REME COURSE SCHEDULING

Purpose of Requirement

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

This Service Requirement aims to ensure that training is appropriately planned, programmed, scheduled and resourced in the most efficient and cost-effective manner, taking account of the availability of Authority and Contractor resources, Trainee numbers, Training Equipment, Establishment capacity and other relevant constraints.

CONTRACT STATEMENT OF REQUIREMENT

SOR Ref	Requirement	Additional Information	Volume	Service Standards	Performance Guidelines
Sub Section 01 – Course Scheduling Service					
R.06.01.01	1. The Contractor shall provide a Course Scheduling service specifically to meet the Authority's output targets as contained in the Training Plan (TP). The service shall include: a. The production of a realistic and deliverable SOTT which meets the Authority's requirements defined in the SOTR in an efficient and cost-effective manner and shall submit the SOTT to the Authority for endorsement: b. Liaison with the Authority Planning Staff, from the finalised TP, produce outline schedules which: (1) Minimise the amount of Soldiers Not Under Training (SNUT) and Standing Student Population (SSP) in the training pipeline within the areas of the Contractor's control. (2) Ensure all block leave periods, Public Holidays, Physical Training (PT) periods, sports afternoons and any other requirements dictated by the Authority are inserted into the schedule.	The TP is constantly evolving and therefore Course Scheduling is an iterative process subject to amendments in response to emerging training demands. 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. a. The Course Scheduling Staff shall consider the Land Forces requirement for equipment courses and schedule them accordingly throughout the training year. Produce and publish to meet CEB and Authority Timescales.	1. The volume of training (by course type, course starts, course duration and course loading) to be delivered p.a. is expressed in the TP. a. Authority/Contractor determined.	In accordance with the Authority's TP and JSP 822 Defence Direction and Guidance for Training and Education.	1. . No Failure to comply with the Authority's Regulations. a. No failure to provide an accurate Course Scheduling Service. The schedule is expected to be provided by 30 November for the following training year.

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	(3) Estimate the resources required to enable training to be delivered. (4) Include all examinations and assessments In accordance with the Draft Training Plan (DTP) and its duration of two years. (5) Maximise alignment the start of Phase 2 courses with output from Phase 1 training (Basic Training). (6) Optimise the use of all facilities and services in accordance with demand and maximise the utilisation of those that are scheduled for use. (7) Estimate the resources required to enable training to be delivered. (8) Work with the Authority to identify future spare capacity and provide and agree options for additional course delivery (9) The finalised and resourced Course Schedule is to be agreed with the DO's representative (the School Commandant) prior to publication. (10) Produce, publish and maintain the Schedule of Courses	(7) The allocation of all resources required for training is assigned, maintained and programmed by the Contractor is automatically assigned throughout TMIS. All resources are maintained and kept up to date by course design departments. (10) The schedule is expected to be provided by 30 November for the	(10) As required.		

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	in electronic format on TMIS and the web-based course prospectus.	following training year.			(11) No instances of cancellations not being published within the required timescales.
	(11) Publish in year amendments to the Course Schedule in electronic format as above.	(11) The Course Schedule is published, maintained and kept up to date throughout the training year.			
	c. Schedule UOR Trg courses not on the TP.	c. Scheduling of UOR Trg courses must support the current Operational Synchronisation Matrix.	c. iaw Schedule 4.		c. No instances of UOR Trg courses not being scheduled as required.
	d. Allocate resources to each Course, including; instructors, equipments, classrooms and training aids.	d. The allocation of resources is automatically assigned through TMIS. All resources are maintained and kept up to date by course design departments.	d. Iaw the TP.		d. No instances of accurate course timetable not being available within the required timescales.
	e. Using the TMIS phasing/timetable templates, create, publish and distribute course timetables.		e. Iaw the TP.		
	(1) Course timetables are to be produced for every course.	(1) Course timetables for every course are produced for instructor use.			
	(2) Weekly course Timetables are to be published from TMIS.	(2) Weekly timetables are produced for Trainee use.			
	f. Issue Joining Instructions (REME AS Only).		f. Iaw the TP.		f. No failure to provide instructions to units/trainees 4 working weeks prior to course start date.
	g. Compile, monitor and analyse planning data, reports, returns and training statistics as and when requested.	g. Information to be provided on time and in the format and media required by the authority.			g. No instances of planning information and Reports and Returns not being provided within agreed timescales.

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	h. Attend internal training conferences/ meetings relating to training planning and scheduling. i. For DSEME, to ensure the output of Technician trainees meets the Input requirements for DSAE. j. Liaise with the REME AS and DSEME to plan and coordinate Potential Artificer Assessment Boards (PABs).	i. This is to meet the requirement of the TP. j. No failure to provide the service	h. Iaw C02.03. i. As per the TP. j. iaw the TP.		h Attendance required unless authority permission is given to not attend. i. All input requirements for DSAE(L) are met.
R.06.01.02	1. 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 (TMIS). TMIS training is provided through the Defence Learning Portal (DLP) 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.		TMIS operating procedures are currently under development with the aspiration that the TMIS Level 4 Maturity Model compliance is achieved.	1. 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.