

TERMS OF REFERENCE FOR WILDCAT AH MK1 [REDACTED] VARIANT TRAINING NEEDS ANALYSIS

INTRODUCTION

1. A full Training Needs Analysis (TNA) is to be undertaken as a result of the Wildcat [REDACTED] Assessment Phase Training Scoping Study. The TNA is required to comply with the Defence Systems Approach to Training Quality Standard (JSP 822).

BACKGROUND

[REDACTED] A Light Assault Helicopter [REDACTED] variant of the Wildcat Army Helicopter (AH) [REDACTED]
[REDACTED]

3. In addition to the standard Mk1 variant of the Wildcat, a range of modifications has been proposed in order to provide capability enhancements commensurate with the particular requirements related [REDACTED] Sqn's role. In line with the guidance laid down in the Defence Systems Approach to Training (DSAT) Quality Standard (QS), this change in capability is of sufficient magnitude to merit the conduct of a formal training analysis. DE&S Lynx-Wildcat Project Team has therefore placed a requirement for the conduct of a Training Needs Analysis (TNA).
4. A Scoping Study (SS) has been conducted to identify the management of the Training Needs Analysis (TNA) project, provide an overview of those personnel affected by the requirement and consider factors that may impact upon the conduct of the TNA, such as risks, resourcing, related policies and any assumptions or constraints.

AIM

5. The aim is to produce a TNA that examines the training requirement to deliver capability using the Wildcat [REDACTED]. These Terms of Reference (TOR) set the boundaries for the TNA by addressing the scope, constraints, resources, assumptions, conduct and management of the TNA.

SCOPE

4. The TNA Target Audience Descriptions (TAD) are as follows:
 - a. AAC Pilots.
 - b. AAC Aircrewman.
 - c. AAC Groundcrew.
 - d. REME Maintainers.
 - e. REME Aircraft Managers.

5. The headline TNA deliverables are as follows:

- a. Deliverable 1: Operational Task Analysis
- b. Deliverable 2: Training Gap Analysis
- c. Deliverable 3: Training Options Analysis
- d. Deliverable 4: TNA Final Report

6. The TNA is to be conducted in accordance with JSP 822, Part 5, Ch 3, DTSM 3 Training Needs Analysis. However the table below states the detailed TNA deliverables outlined in DTSM 3 DTSM 3 - TNA

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(a)	Deliverables outlined / detailed (b)	Aircrew (c)	Groundcrew (d)	Maintainers (e)	REME Aircraft Managers (y)
1	Operational Performance Statement (OPS) Updates (arising from the conduct of the role in an [REDACTED] rather than Mk1 Wildcat environment)	Y	Y	Y	Y
2	Training Gap statements	Y	Y	Y	Y
3	Job Scalear	Y	Y	Y	Y
4	DIF Analysis	Y	Y	Y	
5	Formal Training Statement (FTS) including: Training Performance Statement (TPS), Workplace Training Statement (WTS) and Residual Training Gap Statement (RTGS)	Y	Y	Y	Y
6	Initial analysis of the new system/requirement to inform the Training Options Analysis (TOA).	Y	Y	Y	Y
7	TOA recommendations.	Y	Y	Y	Y
8	TNA numbering to be in line with DSAT, ie 4 levels only.	Y	Y	Y	Y
9	All TOs are to be tagged (Core, Legal or Accreditation).	Y	Y	Y	Y
10	Outputs in line with DSAT format shall include TOs, EOs and Key Learning Points (KLPs)	Y	Y	Y	Y
11	KSA Analysis	Y	Y	Y	Y
12	Final TNA Report including an endorsed training solution, the full audit trail to all the previous TNA products, implementation issues and Post Project Evaluation (PPE) strategies.	Y	Y	Y	Y

MANAGEMENT OF THE TNA

7. Audit Trail. The TNA must provide a complete audit trail from the Job Scalar and OPS through to the Training Objectives (TO) and Enabling Objectives (EO) in the FTS.
8. Quality Assurance. [REDACTED] is the Training Requirements Authority (TRA) for [REDACTED]. The contractor shall conform to DSAT QS throughout the TNA.
9. Methodology and Presentation
- a. All work is to be conducted in accordance with JSP 822 (Part 5, Ch3, DTSM 3 – Training Needs Analysis).
 - b. All deliverables shall be presented in MS Word format as soft copy initially but the final TNA must be converted into a PDF document.
10. Steering and Review Groups
- a. The Wildcat [REDACTED] TNA Steering Group is now in place for the TNA. Attendees for this meeting will include as a minimum the personnel listed below, however other representatives may be co-opted onto the Steering Group should the need arise.
 - (1) DE&S [REDACTED] Project Managers
 - (2) Training Requirements Managers
 - (3) Formation HQ
 - (4) Command HQ (and DDH chain)
 - (5) Training Delivery Authority
 - (6) TNA Quality Assurance
11. Procedure for Endorsement
- a. The deliverables will be presented electronically for review and a response will be offered within an agreed timeframe NTE 15 working days as directed by the Chairman of the TNA Steering Group..
 - b. If there are reservations on the report, which warrant amendment, the TNA Steering Group may endorse the report with reservations in agreement with the Steering Group. Any agreed amendments shall be incorporated within the Final Report.
 - c. Lynx-Wildcat PT will own all of the deliverables when they are completed.

TNA TIMESCALES

12. The TNA deliverables are to be completed by 30th June 2016. If required a schedule for phased delivery of the deliverables shall be agreed by the TNA Steering Group.

ASSUMPTIONS

13. The following assumptions are made:

a. The TNA team will be granted access where possible to the required resources & documentation as outlined in Para 16 of the TOR.

b. [REDACTED]

c. The existing [REDACTED] remains current and can be used for reference.

d. The existing [REDACTED] remains current and can be used for reference.

e. The existing [REDACTED] remains current and can be used for reference.

14. These assumptions will be reviewed at the Training Steering Group meeting and periodically as required throughout the TNA.

CONSTRAINTS AND LIMITATIONS

15. The following constraints and limitations apply:

a. The contractors must hold the appropriate security clearances.

b. The TNA must be completed by 31 March 2016.

RESOURCES

16. The team conducting the TNA will require the following resource:

a. Access to and assistance from SQEP from each trade. This is to be limited to 2 x personnel per trade for 2 x working days, defined as a maximum of 8 hours per day. The contractors must plan how to best use the access time they are allocated with SQEP. This is subject to further agreement on commencement of associated task.

b. Access to selected MoD establishments associated with Wildcat and Lynx operations. Access will be negotiated with the Wildcat TNA Steering Group but will not exceed 3 x working days. This is subject to further agreement on commencement of associated task.

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c. Access to current data and reports relating to Wildcat and Lynx training. Access will be negotiated with the Wildcat Steering Group.

APPENDIX F
TO WILDCAT SOR TNA

Acceptance Criteria for TNA

The TNA shall be assessed against the following tabled criterion:

ID.	Criteria	Agree / Comments	Disagree / Comments	Accept Y / N
1	The TNA reports contain contents, executive summaries and glossaries.			
2	The TNA addresses the required Target Audiences as stated within the TOR (Appendix E) comprehensively.			
2	The TNA reports explain and describe clearly the activity / analysis that took place.			
	The TNA reports explain and describe clearly the results of the activity / analysis that took place.			
3	The TNA reports are clearly marked as Draft or Final with the appropriate GSC marking.			
4	The TNA reports are delivered in the required medias and formats (Para 9, Table 1).			
5	The TNA numbering is in line with DSAT.			
6	The TNA outputs are in line with DSAT format and include Training Objectives (TO), Enabling Objectives (EO) and Key Learning Points (KLP).			
7	The TNA is compliant with DSAT (JSP 822) in its construct.			
8	The TNA has been conducted in accordance with JSP 822; Part 5, Ch 3, DTSM 3 TNA.			
9	Operational Task Analysis (OTA) data is present.			

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ID.	Criteria	Agree / Comments	Disagree / Comments	Accept Y / N
9.1	Preliminary Operational Performance Statement (OPS) (or Competence Framework (CF)) produced.			
9.2	DIF Analysis has been conducted.			
9.3	Job Scalars produced.			
9.4	KSA Analysis has been conducted.			
10	Training Gap Analysis (TGA) data is present.			
10.1	Training Gap statements are included.			
10.2	Training Objectives which are tagged; Core, Legal or Accreditation.			
10.3	Initial analysis of the new system/requirement to inform the Training Options Analysis (TOA) is presented.			
11	Training Options Analysis (TOA) data is present.			
11.1	Cost analysis has been conducted.			
11.2	Identification and recommendations of most cost effective training solution is presented.			
12	Final TNA Report is presented.			
12.1	Draft Formal Training Statement (FTS) is presented, and encompasses at minimum:			
12.1.1	Training Performance Statement/s (TPS).			
12.1.2	Workplace Training Statement/s (WTS).			
12.1.3	Residual Training Gap Statement/s (RTGS).			
12.2	A Draft OPS / CF is presented.			
12.3	The recommended training solution is presented.			
12.4	A clear audit trail to all the previous TNA products is apparent.			

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ID.	Criteria	Agree / Comments	Disagree / Comments	Accept Y / N
12.5	The Implementation Plan including capture / report of any implementation issues are presented.			
12.6	Post Project Evaluation (PPE) strategies are presented.			

GFI

The following GFI may be made available to the Contractor upon justified request as stated; Para 16c (JHC) TOR:

GFI No.	Title / Description
001	Original Wildcat TNA (2010)
002	URD
003	CONUSE
004	Wildcat Training Service, Service Requirements Document
005	Defence Training Support Manuals (DTSM)
006	Joint Service Publication (JSP) 822
007	████ Scoping Report

Certificate of Milestone Achievement

TASK: Wildcat [REDACTED] Training Needs Analysis

Contract Ref: FTS/D/HELSS0049

Table A

Item	Payment Schedule	£ % Split of TCV	SOR REF
Deliverable 1.1	Delivery of TNA RG Endorsed OTA Final Report (as per SOR Para 9, Table 1).	[REDACTED]	3.5
Deliverable 2.1	Delivery of TNA RG Endorsed TGA Final Report (as per SOR Para 9, Table 1).	[REDACTED]	3.6
Deliverable 3.1	Delivery of TNA RG Endorsed TOA Final Report (as per SOR Para 9, Table 1).	[REDACTED]	3.7

This Certificate of Milestone Achievement confirms that the stated deliverable identified in Table B has been achieved and that payment can be processed in accordance with The Contract.

Table B

Deliverable Item Achieved	Descriptor	Value In GBP	SOR REF
Deliverable 4.1	Delivery of the TNA RG Endorsed Final Report (as per SOR Para 9, Table 1).	[REDACTED]	3.8

COMPLIANCE MATRIX – For Contractor Use

SOR ID REF	Mandatory (M) Requirements Check	Evidence of Compliance
M1	Employees shall hold minimum SC security clearance and evidence is provided.	
M2	Government Security Classifications (GSC) policy shall be applied throughout the TNA task.	
M3	Acceptance of Payment Milestones as per enclosure Appendix D	
M4	Confirm Certificates of Milestone Achievement shall be provided	

SOR ID REF	Requirements Check	Evidence of Compliance
1	Introduction	
1.1	Compliance with the Defence Systems Approach to Training Quality Standards (DSAT QS), JSP 822, Part 4 (DSAT QS 001:2008)	
1.2	TNA shall be developed in accordance with JSP 822, Part 5, Ch 3 Defence Training Support Manual (DTSM) 3, TNA.	
2	Training Management	
2.1	Technical Management Plan (TMP) provided with response.	

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SOR ID REF	Requirements Check	Evidence of Compliance
2.2	Draft Schedule of TNA deliverables provided with response.	
2.3	TNA shall be completed and delivered by 31 March 2016.	
2.4	TNA data and reports shall be supplied to the TNA Steering Group (SG) in the required formats.	
3	Scope	
3.1	The following Wildcat target audience will be included in the scope of the TNA task: <ul style="list-style-type: none"> c) Aircrew, groundcrew, maintainers and REME Aircraft Managers d) Wildcat support services such as; <ul style="list-style-type: none"> i. Wildcat Training Service Support Staff ii. Instructors for the above roles. 	
3.2	A full TNA for the Wildcat [REDACTED] build standard aircraft shall be undertaken.	
3.3	The complete TNA document set shall be fully traceable.	
3.4	Conversion To Role (CTR), and Combat Ready (CR) status (or equivalent level according to trade category) shall be included in the scope of the TNA task.	
3.5	Operational Task Analysis (OTA) shall be conducted and the report will be delivered in the specified formats.	
3.6	Training Gap Analysis (TGA) shall be conducted and the report shall be delivered in the specified formats.	
3.7	Training Options Analysis (TOA) shall be conducted and the report shall be delivered in the	

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SOR ID REF	Requirements Check	Evidence of Compliance
	specified formats.	
3.8	Training Needs Analysis (TNA) Final Report shall be produced and delivered in the specified formats.	
3.9	The delivered reports shall contain; contents, executive summaries and glossaries.	
4	Software Compatibility	
4.1	Delivered technical documentation shall be compatible with MOD employed software: MS Office 2003, Adobe Reader 9 and Internet Explorer 8	
5	Security	
5.1	The securing, handling and management of information has been described in the Technical Management Plan (TMP)	
5.2	Working in Secure environments (including system environments) have been addressed and / identified in the TMP	