

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

Post Title	TMG PACC MIAA-0
Grade	OF7
Location	HMS COLLINGWOOD
JPA Number	2116449
HRMS Job Family/Job Code	
Line Manager Name/Grade	TMG PACC SO3
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**

Under the Selborne contract, the Contractor has responsibility for management of the training output for in scope training locations.

The Authority has a need to establish a suitably resourced and empowered 'customer' function to manage the contract, coordinate and manage the provision of Authority enablers and dependencies, and hold the Contractor to account for the delivery of the in-scope training services to the volume and quality standard required by the Authority.

The Authority's responsibilities as an intelligent customer will be discharged through the Authority component of the Training Management Group (TMG) within the Personnel and Training Directorate. The TMG is the key forum for collaborative working between the Authority and the Contractor at a corporate level, and for the day-to-day management and oversight of the training service.

The Authority's role as 'customer' within the TMG is to oversee, assure, consult, inform and influence, not to determine how the Contractor delivers the contracted services. The Authority component of the TMG constitutes both a centralised team and local 'key customers' at the point of training delivery to support the proactive management of the Contractor and the coordination of relevant Authority dependencies.

The TMG operates on a collaborative basis with joint-working between the Authority and Contractor to help each Party achieve their aligned objectives. This includes the Parties working together to identify and resolve risks and issues, and to realise opportunities. It also involves the Parties supporting one another to help fulfil their respective

responsibilities and obligations, in accordance with the terms set out in Clause 62 (Cooperation and Collaboration) of the contract. In the case of the Authority, this will mean the provision of technical SME advice and guidance to the Contractor in relation to RN training and education, support in the design and implementation of remedial, opportunity realisation and modernisation plans, and facilitating change elsewhere within the RN which supports and enables the realisation of benefits within the training system.

The Pipeline Accreditation (PACC) team's 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 a number of Apprenticeship Standards for 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

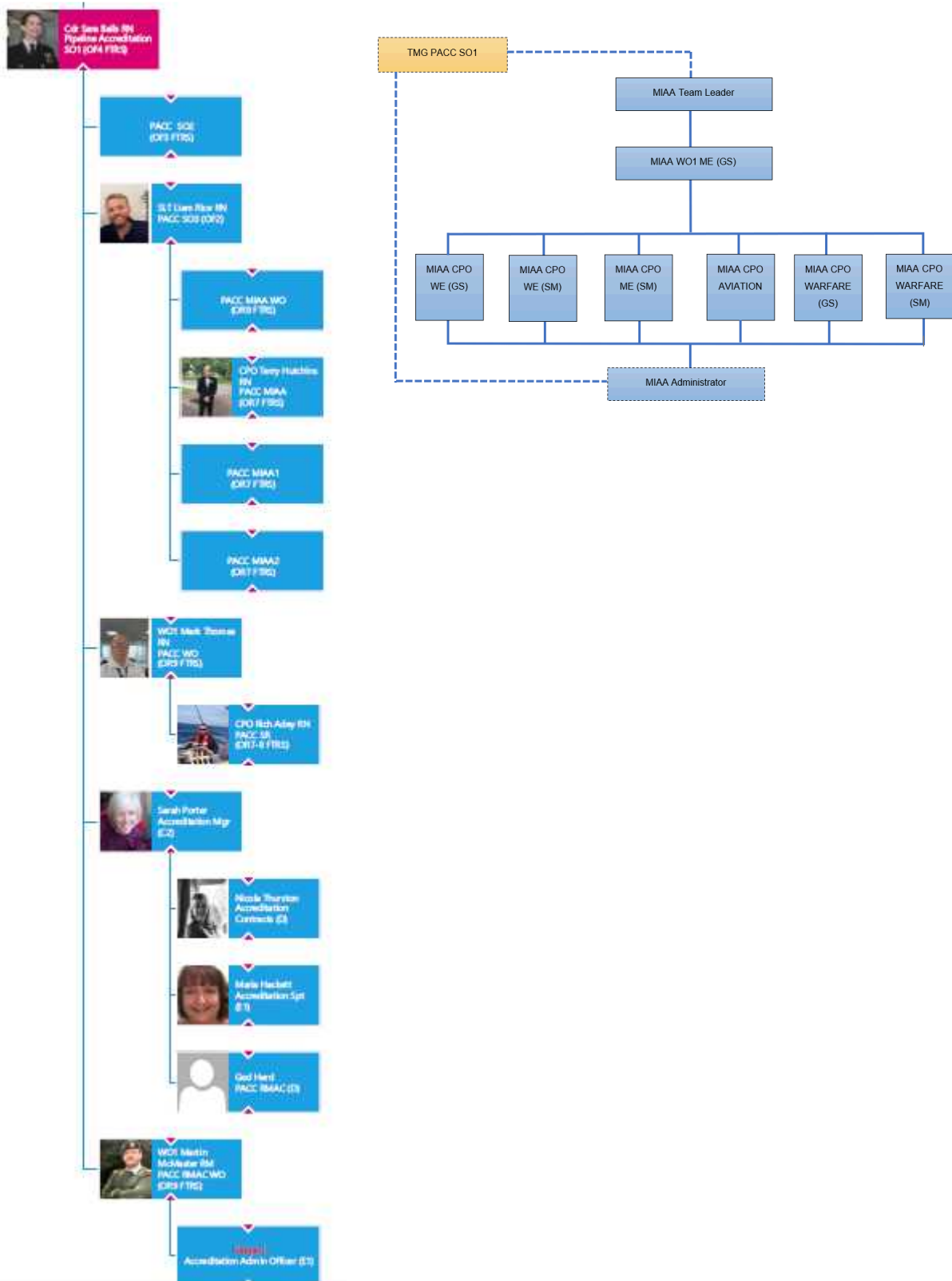
Primary Purpose of the PACC MIAA-O

- Act as Point of Contact (POC) for the MIAA to arrange EPAs with Units.
- Liaise/Support Unit Assessors and Training Coordinators in the delivery of EPAs.
- Identify opportunities to develop MIAA processes to benefit Onboard Assessors and apprentices.
- Implement and maintain relevant MIAA Policies.
- Maintain and update the IQA Sampling Plan.

Secondary Purposes

- Brief career courses on RN Apprenticeships and EPAs.
- Attend RN and National events on behalf of the PACC group.
- Help the WO Coordinate the MIAA Administrators delivery of EPA documentation to the required Units.
- Send the MIAA Administrator the required EPA evidence and results for storage on the MIS.
- Assist in the development and maintenance of MIAA/EPA funding models.
- Collate feedback on EPAs to assist the MIAA Team Leader and WO with regular fleet updates.

Organisation Chart



PART C - RESPONSIBILITIES

Responsible for:	Percentage
Quality assure and approve all EPAs	60%
Conduct physical IQA observations of 5% - 10 % of all EPAs at various locations.	10%
Liaise/Support Unit Assessors and Training Coordinators in the delivery of EPAs.	5%
Identify opportunities to develop MIAA processes to benefit Onboard Assessors and apprentices.	5%
Identify opportunities to develop MIAA processes to benefit Unit assessors and apprentices, while still meeting government aspirations.	5%
Brief career courses on RN Apprenticeships and EPAs.	5%
Collate feedback on EPAs to assist the MIAA Team Leader and WO with regular fleet updates.	10%

PART D - AUTHORITY

Responsibilities

- The MIAA-O is accountable to TMG PACC SO3

PART E - SUCCESS PROFILES

Competencies

1. In general, the post holder is OR7
2. Essential:
 - a. Must either have been, or currently be an OR7.
 - b. Hold Full Driving License.
 - c. Excellent communication/customer service skills.
 - d. Good IT background/aptitude in MS Office suite of applications.
 - e. Ability to handle multiple tasks/projects simultaneously.
 - f. Working knowledge of Defence Systems Approach to training
3. Desirable:

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|----|---|
| 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 |

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.

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:	