

NOT A  
CONTROLLED  
COPY

04-12-83  
Original  
WP0389P  
D-0018P

TDP.10

CONTRACTED TRAINING

1.0 PURPOSE

To ensure the training conducted by vendors or contracted trainers meets the division needs and accredited standards.

2.0 REFERENCES

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

3.0 PROCEDURE

- .1 Contracted training conducted as a component of an accredited program of the Nuclear Training Division must meet the goals and objectives of that program.
- .2 The Nuclear Training Superintendent shall ensure that these programs are evaluated in the following areas to ensure they meet program requirements.
  - .1 Program content.
  - .2 Qualification of instructors.
  - .3 Method of instruction.
  - .4 Instructional materials.
  - .5 Method of trainee evaluation.
  - .6 Evaluation of training.
- .3 Evaluation of contracted training conducted as part of an accredited program shall be conducted on an annual basis. The evaluation shall be conducted at the vendor's training site on at least a biennial basis.
- .4 Findings and recommendations of the evaluations shall be recorded on Enclosure 1.
  - .1 The Nuclear Training Superintendent shall review evaluation results.
  - .2 Actions taken to rectify identified deficiencies shall be recorded on Enclosure 1.

TDP.10-1

8508130470 850808  
PDR ADOCK 05000312  
V PDR

NOT A  
CONTROLLED  
COPY

PROCEDURE (Continued)

3.4 .3 The Nuclear Training Superintendent shall review and approve these corrective actions.

4.0 ENCLOSURES

.1 CONTRACTED TRAINING REVIEW AND EVALUATION.

CONTRACTED TRAINING REVIEW AND EVALUATION

1. Training conducted by \_\_\_\_\_  
Contractor/Vendor - Division  
\_\_\_\_\_  
Address/Phone Number
2. Training conducted at \_\_\_\_\_  
Location
3. Training conducted as part of \_\_\_\_\_  
Program Name and Number
4. Does the content of the training meet the goals and objectives of applicable program.  
YES \_\_\_\_\_ NO \_\_\_\_\_ If NO, explain.
5. Is training conducted by qualified instructors.  
YES \_\_\_\_\_ NO \_\_\_\_\_  
Explain basis for answer (attach instructor profile if needed).
6. Are the instructional methods effective and consistent with the subject material.  
YES \_\_\_\_\_ NO \_\_\_\_\_  
Explain basis for answer.
7. Do instructional materials and facilities meet accredited standards.  
YES \_\_\_\_\_ NO \_\_\_\_\_  
Explain basis for answer.

8. Summarize trainee reaction to the training. Attach Enclosure 4.3, EVALUATION AND REVISION OF TRAINING PROGRAMS (TDP.6), if needed.

9. Based on 4-8 above does the training meet accredited standards.

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

If no, list each area not meeting standards and make recommendations for needed changes, modifications or improvements necessary to achieve accredited standards. (Use extra sheets as necessary.)

10. \_\_\_\_\_  
Signature of Evaluator Date

11. Action requested of Vendor/Contractor

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

12. Action completed by Vendor/Contractor

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

13. Training recommended for future use.

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

Explain basis for recommendation on separate sheet and attach to this enclosure.

Division Superintendent advised

Yes No

Plant Superintendent advised

Yes No

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

Forward this enclosure to the Training Division Master File when complete