

TRAINING & CONSULTANCY

CONSULTANCY



TRAINING



C O N T E N T S

01. CORPORATE VISION & MISSION
02. OUR SERVICES
03. IN HOUSE TRAINING COURSES AND SEMINARS
04. ENGINEERING CONSULTING
05. BTS COMPETENCY ASSURANCE CONSULTANCY SYSTEM
06. CAMS DESIGN AND IMPLEMENTATION
07. OUR QUALITY POLICY





BTS

Training & Consultancy

The Company

Best Technology Solutions is an industry certified Training and Consultancy Company, established to support organisations and their people

within the global Oil, Gas, Energy and Petrochemicals industries after recognising a lack of specialised training within the industry.



Offering both Public and In-house training solutions uniquely designed to suit professionals in the ever evolving Oil, Gas, Energy and Petrochemicals sectors, we pride ourselves in providing our clients with high-quality, responsive, flexible and cost effective learning and development services. In anticipating our clients' future training requirements, we aim to be their provider of choice.

BTS maintains a global industry presence, with offices located in industry hubs such as Hollywood, Abu Dhabi, Riyadh and Cairo. Our global presence allows us to truly understand our client's needs, and is an aspect of our organisation that enables us to continue to offer only the most relevant and timely content delivered by the Instructors who are leading professionals within their fields. Along with our internationally recognized accreditation, we provide clients across the globe with a choice of public training courses, bespoke private training and flexible delivery and scheduling options. This ensures that whatever your organisations training needs, BTS is confident in its ability to deliver world-class training.



BTS

Training & Consultancy

Corporate Vision & Mission

To be the one-stop
source for innovative
training solutions for
engineers and technical

professionals – and help
enhance performance and
drive measurable success.





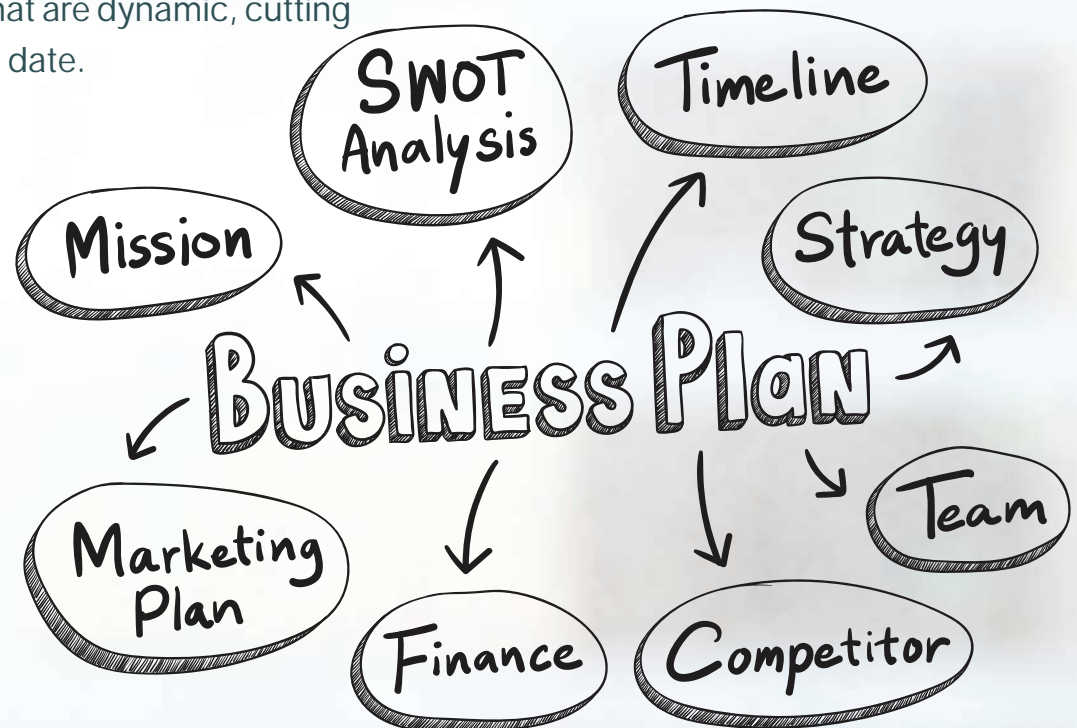
Training & Consultancy

At BTS, our mission is to not only educate our clients with the latest information in their chosen subject, be it Subsea drilling or Oil, Gas, Petrochemicals & Energy skills, but to impart real life practical knowledge for them to take back to their respective organisations.

Our vision has always been to enhance the caliber of training provided to Oil, Gas, Petrochemicals & Energy professionals. We do this by creating unique training programs taught by industry leaders who impart not only

their educational knowledge, but their industry experience too.

We take pride in our ability to respond quickly to market needs and provide our clients with quality learning courses and seminars that are dynamic, cutting edge and up to date.



Our Services

Public Training Courses & Seminars

BTS delivers a range of 2, 3, 5, and 10-Day public training courses, seminars and workshops that cover the full spectrum of current industry issues, trends and best practice, across the international oil, gas, energy and petrochemical sector.



All of our public courses, seminars and workshops are accredited and certified by leading awarding bodies, ensuring that our commitment to quality and excellence is attested to by independent bodies.

BTS courses are designed and delivered by industry veterans, ensuring that they equip attendees with the skills and knowledge needed to enhance their working profile and contribute to the continued growth of their respective organisations.

BTS training programmes are conducted at international locations including Abu Dhabi, Amsterdam, Barcelona, Dubai, Houston, Kuala Lumpur, London, New York and Vienna, among others. All training locations are individually selected to provide a collaborative and stimulating environment for learning that adds value to your professional development.

Our extensive range of Industry certified public training courses and seminars cover the following sectors across Upstream, Downstream and Midstream:



- International Petroleum Business
- International Oil & Gas Supply, Trading & Pricing
- Management & Leadership
- Contracts, Purchasing and Procurement Management
- Project & Construction Management
- Finance, Budgeting & Accounting
- Human Resource Management
- Mini MBA Series
- ILM Endorsed Training Courses
- PMI® Registered Training Courses
- Offshore & Marine Technology
- Well Drilling & Completion Technology
- Geology, Seismology & Petrophysics
- LNG Process Operations
- Refining & Petrochemicals
- Mechanical & Process Engineering
- Instrumentation, Automation & Process Control
- Health, Safety & Environment
- Maintenance Management
- SMRP Approved Training Courses
- API Exam Preparation Training Courses





In House Training Courses and Seminars

Personalised In-House Training designed to meet your training requirements



The BTS in-house training service is designed to provide organisations with a wider range of training options and meet a growing demand for customised and bespoke training. Whether your organisation simply requires an in-house delivery of a training course from our portfolio of public training courses and seminars,

or needs a customised training course to reflect organisational needs or the delivery of a completely new programme, you can be confident that we will work with you to deliver the right solutions and identify the knowledge and skills that will make a difference to your organisation.

Benefits of In House Training

- Bespoke Programmes
- Flexible Learning
- Cost effective
- Venue of Choice
- Curated to organisational needs



Engineering Consulting






BTS and its associates have provided engineering services throughout the world, supplying a complete range of services from consulting to design and construction management of total projects. Throughout the years, we have established a solid and proven reputation for our professional services. We have internationally recognized expertise in the development and successful implementation of engineering Technologies. We take pride in using and citing only the latest technology and modern best practices across the consultancy projects we deliver.

We provide expert engineering consultancy and project management services to companies within the petroleum, oil, gas, petrochemical, power and heavy industries worldwide. Services include reliability surveys and improvements, profitability improvement program including energy and yield, equipment consulting (including pressure vessels, heat exchangers, piping, machinery, fired heaters, instrumentation, controls, structures, stacks), risk informed maintenance and inspection planning, turnaround planning, fitness-for-service, project management, heavy lift, oil spill, troubleshooting process operations, plant optimization and process safety management.



BTS Competency Assurance Consultancy System



CAMS Design and Implementation

Over the past 6 years BTS has built a highly effective and successful Competency Assurance Management System (CAMS) that has been used to develop and train less competent employees for many industries including Oil and Gas.

Our partner's main objective is the recruiting and development of local nationals to perform jobs to international competency standards. This results in permanently lowering operating costs and makes sustainable, and long-term contributions to the growth of the host country.

Through this process, BTS has the ability and capability to assure our partners that each employee is trained to meet the competencies specified in the approved competency model for the job. The process can also be used to identify competency gaps of experienced employees and define custom training programs for each individual to eliminate any deficiencies. and define custom training programs for each individual to eliminate any deficiencies.



1-2 month	3-6 month	Dependent on the Job Scope
Sustainable Development Strategy	Design and Development	Implementation and Assessment
<ul style="list-style-type: none"> ● Define Goals ● Assess Resources ● Analyze Manpower Needs ● Define Projects 	<ul style="list-style-type: none"> ● Identify job titles ● Job Ladders ● Build Competency ● Models ● Design Training ● Programs ● Build / Aquire ● Training Resources 	<p><u>New Recruits</u></p> <ul style="list-style-type: none"> ● Recruitment & Testing ● Classroom & OJT Training ● Job Integration ● Competency Assessment <p><u>New Recruits & Existing Employees</u></p> <ul style="list-style-type: none"> ● Competency Assess & Gap Analysis ● Gap Elimination Program

The CAMS Process

BTS Consultancy and Training Services in for design and implementation of Competency strategic partnership with M&O group have Assurance Management System (CAMS). developed a flexible and innovative process The process is illustrated in the figure below:

<i>Competency Mapping Define</i>	<i>Competency Development</i>	<i>Dependent on the Job Scope</i>
<ul style="list-style-type: none"> ● <i>Competency Standards & Qualification</i> ● <i>Role Specific Competency Profiles</i> ● <i>Assessment Methodology</i> ● <i>Assessor Training</i> ● <i>Training Provider Screening & Accreditation</i> 	<ul style="list-style-type: none"> ● <i>Competency Based Training</i> ● <i>Customized Training Courses to Suit Company & Local Requirement</i> ● <i>Technical & Vocational Training</i> ● <i>Safety Emergency Response Training</i> ● <i>Assessment of Competency</i> 	<ul style="list-style-type: none"> ● <i>Establish Training Matrix</i> ● <i>Gap Analysis to identify individual training requirements</i> ● <i>Monitor individual training currency & need for refresher training.</i> ● <i>Book training courses</i> ● <i>Record of competency</i>

The Competency Mapping

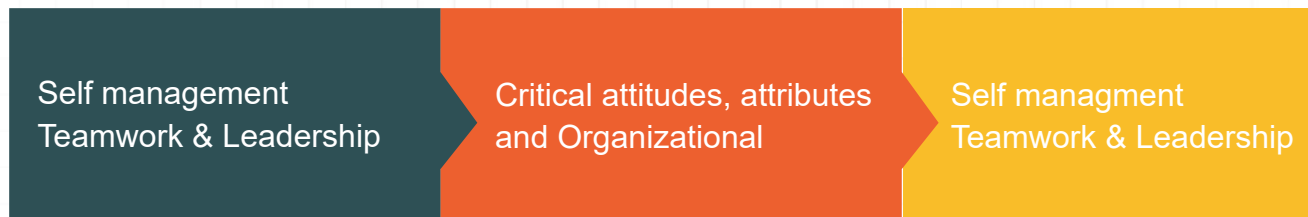
The result of effective competency mapping and management skills, knowledge and experience to perform their duties will enable our partners to develop and design internal control competently in their particular work environment. processes and ensure that employees have the required

Key Components of a Competency Management

- Competence Profiling
- Assessment Services
- Constructing Standards
- Human Resource Linkages

Competence Profiling

Competence profiling identifies the skills, knowledge & on the job. Typically, these competencies can be grouped and attributes that, when applied, lead to excellent performance integrated with each other into three key areas:



HR Linkages

Competence Assurance Management System (CAMS) provides integrated solutions within an HR framework and responsibilities. It enables the HR personnel department to identify specific training needs and requirements in each discipline as shown in the diagram below: BTS Competency Assurance Software. BTS qualified and experienced IT

engineers together with competency assurance consultants have developed a customized (CAMS solution)[®] 5.0 software system which plans, organizes, and stores the information gathered, accelerates the information entry process and eliminate any paper work during the initial and final stages of implementation. The software system enables the

training coordinators, managers, training assessors and most importantly the staff themselves to create a specific profile for each of them with ability to monitor and track their training and development plan history and provide specific and targeted needs and requirements to fill their gap analysis. minate any deficiencies.

Competency assurance

The model below represents BTS approach to assessment of competency for the purposes of competency. Competency assessment may also be used

as part of a wider learning and development, professional progression and career and succession planning framework. This being the case, simplified

assessment models may be more appropriate. Examples of our assessment solutions capability include: Customised development of an

assessment process which delivers organisational needs and requirements (assurance versus development). Customised development of assessment resources, including Common Assessment Tasks, Assessment

Guidelines, and resources for both those undergoing and undertaking assessment. Training of workplace assessors and training providers in the provision of workplace assessment give organizations important

resources to implement CAMS without external assistance or expertise. Provision of workplace assessment services using BTS team of registered and accredited workplace assessors.

Assessment and Training Solutions

BTS extensive experience and achievements in designing and developing prescriptive and comprehensive assessment resources solutions will enable your organization to strengthen and maximize the competency level, skills and experience of your staff.

BTS assessment solutions reflect the technical specifications of the competency standards against which performance is to be measured. Our unique techniques and methods will ensure that workplace

assessors and training providers apply a consistent approach to assessment and that consistent outcomes are produced.

The nature and process of competency assessment will vary depending on the purpose of the assessment. Technical and HSE-critical competency require a robust and transparent assessment process that provides organizations with specialized and specific requirements.

Assessor's Training Certificate

BTS training philosophy and policy are based on strong emphasis and recognition that in today's industry, training forms an integral part of the company's operations. Therefore, the correct identification of training standards and training needs, plus the implementation of the appropriate competency training programs, form a significant contribution to improving overall efficiency and maintaining safety standards.

BTS CAMS objectives are to ensure all our partners in business regardless of their levels and positions receive the necessary and specific competency

programs in management, behavioural and technical disciplines in order to:

- Obtain the relevant knowledge, motivation and skills required to manage safely;
- Obtain the relevant knowledge and skills to perform their jobs to the required standards;
- Update and maintain personnel needs with regard to statutory industry training requirements;
- Implement appropriate staff training programs;
- Maintain overall efficiency while achieving the required safety standards

BTS is also committed to the setting and implementation of training standards through our membership and involvement with the following establishments:

- Global Safety Standard (GSS) by Marine and Offshore Limited (M&O)
- Offshore Petroleum Industry Training Organisation (OPITO)
- National Vocation Qualification (NVQs)
- Scottish Vocational Qualification (SVQs)
- General Certificate of Education (GCSEs)
- General National Vocation Qualification (GNVQs)



Training & Consultancy

Corporate Responsibility & Sustainability

Sustainability and Corporate Responsibility is a core business commitment of BTS. It

is an integral part of our environmental and socio-economic development objectives:

• Responsible Business Conduct

- o Good Governance & Accountability
- o Integrity in all aspects of our business
- o Respecting People's Culture

• Environmental Sustainability

- o Managing our Environmental Impact
- o Eco-friendly Business Operating Procedures
- o Adoption of Environmentally Sound Business Practices

Core Values

Unity

- We are one company, one team of professionals, united by the common goal of delivering success to our clients

Integrity

- We adhere to the highest ethical standards, demonstrating honesty and fairness in every action that we take.

Excellence

- Continuously exploring new ways to improve our

services in order to offer innovative, leading edge, training solutions to our client base.

Commitment

- Our dedication is to our clients, our promise is to deliver.

Knowledge

We are committed to delivering the very latest business knowledge to our clients. Our services encourage quality learning and empower clients to deepen their knowledge, engage in the learning process, further develop their skills

and enhance their career potential. In addition, we provide unrestricted access to our Knowledge Resource Centre, which offers a variety of management tools, book reviews, insights that unpack the latest industry news, and features written by leading business professionals.

Quality

We aim to provide quality-driven services and exceptional customer care. Our commitment to deliver training and development for excellence is seen in the accomplishments of our esteemed faculty, our notable accreditations and affiliations, and in our provision of thoughtful services which can be applied in the changing marketplace. We are also adamant in our review of feedback from clients and endeavour to continuously achieve higher standards of excellence.

Innovation

We are determined to be innovative and creative in all that

we do. Our services encourage clients to think outside of the box, find new business opportunities, and have forward thinking visions and strategies. In providing tailored solutions for clients, we look at a problem from multiple perspectives to ensure our solutions are dynamic, impactful and appropriate for our clients' needs. Our commitment to encourage a culture of creativity and innovation has enabled us to advance individuals and organisations to greater heights.

Respect

We are committed to broadening learning and development, by including individuals and organisations from various sectors, demographics and cultures. As a multicultural organisation with a global client base, we welcome informed perspectives from our clients, suppliers and partners. We are sensitive to the cultural requirements of our clients and ensure our services are delivered with the utmost respect and ethicality

Associations

In line with our commitment to excellence, BTS offers a number of training courses preparing professionals for certification exams given by international associations in areas like management, finance and accounting, human resources, sales and marketing, quality, administration as well as project management. By fully attending these courses and successfully completing the requirements of the certifying body, participants will receive a special certificate (from the certifying body) which recognizes their dedication and commitment, and in many cases, help them earn valuable continuing education credit.







OUR QUALITY POLICY



Training & Consultancy

Quality Policy

A quality policy has been determined by the executive management of the company and agreed to by all employees upon thorough discussions and mutual understanding. The quality policy forms a framework for the quality objectives of the company and updated annually.

The quality policy is valid with the signature of the General Manager and is defined with an open, brief and concise language. It is crucial for the quality policy to be known and understood by all the employees of the company as well as our stake holders (to be customers, participants, solution partners).

Our Quality Policy

- To ensure that all the services we provide in the sectors of training, consultancy and organizations are conducted in accord with the objectives we determine annually,
- To adhere to the standard national and international legislations appropriate to the sectors we operate in,
- To work in adherence to the ISO 9001 standard,
- To make a difference with our understanding of quality service and consultancy, to become a real solution partner for our clients,
- To understand and meet, in the best manner





Training & Consultancy

possible, the needs and expectations of customers,

- To regard being open to innovation and continuously striving to improve in all aspects as a fundamental philosophy without compromising quality or service awareness.
- To keep our records up-to-date and follow developments, and to be in collaboration and in cooperation with national and international bodies, associations, scientific authorities,

Professional Staff

Because we work in BTS, ever-changing industries, our staff of uniquely qualified professionals continually improves their skills and effectiveness through education, practical field experience, client input, and by maintaining leadership roles within

etc, in the sector to continuously improve the quality of the services we provide,

- To conduct trainings for our employees in the realm of continuous development,
- To see our employees as our partners to improve their wellbeing,
- To participate or support campaigns carried out with an awareness for social responsibility,

the industry. This allows us to offer our clients the best options available to meet their specific needs. Project requirements are carefully matched with the staff members skills and location to allow the best level of service to be provided to the client.





Our Client's

Our clients range from the largest operators to the smallest independents, and also include contractors, service companies, interested individuals, energy ministries, government agencies and regulatory authorities.

We are particularly proud of the high incidence of repeat bookings we get from long-term clients, and the positive feedback we get from the courses. We are highly responsive in our course design, and regularly deliver customized workshops and courses to meet individual client needs.

Below are a sample of our clients.



BTS

Training & Consultancy



Get in Touch

BTS UAE

1st Floor –Incubator Building
Masdar City, Abu Dhabi
Tel: +971-2-644 6633
Mobil: +971-50-541-9377
info@btsconsultant.com
Send us your query anytime!

BTS Europe

3012, Block 3, 30 Euro Business Park,
Little Island, Co. Cork, T45 V220, Ireland
Office : +353 -21 455 2955
Mobil : +353 -87-6480984
info@btsconsultant.com
Send us your query anytime!

BTS Egypt

Mecca 2 St, Mansoura Tower,
Mansoura -Egypt
Office : 002-050-2308081
Mobil : 002-012-77128870
info@btsconsultant.com
Send us your query anytime!