DEFENCE COLLEGE OF TECHNICAL TRAINING
ELECTRO-MECHANICAL TRAINING CONTRACT

STATEMENT OF REQUIREMENT

SECTION C1 - INTRODUCTION

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Table 1 – Table of Amendments

INDEX

SECTION C1 **SOR Joint- Introduction**
Annex A Glossary of Abbreviations
Annex B SOR Definitions
Annex C Relevant Documents
Annex D DCTT & Higher Command Structure

SECTION C2 **SOR Joint- Business Management**
Annex A Mandatory Audits, Inspections and Visits
Annex B Supply Responsibilities
Annex C Plans and Reports
Annex D Business Case Template

SECTION C3 **Not Used**

SECTION R4 **SOR MOD Lyneham- Delivery of REME Training**
Annex A Training Responsibilities
Annex B Draft Training Plan 20
Annex C SQEP Definitions
Annex D DSEME Course Volumes DTTT/COT/DTS
Annex E Civilian Qualifications Awarded To Tradesmen

SECTION R5 **SOR MOD Lyneham- Design and Development of Training**

SECTION R6 **SOR MOD Lyneham- REME Course Scheduling**

SECTION R7 **SOR MOD Lyneham- Support to Training**
Annex A Library Services DSEME Reference Library
Annex B Library Services DSAE(L) Technical Library
Annex C Library Services REME Arms School/Main Library
Annex D Building Custodian MOD Lyneham
Annex E Library Opening Times
Annex F Responsibility Buildings/Rooms at MOD Lyneham (Security, preparing, managing).

SECTION R8 **SOR MOD Lyneham- Equipment Support**
Annex A DSAE(L) Equipment Holdings- AF8005
Annex B Lyneham Training Armoury & Security Armoury Holdings
Annex C DSEME Equipment List- 10 Year Plan

SECTION S4 **SOR HMS SULTAN- Delivery of SULTAN Training**
Annex A DSMarE Draft Training Plan 20
Annex B SQEP Definitions

SECTION S5 **SOR HMS SULTAN- HMS SULTAN Training Design and Development**

SECTION S6 **SOR HMS SULTAN- Course Planning Administration**

SECTION S7 **SOR HMS SULTAN- HMS SULTAN General Support Functions**
Annex A Responsibility Buildings/Rooms at HMS SULTAN (Security, preparing, managing)
Annex B Building Management HMS SULTAN

SECTION S8 **SOR HMS SULTAN- HMS SULTAN Equipment Support**
Annex A HMS SULTAN Asset List
Annex B HMS SULTAN Maintenance Contracts

SECTION S9 **SOR HMS SULTAN- Support to Nuclear Department**
Annex A Equipment Maintained by the Contractor
Annex B Library Opening Times

STATEMENT OF REQUIREMENT (SOR) GUIDE

1. This SOR sets out the requirements and services (Training Services) to be delivered by the Contractor to the Authority under the Electro-Mechanical Training Contract (EMTC) at HMS SULTAN and MOD Lyneham. In delivering the requirements and services set out in this SOR, the Contractor shall comply with, and act in accordance with, the obligations set out in this Contract and relevant Legislation, regulations and Authority policies and procedures. The glossary of abbreviations used in the SOR is at Annex A and all defined terms are capitalised and the definitions for these are at Annex B.

TRAINING SERVICES

2. The Authority is responsible for contributing to the development and delivery of Operational Capability by ensuring that Service Personnel are trained to the necessary standards and levels of performance, and have sufficient knowledge, skills, attitudes and capabilities to be able to perform their designated roles as members of teams in operational environments, and when supporting operations.

3. The Training Services to be delivered by the Contractor shall be the provision of services for the technical training of Service Personnel and training support, to enable the Authority in fulfilling their responsibilities and delivering Operational Capability, as set out above. Irreduciable capacity of Training Services may be utilised by the Authority for International Defence Training.

4. The aims of the Training Service are to:

a. provide relevant, effective, innovative and modern training, underpinned by collaborative working and a joint management approach, which enables delivery of the human component of Force Elements at Readiness to enable operational success;

b. contribute to an attractive and rewarding employment ‘offer’ for individual Service Personnel, by inspiring and enabling them to realise their full potential; *and*

c. continuously improve and modernise Training Services delivery, so that the Training Services continue to meet the needs of the Authority throughout the Contract Period.

As one of the Defence Lines of Development (DLODs), training is an essential factor in ensuring operational success. By instilling and reinforcing an appropriate mix of Knowledge, Skills and Attitudes, individual training inducts recruits into the Armed Forces, prepares them for their employment, and develops them throughout their careers.

Outcomes from Training Services

5. The outcomes the Training Services are intended to support are:

a. the provision of training to the requisite performance standard (Phase 2 initial individual technical and/or specialist training, Phase 3 technical and/or specialist training and International Defence Training);

b. the management and support of equipment to enable training;

c. the ability to adapt the training to remain effective and relevant as the world (including technologies and methodologies) changes;

d. the ability to work collaboratively between the Authority and the Contractor to realise the intended outcomes of this Training Service.

6. In achieving the outcomes set out above, the Training Services are expected to operate in accordance with a number of constraints. These constraints describe how the Training Services must:

a. comply with Legislation and policy;

b. ensure training is safe and complies with safety standards and practices;

c. protect the environment and personnel's health and comply with environmental and health standards and practices;

d. ensure information is properly managed, exploited and protected;

e. ensure that Phase 2 training delivery provides for the continued development of Service ethos for young Trainees following their induction and basic military training at the single Service Phase 1 schools; and

f. be delivered within the training establishments of MOD Lyneham and HMS SULTAN.

7. The Service Requirements the Contractor shall deliver are derived from the outcomes and constraints described above and are set out below.

DOCUMENT STRUCTURE

8. For ease of reference, this SOR has been divided into 8 sections, the sections have been structured so that each may be read largely in isolation. The four of the 8 sections have been split to cover MOD Lyneham and HMS Sultan independently. The 8 sections of the SOR are as follows:

Section	**Requirement**	
	MOD Lyneham	**HMS SULTAN**
1	Joint Introduction	
2	Joint Business Management	
3	Not used	
4	Delivery of REME Training	Delivery of SULTAN Training
5	Design and Development of Training	HMS SULTAN Training Design and Development
6	REME Course Scheduling	Course Planning Administration
7	Support to Training	HMS SULTAN General Support Functions
8	Equipment Support	HMS SULTAN Equipment Support
9		Support to Nuclear Department

Table 2 – SOR contents

9. Each section defines the output required rather than the processes involved, unless there is a process which the Contractor shall be required to comply with. Each output requirement, where applicable, is accompanied by:

a. An indicative volume of work which the Contractor could be expected to provide to deliver the requirement. These volumes have been provided by using the Training Plan 2019 as a baseline.

b. The minimum acceptable performance standard required.

c. The performance target to be reached.

d. Additional information, where appropriate.

MANDATORY REQUIREMENTS AND GENERAL PRINCIPLES

10. This section describes the mandatory requirements and general principles which the Contractor shall adhere to, and act in accordance with, in the delivery of the Training Services under this Contract.

Relevant Law and Authority Standards and Policies

11. The Contractor shall proactively identify and comply with the most up-to-date rules, guidance, instructions and policies applicable to the services in the scope of this Contract.

12. Where rules, guidance, instructions and policies are referenced in this document, the latest version of these rules, guidance, instructions and policies shall apply.

13. Any listed rules, guidance, instructions and policies that are referenced in this document does not absolve the Contractor from conforming with any other relevant publications or legislation. A list of relevant documents is at Annex C.

Personnel Standards

14. In delivering the Training Service defined in this SOR the Contractor shall ensure that Contractor Personnel comply with:

a. Disclosure and Barring Service (DBS) checks (or Disclosure Scotland or AccessNI as appropriate) and JSP 893 - Victim Services, as appropriate to their task;

b. the personnel qualifications, competencies and experience set out in the SOR;

c. the minimum qualifications for Defence Trainers as stated in JSP 822 Part 1.

Continuous Improvement

15. The Contractor shall continually monitor the services delivered under this Contract for the purpose of identifying and implementing continuous improvement throughout the Contract Period, to support the ongoing improvement in the quality and cost-effectiveness of service provision and help improve overall Value for Money for the Authority.

16. The Contractor will seek also to identify and recommend continuous improvements relating to Authority functions or activities outside of the Contractor’s Training Services for the Authority’s consideration. This shall include the identification and recommendation of opportunities to improve both the effectiveness and efficiency of the Authority’s functions and realise cost reductions. This may include the identification of opportunities for improvements to Authority functions which enable the realisation of benefits in the Contractor’s service provision.

Authority Personnel

17. The Contractor shall note that, in relation to the requirements of this Contract, there are Authority posts which support elements of the Training Services (including, but not limited to, Trainers). The number, roles and responsibilities of these Authority posts are reviewed and established annually by the Authority.

18. All military personnel will be required to maintain a high level of physical fitness and military skills/knowledge through mandatory periods of training. These sessions will need to be taken into account by the Contractor as this will make the individuals unavailable for technical training.

Supervisory Care

19. The Contractor shall note that the Commanding Officer of each establishment retains the ultimate responsibility for the Supervisory Care of Trainees and Service Personnel within their command.

20. Contractor personnel shall follow the principles of good conduct and behaviour for military Trainers (as described in JSP 822 - Defence Direction and Guidance for Training and Education), and shall act as 'first response' to Trainee Supervisory Care issues whilst Trainees are under the Contractor's instructions, until such time as the issue can be handed over to an appropriate Authority member of staff.

21. When Trainees are under the supervision of Contractor Trainers, either during Training Delivery or when delivering mentoring or remedial training outside of periods of training, the Contractor shall:

a. ensure that Contractor Trainers apply Unit Standing Orders and single Service regulations to uphold the expected standards of discipline for Trainees, and that, in the event of discipline issues, the nominated chain of Command point of contact for the relevant Trainee(s) is notified by the Contractor as soon as possible;

b. provide initial support to Trainees in a positive, sensitive and humane manner, and shall hand this duty over as soon as reasonably possible to a suitable Authority member of staff, ensuring continuity of care and support until the Authority's staff have taken control;

c. ensure that any complaints made to Contractor Personnel, as defined in JSP 831 (Redress of Individual Grievances Service Complaints) and JSP 763 (The MOD Bullying and Harassment Complaints Procedure), are dealt with immediately by whichever member of Contractor Personnel is approached, and that the relevant details and information concerning the complaints are passed to an appropriate Authority representative as soon as reasonably possible, ensuring continuity and preservation of any material evidence until the Authority's staff have taken control of the complaint;

d. adhere to the Authority's complaints procedures for complaints made against a member of Contractor Personnel, and shall work with the Authority to resolve and manage the response to the complaints and/or Representations, to achieve a satisfactory conclusion;

e. work with the Authority to help the Authority to manage any complaints made by the Contractor's Personnel against the Authority's staff and/or Trainees; and

f. ensure that Specific Learning Difficulties and requirements for Coaching, Mentoring and remedial training are recognised and responded to in an appropriate manner, in accordance with the Authority's requirements.

22. To support the Commanding Officers in exercising their Supervisory Care responsibilities, the Contractor shall also ensure that the design, planning and management of training considers and appropriately responds to all factors which may affect the wellbeing of Contractor Personnel, Trainees, Service Personnel and visitors, including, but not limited to, health and safety regulations, the physical state of personnel under training, suitable facilities for the activity being undertaken, religious issues, risk assessments, class timings and sizes, breaks and personal admin requirements.

Training Courses

23. In providing the training courses within the scope of this Contract, the Contractor shall take account of, and comply with, the constraints identified in the relevant SOTRs and Training Authorisation Documents (TrADs), including in relation to course numbers, durations and sizes, and shall ensure that training courses are provided in accordance with the Authority's training pipelines and sequencing requirements.

24. The Contractor shall note that the Statement of Training Task (SOTT) and associated course training documentation detail other planning constraints, such as security, timings of courses, course instructor loading, etc, which the Contractor shall need to account of in planning, programming and delivering the training to achieve the SOTRs within the scope of this Contract. It is an assumption of this SOR that the Contractor has read and fully understood these constraints in delivering the training planning requirements.

25. In planning and programming the training and education in scope of this Contract, the Contractor shall prioritise and deconflict demands to make best use of available training resources to meet the Authority's requirements. This may include making short-notice changes to training schedules.

26. In providing the Training Services in the scope of this Contract, the Contractor shall, as far as practical, ensure that the Training Services are tailored to the circumstances and learning needs of individual Trainees, to ensure that Trainees are not disadvantaged due to their personal circumstances and/or specific learning needs.

27. The Authority reserves the right to place any appropriately qualified Trainee it sees fit on the training courses within the scope of this Contract. This includes, but is not limited to, staff from RN, Army, RAF and other MOD, staff from other Government Departments, MOD sponsored Defence Industry Trainees, foreign Trainees via UK Government-to-Government agreements and international Government-to-Government (G2G) Trainees.

28. In the event that student allocations to a training course do not meet the criteria for running the course, as specified in the relevant TrAD, it shall be the responsibility of the Contractor to identify and notify the Authority of the shortfall as soon as practical. In the event of such a shortfall, the Contractor shall identify alternative solutions to provide the relevant training course to allocated students in an efficient and economical manner. In the event that no such alternative solutions are considered viable by the Contractor, training courses with student allocations which do not meet the criteria for running a course may be cancelled, subject to the written agreement of the Authority.

Interfaces with Other Training and Entities

29. The Contractor shall note that the Training Services interface with other aspects of training delivered to Service Personnel, and other elements of the wider Authority and Government departmental portfolio which have a potential impact on the training of Service Personnel.

30. The Contractor shall liaise and work with 3rd party contractors, Authority teams and organisations and wider Government departments and entities to support the provision of effective and coherent training.

Integration of New Capabilities

31. The Contractor shall note that during the Contract Period, the Authority will procure and bring into service new Authority capabilities (New Capabilities). These New Capabilities may give rise to new training requirements, which may necessitate the design, delivery and support of new training courses, and/or the procurement and support of new Training Equipment.

32. The Contractor shall note that the Authority may request that the Contractor undertake the work necessary to respond to the new training requirements arising from New Capabilities, including, but not limited to, new Design of Training and new Training Equipment identification, procurement and support.

33. As set out in the relevant SOR, such activities will be undertaken when instructed by the Authority on a case-by-case basis and shall be contracted for using the Tasking Order Process. The Authority is under no obligation to instruct the Contractor to undertake this work, however, and reserves the right to conduct internally or instruct a 3rd Party Provider to provide any training related Service Requirements for New Capabilities. This may also include the Authority instructing a 3rd Party Provider to make changes and/or modifications to new and/or existing Training Equipment to ensure coherence with the Authority's operational equipment or operating environment.

34. In the event that the Authority decides to meet training requirements arising from New Capabilities through a 3rd Party Provider, the Contractor shall manage the interfaces with the relevant 3rd Party Providers, to help ensure the effective and coherent provision of training. As a minimum, the Contractor shall be responsible for:

a. incorporating the new 3rd Party training provision into the development of the SOTT and associated training schedules;

b. liaising with the relevant 3rd Party Provider to ensure coherence between the Contractor's training planning and scheduling and that of the 3rd Party Provider, to mitigate the risks of conflict or avoidable inefficiencies in training provision;

c. facilitating 3rd Party Provider access to relevant training design documentation to support and enable Training Design and Training Delivery which is coherent and consistent with the Contractor's Training Services;

d. facilitating 3rd Party Provider access to relevant aspects of the training estate and/or Training Equipment to enable them to undertake and complete their required works; and

e. project managing and coordinating interfaces, dependencies and enabling activities, such as site preparation and changes to site infrastructure, to enable the installation and commissioning of Training Equipment.

35. Depending on a 3rd Party Providers scope of work, the Contractor may also be required to provide a sub-set of Service Requirements for training arising from New Capabilities to help maintain the coherence of training, beyond planning, liaising and managing interfaces and dependencies with a 3rd Party Provider. The inclusion of such additional Service Requirements related to training for New Capabilities will be instructed by the Authority prior to a Tasking Order on a case-by-case basis and will be subject to the Change Procedure.

Governance

36. The Contractor shall participate in and support the governance structures and forums to manage this Contract in accordance with the requirements of Governance and Contract Management.

37. The Contractor shall provide training Subject Matter Expert (SME) support to Authority meetings, seminars, committees and other similar events, when required by the Authority, to disseminate and raise awareness of current training practices and processes, and industry good practice in training provision.

Change

38. The identification, planning and assessment of the implications of change on the Training Service shall be part of the Contractor's management responsibility, and included as part of the Training Services.

Consumables

39. The Contractor shall order, and shall be authorised to order, required consumables through MOD centrally placed contracts for consumables.

40. In the event that MOD centrally placed contracts for consumables are unable to provide the Contractor with the required consumables, or unable to provide the required consumables in time, to enable the timely delivery of the outputs of this Contract, the Contractor may source the required consumables from alternative sources. Such use of alternative sources will be by exception only and will be subject to the written agreement of the Authority.

41. In the event that the Contractor is required to source required consumables from alternative sources, the Contractor shall ensure that such consumables meet the Authority's requirements and standards, where applicable, and are procured in an efficient and cost-effective manner.

Hours of Operation

42. As a minimum, the Training Services set out in this SOR shall be provided during core hours of each Establishment, as set out below:

MOD Lyneham Core Working Hours are [0815 to 1645] on Monday to Friday;

HMS SULTAN Core Working Hours are [0815 to 1645] on Monday to Thursday and [0815 to 1525] on Friday.

43. Unusual Working Hours. Some work may occasionally be required to be undertaken outside of normal working hours due to additional training requirements (eg reservist training), or

where conduct of some work would otherwise interfere with training delivery, or smooth running of the establishment.

Training Phases UK Armed Forces

44. United Kingdom Armed Forces training is delivered in 3 distinct Phases:

a. Phase 1 Training - Undertaken by all new entrants to the Armed Forces and delivers basic military skills and training to introduce individuals to life in the Armed Forces. The delivery of Phase 1 Training is not included in this Contract.

b. Phase 2 Training - Delivers initial individual specialisation, sub-specialisation and technical training following Phase 1 Training and takes place immediately prior to joining the Trained Strength.

c. Phase 3 Training - A period of individual training undertaken at any stage in a Service person's career after Phase 1 and Phase 2.

45. This Contract is principally for the provision of Training Services to the Contracting Authority for elements of Phase 2 and Phase 3 career training and continuous professional development of Armed Forces personnel managed by the Defence College of Technical Training (DCTT) schools at HMS SULTAN and MOD Lyneham.

Chain of Command

46. DCTT remains under the authority of Air Officer Commanding 22 Group (AOC 22 Gp). A diagram illustrating the organisational relationship between the DCTT, its Schools and 22 Gp can be found at Annex D.

Defence School of Marine Engineering - Background Information

47. HMS SULTAN, in Gosport Hampshire, is a Royal Naval centre of excellence for Defence Training, and is home to three schools and of which elements are part of the EMTC:

a. Defence School of Maine Engineering (DSMarE) which delivers electro-mechanical (EM) and Marine Engineering (ME) training. (Principle output.)

b. Defence School Aeronautical Engineering (Gosport) which delivers Air Engineering (AE) and survival equipment training. (This is also known as the Royal Navy Air Engineering and Survival School (RNAESS).

c. Nuclear Faculty which delivers knowledge in reactor physics, thermodynamics, nuclear engineering, radiation protection and nuclear safety. (Lodger unit).

Commanding Officer HMS SULTAN is Commandant DSMarE and as Commanding Officer of the Establishment, they will have responsibilities far wider that just to the schools under this Contract.

48. The majority of output of the EMTC at HMS SULTAN is for DSMarE which is responsible for training ME officers and ratings through numerous trade, career and specialist courses. Training and development activities vary between one-day courses through to long career and trade courses lasting many months. Professional bodies accredit many of the courses, some up to foundation degree level.

Defence School of Electro-Mechanical Engineering - Background Information

49. MOD Lyneham, in North Wiltshire, is the home of the Corps of Royal Electrical and Mechanical Engineers (REME), and is the home of two schools which are both part of EMTC:

a. Defence School of Electrical and Mechanical Engineering (DSEME) which delivers EM, command, leadership and management training. (Primary outputs).

b. DSAE (Lyneham) which delivers AE training. (This is also known as the School of Army Aeronautical Engineering (SAAE).

Head of Establishment MOD Lyneham is Commandant DSEME and as Commanding Officer of the Establishment, they have responsibilities far wider that just the schools under this Contract. In particular, No4 School of Technical Training (4SoTT), at MOD St Athan, falls under the command of DSEME but is not part of the EMTC.

50. The REME's role is to 'Supporting Equipment Capability in the Army', of which Equipment Support is a constituent part of both land and air vehicles. The British Army is a professional, highly technical organisation and employs a range of complex equipment to achieve its objectives. The Army's effectiveness depends on its equipment being fit and ready for deployment at a short notice - REME exists to make sure that it does.

Defence School of Aeronautical Engineering – Background Information

51. The Defence School of Aeronautical Engineering is headquartered at RAF Cosford and comprises three schools at RAF Cosford, HMS SULTAN and MOD Lyneham. The two schools supported by the EMTC Contract are DSAE (Gosport) and DSAE (Lyneham) and the overall role of DSAE is to provide Aeronautical Engineering training to all three services.

Distance Learning and Distributed Training

52. During this Contract the Authority may wish, or be required, to make changes to the method, content and media of training and include training delivery off site either through Distance Learning or Distributed Training.

53. **Flexibility and Responsiveness.** The output requirements, as expressed in the 22 Gp authorised Training Plan are dynamic in terms of variations in volume, length, type and level of training; changes are encapsulated in formal revisions to these documents. Some training changes may stem from Urgent Capability Requirements (UCRs) and may therefore require a quicker in-year response. The Contractor shall adjust planning, scheduling and programming of all courses accordingly.

Constraints And Other Information

54. **Virtual Learning Environment.** Technology Enhanced Learning is the backbone of modern learning. Therefore, a training network is required to allow schools to provide innovative training delivery; and make best use of technological and software developments to provide the best possible training solution to Trainees. Modern best practice includes the availability of mobile devices to provide 24/7 access to training resource and distance learning, to meet the needs of the individual Trainee and instructor. Other desirable features include multiple training delivery methods with rapid feedback and consolidation of learning coupled with state-of-the-art analytical tools. These features rely on cloud-based architecture. Technical training material is currently

stored and delivered on a VLE hosted on LEARN[1] at Lyneham and Buzzing Hub[2] network at SULTAN. LEARN is funded and delivered outside of the EMTC and is being rolled out at other sites incrementally. However, in order for the benefits of LEARN to continue and be fully exploited it will be provided to the new Contract as GFE. The key aspects of LEARN are:

a. The LEARN VLE provides areas for training material as well as separate development and examinations areas.

b. LEARN is available 24/7 allowing students to carry out learning activity beyond the confines of the classroom, both on and off site, to help consolidate their learning much more easily.

c. LEARN provides online interactive classroom sessions with multiple remote users.

55. **Personal Protective Equipment (PPE).** PPE for Contractor staff will be provided by the Contractor. The Authority will however supply specific protective equipment where it is unique to the training equipment, for example communication headsets or crewman's helmets for Trainers whilst teaching such specific equipment's. The Contractor will remain responsible in all circumstances, as the Employer, for ensuring that PPE used by its staff is fit for purpose, that they are trained to use it and that they understand the risks mitigated by the PPE. Other PPE will be supplied by the Authority for the purpose of demonstrating its use to Trainees.

56. **Suitably Qualified and Experienced Personnel (SQEP) Staff**. The training delivery and training design elements of the Training Services will be delivered by SQEP staff in accordance with the relevant sections of the SOR. If documentary evidence of SQEP qualification cannot be provided by the Contractor for staff in post at Service Commencement Date, but who have undertaken training activity continuously for at least three years, the Authority may assess the staff's competence and, if acceptable, may issue a certificate of equivalence solely for the purpose of meeting the SQEP KPI. The requirement to comply with JSP 822 remains.

Annexes:

A. Glossary of Abbreviations.
B. SOR Definitions.
C. Reference Documents.
D. DCTT & Higher Command Structure.

[1] LEARN (Local Education And Resource Network) is an Information Communications System (ICS) infrastructure comprising; Virtual Learning Environment (VLE); User Access Devices; servers; and internet access to deliver training services within selected locations, on which all training support presentations, information and programs are uploaded.
[2] Buzzing Hub is a RN Training Delivery Platform akin to LEARN (above) and is used at HMS SULTAN. Buzzing Hub is planned to be replaced by LEARN during FY20/21.

ANNEX A
GLOSSARY OF ABBREVIATIONS

DCTT EMTC Re-Let SOR GLOSSARY OF ABBREVIATIONS

1. This list identifies abbreviations which apply to the Statements of Requirement.

Abbreviation	Explanation
ACFC	Artificer Command and Field Course
ACO	Atomic Control Office
ACPOC	Arms Control Point Of Contact
AE	Air Engineering
AEMTS	AeroSystems Engineer & Management Training School
AESO	Aviation Engineering Standing Order
AESP	Army Equipment Support Publication
AEST	Aeronautical Engineering Standards Team
AGAI	Adjutant General Admin Instruction
AH	Apache Helicopter
AIB	Admiralty Interview Board
AinU	Article in Use.
AOC	Air Officer Commanding
AP	Air Publication
APL	Accreditation of Prior Learning
AQAP	Allied Quality Assurance Publication
ASpec	Assessment Specification
AStrat	Assessment Strategy
BCP	Business Continuity Plan
BCs	Building Custodians
B & W	Black and White
Bd	Board
BDA	British Dyslexia Association
BOC	British Oxygen Company
BRd or BR3	Book of Reference (Navy)
BS EN IEC	British Standard for Obsolescence Management.
Bulldog	Armoured Vehicle
CAI	Computer Aided Instruction
CBCP	Contract Business Continuity Plan
CBT	Computer Based Training
CDMs	Course Design Managers
CD ROM	Compact Disc Read Only Memory
CEB	Customer Executive Board
CES	Complete Equipment Schedule
CFE	Conventional Forces Europe
Ch	Chapter
CI	Continuous Improvement
CIDA	Coordinating Installation Design Authority
CIETP	Compound Interactive Electronic Publications

CIP	Continuous Improvement Plan
CIPD	Chartered Institute of Personnel Development
C&G	City and Guilds
CLM	Command Leadership and Management
CLS	Contractor Logistics Support
CMI	Chartered Management Institute
COSHH	Control of Substances Hazardous to Health
COT	Care of Trainees
CPD	Continuing Professional Development
CPO	Chief Petty Officer
CRARRV	Challenger Armoured Repair and Recovery Vehicle
CRB	Criminal Records Bureau
CRF	Composite Repair Facility
CS	Civil Service
CTOs	Collective Training Objectives
CTPs	Course Training Packages
CTTLS	Certificate in Teaching in the Lifelong Learning Sector
CWC	Chemical Weapons Convention
DAO	Defence Awarding Organisation
DAP	Digital Air Publication
DBR	MOD Business Resiliance Directorate
DBS	Disclosure and Barring Service
DCI	Defence Council Instruction
DCOP	Defence Code of Practice
DCTS	Defence Centre of Training Support
DCTT	Defence College of Technical Training
DefAc	Defence Academy
DEFCON	MOD Defence Conditions.
DEFSTAN	Defence Standard
DE&S	Defence Equipment and Support
DINs	Defence Instructions and Notices
DIO	Defence Infrastructure Organisation
DIT	Defence Instructional Techniques
DLE	Defence Learning Environment
DLODS	Defence Lines of Development
DLMC	Defence Learning and Management Capability.
DLP	Defence Learning Portal
DMI	Driver Maintanance Instructor
DO	Designated Officer
DPA	Data Protection Act
DRAc	Departmental Resource Accounts
DSA	Defence Safety Authority
DSAE	Defence School Aeronautical Engineering
DSAE (L)	Defence School Aeronautical Engineering (Lyneham)
DSAE (G)	Defence School Aeronautical Engineering (Gosport)

DSAS	Defence Security and Assurance Services
DSAT	Defence Systems Approach to Training
DSCIS	Defence School of Communications and Information Systems
DSEME	Defence School of Electronic and Mechanical Engineering
DSMarE	Defence School of Marine Engineering
DTC	Defence Trainer Capability
DTM	Defence Trainer Manager
DTP	Draft Training Plan
DTS	Defence Trainer Supervisor
DTT	Defence Technical Training
DTTLS	Diploma in the Teaching and Lifelong Learning Sector
DTTT	Defence Train the Trainer
DUP	Document Upkeep Plan
DVD	Digital Versatile Disc
EAL	EMTA Awards Limited
ECDL	European Computer Driving License
ECI	Equipment Care Inspection
EDM	Electrical Discharge Machining
e.g	For example
ELC	Enhanced Learning Credit
EL3R	Education, Lifelong Learning and Resettlement.
EM	Electro Mechanical
EMTC	Electro-Mechanical Training Contract
EO	Enabling Objective
EPA	Environmental Protection Act
ePC	Electronic Purchasing Card
ES	Equipment Support
ESFA	Education and Skills Funding Agency
ESIs	Engineering Staff Instructions
EU WTD	European Union Working Time Directive
Exval	External Validation
FAWR	First Aid at Work
FC	Functional Skill
FE	Further Education
FLC	Front Line Command
FM	Facility Management
FOI	Freedom of Information.
FTS	Formal Training Statement
GAIs	General and Administrative Instructions
GDPR	General Data Protection Regulation
GFA	Government Furnished Assets
GFE	Government Furnished Equipment
G2G	Government-to-Government
GPC	Government Procurement Card
GSU	Garrison Support Unit
GTA	Ground Training Aid
GTS	Gains to Trained Strength
H&S	Health and Safety

HMG	Her Majesty's Government
HMS	Her Majesty's Ship
HNC	Higher National Certificate
HND	Higher National Diploma
HQ	Headquarters
HSAW	Health and Safety at Work Act
ICP OES	Inductively coupled plasma optical emission spectroscopy
iaw	in accordance with
ICT	Information & Communications Technology
ICS	Information Communications System
ICW	Interactive Courseware
ID	Identification
IDT	International Defence Training
IEC	International Electrotechnical Commission
IG	Income Generation
IGCSE	International GCSE
ILT	Introduction to Learning Technologies
IM	Information Management
IMI	Interactive Media & Learning
InVal	Internal Validation
IOSH	Institute of Occupation Safety and Health
IOT	In Order To
IS	Information Systems
ISO	International Organization for Standardization
IT	Information Technology
ITAR	International Traffic in Arms Regulations.
IWS	Integrated Water Services
IX	Information Exploitation
JAMES	Joint Asset Management and Engineering Solutions
JPA	Joint Personnel Administration
JSP	Joint Service Publication
JTMT	Joint Task Management Tool
KLPs	Key Learning Points
KPI	Key Performance Indicator
KSA	Knowledge, Skills and Attitudes
LANs	Local Area Networks
LCMS	Learning Content Management System
LDAs	Learning and Development Advisors
LEA	Land Equipment Assurance
LEARN	Local Education and Resource Network
LEEA	The Lifting Equipment Engineers Association
LEUMS	Land Equipment User Maintenance Standards
LMP	Legionella Management Plan
LMS	Learning Management System
LN	Liquid Nitrogen
LN2	Term used by British Oxygen Company (BOC) to identify bottled Liquid Nitrogen.

LPOs	Local Purchase Orders
LRU	Line Replacement Unit
LSI	Logistic Support Inspection
LSpec	Learning Specification
LEV	Local Exhaust Ventilation
MAA	Military Aviation Authority
MAP	Manual of Maintenance and Airworthiness Processes.
ME	Marine Engineering
MEDT	Marine Engineering Diagnostic Trainer
MEOOW1	Marine Engineer Officer of the Watch One Certificate
MHS	Management of Health and Safety
MJDI	Management Joint Deployed Inventory
MLRS	Multi Launch Rocket System
MOD	Ministry of Defence
MRP	Military Aviation Authority Regulatory Publications
MRP	Module Resource Pack
MSEC(L)	Military Systems Engineering Course (Land)
MSS	Military Supply System (iaw JSP 886)
MTD	Man Training Days
MTI	Military Training Instructor
MTS	Management of Training System
N/A	Not applicable
NATO	North Atlantic Treaty Organisation
ND	Nuclear Department
NNPI	Naval Nuclear Programme Information
NQF	National Qualifications Framework
NVQ	National Vocational Qualification
OEM	Original Equipment Manufacturer
OHGC	Overhead Gantry Crane
OHP	Operational Health Physicist
OHSAS	Occupational Health and Safety Management System.
OJT	On the Job Training
OME	Ordinance, Munitions and Explosives
OPS	Operational Performance Statement
pa	Per Annum
PAB	Potential Assessment Board
Para	Paragraph
PAT	Portable Appliance Testing
PATOSS	Professional Association of Teachers of Students with Specific Learning Difficulties
PC	Personal Computer
PCDs	Post Course Discussions
PDF	Portable Document Format
PO	Petty Officer
POC	Point of Contact
POL	Petrol, Oil & Lubricants.
PPE	Personal Protective Equipment

PQs	Parliamentary Questions
PS	Performance Statement
Pt	Part
QA	Quality Assurance
QMS	Quality Management System
QR	Queens Regulations
QTLS	Qualified Teacher Learning and Skills
RA	Regulatory Article
RAF	Royal Air Force
RCM	Reliability Centred Maintenance
Ref	Reference
REME	Royal Electrical and Mechanical Engineers
RFI	Request for Information
RFP	Request for Proposal
RFQ	Request for Quotation
RFT	Request for Tendor
RHQ	Regimental Headquarters.
RMP	Risk Management Plan
RN	Royal Navy
RNAESS	Royal Naval Air Engineering and Survival Equipment School.
RNSME	Royal Naval School of Marine Engineering
Role PS	Role Performance Statement
RO Plants	Reverse Osmosis Plants
RPS	Radiation Protection Supervisors
RPL	Recognition of Prior Learning
RQF	Regulated Qualification Framework
RSO	Radiation Safety Officer
RSSO	Radiological Safety Standing Orders
RTF	Respirator Test Facility.
RTGS	Residual Training Gap Statement
RTU	Return to Unit
SAAE	School of Army Aeronautical Engineering
SASC	SpLD Assessment Standards Committee
SC	Security Checked or Security Clearance/Cleared.
SC	Service Commands
SCD	Service Commencement Date
SCD	Supervisory Care Directive
SDE	Service Director(s) of Education
SHEF	Safety Health Environmental and Fire
SLC	Standard Learning Credit
SME	Subject Matter Expert
SNCO	Senior Non Commisioned Officer
SO	Standing Order
SOR	Statement Of Requirement
SofS	Secretary of State
SOTR	Statement Of Trained Requirement
SOTT	Statement Of Training Task
SP	Service Personnel

SPER	Single Point of Event Reporting
SpLD	Specific Learning Difficulties
SPOC	Single Point of Contact
SQEP	Suitably Qualified and Experienced Personnel
SR	Statement Reference
SSBN	United Kingdom Ballistic Missile Submarine or Nuclear Ballistic Missile Carrying Submarine.
SSC	Sector Skills Council
SSN	Attack Submarine
SSP	Student Standing Population
SSP	System Security Policy
STD	Standard Training Day
SYOPS	Security Operating Instructions
TAFMIS	Training Administration and Financial Management Information System
TAFMIS - T	Training Administration and Financial Management Information System – Training
TDA	Training Delivery Authority
TDOL	Technical Documents On Line
TE	Training Equipment
Team PS	Team Performance Statement
TES&S	Training Equipment Support & Safety
TESRR	Training,Education,Skills, Recruitment and Resettlement
TLB	Top Level Budget
TLOD	Training Line of Development
TMIS	Training Management Information System
TNA	Training Needs Analysis
TO	Training Objective
TORs	Terms of Reference
TP	Training Plan
TPS	Training Performance Statement
TQM	Training Quality Manual
TQP	Training Quality Procedure
TRA	Training Requirement Authority
TrAD	Training Authorisation Document
TRBs	Training Review Boards
Trg	Training
TY	Training Year
T2D	Trainer Training and Development
UCR	Urgent Capability Requirement
UECD	Unit Equipment Care Directive
UET	Unit Equipment Table
UK	United Kingdom
UMMS	Unit Maintenance Management System
Uni	University
US	United States
USML	United States Munitions List
VBS	Virtual Battlespace Software

VfM	Value for Money
VIP	Very Important Person
VLE	Virtual Learning Environment
Vol	Volume
WAH	Working at Height.
WG	Working Group
WHS	Workplace Health and Safety
WIFI	Wireless Fidelity
WTS	Workplace Training Statement
11 RSS	11 Royal School of Signals
4SoTT	4 School of Technical Training (RAF and based at St Athan, South Wales)
1SoTT	1 School of Technical Training (Based at RAF Cosford)

ANNEX B
DEFINITIONS

SOR DEFINITIONS

JSP 822 will continue to be the authority for training definitions broader than this SOR. The following terms shall have the following meanings:

Defined SOR Term	Definition
Accreditation	The mapping of education, training and experience to recognised civilian qualifications.
Allied Quality Assurance Publication (AQAP)	The AQAP are standards for quality assurance systems that have been developed by NATO. The aim of the AQAP agreement is to define standards for Quality Assurance of defence products.
Articles in Use (AinU)	AinU is the term given to items/materiel which is issued to a platform (such as a vehicle, person or location), which can either be consuming (in which case the item is considered issued off MJDI) or non-consuming (which allows further management control of the item). Once classed as AinU an item remains visible, if issued to a non-consuming location or platform, but is not considered as available for issue and will not be used as a solution to an automatic demand by a set search pattern. AinUs are to be used for the further dispersal of regional equipment, including issues to Personal Holdings Records.
Assessment	A judgment based on a comparison of measured performance against a standard.
Assessment Specification (ASpec)	A document describing the organisation, type of test, marking details, pass/fail criteria for the assessment of TOs/CTOs and the consequences of failure. It provides the practical details required to assess the achievement of the Standards specified by an associated TO/CTO.
Assessment Strategy (AStrat)	The document describing the overarching assessment policy for the course/module and the associated rationale. It must include the consequences of failure of specified elements of the course/module and include any ‘Return to Unit’ policy for infringement of values and standards etc.
Associated	Connected with something else.
ATOMIC	Is a Nuclear security classification used by defence. The Atomic Control Office (ACO) maintains policy for ATOMIC classified material and personnel in the UK.
Audit	Evaluation, audit and inspection are grouped together under the overarching term ‘assurance’. The purpose of evaluation, audit and inspection of training is to ensure the quality of delivery and content.

Defined SOR Term	Definition
Authorise	Officially sanction a document or process as being correct.
Authority	The power or right to give orders, make decisions, and enforce obedience or a person or organisation having political or administrative power and control.
Awarding Bodies	Provide an approval process for independent training providers in order for a qualification to be recognized as part of the National Qualifications Framework. Examples are University of Portsmouth, City & Guilds etc.
Baseline	A baseline is the means by which you place a project under configuration control so that it can be properly manage and maintained. For a project to be under configuration control, the four dimensions of a project, Scope, Schedule, Cost and Risk, must be well documented. Once the Scope, Schedule, Cost and Risk have been documented, the project is placed under change control and no modification can be made to the Baseline unless approved through the change control process. If the project does not have a baseline, it cannot be properly, meaningfully or credibly managed and maintained.
Blended Learning	Training involving supplementing traditional classroom instruction with additional online or CD Distance Learning packages augmented using social media technology for tutorials, direct communication between students and instructors and collective training sessions.
BOWMAN	BOWMAN is a digital system, which takes advantage of the latest developments in commercial communications technology, providing a secure and resilient communications capability for both voice and data.
Building Custodian	A person appointed to be responsible for the management of one or more Built Assets and surrounding land. Terms of Reference detailed in JSP 435 leaflet 1-8.
Business Continuity Plan	Business Continuity is the ability of an organisation to continue delivery during, and get back to normal running following, a disruptive event. The UK Government requires all Government Organisations, including those in Defence, to have BC arrangements in place.The Business Continuity Plan (BCP) describes how Business Continuity will be managed in the event of a major incident occurring at the relevant location to ensure minimal disruption to the business.
Buzzing Hub	Is a Training local area network (LAN) for HMS SULTAN.

Defined SOR Term	Definition
Capability	The operational need which is satisfied by the deployment of an operational system integrated with other cooperating systems.
Care of Trainee (COT) Training	COT training is delivered to staff working in Phase 1 and 2 training. Attendance is determined by the Commander's Risk Assessment and the Supervisory Care Directive (SCD). COT training is embedded in DTTT Phase 1 and 2 training and is also available as a standalone module.
Civilian Accreditation	Means the recognition that an individual's military service has achieved a recognised civilian standard.
Coaching	Coaching is a form of development in which an experienced person, called a coach, supports a learner or client in achieving a specific personal or professional goal by providing training and guidance. The learner is sometimes called a coachee.
Co-located	Share a location or facility with something else.
Competence/Competences	The measured ability of an individual to consistently perform a particular occupational skill or range of skills to a required standard, under prescribed conditions.
Complete Equipment Schedule (CES)	Units are to materially account for equipment and assets under a Top Level NSN as complete to Complete Equipment Schedule (CES).
Completion	In relation to education and training; defining when all the component parts of a programme have successfully finished.
Compliance	Meeting or in accordance with rules or standards.
Computer Aided Instruction (CAI)	A program of instructional material presented by means of a computer or computer systems.
Computer Base Training (CBT)	Education where a student learns by interacting with a computer usually networked in a training establishment. It could be based on a desktop system hard networked or a hand held device networked through a WIFI system. It is one of the enablers for the full exploitation of Distance Learning, Learner Led training and Blended Training concepts.
Configuration Control	Configuration control is an important function of the configuration management discipline. Its purpose is to ensure that all changes to a complex system are performed with the knowledge and consent of management.
Constraints	A limitation or restriction.
Continuous Improvement	Is defined as a culture of constantly introducing small incremental changes to the Training system in order to improve quality, effectiveness and or efficiency.
Continuous Professional Development (CPD)	CPD is the holistic commitment of professionals towards the enhancement of personal skills and proficiency throughout their careers.

Defined SOR Term	Definition
Contract Business Continuity Plan (CBCP)	Is required by the Contractor to ensure the safe and secure continuation of critical defence capabilities and outputs in the event of disruption. Business Continuity Management is a continuous process within Defence.
Co-ordinating Installation Design Authority (CIDA)	The Defence Co-ordinating Installation Design Authority (CIDA) is a team within the Defence Security & Assurance Services (DSAS) branch of the MOD Business Resilience Directorate (DBR). Through various authorities the CIDA has control over the installation design, site configuration and environment such that Availability, Flexibility, Economy, Confidentiality, Integrity and Resilience may be maintained, whilst assuring that within a defined site, all security and safety requirements relating to each CIS installation are met and maintained.
Cost Effective	To reach success, any business needs to make more money than it spends. Methods of cost effectiveness help business managers to meet the needs of their businesses at the lowest possible cost. The challenge is to acquire superior materials, staff and facilities without spending so much that profit margins are affected.
Course Training Package (CTP)	The product of course design that includes TPS, Assessment Specification (A Spec), Assessment Strategy (A Strat), Phasing Charts and Risk Assessments amongst other elements.
Decommissioned	Withdraw (something, especially weapons or military equipment) from service.
Defect	A defect is one or more related faults in a configuration managed release item. A fault is any feature designed and/or built into a release item that does not conform to requirements or design and/or will lead to errors or vulnerabilities detectable in verification, validation or live operation of the release item.
Defence Academy (DefAc)	The Defence Academy is part of the Ministry of Defence. Its purpose is to develop the intellectual edge needed for success on operations and leadership in government. They deliver courses designed to unlock the cognitive skills of students to expand their intellectual horizon and capacity.
Defence Business Services (DBS)	Defence Business Services (DBS) aims to be the “best business services partner for the UK Defence and Security Communities” by providing critical business services that enable our customers to focus on strategic Defence priorities and maintain National Security. DBS delivers a broad range of services to Defence and the Security community. You can contact DBS by phone and email.
Defence Centre of Training Support (DCTS) Franchise	An agreement whereby organisations are granted permission to provide DCTS DTC training under licence.

Defined SOR Term	Definition
Defence Collage of Technical Training Management of Training System (DCTT MTS)	The MTS is a key enabler for the College, setting out the policy and procedural guidance for the effective management of all its training activities. It is based on JSP 822 Defence Direction and Guidance for Training and Education, however, rather than being just a repeat of the JSP 822 content, the DCTT MTS contextualises it for the College. It aims to provide clear and coherent direction and guidance to the Schools to develop their own contextualised policies and procedures; thus allowing all relevant staff to manage, support and deliver quality training that is compliant with the DSAT.
Defence Instruction Notices (DINs)	A Defence Instruction or Notice (DIN) is an official document that tells people in the Services or MOD about important instructions, guidance or other information that they need to know to do their job properly, or might want to know to do their job better.
Defence Learning and Management Capability (DLMC)	IT-based computer software system that will replace TAFMIS-T and other TMIS in due course.
Defence Learning Environment (DLE)	Defence's primary Virtual Learning Environment (VLE) which will become part of the Defence Learning Management Capability (DLMC).
Defence Lines of Development (DLoDS)	DLoDS are a checklist for capability deliverers to ensure all key factors relevant to the capability have been considered and that issues for resolution have been identified.
Defence Safety Authority (DSA)	The Defence Safety Authority is an independent organisation, empowered by charter from the Secretary of State (SofS) to undertake the roles of regulator, accident investigation and Defence Authority for safety.
Defence Systems Approach to Training (DSAT).	DSAT is the process that must be used by those who are involved in the analysis, design, delivery, assurance, management and governance of training across Defence. DSAT is designed to generate a Training System that allows trainers to deliver appropriate, effective, efficient, accountable, safe and risk-focussed training to trainees.
Defence Trainer Capability (DTC) Franchise	The franchising of Defence Trainer Capability (DTC) training interventions is advantageous to Defence for 3 primary reasons: a. It relieves pressure on DCTS who are not resourced sufficiently to deliver the entire DTC SOTR. b. It creates Travel and Subsistence efficiencies by allowing DTC courses to be delivered in various

Defined SOR Term	Definition
	geographical locations where currency and competence of Franchise Trainers can be sustained. c. It allows DTC training to be embedded within longer and specialised courses thus reaping the benefits of contextualised learning. Franchised training can be a force multiplier and, as such, it is a delivery model that TESRR, the Lead TRA supports. Key to successful franchising are clearly defined management, governance and assurance processes, i.e. franchises must have a robust Management of Training System (MTS). TESRR, the Lead TDA (DefAc), the Service Commands (SCs) and DCTS each have their role to play in the Policy development, Analysis, Design, Delivery and MTS relating to DTC franchised training. Overall responsibility for the policy and assurance governing DTC franchised training resides with TESRR and the requirement is managed at the Training Support Customer Executive Board Working Group (Trg Support CEB WG) and the Training Support 1* Customer Board (Trg Spt CB). The licensing of franchises is the responsibility of DCTS who carry this task out on behalf of the Lead TRA.
Defence Train the Trainer (DTTT)	The DTTT course is aimed at personnel whose primary role is a Defence Trainer in a Defence Training Establishment (Phase 1, 2 or 3). The course, delivered via a number of techniques including facilitation and interactive scenarios, covers the key techniques of assessment, coaching and development of trainers. It enables access to a national Level 3 Award in Education and Training.
Designated Officer (DO)	The Authority officer with overall responsibility for the contract and chair of the Level 1 Meeting.
Development	Development is a process that creates growth, progress, positive change or the addition of physical, economic, environmental, social and demographic components.
Distance Learning	An element of learning which takes place without the physical presence of a trainer. Learners are typically geographically separated from each other and the training provider, often choosing when and where learning material is accessed. This definition includes correspondence courses, satellite broadcasts, videotape and computer-based instruction or any combination thereof. Although the achievement date of the training may be set, the flexibility to achieve that date is under the management of the trainee. The learning material can be provided by any medium,

Defined SOR Term	Definition
	and is commonly paper based but increasingly delivered by electronic media or a combination of both.
Distributed Training	Distributed Training is the structured learning where all, or parts, are undertaken away from the organisation responsible for the development, maintenance and management of the training. A trainer may or may not be needed; if needed, a trainer may be physically present (local or peripatetic) or remotely located. The learning material can be provided by any blend of suitable media.
Education	Education encompasses the development of intellectual capacity, the acquisition of general supporting knowledge and inculcation of attitudes, which underpin performance, and engender understanding, commitment and ethos.
Education and Skills Funding Agency (ESFA)	ESFA funds and regulates adult Further Education and skills training in England. It forms part of a network of organizations in the country that commission, manage and promote training for adults.
E-learning	Electronically delivered and accessed content and or communications used for the purpose of learning. E-Learning may stand alone or be integrated into a Blended Learning solution. Defence recognises 4 levels of E-Learning: IMI Levels 1. Passive 2. Limited interaction 3. Complex interaction/moderate 4. Real time/simulation.
Electronic Purchasing Card (ePC)	The Electronic Purchasing Card (ePC) replaces what has always been known as the Government Procurement Card (GPC) and is the first choice method for purchasing low value, low risk items. The ePC is a VISA purchasing card used throughout Central and Local Government.
Evaluation	The process of making a judgement as to the worth of training to Defence. It allows Defence to monitor the impact of training and assess what has been achieved, whether it was effective, efficient (i.e. represents VfM) and how it contributed to the achievement of Defence outputs. The assessment of a total training system, training course or programme. Evaluation attempts to measure the overall cost-benefit of the course or programme and not just the achievement of laid down objectives.
External Validation (ExVal)	The use of both qualitative and quantitative data to determine the degree to which training prepares individuals/teams for the specified Role and whether the Role remains valid.
Feedback	Information which provides managers of training, trainers and trainees with an indication of the degree of effectiveness of training. This information may come from, for example, the training system, the assessment system, or job performance. Feedback

Defined SOR Term	Definition
	may be delivered by a human (instructor), a training device or equipment or a combination of both. Feedback exist in both formative and summative forms.
Formal Training Statement (FTS)	A FTS details the totality of the training that must be achieved to meet the requirements articulated in the Role/Team PS. The FTS comprises a Training Performance Statement (TPS), a Workplace Training Statement (WTS), and a Residual Training Gap Statement (RTGS). The TPS details the TOs/CTOs that are managed and/or delivered by the TDA. The WTS details the TOs/CTOs that are managed and/or delivered by the employing unit. The RTGS contains elements of the Role/Team PS that have not been allocated to any training activity (the gap).
Freedom of Information (FOI) Request	A Freedom of Information (FOI) request is a formal process to ask for copies of the records and personal information about yourself or someone you are responsible for. It is also a way to access general information about non-personal information or records that could be released, in whole or in part, to anyone.
Functional Skills	Practical skills in English, mathematics and ICT that enable learners to deal with practical problems and challenges. They allow individuals to work confidently, effectively and independently in everyday life. Note: The Armed Forces do not currently include ICT as a Functional Skills required by all service personnel.
Government Furnished Assets (GFA)	Government Furnished Assets (GFA) is a generic term for any MOD asset such as equipment, information or resources issued or made available to the contractor in connection with the contract by or on behalf of the MOD.
Government Furnished Equipment (GFE)	All Government equipment issued to the contractor either under a contract or an authorising document, or both. For the avoidance of doubt, the term GFE applies to all MOD owned equipment, including vehicles and other platforms, held under the custodianship of Industry, MOD Departments operating as a Trading Fund, other Government Departments, or other Governments. This also includes MOD owned assets held under Contractor Logistic Support (CLS) arrangements.
Hard FM	Hard FM (i.e. built infrastructure).
Individual Training	Training designed to develop a mix of Knowledge, Skills and Attitudes (KSA) of individuals. It takes place in any environment, conforms to a DSAT generated Training System, has suitable training governance processes in place, and can utilise a variety of Methods & Media.

Defined SOR Term	Definition
Interactive Courseware (ICW)	A training programme controlled by a computer that relies on trainees input to determine the order and pace of instruction delivery.
Internal Validation (InVal)	Process to determine whether TOs/CTOs are being met.
International Defence Training (IDT)	International Defence Training (IDT) is the arrangement of formal training and education, for military personnel or civilians, on a government to government (G2G) basis in support of Defence Engagement objectives. UK Armed Forces training is widely recognised as being of the highest quality and in many areas is world leading. IDT is largely delivered in the UK in Defence Training establishments, but can also consist of training teams from those training establishments delivering effect overseas when required.
International Traffic In Arms Regulations (ITAR)	The ITAR is a set of US government regulations that control the export and import of defence-related articles and services on the United States Munitions List (USML). Although Her Majesty's Government (HMG) is not subject to US national laws and regulations on export controls, including the ITAR, MOD will act as responsible and trusted end user and protect US ITAR controlled materiel as if it were our own.
Issue	An issue can be defined as an event or condition that has already happened and has impacted or currently impacting the project objectives.
Joint Asset Management and Equipment Support (JAMES)	JAMES is the engineering and asset management system of choice across defence for Land Domain equipment operated around the world.
Joint Personnel Administration (JPA)	Is a Tri-service intranet based computer system. Assists HR admin staff in ensuring individuals details are correct. The system have various functions from pay, expenses and reporting to name just a few.
Joint Services Publication (JSP)	Authoritative policy and guidance document that directs and guides defence people.
Key Customer (KC)	Authority appointed, the Key Customer is to act as the Authority agent in all matters relating to the operation and administration of the Contract.
Key Learning Points (KLPs)	Important points contained within the development of the LSpec. They can also be referred to as called Teaching Points.
LEARN	An IT platform that is used by military, civil servants and contractors.
Learning Management System (LMS)	Provides access to the catalogue of e-Learning courseware, e-Learning materials and mentoring capabilities. It automatically tracks the learner's progress through the courseware and provides access to management information. In many circumstances it is used to manage training enrolment

Defined SOR Term	Definition
	as well as e-Learning delivery. The LCMS may be a part of the LMS but this is not always the case.
Learning Specification (LSpec)	Documents produced from the outputs of Training Design, Assessment Strategy and Method & Media selection processes. Each usually contain the details of an EO and associated KLPs, the relevant assessment/test, Method and Media selected, time allocated, resource requirements and essential references.
Legionella Management Plan (LMP)	The duty holder should ensure that a Legionella Management Plan (LMP) defining the management arrangements and lines of communication to control risks of proliferation of Legionella bacteria in water systems, is put in place, maintained and reviewed.
Maintenance	The process of preserving a condition or situation or the state of being preserved.
Management	Management is a process of planning, decision making, organizing, leading, motivation and controlling the human resources, financial, physical, and information resources of an organization to reach its goals in an efficient and effective manner.
Marine Engineering Diagnostic Trainer (MEDT)	A Trainer led/Trainee controlled classroom based interactive software application that enables Trainees to conduct engineering diagnostic training.
Mentoring	There is no single definition of Mentoring in Defence as the word has different meanings depending on the context. For example, there are Defence workplace mentoring schemes where a trusted colleague shares knowledge and experience over a period of time to assist a new colleague. Additionally, there are mentoring schemes to assist foreign forces to manage their own security. Each has different aims. Where mentoring is mentioned in the JSP, it is referring primarily to the Role of the Defence Training Supervisor (DTS) acts as a mentor for Trainers. In the DTS context the definition of Mentoring is: ‘where a trusted colleague shares knowledge and experience over a period of time to assist a new colleague’. A training method, whereby another individual(s) provide guidance/coaching during learning events and/or on the job; it is learner-centred, focusing on the learner and his or her needs. The emphasis is on empowering learners to take control of their own situation and their own development.
Mitigation	Mitigation means reducing risk of loss from the occurrence of any undesirable event.
National Qualifications Framework (NQF)	Sets out the level at which a qualification can be recognised in England, Northern Ireland and Wales.
Obsolescence	The process of becoming obsolete or outdated and no longer used.
Output-based	An 'output based' contract is an agreement between a customer and a supplier, which creates a relationship

Defined SOR Term	Definition
	for the delivery of services or products. The driving force behind the contract is that it focuses on what the deliverables are in business terms rather than how they should be delivered.
Parliamentary Questions	Parliamentary questions are tools that can be used by Members of Parliament to seek information or to press for action. They oblige Ministers to explain and defend the work, policy decisions and actions of their Departments.
2nd/3rd Party Audits	2nd Party audit and inspection are assurance activities conducted by Defence organisations external to the activities that are within scope of the audit or inspection. 3rd Party audit and inspection are assurance activities conducted by organisations external to the MOD.
Piloted	Test (a course, scheme, project, etc.) before introducing it more widely.
Plan	A detailed proposal for doing or achieving something.
Pre/Post	Pre means before and post means after.
Process	A named set of conditional activities often involving automation and the orchestration of tasks for people to undertake that leads to an appropriate outcome. The process manages the assignment of work to people and the resultant outcomes of this work.
Programme	A set of related measures or activities with a particular long-term aim. Arrange according to a plan or schedule.
Quality Assurance	The maintenance of a desired level of quality in a service or product, especially by means of attention to every stage of the process of delivery or production.
Quality Management Plan	The output of the Quality Management System (QMS) is the provision of quality capabilities (products and services) that meet customer and applicable statutory and regulatory requirements. This Quality Management Plan explains how the QMS output, defined above, is managed and continually improved.
Question Bank	A bank of questions (and marking schemes), usually held electronically, that can be drawn upon to compile an exam paper
Recommissioned	Brought back into service.
Rectification	The action of putting something right; correction.
Register	A register is an official list or record of people or things.
Regulated Qualification Framework (RQF)	The Regulated Qualifications Framework (RQF) is the regulatory qualifications framework for England. Qualifications accepted for use by Ofqual are placed on the Register of Regulated Qualifications, with information on their level and size to indicate their position on the RQF.
Remedial training	Trainees that fail assessments or otherwise do not meet the required Standard of Performance within the

Defined SOR Term	Definition
	prescribed Conditions should be given all available and practical opportunities to be provided with additional, or remedial, training in order to both give the trainee the best possible opportunity to pass the training activity, and ensure the costs and resources expended on training are not wasted. Re-testing should only be conducted once the trainee has received remedial training to fill the Knowledge, Skill or Attitude gap. Re-testing without remedial training will likely be a waste of resource.
Request for Information (RFI)	A request for information (RFI) is a common business process whose purpose is to collect written information about the capabilities of various suppliers. Normally it follows a format that can be used for comparative purposes. An RFI is primarily used to gather information to help make a decision on what steps to take next. RFIs are therefore seldom the final stage and are instead often used in combination with request for proposal (RFP), request for tender (RFT), and request for quotation (RFQ). In addition to gathering basic information, an RFI is often used as a solicitation sent to a broad base of potential suppliers for the purpose of conditioning suppliers' minds, developing strategy, building a database, and preparing for an RFP, RFT, or RFQ.
Residual Training Gap Statement (RTGS)	This document is one of three documents that makes up the Formal Training Statement (FTS). The RTGS details elements of the Role/Team PS that have not been allocated to any training activity (the gap).
Resource	A stock or supply of money, materials, staff, and other assets that can be drawn on by a person or organization in order to function effectively.
Responsibility for individuals	Persons may be required to accept ‘Responsibility’ for any equipment and items provided by the Authority to fulfil their work to deliver the requirements of the contract. These equipments and items are known as Government Furnished Equipment (GFE) and includes IT equipment. ‘Responsibility' for an individual signing for specific IT equipment is defined as: 1. I have checked all the items and they are present on the date I signed for them. 2. I shall check them for being present and serviceable on any day I am working in my office or at my work station.

Defined SOR Term	Definition
	3. I shall report any items deficient immediately in that working day; or if unserviceable, as soon as possible once detected, to the IT Dept. 4. I agree the system is not to be moved, tampered with or its configuration altered, without the approval of the IT Department. 5. I shall operate the system in compliance with the MOD SYSOPS and SSPs. 6. I shall inform the IT Dept if I move office and the system needs transferring to a new primary user. 7. I shall not remove the items from the work area unless I obtain permission from the IT Dept. ‘Responsibility' for an individual signing for specific GFE equipment is defined as: 1. I have checked all the items and they are present on the date I signed for them. 2. When items are not in use I shall practice good equipment husbandry and ensure, where practicable, that items are secured appropriately. 3. I shall check them for being present and serviceable at the frequency required by the mandated cyclic stock checks and when directed by the Authority. 4. I shall report any items deficient immediately in that working day; or if unserviceable, as soon as possible once detected, to the issuing department. 5. I agree the items will not to be tampered with or their configuration altered, without the approval of the Authority. 6. I shall only use the equipment to deliver the requirements of the contract and in compliance with the MOD/Manufacturer’s user instructions. 7. I shall inform the issuing department if I move and the items need transferring to a new primary user or location. 8. I shall not remove the items from the work area unless I obtain permission from the issuing department. ‘Responsibility' for an individual signing for a “Sub Unit Materiel Account” for GFE equipment is defined as: 1. I have checked that the materiel described on the Sub Unit Materiel Account I am to take on charge matches the Supply Dept main ledgers in terms of quantity, serviceability and is correct to CES and serial number registers held. 2. I have checked all the items and they are present on the date I signed for them.

Defined SOR Term	Definition
	3. When items are not in use I shall practice good equipment husbandry and ensure, where practicable, that items are secured appropriately. 4. I shall check them for being present and serviceable at the frequency required by the mandated cyclic stock checks and when directed by the Authority. 5. I shall comply where practicable with instructions issued by the Main Account holder to prepare for third party independent stock checks and ease the task of checking materiel to ensure the checking process is as short as possible. 6. I shall report any items deficient immediately in that working day; or if unserviceable, as soon as possible once detected, to the issuing department. 7. I agree the items will not to be tampered with or their configuration altered, without the approval of the Authority. 8. I shall only use the equipment to deliver the requirements of the contract and in compliance with the MOD/Manufacturer's user instructions. 9. I shall inform the issuing department if I move and the items need transferring to a new primary user or location. 10. I shall not remove the items from the work area unless I obtain permission from the issuing department.
Risk	A risk can be defined as an uncertain event or condition that results in a positive or negative effect on a project's objectives.
Risk Management Plan (RMP)	Is an activity that enables the identification, assessment and management of risk. It helps identify and understand the faced risks, understand their impact and allows to take action to monitor, manage and report the risks.
Role PS	This identifies the role(s) that need to be trained for, the supporting duties, tasks, sub-tasks and task elements, then analyse these to generate Performances, Conditions and Standards. The key output is the Role Performance Statement (Role PS).
S3018	Administered by the Authority and completed whenever it is believed that there is an issue with training, be it with an individual, a group of individuals or a unit.
Schedule	Arrange or plan (an event) to take place at a particular time.
Service commencement Date (SCD)	The date that the service/contract commences.
Single Point of Contact (SPOC) or A Single Point of Contact.	A defence service that offers help regarding IT technical and performance issues. They can be contacted through phone/email and through the SPOC website.

Defined SOR Term	Definition
	or A single point of contact is a person or a department serving as the coordinator or focal point of information concerning an activity or program. The SPOC should be a manager who has independent executive authority and is able to interface effectively with the Authority's DO and his Representatives.
Soft FM	Soft FM (i.e. catering, cleaning).
Software/Firmware	The main difference between firmware and software is that the firmware is a special type of software that helps to a control device's hardware while a software is a collection of instructions that tells the computer to perform a specific task.
Specific Learning Difficulties (SpLD)	The term Specific Learning difficulties encompass a range of learning difficulties which may affect an individual in daily life. The department for Education and Skills view the term to encompass: Dyslexia; Dyscalculia; Dyspraxia, and; Attention Deficit Disorder.
Standing Order	A general order always in force in a command and establishing uniform procedures for it; standard operating procedure.
Stakeholder	All those who have an interest in an organisation, its activities and its achievements. These could include management, customers, suppliers, partners, employees, society, regulators and Government. person, group or organisation that has interest or concern in the DSAT process, training solution and Training System, including the management thereof. The TRA, TDA and Training Provider are examples of 3 key stakeholders.
Statement of Requirement (SOR)	A SOR document is written at the outset of a new project to define the projects requirements. It is also a document which is referred to constantly throughout the project to act as a benchmark for scoping the project. A SOR is used to outline requirements and expectations of a service or new product.
Statement of Trained Requirement (SOTR)	Identifies the trained output required by the employing TLB, by year, for a period of 4 Training Years. It is produced by the employing TLBs SOTR Co-ordination Organisation, who own and develop it in conjunction with the TRAs, the relevant TDAs' finance and plans staff and the sS manpower planners. It may also require input from recruiting/manning staff and DE&S if appropriate.
Statement of Training Task (SOTT)	A document generated by the TDA239 by taking the agreed output-based requirement articulated in the SOTR and developing it into a deliverable training plan for the following TY.

Defined SOR Term	Definition
Subject Matter Expert (SME)	Any person, regardless of rank and status, who has extensive knowledge, experience and/or skill in a particular subject or field of work.
Suitably Qualified Experienced Person (SQEP)	A SQEP is defined as a competent person who has received training commensurate with their duties, is qualified, current and has experience in the required task/role.
System	A human-made entity with a distinguishing and defined purpose that draws on integrated, constituent parts, each of which does not individually possess the required overall characteristics or purpose.
Technical Training	Those aspects of training where essential knowledge and technical skills are acquired for a specific trade/speciality and are detailed in the TPS/FTS for that course.
Technology Enhanced Learning	Learning which is supported through the effective and efficient use of Learning Technology.
The International Organization for Standardisation (ISO)	ISO and the IEC (the International Electrotechnical Commission) form the specialised system for worldwide standardization, ensuring quality, safety and efficiency. National bodies that are members of ISO or IEC participate in the development of international standards through technical committees established by the respective organization to deal with particular fields of technical activity.
Trainee	In the context of JSP 822, the term 'trainee' encompasses all those in the receipt of training across Defence, for both individual and collective training, and encompasses such terms as 'Recruit', 'Student', 'Learner', 'Officer Cadet', 'Exercising Troops' etc. These and other terms continue to be used in the wider Defence training community, particularly in Phase 1, Phase 2 and Collective Training.
Trainer (s)	In the context of JSP 822, the term 'trainer' encompasses all those engaged in delivering training across Defence, for both individual and collective training.
Training	In the context of this JSP, 'training' encompasses any training, education, learning or development, both individual and collective, that is designed to meet the needs of a Training Requirements Authority.
Training Administration and Financial Management Information System (TAFMIS)	TAFMIS is a bespoke centralised (non-DII) system that provides DSAT compliant tools to manage Defence training activities, as well as the means to extract business intelligence data to enable targets to be measured and improvements made. TAFMIS applications allow/help the users to: analyse roles; develop and schedule training activities; manage resources and trainers; manage trainees and evaluate the training delivered.

Defined SOR Term	Definition
Training Authorisation Document (TrAD)	Is a document which defines who is responsible for what during the life of a training activity. It is the signed contract between the TRA, TDA and the training provider and is the key document in the holding to account process.
Training Deficiencies	A shortfall in intended training that was not agreed by the TRA. Training deficiencies exist where deficiencies have arisen owing to either an inability to train certain TOs/CTOs or a training failure that has been picked up through the assurance process. Such deficiencies would suggest that trainees may not hold the competences that the training was designed to deliver. A Training Deficiency is not the same as the Residual Training Gap. The Residual Training Gap is agreed by the TRA early on in the DSAT process and is articulated in the Residual Training Gap Statement. Training deficiencies may include: irrelevant training, lack of training, incorrect training (including poor working practices being taught), insufficient training, training scheduling or resource problems, or any other training matter which negatively impacts ES personnel.
Training Delivery Authority (TDA)	The TDA must be distinct from the TRA and is the organisation responsible for training delivery, but not always for the conduct of the actual training itself. If an SC so wishes, the TDA role can be a nominated post. Examples of the types of Roles associated with the TDA are: Designer, 2nd party auditor or inspector, and TLoD Owner in the case of projects, programmes or capabilities.
Training Equipment	Equipment used in the delivery of training to trainees or in direct or indirect support of the delivery of that training.
Training Management	Training Management embodies the functions that ensure the provision of effective and efficient training which contributes to the achievement of Operational Capability. In the context of Defence Individual Training these functions are: a. Determining Training Strategy and Policy. b. Stakeholder Inter-relationships and Responsibilities. c. Defining the Statement of Training Requirement (SOTR). d. Resourcing of training (Including Prioritisation). e. Performance Monitoring and Evaluation. f. Establishment Support. g. Training Support.
Training Management Information System (TMIS)	TMIS is any Management Information System used for the delivery of Training.
Training Modernisation	The introduction of modern training techniques to improve the methodology, content and media used to

Defined SOR Term	Definition
	deliver training in order to make training more cost effective.
Training Objective (TOs)	Statements of training output to ensure that the training activity is focussed with a definite purpose such that the Defence need is met. They help ensure that the trainers, support staff and trainees have a clear understanding of what the trainees are required to learn and what is expected of them on completion of the learning experience. TOs form the basis of the detailed design of each of the training lessons, as well as identification of appropriate training resources. They may also be used in support of the award of civilian accreditation.
Training Performance Standard (TPS)	A statement of the TOs/CTOs (in terms of Performance, Conditions and Standards) to be attained by trainees. The TPS TOs/CTOs are managed and/or delivered by the TDA.
Training Pipeline	The Training Pipeline is the process that allows a civilian who enlists in the RN/Field Army/RAF to be taken on to the trained strength.
Training Plan (TP)	The Training Plan is derived annually by the single Services from the SOTR to provide a risked input requirement to the DTT. Once endorsed it specifies the number of starts required by course and the minimum number of instances of each course.
Training Resources	Manpower, equipment, facilities and consumables required to deliver training.
Trainee Review Boards (TRBs)	A body that is convened to review individual training progression, usually established at a training school.
Training Support	Training Support encompasses all the activities that directly facilitate the delivery of effective and efficient training. In the context of Defence Individual Training, these activities are: a. Analysis. b. Training Design. c. Course Development. d. Management of Training Execution. e. Assessment. f. Accreditation. g. Quality Assurance. h. Training Planning (Scheduling). i. IT/IS Support. j. TNA (Procurement of Training Solutions). k. Graphics/Reprographics support. l. Training the Trainer. m. Research & Development.
Trainer Utilisation	Trainer utilisation is defined as the amount of an employee's time that's used for productive, billable work. It is a critical metric for organisations to track. Utilisation rates help in forecasting, resource optimisation and other business functions.

Defined SOR Term	Definition
Unit Maintenance Management System (UMMS)	Unit Maintenance Management System (UMMS) is a software maintenance management system, which is asset based and designed to support the management of maintenance requirements derived through the principles of Reliability Centred Maintenance (RCM).
VLE (Virtual Learning Environment)	A virtual learning environment (VLE) in educational technology is a Web-based platform for the digital aspects of courses of study, usually within educational institutions. They present resources, activities and interactions within a course structure and provide for the different stages of assessment.
Workplace Training Statement (WTS)	A statement of the TOs/CTOs (in terms of Performance, Conditions and Standards) to be attained by trainees following assignment to a Role. The WTS TOs/CTOs are managed and/or delivered by the employing unit.

ANNEX C
REFERENCE DOCUMENTS

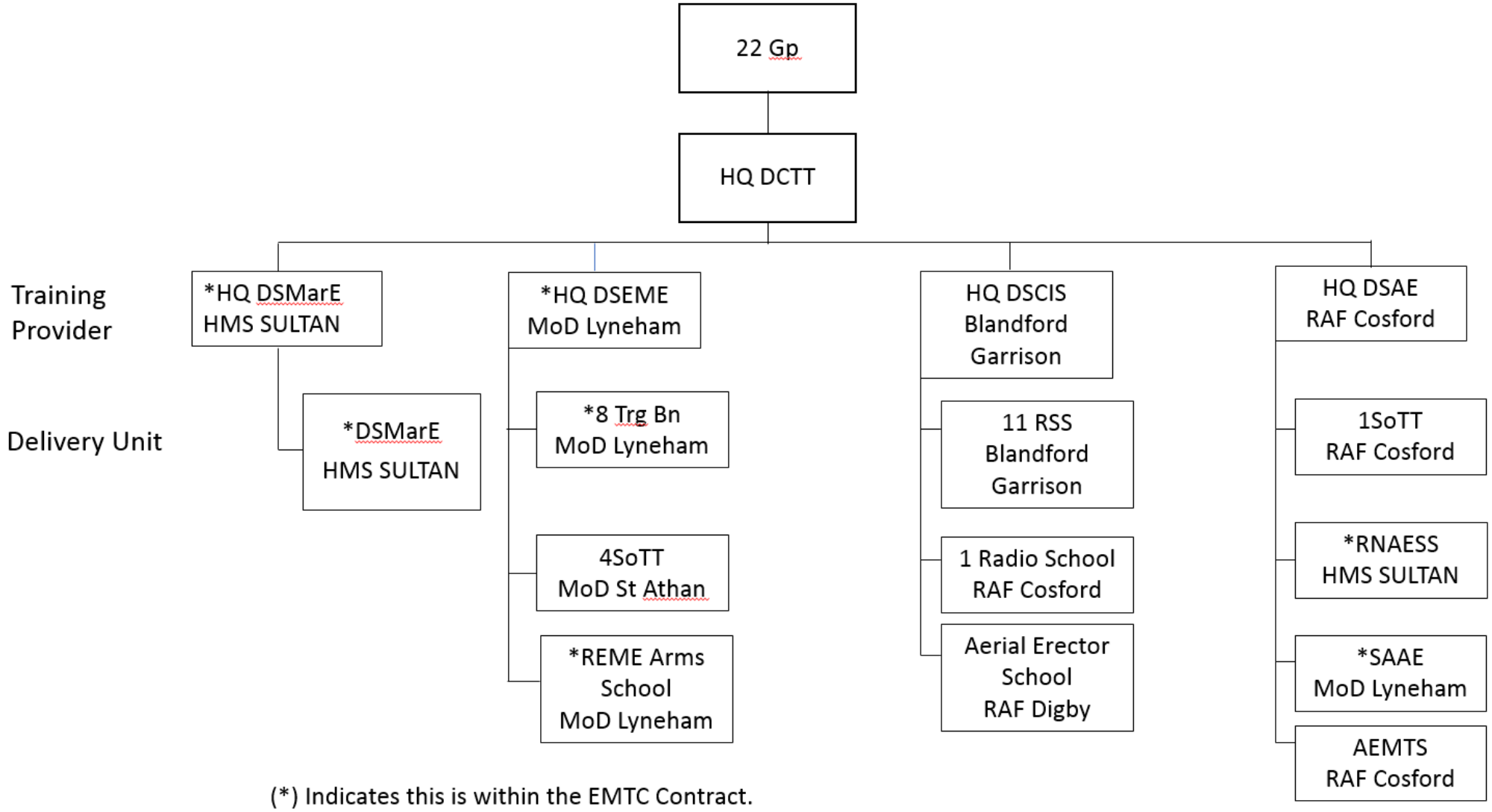
Reference Documents

The references listed below are those which are most relevant to the contract SOR. Due to the constantly changing nature of Defence they are not exhaustive and have been confined to those in generic and common use. In addition, it does not absolve the contractor from ensuring all documents listed are read to the latest "as amended" state. Documents that are not available via ‘open source’, ie official websites will be provided by the Authority.

REFERENCE	TITLE
AESPs	Army Engineering Support Publications for Individual Vehicles
AGAIs	Army General Administration Instructions
AP	(Royal Air Force) Air Publications
AQAP	(NATO) Allied Quality Assurance Publications
AQAP 2070	Edition B Version 3
AQAP 2105	Requirements for Deliverable Quality Plans
AQAP 2110	Quality Assurance Requirements of Design, Development and Production
AQAP 2210	Supplementary Software Quality Assurance Requirements
BR	(Royal Navy) Books of Reference
BS EN IEC 62402	British Standard for Obsolescence Management
Conventional Forces Europe (CFE) Treaty	Unit Arms Control Plans
COSHH Assessments	Control Of Substances Hazardous to Health Assessments
DAP	Directorate Air Policy
DCI	Defence Council Instruction
DCTT MTS TQP	Defence College of Technical Training – Management of Training System – Training Quality Procedures
Def Stan	Defence Standards
Def Stan 05-61	Quality Assurance Procedural Requirements
DINs	Defence Instructions and Notices
DPA (1998)	Data Protection Act 1998
DSA01.01	Defence Policy for Health, Safety and Environmental Protection
Environment Act 1995	Environment Act 1995 Part V (Miscellaneous, General and Supplemental Provisions)
EPA 1990	Environmental Protection Act 1990 Part II (Waste on Land)
ESIs	Engineering Staff Instructions
EU WTD	European Union Working Time Directive
GAIs	General and Administrative Instructions
HSAW 1974	Health and Safety at Work Act 1974
MHS 2006	Management of Health and Safety 2006
MRP	Military Aviation Authority Regulatory Publications
WHS 1992	Workplace Health and Safety 1992
ISO 4001	Environmental Management Systems
ISO 9001	Quality Management Systems

ISO 25051	Software Engineering
ISO 44001	Collaborative Business Relationships
JSP 101	Defence Writing Guide
JSP 375	Management of Health and Safety in Defence
JSP 392	Management of Radiation Protection in Defence
JSP 425	Examination and Testing of Ionising and Radiating Detection Equipment
JSP 426	Defence Fire Safety and Fire Risk Management
JSP 435	Defence Estates Management
JSP 440	Defence Manual of Security
JSP 441	Defence Records Management Policy and Procedures
JSP 515	Hazardous Stores Information System
JSP 822	Defence Direction and Guidance for Training and Education
JSP 850	Infrastructure and Defence Policy
JSP 939	Defence Policy for Modelling and Simulation
Manufacturers' Servicing Handbooks	Manufacturers' Servicing Handbooks for equipment and its maintenance
MRP	Military Aviation Authority Regulatory Publications containing Regulatory Articles (RA)s 1000 to 5000
OHSAS 18001	Occupational Health and Safety Management
PPE at Work Regulations 2002	Personal Protective Equipment (PPE) at work Regulations 2002
SULSO	SULTAN Station Standing Orders
QR	Queens Regulations
UECD	Unit Equipment Care Directives

ANNEX D
DCTT & HIGHER COMMAND STRUCTURE



(*) Indicates this is within the EMTC Contract.