



Savannah River National Laboratory

Technical Instructional Staff Training Plan

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1.0 PURPOSE

This document establishes the Technical Instructional Staff Training and Qualification Program Description for those conducting technical training for the Savannah River National Laboratory (SRNL).

The WSRC Instructional Staff Training and Qualification Program Description (WSRCINSTX0100) establishes the instructional skills qualification process to include the entry-level, initial qualification, evaluation process, and continuing training requirements. The SRNL instructional staff shall be instructionally qualified per that program description.

2.0 SCOPE

This Training Plan incorporates the following:

- The technical qualifications of Facility Training & Support instructors who conduct instruction for the Laboratory Services Department (LSD). It is not intended for guest lecturers or for those individuals whose primary responsibilities are other than conducting technical instruction for LSD.
- The technical qualifications of the SRNL research and development (R&D) instructors who are either classroom instructors, OJT Trainer/Evaluators or who perform evaluations for Job Performance Evaluations (JPEs). Since R&D subject matter experts (SMEs) review and oversee design and development of R&D material, technical qualifications are not required for either the training designer, developer, or instructional technologist unless they also conduct the training.
- See Attachment A for documentation of technical qualifications.

3.0 RESPONSIBILITIES

3.1 Section / Line Managers

Section / Line Managers are responsible to:

- 3.1.1 assign personnel as classroom instructors and/or OJT trainer/evaluators in their organizations as appropriate, and
- 3.1.2 approve technical qualifications for classroom instructors and/or OJT trainer/evaluators in their organizations.

3.2 Training Manager

The Training Manager is responsible to:

- 3.2.1 develop, approve, and maintain the SRNL Technical Instructional Staff Training Plan,
- 3.2.2 approve technical qualifications for SRNL instructional staff,
- 3.2.3 ensure maintenance of copies of the Instructional Staff Qualification cards.

4.0 DEFINITIONS

Continuing Training - Training programs enacted to maintain and enhance the knowledge and skills of personnel in positions requiring qualification.

Instructor/Developer – Individual who presents classroom, laboratory, on-the-job, or simulator instruction, or one who develops and/or reviews training programs and materials, and/or evaluates trainees and is qualified in accordance with the requirements of references 9.1 through 9.3 inclusive.

On-The-Job Trainer/Evaluator – A person qualified both technically and instructionally to conduct on-the-job training as well as to evaluate trainee performance in the work environment.

Qualification - The combination of an individual's experience, technical, academic, and supervisory knowledge and skills developed through training, education, and demonstrated on-the-job performance.

Training Program - A planned, organized sequence of activities designed to prepare individuals to perform their jobs, meet a specific position or classification need, and to maintain or improve their performance on the job.

5.0 QUALIFICATION REQUIREMENTS

5.1 LSD Training Staff

5.1.1 Training staff personnel, including subcontractors, conducting technical training for LSD shall be technically qualified in the subject matter they present as well as instructionally qualified.

5.1.2 The safe, reliable, and efficient operation of SRNL facilities requires an operations staff that has a thorough understanding of the facility and is capable of operating and maintaining appropriate plant equipment properly. The instructor must thoroughly understand all aspects of the content being taught and the relationship of that content to total facility operation. In addition, the instructor must be able to employ performance-based training techniques that enhance learning and job performance. While this document treats technical and instructional qualifications separately, it is the combination of these two factors that produces qualified instructors.

5.1.3 Instructional skill qualification shall be established in accordance with references 9.1 and 9.2.

5.1.4 Each technical trainer shall provide a self-assessment detailing his/her experience, education, and training relative to the area of expertise within LSD to be qualified. Line management and the training manager shall review each instructor's self-assessment and technically qualify, as appropriate. See Attachment A.

Note: Attachment A replaces the discontinued OSR 36-10, Instructional Staff Qualification Self-Assessment. OSR 36-10 shall continue to be accepted for those instructors technically qualified prior to approval of this Training Plan.

5.1.5 At a minimum, instructors responsible for subjects such as Technical Safety Requirements shall receive training on facility operating characteristics and principles, and operating limits (e.g., Limiting Conditions for Operation) and their bases in accordance with reference 9.3.

5.2 R&D Training Staff

5.2.1 R&D training staff prepares training material as directed by R&D subject matter experts (SME) and do not require technical qualifications per Attachment A except when teaching courses where the SME is not present. The R&D training staff is required to meet instructional skill qualification requirements in accordance with references 9.1 and 9.2.

5.2.2 R&D classroom instructors, OJT trainer/evaluators, and Job Performance Evaluations (JPE) evaluators shall have technical knowledge of their applicable subject matter being taught. Technical qualifications can be defined in terms of knowledge gained through prior education, experience, and or training or by

actually completing the OJT/JPM or JPE for the SRNL R&D course being evaluated. Specific guidelines for employees performing OJT/JPM or JPE evaluations on specific R&D courses are as follows:

SRNL guidelines to function as the "training staff" for OJT/JPM or Job Performance Evaluations (JPE) evaluations are as follows:

R&D Lab Technicians Functioning As "Training Staff": To function as the "training staff" for OJT/JPM or JPE evaluations on a specific SRNL R&D course, the following must occur:

- **Completion of the Site OJT/JPM course (TICTS003)**

Note: Documentation of course completion will be TRAIN and AQM. Hard copies of the Site OJT/JPM Qual Card (Qualification Code: TOJTQUAL as specified in the WSRC Instructional Staff Training and Qualification Program Description, WSRCINSTX0100) will not be used for the R&D "training staff". Documentation that an employee has this training is managed via TRAIN, Classroom Implementation Rosters for the class, and the SRNL AQM.

- **Completion of the OJT/JPM or JPE for the specific SRNL course to be evaluated and a completed copy of Attachment A from the SRNL Technical Instructional Staff Training Plan, SRNLTINSX0100 (see on SRNL home page), on file with the SRNL Training Records Program Lead.**

Note: Documentation that the lab technician has successfully completed the OJT/JPM or JPE for the course being evaluated will be TRAIN and AQM. Attachment A from the SRNL Technical Instructional Staff Training Plan, SRNLTINSX0100, does not have to list each SRNL course.

R&D Managers, Engineers, Principle Investigators (PIs), etc. Functioning As "Training Staff": To function as the "training staff" for OJT/JPM or JPE evaluations for a specific SRNL R&D course, the following must occur:

- **Completion of the Site OJT/JPM course (TICTS003)**

Note: Documentation of course completion will be TRAIN and AQM. Hard copies of the Site OJT/JPM Qual Card (Qualification Code: TOJTQUAL as specified in the WSRC Instructional Staff Training and Qualification Program Description, WSRCINSTX0100) will not be used for the R&D "training staff". Documentation that an employee has this training is managed via TRAIN, Classroom Implementation Rosters for the class, and the SRNL AQM.

- **Copy of Attachment A from the SRNL Technical Instructional Staff Training Plan, SRNLTINSX0100 (see on SRNL home page), on file with the SRNL Records Lead (Deloris Evans) documenting the basis for technical qualification.**

Note: Managers, engineers, PIs, etc. can function as the "training staff" for any SRNL specific course covered by their technical qualification. Attachment A must be on file with the SRNL Training Records Program Lead.

Note: R&D practical factors (pracfac) evaluators are technically qualified by being the subject matter expert (SME) to develop the pracfac or by actually completing the pracfac.

6.0 TECHNICAL CONTINUING TRAINING

6.1 LSD Training Staff

6.1.1 To help maintain and enhance the proficiency of instructors responsible for the delivery of facility-specific topics, instructors shall complete, as appropriate, the training conducted for those personnel within their respective technical area. This training shall be tracked on an AQM Technical Training Summary.

6.1.2 Technical instructors shall participate in the following or similar activities, as appropriate: system walkdowns, procedure walkdowns, standing watch with facility personnel, attending shift turnovers and critiques, surveillances, audits, drills, and conducting/observing/evaluating OJT/JPMs.

6.2 R&D Training Staff

Technical continuing training for R&D Training Staff is not required.

7.0 EVALUATION

Instructor evaluations are conducted in accordance with references 9.1 and 9.2. Results of these evaluations are provided to the Instructor Development Coordinator (IDC) for assistance in resolution and disposition.

8.0 RECORDS

Technical qualifications as documented via Attachment A shall be transmitted to SRNL Records Lead who will retain a copy and forward original to 766-H Records.

9.0 REFERENCES

- 9.1 WSRCINSTX0100, *Instructional Staff Training and Qualification Program Description*
- 9.2 WSRC Manual 4B, *Training and Qualification Program Manual*
- 9.3 DOE Order 5480.20A, *Personnel Selection, Qualification, and Training Requirements for DOE Nuclear Facilities*

ATTACHMENT A

SRNL INSTRUCATIONAL STAFF TECHNICAL QUALIFICATION CARD

Name: _____
(Print) Last First Middle Initial Userid

Qualification Type (Check all that apply):

- _____ Instructor/Developer
_____ OJT Trainer/Evaluator

Qualified Technical Area(s): _____

The above named individual is technically knowledgeable to perform the duties of the indicated qualification type on the basis of: (Check all that apply and complete the Justification section below. For LSDTechnical Instructors, attach instructor's self-assessment of education, experience, and training.)

Justification: _____

Print Section/Line Manager Name Signature Date

Print Training Manager Name Signature Date

Forward original to SRNL Records Lead, who retains copy at SRNL and forwards original to 766-H Records.