

711013450
SC2 SCHEDULE 2
Annex A
Appendix C



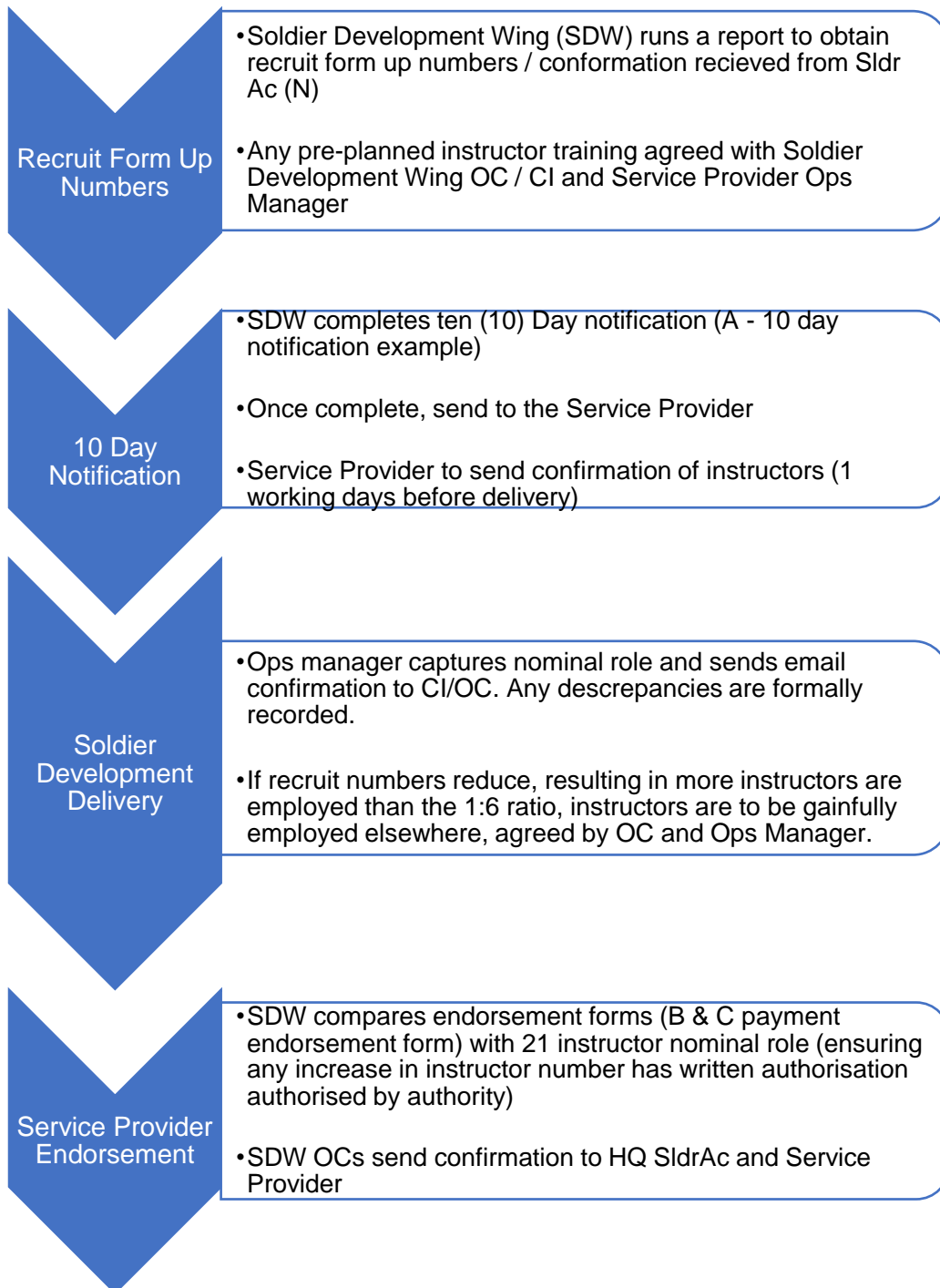
Ministry
of Defence

**Soldier development: provision of
Basic Training instruction
Contract Reference 711013450**

DEMAND ORDER PROCESS

1. All Demand Orders shall be issued to the Service Provider at least ten (10) Business Days prior to the commencement of an exercise or training activity. The Service Provider has five (5) working days to acknowledge the demand and must provide details of the instructors at least one (1) working day before commencement of the course.

2. **Demand Order Process Map and Information**



A – Demand Order Notification of Instructor Requirement (Example)

| 10 Day Notification of Instructor Requirement | | |
|---|----------------------|----------|
| ORDER NUMBER: 001 (new number to be utilised for each additional Task to be allocated by the Requestor (Authority)) | | |
| The Officer Commanding the Joint Service Mountain Training Centre hereby notifies the Service Provider, of the requirement to provide Adventurous Training Instructors on the following dates. | | |
| Rates: In accordance with the associated confirmed rates within Schedule 2 Annex C Pricing Matrix. | | |
| Payment will be made in accordance with Condition 29. Acceptance and Condition 36. Payment and Recovery of Sums Due and based on completion of activities and support at the exercises stated within the tasking requirement. | | |
| Week Commencing | | |
| 1 31 Mar 24 | | |
| Regt | Sqn/Coy | |
| 1 ITB | B2310_PTC 10 PLATOON | |
| Instructors Required | | Comments |
| CMS FS Delivery (Mon–Thur) Rct & PS 1:6 | 10 | |
| 1 x Support Instructor | 1 | |
| Instructors Training | 0 | |
| Total | 11 | |

SIGNATURE

NAME

APPOINTMENT

TELEPHONE NO:

DATE

KEY

1. Date of SDW training.
2. Description of who will be attending SDW.
3. Number of instructors required. (Calculated: $PS + Rct / 6 =$ instructors required)
4. Support instructor to cover sickness / lateness.
5. Number of instructors carrying out training (e.g., moderations / ACOT)
6. Include names, date and type of training / email date confirming training taking place.
7. Total number of instructors required.

B – Demand Order Notification- Acceptance

Acceptance form can be created by the Service Provider, as a minimum it must include the following information.

1. Date of Endorsement Form.
2. Total charge of request- As per Demand order notification form
3. Endorsed figures, as per the Endorsement Form.
4. Actual number of Instructors
5. Reason for extra instructors over the Endorsed figure if applicable.
6. Electronic signature and date.
7. Return details and address.
8. Monthly narrative notes.