



QUALITY **DOCUMENTS**

W.I. NUMBER 16

NDT TUTOR
INTERNAL TRAINING PROGRAMME



This document forms an integral part of the Company Quality system, and adherence to the requirements specified within are mandatory upon all Company personnel and upon any subcontractor required to work in accordance with it.

This is a controlled document and must not be altered in any way without authorisation from the Company Quality Manager.

Issued by:

Title: Quality Manager

Date: 01/01/16

Authorised / Approved by:

Title: Co-Managing Director

Date: 01/01/16



DOCUMENT AMENDMENTS AND UPDATES

Date Amended	Section Amended	Amendment made	Name of person inserting change
01.01.16		Numerous changes have been made to this document	S Young

All changes are hi-lighted

Copies of this document are sent to PCN/BINDT.

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1.0 SCOPE

This procedure describes Lavender International's NDT Tutor Internal Training Programme.

2.0 RESPONSIBILITIES

2.1 Training of new NDT Tutors is the responsibility of the Co-Managing Director (Technical) who delegates responsibility to the appropriate Level 2 or Level 3 NDT Tutor for that method as required.

2.2 Lavender International employ one member of staff (Gary Elliott) who has been formally trained in instructional techniques and who oversees and approves the NDT Tutor Internal Training programme confirming that this training has been disseminated satisfactorily through WI 16.

3.0 OBJECTIVES

The objective is to ensure that all NDT tutors are able to deliver training courses confidently and competently in accordance with the requirements of BINDT and other relevant approval bodies.

4.0 THE TRAINING PROGRAMME

Each NDT tutor trainee will undergo the following training programme. Upon completion of the programme the check list will be completed and signed by both the trainer and the trainee and retained in the individual's training folder by the Quality Manager. Also see section 2.2 above.

Part 1 – Induction

The first week is spent both in the Business Services Department and shadowing another tutor in the Technical Department to:

- a. Introduce all aspects of the Company, and to familiarise them with Company protocol.
- b. Understand the Company ethics and interaction with students.
- c. Requirements for completion of all documents with respect to student portfolios including eye tests.
- d. Interact with other Lavender staff.



Part 2 – Initial Training Period for Each Method

This part of the training takes into consideration the dissemination of all elements of the Train the Trainer requirements to meet ATO Approval Document issue 2, Section 6.2. The appointed tutor will determine whether each trainee has achieved the required competency at the end of each planned tutor training programme and may extend such training if required.

Week 1

Sit in on training course as a student to understand the structure of the course.

Instruction on completion of eye tests in accordance with PCN document PSL/44.

Week 2

- a. Sit in on the training course and assist with the practical elements of student training.
- b. Take notes on delivery of theory by the tutor to help when the time comes to give their own first theory lectures.
- c. Discuss all aspects with tutor to further understand the method.

Week 3

- a. Repeat of Week 2 but with further involvement on the theory aspect of training.
- b. Fill in the invigilator requirements with the tutor.
- c. Assist in practical exams.

Week 4

- a. Deliver General Theory lecture day one morning (if both tutor and trainee agree) under tutor supervision.
- b. Continue with on-going development and confidence as a trainer.

Week 5

- a. Deliver full course with tutor acting as a student.
- b. Tutor to be present at all times
- c. Discuss all aspects of course and review student feedback forms.
- d. Agree any improvements with tutor.

Week 6

- a. As Week 5 with less tutor involvement.
- b. Discuss all aspects of training and a trainer.
- c. Sign off as trainer

Note

All courses longer than one week duration require the trainee to attend the full course (e.g. 3 weeks) as the first part (Week 1) then continue to Week 2 etc.

CHECK LIST

Name of Trainee:

Trainer:

Method:

Part 1

1.0 Satisfactory understanding of the Lavender Site and Safety Regulations

2.0 Satisfactory understanding of the different Departments and their function:

- 2.1 Admin
- 2.2 MT
- 2.3 PT
- 2.4 RT
- 2.5 ET
- 2.6 VT
- 2.7 Level 3
- 2.8 UT (AMP)

3.0 Satisfactory understanding of forms & completion of portfolios:

- 3.1 Application form
- 3.2 Invigilator form
- 3.3 PCN portfolio
- 3.4 SNT portfolio



3.5	NAS410/EN4179 portfolio	
3.6	SNT Results Notice	
3.7	Daily Training Assessment Workbooks	

Part 2

1.0	Satisfactory understanding of the structure of the course:	
1.1	Training theory aspect	
1.2	Training practical aspect	
1.3	Practical exam	
1.4	Theory exam	
2.0	Satisfactory tutor knowledge of a training course:	
2.1	Theory training	
2.2	Practical training	
3.0	Satisfactory delivery of a General Theory lecture	
	Satisfactory delivery of Practical training	
4.0	Satisfactory completion of setting up a practical and theory exam	
5.0	Satisfactory understanding of invigilation process	
6.0	Satisfactory training in the Administration of eye tests	
7.0	Satisfactory training in applicable control/ performance checks required for each method in accordance with Work Instructions 2-7	

Part 3



I confirm that I have undergone this training programme and understand my duties and responsibilities as a tutor in this method/**these methods**.

Signature (trainee):

Date:

I confirm that the above trainee has satisfactorily completed this training course **and has achieved the necessary competency in the required method(s). I have notified the Quality Manager so that this evidence can be submitted for approval by BINDT.**

Signature (trainer):

Date:

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