DATA ITEM DESCRIPTION

1. DID NUMBER: DID-ILS-TNG-TNGRECR-V5.2
2. TITLE: training RECOMMENDATIONS REPORT
3. DESCRIPTION and intended use

The Training Recommendations Report (TNGRECR) details the Training programs and significant resources recommended by the Contractor to the Commonwealth in order to achieve the operational and support requirements defined in the Contract. The TNGRECR outlines the performance needs of Personnel and describes recommended Training solutions for the various job classifications and skill levels of Personnel working with the Mission System and Support System. The TNGRECR identifies requirements for the differing types of Training (eg, Introductory Training and Sustainment Training), to be delivered under the Contract and, if applicable, the Contract (Support).

The Contractor uses the TNGRECR to:

advise the Commonwealth of the performance needs and recommended Training solutions for the operation and support of the Mission System and the Support System;

assist with demonstrating that the designs for the Mission System and the Support System represent a solution that minimises Life Cycle Cost (LCC); and

provide the basis for the further development of recommended Training solutions.

The Commonwealth uses the TNGRECR to:

understand, evaluate and provide a basis for monitoring the Contractor’s scope of work with respect to Training;

assist with the evaluation of the designs for the Mission System and the Support System (eg, in terms of complexity and ease of use); and

understand the Commonwealth’s scope of work with respect to Training.

1. INTER-RELATIONSHIPS

The TNGRECR is subordinate to the Integrated Support Plan (ISP).

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

Learning Management Packages (LMPs);

Recommended Provisioning List (RPL), which identifies Training Equipment to be procured; and

Training Materials List (TML), derived from the Master Technical Data Index (MTDI) as a consolidated list of Training Materials that are deliverable under the Contract.

1. Applicable Documents

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

|  |  |
| --- | --- |
| *SADL Guide* | *Systems Approach to Defence Learning (SADL) Practitioner Guide* |
|  | ADF Service Training Manual(s), 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 (eg, a database) that contains aspects of the required information, the data item 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

Note: While the SADL Guide recognises different methods of learning, the Contract seeks formal Training methods that can be delivered by a Defence unit or support contractor.

* + 1. General

The TNGRECR shall be divided into sections for the employment categories of trainees and, when applicable to Training design, the type of Training (eg, Introduction into Service Training or Sustainment Training).

Unless otherwise specified in the Contract, the TNGRECR shall describe the Contractor’s recommended Training solution for Commonwealth Personnel, the Contractor (Support), and Subcontractors (Support).

The TNGRECR shall include a summary of the analysis process used to assess the performance needs of Personnel, including:

the options for Training delivery methods and the rationale for the recommended solution;

when applicable, the review and evaluation of existing training courses undertaken to determine their suitability for the purposes of the Contract; and

the cost-effectiveness over the LOT of the Mission System for the recommended Training solution.

* + 1. Performance Needs and Training Requirements

Note: As a minimum, clause 6.2.2.1 requires a summary of the analysis to identify and evaluate the suitability of LMPs, with or without modification. If there is no existing Training solution / LMP, a more detailed analysis would be performed following the Analyse Phase activities as described in the SADL Guide, in order to provide this summary. Refer to the SADL Guide for Analyse Phase products, and section 1 of the LMP, for more information.

The TNGRECR shall:

summarise the job tasks and job specifications, including performance needs, for those jobs where there is a need for learning intervention and for which a Training solution will be required;

describe the required Personnel competencies (including skills, knowledge, attitudes and behaviours) applicable to the job tasks and performance needs for which a Training solution will be required;

describe the assessed gap between the target population (eg, Defence and/or support contractor staff) and the Training requirements identified under subclause b;

estimate the number of Personnel to be trained initially under the Contract, and then on an annual basis, by employment category and skill level (or rank if applicable) for each job;

describe the analysis and evaluation results associated with the selection of Training methods, including the need for significant items of Training Equipment; and

identify the LMP(s) for each recommended Training course (to be detailed in accordance with clause 6.2.3), including whether the LMP(s) is/are existing, required to be modified, or required to be developed.

* + 1. Recommended Training Courses and Learning Management Packages

Note: This information outlines the requirements for applicable Learning Management Packages. As such, this may be derived from existing LMPs that are considered suitable, with or without modification, and/or will form the basis of section 1 for any new LMPs, as applicable.

The TNGRECR shall, for each recommended Training course / LMP, include:

the identifying course code, course name, and short name;

the highest security classification of the Training Material (as defined in the Security Classification and Categorisation Guide, if included in the Contract);

a statement of the course aim;

a brief course description, including an overview of the scope of the learning outcomes to be covered, the core learning activities and other associated learning programs that, together, form a learning and development solution;

the type of course (eg, continuation, familiarisation, or specialist training);

the minimum and maximum number of participants per course;

the primary delivery method (eg, distance learning, instructor led, etc);

applicable trade / profession (ie, ‘skill domain’ or ‘job family’) of the participants;

total course duration; and

if applicable, the Registered Training Organisation.

In respect of the implementation Training and Training Support solutions, the TNGRECR shall describe:

the expected number of courses per annum;

a list of the course learning outcomes and descriptions;

course pre-requisites, including qualifications and experience;

an outline of the course assessment requirements;

the location at which Training will be conducted, and a description of any specific requirements for the Training Facilities;

details of any specific Equipment requirements for the course(s), including both Training Equipment and equipment procured / developed for another purpose (eg, operational equipment and Support and Test Equipment (S&TE));

a summary of Training Materials requirements for the course(s), including materials developed for another purpose (eg, operating and maintenance manuals);

an estimate of the time required to update or develop the course; and

any additional information relevant to the recommendation of the course and its design, development and implementation, as determined by the Contractor.