

CAC-30: Training Development – Institution designs individual training and education to include individual training strategies and design of training programs, courses and products.

Criteria	Criteria Guidelines	How To Assess	Criteria Met, Not Met, Not Assessed
<p>Criterion 30a: The CoE and School have defined responsibilities for design.</p>	<p>30a: The CoE and School define and implement responsibilities for design.</p>	<p>Review TD SOP and/or related policies. Explore in TDers focus groups.</p>	
<p>Criterion 30b: Institution develops individual training strategies.</p>	<p>30b(1): Individual training strategy describes method and resources required to develop and implement individual training.</p> <p>30b(2): Individual training strategy determines:</p> <ul style="list-style-type: none"> - Who is to be trained, to include foreign disclosure requirements - What is to be trained - Where the training occurs - When the training occurs - How the training is done - Cost to develop and implement the training. <p>30b(3): Institution documents milestones and long range training requirements in supporting plans.</p> <p>30b(4): Institution develops and/or updates long range training strategy based on triggering circumstances and subsequent needs analysis identifying a training development requirement to revise or develop training and training products.</p>	<p>Review pre-visit survey results. Review the Institution's self assessment. Review TD SOP and/or related policies and processes. Review ITPs and any other near and long term training strategies. Note currency and completeness per TRADOC Reg 350-70.. Explore in key personnel interviews. Explore in TD'ers focus groups. Ask to see some recent example(s)/documentation/products. Review these for completeness per TRADOC Reg 350-70 and supporting pamphlets. Ask to see evidence of approval process and courseware approvals.</p>	

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	<p>30b(5): Institution develops short range training strategies based on completion of individual task analysis.</p> <p>30b(6): Institution documents milestones and short range training requirements in supporting plans.</p>		
<p>Criterion 30c: Institution develops course for based on approved short term training strategies.</p>	<p>30c(1): Institution initiates individual training course design for new courses or revision to existing courses based short term individual training strategies.</p> <p>30c(2): Institution:</p> <p>30c(2)(a): Establishes a design team which uses individuals who conducted needs analysis and can assist in the course development where feasible.</p> <p>30c(2)(b): Acquires analysis data – review and revise as necessary.</p> <p>30c(2)(c): Establishes purpose and scope of training – pre-requisites, verifies tasks and supporting skills and knowledge.</p> <p>30c(2)(d): Establishes training structure; determines:</p> <ul style="list-style-type: none"> - Phases, modules, techniques of delivery. 	<p>Review TD SOP and/or related policies.</p> <p>Review the Institution's self assessment.</p> <p>Explore in TDers focus groups.</p> <p>Review the course POI, a sample of at least 10 lesson plans, and their corresponding task analysis data. Do lesson plans:</p> <ul style="list-style-type: none"> - Conform to TRADOC 350-70 and support development pamphlet guidance? - Do lesson plans reflect task analysis? - Are tasks and TLOs and ELOs written correctly?? Specific and measurable? - Are the lesson plans and POI in sync? (E.g., objectives, methods, times, required equipment, etc.) <p>Review CMP and course maps. Compare course maps and lesson plans to training schedules. Are training times, phases, methods and sequences in sync?</p> <p>Review student assessment tools, test items, tests, and student assessment plan (SEP). Do they conform to TRADOC guidance (e.g., TRADOC Reg 350-70 and</p>	

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	<p>30c(2)(e): Creates lesson outlines that:</p> <ul style="list-style-type: none"> - Describe learning objectives and outcomes. - Includes measurable TLOs and ELOs. - Describes appropriate learning steps and activities. <p>30c(2)(f): Creates lesson titles and assign lesson numbers.</p> <p>30c(2)(g): Writes assessment tools, test items, tests, and student assessment plan.</p> <p>30c(2)(h): Establishes training sequence, builds course map.</p> <p>30c(2)(i): Establishes training length.</p> <p>30c(2)(j): Determines total resource requirements.</p> <p>30c(2)(k): Provides TRAS information (Standard GOV-12).</p> <p>30c(2)(l): Obtains design and POI approvals.</p> <p>30c(2)(m): Updates and revises design as needed.</p>	<p>supporting student assessment/testing pamphlet?</p>	

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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: _____