GUIDANCE PAGES TO BE DELETED WHEN PUBLISHED

ASDEFCON (SUPPORT)

SECTION 1: GUIDANCE FOR

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Status: Core

Purpose: Refer to ‘Description and Intended Use’.

Policy: Defence Learning Manual (DLM)

Refer to applicable single service Training manuals.

Guidance: This DSD acts as the head or lead DSD for Training Services. Additional DSDs can fit under the framework set up by this DSD. In particular, Training program evaluations, upkeep and amendment of Training courses are addressed in DSD-TNG-TMS, delivery of individual courses is addressed in DSD-TNG-DEL, and support of Training Equipment is addressed in clause 9.4 of the SOW. Drafters should also seek guidance from their Service Training advisor.

Related Clauses/Documents:

DSD-TNG-DEL

DSD-TNG-TMS

Draft SOW clause 9.4, Training Equipment

DID-TNG-TSP

Optional Clauses: None

5. APPLICABLE DOCUMENTS

Status: Core

Purpose: To identify documents applicable to providing Training Services.

Policy: DLM

Guidance: Drafters need to edit the list of applicable documents to suit the Training Services in this DSD. Other relevant documents may be added, but drafters must not include references to broad Defence policy (unless the policy explicitly states that it is applicable to contractors), otherwise these are open to interpretation within a contract and their applicability is usually limited to Defence Personnel.

Drafters should note that the references in this clause are only applicable to the extent specified in the DSD. Clause 6.2.1.1 may need to be modified if only a portion of the applicable documents are relevant to the required Training Services.

Related Clauses/Documents:

Clause 6.2.1.1 of this DSD.

Optional Clauses: None

6.2.1 Training Management

Status: Core

Purpose: To require the Contractor to plan and manage the required Training Services.

Policy: DLM

Guidance: As a basis for Training standards, Defence policy aligns to Australia’s Vocational Education and Training (VET) Quality Framework, with Defence training units being Registered Training Organisations (RTOs). Course documentation is also similar to that required by the *Standards for Vocational Education and Training (VET) Accredited Courses 2012*, whether or not an individual Training course is nationally recognised. This approach is extended to contracts, with the Contractor either being an RTO or providing Training Services under the management system of a Defence RTO. The choice between these options determines the selection of Options A and B when tailoring clause 6.2.1.

If the Contractor is to assess achievement against nationally recognised VET units of competency, for which they must be registered providers, then Option A, for the Contractor to be an RTO, must be selected. If a Defence RTO will issue the related qualifications, then Option B, for the Contractor to work under a Defence RTO’s quality system, may be chosen.

If none of the Training relates to VET qualification (eg, because it relates to specific Defence equipment), then Option B remains suitable. Even though competencies may not be nationally recognised, an RTO’s obligations for Training management, student records and assessment standards are still applied through the Defence RTO to ensure consistent management of Training for Defence staff.

If the Contractor is to provide some Training as an RTO and other Training under a Defence RTO, then both options may be retained and modified (ie, by removal of reference to ‘all’ Training). Additional details should be included to identify the applicability of courses to each RTO.

At clause 6.2.1.1, drafters should identify if the Contractor should plan and manage Training in accordance with a stand-alone Training Support Plan (TSP) or within the SSMP. These clauses should match the selection in clause 8.1 of the draft SOW. Note that if the Contractor is an RTO they must meet minimum standards for Training organisation plans and procedures; hence, Contract-specific plans will most likely to refer to these and not be overly detailed themselves.

Related Clauses/Documents:

DID-TNG-TSP and DID-SSM-SSMP

Optional Clauses: None

6.2.2 Training Information System

Status: Optional

Purpose: To identify the requirement for a Training information system and, in particular, whether on-line access to a Defence Training information system will be provided.

Policy: TBD

Guidance: A Training information system is compulsory for the recording of Training information regarding course participation, results and awarded qualifications. Notwithstanding, this clause is optional because a Training information system may not be necessary for smaller Training contracts or where the Commonwealth manages the Training information and the provision of assessment results and course reporting through DSD-TNG-DEL provide the additional information required. If a Training information system is not required, the clauses under 6.2.2 may be deleted and replaced with ‘Not used’.

When a Training information system is required, drafters must insert the governing plan for Training into clause 6.2.2.1 and, where necessary, amend the list of functions that the Training information system must be able to provide.

The list of information requirements includes, by default, data required to satisfy reporting needs for the Australian Vocational Education and Training Management Information Statistical Standard (AVETMISS). More information on AVETMISS is available from the National Centre for Vocational Education Research (NCVER) website (<https://www.ncver.edu.au/rto-hub/avetmiss-support-for-rtos>). If the courses are not nationally recognised, then this last data requirement may not be required and can be removed; however, more detailed requirements may need to be added to the list. Drafters should seek advice from the Defence Training unit or Service RTO for further information regarding the data required.

The drafter should select from the optional clauses: Options A and B. Option A should be selected when the Contractor will be provided on-line access to a Commonwealth-owned (or licensed) Training information system, such as Patriot Excalibur (PEX) for aircrew training, or other Commonwealth system.

Option A would be applicable where the Contractor is working on a Defence site or the Commonwealth will provide system access to an off-site Training facility owned by the Contractor. If chosen, options A-1 or A-2 must be selected depending on exclusive access to the system (ie, as GFE) or shared access. Shared access may occur where the facility is shared with Defence staff or another contractor. Details of GFE and GFS will need to be added to Attachment E when applicable.

Drafters should note that training in Commonwealth-provided information systems is covered under clause 3.17 of the SOW, and additional clauses are not required here. Drafters must, however, plan for the provision of this training.

Smaller Training contracts may not warrant the cost of an on-line connection to the Commonwealth system, but the Contractor may still be required to manage Training information. In these instances, the requirements for reporting of Training information to the Commonwealth may need to be identified and an appropriate DID developed, added to the CDRL, and referred to from Option B (noting that, if part of VET Training, reference to AVETMISS may reduce the detail required).

It is also possible for a Contractor to have both on-line access, while located at a Defence facility, and to not have access at another location where Services are provided. If this is expected when drafting the RFT, the drafter will need to include and tailor both Options A and B.

Related Clauses/Documents:

DID-TNG-TSP and DID-SSM-SSMP

Draft SOW clause 3.13.3, Information Systems Security

Draft SOW clause 3.16, Mandated Defence Information Systems

Draft SOW clause 9.2, Technical Data

Draft SOW clause 9.7, Computer Support

DSD-TNG-DEL, for related Training assessment and reporting requirements

Attachment E, for GFM and GFS

Attachment O, Government Furnished Facilities

Optional Clauses: None

6.2.3 Learning Review Boards

Status: Optional

Purpose: To require Contractor participation in Commonwealth Training program review boards.

Policy: TBD

Guidance: Learning Review Boards are established to provide oversight and strategic direction to Defence Training activities, irrespective of whether or not a contractor is required to manage and deliver some or all of that Training.

These Services are optional and may not be necessary for smaller Training programs or for Contractor-sponsored Training, particularly where the Contractor delivers Training packages for nationally recognised VET courses. In such cases, the clauses under 6.2.3 may be replaced with a single ‘Not used’.

Learning Review Boards are normally established where there is a significant quantity of Training required and/or specific needs (ie, such as safety) that are highly dependent upon the competencies provided through that Training. Learning Review Boards form part of the evaluation processes under the SADL. As such, the Learning Review Boards consider information in relation to the effectiveness of Training, including feedback from Training courses, ongoing assessments, and proposals for changes to Training. Where the Contractor is delivering Training, performing assessments, and/or managing LMPs, then there is generally a requirement for the Contractor to be present at Learning Review Board meetings.

The Contractor may need to be a member of the Commonwealth’s Learning Review Boards because it may be the subject matter expert or have a better appreciation of the contractual implications of any proposed changes to the Training program.

The Contractor’s participation in Learning Review Boards is managed as an ad hoc meeting, in accordance with clause 3.4.6 of the SOW. This clause has standard arrangements for meeting locations and chairing, which are superseded by the requirements of this clause. Drafters should review clause 6.2.3 and SOW clause 3.4.6 to identify the need for any further exemptions from standard ad hoc meeting arrangements. Drafters should then modify clause 6.2.3.2 to ensure that any additional requirements (ie, alternatives to the provisions for ad hoc meetings) are included to suit the scope of the Training requirement and the Commonwealth’s envisaged Training-management arrangements.

Drafters need to identify the number and duration of Learning Review Board meetings to be attended by the Contractor on an annual basis and modify clause 6.2.3.5 accordingly. This is included as a Recurring Service, with any additional effort managed as an S&Q Service.

Related Clauses/Documents:

DID-TNG-TSP and DID-SSM-SSMP

Draft SOW clause 3.4.6, Ad Hoc Meetings

Optional Clauses: None

6.2.4 Authorised Training Personnel

Status: Optional

Purpose: To ensure that Contractor Training personnel are suitably capable and authorised.

Policy: TBD

Guidance: Drafters need to amend draft clause 6.2.4.1 by inserting either the TSP or SSMP, as applicable. Drafters should also amend the clauses under this heading to suit specific requirements. For example, it may not always be applicable for the Contractor’s Training Personnel to hold the identified Certificate IV.

Related Clauses/Documents:

DID-TNG-TSP and DID-SSM-SSMP, for managing Training staff qualifications and experience.

Optional Clauses: None

6.2.5 Initial Review of Commonwealth Training Materials

Status: Core

Purpose: To ensure that the Training Materials are complete and suitable for the provision of the required Training Services.

Guidance: Training Materials are to be provided by the Contractor with the exception of GFI / GFD listed in Attachment E. Training Materials provided by the Commonwealth will include the Learning Management Packages (LMPs) for those Training courses owned or sponsored by Defence. In this instance, ‘sponsored’ includes courses that Defence provides materials for but where the course is actually ‘owned’ by a third party. These courses may be owned by an original equipment manufacturer and access to materials is provided to the Contractor (eg, with appropriate IP licencing arrangements).

GFM must be inspected by the Contractor prior to use, in accordance with SOW clause 3.11. As Training Materials are not always used immediately after OD, a longer review / inspection period may be agreed with the Commonwealth Representative.

If the Training Materials are found to be inadequate, the Commonwealth Representative may choose to address the shortfall through Defence sources, or ask the Contractor to provide Services in accordance with DSD-TNG-TMS to rectify the shortfall. DSD-TNG-TMS allows for Services ranging from the minor maintenance of Training Materials up to the full redevelopment of Training courses.

Related Clauses/Documents:

Clause 3.6 of the COC

Draft SOW clause 3.11 Contractor Managed Commonwealth Assets (CMCA)

DSD-TNG-TMS, for maintenance updates and changes to Training Materials.

Optional Clauses: None

6.2.6 Training Evaluation – Commonwealth-sponsored Training

Status: Optional

Purpose: To require the Contractor to evaluate the Commonwealth-sponsored elements of the Training program, from time-to-time, for on-going applicability and currency.

Policy: TBD

Guidance: This clause requires an evaluation of Training courses that are ‘sponsored’ by Defence (the Commonwealth). Commonwealth-sponsored Training courses include those that Defence owns as well as Training recognised within the VET system for which Defence has a customised Training Materials – these training packages (but not necessarily the delivery materials) may be owned by third parties. ‘Sponsored’ courses may also include those where the Commonwealth obtains materials from original equipment manufacturers and provides these to the Contractor. Essentially, ‘Commonwealth-sponsored’ is everything other than the Training courses that the Contractor brings to the Contract (refer clause 6.2.7). This evaluation of the Training program is used to determine the suitability of courses, as defined by the LMPs, or other training packages, for their intended purpose. This is different to the evaluating individual courses, which is addressed by post-Training reports in DSD-TNG-DEL.

This clause is optional and drafters should be aware that the SADL recommends that evaluations should be performed by Defence; however, a contractor may evaluate Training for reasons listed below. If evaluations will be performed entirely by Defence, then the clauses under 6.2.6 may be replaced with a single ‘Not used’.

There are a number of reasons why the Commonwealth may wish to have the Contractor evaluate a Training program, including:

1. to validate that the LMP remains consistent with the configuration of related Products, particularly if the update of Training Materials was not included within the scope of a Major Change;
2. to ensure that the LMP is consistent with the changes to legislation, policy, or organisational and environmental needs (eg, does Training need to be revised prior to system deployment into a new environment?);
3. to Verify that the Training Materials remain consistent with Units of Competency specifications;
4. where the effort required is beyond Defence’s available resources; or
5. as required from time-to-time to fulfil obligations as an RTO regarding amendments to Units of Competency or other VET requirements.

The clause includes a list of various considerations. The outcome is a report covering these considerations and recommendations made by the Contractor.

If these Services are required, the drafter should insert the relevant references at clause 6.2.6.2. Refer also to the ‘Evaluate Phase’ in the SADL.

As the scope of this work can be difficult to quantify, these evaluations may be performed as S&Q Services; however, if the scope is predictable or can be accommodated within the envisaged number of Contractor Training personnel, then optional clause 6.2.6.4 may be deleted (noting that all Services are Recurring Services unless stated otherwise).

Related Clauses/Documents:

Refer to DSD-TNG-TMS for the maintenance and update of Training Materials (minor changes) and the development of changes to Training (more significant changes), which often result from Training evaluations.

Optional Clauses: None

6.2.7 Training Evaluation – Contractor-sponsored Training

Status: Optional

Purpose: To require the Contractor to evaluate the Contractor-owned elements of the Training program, from time-to-time, for on-going applicability and currency.

Policy: TBD

Guidance: This clause requires the Contractor to undertake an evaluation of the Training courses that the Contractor brings to the Contract. This would typically cover Training provided by the Contractor as an original equipment manufacturer (or their representative) or courses recognised under the VET and offered to several customers, rather than being bespoke Training for Defence.

The clause ensures that the Contractor-owned Training remains relevant to Defence staff and Training needs. If the Contractor provides common Training to several customers, and is accredited under the VET, then the cost of these evaluations is more likely to be included as an overhead for the RTO and the clauses may not be required. If not required, the clauses should be replaced with ‘Not used’.

If included, drafters must insert the governing plan for Training in clause 6.2.7.2.

Related Clauses/Documents:

DSD-TNG-TMS for development of changes to Training.

Optional Clauses: None

Detailed Service Description

1. DSD NUMBER: -V5.2
2. TITLE: Training Management Services
3. DESCRIPTION and intended use

This DSD defines the requirements associated with the management of Training Services.

This DSD is intended to be used to implement the management and administrative functions of Training Support. It does not address updates to Training Materials, delivery of individual Training courses, or the support of Training Equipment.

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 to suit the requirements of this DSD (ie, include the relevant references that are applicable to Training Services). Do not include reference to Defence policy 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 Training policy requires that the SADL is applied to all Defence Training and in most cases reference to the SADL should meet the requirements for all Training. Drafters should consult the relevant single 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. ANP3702 | 1. *Royal Australian Navy Training* |
| 1. Army Training Instruction (ATI) 1‑9/15 | 1. *Developing Training for New Capabilities* |
| 1. MAFET | 1. *Manual of Air Force Education and Training* |
|  | 1. Vocational Education and Training (VET) Quality Framework |

1. Service Description
   1. Introduction
      1. Scope of DSD

Note to drafters: Amend the following clause to suit the specific requirements of the draft Contract. This overview should address generic Training management issues and avoid addressing the content of Training delivery (DID-TNG-DEL), Training Materials support (DID-TNG-TMS), or support of Training Equipment (clause 9.4 of the SOW).

The Contractor shall manage Training Services, as described in the DSD, for:

meeting obligations of the Vocational Education and Training (VET) Quality Framework to enable Training from VET training packages to be delivered under the Contract, including obligations related to the Contractor’s scope of registration and reporting;

the provision and coordination of Authorised Training Personnel and Training resources necessary to meet the requirements of the Contract;

the coordination of Training activities, including liaison with the Commonwealth;

the Contractor-delivered Training courses identified in DSD-TNG-DEL; and

the Commonwealth-delivered Training courses for which the Contractor has been allocated particular responsibilities under the Contract.

* 1. Services
     1. Training Management

Note to drafters: Drafters need to select the appropriate governing plan for Training Support, as defined in clause 8 of the SOW. 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 of the documents is mandated on the Contractor.

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

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| Option A: For when the Contractor is to analyse Training needs, design, develop, deliver and/or assess Training and confer nationally recognised awards in its own right.  The Contractor shall attain Registered Training Organisation (RTO) status with the appropriate qualifications listed under their scope of registration on or before the Operative Date.  The Contractor shall maintain the appropriate qualifications within its scope of registration for the Term.  The Contractor shall ensure that all Training activities that are associated with the award of nationally recognised VET qualifications comply with the requirements of the VET Quality Framework.  Option B: For when the Contractor is to analyse Training needs, design, develop, deliver and/or assess Training for award of qualification(s) under the scope of Defence RTO.  The Contractor shall ensure that all Training activities, as described in the Approved […INSERT 'TSP' OR 'SSMP'…], comply with the SADL and the [... INSERT DEFENCE RTO TRAINING DOCUMENTATION ...]. |

Note to drafters: If the timing requirements for the delivery of initial Training courses is not explicit in DSD-TNG-DEL, drafters should develop an initial Training delivery schedule to inform the RFT, based on the periodicity of delivery for each course described in clause 6.1.1.

The Contractor shall maintain a schedule of known Training Services, projecting work effort for a period of not less than one year in advance, or until the end of the Term where that period is less than one year.

The Contractor shall provide a copy of the Contractor’s Training schedule in the format requested and within five Working Days (or other timeframe as agreed between both parties) of a request for this schedule from the Commonwealth Representative.

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| Option: If the requirement for an SSMS is included in the SOW.  The Contractor shall incorporate the Contractor’s Training schedule into the SSMS required under clause 3.2.2 of the SOW. |

* + 1. Training Information System

Note to drafters: If not required, replace this clause with ‘Not used’. Drafters must insert the governing plan for Training Support when using this clause. Drafters should also amend the clause to reflect the specific requirements needed for a Training information system.

The Contractor shall use a Training information system, in accordance with the Approved […INSERT 'TSP' OR 'SSMP'…], for the management of the Training Services required under the Contract to:

manage the Training delivery and assessment program;

record student assessment results, including records of attainment;

record the results of Training evaluations; and

where not included in the above, all additional information necessary to meet reporting requirements for the Australian Vocational Education and Training Management Information Statistical Standard (AVETMISS).

The Contractor shall ensure that Training Services undertaken by Subcontractors are entered into the Training information system, as applicable, for the functions identified in clause 6.2.2.1.

Note to drafters: Select from the optional clauses A (including A-1 and A-2) or B below, based on whether or not the Contractor will be provided on-line access to a Defence Training information system. If access will be provided, then select Option A-1 and update Attachment E if the system is provided for their exclusive use, or Option A-2 when shared with Defence staff or another contractor.

Training in Commonwealth-provided information systems is addressed in clause 3.17 of the SOW.

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| Option A: For when the Contractor will be provided with on-line access to a Defence Training information system, the name of the system must be inserted into the applicable clauses below.  The Commonwealth shall provide the Contractor with on-line access to the Defence Training information system, […INSERT NAME OF SYSTEM…], for the purposes of undertaking clause 6.2.2.1 for this Contract.  Option A-1: For when the Contractor will be provided with hardware and Software for a Defence Training information system.  The Commonwealth shall provide the Contractor with terminals and/or interfaces and GFS to support the use of […INSERT NAME OF SYSTEM…], as detailed in Attachment E.  Option A-2: For when the Contractor will share access to a Defence Training information system.  The Commonwealth shall provide the Contractor with access to […INSERT NUMBER…] of shared […INSERT NAME OF SYSTEM…] terminals at […INSERT LOCATION/TIME DETAILS…]. |

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| Option B: For when the Contractor will NOT be provided on-line access to a Defence Training information system and the Contractor will be required to implement a system with similar functionality. If applicable, a DID describing data and data transfer requirements (where this exceeds the reporting requirements of DSD-TNG-DEL) will need to be developed by the drafter, to enable data to be transferred to a Defence Training information system. In this situation, clause 6.2.2.8 should also be modified to incorporate the appropriate CDRL reference.  The Contractor shall implement a Training information system to meet the requirements of clause 6.2.2.1.  The Contractor shall provide all facilities and assistance reasonably required by the Commonwealth in order for the Commonwealth to access to the Contractor’s Training information system for the duration of the Contract.  The Contractor shall develop, deliver and update Training management, administration and reporting data, for entry into the Defence computerised Training information system, in accordance with CDRL Line Number TNG-[…INSERT CDRL LINE NUMBER…]. |

* + 1. Learning Review Boards

Note to drafters: Where a specific name is given to the ‘Learning Review Board’, that name should replace the generic term used in the following clauses.

The Contractor shall participate in Learning Review Boards, as a non-voting advisor, to ensure that the impact of any proposed change to the Learning Management Packages (LMPs) on the Contract scope can be considered by the Learning Review Board.

Note to drafters: Amend the exclusions from the normal ad hoc meeting provisions in the following clause to suit the specific requirements of the Contract.

The parties shall conduct the preparation, notice and follow-up to the Learning Review Boards as identified in clause 6.2.3.1 in accordance with clause 3.4.6 (Ad Hoc Meetings) of the SOW, except that the Learning Review Board shall be held at [...INSERT LOCATION(S) ...] and chaired by [...INSERT APPOINTMENT OF CHAIR...].

Subject to clause 6.2.3.4, all proposed changes to Approved LMPs shall be ratified by the Learning Review Board prior to the Commonwealth Representative providing their Approval of the updated LMP in accordance with clause 2.4 of the SOW.

In the event that any proposed change to an Approved LMP would result in a change to the Contract, the Contractor shall prepare and submit a CCP in accordance with clause 11.1 of the COC.

The Commonwealth shall convene Learning Review Boards on an as-required basis. Where the Contractor is required to attend more than [...INSERT NUMBER, EG, four ...] Learning Review Boards per calendar year, attendance at any additional Learning Review Boards in that calendar year shall be undertaken as an S&Q Service.

* + 1. Authorised Training Personnel

Note to drafters: In the following clause, drafters need to select the appropriate governing plan for Training Support, as defined in clause 8 of the SOW.

The Contractor shall engage only the authorised Training Personnel, as defined by the required Training positions in the Approved […INSERT 'TSP' OR 'SSMP'…], for the period of the applicable Training Service.

The Contractor shall ensure that all Personnel engaged to conduct performance needs analysis, Training development, Training delivery, Training assessment and/or Training evaluation shall hold, as a minimum, a Certificate IV in Training and Assessment, except where otherwise agreed by the Commonwealth Representative.

The Contractor shall ensure that the qualifications and experience of Training Personnel are sustained throughout the Term.

The Contractor shall ensure that all Personnel engaged in Training delivery and/or assessment of competency-based training are current in the competencies applicable to the Training being delivered.

* + 1. Initial Review of Commonwealth Training Materials

Note to drafters: Commonwealth Training Materials, including LMPs, must be identified as GFI or GFD within Attachment E. Where the Contract does not include DSD-TNG-TMS, update of the LMP remains a Commonwealth responsibility and clause 6.2.5.2 should be deleted (or modified to require the Contractor to update the Training Materials as an S&Q Service). For further information, refer to guidance.

The Contractor shall provide all of the Training Materials necessary for the provision of Training Services under the Contract, with the exception of the Training Materials provided as GFI or GFD, as detailed in Attachment E.

Where, as a result of inspecting any Training Materials provided as GFM in accordance with clause 3.11 of the SOW, the Contractor reports to the Commonwealth Representative that the Training Materials are unsatisfactory or otherwise require changes, the Commonwealth Representative may direct the Contractor to update the Training Materials in accordance with DSD-TNG-TMS.

* + 1. Training Evaluation – Commonwealth-sponsored Training

Note to drafters: Training evaluation takes a longer-term view of the success or otherwise of a Training program rather than a view of individual courses. Refer to guidance.

When requested by the Commonwealth Representative, in writing, the Contractor shall conduct an evaluation of the Commonwealth-sponsored Training identified in the request to Validate the Training, including the Training Equipment, Training Materials, and the Training delivery and assessment methods.

The Contractor shall conduct the Training evaluation in accordance with the Commonwealth’s request under clause 6.2.6.1 and the Approved […INSERT 'TSP' OR 'SSMP'…].

At the conclusion of the Training evaluation, the Contractor shall provide the Commonwealth Representative with a report that includes a summary of the evaluation activity, the identified results, and any recommended changes to the Training Equipment, Training Materials, and Training delivery and assessment methods.

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| Option: Include the following clause if the conduct of Training evaluations will not be included as a Recurring Service.  The Contractor shall conduct Training evaluations in accordance with this clause 6.2.6 as S&Q Services. |

* + 1. Training Evaluation – Contractor-sponsored Training

Note to drafters: The following clauses are relevant if the Contractor will be delivering Contractor-sponsored Training. Refer to guidance for further information.

For Contractor-sponsored Training, the Contractor shall maintain and update the associated LMPs, in accordance with AQTF requirements (if applicable) and the Approved […INSERT 'TSP' OR 'SSMP'…].

Where an update to a Contractor-sponsored Training program is required, including as a result of clause 6.2.7.1, the Contractor shall advise the Commonwealth Representative of any related impacts on the Training Services and/or Commonwealth LMPs within 10 Working Days of the Contractor becoming aware of the impacts of the update.