

MTU TERMS OF REFERENCE

MTU HMS RALEIGH MISSION STATEMENT:

To deliver the highest quality of training to Naval Service personnel to produce Sailors trained to fight and win, seizing every opportunity to reinforce the moral component of operational capability.

Post:

RNR Inst FTRS

Service
Number:

D138633S

JPA Unit No:

1718667

Effective Date:

1 APR 17

Review Date:

1 APR 22

Post Holder's Signature

Post Holder: KAUNHOVEN G

Date: 1 APR 17

Rank/Rate/Grade: CPO(AW)(FP)

Signature: _____

APPROVAL

Management Approval

This issue of the MTU Terms of Reference is approved from 1 APR 17 – 1 APR 22.

Line Manager

Name: CHILTON

Date: 13 OCT 20

Rank/Grade: WO1

Post: OIC MTE

Signature: _____

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ENTRY PROFILE

1. The post holder is:
 - To be a fully qualified Petty Officer or Chief Petty Officer (Above Water)(Force Protection) with an in depth knowledge of Military Training.

POST JOINING REQUIREMENT

2. The post holder is to:
 - Attend the HMS RALEIGH Induction Lectures and Equal Opportunities within 2 months of joining.
 - Undertake Departmental Induction Procedure (DIP) within 2 weeks of joining.
 - Maintain currency for RN Alcohol, Fire Awareness, Security and Drugs presentations.
 - Be in date for the 5.56mm Weapon Handling Test and ACMT (BCC).
 - Be skill at arms trained and in possession of the SA(B)(90) qualification in accordance with the AOSP.
 - Be Defence Train the Trainer qualified, or if not, as soon as practicably possible.
 - Be qualified First Aid Level 2, or if not, as soon as practicably possible.
 - To hold an FMT 600 (ADP) for Land Rover.
 - To hold a current Criminal Records Bureau check.

PURPOSES

3. Primary
 - To instruct military training to all Phase 1 Trainees and to assist in safe live firings on all Ranges in accordance with BRd 8988, Army pamphlet 21, and respective Range Orders. To account for and control the expenditure of small arms ammunition at the firing point in accordance with current regulations.

Secondary

- Apply personal skills and leadership to instructing all aspects of Military Training.
- Supervise live firings iaw Pam 21 SA(B)(90).
- Supervise and develop subordinates and trainees.

- Submit reports on courses / students taken.
- Assist Reserve Training Officer (RTO) when appropriate.
- Instruct on all weapons used in Military Training.
- Account for, secure and maintain weapons, ammunition and stores on charge and used by classes.
- Develop and review course information as required by TGO or the Senior Instructor.
- To carry out the duties of Duty Training Instructor 1 or 2 as directed by OCINT.
- Mentor Able Ratings loaned or permanently drafted to MTU.

ACCOUNTABILITY

4. Accountable to OIC MTE for the execution of his duties.

AUTHORITY

5. CPO(AW)(FP) is authorised to:
- Control all students within the MTU for the purpose of training.

ORGANISATION DIAGRAM

6.

