DATA ITEM DESCRIPTION

1. DID NUMBER: -
2. TITLE: Training Requirements Specification
3. DESCRIPTION and intended use

A Training Requirements Specification (TRS) defines the requirements for a Training solution, to be implemented so that trained Personnel can perform a job relating to the operation or support of the Materiel System. In relation to the Systems Approach to Defence Learning (SADL) the TRS is SADL product AP9, and is prepared for a set of related performance needs and performance gaps identified for a particular job, where a ‘job’ represents a set of duties or related tasks (eg, to operate a piece of equipment or a software package). The TRS specifies the skills, knowledge, attitudes and behaviours to be attained, and provides a basis for evaluating the Training and assessment program, Training Equipment and Training Materials delivered under the Contract.

The Contractor uses the TRS:

to document, as a result its analyses, the learning and assessment requirements to be addressed through a Training solution; and

as the basis for seeking recognition of the Training program and/or Units of Competency (UOCs), within the national register of vocational education and training, where this is a requirement of the Contract.

The Commonwealth uses the TRS:

to understand the requirements for a Training solution, and the related scope of Training design and development activities to be undertaken by the Contractor;

as a basis for evaluating the Training courses, Training Equipment, and Training Materials as part of subsequent Verification and Validation (V&V) activities; and

to assist the Commonwealth attain recognition of the Training and/or UOCs within the national vocational education and training system, if the Commonwealth seeks this accreditation outside of the Contract.

1. INTER-RELATIONSHIPS

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

System Specification (SS);

Support System Specification (SSSPEC);

Verification Cross Reference Matrix (VCRM);

Integrated Support Plan (ISP);

Training Support Plan (TSP);

Support Services Management Plan (SSMP);

Verification and Validation Plan (V&VP);

Performance Needs Analysis Report (PNAR);

Learning Management Packages (LMPs);

Support System Technical Data List (including the Training Materials List);

Training Equipment List (TEL); and

Recommended Provisioning List (RPL).

1. Applicable Documents

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

|  |  |
| --- | --- |
| 1. SADL Guide | 1. Defence Learning Manual chapter 4: the Systems Approach to Defence Learning Practitioners’ Guide |
|  | 1. *Standards for Training Packages*, National Skills Standards Council |
|  | 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”.

Unless otherwise specified in the Contract, TRSs shall address Training for the:

Commonwealth,

Contractor (Support), and

Subcontractors (Support).

Note: Additional TRS information required in accordance with the SADL Guide (ie, not included in this DID) may be added by the Commonwealth following delivery of the data item.

The TRS shall accord to the requirements of the ‘Analyse Phase’ in the SADL Guide.

When the Contract has specified delivery of another data item that contains aspects of the required information, the TRS 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

The TRS shall have a heading that includes the job name for which the TRS is prepared.

* + 1. Background

The TRS shall identify the input giving rise to the Training requirement (eg, to perform an activity that is related to an item delivered under the Contract).

The TRS shall include a job classification section that includes (as summarised from the job specification(s)):

job name / title;

job code number;

job designation;

job description; and

job function;

The TRS shall include a Training course summary section that includes:

course name / title;

course code number;

course description;

Defence sponsor, where this information is provided by the Commonwealth;

rank / level; and

organisational structure, identifying the organisation (eg, Commonwealth or Contractor (Support)) and business unit where the trained Personnel will work.

* + 1. Aim

The TRS shall include a statement of aim, which refers to the identification of the most appropriate Training solution for the specific job.

* + 1. Supporting and Associated Documentation

Note: The associated documents may be produced as part of the TRS or may otherwise be required in accordance with the Contract or the Approved TSP.

The TRS shall list the documents supporting or otherwise associated with the TRS including, as applicable, the:

Risk Assessment Summary (SADL product AP2);

Job Task Profile (SADL product AP3);

Job Specifications (SADL product AP4);

Target Population Profile (SADL product AP5);

Gap Analysis Statement (SADL product AP6);

Feasibility Analysis Report (SADL product AP7);

Business Case (SADL product AP10); and

Implementation Schedule (SADL product AP11).

If not otherwise delivered under the Contract, the documents listed under clause 6.2.4.1 shall be included in annexes to the TRS.

* + 1. Training Requirement - People

The TRS shall describe the people who are candidates for Training in a Target Population Profile (SADL product AP5), including:

the number of people to be employed in the related job and the anticipated personnel turnover rate;

the expected numbers of trainees for Introduction into Service Training (including initial Training for training personnel as applicable); and

the expected throughput of trainees, per year, for Sustainment Training, Continuation Training and Conversion Training, as applicable.

The TRS shall include a trainee population profile, summarising the expectations for previous education and experience. If the Commonwealth provides details of the target population profile, such as career path and typical employment at Defence units, then the TRS shall incorporate the relevant information.

The TRS shall outline the new skills, knowledge, attitudes and behaviours required to fill the identified performance gap.

* + 1. Feasibility Analysis Process

The TRS shall summarise the feasibility analysis of the Training options considered in a Feasibility Analysis Report (SADL product AP7), including the criteria and rationale for the recommended Training solution.

* + 1. Recommendations

The TRS shall outline the Training required to fill the identified performance gap (ie, for the skills, knowledge, attitudes and behaviours identified in response to clause 6.2.5.3).

The TRS shall describe the strategy to provide Training including, as applicable:

how multiple Training components / modules may be combined into one Training solution, and the sequence for undertaking those Training activities;

why the Training solution is the most effective at closing the performance gap; and

the organisations responsible for the design, development, implementation and evaluation (ie, Verification) of Training Materials and Training Equipment.

* + 1. Training and Assessment Specifications

The TRS shall specify, as applicable:

the tasks / duty for the job that have resulted in an identified performance gap, explicitly identifying the gap, including when the gap is less than the whole task;

*mandatory qualifications* (eg, licences) that are to be achieved as a result of successful Training and assessment;

*desirable qualifications* that may be achieved as a result of successful Training and assessment; and

the Personnel Competencies to be attained from the Training, as described in accordance with clauses 6.2.8.2 and 6.2.8.3.

The TRS shall include a table that summarises the Personnel Competencies to be attained from the Training and which details the:

unit code, which is a unique reference number for the UOC from the national register of vocational education and training, where the UOC and training standard already exists;

unit title, which is a succinct statement of the broad area of competency covered and which is expressed in terms of the outcome;

related duty / task numbers for the job;

prerequisite competencies (by unit code and unit title);

co-requisite competencies (by unit code and unit title); and

type of Training required or recommended (eg, course based, on-the-job, etc).

Note: Further explanation of competency details may be obtained from the SADL Guide and Part 2 of the Standards for Training Packages.

The TRS shall include, as annexes, specifications for the UOCs including:

unit code for the UOC, when applicable;

unit title;

elements of competency, being the functions that combine to form the competency;

required knowledge, skills and attitudes required, including the generic key competencies that underpin the competency;

performance criteria by which the successful achievement of the competency elements are evaluated;

range statement that specifies the conditions under which the related tasks will be performed; and

an evidence guide that states how an assessment of competency will be achieved.

* + 1. Resource Implications

The TRS shall summarise the resources required to sustain the Training program, following introduction, including the numbers of Personnel required, the Facilities needed, and resources for the support of Training Equipment.

If a *Feasibility Analysis Report* recommends that a significant item of Training Equipment or other Support Resource may be required, the TRS shall include, or cross-reference, a business case that justifies the proposed Support Resource on a cost-benefit basis (ie, a Support Resource may be justified by use with several courses and the full business case should not be repeated in each *Feasibility Analysis Report*).

* + 1. Risk

Risks associated with the Training strategy, to implement the Training requirements, shall be documented in the Risk Register. However, the TRS shall include a risk assessment summary (in an annex) that highlights:

the risk of not implementing the recommended Training solution; and

any significant risks to the design, development and implementation of the Training solution and the associated risk-management strategies.

* + 1. Conclusion

The TRS shall include a conclusion regarding the recommended Training course solution and a summary of the proposed course of action for design and development.

* 1. Annexes

The TRS shall include annexes (or cross-references) for the applicable:

Job Task Profile (SADL product AP3);

Job Specifications (SADL product AP4);

Gap Analysis Statements (SADL product AP6);

Feasibility Analysis Report (SADL product AP7);

Risk Assessment Summary (SADL product AP2);

Business Case (SADL product AP10); and

Implementation Schedule (SADL product AP11).