

**Course: Training Program Management**  
**Version Date Not Specified**

<b>Standard</b>	<b>Reference</b>	<b>Remarks</b>
1021—3-4.2	IG 5-16 to 5-20	Prerequisite Knowledge: Policies and Procedures
1021—3-4.2	IG 5-16 to 5-20	Prepare a budget request...
1021—4-4.1	IG 5-16 to 5-20	Prerequisite Knowledge: Repairs to existing facilities
1021—4-4.1	IG 5-16 to 5-20	Prerequisite Knowledge: New equipment, apparatus maintenance
1021—4-4.1	IG 5-16 to 5-20	Prerequisite Knowledge: The supplies and equipment necessary for existing and new programs
1021—4-4.1	IG 5-16 to 5-20	Develop a budget...
1021—4-4.1	IG 5-16 to 5-20	Prerequisite Knowledge: The supplies and equipment necessary for existing and new programs
1021—4-4.4	IG 3-23 to 3-32	Prerequisite Knowledge
1041—2-2.3	IG 3-27 to 3-32	Prepare training records and report forms
1041—2-2.3.1	IG 3-27 to 3-29	Prerequisite Knowledge: Types of records and reports required
1041—2-5.2	IG 6-41 to 6-43	Administer oral, written, and performance tests
1041—2-5.2.1	IG 6-41 to 6-43	Prerequisite Knowledge: Test administration
1041—2-5.2.1	IG 6-42	Prerequisite Knowledge: Laws affecting records
1041—2-5.2.1	IG 6-42	Prerequisite Knowledge: Disclosure of training information
1041—3.2.3.1	IG 4-3 to 4-8	Prerequisite Knowledge: Needs analysis
1041—3-2.3	IG 5-13 to 5-23	Formulate budget needs
1041—3-2.4	IG 5-16 to 5-20	Acquire training resources
1041—3-2.5	IG 3-27 to 3-32	Coordinate training record keeping
1041—3-2.5.1	IG 3-25 to 3-28	Prerequisite Knowledge: Record keeping process
1041—3-2.5.1	IG 3-31	Prerequisite Knowledge: laws affecting records and disclosure of training information
1041—3-2.5.1	IG 3-31	Prerequisite Knowledge: laws affecting records and disclosure of training information
1041—4-2.2	IG 3-23 to 3-32	Administer a training record system
1041—4-2.2.1	IG 3-31	Prerequisite Knowledge: Legal requirements
1041—4-2.5	IG 6-15 to 6-17	Construct a performance based instructor evaluation plan
1041—4-2.5.1	IG 6-5 to 6-17	Prerequisite Knowledge: Evaluation methods
1041—4-3.2	IG 4-3 to 4-8	Conduct an agency needs analysis, given agency goals, so that instructional needs are identified

1041—4-3.2.1	IG 4-3 to 4-8	Prerequisite Knowledge: needs analysis
1041—4-3.2.1	IG 4-3 to 4-8	Prerequisite Knowledge: needs analysis