

# On-The-Job (OJT) Training Requirements

**Issued:**

11/1/2010

**Procedures are a written, approved sequence of steps to accomplish tasks consistently. They are aligned with Governing Principles and applicable policies, and have identified responsible owner and interfacing support departments.**

**Policy Type :**

SLAC



Stanford

**Governing Principle Number and Title :**

2 - HUMAN RESOURCES

**Policy Name :**

[Stanford Admin Guide](#)

Chapter 2: Personnel

**Procedure Number :**

200-2P-1

**Effective Date :**

11/1/2010

**Responsible Office :**

Human Resources

**Procedure Owner (role) :**

Workforce and Diversity Manager

**Authority :**

Laboratory Director

## Who does this?

Supervisors (administrative and functional) who require their employees, students or users to complete formal on-the-job training before being permitted to conduct their work.

## How?

Supervisors (administrative and functional) who require their employees, students or users to complete formal on-the-job training before being permitted to conduct their work.

The supervisor does the following:

1. Establishes the need for formal on the job training for equipment operation/maintenance or work processes in your department
2. Creates a course syllabus document
3. Documents the qualifications for trainers (may be in the syllabus)
4. Defines and establishes the record management system for the syllabus, trainer

qualification/authorization, test results and certifications of completion (paper or electronic )

If deemed necessary, sees that the course completion record is entered into the SLAC Training database.

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## **Guidance and Best Practices**

### **Introduction**

Training programs at DOE/SLAC facilities must prepare personnel to perform work safely and efficiently plus operate and maintain the facilities in accordance with DOE/SLAC requirements. On-The-Job training provides an excellent way to train employees on the unique equipment at SLAC and provides a personal approach to learning about DOE/SLAC required work and safety practices.

### **What is On-The-Job Training (OJT)?**

OJT is employee training at the place of work while he or she is doing the actual job using the tools, equipment, documents or materials that trainees will use when fully trained. An experienced and qualified employee serves as the course instructor, and employs the principles of learning (participation, repetition, relevance, transference, and feedback). Through on-the-job training, the worker acquires both general and specific skills and knowledge that are needed for a particular job. On-the-job training typically includes verbal and written instruction, demonstration and observation, and hands-on practice and imitation. OJT may be presented formally or informally. Informal OJT may simply be a demonstration of how to use a piece of equipment or an alternative method to perform an operation safely. No documentation is required for informal OJT. A formal OJT course requires a documented course syllabus and the outcome requires a documented record of successful completion.

The supervisor establishes that the OJT is formal if the training and a successful proficiency test - written or observed by the trainer and recorded - is required before the trainee performs the job or task without trainer supervision. The supervisor is expected to use formal OJT when the job/task is complex or with a potential, but well-mitigated through proper training, risk of injury or equipment damage.

Where OJT is required to meet mission or safety requirements, SLAC line management needs to ensure that it is implemented effectively for employees, users and students as required. As part of this action, management must:

- Evaluate the need for line management review and approval of completed OJT assignments.
- Verify the comprehensiveness and timeliness of OJT content relative to the intended work tasks, their associated hazards, and the required work controls.
- Assure that OJT trainers are properly qualified.
- Evaluate the overall effectiveness of their OJT process.
  - For instance if the process requiring OJT results in injuries or low quality work the process and/or training must be improved.

## What are the requirements at SLAC for a formal OJT training course?

General Stanford employee training requirements can be found in Administrative Guide 23.7 Employee Training. Stanford requires that courses be documented and records kept.

A department which requires an employee to be qualified for a specific job through a formal on-the-job training course is required to have:

Course Syllabus Document containing:

- Who should take this course.
- Prerequisites, prior experience, training.
- Course Objectives.
- Course content: topics to be included.
- Course details: Approximate time, retraining, mentoring, practical, activity restrictions before completion.
- Execution method: In OJT a qualified trainer works side-by-side with an inexperienced employee through demonstration and observation of work methods while also instructing the employee in the hows, whys and safety practices of the methods.
- A documented evaluation of trainees competencies at the end of the OJT signed by the trainer.
- Regulatory or SLAC/Stanford policy drivers if any.
- Line management approval of completion of training.

Course Completion Records containing:

- A departmental record keeping method for training completion records/certificates
- The SLAC Registration Tool may be used to record departmental training in the SLAC Training database. See document describing this process in Appendix A.

Qualifications of the Trainer:

- The department/group supervisor must document the qualifications and approval of trainers of formal OJT courses. This documentation may include information on courses completed and/or work experience that qualifies this person as a trainer.
- The record of OJT trainer approval can also be added to the SLAC Training database (see above).

## Related Documents

Examples of SLAC OJT:

- Laser OJT Training  
[https://slacspace.slac.stanford.edu/sites/esh/rp/laser/LSO%20Memos/1/LSOMemo\\_2010-4\\_OJT.pdf](https://slacspace.slac.stanford.edu/sites/esh/rp/laser/LSO%20Memos/1/LSOMemo_2010-4_OJT.pdf)
- NLCTA Operator Training  
<http://www-group.slac.stanford.edu/tf/library/020401.pdf>

- NLCTA Training Records  
<http://www-group.slac.stanford.edu/tf/library/020402.pdf>

**Further Guidance can be found in:**

- DOE Handbook (DOE-HDBK-1206-98, Guide to Good Practices for On-The-Job Training)  
<http://www.hss.energy.gov/nuclearsafety/ns/techstds/standard/hdbk1206/hdbk1206.pdf>  
Specific topics there include:
  - OJT course development
  - Conducting OJ
  - Evaluating performanc
  - OJT checklists
  - Factors that influence learning and motivation
- DOE Handbook (DOE-HDBK-1078-94, Training Program Handbook: A Systematic Approach to Training)  
<http://www.hss.energy.gov/nuclearsafety/ns/techstds/standard/hdbk1078/hdbk1078.pdf>
- DOE Handbook (DOE-HDBK-1074-95, Alternative Systematic Approaches to Training)  
<http://www.hss.doe.gov/nuclearsafety/ns/techstds/standard/hdbk1074/hdbk1074.pdf>

## **How To Record On The Job Training In The SLAC Training Database**

Open the SLAC Registration tool by clicking on this link:  
<https://www-bis1.slac.stanford.edu/slaonly/training/Default.aspx>.