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Rev. 3  
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TDP.8

TRAINEE EVALUATION FOR PLACEMENT  
OR CHANGE OF STATUS

1.0 PURPOSE

To provide for evaluation of personnel to determine if trainees meet program pre-requisites, to allow for advanced placement of trainees into training programs, provide for special training or retraining when necessary and trainee removal from a training program.

2.0 REFERENCES

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

3.0 PROCEDURE

- .1 Trainee evaluation shall be conducted to determine any of the following:
  - .1 If trainee meets training program pre-requisites.
    - .1 Trainee evaluation is not required for programs which have SMUD hiring criteria as the only entry criteria.
  - .2 Level of placement into a program.
  - .3 If special training or retraining is required.
  - .4 That a trainee should be removed from a program.
- .2 Trainee evaluation for placement into a training program shall occur prior to any trainee entering a training program at a level other than the entry level.
- .3 Trainee evaluations shall be conducted by at least the Cognizant Nuclear Training Supervisor, as directed by the Nuclear Training Superintendent, and the trainee's Division Superintendent (by agreement between Nuclear Training Superintendent and the Division Superintendent, the Division Superintendent can assign a designated representative).

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## PROCEDURE (Continued)

### 3.3 .1 Evaluation may include pre-testing such as:

- .1 Established test or quizzes.
- .2 Tailored tests or quizzes.
- .3 Oral quizzes.
- .4 Review board.

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- .2 Reactor Operator and Senior Reactor Operator candidates will be required to pass a course exam with a score greater than or equal to 80% prior to being exempted from any training course.

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- 3. Evaluation should include documentation of education, job history, experience, etc.

- .1 Documentation of previous training and/or experience may be used in conjunction with or in lieu of pre-testing.

- .4 Evaluation results and recommendations shall be recorded on Enclosure 2. All evaluation materials shall be attached to Enclosure 2 and retained in the individual's training record and in the training division's master file in accordance with TRAINING DIVISION'S RECORD KEEPING (TDP.7)

- .5 The evaluation process shall include a trainee consultation.

- 1. Trainee consultations shall also occur when:

- .1 Requested by trainee.
- .2 Requested by the instructor
- .3 Requested by trainee's supervisor.
- .4 Directed by the Nuclear Training Superintendent.
- .5 Trainee's performance does not meet program standards.

- .2 Results and recommendations of trainee consultations shall be recorded on Enclosure 1 and retained in the individual's training record and in the division master files in accordance with TRAINING DIVISION RECORD KEEPING (TDP.7).

- .3 Requests or recommendations for a change in trainee status shall result in a trainee evaluation in accordance with this procedure.

## 4.0 ENCLOSURES

- .1 Trainee Consultation
- .2 Trainee Evaluation Form

ENCLOSURE 4.1

.4 Trainee Evaluation required.

YES \_\_\_\_\_ NO \_\_\_\_\_

.5

\_\_\_\_\_  
Trainee Signature

\_\_\_\_\_  
Date

.6

\_\_\_\_\_  
Instructor/Training Supervisor

\_\_\_\_\_  
Date

Action required:

Division Superintendent advised

\_\_\_\_\_  
Yes

\_\_\_\_\_  
No

Plant Superintendent advised

\_\_\_\_\_  
Yes

\_\_\_\_\_  
No

\_\_\_\_\_  
Nuclear Training Superintendent

\_\_\_\_\_  
Date

Forward this enclosure to the Training Division Master Files when completed. A copy of this consultation shall be provided to the trainee.

## ENCLOSURE 4.2

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## TRAINEE EVALUATION FORM

- .1 \_\_\_\_\_  
Name of Trainee Division Group
- .2 \_\_\_\_\_  
Evaluator (Training Division) Evaluator (Div./Group)
- .3 \_\_\_\_\_  
Program Name and Number
- .4 List documentation used in evaluation.
- .5 List method(s) of evaluation. Attach additional evaluation materials as applicable.
- .6 Based on trainee evaluation, the following recommendation for placement is made:

\_\_\_\_\_  
Evaluator (Training Division) Evaluator (Div./Group)

\_\_\_\_\_  
Date

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ENCLOSURE 4.2

- .7 Trainee consultation conducted in accordance with TRAINEE EVALUATION FOR PLACEMENT OR CHANGE IN STATUS (TDP.8).

\_\_\_\_\_  
Nuclear Training Superintendent                      Date

- .8 Placement decision.

Division Superintendent advised                      Yes                      No

Plant Superintendent advised                      Yes                      No

\_\_\_\_\_  
Nuclear Training Superintendent                      Date

Forward this enclosure to the Training Division Master Files when completed.

END