GUIDANCE PAGES TO BE DELETED WHEN PUBLISHED

ASDEFCON (SUPPORT)

SECTION 1: GUIDANCE FOR Training Materials Support services

(DSD-TNG-TMS)

Status: Core

Purpose: Refer to ‘Description and Intended Use’.

Policy: *Defence Learning Manual* (DLM), including the *Systems Approach to Defence Learning* (SADL)

Refer to applicable single service Training manuals.

Guidance: This DSD covers the evaluation and update of Training Materials, including by updating Training Requirements Specifications (TRSs) and the Training Materials contained within Learning Management Packages (LMPs). Clauses 6.2.2 and, collectively, 6.2.3, 6.2.4 and 6.2.5 are optional; however, at least 6.2.2 or the other clauses are required for this DSD to operate effectively.

Clauses 6.2.3 to 6.2.5, for changes to Commonwealth-sponsored Training Materials, are intended for use when the changes to Training Materials exceed the scope of clause 6.2.2. It is also possible for Defence staff to incorporate minor changes, when Defence personnel also deliver Training, and for the Contractor to perform more significant changes to the Training Materials and clauses 6.2.3 to 6.2.5 may be used without clause 6.2.2 under these circumstances.

Related Clauses/Documents:

DSD-TNG-MGT

DSD-TNG-DEL

DID-TNG-TSP

DID-ILS-DEF-TRS

DID-ILS-TNG-LMP

Optional Clauses: None

5. APPLICABLE DOCUMENTS

Status: Core

Purpose: To identify the documents applicable to providing Training Services.

Policy: DLM

Guidance: Edit the listing of the applicable documents to suit the required Services. The default list includes documents for each environment which are applicable to Training Services. Other documents may be added. Note that DID-TNG-TSP refers to this list for the development of the Contractor’s Training Support Plan.

Related Clauses/Documents: None

Optional Clauses: None

6.1.1 Scope of DSD

Status: Core

Purpose: To identify the sets of Training Materials, by relevant Training course, which are supported within the scope of this DSD.

Policy: Nil

Guidance: The scope of the Services covered by this DSD relates to Training Materials identified at Annex A to the SOW and may include both Commonwealth-sponsored Training and Contractor-sponsored Training (refer to the Glossary for definitions).

Commonwealth Training Materials should be provided to the Contractor in the form of a LMP for each course, which may include the TRS for that course. The LMPs should contain the materials necessary to conduct Training courses, including assessment and evaluation materials. Additional Training Materials often include other Technical Data (eg, operator and maintenance manuals) that are provided as part of a Technical Data library.

Related Clauses/Documents:

DSD-TNG-SERV

DSD-TNG-DEL

SOW Annex A, Section 6

Optional Clauses: None

6.2.1 General

Status: Core

Purpose: To require the Contractor to manage the evaluation and maintenance of Training Materials in accordance with the Approved governing plan (ie, TSP or SSMP).

Policy: Nil

Guidance: Drafters need to insert the governing plan into this clause 6.2.1. This should be the same plan that was included in clause 8.1 of the draft SOW.

Related Clauses/Documents:

DID-TNG-TSP

DID-SSM-SSMP

Optional Clauses: None

6.2.2 Maintenance of Training Materials for Commonwealth-sponsored Training

Status: Optional

Purpose: To require the Contractor to maintain the LMP(s) for Commonwealth-sponsored Training courses.

Policy: Nil

Guidance: The Commonwealth may wish to have the Contractor maintain the Training Materials contained within the LMPs. This primarily includes the Training Materials for Training delivery, but could include editorial changes to other parts of a LMP. Maintenance may be required as a result the Contractor identifying minor errors during Training delivery, or changes to referenced documents and organisations. Maintenance updates can also result from Training program evaluations, under DSD-TNG-MGT, if the requirement is only minor.

If minor updates to the Training Materials will be performed by Defence or a third party (eg, if the Contractor maintains the LMP but does not deliver Training), then these clauses may not be required and may be replaced with ‘Not used’.

The scope of this work is generally minor and often undertaken as a Recurring Service by Contractor staff employed on a number of Training Support and related administrative tasks. If the scope is likely to be considerable, and not covered by Recurring Services, then the optional clause for S&Q Service may be included.

Related Clauses/Documents:

DSD-TNG-SERV

Optional Clauses: None.

6.2.3 Analyse Change Requests for Training

Status: Optional

Purpose: To require the Contractor to analyse requests for changes to the Training Materials including, if required, the TRSs and any other element of the LMPs.

Policy: Nil

Guidance: This clause requires the Contractor to scope the effort involved in developing an update to Training. This is the first of three clauses (6.2.3, 6.2.4 and 6.2.5) that establishes a framework for undertaking changes to Training.

Depending on the nature of the trigger, changes may be required to various Training Materials, including the TRS and different sections of the LMPs. These documents are sequential in development (eg, a change to competencies will change the TRS and all of the LMP sections; however, a change to the curriculum may only affect sections of the LMP).

The analysis of a proposed change to Training could be triggered by evaluation results (refer DSD-TNG-MGT), intended to complement a Major Change, as a revision of preferred Training delivery methods, or another event.

Clause 6.2.3 identifies Training Materials to be considered when analysing a change. Drafter’s may amend this list if more specific detail is required, The result of this clause is a report that includes the scope of work and schedule should the change to Training proceed under clauses 6.2.4 and 6.2.5.

Related Clauses/Documents:

Clause 6.2.4, Developmental Activities for Changes to Training

Clause 6.2.5, Mandated System Reviews for Training Development

DSD-TNG-MGT for overall Training management

Optional Clauses: None

6.2.4 Developmental Activities for Changes to Training

Status: Optional

Purpose: To require the Contractor to develop changes to the Training Materials including, if required, changes to the TRS and any element of the LMP.

Policy: Nil

Guidance: This clause requires the Contractor to develop changes to Commonwealth-sponsored Training courses. The clause is structured around the five-phases described in the SADL, with the initial evaluation conducted under DSD-TNG-MGT, then the ‘analyse, design, develop, conduct (as a pilot course) and evaluate (the pilot course) phases’ under this DSD, thereby completing the cycle.

This clause, along with clauses 6.2.3 and 6.2.5, provides a framework to develop changes to Training as S&Q Services. The scope for an individual change will be defined within an S&Q Order based on clause 6.2.4.4. For example, if the change relates only to a Training and Assessment strategy, then the S&Q Order may begin with the ‘design activities’ (clause 6.2.4.4d) because the TRS, a result of the ‘analyse’ activities (clause 6.2.4.4c), is unaffected. Accordingly, the clauses can be retained without change as the individual tasks are tailored by the S&Q orders.

The template clauses require the major products of the process (ie, TRS, Draft LMPs and Final LMPs including the Training Materials) to be delivered as data items to the Commonwealth. Other intermediate products used by the SADL as part of the Training cycle are considered to be supporting information made available under clause 6.2.4.4o. Alternatively, additional Deliverables could be added to this clause or through the individual S&Q Order.

DID-ILS-DEF-TRS and DID-ILS-DES-LMP, sourced from the *ASDEFCON (Strategic Materiel)* templates, define the requirements for a TRS and LMP, respectively. These DIDs are mostly relevant for new TRSs and LMPs but, in the case of updates, the Contractor will primarily be amending existing documents.

These clauses may be used in conjunction with the development of a Major Change (refer DSD-ENG-SERV), and sub-clauses within this clause 6.2.4 may be referenced within the one S&Q Order under which a Major Change is developed.

Related Clauses/Documents:

Clause 6.2.3, Analyse Change Requests for Training

Clause 6.2.5, Mandated System Reviews for Training Development

DSD-TNG-MGT for overall Training management, including RTO requirements

DSD-ENG-SERV for the development of Major Changes

DID-ILS-DEF-TRS, which specifies requirements for Contractor-provided data in a TRS

DID-ILS-DES-LMP, which specifies requirements for Contractor-provided data in a LMP

Optional Clauses: None

6.2.5 Mandated System Reviews for Training Development

Status: Optional

Purpose: To provide a structured mechanism by which the Commonwealth gains insight into the Contractor’s development or update of Training courses.

Policy: Nil

Guidance: This clause requires the Contractor to undertake Mandated System Reviews, specifically targeted at Training development, to enable the Commonwealth to understand the progress of the development program and to action (Review, Approve or Accept) the resulting deliverables. Mandated System Reviews also allow for the Commonwealth to plan involvement (eg, in preparation for the delivery and Verification of new or modified Training courses).

The clauses for Mandated System Reviews are provided in DSD-ENG-SERV. If DSD-ENG-SERV is not included in the Contract, the applicable clauses will need to be copied from that DSD and included under this clause.

Like clauses 6.2.3 and 6.2.4, clause 6.2.5 sets up a framework for developing changes to Training that is adapted to each change through an S&Q Order (scoped under clause 6.2.3). Accordingly, unless additional formal reviews are to be added to the framework, there is no need to amend this clause.

Related Clauses/Documents:

Clause 6.2.3, Analyse Change Requests for Training

Clause 6.2.4, Developmental Activities for Changes to Training

DSD-ENG-SERV for the clauses relating to Mandated System Reviews

Optional Clauses: None

Detailed Service Description

1. DSD NUMBER: DSD-TNG-TMS-V5.0
2. TITLE: TRAINING MATERIALS Support SERVICES
3. DESCRIPTION AND INTENDED USE

This DSD defines the requirements for evaluating and updating Training Materials as part of the Services to be provided, including in relation to both Commonwealth-sponsored Training and Contractor-sponsored Training.

1. INTER-RELATIONSHIPS

This DSD forms part of the SOW.

This DSD must be applied in conjunction with Training Services defined in the Training Support requirements of the SOW and the other associated DSDs.

1. APPLICABLE DOCUMENTS

The following documents form a part of this DSD to the extent specified herein:

Note to drafters: Edit the list of documents in the table below for the requirements of this DSD (ie, include relevant references for the upkeep of Training Materials). Do not include reference to Defence policy (eg, Defence Learning Manual) unless the obligations for contractors are explicitly set out in the referenced policy; otherwise, these types of documents can be open to interpretation within a contract. Drafters should note that Defence policy requires the Systems Approach to Defence Learning to be applied to all Defence training. Drafters should consult the relevant service training authorities to determine the need for reference to single service training manuals.

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| 1. SADL | 1. *Systems Approach to Defence Learning* |
| 1. ABR 27 | 1. *RAN Training Policy Manual* |
| 1. Army Training Instruction (ATI) 1‑9/15 | 1. *Developing Training for New Capabilities* |
|  | 1. *Standards for Vocational Education and Training (VET) Accredited Courses 2012* |

1. SERVICE DESCRIPTION
   1. Introduction
      1. Scope of DSD

Note to drafters: Provide an overview of the scope of the Services by adding the applicable Training courses to the sub-clause list. Refer to the guidance for further options.

The Contractor shall provide Services, as described in this DSD, in support of the Training Materials identified in Annex A to this SOW, which are required for the following types of Training:

Commonwealth-sponsored Training; and

Contractor-sponsored Training.

The Contractor acknowledges and agrees that, if curricula, delivery materials and/or other Training Materials for a Training course are not formally grouped as a Learning Management Package (LMP), as described in the SADL, or as a training package for a nationally recognised VET qualification, then the various Training Materials associated with that Training are to be collectively treated as a LMP for the purposes of this DSD.

Note: ‘Training materials’ used for Training delivery are contained in section 4 of an LMP. These are only a subset of the Training Materials defined in the Glossary.

* 1. Services
     1. General

Note to drafters: If only a portion of an Applicable Document listed in clause 5 is applicable, then the following clause should be modified so that only parts relevant to the Contractor are addressed. Drafters need to insert the governing plan for Training Support, as per the SOW.

The Contractor shall provide Services in support of the Training Materials identified at clause 6.1.1.1 in accordance with the applicable documents listed in clause 5 of this DSD, as tailored by the Approved […INSERT 'TSP' OR 'SSMP'…].

* + 1. Maintenance of Training Materials for Commonwealth-sponsored Training

Subject to clause 6.2.2.2, the Contractor shall maintain and update the Training Materials for Commonwealth-sponsored Training, which are identified at clause 6.1.1.1, to ensure that the Training Materials remain current from day-to-day.

Except where otherwise agreed by the Commonwealth Representative, in writing, the updates developed by the Contractor under clause 6.2.2.1 shall:

only address updates that are minor in nature, such as editorial corrections, changes to names of organisations, updates of reference to policies and other documents, or similar changes;

be consistent with the requirements defined within the LMPs;

be provided in the same style and format, and using the same Software packages, as the existing Training Materials; and

be delivered to the Commonwealth Representative for Approval, prior to being incorporated into the Commonwealth-sponsored Training Materials.

The Commonwealth Representative shall provide Approval or non‑Approval of an update to Training Materials for Commonwealth-sponsored Training within 20 Working Days (or other timeframe advised by the Commonwealth Representative) of receiving the proposed update from the Contractor under clause 6.2.2.2d.

Where the Contractor identifies changes to Training Materials for Commonwealth-sponsored Training that extend beyond the scope of clause 6.2.2.1 (eg, changes to a unit of competency, the Training and assessment strategy, or other significant change), the Contractor shall advise the Commonwealth Representative of the nature and approximate scope of the required changes.

Subject to the recommendations made by the Contractor under clause 6.2.2.4, the Commonwealth Representative may request the Contractor to analyse the further development of the Training Materials in accordance with clause 6.2.3.

* + 1. Analyse Change Requests for Training

Note: Change requests may result from clause 6.2.2.5, changing requirements for VET courses (from time to time), a Major Change or Minor Change to related equipment, or other event.

When requested by the Commonwealth Representative, in writing, the Contractor shall:

analyse the request for a change to Training to determine whether or not the proposed change has merit, and is correctly scoped, before committing to the full developmental processes required under clause 6.2.4 of this DSD; and

provide a report to the Commonwealth Representative, within 20 Working Days of receiving the request (or other timeframe agreed between the parties) that provides the analysis of the costs, benefits and risks associated with the requested change to Training.

Unless otherwise specified by the Commonwealth Representative, the analysis of the requested change to Training shall provide sufficient detail for initial assessment of the importance of the change and the resources required to undertake the change, including:

the scope of proposed change including, as applicable, changes to:

units of competency and the Training Requirements Specification;

the Training and assessment strategy;

Training modules and course design;

the Training Materials within the LMP; and

associated Training Equipment;

the reason for and/or benefit to be achieved by the change;

risks to development, implementation and support;

any Training required for Personnel who were trained using the LMP prior to the implementation of the proposed change (ie, the need for gap Training);

estimated costs (including cost tolerances) and resource requirements, both to implement the change and for ongoing Training delivery and support;

assessed priority;

operational impact of either proceeding or not proceeding with the development of the proposed change; and

if LMP(s) are related to ‘training packages’ for nationally recognised VET courses, the need for updates or changes to the course accreditation.

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| Option: Include this clause if the analysis of Training change requests will not be performed as Recurring Services.  Analysis of change requests requested by the Commonwealth Representative under this clause 6.2.3 shall be conducted as S&Q Services. |

* + 1. Developmental Activities for Changes to Training

The Contractor acknowledges and agrees that the provisions of this clause 6.2.4 can be used to govern the development of:

changes to existing Training courses; and

new Training courses arising out of changes to the Products Being Supported.

The Contractor shall undertake the development of changes to Training as S&Q Services.

The Contractor shall ensure that all Contractor and Subcontractor activities are consistent with the Approved work plan and Approved […INSERT 'TSP' OR 'SSMP'…] for each set of changes to Training.

The Contractor’s work plan required under clause 6.2.4.3 shall include, unless otherwise agreed in writing by the Commonwealth Representative:

a supplementary management plan, to be Approved by the Commonwealth Representative, that tailors the Approved […INSERT 'TSP' OR 'SSMP'…] and other applicable Contract plans, in order to address the required changes;

the conduct of all Mandated System Reviews for Training Development required by the Commonwealth Representative in accordance with clause 6.2.5;

Note: The following clause relates to the ‘analyse’ phase of the SADL.

the following activities to analyse the changes to Training:

a performance needs analysis;

the identification of any required changes to job specifications and competency requirements; and

the development, delivery and update of the Training Requirements Specification (TRS) affected by the change in accordance with CDRL Line Number TNG-200;

the requirement for the Commonwealth Representative to either Approve or Accept, as applicable, the TRS before designing any changes to Training;

Note: The following clause relates to the ‘design’ phase of the SADL. Note also, ‘Draft LMP’ and ‘Final LMP’ refer to the number of completed sections in an LMP, not an approval status.

in order to satisfy the requirements of the Approved or Accepted TRS (as applicable), the following activities to design the changes to Training:

the development, delivery, and update of the Draft LMP(s) affected by the change in accordance with CDRL Line Number TNG-210;

the notification to the Commonwealth Representative of required changes to Training Equipment, Facilities, and information systems and Technical Data used in Training but not developed as Training Materials (eg, operator and maintenance manuals); and

for nationally recognised VET courses, the notification to the Commonwealth Representative of required changes to the accreditation;

the requirement for the Commonwealth Representative to Approve the Draft LMP(s) before developing any changes to Training;

Note: The following clause relates to the ‘develop’ phase of the SADL, which includes the conduct and evaluation of trial courses. The ‘conduct’ phase involves Training delivery through DSD-TNG-DEL, if included in the Contract.

in order to satisfy the Approved Draft LMP(s), the following activities to develop the changes to Training:

the development, delivery and update of the Final LMP(s) in accordance with CDRL Line Number TNG-220;

the development, delivery and update of other Technical Data used but not developed as Training Materials (if not updated through other means); and

the identification, design, development or modification, construction, Verification and Validation (V&V), delivery, installation, and Acceptance for, as applicable, all Support Resources, including Training Equipment and Training Materials, required to conduct Training that is inclusive of the changes;

the requirement for the Commonwealth Representative to Approve the draft version of the Final LMP(s) before conducting trial Training course(s) for the purposes of evaluating the changes to Training;

the following activities to trial the changes to Training in accordance with the draft Final LMP(s):

coordination with the Commonwealth Representative regarding (as applicable) the nomination of trainees, including the use of Personnel who are already qualified in the subject, if considered appropriate by the Commonwealth Representative;

coordination with the Commonwealth Representative regarding (as applicable) the use of new or modified Government-furnished Training Equipment, Facilities, or information systems;

conduct of the preparation activities and administrative arrangements, including arranging the venue, providing joining instructions to the students nominated by the Commonwealth Representative, ensuring that the necessary Training Materials will be available for the students when required, and ensuring that the Training Equipment, instructors and other preparatory requirements will be available when required;

conduct of the trial Training course(s); and

evaluation of the trial Training course(s);

in relation to conduct of the trial Training course(s), the requirement for the Commonwealth Representative to:

be invited to witness the Training;

witness the Training;

evaluate the Training course(s), including by persons nominated by the Commonwealth Representative (which may involve Independent V&V (IV&V) contractors); and

Approve the disposition of all Issues with the Training course(s) that are assessed as significant by the Commonwealth Representative;

Note: The following clause relates to the ‘evaluate’ phase of the SADL.

the requirement for the Contractor to evaluate the trial Training course in order to:

Verify that the updated Training, conducted in accordance with the draft version of the Final LMP(s), meets the requirements of the TRS(s);

Validate that the updated Training, conducted in accordance with the Final LMP(s), can be delivered in the intended environment to provide trainees with the required competencies, skills and knowledge; and

demonstrate to the Commonwealth Representative, through the presentation of V&V results, that further development and the conduct of additional trial Training course(s) are not required;

the requirement for the Contractor to update the draft version of the Final LMP(s) in accordance with CDRL Line Number TNG-220 to include any improvements identified from the V&V of the trial Training course(s);

the requirement for the Commonwealth Representative to either Approve or Accept, as applicable, the final version of the Final LMP(s);

for nationally recognised Training courses, the requirement for the Contractor to obtain on the behalf of, or to assist the Commonwealth in obtaining, updates to the accreditation of the Training; and

the requirement for the Contractor to make available, all supporting information related to the analysis, design, development, conduct of trail Training courses, and the evaluation of Training undertaken in accordance with this clause 6.2.4.

* + 1. Mandated System Reviews for Training Development

Note to drafters: The following clause requires DSD-ENG-SERV to be included in the Contract; otherwise, drafters will need to transfer the required clauses from DSD-ENG-SERV.

The Contractor shall conduct the following Mandated System Reviews for Training development, in accordance with the Approved […INSERT 'TSP' OR 'SSMP'…] and clause 6.2.10 of DSD-ENG-SERV, when requested by the Commonwealth Representative:

a Performance Needs Analysis Review;

a Training Design Review;

a Training Course Readiness Review; and

a Training change completion audit.

The Contractor acknowledges that the objective of a Performance needs analysis review is to review the TRS and supporting information and, if necessary, to update plans for the design of changes to Training.

The Contractor acknowledges that the objective of a Training Design Review is to review the Draft LMP and supporting information and, if necessary, to update plans for the development of changes to Training.

The Contractor acknowledges that the objective of a Training Course Readiness Review is to review the draft Final LMP and supporting information, and to coordinate requirements for the pilot Training course.

The Contractor acknowledges that the objective of the Training Change Completion Audit is to review the Final LMP and supporting information, and to discuss Approval or Acceptance (as applicable) for the LMP, inclusive of all post-pilot course updates.

The Contractor shall conduct Mandated System Reviews for Training development as S&Q Services.