

Statement of Requirement

Title	Business Skills College (BSC) Trainers – QA/Training Accreditation Programme (TAP)
Background	The standard of training produced by the Defence Academy's BSC Trainers is ultimately reinforced by their credibility, ability and knowledge within the classroom environment.
Scope of requirement	Officially accredited courses (see further details below) will enable BSC Trainers to receive the appropriate skills and training qualifications they need to professionally deliver/design effective training courses.
Scope of training	<p>BSC Trainer should in their first 18 months in post obtain a QA/TAP Learning Facilitation diploma consisting of the following individual courses:</p> <p>2 x Core courses:</p> <ul style="list-style-type: none"> • Training Delivery Part A (5 days) • Training Delivery Part B (2 days) <p>2x Elective courses:</p> <ul style="list-style-type: none"> • Facilitation Skills (3 days) • Online Facilitation Skills (2 days) <p>Core Online:</p> <ul style="list-style-type: none"> • Theoretical basis of learning (5-7 hours) <p>In their second year in post BSC Trainers should complete a QA/TAP Master diploma consisting of:</p> <ul style="list-style-type: none"> • Training Needs Analysis (2 days) • Training Design and Development (2 days) • Blended Learning (2 days) • E-learning Design (2 days) <p>The Authority requires a 96 day Skills Licence (season ticket). When courses (days) are booked the running balance will be reduced accordingly.</p>
Objectives	The objective in this instance is to 'Train the Trainer'. The initial goal is for BSC Trainers to work towards a QA/TAP diploma and then a QA/TAP Master Diploma thereafter (see full details above).
Deliverables	Blended learning and face to face classroom courses are delivered. Learners are monitored and assessed using the QA/TAP competency framework to ensure best practice and consistency. Details of which can