

DRAFT

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REVISION LOG

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TABLE OF CONTENTS

REVISION LOG 1

TABLE OF CONTENTS..... 3

SECTION I – INSTRUCTIONS 4

 A. GENERAL 4

 B. MENTOR..... 4

 C. APPRENTICE 5

 D. TRAINING MANAGER/LEAD 6

 E. METHOD OF ACCOMPLISHMENT (MOA) 6

SECTION II – PREREQUISITES..... 6

SECTION III – SAFETY..... 6

SECTION IV – TRAINING AND EVALUATION GUIDE..... 7

 A. SITEU LEARNING MANAGEMENT SYSTEM (LMS)..... 7

 B. REQUIREMENTS DOCUMENTS 8

 C. SYSTEMATIC APPROACH TO TRAINING (SAT) 11

 D. CLASSROOM INSTRUCTOR RESPONSIBILITIES 11

SECTION V – DOCUMENTATION 14

SECTION I – INSTRUCTIONS

A. GENERAL

“Everyone has something to learn – and everyone has something to teach.”

Apprenticeship is a method of on-the-job training conducted by a qualified instructional staff member who serves as mentor to the apprentice. The goal of the apprenticeship program is to ensure the instructional staff has the knowledge and skills to perform instructional activities proficiently and provide reasonable assurance to management of this fact.

This Apprenticeship Training and Evaluation Guide identifies specific knowledge and skills that must be successfully completed by the apprentice and evaluated by the mentor, or management-designated individual. These knowledge and skills activities are called Apprenticeship Factors, similar to Practical Factors for Operations. The apprentice completes these Factors while on the job under the instruction/evaluation of the mentor or designee.

This guide is a training tool for both incumbents and new hires and should be used based on the employee’s knowledge and skill of the ADDIE process and SRS/SRPPF practices. The Training Manager/Lead should evaluate incumbents and new hires to determine which topics should be completed. Other topics may be NA’d based on experience.

B. MENTOR

The role of the mentor is to help the apprentice gain the knowledge and skills required to be successful in their job. There may be one or multiple mentors per apprentice based on availability, experience, and/or expertise.

Responsibilities of the mentor include:

- Providing job-shadowing opportunities for the apprentice
- Asking questions to verify learning
- Listening and observing
- Providing candid feedback and coaching
- Sharing lessons learned from own experience
- Offering encouragement and positive reinforcement
- Remaining accessible, committed, and engaged during the length of the program
- Maintaining confidentiality when appropriate

Apprenticeship Factors are used as a guide to ensure all knowledge and activities associated with the job are practiced and evaluated. Upon assignment, the mentor should review the Factors with the apprentice and determine the current knowledge level/skill. Guidance and mentoring should be provided using methods such as study assignments, one-on-one meetings, job-shadowing, and practice.

The mentor should ensure the apprentice knows the location and has access to all appropriate references such as the following, and that all Apprenticeship Factors are completed in accordance with these references.

- Manual 4B procedures
- Training Administrative Guides (TAGs)
- Instructional Staff Training and Continuing Training Program Descriptions (TPDs)
- Electronic Document Workflow System (EDWS) Training Program & Materials Identification Codes
- DOE Handbooks
- SITEU Desktop Guides

When the apprentice indicates confidence in their knowledge and/or skill for specific Apprenticeship Factor(s), the mentor or designee may conduct the evaluation as follows:

- Evaluate the Factor(s) in Section IV by asking questions, reviewing materials, and/or observing performance of an activity, as appropriate. Successful completion is considered to be “confidence that the apprentice demonstrates proficiency in the knowledge/skills required to perform them independently and in accordance with applicable references.”
- Document successful completion of the Factor(s) in the fields indicated in Section IV, Parts A and B.
- If a Factor is not completed successfully, no documentation is required. The apprentice will continue to acquire the necessary knowledge/skills and be evaluated again.
- When all Factors have been successfully completed, ensure signatures/dates are obtained in Section IV, Part C.
- Upon final signature, detach Section IV and submit it to the appropriate Training Manager/Lead.

C. APPRENTICE

The role of the apprentice is to assume responsibility for acquiring or improving the knowledge and skills required to demonstrate proficiency in job performance. Responsibilities of the apprentice include:

- Being open and honest about areas of weakness and progress
- Shadowing the mentor during instructional activities
- Actively observing, listening, and asking questions
- Being coachable and open to direction
- Remaining committed and engaged during the length of the program
- Maintaining confidentiality, as appropriate
- Respecting the mentor’s time and resources

When confident in the ability to successfully complete Factor(s) in accordance with applicable references, the apprentice should notify the mentor to conduct the evaluation.

D. TRAINING MANAGER/LEAD

The role of the Training Manager/Lead is to determine which topics/factors are required for the employee to complete; select and assign mentors; oversee training and evaluation of the apprentice; conduct periodic reviews and observations of apprentice progress, activities, and products; and provide guidance to the mentor and apprentice.

Upon successful completion of all of required Factors, the Training Manager/Lead will sign Section IV, indicating that all training and apprenticeship requirements have been met and that the candidate is able to independently perform the duties required for the position.

E. METHOD OF ACCOMPLISHMENT (MOA)

Methods of accomplishment identify the method used to complete a specific Apprenticeship Factor. Required MOA(s) are listed in Section IV for each Factor.

P – Perform is used when the apprentice is required to demonstrate a skill (e.g., teach a class, develop a lesson plan, proctor an examination, create a Training Forms Control System (TFCS) form, etc.).

D – Discuss is used when the apprentice is required to demonstrate knowledge (e.g., 4B requirements, ADDIE process, examination proctoring requirements, etc.)

SECTION II – PREREQUISITES

Although Site instructional curriculum courses are required for qualification to be granted, it is not required they be completed prior to entering the Apprenticeship Training and Evaluation Program. Site Instructor qualifications are still required, but may be completed prior to, or simultaneously with the apprenticeship program.



SECTION III – SAFETY

Per 8Q, Employee Safety Manual, employees are responsible for making safety an integral part of each job. Safety is an individual responsibility; apprentices and mentors should show concern for their own safety and the safety of their co-workers. Each employee should behave in a way that says: “Safety Begins with Me!”

SECTION IV – TRAINING AND EVALUATION GUIDE

A. SITEU LEARNING MANAGEMENT SYSTEM (LMS)

Apprentices must complete all of the Factors identified by the Training Manager/Lead; however, each Factor may be evaluated and documented individually. Upon successful completion of a Factor, the Mentor will circle the MOA used when more than one is available, enter the completion date, and initial. When all Factors have been successfully completed, the evaluator will ensure signatures are obtained in Section IV, Part C, and submit Section IV to the appropriate Training Manager/Lead.

Apprenticeship Factors	MOA	Completion Date	Mentor or Manager Initials
<p>1. Complete the following training in SITEU learning management system (LMS):</p> <ul style="list-style-type: none"> • SITELMS1, LMS Introduction for Learners • SITELMS7, Instructor Read Role <p>Access: From InSite click on  then, Single Sign On.</p> <p>Select the spy glass on the menu bar, enter the course code, and click the search spy glass. Click the ellipse  and select Start.</p>	P		
<p>2. In SITEU, locate the following:</p> <ul style="list-style-type: none"> • your dashboard • your Qualification Standards Transcript • Click the arrow to the left of TINSQUAL, Classroom Instructor Qualification, to view the requirements 	P		
<p>3. State the requirements for the Classroom Instructor Qualification.</p>	D		

When the Apprenticeship Factors are completed, this becomes Page 1 of 8.

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Name/Org: _____ Date: _____ Guidance: N/A

B. REQUIREMENTS DOCUMENTS

Apprenticeship Factors	MOA	Completion Date	Mentor or Manager Initials
4. Complete the Manual 4B self-paced, online course in SITEU (required for instructor qualifications.) Course code: T4BTQPM0_SP	P		
5. Demonstrate accessing the Site Training Team Website from InSite. (InSite > Services > Site Training Team Website)	P		
6. Demonstrate accessing the 4B Procedures and Training Administrative Guides (TAGs). (InSite > Services > Site Training Team Website > Policy)	P		
7. Read the following Training Administrative Guides (TAGs): <ul style="list-style-type: none"> • 2, Examinations • 4, Classroom Conduct [From ST website, select Policy > Training Admin Guides (TAGs)]	P		
8. Read PROGINST.PDES, Instructional Staff Training Program Description (TPD) (From ST website, select TPDs > SRS Instructor)	P		
9. Read PROGINST.TPLN, Instructional Staff Continuing Training Plan (See #8)	P		

When the Apprenticeship Factors are completed, this becomes Page 2 of 8.

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B. REQUIREMENTS DOCUMENTS, cont.

Apprenticeship Factors	MOA	Completion Date	Mentor or Manager Initials
10. Review EDWS Training Program & Materials Identification Codes	P		
Answer the following questions based on the Requirements Documents required reading.			
11. State the purpose of the 4B Manual.	D		
12. State the 4B procedure where you would find requirements for writing test items.	D		
13. State the 4B procedure where you can find guidance for handling training records.	D		
14. Describe the general requirements for completing all training records.	D		
15. State the time frame for submitting training completion records (e.g., SITEU Activity Roster, OSR 34-5) to Training Records.	D		
16. Explain how to address changes to training materials that are minor in nature and do not affect the purpose and/or scope of the course. Ref: 4B, Procedure 5, Sections 5.4	D		
17. State the purpose of Training Program & Materials Identification Codes	D		

When the Apprenticeship Factors are completed, this becomes Page 3 of 8.

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B. REQUIREMENTS DOCUMENTS, cont.

Apprenticeship Factors	MOA	Completion Date	Mentor or Manager Initials
Answer the following questions based on the Requirements Documents required reading.			
18. Using IM-2009-00010 as a guide, explain the following EDWS codes: <ul style="list-style-type: none"> • PROGPPFOPDES000102 • PPFOP005LPLN000100 	P		
19. State the document that identifies the training requirements for instructional staff positions.	D		
20. State how often classroom instructors must be evaluated to ensure continued proficiency.	D		
21. Explain the purpose of instructor continuing training.	D		
22. State the number of continuing training hours required annually for instructors.	D		
23. State the color that must be used for printing examinations, examination banks, and answer keys.	D		
24. State the minimum passing score for written examinations.	D		
25. Explain what must be done when a trainee fails an examination for qualification.	D		

When the Apprenticeship Factors are completed, this becomes Page 4 of 8.

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C. SYSTEMATIC APPROACH TO TRAINING (SAT)

Apprenticeship Factors	MOA	Completion Date	Mentor or Manager Initials
26. Describe the Systematic Approach to Training (SAT)/ADDIE methodology and the five phases. Ref: DOE-HDBK-1078-94, Section 1.3 and 4B, Procedures 3 & 4	D		
27. Explain the purpose and the parts of terminal and enabling objectives. Ref: 4B, Procedure 3, Sections 5.3.1 and DOE-HDBK-1078-94, Sections 3.2 and 3.2.6	D		

D. CLASSROOM INSTRUCTOR RESPONSIBILITIES

Apprenticeship Factors	MOA	Completion Date	Mentor or Manager Initials
28. Explain the major components of a lesson plan and how it differs from a briefing. Ref: 4B, Procedure 3, Sections 5.4.2 and 5.4.4	D		
29. Explain the instructor responsibilities for preparation in advance of classes. Ref: TAG 4, Classroom Conduct, Section 1.3.1; and OSR 36-50, Classroom Instructor Evaluation	D		
30. Discuss the role of the instructor as manager of the classroom, and trainee conduct expectations. Ref: TAG 4, Classroom Conduct	D		
31. Explain the potential consequences for a trainee who fails to abide by the classroom standards of conduct. Ref: TAG 4, Classroom Conduct	D		

When the Apprenticeship Factors are completed, this becomes Page 5 of 8.

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D. CLASSROOM INSTRUCTOR RESPONSIBILITIES, cont.

Apprenticeship Factors	MOA	Completion Date	Mentor or Manager Initials
32. Explain questioning techniques and how they can be used promote learning and assess understanding. Ref: TINSBI01, Instructor Fundamentals Training	D		
33. Discuss adult learning concepts. Ref: TINSBI01, Instructor Fundamentals Training	D		
34. Describe instructional methods and how they can be used to facilitate learning. Ref: TINSBI01, Instructor Fundamentals Training; and DOE-HDBK-1078-94, Section 4.2, and Attachment 19	D		
35. Discuss effective instructional communication and listening techniques. Ref: TINSBI01, Instructor Fundamentals Training	D		
36. Discuss strategies that can be used to manage disruptive and difficult students. Ref: TINSBI01, Instructor Fundamentals Training	D		
37. Describe the purpose of training aids. Ref: TINSBI01, Instructor Fundamentals Training	D		
38. List some examples of post-training evaluation activities. Ref: 4B, Procedure 4, Section 5.4.2	D		
39. Schedule a classroom in 226-2F.	P		
40. Prepare to teach a class.	P		

When the Apprenticeship Factors are completed, this becomes Page 6 of 8.

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D. CLASSROOM INSTRUCTOR RESPONSIBILITIES, cont.

Apprenticeship Factors	MOA	Completion Date	Mentor or Manager Initials
41. Conduct classroom training demonstrating questioning techniques, appropriate instructional methods, effective communication/listening skills, and managing difficult/disruptive students (if applicable).	P		
42. Demonstrate how to complete and disposition the following: <ul style="list-style-type: none">• SITEU Activity Roster• OSR 34-5, Class Implementation Record	P		
43. Proctor, grade, and disposition written examination(s).	P		
44. Review and disposition trainee feedback (class evaluations).	P		

When the Apprenticeship Factors are completed, this becomes Page 7 of 8.

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SECTION V – DOCUMENTATION

Evaluator

I confirm that the apprentice has successfully completed all Required Reading and Apprenticeship Factors in accordance with Manual 4B procedures, Training Administrative Guides (TAGs), and other accepted references (e.g., DOE Handbooks).

Printed Name User ID Signature Date

Apprentice

I acknowledge that I have completed all training, Required Reading, and Apprenticeship Factors and am adequately trained to independently perform the duties required for my position.

Printed Name User ID Signature Date

Training Manager/Lead

I have conducted periodic reviews of the apprentice's progress, activities, and products (as applicable), and have reviewed the results of the Required Reading and Apprenticeship Factors. I agree that all training, required reading, and apprenticeship requirements have been met and that the candidate will be able to independently perform the duties required for the position.

Printed Name User ID Signature Date

When the Apprenticeship Factors are completed, this becomes Page 8 of 8.

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