

NOT A
CONTROLLED
COPY

01-07-85
Rev. 2
WP0364P
D-0018P

TOP.3

TRAINING DIVISION ORGANIZATION

1.0 PURPOSE

To establish the organizational structure of the Training Division and to define and clarify the responsibilities and authorities of division personnel.

2.0 REFERENCES

- .1 NUCLEAR OPERATION TRAINING PROGRAM (AP.700).
- .2 Criteria, INPO 82-011.

3.0 PROCEDURE

- 2→ .1 The Nuclear Training Division shall be organized as directed by the
+ Nuclear Training Superintendent and approved by the Manager, Nuclear Operations.
- 2→ .1 This organization structure shall be clearly delineated in the
division organization diagram, as shown in Enclosure 4.1.
 - .1 Enclosure 4.1 is not intended to show the actual organization and numbers of personnel in the various positions. It is a conceptual organization diagram.
 - .2 The division organization diagram, including names of personnel to indicate the actual organization, should be
+ posted so that it is readily accessible to all staff members.
- 2→ .2 Responsibilities and authorities of the training staff are
delineated in the job position instructions for each position.
 - 2→ .1 The Nuclear Training Superintendent shall issue job position
instructions for each staff position.
 - + .1 These instructions are documented in Enclosure 4.2.
 - .2 The SMUD annual employee evaluation of the training staff members should include a review of their responsibilities and authorities.

Rev. 2
TOP.3-1

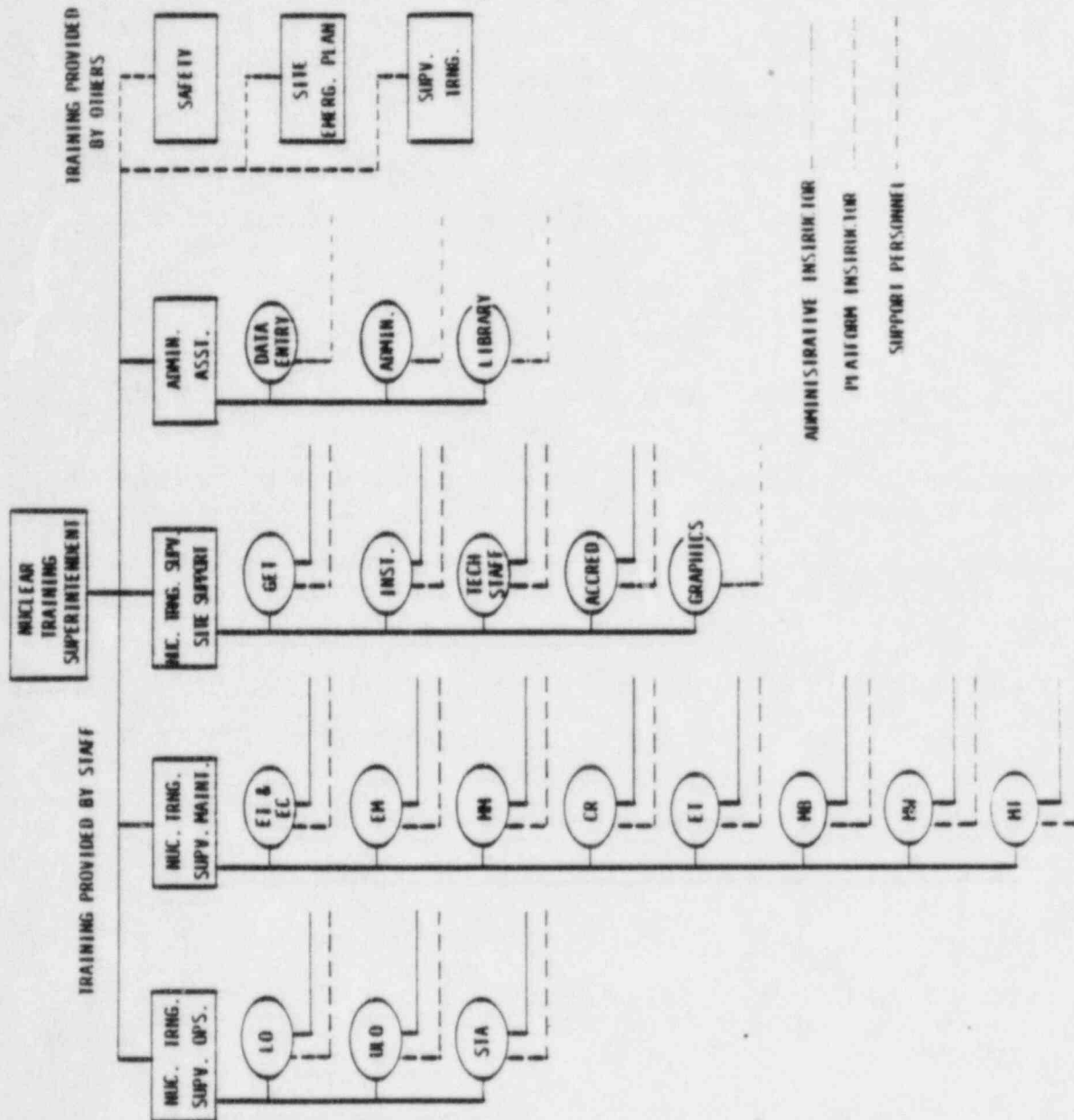
8508130453 850808
PDR ADOCK 05000312
V PDR

4.0 ENCLOSURES

- .1 Nuclear Training Division Organization Diagram
- 2-- .2 Training Division Job Position Instructions

ENCLOSURE 4.1

NUCLEAR TRAINING DIVISION ORGANIZATION DIAGRAM



ENCLOSURE 4.2

2--

TRAINING DIVISION JOB POSITION INSTRUCTIONS

Position Description for Nuclear Training Superintendent

The Nuclear Training Superintendent is responsible for the development and maintaining current, station training programs to ensure compliance with ANS 3.1, ANI, 10CFR55 Appendix A, INPO guidelines and Station Technical Specifications 6.4. To assist in accomplishing this task, the Nuclear Training Superintendent:

- . Establishes and review the necessary Training Division Procedures (TDPs) in accordance with Administrative Procedure AP.2.
- . Annually reviews and prepares Training Division Goals and Objectives.
- . Staffs the training organization to achieve these Goals and Objectives.
- . Ensures the training staff has the necessary capabilities by:
 - Establishing an on-going Instructor Training Program.
 - Annually evaluating all Division instructors, both SMUD and contractor.
- . Directs the development of all training programs in accordance with Training Division Procedure TDP.5
- . Annually evaluates all training programs to ensure they meet the established standards.
- . Establishes and ensures proper record keeping methods and material resource control.
- . Conducts trainee evaluations to ensure proper program placement or change of status.
- . Identifies new and remedial training needs and requirements.
- . Directs the scheduling of all training programs.
- . Prepares the Training Division Budget.
- . Makes periodic reports to the Manager, Nuclear Operations, or other appropriate station personnel, on the status of the Station Training Programs.

These reports should include progress of individuals and/or group in training, suitability of training equipment and materials, training staff requirements or problems, scheduling requirements or problems, status of accreditation of training programs, and any other details that could affect the achievement of Training Division Goals.

ENCLOSURE 4.2 (Continued)
TRAINING DIVISION JOB POSITION INSTRUCTIONS

Position Description for Administrative Assistant

The Administrative Assistant will report directly to the Nuclear Training Superintendent who will assign the specific duties and responsibilities. Duties and responsibilities will include:

- . Establish and maintain current, a Training Division master file in accordance with Training Division Procedure TDP.7.
- . Control the storage, use, and accountability system for all of the Nuclear Training Division physical resources in accordance with Training Division Procedure TDP.9. This will include scheduling and assignment of all equipment and classrooms.
- . Combine individual group training plans into a station training plan.
- . Prepare a three month training schedule, which will be updated monthly and distributed to each division with Training Division Procedure TDP.12.
- . Prepare schedules for each of the following:
 - Training Division Procedure reviews
 - Training Program reviews
 - Training materials inventory
 - Off-site Training

ENCLOSURE 4.2 (Continued)

2-- TRAINING DIVISION JOB POSITION INSTRUCTIONS

2-- Position Description for Nuclear Training Supervisor, Operations

2-- The Nuclear Training Supervisor, Operations will report directly to the Nuclear Training Superintendent, and is responsible for planning, organizing, administering, and directing the work of others concerning the following training programs:

- 2+ . Licensed Operator
- . Reactor Operator Requalification
- . Senior Reactor Operator
- . Non-Licensed Operator
- + . Shift Technical Advisor

2-- In addition to these training programs, the Nuclear Training Supervisor, Operations is also responsible for maintaining Training Program Accreditation.

2-- The duties and tasks which must be accomplished by the Nuclear Training Supervisor, Operations are categorized in five major areas as follows:

MANAGING THE ASSIGNED GROUP

- . Set goals and objectives for the training group.
- . Ensure completeness and accuracy of group records in the Training Division master files.
- . Prepare schedules, in coordination with other groups, to achieve group goals and objectives.
- . Manage training aids and other material resources assigned.
- . Plan and evaluate the professional development of instructors in group.

PROGRAM DEVELOPMENT/REVISION

- . Conduct "table top" job and task analysis
- . Interpret and use data from job and task analysis
- . Identify training deficiencies and changing needs
- . Establish training program goals and course objectives
- . Draft and revise program descriptions and course plans

ENCLOSURE 4.2 (Continued)

2-- TRAINING DIVISION JOB POSITION INSTRUCTIONS

2-- Position Description for Nuclear Training Supervisor, Operations (Continued)

PROGRAM EVALUATION

- . Advise station personnel in the construction and use of job performance measures
- . Evaluate assigned training programs
- . Evaluate contracted training

TRAINEE EVALUATION/COUNSELING

- . Assess knowledge of trainees and advise Nuclear Training Superintendent on placement.
- . Evaluate trainee problems identified by instructors, conduct preliminary counseling sessions and, if necessary, refer to Nuclear Training Superintendent.
- . Identify the need for individualized remedial instruction.

LIAISONING WITH STATION PERSONNEL

- . Develop OJT modules in consultation with division or group supervisors
- . Assist division or group supervisors in the implementation of OJT
- . Interact with station personnel to assure credibility of training

ENCLOSURE 4.2 (Continued)

2-- TRAINING DIVISION JOB POSITION INSTRUCTIONS

2-- Position Description for Nuclear Training Supervisor, Maintenance

2-- The Nuclear Training Supervisor, Maintenance will report directly to the Nuclear Training Superintendent, and is responsible for planning, organizing, administering, and directing the work of others concerning the following training programs:

- 2-- . Electrical Maintenance
- . Electrical Technician
- . I&C Technician
- . I&C Technician (Computer)
- . Plant Mechanic
- . Building Maintenance Mechanic
- . Tool Repairer
- . Chemistry and Radiation Assistant
- + . Material Handler

2-- The duties and tasks which must be accomplished by the Nuclear Training Supervisor, Maintenance are categorized in five major areas as follows:

MANAGING THE ASSIGNED GROUP

- . Set goals and objectives for the training group.
- . Ensure completeness and accuracy of group records in the Training Division master files.
- . Prepare schedules, in coordination with other groups, to achieve group goals and objectives.
- . Manage training aids and other material resources assigned.
- . Plan and evaluate the professional development of instructors in group.

2-- ENCLOSURE 4.2 (Continued)
TRAINING DIVISION JOB POSITION INSTRUCTIONS

2-- Position Description for Nuclear Training Supervisor, Maintenance (Continued)

PROGRAM DEVELOPMENT/REVISION

- . Conduct "table top" job and task analysis
- . Interpret and use data from job and task analysis
- . Identify training deficiencies and changing needs
- . Establish training program goals and course objectives
- . Draft and revise program descriptions and course plans

PROGRAM EVALUATION

- . Advise station personnel in the construction and use of job performance measures
- . Evaluate assigned training programs
- . Evaluate contracted training

TRAINEE EVALUATION/COUNSELING

- . Assess knowledge of trainees and advise Nuclear Training Superintendent on placement.
- . Evaluate trainee problems identified by instructors, conduct preliminary counseling sessions and, if necessary, refer to Nuclear Training Superintendent.
- . Identify the need for individualized remedial instruction.

LIAISONING WITH STATION PERSONNEL

- . Develop OJT modules in consultation with division or group supervisors
- . Assist division or group supervisors in the implementation of OJT
- . Interact with station personnel to assure credibility of training

ENCLOSURE 4.2 (Continued)

2-- TRAINING DIVISION JOB POSITION INSTRUCTIONS

2-- Position Description for Nuclear Training Supervisor, Site Support

2-- The Nuclear Training Supervisor, Site Support will report directly to the Nuclear Training Superintendent, and is responsible for planning, organizing, administering, and directing the work of others concerning the following training programs:

- . General Employee Training
- . Instructor Training
- 2+ . Technical Staff Training (Quality Control, Engineering and Technical
+ Management)

2+ In addition to these training programs, the Nuclear Training Supervisor, Site
+ Support is also responsible for supervising and coordinating graphics personnel.

2+ The duties and tasks which must be accomplished by the Nuclear Training
+ Supervisor, Site Support are categorized in five major areas as follows:

MANAGING THE ASSIGNED GROUP

- . Set goals and objectives for the training group.
- . Ensure completeness and accuracy of group records in the Training Division master files.
- . Prepare schedules, in coordination with other groups, to achieve group goals and objectives.
- . Manage training aids and other material resources assigned.
- . Plan and evaluate the professional development of instructors in group.

PROGRAM DEVELOPMENT/REVISION

- . Conduct "table top" job and task analysis
- . Interpret and use data from job and task analysis
- . Identify training deficiencies and changing needs
- . Establish training program goals and course objectives
- . Draft and revise program descriptions and course plans

2-- ENCLOSURE 4.2 (Continued)
TRAINING DIVISION JOB POSITION INSTRUCTIONS

2-- Position Description for Nuclear Training Supervisor, Site Support
(Continued)

PROGRAM EVALUATION

- . Advise station personnel in the construction and use of job performance measures
- . Evaluate assigned training programs
- . Evaluate contracted training

TRAINEE EVALUATION/COUNSELING

- . Assess knowledge of trainees and advise Nuclear Training Superintendent on placement.
- . Evaluate trainee problems identified by instructors, conduct preliminary counseling sessions and, if necessary, refer to Nuclear Training Superintendent.
- . Identify the need for individualized remedial instruction.

LIAISONING WITH STATION PERSONNEL

- . Develop OJT modules in consultation with division or group supervisors
- . Assist division or group supervisors in the implementation of OJT
- . Interact with station personnel to assure credibility of training

2-- ENCLOSURE 4.2 (Continued)
TRAINING DIVISION JOB POSITION INSTRUCTIONS

Position Description for Instructor, Platform

Platform Instructors will be assigned to each technical group within the Training Division. Assignment to a particular group will require the individual instructor to possess the necessary technical knowledge to conduct training in the respective technical areas. The duties of any Platform Instructor will include performing the following tasks within their specific technical field:

LESSON DELIVERY

- . Deliver classroom instruction using lecture, demonstration, and discussion techniques
- . Use a range of training aids to support the classroom presentation
- . Assist trainees to overcome particular learning problems

EVALUATION

- . Administer tests
- . Score tests and determine trainee grades
- . Identify weak candidates and refer them to the Training Supervisor
- . Assist in the construction and analysis of tests and examinations

LESSON PREPARATION

- . Customize prepared lesson plans to suit personal teaching style and the needs of the trainees
- 2-- . Assemble resources, arrange teaching accommodations, and maintain physical environment conducive to learning

ENCLOSURE 4.2 (Continued)
2→ TRAINING DIVISION JOB POSITION INSTRUCTIONS

Position Description for Instructor, Administrative

Administrative Instructors will be assigned to each technical group within the Training Division. Assignment to a particular group will require the individual instructor to possess the necessary technical knowledge to conduct training in the respective technical areas. The Administrative Instructor will have demonstrated, satisfactorily, competence as a Platform Instructor. As a more experienced instructor, he will be responsible for performing the following additional tasks:

DEVELOPMENT OF INSTRUCTION

- . Write instructional objectives that are congruent with course objectives and program goals
- 2→ . Prepare and revise lesson plan documentation in the approved format.
- + . Plan and conduct job training.
- . Design or select training aids to match lesson objectives
- 2→ . Design or modify job training self-study materials to meet module objectives and program goals
- + . Assist the Nuclear Training Supervisor in drafting and revising program descriptions, course plans, and module plans.

DELIVERY OF INSTRUCTION

- . Plan and conduct laboratory and workshop instruction
- . Plan and conduct talk-throughs and walk-throughs
- . Manage trainee progress through self-study modules
- . Conduct tutorial services with individual trainees

EVALUATION

- . Prepare test items of different types
- . Establish specifications for tests and examinations
- . Construct tests and examinations in accordance with specifications
- . Conduct oral examinations and checkouts