**Statement of Requirement for**

**705564451 Higher Education Institute Provision for Level 5 & 6 Accredited Courses**

| Ref | Requirement |
| --- | --- |
|  |  |
| **A** | **General Requirements** |
|  |  |
| **A.1** | **Scope of Requirement** |
| A.1.a  A.1.b | This Statement of Requirement (SoR) details the services and arrangements necessary to deliver a Programme(s) of Study (PoS) to DCTT (Defence College of Technical Training) students. It also details the training design, delivery, assessment, and validation required from a Degree awarding institution for the specific end-user agreement detailed in the Letter of Training Arranged (LOTA) or Commercial Contract for the provision of services offered to the Authority.  The Authority requires a HEI provider to validate DCTT training streams in line with the Office for Students regulations and the Quality Assurance Agency for Higher Education, with named pathways for each of the disciplines. The accrediting body will be required to review course content for certain programmes of study, teaching processes, validation, Accreditation of Prior Learning (APL) and Accreditation of Prior Experiential Learning (APEL), where applicable. Acceptance of students who have started one of the stated courses in Table 1 (post Mar 2023 and prior to the contact commencement), are to be accepted by the HEI provider and all Recognition of Prior Learning (RPL) of their course (at Table 1) is to be accredited subject to satisfactory ratification of the course material. The resultant accreditation is desired to achieve a level similar to that currently awarded although, as a minimum requirement, a Foundation Degree must be realised. The full accreditation must be in place by a date that meets the start dates date of the specific courses in order to provide the resultant award to students on completion of their courses, an estimate of course start dates can be found at Annex A.  The HEI Provider must be capable of working with the School staff; a mixture of military, civil servant and MOD Contractors and be flexible enough to deal with the way in which the training is already being delivered.  The role of the Defence College of Technical Training (DCTT) is to train and educate aeronautical engineering (AE), electronic mechanical engineering (EME), nuclear and marine engineering (MarE) and communications and information systems (CIS) personnel to meet the Defence requirement. |
| A.1.c | Accreditation is required for courses delivered by the following DCTT Schools:  The Defence School of Electrical and Mechanical Engineering (DSEME) at MoD Lyneham  The School of Army Aeronautical Engineering (SAAE) at MOD Lyneham,  The Royal Naval Air Engineering and Survival School (RNAESS) at HMS Sultan.  Courses are based on authority designed content and delivered in-house by fully qualified military and civilian instructors. The following courses require accreditation at the level specified in Table 1. |
|  | |  |  |  |  |  | | --- | --- | --- | --- | --- | | **Force** | **School** | **Course** | **Level** | **B. Deliverable Requirements Table Ref.** | | ARMY (REME) | DSEME | Electronic Systems Engineering (Artificer Electronics) | BSc | B.3a – B.3f | | ARMY (REME) | DSEME | Mechanical Engineering  (Artificer Vehicles & Weapons) | Fd Deg | B.4a – B.4f | | ARMY (REME) | SAAE | Aviation Engineering Management  *[post Nov 24]* | BEng | B.5a – B.5e | | RN (Royal Navy) | RNAESS | Aeronautical Engineering - Avionics | Cert HE & Fd Deg | B.6a – B.6d | | RN | RNAESS | Aeronautical Engineering - Mechanical | Cert HE & Fd Deg | B.6a – B.6d | |
|  | **Table 1: Required DCTT courses for accreditation at Level 5/6** |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **A.2** | **Definitions** | | | |
| A.2.a | In addition to the definitions detailed in the Terms and Conditions of the Contract the following definitions shall also apply. Where the definitions below contrast to those detailed in the Terms and Conditions of the Contract then the definitions within the Terms and Conditions of the Contract shall take precedence. | | | |
|  | Definition | Interpretation | | |
|  | Course Point of Contact | The Course Point of Contact is responsible for overseeing the delivery of contracted services to students on a specified course. | | |
|  | Designated Officer | The Designated Officer is the MOD representative responsible for the Requirement and is as defined at Box 2 of DEFFORM 111 of this Contract. | | |
|  | Supplier | The Supplier as referred to throughout this SoR refers to the provider of services and those who will be contracted to deliver the specified deliverables of work and/or training activities. | | |
|  | Supplier’s Personnel | Any employees, including sub-contractors or other agents working on behalf of the Supplier, shall be deemed the Supplier’s Personnel. | | |
|  | Supplier’s Personal Use | Any use of MOD furnished property, facilities or equipment intended for the primary benefit of the Supplier or the Supplier’s Personnel which is contrary to the MOD’s interests is considered personal use. | | |
|  |  | | | |
| **A.3** | **Abbreviations and Acronyms** | | | |
| A.3.a | In addition to the abbreviations and acronyms detailed in the Terms and Conditions of the Contract the following abbreviations and acronyms will be used. | | | |
|  | Abbreviation or Acronym  AE  AES  APL  APEL  AS  CE | Interpretation  Aeronautical Engineering  Advanced Engineering Science  Accreditation of Prior Learning  Accreditation of Prior Experiential Learning  Aero-Systems  Communications Engineer | | |
|  | Abbreviation or Acronym  CEA  CPAT  CMI  CPOC  DE  DES  DO  DSAE  DSCIS  DSEME  DSMarE  EAR  EPAT  GCSE  GFA  HEI  IPR  ITAR  JSP  LOs  LAETQC (AV)  LAETQC (M)  LOTA  LSpec  MOD  No.1 RS  No. 2 SOTT  OASC  OC  OFAC  OU  PEI  PGCert  POAETQC (AV)  POAETQC (M) | Interpretation  Common Engineering Applications  Cyberspace Profession Adviser Team  Chartered Management Institute  Course Point of Contact  Direct Entrant  Degree Entry Scheme (for RAF)  Designated Officer  Defence School of Aeronautical Engineering  Defence School of Communication and Information Systems  Defence School of Electrical and Mechanical Engineering  Defence School of Maritime Engineering  Export Administration Regulations  Engineering Profession Adviser Team  General Certificate of Secondary Education  Government Furnished Assets  Higher Education Institution  Intellectual Property Rights  International Traffic of Arms Regulations  Joint Services Publication  Learning Outcomes  Leading Engineering Technical Qualifying Course (Avionic)  Leading Engineering Technical Qualifying Course (Marine)  Letter of Training Arranged  Learning Specification  Ministry of Defence  No. 1 Radio School  No. 2 School of Technical Training  Officer and Aircrew Selection Centre  Officer Commanding  Economic Embargoes Asset Control  Open University  Professional Engineering Institution  Post Graduate Certificate  Petty Officer Air Engineering Technician Qualifying Course (Avionic)  Petty Officer Air Engineering Technician Qualifying Course (Marine) | | |
|  |  |  | | |
|  | Abbreviation or Acronym  PoS  QAA  QMS  QS  RAeS  RAF  RNAESS  RPS  RQF  SAAE  SCE  SHEP  SoR  STEM  TQT  TY  VLE | Interpretation  Programme(s) of Study  Quality Assurance Agency  Quality Management System  Quality Standard  Royal Aeronautical Society  Royal Air Force  Royal Naval Air Engineering and Survival School  Role Performance Statement  Regulated Qualification Framework  The School of Army Aeronautical Engineering  Scottish Certificate of Education  Safety, Health and Environmental Protection  Statement of Requirement  Science Technology Engineering and Mathematics  Total Qualification Time  Training Year  Virtual Learning Environment | | |
|  |  |  | | |
| **A.4** | **References** | | | |
| A.4.a | In addition to the references detailed in the Terms and Conditions of the Contract the following references shall also apply as well as any subsequent revisions and amendments to the references. This list does not absolve the Contractor from conforming to any other relevant publications. | | | |
|  | Reference  Data Protection Act 2018  Government Security Classifications  JSP 822 - Defence direction and guidance for training and education. Part 2 Chapter 1  Office for Students Regulations  The UK Quality Code for Higher Education | | Version  2018 c. 12  1.1 dated May 18  V5 dated Sep 22  UKSCQA/02  March 2018 | Source  <http://www.legislation.gov.uk/ukpga/2018/12/contents/enacted>  <https://www.gov.uk/government/publications/government-security-classifications>  <https://www.gov.uk/government/publications/jsp-822-governance-and-management-of-defence-individual-training-education-and-skills>  <https://www.officeforstudents.org.uk/advice-and-guidance/regulation/>  [https://www.qaa.ac.uk/the-quality-code#](https://www.qaa.ac.uk/the-quality-code) |
|  |  | |  |  |
| **A.5** | **Processes and Related Taskings** | | | |
| A.5.a | It is envisaged that the successful HEI will collaborate with the various training providers responsible for delivery of the courses described in this document. They will develop them so that they satisfy the requirements of the MOD and also the regulatory requirements of the HEI themselves. The courses will then be validated and accredited to the required professional institutions. It is envisaged that the vast majority of the delivery will be undertaken by MOD personnel, though there may be instances where this is not possible/feasible and HEI personnel will be responsible for some aspects of delivery.  Collaborative course development, validation and professional accreditation is to be completed in the minimum possible time, to enable students to be enrolled onto the courses as quickly as possible. The ability to complete this process in a timely manner will be one of the criteria used when selecting the successful HEI. | | | |
|  |  | | | |
| **A.6**  A.6.a | **Sites**  The site for delivery of REME Artificer training will be MOD Lyneham:  SAAE & DSEME  MOD Lyneham  Calne Road  Lyneham  SN15 4XX | | | |
| A.6.b | The site for delivery of the LAETQC and POAETQC will be the RNAESS, HMS Sultan:  Royal Naval Air Engineering and Survival Equipment School  HMS Sultan  Military Road  Gosport  Hants  PO12 3BY | | | |
|  |  | | | |
| **A.7** | **Security** | | | |
| A.7.a | The Supplier is responsible for ensuring that all personal data processed under this contract will comply with the requirements of the Personal Data Aspects Letter at Annex B. | | | |
| A.7.b | The Supplier must have an information management policy that ensures that all information related to or generated by this Contract is treated in an appropriate manner. | | | |
| A.7.c | The Supplier is required to provide the Course Designated Officer with a minimum of 5 working days’ notice of any visit. Visitors must be in possession of photographic identification e.g. passport, driving licence. Personnel may be escorted depending on site security restrictions. | | | |
| A.7.d | All personal data processed under this Contract is to be treated in accordance with the Data Protection Act 2018. | | | |
|  |  | | | |
| A.7.e | The classification of the material to be handled shall not exceed OFFICIAL-SENSITIVE in nature. A Personal Data Aspects Letter for Contracts involving the handling of Protected Personal Data and a Security Aspects Letter will be issued with the contract*.* | | | |
| A.7.f | The Authority is responsible for ensuring that all material hosted on their internal Virtual Learning Environment (VLE) adheres to JSP 441 (Managing Information in Defence) | | | |
| A.7.g | The Supplier MUST ensure that staff under its employment operating within MOD sites adhere to the recognised security policy and/or any change in security measures taken on the relevant Station. | | | |
| **A.8**  A.8.a | **Intellectual Property Rights and Export Control**  The authority will own all Intellectual Property Rights (IRP) for all course material. Where there is a need to develop course material in collaboration with the HEI provider, the IPR of this material will also be owned by the Authority | | | |
| A.9.a | The Supplier will have to apply to the appropriate site point of contact in order to conduct academic award boards. Access will be granted to the Site as defined in A.7 above. The Supplier will be advised by the Authority on Security and access arrangements for Site visits when arranged. | | | |
|  |  | | | |
| **A.10** | **Safety and Environmental Provisions** | | | |
| A.10.a | When on the Site the Supplier is to comply with all MOD Safety, Health and Environmental Protection (SHEP) regulations and policy in accordance with local briefing by the Course Designated Officer. | | | |
|  |  | | | |
| **A.11**  A.11.a | **Hours of Operation and Times of Delivery**  All services to the Site shall be delivered between the hours of 08:00 and 16:30 Monday to Thursday and 08:00 and 15:30 Fridays. The exceptions being the periods stipulated below:  Summer Leave – 2-3 weeks  Christmas Leave – 2 weeks | | | |
|  | Easter Leave – 2 weeks | | | |
| A.11.b  A.11.c | Sites are closed on recognised UK Bank Holidays and Public Holidays  During these periods, the Schools will be closed and there will be no access to students and only by exception and prior agreement with staff. The Supplier will be informed by the Authority the Leave Periods for each of the delivery sites upon request. | | | |
|  |  | | | |
| **A.12**  A.12.a  A.12.b | **Quality Assurance**  No specific Quality Management System requirements are defined. This does not relieve the Supplier of providing conforming products under this contract.  No Deliverable Quality Plan is required reference DEFCON 602B 12/06. | | | |
| A.12.c | Any contractor working parties shall be provided in accordance with Def Stan. 05-061 Part 4, Issue 3 – Quality Assurance Procedural Requirements – Contractor Working Parties. | | | |
|  |  | | | |
| **A.13** | **Contract Monitoring** | | | |
| A.13.a | For the purposes of contract monitoring, representatives of the Supplier will routinely report to the Course Designated Officer on the performance of the Contract. | | | |
| A.13.b | The Contractor is responsible for the performance of the Contract by any sub-contractors or other agents working on behalf of the Contractor. The Contractor is to deal with any issues relating to any sub-contractors or other agents working on behalf of the Contractor, this however does not exclude sub-contractors or other agents working on behalf of the Contractor from attending any Contract Monitoring meeting or contributing to any report where it is appropriate for such sub-contractors or other agents to do so. | | | |
| A.13.c | If any sub-contractors or other agents working on behalf of the Contractor are found unsuitable, for whatever reason, the Contractor is to engage with the relevant sub-contractors or other agents to broker a resolution. | | | |
|  |  | | | |
| **A.14**  A.14.a | **Government Furnished Assets**  There is no GFA associated with this contract. | | | |
|  |  | | | |
| **A.15** | **Personnel Qualification Requirements and Training** | | | |
|  |  | | | |
| A.15.a | The CPOC shall be the Training Assurance and Standards Officer for that course. | | | |
| A.15.b | The Supplier is responsible for providing the appropriate training for the Supplier’s Personnel to be able to perform the Contract. | | | |
| A.15.c | The Supplier is responsible for all costs for training of the Supplier’s Personnel in order to meet their obligations under the Contract. | | | |
|  |  | | | |
| **A.16** | **Certification and Accreditation** | | | |
|  |  | | | |
| A.16.a | Supplier must hold a valid HM Government “Cyber Essentials” certificate or acquire said certificate and provide evidence to the Authority prior to the award of the contract. | | | |
| A.16.b | Supplier must be a designated body which appears to the Secretary of State to be a Recognised Body under the Statutory Instruments 2013 No 2992, The Education (Recognised Bodies) (England) Order 2013. | | | |
| A.16.c | Supplier must comply with the Quality Assurance Agency (QAA), UK Quality Code for Higher Education. | | | |
| A.16.d | Supplier must be licensed by and complies with the requirements of the Engineering Council of the UK. | | | |
| A.16.e | As a result of this contract the HE provider is to accredit and provide certificates for successfully qualified candidates at the appropriate level (Cert HE, Fd Deg, BEng or BSc) as stipulated in Part B and in accordance with the awarding institutions University Charter. | | | |
| **A.17** | **Dependencies** | | | |
| A.17.a | The Supplier will be responsible for ensuring that the Authority adheres to the Quality Assurance Agency’s (QAA) UK Quality Code for Higher Education. | | | |
| A.17.b | The Authority shall provide a recognised virtual learning environment (VLE) for use both during lesson time, and for independent study outside of the classroom environment for elements of the programme delivered by the Authority. | | | |
| A.17.c | Any VLE provided by the Supplier must be accessible through Authority user-access devices. | | | |
| A.17.d | The Supplier must provide all Students with an email account used to log into the Supplier VLE. | | | |
| A.17.f | MoD will seek to take ownership in any course materials developed, and sufficient user rights in any supporting accreditation material to ensure that the courses can be used and updated effectively through their life | | | |
| **A.18** | **Exclusions** | | | |
| A.18.a | Travel and expenses of all Supplier staff. | | | |

|  |  |
| --- | --- |
| **B** | **Deliverable Requirements** |

| Ref | Requirement | Additional Information | Quantity | Standard of Performance |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |
| B.1a | **BSc in Electronic Systems Engineering (Art Elec) – DSEME** | All programmes designed and owned by MOD. Courses to be recognised in Higher Education and are to enable the candidate to gain a degree/honours degree in science or engineering, enabling routes to Incorporated Engineer status. | Estimated Max 24[[1]](#footnote-2) students p.a. Current Av. 20 students p.a |  |
| B.1b | Validation of Authority delivered academics for the proposed PoS in Electronic Systems Engineering at RQF Levels 5 and 6. | Module Specifications for the proposed Authority delivered elements, outlining Total Qualification Time (TQT) Learning Outcomes (Los) and Assessment Methodology are available on request. | All enrolled candidates |  |
| B.1c | Candidate APEL achieved prior to course attendance to be accredited and included within the PoS. | This training is currently validated as 120 CATS at Level 4[[2]](#footnote-3). | All enrolled candidates |  |
| B.1d | Validation of 120 CATS at Level 5 on the AES course. | Final subjects to be designed and determined by the Supplier in collaboration with the Authority.  Interim award of Fd Deg of AES elements. | All enrolled candidates | Maximum accreditation of naturally occurring material through APEL. Course content to be deliverable by Authority assets. Content to be relevant to the students’ respective career pathway. Content to be relevant and recognised by an appropriate PEI towards professional registration of graduating students. |
| B.1e | Validation of 60 CATS at Level 6 on the CEA course. | Final subjects to be designed and determined by the Supplier in collaboration with the Authority. | All enrolled candidates | Maximum accreditation of naturally occurring material through APEL. Course content to be deliverable by Authority assets. Content to be relevant to the students’ respective career pathway. Content to be relevant and recognised by an appropriate PEI towards professional registration of graduating students. |
|  |  |  |  |  |
| B.1f | The HE provider is required to provide each candidate with the award for their qualification following the successful completion of the BSc in Electronic Systems Engineering. The provision of awards to any candidate registered on the programme of work shall be honoured by the HE provider following contract expiry. | The provider is to inform candidates of success, part success or failure of the award of BSc and grade/s by letter within 2 weeks of results ratification at module and programme boards (x 2 per year to be agreed with the HEI)  Candidates are to have the option to receive their Certificates either at graduation ceremonies or by post.  Students that are unsuccessful in achieving the required standard are to be permitted a resit or re-submission as appropriate. If they still fail to meet the standard, they are to be awarded credit and be certificated for the levels they have been able to achieve. | All enrolled candidates |  |
| B.2a | **Fd degree in Mechanical Engineering (Mech Eng) – DSEME** | All programmes designed and owned by MOD. Courses to be recognised in Higher Education and are to enable the candidate to gain a Fd degree/honours degree in science or engineering, enabling routes to Incorporated Engineer status. | Estimated 64[[3]](#footnote-4) Max. students a year (4 courses of 16 students – mix of Artificer vehicles and Artificer Weapons). Current Av of 60 students p.a. |  |
| B.2b | Validation of Authority delivered academics for the proposed PoS in Mechanical Engineering at RQF Levels 4-5. | Module Specifications for the proposed Authority delivered elements, outlining Total Qualification Time (TQT) Learning Outcomes (Los) and Assessment Methodology are available on request. |  |  |
| B.2c | Validation of 90 credits at Level 4, 110 credits at Level 5 for the mandatory core units.  Learners must then select one of the two pathways (Vehicle Artificer or Weapons Artificer, see B.4d and B.4e below) achieving both the core units together with the identified units within the chosen pathway to achieve the qualification  Optional Units may be achieved where appropriate to supplement the Learners qualification and provide additional Credit in support of Professional Development. | Final subjects to be designed and determined by Supplier in collaboration with the Authority. | All enrolled candidates | Meet timescales as alluded to in Annex A. Course content to be deliverable by Authority assets. Content to be relevant to the student’s respective career pathway. Content to be relevant and recognised by an appropriate PEI towards professional registration of graduating students. |
| B.2d | Validation of 45 credits, 15 at Level 4 and 30 at Level 5 for the Vehicle Artificer pathway. | Final subjects to be designed and determined by Supplier in collaboration with the Authority. | All enrolled candidates | Meet timescales. Course content to be deliverable by Authority assets. Content to be relevant to the student’s respective career pathway. Content to be relevant and recognised by an appropriate PEI towards professional registration of graduating students. |
| B.2e | Validation of 45 credits, 30 at Level 4 and 15 at Level 5 for the Weapons Artificer pathway. | Final subjects to be designed and determined by Supplier in collaboration with the Authority. | All enrolled candidates | Meet timescales. Course content to be deliverable by Authority assets. Content to be relevant to the student’s respective career pathway. Content to be relevant and recognised by an appropriate PEI towards professional registration of graduating students. |
| B.2f | The HEI provider is required to provide each candidate with the award for their qualification following the successful completion of the Fd degree in Mechanical Engineering. The provision of awards to any candidate registered on the programme of work shall be honoured by the HEI provider following contract expiry. | 1. The provider is to inform candidates of success, part success or failure of the award of Fd Deg and grade/s by letter within 2 weeks of results ratification at module and programme boards (x 2 per year to be agreed with the HEI)  2. Candidates are to have the option to receive their Certificates either at graduation ceremonies or by post.  3. Students that are unsuccessful in achieving the required standard are to be permitted a resit or re-submission as appropriate. If they still fail to meet the standard, they are to be awarded credit and be certificated for the levels they have been able to achieve. | All enrolled candidates | Meet timescales |
| B.3a | **BEng in Aviation Engineering Management (Artificer Aviation) [from Nov 2024] – SAAE** | All programmes designed and owned by MOD. Courses to be recognised in Higher Education and required to enable the candidate to gain an honours degree in engineering management and Incorporated Engineering status.  This course is the replacement for the Artificer Ac and Av courses from November 2024. Accreditation until this date is detailed at B.5a – B.5f and B.6a – B.6f. | Estimated Max 16[[4]](#footnote-5) students p.a. Current Av 15 students p.a |  |
| B.3b | Validation of Authority delivered academics for the proposed PoS in Aviation Engineering Management RQF Levels 5 and 6. | Module Specifications for the proposed Authority delivered elements, outlining Total Qualification Time (TQT) Learning Outcomes (Los) and Assessment Methodology are available on request. | All enrolled candidates | Meet timescales |
| B.3c | Candidate APEL of 120 CATS at Level 4 to be accredited and included within the PoS. | APEL of FDEng in Aviation Management is already recognised as the design start standard of the new course. | All enrolled candidates | Meet timescales |
| B.3d | Validation of Level 5 and 6 CATS from the course. | Final subjects to be designed and determined by Supplier in collaboration with the Authority.  Final award may include a follow-on post course Work Based Learning project if residential course is insufficient for BEng (Hons) in entirety. | All enrolled candidates | Meet timescales. Maximum accreditation of naturally occurring material through APEL. Course content to be deliverable by Authority assets. Content to be relevant to the students’ respective career pathway. Content to be relevant and recognised by an appropriate PEI towards professional registration of graduating students. |
| B.3e | The HEI provider is required to provide each candidate with the award for their qualification following the successful completion of the Beng (Hons) in Aviation Engineering Management. The provision of awards to any candidate registered on the programme of work shall be honoured by the HEI provider following contract expiry. | 1. The provider is to inform candidates of success, part success or failure of the award of Beng and grade/s by letter within 2 weeks of results ratification at module and programme boards (x 2 per year to be agreed with the HEI)  2. Candidates are to have the option to receive their Certificates either at graduation ceremonies or by post.  3. Students that are unsuccessful in achieving the required standard are to be permitted a resit or re-submission as appropriate. If they still fail to meet the standard, they are to be awarded credit and be certificated for the levels they have been able to achieve. | All enrolled candidates | Meet timescales |
| B.4a | **Aeronautical Engineering (LAET / POAETQC) - RNAESS** |  | Estimated Max of students 320 p.a. Current Av 258 students p.a |  |
| B.4b | Validation of Authority delivered academics on the LAETQC (AV/M) | Validate academic study to award a Cert HEI (120 CATS points). |  |  |
| B.4c | Validation of Authority delivered academics on the POAETQC and Work Based Learning (WBL) elements | Work Based Learning elements are Aircraft by Type Targeted Employment Module (TEM) and candidate achievement of Certificate of Competency [CofC] to maintain aircraft.  Validate academic study to award 120 CATS points and award a Fd Deg in Aeronautical Engineering |  |  |
| B.4d | The HEI provider is required to provide each candidate with the award for their qualification following the successful completion of the HE Cert in Aeronautical Engineering and subsequent Fd Deg in Aeronautical Engineering. The provision of awards to any candidate registered on the programme of work shall be honoured by the HEI provider following contract expiry. | 1. The provider is to inform candidates of success, part success or failure of the award of Fd Deg and grade/s by letter within 2 weeks of results ratification at module and programme boards (x 2 per year to be agreed with the HEI)  2. Candidates are to have the option to receive their Certificates either at graduation ceremonies or by post.  3. Students that are unsuccessful in achieving the required standard are to be permitted a resit or re-submission as appropriate. If they still fail to meet the standard, they are to be awarded credit and be certificated for the levels they have been able to achieve. | All enrolled candidates | Meet timescales |

**Annex A**

**ESTIMATED COURSE START DATES FOR TRAINING YEAR 24/25[[5]](#footnote-6)**

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Arm** | **HQ** | **School** | **Course** | **Accreditation Level** | **Accreditation title** | **Aspirational Course StartDate** | **Estimated Course End** | **Course Length in Months** | **Approx Student No. per Course** | **Course starts per year** | **Total Max No of Students p.a** | **Total Avg No of Students p.a** |
| **A**rmy | **DSAE** | **SAAE** | **Art AVN** | **BSc** | **Aeronautical Engineering - Aviation** | Apr-24 | Mar-25 | **12** | **8** | **2** | **16** | **16** |
| Sep-24 | Aug-25 |
| Navy | DSAE | RNAESS | LAET(AV) | Cert HE | Aeronautical Engineering - Avionics | Aug-24 | Jul-25 | 11 | 16 | 6 | 96 | 90 |
| Oct-24 | Sep-25 |
| Dec-24 | Nov-25 |
| Feb-25 | Jan-26 |
| Apr-25 | Mar-26 |
| Jun-25 | May-26 |
| Navy | DSAE | RNAESS | LAET(M) | Cert HE | Aeronautical Engineering - Mechanical | May-24 | Jan-25 | 8 | 16 | 6 | 96 | 96 |
| Jul-24 | Mar-25 |
| Sep-24 | May-25 |
| Nov-24 | Jul-25 |
| Jan-25 | Sep-25 |
| Mar-25 | Nov-25 |
| Navy | DSAE | RNAESS | POAETQC(AV) | Fd Deg | Aeronautical Engineering - Avionics | May-24 | Dec-24 | 7 | 16 | 4 | 64 | 36 |
| Jul-24 | Feb-25 |
| Sep-24 | Apr-25 |
| Nov-24 | Jun-25 |
| Navy | DSAE | RNAESS | POAETQC(M) | Fd Deg | Aeronautical Engineering - Mechanical | Jul-24 | Feb-25 | 7 | 16 | 4 | 64 | 36 |
| Sep 24 | Apr-25 |
| Dec-24 | Jul-25 |
| Feb-25 | Sep-25 |
| Army | DSEME | 8 Trg Bn REME | Art Mech Eng | Fd Deg | Mechanical Engineering |  |  | 14 | 16 | 4 | 64 | 60 |
| May-24 | Jul-25 |
| Jul-24 | Sept-25 |
| Jan-25  May-25 | Mar-26  Jul-26 |
| Army | DSEME | 8 Trg Bn REME | Art Elec | BSc | Electronic Systems Engineering | Jul -24 | Dec-25 | 17 | 12 | 2 | 24 | 20 |
| Jan-25 | Jun-26 |

**Annex B**

**Personal Data Aspects Letter for Contracts involving the handling of Protected Personal Data**

Messrs ............................................

For the personal attention of:

(Name of company Data Controller)

Dear Sir

**705564451 Higher Education Institute Provision for Level 5 & 6 Accredited Courses**

1. On behalf of the Secretary of State for Defence, I hereby give you notice that the Privacy Impact Assessment conducted has identified that this contract involves the requirement to handle MOD personal data. This data is subject to the provisions of the Data Protection Act 1998,1 the Data Handling Review,2, and Security Policy Framework.3 Your attention is also drawn to the specific aspects of personal data handling set out in Industry Security Notice 2010/014 which must be fully implemented.

2. Will you please confirm that:

a. This definition of the personal data aspects of the above contract has been brought to the attention of the person directly responsible for the protection of data in this contract.

b. The definition is fully understood.

c. Measures can, and will, be taken to protect the personal data.

d. Any problems in meeting these requirements will be notified to MOD immediately.

Yours faithfully,

Copy to:

ISS-Advisor

1 <http://www.opsi.gov.uk/acts/acts1998/ukpga_19980029_en_1>

2 <http://www.cabinetoffice.gov.uk/reports/data_handling.aspx>

3 <http://www.cabinetoffice.gov.uk/spf.aspx>

4http://www.mod.uk/DefenceInternet/AboutDefence/CorporatePublications/SecurityandIntelligencePublications/ISS/IndustrySecurityNoticesisns.htm

1. *All student numbers are estimated and subject to change depending on military requirement. Provision of services must be scalable to meet this demand.* [↑](#footnote-ref-2)
2. Individual modules are subject to review/change and may require revalidation. [↑](#footnote-ref-3)
3. *All student numbers are estimated and subject to change depending on military requirement. Provision of services must be scalable to meet this demand.* [↑](#footnote-ref-4)
4. *All student numbers are estimated and subject to change depending on military requirement. Provision of services must be scalable to meet this demand.* [↑](#footnote-ref-5)
5. Confirmation of course start dates are subject to approval of the Statement of Training Task and course scheduling, estimated course start and finish dates have been provided. [↑](#footnote-ref-6)