DATA ITEM DESCRIPTION

1. DID NUMBER: DID-TNG-TSP-V5.2
2. TITLE: TRAINING SUPPORT PLAN
3. DESCRIPTION AND INTENDED USE

The Training Support Plan (TSP) is the overarching plan for the management and implementation of Training Services. The TSP defines the Contractor’s plans, methodology and processes for meeting the Training Support requirements of the Contract.

The Contractor uses the TSP to:

define, manage and monitor the Training Support program for the Contract;

ensure that those parties (including Subcontractors) who are providing Training Services understand their respective responsibilities, the processes to be used, and the time-frames involved; and

define the Contractor’s expectations for Commonwealth involvement in the provision of Training Services.

The Commonwealth uses the TSP to:

gain visibility into the Contractor’s plans for meeting the Training Support requirements of the Contract;

gain assurance that the Contractor’s Training Services will meet the requirements of the Contract;

provide a basis for monitoring and assessing the Contractor’s performance in relation to the Training Support requirements of the Contract;

confirm and coordinate Commonwealth interfaces with the Contractor’s Training Support organisation; and

provide input into the Commonwealth’s planning.

1. INTER-RELATIONSHIPS

The TSP is subordinate to the Support Services Management Plan (SSMP).

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

all Training Requirements Specifications (TRSs);

all Learning Management Packages (LMPs);

Quality Plan (QP);

Surge Management Plan (SMP);

Support Services Master Schedule (SSMS);

Technical Data List (TDL); and

Combined Services Summary Report (CSSR).

1. Applicable Documents

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

|  |  |
| --- | --- |
| 1. SADL | 1. *Systems Approach to Defence Learning* |
|  | 1. Any standards associated with Training specific to the individual ADF Services and defined in the SOW, including DSDs. |

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 outline shall provide a summary of:

the purpose and contents of the TSP, including its relationship with other plans; and

the role of the Contractor and Approved Subcontractors in terms of the types of Training Services to be provided.

* + 1. Training Support Organisation

The TSP shall describe the Contractor's and Approved Subcontractors’ organisational arrangements for meeting the Training Support requirements of the Contract, including:

the Contractor’s and Approved Subcontractors’ organisations and management structures, showing how Training Support organisational arrangements integrate into the higher-level management structures and organisations;

the interrelationships and lines of authority between all parties involved in the Contractor’s Training Support activities;

the responsibilities of all parties involved in the Contractor’s Training Support activities, including the identification of:

the individual within the Contractor’s organisation who will have managerial responsibility and accountability for meeting the Training Support requirements of the Contract; and

the numbers and types of personnel involved in the provision of Training Services; and

an organisational chart, or equivalent, showing the associated management hierarchy and the partitioning of Training Support responsibilities between the various organisations.

* + 1. Training Support Management

If Training Services are provided by more than one organisation, functional area or location, the TSP shall describe the approach used to partition work activities between the various organisations, functional areas and locations.

The TSP shall describe:

how resources are allocated to each Training Support activity to ensure that the Training Services will be provided to meet the requirements of the Contract;

how Training Support activities and outcomes are recorded and reported; and

any Training-related Performance Measures, other than KPIs and OPMs specified in the Contract, and how the Contractor uses these measures to assess Training Support and the provision of Training Services.

The TSP shall detail the arrangements for conducting Training Support Performance Reviews, and/or for addressing Training Support at the Combined Services Performance Review, as required by the Contract.

If the Training Services include Training recognised under the Vocational Education and Training (VET) Quality Framework, the TSP shall summarise the Contractor’s Registered Training Organisation (RTO) details and the scope of registration relevant to the Training Services.

* + 1. Training Management System

The TSP shall describe the system for managing the conduct of Training Support activities, including reference to major components of the system, and all associated plans, processes, procedures and instructions.

The TSP shall describe the process flows, interfaces, information systems, and quality control activities, as applicable to the Services, for managing:

Training design information, including course syllabi, curricula, Training and assessment strategies, and TRSs or other competency requirements;

LMPs, including student and facilitator Training Materials for Training delivery;

assessment programs and results;

student panelling and participation; and

the Training schedule.

If the Training Services include Training recognised under the VET system, the TSP shall summarise the Contractor’s arrangements for meeting applicable mandatory requirements, including record-keeping and reporting.

Except where provided to the Commonwealth Representative through other means, the TSP shall include, as annexes to the TSP, all associated plans, processes, procedures, and instructions that are required for the management and provision of Training Services.

* + 1. Training Support Activities

The TSP shall, for each Training Service to be provided under the Contract, include:

the title of the Training Service;

an overview of the specific activities to be undertaken to provide the Service;

the organisation(s) responsible for conducting the specific activities; and

details of the interface(s) between the Commonwealth and the Contractor for the specific activities.

* + 1. Subcontractor Management

The TSP shall describe how Training Support tasks performed by Subcontractors will be allocated and integrated into the Training Support activities performed by the Contractor.

The TSP shall describe how all Training Support work conducted by Subcontractors will be monitored and managed to ensure that the required Training Services are achieved.

* + 1. Training Staff Qualifications and Experience

The TSP shall include a staff profile, listing the numbers and the types of personnel involved in the provision of Training Services, including for each Training specialisation:

the Training specialisation name and description;

the formal qualifications required;

the teaching experience required; and

the technical experience and background required.

The TSP shall identify the names of individual Training specialists and their formal qualifications and experience.

The TSP shall describe the Contractor’s strategy for ensuring the continued availability of suitably qualified, experienced and competent Training specialists.

* + 1. Maintenance of Training Materials

If on-going maintenance of Training Materials is required under the Contract, the TSP shall describe the Contractor’s processes for ensuring that Training Materials remain up-to-date.

* + 1. Training Development

If Training Materials support (ie, Training development) is required under the Contract then the TSP shall describe the Contractor’s strategy, methodology, processes, and tools for managing the different development requirements for Training (eg, new development versus updating existing Training), including:

the Contractor’s approach to applying the SADL, and tailoring any other Training standards identified in the Contract;

the activities to be undertaken, as applicable, to:

analyse new and/or modified performance requirements and associated Personnel Competencies;

design new and/or modified elements of Training;

develop new and/or modified elements of Training; and

implement and evaluate new and/or modified Training courses;

the integration of required data items (eg, TRS and LMP) into the process;

the tools to be utilised to undertake the activities and processes; and

the expected role of the Commonwealth, including the review of outputs of the Contractor Training development activities.

* + 1. Training Materials List

Note: A Training Materials list may be provided as filtered set of applicable data from the TDL.

The TSP shall include a Training Materials list for each course being managed or delivered (or both) by the Contractor under the Contract, including:

TRSs and competency specifications;

Training and assessment strategies;

curricula and syllabi for Training courses and modules, as applicable;

instructor and assessor plans and guides; and

student Training Materials.

* + 1. Training Equipment List

The TSP shall include a Training Equipment list, which, for each item of Training Equipment:

identifies the Training Equipment, including its associated Software and data;

describes the management arrangements for the Training Equipment, including (as applicable):

Subcontractor contractual arrangements;

quality assurance provisions;

warranty provisions and requirements; and

Maintenance requirements and technology refresh cycles;

identifies the Training associated with the Training Equipment; and

identifies the associated configuration documentation (as applicable).

* + 1. Surge

If Surge is required under the Contract, the TSP shall describe how the Contractor intends to provide Training Services during periods of Surge, including:

the Contractor’s expectations and/or assumptions with respect to the variations in Training Services during periods of Surge;

the ability of the Contractor to meet Surge requirements for Training Services within available resources;

the point or level in increased effort when additional resources will be required;

the details of the changes required to the areas affected, such as organisation, Contractor staff training, resources and management systems; and

any constraints that affect the ability of the Contractor to meet the Surge requirements for Training Services.