**ORDER TO TRAIN (OTT) PROCESS**

1. The Authority will complete a separate OTT to set out the requirements for each LAT course it requires the SP to deliver.
2. The Demand Authority (DA) may contact the SP to discuss the requirements of an OTT prior to the OTT being issued to the SP. ***(Lots 1 – 5 only)***
3. The OTT shall be in the form set out in the first table below, and shall include, but shall not be limited to, the following details:
	1. Trainee(s) requiring LAT;
	2. Category of licence required for each Trainee;
	3. Start date of LAT;
	4. Unit location;
	5. Pick-up point;
	6. Trainee availability during the LAT course (Trainees will normally be made available for 10 working days).
4. At RNAS Culdrose (Lot 4) / ITC Catterick (Lot 6), Trainees will not be made available for more than 10 working days. After this period Trainees will be withdrawn by the Authority. If a Trainee is withdrawn and has not passed a practical test, this shall be deemed a fail for the purpose of calculating the SP’s overall Trainee pass-rate. ***(Lot 4 and Lot 6 only)***
5. If an OTT requests LAT for more than one Trainee, the Authority shall provide a Nominal Roll, with the OTT.
6. The SP shall receive an OTT from the Authority no later than 14 calendar days before the start date of the LAT course. OTTs shall come from:
	1. The DO, or the Authority’s administrative staff, at regional headquarters ***(Lots 1 – 5 only)***
	2. The ULO at RAF Stations ***(Lots 1 – 5 only)***
	3. The ITT SO at each ITT training establishment ***(Lot 6 and 7 only)***
7. The SP shall notify the DA if they receive an OTT from any source other than the DA.
8. The SP shall accept every completed OTT that is serial-numbered and signed as instruction to proceed with the LAT requirements set out in the OTT.
9. The SP shall sign, date-stamp, and return a scanned copy of the completed OTT via email to the DA no later than 5 working days before the LAT start date specified in the OTT.
10. The SP shall deliver LAT in accordance with the details and instructions set out by the Authority in the OTT.
11. All LAT will start and finish at the Unit location specified in the OTT unless a different location is authorised by the DA.
12. The SP shall deliver LAT on working days (Monday to Friday) between 0800 hours and 1700 hours. When required by the Authority, the SP shall deliver LAT on public and Bank Holidays (except for Christmas Day and New Year’s Day), on early mornings (before 0800 hours), and evenings (after 1700 hours).
13. The SP shall deliver LAT on weekends as required when specifically requested by the Authority.
14. The SP shall only deliver LAT to the specific Trainees listed on an OTT for a LAT course. The SP shall immediately notify the DA via telephone if any Trainee listed in the OTT does not attend their LAT, or if any Trainee not listed in the OTT is presented for LAT. The SP shall not deliver LAT to a Trainee who is not listed in the OTT unless the DA provides written confirmation to the SP that the Trainee in question may undertake LAT.
15. The SP shall not be permitted to reject an OTT. However, if the SP is unable to fulfil an OTT, it must notify the DA, setting out the reason why the OTT cannot be accepted, no later than five working days prior to the LAT start date specified in the OTT. Within 2 working days of the SP’s notification that it cannot fulfil the OTT, the SP shall submit to the Authority:
	1. A detailed explanation of why the OTT was not accepted;

* 1. A plan of activity and actions that the SP will take to ensure there are no further instances of non-acceptance of an OTT.
1. The SP shall maintain a control record of all the OTTs, in numerical sequence, it has received from the Authority. The DA will maintain an identical record.
2. Any change to an OTT will be authorised by the DA and the Authority will issue written confirmation of such changes to the SP. This written confirmation will bear the relevant contract reference number and serial number.
3. The SP shall submit requests for payment for each LAT course within 5 working days of the completion date specified in the OTT.
4. The SP shall submit completed Record Cards and a Consolidated Results Sheet (as per the example below in table 2) to the Authority as a request for payment.
5. The OTT number shall remain valid for a period of one month. If the OTT number expires before the LAT course is completed and the SP has submitted its request for payment, the SP shall submit a request to the Authority to re-authorise the OTT.

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 ***(CDT Branch Use Only)***

**Table 1 - ORDER TO TRAIN APPLICATION FOR LICENCE ACQUISITION TRAINING**

**Part 1:** *(Unit/Station to complete)*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Unit/Station Title |  | Cap Badge/Trade Gp *(Inf, RA,RAF, RM)* |  | Reg / Res |
| Unit Address *(In Full)* |  |
| Trainee Details*(No. Rank. Name)* | Trainee 1:Trainee 2: | Nominal Roll Attached  | YES  | NO |
| DELTA Location |  | Location of Training*(Pick Up Point)* |  |
| Category Required |  | Date Of Training *(Min 10 Working Days)* | Start Date | Completion Date  |
| Student Availability*(Working Day)* |  | Special Instructions |  |
| Is this Operational Training*(Or Self Funded*  | YES | NO | Deployment Name |  |
| **Unit Supervising/Licencing Officer** |
| Rank/Name: |  | *Signature:* *Date:* |
| Tel No:*(Mil)* |  |
| Tel No:(*Civ)* |  |
| Fax No:*(Dial Code)* |  |

**Part 2:** *(DeLTA to complete)*

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Accepted | YES | NO | PPL | £ | PPH | £ |
| Service Provider |  | Contract Number |  |
| **Designated Officer** |
| Rank/Name: |  | *Signature:**Date:* |
| Tel No:*(Mil)* |  |
| Tel No: *(Civ)* |  |
| Fax No: *(Dial Code)* |  |

**Part 3:** *(CDT Branch to complete)*

|  |  |  |  |
| --- | --- | --- | --- |
| Authorised  | YES | NO | *(CDT Branch Stamp)* |
| Billing UIN |  |
| OTT Number |  |
| *(Comments)* |

**Part 4:** *(Service Provider to complete)*

|  |  |  |  |
| --- | --- | --- | --- |
| Accepted | YES | NO | *Signature:**Date:*  *(Service Providers Stamp)* |
| Name: |  |
| Tel No:*(Dial Code)* |  |
| Mobile No: |  |
| Fax No:*(Dial Code)* |  |
| Instructors Name |  |
| DSA/LGV No |  |

*Note: To be fully completed and forwarded to the Service Provider at least 14 Days prior to the date training is required.*

|  |
| --- |
| **Table 2 -EXAMPLE CONSOLIDATED RESULTS SHEET** |
| Ser No |  | Location |  | Contract No |  | Cat |  | OTT No |  | Date of Training |  |
| Ser | Number | Rank | Name | Hours | Days | Tests | Result | Admin Reason | Payment |
| 1 |  |  |  |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |  |  |  |
| 4 |  |  |  |  |  |  |  |  |  |
| 5 |  |  |  |  |  |  |  |  |  |
| 6 |  |  |  |  |  |  |  |  |  |
| 7 |  |  |  |  |  |  |  |  |  |
| 8 |  |  |  |  |  |  |  |  |  |
| 9 |  |  |  |  |  |  |  |  |  |
| 10 |  |  |  |  |  |  |  |  |  |
| 11 |  |  |  |  |  |  |  |  |  |
| 12 |  |  |  |  |  |  |  |  |  |
| 13 |  |  |  |  |  |  |  |  |  |
| 14 |  |  |  |  |  |  |  |  |  |
| 15 |  |  |  |  |  |  |  |  |  |
|  |
| Average No of Hours |  |  SIGNATURE & STAMP | Requisition Number |  |
| Average No of Days |  | Order Number |  |
| Average Number of Tests |  | Receipt Number |  |
| Admin Loss |  | Additional Hours Claimed (Military/SP) |  |
| Failed |  | Payment Sub Total |  |
| Passed |  | Total Payment (Excl. Vat) |  |