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Companywide	Management Control Procedures	For Additional Info: http://EDMS	Effective Date: 10/12/10
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Manual: 12 – Training and Qualification

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*The current revision can be verified on EDMS.

1. INTRODUCTION

1.1 Purpose

Training staff (see def.) qualification helps ensure that competent personnel perform *instructional tasks* (see def.) associated with mandatory training courses and programs that improve employee performance and meet compliance requirements for the company. Having qualified training staff can moderate liability and penalties against the company should legal action be initiated due to an incident involving training required by law (federal, state, or local) or DOE Order.

1.2 Scope and Applicability

This procedure provides the minimum qualification requirements for company personnel assigned to instructional tasks or an organization associated with training that is required by law (federal, state, or local) or DOE Order. The intent is to provide direction for the qualification of individuals to facilitate their assignment to compliance related instructional tasks based on their verified competence to carry out such activities.

For personnel delivering training not required by law or DOE Order (examples might include human resources, employee development or business management related training), affiliate instructor qualification is sufficient and instructor qualification is not required. When assigning instructor duties or responsibilities in these areas, the responsible manager should consider the individual's subject matter competency and instructional capabilities.

Tailgate Session (see def.) *presenters* (see def.), managers, and those who are assigned instructional tasks associated with *non-required training* (see def.) are exempted from the requirements of this procedure.

The qualification levels presented in this procedure are intended to be used to qualify individuals to do instructional tasks regardless of job classification and does not tie directly to job families, classifications, or pay schedules established by the company or its subcontractors. It is recommended that individual organizations establish how these qualifications tie to their classification.

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2. RESPONSIBILITIES

Performer	Responsibilities
Manager/Training Manager	Identify and assign individuals to perform training activities, ensure they are qualified to do so, and that they maintain the qualification.
Training Coordinator	Enter training or qualification completions into TRAIN.

3. PREREQUISITES

None

4. INSTRUCTIONS

NOTE: *The forms referred to in this procedure are forms that list the minimum requirements for each training staff assignment. These forms are used to verify that assigned individuals meet the identified requirements. Management can add additional requirements based on the specific needs of an organization due to law, DOE Order, or management decision. For additional information or help in qualifying individuals, contact ICP Training.*

4.1 Qualification and Training Requirements for Part-time Training Staff Assignments

NOTE: *The training staff assignments discussed in this section are assigned to an individual by a manager based on the particular needs of an organization. These assignments generally are part-time (less than 50%) and given to individuals with a primary work assignment outside of a training organization. However, Training Managers may make these assignments to individuals within a training organization as necessary.*

4.1.1 Managers: When using subject matter experts (SMEs) who are not qualified as instructors or affiliate instructors to provide training, assign a qualified instructor to be in the classroom the first time they present new material.

4.1.1.1 The qualified instructor evaluates the SME using Form 361.54, Instructor Evaluation.

4.1.1.2 If the SME passes the evaluation, forward the completed evaluation to the training coordinator for placement in the appropriate course case file. The SME may continue to provide instruction for that particular course without requiring a qualified instructor to be present.

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- 4.1.1.3 If the SME does not pass the evaluation, perform another evaluation per Step 4.1.1.1. Remediation or coaching is recommended prior to the reevaluation. The SME may not instruct without a qualified instructor present until the evaluation is successfully passed.

NOTE: *Consideration should be given to qualify the SME as an Instructor or Affiliate Instructor if they will be training on a frequent basis.*

- 4.1.2 Manager or Designee: Assign individuals as *Affiliate Instructors* (see def.) using Form 361.13 to verify that the following requirements have been met. Refer to Appendix A for details pertaining to steps A and B.

- A. Individual has subject matter/technical expertise at or above that required by the trainee population they will instruct.
- B. Individual has completed the Affiliate Instructor Course, or completed equivalent course(s), or demonstrated competence of core affiliate instructor tasks based on past experience, or satisfactory instructor evaluation using Form 361.54, Instructor Evaluation (attach instructor evaluation to Form 361.13 when submitted).

- 4.1.3 Manager or Designee: Assign individuals as *On-the-Job Training (OJT) Instructors/Evaluators* (see def.) using Form 361.13 to verify that the following requirements have been met. Refer to Appendix A for details pertaining to steps A and B.

- A. Individual has subject matter/technical expertise at or above that required by the trainee population they will instruct.
- B. Individual has completed the OJT Instructor Course, or completed equivalent course(s), or demonstrated competence of core OJT instructor tasks based on past experience.

- 4.1.4 Manager or Designee: Assign individuals as *Oral Board Chairpersons* (see def.) by issuing an appointment letter after using Form 361.13 to verify that the following requirements have been met. Refer to Appendix A for details pertaining to steps A and B.

- A. Individual currently holds or has held an applicable certification or qualification (or equivalent) at least equal to the qualification or certification of those who will be examined by the assigned individual.

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- B. Individual has read MCP-66, Oral Examinations and observed a minimum of 3 oral examinations (a different level of qualification should be observed for each one whenever possible).

NOTE: *Oral Board Chairperson qualification does not require requalification.*

4.2 Initial Qualification and Training Requirements for Full-time Training Staff Assignments

NOTE: *The training staff assignments discussed in this section are generally assigned to individuals with a primary work assignment within a training organization.*

- 4.2.1 Training Manager(see def.): Assign an individual as an *Instructor* (see def.) using Form 361.13 to verify that the following requirements have been met (attach resume', a copy of Form 361.92 – Education and Experience Verification, 361.54 – Instructor Evaluation to the form if required, and 361.A33, Systematic Approach to Training (SAT) Checklist). Refer to Appendix A for details pertaining to steps A and B.

- A. Individual has subject matter/technical expertise at or above that required by the trainee population they will instruct.
- B. Individual has completed the Instructor Training Course, or completed equivalent course(s), or demonstrated competence of core instructor tasks based on past experience gained under the direction of an instructor or as an instructor (see resume' or training history).
- C. Satisfactory instructor evaluation of the assigned individual using Form 361.54, Instructor Evaluation or evaluation form from an instructor course (see Appendix A).
- D. Satisfactory completion of Systematic Approach to Training (SAT) Checklist (Form 361.A33). with Training Manager or Instructional Technologist approval.

- 4.2.2 Training Manager(see def.): Assign an individual as an *Instructional Technologist* (see def.) using Form 361.13 to verify that the following requirements have been met (attach resume' and a copy of Form 361.92 – Education and Experience Verification to the form). Refer to Appendix A for details pertaining to steps A and B.

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- A. Individual has completed the Instructor qualification.
- B. Individual has completed courses in education or training that focus on instructional analysis, design, development, delivery and testing, as well as evaluation of training programs, and/or a baccalaureate degree in Training, Education, or Instructional Technology. Or a combination of training and demonstrated competence.

4.3 Affiliate Instructor Requalification

- 4.3.1 Manager: Fill out Form 361.22, indicating the affiliate instructor's areas of technical expertise and signing that their competence is verified.

NOTE: *Affiliate Instructor requires requalification every three years.*

4.4 On-The-Job Instructor Requalification

NOTE: *On-The-Job instructor requalification is a biennial requirement based on the initial qualification date.*

- 4.4.1 OJT Instructor: Maintain OJT instructional expertise by completing OJT refresher. OJT refresher can be completed by obtaining an OJT instructor evaluation using Form 361.85, OJT Instructor Evaluation or by completing OJT refresher training (completion is by classroom attendance or web based course completion).

4.5 Instructor Requalification

NOTE 1: *Individuals given training staff assignments discussed in 4.1 are exempted from the requirements of section 4.5.*

NOTE 2: *Instructor requalification is a biennial requirement.*

NOTE 3: Qualification as an Instructional Technologist is maintained by requalification as an instructor.

- 4.5.1 Training Staff: Maintain instructional expertise by attending a minimum of two Continuing Instructor Training (CIT) sessions per calendar year as conducted by ICP Training or other types of instructor training documented and approved by training supervisor/manager. Other types of instructor skills training could include relevant university courses, training related conferences, required reading on training related

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documents or standards, and DOE and other sponsored instructor training courses.

- 4.5.1.1 To document non-company sponsored CIT, complete Form 361.24, Tailgate Attendance Roster.
- A. Course Number: (leave blank)
 - B. Course Title: (title of course, symposium, or other event attended)
 - C. Start/End Dates: (included start and end dates of training - if less than 4 hours, include time)
 - D. Building Room #, Remarks, Presenter's S#: (leave blank)
 - E. Presenter's Name: (name of person, company, or organization providing the training)
 - F. Presenter's Signature: (the signature is not required, however, proof of attendance must be attached which may include a certificate, a transcript showing a grade, an expense report, a letter, or other proof)
 - G. Description of Training: (provide an outline of what was covered or write "see attachment" and attach a course syllabus, description, announcement, or other form of description of content)
 - H. Training Review: (leave blank)
 - I. Line Manager Approval: (must be signed by a designated training manager who validates the training as meeting the intent of CIT requirements)
 - J. S#, Name, Signature, Org#: (information on the instructor requesting credit)
- 4.5.1.2 Forward the completed and approved Form 361.24 to your Training Coordinator.
- 4.5.1.3 Training Coordinator: Enter the tailgate information into TRAIN under the Continuing Instructor Training course (for example, 0CIT01CR for calendar year 2001) and place the completed Form 361.24 into the individual's Instructor Training Record.
- 4.5.2 Training Manager, Instructional Technologist, or Instructor : One instructor evaluation is completed during the two-year period of their

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qualification in each setting (Classroom, Lab, Simulator) as applicable to the assignment using Form 361.54, Instructor Evaluation.

4.5.2.1 Training Coordinator: Enter the instructor evaluation information into TRAIN under the Instructor Evaluation course and place the completed Form 361.54 into the individual's Instructor Training Record.

4.5.3 Training Staff: Perform and document at least 32 hours per year of field/plant observation or actual work in the area(s) of specialization as approved by your training manager. If you maintain a facility qualification (examples might include a HLW Operator or RCT) the 32-hour field experience does not need to be completed, but Form 361.50 is to be completed.

NOTE 1: *Field experience is only required for instructors at facilities governed by DOE Order.*

NOTE 2: *Training managers may adjust or exempt the field/plant hours of their training staff based on instructional assignments and the needs of the assigned instructional areas by a letter to the individuals' "Instructor Training Record". Also, the 32 hours can be broken up over different areas of expertise and is not meant to be a 32-hour requirement per subject matter area.*

4.5.3.1 Choose in-field experience that focuses on maintaining and improving the technical knowledge of the instructor. The activities chosen should also add value to plant management. Appropriate activities may include:

- A. Reviewing facility procedures or processes and as appropriate making recommendations for improvement.
- B. Conducting facility self assessments in coordination with facility management
- C. Conducting safety or environmental walk-through evaluations and reporting results
- D. Evaluating the results of training provided by observing workers at the work-site and reporting results

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- E. Attending continuing training for the area of technical responsibility.
- 4.5.3.2 Complete in-field activities and log date and time on Form 361.50. When a minimum of 32 hours has been recorded, submit the form to your manager for approval.
- 4.5.3.3 Manager: Review and approve the completed in-field activities and forward the approved form to your Training Coordinator.
- 4.5.3.4 Training Coordinator: Enter the field experience information into TRAIN under the Instructor Field Experience course and place the completed Form 361.50 into the individual's Instructor Training Record.
- 4.5.4 Training Staff: Document all training staff requalifications and indicate the program/topical areas of technical qualification or subject matter expertise using Form 361.22 and submit to Training Manager. If adding programs or topical areas not previously listed on a qualification form, attach appropriate documentation.
- 4.5.5 Training Manager or Designee: Verify areas of technical qualification /subject matter expertise and ensure requalification requirements of this section have been met by your training staff using Form 361.22. Sign and date the form. Forward the approved form to your Training Coordinator.
- 4.5.6 Training Coordinator: Enter completion of requalification into TRAIN for QLTRNGIN for instructor and place the completed Form 361.22 into the individual's Instructor Training Record.
- 4.5.7 Training Manager: Assign remedial training as needed based on weaknesses identified in the review and analysis of performance evaluation data for the individual.
- 4.6 Maintenance of Training Staff Qualification Documentation**
- 4.6.1 Manager and Training Staff: Forward documents verifying training staff qualification(s) to the appropriate Training Coordinator.
- 4.6.2 Training Coordinator: Maintain training staff qualification documents received in accordance with MCP-85, Training Records Administration.

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5. RECORDS

Form 361.13, Instructor Qualification Record

Form 361.22, Training Staff Requalification Checklist

Form 361.24, Tailgate Attendance Roster

Form 361.50, Instructor Field Experience Record

Form 361.54, Instructor Evaluation

Form 361.85, OJT Instructor Evaluation

NOTE: The Records Schedule Matrix, located on the intranet at http://edms.inel.gov/docs/matrix/mtx_menu.html, and the applicable facility, organization, program, or project records management plan and records type list provide current information on uniform file codes, disposition authorities, and retention periods for these records.

6. DEFINITIONS

Affiliate Instructor. An individual assigned by line manager to deliver prepared compliance courses in other than a tailgate session. The individual needs to meet certain qualifications and have the assignment concurred with by a branch, division, department or ICP Site-Wide Training Manager as appropriate to the instruction being given. They are generally not part of a training organization, however, a training manager can make this assignment as necessary within a training organization.

Instructional Tasks. Work associated with the development and delivery of training courses and programs. Includes the evaluation of trainees upon their completion of training courses and programs (OJT evaluator, and oral board chairperson).

Instructional Technologist. Individual primarily involved in the analysis, design, development, and implementation of training for job positions/activities in nuclear facilities. This individual works under the direction of the Training Manager and in coordination with the training instructors to 1) conduct needs and job analysis, 2) design training, 3) develop training materials, 4) conduct training, and 5) assist line management in the evaluation of training program evaluations.

Instructor. Individual qualified to develop instructional materials and lead instruction of trainees by delivering prepared instructional materials. An instructor is generally a part of a training organization.

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Non-required Training. Training that is not required by federal law or DOE Order, but is done at the discretion of a manager. Generally training that prepares an individual for a new job or task assignment, or for career development purposes that is directed by line managers and is beyond meeting compliance mandates.

Occupational Training. Type of instruction provided in a business, industry, military, or vocational setting that is primarily for the purpose of providing job-related knowledge and skills.

On-The-Job Training (OJT) Instructor/Evaluator. Delivers prepared or informal training and/or evaluation to trainees while the trainees are at the job site and working. May or may not be part of a training organization.

Oral board chairperson. Individual qualified through training and technical competence to conduct oral boards and evaluate an employee's mastery of required knowledge and skills. Individual may reside either in a line or training organization. The oral board chairperson's primary responsibility is to ensure proper conduct of the board and completion of the oral board record.

Presenter. In this procedure, an individual assigned to present a tailgate session. For example, tailgate sessions are given by managers, subject matter experts, and instructors as designated by an appropriate line manager.

Tailgate Session. An informal session usually initiated by a line manager that requires documentation (sometimes referred to as a "management discussion" or "lunch box session") and generally covers low hazard information. It does not require a formal lesson plan, but a content outline is developed and maintained to document what was discussed. Refer to MCP-57, Delivery of Training for additional information.

Training Manager. Individuals (managers) who are responsible for the administration of a training program, and/or course or lesson delivery.

Training staff. Individuals who have been assigned by management to perform instructional tasks whether or not the individual belongs to a training organization, or the instructional task assignment is part or full-time.

7. REFERENCES

MCP-66, Oral Examinations

MCP-85, Training Records Administration

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8. APPENDIXES

Appendix A, Instructor Qualification Guidelines

Appendix B, MCP-29 Procedure Basis

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Appendix A

Instructor Qualification Guidelines

NOTE: *The following provides guidelines for qualifying individuals to the various Instructor levels. It also provides guidance on completing Form 361.13.*

NOTE: *If the individual presently holds any instructor qualification(s), submit a new Form 361.13 to record additional qualifications, change qualifications, or add programs and/or topical areas unless adding them to the requalification form (361.22).*

Step A

Purpose: It is important to verify the instructor has the proper technical or subject matter expertise to deliver the training. Part A of Form 361.13 is provided to document the managers' approval for that individual to teach in a specific program or topical area, and that he or she has the proper credentials, experience, and/or qualifications to do so.

Place the specific programs and/or topical area in the identified blocks for which the individual has technical competency to perform instructional activities.

Programs would be things such as Radiological Control Technician Training Program, or Nuclear Material Disposition Training Program

Topical areas would be things such as Respirator, Environmental Protection, or Electrical Safety.

Attach any appropriate supporting documentation such as a resume, copies of certificates, or Training History.

The training manager/cognizant manager who is responsible for the training program and/or topical areas signs and dates the appropriate block(s), approving the individual to perform instructional activities associated with the training program(s), course(s) or lesson(s).

The training manager verifies that the instructional technologist has, or is concurrently qualifying for, the Instructor qualification.

Step B

Purpose: It is important to verify the individual has the proper instructional skills to properly develop and/or deliver the training. The Instructional Qualification portion of Form 361.13 is to document the managers' approval for the individual to be an Affiliate Instructor, OJT Instructor, Oral Board Chairperson, Instructor, and/or Instructional Technologist and to verify that the individual has the required credentials, training and/or competency.

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Requirements: For the Affiliate Instructor, OJT Instructor, and Instructor qualifications, the individual must qualify by one of two methods: ICP course attended (or equivalency) OR competence verified. This shall be noted in the appropriate columns.

The Instructional Technologist requires courses in education or training that focus on instructional analysis, design, development, delivery, and testing, as well as evaluation of training programs, or a baccalaureate degree in Training, Education, or Instructional Technology.

The Oral Board Chairperson does not require a course to be completed for qualification. However, the training identified in Section C.3 of this Appendix, must be completed to qualify as an Oral Board Chairperson.

- A. For any instructor qualification, in the Course Attended column, indicate if the individual has attended the course, an equivalent course, or has attended a formal instructional skill course (such as a BA/BS in education) by checking the appropriate box.

The courses which meet these requirements are as follows:

Instructor Qualification	Required Course
Affiliate Instructor	00TRN426 - Affiliate Instructor Training
OJT Instructor	00ICP399 - OJT Initial Instructor Training, 00INL399 – INL OJT Instructor Training, or 00TRN399 – OJT Instructor Training
Oral Board Chairperson	None required
Instructor	00TRN398 - Basic Instructor Training or 00INL398 – INL Basic Instructor Training
Instructional Technologist	Courses in education or training that focus on instructional analysis, design, development, delivery and testing, as well as evaluation of training programs, or a baccalaureate degree in Training, Education, or Instructional Technology.

- B. The manager who is responsible for a training program, course or lesson is also responsible for determining course equivalency for the required courses listed above. The manager shall use the criteria below to aid in determining equivalency. If the manager has questions concerning the determination of equivalency, assistance may be obtained by contacting the ICP Training Organization.
 - For the Instructor qualification, a college degree in education or training is considered equivalent to the courses listed. A college course in educational or training methods (or a combination of courses focused on development and delivery) of at least 3 credits is considered equivalent to the courses listed. A resume' that lists degree and/or the courses being

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used for equivalency is sufficient documentation or a copy of the individuals' Training History from TRAIN.

- For the Instructional Technologist qualification, no specific courses are listed. Courses in the required topics can be those taken at a college for credit, on-site courses (current or previous INL site contractors), or other appropriate courses approved by the cognizant training manager. Courses used for qualification are to be of sufficient length (8 to 10 hours per topic) or a combination of courses and experience working in the topical areas, if courses were not of sufficient length. A resume that lists degree and/or the courses being used for equivalency and/or experience is sufficient documentation or a copy of the individuals' Training History from TRAIN if not listed on the resume. Copies of certificates of course completion for the listed topics can also be used for verification of training.
- If not taken for college credit, the content of the course being considered for equivalency should be compared to the content of the course listed above for the qualification being sought. The course content should be consistent in order to grant equivalency.
- If not taken for college credit, the length of the course being considered for equivalency should be compared to the length of the course listed above for the qualification being sought. The course length should be consistent in order to grant equivalency.
- If not taken for college credit, attach documentation of attendance of the course being considered for equivalency.

NOTE: *If the individual has not attended a course or equivalent, then his or her competence must be verified. In the case of Instructional Technologist qualification, competence is verified when courses in the listed topical areas were not of sufficient length.*

- C. Verify competence for the position(s) being qualified utilizing the following criteria.
1. Verify competence for the **Affiliate Instructor** qualification by observing the individual performing the following core instructor tasks as applicable:
 - Manage the learning environment
 - Demonstrate effective communication skills
 - Demonstrate effective presentation skills
 - Demonstrate effective questioning skills and techniques

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- Follow approved lesson plan effectively
 - Use media effectively
 - Use instructional methods appropriately
 - Review course material
 - Evaluate trainee comprehension or performance
2. Verify competence for the **OJT Instructor** qualification by observing the individual performing the following core instructor tasks as applicable:
- Assure preparation of job site for instruction/evaluation
 - Verify equipment to be used is in appropriate working order
 - Demonstrate effective presentation skills
 - Demonstrate effective questioning skills and techniques
 - Demonstrate effective communication skills
 - Effectively perform demonstrations
 - Evaluate trainee performance
 - Respond appropriately to learners' need for clarification or feedback
 - Perform OJT activities in accordance with Operations Manual, Chapter V - Control of On-Shift training
 - Review OJT instructor/evaluation materials.
3. Verify the candidate for the **Oral Board Chairperson** qualification has completed the following:
- Read and be familiar with MCP-66 Oral Examinations
 - Holds or has held applicable certification or qualification (or equivalent) at least equal to the certification/qualification of those the individual will be examining. The oral board chairperson's primary responsibility is to ensure proper conduct of the board and completion of the oral board record.
 - Observe a minimum of three oral examinations/boards.
4. Verify competence for the **Instructor** qualification by observing the individual performing the following core instructor tasks as applicable:
- Review course materials and learner information
 - Apply adult learning principles
 - Manage the learning environment
 - Communicate effectively in visual, oral, and written form

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- Demonstrate effective presentation skills
 - Demonstrate effective questioning skills and techniques
 - Use instructional methods appropriately
 - Develop instructional materials from design plan
 - Use media effectively
 - Develop trainee exercises and activities
 - Write OJT guides
 - Modify and revise existing instructional materials
 - Review course material
 - Develop written, performance, and oral examinations.
5. Verify competence/experience for the **Instructional Technologist** qualification by observing the individual performing the core instructional technologist competencies as listed in items a through c below.
- a. Analyst competencies(which can be enhanced by attending 00TRN401, Table-top Analysis):
- Analyze learner information
 - Recommend projects that are appropriate for instructional design
 - Conduct a needs assessment
 - Review existing (packaged or vendor) training programs for applicability
 - Perform job and/or task analysis
 - Interpret job and/or task analysis information
 - Review/Modify existing job and/or task analysis
 - Develop questionnaires to determine training needs
 - Analyze/Interpret questionnaire data
 - Perform content analysis
 - Analyze training requests
 - Assess the relevant characteristics of trainees.
- b. Designer competencies:
- Analyze the characteristics of an instructional setting
 - Write and sequence performance objectives
 - Develop performance measurements
 - Interpret results of a needs assessment

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- Specify instructional strategies
- Design instructional materials
- Design training programs
- Plan and monitor instructional design projects
- Demonstrate capability to develop a work plan for training program development
- Demonstrate capability to coordinate a training program
- Demonstrate capability to coordinate a program/curriculum development project.

c Evaluator competencies:

- Evaluate delivery of instruction/training
- Evaluate instructional materials
- Conduct training program evaluation
- Interpret and report evaluation findings
- Recommend corrective action based on evaluation data
- Monitor and interpret instructional performance indicators
- Recommend corrective action for poor performance indicators
- Conduct test item analysis on examinations.

D. The manager who is responsible for the training program, or topical area signs and dates the appropriate blocks.

Forward the completed and approved Form 361.13 to the ICP Training Records Center

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Appendix B

MCP-29 Procedure Basis

Step	Basis	Source	Citation
General	Training staff (contractor and subcontractor) possess the technical knowledge, experience, and developmental and instructional skills required to fulfill their assigned duties.	DOE-STD-1070-94	Objective 2
General	Trainers shall be qualified to instruct employees about the subject matter that is being presented in training. Such trainers shall have satisfactorily completed a training program for teaching the subjects they are expected to teach, or they shall have the academic credentials and instructional experience necessary for teaching the subjects. Instructors shall demonstrate competent instructional skills and knowledge of the applicable subject matter.	29 CFR 1910.120	(e)(5) and (p)(7)(iii)
4.0	Determine required indoctrination and training.	PRD-5072, 2.2 Personnel Training and Qualification	4.2.1.1.A
4.1	On-shift instructors/evaluators should be qualified for the activities they perform to ensure both correct operation and quality training.	DOE Order 5480.19	Chapter V.B
4.2	Instructors have the technical qualifications, including theory, practical knowledge, and experience for the subject matter that they are assigned to teach. Methods are implemented to ensure that individual instructors meet and maintain instructional and technical position qualification requirements. Developmental and instructional qualifications of instructors include theory, practical knowledge, and work experience in analyzing, designing, developing, conducting, and evaluating training, as appropriate to their job assignments.	DOE-STD-1070-94	Criterion 2.1

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Step	Basis	Source	Citation
4.3 - 4.5	A continuing instructional skills training program is implemented to maintain, improve, and update the knowledge and skills of incumbent training staff based, in part, on the results of instructor evaluations.	DOE-STD-1070-94	Criterion 2.1
4.5	Evaluate and assess the need for additional indoctrination and training as assignments, positions, or implementing documents change.	PRD-5072	4.2.1.1.C