

Subject: Laboratory Training Program	Effective Date: January 18, 2010	Initiated by: Head, Human Resources
	Supersedes: Rev. 3, dated Jan. 5, 2006	Approved: Director

Applicability

This procedure applies to PPPL Departments, Projects, and Divisions that develop, procure, or conduct training, qualification, and certification programs in cooperation with Human Resources. These programs are implemented to satisfy Environmental, Safety and Health (ES&H) training, qualification and certification requirements, and to promote professional development.

Introduction

This procedure has been developed to delineate requirements for Laboratory-wide training, and to provide a uniform approach to training and development activities at PPPL. Additional guidance in implementing the requirements of this procedure is provided in the PPPL Training Procedures.

Definitions

Certification	Process by which management provides written endorsement of the satisfactory achievement of qualification of an individual for a specialized operations position based upon its criticality or safety impact, and generally in response to a DOE Order or national consensus code or standard.
Qualification	Process by which factors, such as education, experience, and any special requirements (e.g., medical examination) are evaluated in addition to training to assure that an individual can competently perform a specialized job function to an anticipated level of proficiency.
Training	Instruction to develop or improve job performance.

Reference Documents

P-008	Staff Training and Development
P-028	Subcontractor Training Requirements
P-029	PPPL Examination Program
O-014	Human Resources Charter
TR-005	Instructor Qualification and Re-Qualification
TR-006	Establishing Qualification and Certification requirements
GEN-008	Coordination of Visits and Assignments to PPPL and Site Access Requirement

Procedure**A. Development of Training, Qualification, and Certification Requirements****Responsibility****Action**

Department, Project, or
Division Head

1. Establishes, with Human Resources, training required for a job function. Training requirements may be documented on a “training matrix.”
2. Establishes, with Human Resources, qualification or certification requirements for specialized job functions. These include education and experience minimums, medical examination criteria, training requirements, and proficiency testing, as appropriate. A qualification or certification procedure should be written to detail these requirements, as appropriate.

NOTE: When a procedure is written to detail training, qualification or certification requirements, it is a higher level document than the training matrix, and shall be followed in lieu of a training matrix.

Head, Human Resources
(or designee)

3. Assists the Department, Project, or Division Head in establishing training requirements.
4. Assists the Department, Project, or Division Head in establishing qualification or certification requirements and procedures.

Department, Project, or
Division Head

5. Coordinates any revisions to training, qualification or certification requirements with the Head, Human Resources (or designee).

B. Training Program Elements**Responsibility****Action**

Department, Project, or
Division Head

1. Includes the following elements when developing training, qualification or certification requirements:
 - a. Access Training - in accordance with GEN-008.
 - b. Initial Training - formal courses and/or on-the-job training designed to develop initial job skills. Consideration must also be given to training in those procedures that provide job requirements, if appropriate.
 - c. Continuing Training - courses designed to enhance or maintain job skills, and to promote professional development. Consideration must also be given to training in changes to those procedures that provide job requirements.
2. Develops and presents informal training sessions to supplement the required training. These informal sessions need not be coordinated through Human Resources, unless entry in the training database is required.

Head, Human Resources
(or designee)

3. Provides information on training programs and training requirements to assist Department, Project, or Division Head in developing and documenting requirements.

C. Training Exceptions**Responsibility****Action**

Department, Project, or
Division Head

1. Recommends exceptions to training for appropriate personnel.
2. Provides the basis and justification for granting training exceptions.

Head, Human Resources
(or designee)

3. Assures that the basis and justification for granting training exceptions is appropriate and fully documented.
4. Approves all training exceptions in accordance with the PPPL policy TR-006 Establishing Qualification and Certification Requirements

D. Coordination of In-House and Contracted Training

<u>Responsibility</u>	<u>Action</u>
Department, Project, or Division Head	1. Requests specific training programs to be presented, and provides a window of time within which requested training should be completed.
Head, Human Resources (or designee)	2. Reviews requested training and determines if training will be conducted in-house or through a contracted organization.
	3. Assures in-house training programs are developed and available for presentation as scheduled; or obtains contracted training services to provide requested training program by the target presentation date(s), if applicable.
Department, Project, or Division Head	4. Apprises Human Resources of training programs conducted solely within the Department, Project, or Division that are applicable to a specific work group.
	5. Apprises Human Resources of training programs being conducted by off-site vendors, other Laboratories, or academic institutions in which PPPL employees and subcontractors are enrolled.
Instructor	6. Provides attendance and/or course completion records to Human Resources for inclusion in the participant's training records for in-house training programs.
Participant	7. Provides attendance and/or course completion records to Human Resources for inclusion in the participant's training records for off-site contracted training programs.

E. Instructor/Course Developer Selection

<u>Responsibility</u>	<u>Action</u>
Department, Project, or Division Head	1. In conjunction with the Head, Human Resources (or designee), identifies an individual to be the Instructor/Course Developer for a particular training program or subject area.
Head, Human Resources (or designee)	2. Approves the candidate selection and assesses the candidate's ability to instruct within the specific subject area or training program, and provides Instructor/Course Developer training to the candidate, as needed. Qualifies instructors, as necessary, per TR-005.

F. Review of Training, Qualification, and Certification Procedures**Responsibility****Action**

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| Department, Project, or
Division Head | 1. Provides a copy of the training, qualification, and certification procedures to the Head, Human Resources (or designee) for review and comment. |
| Head, Human Resources
(or designee) | 2. Reviews the procedure for areas of interface and for consistency and compliance with Laboratory Policy, Training Procedures, and, as applicable, DOE Orders that address training, qualification, and certification requirements. |
| | 3. Provides comments to the originating Department, Project, or Division. |

G. Training, Qualification, and Certification Records**Responsibility****Action**

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| Head, Human Resources
(or designee) | 1. Establishes the types of documentation to be maintained as records. |
| Department, Project,
Division Head | 2. Provides appropriate records to Human Resources for processing and maintenance. |
| Head, Human Resources
(or designee) | 3. Maintains training records, qualification records, certification records, and other training documents. |

H. PPPL Training Policies and Procedures**Responsibility****Action**

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| Head, Human Resources
(or designee) | 1. Prepares and approves the PPPL Training Procedures sections that provide additional guidance in the implementation of the requirements of this procedure. |
| | 2. Makes the PPPL Training Policies and procedures available to all personnel through the PPPL intranet. |