



International Well Control Forum

Guide for Accessing IWCF Level 1 Programme



Document Purpose

This document covers the steps necessary to access and complete the IWCF Level 1 Programme that is hosted on the International Well Control Forum (IWCF) Learning Management System (LMS). In addition to accessing the programme contents, instructions are provided to generate and access a certificate that is awarded upon successful completion of the programme.

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Document Revisions

Revision	Filename	Publish Date	Role	Changes
1.0	IWCF Level 1 Programme User Guide	3 Mar 2016	Student	None – first revision
2.0	IWCF Level 1 Programme User Guide	15 April 2016	Student	LMS Enhancements – Newsletter option



1.0 Accessing the Learning Management System (LMS)

The IWCF LMS can be accessed from any location where an Internet connection is available. Because the system provides rich interactive content, users with a fast Internet connection will have the best experience whilst using the system as there will be shorter waiting times for modules to load.

Users are able to access the LMS by visiting the following address in their favourite web browser:

<http://level1.iwcf.org>

Please note that the system requires that a modern web browser is used with the Flash Player plug-in installed and enabled for use. Devices that do not have Flash Player, such as iOS or Android devices, will not be able to load the modules in the correct manner. A PDF viewer is also required for viewing the certificate awarded for the programme.

The system has been accessed when the Log in page below is shown. On this page, users that already have a valid username and password can enter in the left-hand fields provided and click **Log in** to enter, the next steps are detailed in *3.0 Launching Modules*. Users that do not already have an account should click the right-hand button **Create new account**.



Log in

Username

Password

Log in

[Forgotten your username or password?](#)

Cookies must be enabled in your browser ⓘ

Is this your first time here?

Hi! For full access to courses you'll need to take a minute to create a new account for yourself on this web site. Each of the individual courses may also have a one-time "enrolment key", which you won't need until later. Here are the steps:

1. Fill out the **New Account** form with your details.
2. An email will be immediately sent to your email address.
3. Read your email, and click on the web link it contains.
4. Your account will be confirmed and you will be logged in.
5. Now, select the course you want to participate in.
6. If you are prompted for an "enrolment key" – use the one that your teacher has given you. This will "enrol" you in the course.
7. You can now access the full course. From now on you will only need to enter your personal username and password (in the form on this page) to log in and access any course you have enrolled in.

Create new account

Learning Management System provided and maintained by Oilexium Ltd (Part of the Petrofac Group)

Fig 1.1 – Log in page shown on accessing the LMS.



2.0 Registering on the LMS and Enrolment on the IWCF Level 1 Programme

Registering an account on the LMS is a requirement because of the volume of the content that is available and there will be a personalised certificate awarded upon completion of the programme. It is possible to resume progress after exiting the system, meaning that not all of the content needs to be consumed in one visit.

In order to register for a free account, the fields provided on the New account screen need to be completed. All fields except City/town and Country are mandatory. Email addresses entered must be valid and accessible as a confirmation link will be sent; if the confirmation link is not received within a few minutes, check that it has not been incorrectly filtered as Spam or Junk (most email services have separate folders that can be checked).

Once all fields have been populated with your personal information, click the **Create my new account** button that is floating at the bottom.



IWCF LMS [Log in](#)

New account

[Collapse all](#)

Choose your username and password

Username* test.user2016

The password must have at least 8 characters, at least 1 digit(s), at least 1 lower case letter(s), at least 1 upper case letter(s), at least 1 non-alphanumeric character(s)

Password* [masked] [Unmask](#)

More details

Email address* test.user2016@hotmail.com

Email (again)* test.user2016@hotmail.com

First name* Test

Surname* User 2016

City/town London

Country United Kingdom

Other fields

Company or University* Big Company

Job Title or University Course* Learning Support

Please un-tick this box if you do not wish to be kept up to date with all the latest news from IWCF. Your information will be securely stored by IWCF and won't be passed on to third parties.

[Create my new account](#) [Cancel](#)

Fig 2.1 – Entering details on New account form.



After submitting the New account form, a prompt will be displayed stating instructions have been sent to the email address so the registration can be completed.

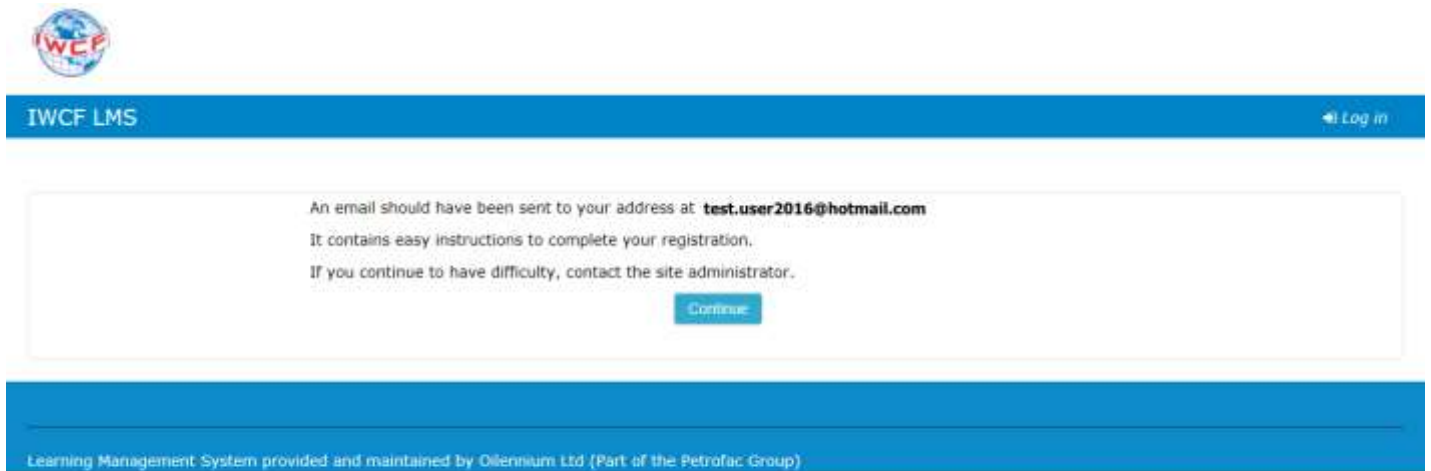


Fig 2.2 – Prompt confirming the registration details have been sent.

At this point, check that the email has been received and follow the link that is shown. If this is not shown as a link, copying and pasting the text into a web browser should work just fine.

If the registration email is not received within 15 minutes, please contact **level1@iwcf.org** for further support. Please include the following information so your registration can be located and completed:

- First name and Surname as entered on the New account form.
- Email address as entered on the New account form.

After following the confirmation link in the email, the system will be displayed showing all available courses [Fig 2.3]. On the list, *Level 1 Programme* should be displayed. Clicking on the course title will refresh the view to display an **Enrol me** button floating at the bottom [Fig 2.4]



Fig 2.3 – Logged in to the system with the list of available courses.

When viewing the list of available courses, click the title link for **Level 1 Programme** to proceed to the next page for enrolment onto the course.

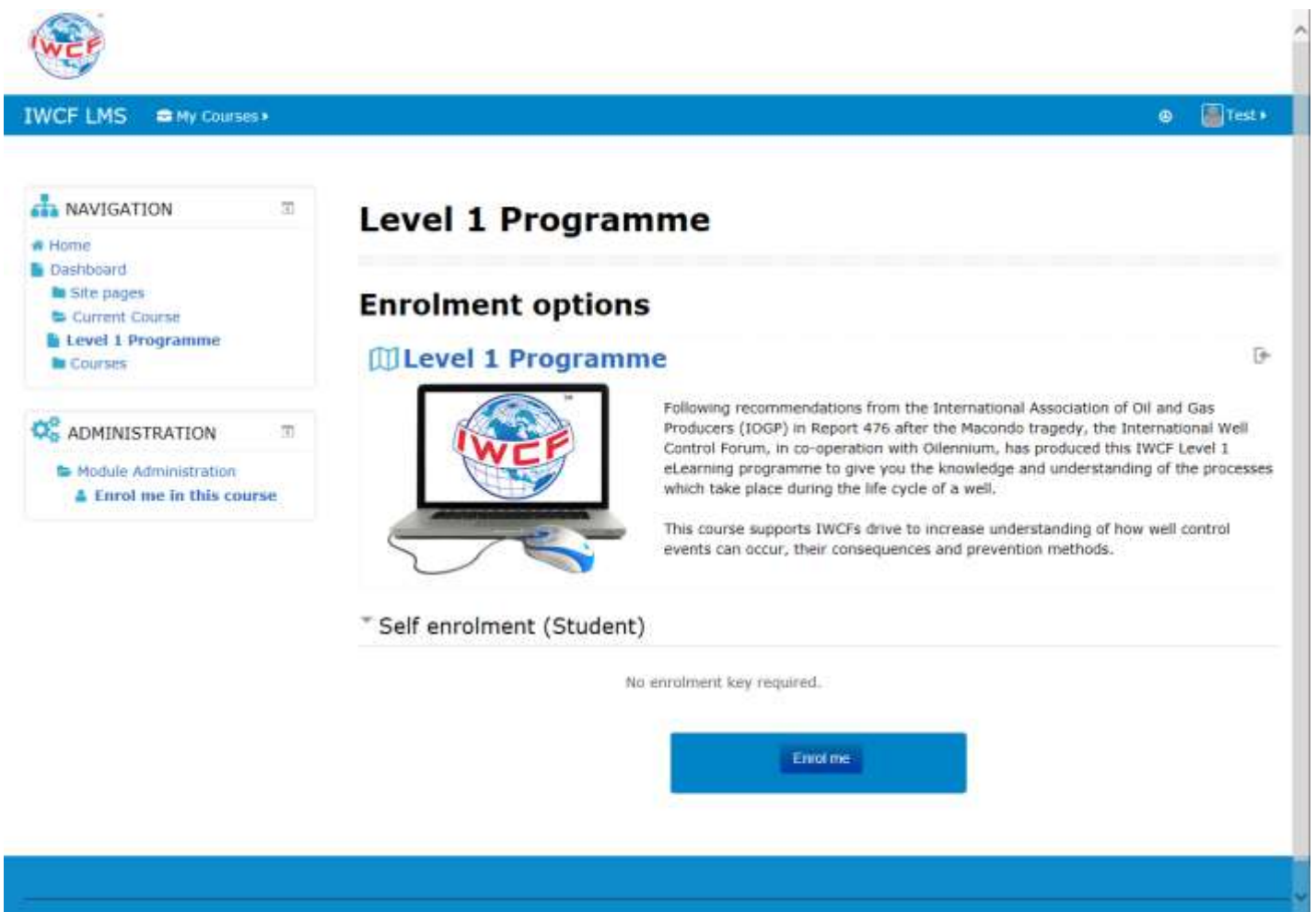


Fig 2.4 – Showing the Enrol me button after clicking on the Level 1 Programme title link.

After clicking the **Enrol me** button, access to the IWCF Level 1 Programme will be granted.

3.0 Launching Modules

After successful account registration and course enrolment, it is possible to launch the modules included. The displayed page displays the description of the module accessed as well as the learning objectives for the module. To launch the module, click the *Launch* link displayed under the approximate duration text.

In the below screenshot, *An Introduction to IWCF Level 1* is being launched by clicking the **Launch: Introduction** link shown.

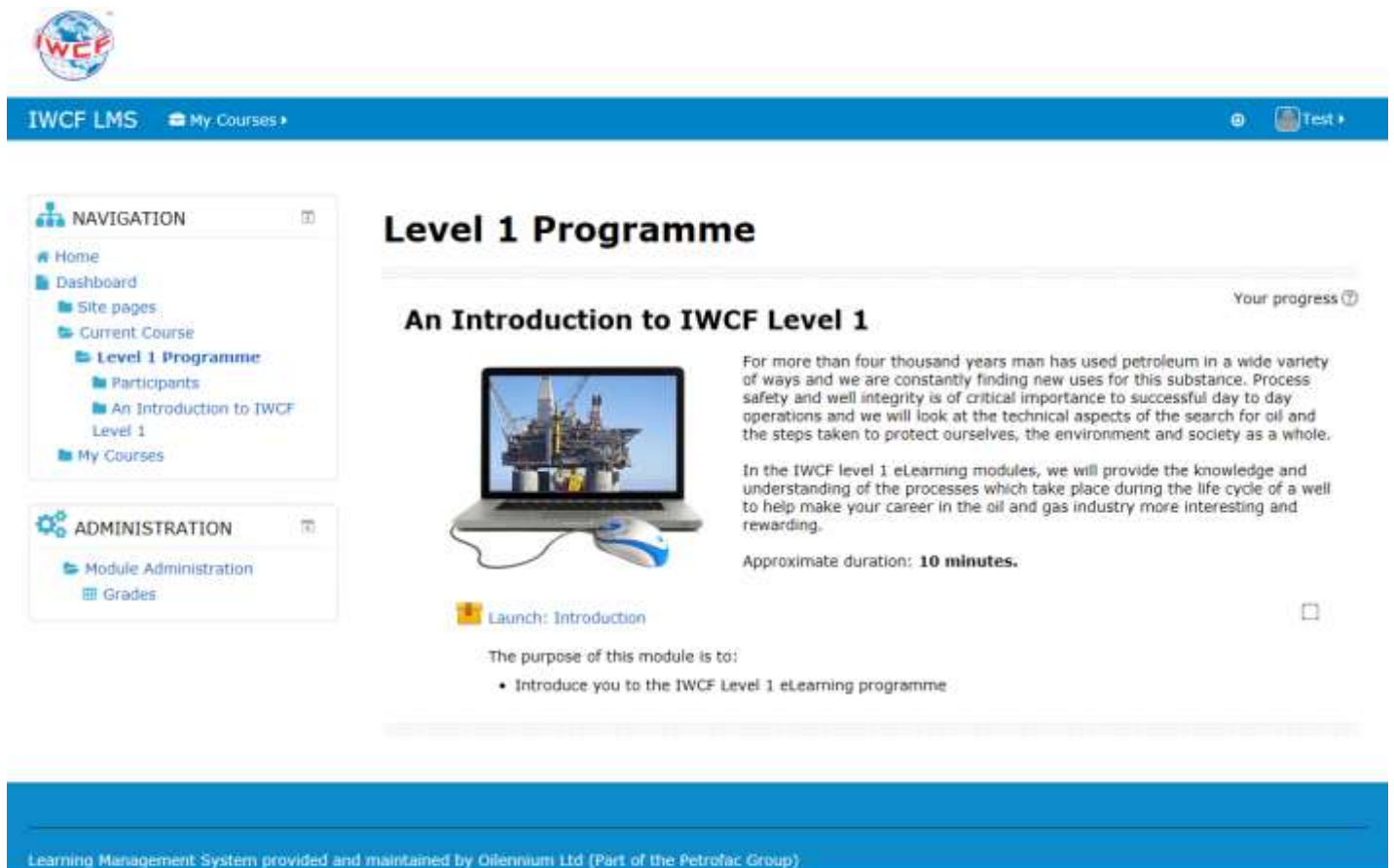


Fig 3.1 – Showing the Launch: Introduction link to start running the Introduction module.

After selecting the **Launch: Introduction** link, the system will display how many attempts have been made on the selected module [Fig 3.2]. There is no limit on how many times a module can be attempted and the highest score is the one that will be recorded on the system.

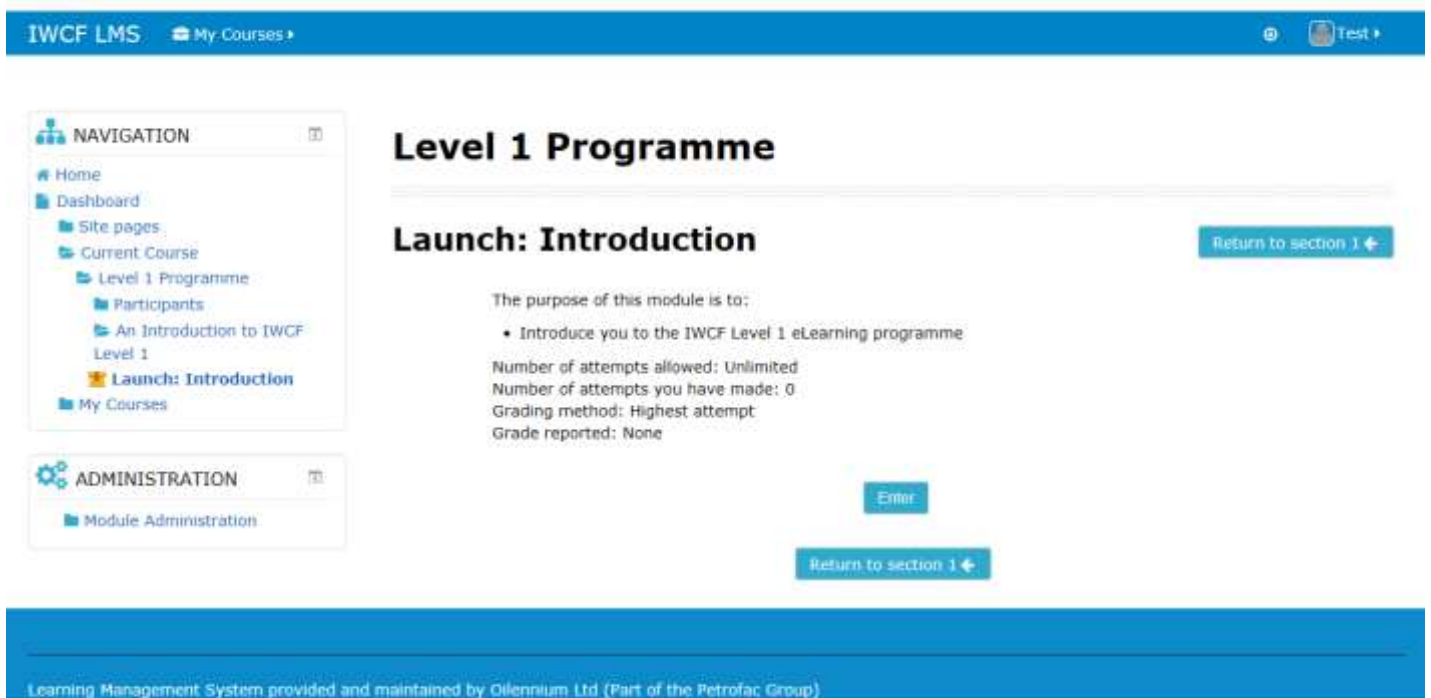


Fig 3.2 – Showing the Launch: Introduction button to start running the Introduction module.

To launch the module, click the blue **Enter** button shown on-screen.

Each module will launch its own web browser window. There is a risk that the web browser could block pop-up windows, if this happens, instructions are usually available from a prompt that would be displayed. Due to the amount of different browsers that could be used, instructions on how to do this are not included in this guide but are easily available on the Internet.

To successfully complete each module, a score of 70% or higher is required and this will unlock the next in the programme. The only exception to this is the Introduction module which does not have an exam at the end.

The Conclusion module includes a final exam for the programme. Upon successful completion of the final exam, a certificate will be made available.



4.0 IWCF Level 1 Programme Contents

The below shows all modules that will be unlocked as progression is made through the programme. The learning objectives for each module are also shown.

An Introduction to IWCF Level 1

- Introduce you to the IWCF Level 1 programme

Approximate duration: 10 minutes.

Module 1: An Overview of Oil and Gas

- Recall some of the early uses of crude oil
- Outline the origins and growth of the oil industry
- Recognise significant well control events and technological developments
- Describe why geology is important to the petroleum industry
- Explain how hydrocarbons are formed
- Describe where hydrocarbons are found
- Identify different methods for finding oil and gas

Approximate duration: 60 minutes.

Module 2: Life Cycle of a Well

- Describe the basic life cycle of a well
- Identify the main components used in the drilling process
- Describe the casing and cementing process
- Define the different methods of well intervention
- Describe how a well is plugged and abandoned

Approximate duration: 40 minutes.

Module 3: Drilling Rigs

- Describe what a drilling rig is
- Describe how drilling rigs work
- Identify the drilling equipment that is used
- Recognise the various types of drilling rigs
- Identify the locations where they operate
- Identify the well control equipment that is used

Approximate duration: 30 minutes.

Module 4: Well Control During Drilling Operations

- Define some important terms used in well control
- Describe how kicks happen
- Recall how kicks are detected
- Identify the first actions to take when a kick is detected
- Describe how to make the well safe
- Recognise the key roles and responsibilities during a kick



Approximate duration: 45 minutes.

Module 5: Well Intervention and Workover

- Recognise the components of a completion or production string and understand their function
- Describe how well interventions and workovers are performed
- Describe why well interventions and workovers are performed

Approximate duration: 30 minutes.

Module 6: Pressure Control During Well Intervention

- Define some important terms used in pressure control during well interventions
- Identify what can go wrong during well intervention planning and operations
- Recall the first actions when a well control situation arises
- Describe the plugging and abandonment process
- Recognise the roles and responsibilities of those involved in the event of a primary barrier failing

Approximate duration: 40 minutes.

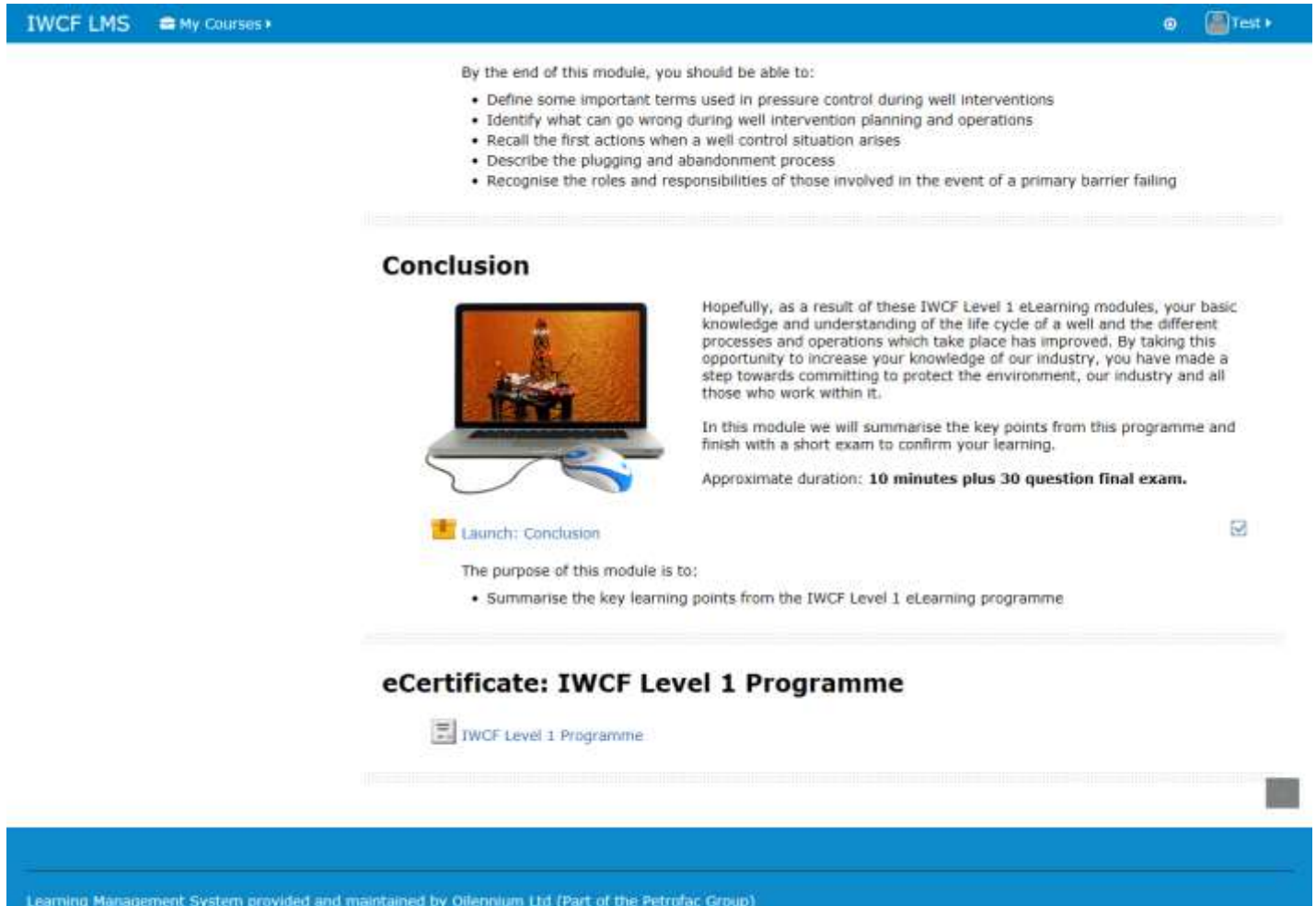
Conclusion

- Summarise the key learning points from the IWCF Level 1 eLearning programme

Approximate duration: 10 minutes plus 30 question final exam.

5.0 Accessing IWCF Level 1 Programme Certificate

Upon completion of the Conclusion module with a score of 70% or higher, the programme certificate will be made available. The certificate can be accessed by clicking the **IWCF Level 1 Programme** link.



The screenshot shows the IWCF LMS interface. At the top, there is a blue navigation bar with 'IWCF LMS' and 'My Courses' on the left, and a 'Test' button on the right. Below the navigation bar, there is a section titled 'By the end of this module, you should be able to:' followed by a list of four bullet points: 'Define some important terms used in pressure control during well interventions', 'Identify what can go wrong during well intervention planning and operations', 'Recall the first actions when a well control situation arises', and 'Recognise the roles and responsibilities of those involved in the event of a primary barrier failing'. Below this list is a section titled 'Conclusion' with an image of a laptop displaying a well control scene. To the right of the laptop, there is text explaining the purpose of the module and its duration: 'Approximate duration: 10 minutes plus 30 question final exam.' Below the laptop image, there is a 'Launch: Conclusion' button. Further down, there is a section titled 'eCertificate: IWCF Level 1 Programme' with a link icon and the text 'IWCF Level 1 Programme'. At the bottom of the page, there is a blue footer bar with the text 'Learning Management System provided and maintained by Oilennium Ltd (Part of the Petrofac Group)'.

Fig 5.1 – Shows the certificate link available for selection.

After clicking the link, the details of when the certificate was awarded is shown. To view the certificate that has been generated based on successful completion of the programme, click the **Get your certificate** button.

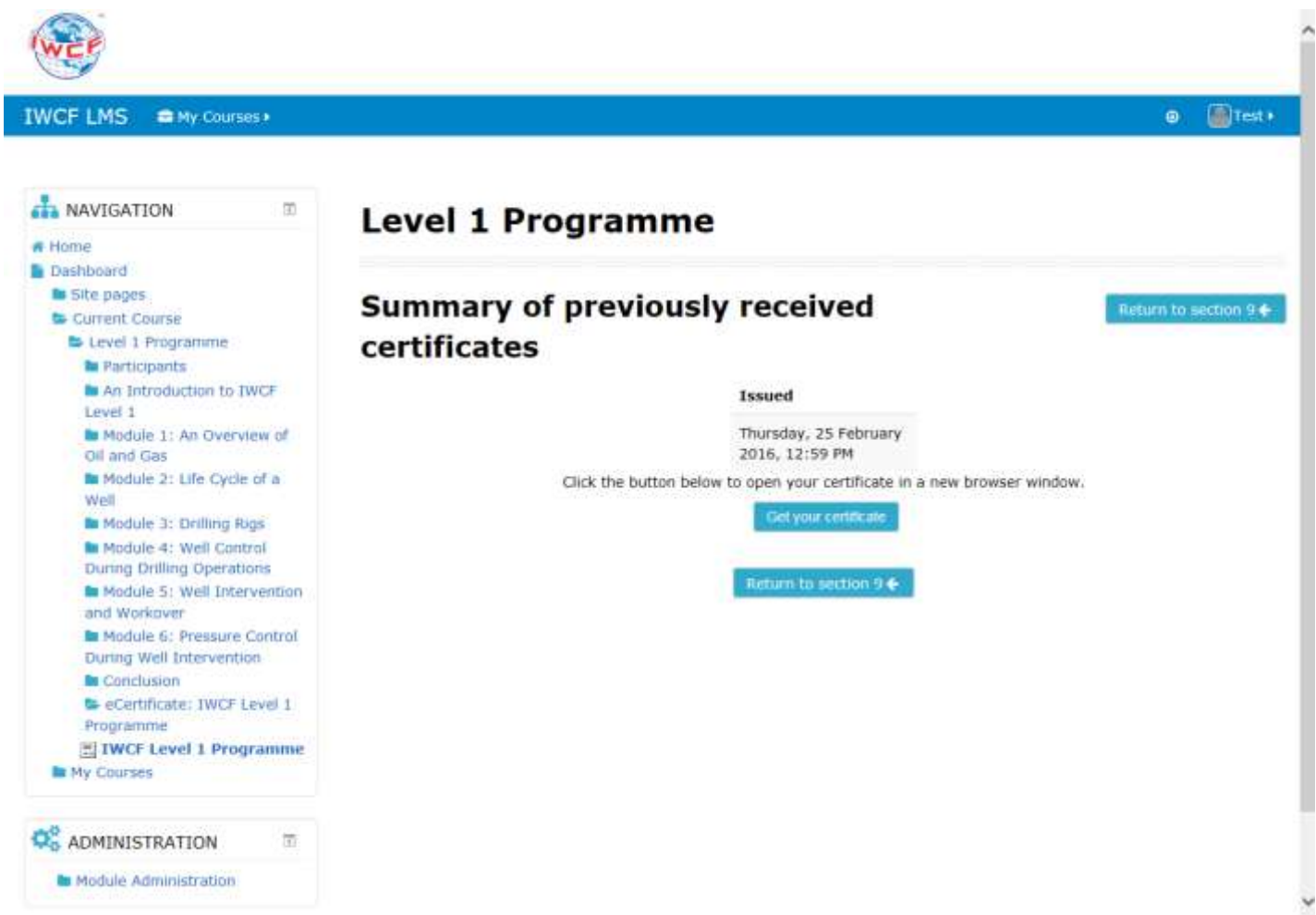


Fig 5.2 – Shows the completion date and the Get your certificate button.

After clicking the **Get your certificate** button the awarded certificate will be downloaded and opened in the system's default PDF viewer. At this point, using the functionality available in the PDF viewer, the certificate can be saved or printed for safe keeping or later reference.

Due to the amount of different PDF viewers available, specific instructions on how to complete the above is not covered in this guide, however step-by-step instructions are easily available on the Internet.



6.0 Editing Profile Settings

To edit user profile settings (including newsletter subscription status) hover over the user icon with your first name next to it to view a menu. Then navigate to the following path as shown in Fig 6.1:

Preferences > Edit profile

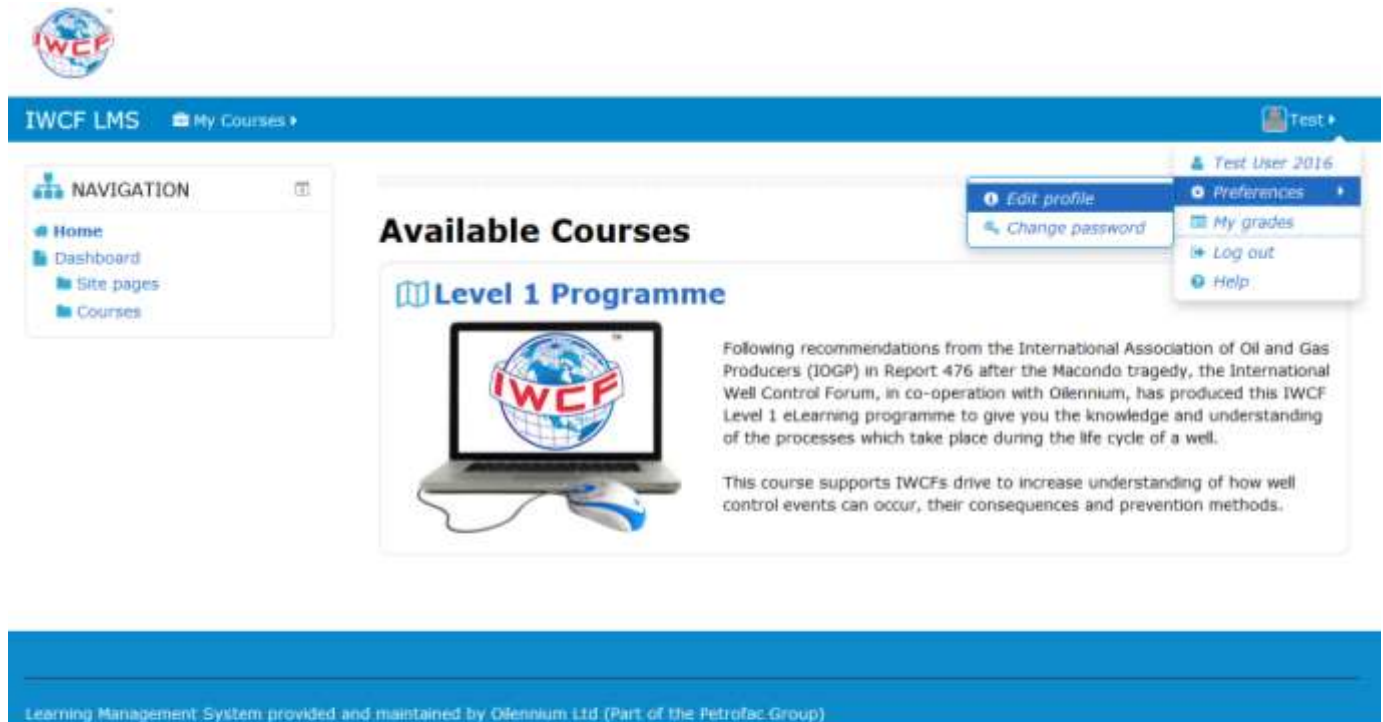


Fig 6.1 – Demonstrates navigation path to follow.

You will then be shown a screen much like Fig 2.1 where you can then proceed to edit your profile settings. Once you have made all necessary adjustments click **Update profile** to save your changes.