

SAUDI ARABIAN OIL COMPANY (Saudi Aramco) GENERAL INSTRUCTION MANUAL ISSUING ORG: TRAINING & DEVELOPMENT SUBJECT: JOB SKILLS TRAINING	G.I. No. Approved 1809.002	
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CONTENT

This instruction describes the purpose and outlines the functions of the Job Skills (JS) training at the Saudi Aramco Industrial Training Centers (ITCs). Areas of training include, but are not limited to, Basic Skills Orientation, Electrical, Communications, Electronics, Digital, Process Control, Metals, Mechanical, Drafting and Computer-Aided Drafting Design, Air Conditioning, Refrigeration, Welding, Pipe Fitting, Community Services, Operation Services, Scaffolding and Rigging, Maintenance Planner Program, Drilling and Workover Programs, Advanced and Specialty courses (i.e., Refinery Process courses, Basic and Advanced Distributed Control Systems (DCS) courses), and Safety programs.

JS training is followed by post-phase training which is covered by specialty training programs needed after job entry. These "Post-Phase" courses are usually mandated by a job ladder, new equipment, or a safety requirement. JS training also includes the design, development, and deployment of self-paced e-learning and other electronic learning resources via the Saudi Aramco Intranet. These resources provide refresher training to all applicable Saudi Aramco and contractor employees who are granted computer logon access. Major topics include:

1. Definitions
2. Purpose
3. Organization
4. Job Skills Business Event Types/Programs
5. Operation
6. Booking
7. Attendance
8. Testing and Performance
9. Dress Code and Conduct
10. Apprenticeship Program
11. Exhibit A: Rules of Conduct for Test Sessions

1. Definitions

The terms below used in this instruction are defined as follows:

- 1.1 **Attendees:** Collectively refers to all participants attending Saudi Aramco training including regular employees, non-employees, contractor employees and Joint Venture (JV) employees.
- 1.2 **Business Event Type (BET):** A training course that an attendee is booked for. BETs reflect course titles and codes in the SAP/TEMS system.
- 1.3 **Excused Absence:** Authorized or permitted absence for normally approved and legitimate reasons. This includes X-Time (authorized leave without pay), M-Time (non-industrial/medical leave), K-Time (industrial disability), L-Time (vacation leave), P-Time (personal leave), V-Time (special leave) and W-Time (non-industrial disability leave).
- 1.4 **Unexcused Absence:** Unauthorized absence or absence without prior approval. This includes Z-Time (unauthorized leave).
- 1.5 **Notices of Absence:** Dismissal warnings issued against an attendee before getting dropped from a current BET.

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- 1.6 **1st Pre-Drop Notice:** A first warning issued against an attendee who has accumulated a certain number of absence hours based on specific absence thresholds.
- 1.7 **2nd Pre-Drop Notice:** A second dismissal warning issued against an attendee who has accumulated a certain number of absence hours and is subject to be dropped from a BET.
- 1.8 **Drop from Booking:** An attendee's current booking in a BET is discontinued until further action is taken to restore his/her booking status.
- 1.9 **Re-Drop (final) from Program:** An attendee who had been reinstated into a BET gets a second (final) drop from the BET and consequently terminated from the program.
- 1.10 **Make-Up Classes:** Extra training hours administered after normal working hours or weekends for special cases of absence in order to help trainees catch up with the missed instructions.
- 1.11 **Training & Event Management System (SAP/TEMS):** SAP/TEMS system is a corporate training system that maintains all training activities. The system involves course offering, registration, and completion.
- 1.12 **Individual Development Plan (IDP):** A tracking report in Career Planning (CP) system in SAP for Grade Codes (GC) 03-14 for administrative and technical jobs. The tracking report shows current and target jobs requirements per the career ladder assigned to the individuals.
- 1.13 **Line-Sponsored Training:** This refers to any instruction sponsored and administered by a Saudi Aramco line department in Saudi Aramco.
- 1.14 **Line-Specific Training:** Any training that is conducted by the Saudi Aramco proponent at their location either during the 3rd and 4th quarter of the 2nd year of the apprentice training patterns, or after Phase-II. Line-specific training applies mainly to refinery and gas plant operators for certification purposes on specific plant operations.

2. PURPOSE

ITCs offer many JS training programs to Saudi Aramco employees, contractor employees, and apprentices to support a structured phase training system (Phase-I and Phase-II). These JS training programs create opportunities to acquire job-related skills and knowledge which will qualify participants for on-job training (Phase-III) programs and eventually prepare them for productive positions in the Saudi Aramco workforce.

3. ORGANIZATION

JS training is offered by specific craft skills and operations skills training units within the area training divisions of the Industrial Training Division (ITD)/Training & Development (T&D) organization within Operations & Business Services (O&BS).

4. JOB SKILLS BUSINESS EVENT TYPES/PROGRAMS

4.1 Regular BETs/Programs

Regular BETs/programs are offered for Saudi Arab employees to meet job requirements as detailed in their IDP. These programs are also offered to Saudi Arab apprentices to qualify them for on-job training towards preparing them for entry-level job positions.

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4.2 Short-Term BETs/Programs Short-term BETs/programs are offered on an ongoing basis or as announced to line organizations for booking. These BETs/programs are short technical Post-Phase “specialty” courses designed for the development of Saudi Aramco and contractor employees to meet line organization needs where: 4.2.1 Saudi Aramco college graduate engineers and expatriates who have no formal JS qualifications will be exempted from the post-phase training course prerequisites. 4.2.2 A vendor training course that is completed by Saudi Aramco employees and/or an equivalent to a JS training course is acceptable as a prerequisite for the post-phase training courses. 4.2.3 Contractor employees can be accommodated in specific equipment post-phase training courses when enrolled through the Industrial Training Partnerships Division/ Joint Venture Training Unit (ITPD/JVTU). Other BETs, such as safety certification tests (Gas Tests, H2S, Work Permit Issuers and Receivers and Hazard Recognition), Rigger Testing and Certification, Scaffolding Testing and Certification, Driver Training, Heavy Equipment Training/Certification, Helicopter Passenger Safety Course, and Swim Survival, are for the training and certification of all Saudi Aramco employees and eligible contractor employees. 5. OPERATION 5.1 ACTIVITIES AND PROCEDURES Three major types of training startups are available per year, (1) Apprenticeship Program for Non-Employees (APNEs) in May/October, (2) Vocational College Graduates Non-Employees (VCGNEs) in March/September, and (3) Saudi Arab regular employees in January and July/August. These are based on the Service Level Agreement (SLA) procedures coordinated with line organizations. 5.1.1 Training startups in the APNE and VCGNE programs are indicated in the ITC/JSTC annual training calendar. 5.1.2 Procedures are identified in a separate notification sent to line organizations. All JS training BETs/programs (with program content) are listed under SAP/TEMS Business Event Catalog and can be accessed through the SAP system. 5.1.3 Employee JS BET bookings, completions, and attendance records can be accessed through SAP/TEMS by respective line organizations. 5.1.4 Apprentices booked in JS training BETs/programs follow specific rules and regulations in the Apprenticeship Program manual, which is available from the ITD. 5.2 Group Size Group sizes are established for various JS training BETs/programs as a booking requirement when these programs are offered. In JS training, the maximum group size is twelve (12) and the minimum is six (6). 5.3 Contractor Trainees Saudi contractor trainees may be accommodated through the ITPD/JVTU provided that both academic and JS prerequisites are met, as specified in SAP/TEMS Business Event Catalog prerequisites listing.			
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6. BOOKING

6.1 In-Policy Booking

6.1.1 Prerequisites

To be booked in a JS training program, BET, or unit on an in-policy (INP) basis, an attendee must meet all JS and academic prerequisites, as specified in SAP/TEMS Business Event Catalog prerequisites listing, and as reflected in his IDP.

6.1.2 Restrictions

6.1.2.1 INP booking in a JS training program, BET, or unit is restricted to one attempt only.

6.1.2.2 A booking attempt is counted when the sub-type relationship in an attendee's training history is pass (PAS), fail (FAL), incomplete (INC), or unexcused drop (DRO).

6.1.2.3 A booking attempt is not counted when the sub-type relationship in an attendee's training history is transfer (TRA), excused drop (DRE), or excused no-show (NOE).

Note: Refer to Section 4.2.2 of TOI 05-01, Trainee Booking.

6.2 Out-of-Policy Booking Request

6.2.1 OOP Requesting

Out-of-Policy (OOP) booking requests in academic BETs or JS programs allow an attendee to be present in classes for which one or more non-academic/non-job skills prerequisites (e.g., years of experience, grade codes) are not met.

6.2.2 OOP Actions and Approval Authority

OOP actions are processed via a built-in workflow engine in SAP/TEMS. The initiated OOP requires the approval of the attendee's direct supervisor, department head, principal and the director of the training location, or a delegated approval authority for any of these levels.

6.2.3 OOP Approval

OOP approval may be processed for any of the following situations:

6.2.3.1 The attendee did not meet one or more non-academic/non-job skills booking prerequisites (e.g., years of experience, grade codes). However, if an academic/job skills prerequisite is not met, it is mandatory that an attendee take the BET prior to booking. The OOP booking does not apply in this situation and the OOP booking will be rejected.

6.2.3.2 The attendee previously failed the same unit twice or any three units in the program (refer to 8.3.3.1). In this case, the attendee will be booked in the program only after expiry of one year from the date of his last failure.

6.2.3.3 The attendee was previously dropped from the program due to consecutive or nonconsecutive absence (refer to 7.2.1 and 7.2.2).

6.2.3.4 After being booked, the attendee did not show up for a JS BET/program for the first five (or more) consecutive training workdays of the startup. An attendee with an unexcused "no-show" (status NOS) in a JS BET/program will be denied INP booking

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in the related BET/program for nine (9) months from the date of the startup in which he did not show up. Attempts to book during this time require OOP actions.

6.2.3.5 The attendee is seeking to rebook in a JS BET/program that he had failed.

6.2.3.6 The attendee is not assigned an IDP.

Note: For detailed information on INP and OOP booking, refer to 05-01, Trainee Booking.

7. ATTENDANCE

ITCs offer JS training programs consisting of multiple units of instruction to help Saudi Aramco employees meet their job requirements. Regular attendance is necessary in order to complete the training provided.

7.1 Tardiness

Tardy attendees are not allowed to enter a class/workshop after the second bell, and they are marked absent for the periods missed. However, the following will be considered:

7.1.1 Based on the recommendation of the Apprentice Administration Unit (AAU), tardy attendees may be allowed to enter the class/workshop, but will be marked absent for that period.

7.1.2 In case of excused tardiness (weather/road conditions, car accidents, traffic police road check points, or any other abnormal road situations beyond attendees' control), division heads will instruct supervisors to inform trainers that tardy trainees are to be allowed into class/workshop and not be marked absent.

7.2 Drop from BETs

Drop from BETs means discontinuation of an attendee's current BET level until further action, if any, is taken to resume such a level. An attendee may be dropped from a BET level for absence or misconduct under the following guidelines:

7.2.1 Consecutive Absence

An attendee who is absent for five consecutive days from any BET is automatically dropped from a BET level and flagged as a no-show.

7.2.2 Nonconsecutive Absence

An attendee will be dropped when his nonconsecutive absence reaches the limits specified in TOI 05-02, Trainee Attendance. The drop thresholds for BET levels are recorded in SAP/TEMS.

7.2.3 Authorized Absence

An attendee who fails to observe the attendance regulations will be dropped from a BET level even if his absence (hours/days) was authorized by his supervisor or was unavoidable and justified.

7.2.4 Absence/Attitude

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An attendee may be dropped on the recommendation of his instructors/trainers, with the approval of the JS supervisor, whenever irregular attendance reflects the attendee's insufficient interest in taking advantage of the opportunities for training. 7.3 Issuance of Notices 7.3.1 When an attendee accumulates half of the number of established nonconsecutive periods of absence or other specified thresholds for minimum attendance leading to a drop from a BET, the registrar forwards a computer-generated pre-drop notice to AAU and the attendee's supervisor. This notice alerts the attendee's supervisor to the possible drop of the attendee and requests an explanation for the attendee's frequent absence. It is the supervisor's responsibility to take corrective action when and as appropriate. 7.3.2 Drop notices (refer to section 1. Definitions) are issued for absence when an attendee accumulates all established periods of absence (consecutive or nonconsecutive) or other specified thresholds for minimum attendance (refer to TOI 05-02, Trainee Attendance, for more details). 7.4 Reinstatement Reinstatement means that an attendee is accepted back into the same BET level he was attending before being dropped. 7.4.1 <u>Basic Criteria</u> All cases of reinstatement are judged on individual merit and guided by the recommendation of the attendee's instructors/trainers. Recommendations are based on the attendee's potential performance, achievement, and attitude toward study (making up or studying materials missed by absence, and showing determination to avoid future misconduct). 7.4.2 <u>Procedures</u> Before the area training division head considers reinstating an attendee dropped from an assigned booking BET, the attendee's supervisor must initiate and forward to the respective area training division head a written explanation of the absences that led to the drop, request reinstatement, and undertake to ensure regular attendance of the employee in future. All cases of reinstatement will be at the discretion of the area training division heads. The following will be observed: 7.4.2.1 If a dropped attendee is not reinstated within five workdays, he will be dropped from any follow-on BETs, based on prerequisite criteria. 7.4.2.2 SAP/TEMS is set to re-drop an attendee if he is not reinstated after the drop notice has been generated. 7.4.2.2.1 After an attendee fails a course/program, his department manager may request his rebooking/reinstatement into that course/program on an OOP basis. 7.4.2.2.2 Based on the attendee's qualifications and recent work experience, the respective area training division head will determine the attendee's rebooking/reinstatement and the specific units to be repeated.			
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7.4.2.3 Attendees who are not reinstated should have their books and/or any other loaned materials returned to the registrar's office.

Note: All drop and reinstatement cases must be approved by the respective area training division head.

7.5 Re-Drop

A re-drop for absence is considered a final drop. After a re-drop (final drop), an attendee cannot be reinstated. A final drop notice will be sent to an attendee's supervisor if:

- The area division head makes a decision to re-drop the attendee based on absence status.
- The attendee has failed or misbehaved (refer to Sections 8.3.3 and 9.2).

Pre-drop, drop, and re-drop thresholds are stored in the SAP/TEMS database for nonconsecutive absence. For JS BETs where the thresholds are not established in the SAP/TEMS, pre-drops, drops, and re-drops are initiated manually (refer to TOI 05-02, Trainee Attendance).

7.6 Make-Up Classes

Make-up classes as a daily routine activity are not practiced for JS training programs. However, the area training job skills supervisors may, in special cases of absence beyond an attendee's control, assign an instructor/trainer to teach attendees the materials missed prior to reinstatement. This is to help trainees to catch-up with the missed instructions, acquiring the required knowledge, and skills related to their BETs.

7.7 Recording Attendance

7.7.1 Teachers/Trainers input absence directly into SAP/TEMS.

7.7.2 Line organizations monitor the attendance of their respective attendees and generate absence reports through SAP/TEMS.

7.7.3 If an attendee is reinstated after a drop, his absence will still be on the record.

Note: Refer to TOI 5-02, Trainee Attendance, for detailed information.

8. TESTING AND PERFORMANCE

8.1 Placement Tests

Placement tests consist of online tests, performance tests, or a combination of both components designed to assess the knowledge and skills of an employee in terms of JS training qualifications. These placement tests serve two purposes:

- Crediting an employee with a JS training requirement, and
- Determining what additional training an employee needs to satisfy job performance requirements.

8.1.1 Placement tests in JS training BETs/Programs will be administered to an employee nominated by his division head and recommended by the ITD area division head after reviewing the employee's training history or other external qualifications.

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8.1.2 Placement test results are valid for an indefinite time, except for employees whose service is discontinued for a year or more. 8.1.3 An employee may repeat a placement test on the following conditions: • A minimum period of six (6) months has elapsed/passed since the previous placement test administration, and • In the opinion of the respective area training division head, the employee has obtained sufficient job experience and/or additional training that may result in significantly improving his chances of success. Placement test results will be entered into the employees' qualifications in SAP/TEMS so that credit can be given for the associated training program. The employee might be exempted from individual units or even from the whole program and granted a waiver (WAV) for all program units. 8.2 Certification Tests Certification tests are conducted by the area ITC at the request of the employee's department and must be relevant to Saudi Aramco operational rules and procedures, i.e. General Instructions (GIs) requirements. These tests normally consist of a performance or online test section. However, they may contain online tests and performance sections when objectives/policies warrant. Certification tests are administered for certain crafts and occupations based on specific requirements established in company GIs. Examples of certified tests administered at the ITCs include: • High Voltage Power Cable Splicing, • Fiber & Copper Cable Splicing, • Safety Certification tests: Gas Tests, Hazard Recognition, Work Permit Issuers and Receivers and Hydrogen Sulfide (H₂S), Confined Space, • Riggers, Crane Operator, Forklift Operator, Offshore Pedestal Crane Operator, • Scaffolding Supervisor & Inspector, and • Offshore Tower Crane Operator. 8.2.1 <u>Validity</u> Validity of certification test results depends upon the craft: • Certain crafts may require two (2) years recertification. • Other crafts may require three (3) years recertification. Note: Refer to GI 1809.001, Industrial & Administrative Workforce Job Certification, for detailed information. 8.2.2 <u>Authority</u> • For Saudi Aramco employees, written requests for certification are signed by the employee's superintendent and should be sent to the area training division head. • For contractor employees, written requests for certification are signed by the project manager or proponent division head and should be sent to the ITPD/JVTU. 8.3 Achievement Testing and Unit Failure			
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Separate online and/or performance tests are administered to attendees for each unit in a JS training program.

8.3.1 Make-Up Tests

Make-up tests (online or performance) may be given, with the approval of the respective area division head, only to attendees who are absent from a test for excused reasons.

Note: For detailed information on Make-Up tests, refer to TOI 07-05, Test Generation & Administration.

8.3.2 Retest

8.3.2.1 Regular employees who do not reach the specified level of mastery are required to be retrained on the unit.

- After failing a unit test, continuation of an attendee to subsequent units requires written approval of the respective area training division head.
- Attendees who fail the test for a second unit require the written approval of the respective area division head to book for retraining on the unit.

8.3.2.2 Apprentices who do not reach the specified level of mastery may be retested on the unit without rebooking.

Note: For detailed information on Retesting policies and procedures, refer to TOI 05-03, Attendee Performance.

8.3.3 Failure

8.3.3.1 For first-time booked attendees, two failures of the same unit or failure of any three units in a program results in automatic dismissal from the program. However, trainees may get a fourth chance if the unit failed is a terminal one.

Note: Passing a failed unit will not eliminate the previous failure from the attendee's history, nor will it reduce the total number of failures allowed. All failures will continue to show in the attendee's record and will continue to count against him for that program.

Note: For detailed information on Failure policies and procedures, refer to TOI 05-03, Attendee Performance.

8.4 **Test Administration**

To be admitted to the test room, the following will be observed:

8.4.1 Attendees must show their Saudi Aramco identification (ID) cards.

8.4.2 JS training supervisor must ensure that all testees have read, understood, and signed Exhibit A, "Rules of Conduct for Test Sessions". The testee's signature will be valid for all future tests.

Note: For detailed information, refer to TOI 07-05, Test Generation & Administration.

8.5 **Test Infraction**

The following penalties, administered in coordination with the Personnel Department and the sponsoring organization, are direct results of test rules infraction executed by testees.

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• A grade of zero for the test the testee is taking. • Possible suspension of the testee from all academic and JS training programs for a period ranging from two (2) weeks to twelve (12) months, depending on the severity of each case. This suspension is at the discretion of the ITD director. Note: For detailed information on Test Infraction rules, refer to TOI 07-05, Test Generation & Administration. 8.6 Attendee Progress When an attendee is not working up to his potential or when an attendee's performance indicates the probability of failure in the unit or program, the JS training supervisor will notify the attendee's respective training coordinator/counselor or supervisor with a progress report or other appropriate correspondence, indicating the probable module/unit failure or other behavioral problems that could lead to a drop. 8.6.1 <u>Recording Grades</u> Throughout a JS unit, attendees' grades are posted on their trainer evaluation sheets. Module tests, quizzes, safety records, and classwork are examples of some of the grading components. Exact elements of BET grades will vary depending on the nature of the BET. • Grades for JS BETs are made up of unit performance and online tests, as applicable (see TOI 07-05, Test Generation & Administration, for more details). • The final grade of an attendee in a subject is recorded in SAP/TEMS. However, there are some BETs/programs where the final result is not numerical (e.g., pass/fail). 8.6.2 <u>Passing Grades</u> In JS BETs, attendees must generally achieve 70% on online tests and 80% on performance tests to successfully complete a JS training unit (details on JS testing are contained in TOI 07-05). Online safety certification tests mastery level is 80%. 8.6.3 <u>Performance Reporting</u> As mentioned above, the JS training supervisor will forward a progress report or other appropriate correspondence to the attendee's JS training coordinator/counselor or supervisor for any of the following reasons: • If an attendee fails a major test (i.e., unit test). • If an attendee scores below average on a module test. • If an attendee is not working up to his potential. • If the JS training supervisor wants to inform the line supervisors about their attendees' JS and/or academic weaknesses and the corrective actions that could lead to improvement in achievement. 8.6.4 <u>Repeating Units/BETs</u> An attendee (regular employee) who fails a unit test in a JS training program will be allowed to repeat that unit only once on an OOP basis. After failing a unit, continuation to subsequent			
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units requires a written approval of the respective area division head (refer to 8.3.2). An attendee who fails a JS training program cannot repeat it on an INP basis. 8.7 Recognition Awards Recognition awards, such as certificates of completion, material awards, or graduation parties may be used to encourage attendees' diligent efforts and exemplary performance. 9. DRESS CODE AND CONDUCT 9.1 Dress Code All JS training instructional staff will set an example by observing proper personal hygiene and dress code practices. Wearing sandals with trousers, for instance, is not a proper dress code practice. 9.1.1 All JS training attendees and staff are required to wear shirts, trousers, and toe-closed Saudi Aramco-approved safety shoes with socks in workshop areas. Safety glasses must be worn when tools are being used, and as and when instructed. Apprentices are required to wear the uniform provided by Saudi Aramco. Dress code will be observed in the classroom/workshop as prescribed and as provided by the training department. 9.1.2 Attendees will be issued safety shoes and safety glasses by their line organizations prior to arrival for instruction at the ITCs. The apprentices will be provided safety shoes and safety glasses by AAU. 9.1.3 An attendee who comes inappropriately dressed to a JS training class will not be allowed into that class. He will be marked absent and referred to his training coordinator or supervisor. Note: For the safety of all JS training attendees and staff, safety signs are posted where other personal protective equipment (PPE) must be worn. 9.2 Conduct Attendees are required to meet high standards of conduct, both inside the classroom and in the ITC grounds. An attendee whose conduct is not in the best interest of the training program and/or other attendees will be suspended or dropped from BETs booking at the discretion of the respective JS training supervisor. Except for major offenses, counseling and issuing of disciplinary and/or warning notices will normally take place prior to dropping an attendee from a JS BET booking. However, official warning notices are usually issued by the immediate supervisors of attendees. The following guidelines shall be observed: 9.2.1 Smoking is not permitted in any of the ITC buildings. 9.2.2 Eating and drinking is limited to designated areas. Attendees are responsible for disposing of their own litter. Violators will be subject to disciplinary action. 9.2.3 Limited counseling is provided by JS instructors/trainers to their attendees only on a casual basis. When a JS instructor/trainer concludes that his own counseling efforts are inadequate, he will inform the JS training supervisor, who will, with the attendee's immediate supervisor, jointly counsel the attendee for possible action. 9.2.4 A disciplinary notice will be sent to the attendee's training coordinator or supervisor if the attendee's behavior does not show improvement after counseling.			
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9.2.5 A written warning notice, informing an attendee of his possible termination from a JS training program, will be issued by the JS training supervisor if there is a recurrence of an offense. The attendee's supervisor or training coordinator will also be alerted to his employee's possible termination from the program. 9.2.6 A disciplinary notice will be issued if an attendee is found in possession of a mobile phone or similar communication device in the JS classroom/workshop. 9.2.7 Dismissal proceedings will be initiated if a testee is found in possession of a mobile phone or similar communication devices during JS testing. 10. APPRENTICESHIP & VOCATIONAL COLLEGE GRADUATE NON-EMPLOYEE PROGRAM * 10.1 Apprenticeship Program The Saudi Aramco Apprenticeship Program (APNEP) is a training program for non-employees. Qualified candidates receive training in one of the following job family groups: Technical, Craft, Operator, Services, or Clerical. Apprentices remain on non-employee status during the program, and may be offered employment upon successful program completion, subject to a 180-day probationary period with a proponent organization. 10.1.1 <u>Program Coordination & Budgeting</u> The Apprenticeship Program is administered by the Apprentice Administration Division (AAD) of ITD, and is budgeted by ITD/Planning & Support Unit (P&SU). Saudi Aramco Employment Division (SAED) of Staffing Services Department (SSD) and ITD/P&SU coordinate with line organizations throughout the various stages of the program. 10.1.2 <u>Candidates' Selection</u> Candidates' selection criteria for employment follows established company guidelines and business line needs and is based on many factors such as high school completion, placement and aptitude testing or QIYAS, age, screening, and medical evaluation. 10.1.3 <u>Training Patterns</u> Training Patterns are reference documents for line organizations and training personnel who are involved in program administration as well as tracking and training of apprentices and negotiating their sponsorship by line organizations within Saudi Aramco. The current patterns cover jobs in the Clerical, Craft, Operator, Services, and Technical groups. The training patterns are available on the Saudi Aramco intranet website (T&D online) and are updated when new patterns or revisions to existing patterns occur. 10.2 Vocational College Graduate Non-Employee Program (VCGNEP) The VCGNEP is a one-year training program designed to bridge the gap in English language, math, safety courses, and certain technical skill areas: Mechanical, Electrical, AC & Refrigeration, Instrumentation, Operations, and Administrative Skills. This program offers qualified Saudi graduates with two-to-three years post high school vocational college the opportunity of paid training in order to meet future human resource needs of the company.			
* CHANGE ** ADDITION ☐ NEW INSTRUCTION ☒ COMPLETE REVISION			

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10.2.1 Candidates' Selection

Entry to this program is limited to Saudi Arabs who have recently graduated from a recognized Saudi vocational/industrial college and/or institute. Grade Point Average (GPA) is required, as established in TOI 03-01, College Preparatory Program.

11. EXHIBITS

Exhibit A: Rules of Conduct for Test Sessions (two versions: English and Arabic).

Concurred: _____ Date: _____

Supervisor

Quality Assurance & Training Performance Measurement Unit

Concurred: _____ Date: _____

Administrator

Program Development & Evaluation Division

Concurred: _____ Date: _____

Director

Industrial Training Department

Approved: _____ Date: _____

General Manager

Training & Development

☐ * CHANGE
 ☐ ** ADDITION
 ☐ NEW INSTRUCTION
 ☒ COMPLETE REVISION

Rules of Conduct for Test Sessions

Before a test begins

1. To be admitted to the test room, all testees must present their Saudi Aramco identification (ID) cards.
2. No testees will be admitted into the test room after either the test booklets have been distributed or the online (OLT) test has been initiated.
3. Both proctors and testees must check that the ID numbers, names and test subjects shown on the OLT cover screen match the relevant information displayed.
4. For the safety of all testees, western clothing and safety shoes must be worn during job skills performance tests. Ghutras, thobes and jackets are not allowed during performance tests.
5. Testees must adhere to all safety procedures, standards, guidelines and signs to protect themselves, others and Saudi Aramco property.
6. No books, notebooks, paper sheets or unauthorized calculators are to be brought into the test room.
7. All electronic communication devices must be kept in special lockers in the test room.

During a test

1. Testees must conform to the seating arrangements prescribed by the proctor.
2. Once testees receive their test booklets, or the first OLT test item is displayed on the screen, testees will not be allowed to leave and re-enter the test room except for emergency cases, and only when accompanied by a troubleshooter or the hall monitor.
3. Once test booklets have been distributed, no talking or communication between testees is allowed.
4. Testees must not open their booklets before the CD playback or the proctor announces the beginning of the test.
5. Once the test has started, all testees must keep their answer sheets, subjective booklet and/or scratch paper flat on the desk and directly in front of them.
6. During all tests, only questions and answers necessary to the administration of the test are permitted. Testees should raise their hands to ask questions. Proctors will not give answers that are related to the content or meaning of the test questions.
7. In English listening tests, testees are not allowed to ask questions once the CD starts playing.
8. Other than the online test, testees are not allowed to start any other computer applications.
9. Testees must record their answers only on their answer sheets or by clicking a choice on the screen, and must not mishandle the test materials and test station PC.
10. Testees are not allowed to alter the settings of the test station PC in any manner.
11. After completing or exiting their OLT tests or when test time expires, testees should hand in all test materials (subjective and scratch sheets, if any) to the proctors, and leave the test room promptly and quietly. Scratch paper must be shredded inside the test room by the lead proctor.

Any infraction of these rules will result in a grade of zero (0) on the test, and appropriate disciplinary action will be taken.

I have read and understood the above rules, and I agree that I will abide by them during all tests.

Testee Name : _____ ID No. : _____

Signature : _____ Training Center : _____

Class/Group No. : _____ Date : _____

قواعد السلوك في قاعة الاختبارات

قبل بدء الاختبار

1. على جميع المختبرين إبراز بطاقات إثبات الشخصية الصادرة من أرامكو السعودية كي يُسمح لهم بالدخول إلى قاعة الاختبار.
2. لن يُسمح بدخول أي من المختبرين بعد توزيع دفاتر الاختبار أو بعد بدء الاختبار الإلكتروني.
3. عند تقديم الاختبار الإلكتروني ، ينبغي على كل من المختبرين والمراقبين التحقق من تطابق بيانات رقم الهوية والاسم وموضوع الاختبار الظاهر على شاشة البداية الخاصة بالاختبار الإلكتروني مع أرقام هوياتهم وأسمائهم وموضوع الاختبار الذي سيتمحنون فيه.
4. حفاظاً على سلامة جميع المختبرين، فإنه يتعين ارتداء الملابس الغربية وأحذية السلامة أثناء اختبارات أداء مهارات العمل، ولن يُسمح بارتداء الغترة أو الثوب خلال اختبارات أداء مهارات العمل.
5. يجب على المختبرين الالتزام بجميع إجراءات ومعايير وإرشادات ولافتات السلامة لحماية أنفسهم وغيرهم وممتلكات أرامكو السعودية.
6. لا يُسمح بإدخال الكتب أو الدفاتر أو المذكرات أو الآلات الحاسبة غير المسموح بها إلى قاعة الاختبار.
7. يجب وضع جميع أجهزة الاتصال الإلكترونية في المكان المخصص لها في قاعة الاختبار.

أثناء الاختبار

1. يجب على المختبرين التقيد بترتيبات المقاعد التي يحددها المراقب.
2. حال استلام المختبرين لدفاتر الاختبار أو ظهور السؤال الأول من الاختبار الإلكتروني على شاشة الكمبيوتر، لن يسمح لهم بمغادرة قاعة الاختبار والعودة إليها إلا في حالة الضرورة القصوى و برفقة مراقب الاختبار.
3. يُمنع الحديث أو التواصل بين المختبرين بمجرد توزيع دفاتر الاختبار.
4. على المختبرين الالتزام بعدم فتح دفاتر الاختبار قبل أن يعلن المراقب بدء الاختبار.
5. بمجرد بدء الاختبار، يجب على كل مختبر الالتزام بوضع أوراق إجابته و/أو دفتره الشخصي و/أو مسوداته أمامه مباشرة على الطاولة.
6. خلال جميع الاختبارات، لن يُسمح إلا بالأسئلة والإجابات الضرورية لأداء الاختبار، وعلى المختبرين رفع أيديهم لتوجيه سؤال، علماً بأن المراقبين لن يعطوا أية إجابات تتعلق بمحتوى أو معنى أسئلة الاختبار.
7. خلال اختبار الاستيعاب السمعي للغة الإنكليزية، لن يسمح للمختبرين بتوجيه أية أسئلة بعد تشغيل القرص المدمج.
8. باستثناء الاختبار الإلكتروني، لا يُسمح للمختبرين بتشغيل أية تطبيقات أخرى على الكمبيوتر.
9. يجب على المختبرين تسجيل إجاباتهم على ورقة الإجابة أو بالضغط على أحد الخيارات الظاهرة على الشاشة فقط، ويجب عليهم عدم إساءة استخدام مواد الاختبار أو جهاز الكمبيوتر المخصص للاختبار.
10. لا يُسمح للمختبرين بتغيير إعدادات جهاز الكمبيوتر المخصص للاختبار بأي شكل من الأشكال.
11. بعد الانتهاء من أداء الاختبار الورقي أو الإلكتروني ، يجب على المختبرين تسليم جميع مواد الاختبار (بما فيها أوراق الإجابة والمسودات إن وجدت) للمراقب ومغادرة قاعة الاختبار بسرعة وهذوء و يجب تمزيق المسودات بواسطة الجهاز الخاص من قبل المراقب الأول في قاعة الاختبار.

أي مخالفة لهذه القواعد ستؤدي إلى الحصول على درجة صفر في الاختبار، فضلاً عن اتخاذ ما يلزم من إجراءات تأديبية.

قرأت وفهمت القواعد المذكورة أعلاه، وأقر بأنني سألتزم بها خلال جميع الاختبارات.

اسم المختبر:	رقم بطاقة إثبات الشخصية:
التوقيع:	مركز التدريب:
رقم الصف/المجموعة:	التاريخ: