

CURRICULUM VITAE

PERSONAL DETAILS

Name: Riaan Wilken | Skype: Riaan-wilken1 | Email wilkriaan@gmail.com
NZ number: 647 788 0063 | RSA number: 27 72 079 8297

CAREER OBJECTIVE

I want to share my experience and knowledge gained as a Specialist in Assessment and Certification by having experience in adult learning and development, to enable individuals to grow in their careers as well as to inspire employees to learn by providing guidance as a coach on career role requirements and personal development.

SKILLS SUMMARY

Soft Skills

- Communication
- Flexibility
- Leadership
- Motivation
- Patience
- Persuasion
- Problem Solving Abilities
- Teamwork
- Time Management
- Work Ethic

Hard Skills

- Forklift operation as part of my role as Process controller (operator)
- Tractor Loader Backhoe operation as Process controller (operator)
- Overhead crane operation as Process controller (operator)
- Front-end Loader operation as Process controller (operator)
- Accounting as part of budget planning and expense tracking on learning attended (275 employees)
- Microsoft package – Advanced (Excel, PowerPoint, Word, Projects)
- Microsoft Visio – Basic
- SAP Talent and Time Management
- Eclipse Permit system administration

EMPLOYMENT SUMMARY

Having worked within the petrochemical industry for over 16 Years, I've developed a wide range of skills and qualifications internationally recognized that would meet and exceed the expectations for the role. Having successfully implemented eLearning materials for interactive learning, designed plant operational material for knowledge training and providing practical workplace training to individuals, focusing on all aspects of employee and environmental safety standards. Accomplishing many achievements, as a registered Assessor and Moderator in chemical operations, Subject Matter Expert on the water treatment plant (Waste Recycle Facility), being an operations standby to control operations over weekends on bi-weekly sequence, as SHE facilitator (Learning Practitioner) I provided plant and Legal training support to employees entering the Sasol operating facilities. Interview, select and coach support to new and experienced professionals as the Plant Learning Practitioner. As a Senior Process Operator, operated the plant during daytime and night-time operations on a 4x5 work cycle (Shift Work), ensuring adherence to normal operating conditions and adjusting operating conditions based on plant demands.

EMPLOYMENT HISTORY

Assessment and Certification Specialist

Sasol LTD (Listed on the JSE is a renowned Petro-chemical company operating in over 30 countries worldwide)

July 2017 – Current

I am responsible for workplace learning and development, linking qualifications of employees to registered organisations in South Africa ex. SACPCMP and AACE.

Duties includes:

- Support the learning assessment and certification activities, including liaison with certification bodies, establishment of a quality management system (QMS) and tracking and reporting of certification status against defined targets.
- Develop policies and procedures for assessment and certification. Design and set up Assessment Framework for "License to Operate" as per proficiency levels defined in the Project Enablement Curriculum.
- Design and develop internationally benchmarked assessment and certification standards and processes to support curriculum development and delivery.
- Ensure compliance and adherence to certification, assessment, monitoring and evaluation and moderation processes.
- Ensure assessment and certification adheres to benchmarked standards.
- Align assessment and certification design and delivery with Sasol Learning Policies, and Talent Management Policies as well as with external governance and statutory bodies.

Learning and Development Practitioner (Chemical Plant Trainer)**Sasol LTD****June 2008 – June 2017**

I am responsible for all operations training, including plant operational technical training as well as safety and legal compliance training based on job profile risks.

Duties included:

- Analysed training needs regarding new projects and technology changes.
- Compiled and maintained training matrices that ensured competence in the specific plant.
- Developed and updated learner guides, facilitator guides, and learner orientation guides.
- Designed and developed assessment guides to prove competence
- Completed and maintained Actual training reports and report on plan vs actual, includes Learning budget control
- Assessed learner artisans' and artisans' knowledge and skills.
- Conducted moderation on assessments that complied with Sasol Synfuels and/or regulatory moderation policies
- Compiled training plans, and budgets based on identified training needs, and required resources.
- Participated in interviews, and selected learners to fulfil recruitment needs
- Eclipse Permit System employee training and Authorisation

Chemical Plant Operator**Sasol LTD****July 2002 – May 2008**

I am responsible to operate the plant as per normal operating procedures, I need to take action upon abnormalities occurred as well as do sample analysis and operational adjustments based on quality performance and plant demands.

Duties included:

- Completed an effective shift handover during shift changes, utilising shift logs and checklists, according to OPEX standards, to ensure continuity of operations
- Reports on daily plant conditions, deviation from specifications, and plant availability to their shift team members through the OPEX meeting to ensure ATOP
- Given training on plant specifics and SOPs to new personnel, and ensures trainees keep to their PDP/training matrices
- Marking of tests and carries out job observations as an SME in order to assess knowledge of trainees to ensure their competency, and to provide feedback results to Training Practitioners
- Managing PCs/contractors according to their tasks, skills and knowledge in order to complete required activities during the shift
- Commissions/decommissions equipment and systems to a specific state, according to the SOP, in order to ensure integrity of the equipment and ATOP
- Inspection of mobile equipment according to the inspection checklist to ensure equipment functionality
- Verifying the accuracy of communication received in order to minimise misunderstandings, so correct actions can be taken
- Commissions/operates/decommissions equipment and systems from the DCS, in coordination with the field PC/SPC, in order to ensure SHE
- Respond to emergency and abnormal situations by following EOPs as required, in order to ensure both personnel and plant safety
- Contributes to Safety Plant Walk-downs in order to help/support identification of safety issues for rectification

EDUCATION AND TRAINING

2011- 2015	National Diploma - Occupationally-Directed Education Training and Development Practices (ETDP SETA)
2009- 2010	National Certificate - Chemical operations training (Recognition of prior learning) NQF Levels 2-4 (SAQA)
2012	Moderator (CHIETA), Specialization in Chemical operations SAQA ID: 78529
2011	Assessor (CHIETA), Specialization in Chemical operations SAQA ID: 78529
2009	Business Facilitation skills training (Bizcomm Group)
2001	Secunda High School (Grade 12)

HOBBIES/ INTERESTS

Angling, off-roading, camping, Sport shooting up to 700m, coaching local wrestling team

REFERENCES

Available on request.