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Rev. 2
WPU375P
D-0018P

TDP.6

EVALUATION AND REVISION OF
TRAINING PROGRAMS

1.0 PURPOSE

To provide for the evaluation of training programs under the cognizance of the Nuclear Training Superintendent in accordance with NUCLEAR OPERATIONS TRAINING PROGRAM (AP.700).

2.0 REFERENCES

- .1 NUCLEAR OPERATIONS TRAINING PROGRAM (AP.700)
- .2 Criteria, INPU 82-011

3.0 PROCEDURE

- .1 Training programs shall be evaluated annually as directed by the Nuclear Training Superintendent.
 - .1 Program evaluations shall address the following areas as a minimum:
 - .1 Achievement of stated goals and objectives and their applicability.
 - .2 Compatibility of the trainees and the program.
 - .3 Sequence of instruction and time allocations.
 - .4 Instructional methods and materials and facilities.
 - .2 Programs will receive inputs from the following:
 - ✓.1 Feedback from RECOGNIZING NEED FOR TRAINING (TDP.11).
 - ✓.2 FEEDBACK - JOB SUPERVISOR'S COMMENTS (Enclosure 2).
 - ✓.3 FEEDBACK - TRAINEE COMMENTS (Enclosure 3).
 - .4 Program quiz and examination results.
 - .5 Feedback from program instructors.
- .2 Evaluation findings and recommendations shall be recorded on Enclosure 1 and retained in the training division master files in accordance with TRAINING DIVISION RECORD KEEPING (TDP.7).

TDP.6-1

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PROCEDURES (Continued)

- 3.2 .1 The Nuclear Training Superintendent shall review evaluation results and assign responsibility for necessary program revisions. Revisions shall be made in accordance with DEVELOPMENT AND IMPLEMENTATION OF TRAINING PROGRAMS AND MATERIALS (TDP.5).

Revisions will be initiated by submitting Enclosure 4.4, completed with sufficient details to the cognizant training supervisor for review. Revisions other than Editorial in nature shall receive the same review and approval as the original document. Editorial changes may be approved by the cognizant training supervisor.

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Enclosure 4.4 shall serve as the record of revision approval. The completed original will be retained in chronological order following the program or program segment cover sheet in the master files. Each cover sheet will reflect the latest revision number.

Revision of a program or portion of a program will not require Plant Review Committee and/or plant Superintendent approval unless there is a station license requirement defined by Technical Specifications. The Nuclear Training Superintendent may request a review of any program revision.

- .2 Upon completion of program modifications a description of the modifications and any other actions taken as a result of the evaluation shall be entered on Enclosure 1.

4.0 ENCLOSURE

- .1 Training Program Review and Evaluation
- .2 Feedback - Job Supervisor's Comments
- .3 Feedback - Trainee Comments
- .4 Training Program Change Approval Form

TRAINING PROGRAM EVALUATION

- .1 _____
Title and number of program being evaluated.
- .2 Does the conduct of the training program meet its stated goals and objectives.
YES _____ NO _____ If NO, explain each exception.
- .1 List program goals.
- .2 For each goal: Does training program achieve this goal. (Yes/No)
- .3 Summarize evidence contained in FEEDBACK - JOB SUPERVISOR'S COMMENTS and FEEDBACK - TRAINEE COMMENTS on which this conclusion is based.
- .3 Is the program compatible with trainees enrolled.
YES _____ NO _____ If NO, explain.
- .4 Has the development and modification of the program content been in accordance with DEVELOPMENT, IMPLEMENTATION AND REVISION OF TRAINING PROGRAMS AND MATERIALS (TDP.5).
YES _____ NO _____ If NO, explain.

- .5 Based on program results, has the sequence of instruction and the time allocations been satisfactory.

YES _____ NO _____ If NO, explain.

- .6 Based on program results, has the instructional methods and materials been satisfactory.

YES _____ NO _____ If NO, explain.

- .7 Based on feedback from trainees' supervisor, did the program meet the needs of trainee's division (Enclosure 4.2, Feedback - Job Supervisor Comments).

YES _____ NO _____ If NO, explain.

- .8 Is feedback from on-the-job performance used to help determine program content (Enclosure 4.2, Feedback - Job Supervisor Comments).

YES _____ NO _____ If NO, explain.

.9 Based on 2-8 above, the following findings and recommendations are made.

.1 Findings.

.2 Recommendations.

.3 Signature of Evaluator _____ (_____)
Title

Date _____

.10 The following change(s) to the _____ training program is/are
assigned to _____ for implementation.

Target date for completion _____

Nuclear Training Superintendent

Date

.11 Section 10 above has been satisfactorily accomplished.

Nuclear Training Superintendent

Date

Forward this enclosure to the Training Division master files when
completed. Include all Feedback data forms utilized in the
evaluation.

FEEDBACK - JOB SUPERVISOR'S COMMENTS

_____ Operations
_____ Maintenance
_____ Site Support

Training Supervisor (Print)

Job Supervisor (Print) _____ Title

Training Program Name and Number

This evaluation is to be conducted jointly by the Job and Training Supervisors.

Feedback concerning: _____ Training conducted
_____ Training need

- .1 Based on training conducted, is trainee job performance satisfactory.

Yes _____ No _____ NA _____

Comments:

- .2 Based on job performance, does new or additional training need to be conducted. Yes _____ No _____ NA _____

Comments:

Job Supervisor / Date

Training Supervisor / Date

.3 Recommended action:

Training Supervisor

Date.

.4 Action required:

Assigned to _____

Target date for completion _____

Nuclear Training Superintendent Date

.5 Action completed.

Nuclear Training Superintendent Date

Attach this completed form to the applicable Training Program Evaluation, TDP.6, Enclosure 4.1.

FEEDBACK - TRAINEE COMMENTS

.1 _____
Program and Course Name and Number Date

.2 Did the training meet your needs as you understand them.

YES _____ NO _____

Comments: (Be specific)

.3 Were the methods of instruction satisfactory.

YES _____ NO _____

Comments:

If unsatisfactory, what is needed to improve.

.4 Was the sequence of instruction satisfactory.

YES _____ NO _____

Comments:

If unsatisfactory, what is needed to improve.

.5 Was the level of instruction satisfactory.

Too hard _____ Too easy _____ Just right _____

Comments:

.6 Was the quantity and quality of training aids satisfactory.

YES _____ NO _____

Comments:

.7 Were classroom/training facilities/conditions (lighting, seating, ventilation, etc.) satisfactory.

YES _____ NO _____

Comments:

.8 Other comments/suggestions.

NOTE: Criticism is most welcome when accompanied
by suggestions for improvement.

.9 Reviewed by:

Program/course instructors:

Instructor

Date

Instructor

Date

Instructor

Date

A summary review of all trainee comments for a specific course will be developed and attached to the applicable Training Program Evaluation, TDP.6, Enclosure 4.1.

Training Supervisor

Date

RANCHO SECO NUCLEAR GENERATING STATION NO. 1
TRAINING PROGRAM CHANGE APPROVAL FORM

Program (Segment) No.: _____	
Title: _____	Revision No.: _____
Originator: _____	Date: _____
Training Supervisor: _____	Date: _____
Editorial: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Approved: _____	Date: _____
Nuclear Training Supt.	
Recommend approval by Plant Review Committee: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
Requested change (continue on page 2): _____ _____ _____ _____ _____	
Reason for change (continue on page 2): _____ _____ _____ _____ _____	
Reviewed: _____	Date: _____
Plant Review Committee	
Recommend approval: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
Approved: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	_____
Plant Supt.	
Date: _____	
NRC approval received on site: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	

Nuclear Training Supt.	
Date: _____	

RANCHO SECO NUCLEAR GENERATING STATION NO. 1
TRAINING PROGRAM CHANGE APPROVAL FORM

Program No.:

Revision No.:

Requested change (continued):

Reason for change (continued):