DATA ITEM DESCRIPTION

1. DID NUMBER: DID-ILS-TNG-TSP-V5.3
2. TITLE: Training SUPPORT Plan
3. DESCRIPTION AND INTENDED USE

The Training Support Plan (TSP) describes the Contractor’s plans, methodologies and processes for learning development, the implementation of Training and Training Support solutions, and for the delivery of trial courses and initial Training courses, as required under the Contract. The TSP describes how the Contractor plans to implement new and modified Training courses consistent with the Systems Approach to Defence Learning (SADL) model (ie, including analyse, design, develop, implement and evaluate phases).

Note: While the SADL recognises different methods of learning, the Contract seeks formal Training methods that can be delivered by a Defence unit or support contractor. Capitalised terms in this DID, which are not defined in the Glossary, are references to terms used and products defined in the SADL.

The Contractor uses the TSP to:

define, manage and monitor the learning development activities under the Training Support elements of the Contract;

integrate the Training Support program with other activities under the Contract; and

ensure that those parties involved in the learning development program and the implementation of Training systems, understand their responsibilities, the processes to be used, and the timeframes involved.

The Commonwealth uses the TSP to:

understand, monitor and evaluate the Contractor’s approach to meeting requirements for learning development and the implementation of Training and Training Support systems under the Contract;

gain assurance that the Training Support program will meet the requirements of the Contract; and

understand the Commonwealth’s involvement in the Contractor’s learning development program, and Training Support systems implementation, including the provision of Commonwealth resources.

1. INTER-RELATIONSHIPS

The TSP is subordinate to the following data items, where these data items are required under the Contract:

Integrated Support Plan (ISP);

Systems Engineering Management Plan (SEMP); and

Verification and Validation Plan (V&VP).

The TSP inter-relates with the following data items, where these data items are required under the Contract:

Performance Needs Analysis Report (PNAR);

Training Recommendations Report (TNGRECR);

Training Requirements Specifications (TRSs);

Learning Management Packages (LMPs);

Task Analysis Reports;

Support System Technical Data List (SSTDL);

Training Materials List (TML);

Training Equipment List (TEL);

Recommended Spares Provisioning List (RSPL);

Support and Test Equipment Provisioning List (S&TEPL);

Recommended Provisioning List (RPL);

Acceptance Test Plans (ATPs);

Acceptance Test Procedures (ATProcs);

Acceptance Test Reports (ATRs);

Contractor Transition Plan (CTXP); and

Contract Master Schedule (CMS).

If Software is required for Training delivery or Training Equipment, the TSP will inter-relate with the following data items, where these data items are required under the Contract:

Software Management Plan (SWMP); and

Software List (SWLIST).

1. APPLICABLE DOCUMENTS

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

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| --- | --- |
| 1. SADL Guide | 1. Defence Learning Manual chapter 4: the *Systems Approach to Defence Learning Practitioners’ Guide* |
|  | 1. The applicable ADF Service Training Manual, as specified in the Statement of Work |

1. PREPARATION INSTRUCTIONS
   1. Generic Format and Content

The data item shall comply with the general format, content and preparation instructions contained in the CDRL clause entitled ‘General Requirements for Data Items’.

When the Contract has specified delivery of another data item that contains aspects of the required information, the TSP shall summarise these aspects and refer to the other data item.

The data item shall include a traceability matrix that defines how each specific content requirement, as contained in this DID, is addressed by sections within the data item.

* 1. Specific Content
     1. General

The TSP shall describe the objectives, scope, constraints, and assumptions for the Contractor’s Training and Training Support (including learning development) activities.

Risks associated with the learning development program, and the implementation of Training and Training Support solutions, shall be documented in the Risk Register; however, the TSP shall describe the risk-management strategies associated with any global risks relating to learning development, through-life Training delivery, and Training Support.

The TSP shall highlight any differences between the Commonwealth’s SADL Guide and related standards and ADF Service Training Manual(s) (if identified in the SOW), and the Contractor’s plans for the analysis, design, development, implementation and the evaluation of Training.

* + 1. Learning and Training Support Organisation

The TSP shall describe the Contractor's organisation for meeting the Training and Training Support (including learning development) requirements of the Contract, including:

the Contractor’s organisations and management structure, including Approved Subcontractors, showing how the Training and Training Support organisation is integrated into higher-level management structures and organisations;

the interrelationships and lines of authority between all parties involved; and

the responsibilities of all parties involved, including the identification of the positions and individual(s) with managerial responsibility and accountability for meeting the Contract requirements for Training and Training Support.

* + 1. Overview of Training and Training Support Activities

The TSP shall provide an overview of the Contractor’s learning development, Training delivery and Training Support implementation program, including:

the major activities to be undertaken, when, and by whom;

a description of the Contractor’s learning development program, including and how it maps to the life-cycle phases of the SADL model;

the integration of Subcontractor activities;

interfaces with other programs, including Systems Engineering and Integrated Logistic Support management, to ensure that Training outcomes are consistent with the Mission System and the Support System, and the analysis of operator and support tasks;

interfaces with the Configuration Management program, including the approach to ensure that Training is consistent with the Mission System Product Baseline;

the strategy, processes and controls for integrating Training and Training Support (including learning development) activities into existing Commonwealth systems and infrastructure; and

the Contractor’s expectations with respect to the Commonwealth interfaces and interactions, including with Commonwealth agencies external to the project office.

* + 1. Personnel Qualifications and Experience

The TSP shall summarise the numbers and categories of Contractor and Subcontractor personnel required to implement the Training and Training Support (including learning development) program.

The TSP shall list the personnel, or the categories of personnel, involved in the analysis, design and development of learning requirements, and the implementation and evaluation of the resulting Training programs. This list shall include:

the position title or role;

the names of those personnel (if available) in management / team leader positions;

the skills, competencies and formal qualifications required;

teaching experience, for instructor positions, describing the actual or expected experience for the position / role; and

technical experience, describing the technical experience and background required for the position / role.

The TSP shall identify any training to be undertaken by Contractor personnel to meet the Training (including learning development) program and implement the Training Support requirements of the Contract, including details of the proposed courses, schedule and personnel.

* + 1. Analyse Phase

The TSP shall describe the Contractor’s strategy, methodology, processes and tools for the conduct of the SADL ‘Analysis Phase’ and the identification of intervention solutions recommended for approval, including:

analysis of the Analyse Phase scope and processes to be undertaken including (as annexes to the TSP):

‘Analyse Phase Scope Proposal’ (SADL product AP1); and

‘Risk Assessment Summary’ (SADL product AP2);

the analysis of performance needs and the development of the Performance Needs Analysis Report (PNAR), including:

‘Job Task Profiles’ (SADL product AP3), identified from task analyses of operator and support tasks (and populated in the TAR);

‘Job Specifications’ (SADL product AP4);

‘Target Population Profiles’ (SADL product AP5); and

‘Gap Analysis Statements’ (SADL product AP6);

the approach to stakeholder engagement, including the Defence authority for feasibility analysis endorsement if applicable;

the conduct of feasibility analyses (and development of Feasibility Analysis Reports, SADL product AP7) and risk assessments for learning interventions, identifying the potential learning methods and related Support Resources; and

when required under the Contract, the preparation of a TRS (SADL product AP9) for each applicable job / task that requires Training.

The TSP shall describe the Contractor’s internal review and approvals processes for the documents produced during the Analyse Phase.

* + 1. Design Phase

The TSP shall describe the Contractor’s strategy, methodology, processes and tools for the SADL ‘Design Phase’ activities, including:

analysis of the scope of the Design Phase, in order to establish an optimal method for designing a learning program, including:

‘Design Phase Scope Proposal’ (SADL product DesP1); and

‘Risk Assessment Summary’ (updated SADL product AP2);

analysis of the required Support Resources, including Facilities, Training Equipment and delivery personnel, to implement the requirements specified in the TRS(s), and the Training environments for the ‘Environments Profile’ (SADL DesP2):

generation of learning outcomes and curriculum design, including:

if required, development of the Mapping Matrix (SADL product DesP3); and

development of the draft Learning Outcomes (SADL product DesW3); and

the analysis and design of the course structure and development of the Draft LMP (sections 1 to 3) for each Training course, including:

preparation of learning management information (LMP section 1) for each identified course, including course descriptions, learning outcomes, assessments, ‘Evaluation Plan / Statement’ requirements and, if applicable, the identification of Units of Competency within the national register of Vocational Education and Training (VET);

the design of Training curricula (LMP section 2), spanning the range of courses required; and

the identification and evaluation of major Support Resource requirements for the learning program (LMP section 3).

The TSP shall describe how the SADL Design Phase activities will be integrated with the V&V program under the Contract, including how ‘Evaluation Plans / Statements’ (SADL section Des4.4) are integrated with V&V program requirements for ATPs and ATProcs.

The TSP shall describe the Contractor’s strategy, methodology, processes and tools for optimising the range and quantity of Training courses, Training Equipment and Training Materials, for Training to be delivered under the Contract and through life, subsequent to the Contract, including as applicable for:

Introduction Into Service Training;

Conversion Training; and

Sustainment Training.

The TSP shall describe the methodology to be used by the Contractor to develop the Training Equipment List (TEL).

The TSP shall describe the Contractor’s internal review and approvals processes for the documents produced during the Design Phase.

* + 1. Develop Phase

The TSP shall describe the strategy, methodology, processes and tools to be used for the SADL Develop Phase activities and the completion of each of the LMPs, including:

the development of ‘Learning and Assessment Materials’ / Training Materials (LMP section 4);

refinement and completion of the resource requirements (LMP section 3);

the conduct of trial courses (for ‘Learning and Development Solutions’) and reporting the results in accordance with clause 6.2.7.3; and

the finalisation of LMP sections 1 to 5.

In meeting the requirements of clause 6.2.7.1, the TSP shall:

identify the standards applied to the development of Training Materials and describe how these standards have been tailored to meet the needs of the Contract; and

describe how the Contractor will maintain consistency between the LMP and the Product Baselines for the Mission System and Support System Components for which Training is required.

Note: Participants for trial courses may include learners and other participants, such as future trainers and those required to evaluate Training, in order to inform the Verification and Validation activities for Training solutions, as required to achieve Acceptance under the Contract.

In respect of Training courses (Learning and Development Solutions) to be delivered for the purposes of the V&V program (eg, for the Acceptance of Training Equipment, Training Materials and/or Training courses as a whole), the TSP shall describe the arrangements for each ‘trial course’ including:

the administrative arrangements, as applicable to the SADL Implement Phase described in clauses 6.2.8.2a to 6.2.8.2c;

the conduct of Training Readiness Reviews (TNGRRs) prior to each applicable trial course, in accordance with clause 5.1.2 of the SOW;

the Contractor’s expectations for the Commonwealth and any Associated Parties, including for panelling learners and other participants, the provision of Facilities and other Support Resources, and for trial course delivery and assessment;

the review and use of ‘Evaluation Plans / Statements’ (from LMP section 1);

reporting the results as a Trial Report (SADL product DP1); and

finalising the LMP, as applicable, following the evaluation of the trial course.

The TSP shall describe how the trial courses will be integrated with the V&V program under the Contract, including:

how ‘Evaluation Plans / Statements’ are integrated with ATPs and ATProcs; and

how ‘Trial Reports’ (used for SADL Evaluate Phase activities under clause 6.2.9) are integrated with ATRs.

The TSP shall describe the Contractor’s internal review and approvals processes for the documents produced during the Develop Phase.

* + 1. Implementation Phase

The TSP shall describe the Contractor’s plans and schedule for the SADL ‘Implement Phase’, as required under the Contract, including as applicable to:

the delivery of Training courses (ie, in addition to any trial courses) in accordance with clause 5.3.4 of the SOW, or as otherwise agreed between the parties; and

the implementation of Training and Training Support systems for the provision of Sustainment Training (ie, subsequent to any Training delivered under the Contract).

In respect of Training courses (Learning and Development Solutions) to be delivered under the Contract the TSP shall describe, as applicable:

preparation activities, including:

the scheduling of courses and panelling of learners / participants;

the installation and setup of major items of Training Equipment and other Support Resources; and

the preparation of Training Materials;

the delivery of Training courses (Learning and Development Solutions) including, as applicable:

any remaining pre-course preparation activities;

the conduct of Introduction into Service, conversion, and any other category of Training courses specified in the Contract;

preparing for and conducting assessments; and

post-delivery restoration of the training environment;

post-course administration, including the recording and issuing of certificates / Records of Attainment;

the Contractor’s expectations for the Commonwealth and Associated Parties, including for panelling learners, the provision of Facilities and other Support Resources, and for Training course delivery and assessment; and

reporting and reviewing the results from all Training and assessment activities, including the preparation of Learning Review Reports described by clause 6.2.8.4.

In respect of Training and Training Support systems to be implemented for Sustainment Training (to be provided by the Commonwealth, Associated Parties, and/or under a subsequent contract) the TSP shall include details for, as applicable:

the preparation for Sustainment Training including, if applicable, for courses that will not be delivered under the Contract but that depend on the Training Equipment and Training Materials supplied under the Contract;

if not required for Training delivered under the Contract, any additional requirements to establish capabilities to enable on-going Training and Training Support, such as:

course management systems and/or a Software environment for computer based training; and

any additional Facilities, including the installation of major items of Training Equipment in those Facilities; and

the Contractor’s expectations for the Commonwealth and any Associated Parties, including for the preparation of Facilities and the provision of other Support Resources, with reference to the CTXP when applicable.

The TSP shall define the content for the reports to be provided to the Commonwealth following each Training course delivered under the Contract, including:

the learning review reporting requirements detailed within the applicable LMP;

an overview of the learning solution(s) and Training conducted, course structure and content, the participants (eg, typical learners or future trainers under training) and the learning environment;

a summary of the data collected, with details included in an annex or provided as supporting documentation;

a summary of conclusions drawn from the data collected, including with respect to the effectiveness of the Training design and implementation;

identifying any required updates to Training Materials;

any other recommendations or issues to be addressed;

any additional information required to inform subsequent Learning and Development Solution and Training evaluation activities; and

if the Training course is also conducted for purposes of V&V (eg, for the Acceptance of Training Equipment, Training Materials or an existing course / learning solution as a whole), any additional information required to develop ATRs.

If a Training course (or module) is, or will be part of, a nationally recognised VET qualification, the TSP shall describe the activities required for the LMP to be endorsed by the applicable regulator.

* + 1. Evaluate Phase

The TSP shall describe the Contractor’s program of activities for the SADL ‘Evaluate Phase’, for the evaluation of learning solutions, Training courses and Training Support.

The TSP shall describe the Contractor’s plans, processes and tools to be used for the Evaluate Phase, including as applicable:

the key risk factors and risk management processes;

evaluation plans and preparation, including review of the applicable Evaluation Plan / Statement (from LMP section 1) and identification of data requirements;

evaluation in accordance with the Evaluation Plan / Statement;

analysis and interpretation of data;

production of the Evaluation Report (refer to SADL section 5 resources); and

participation in the Learning Review Board (in an advisory capacity).

When applicable, the TSP shall describe how the SADL Evaluate Phase activities will be integrated with the V&V program, including how planning, evaluation and reporting activities are integrated with V&V program requirements for ATPs, ATProcs and ATRs.

* + 1. Training Equipment – Development

The TSP shall describe the strategy, methodology, processes, tools and schedule for:

the identification of required Training Equipment;

defining the range, quantity and distribution of Training Equipment;

rationalising of the list of Training Equipment defined in either the TEL or the RPL, whichever is required under the Contract;

implementing the acquisition of Training Equipment, including any considerations for Long Lead Time Items (LLTIs);

the delivery and installation of Training Equipment at each location, as applicable;

the V&V of Training Equipment; and

if applicable, the modification of existing Training Equipment.

In addressing the requirements of clause 6.2.10.1, the TSP shall also address:

optimisation of the range, location and quantity of Training Equipment (identified in the TEL or the RPL as required under the Contract), including undertaking standardisation and offsetting of the Training Equipment needed against the Training Equipment that is already in-service with the Commonwealth;

the processes and methodology used to evaluate the suitability of any Training Equipment proposed by the Commonwealth for standardisation and offsetting;

the processes and methodology used to identify and evaluate any Software required to operate and support the Training Equipment;

the Software and Technical Data to be delivered with the Training Equipment, with reference to entries in the SSTDL and SWLIST, as applicable;

the management of Training Equipment-related:

Subcontractor contractual arrangements;

quality assurance provisions; and

Defect notification and rectification provisions and requirements;

any Training associated with the use and support of the Training Equipment;

the identification of applicable design standards for the development of new Training Equipment, including hardware and associated Software products; and

the configuration documentation required for each item of Training Equipment.

* + 1. Training Equipment Management Categories

The TSP shall define a Training Equipment category matrix to facilitate management of the development, V&V and Support Resource determination efforts for various categories of Training Equipment (with this category included in the TEL or the RPL, whichever is required under the Contract). The Training Equipment category matrix shall address:

**Developmental Maturity**. Training Equipment shall be classified as:

‘NDI/COTS’, when the item will be provided as a Supply without modification.

‘Developmental – Minor’, when the equipment is subject to a modification action that is classed as a Minor Change, to make it suitable as a Supply.

‘Developmental – Major’, when the equipment is specifically developed for the Contract, or subject to a modification action that is classed as a Major Change, to make it suitable as a Supply.

**Complexity**. The complexity of Training Equipment is recognising by the functions it performs. For example, a Mission System simulator may be classified as ‘complex’, whereas a COTS video projector could be classified as ‘simple’.

**Significance**. Training Equipment classified as ‘Developmental – Minor’ or ‘Developmental – Major’ are to be further categorised as ‘significant’ or ‘non-significant’ by using the process defined in response to clause 6.2.11.2.

The TSP shall define the Contractor’s method to determine significance within the category matrix. Significance is an assessed level of risk associated with the design or design change, and is defined as a combination of the potential consequences (eg, risk to safety during Training or the subsequent performance of skills trained) and the likelihood of that consequence due to shortfalls in the design or design change (as applicable).

For each Training Equipment category identified, the TSP shall detail the methodology, processes and procedures for:

identifying and managing the engineering effort for the design or design change;

the identification of Product Specifications;

identifying V&V requirements; and

identifying Support Resource requirements.

* 1. Annexes

The TSP shall include annexes for the applicable:

Analyse Phase Scope Proposal (SADL product AP1); and

Risk Assessment Summary (SADL product AP2).