

# TERMS OF REFERENCE (ToR) - TRAINING DESIGN & EVALUATION (TDE) CELL SNCO 1

## Details

<b>Wing</b>	HEADQUARTERS
<b>Dept</b>	TDE CELL
<b>Present incumbent</b>	
<b>Grade/Rank</b>	OR 6/7 <sup>1</sup>
<b>PPPA/JPA Position number</b>	2024935

1. TDE SNCO 1 is to assist TQA SO3 and TDWO in the administration and control of:
  - a. The production of training documentation below Training Objective (TO) level for CTCRM courses.
  - b. The evaluation (primarily, but not limited to InVal/PCDs) of the delivery of training (TOs) within the training wings at CTCRM.
  - c. To conduct lesson observations of Defence Trainers as required and complete all associated documentation.
  - d. To act as Building Manager for the HQ Building and to maintain all associated documentation.

## TASKS

### Primary Tasks

2. Under the direction of TQA SO3 and TDWO, assist in the process of Training Analysis and liaise with Trg Wg SMEs/TMOs to produce and store training documentation on TAFMIS/SharePoint to include
  - a. Training Authorisation Documents (TrAD).
  - b. Role Performance Statements (RPS)<sup>2</sup>.
  - c. Formal Training Statements (FTS).
  - d. Learning Scalars.
  - e. Assessments Strategies (AStrats).
  - f. Assessment Specifications (ASpecs).
  - g. Learning Specifications (LSpecs).
3. Provide progress reports to SO3 TQA on the progress of training review projects (including Trg Doc status).
4. Assist the TDWO with the management of the Document Review Management Plan (DRMP) and ensure the associated TDE SharePoint site is the single point of access to all Training Documentation.

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<sup>1</sup> This post is usually associated with an RM OR 6/7 incumbent; individuals from the RN (or other sS) will be considered if they can prove they are SQEP for the role of a TDE Trg Analyst within RM training.

<sup>2</sup> CTCRM does not produce RPS documents, however TDWO/SMEs will regularly "red pen" drafts of RPS in liaison with TMG; RPS will be stored/managed by TDWO using TAFMIS/SharePoint.

5. Ensure that the TDE Cell achieves its key outputs by ensuring the following activities are fulfilled:

- a. Deputising for TDWO, if required.
- b. Assist in the management of day-to-day tasking of the TDE cell.
- c. Assist with First Party Audits (1PA) as required.
- d. Review ExVal reports and action required changes.
- e. Undertake evaluation of training via PCD discussions and other similar activities.

### **Secondary Tasks**

6. Undertake the following administrative tasks:

- a. General upkeep of TDE dept documentation.
- b. Assist in the maintenance of discipline and standards within TDE Cell.
- c. Represent TDE Cell at the following meetings:
  - (1) Unit Manpower meeting.
  - (2) RSM's weekly meeting.

### **AUTHORITY**

7. On behalf of the TDWO, TDE SNCO 1 is authorised to:

- a. Liaise with Training Wing training management in the course of their duties.
- b. Liaise with the TAFMIS Scheduler on course programme matters.
- c. Liaise with TMG on requirement/training design matters.

### **KNOWLEDGE, SKILLS, QUALIFICATIONS AND EXPERIENCE**

#### **Essential**

8. The following courses are considered essential to the role of TDE SNCO 1<sup>3</sup>:

- a. 9009 Training Needs Analysis (TNA).
- b. 9005 Training Design (TD).
- c. 9006 Internal Validation (IV).
- d. 9008 Training Audit (TA).
- e. 2001 Defence Train the Trainer (DTTTv2/DTC).

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<sup>3</sup> 8 (a – e) are to be completed at the Defence Centre of Training Support (DCTS) or at a franchised location (CTCRM has a DTTT franchise)

- f. Senior Command Course<sup>4</sup>.
- g. TAFMIS TAD Course.
- h. Care of Trainees Course – Basic on DLE.
- i. 1006 Defence Trainer Supervisor Course (DTS)

9. CTCRM Induction Training must be completed within 1 month of joining.

10. IT Skills, including MS Office (Word, Excel, Outlook, PowerPoint), MODNet and JSP101 are essential to the role.

**Desirable**

11. The following are considered desirable for the TDE SNCO 1 in order to further enhance the output of the role:

- a. Health and Safety Manager Course.
- b. Risk Assessor Course.
- c. Building Managers Course.

**CHAIN OF COMMAND**

12. TDE SNCO 1's 1RO is TQA SO3, TDE SNCO 1s 2RO is SO2 N7. Functionally TDE SNCO 1 will report to TDWO on a day-to-day basis.



**HEALTH AND SAFETY & D&I**

13. TDE SNCO 1 is to act in such a manner that ensures the health, safety and welfare of all staff, students and visitors within the TDE Cell, as far as is reasonably practicable.

14. TDE SNCO 1 is to ensure that the relevant H&S/COSHH regulations are complied with and the prompt notification to the CTCRM SHEFO of any anomalies or problems relating to the TDE Cell.

<sup>4</sup> Or NS equivalent if not an RM OR 6/7.

**REVIEW**

15. TDE SNCO 1 ToR to be reviewed annually.

<b>TDE SNCO 1</b>		<b>SO2 N7</b>	
<b>Job Holder</b>		<b>Job Holder</b>	
<b>Signature</b>		<b>Signature</b>	
<b>Date</b>		<b>Date</b>	
<b>Review date for ToRs</b>		<b>10/5/23</b>	