

TERMS OF REFERENCE – COURSE MANAGER ADQUALS (CMADQUALS)/ MISSED MODULE MANAGER

Organisation: Defence School of Marine Engineering (DSMarE)

Department: Ratings Training Group (RTG)

Post: CMADQUALS **Rank:** OR7

Responsibilities

1. To manage the joining, through course administration and Divisional care of all students on Adquals within DSMarE, in accordance with Training Standing Orders so that personnel attain the requisite standards to fit them for further training and service with the Fleet.
2. To act as a Temporary Divisional Officer in accordance with BR 3 as required. Providing Divisional care to all Engineering Technicians undergoing training within ETQC in the absence of an Individuals Divisional Officer.
3. To act as Course Manager WO2QC in his absence.
4. Act as the Missed Module Manager. Liaising with Divisional Staff, Training Planning, Career Management Cells and Units to ensure Missed Modules are correctly captured and recorded on the MM database in order for students to recover training.
5. To liaise with Training Planning and all Functional Groups to ensure all course criteria is met on a day to day basis accommodating any additional establishment commitments that may be required.
6. To assist with the management and delivery of the Training Warning System in accordance with TSOs.
7. Maintaining the Discipline and Bearing of all ETQC under training.
8. Complete Course Arrival Nominals, investigating no shows if appropriate.
9. Complete Course Completion Nominals sending to Training Planning as required. In conjunction with this to check Exam Database, liaising with Exam Cell and Divisional Staff for Outstanding or Missing Marks in order to award relevant competencies.
10. Provide Manpower as requested for School and Wholeship evolutions and visits.
11. To act as Training Duty Officer (TDO) in accordance with SULSOs and undertake Establishment duties as required.
 - Under the functional authority of the Base Executive Officer for establishment duties and welfare/discipline matters concerning ETQC trainees within their division.

- Accountable to the Executive Officer whilst acting as TDO.

12. Maintaining the discipline, welfare and standards of ratings on ETQC.
13. Monitoring the training and supervising the progress of RN and Foreign and Commonwealth ratings within their division.
14. Co-ordinating NGT aspects of ETQC.
15. Liaising with both DTOETQC and the relevant Career Manager regarding the onward assigning of ratings completing or removed from course.
16. Liaising with academic staff and Functional Groups to ensure course objectives are being achieved.
17. To have personal responsibility to undertake mandatory training on Equality and Diversity and comply with the Commanding Officer's Equality and Diversity policy and Discrimination Laws. In addition, maintain a working environment free from harassment, intimidation and unlawful discrimination.

Accountability and Authority

- Accountable to the Deputy Training Officer Engineering Technician Qualifying Courses.
- Communicate directly with next of kin of trainees within ETQC.
- Liaise with those ships, establishments and organisations appropriate to the pursuit of his primary and secondary purposes.
- Grant up to 2 days Discretionary Leave for compassionate or other extraordinary reasons keeping DTOETQC and TOME informed at all times.

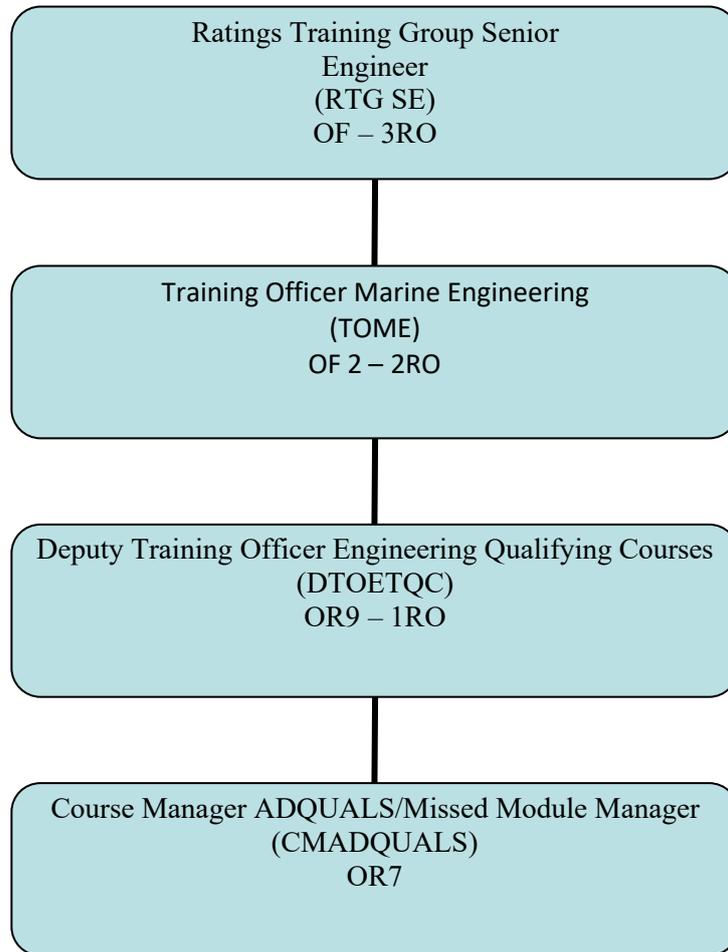
Mandatory Competencies

18. Management Divisional Officer
19. Senior Rates Leadership Course
20. CRB Enhanced
21. Advanced CoT

Desirable Competencies

22.

Reporting Chain and Organisation



Chief Petty Officer
CMADQUALS

Warrant Officer 1
DTOETQC