DESIGN AND DEVELOPMENT OF TRAINING

Purpose of Requirement

This SOR Section is to be read in conjunction with SOR Section 1 – Introduction.

This Service Requirement aims to ensure that:

- All training is designed to meet the Authority provided Role PS which adheres to MOD policy and guidelines, and, when instructed, is augmented to meet civilian accreditation requirements;
- Any civilian accreditations are mapped according to the NQF, and the RQF;
- all training documentation and material is held in the Authority's electronic library of training documentation and reviewed in accordance with the Authority's DUP in order to comply with MOD policy on governance of training;
- Training course reviews are conducted in accordance with the agreed schedule, or when directed by the Authority, as a result of internal and external validation, policy changes or new equipment;
- When agreed by the Authority, changes are made to the method, media and content of technical training to enhance the delivery of training and to enable Distance Learning and Distributed Training by utilising the full range of multimedia technologies and VLE;
- There is continued development of new and existing course documentation.

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Sub Section 01 – General Design and Development Service					
R.05.01.01	Provide a Training Design & Development Service. The service shall include the following: a. Generating and agreeing draft Enabling Objectives (EOs), Instructional Specifications (LSpecs) and Key Learning Points (KLPs) with the Authority's Course Design Managers (CDMs). b. From agreed EOs design the course, which shall include:	The baseline man hours will be distributed uniformly across the year, but will be subject to some variation iaw with the training requirement and subject to other constraints such as post gapping. The design and development of new and existing Course Training Packages (CTPs) is a continuous process. Note JSP 822 requires pilot courses: 'the first delivery of a newly designed course under 'realistic' conditions', to help identify any issues or problems early. For the purpose of this Contract, Course Design is to be considered in 4 stages: Stage 1: On receipt of the TOs from the Authority the Contractor's CD staff shall generate draft EOs and initially identify the relevant LSpecs, both of which will need to be agreed with the Authority. Stage 2: This is the General Design phase which is completed by the Contractor's CD staff and is primarily the conversion of the agreed EOs into LSpecs but will also include commenting on other documents created by the Authority e.g. Course Assessment Specifications. This work is the province of the Contractor and will be accomplished as follows:	In line with emerging requirements identified in the SOTR, DTP and Authority local direction. The baseline of man hours per annum for Training Design and Development at MOD Lyneham is 18,100. (This figure does not include SME Support or VLE Development) This could be delivered in two specific areas: a. The DUP and routine maintenance. b. For new design work on existing platforms and new EMTC design work as directed by the	1. A Course Design and Development service in accordance with JSP 822 Defence Direction and Guidance for Training and Education and Authority agreed timescales. DCTT MTS TQP 4 – Design. a. This is DUP and internal changes that do not affect the top level Training Objectives. b. New EMTC work to assist the Authority not covered in DUP and	1. The Benchmark shall be 0 justified complaints that caused the failure to deliver a planned course to schedule. No Failure to comply with the Authority's Regulations. No failure to meet agreed timescales.

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	(1) Selecting methods and media best suited to assist the delivery of training. (2) Establishing resource requirements. (3) Introducing new course material, innovations in the design, development and delivery of training. (4) Designing and producing, in agreement with the Authority's CDMs, locally produced software and hardware training aids. (5) Identifying and recommending, through the Authority's CDMs, suitable Training Aids for procurement as GFE. (6) Under the direction of the Authority, producing and or amending Instructional Specifications, technical précis, experiments, demonstrations, examinations, assessments, tests, detailed syllabi, course administration documentation for CTP and trade specific course synopses for REME Professional Development Records (PDRs). (7) Producing and maintaining TAFMIS phasing/ timetable templates for each course. (8) In conjunction with the Subject Matter Experts (Contractor or Authority) piloting a Course.	The Authority will agree EOs with the Contractor. The Contractor will prepare Key Learning Points for each of the EOs and then submit them to the Authority. The Authority will then review the EOs and TPs to ensure the EOs have been properly interpreted and will either endorse or request that the EOs are amended as necessary. At the point of approval, the EOs will be considered firm to allow work to progress to the next stage (during the life of a course EOs may change). Stage 3. From firm EOs the Contractor will: Design the course, which includes developing LSpecs and TAFMIS phasing/timetable templates for each course. Template the courses within the Authority's Training Management Information Systems (TMIS). Agree facility, GFE requirements, course length and course template with the Authority. The allocation of resources and the production of the timetables is a	Authority on existing platforms, within the CD staff capability. c. Work requested that does not sit under the EMTC Contract is to be submitted to Babcock via the Contract Support Manager, for commercial approval and route to market. A monthly summary of the hours used will be presented to the authority at the L3 governance meeting. The authority will also be informed when the following combined totals are reached: 8000hrs, 10,000hrs, 12,000hrs, 13,000hrs and 16,500hrs respectively. Where a location is reaching or has reached its maximum hours allocated, then available hours from the remaining location could be considered if the authority agrees. Where the combined allocation of hours	routine work and include hours accounted for. b (2) JSP 822 – Pt Paras 46-51 JSP 822 - Pt 2, Ch 1, Section 1.5, Assurance b.(4) AQAP 2110 and AQAP 2210. c. Support to the customer as requested by DO at following meetings; (1) Working Groups with Project Teams (2) New Capability Meetings (3) Military Judgement Panels. b (5) In accordance with standards set out in the Tasking Order. In accordance with UK MOD Knowledge in Defence, Tools: Acquisition System; and Commercial Toolkit. In accordance with relevant procurement rules and regulations. b (7) JSP 822 - Pt 1, Ch 1, Section 1.1, Para 64 (TMIS)	

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		function of Scheduling and Planning and is covered under R.06.01.01. Complete a CTP for ownership by the Authority. The standards of content and presentation will be determined, and quality assessed by the Authority before new training is implemented. Stage 4: Provision of Contractor Lecturers and Instructional Staff with appropriate subject matter expertise support to assist with course design and development work, produce Lesson Plans/ISpec Part 2s and pre-course training packages.	(across the two sites) has been reached or is in immediate likelihood of being reached then the Contract Support Manager will discuss an extension of the allowance with the Authority. This would be subject to future changes and efficiencies during the life of the contract subject to the change mechanisms at Schedule 4.		
	(9) Reviewing, modifying and developing new and existing courses as necessary and when directed by the Authority's Document Upkeep Plan (DUP). (10) The Contractor shall maintain and update the design of training courses to ensure that such training courses are up-to-date and that they satisfy relevant operational / workplace performance requirements. Changes to training shall be submitted in summary form to the Authority for endorsement.	(9) The design, review, modification, and development of new and existing CTPs are a continuous process. This includes, amending CTPs following feedback from InVal, ExVal and Training Deficiency Reports (TDRs), periodic internal and external Authority and 2nd/3rd Party audits. changes to accreditation criteria, reports from operational theatres and upgrades to equipments. (a) In line with emerging requirements identified in the SOTR, DTP and Authority local direction. The Authority retains the		b (9) All training courses to be reviewed at least every three (3) years (variable up to 5 years on a course by course basis in consultation with Authority). Review dates are annotated on the TrAD. In accordance with the Training Document Upkeep Plan.JSP 822, Pt 1 1.1 paras 46-51 and Pt 2 1.5 Assurance. (a)JSP 822 Qualifications DCTS Training Design (Course 9005) or equivalent. Practitioner/User of the Authority's TMIS. (12) JSP 939 & JSP 822.	

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	(11) When instructed by the Authority the Contractor shall conduct Training Design in response to new training requirements to ensure that training satisfies operational / workplace performance requirements and provides the design output requirements required by the Authority. The Contractor shall ensure documentation is up-to-date and accurately codifies and reflects the outputs of the Training Design (12) Participating in the ongoing development of Computer Based Training (CBT) as endorsed by the Authority, especially any supplied by external Contractors which requires reviewing the technical and training format to suit training needs (13) Providing course design SQEP who shall interface with the Representatives of the Authority in the development and introduction of Interactive Courseware (ICW), other blended learning technologies and the hosting of any training resources (workbook, , video clips etc) associated with the course. (14) The Contractor shall populate, update and maintain the	right to set priorities of work including between new and upkeep work. New work can also include projects which are not yet on the TP where the Authority feels there is benefit to early engagement to avoid disruption. Work for new capabilities will be negotiated with the Contractor as and when required in line with the change process at Schedule 4. (12) Experience has shown that the general design phase for the review of existing courses was on average a ratio of 2 hrs of development to 1 hr of course content. For developing new courses (non-CBT), the ratio is approximately 20:1. The Authority would expect the use of modern techniques and technology to reduce these ratios. (13) For the development of ICW/CBT the ratio is approximately 200:1. The Authority would expect the use of modern techniques and technology to reduce these ratios. (14) This is currently hosted on the Authority's SharePoint Intranet. The content will be reviewed periodically in accordance with the Authority's DUP. Using Authority approved		(14)JSP 822 <u>Qualifications</u> <u>DCTS Training Design (Course 9005) or equivalent.</u> <u>Practitioner/User of the Authority's TMIS.</u> (16) JSP 822, Pt 1, Ch 49 & Ch 51. (16)Qualifications DCTS Training Design (Course 9005) or equivalent. Practitioner/User of the Authority's TMIS. (17) fe822, pt 1. Ch 49 (10) DCTT dv TQP 4 – Des	

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	electronic library of training documentation with all current training documentation and relevant materiel with appropriate configuration control, to provide an accessible and up-to-date 'Single version of truth' repository for Training Design documentation, outputs and management information. (15) The Contractor shall produce, update and manage all training documentation, ensuring that such documentation is accurate, up-to-date and appropriately catalogued. (16) Training Design documentation is to be produced, maintained and updated by the Contractor and must be accessible for periodic internal and external Authority and 2nd/3rd Party audits.	tools, currently Microsoft Office, the library is to be accessible and visible to the Authority at all times, catalogued by course code reference with version control for individual documents. All training documentation and any other related supporting documentation including course dockets, presentations, slide shows, CBT and CAI content and ICW content to be held in the Media Library. (15) The Training Design documentation to be produced, maintained and updated by the Contractor at MOD Lyneham includes: • TOs • EOs • KLPs • AStrat • LSpec Part 1 and 2. • ASpec • TMIS phasing/timetable templates.			
R.05.01.02	The Contractor shall produce a Training DUP covering all current courses and new courses ensuring that reviews of each course are conducted in accordance with JSP 822. The DUP is to ensure the upkeep, update and revalidation of;	Liaison with the TRA is required to ensure course reviews match periodicity of training documentation reviews. Any changes made to courses after a DUP review need to be disclosed to the TRA, and where applicable will allow updates/amendment to training documentation / documents.	One central DUP for all courses on the TP.	JSP 822	No failure to use the Authority provided TMIS and to populate and maintain accurate data to ensure the availability of any reports the Authority wishes to take from the TMIS.

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	• Course syllabi and standards; • Trainer competence, qualification and experience requirements; • Course information, including but not limited to, course size limits, health and safety, relevant rules and regulations, course length and required support and resources; • Configuration control of Training Design documentation; and • Training Methods, Media (including courseware) and Learning Content.				
R.05.01.03	The Contractor shall update Course Design and Documentation to incorporate relevant recommendations and feedback from internal and external assurance when endorsed by the Authority to ensure that training remains up-to-date and satisfies operational/workplace performance requirements.			JSP 822 Qualifications DCTS Training Design (Course 9005) or equivalent.	
R.05.01.04	The Contractor shall provide a service to design courses to meet accreditation requirements from appropriate civilian institutions when directed by the Authority. This service shall include: • Identifying and notifying the Authority of opportunities to provide accreditation for new and/or amended training as designed, and/or any amendments or implications for existing accreditations following Training Design changes.	As directed by the sS SDE, other Accreditation Sponsor or Authority DO.	For existing and new career courses and specialist training courses on the Authority TP.	JSP 822. Achievement of civilian accreditation for the course whilst maintaining Authority training standards and mapped to the RQF. To meet sS, Government, Education and Skills Funding Agency and Ofsted criteria and Award Body	No failure to achieve civilian accreditation.

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	• Provide a service to secure civilian recognition of training, and accreditation from appropriate civilian institutions.			national standards for quality assurance. <u>Qualifications</u> DCTS Training Design (9005) or equivalent. Practitioner/User of the Authority's TMIS.	
R.05.01.05	The Contractor shall supply Trainers and SQEP SMEs to support the Training Design process. Support shall include: • Provision of specialist guidance on impact of changes, ensuring all changes are fully tested and trialled prior to being finalised. • Interface with the Representatives of the Authority in the development and introduction of ICW, other blended learning technologies and the hosting of any training resources (workbook, video clips, etc) associated with the course.	Support required from SQEP personnel to develop and produce Lesson Plans/LSpec Part 2s, media, training aid acquisition and other CTP materiel as necessary iot to deliver training appropriate to the training need, cost effective, accountable, safe and risk-focused. Periodically or in response to quality control reports, staff recommendations, feedback, external validation (including S3018), policy changes or the introduction of new equipment or practices. Changes can be initiated by changing operational requirements or training efficiency improvement or as directed by DUP or Authority DO. Courseware amendments are to achieve at least the same quality of content (functionality, appearance and interactivity) as prior to the amendment.	Hours noted in R.05.01.01 do not include this.	JSP 822. Amendments to be completed prior to next iteration of training course/module with zero degradation of training content.	No failure to provide SMEs to support the Training Design process

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		All changes are fully tested and trialled prior to being finalised. Authority provided software programming skills required to break down, analyse and amend packets of data relating to training content. SME support is not included in the baseline man hours detailed in the volumes for R.05.01.01.			
R.05.01.06	The Contractor shall produce, maintain and/or update/develop training Methods, Media and Learning Content for new (excluding those arising from New Capabilities) and existing training courses, to ensure they are up-to-date, are relevant and that they fulfil the training requirement with the appropriate fidelity.	Where appropriate, methods and media analysis should include the use of a suitable methods and media decision support tool.		JSP 822.	No failure to produce, maintain and/or update/develop training Methods, Media and Learning Content for new and existing training courses. No failure to ensure that courses are up-to-date, are relevant and that they fulfil the training requirement with the appropriate fidelity.
R.05.01.07	The Contractor shall update training Methods, Media and Learning Content to incorporate relevant recommendations and feedback from internal and external assurance, to ensure that training Methods, Media and Learning Content remain up-to-date and reflect the outputs of the service. The Contractor shall provide appropriate configuration control for updates to Methods, Media and Learning Content.	The Contractor shall liaise with Trainers to identify opportunities to update and improve Training Methods, Media and Learning Content, to improve the effectiveness of Training Delivery.		JSP 822.	No failure to update training Methods, Media and Learning Content to incorporate relevant recommendations and feedback from internal and external assurance

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R.05.01.08	Provide accurate input to and use the Authority provided Training Management Information System (TMIS): a. All processes to be carried out using the current TMIS or any other system the Authority may introduce during the lifetime of this contract (links to C.02.03.01).	The current Authority provided TMIS is the Training Administration and Financial Management Information System (TAFMIS). TAFMIS training is provided through the Defence Learning Environment (DLE) or Instruction Lead Training at Army Recruiting and Initial Training Command (ARITC). Training for the currently used Training Management Information System shall be provided by the Authority.		TAFMIS operating procedures are currently under development with the aspiration that the TAFMIS Level 4 Maturity Model compliance is achieved.	No failure to use the Authority provided TMIS and to populate and maintain accurate data to ensure the availability of any reports the Authority wishes to take from the TMIS.