

### DECISION

#### **GUIDELINES FOR THE CERTIFICATION OF TRAINING COURSES OFFERED BY MEMBER STATES AS PART OF THE GENERAL TRAINING SCHEME FOR ANY FUTURE INSPECTOR TRAINING ACTIVITIES BY THE OPCW**

##### **The Conference**

**Recalling** that The Commission, in its PC-VI/22, paragraph 6.5, adopted the Guidelines for the Certification of Training Courses Offered by Member States as Part of the General Training Scheme,

**Bearing in mind** that the Commission recommended in paragraph 55.2 of its Final Report that the Conference adopt the above-mentioned guidelines,

##### **Hereby:**

1. **Adopts** the Guidelines for the Certification of Training Courses Offered by Member States as Part of the General Training Scheme for any future inspector training activities by the OPCW, annexed hereto.

Annex

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## **Annex**

### **GUIDELINES FOR THE CERTIFICATION OF TRAINING COURSES OFFERED BY MEMBER STATES AS PART OF THE GENERAL TRAINING SCHEME<sup>1</sup>**

1. The Secretariat is responsible for the certification of training courses offered by Member States as part of the General Training Scheme (GTS). The process of certification is primarily intended to ensure the minimum quality standard for the GTS, with the procedure being applied to all training programmes developed to provide instruction for inspector/inspection assistant candidates. Each course needs to be certified individually in accordance with the guidelines and criteria set out in this Paper.

#### **Procedures**

2. The certification process will begin in (dates to be determined based on future training requirements). The Secretariat will provide appropriate forms to Member States offering training course(s). Each training centre will have to provide information and course documentation to the Secretariat, according to the criteria listed in paragraphs 6 and 7 below.
3. The Secretariat will conduct an initial visit to national training centres (if applicable, during the pilot course) in order to check the administration, operations and resources of the course according to paragraph 8 below, as soon as possible after receiving the certification file (i.e. the request for certification and its supporting documentation).
4. The Secretariat will perform the certification process within two months of receiving the certification file.
5. The overall process shall be included in the period assigned to the certification of the approved module:
  - M 1 from (dates to be determined based on future training requirements)
  - M 2 from (dates to be determined based on future training requirements)

#### **Certification Criteria**

6. With regard to course design, Member States requesting certification should provide documentation according to the following principles:
  - (a) learning objectives match those approved by the Preparatory Commission;

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<sup>1</sup> Contained in Appendix 1 to PC-VI/B/WP.7.

- (b) the training or teaching sequence provides the programme with the appropriate structure;
  - (c) primary training methods and didactic aids are designated for each objective;
  - (d) learning events or activities selected are based on the learning objectives;
  - (e) a process for the formal evaluation of student performance has been developed (see Enclosure to this Appendix entitled Guidelines for the Evaluation of Overall Student Performance). This should include, depending on the type of training:
    - (i) evaluation of student participation, interaction, cooperation and demonstrated leadership skills by training centre staff/course managers;
    - (ii) instruction block examinations, including as necessary practical exercises; and
    - (iii) final course examination (final approval of the test questions rests with the Secretariat).
- 7. The Secretariat will review course development documentation sent to the Secretariat in order to ensure that:
  - (a) representative lesson plans and training support packages have been fully developed;
  - (b) the Programme of Instruction (POI) provides the appropriate number of instruction/practical exercise hours for each lesson block in accordance with the approved GTS outline;
  - (c) the POI identifies all facilities and other resources required to conduct the training;
  - (d) adequate information has been provided on the qualifications of each teacher/instructor.
- 8. Administration, operations, and resources. The following items will be checked by the Secretariat's representative(s) during the initial visit.
  - (a) Administration and Operations.
    - (i) There is an effective internal evaluation programme to assess and maintain a high level of instructor performance and training.

- (ii) The following appropriate documentation will be maintained:
    - (a) student performance records
    - (b) course evaluations by the students
    - (c) training staff/course manager student performance evaluation
    - (d) instructor certificates
  - (iii) The release of students from the training programme prior to completion of the course is carried out in accordance with established Secretariat staff policies.
  - (iv) Student evaluations are used in the course evaluation process.
  - (v) Training schedules are accurate and provide information and time to prepare for training. Changes are posted in a timely manner.
  - (vi) Examination material is marked with appropriate control numbers; testing material is properly issued/accounted for, and examination procedures are in accordance with those prescribed by the Secretariat.
- (b) Resources.
- (i) Classrooms, facilities, and equipment are adequate.
  - (ii) Accommodations provide sufficient space and furnishings.
  - (iii) The course receives adequate priority to ensure the availability of training areas in support of POI requirements.
  - (iv) Required equipment is listed in the POI and appropriate action is taken to eliminate shortages.
    - (a) Equipment tasking and scheduling procedures are adequate to ensure training objectives.
    - (b) Sufficient training aids are available and used to ensure effective training.
    - (c) Sufficient training support materials and references are on hand to train the prescribed number of students.
  - (v) Dining, mail, laundry, recreation (as appropriate) and other services/activities support training schedules and student needs.

### **Periodical Evaluation**

9. The Secretariat will conduct site visit(s) while the courses are in progress in order to:
- (a) observe instruction;
  - (b) conduct spot-checks of the course documentation;
  - (c) interview trainees;
  - (d) review items related to administration, operations and resources; and
  - (e) interview the training centre staff/course managers regarding overall student performance in the classroom and during practical exercises as such performance and conduct relate to individual suitability as inspector/inspection assistants as well as their potential for selection as team leaders.

At the conclusion of the visit, the Secretariat's representative(s) will submit a report concerning the site visit to the Director of the Verification Division. That report will be provided to the visited Member State and maintained on file as a matter of record.

## ENCLOSURE

### Guidelines for the Evaluation of Overall Student Performance

1. The process for the formal evaluation of student performance should be developed for each module in order to confirm the ability of each student to fulfil his or her task as an inspector/ inspector assistant. A final evaluation of student performance, based upon an overall assessment of all module evaluations and performance reports, will determine the final decision regarding the hiring of trainees into the OPCW and the selection of team leaders.
2. Module 1.
  - (a) It is important that careful and precise evaluation processes are applied on a standardised basis during and at the end of Module 1. The overall evaluation of trainee performance should be conducted as follows:
    - (i) progress evaluation by training staff/course manager (e.g. use of case study and table-top exercises);
    - (ii) instruction block examinations (multiple choice or essay test questions prepared by the training centre); and
    - (iii) end of module examination: the format, preferably multiple choice, and the test questions will be selected by the Secretariat.
  - (b) Secretariat representatives must take the time to interview the training centre staff/course managers regarding the team leader selection process.
  - (c) At the conclusion of Module 1, each training centre will transmit all student performance evaluations to the Secretariat.
3. Module 2.
  - (a) The objective of the student performance evaluation process differs from Module 1 in that specialist training will require continuous progress evaluation.
  - (b) Student performance evaluations should consist of training staff/course manager assessments of each student's abilities. Criteria for guiding student evaluations for M 2 training will be designed by the Secretariat and provided to this Expert Group for consideration at its next intersessional meeting.
  - (c) Secretariat representatives must take the time to interview the training centre staff/course managers regarding the team leader selection process.

- (d) At the conclusion of Module 2, each training centre will send all student performance evaluations to the Secretariat.

4. Module 3

Student performance evaluations should consist of training staff/course manager assessments of each student's abilities. Criteria for guiding student evaluations for M 3 on-site training will be designed by the Secretariat and provided to this Expert Group for consideration at its next intersessional meeting.

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