Last Reviewed: 30 Apr 21

**FOST Submarines (SM) Terms of Reference for SMQ Trainer**

**JPA Postion: 2137853, 2137873, 2138646, 2137839, 2137851**

**Purpose**

1. **Primary Purpose**. To provide Safe Submariners for sea through SMQ(N) Dry in preparation for their continued at sea training.

2. **Secondary Purpose**.

1. To liaise with the SMQ(N) Training Officer to schedule and deliver the SMQ(N) Dry training course.
2. To supervise and manage the SMQ(N) trainees, delivering classroom and platform training as detailed.
3. Act as Divisional Officer to trainees and SMQ(N) staff new joiners.
4. Act as Divisional Senior Rate to SMQ(N) staff members as required.
5. Act as Divisional Senior Rate / Leading Hand to Trainees.
6. Act as Duty Instructor providing Welfare and Duty of Care to SMQ trainees outside of the scheduled working day iaw the Duty Instructor Watchbill.

**Superiors**

3. SMQ Trainer is directly accountable to the SMQTO.

**Authority**

4. SMQ Trainer is authorised to:

a. Liaise with all authorities connected with achieving their purposes.

b. Exercise functional authority over all trainers and subordinate ratings in the SMQ(N) Organisation.

**Principle Tasks**

5. In supporting the primary purposes of the SMQ(N) Organisation, SMQ Trainer is to:

a. Routinely liaise with submarine platforms and relevant authorities to ensure validity of subject matter.

b. Maintain SM currency and SQEP.

c. Liaise with platforms to ensure frequent opportunities for instruction and consolidation on board are available for each course.

6. In support of the secondary purposes of the SMQ(N) Organisation, SMQ Trainer is to:

a. Supervise the production of timely, accurate and comprehensive course reports for each trainee, highlighting any training concerns to the SMQTO.

**Qualifications**

7. SMQ(N) Trainer should be a qualified submariner and hold a minimum rank of OR4.

8. The trainer must be V or A-class Basic Submarine Qualified (BSQ) in order to deliver class specific training material where required.

9. The table below details training requirements for the post of SMQ Trainer, either Mandatory (M) or Desirable (D):

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| --- | --- | --- | --- |
| Requirement | M/D | How Achieved | Timescale |
| FOST Induction | M | FOST Induction Course | At earliest opportunity |
| DTC | M | Defence Trainer Capability | At earliest opportunity |
| Care of Trainees | M | COT Course - DLE | At earliest opportunity |
| Coaching and Mentoring Level 3 Training | D | Coaching and Mentoring Level 3 Course | At earliest opportunity |
| Mandatory Lectures (Fire, Drugs, Security, Alcohol, Equality & Diversity) | M | Periodic lectures within FOST | As required |
| DTS | D | Defence Trainer Supervisor Course | At earliest opportunity |
| Divisional Officer | D | Divisional Officer Course or refresher course if previously qualified. | OR6 and above |
| ACTS60 | D | ATF ACTS60 – Astute systems familiarisation | As required |

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| **Post Holder** |  |
| Name |  |
| Signature |  |
| **Line Manager** |  |
| Name |  |
| Signature |  |
| **Date Agreed** |  |