil sample and send to laboratory for quality check ● Describe cleaning processing units' interior by circulating solvent and chemicals as per SOP ● Explain reporting logs, finding and fault to the supervisor/manager | <ul style="list-style-type: none"> ● Perform collecting oil sample and send to laboratory for quality check ● Perform cleaning processing units' interior by circulating solvent and chemicals as per SOP ● Perform reporting logs, finding and fault to the supervisor/manager |
|---|--|

Classroom Aids:

- White / Black board and Projector
- Digital Presentation
- Computer/Laptop
- Public Addressing System

Tools, Equipment and Other Requirements

- Distillation Unit
- Furnace
- Heat Exchangers
- Reactors
- Leak detector
- Pressure and Temperature Gauges
- Flow meter
- Level meter
- Pumps and Compressors
- Valves and Control Systems
- Laboratory Equipment (distillation columns, spectrometers, chromatographs)
- Safety Equipment (safety goggles, gloves, safety shoes, protective clothing)
- Computer and Software
- Environmental Control Equipment (flue gas desulfurization units, wastewater treatment systems)

Module 3: Working effectively in a team

Mapped to HYC/N9301 v 3.0

Terminal Outcomes:

- Effective team work

Duration: 15:00	Duration: 45:00
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
<ul style="list-style-type: none"> ● Describe maintaining clear communication with colleagues ● Explain passing on information to colleagues in line with organizational requirements ● Describe working in a team and support the team members ● Explain working in ways that show respect to colleagues ● Describe fulfilling commitments made to colleagues ● Explain informing team members timely, if timelines can't be met ● Describe taking the necessary initiatives to resolve the issues while working in team 	<ul style="list-style-type: none"> ● Demonstrate maintaining clear communication with colleagues ● Perform passing on information to colleagues in line with organizational requirements ● Perform working in a team and support the team members ● Demonstrate working in ways that show respect to colleagues ● Perform fulfilling commitments made to colleagues ● Demonstrate informing team members timely, if timelines can't be met ● Perform taking the necessary initiatives to resolve the issues while working in team
Classroom Aids:	
<ul style="list-style-type: none"> ● White / Black board and Projector ● Digital Presentation ● Computer/Laptop ● Public Addressing System 	
Tools, Equipment and Other Requirements	
<ul style="list-style-type: none"> ● Dummy Team 	

Module 4: Maintain health, safety and security procedures

Mapped to HYC/N9302 v 3.0

Terminal Outcomes:

- Practice health and safety measures
- Follow fire safety procedures
- Follow emergencies, rescue and first-aid procedures

Duration: 15:00	Duration: 45:00
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
<ul style="list-style-type: none"> ● Describe using protective clothing/equipment for specific tasks and work conditions ● Explain identifying documents, location and people responsible for health and safety in the workplace ● Describe identifying possible causes of risk or accident in the workplace ● Describe carrying out safe working practices while dealing with hazards to ensure the safety of self and others ● Explain lifting heavy objects safely using correct procedures ● Describe identifying common safety signs, displayed in various areas ● Explain using the various appropriate fire extinguishers on different types of fires correctly ● Describe following rescue techniques applied during fire hazard ● Explain following good housekeeping practice in order to prevent fire hazards ● Describe list issues concerning the safety in work place ● Describe informing fire safety department about any near-miss incidents in the work place ● Explain following the applicable laws, regulations and codes as per safety standard ● Describe preparing written accident/incident report and share with the concerned officer/department ● Explain providing appropriate first aid to victims in emergency situation ● Explain basic techniques of bandaging ● Explain responding promptly and 	<ul style="list-style-type: none"> ● Demonstrate using protective clothing/equipment for specific tasks and work conditions ● Perform identifying documents, location and people responsible for health and safety in the workplace ● Demonstrate identifying possible causes of risk or accident in the workplace ● Perform carrying out safe working practices while dealing with hazards to ensure the safety of self and others ● Demonstrate lifting heavy objects safely using correct procedures ● Perform identifying common safety signs, displayed in various areas ● Demonstrate using the various appropriate fire extinguishers on different types of fires correctly ● Perform following rescue techniques applied during fire hazard ● Demonstrate following good housekeeping practice in order to prevent fire hazards ● Perform list issues concerning the safety in work place ● Demonstrate informing fire safety department about any near-miss incidents in the work place ● Perform following the applicable laws, regulations and codes as per safety standard ● Demonstrate preparing written accident/incident report and share with the concerned officer/department ● Perform providing appropriate first aid to victims in emergency situation ● Perform basic techniques of bandaging

<p>appropriately to an accident</p> <ul style="list-style-type: none"> ● Explain rescue activity during an accident in real or simulated environments ● Describe correct method to rescue injured people and others during an emergency 	<ul style="list-style-type: none"> ● Perform responding promptly and appropriately to an accident ● Perform rescue activity during an accident in real or simulated environments ● Demonstrate correct method to rescue injured people and others during an emergency
<p>● Classroom Aids:</p>	
<ul style="list-style-type: none"> ● White / Black board and Projector ● Digital Presentation ● Computer/Laptop ● Public Addressing System 	
<p>Tools, Equipment and Other Requirements</p>	
<ul style="list-style-type: none"> ● Trainer Guide ● Participant hand book ● Escalation matrix chart ● Class Room ● White Board & Markers ● LCD Projector 	

Annexure

Trainer Requirements

Trainer Prerequisites						
Minimum Educational Qualification	Specialization	Relevant Industry Experience		Training Experience		Remarks
		Years	Specialization	Years	Specialization	
Diploma (after class X)	-	3	-	1	-	Relevant Experience
ITI Pass (Two year after class X)	-	4	-	1	-	Relevant Experience

Trainer Certification	
Domain Certification	Platform Certification
Certified for the Job Role: “Refinery Process Operator”, mapped to QP: “HYC/Q 3802, v1.0”. Minimum accepted score is 80%	Recommended that the trainer is certified for the Job Role: “Trainer (VET & Skills)”, mapped to the Qualification Pack: “MEP/Q2601, v2.0”. Minimum accepted score as per MEPSC guidelines is 80%

Assessor Requirements

Assessor Prerequisites						
Minimum Educational Qualification	Specialization	Relevant Industry Experience		Training/Assessment Experience		Remarks
		Years	Specialization	Years	Specialization	
Diploma (after class X)	-	3	-	1	-	Relevant Experience
ITI Pass (Two year after class X)	-	4	-	1	-	

Assessor Certification	
Domain Certification	Platform Certification
Certified for the Job Role: “Refinery Process Operator”, mapped to QP: “HYC/Q 3802, v1.0”. Minimum accepted score is 80%	Recommended that the Assessor is certified for the Job Role: “Assessor (VET and Skills)”, mapped to the Qualification Pack: “MEP/Q2701, v2.0”. Minimum accepted score as per MEPSC guidelines is 80%.

Assessment Strategy

The assessment of candidates/trainees will be on the basis on assessment outcome/assessment criteria of the Qualification. In the assessment criteria for each NOS marks have been defined for theoretical and practical skills, on which the candidate will be assessed. The emphasis is on 'learning-by-doing' and performance criteria is based on the practical demonstration of skills and knowledge.

Theory/Knowledge test– This section will test the trainee on his/her knowledge on the subject/trade.

The test will be carried out online/offline with a set of random Question paper. that include multiple choice questions in multilingual, True/False Statement, audio-video question etc.

The Question Bank will be developed by Subject Matter Experts (SME) of the hydrocarbon sector and these questions again be vetted by the Industry Experts, each performance criteria have its marks for theory based on the level of question i.e. easy, medium and difficult.

Practical/Demonstration Test– This stage involves the face to face interaction between Assessor and each trainee. The practical knowledge will be tested through trade test which demonstrates the skill required for the job, by which assessor would be able to evaluate the trainee for his/her practical knowledge on respective Qualification.

To ensure the maximum possible consistency in the assessment by different assessors at different locations, orientation of the assessors is also required about the stages involved in the assessment and the assessor role in the assessment process. The assessor must have knowledge of the following concepts before assessment:

- Qualification Pack Structure
- Guidance for the assessor to conduct theory and practical assessments
- Guidance for trainees to be given by assessor before the start of the assessments.
- Guidance on assessments process, practical brief with steps of operations practical observation checklist
- Practical/Demonstration Test guidance for uniformity and consistency.
- Guidance on assessment evidence collection (signed attendance copy, verification of the authenticity of the candidate by checking the photo ID card, Photographs-while assessment undergoing etc.)

The empanelled assessment agencies will be instructed to hire assessors with integrity, reliability and fairness. Each assessor shall sign a document with its assessment agency by which they commit themselves to comply with the rules of confidentiality and conflict of interest, independence from commercial and other interests that would compromise impartiality of the assessments. The assessment agencies are instructed to ideally have assessor with sufficient amount of relevant industry experience related to Qualification. The assessors will also have scrutinized and have to undergo orientation of assessment framework, competency-based assessments etc.

Recognition of Prior Learning (RPL)

Under the Recognition of Prior Learning (RPL), the candidates enrolled and the assessment will be carried out as per the assessment criteria and assessment outcome of the full Qualification and the process of assessment will be carry out by the body/bodies empanelled by Hydrocarbon Sector Skill Council

In RPL, the candidate already has the skills and knowledge while working on the job from long, the learners only requires to undergo a brief orientation training and the subsequent assessment process and certification is awarded to those candidates who successfully clears the assessment. The tentative process of RPL would include the flowing stages:

- 1 Cluster Mapping and Mobilisation of the candidates
- 2 Counselling & Pre-Screening

- 4 Candidate registration, batch creation and enrolment
- 5 conduction of an orientation program for candidates before assessment
- 7 Assessment by HSSC
- 8 Evaluation of Assessment Result
- 9 Issuance of the Certificate to successful candidates

Assessment Strategy:

- For each Qualification Pack assessment criteria has been developed, which describe the weightage for each NOS/Performance criteria (PC) and assigned marks based on each NOS separately for theoretical and practical skills
- The question bank will be developed by the subject matter experts to assess the theoretical and practical knowledge.
- The accredited assessment agency will carry out the assessment process on the date proposed after completion of the training. The assessment will be carried out on the basis of the two parameters i.e. Theoretical test and Practical test.
- The result of the assessment will be shared by assessment body to the HSSC for review and compliance, after that result will be processed and certificates will be generated
- Assessments shall be conducted in the regional languages in case of any specific requirement from the concerned Training Provider.
- For ensuring the impartial assessment it will be ensured that the Assessment Bodies (AB) are not involved in any type of training delivery with respect to this project.

Assessment Guidelines

1. Criteria for assessment for each Qualification Pack will be created by the Sector Skill Council. Each Performance Criteria (PC) will be assigned marks proportional to its importance in NOS. SSC will also lay down the proportion of marks for Theory and Skills Practical for each PC.
2. The assessment for the theory part will be based on the knowledge bank of questions created by the SSC.
3. Assessment will be conducted for all compulsory NOS, and where applicable, on the selected elective/option NOS/set of NOS.
4. Individual assessment agencies will create unique question papers for the theory part for each candidate at each examination/training center (as per assessment criteria below).
5. Individual assessment agencies will create unique evaluations for skill practical for every student at each examination/ training center based on these criteria.
6. To pass the Qualification Pack assessment, every trainee should score a minimum of 70% of % aggregate marks to successfully clear the assessment.
7. In case of unsuccessful completion, the trainee may seek reassessment on the Qualification Pack.

Recommended Pass % aggregate for QP: 70%

References

Glossary

Term	Description
Sector	Sector is a conglomeration of different business operations having similar business and interests. It may also be defined as a distinct subset of the economy whose components share similar characteristics and interests.
Sub-sector	Sub-sector is derived from a further breakdown based on the characteristics and interests of its components.
Occupation	Occupation is a set of job roles, which perform similar/ related set of functions in an industry.
Job role	Job role defines a unique set of functions that together form a unique employment opportunity in an organization.
Occupational Standards (OS)	OS specify the standards of performance an individual must achieve when carrying out a function in the workplace, together with the Knowledge and Understanding (KU) they need to meet that standard consistently. Occupational Standards are applicable both in the Indian and global contexts.
Performance Criteria (PC)	Performance Criteria (PC) are statements that together specify the standard of performance required when carrying out a task.
National Occupational Standards (NOS)	NOS are occupational standards which apply uniquely in the Indian context.
Qualifications Pack (QP)	QP comprises the set of OS, together with the educational, training and other criteria required to perform a job role. A QP is assigned a unique qualifications pack code.
Unit Code	Unit code is a unique identifier for an Occupational Standard, which is denoted by an 'N'
Unit Title	Unit title gives a clear overall statement about what the incumbent should be able to do.
Description	Description gives a short summary of the unit content. This would be helpful to anyone searching on a database to verify that this is the appropriate OS they are looking for.
Scope	Scope is a set of statements specifying the range of variables that an individual may have to deal with in carrying out the function which have a critical impact on quality of performance required.
Knowledge and Understanding (KU)	Knowledge and Understanding (KU) are statements that together specify the technical, generic, professional and organisational specific knowledge that an individual need in order to perform to the required standard.
Organisational Context	Organisational context includes the way the organisation is structured and how it operates, including the extent of operative knowledge managers have of their relevant areas of responsibility.
Technical Knowledge	Technical knowledge is the specific knowledge needed to accomplish specific designated responsibilities.
Core Skills/Generic Skills (GS)	Core skills or Generic Skills (GS) are a group of skills that are the key to learning and working in today's world. These skills are typically needed in any work environment. In the context of the OS, these include communication-related skills that are applicable to most job roles.
Electives	Electives are NOS/set of NOS that are identified by the sector as contributive to specialization in a job role. There may be multiple electives within a QP for each specialized job role. Trainees must select at least one elective for the successful completion of a QP with Electives.
Options	Options are NOS/set of NOS that are identified by the sector as additional skills. There may be multiple options within a QP. It is not mandatory to select any of the options to complete a QP with Options.

Acronyms and Abbreviations

Term	Description
NOS	National Occupational Standard(s)
NSQF	National Skills Qualifications Framework
QP	Qualifications Pack
TVET	Technical and Vocational Education and Training
OS	Occupational Standard(s)
QP	Qualifications Pack
KU	Knowledge and Understanding
GS	Generic Skills
FAQ	Frequently Asked Questions
BP	Business Partner
KYC	Know Your Consumer
FAB	Feature Advantage Benefit