

CLASSROOM TRAINING

1.0 Objective

The objective of this surveillance is to evaluate the effectiveness of classroom training completed at the laboratory. The Facility Representatives or Environmental, Safety, and Health Support Specialists evaluate whether classroom training enhances the knowledge, skills, and abilities of personnel so that they perform their assigned duties and responsibilities more effectively.

The surveillance can be completed for a broad range of training classes including those listed in Table 1.

During this surveillance, the Facility Representative or Environmental, Safety, and Health Support Specialists will evaluate key aspects of classroom training including training materials, instructor qualification, training presentation, and evaluation of knowledge transfer. The Facility Representative or Environmental, Safety, and Health Support Specialists will examine compliance with key DOE requirements and implementation of best practices.

2.0 References

- 2.1 DOE O360.1, *Training*
- 2.2 DOE 5480.20A, *Personnel Selection, Qualification, Training, and Staffing Requirements at DOE Reactor and Non-Reactor Nuclear Facilities*
- 2.3 10 CFR Part 835, Subpart J, Section 901, *Radiation Safety Training*
- 2.4 DOE-STD-1070-94, June 1994, *Guidelines for Evaluation of Nuclear Facility Training Programs*

3.0 Surveillance Activities

The Facility Representative or Environmental, Safety, and Health Support Specialist performs the following activities in conducting this surveillance:

- 1. Review training materials for the class including lesson plans, instructor guides, student handout materials, and examinations.
- 2. Observe classroom instruction and examination.
- 3. Interview personnel who attended training.

Table 1. - Training Programs That Can Be Evaluated

Radiation Worker
Hazardous Waste Operations
Criticality Safety
Occupational Safety and Health
Operator
General Employee
Emergency Preparedness
Confined Space
Respirator
Hazard Awareness
Electrical Safety
Pressure Safety
Radiological Controls Technician
Supervisor
Lock and Tag

**Surveillance Guideline
 CLASSROOM TRAINING**

Surveillance No.: _____

Facility: _____

Date Completed: _____

		<u>YES</u>	<u>NO</u>	<u>N/A</u>
Activity One - Review Training Materials				
1.	Are the learning objectives for the training stated for both the instructor and the student?	_____	_____	_____
2.	Are learning objectives written in observable and measurable terms?	_____	_____	_____
3.	Do training materials include references to current facility information such as safety analysis reports, interim safety basis documents, and operating procedures?	_____	_____	_____
4.	Do training materials accurately reflect current facility design, operations practices, or health and safety program requirements?	_____	_____	_____
5.	Do lesson plans support the learning objectives?	_____	_____	_____
6.	Do lesson plans contain sufficient detail to ensure consistent and repeatable training?	_____	_____	_____
7.	Have training materials been reviewed by a subject matter expert and by line management?	_____	_____	_____
8.	Are training materials controlled to ensure that only the most current materials are used?	_____	_____	_____
9.	Is student handout material written at a level that can be readily grasped by students?	_____	_____	_____
10.	Do examinations verify that the learning objective have been met?	_____	_____	_____

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YES NO N/A

Activity 2 - Observe Classroom Training

- | | | | | |
|-----|--|-------|-------|-------|
| 11. | Does the instruction adhere to the approved lesson plan and instruction guide? | _____ | _____ | _____ |
| 12. | Does the instructor use the most current approved versions of training materials? | _____ | _____ | _____ |
| 13. | Do instructors use references, tools, and equipment in conducting training that are consistent with conditions in the workplace? | _____ | _____ | _____ |
| 14. | Has the instructor been qualified through the laboratory's instructor training program? | _____ | _____ | _____ |
| 15. | Is an examination administered at the conclusion of training to measure knowledge transfer? | _____ | _____ | _____ |
| 16. | Is the examination proctored to ensure that students do not cheat? | _____ | _____ | _____ |
| 17. | Is attendance taken to document the personnel that attended the training? | _____ | _____ | _____ |
| 18. | Are course and instructor critiques distributed, completed, and collected to obtain feedback on the training from the students? | _____ | _____ | _____ |

Activity Three - Interview Students

The Facility Representative or Environmental, Safety, and Health Support Specialist interviews at least three students who participated in the training.

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|-----|---|-------|-------|-------|
| 19. | Were the training materials including student handout materials consistent with facility configuration and current operating or work practices? | _____ | _____ | _____ |
| 20. | Did the students understand the expectations of what they were to learn during the course? | _____ | _____ | _____ |

Surveillance Guideline
CLASSROOM TRAINING

PERSONNEL CONTACTED: _____

**IF MORE SPACE IS NEEDED FOR FINDINGS, OBSERVATIONS, AND FOLLOWUP
ITEMS - USE ADDITIONAL SHEETS**

FINDINGS:

Finding No.: _____

Description: _____

Finding No.: _____

Description: _____

**Surveillance Guideline
CLASSROOM TRAINING**

Finding No.: _____

Description: _____

OBSERVATIONS:

Observation No.: _____

Description: _____

Observation No.: _____

Description: _____

**Surveillance Guideline
CLASSROOM TRAINING**

Observation No.: _____

Description: _____

FOLLOWUP ITEMS:

Followup Item No.: _____

Description: _____

Followup Item No.: _____

Description: _____

**Surveillance Guideline
CLASSROOM TRAINING**

Followup Item No.: _____

Description: _____

LABORATORY MANAGEMENT DEBRIEFED AND RESULTS: _____

Signature: _____ Date: _____

Facility Representative or
Environmental, Safety, and Health Support Specialist