

IWCF Operations Limited



Level 1 Well Control Awareness & Well Operations Crew Resource Management (WOCRM) User Guide



Contents

1.	Purpose.....	3
2.	Accessing the LMS.....	3
3.	How to Register.....	3
4.	Confirm Your Account	4
5.	Log In.....	4
6.	Course Information.....	5
6.1.	Launching a Module.....	5
6.2.	Navigating Through Level 1	5
6.2.1.	English Version.....	6
6.2.2.	Modern Standard Arabic Version	6
6.2.3.	Brazilian Portuguese.....	6
6.3.	Modules	6
6.3.1.	Level 1 Modules	6
6.3.2.	WOCRM Modules.....	7
7.	Access Your Certificate	7
8.	Edit Your Account.....	8
9.	Update Your Certificate Name.....	8
10.	FAQs.....	8



1. Purpose

This user guide explains how to register and begin the two online awareness courses – Level 1 Well Control Awareness (Level 1) and Well Operations Crew Resource Management (WOCRM). These programmes are free to complete and are hosted on our online learning management system (LMS) through SkillsVX.

2. Accessing the LMS

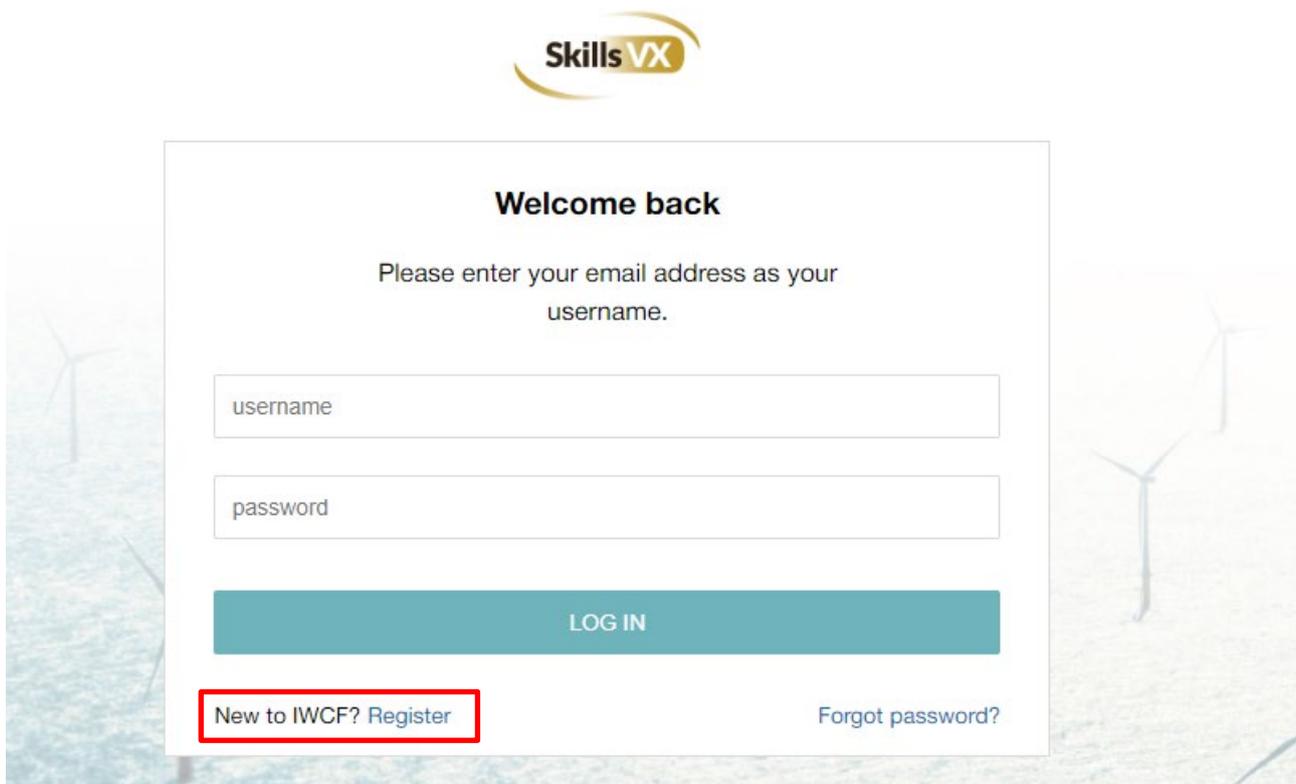
Level 1 and WOCRM can be accessed from any location where a stable internet connection is available. Due to the large amount of content our awareness courses hold, users with a fast internet connection will have the best viewing experience.

Users can access the courses by following this link: <https://level1.iwcf.org/>.

We recommend using Google Chrome browser to access the programmes on a desktop or laptop device as the courses are not compatible with mobile or tablet devices.

3. How to Register

To register for a new user account, click the ‘Register’ button on the landing page. You will be taken to a registration screen where you can complete your online registration form.



Please enter a valid email address when registering as you will receive a link to confirm your account by email.

You only have to register once as both Level 1 and WOCRM are available within the same account. All progress will be saved as you work through the courses so you can learn at your own pace.



Please note that FORUM and Level 1/WOCRM are hosted separately. You will be required to register for each platform as they are not linked.

4. Confirm Your Account

Once you have submitted your account registration form, you will receive an email with a link to confirm your account. Click on the link in the email to confirm this is correct.

5. Log In

If you have an existing account, visit <https://level1.iwcf.org/> and enter your username and password under the 'Log In' section.



Welcome back

Please enter your email address as your username.

username

password

LOG IN

New to IWCF? [Register](#) [Forgot password?](#)

If you require a password reset for your account, please select the 'Forgot password' link. You will then receive an email with a link to update your details.

If you do not receive a password reset email, please contact level1@iwcf.org and we can reset your password for you.

6. Course Information

The following languages are currently available for the courses within the SkillsVX programme:

Level 1

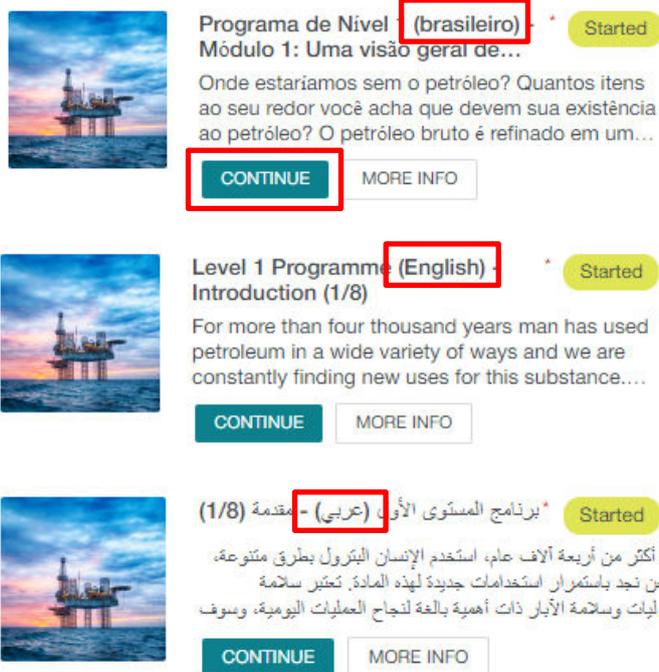
- English
- Modern Standard Arabic
- Brazilian Portuguese

WOCRM

- English

6.1. Launching a Module

Once you have logged in, the Level 1 and WOCRM courses will appear on the dashboard. Any course(s) you are enrolled in should be under the e-Learning box on the dashboard. Press 'START' or 'CONTINUE' to launch the course.



The screenshot shows three course cards on a dashboard. Each card features an image of an offshore oil rig and a 'Started' status indicator. The first card is for a Brazilian Portuguese course, the second for an English course, and the third for an Arabic course. In each card, the language name is highlighted with a red box, and the 'CONTINUE' button is also highlighted with a red box. Below each card are 'CONTINUE' and 'MORE INFO' buttons.

You can click on 'MORE INFO' which will display the e-Learning programme outline of the modules along with a description about the course.

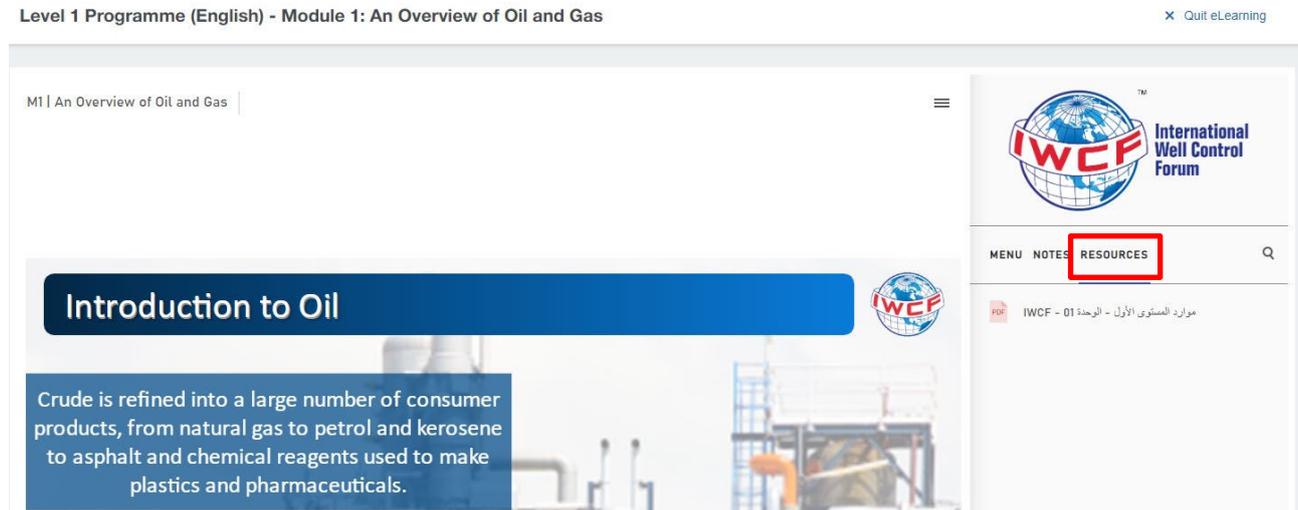
6.2. Navigating Through Level 1

If you select either the English or Modern Standard Arabic version of the course, you will have access to the course resources in the other language. This is to aid in the clarity of technical terms or content to help with the understanding of the course.



6.2.1. English Version

The English version of the course will be delivered as a standard online module. The Modern Standard Arabic version of the module will be available under the 'Resources' tab as a PDF download, which you can view alongside the English course.



6.2.2. Modern Standard Arabic Version

The Modern Standard Arabic version of the course will be slightly different from the English version. You will need to adjust your settings to support right-to-left text direction, and the next and previous buttons will be reversed to accommodate this format.

Under the 'Resources' tab there will also be a PDF download of the English module available, which you can view simultaneously with the Modern Standard Arabic course.

6.2.3. Brazilian Portuguese

The Brazilian Portuguese version of the course will be fully accessible online without the need for any additional downloadable resources. Candidates can start and finish the course directly within the platform.

6.3. Modules

You must complete all the modules and pass your assessments with a score of 70% or more to be able to access your certificate.

6.3.1. Level 1 Modules

The Level 1 modules are:

- Introduction
- An Overview of Oil and Gas
- Life Cycle of a Well
- Drilling Rigs
- Well Control During Drilling Operations
- Well Intervention and Workover
- Pressure Control During Well Intervention
- Conclusion



6.3.2. WOCRM Modules

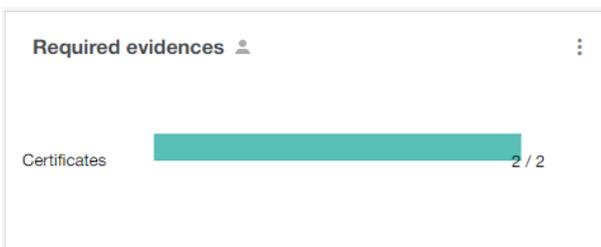
The WOCRM modules are:

- Situational Awareness
- Decision Making
- Communication
- Teamwork
- Leadership
- Performance Factors

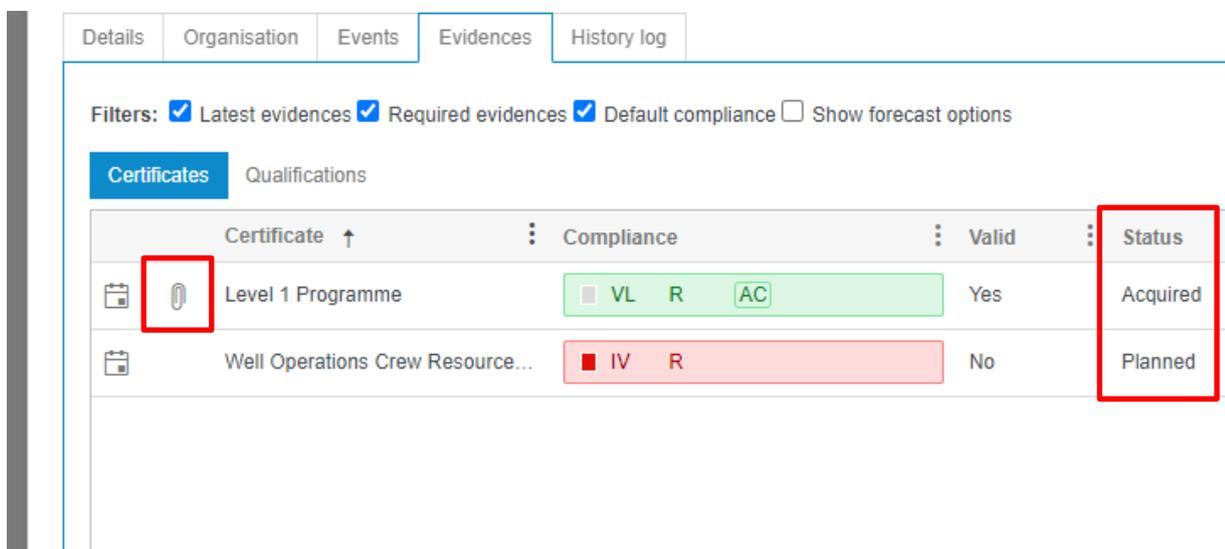
7. Access Your Certificate

Once you have completed all modules of the course and passed the final assessment with a score of 70% or more, you can access your online certificate.

On the dashboard, click on the bar under 'Required evidences'.



This will open a pop-up that will show your certificates. The courses that you have completed will have a paper clip icon next to them. Click on the paperclip to download your certificate.



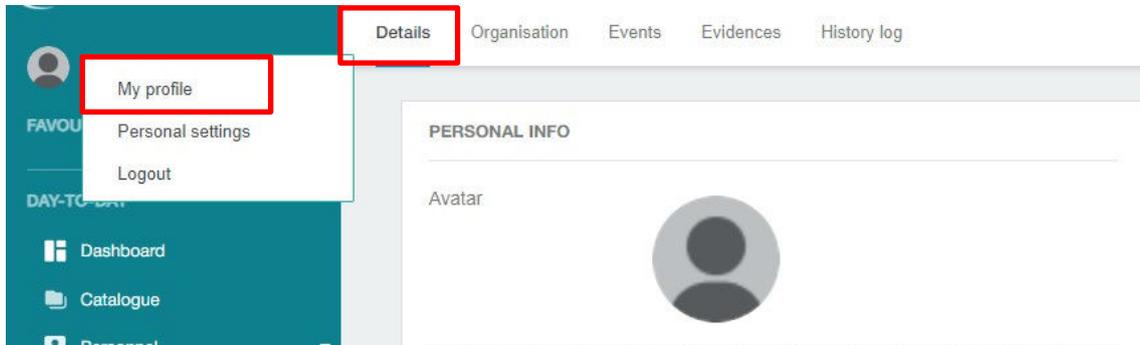
For courses that you have completed, the status will also show as 'Acquired'. If you are still in progress with the course, the status will show as 'Planned'.

Once you have completed the course you can re-do the course at any time. Your previous certification will still be shown within your account, and your second attempt at the course will be logged separately, giving you a new certificate with an updated date on it.



8. Edit Your Account

To edit any of your account settings click on the 'My profile' link at the top of the homepage, and the 'Details' section will be displayed.



Click on the 'EDIT' button on the bottom right of the screen, make the required changes, and save.

9. Update Your Certificate Name

If you need to update the name on your certificate, please email level1@iwcf.org.

10. FAQs

On your dashboard you will see a section 'Did you know'. This contains some FAQ information and troubleshooting guidance. Click on 'Next' and 'Previous' to read through the information.

We also have an FAQ page on our website that we update regularly with frequently asked questions: <https://www.iwcf.org/level1-wocrm-faq/>. Alternatively, please email level1@iwcf.org for assistance.