



**VOCATIONAL ENGLISH LANGUAGE
& COMMUNICATION COURSES FOR
THE OIL & GAS INDUSTRY
2016 - 2017**



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SECTION 1

WAZP Overview

A photograph showing three workers in blue uniforms working in an industrial setting. They are focused on their tasks, with one worker in the foreground using a tool. The background shows various pieces of equipment and a well-lit workspace.

WAZP - Building Workforce Capability through Competence Based Training & Assessment

WAZP Group is a leading provider of Staff Development, Competence-led Training, Competency Assurance and Consultancy Solutions to international energy companies.

Our principle objective is the Competence Assurance of workforces to International or Client Standards.

To support this our training methodology is centred on ‘learning through doing’ followed by the assessment of performance against International Standards.

WAZP operates throughout South East Asia via its group companies and strategic partners.

“Our business philosophy centres on the cost effective development of solutions with client teams using our highly experienced training professionals. We utilise tried and tested competence and development models to ensure there is a rapid solution tailored to our clients requirements.”

WAZP Group CEO

Our Services

- The development of client personnel in the Oil, Gas, Petrochemical and Energy industries.
- The design, development and operation of Competence Systems, Competence Frameworks and Competence Profiles for the assessment and assurance of client personnel.
- The design, development and delivery of Training Curriculum, Training Matrices, Training Programmes and Courses for the development of client personnel.
- The alignment of Training Curriculum to competence frameworks and international accreditation requirements.
- The design, development and commissioning of Skills Training Centres.
- The design and delivery of Specialist Vocational English Language Training and Development programmes to meet client, industry and international measurement systems.
- The resourcing of technical staff for client organisations.



SECTION 2

Vocational English Language and Communication Courses



WAZP Malaysia Co. Ltd.,
Suite 4A, Level 4, Main Office Tower,
Financial Park Complex, Jalan Merdeka,
87000, Malaysia

WAP Vietnam Co. Ltd.,
44 Vinh Phuc Road,
Vinh Phuc Ward, Ba Dinh District,
Hanoi, Vietnam

Vocational English Language and Communication Courses



WAZP Training & Competence offers the following Vocational English Language and Communication courses.

Course/Programme Title	Course Duration	Course detail	Min-Max delegate No	Course Cost in USD per delegate	Course Code	Pre-requisites
COURSE - Report and Email Writing for the Oil and Gas Industry – Level 1	4 days	<p>To enable technical delegates to prepare professional reports and emails using English that provides clarity and impact.</p> <p>Delegates will be banded prior to the start of the courses. The three levels use authentic training material and progressive levels of complexity.</p> <p>Course topics; Using English</p> <ul style="list-style-type: none"> • Correct sentence structure and punctuation. • Appropriate vocabulary and grammar. • Typical Verbs and Nouns for vocational and technical communication. • Communicative English principles & practices 	8 - 15	Available on Request	WAZP - E1L1	Delegates will be banded via a level assessment call.
COURSE - Report and Email Writing for the Oil and Gas Industry – Level 2	4 days	<p>Corresponding by e-mails</p> <ul style="list-style-type: none"> • Email etiquette • Asking and answering questions by email • Formal & informal emails <p>Reporting and Recommending</p> <ul style="list-style-type: none"> • Report structures -open and closing 	8-15	Available on Request	WAZP - E1L2	Delegates will be banded via a level assessment call.
COURSE - Report and Email Writing for the Oil and Gas Industry – Level 3	4 days	<ul style="list-style-type: none"> • Describing, comparing, and providing Information • Paragraphing vs bullet points • Do's and don'ts • Making an impression • Using persuasive language • Analysis in a report • Making recommendations 	8-15	Available on Request	WAZP - E1L3	Delegates will be banded via a level assessment call.



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Further Information

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Vocational English Language and Communication Courses



COURSE - Completing forms in English	2 days	Available on Request	8-15	Available on Request	WAZP – E2	Delegates will be banded via a level assessment call.
COURSE - Preparing SSOW paperwork including Permit To Work documents in English	2 days	Available on Request	8-15	Available on Request	WAZP – E3	Familiarity with Safe Systems of Work and the required documentation Delegates will be banded via a level assessment call.
COURSE - English for Business Communications – Level 1	4 days	Level 1 is designed for clerical and admin staff who read and draft routine communications in English according to clear instructions. Course content includes; <ul style="list-style-type: none"> • understanding short simple narratives and descriptions, straightforward instructions, directions and explanations on familiar and work related topics • composing simple texts using the appropriate format with some awareness of the intended audience • using a limited range of vocabulary to deal with simple and familiar business topics and tasks 	8-15	Available on Request	WAZP – E4L1	Delegates will be banded via a level assessment call.
COURSE - English for Business Communications – Level 2	4 days	Level 2 is designed for staff who read a variety of communications in English and reply to them independently and in appropriate style. <ul style="list-style-type: none"> • Course content includes; • locating and understanding information, ideas and opinions from longer, more specialised, sources in familiar contexts 	8-15	Available on Request	WAZP – E4L2	Delegates will be banded via a level assessment call.



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		<ul style="list-style-type: none"> writing coherently on topics of business interest linking ideas appropriately and effectively using a range of linking words effectively to show clearly the relationship between ideas 				
COURSE - English for Business Communications – Level 3	4 days	<p>Level 3 is designed for staff who read the full range of work related documents in English, including those requiring complex replies, and draft documents where choice and tone of expression may be critical to the success of the transaction.</p> <ul style="list-style-type: none"> Course content includes; understanding the main ideas of all forms of written language, including lengthy abstract, structurally or linguistically complex texts or highly idiomatic, literary and non-literary writing on a wide range of professional, academic and social topics writing clear, smoothly flowing, complex minutes, formal letters, memoranda, articles, press releases, speeches, mailshots, advertisements, notices, formal invitations or reports in styles fully appropriate to purpose and target readership using a wide range of linguistic devices to create coherent and cohesive writing 	8 - 15	Available on Request	WAZP – E4L3	Delegates will be banded via a level assessment call.
COURSE - Effective Presentations	3 days	Available on Request	8 - 20	Available on Request	WAZP – E5	Report and Email Writing for the Oil and Gas Industry Course Or Assessment via telephone call



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<p>COURSE - Preparing Accident/Incident Investigation Reports and Presentations</p>	<p>3 days</p>	<p>Available on Request</p>	<p>8 - 20</p>	<p>Available on Request</p>	<p>WAZP – E6</p>	
<p>COURSE – Examination preparation</p>	<p>2 weeks</p>	<p>Intensive examination preparation over a 2 week period Preparation for the following Examinations; IELTS, PET, Cambridge, TOEIC, CaMLA, CAELT, etc.</p>	<p>1 - 4</p>	<p>Available on Request</p>	<p>WAZP – E7</p>	
<p>PROGRAMME – English Language and Communications Training Contract- specific to requirement</p>	<p>1 month</p>	<p>Contracted support to an organisation to provide various tailor made courses over a one month period. Includes one on one support for senior managers and group specific vocational training. This is a cost effective solution to improving the linguistic skills of, Administration, Accounts, Sales, Management, etc., through the daily intensive instruction.</p>	<p>N/A</p>	<p>Available on Request</p>	<p>WAZP – EP8</p>	



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SECTION 3

Booking, Terms and Conditions

VOCATIONAL ENGLISH LANGUAGE & COMMUNICATION COURSES

Booking, Terms and Conditions



How to Book

Course bookings can be made by email or by telephone.

To do so contact WAZP Training and Competence Administration Team for a booking form.

For course bookings, course enquiries, or training requests, please email us at courses@wazp-gr.com.

To ensure you obtain the Course Dates that meet your requirements, early bookings are recommended as many of our courses are in high demand. Customer care is a priority, so dates for any of the courses described in this booklet may be tailored to suit your specific requirements (subject to minimum delegate numbers).

For course bookings, course enquiries, or training requests, please contact us: courses@wazp-gr.com

Payment for Courses

All client bookings require course fees to be paid prior to commencement of course.

All company bookings require payment within 14 Days upon receipt of invoice.

All prices in this directory are applicable as of 1 January 2015, and supersede all previous pricing.

Current prices will be displayed on our website and customers will be advised of any price changes at time of booking.

Disclaimer

Every effort is made to ensure that the information provided in this publication is accurate and up to date, but no legal responsibility is accepted for any errors, omissions or misleading statements.

WAZP Group reserves the right to change prices, course dates or course provision at any time without notice.

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Cancellations Policy

WAZP Group reserve the right to cancel a course should the number of bookings fall below the minimum number of delegates required per event.

Details of minimum numbers of delegates required can be found against each listed course.

No cancellation fee will be charged for cancellations received more than 10 working days before the commencement of a course.

Notification less than 10 working days prior to the commencement of the course will result in a cancellation fee of 50% of the course price.

Cancellations made less than five working days prior to the commencement of a course will result in a cancellation fee of the full course price being charged unless the place can be allocated to another person.

In the event of WAZP Group cancelling a course, liability will be limited to the refund of the course fee only, if paid.

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