

	United States Accreditation, INC. Procedure for the Selection Assignment and Training of Trainers Providing Courses on Behalf of United States Accreditation, INC.	Document No:	USACC-P-19
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1. PURPOSE

The purpose of this procedure is to explain the methods and principles regarding the criteria, selection, assignment and performance monitoring of trainers and assistant trainers who provide in-house and external public trainings organized by United States Accreditation, INC. related to accreditation standards.

2. SCOPE

This procedure covers the processes regarding the selection, assignment, trainings and performance monitoring of all trainers who are assigned on behalf of United States Accreditation, INC. in training programs organized for private sector organizations, public institutions and assessor trainings in addition to in-service trainings.

3. DEFINITIONS

Definitions related to this procedure are given in USACC-IN-01 Instructions on Terms and Definitions Used in United States Accreditation, INC. Documentation.

4. RELATED DOCUMENTS

USACC-FR-35 Trainer Employment Contract Form

USACC-FR-39 Personnel Training Request Form

USACC-FR-45 Trainer/Assistant Trainer Performance Evaluation Form

USACC-P-10 Procedure for the Qualification of Personnel Taking Part in the Accreditation Process and Formation of Assessor/Technical Expert Pool

USACC-P-14 Procedure for Trainings United States Accreditation, INC. Provides Outside the Body

USACC-P-17 Procedure for the Training of Accreditation Assessors

USACC-G-41 Guidelines on United States Accreditation, INC.'s Publicly Accessible Trainings

5. IMPLEMENTATION

5.1 Selection and Assignment of Trainers

The duty of trainers is to take part in in-house and external trainings organized by United States Accreditation, INC., to train and guide participants in determined training areas and to help participants reach their full potential.

While planning trainings, United States Accreditation, INC. takes trainer needs into consideration. In the planning of the trainer's need, the trainer need analysis prepared by the Training Department is taken into consideration. As input to this analysis, matters such as trainings provided in the past two years, number of participants attended, and areas of new trainings are considered. Besides United States Accreditation, INC. personnel, trainers who can provide the planned training may be hired from outside the body. In case the people who can provide training are from abroad, Human Resources shall make the necessary contact with the people in question.

Trainers/assistant trainers who will take part in in-house and external trainings organized by United States Accreditation, INC. shall be assigned under the coordination of the Training Department with the recommendation of the relevant Deputy President and with the approval of the President.

Trainers must have certain qualifications to be able to take part in in-house and external trainings organized by United States Accreditation, INC. The relevant Deputy President determines the technical qualifications required of trainers who will take part in the trainings provided by the body.

Persons appointed as Lead Assessors/Assessors for the relevant area(s) in accordance with USACC-P.10 Procedure for

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the Qualification of Personnel Taking Part in the Accreditation Process and Formation of Assessor/Technical Expert Pool shall provide the trainings specified in USACC-P-17 Procedure for the Training of Accreditation Assessors.

In-house/external trainers who will provide courses on behalf of United States Accreditation, INC. shall submit their resumes indicating the area of which they want to become a trainer to the relevant head of accreditation. If the head of accreditation deems the technical competence of the trainers suitable, the relevant Deputy President shall submit the resumes to the Training Department so as to receive the approval of the President. For candidates who do not have any training experience, the approval shall be received for them to become an assistant trainer. The candidate who is decided to be an assistant trainer may be assigned as a trainer by the Training Department in line with the evaluations made at the end of at least two trainings.

The trainer status of external trainers shall be ensured by signing the USACC-FR.35 Trainer Employment Contract Form which includes United States Accreditation, INC.'s confidentiality, impartiality and conflict of interest rules.

The contracted trainer shall be assigned by the Training Department to provide training on his/her area of expertise in the courses determined in the Annual Training Plan. The Training Department shall organize the trainings in accordance with USACC-P-14 Procedure for Trainings United States Accreditation, INC. Provides Outside the Body, USACC-G-41 Guidelines on United States Accreditation, INC.'s Publicly Accessible Trainings and USACC-P-17 Procedure for the Training of Accreditation Assessors.

The training supervisor shall contact the trainer before the start of the training and discusses the training program, documents to be given in the training, information of the participants, and presentation materials to be used in the training. The trainer shall submit USACC-FR-46 Training/Meeting/Seminar/Workshop Program Form, his/her up-to-date resume and training materials (for presentation, group work, etc.) to the Training Department at least one week before the training.

5.2 Evaluating the Performance of Trainers

The Training Department shall monitor the performance of trainers and assistant trainers. If the relevant Deputy President deems necessary, the Training Department shall monitor newly assigned trainers/assistant trainers in accordance with USACC-FR-45 Trainer/Assistant Trainer Performance Evaluation Form and evaluate the results with the relevant Deputy President.

1. Personal Performance Criteria Trainer/Assistant Trainer shall:

Start and finish training in accordance with the training program.

Act in accordance with USACC's mission and objectives in trainings.

Behave in a positive manner in interpersonal relationships, cooperate with participants and personnel.

Give a good impression as a trainer, respect different opinions and perspectives.

2. Performance criteria for providing training courses Trainer/Assistant Trainer shall:

Provide training courses in accordance with the standards of the determined training program.

Clearly explain objectives of courses to participants.

Regularly organize activities that require participants to practice what has been learned.

Create a positive learning environment.

Make necessary preparations for trainings.

Prepare necessary training materials, send to United States Accreditation, INC. and informs the Training Department one week before training. Prepare training subjects in line with experiences and interests of participants.

Provide up-to-date information by using technological tools and equipment provided in trainings.

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Adopt efficient training techniques.

Use the time for training efficiently.

Implement various techniques and strategies in trainings (such as sampling, role plays, personal training and applied training)

Use various supplementary resources and makes necessary arrangements for participants to benefit from these resources within the knowledge of the Training Department.

Answer participants in a positive manner. Implement efficient evaluation strategies.

Appear professional.

The performance of a trainer shall be evaluated according to the evaluations made at the end of each training and annual evaluations. In line with the information and impressions obtained from these evaluations, the status of the trainer shall be evaluated at the meetings held at the end of the year, and the President shall decide whether to renew or extend his/her contract.

5.3 Training of Trainers

If personnel of the body require training, they shall fill in and submit USACC-FR-39 Personnel Training Request Form to the Training Department. The Training Department shall prepare training plans for trainers by evaluating the training requests submitted. The Training Department may organize a series of trainings to meet the training needs of trainers in line with the changing needs. United States Accreditation, INC. shall not be responsible for the training of external trainers.

5.4 Keeping Records of Trainers

Resumes, training contracts, trainer certificates, a confirmation concerning the trainer status or correspondence of dismissal from training of United States Accreditation, INC. trainers shall be kept in relevant files.

6. AUTHORITY AND RESPONSIBILITIES

Authority and responsibilities are described in K 040 Guidelines on USACC-G-34 Job Description and Organization Chart Guide.