



A PBET Audit Checklist for Service Engineers

If you are a Service (Field) Engineer who must deliver PBET training, it is essential that you be provided with PBET materials; if not, your job will be that much more difficult.

This can help you review all of the materials that your central office should be supplying to you. *Each course should have:*

Equipment Manual(s)

- _____ There is a written procedure or job aid for every task.
- _____ Each written *procedure* is accurate (it works) and clear (can be followed without confusion or wasted time).
- _____ Each written procedure is the best way for doing it (based on comparative study, the procedure provided is the BKM).
- _____ Each *job aid* (for examples: flow chart, block diagram) is accurate (it works) and clear (can be followed without confusion or wasted time).

Objectives

- _____ There is a list of course performance objectives.
- _____ The list of course performance objectives is based on a list of tasks that matches the reality of the trainees in my class.
- _____ All objectives have valid conditions and standards.
- _____ All objectives are worded clearly and avoid common errors (see table in PBET Participant Guide).

Basic Support Materials

- _____ There is a *sign-off sheet* which lists all of the course objectives in short-form.
- _____ There is a *course map* which shows the proper instructional sequence for all of the course objectives.
- _____ The course map has adequate "horizontals" (built-in flexibility) for meeting individual differences.
- _____ There is a *course prerequisites list*; each prerequisite is stated as a performance.

Lesson Plans

- _____ There is a *Lesson Planning Form* (LPF) for each lesson on the Course Map.
- _____ Each LPF has enough detail so that a technically competent service engineer can understand what should be said and done at each part of the lesson.
- _____ Each LPF has a skill test that matches the objective.
- _____ Each LPF has at least one practice plan.
- _____ No LPF wastes time with irrelevant presentation material, but all necessary content is outlined and supported with easy-to-understand teaching aids.
- _____ *At least 10% of all LPFs provide alternate teaching methods* for all or part of the lesson.
- _____ Each LPF has a list of the materials required for teaching the lesson.

Teaching Materials

- _____ A Training Manual is supplied in which there is a chapter for each lesson in the course. Each chapter contains the sequence of materials shown on page Develop-1-8 of this book.
- _____ All of the instructional aids listed on the Lesson Planning Form for each lesson have been created and made available.
- _____ Adequate training equipment (machines!) have been made available for the number of students assigned.