SCHEDULE 2 (PART 3)
Annex H
PROVISION OF SIMULATED FAST INSHORE ATTACK CRAFT (FIAC) SERIALS TO FOST CAPTAIN TRAINING SOUTH

Term	Definition
FIAC RT	Shall mean the Remotely Controlled Fast Inshore Attack Craft supplied by the Authority as GFA
FIAC RT Operator	Shall mean the Contractor's employee who is remotely controlling the FIAC RT
FIAC RTCU	Shall mean the remote control unit used to operate the FIAC RT

1.   FOST Captain Training South requires services to support and deliver simulated FIAC serials within the Plymouth inner exercise areas.

2.   The Contractor shall provide 2 types of serials (as detailed at Appendix 1 to Annex H and Appendix 2 to Annex H) conducted under the control of FOST Captain Training South:

3.   Using two Military supplied RIBs based at HMS RALEIGH, Jupiter Point under the CONOPs defined in Appendix 1 – FIAC FP Serial

3.1.   Using one of two FIAC remote targets (FIAC RT) and 1 of 2 remote control units (FIAC RTCU) based at HMS RALEIGH Jupiter Point towed by a Military supplied RIB to the point of use and thereafter remotely controlled from the warship under training (the attacked ship) - under the CONOPs defined in Appendix 2 – FIAC RT Serial.

4.   Volumes required are:

4.1.   Under CONOPS FIAC RT Serial at Appendix 2 – 12 serials per annum.

4.2.   Under CONOPS FIAC FP Serial at Appendix 1 – 35 serials per annum; throughout the year except HMS RALEIGH summer and Christmas leave periods as defined at Annex J to this SOR.

5.   The requirement shall include:

5.1.   All garaging, maintenance and defect repair of the equipment listed in the GFA list to levels 0 and 1 and the management of levels 2 and 3 as defined in Annex J to this SOR to achieve the required availability.

5.2.   The provision of suitably qualified and experienced drivers of the RIBs/FIACs to:

5.2.1.   Deliver RIBs and/or FIAC RT and RTCU from HMS RALEIGH, Jupiter point to point of serial delivery

5.2.2.   Operate the RIBs and or FIAC RT during the serials.

5.2.3.   Return the equipment to HMS RALEIGH, Jupiter point on completion.

6.   Competencies:

6.1.   RIB driver:
6.1.1.   DS1 – qualified in one of the following HMS RALEIGH courses: SEA116 Searider Coxswain or SEA127 Waterjet driver Coxswain.

6.1.2.   Received FOST exercise briefing annually.

6.1.3.   VHF(restricted) certificate of competence.

6.1.4.   RYA small boats first aid course (or equivalent).

6.1.5.   RYA engines maintenance course (or equivalent).

6.1.6.   Be up-to-date in the knowledge of local notices to mariners.

6.2.   Remote Control Operator and Support Team:

6.2.1.   DS1 – qualified in one of the following HMS RALEIGH courses: SEA116 Searider Coxswain or SEA127 Waterjet driver Coxswain.

6.2.2.   Received FOST exercise briefing annually.

6.2.3.   VHF(restricted) certificate of competence.

6.2.4.   RYA small boats first aid course (or equivalent).

6.2.5.   RYA engines maintenance course (or equivalent).

6.2.6.   Be up-to-date in the knowledge of local notices to mariners.

6.2.7.   Certified annually as competent to operate the FIAC by FOST SWO CEW.

7.   Conditions.

7.1.   RN RIBs shall be manned by a minimum of 2 people at all times.

7.2.   The serials are set by the SWO(A) and routinely delivered on Wednesdays between 1000 and 1400 but are subject to programming variations depending on FOST directed individual warships programmes, availability and weather conditions.

7.3.   The Authority (OIC Jupiter Point) shall provide charts and up to date weather information prior to serial start.

7.4.   Duration of a serial is nominally 90 minutes in duration excluding transit. The serials are conducted within the South coast inner exercise areas south of the Plymouth breakwater as defined (South of breakwater – including the following ex areas – Wembury, Whitsand Bay, Wembury Inner 1/2/3, Wembury central 1/2/3. Lat and longs can be found in BRd 9424 Vol 2 Ch 1 art 0138 South Coast Exercise Areas (available on Defence Intranet)).

7.5.   The Contractor shall note that:

7.5.1.   The operation of all vessels are to be in accordance with the regulations for the prevention of collisions at sea.

7.5.2.   The operation of the FIAC RT is via a remote control radio link. The Authority deems that this link defines the FIAC RT Operator as being in command of the FIAC RT.

7.5.3.   The direction of the FIAC and/or RIB are under the direction of the attacked ships' Commanding Officer via VHF channel 8 whilst conducting the relevant serial.

7.6.   As a remotely controlled target, the FIAC RT is deliberately fired upon by live rounds of (5.56mm Ball, 7.62 mm 4B/1T (tracer), to be fired at the target. 20mm TPT and 30mm TPT to be fired at a towed target astern of FIAC RT. Units may use pyrotechnics (flares, etc) for warning procedure. There is a small possibility that unused or unexploded ammunition may be lodged within the structure of the FIAC. The Contractor shall make safety inspections of the FIAC RT on its return and if ammunition is found report such immediately to the Authority's representative (RALEIGH-OCSTU) or the Commanding Officer HMS RALEIGH and take no further action other than the securing of the craft and creation of a safety zone as required until made safe.

8.   Assumptions. The Authority shall be responsible for:

8.1.   Consumables, fuel, lubricants, maintenance materials and spares

8.2.   The disposal of consumables used in the maintenance of the equipment.

8.3.   Delivery of maintenance levels 3 and 4.

8.4.   The determination of the equipment's point of beyond economic repair based on but at the sole discretion of Authority; the replacement costs over life and the Contractor's and Authority's combined maintenance costs which the Contractor shall make available to the Authority as required for the determination.

8.5.   Any subsequent disposal and replacement of the equipment.

8.6.   Provision, of relevant initial OEM operator & maintainer training and subsequently provision of any maintenance information updates to the Contractor.

8.7.   Making safe if unexploded ammunition is detected in accordance with paragraph 6.f. above.

Appendices:

Appendix 1 to Annex H   FIAC FP SERIAL CONOPS

Appendix 2 to Annex H   FIAC RT SERIAL CONOPS

INTENTIONALLY BLANK

Appendix 1 to Annex H
FIAC FP SERIAL CONOPS

Typical Concept Of Operations (CONOPS)

1.   The SURFEX 421 (Surface Exercise Encounter with Fast Attack Craft), is currently exercised using in service RN RIBs.

2.   Programming and Timings.

      1.1   Each serial shall involve the target being on task for a maximum of 90 minutes.

      1.2   An additional transit time to and from station of 60 minutes each way will also be required.

      1.3   All serials will be in accordance with the Western Area Weekly Practice Programme (WPP). The SWO(A) will liaise directly with Contractor's staff to coordinate timings as required (minimum of 2 weeks but normally 1 month notice of serial requirements). Times detailed in the WPP will only include the actual on task time therefore the following additional timings will have to be added:

            1.3.1   2 hours before the published start time the RIBs acting as the FIACs are to be in the water at Jupiter Point with all pre start checks complete.

            1.3.2   60 minutes before start time the RIBs acting as the FIACs will depart Jupiter Point and commence transit towards the start position as detailed in the FOST serial.

3.   Prior to departure the support boat's Coxswain will have a copy of the FOST Weekly Practice Programme (WPP) which will be provided by FOST Western Area Manager (WAM), up dated weather and navigation charts.

4.   Simulation of FIAC will be provided by: 2 RALEIGH RIBs which will deploy from and return to Jupiter Point. All craft will transit at max 10kts, in the restricted area, to a loiter position near Penlee Point, Draystone Buoy (DSB), before moving to conduct simulated attacks as the Ship enters or leaves the Sound.

5.   RIBs will operate at speeds of up to 35 kts in the de-restricted area remaining at least 400 yds from shore and no closer than 50yds from the attacked ship. Serial start will be initiated by the embarked FOST Staff passing "SAFE TO TRAIN" to the FIACs using VHF Ch 08 and repeated back for confirmation.

6.   During each approach by the RIB the Ship may issue verbal warnings using channel 72 and use blank ammunition, flares and saluting guns to simulate warning shots and engagements.

7.   When all serials are complete the RIBs will transit back to Jupiter Point.

INTENTIONALLY BLANK

Appendix 2 to Annex H
FIAC RT SERIAL CONOPS

Typical Concept Of Operations (CONOPS)

1.   The role of the FIAC RT is to provide a realistic target simulation for all ships conducting Operational Sea Training in the South Coast Exercise Areas. The following CONOPS aims to detail the employment of the craft in support of firing and non-firing serials.

2.   The SURFEX 420 (Surface Exercise Encounter with Fast Attack Craft), currently exercised using organic sea boats, will be augmented by a GUNEX 601/SURFEX 421F (Firing) using the FIAC RT. The target boats will be based at Jupiter Point (JP), HMS RALEIGH. Each serial will involve the target being on task for a maximum of 90 minutes. An additional transit time to station of 120 minutes each way will also be required. JP staff will at all times operate the FIAC RT.

3.   All serials will be in accordance with the Western Area Weekly Practice Programme (WPP). The SWO(A) will liaise directly with JP River manager to coordinate timings as required (minimum of 2 weeks but normally 1 month notice of serial requirements). Times detailed in the WPP will only include the actual on task time therefore the following additional timings will have to be added:

   3.1.   3 hours before the published start time the FIAC RT and support boat are to be in the water at Jupiter Point with all pre start checks complete including remote control operation checks. The purpose of the support boat is to act as a recovery craft should the FIAC RT break down. Communication will have been checked and the crews fully briefed. Dependent on the area location and to satisfy the requirements of the serial, the support boat may require to be loaded with extra fuel (petrol and oils) for the FIAC RT.

   3.2.   120 minutes before start time the target boat and support boat (support boat will tow FIAC RT to serial start point) will depart Jupiter Point and commence transit towards the start position as detailed in the WPP. The FIAC RT will be towed out to the areas. A maximum speed limitation within the constraints of Plymouth Breakwater of 10 knots will have to be observed. Also, within the constraints of the Breakwater, the FIAC RT cannot be remotely controlled. Once South of the Breakwater all speed limitations are lifted.

4.   Operating limits are as table below, 25 kts equates to a F6 however a local assessment by the FIAC RT operator and FOST staff of the sea state and weather will preclude any serial starting (serial to be re-scheduled).

SR number	System requirement	Compliance notes
SR06	Minimum speed of 30 knots in Sea State 1.	Engine configuration and platform design will meet this requirement.
SR10	Increase engagement angle to 90°port and starboard (from bow).	Target engagement from the beam aspect forward will be achievable.
SR12	Increase armour requirement to withstand 12.7mm ammunition.	Aspiration of FOST. Design to consider future armour upgrade.
SR31	Operation in 25 knots wind (true speed).	Hull design chosen to meet required environmental conditions.

Responsibilities:

5.

1.1   The FIAC run plans[1] will be defined by the SWO(A) and agreed by the attacked ship's Commanding Officer.

1.2   The Commanding Officer of the attacked ship is responsible for the direction of all training assets involved in and for the duration of the serial. Whilst serial delivery is the responsibility of the CO. Safe operation and navigation of the FIAC RT within its operating limits remains the responsibility of the Contractor.

1.3   The support boat Coxswain (Contractor's staff) is responsible for the safe operation and navigation of the support boat and shall be directed by the attacked ship's Commanding Officer during the serial delivery.

1.4   The FIAC RT remote operator is responsible for the safe operation and navigation of the FIAC RT whilst under remote control and shall be under the direction of the attacked ship's Commanding Officer during the serial delivery.

1.5   The support boat Coxswain shall be responsible for the support boat and FIAC RT when the FIAC RT is under tow.

Plan:

6.

1.1   The attacked warship will preposition in the allocated areas and rendezvous with the target and support boat (note can take up to 10 minutes to complete).

---

[1] The support boat used for this evolution is the JP Ferry Boat. Due to its age it is restricted to operations within 5 miles of the coast.

1.2   The remote control unit will be transferred onto the firing ship with the FIAC RT operator. A formal handover of the FIAC control from the support boat coxswain under tow to remote control under the control of the FIAC remote controller (now located on the attacking ship) will be made with a full confidence check conducted of the remote system.

1.3   The Support boat will position on the dis-engaged side of the attacking ship so as not to interfere with any of the runs maintaining a watch on VHF Ch 8.

1.4   An initial non-firing run will be conducted to gain confidence in operability with the boat approaching the ship from a distance of approximately 1500 metres at maximum speed. The embarked FOST SWO will coordinate run profiles via VHF CH 8. When the attacked ship Commanding Officer is satisfied with the conduct of the serial and appropriate range clearance has been established the firing runs will be conducted.

7.   If during the serial the FIAC RT is damaged and cannot be safely towed to Jupiter Point, the FIAC RT is to be towed by the Support Boat to the nearest safe slip-way where the FIAC RT will be loaded onto a road trailer by the Authority via external contract for onward return by road to Jupiter Point.

8.   When all firing runs are complete the remote control operator (contractor) and control unit will be transferred back to support boat. The support boat coxswain shall recover the FIAC RT and establish a tow of the FIAC RT for return to Jupiter Point. A further 120 minutes must be afforded for the return trip.

9.   At Jupiter Point a full assessment of the target boat shall be conducted by contractor to ascertain the amount of damage inflicted. The boat shall be brought out of the water by the contractor to ensure a full check is carried out noting condition 7.6 in Annex H.

INTENTIONALLY BLANK

Annex I
PERSONNEL SECURITY

1.   The MOD is subject to threats from espionage, sabotage, subversion, terrorism and crime, and has a security infrastructure throughout the Department. To counter these threats, the MOD has established a range of security regulations and procedures which all Contractors are required to understand and comply with. Security is the responsibility of **all** individuals on MOD sites and Contractors are required to have a disciplinary system to make sure that action can be taken against any member of staff who fails to comply with security regulations or orders.

2.   The management of the security aspects of this Contract is under a non-List X provision. This means:

>   2.1.   Control of all aspects of security including personnel on Navy Command establishments is the responsibility of individual Commanding Officers. Their nominated points of contact are known generically as the Establishment Security Officers (ESyO).

>   2.2.   The procedure for this varies between establishments and units depending on the unit security category and role which will determine the level of guarding and security requirements, in accordance with the Defence Manual of Security (JSP 4402) and Government Security Threat level Assessments.

>   2.3.   Prior clearances of the Contractor's or their sub-contractor's staff under any other company List X arrangements does not warrant automatic entry to other establishments or units. Individuals must be cleared at each establishment that they are required to carry out contracted tasks and it is for the Contractor to demonstrate under the contract why access and clearance is necessary to the relevant establishment ESyO.

>   2.4.   The Authority requires that the Contractor will comply with and adhere to all establishment security policy, rules, orders and guidance, as specified in, but not limited to, the relevant document of Security Requirements for Contractors Requiring Access to an Establishment. The Contractor must also:

>>   2.4.1.   Ensure that all subcontractors will follow this procedure for the clearance of their personnel requiring access noting that the responsibility for the verification of an individual's Baseline Personnel Security Standard (BPSS) information rests with the employing company.

>>   2.4.2.   Provide a nominated point of contact within the security section of their General Issues Management Plan who will ensure the management of the company's and sub-contracted staff, for clearances in conjunction with and to the satisfaction of the ESyO.

---

[2] JSP 440 will not be provided to Defence Contractors. Contractors are to be legally compliant with DefCon 659A. JSP 440 Part 8 (Communications & ICT Security) may be accessed via the DE&S limited access website.

2.5.   It should be noted that:

2.5.1.   Agreed access of any contractor or sub-contractor by the Commanding Officer's nominated representatives cannot be assumed until granted.

2.5.2.   The Commanding Officer's nominated representatives reserve the right to refuse or remove access at any time.

2.5.3.   Failure to obtain security clearance or access permission shall not relieve the Contractor's obligation to deliver the service.

2.5.4.   Each company along the supply chain is responsible for warranting the staff information supplied to meet the BPSS to the ESyO and to note that this information may be checked as part of a more detailed unit vetting procedure.

2.5.5.   Contractors should also note that part of the unit vetting procedure may be conducted by a Soft Facilities Management contractor and will require the provision of HR information in order to conduct the assessment. The final decision will always rest with the ESyO.

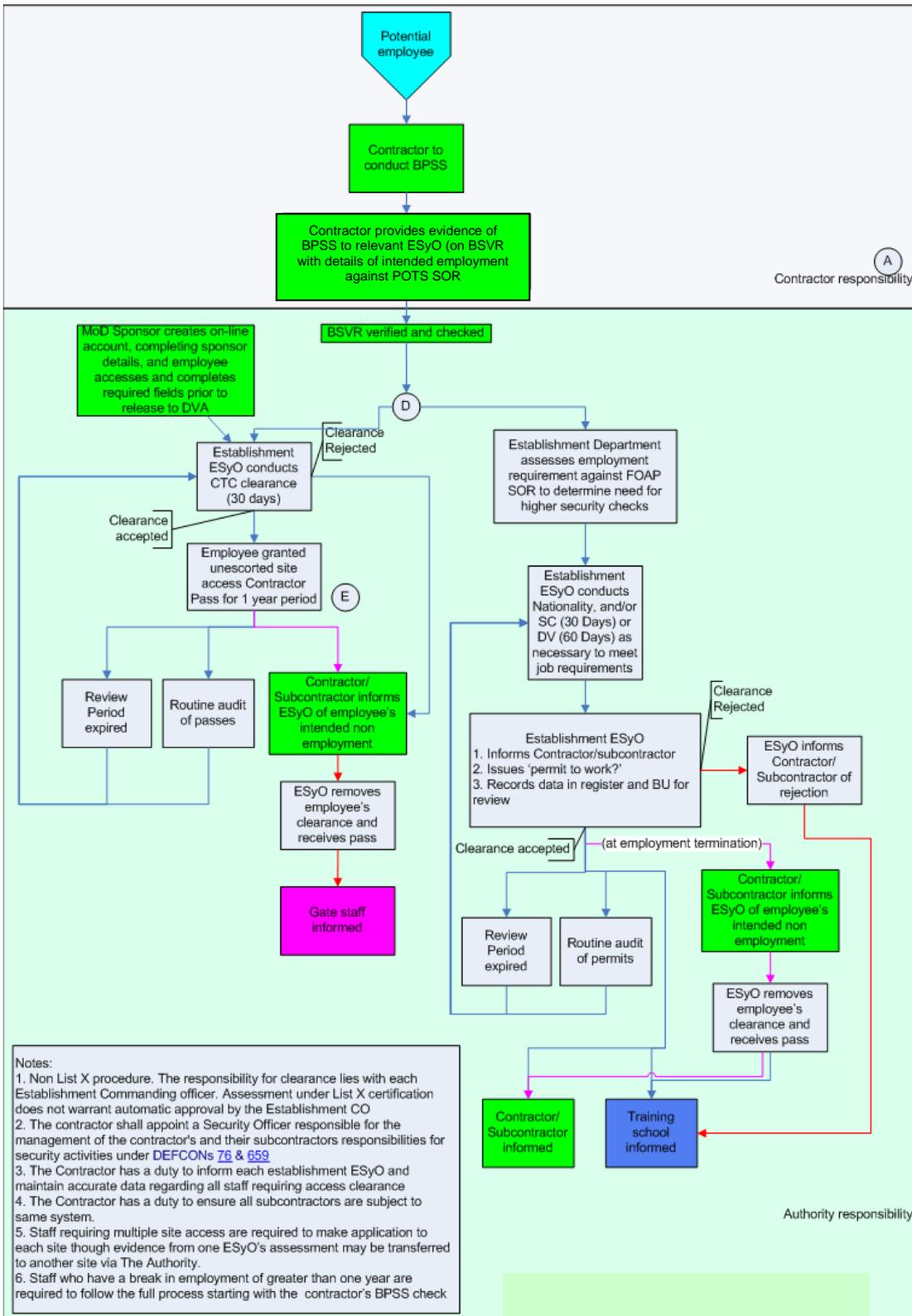3.   Figure 1 illustrates the process:

Figure 1 – Generic Flow Diagram

Notes for flowchart of personnel security process

(A) Prior to receiving notification that the BPSS has been cleared, personnel may be allowed access to a site following SISys registration and the issue of a red escorted pass. These passes require the holder to be continuously escorted and supervised by a sponsor holding a BPSS. Application for an escorted pass must be:

   a.   Made by the Contractor only – sub contractors must be sponsored by the Contractor's nominated point of contact.

   b.   Received by the appropriate pass office 24 hours (excluding Friday 1500 to Monday 0830) in advance of the visit.

(D) A permanent unescorted Contractor pass issued by a specific unit following a minimum of a Counter Terrorist Check (CTC) may allow unescorted access at other establishments provided that the Contractor provides a minimum of 24 hours' notice (excluding Friday 1500 to Monday 0830) of the visit to the pass office of the establishment being visited and their security clearance is confirmed between originating and receiving ESyO. In all instances registration will be required at the receiving pass office on each occasion whereupon a 'green' unescorted SISys pass may be issued.

(E) Generally Contractor's staff are entitled to request a permanent car pass (subject to local restrictions) once their clearance has been confirmed and permanent pass issued. Temporary car passes for other establishments are issued at the sign in procedure.

Specific establishment differences:

1.   The CO HMS TEMERAIRE adopts the security clearance procedure of HMS COLLINGWOOD.

2.   Horsea Island (which includes the DDS) is a tender to HMS EXCELLENT and its security clearance procedure.

3.   At FOST HM:

   3.1.   All Contractors are required to obtain CTC clearance as a minimum before an unescorted pass will be issued.

   3.2.   A 'red' SISys pass is only valid for a maximum of 14 days.

   3.3.   There is no specific car parking. Contractors are expected to use the park and ride scheme.

4.   At HMS RALEIGH:

   4.1.   Jupiter Point is a tender to HMS RALEIGH and its security clearance procedure.

   4.2.   Pier Cellars is a tender to HMS RALEIGH and its security clearance procedure.
   4.3.   Gutter Tor Refuge is a tender to HMS RALEIGH and its security clearance procedure.

5.   At BRNC:

5.1.   The Vetting Officer completes all CTC and SC clearances.

Information Technology Security

6.   All IS networks and systems for which the Contractor is responsible will require re-accreditation. The Contractor will be required to maintain accreditation approval throughout the contract via the establishment ITSO.

7.   The Defence Business Internet (DBI) system has been provided by the Authority to eliminate any requirement for the Contractor to run insecure wireless networks on an establishment.

INTENTIONALLY BLANK

Annex J
SUPPORTING INFORMATION

1.   Annex J provides supporting information for the Contractor to deliver the services in this SOR. The Annex has been broken down into the following areas:

    1.1.   Appendix 1 to Annex J provides additional Establishment information where required for the Contractor to deliver the SOR.

    1.2.   Appendix 2 to Annex J provides accommodation details to assist in production of the SOTT+ and other contract deliverables.

    1.3.   Appendix 3 to Annex J details the supervisory care responsibilities of the Contractor when delivering the SOR.

Appendices:

Appendix 1 to Annex J   Establishment Information

Appendix 2 to Annex J   Accommodation Information

Appendix 3 to Annex J   Supervisory Care Responsibilities

INTENTIONALLY BLANK

Appendix 1 to Annex J
ESTABLISHMENT INFORMATION

1.   The duration of Periods of Instruction vary between establishments as follows (the Contractor may wish to consider harmonising these as a business improvement activity) :

Establishment	Length of each period of instruction
HMS COLLINGWOOD including DDS	50 minutes
HMS EXCELLENT (CBRNDC)	Mon-Fri: 45 minute periods 1-8
Devonport (FOST HM)	Mon-Fri: 30 minute Period 0, 45 minute Periods 1-8
HMS RALEIGH	Mon – Fri: 1 period of 30 minutes and 8 periods of 50 minutes each.
HMS RALEIGH Seamanship Training Unit (STU)	Mon-Fri Period 0 – 25 minutes, apart from Training Divisions evolutions 45 minutes with 0730 start. Period 1-8 – 50 minutes, with 1 hr. 20 minutes for lunch.
HMS RALEIGH (RNSMS)	Mon-Thurs.: 8 x 50 minute periods Fri: 7 x 50 minute periods Total weekly delivery 39 periods. Mon-Thurs. 1600-2215 Total delivery 31 weekly periods of Out Of Hours Coverage (OOHC)/backshift.
BRNC including RNLA	45 minutes
RNR Initial Ratings Training	Per 0: 25 minutes, Per 1-8: 50 minutes, Per 9: 1 hr. 50 minutes.
HMS TEMERAIRE	Mon – Thu: 10 periods of 50 minutes Fri: 9 periods of 50 minutes

2.   The working hours of each Establishment in an Instructional Day are as follows:

Establishment	Working Day times
HMS COLLINGWOOD including DDS	0810-1630 Mon-Thu & 0810-1515 Fri. Periods 0 (0720-0810) & 9 (1630-1720) may be programmed for wholly military delivered activities e.g. regular sport on Wed, drugs and alcohol lectures, parade training.
HMS EXCELLENT (CBRNDC)	0830-1600 Mon-Thu & 0830-1530 Fri
Devonport (FOST HM)	0800-1615 Mon-Fri
HMS Raleigh (STU)	0750-1710 Mon-Fri
HMS Raleigh (Note: R&IT delivery occurs over a weekend)	0750-1715 Mon-Fri
BRNC	0600 – 1800 Mon-Sun Phase 1 and CLM aspects of BRNC will exceed these hours. Details can be found in the relevant training documentation.
RNLA (RA Sqn)	0800-1630 Mon-Fri
RNLA (RO Sqn)	0800 – 1630 Mon - Fri
HMS TEMERAIRE	0730 - 1730 Mon - Thu & 0730 - 1640 Fri

NOTE: The Contractor may review periods of instruction and working day parameters as part of the Training Optimisation Service and make recommendations to the Authority for amendment as required.

3. Establishment leave periods are indicated as follows, but are subject to local amendment. During these times, minimal training takes place.

Establishment	Easter leave[3]	Summer leave	Christmas leave
HMS COLLINGWOOD (includes DDS):	First 2 weeks of April	Last 3 weeks in Aug	2 weeks closest to Christmas Day
HMS EXCELLENT	First 2 weeks of April	Last 3 weeks in Aug	2 weeks closest to Christmas Day
FOST HM (Devonport):	1 week either side of Easter Sunday	Last 3 weeks in Aug including Public Holiday	2 weeks closest to Christmas Day
HMS RALEIGH Including RNSMS	First 2 weeks of April	4 weeks commencing first Friday in Aug	2 weeks closest to Christmas Day
BRNC including RNLA (Extra activities occur during Easter and Summer leave)	Fixed 15 week terms – Easter is a floating leave	3 weeks	2 weeks
RNLA (RA Sqn)[4]	First 2 weeks of April	Last 3 weeks in Aug	2 weeks closest to Christmas Day
HMS TEMERAIRE	First 2 weeks of April	Last 3 weeks in August	2 weeks closest to Christmas Day

4. There may be a requirement to work on Public Holidays if a course is scheduled. Out of hours/weekend is necessary for some courses as marked in the notes column in the SOTT+ at **Error! Reference source not found.** of this SOR.

5. The following constraints apply to planning of training activities in particular establishments:

5.1. **MWS**

5.1.1. Physical development – Longer courses have physical development scheduled. Details are implied in **Error! Reference source not found.** as being the number of daily periods minus the stated number of daily period per day averaged over a week (i.e. (8 -7.2) x 5 = 4)

5.1.2. Training divisions – twice per term for 3 periods on a Friday afternoon

5.1.3. Ceremonial divisions – once per term during last week. All training stopped and re-programmed unless it physically cannot be delivered at another time.

---

[3] Future years will follow a similar duration, taking into account the effect of the date of Easter.
[4] Additional leave taken as per individual training commitments.

5.1.4.   Bank Holidays are taken when course scheduling allows.

5.1.5.   Establishment Commanding Officers may approve a ½ day on the last day of term, finishing at 1200 instead of the normal end of working day.

5.2. **HMS RALEIGH**

5.2.1.   Phase 1 divisions (passing out) – programmed for every Friday afternoon from 1330 with training divisions conducted as an extended 'period 0' (0730-0830) on Tuesdays and Thursdays.

5.2.2.   Phase 2 trainees attend divisions on a Thursday every week, and Friday if there is a Phase 2 class passing out.

5.2.3.   VIP divisions are held twice a term which requires all courses and staff at HMS Raleigh to attend except the DAT course at RNSMS.

5.2.4.   Bank Holidays are normal working days when in term time.

5.3. **BRNC**

5.3.1.   Divisions and their preparations are part of programmed activity for courses. Formal passing out parades occur at the end of each term, normally on the Thursday of week 15.

5.3.2.   Occasionally due to the intensive nature of initial training, trainees require medical appointments, dental and rehab (physiotherapy etc.) during the training day.

5.3.3.   Staff members are occasionally required for civic functions, services etc.

5.3.4.   Where possible, Bank Holidays will remain sacrosanct; however, there will be times where it is required to be a normal working day. This is promulgated through BRNC Establishment memoranda.

5.4. **Infrequent risks to training programming:**

5.4.1.   In the event of a death of a senior member of the Royal Family, plans exist for their funeral involving the majority of staff and trainees at shore training establishments and have the potential for major disruption of training.

5.4.2.   The UK government in the past has required the use of Armed Forces personnel to assist civil powers and Other Government Departments in civil power matters (fire strikes, floods etc.). The effect is infrequent and cannot be planned but requires assistance from Training Planning to manage and minimise the impact.

5.4.3.   All military personnel are subject to a random drug testing regime. When this is activated in an Establishment, training is restricted for a period of ½ day as access to/from the Establishment is curtailed until all selected staff and trainees have been tested. This happens approximately once per term per major Establishment.

INTENTIONALLY BLANK

Appendix 2 to Annex J
ACCOMMODATION INFORMATION

HMS Collingwood

Establishment (Notes)	Building Name & Number	Type of room e.g. X	Configuration of rooms e.g. flatlet, hotel	No of Floors	No of Wings per floor	No of rooms per wing	Bed space numbers per wing	Bed space numbers per room	Total bed space numbers	Actual
JUNIOR RATES	FISHER HALL / 707	Z	flatlet	3	2	7	12	see comment	72	
	BUCKLEY HALL / 708	Z	flatlet	3	2	7	12	see comment	84	
	WATSON HALL / 709	Z	flatlet	3	2	7	12	see comment	144	
	MIDDLETON HALL / 706	Z	flatlet	3	2	7	12	see comment	54	
	INGLEFIELD HALL / 705	Y	flatlet	3	2	6	16	see comment	188	
	PASCO HALL / 704	Y	flatlet	3	2	7	12 or 16	see comment	78	
	BRYSON HALL / 703	Y	flatlet	3	2	6	16	see comment	258	
	LOWE GC / 766	Y	flatlet	3	3	31	6	6	106	
	NIVEN / 777	Single	hotel	3	2	26	19	1	114	
	CARELESS / 767	Single	hotel	3	1	32	24	1	72	
	SAVAGE / 768	Single	hotel	3	1	32	24	1	72	
	VIVIAN / 616	Single	hotel	3	12	varies	20	1	350	
	Total of JR beds 1592 (this includes all of Vivian)									

Electra g/floor west wing 13 bedrooms 7x1berth, 2x2 berth, 4x6 berth = 31beds
Electra g/floor north wing 3 bedrooms 1x4 berth, 2x6 berth = 16 beds
Electra first floor north wing 8 bedrooms 1x2 berth, 1x1 berth, 5x4 berth, 1x6 berth
Electra first floor west wing 14 bedrooms 7x1 berth, 2x2 berth, 5x6 berth
Electra second floor west wing 14 bedrooms 7x1 berth, 2x2 berth, 5x6 berth

Establishment (Notes)	Building Name & Number	Type of room e.g. X	Configuration of rooms e.g. flatlet, hotel	No of Floors	No of Wings per floor	No of rooms per wing	Bed space numbers per wing	Bed space numbers per room	Total bed space numbers	Actual
SENIOR RATES	GOULD VC / 750	S	hotel	3	1	20	16	1	48	
	PROWSE VC / 763	S	hotel	3	1	38	32	1	98	
	SEPHTON VC / 751	S	hotel	3	1	20	16	1	48	
	WARBURTON-LEE/ 762	S	hotel	3	2	38	32	1	98	
	Total of SR beds 292 - does not include overspills in Vivian									
OFFICERS	SHERBROOKE VC / 765	SO	hotel	3	1	42	2x9, 1x8	1	26	
	ROOPE VC / 764	SO/JO	hotel	3	3	49	2x42, 1x41	1	125	
	WARDROOM / 724	JO/SO	hotel	2	2	1x13 1x12	10	1	20	
	WARDROOM / 622/623	JO	hotel	3	3	1x51 1x66 1x71	1x36, 1x54, 1x56	1	146	
	Total of Officer beds 317									
CIVILIANS - Income Generation	ELECTRA / 618	Z		3	2	1x17 1x10 2x19	1x13 1x14 1x8	see note below	160	
	REDLANDS / 326	Z		2	1	1 x 16 1x18	10	4 (1with2)	82	
	MPGS / 636	Z		2	1	11	1x8 1x6	1	14	
	Other areas - total beds 256									
								Total Number of beds:	**2457**	

HMS Raleigh

Establishment (Notes)	Building Name & Number	Type of room e.g. X	Configuration of rooms e.g. flatlet, hotel	No of Floors	No of Wings per floor	No of rooms per wing	Bed space numbers per wing	Bed space numbers per room	Total bed space numbers	Actual
HMS RALEIGH	Holland	Single E/S	hotel	3	1	NA	NA	1	72	79
	Albion	Single E/S	hotel	3	1	NA	NA	1	14	79
	Dreadnought	Single E/S	hotel	3	1	NA	NA	1	46	73
	Repulse	Single E/S	hotel	3	1	NA	NA	1	46	73
	Sir Galahad	6 man cabin	hotel	3	1	NA	NA	6	102	102
	Sir Galahad	Single E/S	hotel	3	1	NA	NA	1	3	3
	Conqueror	6 man cabin	hotel	3	1	NA	NA	6	102	102
	Conqueror	Single E/S	hotel	3	1	NA	NA	1	3	3
	Antelope	8 man cabin	Hotel	3	1	NA	NA	8	128	128
	Antelope	Single E/S	hotel	3	1	NA	NA	1	3	3
	Ardent	8 man cabin	Hotel	3	1	NA	NA	8	136	136
	Ardent	Single E/S	hotel	3	1	NA	NA	1	3	3
	Apollo	4 man cabin	hotel	3	2	4	16	4	96	92
	Apollo	4 man cabin	hotel	1	1	2	16	8	8	8
	Apollo	Single non E/S	hotel	3	1	2	1	6̶ 1	6	15
	Achilles	4 man cabin	hotel	3	1	6	24	4	72	34

Establishment (Notes)	Building Name & Number	Type of room e.g. X	Configuration of rooms e.g. flatlet, hotel	No of Floors	No of Wings per floor	No of rooms per wing	Bed space numbers per wing	Bed space numbers per room	Total bed space numbers	Actual
	Achilles	Single non E/S	Hotel	1	1	NA	NA	28	28	28
	Exeter	single non E/S	hotel	4	1	30	30	1	120	120
	Exeter	Twin non E/S	Hotel	4	1	5	10	2	10	10
	Kent	single non E/S	hotel	2	1	35	35	1	70	70
	WR West Wing	single E/S	hotel	3	1	7	7	1	23	23
	WR West Wing	single non E/S	hotel	3	1	8	8	1	24	24
	WR East Wing	single non E/S	hotel	3	1	18	16	1	51	51
	Drake/Cornwell/Walker/Britannia	23 – 30 Man Mess	hotel	3	1	N/A	N/A	23 – 30	441	441
	Cunningham/Nelson/ Pellew/Amthy	30 Man Mess	hotel	3	1	N/A	N/A	30	484	484
	Exmouth/Fieldhouse/ Hawke/Gren	6 – 29 Man Mess	hotel	3	1	N/A	N/A	6 – 29	418	418
	Le Fanu/Rowallan	21 - 30 Man Mess	hotel	3	1	N/A	N/A	21 - 30	215	215
	Amazon	single non E/S	hotel	1	1	18	18	1	18	18
	Ganges	28 man mess	hotel	2	NA	NA	NA	28	168	168
	Ganges	6 -18 man mess	hotel	NA	NA	NA	NA	NA	24	24
								Total Number of beds:	**2835**	**2934**

Establishment (Notes)	Building Name & Number	Type of room e.g. X	Configuration of rooms e.g. flatlet, hotel	No of Floors	No of Wings per floor	No of rooms per wing	Bed space numbers per wing	Bed space numbers per room	Total bed space numbers	Actual
HMS RALEIGH	Holland	Single E/S	hotel	3	1	NA	NA	1	72	79
	Albion	Single E/S	hotel	3	1	NA	NA	1	14	79
	Dreadnought	Single E/S	hotel	3	1	NA	NA	1	46	73
	Repulse	Single E/S	hotel	3	1	NA	NA	1	46	73
	Sir Galahad	6 man cabin	hotel	3	1	NA	NA	6	102	102
	Sir Galahad	Single E/S	hotel	3	1	NA	NA	1	3	3
	Conqueror	6 man cabin	hotel	3	1	NA	NA	6	102	102
	Conqueror	Single E/S	hotel	3	1	NA	NA	1	3	3
	Antelope	8 man cabin	Hotel	3	1	NA	NA	8	128	128
	Antelope	Single E/S	hotel	3	1	NA	NA	1	3	3
	Ardent	8 man cabin	Hotel	3	1	NA	NA	8	136	136
	Ardent	Single E/S	hotel	3	1	NA	NA	1	3	3
	Apollo	4 man cabin	hotel	3	2	4	16	4	96	92
	Apollo	4 man cabin	hotel	1	1	2	16	8	8	8
	Apollo	Single non E/S	hotel	3	1	2	1	~~6~~ 1	6	15
	Achilles	4 man cabin	hotel	3	1	6	24	4	72	34
	Achilles	Single non E/S	Hotel	1	1	NA	NA	28	28	28

Establishment (Notes)	Building Name & Number	Type of room e.g. X	Configuration of rooms e.g. flatlet, hotel	No of Floors	No of Wings per floor	No of rooms per wing	Bed space numbers per wing	Bed space numbers per room	Total bed space numbers	Actual
	Exeter	single non E/S	hotel	4	1	30	30	1	120	120
	Exeter	Twin non E/S	Hotel	4	1	5	10	2	10	10
	Kent	single non E/S	hotel	2	1	35	35	1	70	70
	WR West Wing	single E/S	hotel	3	1	7	7	1	23	23
	WR West Wing	single non E/S	hotel	3	1	8	8	1	24	24
	WR East Wing	single non E/S	hotel	3	1	18	16	1	51	51
	Drake/Cornwell/Walker/Britannia	23 – 30 Man Mess	hotel	3	1	N/A	N/A	(2 x 121; 1 x 120; 1 x 83)	445	445
	Cunningham/Nelson/Pellew/Amthy	30 Man Mess	hotel	3	1	N/A	N/A	(3 x 120; 4 x 90)	450	450
	Exmouth/Fieldhouse/Hawke/Gren	6 – 29 Man Mess	hotel	3	1	N/A	N/A	6 – 29	418	418
	Le Fanu/Rowallan	21 - 30 Man Mess	hotel	3	1	N/A	N/A	21 - 30	215	215
	Amazon	single non E/S	hotel	1	1	18	18	1	18	18
	Ganges	28 man mess	hotel	2	NA	NA	NA	28	168	168
	Ganges	6 -18 man mess	hotel	NA	NA	NA	NA	NA	24	24
								Total Number of beds:	**2835**	**2934**

BRNC

Establishment (Notes)	Building Name & Number	Type of room e.g. X	Configuration of rooms e.g. flatlet, hotel	No of Floors	No of Wings per floor	No of rooms per wing	Bed space numbers per wing	Bed space numbers per room	Total bed space numbers	Actual
BRNC Squadron Booked Accommodation (Ring fenced for Cadets Only)	A Block	various	hotel	2	1	25	31	1/2	62	
	D Block	various	hotel	4	1		73		289	
	C Block	various	hotel	2	1	29	66	2	66	
	Total number of Cadet beds: 413									
Wardroom Staff Officers & visitors of WR status	B Block	single	hotel	2	1	26	28	1/2	56	
	Hostel	single	hotel	2	1	7	7/8	1	15	
Top Floor Only: for Pre-RNYOC & cadets	C Block	2 berth	hotel	2	1	29	66	2	66	
Wardroom Staff Officers & visiting courses	Hardy A	various	hotel	2	1	8	15	1/2	31	
Visiting Courses, Visitors etc.	Hardy B	2 berth	hotel	2	1	13	27/28	2	55	
WO's and SR's only	Beatty SR SLAM	single	hotel	2	1	7/8	7/8	1	15	
WO's and SR's only	Beatty SR non SLAM	single	hotel	1	1	12	12	1	11	
Junior Rates only	Beatty JR SLAM	single	hotel	2	1	10	10	1	20	
Transit/short term	West End	4 berth	hotel	1	1	5	20	4	20	
	Total Number of Staff, IDT and Course beds: 289									
								Total Number of beds:	**702**	

D Block 4 floors made of various berth denominations: 1 x 28 beds, 1 x 12 beds, 2 x 8 beds, 4 x 7 beds, 2 x 5 beds, 1 x 6 beds, 11 x 4 beds, 3 x 3 beds, 17 x 2 beds 102 singles

HMS Drake

Establishment (Notes)	Building Name & Number	Type of room e.g. X	Configuration of rooms e.g. flatlet, hotel	No of Floors	No of Wings per floor	No of rooms per wing	Bed space numbers per wing	Bed space numbers per room	Total bed space numbers	Actual
HMS DRAKE	Senior Officers								55	
	Junior Officers								195	
	Senior Rates								451	
	Junior Rates								1008	
								Total Number of beds:	**1709**	

HMS Excellent

Establishment (Notes)	Building Name & Number	Type of room e.g. X	Configuration of rooms e.g. flatlet, hotel	No of Floors	No of Wings per floor	No of rooms per wing	Bed space numbers per wing	Bed space numbers per room	Total bed space numbers	Actual
HMS EXCELLENT	Wardroom 98	SO	Hotel	2	2	25 Total	25 Total	1	25	
	Wardroom 98	JO	Hotel	2	3	83 Total	83 Total	1	83	
	SR HARDING 292	S	Hotel	3	0	89 Total	89 Total	1	89	
	SR FINCH 290	S	Hotel	3	0	45 Total	45 Total	1	45	
	MANSELL	Z	Hotel	3	0	55 Total	55 Total	1	55	
	MCKENZIE	Z	Hotel	3	0	55 Total	55 Total	1	55	
	EXCELLENT	Y	Hotel (not en-suite)	3	0	65 Total	65 Total	20 twin 25 single	68	
								Total Number of beds:	**420**	

Appendix 3 to Annex J
SUPERVISORY CARE RESPONSIBILITY MATRIX WITHIN THE SCOPE OF SUPPLY OF THIS SOR

1.   Supervisory Care is the responsibility of all staff in training establishments and should be provided iaw JSP 898 (Pt 1 Direction and Pt 2 Guidance) and the respective Establishment's Supervisory Care Directive (SCD) and Commander's Risk Assessment (CRA). Regardless of training type, the Establishment Commanding Officer, as the Operational Duty Holder (ODH), retains overall responsibility for welfare and Duty of Care within their Establishment, however day to day management of supervisory care is to be provided iaw this matrix.

Delivery	Design of training	Planning of training	Management of equipment availability	Delivery of trainee support & welfare whilst under instruction and delivery of coaching & mentoring to the Authority's instructional staff					Staff & trainee outside the instructional day
				Discipline	**Pastoral**	**Complaints & representations**	**Reporting**	**Specific learning difficulties, coaching & mentoring**	
Type C	Contractor[1]	Contractor[2]	Contractor[3]	Contractor[4]	Contractor[5]	Contractor[6]	Contractor[7]	Contractor[8]	RN[9]
Type B	Contractor[1]	Contractor[2]	Contractor[3]	Contractor[4]	Contractor[5]	Contractor[6]	Contractor[7]	Contractor[8]	RN[9]
Type A	Contractor[1]	Contractor[2]	Contractor[3]	RN[9]	RN	RN	RN	RN[9]	RN[9]

Notes:

1.   The Contractor is responsible for ensuring that the design intent has considered all factors which may affect the wellbeing of staff, trainees and onlookers including: H&S regulations, Risk Assessments, physical state of the personnel under training, specific religious issues, GFA design intent, personal administration.

2.   The Contractor is responsible for ensuring that the planning intent considers all factors which may affect the wellbeing of staff, trainees and onlookers including: H&S issues such as the Working Time Directive (subject to military training requirements exception) appropriate class sizes, suitable facilities for activities being undertaken, appropriate timing of breaks and PTI, religious issues, educational and personal administration sessions are incorporated.

3.   The Contractor is responsible for ensuring that the training equipment, laboratories and simulator systems are maintained in accordance with current policies and procedures. The Contractor is to ensure that equipment and systems are safe to operate and any cleaning activities do not present hazards to the environment in accordance with Part 6 to the Contract.

4.   The Contractor is responsible for ensuring that its training delivery staff apply Establishment Standing Orders (ESOs) or RN Regulations to uphold the expected discipline standards of trainees. The Contractor is responsible for upholding discipline standards during normal working hours (including break times) and outside periods of instruction when delivering additional mentoring or remedial activities. Disciplinary issues may be raised through the nominated RN chain of command. The Contractor's staff must take appropriate (as defined in ESOs) first response action where trainees are suspected of acting in contravention of guidelines, orders or regulations, even if not directly in contact with that class or the trainees concerned.

5.   The Contractor is responsible to ensure any initial Pastoral care is acted on immediately in a positive, sensitive and humane manner, ensure that this duty is handed over as soon as reasonably possible to the Authority's staff and in so doing ensure continuity until the Authority's staff have taken control.

6.   The Contractor is responsible to ensure that any Complaints & Representations as defined in JSP 831 (individual grievances) and JSP 763 (MoD harassment complaints procedure) made to the Contractor's staff are dealt with immediately by whichever member of staff is approached. The Contractor is to pass relevant details and information to the Authority's representative as soon as reasonably possible and in so doing ensure continuity and preservation of any material evidence until the Authority's staff have taken control of the complaint. The Contractor is to adhere to the authority's complaints and representations procedures if a complaint and/or representation is made against a member of its staff, and subsequently work with the Authority to resolve and manage the response to achieve satisfactory conclusion. Equally the Authority will work with the Contractor to manage any complaints made by the Contractor's staff against the Authority's staff or trainees in a similar manner.

7.   Reports and recommendations on trainees are required to be produced by Contractor staff for training progress, appraisal and other management requirements, such as 2nd or 3rd party assurance or investigations. Such reports/recommendations may be required of Instructors, Course Managers, or other Contractor staff relevant to training delivery to reflect any aspect of trainee performance (i.e. academic progress, weakness, excellence, disciplinary, or cheating scenarios).

8.   The Contractor is responsible to ensure trainee specific learning difficulties issues are recognised and take action as per the Authority's policy and orders. In addition there is a requirement to assist trainees and the Authority's instructional staff through Coaching and Mentoring activities, both

as an instructor and as part of the Coaching for Training networks. Actions may be required both during normal working hours and outside periods of instruction. Relevant reports may be required, raised through the RN chain of command. Training support staff may be required to assist.

9.   Except where notes 4 and 8 apply.

INTENTIONALLY BLANK

Annex K
REFERENCE INFORMATION

1.   Annex K provides reference information for the Contractor to deliver the services in this SOR. The Annex has been broken down into the following areas:

    1.1.   Appendix 1 to Annex K provides a list of abbreviations as used throughout the SOR.

    1.2.   Appendix 2 to Annex K provides a list of standards used throughout the SOR.

    1.3.   Appendix 3 to Annex K provides a list of definitions used throughout the SOR. These definitions are to be used in conjunction with Schedule 1 of the Contract.

Appendices:

Appendix 1 to Annex K   Abbreviations

Appendix 2 to Annex K   Standards

Appendix 3 to Annex K   Definitions

INTENTIONALLY BLANK

Appendix 1 to Annex K
ABBREVIATIONS

1AGRM	1 Assault Group Royal Marines
2SL	Second Sea Lord
2SL PFS	Second Sea Lord's Personnel Functional Standards
AB1	Able Seaman Class 1
AB2	Able Seaman Class 2
ABC	Annual Budget Cycle
ACLO	Area Careers Liaison Officer
ACPM	Annual Change Pricing Mechanism
ADQUAL	Additional Qualification
AFACT	Acoustic Frequency Analysis Continuation Trainer
AFCO	Armed Forces Careers Offices
ALIM	Active Learner and Instruction Method
AMERC	Association of Marine Electronic and Radio Colleges
AP	Apprenticeship Programme
AQA	Assessment Qualification Alliance
ASpec	Assessment Specification
AStrat	Assessment Strategy
ASTT	Action Speed Tactical Trainer
ASUAT	Anti-Submarine Underwater Attack Trainer
AT	Adventurous Training
BAU	Business as Usual
BCS	British Computer Society (Chartered Institute for IT)
BIS	Business Information Service
BR	Book of Reference
BPSS	Baseline Personnel Security Standard
BRNC	Britannia Royal Naval College
BSc	Bachelor of Science
BSS	Board and Search School
BSSC	Basic Sea Survival Course
C&G	City and Guilds
CAI	Computer Aided Instruction
CAM	Coaching And Mentoring
CAT	Coaching & Advisory Team
CATMA	Computer Assisted Target Motion Analysis
CBRNDC	Chemical, Biological, Radiological, Nuclear and Damage Control
CBT	Computer Based Training
CCF	Combined Cadet Force
CDLSE	Clearance Diver Life Support Equipment
CDT	Capability Delivery Team
CDO	Contract Designated officer
Cdo	Commando
CDP	Contractor Delivered Period
CEB	Customer Executive Board
CertEd	Certificate in Education
CfTN	Coaching for Training Network

CI	Continuous Improvement
CIE	Cambridge International Examinations
CIS	Communication & Information Systems
CLM	Command, Leadership and Management
CLR	Commando Logistics Regiment
CNR	Captain Naval Reserves
CMS	Core Maritime Skills
COMCORE	Commander Core Training
COMOT	Commander Operational Training
CONOPS	Concept of Operations
COSHH	Control Of Substances Hazardous to Health
CO	Commanding Officer
COT	Care of Trainees
COTE	Commanding Officer of the Training Environment
COTS	Commercial Off The Shelf
CPD	Continuous Professional Development
CPO	Chief Petty Officer
CPO(ET)	Chief Petty Officer (Engineering Technician)
CRA	Commander's Risk Assessment
CRVRS	Close Range Virtual Reality Simulator
CSS	Command Support System
CT	Ceremonial Training
CTC	Counter Terrorist Check
CTC(RM)	Commando Training Centre (Royal Marines)
CTLLS	Certificate of Teaching in the Lifelong Learning Sector
CTP	Career Transition Partnership
CTU	Communication Training Unit
CUL	Royal Naval Air Station Culdrose
CWD	HMS COLLINGWOOD
C2	Command and Control
C4ISTAR	Command, Control, Communications, Computers, Information/Intelligence, Surveillance, Targeting Acquisition and Reconnaissance
D&I	Diversity and Inclusion
DAST	Dyslexia Adult Screening Test
DBI	Defence Business Internet
DBS	Disclosure and Barring Service
DCCT	Dismounted Close Combat Trainer
D of C	Duty Of Care
DCLPA	Defence College of Logistics and Personnel Administration
DCTS	Defence Centre of Training Support
DDS	Defence Diving School
DE&S	Defence Equipment and Support
DEV	Devonport
DIA	Defence Internal Audit
DIN	Defence Instruction and Notice
DII	Defence Information Infrastructure
DITM	Defence Individual Training Management
DCAT	Defence Cyber Aptitude Test

DDS	Defence Diving School
DESN	Diving Equipment Safety Notice
DLE	Defence Learning Environment
DLMC	Defence Learning Management Capability
DMLS	Defence Maritime Logistics School
DNPers	Director Naval Personnel
DO	Divisional Officer
DPA	Data Protection Act
DPO	Data Protection Officer
DRIU	Damage Repair Instructional Unit
DSAT	Defence Systems Approach to Training
DSM	Diving Safety Memorandum
DRI	Diving Related Information
DSR	Divisional Senior Rate
DTC	Defence Trainer Capability
DTEC	Defence Training and Education Capability
DTM	Defence Training Manager
DTTT	Defence Train The Trainer
DTS	Defence Trainer Supervisor
DUDT	Discharge Unsuitable During Training
ECDL	European Computer Driving Licence
EfP	Education for Promotion
EL3	Education and Lifelong Learning
EL3R	Education, Lifelong Learning & Resettlement
ELC	Enhanced Learning Credit
ELT	English Language Training
ELC	Enhanced Learning Credit
EO	Enabling Objective
ESyO	Establishment Security Officer
ET	Engineering Technician
ETICC	Engineering Technician Initial Career Course
EW	Electronic Warfare
EXC	HMS EXCELLENT
EXP	Explosives
ExPTU	Explosives and WE Trade Safety Training Unit
ExVal	External Validation
FAS	Faslane
FB	Fort Blockhouse
FD	Foundation Degree
FfE	Framework for Excellence
FFTS	Firefighting Training Service
FIAC	Fast Inshore Attack Craft
FIC	Fleet Intelligence Centre
FMVT	Fixed Mastery Variable Time
FOST	Flag Officer Sea Training
FOST HQ	Flag Officer Sea Training Headquarters
FOST HM	Flag Officer Sea Training Hydrography and Meteorology
FS	Functional Skills

FTR	Fit to Receive
FTS	Formal Training Statement
FTT	Fleetwork Teamwork Trainer
G2G	Government to Government
GCSE	General Certificate of Secondary Education
IGCSE	International General Certificate of Secondary Education
GFA	Government Furnished Assets
GFE	Government Furnished Equipment
GFR	Government Furnished Resource(s)
GMDSS	Global Maritime Distress Safety System
GPC	Government Procurement Card
GPMG	General Purpose Machine Gun
GPTME	General Purpose Test and Measuring Equipment
GTS	Gains to the Trained Strength
H&S	Health and Safety
Helo	Helicopter
HM	Hydrographic and Meteorological
HMNB	Her Majesty's Naval Base
HNC	Higher National Certificate
HND	Higher National Diploma
HR	Human Resources
HRTSG	Human Resources Training Services Group
HSE	Health and Safety Executive
HTU	Hydrographic Training Unit
IAC	Information Asset Custodian
ICTU	International and Commonwealth Training Unit
IDT	International Defence Training
IELTS	International English Language Testing System
IETM	Interactive Electronic Technical Manual
IETP	Interactive Electronic Technical Publication
IG	Income Generation
IHO	International Hydrographic Organisation
IfL	Institute for Learning
IM	Information Management
ILM	Institute of Leadership and Management
INM	Institute of Naval Medicine
INT	Initial Naval Training
InVal	Internal Validation
IOT	Initial Officer Training
IP	Intellectual Property
IPR	Intellectual Property Rights
IPT	Integrated Project Team
IRT	Initial Ratings Training
IS	Information Systems
ISA	Initial Sea Acquaint
ISKC	Information Systems Key Customer
ISTU	Information Systems Training Unit
IT	Information Technology

ITAR	International Traffic and Arms Regulations
ITESP	Information Systems Training and Education Support Project
ITSO	Information Technology Security Officer
JPA	Joint Personnel Administration
JSP	Joint Service Publication
KC	Key Customer
KLP	Key Learning Point
KPI	Key Performance Indicator
KSA	Knowledge Skills and Attitude
KUR	Key User Requirements
L3	Level 3
L&D	Learning and Development
LCMS	Learning Content Management System
LDA	Learning and Development Advisor
LDC	Learning and Development Centre
LDI	Learning and Development Interview
LET	Leading Engineering Technician
LFSS	Low Frequency Sonar System
LH	Leading Hand
LOFAR	Low Frequency And Ranging
LRLC	Leading Rates Leadership Course
LPT	Leading Physical Trainer
LS	Leading Seaman
LSpec	Learning Specification
LST	Learning Support Teams
LVP	Low Value Purchase
MAA	Minor Administrative Action
MACP	Military Assistance to Civil Power
MCA	Maritime and Coastguard Agency
MCM	Mine Countermeasures
MCTS	Maritime Composite Training System
MDP	Military Delivery Period
METOC	Meteorology and Oceanography
MLAT	Modern Language Aptitude Test
MMA	Military Manning Assumptions
MMST	Methods and Media Selection Tool
MoD	Ministry of Defence
MTAO	Maritime Training Acquisition Organisation
MTE	Military Training Element
MTS	Management Training System
MTU	Military Training Unit
MoTU	Meteorology and Oceanography Training Unit
MR	Maritime Reserve
MW	Mine Warfare
MWC	Maritime Warfare Centre
MWOTC	Mine Warfare Operational Training Centre
MWS	Maritime Warfare School
NATO	North Atlantic Treaty Organisation

N	Navigation
NAV	Navigation
NAVTU	Navigation Training Unit
NC	Navy Command
NCO	Non Commissioned Officer
NCF	Naval Cadet Force
NCHQ	Navy Command Headquarters
NEBOSH	National Examination Board in Occupational Safety and Health
NETS	Naval Education and Training Service
NMT	Naval Military Training
NOK	Next of Kin
NRIO	Naval Resettlement and Information Officer
NS	Naval Service
NSAMG	Naval Service Apprenticeship Management Group
NSAP	Naval Service Apprenticeship Programme
NTU	Navigation Training Unit
NVQ	National Vocational Qualification
OBT	On-board Training
OC	Operational Capability
OCS	Officer Cadet Survey
ODH	Operational Duty Holder
OEM	Original Equipment Manufacturer
OfStED	Office For Standards in Education, Children's Services and Skills
OGDs	Other Government Departments
OiC	Officer in Charge
OJAR	Officers Joint Appraisal Report
OLTC	Outdoor Leadership Training Centre
OMDR	Operate Maintain Diagnose Repair
ONC	Ordinary National Certificate
OOHC	Out of Hours Coverage
OR	Other Ranks
OSDS	Open Space Diving System
P1	Phase 1 (training)
P2	Phase 2 (training)
pa	per annum
PB	Project Board
PCD	Post Course Discussion
PD	Physical Development
PDR	Professional Development Record
PF FE/HE	Publicly Funded Further Education / Higher Education
PFI	Private Finance Initiative
PFS	Personnel Functional Standards
PGCE	Postgraduate Certificate in Education
PI	Performance Indicator
PIA	Personal Information Asset
PIAR	Personal Information Asset Register
PJT	Pre Joining Training
PMS	Planned Maintenance System

POPT	Petty Officer Physical Trainer
POC	Point Of Contact
POET	Petty Officer (Engineering Technician)
POOW	Petty Officer Of the Watch
PORT	Portsmouth
POTS	Provision of Outsourced Training Services
PQ	Parliamentary Question
PR	Public Relations
PR	Planning Round
PSO	Personnel Selection Officer
PT	Physical Training
PTSI	Part Time Service Instructor
PVR	Premature Voluntary Release
PWLS	HMS PRINCE OF WALES
PWO	Principal Warfare Officer
QA	Quality Assurance
QC	Quality Control
QCF	Qualifications and Credit Framework
QEC	Queen Elizabeth Class (Carrier)
QIP	Quality Improvement Plan
QM	Quality Manual
QMS	Quality Management System
QNLZ	HMS QUEEN ELIZABETH
QS	Quality Standard
R&IT	Resource and Initiative Training
RA	Royal Arthur Squadron (RNLA)
RAL	HMS RALEIGH
RAS	Replenishment At Sea
RCR	Resource Change Request
RFI	Request For Information
RFA	Royal Fleet Auxiliary
RFTD	Ready for Training Date
RIB	Rigid Inflatable Boat
RM	Royal Marines
RMBFT	Royal Marine Basic Fitness Test
RN	Royal Navy
RNLA	Royal Naval Leadership Academy
RNR	Royal Naval Reserve
RNSMS	Royal Naval Submarine School
RNSoS	Royal Naval School of Seamanship
RNSPT	Royal Naval School of Physical Training
RO	Royal Oak Squadron (RNLA)
RPL	Recognition of Prior Learning
RPS	Role Performance Statement
RSA	Royal Secretarial Association
RSNF	Royal Saudi Naval Force
RTGS	Residual Training Gap Statement
RTQ	Radio Techniques

RTS	Recruit Training Survey
RWE	Realistic Working Environment
RYA	Royal Yachting Association
SABA	Sub Aqua Breathing Apparatus
SAR	Self-Assessment Report
SCD	Service Commencement Date
SCD	Supervisory Care Directive
SLC	Standard Learning Credit
SM	Submarine
SEMT	System Engineering and Management Training
SRLC	Senior Rates Leadership Course
SETT	Submarine Escape Training Tank
SFA	Skills Funding Agency
SFM	Soft Facilities Management
SISys	Strategic Imaging Systems
SJAR	Senior Rates Joint Appraisal Report
SLC	Standard Learning Credit
SME	Subject Matter Expert
SMERAS	Submarine Escape, Rescue and Abandonment Systems
SO1	Staff Officer 1
SOP	Standard Operating Procedures
SOR	Statement of Requirement
SOTR	Statement of Trained Requirement
SOTT	Statement of Training Task
SOTT+	Statement of Training Task Plus
SPAG	Self-Propelled Assault Gun
SPF	Special Purpose Force
SpLD	Specific Learning Difficulty
SPO	Ship Protection Organisation (anti-terrorist)
SPOC	Single Point of Contact
SQEP	Suitably Qualified & Experienced Personnel
SR	Senior Rate
SRA	Service Resettlement Advisor
SSCS	Surface Ship Command System
STCW	Standards of Training, Certification and Watch keeping
STE	Seamanship Training Element
STTE	Special to Type Test Equipment
STU	Seamanship Training Unit
STU	Systems Training Unit
SUL	HMS SULTAN
SVGA	Safeguarding Vulnerable Groups Act
SyOps	System Operations
TACHM	Tactical Hydrograph, Meteorology and Oceanography
T&E	Training and Education
TCM	Training Capability Manager
TCWG	Training Change Working Group
TDA	Training Delivery Authority

TEIC	Training Equipment Installation and Commissioning
TG	Training Group
TLAN	Training Local Area Network
TLCM	Through Life Capability Management
TLOD	Training Line of Development
TNA	Training Needs Analysis
TP	Training Provider
TRA	Training Requirements Authority
TrAD	Training Authorisation Document
TAFMIS	Training Administration Finance Management Information System
TCats	Training Categories
TCWG	Training Change Working Group
TD	Training Delivery
TD	Training Design
TDBC	Training Delivery Business Case
TE	Training Equipment
TEPKC	Training Equipment Projects Key Customer
TEPM	Training Equipment Project Management
TEPT	Training Equipment Projects Team
TEM	Targeted Employment Module
TESOL	Teachers of English to Speakers of Other Languages
TG	Training Group
TMA	Target Motion Analysis
TNA	Training Needs Analysis
TO	Training Objective
TOR	Terms of Reference
TPS	Training Performance Statement
TQM	Training Quality Manual
TrAD	Training Authorisation Document
TS	Training Support
TSM	Training Support Manager
TY	Training Year
UEL	Unit Establishment List
UKBA	United Kingdom Border Agency
UMMS	Unit Maintenance Management System
UNCLOS	United Nations Convention on the Law of the Sea
UoP	University of Plymouth
UOTR	Urgent Operational Training Requirement
UTW	Unified Training Workforce
UWWTE	Under Water Warfare Training Element
VCR	Variation Control Request
VFM	Value for Money
VIP	Very Important Person
WBT	Work Based Training
WE	Weapons Engineering
WE(SM)	Weapons Engineering (Submarine)
WECDIS	Warship Electronic Chart Disc Info System
WEO	Weapons Engineer Officer

WEP	Weapons Engineering Principles
WEPTU	Weapons Engineering Principles Training Unit
WETG	Weapons Engineering Training Group
WETU	Weapon Engineering Training Unit
WLC	Waterfront Learning Centre
WO	Warrant Officer
WO1	Warrant Officer Class1
WPE	Work Place Examinations
WpT	Workplace Training
WS	Warfare Support
WSTG	Warfare Support Training Group
WTG	Warfare Training Group
WTS	Workplace Training Statement
XO	Executive Officer
YEO	Royal Naval Air Station Yeovilton
YO	Young Officer

Appendix 2 to Annex K
STANDARDS

Sponsor	Document	Short Title	Issue
MOD	The Defence Writing Guide	JSP 101	V3.1 Jun 10
MOD	Low Value Purchasing Manual	JSP 332	V1.0 Dec 14
MOD	Management of Health and Safety in Defence	JSP 375	Pt 1 V1.0 Jan 16 Pt 2 V1.6 Jan 16
MOD	Handbook of Defence Ranges Safety	JSP 403	Vol 1 Part 1 V1.1 May 15 Vol 1 Part 2 V1.1 May 15 Vol 2 Feb 12 Vol 3 Jan 08 Vol 4 Jul 06
MOD	MOD Diving Safety Policy	JSP 433	Pt 1 V2.0 Jan 15
MOD	Managing Information in Defence	JSP 441	Pt 1 V1.0 Dec 15 Pt 2 V1.5 Jun 16
MOD	Financial Management and Charging Policy Manual	JSP 462	V4.0 Apr 16
MOD	Tri-Service Accommodation Regulations (TSARs)	JSP 464	Vol 1 Part 1 V3.0 Feb 16 Vol 1 Part 2 V3.0 Feb 16 Vol 2 Part 1 V2.0 Feb 16 Vol 2 Part 2 V3.0 Feb 16 Vol 3 Part 1 V2.0 Feb 16 Vol 3 Part 2 V2.0 Feb 16
MOD	International Defence Training	JSP 510	V6.0 Aug 15
MOD	The Tri-Service Resettlement and Employment Support Manual	JSP 534	Issue 16 May 16
MOD	Defence Manual of Information and Communications Technology (ICT)	JSP 604	Pt 1 V5.0 Pt 2 V5.1
MOD	Acceptable Use Policy for Users of MOD Information Technology and Telecommunications Networks (MOD IT and Telecoms)	JSP 740	V1.0
MOD	Tri-Service Regulations for Expenses and Allowances	JSP 752	V27.0 Jul 16

MOD	Tri-Service Regulations for Pay and Charges	JSP 754	V24.0 Apr 2016
MOD	Tri-Service Regulations for Leave and Other Types of Absence	JSP 760	Issue 31 Aug 16
MOD	Defence Systems Approach to Training – Direction and Guidance for Individual and Collective Training	JSP 822	V2.0 Mar 16
MOD	Policy on Safeguarding Vulnerable Groups	JSP 893	V 4.0 Aug 12
MOD	Defence Direction and Guidance on Training, Education and Skills	JSP 898	Pt 1 V3.0 Apr 16 Pt 2 V1.1 Nov 14
MOD	Defence Principles for Coherent Capability	JSP 906	Pt 1 V0.4 Jun 15 Pt 2 V2.0 Sep 15
MOD	Naval Personnel Management	BR3	June 2016 Edition Version 1
MOD	SMERAS – UK Policy, Governance and Training	BR241(1)	December 2014 Issue
MOD	UK Military Diving Manual	BR2806 Vol 1-4	April 2014 Issue
MOD	Maritime Capability Trials and Assessment(MCTA) Trials Guide	BR9463	February 2015 Issue
MOD	Contractor's Personnel at Government Establishments	DEFCON 76	Edition 12/06
MOD	Issued Property	DEFCON 611	Edition 02/16
MOD	Security Measures	DEFCON 659A	Edition 11/14
MOD	Accounting for Property of the Authority	DEFCON 694	Edition 03/16
MOD	Managing Government Furnished Equipment in Industry	DEFSTAN 05-99	Issue 4 23 Dec 2010
MOD	Compressed Breathing Gases for Aircraft, Diving and Marine Life-Support	DEFSTAN 68-284	Issue 3 3 Apr 2009
MOD	ACNS(T) TE Strategy		V3.1 Feb 16
MOD	Career Templates		February 2016
	Cambridge Guide to Making Entries November 2016		2016
	Cambridge Administration Guide 2016		2016

	Cambridge Handbook 2016		2016
	HSE Diving at Works Regulations		2014
MOD	Maritime Synthetic Training Strategy		V Final Jul 14
MOD	NETS Charter		V16_0313 April 2016
MOD	SFA Direct Grant Employer Conditions of Funding		

INTENTIONALLY BLANK

Appendix 3 to Annex K
DEFINITIONS

1st Party Audit	Means the assurance activity conducted for internal purposes by the Contractor for the DSAT activities undertaken by the Contractor in delivering the Training Services.
2nd Party Audit	Means the inspection and assurance activity conducted by the Authority on the whole training system and not just the training activity.
3rd Party Audit	Means the inspection and assurance activity conducted by organisations external to the MOD.
Capital Departmental Expenditure Limits ("**CDEL**")	Means the total expenditure on the acquisition of fixed assets;
Command Support Systems support/maintenance Level 0	Means tasks including switching the PC on and off daily as required and logging calls with the support authority for any requirements beyond level 1
Command Support Systems support/maintenance Level 0+	Means tasks including managing the software register, managing the MOD 102 for Secret Media, supporting external maintainers in their repairs and updates, advising IS Application Expert Users on their duties and system operation regulations, implementing system security policy, advising ITSO of any system breaches and obeying existing Standard Operating Procedures.
Command Support Systems support/maintenance Level 1	Means tasks including execution of the archive and backup policy, monitoring data storage ensuring the application of good IS working practice, reporting significant system defects to the IS Manager/ITSO, identifying and carrying out minor defect rectification, managing, conducting or monitoring installation of all software, including updates, providing technical advice, monitoring intranet sites and managing configuration and ensuring anti-virus software is current.
Course length (Course Duration).	In days – Means the number of instructional days. This excludes Public holidays (unless scheduled in para 10 above) and establishment leave periods. In weeks – Means the rounded up number of instructional days divided by 5.
Course starts	Means the number of times an individual course is required to be run per annum (Training Year). Defined in the 'No of planned courses' column of SOR Annex B Appendix 2 for individual (different) courses.
Course weeks	Means the course length (in weeks) multiplied by the number of occurrences of the course. This is summed for all courses in SOR **Error! Reference source not found.** to define the volume of Training design activity. Leave periods and Public Holidays are not included within the calculation.
Defence Trainer	Means a Military Instructor assigned to a training delivery position. They are directly responsible for the routine management of the DTTTv2 WpT portfolio and CPD which Trainers must complete;

Defence Trainer Supervisor (DTS)	Means an individual who is either assigned or locally appointed to be responsible for assessments, coaching and development of Trainers;
Defence Workplace Trainer (DWT)	Means an individual who delivers workplace training in order to facilitate the development and/or continuation of training of individuals but who is not assigned to a training delivery position;
Government Furnished Assets (GFA)	GFA is a generic term used to describe Authority funded and owned intangible and tangible assets; facilities; and personnel supplied to industry in support of Defence contracts. GFA covers Government Furnished Equipment (GFE), Government Furnished Facilities (GFF); Government Furnished Information (GFI); and Government Furnished Resources (GFR); and is synonymous with the term Assets in Industry (AiI). GFA can be provided to Industry engaged in the delivery of new or modified assets or to support in-service equipment support programmes. GFA can be deployed within Defence contractor premises and in Defence contractor designated areas in Authority premises in both UK and overseas locations. The term 'contractor' is used generically throughout this SOR to cover all entities in receipt of GFA, as contractors' precise legal status will vary. The Defence Internal Audit (DIA) is responsible for auditing the stewardship of GFA with the Department and Industry;
Homestay	Means the provision of military accommodation to International Students on Establishments during leave periods;
Instructional day (length of)	Means the number of periods of instruction within a training day;
Instructor turnovers	Means the annual number of Military staff turnovers expected by establishments is approximately 33% of the number of Military instructors borne within establishments. Contractor turnovers are the responsibility of the Contractor to manage;
Instructors borne	Means the average full time equivalent number of military instructors borne over one year as defined in FOST JPA establishment lists for instructional duties;
Minor Change	Means a change that does not affect any part of the Role Performance Statement, the Training Objectives in the Formal Training Statement or the Assessment Strategy and can therefore be managed by the appropriate training establishment using the internal training activity change procedure
Net instructors borne	Means the Instructors borne less gapping of posts and staff temporarily taken for other duties (such as training for return to sea);
Number of Courses	Means the total number of different courses specified in the SOR Annex B Appendix 2;
Periods of Instruction	Means the number of periods of instruction required to be

	delivered by the Contractor to a defined competency level as part of a pool of instructional resource managed by the RN;
Phase 1 (training)	means all new entry training to provide basic military skills;
Phase 2 (training)	Means initial individual specialisation, sub-specialisation and technical training following Phase 1 training, prior to joining the trained strength;
Phase 3 (training)	Means a period of individual training undertaken at any stage in a Service person's career after Phase 1 and Phase 2;
Production of SOTT	Means a review process of the FOST Training Delivery Capability to meet the SOTR, which commences 18 months prior to the Training Year creates the SOTT;
Resource Departmental Expenditure Limits ("**RDEL**")	Means the cash part of the current Authority expenditure;
Role Performance Statement	Means a detailed statement of the tasks / sub-tasks required to be undertaken by an individual to achieve the desired performance in the role. It articulates the performance, conditions and standards expected within the role;
Service Commencement Date	Means the 1 January 2018 being the date on which the Contractor becomes responsible for the delivery the Training Services in accordance with this Contract;
Significant Change	Means a change that affects any part of the Role PS, the Training Objectives in the Formal Training Statement or the Assessment Strategy. In this event, the change(s) would have been approved by the CEB;
SOTT +	Means a SOTT as defined in the JSP 822 but that also includes contractual information of Contractor Delivery Periods and Military Delivery Periods to aid the calculation of resources required to deliver the SOTT;
Statement of Requirement	Means the trained output required by year for a period of 4 Training Years. The aim of the process is to develop an accurate SOTR before the commencement of the Training Year;
Total Course starts	Means the annual number of individual course starts contained in the SOR Annex B Appendix 2;
Trainer	Means Military Instructors and Contractor Instructors;
Training Department	Means the individual training school within an Establishment;
Training Document System	Means all those documents required to deliver training for a specific course (i.e. FTS, AStrat, ASpec, LSpec, TrAD);
Training Equipment Availability Requirement	Means the assurance of continued safety and functioning of equipment against specified maintenance schedules, such that it is ready in all respects for the training purposes intended. This shall include (but not be limited to) the management and programming of all equipment maintenance and defect repair, using UMMS as the mandated IS tool, including that conducted by the instructor/maintainers or their trainees and 3rd party contractors, to ensure the equipment is ready for training

	when required by the training programme;
Training Equipment support/maintenance 1st Line. Level 1	Means the Level 0 activity plus routine maintenance tasks that will usually be defined by the GFA Design Authority. They will probably require the equipment to be off line in order to deliver the maintenance using standard spares items. This maintenance will probably be combined with defect repairs of the equipment that are capable of being delivered at the same time. The skill level of the maintenance is likely to require a suitably qualified maintainer to deliver maintenance on site against the planned maintenance schedule. The maintenance in some cases may be conducted by trainees supervised by suitably qualified Instructor/maintainers where the aim of the instruction is to learn Level 1 maintenance and defect repair techniques;
Training Equipment support/maintenance 2nd Line Level 2	Means the major routine maintenance tasks and significant defect repairs where the levels of diagnostic skills and/or rectification equipment requires a specialist skill set/equipment not readily available at a training establishment. It is most likely to be conducted on site either by Contractor staff trained to maintain the equipment or by a 3rd party contractor arranged by the Design Authority. The maintenance is likely to require a dedicated down time period;
Training Equipment support/maintenance 2nd Line Level 3	Means the major revalidation/updates required by the Design Authority. They are generally arranged by the Design Authority to be delivered by a 3rd party. This work may require an extended period of down time and/or removal of the equipment to another site for refurbishment;
Training Equipment support/maintenance Level 0	Means the tasks conducted by the user/operator in order to ensure the routine working of the equipment which require rare and/or short duration equipment down time to deliver. Examples would range from pre start up checks, safety rounds and parameter recording through replacement of user defined consumable spares to minor defect rectification of items within the competence of a qualified equipment operator only;
Training Objectives	Means the statements of training output to ensure that the training activity is focussed with a definite purpose such that the Defence need is met;
Training Programme	Means the Contractor's module sequencing document produced annually to support the implementation of the SOTT;
Training Support Services	Means the element of the Training Services to be provided by the Contractor as specified in Annex C to this SOR;
Training Year	Means the each year period running from 1 April to the following 31 March. Sets the basis for the SOTR/SOTT change process as detailed in Schedule 4 (Change and Change Management);
Type A Course	Means a course that is run and managed solely by the Authority that utilises the training support services as specified in the SOR;

Type B Course	Means a course run and managed by the Authority that utilises the Contractor Training Delivery Support Service and utilises the training support services as specified within the SOR. The Authority is responsible for course outputs. The Contractor is responsible for delivery of its instructional services to SQEP standards;
Type C Course	A course run and managed exclusively by the Contractor using their own instructional resources (including GFR) and for which the Contractor is academically responsible for delivery of trained students to the course output specified. The SOR may specify some military posts that are offered to the Contractor to utilise within their solution as GFR;
Workplace Training (WpT)	Means training that is managed and/or delivered by the Authority outside of a Training Establishment to address all or part of the training requirement; and
Young Officer	Means an officer whilst undertaking Phase 1 training.

INTENTIONALLY BLANK

Annex L
FIRE FIGHTING TRAINING SERVICES

1.   This Annex details the specific requirements to deliver Fire Fighting Training Services (FFTS) in the fire fighting training facility. This requirement (except for Training Delivery Support – see para 3 below) has an option to commence in this Contract in January 2021; therefore, it is to be read in conjunction with the corresponding Annexes in the SOR.

Error! Reference source not found. **– Training Delivery Service Type C**

2.   There is no Type C requirement for firefighting training

Error! Reference source not found. **– Training Delivery Support Service Type B**

3.   Training Delivery Support will be provided by this Contract from Service Commencement Date, 1 Jan 18 using the competence CBRNDC 1B in **Error! Reference source not found.** and the SOTT+ (Appendix 2 to Annex B).

4.   The indicative data required to deliver the Type B (Both) and Type A (Authority) training to the fire fighting training facility is contained in the CBRNDC tab of the SOTT+.

SCHEDULE 2 (PART 3) **– Training Support Service**

5.   The Contractor shall provide support for the volumes of courses contained in the SOTT+ as detailed in SCHEDULE 2 (PART 3) to the SOR.

6.   Within the boundaries of the training requirement detailed in the SOTT+ the Officer Commanding PHOENIX Training Group is authorised to determine the training schedule for the forthcoming year.

Error! Reference source not found. **– Training Equipment Availability Service**

7.   Training equipment availability will be delivered in accordance with **Error! Reference source not found.** to the SOR. Specific equipment relating to this FFTS is detailed at paras 19 to 24 of this Annex L.

Error! Reference source not found. **– Business Information Service**

8.   A Business Information Service will be provided to the fire fighting training facility in accordance with **Error! Reference source not found.** to the SOR.

Error! Reference source not found. **– Education Services**

9.   An Education Service will be provided to the fire fighting training facility in accordance with **Error! Reference source not found.** to the SOR.

10.   Fire fighting training courses have no specific accreditation requirements, as they are modules within accredited career courses.

Error! Reference source not found. **- Training Optimisation**

11.   Training Optimisation will be provided as part of this FFTS in accordance with Error! Reference source not found. to the SOR.

SCHEDULE 2 (PART 3)
Annex H**, Annex M and Annex N– FIAC, Support to Reserves Training and Support to ISTU**

12.   The provisions contained in Annexes H, M and N are not applicable to the FFTS service.

Annex I – Personnel Security

13.   When delivering support to the fire fighting training facility, the Contractor is required to adhere to the security requirements for personnel and IT in accordance with Annex I to the SOR.

Annex J – Supporting Information

14.   The duration of periods of instruction for the fire fighting training facility are 50 minutes.

15.   The fire fighting training facility operates between 0800 and 1600, Monday to Friday on the 45 training weeks of the training year, as defined in FOST administrative procedures, for trainees in the Portsmouth area and 43 training weeks of the training year for trainees in the Plymouth area.

16.   Establishment specific requirements of HMS Raleigh and HMS Excellent are detailed in Appendix 1 to Annex J to the SOR.

17.   The fire fighting training facility will utilise HMS Raleigh and HMS Excellent accommodation as detailed in Appendix 2 to Annex J of the SOR.

18.   When delivering support to the fire fighting training facility, the Contractor will adhere to the Supervisory Care Responsibilities as detailed in Appendix 3 to Annex J of the SOR.

Training Equipment Availability in Support of the FFTS

19.   The delivery of the Training Equipment Availability Service includes the provision of all necessary role players, coxswains, support and safety staff to achieve the safe and effective delivery of training using the equipment.

20.   FFTS Training Equipment is located as follows:

Portsmouth

20.1.   **8 x 3 storey training units**

20.1.1.   Each unit consists of gas powered fire simulation apparatus provided by 'Process Combustion'. This is remotely monitored and operated by a dedicated controller in a remote monitoring suite opposite each unit. Each unit also features training smoke generators which are supplied by Smoke Oil. Each unit also has a controllable ventilation system to assist with the management of the smoke and heat within the unit.

20.1.2.   Internal to each Fire Fighting Unit the following items are included. 6 x Centre fed hose reels, Multiple hydrants, Multiple size 1 firefighting hoses, Delta

firefighting nozzles, Foam generating nozzles, Inline hose foam pickup device, Smoke curtains.

20.1.3.   Each unit is arranged to represent the typical set up of a RN war vessel. The compartments represent the following spaces. Mess Deck Area, Galley, Machinery Control Room, Machinery Space, Corridors (flats).

20.1.4.   The facility is setup so that the mains water supply to each unit is capable of providing 8 Bar of pressure continuously during firefighting training serials.

20.2.   **1 x Fire Demonstration Area**

20.2.1.   This consists of a tiered 'Horse Shoe' seating area with seating to accommodate roughly 50 personnel. The demonstration area is able to simulate the three main types of fire. Oil based Carbonaceous and Electrical. All of these fires are sustained by the propane gas supply. The purpose of the area is to enable trainees to practice the operation of Stored Pressure Extinguishers (SPE) along with witnessing basic fire characteristics.

20.3.   **8 x Briefing and Muster Area**

20.3.1.   This are is used to store the BA sets and other safety equipment when not in uses. This are is also used for the trainees to don the training PPE before they enter the training scenario. The area is also used by instructors to provide pre briefing and de briefing for each exercise. The areas are fitted with basic water supply and sinks to facilitate the washing of BA face masks post evolution.

20.4.   **1 x BA Charging facility**

20.4.1.   This are is used to charge, stow and perform basic repair functions on the BA used at the fire school. The area consists of a HP air generation system (Compressor) that is capable of producing 300 Bar.

20.5.   **1 x Stored Pressure Extinguisher Filling Area**

20.5.1.   This area provided the ability for the staff and student to recharge the simulated AFFF SPE. The area includes a storage tank for the AFFF simulated substitute; a fresh water feed and an LP air supply to charge the SP

20.6.   **2 x Hose Demonstration Ranges**

20.6.1.   This consists of 2 x 20 meter ranges divided at the 10 meter point by an A60 style bulkhead and associated RN vessel door. The two ranges share 5 separate hydrants that are capable of individual operation.

20.6.2.   The purpose of the range is to demonstrate the operation of a hose and the performance characteristics thereof.

Raleigh (Torpoint)

20.7.   **3 x 3 storey training units**

20.7.1.   Each unit consists of gas powered fire simulation apparatus provided by 'Process Combustion'. This is remotely monitored and operated by a dedicated controller in a remote monitoring suite opposite each unit. Each unit also features training smoke generators which are supplied by Smoke Oil. Each unit also has a controllable ventilation system to assist with the management of the smoke and heat within the unit.

20.7.2.   Internal to each Fire Fighting Unit the following items are included. 6 x Centre fed hose reels, Multiple hydrants, Multiple size 1 firefighting hoses, Delta firefighting nozzles, Foam generating nozzles, Inline hose foam pickup device, Smoke curtains.

20.7.3.   Each unit is arranged to represent the typical set up of a RN war vessel. The compartments represent the following spaces. Mess Deck Area, Galley, Machinery Control Room, Machinery Space, Corridors.

20.7.4.   The facility is setup so that the mains water supply to each unit is capable of providing 8 Bar of pressure continuously during firefighting training periods.

20.8.   **1 x Fire Demonstration Area**

20.8.1.   This consists of a tiered 'Horse Shoe' seating area with seating to accommodate roughly 50 personnel. The demonstration area is able to simulate the three main types of fire. Oil based Carbonaceous and Electrical. All of these fires are sustained by the propane gas supply. The purpose of the area is to enable trainees to practice the operation of Stored Pressure Extinguishers (SPE) along with witnessing basic fire characteristics.

20.9.   **3 x Briefing and Muster Area**

20.9.1.   This are is used to store the BA sets and other safety equipment when not in uses. This are is also used for the trainees to don the training PPE before they enter the training scenario. The area is also used by instructors to provide pre briefing and de briefing for each exercise. The areas are fitted with basic water supply and sinks to facilitate the washing of BA face masks post evolution.

20.10.   **1 x BA Charging facility**

20.10.1. This are is used to charge, stow and perform basic repair functions on the BA used at the fire school. The area consists of a HP air generation system (Compressor) that is capable of producing 300 Bar.

20.11.   **1 x Stored Pressure Extinguisher Filling Area**

20.11.1. This area provided the ability for the staff and student to recharge the simulated AFFF SPE. The area includes a storage tank for the AFFF simulated substitute; a fresh water feed and an LP air supply to charge the SPE.

20.12.   **2 x Hose Demonstration Ranges**

20.12.1. This consists of 2 x 20 meter ranges divided at the 10 meter point by an A60 style bulkhead and associated RN vessel door. The two ranges share 5 separate hydrants that are capable of individual operation.

20.12.2. The purpose of the range is to demonstrate the operation of a hose and the performance characteristics thereof.

20.13. **Common Equipment to be maintained**

21. The following items are used throughout all of the sites :

21.1.   Fire Hydrants
21.2.   Foam Tubes
21.3.   Centre Feed Hose Reels (CFHR)
21.4.   Hose Baskets
21.5.   Doors and Hatches
21.6.   Ladders
21.7.   Smoke Curtains
21.8.   Emergency Shut offs
21.9.   Through Bulkhead Connectors
21.10. ProPack BA Sets
21.11. Emergency Escape Breathing Apparatus (EEBD)
21.12. Fire Fighting Helmet Built In Comms
21.13. Fire Fighting Mobile Radios (Walkie Talkie)
21.14. Fire Party Lockers
21.15. LP Air system
21.16. HP Air System
21.17. Automatic Emergency Lanterns (AEL)
21.18. Hoses (Size 1, 2, 3)
21.19. Nozzle Delta Type
21.20. 9 Litre Stored Pressure Extinguisher (SPE)
21.21. 2 Kg CO2 Extinguisher
21.22. Dry Powder Extinguisher
21.23. Protective Fire Fighting Clothing (Provided for Aturi (Current Contract)) (See Note 1)
21.24. Thermal Imaging Camera (TIC)
21.25. Incident Boards
21.26. 20 Litre AFFF containers
21.27. Extended Duration Breathing Apparatus (EDBA)
21.28. Emergency Escape Breathing Device (EEBD)
21.29. Fire Fighting Helmet Built in Comms (FFHBIC)

22.   The following items are laundered and maintained as firefighting PPE:

22.1.   PBI Jacket
22.2.   PBI Trousers
22.3.   Fearnought Suit
22.4.   Nomex Gloves
22.5.   Woollen Socks
22.6.   Fire Fighting Boots (Rubber)
22.7.   Anti-Flash Hood
22.8.   Gloves Anti Flash
22.9.   Overalls

23.   The following items are consumables that the Contractor is expected to provide in order to deliver the Training Equipment Availability Service.

Portsmouth

23.1.   Water 150,000 Tons

23.2.   Foam 64,000 Litres

23.3.   Smoke Oil 12,000 Kg

23.4.   Propane 38,000 M^3

Torpoint

23.5.   Water 25,000 Tons

23.6.   Foam 10,000 Litres

23.7.   Smoke Oil 2,000 Kg

23.8.   Propane 6,000 M^3

24.   Management of the local waste water treatment plants and management of scrubbing exhaust gases is also required as part of the Training Equipment Availability Service in accordance with **Error! Reference source not found.**.

Accreditation for the FFTS

MCA Accredited Training Provider:

MCA STCW Personal Survival Techniques

MCA STCW Personal Safety & Social Responsibilities

MCA STCW Elementary First Aid

MCA STCW Crisis Management and Human Behaviour

MCA STCW Updated Proficiency in Fire Prevention and Fire Fighting

MCA STCW Updated Proficiency in Advanced Fire Fighting

MCA STCW Updated Proficiency in Personal Survival Techniques

MCA STCW Proficiency in Security Awareness

City & Guilds Accredited Training Provider:

City & Guilds 6150-51 Level 2 Safe entry, exit and dealing with emergencies. Working in low risk confined spaces.

City & Guilds 6150-52 Level 2 Safe entry and exit, dealing with emergencies using respiratory protective equipment. Working in medium risk confined spaces.

City & Guilds 6150-53 Level 2 As A 6150-52. Working in high risk confined spaces.

City & Guilds 6150-54 Level 3 Control and monitoring of team and procedures of confined space entries. Top man/Person. High risk confined spaces.

City & Guilds 6150-56 Level 2 Control and monitoring of team and procedures of confined space entries. Top man/Person (non-entrant) medium risk confined space.
City & Guilds 6150-05 Level 3 Rescue and Recovery of casualties

City & Guilds 6150-03 Level 2 Award in Working in High Risk Confined Spaces: Water

City & Guilds 5831-972 Persons responsible for supervision or management of confined space entries. Supervision and management of work in all confined space workings.

MNTB Entry into enclosed spaces.

INTENTIONALLY BLANK

**Annex M
SUPPORT TO ROYAL NAVAL RESERVE TRAINING**

1.   This Annex details the specific requirements to deliver training to the Royal Naval Reserves (RNR), in order to assist with the incorporation of RNR training into the SOR. Therefore it is to be read in conjunction with the corresponding Annexes in the SOR. The Contractor shall deliver the following:

Error! Reference source not found. **– Training Delivery Service Type C**

2.   There is currently no Type C requirement for the RNR[5].

Error! Reference source not found. **– Training Delivery Support Service Type B**

3.   Where required, provision of Contractor Delivered Periods within RNR Training should utilise existing instructors and associated competencies as per **Error! Reference source not found.** via the annual change process.

4.   The indicative data required to deliver the Type B (Both) and Type A (Authority) training to the RNR is contained in the SOTT+. The specific RNR requirement is detailed by volume in Column Z (Maritime Reserves (MR)) of each SOTT+ sheet in the workbook.

5.   The production of the SOTT+ is to take into consideration all RNR weekend planning assumptions as detailed in the remarks column J of the SOTR.

SCHEDULE 2 (PART 3) **– Training Support Service**

6.   The Contractor shall provide support for the volumes of courses contained in the SOTT+ as detailed in SCHEDULE 2 **(PART 3)** to the SOR[6].

7.   The RNR undertakes a blend of training that includes courses delivered at weekends and short courses in the working week of up to two full weeks which may include weekend working. Therefore support to training will be required over the weekend as detailed on the remarks column J of the SOTT+.

8.   Specifically weekend support is required in the following areas:

8.1.   Training Quality Assurance Service:

8.1.1.   Training Validation in the form of course feedback questionnaires and post course discussions.

8.1.2.   Support to Training Inspection in the form of inspections by other national governing bodies (e.g. OfStED).

---

[5] The Maritime Reserve is currently undertaking a review of RNR training and if any Type C course are required, they will be managed through the contract change process
[6] The MR conforms to MOD's direction for Defence Trainer Capability and therefore all RNR instructors must be DTTTV2 qualified to deliver formal individual training and DWT qualified where weekend training is based on completion of task books.

8.2.   Training Programme and Resource Allocation:

8.2.1.   Notifying relevant external contracts for support to weekend training (e.g. accommodation, victualing etc.).

8.2.2.   Administering JPA competencies on completion of weekend training.

8.3.   Warden Services: Trevol Range Warden Services will be required during weekend training serials with an indicative volume of 44 days per year.

8.4.   Support to Seamanship Training, CMS 5 (Navigation and Sea Sense) and marinisation training at Sandquay BRNC and Jupiter Point Raleigh will be required during weekend training serials.

8.5.   Support to CMS 4 (CBRNDC and Firefighting) training at HMS Raleigh and HMS Excellent will be required during weekend training serials.

9.   Personnel Selection Officer services are required in support of the RNR Phase 1 trainees in accordance with **Error! Reference source not found.** of the SOR.

10.   Indicative volumes for weekend work are 129 course starts per year.

11.   Due to the nature of RNR personnel availability it is only possible to confirm course attendance a maximum of 6 weeks prior to the course start date.

Error! Reference source not found. **– Training Equipment Availability Service**

12.   Training equipment availability will be delivered in accordance with Error! Reference source not found. to the SOR.

13.   The following simulators will require weekend support for switch on /operation and role players:

13.1.   HMS Boadicea Command Control Communications Simulator – Excellent
13.2.   HMS Dunkirk Command Control Communications Simulator – Excellent
13.3.   EW, EW Systems & Fleetwork Teamwork Trainer (FTT) – MWS
13.4.   Dismounted Close Combat Trainer (DCCT) Simulator – MWS
13.5.   HRV(F) – Ferranti HRV Simulator – MWS
13.6.   Bridge Simulator & Pilotage (Consort, London, Amethyst and Black Swan) – MWS

Error! Reference source not found. **– Business Information Service**

14.   A Business Information Service will be provided to the RNR in accordance with **Error! Reference source not found.** to the SOR.

Error! Reference source not found. **– Education Services**

15.   An Education Service will be provided to RNR personnel in accordance with **Error! Reference source not found.** to the SOR. Specific RNR accreditation requirements are detailed in the table below.

EST.	COURSE	AWARD	AWARDING BODY
MWS	RNR LRLC	Dual Award consisting of Level 2 Diploma in Team Leading and Level 3 Certificate in 1st Line Management	CMI
RNLA(E)	RNR SRLC	Level 3 Certificate in 1st Line Management	CMI
RAL/BRNC	RNR DO Course	CMI Level 6 award in Management & Leadership	CMI
	RNR INT (Ratings)	Level 2 Public Services	TBC
	RNR INT (Officers)	CMI Level 3 Diploma in Management & Leadership	CMI

Error! Reference source not found. **– Training Optimisation**

16.   Training Optimisation will be provided to the RNR in accordance with **Error! Reference source not found.** to the SOR.

17.   **SCHEDULE 2** (PART 3)
18.   Annex H**, Annex M and Annex N– FIAC and Support to ISTU**

19.   There is currently no RNR requirement for FIAC and ISTU services[7].

Annex I – Personnel Security

20.   When delivering support to the RNR, the Contractor is required to adhere to the security requirements for personnel and IT in accordance with Annex I to the SOR.

21.   **Annex J – Supporting Information**

22.   The RNR operates within all specific requirements of the relevant Establishment as detailed in Appendix 1 to Annex J to the SOR. However the weekend requirement is as follows:

---

[7] The NCHQ SOR for Maritime Reserves is currently being updated and there may be a change of requirement for the RNR CIS Specialisation after ITN despatch. Any additional requirement for ISTU services will involve utilising ISTU training resources over a weekend period.

22.1.   Working day times: Sat 0800 – 1700 and Sun 0800 – 1630

22.2.   Length of each period of instruction: 50 mins (or as detailed in the relevant LSpec)

23.   The RNR will utilise the accommodation as detailed in Appendix 2 to Annex J of the SOR.

24.   When delivering support to the RNR, the Contractor will adhere to the supervisory care responsibilities as detailed in Appendix 3 to Annex J of the SOR.

Annex N
INFORMATION SYSTEMS TRAINING UNIT

1.   This Annex details the specific requirements to deliver training to ISTU, in order to assist with the integration of the function into the future SOR. Therefore it is to be read in conjunction with the corresponding Annexes in the SOR. The Contractor shall deliver the following:

Error! Reference source not found. **– Training Delivery Service Type C**

2.   The list of Type C courses in support of ISTU are contained on page N-3 to this Annex.

Error! Reference source not found. **– Training Delivery Support Service Type B**

3.   The list of Type B courses are contained on page N-6. The instructor competencies required to support ISTU in delivery of the Type B courses are detailed at page N-10 of this Annex.

4.   The indicative data required to deliver the Type B (Both) and Type A (Authority) training to ISTU is contained in the ISTU tab of the SOTT+.

SCHEDULE 2 (PART 3) **– Training Support Service**

5.   The Contractor shall provide support for the volumes of courses contained in the SOTT+ as detailed in SCHEDULE 2 (PART 3) to the SOR.

Error! Reference source not found. **– Training Equipment Availability Service**

6.   Training equipment availability will be delivered in accordance with Error! Reference source not found. to the SOR.   This shall include those tasks required to fully support the ISTU Training WAN, QEC INE and LC2 Training environment as detailed on page N-14 of this Annex.

7.   Training equipment specific to ISTU is detailed in page N-15[8].

8.   Specific equipment and software licences relating to ISTU are detailed at page N-18 of this Annex.

Error! Reference source not found. **– Business Information Service**

9.   A Business Information Service will be provided to ISTU in accordance with Error! Reference source not found. to the SOR.

Error! Reference source not found. **– Education Services**

10.   An Education Service will be provided to ISTU in accordance with Error! Reference source not found. to the SOR. Specific ISTU accreditation requirements are detailed on page N-19 to this Annex.

---

[8] This equipment is currently undergoing a network uplift. The GFA Register will be updated accordingly on completion of the upgrade.

Error! Reference source not found. **– Training Optimisation**

11.   Training Optimisation will be provided to ISTU in accordance with Error! Reference source not found. to the SOR.

SCHEDULE 2 (PART 3)
Annex H **– FIAC**

12.   The provisions contained in this Annex are not required for ISTU.

Annex I – Personnel Security

13.   When delivering support to ISTU, the Contractor is required to adhere to the security requirements for personnel and IT in accordance with Annex I to the SOR.

Annex J and Annex K

14.   The duration of periods of instruction for ISTU are 50 minutes.

15.   ISTU operates within all other specific requirements of HMS Collingwood as detailed in Appendix 1 to Annex J to the SOR.

16.   ISTU will utilise HMS Collingwood Accommodation as detailed in Appendix 2 to Annex J of the SOR.

17.   When delivering support to ISTU, the Contractor will adhere to the supervisory care responsibilities as detailed in Appendix 3 to Annex J of the SOR.

Annex L, Annex O and Annex P– FFTS, DMLS and SETT

18.   The provisions contained in these Annexes are not required for ISTU.

Annex M – Support to RN Reserve Training

19.   While ISTU has no direct input into the delivery or support of reserves training there is an aspiration to use SMEs within ISTU to assist with course development and allow RNR staff to deliver training on the ISTU WAN.

List Of Type C Courses In Support Of ISTU

Course code/number	Course Title	School	Site Delivered	Course Type	Course Capacity	Course length (days)	Pass Rate Required	Notes and Amplification	Standards
WE 107	ET (WE) Career Course - GS(W,S) & SM	ISTU	MWS	Ph2	16	13	Pass rate as per the ET(WE) requirements in Appendix 1 to Annex A of the SOR	This is an ISTU module delivered as part of the whole WE 107 ET(WE) course	Student is to demonstrate ability through assessments during course. Pass is OMDR of 4:4:3:3
WE 108	ET(WE) Career Course - GS(CIS)	ISTU	MWS	Ph 2	16	13	Pass rate as per the ET(WE) requirements in Appendix 1 to Annex A of the SOR	This is an ISTU module delivered as part of the whole WE 108ET(WE) course	Student is to demonstrate ability through assessments during course. Pass is OMDR of 4:4:3:3
WE 211	LET (WE) Career Course - GS(W)	ISTU	MWS	Ph 3	14	tbc	Pass rate as per the LET(WE) requirements in Appendix 1 to Annex A of the SOR	This is an ISTU module delivered as part of the whole WE 211 LET(WE) course	Student is to demonstrate ability through assessments during course. Pass is OMDR of 4:4:3:3
WE 212	LET (WE) Career Course - GS(S)	ISTU	MWS	Ph 3	14	tbc	Pass rate as per the LET(WE) requirements in Appendix 1 to Annex A of the SOR	This is an ISTU module delivered as part of the whole WE 212 LET(WE) course	Student is to demonstrate ability through assessments during course. Pass is OMDR of 4:4:3:3
WE 213	LET(WE) Career Course - GS(CIS)	ISTU	MWS	Ph 3	14	tbc	Pass rate as per the LET(WE) requirements in Appendix 1 to Annex A of the SOR	This is an ISTU module delivered as part of the whole WE 213 LET(WE) course	Student is to demonstrate ability through assessments during course. Pass is OMDR of 4:4:3:3
WE 213A	ABCIS- LET(WE) Conversion Course - GS(CIS) & (SM)	ISTU	MWS	Ph 3	14	tbc	Pass rate as per the LET(WE) requirements in Appendix 1 to Annex A of the SOR	This is an ISTU module delivered as part of the whole WE 213A LET(WE) course	Student is to demonstrate ability through assessments during course. Pass is OMDR of 4:4:3:3
WE 213B	ET - LET (WE) Conversion Course - GS(CIS)	ISTU	MWS	Ph 3	14	tbc	Pass rate as per the LET(WE) requirements in Appendix 1 to Annex A of the SOR	This is an ISTU module delivered as part of the whole WE 213B LET(WE) course	Student is to demonstrate ability through assessments during course. Pass is OMDR of 4:4:3:3

Course code/number	Course Title	School	Site Delivered	Course Type	Course Capacity	Course length (days)	Pass Rate Required	Notes and Amplification	Standards
WE 214	LET (WE) Career Course - SM	ISTU	MWS	Ph 3	14	tbc	Pass rate as per the LET(WE) requirements in Appendix 1 to Annex A of the SOR	This is an ISTU module delivered as part of the whole WE 214 LET(WE) course	Student is to demonstrate ability through assessments during course. Pass is OMDR of 4:4:3:3
WE 317	POET(WE) Career Course - GS(W,S) & SM	ISTU	MWS	Ph 3	14	tbc	Pass rate as per the POET(WE) requirements in Appendix 1 to Annex A of the SOR	This is an ISTU module delivered as part of the whole WE 317 POET(WE) course	Student is to demonstrate ability through assessments during course. Pass is OMDR of 4:4:3:3
WE 317A	LET - POET (WE) Conversion course - GS(W,S) & (SM)	ISTU	MWS	Ph 3	14	tbc	Pass rate as per the POET(WE) requirements in Appendix 1 to Annex A of the SOR	This is an ISTU module delivered as part of the whole WE 317A POET(WE) course	Student is to demonstrate ability through assessments during course. Pass is OMDR of 4:4:3:3
WE 318	POET(WE) Career Course - GS(CIS)	ISTU	MWS	Ph 3	14	tbc	Pass rate as per the POET(WE) requirements in Appendix 1 to Annex A of the SOR	This is an ISTU module delivered as part of the whole WE 318 POET(WE) course	Student is to demonstrate ability through assessments during course. Pass is OMDR of 4:4:3:3
WE 318B	LET - POET (WE) Conversion course - GS((CIS)	ISTU	MWS	Ph 3	14	tbc	Pass rate as per the POET(WE) requirements in Appendix 1 to Annex A of the SOR	This is an ISTU module delivered as part of the whole WE 318B POET(WE) course	Student is to demonstrate ability through assessments during course. Pass is OMDR of 4:4:3:3
WE 318A	LCIS - POET(WE) Conversion Course - GS(CIS) & SM (CIS)	ISTU	MWS	Ph 3	14	tbc	Pass rate as per the POET(WE) requirements in Appendix 1 to Annex A of the SOR	This is an ISTU module delivered as part of the whole WE 318A POET(WE) course	Student is to demonstrate ability through assessments during course. Pass is OMDR of 4:4:3:3
D299 PJT	(Generic) Network Administrator	ISTU	MWS	Ph 3	8	20	Successful completion of all tasks and assessments within the course	Entry level course composed of NC10, SA10 and UX10 modules. Prerequisite for other CIS non-career courses	Student is to demonstrate ability through assessments during course

Course code/number	Course Title	School	Site Delivered	Course Type	Course Capacity	Course length (days)	Pass Rate Required	Notes and Amplification	Standards
ET306	Combinational and Sequential Logic	ISTU	MWE	Ph3	8	10	Successful completion of all tasks and assessments within the course	This is an ISTU module within the Legacy POCIS course. It is not known at this time if this module will be replaced	Student is to demonstrate ability through assessments during course.
ET307	Microprocessors	ISTU	MWE	Ph3	8	5	Successful completion of all tasks and assessments within the course	This is an ISTU module within the Legacy POCIS course. It is not known at this time if this module will be replaced	Student is to demonstrate ability through assessments during course.
COMMS 220	CPO/PO (CIS)	ISTU	MWS	Ph 3	14	1	Successful completion of all tasks and assessments within the course	This will replaced by a new CPOET course once it is designed	Student is to demonstrate ability through assessments during course

List Of Type B Courses In Support Of ISTU[9]

Course code/number	Course Title	School	Site Delivered	Course Type	Course Capacity	Course length (days)	Notes and Amplification
ABCIS1	AB(CIS)1 /AB(CIS) SM Career Course	ISTU	MWS	Ph 3	8	15	
C319	(RN)CSS Administrator	ISTU	MWS	PJT	6	15	This is expected to be phased out prior to contract tender but due to delivery issues this subject may require instruction post implementation for, what is expected to be, a short period
C320	LC2 System Maintainer	ISTU	MWS	PJT	6	15	This is expected to replace C318 requirement. Initial output may be higher due to rapid Fleet delivery
COMMS 209	RFA AB(CIS)2 & AB (CIS)1 Initial course (RFA PHASE 1)	ISTU	MWS	Ph 2	8	5	
COMMS 210	RFA CR2 PHASE 2	ISTU	MWS	Ph 3	8	20	
D519	QEC INE	ISTU	MWS	Ph3	6	15	Aimed at Network Administrators based on QEC vessels. This will deliver understanding of design and function of platforms INE
HW10	Hardware	ISTU	MWS	Ph3	8	1	
JACKDAW (NSoIT)	JACKDAW Administration and Maintenance	ISTU	MWS	Ph 3	10	tbc	Depending on solution this may be taught under external contract or ISTU staff.
NC10	Networking 1 - Cisco	ISTU	MWS	Ph3	8	5	

---

[9] These courses require access to ISTU WAN, DII services and in the case of C320 & D519 IT support to course specific IT equipment. The requirement for these courses will be stated in the SOTR. They are currently listed in Annex N for ease of reference.

Course code/number	Course Title	School	Site Delivered	Course Type	Course Capacity	Course length (days)	Notes and Amplification
NC20	Networking 2 - Cisco	ISTU	MWS	Ph3	8	15	Replaces Cisco – CCENT course. This will enable refresher training where required.
NC30	Networking 3 – Cisco	ISTU	MWS	Ph3	8	10	Replaces Cisco – Routers and Switches.
NJ20	Networking 2 - Juniper	ISTU	MWS	Ph3	8	15	New course for Juniper fitted vessels.
NJ30	Networking 3 - Juniper	ISTU	MWS	Ph3	8	10	New course for Juniper fitted vessels.
SA10	Server Administration 1	ISTU	MWS	Ph3	8	10	
SA20	Server Administration 2	ISTU	MWS	Ph3	8	10	
UX10	UNIX Administration Introduction	ISTU	MWS	Ph3	8	5	
UX20	UNIX Administration Intermediate	ISTU	MWS	Ph3	8	5	
VM10	Virtualisation	ISTU	MWE	Ph3	8	3	Aimed at Network Administrators based on QEC vessels. This will deliver understanding of design and function of platforms INE
VP10	VOIP	ISTU	MWS	Ph3	8	5	
DII Maritime ASM	DII Maritime Administrative Services Manager	ISTU	MWS	Ph 3	10	14	Course material is maintained and assured by ATLAS
DII Maritime SSM	DII Maritime Site Services Manager	ISTU	MWS	Ph 3	10	1	Course material is maintained and assured by ATLAS

Course code/number	Course Title	School	Site Delivered	Course Type	Course Capacity	Course length (days)	Notes and Amplification
DII Maritime SysSM	DII Maritime System Services Manager	ISTU	MWS	Ph 3	10	15	Course material is maintained and assured by ATLAS
MINERVA SSM/ASM	MINERVA Site / Administrative Services Manager	ISTU	MWS	Ph 3	10	15	Course material is maintained and assured by ATLAS
MINERVA SysSM	MINERVA System Services Manager	ISTU	MWS	Ph 3	10	15	Course material is maintained and assured by ATLAS
WAR 102	INFORMATION SYSTEMS UPDATE	ISTU	MWS	Ph 3	16	0.25	
WAR 115	PWO(CIS) Network Module	ISTU	MWS	Ph 3	8	1.5	
WE 535	WO QUALIFYING Course	ISTU	MWS	Ph 3	12	2	
WE 650	SEMC	ISTU	MWS	Ph 3	14	1	
WE WM05/06	WEO DESIGNATE WEDMARK / PHASE 1	ISTU	MWS	Ph 3	16	0.5	
C325	CIS Eng Management	ISTU	MWS	Ph 3	14	1	
D314	WEO WE Equipment	ISTU	MWS	Ph 3	12	0.25	
D315	Weapon System Engineer Type 23	ISTU	MWS	Ph 3	12	0.25	
D326	Weapon System Engineer LPH/LPD	ISTU	MWS	Ph 3	12	0.25	
D345	WEAPON SYSTEM ENGINEER TYPE 45	ISTU	MWS	Ph 3	12	0.25	

List of type A courses[10]

Course code/number	Course Title	School	Site Delivered	Course Type	Course Capacity	Course length (days)	Notes and Amplification
MTE	Mission Tactical Equipment Course	ISTU	Qinetiq Business Park	PJT	6	5	
C94	JOCS site System Manager	ISTU	MWS	PJT	8	4	
C95	JOCS Local Security Officer	ISTU	MWS	PJT	8	1	

---

[10] The requirement for these courses will be stated in the SOTR. They are currently listed in Annex N for ease of reference.

Instructor Competencies in Support of ISTU

Competency Title	Description	Educational Skills[11]	RN Specific Qualifications[12]	Civilian Qualifications[13]	Competency Demonstrators[14]	Security Clearance
WETG ISTU 01	**ISTU LC2 Instructor**	1. Practical experience within last 3 years of CBT/CAI principles, concepts and use. 2. Experience of working in a practical IT environment, ideally within the last 5 years. 3. Experience on system and understanding of employment of these systems on different classes of vessel including RFA platforms	1. DTTTv2 WpT portfolio and CPD requirements listed within JSP 822 as amended. 2. Must have recent experience (within past 6 months) of course	1. Level 4 Certificate in Education and Training 2. Qualified academically or demonstrable experience of maritime secret systems, RNCSS or LC2	1. Before instructing any of the courses identified in Annex B Schedule 2 the employee must first have attended the entire course as a trainee, and demonstrated to the Course Instructor that they have reached TPS. 2. Prior to instruction, must demonstrate the necessary capability and understanding to correctly and safely operate, administer and maintain any equipment in their charge.	SC

[11] Educational requirements must include GCSE Maths and English Grade C or above or equivalent (including adult certificate in numeracy / literacy level 2) and the ECDL (or demonstrable ECDL level competence).

[12] To ensure that contractors are inducted and socialised appropriately into the military environment, regardless of background, they must complete the DTTTv2 WpT portfolio and CPD requirements listed within JSP 822 V2.0 Mar 16 as amended.

[13] Where contracted or agency staff are employed as Defence Trainers, the contract must require them to hold, as a minimum, the Level 4 Certificate in Education and Training. Level 4 CTTLS or a higher qualification is acceptable. Contractors are to undertake the required supervisory care training including adherence to the DBS (formerly known as CRB) Policy.

[14] Every person delivering training is subject to the competency checks and assessments as detailed in JSP822 V2.0 Mar 16 as amended.

Competency Title	Description	Educational Skills[11]	RN Specific Qualifications[12]	Civilian Qualifications[13]	Competency Demonstrators[14]	Security Clearance
WETG ISTU 02	**SEMC / WO and Above Career Course Instructor** (Support delivery of C325, D314, D326, D345, WAR 102, WAR 115, WE535, WE650, WE WM 05/06)	1. Practical experience within last 3 years of CBT/CAI principles, concepts and use. 2. Experience of working within a Royal Navy IS environment at the level of a WO or Officer, ideally within the last 5 years.	1. DTTTv2 WpT portfolio and CPD requirements listed within JSP 822 as amended. 2. Must have recent experience (within past 6 months) of course	1. Level 4 Certificate in Education and Training 2. Qualified academically or demonstrable experience of maritime systems and understanding of appropriate management structures and processes relating to IS onboard	1. Before instructing any of the courses identified in Annex B Schedule 2 the employee must first have attended the entire course as a trainee, and demonstrated to the Course Instructor that they have reached TPS. 2. Prior to instruction, must demonstrate the necessary capability and understanding to correctly and safely operate, administer and maintain any equipment in their charge.	
WETG ISTU 03	**ISTU IS Networks Instructor** (Support delivery of NC10, NC20, NC30, NJ20 & NJ30)	1. Practical experience within last 3 years of CBT/CAI principles, concepts and use. 2. Experience of working in a practical IT environment, ideally within the last 5 years.	1. DTTTv2 WpT portfolio and CPD requirements listed within JSP 822 as amended. 2. Must have recent experience (within past 6 months) of course content	1. Level 4 Certificate in Education and Training 2. Qualified academically or demonstrable experience, to a nationally recognised standard in relevant subject matter (examples: CompTIA A+, Network+, Linux+, Cisco CCENT, CCNA) 3. This position may also retrain in JUNIPER equipment if or when platforms migrate from Cisco equipment.	1. Before instructing any of the courses identified in Annex B Schedule 2 the employee must first have attended the entire course as a trainee, and demonstrated to the Course Instructor that they have reached TPS. 2. Prior to instruction, must demonstrate the necessary capability and understanding to correctly and safely operate, administer and maintain any equipment in their charge.	SC

Competency Title	Description	Educational Skills[11]	RN Specific Qualifications[12]	Civilian Qualifications[13]	Competency Demonstrators[14]	Security Clearance
WETG ISTU 04	**ISTU System Administration Instructor** (Support delivery of SA10 & SA20)	1. Practical experience within last 3 years of CBT/CAI principles, concepts and use. 2. Experience of working in a practical IT environment, ideally within the last 5 years.	1. DTTTv2 WpT portfolio and CPD requirements listed within JSP 822 as amended. 2. Must have recent experience (within past 6 months) of course content	1. Level 4 Certificate in Education and Training 2. Qualified academically or demonstrable experience, to a nationally recognised standard in relevant subject matter (examples: CompTIA A+, Linux+, Microsoft MTA, MCSA, MCSE)	1. Before instructing any of the courses identified in Annex B Schedule 2 the employee must first have attended the entire course as a trainee, and demonstrated to the Course Instructor that they have reached TPS. 2. Prior to instruction, must demonstrate the necessary capability and understanding to correctly and safely operate, administer and maintain any equipment in their charge.	SC
WETG ISTU 05	**ISTU Unix Instructor** (Support delivery of UX10 & UX20)	1. Practical experience within last 3 years of CBT/CAI principles, concepts and use. 2. Experience of working in a practical IT environment, ideally within the last 5 years. 3. Experience with Maritime weapons and sensor s equipment that utilise Unix commands	1. DTTTv2 WpT portfolio and CPD requirements listed within JSP 822 as amended. 2. Must have recent experience (within past 6 months) of course content	1. Level 4 Certificate in Education and Training 2. Qualified academically or demonstrable experience, to a nationally recognised standard in relevant subject matter (examples: CompTIA A+, Linux+)	1. Before instructing any of the courses identified in Annex B Schedule 2 the employee must first have attended the entire course as a trainee, and demonstrated to the Course Instructor that they have reached TPS. 2. Prior to instruction, must demonstrate the necessary capability and understanding to correctly and safely operate, administer and maintain any equipment in their charge.	SC

Competency Title	Description	Educational Skills[11]	RN Specific Qualifications[12]	Civilian Qualifications[13]	Competency Demonstrators[14]	Security Clearance
WETG ISTU 06	**ISTU Platform Instructor** (Support delivery of D519, VP10 & VM10)	1. Practical experience within last 3 years of CBT/CAI principles, concepts and use. 2. Experience of working in a practical IT environment, ideally within the last 5 years. 3. Experience with VOIP and level 3 switching using Cisco or Juniper equipment.	1. DTTTv2 WpT portfolio and CPD requirements listed within JSP 822 as amended. 2. Must have recent experience (within past 6 months) of course content	1. Level 4 Certificate in Education and Training 2. Qualified academically or demonstrable experience, to a nationally recognised standard in relevant subject matter (examples: CompTIA A+, Network+, Linux+, Cisco CCENT, CCNA, Microsoft MTA, MCSA, MCSE, VOIP) 3. This position will also need to understand how the Internal Networking Environment (INE) is used and managed.	1. Before instructing any of the courses identified in Annex B Schedule 2 the employee must first have attended the entire course as a trainee, and demonstrated to the Course Instructor that they have reached TPS. 2. Prior to instruction, must demonstrate the necessary capability and understanding to correctly and safely operate, administer and maintain any equipment in their charge.	SC
WETG ISTU 07	**ISTU Core Systems Manager Instructor** (Support delivery of DII, MINERVA and JACKDAW courses)	1. Practical experience within last 3 years of CBT/CAI principles, concepts and use. 2. Experience of working in a practical IT environment, ideally within the last 5 years. 3. Will have worked on DII Deployed/Maritime or completed a DII Deployed/ Maritime course to ASM or SSM standard	1. DTTTv2 WpT portfolio and CPD requirements listed within JSP 822 as amended. 2. Must have recent experience (within past 6 months) of course content.	1. Level 4 Certificate in Education and Training 2. Qualified academically or demonstrable experience, to a nationally recognised standard in relevant subject matter (examples: CompTIA A+, Network+, Linux+, Cisco CCENT, CCNA, Microsoft MTA, MCSA, MCSE, VOIP) 3. This position will also need to understand how the Internal Networking Environment (INE) is used and managed.	1. Before instructing any of the courses identified in Annex B Schedule 2 the employee must first have attended the entire course as a trainee, and demonstrated to the Course Instructor that they have reached TPS. 2. Prior to instruction, must demonstrate the necessary capability and understanding to correctly and safely operate, administer and maintain any equipment in their charge.	WETG ISTU 07

Training Equipment Availability in Support of ISTU

A full list of equipment will be made available but at this time the ISTU WAN is undergoing a technical Upgrade which is replacing networking and classroom equipment.

The ISTU training network is run on two network nodes, each running a vSphere hypervisor supporting a number of Linux and Windows servers to meet the training requirements of the network. The core network nodes support approximately 350 workstations and a selection of printers located in offices and classrooms. These are connected with a Juniper network fabric based on a fibre backbone and Juniper security appliances. Classrooms used to deliver training on networking technologies also carry additional kit; an additional 120 switches , a mixture of Cisco and Juniper technologies are also located in classrooms to allow the creation of exemplar networks for training purposes.

The training requirement dictates that students have access to network devices that they can configure from initial configuration and virtual machines that they can build from a blank disk. New installations of various client and server releases of both Windows and Unix are required to support the training requirement. These virtual machines are deleted and rebuilt throughout courses and modules and the students will have full administrative rights on them. The training requirement dictates that these new installations begin in an unpatched and unsecured configuration before security activities are performed during training.

The following tasks are explicit to the delivery of **Error! Reference source not found.** of the SOR for ISTU:

- Day to day managing of port security on the Juniper switches in the offices – immediate attention required if triggered
- Day to day maintaining of patch panels and ports that regularly break due to wear and tear
- Configuring of new Juniper switches as new offices are set up
- Managing the proxy server updates and the updating of filter policies based on what training and staff requirements are
- Reimaging of machines
- Ensuring the pool of virtual machines used in training are up to date
- Maintaining the centralised licence server and all virtual machine clients for the simulation software used on both our legacy courses and the new ET courses
- Administering the vSphere software, including the vMotion live backup and the snapshot backup schedule.
- Managing the licences for not only the network but the network equipment in the classrooms including the k9 licences for VoIP
- Managing connectivity for the network to access the internet.
- Carrying out replacement of broken equipment and ensuring request for replacements are processed through the ISTU command.
- Acting as SME for network

Establishment	Training Unit	Asset Number	Equipment Description	Course that Equipment is used on	Where delivered	1st line Maint.	2nd line Maint.	Notes
MWS CWD	ISTU	Various	TLAN Server	All courses	Marlborough Building	Contractor	Contractor	4 used to manage Training LAN @ £5.5K + VAT
MWS CWD	ISTU	Various	TLAN Core Switch (Juniper)	All courses	Marlborough Building	Contractor	Contractor	1 switch enables TLAN Network. Equipment replacement (4th line) under SSMC
MWS CWD	ISTU	Various	TLAN Firewall (Juniper)	All courses	Marlborough Building	Contractor	Contractor	1 Firewall enables TLAN safe access to and from the internet. Equipment replacement (4th line) under SSMC
MWS CWD	ISTU	Various	TLAN Network Switches (Juniper)	All courses	Marlborough Building	Contractor	Contractor	30 Switches enable the TLAN to reach all classrooms and instructor areas. Equipment replacement (4th line) under SSMC
MWS CWD	ISTU	Various	Classroom Instructional Computer	All courses except NavyStar, RNCSS	Marlborough Building	Contractor	Contractor	350 (16 machines per classroom with single screen and 1 computer with twin screens) plus 1 machine per instructor desk with twin screens and 1 per syndicate room with a single screen. 1 instructor machine is also located in offices on each instructor desk. Equipment replacement (4th line) under SSMC
MWS CWD	ISTU	Various	Classroom Instructional Switch (Cisco)	All courses with a networking component except RNCSS, NavyStar, NJ20 & NJ30	Marlborough Building	Contractor	Contractor	108 (12 classrooms with 9 devices). Equipment replacement (4th line) under SSMC. Possible increase to 13 classrooms by 2018.

Establishment	Training Unit	Asset Number	Equipment Description	Course that Equipment is used on	Where delivered	1st line Maint.	2nd line Maint.	Notes
MWS CWD	ISTU	Various	Classroom Instructional Router (Cisco)	All courses with a networking component except RNCSS, NavyStar, NJ20 & NJ30	Marlborough Building	Contractor	Contractor	108 (12 classrooms with 9 devices). Equipment replacement (4th line) under SSMC. Possible increase to 13 classrooms by 2018.
MWS CWD	ISTU	Various	Classroom Instructional Switch (Juniper)	All courses with JUNIPER networking component	Marlborough Building F19 & F22	Contractor	Contractor	18 (2 classrooms with 9 devices). Equipment replacement (4th line) under SSMC. Possible increase to 3 classrooms by 2018.
MWS CWD	ISTU	Various	Classroom Instructional Router (Juniper)	All courses with JUNIPER networking component	Marlborough Building F19 & F22	Contractor	Contractor	18 (2 classrooms with 9 devices). Equipment replacement (4th line) under SSMC. Possible increase to 3 classrooms by 2018.
MWS CWD	ISTU	Various	RNCSS Server stacks	C319 – Expected one-for-one swap when LC2 (C320) is delivered	Lewin Building. F11 & F13	Contractor	Contractor	Equipment replacement (4th line) under HP contract through ISS
MWS CWD	ISTU	Various	RNCSS Clients	C319 – Expected one-for-one swap when LC2 (C320) is delivered	Lewin Building. F11 & F13	Contractor	Contractor	Equipment replacement (4th line) under HP contract through ISS
MWS CWD	ISTU	Various	NavyStar Server stacks	C327 – Due to drawdown F54 is expected to convert to a Cisco or Juniper classroom prior to 2018	Marlborough Building. F52 & F54	Contractor	Contractor	2 server stacks (F52 & F54) Equipment replacement (4th line) under Fujitsu contract through ISS
MWS CWD	ISTU	Various	NavyStar Client	C327 – Due to drawdown F54 is expected to convert to a Cisco or Juniper classroom prior to 2018	Marlborough Building. F52 & F54	Contractor	Contractor	28 devices split evenly over 2 classrooms. Mixture of Desktops, laptops and printers. Equipment replacement (4th line) under Fujitsu contract through ISS

Establi shment	Training Unit	Asset Number	Equipment Description	Course that Equipment is used on	Where delivered	1st line Maint.	2nd line Maint.	Notes
MWS CWD	ISTU	Various	75" Touch Screen Display	All	All Classrooms	Contractor	Contractor	20 screen, 1 per classroom or syndicate room @ £4K = VAT. Equipment replacement (4th line) under SSMC
MWS CWD	ISTU	Various	A3 Colour Laser printers with duplex capability	Required for administrative functions and networking assessments	Marlborough Building	Contractor	Contractor	3 currently installed in locations that can be shared by classrooms
MWS CWD	ISTU	Various	Z80 Microprocesso r training modules	ET 307	Marlborough Building	Contractor	Contractor	20 modules that have no support or replacement programme. Future dependant on solution delivered by PO(ET) course.
MWS CWD	ISTU	Various	Cisco switches enabled for Level 3 functionality	D519	Marlborough Building, F19	Contractor	Contractor	24 Cisco switches (4 mobile cabinets containing 6 switches). Equipment replacement (4th line) under QEC PT or delegated owner.
MWS CWD	ISTU	Various	Web enabled Desktops to support Pearson Vue suite	Exam Delivery of Professional Courses	Marlborough Building, F17, F18 & F41	Contractor	Contractor	6 Devices (4 in F17, and 1 in F18 & F41) Equipment replacement (4th line) under SSMC
MWS CWD	ISTU	Various	GALEP 4 Universal Device Programmer	ET 306 (Legacy course)	Marlborough Building, F31 & F23	Contractor	Contractor	40 modules that have no support or replacement programme. Future dependant on solution delivered by PO(ET) course.
MWS CWD	ISTU	Various	HP1 Digital Designer (Mains powered bread-board	ET 306 (Legacy course)	Marlborough Building, F31 & F23	Contractor	Contractor	40 modules that have no support or replacement programme. Future dependant on solution delivered by PO(ET) course.

Additional Software Assumptions For ISTU

Software	Licence Quantity	Requirement	Notes
Windows Office	350	Licensing for physical network equipment	Will need to be deployed and supported by the Contractor
Windows Client	350	Licensing for physical network equipment	Will need to be deployed and supported by the Contractor
Windows Server	12	Licensing for physical network equipment	Will need to be deployed and supported by the Contractor
BOSUN CCNA	50	Environment Simulator for Network Courses	Will need to be deployed and supported by the Contractor
BOSUN CCNP	5	Environment Simulator for Network Courses	Will need to be deployed and supported by the Contractor
Smart Notebook	50	Enables instructor to develop teaching aids using smart boards	Installed on instructor machines in offices. Will need to be deployed and supported by the Contractor
VSphere Standard (8 processor licence)	4	Network Management	Will need to be deployed and supported by the Contractor
VCentre + VMotion	1	Network Management	Will need to be deployed and supported by the Contractor
Windows Client	350	Enables virtualisation during training	Installed and uninstalled by students during training
Windows Server	150	Enables virtualisation during training	Installed and uninstalled by students during training
Exchange	150	Enables virtualisation during training	Installed and uninstalled by students during training
VMWare Player Pro	350	Enables virtualisation during training	Will need to be deployed and supported by the Contractor
Pearson Vue	Free Download	Enables professional qualifications to be taken on the training suite	Will need to be deployed and supported by the Contractor Administered by Pearson Vue qualified staff
CBT Nuggets	20	Online subscription for access to IS training. Each licence allows 5 users to access. Used to support trainee in Fleet and for instructor use	Will need to be deployed and supported by the Contractor

Accreditation For ISTU

20.   ISTU courses have no specific accreditation requirements as they are modules within accredited career courses.

Commercial Training Delivery and Qualifications

21.   NC currently purchases the 'CBT Nuggets' system that allows individuals to log on and study commercial IS courses from Internet capable devices. If the individual then wishes to take the exam in this subject ISTU have available a 'Pearson Vue' suite which enables the individual to log on and pay for an exam. Certification will be awarded upon successful completion of the exam. This system is being used by the QNLZ in order to support CIS staff in delivering the platform. PWLS is also expected to request access at a later date.

22.   Even though there is usage of the CBT Nuggets system off-site, management of access controls and administration can all be achieved locally on the ISTU training LAN.

INTENTIONALLY BLANK

Annex O
DEFENCE MARITIME LOGISTICS SCHOOL

1.   This Annex details the specific requirements to deliver training to DMLS, in order to assist with the cessation of the function when DMLS moves to Worthy Down between Dec 18 and Mar 19. Therefore it is to be read in conjunction with the corresponding Annexes in the SOR.

2.   The DMLS is unable to achieve a single-event move due to the sheer volume of courses and differing course lengths which its 4 Squadrons deliver[15]. Instead, working within a transition window, the intent is to spread the move over the period Dec 18 to Mar 19, thereby allowing courses / modules which commence at HMS Raleigh to complete in the same location. Longer courses which span a number of months will commence at HMS Raleigh and complete at Worthy Down, having transitioned across at a natural break point between course modules. Appendix 1 to Annex O details the initial planning timeline for relocation.

3.   The Contractor shall deliver the following:

Error! Reference source not found. **– Training Delivery Service Type C**

4.   There is no Type C requirement for DMLS.

Error! Reference source not found. **– Training Delivery Support Service Type B**

5.   There is no Type B Contractor Delivery Period requirement for DMLS.

SCHEDULE 2 (PART 3) **– Training Support Service**

6.   The Contractor shall provide the following support for the volumes of courses contained in the SOTT+:

>   6.1.   Training Design and Upkeep Service – There is no requirement for Training Design and Upkeep in DMLS however, DMLS may still access the Non-Routine Training Design provision if required. (**Error! Reference source not found.**)

>   6.2.   Quality Assurance Service – There is no requirement for Training Audit Services in DMLS[16], however Training Evaluation[17], Training Inspection, Trainer Capability Assurance and Coaching for Training services are required. (**Error! Reference source not found.**)

>   6.3.   Training Planning Service – There is no requirement for Training Programme and Resource Allocation services in DMLS, however SOTT+ production and Establishment Resource Planning services are required. (**Error! Reference source not found.**)

---

[15] Courses differ in length from 1 week up to 27 weeks.
[16] The Contractor will conduct QA in conjunction with any DCLPA audit and provide feedback to DCLPA as appropriate
[17] Ex Val may originate from a different Command within the Authority.

6.4. Training Facilitation Service – DMLS require the following training facilitation services (**Error! Reference source not found.**):

6.4.1. Administrative Support to Training

6.4.2. Examination co-ordination and administration

6.4.3. Personnel Selection Officer

Error! Reference source not found. **– Training Equipment Availability Service**

7. Training equipment availability will be delivered in accordance with Error! Reference source not found. to the SOR. Specific equipment relating to DMLS is detailed at page O-4 of this Annex.

8. The delivery of Training Equipment Availability includes the provision of catering services[18] support to ensure the safe and effective delivery of the equipment in support of the training requirement.

Error! Reference source not found.**– Business Information Service**

9. A Business Information Service will be provided to DMLS in accordance with Error! Reference source not found. to the SOR.

Error! Reference source not found. **– Education Services**

10. The Provisions in Error! Reference source not found. to this SOR will be provided to DMLS.

11. Specific DMLS accreditation requirements are detailed on page O-5 to this Annex.

Error! Reference source not found. **– Training Optimisation**

12. Training Optimisation will be provided to DMLS in accordance with **Error! Reference source not found.** to the SOR. Note that only Training Optimisation activities that can be conducted before the DMLS move to Worthy Down are to be started on specific Authority approval.

SCHEDULE 2 (PART 3)
Annex H**, Annex M and Annex N – FIAC, Support to Reserves Training and Support to ISTU.**

13. The provisions contained in these Annexes are not required for DMLS.

Annex I – Security of Personnel and IT

14. When delivering support to DMLS, the Contractor is required to adhere to the security requirements for personnel and IT in accordance with Annex I to the SOR.

Annex J – Supporting Information

---

[18] Catering Services includes the management of the catering account to ensure sufficient supplies to deliver training.

15.   The duration of periods of instruction for DMLS are 50 minutes.

16.   DMLS operates within all other specific requirements of HMS Raleigh as detailed in Appendix 1 to Annex J to the SOR.

17.   DMLS will utilise HMS Raleigh Accommodation as detailed in Appendix 2 to Annex J of the SOR.

18.   When delivering support to DMLS, the Contractor will adhere to the supervisory care responsibilities as detailed in Appendix 3 to Annex J of the SOR.

Training Equipment Availability In Support Of DMLS

Establi shment	Training Unit	Asset Number	Equipment Description	Course that Equipment is used on	Where delivered	1st line Maint.	2nd line Maint.	Notes (further maintenance info is contained in the corresponding line of Annex D to the SOR)
RAL	Core		1 x BRECON Ex-Hunt Class mine counter measures vessel (MCMV) refurbished as a real working environment	DMLS	Jupiter Point	Contractor	MPM IPT	For equipment on BRECON relating to DMLS requirements only. BRECON maintenance is detailed in the GFA Register.
RAL	Core		Training Galley Maintain RWE for DMLS. (Steward school)	AB LOGS(D), LLOGS (D), PO LOGS QC, RFA stewards	DMLS. Jellico Block	Contractor	IPT	1 x Bar Classroom, 2 x Till Machine, 1 x Portable Air-conditioning Units, 1 x Refrigerator, 1 x Fosters Refrigerator, 1 x Hobart Dishwasher, 1 x Hoshizaki Ice Machine, 1 x Instaita Jackson Boiler, 2 x Chiefton Range's and Grill's, 2 x Vents, 1 x Dexion Glass washer, 1 x Insect Repelling Machine, 1 x Polar Refrigerator, 1 x Till Machine, Vents.
RAL	Core		Training Galley Training Galleys for DMLS (Chef school)	AB LOGS (P), LLOGS (P), PO LOGS QC, RM LCHK2, COMMANDO CHEF K3/K4, RFA COOKS	DMLS. Chatham Building B126	Contractor	IPT	2 x Hot counter, 1 x Cold counters, 1 x Plate lower rater, 1 x Grill, 1 x Deep fat fryer, 1 x Brat pan, 2 x Potato Peeler, 1 x Convotherm convector Ovens, 1 x Proving Oven Double, 1 x Bakers Oven, 2 x Dishwasher, 2 x Freezers, 1 x Double Fridges, 1 x Chill Blaster, 1 x Oven Range, 1 x Combo Mixing Machine, 1 x Hobart Mixing Machine, 1 x Weighing Scale, 1 x Double drainer, 1 x Double Sink, 1 x Single Sink, 7 x S/S Cabinet, 1 x S/S tables, 2 x S/S Table top & Cabinet, 1 x Corner S/S Table tops & Cabinets, 1 x Extra Ventilator fan, 3 x S/S hand basins

Accreditation List For DMLS

EST.	COURSE	AWARD	AWARDING BODY
RALEIGH – DMLS	Phase Two (STD)	Intermediate Apprenticeship in Hospitality Services, consisting of: 1. Level 2 NVQ Diploma in Hospitality Services 2. Level 2 Certificate in Hospitality & Catering Principles (Hospitality Services) 3. Level 1 Functional Skills in English and Mathematics 4. Personal Learning and Thinking Skills Not part of the Apprenticeship: 5. Foundation Food Hygiene Certificate 6. Health & Safety Certificate	C&G EDI NOCN CIEH NOCN
	Phase Two (WTR)	Intermediate Apprenticeship in Business and Administration, consisting of: 1. Level 2 NVQ Certificate in Business and Administration (Note: this will be moved to Level 3 in training year 16/17 in line with Army and RAF personnel at DCLPA Personnel and Administration Training Wing (PATW)). 2. Level 2 Certificate in Principles of Business Administration 3. Level 1 Functional Skills English, Mathematics and ICT 4. Personal Learning and Thinking Skills	C&G EDI NOCN
	Phase Two (SC)	Intermediate Apprenticeship in Warehousing and Storage, consisting of: 1. Level 2 Certificate in Warehousing and Storage 2. Level 1 Functional Skills English and Mathematics 3. Level 2 Award in Employee Rights and Responsibilities in the Logistics Industry 4. Personal Learning and Thinking Skills Not part of the Apprenticeship: 5. Level 1 Functional Skills in ICT	C&G NOCN C&G NOCN
	Phase Two (CH)	Intermediate Apprenticeship in Professional Cookery, consisting of: 1. Level 2 NVQ Diploma in Professional Cookery 2. Level 2 Certificate in Hospitality and Catering Principles (Professional Cookery) 3. Level 1 Functional Skills in English and Mathematics 4. Personal Learning and Thinking Skills Not part of the Apprenticeship: 5. Foundation Food Hygiene Certificate 6. Level 1 Functional Skills in ICT	C&G EDI NOCN CIEH NOCN
	LLogs QC (CH, Std)	Intermediate Food Hygiene Certificate	CIEH
	LLogs QC (CH, Std, Wtr, SC)	NVQ L 3 Business and Administration	C&G
	PO Logs Conversion Course (Ch, Std)	Advanced Food Hygiene Certificate	CIEH

INTENTIONALLY BLANK

**Appendix 1 to Annex O
DMLS TRANSITION PLAN**

 RALEIGH
 WORTHY DOWN

TAFMIS code	Course Title	Type	2018												2019				Comments
			J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	
6851	RN - Commanding Officers Desig SSN	Ph 3																	
6852	RN - Commanding Officers Desig SSBN	Ph 3																	
6857	RN - Designated Logistics Officers Course Minor Warships	Ph 3	RAL	RAL	RAL	RAL	RAL	RAL	RAL	RAL	RAL	RAL	WD	WD	WD	WD	WD	WD	Last course at Raleigh Oct 18
8202	RN - Initial Logistics Officers Course - OF2 ILOC	Ph 2	RAL	RAL	RAL	RAL	RAL	RAL	RAL	RAL	RAL	RAL	WD	WD	WD	WD	WD	WD	Last course at Raleigh Nov 18
8205	RN - Pre Logistics Command Course OF3	Ph 3	RAL	RAL	RAL	RAL	RAL	RAL	RAL	RAL	RAL	RAL	WD	WD	WD	WD	WD	WD	Last course at Raleigh Nov 18
8215	RN - Logistics Refresher - Senior Officer	Ph 3	RAL	RAL	RAL	RAL	RAL	RAL	RAL	RAL	RAL	RAL	WD	WD	WD	WD	WD	WD	Last course at Raleigh Oct 18
8220	RN - Tenders Logistics Officers Course OF2	Ph 3	RAL	RAL	RAL	RAL	RAL	RAL	RAL	RAL	RAL	RAL	RAL	WD	WD	WD	WD	WD	Last course at Raleigh Dec 18
8230	RN - Commanding Officers Major Warships - OF4	Ph 3	RAL	RAL	RAL	RAL	RAL	RAL	RAL	RAL	RAL	RAL	WD	WD	WD	WD	WD	WD	Last course at Raleigh Oct18
8250	RN - Potential Officers Course Acquaint	Ph 3	RAL	RAL	RAL	RAL	RAL	RAL	RAL	RAL	RAL	RAL	WD	WD	WD	WD	WD	WD	Last course at Raleigh Oct 18
8255	RN - SIPAC - OR2	Ph 2	RAL	RAL	RAL	RAL	RAL	RAL	RAL	RAL	RAL	RAL	RAL	RAL	RAL	RAL	RAL	RAL	Will run in Ral and WD concurrently until 2019
8265	RN - Writer Qualifying Course - OR4	Ph 3	RAL	RAL	RAL	RAL	RAL	RAL	RAL	RAL	RAL	RAL	RAL	RAL	WD	WD	WD	WD	Last course at Raleigh Dec 18
8270	RN - Writer Qualifying Course - OR6	Ph 3	RAL	RAL	RAL	RAL	RAL	RAL	RAL	RAL	RAL	RAL	RAL	WD	WD	WD	WD	WD	Last course at Raleigh Nov 18

TAFMIS code	Course Title	Type	2018											2019				Comments
			J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	
8275	RN - Senior Writer TEM	Ph 3																	Last course at Raleigh Oct 18
8311	RN - SM Coxn Course - OR7	Ph 3																	Last course at Raleigh Jun 18
8313	RN - MM/PP Coxn Course - OR6/OR7	Ph 3																	Last course at Raleigh Sept 18
8315	RN - Basic Supply Chain Specialist Course - OR2	Ph 2																	Will run in Ral and WD concurrently
8320	RN - Supply Chain Qualifying Course - OR4	Ph 3																	Last course at Raleigh Nov 18
8325	RN - Supply Chain Qualifying Course - OR6	Ph 3																	Last course at Raleigh Oct 18
8330	RN - Supply Chain TEM - OR6	Ph 3																	Last course at Raleigh Oct 18
8345	RN - Naval Stores Keeping Officer Course	Ph 3																	Last course at Raleigh Sep 18
8365	RN / RFA - Basic Stewarding Course - OR2	Ph 2																	Will run in Ral and WD concurrently until 2019
8387	CFAA Verification Team Training	Ph 3	Not known at this time																
8390	RN / RFA - Basic Chefs Course - OR2	Ph 2																	Will run in Ral and WD concurrently until 2019
8391	RFA Tricat Course	Ph 2	Not known at this time																
8393	Dangerous Goods By Surface and Air	Ph 3																	Last course at Raleigh Nov 18
8395	RN / RFA - Chef Qualifying Course - OR4	Ph 3																	Will run in Ral and WD concurrently until 2019
8400	RN-Catering Services Qualifying Course-OR6 STD CAT	Ph 3																	Last course at Raleigh Nov 18
8411	RN - Level 2 Food Safety in Catering	Ph 2	Not known at this time																

RN - Steward Qualifying Course - OR4

RN - Senior Rate Catering Services TEM - OR6

RN - L4 Food Safety Hygiene

RN Field Catering Course

RN - Correspondence Officers Course - OF2

RNR - Continuous Professional Development Course

RN - Forward Logistics Site Qualifying Course - OR2/OF1/OF2

RN - Forward Logistics Site Management Course - OR4/OR6/OF1/OF2

RN - Forward Logistics Site Command Course - OR6/OR7/OF2/OF3

INTENTIONALLY BLANK

**Annex P
ADMINISTRATIVE SUPPORT TO THE SETT**

1.   This Annex details the specific requirements to deliver administrative support to the Submarine Escape Training Tank (SETT), in order to assist with the cessation of the function when the SETT training support moves to Faslane between Q3 18 and Q2 19. Therefore it is to be read in conjunction with the corresponding Annexes in the SOR.

2.   The Contractor shall provide administrative support to the SETT in the following 4 areas: general administration, maintenance of SETT records and staff reports, SETT travel and stationery budget management and administrative training to RN Coxswains.

3.   The Contractor shall provide an equipment availability service for the equipment listed at page P-3 to this Annex in accordance with **Error! Reference source not found.** of the SOR.

Administrative Support to the SETT

Scope (Output required)	Notes/Amplification	Set points & limitations	Standard	Metric	Indicative Volume	Indicative Performance Indicators
1. Provision of a General Administrative Support service including but not limited to: a. Managing all SETT databases b. Issuing joining instructions to students assigned to SETT for training. c. Managing course and/or individual trainee bookings as required, liaising closely with SETT management as necessary d. Adjusting course scheduling, trainee numbers or planned trainee attendees, or any other aspect of delivery and programming of courses as required. e. Producing daily and weekly training lists. f. Producing student accommodation lists and booking requisite transport requirements g. Instigating follow-up actions for non-attendances; h. Compile course start and completion lists; i. Maintain accurate class lists and course completion statistics including attainment and requalification date	Accurate and timely maintenance of MS-Excel based databases includes the inputting, searching, and manipulation of training and personal data. Joining instructions to be issued no later than 2 weeks prior to course start or as dictated by SM operational programme. Write or update training lists that outline all of SETT's courses and planned training schedule (including that for staff), on a daily or weekly basis as required. Liaise with accommodation centres and transport authorities at Fort Blockhouse, HMS Collingwood and HMS Sultan as required. Update SETT 'black-list' and liaise with employing unit/CNP/DNPS as necessary to pursue incidents of non-attendance, re-booking as necessary. Update personal training records for all trainees within 5 working days of them leaving.		SETT Standing Orders Chapter 1 BR 241(1) All travel budget actions are to be conducted in accordance with MOD guidelines.	Annual No of course starts	Baseline: Total number of course starts as listed in Appendix 2 to Annex B SOTT+ JPA input: up to 15000 data entries per annum across approximately 100 annual course starts. Joining instructions: Anticipate up to 1200 trainees and 100 courses each year. Cancel / amend bookings: anticipate up to 400 amendments per annum. Accommodation and transport: anticipate up to 1200 trainees shared amongst up to 100 courses per year. Follow up for nonattendance: typically, anticipate up to 120 trainees requiring follow-up per year. Course start and completion: anticipate 100 courses per year, each with a maximum of 12 trainees.	100% OiC SETT satisfaction as reported through the Contractor Training Facilitation Service Questionnaire

Equipment Support to the SETT

Establishment	Training Unit	Asset Number	Equipment Description	Course that Equipment is used on	Where delivered	1st line Maint.	2nd line Maint.	Notes (further maintenance info is contained in the corresponding line of Annex D to the SOR)
SETT		SETT-20-All-001	30M Escape Tank			RN Maintainers & Future Contractor	Approved Contractor	Must be available during all pressurised water work (max 5 days per week)
SETT		SETT-21-Ground Floor-001	25HP Outboard			RN Maintainers & Future Contractor	Approved Contractor	
SETT		SETT-21-Ground Floor-003	Medium Inflatable Boats			RN Maintainers & Future Contractor	Approved Contractor	
SETT		SETT-21-Ground Floor-005	Rigid Inflatable Boat			RN Maintainers & Future Contractor	Approved Contractor	Used as required for SPAG Training Ongoing support through Naval Stores
SETT		SETT-47AD-Ground Floor-001	Medium Inflatable Boats (SPAG MIBS)			RN Maintainers & Future Contractor	Approved Contractor	47AD - RAF Brize Norton Used as required for SPAG Training Ongoing support through Naval Stores

INTENTIONALLY BLANK