GUIDANCE PAGES TO BE DELETED WHEN PUBLISHED

ASDEFCON (SUPPORT)

SECTION 1: GUIDANCE FOR DSD-TNG-DEL

(Training Delivery SERVICES)

Status: Optional (must be included when delivery of Training courses is required).

Purpose: Refer to Description and Intended Use

Policy: Defence Learning Manual (DLM)

Refer to applicable single service Training manuals

Guidance: This DSD is directed at Training course delivery and related support activities such as assessments. It does not address the maintenance and update of Training courses (refer DSD-TNG-TMS) or the provision of Training-related management Services (refer DSD-TNG-MGT).

This DSD may include the delivery of both Commonwealth-sponsored Training and Contractor-sponsored Training (refer to the Glossary for definitions).

Related Clauses/Documents:

DSD-TNG-MGT for overall Training Services management

Optional Clauses: None

3. DESCRIPTION AND INTENDED USE

Status: Core

Purpose: To explain the purpose of this DSD for Training delivery.

Policy: Nil

Guidance: Services provided in accordance with DSDs are generally related to supporting the Products listed in SOW Annex A; however, Training that does not develop skills used to support or simply operate the Products may also be requested, such as:

1. operator mission / tactical Training; or
2. where the Mission System is actually Training Equipment (eg, a simulator) used to train operators of a system that is external to the Contract.

Often this type of Training is provided by Defence, but in some cases the Contractor may be required to provide, or participate in providing, such courses. In these cases the purpose of Training is not related to the Products themselves, and the description and intended use clause should be modified to identify the range of Training required (eg, ‘… the delivery of Training to Defence operators of ‘X’ system and to Defence Personnel as part of the support of the Products …’).

Related Clauses/Documents: None

Optional Clauses: None

5. APPLICABLE DOCUMENTS

Status: Core

Purpose: To identify documents applicable to the delivery of Training courses.

Policy: DLM

Guidance: Edit the listing of the applicable documents to suit the application of this Service. The documents listed, by default, include the documents for each service environment applicable to the delivery of Training. Other relevant documents should also be added, but drafters must not include references to Defence policy (eg, the DLM) unless the policy explicitly states that it is applicable to contractors, because these are open to interpretation and their applicability is usually limited to Defence Personnel.

The SADL addresses the Defence-wide approach to learning; however, if the Services include Training accredited within the national register of Vocational Education and Training (VET), it is appropriate to retain the VET Quality Framework as a reference. Drafters should consult the relevant service Training authorities to determine the need for reference to single service Training manuals.

Drafters should note that the references identified in this clause are only applicable to the extent specified in the DSD. Clause 6.2.1.1 pulls these applicable documents into the DSD, and either the applicable documents list or clause 6.2.1.1 would need to be modified if only a portion of the applicable documents are relevant to the required Training Services.

Related Clauses/Documents: None

Optional Clauses: None

6.1.1 Scope of DSD

Status: Core

Purpose: To identify the Training courses to be provided as part of the scope of Services.

Policy: Nil

Guidance: Clause 6.1.1 lists the Training courses to be delivered and/or assessed as part of the Services described in this DSD. Essentially this is a summary, or contents list, of the Training courses that are detailed under clause 6.2.2.

The list may refer to courses (or modules) by name and a unique identifier code. The list should include all Training delivery and assessment activities (ie, including those where the Contractor acts as an independent assessor for Training that is provided by Defence or another contractor).

The clause divides the required Training into Commonwealth-sponsored Training and Contractor-sponsored Training; however, if both types are not required, the clause should be modified accordingly.

Related Clauses/Documents:

All other clauses in this DSD

Optional Clauses: None

6.2.1 General

Status: Core

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

Policy: Nil

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

Where only sections of the Training manuals listed under clause 5 are applicable, this clause should be amended such that the applicable sections can be identified. Note that the SADL, which provides generic direction to the development and conduct of Training, is included under clause 5.

Related Clauses/Documents:

Draft SOW clause 8.1, Training Support Management Planning

DID-TNG-TSP

DID-SSM-SSMP

Optional Clauses: None

6.2.2 Training Course Details

Status: Core

Purpose: To define the requirements for each Training course to be delivered.

Policy: TBD

Guidance: Drafters need to copy the table provided under the draft clause 6.2.2.1 for each additional Training course to be delivered under the Contract. The table details should then be completed for each course. If the Training Service to be delivered for a particular course only includes the assessment module(s), then only the relevant rows of the table should be completed.

If suitable reference sources for course requirements exist external to the SOW, drafters may include those references within the table. If all suitable references are included in a consolidated document, drafters may replace the table with the applicable reference and add the referenced document to the ‘Applicable Documents’ list.

The following paragraphs provide a brief description of the details to be entered into the table:

Course Name and Identifier: The full title of the course or individual Training module. The identifier may be a simple abbreviation or reference to an official Defence abbreviation used in personnel management systems. If the course/module is recognised under the Australian Quality Training Framework, the course identifier code or unit of competency code should be inserted.

Panelling Authority: This section identifies the organisation responsible for panelling students to attend each instance of the Training course. If individuals will nominate themselves for Training courses, it is often appropriate for the Contractor to panel students. Where the Training is part of a broader program managed by Defence, it is usually a requirement for Defence to panel the students for each course. Option A or B should be chosen accordingly (ie, delete the option not required) and the period between panelling and course start must be inserted.

Course Duration: For attendance courses, this section will identify the number of days. For other forms of Training delivery (eg, on-line Training or attendance plus assignment work), drafters will need to explain the additional parameters (eg, ‘five days attendance with assignments to be submitted for assessment after two months’ or for on-line units ‘to be completed by each participant in less than two months’).

Course Frequency: This section identifies the number of times per year that each Training course needs to be provided. The intent of this section, in combination with other sections in the table, is to ensure that the scope of work is clearly set out so that the Contractor can best work out how to satisfy the Commonwealth’s requirements. As such, additional information may need to be provided to ensure that the scope is clear (eg, with respect to whether or not the courses will be evenly spread out over each Contract year, whether they will be run end-to-end, or whether they will be randomly required with no more than one in any month and no more than five courses per year). Where the Training courses are to be delivered in accordance with the Training schedule provided under clause 6.2.3, this section should cross-refer to this schedule and should set out any constraints and/or requirements that need to be incorporated into the schedule. This section can also be used when a course is only required for a portion of the Term (eg, for the first two years of the Contract), which may be required if Defence will take over Training delivery at some point in the Term. If courses are run continuously or, for other reasons, this section is not applicable, then drafters should simply insert ‘Not Applicable’. If courses are provided ‘on demand’ (eg, for some fully on-line Training), then and entry of ‘On demand’ may be sufficient; noting that the ‘number of Students’ (per year) would provide an indication of the level of effort.

Number of Students: Drafters may insert a single number or the minimum and maximum participant numbers, depending on the needs of the course.

Learning Management Package (LMP) Reference: This section should identify the applicable LMP for the Training course, if one exists. This could be either a Defence LMP or a VET training package.

Delivery Standard: This section may include a narrative such as ‘in accordance with adult learning principles’, or it may specifically refer to units of competency within a LMP / or VET training package by name and unit identifier.

Venue: Drafters should select the appropriate option; ‘A’ for Contractor-provided venues, ‘B’ for Commonwealth-provided venues or ‘C’ for virtual (on-line) delivery (ie, delete the options not required). If both Defence and the Contractor will provide venues for courses held in different regions, then include both options. Drafters may wish to expand Option A to identify proximity to a Defence location by adding ‘within 25 kilometres or 30 minutes’ drive from X Defence facility’, or to identify multiple locations, if necessary. If Defence will provide venues on an on-going basis, drafters may need to consider requirements for GFF. If virtual delivery is applicable, the system may be specified or “a system determined by the Contractor and Approved by the Commonwealth”. Applicable procedures should be identified (may be provided as GFI), even if simple access controls and security management requirements are to be specified for public video-conferencing systems.

Training Equipment and Training Materials: In general, the Contractor is expected to provide all Training Materials with the exception of those provided by the Commonwealth (refer SOW clause 9.4) and listed in this table. For example, the Commonwealth may provide Defence-controlled technical manuals while the Contractor provides all student workbooks, other equipment and materials. If the Commonwealth will provide Training Equipment for which the Contractor will take long-term control, drafters need to include this equipment and its Technical Data in Attachment E as GFE/GFD/GFI (this does not need to apply to basic items (eg, projectors) at Defence venues that are only used for the duration of a course).

Assessment: If the course or Training module is a recognised VET course and the Contractor is a Registered Training Organisation (RTO), then the assessment details should refer to an approved assessment process, such as ‘in accordance with the RTO’s Assessment Plan and the AAAXXX unit of competency’. In other cases, drafters will need to describe or refer to an applicable reference document for the assessment. If the assessment is to be undertaken by a third party or Defence agency, then this should be identified for clarity. If there is no formal assessment, insert ‘Not Applicable’ into the table.

If drafters are not experts in the management and delivery of these Training courses, advice should be sought from a subject matter expert and the applicable Defence Training agency.

Related Clauses/Documents:

Attachment E, Government Furnished Material and Government Furnished Services

Attachment O, Government Furnished Facilities Licence

DSD-TNG-MGT, in relation to Training Management and Training Personnel

Optional Clauses: None

6.2.3 Training Delivery

Status: Core

Purpose: To require the Contractor to follow a schedule for the delivery of Training courses.

Policy: Nil

Guidance: The clause requires the Contractor to follow an agreed Training schedule for the delivery of courses. The initial schedule (pre-tender) should be prepared by Defence, based on Defence’s need for the Training courses listed in this DSD. Thereafter, the Contractor is required to maintain a schedule as part of the management services in DSD-TNG-MGT.

Related Clauses/Documents:

Clause 6.2.1 of DSD-TNG-MGT, for scheduling of Training Services

DID-TNG-TSP

DID-SSM-SSMP

Optional Clauses: None

6.2.4 Course Joining Instructions

Status: Optional

Purpose: To require the Contractor to prepare and distribute course joining instructions to each course participant.

Policy: Nil

Guidance: This optional clause is not required if Defence will prepare and distribute joining instructions to participants for all courses. If not required, drafters are to replace the clause with ‘Not used’. If the clause is required, drafters are to insert the number of weeks prior to the course when joining instructions must be distributed.

If the Contractor is to provide joining instructions, the minimum information required is to be listed under clause 6.2.4.2. Drafters should amend this list for additional requirements, as appropriate (eg, car parking at Contractor-provided venues).

Related Clauses/Documents:

Clause 6.2.2, the ‘Joining Instructions’ section of the table for each Training course

Optional Clauses: None

6.2.5 Commonwealth Training Venues

Status: Optional

Purpose: To require the Contractor to set-up Commonwealth-provided Training venues and return them to their pre-Training condition after the Training course.

Policy: Nil

Guidance: This clause is only applicable if the Commonwealth will be providing venues (either directly or by arrangement with a third party) for Training on a course-by-course basis; the clause does not apply to GFF.

The clause requires, and holds the Contractor responsible for, the pre-course set-up and post-course return of the venue to its pre-course configuration and condition. This is particularly important for shared, multi-use or third-party venues. The clause allows for some change, based on Commonwealth agreement (eg, if the Commonwealth wishes to conduct another Training course in that venue immediately after the Contractor-delivered Training).

If clause 6.2.2 (ie, the ‘Venue’ section in any course table), identifies that the Commonwealth is to provide the Training venue, and the venue is not GFF, then this clause should be included. Otherwise it may be replaced with ‘Not used’.

Related Clauses/Documents:

Clause 6.2.2, the ‘Venue’ section of the table for each Training course

Optional Clauses: None

6.2.6 Training Equipment

Status: Core

Purpose: To clarify that the Contractor is responsible for the set-up and appropriate use of Training Equipment.

Policy: Nil

Guidance: This clause makes it clear that the Contractor is responsible for the set-up and operation of Training Equipment. The two clauses cover Commonwealth-provided and Contractor-provided Training Equipment.

If there will be no Commonwealth-provided Training Equipment, then the first of the two clauses may be deleted. If there are no Commonwealth-provided venues, then the second of the two clauses may be deleted. If both clauses are not required, they may be replaced with a single clause stating ‘Not used’.

The Training Equipment required for each course is listed in the table under clause 6.2.2, Training Course Details. Provision and maintenance of Training Equipment is covered by clause 9.4 of the draft SOW, while Attachment E must list Commonwealth Training Equipment provided as GFE. Drafters need to ensure these different parts of the Contract are consistent.

Related Clauses/Documents:

Clause 6.2.2, the ‘Training Equipment and Training Materials’ section of the table for each Training course

Draft SOW clause 9.4, Training Equipment

Attachment E, Government Furnished Material and Government Furnished Services

Optional Clauses: None

6.2.7 Training Materials

Status: Core

Purpose: To require the Contractor to provide all Training Materials for the delivery of Training courses, unless otherwise specified.

Policy: Nil

Guidance: This clause obligates the Contractor to provide Training Materials, including student notes and consumables (eg, writing pads) for each course, unless the Commonwealth has been specifically identified as providing some Training Materials. If the Commonwealth is to provide Training Materials, these must be listed in the ‘Training Equipment and Training Materials’ section of the table(s) under clause 6.2.2. There is no need to tailor this clause, only the table under clause 6.2.2.

Related Clauses/Documents:

Clause 6.2.2, the ‘Training Equipment and Training Materials’ section of the table for each Training course

Optional Clauses: None

6.2.8 Assessment

Status: Optional

Purpose: To require the Contractor to undertake assessments of participants undertaking Training.

Policy: Nil

Guidance: This clause is optional and not required if the Contractor will not conduct assessments (as listed in the tables under Clause 6.2.2), either because there are no formal assessments or because assessments will be undertaken by Defence or third party. If not required, replace the sub-clauses with a single ‘Not used’.

Where assessments are required, drafters need to identify if the assessment details are included in the LMPs or other documentation.

Following the completion of an assessment program (noting that assessments may not conclude until sometime after Training delivery), the Contractor must provide the results to the Commonwealth, via the Training information system (refer DSD-TNG-MGT) or by notifying a Commonwealth Training manager (ie, via email), and the appropriate certificate or other record to each student. The delivery of certificates, or other, to students is worded in such a way that different students may receive different certificates / records at the completion of the same course (eg, because some select to undertake an optional assessment but others do not). Timeframes in these clauses may be amended to suit requirements.

Related Clauses/Documents:

Clause 6.2.2, the ‘Assessment’ section of the table for each Training course

DSD-TNG-MGT, for Training management and Training information system requirements

Optional Clauses: None

6.2.9 Post-Training Reporting

Status: Optional

Purpose: To require the Contractor to report on the outcomes from each Training course delivered.

Policy: Nil

Guidance: This clause requires the Contractor to provide a post-Training report for each Training course. The reporting requirements refer to clause 8.2 of the draft SOW, Training Support Reporting, which, via the CDRL, refers to the Training portion of the Combined Services Summary Report (CSSR). Accordingly, the details to be reported for a single course should address the same reporting requirements as the Training portion of the CSSR (ie, details of the course conducted, number of students that attended, etc).

If the Commonwealth does not need individual course reports, but can rely on the CSSR (delivered in accordance with the SOW and CDRL) and Training information system, this clause would not be required and sub-clauses can be replaced with ‘Not used’. Note that the results for each individual participant must still be provided in accordance with clause 6.2.8.

Related Clauses/Documents:

Draft SOW clause 8.2, Training Support Reporting

DID-SSM-CSSR, requirements for the Combined Services Support Report

Optional Clauses: None

Detailed Service Description

1. DSD NUMBER: -
2. TITLE: Training Delivery SERVICES
3. DESCRIPTION AND INTENDED USE

Note to drafters: The following clause may need to be amended if the Training courses to be delivered are not linked to the Products identified at Annex A to the SOW.

This DSD defines the Commonwealth’s requirements for the delivery of Training to Defence Personnel as a part of the support of the Products identified at Annex A to the SOW. This Training may include both Commonwealth-sponsored Training and Contractor-sponsored Training.

1. INTER-RELATIONSHIPS

This DSD forms part of the SOW and inter-relates with the requirements of DSD-TNG-MGT.

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 to suit the requirements of this DSD (ie, include relevant references for the Training delivery Services). Do not include reference to Defence policy (eg, DI(G) PERS) 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.

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| --- | --- |
| 1. SADL | 1. Systems Approach to Defence Learning |
|  | 1. Vocational Education and Training (VET) Quality Framework |

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

Note to drafters: Provide a brief overview of the scope of the Training delivery Services.

The Contractor shall provide Training delivery Services, as described in this DSD, for the following Training courses:

Commonwealth-sponsored Training, namely:

[…INSERT COURSE NAME AND IDENTIFIER…]; and

[…INSERT COURSE NAME AND IDENTIFIER…]; and

Contractor-sponsored Training, namely:

[…INSERT COURSE NAME AND IDENTIFIER…]; and

[…INSERT COURSE NAME AND IDENTIFIER…].

* 1. Services
     1. General

Note to drafters: If only a portion of the Applicable Documents listed in clause 5 are applicable, then the following clause should be modified to ensure that only the applicable portion of each document is mandated on the Contractor. See also the guidance section of this DSD. Drafters also need to select the appropriate governing plan for Training Support, as defined in clause 8.1 of the draft SOW.

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

* + 1. Training Course Details

The Contractor shall deliver each of the Training courses identified at clause 6.1.1.1 in accordance with the details in the associated table for that course.

Note to drafters: Copy the following table for each Training course required, and fill in the appropriate details or refer out to where those details are already documented.

|  |  |
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| Course Name | […INSERT COURSE NAME (AND IDENTIFIER)…] |
| 1. Panelling Authority | Note to drafters: Option A will require the Contractor to be given approval for direct liaison with Defence agencies.  Option A: For when the Contractor is to panel participants:   1. The Contractor shall panel all stu**d**ents for each course to be conducted and provide a copy of the panel to the Commonwealth Representative […INSERT NUMBER OF WEEKS…] weeks prior to each commencing.   Option B: For when the Commonwealth is to panel participants and provide the information to the Contractor:   1. The Commonwealth shall panel all students for each course to be conducted and provide a copy of the panel to the Contractor […INSERT NUMBER OF WEEKS…] weeks prior to each course commencing. |
| 1. Course Duration | 1. […INSERT NUMBER OF DAYS…] days |
| 1. Course Frequency | Note to drafters: Refer to guidance for explanation.   1. […INSERT NUMBER OF TIMES…] courses per year |
| 1. Number of Students | 1. […INSERT NUMBER OF STUDENTS…] students per course |
| 1. Learning Management Package (LMP) | Note to drafters: Refer to guidance for explanation.   1. […INSERT APPLICABLE LMP REFERENCE…] |
| 1. Delivery Standard | Note to drafters: refer to guidance for explanation.   1. […INSERT NUMBER OF APPLICABLE STANDARD…] |
| 1. Venue | Note to drafters: Select an Option for Contractor and/or Commonwealth venues or virtual (on-line) delivery. For virtual Training, it will normally be necessary to refer to applicable procedures. Refer to guidance for more information.  Option A: For when the Contractor is to provide the venue:   1. The Contractor shall arrange the provision of the Training venues for this course.   Option B: For when the Commonwealth is to provide the venue:   1. The Commonwealth shall provide the following Training venues for this course: 2. […INSERT DETAILS (OR REFERENCES) OF COMMONWEALTH VENUES AND PERIOD OF AVAILABILITY FOR THIS COURSE, AS APPLICABLE…].   Option C: For when the Training course is delivered virtually:   1. The Contractor shall deliver the Training course virtually (on-line) using the […INSERT SYSTEM NAME…] in accordance with the […INSERT PROCEDURES…]. |
| 1. Training Equipment and Training Materials | Note to drafters: The Contractor should provide Training Equipment and Training Materials unless the Commonwealth has identified specific Training Equipment and Training Materials to be provided by the Commonwealth. Refer to guidance for more information.   1. The Commonwealth shall provide: 2. […INSERT DETAILS (OR REFERENCE) FOR THE TRAINING EQUIPMENT AND TRAINING MATERIALS REQUIRED FOR THE COURSE…] 3. The Contractor shall provide all other Training Equipment and Training Materials required for the course. |
| 1. Assessment | 1. […INSERT DETAILS (OR REFERENCE) FOR ASSESSMENT, INCLUDING COMPETENCY BASED TRAINING REQUIREMENTS…] |

* + 1. Training Delivery

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| Option A: For when the Contractor is to prepare the schedule for Training delivery and assessment activities.  The Contractor shall incorporate its schedule of Training delivery and assessment activities into the overall Training schedule required under DSD-TNG-MGT.  Option B: For when the Commonwealth is to prepare and provide the Contractor with the schedule for Training delivery and assessment activities.  The Commonwealth shall develop a proposed schedule for the delivery of Training courses and associated assessment activities, programming these activities for a period of not less than [...INSERT NUMBER OF MONTHS ...] months in advance, or until the end of the Term where that period is less than [...INSERT NUMBER OF MONTHS ...] months.  Where the Commonwealth’s proposed schedule for the delivery of Training courses and assessment activities is consistent with the requirements and constraints for each Training course identified under clause 6.2.2 or elsewhere in the Contract, the Contractor shall incorporate the Commonwealth’s Training delivery schedule into the overall Training schedule required under DSD-TNG-MGT, except where otherwise agreed by the Commonwealth Representative.  Where the Commonwealth’s proposed schedule for the delivery of Training courses and assessment activities is not consistent with the requirements and constraints for each Training course identified under clause 6.2.2 or elsewhere in the Contract:  the Commonwealth shall firstly consult with the Contractor to determine whether there are any issues with meeting the proposed schedule, and any impacts that the proposed schedule may have on the Contractor's obligations under the Contract, including the SOW and other DSDs;  where there are issues or potential impacts associated with the Commonwealth’s proposed schedule, the parties shall negotiate in good faith to produce a schedule that meets the Commonwealth’s Training requirements while minimising the Contractor’s issues and potential impacts;  if, after five Working Days since the start of negotiations under clause 6.2.3.4b, a schedule cannot be agreed, the Commonwealth Representative may issue a direction in relation to the schedule for the delivery of Training courses and assessment activities and the Contractor shall comply with this direction; and  if the Commonwealth Representative issues a direction under clause 6.2.3.4c, the Contractor:  may make a claim for performance relief and performance relief costs in relation to any affected Services; and  may submit a CCP in accordance with clause 11.1 of the COC to increase the price only for the delivery and assessment of Training courses.  The Contractor shall incorporate the Commonwealth’s Training delivery schedule into the overall Training schedule required under DSD-TNG-MGT. |

The Contractor shall deliver the Training courses and undertake programmed assessment activities in accordance with the Training schedule required under DSD-TNG-MGT.

The Contractor shall notify the Commonwealth Representative of any proposed amendment to the schedule for Training delivery and assessment activities no less than 15 Working Days before the scheduled start of any Training course affected by the proposed amendment.

Where the Commonwealth Representative, acting reasonably, does not agree to the Contractor’s proposed amendment to the schedule for Training delivery and assessment activities, as advised in its notice under clause 6.2.3.7, the Contractor shall provide the required Training courses in accordance with the unamended schedule, except where otherwise agreed by the Commonwealth Representative.

The Commonwealth Representative shall notify the Contractor of any proposed amendment to the schedule for Training delivery and assessment activities no less than 15 Working Days before the scheduled start of any Training course affected by the proposed amendment.

Where the Contractor, acting reasonably, is unable to support the Commonwealth’s proposed amendment to the schedule for Training delivery and assessment activities, as advised in its notice under clause 6.2.3.9, the parties shall negotiate in good faith to agree a revised Training schedule.

The Contractor shall ensure that the Training delivery and assessment does not deviate from the Approved […INSERT LMPs and / or curriculum documentation…], except where otherwise agreed by the Commonwealth Representative.

* + 1. Course Joining Instructions

Note to drafters: Include this clause only when the Contractor is to prepare and distribute joining instructions; otherwise, delete the clause and replace it with ‘Not used’.

The Contractor shall prepare a course joining instruction for each course to be conducted and issue the instruction at least […INSERT NUMBER OF WEEKS…] weeks prior to each course commencing to:

each student on the panel,

the parent Defence unit for each student, and

the Commonwealth Representative.

Joining instructions issued in accordance with clause 6.2.4.1 shall contain sufficient information to enable each student to fully participate in the course, including:

Note to drafters: Amend the sub-clauses to identify the details required in joining instructions.

course name;

daily commencement and completion times;

venue details;

point of contact details; and

[...DRAFTER TO INSERT...]

* + 1. Commonwealth Training Venues

Note to drafters: If there are no Commonwealth provided venues for the delivery of Training the following clause can be replaced with ‘Not used’.

Where a Training course is to be delivered at a Commonwealth-provided venue, the Contractor shall set-up and safely and correctly operate the Training venue, and return it in a serviceable condition after each course or individual Training period within a course (as applicable), except where otherwise agreed by the Commonwealth Representative.

* + 1. Training Equipment

If the Training Equipment required for a Training course is either owned or arranged for use by the Commonwealth, the Contractor shall set-up, safely and correctly operate the Training Equipment, and return it in a serviceable condition after use to the location specified by the Commonwealth Representative.

If a Training venue is provided by the Commonwealth and Training Equipment is provided by the Contractor, the Contractor shall set-up all Training Equipment such that the Training course can be provided in accordance with the LMP applicable to that Training.

* + 1. Training Materials

Except as otherwise identified under clause 6.2.2, the Contractor shall provide all student notes and other consumable materials required for the delivery of Training.

* + 1. Assessment

The Contractor’s assessment of students shall not deviate from the assessment strategy and standards within the Approved […SELECT LMPs and / or curriculum documentation…], without the Approval of the Commonwealth Representative.

Note to drafters: Select one or both of the following options based on requirements. If the Contractor is given access to a Defence information system for entering student data, note that training may be added via clause 3.16 of the SOW.

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| Option: Include when results are to be provided to a Commonwealth Training Manager by notice (ie, email).  Within two Working Days of the completion of each Training and assessment program, the Contractor shall notify […INSERT COMMONWEALTH TRAINING MANAGER…] of the assessment results for each student. |

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| Option: Include when results are to be entered into a Commonwealth information system.  Within two Working Days of the completion of each Training and assessment program, the Contractor shall record the assessment results for each student in the [...INSERT DETAILS OF training Information System...]. |

Within five Working Days of the completion of each Training and assessment program, the Contractor shall provide or deliver to each student, who successfully completes the Training, a statement of attainment, record of attainment, certificate of attendance, or other certificate, as applicable to each Training program and student.

* + 1. Post-Training Reporting

The Contractor shall:

prepare a post-Training report, in the Contractor’s format, for each course completed; and

deliver the report to the Commonwealth Representative within 10 Working Days of the completion of that course.

Within the post-Training report required by clause 6.2.9.1, the Contractor shall address the reporting requirements specified at clause 8.2 of the SOW (for the Training section of the Combined Services Summary Report), as applicable to the individual Training course.