

TERMS OF REFERENCE: PACC MIAA3-O**PART A – POST DETAILS**

| | |
|--|---------------------------|
| Post Title | TMG PACC MIAA WARFARE PO1 |
| Grade | OF6 |
| Location | HMS COLLINGWOOD |
| JPA Number | |
| HRMS Job Family/Job Code | |
| Line Manager Name/Grade | TMG PACC MIAA WARFARE CPO |
| Day-to-day Supervisor (if different) | |
| Countersigning Officer Name/Grade | |
| Working Pattern (FT/PT/Alternative)/hours | FT |
| Security Clearance Required | SC |

PART B - ORGANISATION & BACKGROUND**Details of Organisation/Business Directorate**

The TMG is a collaborative construct to manage the delivery of the training outputs required by the RN.

- Setting & communicating the strategy and direction for the training system, acting in accordance with policy & strategic priorities set by NCHQ.
- Exercising governance & control over the training system to ensure that the RN's requirements are met and that resources are prioritised and deployed effectively (including in relation to training modernisation).
- Ensuring that risks to training operations and training output delivery are identified & managed effectively.

Within the TMG, the Pipeline Accreditation (PACC) teams role is to ensure accreditation requirements for each profession are met within resource envelope.

The Military Independent Assessment Authority is the End Point Assessment (EPA) Organisation for several Apprenticeship Standards across the RN. Recent Government legislation has resulted in the movement of 'Framework' apprenticeships to 'Standards'. This necessitates the creation of End Point Assessments for the Apprenticeships delivered by the RN. The primary role of the MIAA is to act separately from other training aspects to offer unbiased grading assurance on EPAs and to apply for the apprenticeship certification on the Standards it is registered for. The MIAA is externally assured by Ofqual.

Job Purpose

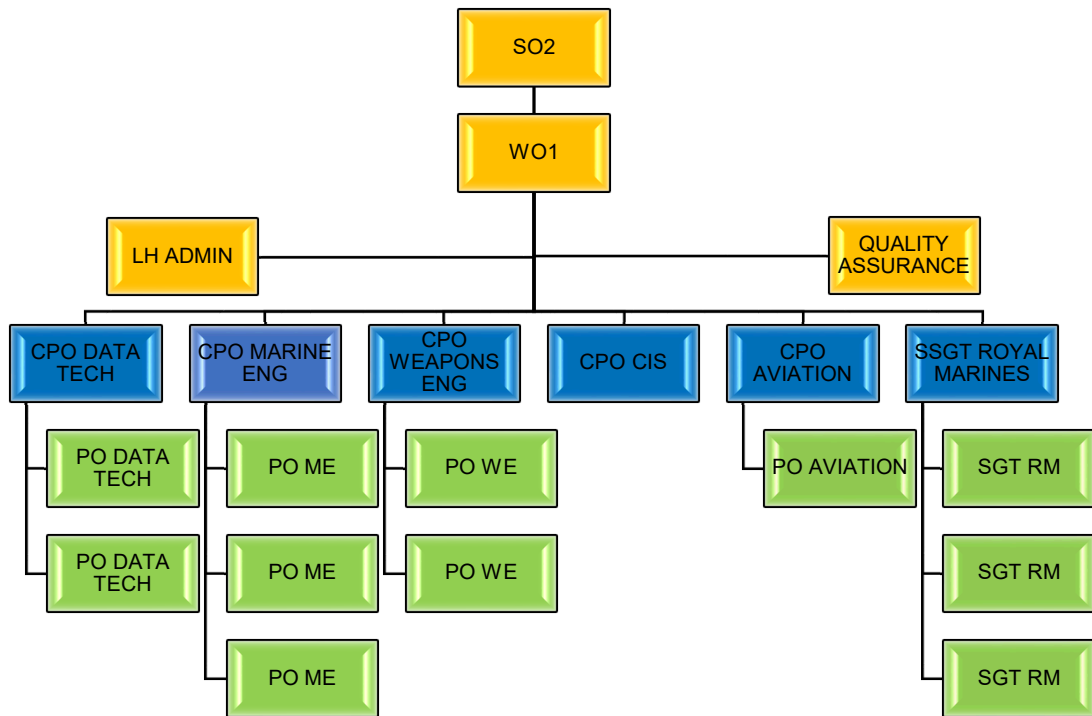
Primary Purpose of the PACC MIAA WARFARE PO

- Act as a POC for Warfare End Point Assessments.
- Act as Point of Contact (POC) for the MIAA to arrange EPAs with Units.
- Where required, assist in the development of Warfare EPAs, including question writing, pilot assessments and procedure development.
- Liaise/Support Unit Assessors and Training Coordinators in the delivery of Warfare EPAs.
- Implement and maintain relevant MIAA Policies.
- Fill in for the MIAA Warfare CPO when required

Secondary Purposes

- Brief ships and Branch personnel on RN Warfare Apprenticeships and EPAs.
- Attend RN and National events on behalf of the PACC group.
- Send the Gateway Cell the required EPA evidence and results for storage on the MIS.
- Identify opportunities to develop MIAA processes to benefit Onboard Assessors and apprentices.

Organisation Chart



PART C - RESPONSIBILITIES

| Responsible for: | Percentage |
|--|------------|
| Grade and approve all Warfare EPAs. | 60% |
| Conduct physical IQA observations of 5% - 10 % of all Warfare EPAs at various locations. | 5% |
| Liaise/Support Unit Assessors and Training Coordinators in the delivery of EPAs. | 20% |
| Identify opportunities to develop MIAA processes to benefit Onboard Assessors and apprentices. Assist in the development of the Warfare standards. | 5% |
| Brief ships and Branch personnel on RN Apprenticeships and EPAs. | 10% |

PART D - AUTHORITY

Responsibilities

- The MIAA3-Warfare PO is accountable to MIAA3-Warfare CPO

PART E - SUCCESS PROFILES

Competencies

1. In general, the post holder is OR6.
2. Essential:
3. Must either have been, or currently be an OR6.
4. Hold Full Driving License.
5. Excellent communication/customer service skills.
6. Good IT background/aptitude in MS Office suite of applications.
7. Ability to handle multiple tasks/projects simultaneously.
8. Working knowledge of Defence Systems Approach to training.
9. Desirable:
 - a. Working knowledge of the Royal Navy Apprenticeship Programme.
 - b. Working knowledge of Apprenticeships and the rules surrounding funding and delivery of Standards based apprenticeships and EPA.
 - c. Internal Verifier Qualification held – D34/V1/ Level 4 IQA Course.
 - d. Holds Developed Vetting

PART F - LEARNING & DEVELOPMENT

The post holder will be required to undertake all MOD Mandatory Training related to the post and site, and to support the training of direct reports. They will undertake a Level 3 Award in Conducting End Point Assessments.

The post holder will be required to maintain the currency of their knowledge and skills relating to training/ education policies, standards, theories and methodologies through ongoing CPD.

PART F - SIGNATURES

| Post holder: | |
|-------------------------|--|
| Name | |
| Signature | |
| Line Manager: | |
| Name | |
| Signature | |
| Date agreed: | |
| Date for review: | |