

**Schedule 1 – Additional Definitions of Contract**

N/A

**Schedule 2 – STATEMENT OF REQUIREMENT for Contract No: 704154450 -  
The Provision of REME AVIATION (PROJECT TITUS) FDEng DEGREE  
ACCREDITATION****Introduction****Purpose**

1. REME require aviation (avn) technician training, at Senior Supervisor level, to be recognised in order to enable the award of an Engineering Foundation Degree (FDEng).

**Background**

2. Project TITUS is a five-year initiative to address the systemic challenges faced by the REME Avn technician cadre, such as retention, professionalisation and operational effectiveness.

3. As part of Pj TITUS, the REME Avn Training Review analysed the endemic retention issue against the training model. It compared the status quo to both industry and other service best practice. The review recommended that accreditation should be sought, for individual development, retention and organisational protection.

**Objectives**

4. From September 2022, after completion of the Senior Supervisor's Course, REME Aviation Technicians will receive a Professional Engineering Institute (PEI) recognised FDEng.

**Scope**

5. The supplier shall conduct analysis of the existing training delivered to and experience gained by REME Aviation Technicians through their career to Sgt to determine a level of accredited prior learning and experience, (known as Recognised Prior Learning (RPL) by the supplier).

6. The qualification will be awarded by the supplier following analysis and agreement on the accreditation level. The current indication is that sufficient credits are available to award an FDEng, recognised by the relevant PEIs.

7. If the current training is found to be insufficient to award a full FDEng, a gap analysis will be conducted by the supplier to formulate options to reach FDEng (alternative funding may be req for the training, outside of this contract) and the appropriate accreditation of current content documented.

**Requirements**

8. To summarise the requirements:

- a) Accreditation services based upon RPL and the current Senior Supervisor training.
- b) Representation to the relevant PEIs (IMechE, IET or RAeS) regarding recognition of the accredited qualification.
- c) Recognition of the above RPL for those who have completed previous Senior Supervisor training (ie not enrolled on the new UoP recognised cse) without award of FDEng, to enable future 'top-up' options (Batchelor Deg and higher).
- d) If the current RPEL and training content is found to be insufficient to enable the award of a full FDEng, a gap analysis will be conducted with the supplier presenting options to reach FDEng.
- e) Quality assurance - approval, annual monitoring and periodic review.
- f) A single academic board per annum. Consisting of Module assessment, progression board & Board of Examiners.
- g) Provision of an External Examiner.
- h) Award of Foundation Degree certificate and transcript for each student that successfully completes each year.

- i) Associated awarding ceremony for the above.

9. **Start and completion dates.** The award from 01 Sep 22 requires analysis to commence by 01 Jul 22. Awards will cease following the 2027-28 academic year (approx. July 28)

10. **Timescale.** Five-year contract, with a post analysis review

11. **Key decision points.** Following analysis, current trg may be insufficient to award an FDEng, therefore this needs a review and associated breakpoint.

12. **Acceptance process.** Acceptance is based upon agreement of an award and completion of successful FDEng candidates.

13. **Review process.** Scope for a single occurrence to review updated authority training documentation to confirm still meets FDEng requirements. Nominally at mid-point of contract.

14. **Required output.** 55 per year with options for 60

15. **Performance measures.** Quarterly updates on successful candidates and payments.

16. **Management of the contract.** Once analysis is complete and award is 'up and running,' the POC for the accreditation will transfer from CAE(A) Br to SAAE accreditation cell (nominally DSEME accreditation.)

17. **Transfer of assets or personnel.** Nil

18. **Future transition between service providers and best value for money.** Upon cessation of this contract, it is anticipated that DCTT will move to absorb the accreditation of extant training into the future accreditation model.

#### **Outputs/deliverables/milestones**

19. The contractor should seek to commence analysis of the provided material in early summer 2022, with an aim to have the Senior Supervisors course which start in September 2022 accredited. The Senior Supervisor Students from Sep 2022 onwards should be enrolled to enable the award of the FDEng on completion of the course. School of Army Aeronautical Engineering have an expected throughput of 55 students per academic year. This contract is intended to last for 5 academic years in order to support the Pj TITUS change initiatives.

#### **20. Key milestones**

- a) Contract award
- b) Analysis of current RPS + FTSS
- c) Analysis of RPL
- d) Review of current training
- e) Decision on applicability of trg for award (incl. University formal approval)
- f) Assess options to address delta (if req)
- g) Contract Review (break clause)
- h) Commence awarding courses
- i) Quarterly/Termly online review meeting (numbers, progress, etc)
- j) Conduct QA etc on in-flight courses
- k) Single annual academic board
- l) Single annual graduation event
- m) Production and distribution of FDEng certificates/ transcripts

#### **Intellectual Property (IP) Rights (Known as IPR)**

21. The training documentation provided below is covered under Crown Copyright. The supplier is authorised to use the documents in line with current guidance.

22. It is assessed that this contract creates no additional IPR and that no additional MOD IP protection is required.

23. The supplier would be provided with literature logos and emblems directly related to the project (i.e The Pj TITUS badge, REME cap badge and Army logo) and is able to use these on its relevant publications.

### **Government Furnished Supplies**

24. The RPL analysis will be conducted using emailed soft-copy Role Performance Statements, Formal Training Statements and face-to-face meetings/visits to discuss on the shopfloor experience backed up by examples of Aviation Authority level evidence.

25. The accreditation analysis will be conducted using emailed soft-copy Role Performance Statements, Formal Training Statements of the existing REME Aviation Senior Supervisor training course.

26. Copies of GFX that will be provided by email at the start of the contract:

- a) MAE Aircraft Technician Basic. Role Performance Statement (OFFICIAL Classification)
- b) MAE Avionics Technician Basic. Role Performance Statement (OFFICIAL Classification)
- c) MAE Aircraft Technician Basic. Formal Training Statement (OFFICIAL Classification)
- d) MAE Avionics Technician Basic. Formal Training Statement (OFFICIAL Classification)
- e) MAE Supervisor. Role Performance Statement (OFFICIAL classification)
- f) MAE Supervisor. Formal Training Statement (OFFICIAL classification)
- g) MAE Senior Supervisor. Role Performance Statement (OFFICIAL classification)
- h) MAE Senior Supervisor. Formal Training Statement (OFFICIAL classification)
- i) Excel Spreadsheet with SAAE Course lengths, Technician avg time in each rank. (OFFICIAL classification)

27. These documents contain generic information based upon training analysis and standards. They contain no personal data as defined under GDPR and can be transmitted for official purposes using the internet, email etc. Copies can be held on local or cloud storage and have no validity period or update requirement. They can be disposed of when no longer required in accordance with the supplier's information management processes.

28. If the above documents are updated during the contract, the supplier will be contacted for comment and to ensure their records remain accurate.

### **Payment**

29. Allocation over 5-year year trial period to accredit REME Aviation Training at Senior Supervisor as a direct retention measure.

30. Payments will be based on a throughput of about 60 students per academic year, and to provide accreditation, quality assurance services and award of FDEng.

### **Payment breakdown**

31. The payments will be broken down to a Minimum Order Quantity (MOQ) of 55 students for a firm price per academic year (August to July), and a Per Student Fee (PSF) to be charged for each student above n=55.

32. The MOQ covers the supplier's effort to provide the accreditation services, quality assurance - approval, annual monitoring and periodic review, 1 x set of academic board per annum (Module assessment / progression board & Board of Examiners), provision of External

Examiner, award of Foundation Degree certificate and transcript for each student that successfully completes each year. Regardless of the actual numbers of students, these services will be performed by the University, hence the need for an MOQ.

**33. The MOQ price is paid at the start of the academic year, for the given academic year. (Aug to July)**

34. The PSF is a one-off per student course fee, paid for each person above the MOQ and covers the accreditation services the supplier provide for the entire duration of that student's course.

35. Once the MOQ is paid, a headcount is made after each intake; if the total numbers of students for that given year exceeds the MOQ then the **additional PSF is invoiced 1 month after the intake**. If there are further intakes, then the excess numbers are invoiced 1 month after each intake. No refunds are paid for students that withdraw after 1 month after their intake date. If a student withdraws up to that 1-month cut off point then they would not be included in the number calculations, and they would not be invoiced for. It is anticipated that there will be four intakes per academic year, evenly spread.

36. Some examples:

#### **Example 1**

If in 2022-2023 there were a total of 59 students, then the MOQ would be payable, plus 4 x the PSF for student numbers over and above 55

#### **Example 2**

If in 2022-2023 there were a total of 54 students, then only the MOQ would be payable.

**The MOQ price is paid monthly in arrears from the start of the academic year, for the given academic year. (Aug to July).**

#### **Contract management arrangements**

37. The requirement owner is Army Director Personnel Assistant Head Learning and Development. Desk level point of contact is SO2 Apprenticeships.

38. The initial requirement delivery point of contact will be the Directorate Programmes Combat Aviation Chief Aircraft Engineer (Army) Team. With the SO2 Aviation Equipment Support Plans being the primary interface.

39. Once the award is being delivered, the supplier will interact with the SAAE accreditation cell (nominally DSEME accreditation and validation) for course loading, scheduling and completion information.

40. The supplier and authority will create an agreed project plan, with dates of meetings and reviews.

41. Handling of variations, changes to programme or plan and disputes are as covered in the General Terms and Conditions of Contract.

#### **End of contract/Exit strategy**

42. A five-year contract will deliver the award out to the likely future Defence College of Technical Training (DCTT) training model under the Next Generation Technical Training (NGTT) project. This also allows for a transition period between the current accreditation state (none,) this contract's accreditation and a potential omnibus accreditation under NGTT. The retention benefit sought by having this FDEng award will be an essential part of the new system.

43. In the final year of the contract, the authority will establish if there remains an enduring requirement, seeking commercial advice on reletting the activity and financial support, as appropriate.

**Annex A to Schedule 2 – Pricing Schedule and Cost Breakdown**

<b>Academic Year</b>	<b>55 Students Cost (£)</b>	<b>5 Additional Students (£)</b>	<b>Total (£)</b>
<b>Cost of Analysis</b> (By 01 Sep 22)			
<b>22/23</b>	REMOVED	REMOVED	REMOVED
<b>23/24</b>	REMOVED	REMOVED	REMOVED
<b>24/25</b>	REMOVED	REMOVED	REMOVED
<b>25/26</b>	REMOVED	REMOVED	REMOVED
<b>26/27</b>	REMOVED	REMOVED	REMOVED
<b>Other Costs</b> (Please list and provide a breakdown)			REMOVED
<b>TOTAL</b>	REMOVED	REMOVED	£183,875

The payments will be broken down to a Minimum Order Quantity (MOQ) of 55 students for a firm price per academic year (August to July), and a Per Student Fee (PSF) to be charged for each student above n=55.

The PSF is as follows:

<b>Academic Year</b>	<b>PSF Cost per student (£)</b>
<b>22/23</b>	REMOVED
<b>23/24</b>	REMOVED
<b>24/25</b>	REMOVED
<b>25/26</b>	REMOVED
<b>26/27</b>	REMOVED

The MOQ covers the University of Portsmouth's (UoP) effort to provide the accreditation services, quality assurance - approval, annual monitoring and periodic review, 1 x set of academic board per annum (Module assessment / progression board, and Board of Examiners), provision of External Examiner, award of Foundation Degree certificate and transcript for each student that successfully completes each year. Regardless of the actual numbers of students, these services will be performed by the UoP, hence the need for an MOQ.

The MOQ price is paid at the start of the academic year, for the given academic year. (Aug to July)

The PSF is a one-off per student course fee, paid for each person above the MOQ and covers the accreditation services the supplier provides for the entire duration of that student's course.

Once the MOQ is paid, a headcount is made after each intake; if the total numbers of students for that given year exceeds the MOQ then the additional PSF is invoiced 1 month after the intake. If there are further intakes, then the excess numbers are invoiced 1 month after each intake. No refunds are paid for students that withdraw after 1 month after their intake date. If a student withdraws up to that 1-month cut off point then they would not be included in the number calculations, and they would not be invoiced for. It is anticipated that there will be four intakes per academic year, evenly spread.

Some examples:

Example 1

If in 2022-2023 there were a total of 59 students, then the MOQ would be payable, plus 4 x the PSF for student numbers over and above 55

Example 2

If in 2022-2023 there were a total of 54 students, then only the MOQ would be payable.

The MOQ price is paid monthly in arrears from the start of the academic year, for the given academic year. (Aug to July).

**Details of Cost Breakdown in line with the tender requirements of Section D of DEFFORM 47ST Invitation to Tender**

Requirement:	Detail:	UoP response:
<b>Hours / Days</b>	The number of hours / days it takes to complete the requirement.	REMOVED
<b>Hourly / Day Rates</b>	The rate used. Where available these should be agreed CAAS (Cost Assurance and Analysis Services) rates and Grades.	REMOVED
<b>Materials</b>	The cost of any raw materials. Please provide a copy of any quotes or invoices with your Tender.	REMOVED
<b>Significant Sub-contractor Costs, e.g. &gt;£50k</b>	The cost of bought in facilities, services and / or parts. Please provide a copy of the sub-contractor quotation / invoice with your Tender. You are encouraged to run a competition at sub-contractor level and advertise opportunities in the MOD Defence Contracts Bulletin, where appropriate.	REMOVED
<b>Other costs</b>	List any rates used to recover overhead costs not otherwise recovered through the activity-based hourly and daily rates stated above. These rates are usually recovered by the application of a percentage uplift to a base cost (e.g. Material Handling is often recovered as a percentage uplift applied to material costs). Where you	REMOVED

	have an agreed QMAC (Questionnaire on the Method and Allocation of Costs) you must quote the reference. Where you do not have an agreed QMAC please include a list of what is included in the overhead rate(s). Provide a sub-total that the overhead will apply to.	
<b>Profit Rate</b>	State the Profit Rate you are proposing to apply to the contract costs.	REMOVED
<b>Risk / Opportunities</b>	State whether you have included any contingency for risks and the details on how this has been calculated. State any opportunities that you foresee, for example, exchange rate movement.	REMOVED
<b>T&amp;S</b>	When including Travel and Subsistence you must include details of the assumptions you have made about travel and the rates used. Claims for T&S should be in line with the Civil Service Code which states civil servants must ensure "public money and other resources are used efficiently" for example, travel should be the most economic option available.	REMOVED
<b>Assumptions</b>	State any assumptions made about your proposal, such as the process, when decisions will be made etc.	REMOVED
<b>Exclusions</b>	State any matters that are excluded which, if they subsequently occur, you would expect the MOD to share cost liability.	REMOVED



**Schedule 3 – Contract Data Sheet for Contract: 704154450 - The Provision of REME Aviation (Project TITUS) FDEng Degree Accreditation**

<b>Contract Period</b>	Effective date of Contract: TBC (Between 20 Jul 2022 and 03 Aug 2022 depending on acceptance) The contract expiry date shall be: 31 July 2027
<b>Clause 6 - Notice</b>	Notices served under the contract can be transmitted by electronic mail  Notices served under the contract shall be sent to the following address:  Authority: Army HQ Commercial Team, Zone 0.A, Ground Floor, Blenheim Building, Marlborough Lines, Monxton Road, Andover, Hampshire, SP11 8HT  Contractor: University of Portsmouth Enterprise Limited, University House, Winston Churchill Avenue, Portsmouth, Hampshire, PO1 2UP
<b>Clause 8 - Supply of Contractor Deliverables and Quality Assurance</b>	A Deliverable Quality plan is not required for this contract
<b>Clause 9 - Supply of Data for Hazardous Contractor Deliverables, Materials and Substances</b>	A completed Schedule 6 (Hazardous Contractor Deliverables, Materials or Substance Statement), and if applicable, Safety Data Sheet(s) are to be provided by e-mail with attachments in Adobe PDF or MS WORD format to:  a) The Authority's Representative (Commercial) b) Defence Safety Authority – <a href="mailto:DSA-DLSR-MovTpt-DGHSIS@mod.uk">DSA-DLSR-MovTpt-DGHSIS@mod.uk</a>  to be Delivered no later than one (1) month prior to the Delivery Date for the Contract Deliverable or by the following date:  N/A
<b>Clause 10 - Delivery/Collection</b>	Contract deliverables are to be delivered by the contractor:  As detailed in the SOR (Schedule 2)
<b>Clause 12- Packaging and Labelling of Contractors Deliverables</b>	Additional Packaging requirements:  N/A
<b>Clause 13- Progress Meetings</b>	The Contractor shall be required to attend the following meetings:  As detailed in the SOR (Schedule 2)
<b>Clause 13- Progress Reports</b>	The Contractor shall provide the following reports:  As detailed in the SOR (Schedule 2)

**Schedule 4 – DEFFORM 539A Commercially Sensitive Information** (i.a.w. Clause 5)

This list shall be agreed in consultation with the Authority and the Contractor and may be reviewed and amended by agreement. The Authority shall review the list before publication of any information.

Contract No: 704154450
Description of Contractor's Commercially Sensitive Information: Price
Cross Reference(s) to location of sensitive information: Annex A to Schedule 2 – Pricing Schedule, and Schedule 2 Statement of Requirements (SOR) - prices as set out in the SOR
Explanation of Sensitivity: Confidential Information
Details of potential harm resulting from disclosure: Competitors could use details of University of Portsmouth breakdown to undercut University of Portsmouth bids for similar tenders.
Period of Confidence (if applicable):    Duration of Contract
Contact Details for Transparency / Freedom of Information matters: Name:        REMOVED Position:    Information Disclosure and Complaints Manager Address:     Corporate Governance, University of Portsmouth, St Andrew's Court, St. Michael's Road Portsmouth, PO1 2PR Telephone Number:    REMOVED Email Address:        REMOVED

**Schedule 5 – DEFFORM 711 – Notification of Intellectual Property Rights (IPR) Restrictions (i.a.w. Clause 7) for Contract No. 704154450****DEFFORM 711 - PART A – Notification of IPR Restrictions**

1. ITT/Contract Number 704154450				
2. ID#	3 Unique Technical Data Reference Number / Label	3. Unique Article(s) Identification Number / Label	4. Statement Describing IPR Restriction	5. Ownership of the Intellectual Property Rights
1	NIL RETURN. Not applicable, Contractor is not providing IP under this contract			

Please continue on additional sheets where necessary.

**DEFFORM 711 - PART B – System / Product Breakdown Structure (PBS)**

The Contractor should insert their PBS here. For software, please provide a Modular Breakdown Structure.

**Contractor's response:** NIL RETURN. Not applicable, Contractor is not providing IP under this contract

(Please see the DEFFORM 711 Completion Notes for guidance on completing Schedule 5)

**Completion Notes****Part A**

If any information / technical data that is deliverable or delivered under the relevant Contract conditions is, or may be, subject to any IPR restrictions (or any other type of restriction which may include export restrictions) affecting the Authority's ability to use or disclose the information / technical data in accordance with the conditions of any resulting Contract, then the Contractor must identify this restricted information / technical data in this Part A.

Otherwise, the Authority shall treat such information in accordance with the same rights under the Contract it would enjoy should no restrictions exist.

For example, any of the following must be disclosed:

- a) any restriction on the provision of information / technical data to the Authority; any restriction on disclosure or the use of information by, or on behalf of, the Authority; any obligations to make payments in respect of IPR, and any patent or registered design (or application for either) or other IPR (including unregistered design right) owned or controlled by you or a third party;
- b) any allegation made against the Contractor, whether by claim or otherwise, of an infringement of IPR (whether a patent, registered design, unregistered design right, copyright or otherwise) or of a breach of confidence, which relates to the performance of the Contract or subsequent use by or for the Authority of any Contract deliverables;
- c) the nature of any allegation referred to under sub-paragraph (b) above, including any request or obligation to make payments in respect of the IPR of any confidential information and / or;
- d) any action the Contractor needs to take, or the Authority is requested to take, to deal with the consequences of any allegation referred to under sub-paragraph (b) above.

Block 1	Enter the associated Invitation to Tender (ITT) or Contract number as appropriate.
Block 2	No action – This sequential numbering is to assist isolation and discussion of any line item
Block 3	Identify a unique reference number for the information / technical data (i.e. a Contractor's document or file reference number) including any dates and version numbers. Documents may only be grouped and listed as a single entry where they relate to the same Article and where the restrictions and IPR owner are the same.

Block 4	Identify the Article(s) associated with the information / technical data by entering a unique identification number / label for the Article(s). This may range from platform level down to sub-system level. This is to enable the Authority to quickly identify the approximate technical boundary to any user rights limitation (e.g. The RADAR or Defensive Aid Sub-System etc). This identification shall be at the lowest level of replaceability of the Article(s) or part of it to which the restrictions apply (i.e. if the restrictions apply to a sub-system the parent system should not be used to identify the restriction boundary). <u>Any entry without a unique identifier shall be treated as a nil entry.</u> NOTE: The Authority does not accept any IPR restrictions in respect of the physical Articles themselves. Block 4 is solely to provide an applied picture to any technical data stated under Block 3 as having IPR restrictions.
Block 5	This is a freeform narrative field to allow a short explanation justifying why this information / technical data has limited rights applying to it.
Block 6	Identify who is the owner of the IPR in the information / technical data (i.e. copyright, design right etc). If it is a sub-contractor or supplier, please identify this also.

**Part B**

If neither hardware nor software is proposed to be designed, developed or delivered as part of the Contract, Part B should be marked “NIL RETURN”.

Otherwise, the Contractor must include a System / Product Breakdown Structure (PBS) in a format which is consistent with ISO 21511 and / or the configuration requirements of DEFSTAN 05-057, unless an alternative format better represents your design configuration. For software, a modular breakdown structure must be provided. For reasons of clarity, it is acceptable to provide several levels of breakdown if this assists in organising the configuration of the Articles.

Details provided under Part B shall not imply any restriction of use over the Contract Articles, nor any restriction on associated technical data to be delivered under the Contract. Any restrictions of such technical data must be identified within Part A.

Against each unique item within the PBS / module breakdown, one of the following categories shall be recorded:

- a) (PVF) - Private Venture Funded - where the article existed prior to the proposed Contract and its design was created through funding otherwise than from Her Majesty's Government (HMG).

- b) (PAF) - Previous Authority Funded (inc. HMG Funded) - where the article existed prior to the proposed Contract and its design was created through Previous Authority Funding.
- c) (CAF) - Contract Authority Funded (inc. HMG Funded) - where the article did not exist prior to the Contract and its design will be created through Contract Authority Funding under this Contract.
- d) (DNM) Design Not Mature - where the article / design configuration is not yet fixed.

In combination with one of categories (a) to (d) above, the Contractor shall further identify where an item has, or will have, foreign export control applying to it, through use of the further following category:

- e) (FEX) Foreign Export Controlled

Notes:

1. During the term of the Contract the Contractor may transition any items identified as category (d) above into category (b) or (c). Transitions from category (d) into category (a) may only be made with the express written agreement of the Authority's Senior Commercial Officer, and by following the amendment process set out in the Contract.
2. It is acceptable to specify the highest level of structure to which the category (a), (b) or (c) applies (i.e. there is no need to specify each sub-system / componentry if the entirety of the parent system was for example, Private Venture Funded). See guidance examples overleaf.
3. For the avoidance of doubt, where a parent system did not exist prior to the Contract yet makes use of Private Venture Funded Articles, it must be identified as (CAF). The Private Venture Funded sub-components / sub-systems can be identified as PVF.
4. Where items are identified as category (b), the Contractor should provide the number(s) of the previous Contract(s) under which the design was created and the Previous Authority Funding was applied.

Example PBS

The DEFFORM 711 on the Commercial Toolkit [http://aof.uwh.diif.r.mil.uk/aofcontent/tactical/toolkit/downloads/defforms/word/711\\_0422.doc](http://aof.uwh.diif.r.mil.uk/aofcontent/tactical/toolkit/downloads/defforms/word/711_0422.doc) contains a theoretical pictorial example but it is to be noted that the configuration may equally be dealt with in a hierarchal tabularised format.

DEFFORM 111  
(Edn 07/21)

## Appendix - Addresses and Other Information

**1. Commercial Officer**

Name: REMOVED

Address: Army HQ Commercial, Zone 0.A, Ground Floor, Blenheim Building, Marlborough Lines, Monxton Road, Andover, Hampshire, SP11 8HT

Email: REMOVED

**8. Public Accounting Authority**

1. Returns under DEFCON 694 (or SC equivalent) should be sent to DBS Finance ADMT – Assets In Industry 1, Level 4 Piccadilly Gate, Store Street, Manchester, M1 2WD  
 ☐ 44 (0) 161 233 5397

2. For all other enquiries contact DES Fin FA-AMET Policy, Level 4 Piccadilly Gate, Store Street, Manchester, M1 2WD  
 ☐ 44 (0) 161 233 5394

**2. Project Manager, Equipment Support Manager or PT Leader**  
(from whom technical information is available)

Name: REMOVED | SO2 Aviation Equipment Support

Address: Programmes Directorate – Combat Aviation | Blenheim Building | Army Headquarters | Andover | SP11 8HT  
Mob: REMOVED | Mil: REMOVED | Civ: REMOVED

Email: REMOVED

**9. Consignment Instructions**

The items are to be consigned as follows:  
 N/A

**3. Packaging Design Authority**

Organisation & point of contact:  
 N/A

(Where no address is shown please contact the Project Team in Box 2)

**10. Transport.** The appropriate Ministry of Defence Transport Offices are:

**A. DSCOM.** DE&S, DSCOM, MoD Abbey Wood, Cedar 3c, Mail Point 3351, BRISTOL BS34 8JH

Air Freight Centre

IMPORTS ☐ 030 679 81113 / 81114 Fax 0117 913 8943

EXPORTS ☐ 030 679 81113 / 81114 Fax 0117 913 8943

Surface Freight Centre

IMPORTS ☐ 030 679 81129 / 81133 / 81138 Fax 0117 913 8946

EXPORTS ☐ 030 679 81129 / 81133 / 81138 Fax 0117 913 8946

**B. JSCS**

JSCS Helpdesk No. 01869 256052 (select option 2, then option 3)  
 JSCS Fax No. 01869 256837

Users requiring an account to use the MOD Freight Collection Service should contact [UKStratCom-DefSp-RAMP@mod.gov.uk](mailto:UKStratCom-DefSp-RAMP@mod.gov.uk) in the first instance.

**4. (a) Supply / Support Management Branch or Order Manager:**  
Branch/Name: N/A

Tel No:

(b) U.I.N.

**5. Drawings/Specifications are available from**

N/A

**11. The Invoice Paying Authority**

Ministry of Defence ☐ 0151-242-2000

DBS Finance

Walker House, Exchange Flags Fax: 0151-242-2809

Liverpool, L2 3YL

**Website is:**

<https://www.gov.uk/government/organisations/ministry-of-defence/about/procurement#invoice-processing>

**6. INTENTIONALLY BLANK****12. Forms and Documentation are available through \*:**

Ministry of Defence, Forms and Pubs Commodity Management  
 PO Box 2, Building C16, C Site  
 Lower Arncliffe

Bicester, OX25 1LP (Tel. 01869 256197 Fax: 01869 256824)

**Applications via fax or email:** [Leidos-](mailto:Leidos-FormsPublications@teamleidos.mod.uk)[FormsPublications@teamleidos.mod.uk](mailto:FormsPublications@teamleidos.mod.uk)

**7. Quality Assurance Representative:**

Commercial staff are reminded that all Quality Assurance requirements should be listed under the General Contract Conditions.

**AQAPS** and **DEF STANs** are available from UK Defence Standardization, for access to the documents and details of the helpdesk visit <http://dstan.uwh.dii.f.r.mil.uk/> [intranet] or <https://www.dstan.mod.uk/> [extranet, registration needed].

**\*NOTE**

1.Many **DEFCONs** and **DEFFORMs** can be obtained from the MOD Internet Site:

<https://www.kid.mod.uk/aofcontent/tactical/toolkit/index.htm>



**Personal Data Particulars****DEFFORM 532**

Edn 10/19

This Form forms part of the Contract and must be completed and attached to each Contract containing DEFCON 532B.

<b>Data Controller</b>	<p>The Data Controller is the Secretary of State for Defence (the Authority).</p> <p>The Personal Data will be provided by: REMOVED, SO2 Aviation Equipment Support, REME Programmes Directorate – Combat Aviation, Blenheim Building, Army Headquarters, Andover, SP11 8HT</p> <p><i>The individual directly to the contractor via the UoP enrolment registration form</i></p>
<b>Data Processor</b>	<p>The Data Processor is the Contractor.</p> <p>The Personal Data will be processed at: University of Portsmouth (UoP), Winston Churchill Ave, Portsmouth, PO1 2UP (LINK REMOVED);</p> <p>Enrolment / Registration forms to be provided to REMOVED;</p> <p>Marks for academic progression and achievement to be provided to Cross Faculty Support Office REMOVED or such other person-specific contact email address as notified to the Authority;</p> <p>A University academic Contact shall be selected from current UoP academic staff as part of UoP internal processes. At this point in time, REMOVED is the point of contact.</p>
<b>Data Subjects</b>	<p>The Personal Data to be processed under the Contract concern the following Data Subjects or categories of Data Subjects:</p> <p>Students (MOD personnel undertaking the Senior Supervisor training course) registered with the University of Portsmouth;</p> <p>The contact details of Project Manager, Equipment Support Manager or PT Leader, and the Commercial Officer, and administrative staff at REME/MOD involved in supporting the performance of the contract and payment.</p>
<b>Categories of Data</b>	<p>The Personal Data to be processed under the Contract concern the following categories of data:</p> <p>Likely to be, but not limited to: Name, Address, Date of Birth, Sex, data for the purposes of making reasonable adjustments and data for statistical purposes (such as diversity information)</p>
<b>Special Categories of data (if appropriate)</b>	<p>The Personal Data to be processed under the Contract concern the following Special Categories of data:</p> <p>Self-declared disability, self-declared ethnicity. The University gathers this data as part of its student registration process.</p>
<b>Subject matter of the processing</b>	<p>The processing activities to be performed under the contract are as follows:</p>

	The performance by the Contractor of the Contract Deliverables to the Authority.
<b>Nature and the purposes of the Processing</b>	<p>The Personal Data to be processed under the Contract will be processed as follows:</p> <p>Registration data will be gathered and input into UoP's student system, SITS, for registering students onto the University award, recording student progression and achievement and making the award itself (FdEng). It will be necessary for Academic Boards to meet and discuss and confirm each individual student achievement in order to make the award. The University is required to store records of the award made for seventy (70) years, to enable verification that the award has been made in respect to an individual student.</p>
<b>Technical and organisational measures</b>	<p>The following technical and organisational measures to safeguard the Personal Data are required for the performance of this Contract:</p> <p>The University has a set of technical and organisational measures to protect personal data in alignment with the requirements set out in the applicable data protection legislation.</p>
<b>Instructions for disposal of Personal Data</b>	<p>The disposal instructions for the Personal Data to be processed under the Contract are as follows (where Disposal Instructions are available at the commencement of Contract):</p> <p>The University has a set of technical and organisational measures to securely destroy personal data in alignment with the requirements set out in the applicable data protection legislation and the University' Retention Schedules.</p>
<b>Date from which Personal Data is to be processed</b>	<p>Where the date from which the Personal Data will be processed is different from the Contract commencement date this should be specified here:</p> <p>N/A</p>

The capitalised terms used in this form shall have the same meanings as in the General Data Protection Regulations.