

CAC-28: Training Development – Institution converts course design into the training products and materials required to implement the course.

Criteria	Criteria Guidelines	How To Assess	Criteria Met, Not Met, Not Assessed
<p>Criterion 28a: The CoE and School have defined responsibilities for development.</p>	<p>28a: The CoE and School define and implement responsibilities for development.</p>	<p>Review TD SOP and/or related policies. Explore in TDers focus groups.</p>	
<p>Criterion 28b: Institution converts course design into the training products and materials required to implement the course.</p>	<p>28b: Institution:</p> <p>28b(1): Maintains the design and development team where feasible.</p> <p>28b(2): Acquires, studies, and uses task analysis and training design data.</p> <p>28b(3): Obtains instructor contact hour validation from HQ TRADOC.</p> <p>28b(4): Completes lesson plans.</p> <p>28b(5): Writes student handouts and assignment materials.</p> <p>28b(6): Completes production of any IMI and audio visual media products.</p> <p>28b(7): Produces instructor required media.</p> <p>28b(8): Compiles student assessment tools.</p> <p>28b(9): Validates training products and materials.</p>	<p>Review pre-visit survey results.</p> <p>Review the Institution's self assessment.</p> <p>Review TD SOP and/or related policies and processes.</p> <p>Explore in key personnel interviews (including Foreign Disclosure Officer/Institution lead).</p> <p>Explore in TD'ers focus groups.</p> <p>Ask to see some recent example(s)/documentation/products. Review these for completeness per TRADOC Reg 350-70 and supporting development pamphlet.</p> <p>Ask to see evidence of the Institution's commandant and TRADOC approval/concurrence process and courseware approvals.</p>	

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	<p>28b(10): Obtains appropriate approval.</p> <p>28b(11): Acquires required training resources.</p> <p>28b(12): Trains faculty in instructional and implementation appropriate to the method of instruction and media.</p> <p>28b(13): Ensures foreign disclosure requirements are reviewed and maintained.</p>		

The Evaluator makes his/her overall assessment (Met, Met With Comment, Not Met) based on the number of criteria not met and the severity/impact of those criteria not met.

Overall Rating For Standard: _____