



Defence Academy  
of the United Kingdom



# Prospectus 2014

Professional Skills for Defence and Security







## How to use this Prospectus

This prospectus should be used in conjunction with our online Prospectus to explore the full range of courses available at the Defence Academy. The website contains full details of the courses and can be found at [www.da.mod.uk](http://www.da.mod.uk). If you need clarification on any of the information listed about the Defence Academy generally, please email [admin.hq@defenceacademy.mod.uk](mailto:admin.hq@defenceacademy.mod.uk).

## Before You Apply

### Eligibility

All members of the Armed Forces and civilian staff, whether non-industrial or Skill Zone, full-time or part-time. The majority of our courses are also open to non-MOD personnel from Industry, Trading Fund Agencies, Other Government Departments and Overseas Organisations on a fee paying basis. If there are a number of delegates from one organisation, it may be more cost effective if we run an in-house course for you at a venue of your choice.

### Entry Requirements

For many of our courses, we ask that you have the requisite training or experience prior to booking. This is to ensure that all delegates gain the maximum benefit from the course they wish to attend. Please see the Entry Requirements section for each course on our website where you can find more information.

### How to Apply

Whether you make a booking using HRMS, telephone or application form, please ensure all your contact details are correct on HRMS/JPA. Our courses are accessed in a number of different ways, and therefore the application process varies. The relevant course description on our website will identify this for you.

### Demand Led Courses

For modules where demand is lower or less predictable, we do not publish dates in advance, but schedule modules as the demand arises, at locations which best suit the majority of applicants. You will be placed on the waiting list for these courses.

### Late Availability

We offer students the opportunity to book on to courses at short notice through the late availability section (see the left hand side of our prospectus page) on the website.

## Important Information

### Languages

For further information on languages, please see page 64 for the Employment Training section.

### Bespoke Training

Courses can be arranged at your place of work if there is sufficient requirement. Please go to the point of contact for applying for an existing equivalent course. We also have an Organisation Development Team who can tailor an intervention to develop team dynamics (including psychometrics), ways-of-working, relationships and people, outputs and process, team development (not team building), innovation and creativity, coaching and potential development which can enhance team awareness and performance. They can be contacted by email: [JLawrence.cmt@defenceacademy.mod.uk](mailto:JLawrence.cmt@defenceacademy.mod.uk)

### New Training & Education Requirements

The Defence Academy is approached to consider whether it can take on new course requirements on a regular basis. To ensure the process for assessing potential new requirements is followed correctly, Training Requirements Authorities who wish to Sponsor a course to be delivered by the Defence Academy should contact the Training Cell for advice on the procedure. For New Requirements visit [www.da.mod.uk/prospectus/new-requirements](http://www.da.mod.uk/prospectus/new-requirements).

### Withdrawals from Training

Once an individual has been assigned to a training workshop, and this has been agreed by his or her line manager, withdrawal should be made only in very exceptional circumstances. Last minute cancellations are a waste of public funds and deny training opportunities to others. If a withdrawal is unavoidable, the appropriate Training Centre must be informed immediately by telephone and the individual will be issued with a cancellation number. The relevant line manager will be asked to provide formal confirmation and an explanation for non-attendance. Any commercial venue cancellation costs resulting from late cancellations or 'no shows' will be charged to the trainee's UIN.

Fee-paying customers should refer to the terms and conditions provided to them and identify the prevailing rates of cancellation.

In the event that we are forced to cancel or postpone an event, customers will be informed by written notification, e-mail or telephone. You will be advised if there is an alternative or rescheduled date available.

### Accessibility

Please tell the appropriate Training Centre when you make your booking if you have any individual requirements (e.g. Braille, large print and audio versions of courseware, sign language interpreters or mobility). If you have any concerns in this respect, please email us at: [accessibility.hq@defenceacademy.mod.uk](mailto:accessibility.hq@defenceacademy.mod.uk). Please note this can take up to eight weeks to arrange.





# Contents

<b>01</b>	Acquisition	04
<b>02</b>	Aeronautics & Airworthiness	32
<b>03</b>	Command & Staff Training	38
<b>04</b>	Commercial	46
<b>05</b>	Communications	54
<b>06</b>	Defence Policy, Strategy & Parliamentary	58
<b>07</b>	Employment Training	64
<b>08</b>	Equality & Diversity	74
<b>09</b>	Finance	78
<b>10</b>	Information Capability	86
<b>11</b>	Leadership & Management	98
<b>12</b>	Logistics	112
<b>13</b>	Military Directed Training	124



<b>14</b>	Nuclear	<b>134</b>
<b>15</b>	Programme & Project Management	<b>142</b>
<b>16</b>	Safety, Quality & Assurance	<b>154</b>
<b>17</b>	Science & Engineering	<b>164</b>
<b>18</b>	Training Support	<b>180</b>

For information on Defence Academy locations  
across the United Kingdom, please visit:  
[www.da.mod.uk/locations](http://www.da.mod.uk/locations)

The Defence Academy provides a range of on-line and classroom based courses which cover the full breadth of knowledge and practice associated with defence acquisition to support the Department's drive for the continuous development of acquisition skills and behaviours.

These courses cover the full capability lifecycle from requirements generation through procurement and in-service support to disposal, based on the through life approach. We incorporate the latest in communication and delivery techniques, enabling students to achieve their full potential.



Acquisition Employment Training	8	Defence Policy and Strategic Programming	11
APMP Examination Preparation	8	Developing & Improving Supplier Relationships Online Training	12
APMP Practice Exam Online	8	Earned Value Management - Awareness	12
APMP Pre-Test Online	8	eCassandra	12
APMP Question Practice	8	Environmental Awareness and Compliance in Defence	12
Applied Systems Thinking	8	Environmental Management Systems (POEMS)	12
AQAP 2070 Mutual GQA Process	8	EU Defence and Securities Directive Online Training	12
Audit and Evaluation Skills	8	Financial and Military Capability Management (Practitioner)	12
Awareness of Reliability & Maintainability	9	Financial and Military Capability Management (Advanced)	13
Base Ordnance Depot Management System (BODMS) for Provisioners	9	Hazardous Materials	13
Business Intelligence Online Training	9	Human Factors Integration	13
Capability Context	9	- Making The Most of People in Systems	13
Catering, Retail and Leisure - Awareness Online Training	9	ILS - Tailoring, Whole Life Cost & Risk	13
Catering, Retail and Leisure - Practitioner Online Training	9	ILS - Training Management & TNA	13
Catering, Retail and Leisure - Supervisor Online Training	9	ILS Contract Management Online Training	13
Catering, Retail and Leisure - Unit Executive Online Training	10	ILS Contracting	14
COGNOS 8 - Practitioner	10	ILS In-Service Support	14
Commercial Awareness & Practitioner Programme Online Training	10	ILS In-Service Support Online Training	14
Commercial Practitioners Workshop 1	10	ILS Level 1 Online Training	14
Commercial Practitioners Workshop 2	10	ILS Management & Supportability Engineering	14
Commercial Practitioners Workshop 3	10	ILS Practitioner Core Modules Online Training	14
Configuration Management for Practitioner	11	ILS Level Pre-Test 1	15
Continuing Professional Development - C9 Risk Reward and Remedy	11	ILS Pre-Test 2	15
Defence Acquisition Management MSc/PgDip/PgCert	11	ILS Training & TNA Online Training	15
Defence Capability Introduction	11	Income Generation	15
		- A Practitioners Introduction	15
		Income Generation - Commercial	15
		INDEPOL Free Format	15

INDEPOL Historical and Templates	16	Low Value Purchasing	19
Information Interoperability Awareness Online Training	16	Managing Defence Contracts	20
Integrated Logistic Support Introduction Online Training	16	Managing Defence Contracts Online Training	20
Intellectual Property Online Training	16	Managing Defence Contracts: Contractor Support to Operations Online Training	20
Intellectual Property Workshop	16	Managing Defence Contracts: Contractor Support to Operations Workshop	20
International Acquisition Awareness	16	Materiel & Financial Accounting Online Training	20
International Culture Workshop	17	Materiel & Financial Accounting Basic Practitioner	20
Introduction to Commercial Practice Online Training	17	Materiel & Financial Accounting Advanced Practitioner	20
Introduction to Defence Acquisition	17	Maximum Price Target Cost Online Training	21
Introduction to Defence Acquisition Online Training	17	Memorandum of Understanding & International Negotiations	21
Introduction to e-Procurement Online Training	17	MJDI MIS Application PT User Online Training	21
Introduction to Human Factors Integration	17	MS Project 2003 - Introduction	21
Introduction to Negotiation Workshop	17	MS Project 2003 - Advanced	21
Introduction to Private Finance Initiative Online Training	17	Packaging Basic Awareness	21
Inventory Management Basic Awareness Online Training	18	Packaging for Handling Storage & Transport (PHS&T) Awareness Online Training	21
Inventory Management Practitioner - Basic	18	Packaging of Defence Materiel – Compendium Online Training	22
Inventory Management Practitioner - Advanced	18	Packaging of Defence Materiel – Practitioner Online Training	22
Joint Working Workshop	18	PM1 Principles of Project Management	22
Key Logistics Messages Level 1 Online Training	18	PM1 Principles of Project Management Online Training	22
Key Logistics Messages Level 2 Online Training	18	PM2 Projects in Context	22
Lean Awareness	19	PM3 Planning Scheduling & Risk	22
Lean Fundamentals	19	PM4 Project Management Tools and Techniques	22
Lean Techniques	19	PM5 Investment Decisions	23
Legal Awareness Online Training	19	PM6 Managing the Project	23
Lifecycle Processes Introduction	19		
Lifecycle Processes Advanced	19		
Logistic Support Management	19		



PM7 Controlling the Project	23	Supply Chain Information Systems (Maritime) Online Training	27
Practitioner of Reliability & Maintainability	23	Supply Chain Information Systems (Maritime) Workshop	27
Pricing Techniques	23	Support Solution Assurance Online Training	27
Priming Equipment Packs	23	Support Solution Coherence & Assurance	28
Prince2® Foundation	23	Sustainable Development in Defence Acquisition	28
Principles of Configuration Management	24	Sustainable Procurement Awareness Online Training	28
Principles of Quality Management Online Training	24	Sustainable Procurement in Action	28
Programme and Project Management (PPM) MSc	24	System Safety Awareness Online Training	28
Quality Assurance Awareness Online Training	24	System Safety In Action	28
Quality Assurance Practitioner (Part1)	24	System Safety in Action Online Training	28
Quality Assurance Practitioner (Part 2)	24	System Safety Practitioner	29
Ranging & Obsolescence - Awareness	25	System Safety Practitioner Online Training	29
Ranging & Obsolescence - Practitioner	25	System Safety Process Management	29
Repair Managers Provision - Practitioner	25	System Safety Process Management Online Training	29
Repair Procedures	25	Systems Approach to Engineering	29
Request for Contract Action (RCA) Online Training	25	Systems Engineering for Defence Capability MSc	29
Requirements Management	25	Team Negotiation Workshop	30
Risk Management Introduction Online Training	25	Through Life Management	30
Risk Management - Principles	26	Transforming Government Procurement Online Training	30
Risk Management - Advanced	26	United Kingdom / Europe	30
Service Contracting Online Training	26	United Kingdom / United States	30
Statement of Requirements	26	United States - International Traffic in Arms Regulations (ITAR)	30
Supply Chain Information Systems (Air) Online Training	26	Warehouse & Transport Management System	31
Supply Chain Information Systems (Air) Workshop	26		
Supply Chain Information System (Land) Online Training	27		
Supply Chain Information Systems (Land) Standalone Test	27		
Supply Chain Information Systems (Land) Workshop	27		

# 01 Acquisition

## Acquisition Employment Training

**Aim:**

To provide OF2/OF3 from all three Services with the knowledge, skills and techniques necessary to contribute to the delivery of Capability through all stages of the Defence Acquisition cycle.

Pre-requisites: None

Duration: Refer to webpage.

Course Level: A & P

Course Contact Details:

Tel: 01793 785053, Mil: 96161 5053

Course Code: AET

## APMP Examination Preparation

**Aim:**

To provide delegates with the practical skills necessary to sit the APMP examination.

Pre-requisites: Refer to webpage.

Duration:

3 days. The APMP examination takes place on the third day.

Course Contact Details:

Tel: 0306 798 4170

Course Code: APMPEP

## APMP Practice Exam Online

**Aim:**

To provide learners with experience. APMP questions under examination conditions.

Pre-requisites: Refer to webpage.

Duration: 3 hours

Course Contact Details:

Tel: 0306 798 4170

Course Code: APMPES

## APMP Pre-Test Online

**Aim:**

To provide individuals with a controlled and timed test to ascertain their level of knowledge relative to undertaking the APMP Exam.

Pre-requisites: Refer to webpage.

Duration:

The pre-test is timed for each section relative to the number of questions to be answered.

Course Contact Details:

Tel: 0306 798 4170

Course Code: APMPPT

## APMP Question Practice

**Aim:**

To provide learners with real-time practice of answering typical questions they would expect to face in an APMP exam.

Pre-requisites: Refer to webpage.

Duration:

15 minutes per question (timed).

Course Contact Details:

Tel: 0306 798 4170

Course Code: APMPQP

## Applied Systems Thinking

**Aim:**

To enable students to differentiate between a range of systems approaches relevant to Systems Engineering and their applicability across the Systems Engineering Lifecycle.

Pre-requisites: Refer to webpage.

Duration: 5 days

Course Contact Details:

Tel: 01793 785810, Mil: 96161 5810

Course Code: SEDAST

## AQAP 2070 Mutual GQA Process

**Aim:**

To provide a practitioner level of knowledge and skills for Government Quality Assurance.

Pre-requisites: Refer to webpage.

Duration:

Between 3hrs for an experienced student and up to 1 day for novice students.

Course Contact Details:

Tel: 0306 798 4170

Course Code: AQAP

## Audit and Evaluation Skills

**Aim:**

To provide delegates with a range of skills which will help develop their ability to perform an audit/evaluation.

Pre-requisites: None

Duration: 2 days.

Course Contact Details:

Tel: 0306 798 4170

Course Code: AES

### Awareness of Reliability & Maintainability

**Aim:**

To provide an appreciation of the concepts and principles of R&M and their application to the acquisition of defence equipment.

Pre-requisites: Refer to webpage.

Duration: 1.5 days

Course Contact Details:

Tel: 0306 798 4170

Course Code: ARM

### Base Ordnance Depot Management System (BODMS) for Provisioners

**Aim:**

To provide students with an overview of the Provision element of the BODMS system.

Pre-requisites: Refer to webpage.

Duration: 1 day.

Course Level: P

Course Contact Details:

Tel: 0306 798 4170

Course Code: PS-10

### Business Intelligence Online Training

**Aim:**

To promote professional development within purchasing and supply and to provide opportunities for raising levels of awareness of business knowledge within the acquisition community.

Pre-requisites: Refer to webpage.

Duration: 13 hours approximately.

Course Contact Details:

Tel: 0306 798 4170

Course Code: BIOLT

### Capability Context

**Aim:**

To enable students to develop potential solutions to capability level problems using SE methods and techniques.

Pre-requisites: Refer to webpage.

Duration: 5 days

Course Contact Details:

Tel: 01793 785810, Mil: 96161 5810

Course Code: SEDCCC

### Catering, Retail and Leisure - Awareness Online Training

**Aim:**

To provide delegates with a basic awareness of Catering, Retail and Leisure (CRL) including Pay as You Dine (PAYD).

Pre-requisites: None

Duration: 2 hours approximately.

Course Level: A

Course Contact Details:

Tel: 0306 798 4170

Course Code: CRL-A

### Catering, Retail and Leisure - Practitioner Online Training

**Aim:**

To provide delegates with a practical knowledge of Catering, Retail and Leisure (CRL) including Pay as You Dine (PAYD). To understand the process of Key Performance Indicators (KPI), the Monthly Trading Account and the planning and control of food service systems to obtain Value for Money (VFM).

Pre-requisites: Refer to webpage.

Duration: 2 hours approximately.

Course Level: P

Course Contact Details:

Tel: 0306 798 4170

Course Code: CRL-P

## Late Availability

We offer students the opportunity to book onto courses at short notice through the late availability section of our website.  
[www.da.mod.uk/cmt](http://www.da.mod.uk/cmt)

# 01 Acquisition

## Catering, Retail and Leisure - Supervisor Online Training

**Aim:**

To provide delegates in the role of Catering, Retail and Leisure (CRL) Supervisors with the skills to administer Core Catering Manpower and to manage the Commercial Relationship.

Pre-requisites: Refer to webpage.

Duration: 2 hours approximately.

Course Contact Details:  
Tel: 0306 798 4170

Course Code: CRL-S

## Catering, Retail and Leisure - Unit Executive Online Training

**Aim:**

To provide CRL managers with the required knowledge of the processes leading to contract award and the subsequent management of CRL (PAYD) inclusive contracts to achieve best Value for Money (VFM).

Pre-requisites: Refer to webpage.

Duration: 2 hours approximately.

Course Contact Details:  
Tel: 0306 798 4170

Course Code: CRL-UE

## COGNOS 8 - Practitioner

**Aim:**

To provide delegates with the ability to use COGNOS 8.

Pre-requisites: Refer to webpage.

Duration: 1 day.

Course Level: P

Course Contact Details:  
Tel: 0306 798 4170

Course Code: PS-05

## Commercial Awareness & Practitioner Programme Online Training

**Aim:**

To prepare Commercial Officers for their responsibilities as holders of a Commercial Licence and promote professional development within purchasing and supply. To provide opportunities for raising levels of commercial awareness within non-commercial staff and provide opportunities for experienced staff to refresh their commercial knowledge.

Pre-requisites: None

Duration: 27 hours approximately.

Course Level: A & P

Course Contact Details:  
Tel: 0306 798 4170

Course Code: CAPPOL

## Commercial Practitioners Workshop 1

**Aim:** To enhance and reinforce the first 6 e-learning modules of the Commercial Awareness and Practitioner Programme On-Line Training (CAPPOL).

Pre-requisites: Refer to webpage.

Duration: 2 days.

Course Level: P

Course Contact Details:  
Tel: 0306 798 4170

Course Code: CPW1

## Commercial Practitioners Workshop 2

**Aim:**

To enhance and reinforce the e-learning modules 7-12 of the Commercial Awareness and Practitioner Programme On-Line Training (CAPPOL).

Pre-requisites: Refer to webpage.

Duration: 2 days.

Course Level: P

Course Contact Details:  
Tel: 0306 798 4170

Course Code: CPW2



### Commercial Practitioners Workshop 3

**Aim:**

To enhance and reinforce the knowledge gained from Business Intelligence On-Line Training (BIOLT).

Pre-requisites: Refer to webpage.

Duration: 3 days.

Course Level: P

Course Contact Details:

Tel: 0306 798 4170

Course Code: CPW3

### Configuration Management for Practitioner

**Aim:**

To provide students with the necessary knowledge and skills to manage Configuration Management; to introduce students to the CM practitioner's role.

Pre-requisites: Refer to webpage.

Duration: 3 days.

Course Level: P

Course Contact Details:

Tel: 0306 798 4170

Course Code: CMP

### Continuing Professional Development - C9 Risk Reward and Remedy

**Aim:**

To explore the changing role of the commercial, procurement and purchasing functions in MOD and Industry in relation to Risk, Reward and Remedy.

Pre-requisites: Refer to webpage.

Duration: 2 days.

Course Level: P

Course Contact Details:

Tel: 0306 798 4170

Course Code: CPD-C9

### Defence Acquisition Management MSc/PgDip/PgCert

**Aim:**

The course provides a wide coverage of management topics that are pertinent to the acquisition of capability.

Pre-requisites: Refer to webpage.

Duration:

PgCert: Part-time one year; PgDip: Part-time two years; MSc: Part-time two years and eight months.

Course Contact Details:

Tel: 01793 785810, Mil: 96161 5810

Course Code: DAMMSC

### Defence Capability Introduction

**Aim:**

To provide a baseline understanding of the context of Defence Acquisition and Technology, and review the MOD's use of Systems Engineering in its drive to deliver Defence capability and generate and sustain military operations as efficiently as possible.

Pre-requisites: Refer to webpage.

Duration: 5 days

Course Contact Details:

Tel: 01793 785810, Mil: 96161 5810

Course Code: DC-I

### Defence Policy and Strategic Programming

**Aim:**

To examine the principles of allocating and managing defence resources in order to deliver policy.

Pre-requisites: None

Duration:

3 weeks fully residential.

Course Contact Details:

Tel: 01793 788097, Mil: 96161 8097

Course Code: DP&SP

# 01 Acquisition

## Developing & Improving Supplier Relationships Online Training

**Aim:**

To gain a deeper understanding of buyer /supplier relationships and how these relationships affect procurement activities.

Pre-requisites: None

Duration: 28 hours approximately.

Course Contact Details:  
Tel: 0306 798 4170

Course Code: DISROL

## Earned Value Management - Awareness

**Aim:**

To gain an awareness of Earned Value Management and its terminology.

Pre-requisites: None

Duration: 0.5 day.

Course Level: A

Course Contact Details:  
Tel: 0306 798 4170

Course Code: EVM-A

## eCassandra

**Aim:**

To provide delegates with sufficient knowledge to understand the reasons for the creation and maintenance of a Hazard log and to introduce them to the software application that would enable them to do this.

Pre-requisites: Refer to webpage.

Duration: 1 day

Course Contact Details:  
Tel: 0306 798 4170

Course Code: eCass

## Environmental Awareness and Compliance in Defence

**Aim:**

To introduce delegates to: Environmental awareness within defence acquisition; Defence-related activities influencing the quality of the environment; Effective methods of environmental protection in Defence acquisition; Environmental legislation; Environmental compliance in Defence.

Pre-requisites: None

Duration: 2 days

Course Contact Details:  
Tel: 01793 785810, Mil: 96161 5810

Course Code: EACD

## Environmental Management Systems (POEMS)

**Aim:**

To introduce delegates to: POEMS requirements, structure and implementation process; Information regarding application of POEMS to Commercial and Military off the Shelf and User Requirement Documents; Introduction to influencing and communication skills, restricted materials, available assessment tools and POEMS Audit; Identifying the need for further environmental assessment in the context of POEMS.

Pre-requisites: Refer to webpage.

Duration: 5 days

Course Contact Details:  
Tel: 01793 785810, Mil: 96161 5810

Course Code: POEMS

## EU Defence and Securities Directive Online Training

**Aim:**

To raise awareness of the way that the directive impacts on MOD Procurements.

Pre-requisites: None

Duration: 2 hours approximately.

Course Contact Details:  
Tel: 0306 798 4170

Course Code: EUDSD

## Financial and Military Capability Management (Practitioner)

**Aim:**

By the end of the course its membership will have acquired an understanding of the MoD's Financial and Military Capability processes and their application in the development and generation of strategy-compliant and affordable force structures and capabilities.

Pre-requisites: None

Duration: 4 days residential.

Course Level: P

Course Contact Details:  
Tel: 01793 785810, Mil: 96161 5810

Course Code: FinMilCap (P)

### Financial and Military Capability Management (Advanced)

**Aim:**

To inform and prepare leaders and key managers within the FinMilCap environment with the detailed process knowledge and higher level thinking skills necessary to perform their roles.

Pre-requisites: Refer to webpage.

Duration: 5 days residential.

Course Contact Details:

Tel: 01793 785810, Mil: 96161 5810

Course Code: FinMilCap (A)

### Hazardous Materials

**Aim:**

To provide students with sufficient knowledge to understand the reasons for the control and reporting of hazardous materials and to introduce them to the software application that would enable them to do this.

Pre-requisites: None

Duration:

3 hours approximately.

Course Contact Details:

Tel: 0306 798 4170

Course Code: HAZMAT

### Human Factors Integration - Making the Most of People in Systems

**Aim:**

To provide anyone involved in the acquisition of Defence Systems with a basic introduction to Human Factors Integration (HFI).

Pre-requisites: None.

Duration: 45 minutes approx.

Course Contact Details:

Tel: +44306 798 4170

Course Code: HFIOLT

### ILS - Tailoring, Whole Life Cost & Risk

**Aim:**

To provide an opportunity for delegates to recap and embed the knowledge gained from the preceding e-learning. Discussions and activities will centre around the tailoring principles, support input to Whole Life Costings and the risk management process. Supportability Analysis and the tools of Reliability Centred Maintenance (RCM), Level of Repair Analysis (LORA), Failure Mode Effects & Criticality Analysis (FMECA) will also be covered.

Pre-requisites: Refer to webpage.

Duration: 2 days.

Course Contact Details:

Tel: 0306 798 4170

Course Code: ILSTWR

### ILS - Training Management & TNA

**Aim:**

To build upon the preceding e-learning through discussion and activities. Delegates will cover the management processes for assessing training requirements for a capability and ensuring that those requirements are met.

Pre-requisites: Refer to webpage.

Duration: 1 day.

Course Contact Details:

Tel: 0306 798 4170

Course Code: ILSTMT

### ILS Contract Management Online Training

**Aim:**

To provide Practitioner level knowledge in ILS Tender Assessment and Contract Management. This knowledge is directly linked to a workshop (ILS Contracting).

Pre-requisites: Refer to webpage.

Duration: 4 hours approximately.

Course Level: P

Course Contact Details:

Tel: 0306 798 4170

Course Code: ILSCMO

# 01 Acquisition

## ILS Contracting

**Aim:**

To build upon the preceding e-learning through discussion and activities.

Delegates will cover commercial/contract awareness and consider the implication of contractual issues for ILS.

Pre-requisites: Refer to webpage.

Duration: 1 day.

Course Level: P

Course Contact Details:

Tel: 0306 798 4170

Course Code: ILSC

## ILS In-Service Support

**Aim:**

To build upon the preceding e-learning through discussion and activities concerning In-Service ILS activities and the risks associated with them.

Pre-requisites: Refer to webpage.

Duration: 1 day.

Course Level: P

Course Contact Details:

Tel: 0306 798 4170

Course Code: ILSISS

## ILS In-Service Support Online Training

**Aim:**

To provide Practitioner level knowledge in the management and implementation of In-Service Support.

This knowledge is directly linked to a workshop (ILS In-Service Support).

Pre-requisites: Refer to webpage.

Duration: 2 hours

Course Level: P

Course Contact Details:

Tel: 0306 798 4170

Course Code: ILSISO

## ILS Level 1 Online Training

**Aim:**

To build upon the knowledge gained in the ILS Practitioner Core Modules On-Line Training (ILSPCM) course and provide Practitioner level knowledge in ILS analysis techniques and support options.

Pre-requisites: Refer to webpage.

Duration: 5 hours approximately.

Course Level: P

Course Contact Details:

Tel: 0306 798 4170

Course Code: ILS1L

## ILS Management & Supportability Engineering

**Aim:**

To introduce delegates to the management of ILS and Supportability Engineering. It introduces ILS disciplines which are further developed in later elements of the programme.

Pre-requisites: Refer to webpage.

Duration: 3 days.

Course Level: P

Course Contact Details:

Tel: 0306 798 4170

Course Code: ILSMSE

## ILS Practitioner Core Modules Online Training

**Aim:**

To introduce the ILS core subject matter required for the ILS Licence and ILS Functional Competences.

Pre-requisites: Refer to webpage.

Duration: 23 hours approximately.

Course Level: P

Course Contact Details:

Tel: 0306 798 4170

Course Code: ILSPCM



**ILS Level Pre-Test 1****Aim:**

To provide individuals with a controlled and timed test to ascertain whether their level of knowledge will lead to exemption from the first 2 e-learning elements of the ILS Licence route.

Pre-requisites: None

Duration: 2 hours

Course Level: P

Course Contact Details:

Tel: 0306 798 4170

Course Code: ILS1PT

**ILS Pre-Test 2****Aim:**

To provide individuals with a controlled and timed test to ascertain whether their level of knowledge will lead to exemption from 4 of the e-learning elements of the ILS Licence route.

Pre-requisites: Refer to webpage.

Duration: 2 hours

Course Level: P

Course Contact Details:

Tel: 0306 798 4170

Course Code: ILS2PT

**ILS Training & TNA  
Online Training****Aim:**

To provide Practitioner level knowledge in Training and Training Needs Analysis that the learner requires for the ILS Licence. This knowledge is directly linked to a workshop (ILS Training Management & TNA).

Pre-requisites: Refer to webpage.

Duration: 2 hours

Course Level: P

Course Contact Details:

Tel: 0306 798 4170

Course Code: ILSTNO

**Income Generation  
- A Practitioners Introduction****Aim:**

To provide participants with the necessary information and skills to manage Income Generation in line with HM Treasury and Departmental guidance.

Pre-requisites:

None but participants will find it useful to have completed the Financial Skills Certificate (foundation).

Duration: 1 day.

Course Level: P

Course Contact Details:

Tel: 0306 798 4170

Course Code: E163

**Income Generation -  
Commercial****Aim:**

To enable attendees to construct an appropriate risk and reward package for a Sales Contract when committing the Authority.

Pre-requisites: Commercial staff: Income Generation - Practitioners View (E163), Commercial Awareness and Practitioner Programme (modules and workshops) (CPW1 & CPW2). Please note that you cannot self-book onto this course via HRMS.

Duration:

1.5 days.

Course Level: P

Course Contact Details:

Tel: 0306 798 4170

Course Code: IG-COM

**INDEPOL Free Format****Aim:**

To give delegates a detailed understanding of the INDEPOL enquiry language and construction of input.

Pre-requisites: Experience of INDEPOL HTR Templates and a working knowledge of CRISP terminology.

Pre-requisites: Experience of INDEPOL HTR Templates and a working knowledge of CRISP terminology.

Duration: 1 day.

Course Contact Details:

Tel: 0306 798 4170

Course Code: INDFF

# 01 Acquisition

## INDEPOL Historical and Templates

**Aim:**

To give delegates a basic understanding of the INDEPOL enquiry language and how to make simple historical and template enquiries.

**Pre-requisites:** A working knowledge of CRISP terminology.

**Duration:** 0.5 day.

**Course Contact Details:**  
Tel: 0306 798 4170

Course Code: INDT

## Information Interoperability Awareness Online Training

**Aim:**

To provide acquisition staff with an awareness level knowledge of IIO with the aim of reducing the risk of IIO not being provisioned for, being poorly managed or missed altogether and the costs associated with that.

**Pre-requisites:** None

**Duration:** 2 hours approximately.

**Course Level:** A

**Course Contact Details:**  
Tel: 0306 798 4170

Course Code: IIAOLT

## Integrated Logistic Support Introduction Online Training

**Aim:**

To introduce you to Integrated Logistic Support, a comprehensive, through-life discipline that delivers supported and supportable equipment at optimum whole life cost. ILS applies to all acquisition activity.

**Pre-requisites:** Refer to webpage.

**Duration:**

7 hours approximately. The only limitation on your study is the length of time you have to complete the Course - 60 days from starting it.

**Course Contact Details:**  
Tel: 0306 798 4170

Course Code: ILSIOL

## Intellectual Property Online Training

**Aim:**

To provide a brief overview of Intellectual Property and the Legal Rights and conditions associated with it.

**Pre-requisites:** None

**Duration:** 1 hour approximately.

**Course Contact Details:**  
Tel: 0306 798 4170

Course Code: IPOLT

## Intellectual Property Workshop

**Aim:**

To raise awareness of Intellectual Property to gain practical knowledge of how to deal with IP issues in both a public legal awareness and in the Defence Business/Acquisition context.

**Pre-requisites:** Intellectual Property On-line Training (IPOLT)

**Duration:** 2 days.

**Course Contact Details:**  
Tel: +44306 798 4170

Course Code: IPW

## International Acquisition Awareness

**Aim:**

To provide an understanding of international policy and procedures for co-operation in defence equipment programmes.

**Pre-requisites:** Refer to webpage.

**Duration:** 1 day.

**Course Contact Details:**  
Tel: 0306 798 4170

Course Code: IAA

### International Culture Workshop

**Aim:**

To assist delegates in gaining an advanced understanding of how culture aspects impact on MOD business with other nations and develop strategies to best manage cultural differences.

Pre-requisites: None

Duration: 1 day.

Course Contact Details:  
Tel: 0306 798 4170

Course Code: ICW

### Introduction to Commercial Practice Online Training

**Aim:**

To provide an overview of the commercial role and impart knowledge of the key elements of a contract, contract law and the MOD policy on contracting.

Pre-requisites: None

**Duration:**

6 hours approximately. The only limitation on your study is the length of time you have to complete the Course - 60 days from starting it.

Course Contact Details:  
Tel: 0306 798 4170

Course Code: ICPOLT

### Introduction to Defence Acquisition

**Aim:**

To provide a basic understanding of the Defence Acquisition process.

Pre-requisites: None

Duration: 1 day.

Course Contact Details:  
Tel: 0306 798 4170

Course Code: IDA

### Introduction to Defence Acquisition Online Training

**Aim:**

To provide a basic understanding of the Defence Acquisition process.

Pre-requisites: None

Duration: 9 hours approximately.

Course Contact Details:  
Tel: 0306 798 4170

Course Code: IDAOLT

### Introduction to e-Procurement Online Training

**Aim:**

To introduce individuals to MOD e-Procurement policy, process and the associated tools.

Pre-requisites: None

Duration: 7 hours approximately.

Course Contact Details:  
Tel: 0306 798 4170

Course Code: IEPOLT

### Introduction to Human Factors Integration

**Aim:**

To introduce the concepts and principles of HFI.

Pre-requisites: None

Duration: 1 day.

Course Contact Details:  
Tel: 0306 798 4170

Course Code: IHFI

### Introduction to Negotiation Workshop

**Aim:**

To explore the main elements of negotiation theory which are appropriate to acquisition, and to practice negotiation skills in a safe environment.

Pre-requisites: Refer to webpage.

Duration: 2 days.

Course Contact Details:  
Tel: 0306 798 4170

Course Code: INW

### Introduction to Private Finance Initiative Online Training

**Aim:**

To provide an overview of PFI for those who have recently joined a team that's involved in procuring or managing PFI.

Pre-requisites: None

**Duration:**

4 hours approximately. The only limitation on your study is the length of time you have to complete the Course - 60 days from starting it.

Course Contact Details:  
Tel: 0306 798 4170

Course Code: IPFIOL

# 01 Acquisition

## Inventory Management Basic Awareness Online Training

**Aim:**  
To provide a basic awareness to Inventory Management for those new to the role.

**Pre-requisites:** None

**Duration:** 6 hours approximately.

**Course Level:** A

**Course Contact Details:**  
Tel: 0306 798 4170

**Course Code:** IMBAOL

## Inventory Management Practitioner - Basic

**Aim:**  
To ensure that all Inventory Managers achieve the level of functional competence required by basic practitioners prior to initial delegation of requirement and/or financial authority.

**Pre-requisites:** Refer to webpage.

**Duration:** 3 days.

**Course Level:** P

**Course Contact Details:**  
Tel: 0306 798 4170

**Course Code:** IMPB

## Inventory Management Practitioner - Advanced

**Aim:**  
To provide licensed and experienced Inventory Managers with the knowledge and understanding of Defence Inventory Management policy and processes to attain the Certificate of Competence.

**Pre-requisites:** Refer to webpage.

**Duration:** 4 days.

**Course Level:** P

**Course Contact Details:**  
Tel: 0306 798 4170

**Course Code:** IMPA

## Joint Working Workshop

**Aim:**  
To give delegates the opportunity to explore aspects of Joint Working in an interactive workshop environment.  
To learn about the current joint working recommended practices with a view to promoting and implementing joint working processes at their place of work.

**Pre-requisites:** None

**Duration:** 2 days.

**Course Contact Details:**  
Tel: 0306 798 4170

**Course Code:** JWW

## Key Logistics Messages Level 1 Online Training

**Aim:**  
To enable all OF1 and SNCO level (or equivalent) civilian, service or industry personnel to have a practical understanding of the principles of Joint End-to-End Logistics.

**Pre-requisites:** None

**Duration:** 1 hour approximately.

**Course Contact Details:**  
Tel: 0306 798 4170

**Course Code:** KLM1OL

## Key Logistics Messages Level 2 Online Training

**Aim:**  
To enable all OF 2 and WO level (or equivalent) civilian, service or industry personnel to have a practical understanding of the principles of joint End-to-End Logistics (building on the level of awareness provided by Key Logistics Messages Level 1).

**Pre-requisites:** Refer to webpage.

**Duration:** 1 hour approximately.

**Course Contact Details:**  
Tel: 0306 798 4170

**Course Code:** KLM2OL



### Lean Awareness

**Aim:**

To provide delegates with an understanding of lean thinking and how it can benefit the business.

Pre-requisites: None

Duration: 1 day.

Course Contact Details:  
Tel: 0306 798 4170

Course Code: LA

### Lean Fundamentals

**Aim:**

To provide practical experience in Lean Principles and techniques.

Pre-requisites: None

Duration: 3 days.

Course Contact Details:  
Tel: 0306 798 4170

Course Code: LF

### Lean Techniques

**Aim:**

To enhance the skills of those involved in facilitating Lean events through the practice of key tools and soft skill techniques.

Pre-requisites: Refer to webpage.

Duration: 4 days.

Course Contact Details:  
Tel: 0306 798 4170

Course Code: LT

### Legal Awareness Online Training

**Aim:**

To provide or increase awareness of legal issues and problems in a MOD commercial context.

Pre-requisites: None

Duration: 16 hours approximately.

Course Contact Details:  
Tel: 0306 798 4170

Course Code: LAOLT

### Lifecycle Processes Introduction

**Aim:**

To recognise how Systems Engineering processes can be used to support acquisition through projects and programmes.

Pre-requisites: Refer to webpage.

Duration: 5 days

Course Contact Details:  
Tel: 01793 785810, Mil: 96161 5810

Course Code: SEDLPI

### Lifecycle Processes Advanced

**Aim:**

To examine the application of Systems Engineering Processes in detail.

Pre-requisites: Refer to webpage.

Duration: 5 days

Course Contact Details:  
Tel: 01793 785810, Mil: 96161 5810

Course Code: SEDLPA

### Logistics Support Management

**Aim:**

To enable MOD staff working in through life support management posts to manage the design, development, delivery and sustainment of more effective, efficient and coherent support solutions through life.

Pre-requisites:

Delegates will be expected to have prior acquisition experience. \*Currently only available to DE&S delegates.

Duration: 4 days

Course Contact Details:  
Tel: +44306 798 2681

Course Code: LSM001

### Low Value Purchasing

**Aim:**

To provide personnel with the knowledge and comprehension needed to enable them to manage LVP activities within their area of responsibility.

Pre-requisites: Refer to webpage.

Duration: 1 day.

Course Contact Details:  
Tel: 0306 798 4170

Course Code: LVP

# 01 Acquisition

## Managing Defence Contracts

**Aim:**  
To further develop the skills and knowledge gained during MDCOLT which enable Defence Logisticians and other non-Commercial staff across the Department, to manage Defence Contracts effectively.

**Pre-requisites:** Refer to webpage.

**Duration:** 2 days.

**Course Contact Details:**  
Tel: 0306 798 4170

**Course Code:** MDC

## Managing Defence Contracts Online Training

**Aim:**  
To give Defence Logisticians and other non-Commercial functions the skills and knowledge required to manage Defence Contracts effectively.

**Pre-requisites:** None

**Duration:** 20 hours approximately.

**Course Contact Details:**  
Tel: 0306 798 4170

**Course Code:** MDCOLT

## Managing Defence Contracts: Contractor Support to Operations Online Training

**Aim:**  
To provide Defence Logisticians with a deeper understanding of the particular contract and management issues associated with contractor support on operations.

**Pre-requisites:** None

**Duration:** 3 hours approximately.

**Course Contact Details:**  
Tel: 0306 798 4170

**Course Code:** MDCCOL

## Managing Defence Contracts: Contractor Support to Operations Workshop

**Aim:**  
To provide Defence Logisticians with a deeper understanding of the particular management issues and risks associated with contractor support on operations.

**Pre-requisites:** Refer to webpage.

**Duration:** 1 day.

**Course Contact Details:**  
Tel: 0306 798 4170

**Course Code:** MDCCSO

## Materiel & Financial Accounting Online Training

**Aim:**  
To provide delegates with the awareness level knowledge needed to address specific areas of MoD's management of Materiel and Financial Accounting and progress to the appropriate workshop.

**Pre-requisites:** None

**Duration:** 8 hours approximately.

**Course Contact Details:**  
Tel: 0306 798 4170

**Course Code:** MFAOLT

## Materiel & Financial Accounting Basic Practitioner

**Aim:**  
To ensure that all Supply Chain Managers achieve the appropriate level of functional competence required for Materiel Accounting of the Defence Inventory by Supply Chain Management practitioners. Completion of this training is mandatory for all Supply Chain Management staff at Band D & E and will be required to attain or retain both the Inventory Management Licence and similarly the Inventory Management Certificate of Competence.

**Pre-requisites:** Refer to webpage.

**Duration:** 1 day workshop.

**Course Level:** P

**Course Contact Details:**  
Tel: 0306 798 4170

**Course Code:** MFA-B

## Materiel & Financial Accounting Advanced Practitioner

**Aim:**  
To ensure that all Band C/B Supply Chain Managers achieve the appropriate level of functional competence required for Materiel and Financial Accounting of the Defence Inventory by Supply Chain Management practitioners. Completion of this training is mandatory for all Supply Chain Management staff at Band C & B and will be required to attain or retain both the Inventory Management Licence and similarly the Inventory Management Certificate of Competence.

**Pre-requisites:** Refer to webpage.

**Duration:** 1 day workshop.

**Course Level:** P

**Course Contact Details:**  
Tel: 0306 798 4170

**Course Code:** MFA-A

### Maximum Price Target Cost Online Training

**Aim:**

To introduce the Defence Infrastructure Organisation approach to Maximum Price Target Cost and it's relationship with Three Point Estimating and Risk.

Pre-requisites: None

Duration: 4 hours approximately.

Course Contact Details:  
Tel: 0306 798 4170

Course Code: MPTCOL

### Memorandum of Understanding & International Negotiations

**Aim:**

To enable staff to confidently participate in the creation, management or termination of Memorandum of Understanding (MOU) and to undertake the required international negotiations.

Pre-requisites: Refer to webpage.

Duration: 2 days.

Course Contact Details:  
Tel: 0306 798 4170

Course Code: MOU

### MJDI MIS Application PT User Online Training

**Aim:**

To provide DE&S PT users with the basic training required in order to access and exploit MJDI MIS. Completion of the course will enable personnel to receive a MJDI Log on.

Pre-requisites: None

Duration: 2 hours approximately.

Course Contact Details:  
Tel: 0306 798 4170

Course Code: MJDIOL

### MS Project 2003 - Introduction

**Aim:**

To give delegates a working understanding of the basics of Microsoft Project.

Pre-requisites: Refer to webpage.

Duration: 2 days.

Course Contact Details:  
Tel: 0306 798 4170

Course Code: MSP-1

### MS Project 2003 - Advanced

**Aim:**

To introduce advanced concepts and techniques for using Microsoft Project 2003 for Windows.

Pre-requisites: Refer to webpage.

Duration: 1 day.

Course Contact Details:  
Tel: 0306 798 4170

Course Code: MSP-2

### Packaging Basic Awareness

**Aim:**

To provide a basic understanding of packaging issues associated with the introduction, and through life support of items entering service.

Pre-requisites: None

Duration: 1 hour

Course Contact Details:  
Tel: 0306 798 4170

Course Code: PACKBA

### Packaging for Handling Storage & Transport (PHS&T) Awareness Online Training

**Aim:**

To provide a general overview of PHS&T issues associated with the introduction, and through life support of items entering service.

Pre-requisites: None

Duration: 1 hour approximately.

Course Contact Details:  
Tel: 0306 798 4170

Course Code: PHSTOL

# 01 Acquisition

## Packaging of Defence Materiel – Compendium Online Training

**Aim:**

To provide an in depth understanding of issues associated with Def Stan 81-41 (Packaging of Defence Materiel) Part 6 (Marking and Labelling) and knowledge of; JSP 379 'Packagers Hand Book, the Packaging Information Database (aka SPIN), MPAS Certification, General Packaging Documentation, Packaging Defects and NCR with an overview of Inventory Management Systems.

Pre-requisites: Refer to webpage.

Duration: 7 hours maximum.

Course Level: P

Course Contact Details:  
Tel: 0306 798 4170

Course Code: PDMCOT

## Packaging of Defence Materiel – Practitioner Online Training

**Aim:**

To provide an in depth understanding of issues associated with Def Stan 81-41 (Packaging of Defence Materiel) Parts 1 to 5.

Pre-requisites: Refer to webpage.

Duration: 7 hours maximum.

Course Level: P

Course Contact Details:  
Tel: 0306 798 4170

Course Code: PDMPOT

## PM1 Principles of Project Management

**Aim:**

All MOD and non-MOD personnel, irrespective of function or TLB area, who would like to gain an awareness of Project Management.

Pre-requisites: None

Duration: 2 days.

Course Contact Details:  
Tel: 0306 798 4170

Course Code: PPM

## PM1 Principles of Project Management Online Training

**Aim:**

To provide delegates with an understanding of the discipline of Project Management and the way in which it can be applied to a wide range of functional roles both within and beyond the community in which they work.

Pre-requisites: None

Duration: 8 hours approximately.

Course Contact Details:  
Tel: 0306 798 4170

Course Code: PM1OLT

## PM2 Projects in Context

**Aim:**

To provide delegates with an understanding of: Projects, Programmes and Portfolios and how they are related. It also looks at the environment surrounding a project and the key roles within a project management team.

Pre-requisites: Refer to webpage.

Duration: 12 hours approximately.

Course Contact Details:  
Tel: 0306 798 4170

Course Code: PM2OLT

## PM3 Planning, Scheduling & Risk

**Aim:**

To provide delegates with an understanding of scope management, scheduling, networks, and resource allocation within a project. It also covers risk management, from how to identify risks through to monitoring and controlling them.

Pre-requisites: Refer to webpage.

Duration: 8 hours approximately.

Course Contact Details:  
Tel: 0306 798 4170

Course Code: PM3OLT

## PM4 Project Management Tools and Techniques

**Aim:**

To provide a practical approach to the application of project management theory, particularly in the areas of planning, scheduling and control, in a nonthreatening environment.

Pre-requisites: Refer to webpage.

Duration: 2 days.

Course Contact Details:  
Tel: 0306 798 4170

Course Code: PMTOOL

### PM5 Investment Decisions

**Aim:**

To provide delegates with an understanding of the Business Case, what is included and how to manage investments and trade offs. It also looks at how procurement and supplier selection fit into a project.

Pre-requisites: Refer to webpage.

Duration: 4 hours approximately.

Course Contact Details:  
Tel: 0306 798 4170

Course Code: PM5OLT

### PM6 Managing the Project

**Aim:**

To provide delegates with an understanding of how to maintain quality and manage information and change within a project. It then finally looks at how to close a project, handover and evaluate project successes and failures.

Pre-requisites: None

Duration: 7 hours approximately.

Course Contact Details:  
Tel: 0306 798 4170

Course Code: PM6OLT

### PM7 Controlling the Project

**Aim:**

To provide the additional subjects which are not covered in the previous Project Management e-learning (PM2, PM3, PM5 and PM6) but which form part of the APMP examination syllabus. PM7 (in conjunction with PM2, 3, 5 and 6) will allow candidates to demonstrate knowledge of all elements of project management in order to assist in the management of projects. Learners who are seeking the APMP qualification will be able to demonstrate an understanding of how these elements interact.

Pre-requisites: Refer to webpage.

Duration: 8 hours approximately.

Course Contact Details:  
Tel: 0306 798 4170

Course Code: PM7OLT

### Practitioner of Reliability & Maintainability

**Aim:**

To help equip IPT MOD staff and Contractors with the knowledge & skills required to manage R&M through the acquisition cycle.

Pre-requisites: Refer to webpage.

Duration: 2.5 days.

**Note:**

There is an element of pre-course reading required.

Course Level: P

Course Contact Details:  
Tel: 0306 798 4170

Course Code: PORM

### Pricing Techniques

**Aim:**

To equip delegates with practical skills associated with pricing principles and risks, variation of price and contract incentivisation.

Pre-requisites: None

Duration: 1 day.

Course Contact Details:  
Tel: 0306 798 4170

Course Code: PT

### Priming Equipment Packs

**Aim:**

To provide an introduction to the PEPs process and the different roles within it. By the end of the course, learners will have achieved: - An understanding of the overall PEPs process; - An understanding of the role of stakeholders; - An understanding of where to turn for further advice.

Pre-requisites: None

Duration: 2.5 hours approximately.

Course Contact Details:  
Tel: 0306 798 4170

Course Code: PEP

### Prince2® Foundation

**Aim:**

This course introduces new and experienced project staff to the components and techniques of the PRINCE2® methodology.

Pre-requisites: None

Duration: 14 hours approximately.

Course Contact Details:  
Tel: 0306 798 4892

Course Code: V382

## Have you completed your pre-requisites?

For many of our courses we ask that you have completed the requisite training. This is to ensure that all delegates gain the maximum benefit from the course.

# 01 Acquisition

## Principles of Configuration Management

**Aim:**  
To provide delegates with a basic understanding of configuration management and its critical importance to successful projects.

**Pre-requisites:** None

**Duration:** 1 day.

**Course Contact Details:**  
Tel: 0306 798 4170

**Course Code:** PCM

## Principles of Quality Management Online Training

**Aim:**  
To provide students with an understanding of Quality Management.

**Pre-requisites:** None

**Duration:** 4 hours approximately.

**Course Contact Details:**  
Tel: 0306 798 4170

**Course Code:** QMPLOT

## Programme and Project Management (PPM) MSc

**Aim:**  
Takes you on to further senior career opportunities in programme and project management (PPM) which are increasingly becoming an integral part of organisational or business strategy implementation.

**Pre-requisites:** Refer to webpage.

**Duration:**  
3 years part-time (modular): Year 1 - PgCert, Year 2 -PgDip, Year 3 - MSc.

**Course Contact Details:**  
Tel: 01793 785810, Mil: 96161 5810

**Course Code:** PPMMS

## Quality Assurance Awareness Online Training

**Aim:**  
To provide a basic knowledge of Quality in MOD.

**Pre-requisites:** Refer to webpage.

**Duration:** 2.5 hours approximately.

**Course Contact Details:**  
Tel: 0306 798 4170

**Course Code:** QAAOLT

## Quality Assurance Practitioner (Part1)

**Aim:**  
To develop the knowledge and experience necessary for Practitioner level Quality Assurance Competences in MQ1 to 4.

**Pre-requisites:** Refer to webpage.

**Duration:** 2 days.

**Course Level:** P  
**Course Contact Details:**  
Tel: 0306 798 4170

**Course Code:** QAPT1

## Quality Assurance Practitioner (Part 2)

**Aim:**  
To provide practice at using the skills, tools and techniques required for the development of Practitioner Level Quality Assurance competences MQ 1 to 4.

**Pre-requisites:** Refer to webpage.

**Duration:** 3 days.

**Course Level:** P  
**Course Contact Details:**  
Tel: 0306 798 4170

**Course Code:** QAPT2



### Ranging & Obsolescence - Awareness

**Aim:**

To provide a basic understanding of the Ranging and Obsolescence process to enable new equipment to be Ranged to Stores System 3 (SS3) and the Obsolescence process to be managed effectively.

Pre-requisites: Refer to webpage.

**Duration:**

1 or 2 days dependant on individuals  
COGNOS 8 Licence.

Course Level: A

Course Contact Details:

Tel: 0306 798 4170

Course Code: PS-02

### Ranging & Obsolescence - Practitioner

**Aim:**

To provide an understanding of the Ranging and Obsolescence processes to enable students to add and maintain Ranges and aid the efficient management of the Obsolescence process.

Pre-requisites: Refer to webpage.

Duration: 1 day.

Course Level: P

Course Contact Details:

Tel: 0306 798 4170

Course Code: PS-11

### Repair Managers Provision - Practitioner

**Aim:**

To provide an understanding of SS3 Planned Repair processes to enable staff to perform their day to day tasks efficiently and effectively.

Pre-requisites: Refer to webpage.

Duration: 3 days.

Course Level: P

Course Contact Details:

Tel: 0306 798 4170

Course Code: PS-07

### Repair Procedures

**Aim:**

To give delegates an understanding of the repair procedures used in accordance with JSP886 Vol 13 leaflet MG9/1.

Pre-requisites: Refer to webpage.

Duration: 3 days.

Course Level: P

Course Contact Details:

Tel: 0306 798 4170

Course Code: REP

### Request for Contract Action (RCA) Online Training

**Aim:**

To provide an overview of RCA Workbench and Workflow process from start to finish.

Pre-requisites: None

Duration: Approximately 2 hours.

Course Contact Details:

Tel: 0306 798 4170

Course Code: RCAOLT

### Requirements Management

**Aim:**

To provide Requirements Managers (RMs) with an understanding of their roles and responsibilities; and an insight into the Acquisition Operating Framework guidance, processes, outputs, techniques and tools available for Requirements & Acceptance management.

Pre-requisites: Refer to webpage.

Duration: 2 days.

Course Contact Details:

Tel: 0306 798 4170

Course Code: RQM

### Risk Management Introduction Online Training

**Aim:**

To help delegates manage risks more effectively in a timely manner to bring success to their projects.

Pre-requisites: None

Duration:

5 hours approximately. The only limitation on your study is the length of time you have to complete the Course - 60 days from starting it.

Course Contact Details:

Tel: 0306 798 4170

Course Code: RMIOLT

# 01 Acquisition

## Risk Management - Principles

**Aim:**

To provide delegates with the knowledge required to apply MOD's Risk Management process.

Pre-requisites: None

Duration: 2 days.

Course Contact Details:  
Tel: 0306 798 4170

Course Code: RM-P

## Risk Management - Advanced

**Aim:**

To enhance the knowledge required by Risk Managers to manage their project's risk management process.

Pre-requisites: Refer to webpage.

Duration: 2.5 days.

**Note:**

There is an element of pre-course reading required.

Course Contact Details:  
Tel: 0306 798 4170

Course Code: RM-A

## Service Contracting Online Training

**Aim:**

To promote professional development within purchasing and supply and to provide opportunities for raising levels of awareness of contracting for the procurement of services.

Pre-requisites: Refer to webpage.

Duration: 6 hours approximately.

Course Contact Details:  
Tel: 0306 798 4170

Course Code: SCOLT

## Statement of Requirements

**Aim:**

To provide practitioners involved in producing Output Based Statements of Requirements (SORs) with enhanced practical skills and up to date examples of best practice. The workshop will follow Land Command's guidelines: 'Defining Requirements - Products and Services'.

Pre-requisites: None

Duration:  
2 days.

Course Contact Details:  
Tel: 0306 798 4170

Course Code: F130

## Supply Chain Information Systems (Air) Online Training

**Aim:**

To provide a basic awareness of Supply Chain Information Systems (Air) to those employed as Supply Chain Managers as part of a blended learning suite.

Pre-requisites: Refer to webpage.

Duration: 4.5 hours approximately.

Course Contact Details:  
Tel: 0306 798 4170

Course Code: SCISAO

## Supply Chain Information Systems (Air) Workshop

**Aim:**

To ensure that all Supply Chain Managers within the Air environment achieve a level of functional competence required by basic practitioners prior to initial delegation of requirement and/or financial authority.

Pre-requisites:

Delegates must have completed Inventory Management Basic Awareness On-Line Training (IMBAOL), Inventory Management Practitioner Basic (IMPB) classroom course, Inventory Management Practitioner Basic On Line Test (IMBAOL), Material Financial Account

Duration: 4 days.

Course Contact Details:  
Tel: 0306 798 4170

Course Code: SCISAW

### Supply Chain Information Systems (Land) Online Training

**Aim:**

To provide a basic awareness of Supply Chain Information Systems (Land) to those employed as Supply Chain Managers as part of a blended learning suite.

Pre-requisites: Refer to webpage.

Duration: 4.5 hours approximately.

Course Contact Details:

Tel: 0306 798 4170

Course Code: SCISLO

### Supply Chain Information System (Land) Standalone Test

**Aim:**

To assess the knowledge gained from completing the Supply Chain Information Systems (Land) On-Line Training (SCISLO) and the Supply Chain Information Systems (Land) Workshop (SCISLW).

Pre-requisites: Refer to webpage.

Duration: 3 hours

Course Contact Details:

Tel: 0306 798 4170

Course Code: SCISLA

### Supply Chain Information Systems (Land) Workshop

**Aim:**

To ensure that all Supply Chain Managers within the Land environment achieve a level of functional competence required by basic practitioners prior to initial delegation of requirement and/or financial authority. Those seeking to gain their licence will be required to attend this course within two months of completing the Supply Chain Information Systems (Land) On-Line (SCISLO) course and pass the on-line assessment within two months of completing this workshop.

Pre-requisites: Refer to webpage.

Duration: 4 days.

Course Contact Details:

Tel: 0306 798 4170

Course Code: SCISLW

### Supply Chain Information Systems (Maritime) Online Training

**Aim:**

To provide a basic awareness of Supply Chain Information Systems (Maritime) to those employed as Supply Chain Managers.

Pre-requisites:

To successfully apply for and study this course, the following pre-requisites and conditions must be fulfilled: Inventory Management Basic Awareness (IMBAOL); Inventory Management Practitioner Basic (IMPB) Workshop; Inventory Management Licence Test.

Duration: 4.5 hours approximately.

Course Contact Details:

Tel: 0306 798 4170

Course Code: SCISMO

### Supply Chain Information Systems (Maritime) Workshop

**Aim:**

To ensure that all Supply Chain Managers within the Maritime environment achieve a level of functional competence required by basic practitioners prior to initial delegation of requirement and/or financial authority.

Pre-requisites: Refer to webpage.

Duration: 5 days.

Course Contact Details:

Tel: 0306 798 4170

Course Code: SCISMW

### Support Solution Assurance Online Training

**Aim:**

To provide Practitioner level knowledge in developing a coherent Support Solution using the SSE and the assurance process applied to a Support Solution. This knowledge is directly linked to a workshop (Support Solution Coherence & Assurance).

Pre-requisites: None

Duration: 2 hours approximately.

Course Contact Details:

Tel: 0306 798 4170

Course Code: SSAOLT

# 01 Acquisition

## Support Solution Coherence & Assurance

**Aim:**

To build upon the preceding e-learning through discussion and activities. Delegates will consider methods of driving coherence into support solutions, with particular reference to support solution development using the Support Solutions Envelope (SSE). The DE&S assurance process is also covered.

Pre-requisites: Refer to webpage.

Duration: 1 day.

Course Contact Details:  
Tel: 0306 798 4170

Course Code: SSCA

## Sustainable Development in Defence Acquisition

**Aim:**

To introduce delegates to the meaning of Sustainable Development; Sustainable Consumption and Production; Climate Change and Energy; Natural Resource Protection & Environmental Enhancement; Tools Available; Policy Making and Standard Setting; Key Indicators.

Pre-requisites: None

Duration: 2 days

Course Contact Details:  
Tel: 01793 785810, Mil: 96161 5810

Course Code: SDIDA

## Sustainable Procurement Awareness Online Training

**Aim:**

To provide delegates with awareness level of knowledge of Sustainable Procurement and the way these principles should be applied through the Acquisition process.

Pre-requisites: None

Duration: 1.5 hours approximately.

Course Contact Details:  
Tel: 0306 798 4170

Course Code: SPAOLT

## Sustainable Procurement in Action

**Aim:**

To provide students with the knowledge required and guidance on the tools and techniques available to enable them to apply sustainability factors to the procurement processes for which they are responsible.

Pre-requisites: Refer to webpage.

Duration: 1.5 days.

Course Contact Details:  
Tel: 0306 798 4170

Course Code: SPIA

## System Safety Awareness Online Training

**Aim:**

To provide a basic awareness of System Safety and its management in the MOD.

Pre-requisites: None

Duration: 2.5 hours approximately.

Course Contact Details:  
Tel: 0306 798 4170

Course Code: SSAWOL

## System Safety In Action

**Aim:**

To further develop the System Safety knowledge gained during SSIAOL. To provide an in-depth introduction to System Safety and its management within the MoD and allow delegates to apply the knowledge gained into practice in a facilitated environment.

Pre-requisites: Refer to webpage.

Duration: 2 days.

Course Contact Details:  
Tel: 0306 798 4170

Course Code: SSIA

## System Safety in Action Online Training

**Aim:**

To provide an in-depth introduction to System Safety and its management within the MOD with an emphasis on Defence Acquisition.

Pre-requisites: None

Duration: 7 hours approximately.

Course Contact Details:  
Tel: 0306 798 4170

Course Code: SSIAOL

### System Safety Practitioner

**Aim:**

To provide an in-depth overview of the tools used by MOD Staff and contractors alike in their safety evidence capture requirements towards System Safety Management within the MOD, and allow delegates to put the knowledge gained into practice in a facilitated environment.

Pre-requisites: Refer to website.

Duration: 3 days.

Course Level: P

Course Contact Details:  
Tel: 0306 798 4170

Course Code: SSP

### System Safety Practitioner Online Training

**Aim:**

To provide detailed knowledge and the tools on System Safety processes and its management within the MOD with an emphasis on Defence Acquisition.

**Pre-requisites:**

System Safety Process Management (SSPM) – Online & Workshop.

Duration: 3 hours minimum.

Course Level: P

Course Contact Details:  
Tel: 0306 798 4170

Course Code: SSPOL

### System Safety Process Management

**Aim:**

To provide an in-depth view of System Safety and detail its management and processes within the MOD, with an emphasis on Defence Acquisition.

Pre-requisites: Refer to webpage.

Duration: 4 days

Course Contact Details:  
Tel: 0306 798 4170

Course Code: SSPM

### System Safety Process Management Online Training

**Aim:**

To provide an in-depth introduction to System Safety and its management within the MOD with an emphasis on Defence Acquisition.

**Pre-requisites:**

System Safety in Action (SSIA) Online & Workshop.

Duration: 6 hours minimum.

Course Contact Details:  
Tel: 0306 798 4170

Course Code: SSPMOL

### Systems Approach to Engineering

**Aim:**

To define a Systems Approach, introducing Systems Thinking and Systems Engineering, and illustrating their use across the acquisition lifecycle.

Pre-requisites: Refer to webpage.

Duration: 10 days

Course Contact Details:  
Tel: 01793 785810, Mil: 96161 5810

Course Code: SEDSAE

### Systems Engineering for Defence Capability MSc

**Aim:**

To provide, at postgraduate level, an overview of some of the principles, procedures and practices of systems engineering to enable students to consider the implementation and application of systems engineering to real-world problems in order to contribute more effectively to the delivery of defence capability.

Pre-requisites: Refer to webpage.

**Duration:**

MSc 48 weeks full-time, up to 5 years part-time. PgDip 28 weeks full-time, up to 4 years part-time. PgCert 20 weeks full-time, up to 3 years part-time.

Course Contact Details:  
Tel: 01793 785810, Mil: 96161 5810

Course Code: SEDMSC

# 01 Acquisition

## Team Negotiation Workshop

**Aim:**

To build greater understanding of and develop team negotiation knowledge, skills and behaviour. Identify and neutralise Negotiation Tactics and Ploy.

**Pre-requisites:**

Refer to webpage.

**Duration:**

TNW is a 2 to 3 day workshop that is specifically tailored to meet individual customer requirements.

**Course Contact Details:**

Tel: 0306 798 4170

Course Code: TNW

## Through Life Management

**Aim:**

This course is designed for staff requiring an understanding of Through Life Management and the impact on Acquisition and decision making processes.

**Pre-requisites:** None

**Duration:** 1 day

**Course Level:** P

**Course Contact Details:**

Tel: 0306 798 4170

Course Code: TLM

## Transforming Government Procurement Online Training

**Aim:**

To provide an introduction to the Governments Transforming Procurement initiative and what it means for MOD acquisition staff.

**Pre-requisites:** None

**Duration:** 2 hours approximately.

**Course Contact Details:**

Tel: 0306 798 4170

Course Code: TGPOLT

## United Kingdom / Europe

**Aim:**

To provide delegates with an awareness of the UK policy on, and experience of, co-operation with European partners and the way in which some of those partners work in both the national and international environment.

**Pre-requisites:** Refer to webpage.

**Duration:** 1 day.

**Course Contact Details:**

Tel: 0306 798 4170

Course Code: UK/EUR

## United Kingdom / United States

**Aim:**

To provide delegates with an awareness of the UK policy on co-operation with the US, the US policy on co-operation and the US procurement system.

**Pre-requisites:** Refer to webpage.

**Duration:** 1 day.

**Course Contact Details:**

Tel: 0306 798 4170

Course Code: UK/US

## United States - International Traffic in Arms Regulations (ITAR)

**Aim:**

To provide delegates with a more in depth overview of the US ITAR Regulations.

**Pre-requisites:** Refer to webpage.

**Duration:**

0.5 day (this course runs both in the morning and afternoon).

**Course Contact Details:**

Tel: 0306 798 4170

Course Code: USITAR



## Warehouse & Transport Management System Procedures

### Aim:

To give participants the knowledge needed to manage their equipment, whether held at DSDC North (Stafford), COD Donnington, Longtown or Bicester, following the introduction of the new Warehouse and Transport Management System (WTMS).

Pre-requisites: None

Duration: 0.5 day.

Course Contact Details:  
Tel: 0306 798 4170

Course Code: WTMS



This suite of Accredited Courses gives access to leading-edge thinking on important aerospace technologies and related subjects. It is matched to the functional competence requirements for defence aerospace professionals who work either in engineering or in closely aligned skills areas. The modular approach helps considerably towards improved, flexible learning support that allows access to learning opportunities and keeps time 'away from the desk' to a minimum. Students will be assessed at the end of each module as a matter of course, which means that successful students have clear evidence of achievements to justify their competence claims and to include in applications for professional registration.



Accident Investigation and Response	34
Aeronautical Engineering - Fundamentals	34
Aeronautical Engineering 1	34
Aeronautical Engineering 2	34
Air Transport Engineering - Maintenance Options	34
Aircraft Survivability	34
Airworthiness of Military Aircraft	35
Design, Durability and Integrity of Composite Aircraft Structures	35
Gas Turbine Appreciation	35
Guided Weapons	35
Introduction to Aircraft Structural Crashworthiness	35
Introduction to Airworthiness of Military Aircraft	35
Introduction to Human Factors	36
Jet Engine Controls	36
Mechanical Integrity of Gas Turbines	36
Military Aerospace and Airworthiness MSc/PgDip/PgCert	36
Military Aircraft Systems	36
Military Avionics	36
Practical Reliability	36
Safety Assessment of Aircraft Systems	37
Safety Management Systems in Aviation	37



# 02 Aeronautics & Airworthiness

## Accident Investigation and Response

**Aim:**

To educate those involved in airworthiness in the purpose and process of aircraft accident investigation and their role in dealing with findings and recommendations.

Pre-requisites: None

Duration: 5 days residential.

Course Contact Details:

Tel: 01793 785810, Mil: 96161 5810

Course Code: MAA06

## Aeronautical Engineering - Fundamentals

**Aim:**

To broaden knowledge of general aeronautical engineering especially for those looking for more specialist information on rotary-wing aircraft technology and applications.

Pre-requisites: Refer to webpage.

Duration: Five weeks

Course Contact Details:

Tel: 01793 785810, Mil: 96161 5810

Course Code: AEF

## Aeronautical Engineering 1

**Aim:**

To provide the students with an understanding of the principles, concepts and techniques of military aeronautical systems.

Pre-requisites: None

Duration: 5 days residential.

Course Contact Details:

Tel: 01793 785810, Mil: 96161 5810

Course Code: MAA01

## Aeronautical Engineering 2

**Aim:**

To provide the students with an understanding of the principles, concepts and techniques of military aeronautical systems.

Pre-requisites: None

Duration: 5 days residential.

Course Contact Details:

Tel: 01793 785810, Mil: 96161 5810

Course Code: MAA02

## Air Transport Engineering - Maintenance Options

**Aim:**

To provide students with the fundamentals of the disciplines associated with the management of aircraft maintenance and engineering within today's air transport industry.

Pre-requisites: None

Duration: 5 days residential.

Course Contact Details:

Tel: 01793 785810, Mil: 96161 5810

Course Code: MAA05

## Aircraft Survivability

**Aim:**

The course will provide engineers with knowledge of the threat environment and vulnerabilities of aircraft systems, structures and payloads. It will then introduce the design strategies and technology used to counter such threats.

Pre-requisites: None

Duration: 5 days residential.

Course Contact Details:

Tel: 01793 785810, Mil: 96161 5810

Course Code: MAA07

### Airworthiness of Military Aircraft

**Aim:**

To provide an understanding of MOD airworthiness organisations, policies and procedures. The course explains the application of airworthiness to structural integrity, gas turbine engines, avionics, software and human factors.

Pre-requisites: None

Duration: 5 days residential.

Course Contact Details:

Tel: 01793 785810, Mil: 96161 5810

Course Code: MAA03

### Design, Durability and Integrity of Composite Aircraft Structures

**Aim:**

The course seeks to provide engineers with knowledge of polymer composite properties and behaviour relevant to their in-service performance durability and maintenance in aircraft structures.

Pre-requisites: None

Duration: 5 days residential.

Course Contact Details:

Tel: 01793 785810, Mil: 96161 5810

Course Code: MAA08

### Gas Turbine Appreciation

**Aim:**

To provide an opportunity to acquire a good general understanding of the principles of gas turbine design and performance appropriate to both manufacturing and user industries.

Pre-requisites: None

Duration: 5 days residential.

Course Contact Details:

Tel: 01793 785810, Mil: 96161 5810

Course Code: MAA10

### Guided Weapons

**Aim:**

To provide a general overview of guided weapon systems and technology; introduce students to the theoretical design of guided weapon subsystems; demonstrate how these subsystems form the overall guided weapon system.

Pre-requisites: None

Duration: 5 days residential.

Course Contact Details:

Tel: 01793 785810, Mil: 96161 5810

Course Code: MAA11

### Introduction to Aircraft Structural Crashworthiness

**Aim:**

To provide students with an understanding of the considerations necessary when designing safe and crashworthy aircraft. The main purpose is to eliminate injuries and fatalities in mild impacts and minimise them in severe but survivable impacts.

Pre-requisites: None

Duration: 5 days residential.

Course Contact Details:

Tel: 01793 785810, Mil: 96161 5810

Course Code: MAA12

### Introduction to Airworthiness of Military Aircraft

**Aim:**

To provide an overview of the requirements for airworthiness in aircraft certification, operation and maintenance in the military environment.

Pre-requisites: None

Duration: 2 days

Course Contact Details:

Tel: 01793 785810, Mil: 96161 5810

Course Code: MAA INT



### Introduction to Human Factors

**Aim:**

To provide an introduction to key areas of human psychology that underpins principles, theories and models often applied in human factors. The module assumes no previous academic background in psychology or human factors. The syllabus covers various areas of psychology, from the biological basis of human ability to cognitive and social aspects of human behaviour.

Pre-requisites: None

Duration: 5 days residential.

**Course Contact Details:**

Tel: 01793 785810, Mil: 96161 5810

Course Code: MAA13

### Jet Engine Controls

**Aim:**

To give an introduction to aircraft engine control issues and systems. On completion of the course delegates should be able to understand both the demands of the engine and the design and performance constraints of the control system.

Pre-requisites: None

Duration: 5 days residential.

**Course Contact Details:**

Tel: 01793 785810, Mil: 96161 5810

Course Code: MAA09

### Mechanical Integrity of Gas Turbines

**Aim:**

To familiarise course members with the common problems associated with the mechanical design and lifting of the gas turbine engine and its components.

Pre-requisites: None

Duration: 5 days

**Course Contact Details:**

Tel: 01793 785810, Mil: 96161 5810

Course Code: MAA14

### Military Aerospace and Airworthiness MSc/PgDip/PgCert

**Aim:**

To provide education and training, on a part-time basis, for employees within the MOD's Defence Equipment and Support agency, the wider MOD, the Armed Forces, and the international defence industry to enable them to work more effectively in the fields of military aerospace technology, airworthiness and safety.

Pre-requisites: Refer to webpage.

**Duration:**

MSc: up to 5 years part-time; PgDip: up to 4 years part-time; PgCert: up to 3 years part-time.

**Course Contact Details:**

Tel: 01793 785810, Mil: 96161 5810

Course Code: MAAMSC

### Military Aircraft Systems

**Aim:**

To provide the students with an understanding of the fundamental concepts of military aircraft systems.

Pre-requisites: None

Duration: 5 days residential.

**Course Contact Details:**

Tel: 01793 785810, Mil: 96161 5810

Course Code: MAA15

### Military Avionics

**Aim:**

To provide the students with an understanding of military sensor, communication and navigation avionic systems, the electronic threat to such systems and how they may be protected.

Pre-requisites: None

Duration: 5 days residential.

**Course Contact Details:**

Tel: 01793 785810, Mil: 96161 5810

Course Code: MAA16

### Practical Reliability

**Aim:**

To familiarise students with the reliability analysis of data from tests and service records, and methods of evaluating systems using examples from real life.

Pre-requisites: None

Duration: 5 days residential.

**Course Contact Details:**

Tel: 01793 785810, Mil: 96161 5810

Course Code: MAA17



### Safety Assessment of Aircraft Systems

**Aim:**

To familiarise students with the various approaches to the problems of assessing safety of increasingly complex aircraft systems.

Pre-requisites: None

Duration: 5 days residential.

Course Contact Details:

Tel: 01793 785810, Mil: 96161 5810

Course Code: MAA18

### Safety Management Systems in Aviation

**Aim:**

To provide students with an advanced understanding of the concepts behind, and implementation of, safety management systems in aviation.

Pre-requisites: None

Duration: 5 days residential.

Course Contact Details:

Tel: 01793 785810, Mil: 96161 5810

Course Code: MAA 04

## Defence Capability Centre (DCC)

Integral to the delivery of education and training in technology is the Defence Capability Centre (DCC) situated on the Defence Academy site at Shrivenham.

The facility, which opened on 1 April 2007, provides leading edge facilities and resources to enable effective learning in the practical elements of defence technology. It has two main goals:

- To enable more effective delivery of technology-based education and training in a stimulating environment. The DCC layout is flexible and supports a wide range of modern educational delivery methods with real military hardware.
- To provide high quality Defence synthetic environments to enable research, experimentation and integration that includes supporting the themes of NEC and CBM.

The DCC has several reconfigurable, flood-wired syndicate rooms and synthetic environments as well as a large main hall (110m x 17m) and five equipment halls. In addition, the large adjacent car park is ducted so that external static vehicle and units can be connected to the DCC network.

These facilities are available for hire subject to availability. For further details, please contact the DCC on +44 (0)1793 785572. Non-MOD Bookings 01793 785892.

This category covers courses delivered by the Joint Services Command and Staff College (JSCSC) which trains the future commanders and staff officers of all three UK Armed Services and those from many countries around the world, as well as the Military Knowledge courses which have been developed for the Army by the Military Knowledge Office at the Defence Academy College of Management and Technology, in conjunction with Cranfield University.

Also included in this section is the Overseas Directing Staff Course which gives an insight into how the Defence Academy is organised and conducts its work. Emphasis is placed on the setting up and running of a Command and Staff College.



Advanced Amphibious Warfare Course	40	Junior Officer Development 2	44
Advanced Command and Staff Course	40	Junior Officer Development 3	44
Advanced Command and Staff Course (Reserves)	40	Leading with Purpose in Defence	44
British Students Attending Overseas Staff Colleges	40	Military Knowledge (Royal Marines) 1	44
Campaigning	40	Military Knowledge 1	44
Combined Joint European Exercise	40	Military Knowledge 1 (V)	45
Command, Leadership and Management	41	Military Knowledge 2	45
Conflict and the International System – Governance and the UK Government	41	Military Knowledge 2 (V)	45
Conflict and the International System – International Law and Ethics	41	Military Operations	45
Conflict and the International System – National Security Strategy, Foreign & Defence Policy	41	Overseas Directing Staff Course	45
Conflict and the International System – Strategy	41	Realities of Conflict	45
Conflict and the International System – The International System	41	Reserve Officers' Staff Course (Land)	45
Defence Policy and Strategic Programming	42		
Front Line Command Capabilities	42		
Front Line Command Capabilities (Joint)	42		
Future Commanders Study Period	42		
Higher Command and Staff Course	42		
Intermediate Command and Staff Course (Air)	42		
Intermediate Command and Staff Course (Air Reserves)	43		
Intermediate Command and Staff Course (Land)	43		
Intermediate Command and Staff Course (Maritime)	43		
Intermediate Command and Staff Course (Maritime Reserve)	43		
International Security Studies	43		
Junior Officer Development 1	44		

# 03 Command & Staff Training

## Advanced Amphibious Warfare Course

**Aim:**

To provide a broad understanding of the principles and roles of naval warfare in British defence policy, with particular reference to the part played by amphibious operations.

Pre-requisites: None

Duration: 4 weeks

Course Contact Details:

Tel: 01793 788309/217,

Mil: 96161 8309/8217

Course Code: AAWC

## Advanced Command and Staff Course

**Aim:**

To prepare selected officers for high-grade joint and single Service appointments by developing their command, analytical and communications skills and by providing a broad understanding and knowledge of joint, single-Service and combined operations, and of defence as a whole.

Pre-requisites: None

Duration: 46 weeks

Course Contact Details:

Tel: 01793 788097, Mil: 96161 8097

Course Code: ACSC

## Advanced Command and Staff Course (Reserves)

**Aim:**

The ACSC (R) is attended by senior Lt Cdrs RNR, Majors TA, Sqn Ldrs RAuxAF and equivalent. It develops their understanding of political and strategic issues, joint operations, operational planning, aspects of command and the management of the Reserves.

Pre-requisites: Attended ICSC(R).

Duration: 12 days

Course Contact Details:

Tel: 01793 788097, Mil: 96161 8097

Course Code: ACSC(R)

## British Students Attending Overseas Staff Colleges

**Aim:**

To update students on defence related issues so that they are aware of the current UK position in key subject areas.

Pre-requisites: None

Duration: 2 days

Course Contact Details:

Tel: 01793 788164, Mil: 96161 8164

Course Code: BSAOSC

## Campaigning

**Aim:**

To develop the student's ability to apply military capability effectively at the operational level in order to achieve strategic aims.

Pre-requisites: Refer to webpage.

Duration: 7 non-consecutive weeks.

Course Contact Details:

Tel: 01793 788097, Mil: 96161 8097

Course Code: CMPG

## Combined Joint European Exercise

**Aim:**

To undertake a period of training in a joint, multinational and inter-agency environment in order to promote a better understanding of the challenges involved in planning and coordinating a complex, multinational PSO.

Pre-requisites: Refer to webpage.

Duration: 2 weeks

Course Contact Details:

Tel: 01793 788097, Mil: 96161 8097

Course Code: CJEX

### Command, Leadership and Management

**Aim:**

The Command, Leadership and Management (CLM) module is designed to prepare students to exercise skills in all three domains more effectively in their subsequent appointments.

Pre-requisites: None

Duration: 10 days

Course Contact Details:

Tel: 01793 788097, Mil: 96161 8097

Course Code: CLM

### Conflict and the International System – Governance and the UK Government

**Aim:**

The Module considers the way societies organise themselves into political systems in order to give direction to their activities and conduct oversight. It also examines how political systems are influenced and considers the relationship between government, the military and society.

Pre-requisites: Refer to website.

Duration: 5 Days

Course Contact Details:

Tel: 01793 788097, Mil: 96161 8097

Course Code: CISGOV

### Conflict and the International System – International Law and Ethics

**Aim:**

To deliver an understanding of morality, ethics and law, the relationship between them and their impact upon military operations.

Pre-requisites: Refer to website.

Duration: 3 days

Course Contact Details:

Tel: 01793 788097, Mil: 96161 8097

Course Code: CISILE

### Conflict and the International System – National Security Strategy, Foreign & Defence Policy

**Aim:**

The Module is designed to deliver an understanding as to how the UK's National Security Strategy is formulated, implemented and developed and how it is supported by foreign, defence and development policy.

Pre-requisites: Refer to webpage.

Duration: 4 days

Course Contact Details:

Tel: 01793 788097, Mil: 96161 8097

Course Code: CISNFD

### Conflict and the International System - Strategy

**Aim:**

To examine the evolution of strategy in its various forms, its distinction from policy and its relevance to the application of military power in support of national strategic aims.

Pre-requisites: Refer to website.

Duration: 4 days

Course Contact Details:

Tel: 01793 788097, Mil: 96161 8097

Course Code: CISS

### Conflict and the International System – The International System

**Aim:**

To introduce students to different explanations of the international system (using IR theory as a base) and examines the critical relationships between key actors in that system. The Module also analyses the nature and causes of security/insecurity, and the significance of changes to the contemporary strategic environment for militaries as 'providers of security'.

Pre-requisites: Refer to webpage.

Duration: 5 days

Course Contact Details:

Tel: 01793 788097, Mil: 96161 8097

Course Code: CISTIS

# 03 Command & Staff Training

## Defence Policy and Strategic Programming

**Aim:**  
To examine the principles of allocating and managing defence resources in order to deliver policy.

**Pre-requisites:** None

**Duration:** 3 weeks residential.

**Course Contact Details:**  
Tel: 01793 788120, Mil: 96161 8120

**Course Code:** DP&SP

## Front Line Command Capabilities

**Aim:**  
To address current military capabilities and this module is delivered to a Joint service audience. The three weeks include visits to frontline units in the UK. The capabilities of each service are examined in turn: FLCC (Air); FLCC (Maritime); FLCC (Land).

**Pre-requisites:** Refer to webpage.

**Duration:**  
3 non-consecutive weeks: Land – 5 Days; Maritime – 5 Days; Air – 5 Days.

**Course Contact Details:**  
Tel: 01793 788097, Mil: 96161 8097

**Course Code:** FLCC

## Front Line Command Capabilities (Joint)

**Aim:**  
To analyse how Joint Forces Command (JFC) - in conjunction with other Defence entities - develops and prepares an integrated Joint Force, including the generation of assigned joint capabilities, for current and future operations commanded by the designated Joint Force Commander.

**Pre-requisites:** Refer to webpage.

**Duration:** 2 weeks

**Course Contact Details:**  
Tel: 01793 788097, Mil: 96161 8097

**Course Code:** FLCC(J)

## Future Commanders Study Period

**Aim:**  
To enhance the effectiveness in command of senior officers about to be posted to Station or Unit Commander appointments.

**Pre-requisites:** None

**Duration:** 5 days

**Course Contact Details:**  
Tel: 01793 788205, Mil: 96161 8205

**Course Code:** FCSP

## Higher Command and Staff Course

**Aim:**  
To prepare selected officers and officials for higher command and staff appointments.

**Pre-requisites:** None

**Duration:** 14 weeks

**Course Contact Details:**  
Tel: 01793 788175, Mil: 96161 8175

**Course Code:** HCSC

## Intermediate Command and Staff Course (Air)

**Aim:**  
To understand and be able to advocate the effective employment of air power in the Joint, Combined and multi-agency environments; demonstrate a well-developed appreciation of contemporary doctrine and its application in Campaign planning and execution; have a well-developed appreciation of command, leadership and management techniques relevant to Defence; demonstrate effective analysis at the post-graduate level and deliver that analysis with clarity in writing and orally; and clearly understand and advocate the importance of Royal Air Force history and ethos.

**Pre-requisites:** None

**Duration:** 8 weeks

**Course Contact Details:**  
Tel: 01793 788851, Mil: 96161 8851

**Course Code:** ICSC(A)



### Intermediate Command and Staff Course (Air Reserve)

**Aim:**

To prepare Reserve Air Forces squadron leaders for subsequent command and staff duties.

Pre-requisites: None

Duration: 16 days.

Course Contact Details:

Tel: 01793 788851, Mil: 96161 8851

Course Code: ICSC(AR)

### Intermediate Command and Staff Course (Land)

**Aim:**

To prepare Majors for appointments in sub-unit command and on the staff up to and including Lieutenant Colonel.

Pre-requisites: None

Duration: 30 weeks

Course Contact details:

Tel: 788851/8851

Course Code: ICSC(L)

### Intermediate Command and Staff Course (Maritime)

**Aim:**

To contribute to Stage 1 of Maritime Through Career Development training and education for Royal Naval Lieutenants and Lieutenant Commanders, preparing them for SO2 command, charge and staff appointments by further developing their: leadership; analytical and communication skills; understanding of the international environment; knowledge of UK Defence Management and UK Military capabilities; understanding of the maritime environment; and how maritime power contributes to Joint and Combined operations. Furthermore, it is to evaluate their potential for further staff training and is to reinforce the RN ethos.

Pre-requisites: None

Duration: 8 weeks

Course Contact Details:

Tel: 01793 788309/217

Mil: 96161 8309/8217

Course Code: ICSC(M)

### Intermediate Command and Staff Course (Maritime Reserve)

**Aim:**

To prepare Royal Naval Reserve Lieutenants and equivalents for future SO2 appointments by further developing their: leadership; analytical and communication skills; understanding of the international environment; knowledge of UK Defence Management & Military capabilities; and appreciation of how maritime power contributes to Joint and Combined operations. Furthermore, it is to evaluate their potential for further staff training and employment and is to reinforce the Royal Naval Ethos.

Pre-requisites: None

Duration: 2 weeks

Course Contact Details:

Tel: 01793 788309/217

Mil: 96161 8309/8217

Course Code: ICSC(MR)

### International Security Studies

**Aim:**

To examine examples of competition and conflict within the international system, as well as the development and relevance to the UK of relationships with international organisations, allies and significant powers and regions across the world. It seeks to gain an understanding of security threats in certain regions and ask why, in an increasingly interconnected world in which the definition of security has broadened, they are of interest to the UK.

Pre-requisites: Refer to webpage.

Duration: 20 days

Course Contact Details:

Tel: 01793 788097, Mil: 96161 8097

Course Code: ISS

# 03 Command & Staff Training

## Junior Officer Development 1

**Aim:**  
To produce JOs who can analyse, articulate and influence the effective application of air power at the tactical level; and apply a full range of command, leadership and staff competencies.

**Pre-requisites:** IOT

**Duration:**  
20 hours e-learning & 1 week residential.

**Course Contact Details:**  
Tel: 01793 788244/204  
Mil: 96161 8244/8204

Course Code: JOD1

## Junior Officer Development 3

**Aim:**  
To produce JOs who can analyse, articulate and influence the effective application of air power at the tactical level; and apply a full range of command, leadership and staff competencies

**Pre-requisites:** IOT, JOD1, JOD2

**Duration:**  
50 hours e-learning & 1 week residential.

**Course Contact Details:**  
Tel: 01793 788244/8204  
Mil: 96161 8244/8204

Course Code: JOD3

## Military Knowledge (Royal Marines) 1

**Aim:**  
To deliver the additional underpinning knowledge required by junior captains of the Regular Marines for junior command positions, it also provides the necessary grounding for JOTAC and MK2.

**Pre-requisites:** None

**Duration:** 2 – 4 hours

**Course Contact Details:**  
Tel: 01793 314489, Mil: 96161 4489

Course Code: MK(RM)1

## Junior Officer Development 2

**Aim:**  
To produce JOs who can analyse, articulate and influence the effective application of air power at the tactical level; and apply a full range of command, leadership and staff competencies.

**Pre-requisites:** IOT, JOD1

**Duration:**  
30 hours e-learning & 2 weeks residential.

**Course Contact Details:**  
Tel: 01793 788244/204  
Mil: 96161 8244/8204

Course Code: JOD2

## Leading with Purpose in Defence

**Aim:**  
To develop leaders who are confident, self-aware and collaborative.

**Pre-requisites:**  
Must be Band B (LTPP will be accepted on a fill up basis).

**Duration:** 5 modules of 2 days each

**Course Contact Details:**  
Tel: 01793 314556, Mil: 96161 4556

Course Code: LWP001

## Military Knowledge 1

**Aim:**  
To deliver the additional underpinning knowledge required by junior captains of the Regular Army and Royal Marines for junior command positions, it also provides the necessary grounding for JOTAC and MK2.

**Pre-requisites:** None

**Duration:** 45 – 50 hours

**Course Contact Details:**  
Tel: 01793 314489, Mil: 96161 4489

Course Code: MK1

### Military Knowledge 1 (V)

**Aim:**

To deliver the additional underpinning knowledge required by junior captains of the Territorial Army for junior command positions, it also provides the necessary grounding for JOTAC and MK2.

Pre-requisites: None

Duration: 25 - 30 hours

Course Contact Details:

Tel: 01793 314489, Mil: 96161 4489

Course Code: MK1 (V)

### Military Knowledge 2 (V)

**Aim:**

To deliver the additional underpinning knowledge required by senior captains of the Territorial Army prior to taking an SO3 appointment and also prepares them for the Captains Warfare Course (CWC).

Pre-requisites: None

Duration: 10 – 15 hours

Course Contact Details:

Tel: 01793 314489, Mil: 96161 4489

Course Code: MK2 (V)

### Overseas Directing Staff Course

**Aim:**

To observe the modus operandi of the Defence Academy and its colleges in order to benchmark their own colleges and courses.

Pre-requisites:

Good Standard of English (IELTS 6 Equiv).

Duration: 2 weeks

Course Contact Details:

Tel: 01793 785992, Mil: 96161 5992

Course Code: OSDC

### Military Knowledge 2

**Aim:**

To deliver the additional underpinning knowledge required by senior captains of the Regular Army and Royal Marines prior to taking an SO3 appointment and also prepares them for the Captains Warfare Course (CWC).

Pre-requisites: None

Duration: 21 - 25 hours

Course Contact Details:

Tel: 01793 314489, Mil: 96161 4489

Course Code: MK2

### Military Operations

**Aim:**

To develop student understanding of the military contribution to the effective prosecution of multidimensional operations in complex environments, including peace support, counter-insurgency, counter terrorism and long-term stabilisation efforts.

Pre-requisites: Refer to webpage.

Duration: 20 days

Course Contact Details:

Tel: 01793 788097, Mil: 96161 8097

Course Code: MILOP

### Realities of Conflict

**Aim:**

To introduce some of the factors that make up the realities of conflict allowing students to develop further their appreciation of the stresses and strains of operational service.

Pre-requisites: None

Duration: 3 days

Course Contact Details:

Tel: 01793 788097, Mil: 96161 8097

Course Code: RoC

### Reserve Officers' Staff Course (Land)

**Aim:**

To prepare selected officers for employment in Reserve Grade 2 appointments.

Pre-requisites: Refer to webpage.

Duration: 2 weeks

Course Contact Details:

Tel: 01793 314420, Mil: 96161 4420

Course Code: ROSC(L)

Our current portfolio is for staff in the Commercial function who require practitioner level training, and non-commercial staff who need an awareness of commercial practices.

It is mandatory for those new to the Commercial Function to undertake the Commercial Awareness & Practitioner Programme (CAPP), which equates to the Chartered Institute of Purchasing and Supply (CIPS) level 3 qualifications.

Our Commercial Foundation Training is also aligned to the Office of Government Commerce (OGC) sponsored Certificate of Competence in Purchasing and Supply; a professional qualification equating to CIPS Level 4 and recognised in both government and the private sector. A recent review of commercial training has recommended an improved and updated smaller portfolio of courses, with a clear focus on CIPS Level 3 and 4. Further information on the new portfolio will be published on our website.



Business Intelligence Online Training	48	Managing Defence Contracts Online Training	52
Catering, Retail and Leisure - Awareness Online Training	48	Maximum Price Target Cost Online Training	52
Catering, Retail and Leisure - Practitioner Online Training	48	Pricing Techniques	52
Catering, Retail and Leisure - Supervisor Online Training	48	Service Contracting Online Training	52
Catering, Retail and Leisure - Unit Executive Online Training	48	Sustainable Procurement Awareness Online Training	52
Commercial Awareness & Practitioner Programme Online Training	48	Sustainable Procurement in Action	52
Commercial Practitioners Workshop 1	49	Team Negotiation Workshop	52
Commercial Practitioners Workshop 2	49		
Commercial Practitioners Workshop 3	49		
Continuing Professional Development - C9 Risk Reward and Remedy	49		
Developing & Improving Supplier Relationships Online Training	49		
EU Defence and Securities Directive Online Training	49		
Income Generation - A Practitioners Introduction	50		
Income Generation - Commercial	50		
Intellectual Property Online Training	50		
Intellectual Property Workshop	50		
Introduction to Commercial Practice Online Training	50		
Introduction to e-Procurement Online Training	50		
Introduction to Negotiation Workshop	51		
Introduction to Private Finance Initiative Online Training	51		
Joint Working Workshop	51		
Legal Awareness Online Training	51		
Low Value Purchasing	51		
Managing Defence Contracts	51		

# 04 Commercial

## Business Intelligence Online Training

**Aim:**

To promote professional development within purchasing and supply and to provide opportunities for raising levels of awareness of business knowledge within the acquisition community.

Pre-requisites: Refer to webpage.

Duration: 13 hours approximately.

Course Contact Details:

Tel: 0306 798 4170

Course Code: BIOLT

## Catering, Retail and Leisure - Awareness Online Training

**Aim:**

To provide delegates with a basic awareness of Catering, Retail and Leisure (CRL) including Pay as You Dine (PAYD).

Pre-requisites: None

Duration: 2 hours approximately.

Course Level: A

Course Contact Details:

Tel: 0306 798 4170

Course Code: CRL-A

## Catering, Retail and Leisure - Practitioner Online Training

**Aim:**

To provide delegates with a practical knowledge of Catering, Retail and Leisure (CRL) including Pay as You Dine (PAYD). To understand the process of Key Performance Indicators (KPI), the Monthly Trading Account and the planning and control of food service systems to obtain Value for Money (VFM).

Pre-requisites: Refer to webpage.

Duration: 2 hours approximately.

Course Level: P

Course Contact Details:

Tel: 0306 798 4170

Course Code: CRL-P

## Catering, Retail and Leisure - Supervisor Online Training

**Aim:**

To provide delegates in the role of Catering, Retail and Leisure (CRL) Supervisors with the skills to administer Core Catering Manpower and to manage the Commercial Relationship.

Pre-requisites: Refer to webpage.

Duration: 2 hours approximately.

Course Contact Details:

Tel: 0306 798 4170

Course Code: CRL-S

## Catering, Retail and Leisure - Unit Executive Online Training

**Aim:**

To provide CRL managers with the required knowledge of the processes leading to contract award and the subsequent management of CRL (PAYD) inclusive contracts to achieve best Value for Money (VFM).

Pre-requisites: Refer to webpage.

Duration: 2 hours approximately.

Course Contact Details:

Tel: 0306 798 4170

Course Code: CRL-UE

## Commercial Awareness & Practitioner Programme Online Training

**Aim:**

To prepare Commercial Officers for their responsibilities as holders of a Commercial Licence and promote professional development within purchasing and supply. To provide opportunities for raising levels of commercial awareness within non-commercial staff and provide opportunities for experienced staff to refresh their commercial knowledge.

Pre-requisites: None

Duration: 27 hours approximately.

Course Level: A & P

Course Contact Details:

Tel: 0306 798 4170

Course Code: CAPPOL



### Commercial Practitioners Workshop 1

**Aim:**

To enhance and reinforce the first 6 e-learning modules of the Commercial Awareness and Practitioner Programme On-Line Training (CAPPOL).

Pre-requisites: Refer to webpage.

Duration: 2 days.

Course Level: P

Course Contact Details:

Tel: 0306 798 4170

Course Code: CPW1

### Commercial Practitioners Workshop 3

**Aim:**

To enhance and reinforce the knowledge gained from Business Intelligence On-Line Training (BIOLT).

Pre-requisites: Refer to webpage.

Duration: 3 days.

Course Level: P

Course Contact Details:

Tel: 0306 798 4170

Course Code: CPW3

### Developing & Improving Supplier Relationships Online Training

**Aim:**

To gain a deeper understanding of buyer/supplier relationships and how these relationships affect procurement activities.

Pre-requisites: None

Duration: 28 hours approximately.

Course Contact Details:

Tel: 0306 798 4170

Course Code: DISROL

### Commercial Practitioners Workshop 2

**Aim:**

To enhance and reinforce the e-learning modules 7-12 of the Commercial Awareness and Practitioner Programme On-Line Training (CAPPOL).

Pre-requisites: Refer to webpage.

Duration: 2 days.

Course Level: P

Course Contact Details:

Tel: 0306 798 4170

Course Code: CPW2

### Continuing Professional Development - C9 Risk Reward and Remedy

**Aim:**

To explore the changing role of the commercial, procurement and purchasing functions in MOD and Industry in relation to Risk, Reward and Remedy.

Pre-requisites: Refer to webpage.

Duration: 2 days.

Course Level: P

Course Contact Details:

Tel: 0306 798 4170

Course Code: CPD-C9

### EU Defence and Securities Directive Online Training

**Aim:**

To raise awareness of the way that the directive impacts on MOD Procurements.

Pre-requisites: None

Duration: 2 hours approximately.

Course Contact Details:

Tel: 0306 798 4170

Course Code: EUDSD

# 04 Commercial

## Income Generation - A Practitioners Introduction

**Aim:**

To provide participants with the necessary information and skills to manage Income Generation in line with HM Treasury and Departmental guidance.

**Pre-requisites:**

None but participants will find it useful to have completed the Financial Skills Certificate (foundation).

**Duration:** 1 day.

**Course Level:** P

**Course Contact Details:**

Tel: 0306 798 4892

Course Code: E163

## Income Generation - Commercial

**Aim:**

To enable attendees to construct an appropriate risk and reward package for a Sales Contract when committing the Authority.

**Pre-requisites:**

Commercial staff: Income Generation - Practitioners View (E163), Commercial Awareness and Practitioner Programme (modules and workshops) (CPW1 & CPW2). Please note that you cannot self-book onto this course via HRMS.

**Duration:** 1.5 days.

**Course Level:** P

**Course Contact Details:**

Tel: +44306 798 4170

Course Code: IG-COM

## Intellectual Property Online Training

**Aim:**

To provide a brief overview of Intellectual Property and the Legal Rights and conditions associated with it.

**Pre-requisites:** None

**Duration:** 1 hour approximately.

**Course Contact Details:**

Tel: 0306 798 4170

Course Code: IPOLT

## Intellectual Property Workshop

**Aim:**

To raise awareness of Intellectual Property to gain practical knowledge of how to deal with IP issues in both a public legal awareness and in the Defence Business/Acquisition context.

**Pre-requisites:**

Intellectual Property On-line Training (IPOLT)

**Duration:** 2 days.

**Course Contact Details:**

Tel: +44306 798 4170

Course Code: IPW

## Introduction to Commercial Practice Online Training

**Aim:**

To provide an overview of the commercial role and impart knowledge of the key elements of a contract, contract law and the MOD policy on contracting.

**Pre-requisites:** None

**Duration:**

6 hours approximately. The only limitation on your study is the length of time you have to complete the Course - 60 days from starting it.

**Course Contact Details:**

Tel: 0306 798 4170

Course Code: ICPOLT

## Introduction to e-Procurement Online Training

**Aim:**

To introduce individuals to MOD e-Procurement policy, process and the associated tools.

**Pre-requisites:** None

**Duration:** 7 hours approximately.

**Course Contact Details:**

Tel: 0306 798 4170

Course Code: IEPOLT

## Professional Accreditation

A number of courses in this prospectus are formally accredited by recognised bodies. These include the System Safety Suite of courses and the Commercial Awareness & Practitioner Programme.

### Introduction to Negotiation Workshop

**Aim:**

To explore the main elements of negotiation theory which are appropriate to acquisition, and to practice negotiation skills in a safe environment.

Pre-requisites: Refer to webpage.

Duration: 2 days.

Course Contact Details:  
Tel: 0306 798 4170

Course Code: INW

### Introduction to Private Finance Initiative Online Training

**Aim:**

To provide an overview of PFI for those who have recently joined a team that's involved in procuring or managing PFI.

Pre-requisites: None

Duration:  
4 hours approximately. The only limitation on your study is the length of time you have to complete the Course - 60 days from starting it.

Course Contact Details:  
Tel: 0306 798 4170

Course Code: IPFIOL

### Joint Working Workshop

**Aim:**

To give delegates the opportunity to explore aspects of Joint Working in an interactive workshop environment. To learn about the current joint working recommended practices with a view to promoting and implementing joint working processes at their place of work.

Pre-requisites: None

Duration: 2 days.

Course Contact Details:  
Tel: 0306 798 4170

Course Code: JWW

### Legal Awareness Online Training

**Aim:**

To provide or increase awareness of legal issues and problems in a MOD commercial context.

Pre-requisites: None

Duration: 16 hours approximately.

Course Contact Details:  
Tel: 0306 798 4170

Course Code: LAOLT

### Low Value Purchasing

**Aim:**

To provide personnel with the knowledge and comprehension needed to enable them to manage LVP activities within their area of responsibility.

Pre-requisites: Refer to webpage.

Duration: 1 day.

Course Contact Details:  
Tel: 0306 798 4170

Course Code: LVP

### Managing Defence Contracts

**Aim:**

To further develop the skills and knowledge gained during MDCOLT which enable Defence Logisticians and other non-Commercial staff across the Department, to manage Defence Contracts effectively.

Pre-requisites: Refer to webpage.

Duration: 2 days.

Course Contact Details:  
Tel: 0306 798 4170

Course Code: MDC

# 04 Commercial

## Managing Defence Contracts Online Training

**Aim:**  
To give Defence Logisticians and other non-Commercial functions the skills and knowledge required to manage Defence Contracts effectively.

**Pre-requisites:** None

**Duration:** 20 hours approximately.

**Course Contact Details:**  
Tel: 0306 798 4170

**Course Code:** MDCOLT

## Maximum Price Target Cost Online Training

**Aim:**  
To introduce the Defence Infrastructure Organisation approach to Maximum Price Target Cost and it's relationship with Three Point Estimating and Risk.

**Pre-requisites:** None

**Duration:** 4 hours approximately.

**Course Contact Details:**  
Tel: 0306 798 4170

**Course Code:** MPTCOL

## Pricing Techniques

**Aim:**  
To equip delegates with practical skills associated with pricing principles and risks, variation of price and contract incentivisation.

**Pre-requisites:** None

**Duration:** 1 day.

**Course Contact Details:**  
Tel: 0306 798 4170

**Course Code:** PT

## Service Contracting Online Training

**Aim:**  
To promote professional development within purchasing and supply and to provide opportunities for raising levels of awareness of contracting for the procurement of services.

**Pre-requisites:** Refer to webpage.

**Duration:** 6 hours approximately.

**Course Contact Details:**  
Tel: 0306 798 4170

**Course Code:** SCOLT

## Sustainable Procurement Awareness Online Training

**Aim:**  
To provide delegates with awareness level of knowledge of Sustainable Procurement and the way these principles should be applied through the Acquisition process.

**Pre-requisites:** None

**Duration:** 1.5 hours approximately.

**Course Contact Details:**  
Tel: 0306 798 4170

**Course Code:** SPAOLT

## Sustainable Procurement in Action

**Aim:**  
To provide students with the knowledge required and guidance on the tools and techniques available to enable them to apply sustainability factors to the procurement processes for which they are responsible.

**Pre-requisites:** Refer to webpage.

**Duration:** 1.5 days.

**Course Contact Details:**  
Tel: 0306 798 4170

**Course Code:** SPIA

## Team Negotiation Workshop

**Aim:**  
To build greater understanding of and develop team negotiation knowledge, skills and behaviour. Identify and neutralise Negotiation Tactics and Ploy.

**Pre-requisites:** Refer to webpage.

**Duration:**

TNW is a 2 to 3 day workshop that is specifically tailored to meet individual customer requirements.

**Course Contact Details:**  
Tel: 0306 798 4170

**Course Code:** TNW

## Acquisition Courses

The Centre for Defence Acquisition & Technology forms part of the College of Management & Technology within the Defence Academy of the United Kingdom.

Our Acquisition Training Team provide a range of on-line and classroom based courses which cover the full breadth of knowledge and practice associated with defence acquisition to support the departments drive for the continuous development of acquisition skills and behaviours.

Our courses cover the full capability lifecycle from requirements generation through procurement and in-service support to disposal, based on the through life approach. We incorporate the latest in communication and delivery techniques enabling students to achieve their full potential.

Our classroom based courses range from one day subject introductions to more in-depth practitioner level training. A number of our courses and workshops form part of blended programmes, many of which lead to licences and qualifications.

Our customer service team is based at Abbey Wood in Bristol. Training is delivered at Abbey Wood and Shrivenham, but courses can also be run at customer sites if sufficient demand exists. To apply for any of our classroom based courses, customers should contact our Customer Services Team: Central Booking & Enquiries: 030679 84170

On-line Courses: Some of our on-line courses are self contained; others form part of a blended programme of study, including e-learning, classroom based workshops and other self-study formats.

To find out about programmes of study associated with your particular specialism (e.g. leading to licensing or accreditation), take a look at: <http://online.dacmt-acquisition.org.uk> where you will find guidance on what you need to study. If you have any technical enquiries about our e-learning courses please contact us on 0207 4464139 or e-mail us at [support@dacmt-acquisition.org.uk](mailto:support@dacmt-acquisition.org.uk).







Advanced Sensor Data Processing	56
Bereavement and Loss Workshop	56
Communications Principles	56
Communication Systems Part 1	56
Communication Systems Part 2	56
Cyber Defence and Information Assurance MSc/PgDip/PgCert	56
Cyberspace Operations MSc / PgDip / PgCert - CSOps	56
Directing Staff Skills Workshop	57
e-Defence Writing	57
Handle with Care - Data Protection in the MOD	57
Information Networks	57
Listening Skills Workshop	57
Military Communications	57
Royal Naval Reserve Annual Media Operations Training Weekend and Annual Dinner	57
Signal Processing, Statistics and Analysis	57
Visiting Officers Skills Course	57

## Courses in this category cover:

- The technical aspects of communication activities for scientists and technical officers in government defence establishments and the defence industry;
- 'Soft' communication skills such as training in pastoral care as well as guidance in some of the main methods of military communications and their management.

# 05 Communications

## Advanced Sensor Data Processing

**Aim:**

To provide the students with an understanding of various processing algorithms and methods that are applicable to modern sensor systems.

Pre-requisites: Refer to webpage.

**Duration:**

Lectures 30 hours;  
Private study 70 hours.

**Course Contact Details**

Tel: 01793 785810, Mil: 96161 5810

Course Code: ASDP

## Bereavement and Loss Workshop

**Aim:**

To understand the realities which surround death. For this reason, it is advisable that those who have suffered a major bereavement in the previous two years should not seek to join this course.

**Pre-requisites:**

The Listening Skills Workshop (or equivalent course).

Duration: 3 days

**Course Contact Details:**

Tel: 01264 773144 ext 4226  
Mil: 94391 4226

Course Code: AH015

## Communications Principles

**Aim:**

To provide students with an understanding of the concepts and techniques employed in modern communication systems.

Pre-requisites: None

Duration: Refer to webpage.

**Course Contact Details:**

Tel: 01793 785810, Mil: 96161 5810

Course Code: CP

## Communication Systems Part 1

**Aim:**

To provide the students with an understanding of modern military and commercial communications systems.

Pre-requisites: Refer to webpage.

Duration: 5 days

**Course Contact Details:**

Tel: 01793 785810, Mil: 96161 5810

Course Code: CS1

## Communication Systems Part 2

**Aim:**

To provide the students with an understanding of modern military and commercial communications systems, the threats that they face and with the measures that may be taken.

Pre-requisites: Refer to webpage.

Duration: 5 days

**Course Contact Details:**

Tel: 01793 785810, Mil: 96161 5810

Course Code: CS2

## Cyber Defence and Information Assurance MSc/PgDip/PgCert

**Aim:**

To develop professionals who can effectively manage and exploit the threats and opportunities of cyberspace at the organisational level.

Pre-Requisites: Refer to webpage.

**Duration:**

MSc: Part-time flexible learning - Min 2.5 years, Max 5 years. PgDip: Part-time flexible learning Min 2 years, Max 4 years. PgCert: Part-time flexible learning - Min 1 year, Max 3 years.

**Course Contact Details:**

Tel: 01793 785810 or Mil: 96161 5810

Course Code: CDIA

## Cyberspace Operations MSc / PgDip / PgCert - CSOps

**Aim:**

To develop professionals to support manoeuvre in cyberspace, in contested operations and as part of integrated planning.

**Pre-requisites:**

No formal pre-requisites. Degree or relevant experience.

**Duration:**

MSc - Part-time flexible learning – minimum 2.5 years, maximum 5 years  
PgDip - Part-time flexible learning – minimum 2 years, maximum 4 years  
PgCert - Part-time flexible learning – minimum 1 year, maximum 3 years

**Course Contact Details:**

Tel: 01793 785810  
Mil: 96161 5810

Course Code: CSOps

### Directing Staff Skills Workshop

**Aim:** To provide participants with: the necessary knowledge and skills to enable them to effectively facilitate learner-centred syndicate discussions; and the motivation and self-confidence to deliver one-to-one mentoring and coaching, via awareness and experience of appropriate theories, techniques and models.

**Pre-requisites:** None

**Duration:** 2 days

**Course Level:** P

**Course Contact Details:**

Tel: 01793 788827, Mil: 96161 8827

**Course Code:** DSSW

### e-Defence Writing

**Aim:** To provide students with a practical reference guide, with information about a range of writing and administration topics, specifically relating to the MOD.

**Pre-requisites:** None

**Duration:** Open ended.

**Course Level:** P

**Course Contact Details:**

Tel: 0306 798 4892

**Course Code:** EDW

### Handle with Care - Data Protection in the MOD

**Aim:** To raise students awareness of the Data Protection Act 1998 (DPA 98) and understand the implications of it.

**Pre-requisites:** None

**Duration:** 2 hours approximately.

**Course Level:** A

**Course Contact Details:**

Tel: 0306 798 4892

**Course Code:** V097

### Information Networks

**Aim:**

To provide the students with an understanding of networks in a modern military electronic sensor or communications system, their vulnerabilities and how they can be protected.

**Pre-requisites:** Refer to webpage.

**Duration:**

Lectures 30 hours; Directed study 20 hours, Private study 50 hours.

**Course Contact Details:**

Tel: 01793 785810, Mil: 96161 5810

**Course Code:** INET

### Listening Skills Workshop

**Aim:**

This course offers, in a very practical way, broad knowledge and basic practice in listening skills.

**Pre-requisites:** None

**Duration:** 2 days

**Course Contact Details:**

Tel: 01264 773144 ext. 4226

Mil: 94391 4226

**Course Code:** AH018

### Military Communications

**Aim:**

To provide the students with an understanding of the subjects supporting the specialist modules and to provide them with the essential signal analysis and statistical tools used in the course.

**Pre-requisites:** None

**Duration:** 5 days

**Course Level:** A

**Course Contact Details:**

Tel: 01793 785810, Mil: 96161 5810

**Course Code:** MC001

### Royal Naval Reserve Annual Media Operations Training Weekend and Annual Dinner

**Aim:** To keep all members of the MOS up to date with current Media Operations policy and procedures, as well as current RNR policy.

**Pre-requisites:** Refer to webpage.

**Duration:**

2 days (Saturday and Sunday)

**Course Contact Details:**

Tel: 02392 628844, Mil: 93832 8844

**Course Code:** MOSRNR

### Signal Processing, Statistics and Analysis

**Aim:** To provide the students with an understanding of the subjects supporting the specialist modules and to provide them with the essential signal analysis and statistical tools used in the course.

**Pre-requisites:** None

**Duration:**

Lectures 30 hours; Directed study 20 hours; Private study 50 hours.

**Course Contact Details:**

Tel: 01793 785810, Mil: 96161 5810

**Course Code:** SPS&A

### Visiting Officers Skills Course

**Aim:** To give those working within the Service Community the necessary skills to assist families who have encountered loss or bereavement.

**Pre-requisites:** None

**Duration:** 3 days

**Course Contact Details:**

Tel: 01264 773144 ext. 4226

Mil: 94391 4226

**Course Code:** AH025



Armed Forces Parliamentary Scheme - Introduction to Defence Policy	60
Band B Panel Member Training	60
Civil Service Fast Stream Armed Forces	60
Command, Leadership and Management	60
Conflict and the International System – Governance and the UK Government	60
Conflict and the International System – National Security Strategy, Foreign & Defence Policy	60
Defence Policy and Strategic Programming	61
e-Defence Writing	61
Employee Relations	61
International Acquisition Awareness	61
International Culture Workshop	61
Leading with Purpose in Defence	61
Policy, Strategy & Parliamentary Base Camp	61
Royal College of Defence Studies Course	62
Transforming Government Procurement Online Training	62
United Kingdom / Europe	62
United Kingdom / United States	62
United States - International Traffic in Arms Regulations (ITAR)	62



# 06 Defence Policy, Strategy & Parliamentary

## Armed Forces Parliamentary Scheme - Introduction to Defence Policy

**Aim:**

To provide a joint perspective of Armed Forces policy for use in Parliamentary debate.

**Pre-requisites:**

Member or affiliate of AFPS.

**Duration:** 2.5 days

**Course Level:** P

**Course Contact Details:**

Tel: 01793 785992, Mil: 96161 5992

**Course Code:** AFPS

## Band B Panel Member Training

**Aim:**

To give independent Panel Members the knowledge and skills required to assess psychometric reports produced as part of the Band B promotion/recruitment process.

**Pre-requisites:** Pre Course Reading

**Duration:** 1 Day

**Course Contact Details:**

Tel: 0306 798 4986  
Mil: 96798 4986

**Course Code:** BPMT

## Civil Service Fast Stream Armed Forces

**Aim:**

To enable Fast Stream students to understand the environment within which the Armed Forces operate and the challenges they face, whether technical, human, political, international, ethical, financial, logistical or environmental so that in future appointments they can contribute positively to the formulation of policy and equipment requirements.

**Pre-requisites:** None

**Duration:** 5 weeks

**Course Level:** P

**Course Contact Details:**

Tel: 01793 785810, Mil: 96161 5810

**Course Code:** FSTSTR

## Command, Leadership and Management

**Aim:**

To prepare students to exercise skills in all three domains more effectively in their subsequent appointments.

**Pre-requisites:** None

**Duration:** 10 days

**Course Contact Details:**

Tel: 01793 788097, Mil: 96161 8097

**Course Code:** CLM

## Conflict and the International System – Governance and the UK Government

**Aim:**

To give a view on the way societies organise themselves into political systems in order to give direction to their activities and conduct oversight. It also examines how political systems are influenced and considers the relationship between government, the military and society.

**Pre-requisites:** Refer to webpage.

**Duration:** 5 days

**Course Contact Details:**

Tel: 01793 788097, Mil: 96161 8097

**Course Code:** CISGOV

## Conflict and the International System – National Security Strategy, Foreign & Defence Policy

**Aim:**

To deliver an understanding as to how the UK's National Security Strategy is formulated, implemented and developed and how it is supported by foreign, defence and development policy.

**Pre-requisites:** Refer to webpage.

**Duration:** 4 days

**Course Contact Details:**

Tel: 01793 788097, Mil: 96161 8097

**Course Code:** CISNFD



### Defence Policy and Strategic Programming

**Aim:**

To examine the principles of allocating and managing defence resources in order to deliver policy.

**Pre-requisites:** None

**Duration:** 3 weeks residential.

**Course Contact Details:**

Tel: 01793 788097, Mil: 96161 8097

Course Code: DP&SP

### e-Defence Writing

**Aim:**

To provide students with a practical reference guide, with information about a range of writing and administration topics, specifically relating to the MOD.

**Pre-requisites:** None

**Duration:** Open ended.

**Course Level:** P

**Course Contact Details:**

Tel: 0306 798 4892

Course Code: EDW

### Employee Relations

**Aim:**

To improve understanding of MOD Employee Relations policy and the role of the Trades Unions.

**Pre-requisites:** None

**Duration:** 2 hours

**Course Contact Details:**

Tel: 0306 798 4892

Course Code: VR072

### International Acquisition Awareness

**Aim:**

To provide an understanding of international policy and procedures for co-operation in defence equipment programmes.

**Pre-requisites:**

Introduction to Defence Acquisition (IDA/IDAOLT) is recommended.

**Duration:** 1 day

**Course Level:** A

**Course Contact Details:**

Tel: 0306 798 4170

Course Code: IAA

### International Culture Workshop

**Aim:**

To assist delegates in gaining an advanced understanding of how culture aspects impact on MOD business with other nations and develop strategies to best manage cultural differences.

**Pre-requisites:** None

**Duration:** 1 day

**Course Level:** A

**Course Contact Details:**

Tel: 0306 798 4170

Course Code: ICW

### Leading with Purpose in Defence

**Aim:**

To develop leaders who are confident, self-aware and collaborative.

**Pre-requisites:**

Must be Band B (LTTP will be accepted on a fill up basis)

**Duration:** 5 modules of 2 days each.

**Course Contact Details:**

Tel: 01793 314556, Mil: 96161 4556

Course Code: LWP001

### Policy, Strategy & Parliamentary Base Camp

**Aim:**

To provide a baseline skill set and body of knowledge for officials working in Policy, Strategy and Secretariat posts, specifically: an understanding of the role and importance of the Defence PSP Civilian; the processes and guides to follow in thinking about and tackling policy; and knowledge in the areas of conflict, deterrence, coercion, alliances, law, institutions, the armed forces, capability and parliament.

**Pre-requisites:**

Bands C2-B2 with experience in PSP, or about to take up a designated PSP post.

**Duration:** 5 +1 days

**Course Contact Details:**

Tel: 020 7218 3999, Mil: 9621 83999

Course Code: PSPBC

# 06 Defence Policy, Strategy & Parliamentary

## Royal College of Defence Studies Course

**Aim:**

The engendering of strategic understanding, through rigorous analysis of the international security and defence agenda and the levers that provide for security, stability and prosperity; and the inculcation of the key tenets of strategic leadership.

**Pre-requisites:** None

**Duration:** 45 weeks

**Course Contact Details:**

Tel: 0207 915 4800, Mil: 96955 4800

**Course Code:** RCDS

## Transforming Government Procurement Online Training

**Aim:**

To provide an introduction to the Government's Transforming Procurement initiative and what it means for MOD acquisition staff.

**Pre-requisites:** None

**Duration:** 2 hours

**Course Level:** A

**Course Contact Details:**

Tel: 0306 798 4170

**Course Code:** TGPOLT

## United Kingdom / Europe

**Aim:**

To provide delegates with an awareness of the UK policy on, and experience of, co-operation with European partners and the way in which some of those partners work in both the national and international environment.

**Pre-requisites:**

Recommended attendance on International Acquisition Awareness (IAA).

**Duration:** 1 day

**Course Level:** A

**Course Contact Details:**

Tel: 0306 798 4170

**Course Code:** UK/EUR

## United Kingdom / United States

**Aim:**

To provide delegates with an awareness of the UK policy on co-operation with the US, the US policy on co-operation and the US procurement system.

**Pre-requisites:**

Recommended attendance on International Acquisition Awareness (IAA).

**Duration:** 1 day

**Course Level:** A

**Course Contact Details:**

Tel: 0306 798 4170

**Course Code:** UK/US

## United States - International Traffic in Arms Regulations (ITAR)

**Aim:**

To provide delegates with a more in-depth overview of the US ITAR Regulations.

**Pre-requisites:**

Recommended attendance on International Acquisition Awareness (IAA) and United Kingdom/United States (UK/US).

**Duration:** 0.5 day

**Course Contact Details:**

Tel: 0306 798 4170

**Course Code:** USITAR

## Beckett House

Beckett House Conference Centre is surrounded by its own landscaped grounds and is an ideal location for high level management meetings which demand intimate, prestigious surroundings, without an overtly military flavour. Dating from the C.18th, Beckett House underwent a sensitive refurbishment in 2007 and now includes a linked annex housing 50 ensuite rooms.

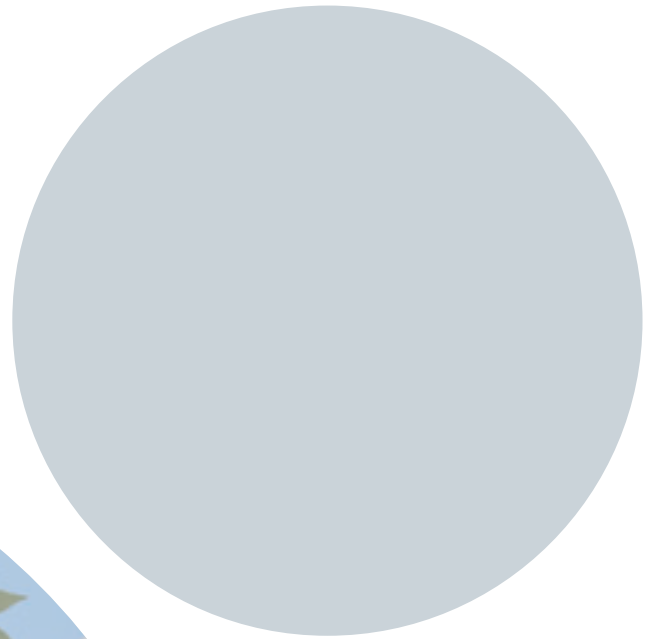
Seminar rooms cater for up to 60 people, with a variety of audiovisual and seminar facilities available including videoconferencing.

Lecture rooms include:

- Nelson, 60 seats
- Slim, 24 seats
- Tedder, 20 seats
- Alanbrooke, 15 seats

For further information on facilities at Shrivenham  
Tel +44 (0) 1793 785176





ACF Chaplaincy Initial Training	66	RAF Mid-Service Chaplains' Course	70
Acquisition Employment Training	66	RAF Senior Chaplains' Course	70
Ammunition Technical Officers	66	RAF Station Chaplains Course	70
Ammunition Technicians	66	Regular Army Chaplaincy Initial Training	70
Army Chaplaincy Leadership (CF2)	66	RN Chaplaincy Team Leader	71
Army Chaplaincy Leadership (CF3)	66	RN Chaplains Intermediate Course	71
Army Denominational CPD's	66	RN Chaplains Advanced Course	71
Assistant Equality and Diversity Adviser Course	67	RN Denominational CPD's	71
ATC Personal Awareness Course	67	RN Team Building Workshop	71
Band B Panel Member Training	67	Senior Military Officers' and Senior Civil Servants' Equality and Diversity Course	71
Bereavement and Loss Workshop	67	Service Attachés Course	72
Defence Instructor Monitoring and Evaluation	67	Simulation Employment Training	72
Equality and Diversity Adviser Course	68	TA Chaplaincy Initial Training	72
Equality & Diversity Adviser Refresher Course	68	Tri-Service Chaplains' Pre-deployment Training	72
Freedom of Information Act Workshop	68	United Board Tri-Service Chaplaincy Conference	72
Introduction to Information Systems	68	Visiting Officers Skills Course	72
Listening Skills Workshop	68		
Methodist Tri-Service Chaplaincy Conference	68		
Military Knowledge (Royal Marines) 1	69		
Military Knowledge 1	69		
Military Knowledge 1 (V)	69		
Military Knowledge 2	69		
Military Knowledge 2 (V)	69		
Overseas Directing Staff Course	69		
RAF Chaplains' Induction Training	69		
RAF Chaplains' Pre-deployment Training	70		
RAF Denominational CPD's	70		



# 07 Employment Training

## ACF Chaplaincy Initial Training

**Aim:**  
Similar to TA Chaplaincy Initial Training, it addresses the organisational, spiritual, pastoral, moral, functional, vocational, and operational aspects of chaplaincy as they relate to new ACF chaplains working among young people.

**Pre-requisites:** None

**Duration:** 5 days

**Course Contact Details:**

Tel: 01264 773144 x4226

Mil: 94391 4226

**Course Code:** AH001

## Acquisition Employment Training

**Aim:**  
To provide OF2/OF3 from all three Services with the knowledge, skills and techniques necessary to contribute to the delivery of Capability through all stages of the Defence acquisition cycle.

**Pre-requisites:** None

**Duration:**

4 weeks of Awareness training followed by 1 week at Practitioner level in one of four streams (Programmes, Projects, Requirements or Support).

**Course Level:** A & P

**Course Contact Details:**

Tel: 01793 785053, Mil: 96161 5053

**Course Code:** AET

## Ammunition Technical Officers

**Aim:**  
To give students a basic grounding in the sciences which underlie the design of explosives and ammunition, particularly the chemistry of explosives, metallurgy and the principles of ammunition, AFV, Gun and Light Weapon design and explosives engineering.

**Pre-requisites:** None

**Duration:** 23 weeks

**Course Level:** A

**Course Contact Details:**

Tel: 01793 785810, Mil: 96161 5810

**Course Code:** AMMTO

## Ammunition Technicians

**Aim:**  
To provide the scientific and technical basis for further training in ammunition and explosives. The syllabus is an integrated study of mathematics, ballistics, explosives and general chemistry, physics, metallurgy, electronics and the design of armoured vehicles, artillery and infantry weapons.

**Pre-requisites:** Refer to webpage.

**Duration:** 6 weeks

**Course Level:** A

**Course Contact Details:**

Tel: 01793 785810, Mil: 96161 5810

**Course Code:** AMMTEC

## Army Chaplaincy Leadership (CF2)

**Aim:**  
To develop the skills for leadership at CF2 level.

**Pre-requisites:**  
Individuals selected to attend by MOD Chaps (A).

**Duration:** 4 days

**Course Contact Details:**

Tel: 01264 773144 x4226

Mil: 94391 4226

**Course Code:** AH002

## Army Chaplaincy Leadership (CF3)

**Aim:**  
To develop leadership skills at CF3 level.

**Pre-requisites:**  
Individuals selected to attend by MOD Chaps (A).

**Duration:** 4 days

**Course Contact Details:**

Tel: 01264 773144 x4226

Mil: 94391 4226

**Course Code:** AH003

## Army Denominational CPDs

**Aim:**  
To facilitate the Denominational dimension of Chaplains Continuing Professional Development.

**Pre-requisites:** None.

**Duration:** 3 days

**Course Contact Details:**

Tel: 01264 773144 x4226,

Mil: 94391 4226

**Course Code:** AH013



### Assistant Equality and Diversity Adviser Course

**Aim:**

To prepare Junior Non-Commissioned Officers in the Armed Forces and MOD Civil Service equivalents, to perform duties as the Assistant Equality and Diversity Adviser. For Junior Ranks (Armed Services) and E Grade civil servants who have been nominated to be assistant EDA.

Pre-requisites: None

Duration: 3 days residential workshops.

Course Level: P

Course Contact Details:

Tel: 01793 785192, Mil: 96161 5192

Course Code: R083

### ATC Personal Awareness Course

**Aim:**

Through a series of game centred inputs the cadets explore their sense of who they are in relation to others, including elements of moral and ethical education at the individual, community and global levels.

Pre-requisites: None

Duration: 3 days

Course Level: A

Course Contact Details:

Tel: 01264 773144 x4226

Mil: 94391 4226

Course Code: AH014

### Band B Panel Member Training

**Aim:**

To give independent Panel Members the knowledge and skills required to assess psychometric reports produced as part of the Band B promotion/recruitment process.

Pre-requisites: Pre Course Reading

Duration: 1 Day

Course Contact Details:

Tel: 0306 798 4986

Mil: 96798 4986

Course Code: BPMT

### Bereavement and Loss Workshop

**Aim:**

To understand the realities which surround death. For this reason, it is advisable that those who have suffered a major bereavement in the previous two years should not seek to join this course.

Pre-requisites:

The Listening Skills Workshop (or equivalent course).

Duration: 3 days

Course Contact Details:

Tel: 01264 773144 ext 4226

Mil: 94391 4226

Course Code: AH015

### Defence Instructor Monitoring and Evaluation

**Aim:**

To ensure that all personnel with responsibility for the monitoring and evaluation of instructors have the capability and competencies required to assess and coach instructional staff in the workplace in accordance with the requirements of JSP822, the Defence Systems Approach to Training, thus ensuring best practice and standardisation of the assessment process. The Defence Academy franchise DIME Course builds upon the essential knowledge and skills previously acquired and demonstrated on the Directing Staff Skills Workshop (DSSW) Course; successful completion of which is a mandatory pre-requisite.

Pre-requisites:

Previous successful completion of the 2-day Directing Staff Skills Workshop (DSSW) course is mandatory.

Duration: 2 days

Course Contact Details:

Tel: 01793 788827, Mil: 96161 8827

Course Code: DIME

# 07 Employment Training

## Equality and Diversity Adviser Course

**Aim:**

To promote a working environment compliant with the MOD's Equality and Diversity (E&D) policy through the training of Equality and Diversity Advisers.

Pre-requisites: None

**Duration:**

5 days residential workshops.

Course Level: P

**Course Contact Details:**

Tel: 01793 785003, Mil: 96161 5003

Course Code: R056

## Equality & Diversity Adviser Refresher Course

**Aim:**

To promote a working environment compliant with the MOD's Equality and Diversity (E&D) policy through the re-qualification of Equality and Diversity Advisers.

Pre-requisites: Refer to webpage.

**Duration:**

3 days residential workshops.

Course Level: P

**Course Contact Details:**

Tel: 01793 785192, Mil: 96161 5192

Course Code: R056A

## Freedom of Information Act Workshop

**Aim:**

To prepare students for employment in posts that deal with FOI requests such as TLB Secretariats.

**Pre-requisites:**

To be employed or about to be employed in a role that deals with FOI requests.

Duration: 1 day

**Course Contact Details:**

Tel: 01793 785866/03

Mil: 96161 5866/5803

Course Code: FOI

## Introduction to Information Systems

**Aim:**

To enable students to contribute to the development of an IS Strategy, to understand how IS resources are managed, to understand IS development methodologies and the principles of service management.

Pre-requisites: None

Duration: 15 days

Course Level: P

**Course Contact Details:**

Tel: 01793 785053, Mil: 96161 5053

Course Code: ISYSET

## Listening Skills Workshop

**Aim:**

A brief, solution focussed model of listening is explored during the Listening Skills Workshop. This course offers, in a very practical way, broad knowledge and basic practice in listening skills.

Pre-requisites: None

Duration: 2 days

**Course Contact Details:**

Tel: 01264 773144 ext. 4226

Mil: 94391 4226

Course Code: AH018

## Methodist Tri Service Chaplaincy Conference

**Aim:**

To facilitate the Denominational dimension of Chaplains, Continuing Professional Development.

Pre-requisites: None

Duration: 3 days

**Course Contact Details:**

Tel: 01264 733144 x4226,

Mil: 94391 4227

Course Code: AH019

### Military Knowledge (Royal Marines) 1

**Aim:**

To deliver the additional underpinning knowledge required by junior captains of the Regular Marines for junior command positions, it also provides the necessary grounding for JOTAC and MK2.

Pre-requisites: None

Duration: 2 – 4 hours

Course Contact Details:

Tel: 01793 314489, Mil: 96161 4489

Course Code: MK(RM)1

### Military Knowledge 1

**Aim:**

To deliver the additional underpinning knowledge required by junior captains of the Regular Army and Royal Marines for junior command positions, it also provides the necessary grounding for JOTAC and MK2.

Pre-requisites: None

Duration: 45 – 50 hours

Course Contact Details:

Tel: 01793 314489, Mil: 96161 4489

Course Code: MK1

### Military Knowledge 1 (V)

**Aim:**

To deliver the additional underpinning knowledge required by junior captains of the Territorial Army for junior command positions, it also provides the necessary grounding for JOTAC and MK2.

Pre-requisites: None

Duration: 25 - 30 hours

Course Contact Details:

Tel: 01793 314489, Mil: 96161 4489

Course Code: MK1 (V)

### Military Knowledge 2

**Aim:**

To deliver the additional underpinning knowledge required by senior captains of the Regular Army and Royal Marines prior to taking an SO3 appointment and also prepares them for the Captains Warfare Course (CWC).

Pre-requisites: None

Duration: 21 - 25 hours

Course Contact Details:

Tel: 01793 314489, Mil: 96161 4489

Course Code: MK2

### Military Knowledge 2 (V)

**Aim:**

To deliver the additional underpinning knowledge required by senior captains of the Territorial Army prior to taking an SO3 appointment and also prepares them for the Captains Warfare Course (CWC).

Pre-requisites: None

Duration: 10 – 15 hours

Course Contact Details:

Tel: 01793 314489, Mil: 96161 4489

Course Code: MK2 (V)

### Overseas Directing Staff Course

**Aim:**

To observe the modus operandi of the Defence Academy and its colleges in order to benchmark their own colleges and courses.

Pre-requisites:

Good Standard of English (IELTS 6 Equiv).

Duration: 2 weeks

Course Contact Details:

Tel: 01793 785992, Mil: 96161 5992

Course Code: OSDC

### RAF Chaplains' Induction Training

**Aim:**

To provide New Entrant RAF Chaplains with the necessary knowledge, skills and attitudes for effective ministry within the RAF community. Course nominations are through Chap Servs (RAF) at Air Command.

Pre-requisites: None

Duration: 5 days

Course Contact Details:

Tel: 01264 773144 x4226

Mil: 94391 4226

Course Code: AH004

### RAF Chaplains' Pre-deployment Training

**Aim:**  
To explore areas of ministry particular to the operational environment.

**Pre-requisites:** None

**Duration:** 3 days

**Course Contact Details:**

Tel: 01264 773144 x 4226

Mil: 94391 4226

Course Code: AH005

### RAF Denominational CPDs

**Aim:**  
This course is designed to enhance cohesion and professional development as well as providing an opportunity for Chaplains to engage with their sending churches and endorsing authorities.

**Pre-requisites:** None

**Duration:** 3 days

**Course Contact Details:**

Tel: 01264 733144 x 4226,

Mil: 94391 4228

Course Code: AH022

### RAF Mid-Service Chaplains' Course

**Aim:**  
To reflect on service to date and attendees are asked to give a presentation on a subject of their choosing related to their experiences of chaplaincy in the military.

**Pre-requisites:** None

**Duration:** 4 days

**Course Contact Details:**

Tel: 01264 773144 x 4226

Mil: 94391 4226

Course Code: AH006

### RAF Senior Chaplains' Course

**Aim:**  
To address Chaplains' Branch Issues, Leadership and Chaplaincy, Team Work and Management and Report Writing, as well as personal reflection on service so far.

**Pre-requisites:** None

**Duration:** 4 days

**Course Contact Details:**

Tel: 01264 773144 x 4226

Mil: 94391 4226

Course Code: AH007

### RAF Station Chaplains' Course

**Aim:**  
Designed for Chaplains after 4 yrs service, this course allows reflection on service to date and introduces training on teamwork and leadership, as well as theological reflection.

**Pre-requisites:** None

**Duration:** 4 days

**Course Contact Details:**

Tel: 01264 773144 x 4226

Mil: 94391 4226

Course Code: AH008

### Regular Army Chaplaincy Initial Training

**Aim:**  
To help newly recruited clergy to relate to military organisation and ethos, to provide spiritual support, pastoral care, and moral guidance in the military context, to administer themselves and to continue fostering their own vocation, and eventually to provide chaplaincy on operations.

**Pre-requisites:** None

**Duration:** 5 weeks

**Course Contact Details:**

Tel: 01264 773144 x4226

Mil: 94391 4226

Course Code: AH009

### RN Chaplaincy Team Leader

**Aim:**

To address authority and responsibility issues, suggests ways in which to manage conflict within a team and encourage course members to share, and learn from, experiences to date of ministering & working within a team of ecumenical Chaplains.

Pre-requisites: None

Duration: 4 days

Course Contact Details:

Tel: 01264 773144 x4226

Mil: 94391 4226

Course Code: AH010

### RN Chaplains Intermediate Course

**Aim:**

To progress the pastoral and leadership skills of mid-career chaplains in the Naval Chaplaincy Service.

Pre-requisites: None

Duration: 5 days

Course Contact Details:

Tel: 01264 773144 x4226

Mil: 94391 4226

Course Code: AH027

### RN Chaplains Advanced Course

**Aim:**

To develop the essential staff skills required to fulfil a staff appointment.

Pre-requisites:

RN Chaplains Intermediate Leadership Course.

Duration: 2 days

Course Contact Details:

Tel: 01264 773144 x4226

Mil: 94391 4226

Course Code: AH028

### RN Denominational CPDs

**Aim:**

This course is designed to enhance cohesion and professional development as well as providing an opportunity for Chaplains to engage with their sending churches and endorsing authorities.

Pre-requisites: None

Duration: 3 days

Course Contact Details:

Tel: 01264 733144 x 4226,

Mil: 94391 4229

Course Code: AH023

### RN Team Building Workshop

**Aim:**

RN Chaplains and their civilian staff are invited to participate in a series of activities that promote self-awareness, trust, the mastery of conflict and commitment to effective working together.

Pre-requisites: None

Duration: This course may run either as a Day Workshop for those within easy travelling distance to AFCC or as a 24 hour (overnight event, beginning at lunchtime on Day 1).

Course Contact Details:

Tel: 01264 733144 x4226,

Mil: 94391 4230

Course Code: AH029

### Senior Military Officers' and Senior Civil Servants' Equality and Diversity Course

**Aim:**

To enable senior Military and civilian personnel to execute their leadership role in promoting Equality and Diversity in the Armed Forces and MOD Civil Service.

Pre-requisites: None

Duration: 1 day residential workshop.

Course Level: P

Course Contact Details:

Tel: 01793 314033, Mil: 96161 4033

Course Code: R057

# 07 Employment Training

## Service Attachés Course

**Aim:**  
To enable DAs to perform their duties in line with CDS's directive on the role of the Defence Attaché/Adviser.

**Pre-requisites:**  
Appointment as a Service Attaché or Adviser.

**Duration:** 2 days

**Course Contact Details:**  
Tel: 01793 785992, Mil: 96161 5992

Course Code: SAC

## Simulation Employment Training

**Aim:**  
To provide an understanding of the technologies and tools used in modelling and simulation (M&S), together with examples of their application in defence and an appreciation of the main organisations involved.

**Pre-requisites:** Refer to webpage.

**Duration:** 5 weeks

**Course Level:** P

**Course Contact Details:**  
Tel: 01793 785053, Mil: 96161 5053

Course Code: SIMET

## TA Chaplaincy Initial Training

**Aim:**  
A condensed version of the Regular Chaplaincy Course, it addresses the organisational, spiritual, pastoral, moral, functional, vocational, and operational aspects of chaplaincy as they relate to new TA chaplains.

**Pre-requisites:** None

**Duration:** 5 days

**Course Contact Details:**  
Tel: 01264 773144 x4226  
Mil: 94391 4226

Course Code: AH011

## Tri-Service Chaplains' Pre-deployment Training

**Aim:**  
Elements of spiritual preparation are included, as well as lessons learned briefings from returning chaplains and Chaplaincy ConOps briefings from PJHQ.

**Pre-requisites:** None

**Duration:** 5 days

**Course Contact Details:**  
Tel: 01264 773144 x4226  
Mil: 94391 4226

Course Code: AH012

## United Board Tri Service Chaplaincy Conference

**Aim:**  
This course is designed to enhance cohesion and professional development as well as providing an opportunity for URC, Baptist and other Free Church Chaplains to engage with their sending churches and endorsing authorities.

**Pre-requisites:** None

**Duration:** 3 days

**Course Contact Details:**  
Tel: 01264 733144 x 4226,  
Mil: 94391 4231

Course Code: AH024

## Visiting Officers Skills Course

**Aim:**  
To give those working within the Service Community the necessary skills to assist families who have encountered loss or bereavement.

**Pre-requisites:** None

**Duration:** 3 days

**Course Contact Details:**  
Tel: 01264 773144 x4226  
Mil: 94391 4226

Course Code: AH025



## The Defence Centre for Languages and Culture

**Mission:** 'To provide English and foreign language training in order to enhance the UK's Defence and Security capability and to contribute to Defence Diplomacy'

Defence language training is conducted at or through the Defence Centre for Languages and Culture (DCLC) at the Defence Academy of the United Kingdom, Shrivenham. Language training is provided to meet Defence requirements and is achieved through pre-appointment, conversion, maintenance and refresher training for both military and civilian personnel.

Foreign Language courses are not listed in this booklet, but can be found in the appropriate DIN entitled: Defence Language Courses for Training Year XX.

English Language courses are not listed in this booklet, but can be downloaded from: <http://www.da.mod.uk/colleges/cmt/defence-centre-for-languages-and-culture>

Further information regarding language and cultural training, including Rosetta Stone licences, can be found at <http://www.da.mod.uk/colleges/cmt/defence-centre-for-languages-and-culture> and all enquiries should be directed to [dclc.cmt@defenceacademy.mod.uk](mailto:dclc.cmt@defenceacademy.mod.uk) or by calling 96161 5288 or 01793 785288.

To continue delivering and developing high-quality language and cultural training and education in an intelligent and responsive manner, bringing students to their full potential and enabling the promotion of British military ethos, skills and knowledge.

Welbeck  
Defence  
Sixth Form  
College  
(DSFC)

The Defence Sixth Form College (DSFC) is based at Woodhouse Eaves. It is a purpose built learning institute, with on site, en-suite accommodation, and utilises some of the country's finest state of the art facilities and equipment. The college offers a unique programme of personal, physical and intellectual development which provides our students with a rounded education specifically designed to meet the needs of today's modern technical Armed Forces. The programme does not end after a two-year A-level programme. After successfully completing two years study at DSFC, you will go on to read for a degree at university via the Defence Technical Undergraduate Scheme (DTUS). Following graduation you will move on to Officer Training with the Armed Services or Initial Professional Development Training with the MOD Civil Service before entering your chosen career full-time. Tel 0845 600 1483, [www.dsfc.ac.uk](http://www.dsfc.ac.uk)



Assistant Equality and Diversity Adviser Course

76

Equality and Diversity Adviser Course

76

Equality & Diversity Adviser Refresher Course

76

Equality and Diversity Awareness - Clued Up?

76

Senior Military Officers' and Senior Civil Servants' Equality and Diversity Course

76

Equality and Diversity is a high priority issue for the MOD policy which supports military doctrine. Positioned within the Centre for Defence Leadership and Management at the Defence Academy of the UK, the Joint Equality and Training Centre (JEDTC) is the centre of excellence for Equality and Diversity training across the MOD and provides specialist training and advice.

Our purpose is to increase understanding of Equality & Diversity, enabling the eradication of inappropriate behaviour and strengthening that behaviour which is in accordance with Core Values and Standards, strengthening operational effectiveness and helping to create and maintain high performance teams.

Application Forms: Application forms for specific courses can be found within the course description.  
[www.da.mod.uk/prospectus](http://www.da.mod.uk/prospectus)



# 08 Equality & Diversity

## Assistant Equality and Diversity Adviser Course

**Aim:**

To prepare Junior Non-Commissioned Officers in the Armed Forces and MOD Civil Service equivalents, to perform duties as the Assistant Equality and Diversity Adviser. For Junior Ranks (Armed Services) and E Grade civil servants who have been nominated to be assistant EDA.

**Pre-requisites:** None

**Duration:**

3 days residential workshops.

**Course Level:** P

**Course Contact Details:**

Tel: 01793 785192, Mil: 96161 5192

Course Code: R083

## Equality and Diversity Adviser Course

**Aim:**

To promote a working environment compliant with the MOD's Equality and Diversity (E&D) policy through the training of Equality and Diversity Advisers.

**Pre-requisites:** None

**Duration:**

5 days residential workshops.

**Course Level:** P

**Course Contact Details:**

Tel: 01793 785003, Mil: 96161 5003

Course Code: R056

## Equality & Diversity Adviser Refresher Course

**Aim:**

To promote a working environment compliant with the MOD's Equality and Diversity (E&D) policy through the re-qualification of Equality and Diversity Advisers.

**Pre-requisites:** Refer to webpage.

**Duration:**

3 days residential workshops.

**Course Level:** P

**Course Contact Details:**

Tel: 01793 785192, Mil: 96161 5192

Course Code: R056A

## Equality and Diversity Awareness - Clued Up?

**Aim:**

To promote co-operative working relationships and adherence to MOD Equality and Diversity Policy and Legislation.

**Pre-requisites:** None

**Duration:** 2 - 3 hours

**Course Level:** A

**Course Contact Details:**

Tel: 0306 798 4892

Course Code: VR008N

## Senior Military Officers' and Senior Civil Servants' Equality and Diversity Course

**Aim:**

To enable senior Military and civilian personnel to execute their leadership role in promoting Equality and Diversity in the Armed Forces and MOD Civil Service.

**Pre-requisites:** None

**Duration:** 1 day residential workshop.

**Course Level:** P

**Course Contact Details:**

Tel: 01793 314033, Mil: 96161 4033

Course Code: R057

## Languages and Culture

The Defence Centre for Languages and Culture (DCLC) is responsible for providing foreign language training for UK Armed Forces personnel and English language training for foreign defence forces, in order to enhance military capability for operations and contribute to the International Defence Engagement Strategy.

The DCLC comprises an HQ element, two in-house language delivery functions - Foreign Language Wing (FLW) and English Language Wing (ELW) – and a Training Support Cell (TSC). FLW provides contingency language training and training in Arabic, French, Russian and Spanish. ELW delivers language and cultural training to international military and attached personnel. Additional languages are trained on a bespoke basis, co-ordinated and assured through the TSC.

### DCLC Personnel

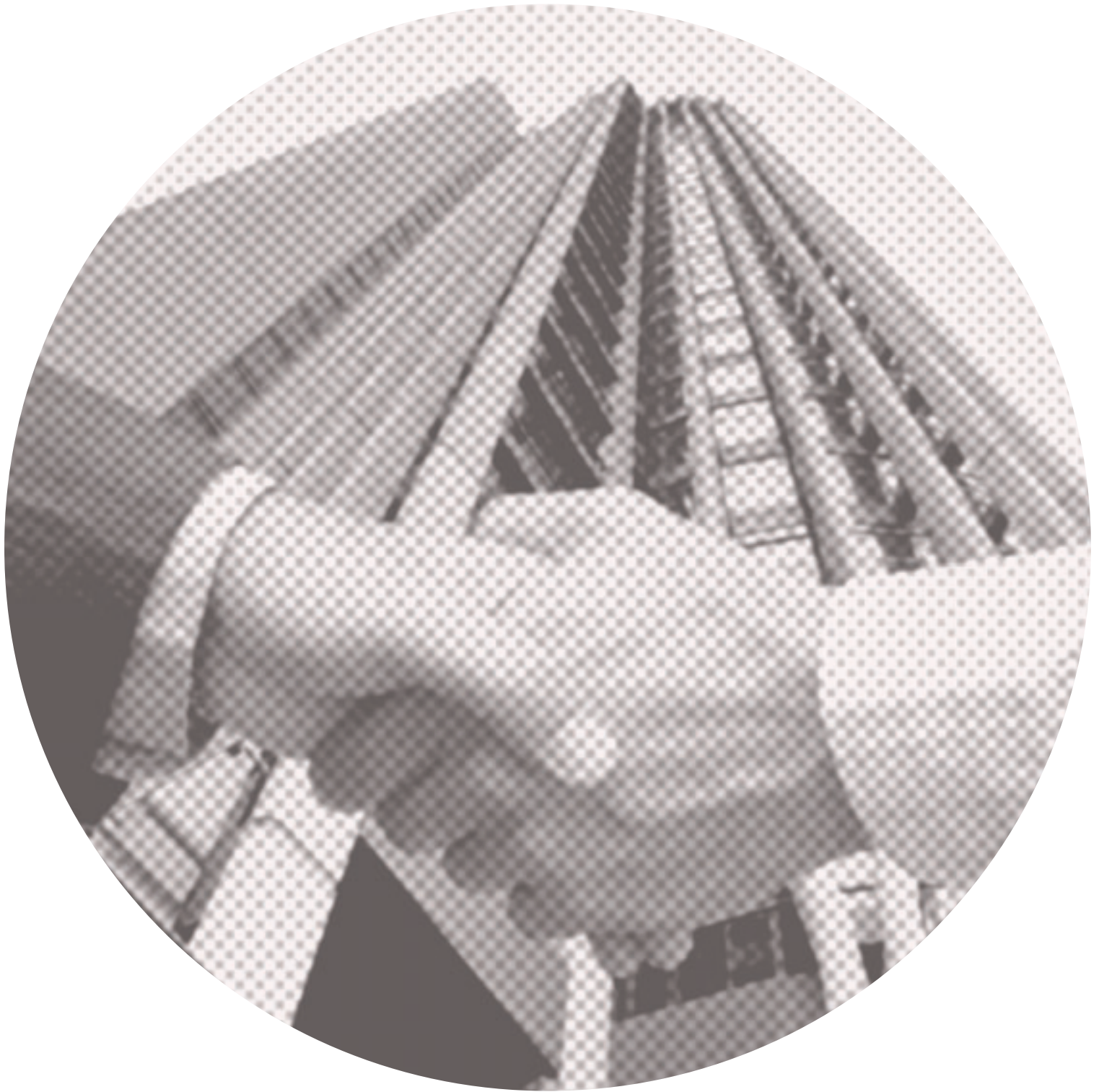
Language training is delivered by highly experienced staff; many of whom are native speakers. The staff has unparalleled practical experience from employment on military operations to Defence Diplomacy and Arms Control.

### Training Courses

Information can be accessed on the Defence Intranet at:  
DIN 2013DIN07-043: Defence Language Courses for Training Year 2013/2014

The application form for DCLC courses can be found at:  
[www.da.mod.uk/prospectus](http://www.da.mod.uk/prospectus).







Budget Holder	80	Scrutiny	84
Budget Manager	80	The Planning Process - Annual Budget Cycle	84
Business Modelling	80	Understanding & Using the Planning, Budget & Forecasting (PB&F) System	84
Control Account Workshop	80	VAT Workshop	85
Defence Acquisition Management MSc/PgDip/PgCert	80		
Defence Strategic Finance Programme	81		
Financial and Military Capability Management (Practitioner)	81		
Financial and Military Capability Management (Advanced )	81		
Financial Skills Certificate (Foundation)	81		
Governance	81		
Income Generation - A Practitioners Introduction	81		
Income Generation - Commercial	82		
Investment Appraisal	82		
Joint Business Agreements (JBA)	82		
Low Value Procurement Training	82		
Management and Reporting of Assets	82		
Market Economics	82		
Materiel & Financial Accounting Basic Practitioner	83		
Materiel & Financial Accounting Advanced Practitioner	83		
Materiel & Financial Accounting Online Training	83		
MOD and Government Finance	83		
MOD Finance Fundamentals	83		
Planning, Budget & Forecasting (PB&F) - Introduction and Navigation Skills	83		
Planning, Budget & Forecasting (PB&F) System Exploitation	84		
Preparing for NAO Audit	84		
Principles of Forecasting	84		

Our courses are geared for both military and civilian staff at a range of ranks and grades. They complement the Department's Financial Skills Strategy, launched in 2007, by providing the requisite financial awareness, skills and qualifications. The portfolio offered by the Defence Academy ranges from courses designed to increase the awareness and understanding of non-specialist staff, through to specialist training to enable finance staff to carry out their duties.

# 09 Finance

## Budget Holder

**Aim:**

To develop the skills needed by Budget Holders (at Basic Level Budget and above) to manage resources in their own business area effectively and to understand and discharge their responsibilities as Budget Holders.

**Pre-requisites:** Refer to webpage.

**Duration:**

2 day workshop with some pre-course reading.

**Course Level:** P

**Course Contact Details:**

Tel: 0306 798 4892

Course Code: E045

## Budget Manager

**Aim:**

To provide the practical skills needed when advising on all financial matters to Budget Holders and their staff, and to challenge business decisions that conflict with departmental rules and regulations.

**Pre-requisites:** Refer to webpage.

**Duration:**

2 day workshop.

**Course Level:** P

**Course Contact Details:**

Tel: 0306 798 4892

Course Code: E169

## Business Modelling

**Aim:**

To give students an awareness of the principles of business modelling.

**Pre-requisites:** None

**Duration:** 1 hour

**Course Level:** A

**Course Contact Details:**

Tel: 0306 798 4892

Course Code: VE154

## Control Account Workshop

**Aim:**

To give Control Account Operators and Holders an appreciation of their differing roles, the point and purpose of using Control Accounts, and to detail and practice the tasks involved in maintaining them.

**Pre-requisites:** Refer to webpage.

**Duration:** 0.5 day workshop.

**Course Level:** P

**Course Contact Details:**

Tel: 0306 798 4892

Course Code: E096

## Defence Acquisition Management MSc/PgDip/PgCert

**Aim:**

To provide a wide coverage of management topics that are pertinent to the acquisition of capability and the syllabus provides both the generic management underpinning together with defence specific context material.

**Pre-requisites:** Refer to webpage.

**Duration:**

PgCert: Part-time one year; PgDip: Part-time two years; MSc: Part-time two years and eight months.

**Course Level:** E

**Course Contact Details:**

Tel: 01793 785810, Mil: 96161 5810

Course Code: DAMMSC

### Defence Strategic Finance Programme

#### Aim:

To enable senior staff to explore the topic of strategic finance within the context of Defence from both the internal MOD perspective and the external perspective offered by senior figures from both HM Treasury and the National Audit Office. Delegates will gain an understanding of the MOD's financial planning and control systems and rules to which the MOD must adhere in terms of Treasury and Parliamentary controls.

Pre-requisites: Refer to webpage.

Duration: 3 days residential.

Course Level: P

Course Contact Details:

Tel: 01793 785078, Mil: 96161 5078

Course Code: DSFP

### Financial and Military Capability Management (Practitioner)

#### Aim:

To acquire an understanding of the MOD's Financial and Military Capability processes and their application in the development and generation of strategy-compliant and affordable force structures and capabilities.

Pre-requisites: None

Duration: 4 days residential.

Course Level: P

Course Contact Details:

Tel: 01793 785810, Mil: 96161 5810

Course Code: FinMilCap (P)

### Financial and Military Capability Management (Advanced)

#### Aim:

To inform and prepare leaders and key managers within the FinMilCap environment with the detailed process knowledge and higher level thinking skills necessary to perform their roles.

Pre-requisites:

Previous experience in Capability Management position/issues.

Duration: 5 days residential.

Course Level: E

Course Contact Details:

Tel: 01793 785810, Mil: 96161 5810

Course Code: FinMilCap (A)

### Financial Skills Certificate (Foundation)

#### Aim:

To promote and provide an understanding and awareness of Departmental Financial Policies.

Pre-requisites: None

Duration:

4 hours of e-learning followed by a 1-hour assessment.

Course Level: A

Course Contact Details:

Tel: 0306 798 4892

Course Code: V473

### Governance

#### Aim:

To provide an understanding of Corporate Governance and Risk Management; their importance and how they are applied within the Ministry of Defence.

Pre-requisites: Refer to webpage.

Duration: 1 day workshop.

Course Level: P

Course Contact Details:

Tel: 0306 798 4892

Course Code: E175

### Income Generation - A Practitioners Introduction

#### Aim:

To provide participants with the necessary information and skills to manage Income Generation in line with HM Treasury and Departmental guidance.

Pre-requisites:

Commercial staff: Income Generation Practitioners Introduction (E163), Commercial Awareness and Practitioner Programme (modules and workshops) (CPW1 & CPW2). Please note that you cannot self-book onto this course via HRMS.

Duration: 1 day workshop.

Course Level: P

Course Contact Details:

Tel: 0306 798 4892

Course Code: E163

# 09 Finance

## Income Generation - Commercial

**Aim:**

To enable attendees to construct an appropriate risk and reward package for a Sales Contract when committing the Authority.

**Pre-requisites:**

Commercial staff: Income Generation - Practitioners View (E163), Commercial Awareness and Practitioner Programme (modules and workshops) (CPW1 & CPW2). Please note that you cannot self-book onto this course via HRMS.

Duration: 1.5 days.

Course Level: P

Course Contact Details:  
Tel: +44306 798 4170

Course Code: IG-COM

## Investment Appraisal

**Aim:**

To enable participants involved in the process of Investment Appraisal the opportunity to identify, collate and evaluate relevant financial and non-financial data used during the decision-making process.

Pre-requisites: Refer to webpage.

Duration: 2 day workshop.

Course Level: P

Course Contact Details:  
Tel: 0306 798 4892

Course Code: E043

## Joint Business Agreements (JBA)

**Aim:**

To provide participants with the working knowledge of the JBA process and demonstrate how the relationship between User and Provider underpin the Annual Budget Cycle/Planning Process.

Pre-requisites: Refer to webpage.

Duration: 1 day workshop.

Course Level: P

Course Contact Details:  
Tel: 0306 798 4892

Course Code: E164

## Low Value Procurement Training

**Aim:**

To provide Low Value Purchasing personnel with the knowledge and comprehension needed to enable them to correctly manage the role of being a Low Value Purchasing Officer.

Pre-requisites: None

Duration: 2 hours

Course Level: A

Course Contact Details:  
Tel: 0306 798 4892

Course Code: V319

## Management and Reporting of Assets

**Aim:**

To highlight the responsibilities of Asset Custodians and asset users in the effective management, tracking and reporting of assets.

Pre-requisites: Refer to webpage.

Duration: 1 hour

Course Level: A

Course Contact Details:  
Tel: 0306 798 4892

Course Code: V475

## Market Economics

**Aim:**

To give students an awareness of the principles of market economics.

Pre-requisites: None

Duration: 0.5 hours

Course Level: A

Course Contact Details:  
Tel: 0306 798 4892

Course Code: VE155

### Materiel & Financial Accounting Basic Practitioner

#### Aim:

To ensure that all Supply Chain Managers achieve the appropriate level of functional competence required for Materiel Accounting of the Defence Inventory by Supply Chain Management practitioners.

Pre-requisites: Refer to webpage.

Duration: 1 day workshop.

Course Level: P

Course Contact Details:  
Tel: 0306 798 4170

Course Code: MFA-B

### Materiel & Financial Accounting Advanced Practitioner

#### Aim:

To ensure that all Band C/B Supply Chain Managers achieve the appropriate level of functional competence required for Materiel and Financial Accounting of the Defence Inventory by Supply Chain Management practitioners.

Pre-requisites: Refer to webpage.

Duration: 1 day workshop.

Course Level: P

Course Contact Details:  
Tel: 0306 798 4170

Course Code: MFA-A

### Materiel & Financial Accounting Online Training

#### Aim:

To provide delegates with the awareness level knowledge needed to address specific areas of MOD's management of Materiel and Financial Accounting and progress to the appropriate workshop.

Pre-requisites: None

Duration: 8 hours

Course Contact Details:  
Tel: 0306 798 4170

Course Code: MFAOLT

### MOD and Government Finance

#### Aim:

To introduce participants to the concepts of Government Finance and its link to MOD financial processes.

Pre-requisites: Refer to webpage.

Duration: 1 day

Course Level: A

Course Contact Details:  
Tel: 0306 798 4892

Course Code: E173

### MOD Finance Fundamentals

#### Aim:

To provide the skills needed by staff who work in support of the Department's financial and transactional processes. These fundamentals will benefit staff with the building blocks of finance and provide necessary behaviours and self-confidence, to progress further in the finance function.

Pre-requisites: Refer to webpage.

Duration: 2 days

Course Contact Details:  
Tel: 0306 798 4892

Course Code: E177

### Planning, Budget & Forecasting (PB&F) - Introduction and Navigation Skills

#### Aim:

To provide participants with an introduction to the PB&F system, system navigation and to build and refresh core skills.

Pre-requisites:

None although previous experience of using the system would be an advantage.

Duration: 4 hours

Course Level: A

Course Contact Details:  
Tel: 0306 798 4892

Course Code: V474

## Planning, Budget & Forecasting (PB&F) System Exploitation

**Aim:**

To optimise participant's confidence in the reporting functionality of the PB&F system (COGNOS) by increasing User knowledge of its flexibility.

**Pre-requisites:**

None although previous experience of using the system would be an advantage.

**Duration:** 1 day workshop.

**Course Level:** P

**Course Contact Details:**  
Tel: 0306 798 4892

Course Code: E166

## Preparing for NAO Audit

**Aim:**

To understand the importance of producing a fully auditable set of resource accounts, the role of the National Audit Office and what it expects from the organisation being audited.

**Pre-requisites:** Refer to webpage.

**Duration:** 2 hours

**Course Level:** A

**Course Contact Details:**  
Tel: 0306 798 4892

Course Code: VE098

## Principles of Forecasting

**Aim:**

To provide participants with the requisite skills to compile Forecast of Outturns (FOO), provide variance analysis and understand how in year information informs the Planning Round.

**Pre-requisites:** Refer to webpage.

**Duration:** 1 day workshop.

**Course Level:** A

**Course Contact Details:**  
Tel: 0306 798 4892

Course Code: E176

## Scrutiny

**Aim:**

To consider how Scrutiny processes provide assurance under the MOD's Financial Governance regime both internally and externally.

**Pre-requisites:** Refer to webpage.

**Duration:** 1 day workshop.

**Course Level:** P

**Course Contact Details:**  
Tel: 0306 798 4892

Course Code: E157

## The Planning Process - Annual Budget Cycle

**Aim:**

To provide an understanding of the Annual Budget Cycle (ABC) planning process, it's timetable, procedures and practices.

**Pre-requisites:** Refer to webpage.

**Duration:**  
1 day workshop.

**Course Level:** A

**Course Contact Details:**  
Tel: 0306 798 4892

Course Code: E159

## Understanding & Using the Planning, Budget & Forecasting (PB&F) System

**Aim:**

To optimise confidence in the PB&F tool (COGNOS) and increase user knowledge of its flexibility by demonstration and practical exercises.

**Pre-requisites:** Refer to webpage.

**Duration:** 1 day workshop

**Course Level:** P

**Course Contact Details:**  
Tel: 0306 798 4892

Course Code: E165



## VAT Workshop

### Aim:

To provide an overview of VAT as it applies to MOD.

Pre-requisites: Refer to webpage.

Duration: 1 day workshop.

Course Level: P

Course Contact Details:

Tel: 0306 798 4892

Course Code: E097

## Organisational Development Team

The Defence Academy Organisational Development Team (ODT) sits in the Centre for Defence Leadership and Management. It was created to help Defence business units and teams develop their responses to the behavioural challenges of business change, and especially Defence Transformation.

The ODT provides a tailored service and, through close consultation with their customers, designs bespoke interventions to meet their needs.

Contact Details: Tel: 01793 314645  
or 96161 4645

## Telephone Booking

Due to the diverse geographical locations of our training centres and the large number of courses in our portfolio, all our courses are grouped and administered by specialist teams with the requisite knowledge to help you with your queries.

For all course bookings and availability, please contact the relevant course admin office using the contact numbers displayed on the eProspectus course descriptions. You can also use these numbers to amend or cancel a booking.

For all other enquiries please complete the online enquiry form found on our website [www.da.mod.uk/enquiries/enquiry\\_form](http://www.da.mod.uk/enquiries/enquiry_form)



The management of information capability and information systems developments are very important requirements of all business today. These courses will provide students with the training and education required in this field.

Base Ordnance Depot Management System (BODMS) for Provisioners	88	MS Project 2003 - Advanced	92
COGNOS 8 - Practitioner	88	Organisational Development	92
Communications Principles	88	Professional Issues	92
Communication Systems Part 1	88	Programme & Project Management	93
Communication Systems Part 2	88	Ranging & Obsolescence - Awareness	93
Cyber Defence and Information Assurance MSc/ PgDip/PgCert	88	Records Management	93
Cyber Security & Information Assurance	88	Repair Managers Provision - Practitioner	93
Cyberspace Operations MSc / PgDip / PgCert	89	Repair Procedures	93
Emerging Technology Monitoring	89	Senior Information Officer (SIO) Course	93
Foundations in Information Systems	89	Signal Processing, Statistics and Analysis	94
Freedom of Information Act Workshop	89	Software Engineering	94
Fundamentals of Information Assurance in HMG	89	Strategic Application of Information Systems	94
INDEPOL Free Format	89	Supply Chain Information Systems (Air) Online	94
INDEPOL Historical (HTR) & Templates	90	Supply Chain Information Systems (Air) Workshop	94
Information and Knowledge Management	90	Supply Chain Information Systems (Land) Online	94
Information Assurance Accreditor Introduction	90	Supply Chain Information Systems (Land) Standalone Test	95
Information Capability Management MSc/PgDip/PgCert	90	Supply Chain Information Systems (Land) Workshop	95
Information Managers (IMgrs) Course (IMC)	90	Supply Chain Information Systems (Maritime) Online	95
Information Networks	90	Supply Chain Information Systems (Maritime) Workshop	95
Information Risk Management for HMG IA	91	Systems Architecture	95
Information Storage and Retrieval	91	Systems Design Techniques	95
Information Support Officers' Course	91	Systems Development Essentials (Information Systems)	96
Introduction to Information Systems	91	Systems Modelling Techniques (Information Systems)	96
Methods & Tools (for Information Systems Development)	91	Warehouse & Transport Management System Procedures	96
Military Communications	91		
MS Project 2003 - Introduction	92		

# 10 Information Capability

## Base Ordnance Depot Management System (BODMS) for Provisioners

**Aim:**  
To provide students with an overview of the Provision element of the BODMS system.

**Pre-requisites:** Refer to webpage.

**Duration:** 1 day

**Course Level:** P

**Course Contact Details:**  
Tel: 0306 798 4170

Course Code: PS-10

## COGNOS 8 - Practitioner

**Aim:**  
To provide delegates with the ability to use COGNOS 8.

**Pre-requisites:** Refer to webpage.

**Duration:** 1 day

**Course Level:** P

**Course Contact Details:**  
Tel: 0306 798 4170

Course Code: PS-05

## Communications Principles

**Aim:**  
To provide students with an understanding of the concepts and techniques employed in modern communication systems.

**Pre-requisites:** None

**Duration:**  
30 hours lectures; Directed study 20;  
Private study 50.

**Course Contact Details:**  
Tel: 01793 785810, Mil: 96161 5810

Course Code: CP

## Communication Systems Part 1

**Aim:**  
To provide the students with an understanding of modern military and commercial communications systems, the threats that they face and the measures that may be taken to protect them.

**Pre-requisites:**  
Successful completion of module: Communications Principles.

**Duration:** 5 days

**Course Contact Details:**  
Tel: 01793 785810, Mil: 96161 5810

Course Code: CS1

## Communication Systems Part 2

**Aim:**  
To provide the students with an understanding of modern military and commercial communications systems, the threats that they face and the measures that may be taken to protect them.

**Pre-requisites:**  
Successful completion of module: Communications Principles.

**Duration:** 5 days

**Course Contact Details:**  
Tel: 01793 785810, Mil: 96161 5810

Course Code: CS2

## Cyber Defence and Information Assurance MSc/PgDip/PgCert

**Aim:**  
To develop professionals who can effectively manage and exploit the threats and opportunities of cyberspace at the organisational level.

**Pre-requisites:** Refer to webpage.

**Duration:**  
MSc -Part-time flexible learning – minimum 2.5 years, maximum 5 years  
PgDip - Part-time flexible learning – minimum 2 years, maximum 4 years  
PgCert - Part-time flexible learning – minimum 1 year, maximum 3 years

**Course Contact Details:**  
Tel: 01793 785810, Mil: 96161 5810

Course Code: CDIA

## Cyber Security & Information Assurance

**Aim:**  
To enable students to understand the field of Cyber Security and Information Assurance, to be able to make use of the concepts that underpin the subject, to appreciate the dependencies between them and to engage knowledgeably in current debates.

**Pre-requisites:**  
No formal pre-requisites. Degree or relevant experience.

**Duration:**  
Seven weeks, with one week contact time at the Defence Academy and six weeks directed study via an online virtual learning environment. For credit toward a qualification the module is assessed by coursework after the contact week.

**Course Contact Details:**  
Tel: 01793 785810, Mil: 96161 5810

Course Code: CS&IA

### Cyberspace Operations MSc / PgDip / PgCert

**Aim:**

To develop professionals to support manoeuvre in cyberspace, in contested operations and as part of integrated planning.

**Pre-requisites:**

No formal pre-requisites.  
Degree or relevant experience

**Duration:**

MSc - Part-time flexible learning – minimum 2.5 years, maximum 5 years  
PgDip - Part-time flexible learning – minimum 2 years, maximum 4 years  
PgCert - Part-time flexible learning – minimum 1 year, maximum 3 years

**Course Contact Details:**

Tel: 01793 785810, Mil: 96161 5810

Course Code: CSOps

### Emerging Technology Monitoring

**Aim:**

To consider the facilities provided by modern database management systems and to provide an understanding of the tools and techniques involved in designing and operating database systems.

**Pre-requisites:**

No formal pre-requisites. Degree or relevant experience.

**Duration:**

Four months, with one day contact time at the Defence Academy and the remainder directed study via an online virtual learning environment.

**Course Contact Details:**

Tel: 01793 785810, Mil: 96161 5810

Course Code: ETM

### Foundations in Information Systems

**Aim:**

To introduce the core vocabulary and concepts associated with Information Systems. As well as providing an overview to Information Systems, their modelling and associated technology, the module also includes an element on research methods, learning and study skills. This prepares students for further study in the field and supports the Information Capability Management (ICM) MSc course, of which this module forms a part.

**Pre-requisites:**

No formal pre-requisites. Degree or relevant experience.

**Duration:**

Four weeks, with one week contact time at the Defence Academy and six weeks directed study via an online virtual learning environment. For credit toward a qualification the module is assessed by coursework after the contact week.

**Course Contact Details:**

Tel: 01793 785810, Mil: 96161 5810

Course Code: FIS

### Freedom of Information Act Workshop

**Aim:**

To prepare students for employment in posts that deal with FOI requests such as TLB Secretariats.

**Pre-requisites:**

To be employed or about to be employed in a role that deals with FOI requests.

**Duration:** 1 day

**Course Contact Details:**

Tel: 01793 785866/03  
Mil: 96161 5866/5803

Course Code: FOI

### Fundamentals of Information Assurance in HMG

**Aim:**

The course provides an explanation of IA terminology, the reasons why IA is required and what the main roles and responsibilities for IA are. The course covers; governance, relevant policies and standards, the risk management process and the role of assurance.

**Pre-requisites:** Refer to webpage.

**Duration:** 1 day

**Course Contact Details:**

Tel: 01793 785810, Mil: 96161 5810

Course Code: IAHMG

### INDEPOL Free Format

**Aim:**

To give delegates a detailed understanding of the INDEPOL enquiry language and construction of input.

**Pre-requisites:**

Experience of INDEPOL HTR Templates and a working knowledge of CRISP terminology.

**Duration:** 1 day

**Course Level:** P

**Course Contact Details:**

Tel: 0306 798 4170

Course Code: INDIFF

# 10 Information Capability

## INDEPOL Historical (HTR) & Templates

**Aim:**

To give delegates a basic understanding of the INDEPOL enquiry language and how to make simple historical and template enquiries.

**Pre-requisites:**

A working knowledge of CRISP terminology.

**Duration:** 0.5 day

**Course Level:** P

**Course Contact Details:**  
Tel: 0306 798 4170

Course Code: INDT

## Information and Knowledge Management

**Aim:**

To enable students to contribute, at the strategic level, to the management of information and to facilitating knowledge exchange.

**Pre-requisites:**

No formal pre-requisites. Degree or relevant experience.

**Duration:**

Seven weeks, with one week contact time at the Defence Academy and six weeks directed study via an online virtual learning environment. For credit toward a qualification the module is assessed by coursework after the contact week.

**Course Contact Details:**  
Tel: 01793 785810, Mil: 96161 5810

Course Code: IKM

## Information Assurance Accreditor Introduction

**Aim:**

The course concentrates on generic accreditation requirements needed to fulfil the role and is not aimed at specific accreditations methodologies in any one organisation (such as MOD).

**Pre-requisites:** Refer to webpage.

**Duration:** 1 day

**Course Contact Details:**  
Tel: 01793 785810, Mil: 96161 5810

Course Code: IAAI

## Information Capability Management MSc/PgDip/ PgCert

**Aim:**

To provide students with postgraduate level education in order to: develop in individuals an awareness of the management, user and supplier communities; recognise the stakeholder roles, needs and expectations within these communities; enable effective communication and a shared understanding between these stakeholders in order to meet capability objectives; master the principles and practice that underlie the delivery of effective systems, in the business and battle space that exploit information in order to provide strategic benefit.

**Pre-requisites:** Refer to website.

**Duration:**

MSc Full Time - Minimum 45 weeks; Maximum 48 weeks; Part Time - Minimum 1 year; Maximum 5 years.  
PgDip Full Time - Minimum 24 weeks; Maximum 40 weeks; Part Time - Minimum 24 weeks; Maximum 4 years.  
PgCert Full Time - Minimum 12 weeks; Maximum 20 weeks; Part Time - Minimum 12 weeks; Maximum 3 years.

**Course Contact Details:**  
Tel: 01793 785810, Mil: 96161 5810

Course Code: ICMMSC

## Information Managers (IMgrs) Course (IMC)

**Aim:**

To equip Information Managers (IMGrS) with the basic knowledge and skills to introduce Information Management (IM) regimes to ensure that information requirements are captured and met.

**Pre-requisites:** Refer to webpage.

**Duration:** 5 days

**Course Contact Details:**  
Tel: 01793 785803/66  
Mil: 96161 5803/5866

Course Code: IMGR

## Information Networks

**Aim:**

To provide the students with an understanding of networks in a modern military electronic sensor or communications system, their vulnerabilities and how they can be protected.

**Pre-requisites:** Refer to webpage.

**Duration:**

Lectures 30 hours; Directed study 20 hours, Private study 50 hours.

**Course Contact Details:**  
Tel: 01793 785810, Mil: 96161 5810

Course Code: INET



### Information Risk Management for HMG IA

#### Practitioners

#### Aim:

The course builds on the Fundamentals of Information Assurance (IA) in HMG course and is based around syndicate exercises with selected risk scenarios.

Pre-requisites: Refer to webpage.

Duration: 2 days

#### Course Contact Details:

Tel: 01793 785810, Mil: 96161 5810

Course Code: IS1&2

### Information Storage and Retrieval

#### Aim:

To develop knowledge and skills of the investigation, evaluation and interpretation of data in order to ensure its coherence, availability, accuracy and security to meet information and communication systems requirements to support and manage IS solutions to business information needs.

#### Pre-requisites:

No formal pre-requisites. Degree or relevant experience.

#### Duration:

Seven weeks, with one week contact time at the Defence Academy and six weeks directed study via an online virtual learning environment. For credit toward a qualification the module is assessed by coursework after the contact week.

#### Course Contact Details:

Tel: 01793 785810, Mil: 96161 5810

Course Code: DB

### Information Support Officers' Course

#### Aim:

To train Defence Information Support Officers in the management, roles and responsibilities of an iHub.

Pre-requisites: Refer to webpage.

Duration: 5 days

#### Course Contact Details:

Tel: 01793 785866/03

Mil: 96161 5866/5803

Course Code: ISO

### Introduction to Information Systems

#### Aim:

To enable students to contribute to the development of an IS Strategy, to understand how IS resources are managed, to understand IS development methodologies and the principles of service management.

Pre-requisites: None

Duration: 15 days

Course Level: P

#### Course Contact Details:

Tel: 01793 785053, Mil: 96161 5053

Course Code: ISYSET

### Methods & Tools (for Information Systems Development)

#### Aim:

To equip students with the ability to understand the organisational and environment impact of different IS development methodologies, and give them a broad understanding of alternative ways of developing information systems.

#### Pre-requisites:

No formal pre-requisites. Degree or relevant experience.

#### Duration:

Seven weeks, with one week contact time at the Defence Academy and six weeks directed study via an online virtual learning environment. For credit toward a qualification the module is assessed by coursework after the contact week.

#### Course Contact Details:

Tel: 01793 785810, Mil: 96161 5810

Course Code: M&T

### Military Communications

#### Aim:

To provide the students with an understanding of the subjects supporting the specialist modules and to provide them with the essential signal analysis and statistical tools used in the course.

Pre-requisites: None

Duration: 5 days

Course Level: A

#### Course Contact Details:

Tel: 01793 785810, Mil: 96161 5810

Course Code: MC001

# 10 Information Capability

## MS Project 2003 - Introduction

**Aim:**

To give delegates a working understanding of the basics of Microsoft Project.

Pre-requisites: Refer to webpage.

Duration: 2 days

Course Level: A

Course Contact Details:  
Tel: 0306 798 4170

Course Code: MSP-1

## MS Project 2003 - Advanced

**Aim:**

To introduce advanced concepts and techniques for using Microsoft Project 2003 for Windows.

Pre-requisites: Refer to webpage.

Duration: 1 day

Course Level: P

Course Contact Details:  
Tel: 0306 798 4170

Course Code: MSP-2

## Organisational Development

**Aim:**

To provide the basis for considering information systems within the wider organisational context, introducing theories from the disciplines of organisational psychology, organisational behaviour and systems thinking. This course is also a module on the Information Capability Management MSc.

**Pre-requisites:**

No formal pre-requisites. Degree or relevant experience.

**Duration:**

Seven weeks, with one week contact time at the Defence Academy and six weeks directed study via an online virtual learning environment. For credit toward a qualification the module is assessed by coursework after the contact week.

**Course Contact Details:**

Tel: 01793 785810, Mil: 96161 5810

Course Code: OD

## Professional Issues

**Aim:**

To identify situations in your professional life which may pose such problems that require expert guidance such as: Legislation & regulations of relevance to the information systems professional (e.g. Data Protection, Copyright, Computer Misuse etc); Professional responsibilities, professional societies and codes of practice (e.g. those of BCS); Contemporary Issues.

**Pre-requisites:**

No formal pre-requisites. Degree or relevant experience.

**Duration:**

Up to four months, with one day contact time at the Defence Academy. Directed study via an online virtual learning environment.

**Course Contact Details:**

Tel: 01793 785810, Mil: 96161 5810

Course Code: PI



### Programme & Project Management for Information Systems

#### Aim:

To develop knowledge and skills in the key academic concepts of the management of resources in order to plan, estimate and carry out programmes of systems development work to time, budget and quality targets and in accordance with appropriate standards. This course is also a module on the Information Capability Management MSc.

#### Pre-requisites:

No formal pre-requisites. Degree or relevant experience.

#### Duration:

Seven weeks, with one week contact time at the Defence Academy and six weeks directed study via an online virtual learning environment. For credit toward a qualification the module is assessed by coursework after the contact week.

#### Course Contact Details:

Tel: 01793 785810, Mil: 96161 5810

Course Code: PM

### Ranging & Obsolescence - Awareness

#### Aim:

To provide a basic understanding of the Ranging and Obsolescence process to enable new equipment to be Ranged to Stores System 3 (SS3) and the Obsolescence process to be managed effectively.

Pre-requisites: Refer to website.

#### Duration:

1 or 2 days dependant on individuals COGNOS 8 Licence.

Course Level: A

#### Course Contact Details:

Tel: +44306 798 4170

Course Code: PS-02

### Records Management

#### Aim:

Provide staff with the skills and knowledge required to carry out daily record management tasks in accordance with JSP 441.

Pre-requisites: Refer to webpage.

Duration: 2 days

#### Course Contact Details:

Tel: 01793 785866/03

Mil: 96161 5866/5803

Course Code: RECMAN

### Repair Managers Provision - Practitioner

#### Aim:

To provide an understanding of SS3 Planned Repair processes to enable staff to perform their day to day tasks efficiently and effectively.

Pre-requisites: Refer to webpage.

Duration: 3 days

Course Level: P

#### Course Contact Details:

Tel: 0306 798 4170

Course Code: PS-07

### Repair Procedures

#### Aim:

To give delegates an understanding of the repair procedures used in accordance with JSP886 Vol 13 leaflet MG9/1.

Pre-requisites: Refer to webpage.

Duration: 3 days

Course Level: P

#### Course Contact Details:

Tel: 0306 798 4170

Course Code: REP

### Senior Information Officer (SIO) Course

#### Aim:

To equip Senior Information Officers with the basic knowledge, skills, attitudes and behaviours to ensure that the correct Information Management (IM) Directive is developed and maintained to support the organisation's objectives and outputs.

Pre-requisites: Refer to webpage.

Duration: 2 days

#### Course Contact Details:

Tel: 01793 785866/03

Mil: 96161 5866/5803

Course Code: SIO

# 10 Information Capability

## Signal Processing, Statistics and Analysis

**Aim:**  
To provide the students with an understanding of the subjects supporting the specialist modules and to provide them with the essential signal analysis and statistical tools used in the course.

**Pre-requisites:** None

**Duration:**  
30 hours lectures; Directed study 20; Private study 50.

**Course Contact Details:**  
Tel: 01793 785810, Mil: 96161 5810

Course Code: SPS&A

## Software Engineering

**Aim:**  
To provide students with an appreciation of problems associated with the development of software-intensive systems and to establish the role of systematic techniques, methods & defined processes which address these problems.

**Pre-requisites:**  
No formal pre-requisites. Degree or relevant experience.

**Duration:**  
Seven weeks, with one week contact time at the Defence Academy and six weeks directed study via an online virtual learning environment. For credit toward a qualification the module is assessed by coursework after the contact week.

**Course Contact Details:**  
Tel: 01793 785810, Mil: 96161 5810

Course Code: SWE

## Strategic Application of Information Systems

**Aim:**  
To equip the student with the knowledge and skills to develop or review business and information systems strategies to support an organisation's business goals.

**Pre-requisites:**  
No formal pre-requisites. Degree or relevant experience.

**Duration:**  
Seven weeks, with one week contact time at the Defence Academy and six weeks directed study via an online virtual learning environment. For credit toward a qualification the module is assessed by coursework after the contact week.

**Course Contact Details:**  
Tel: 01793 785810, Mil: 96161 5810

Course Code: SAIS

## Supply Chain Information Systems (Air) Online Training

**Aim:**  
To provide a basic awareness of Supply Chain Information Systems (Air) to those employed as Supply Chain Managers as part of a blended learning suite.

**Pre-requisites:** Refer to webpage.

**Duration:** 4.5 Hours e-learning.

**Course Contact Details:**  
Tel: 0306 798 4170

Course Code: SCISAO

## Supply Chain Information Systems (Air) Workshop

**Aim:**  
To ensure that all Supply Chain Managers within the Air environment achieve a level of functional competence required by basic practitioners prior to initial delegation of requirement and/or financial authority.

**Pre-requisites:** Refer to webpage.

**Duration:** 4 days

**Course Contact Details:**  
Tel: 0306 798 4170

Course Code: SCISAW

## Supply Chain Information Systems (Land) Online Training

**Aim:**  
To provide a basic awareness of Supply Chain Information Systems (Land) to those employed as Supply Chain Managers.

**Pre-requisites:**  
To successfully apply for and study this course, the following pre-requisites and conditions must be fulfilled: Inventory Management Basic Awareness (IMBAOL); Inventory Management Practitioner Basic (IMPB) Workshop; Inventory Management Licence Test.

**Duration:** 4.5 hours approximately.

**Course Contact Details:**  
Tel: 0306 798 4170

Course Code: SCISLO

### Supply Chain Information System (Land) Standalone Test

#### Aim:

The purpose of this test is to assess the knowledge gained from completing the Supply Chain Information Systems (Land) On-Line Training (SCISLO) and the Supply Chain Information Systems (Land) Workshop (SCISLW).

Pre-requisites: Refer to webpage.

Duration: 3 hours

Course Contact Details:

Tel: 0306 798 4170

Course Code: SCISLA

### Supply Chain Information Systems (Land) Workshop

#### Aim:

To ensure that all Supply Chain Managers within the Land environment achieve a level of functional competence required by basic practitioners prior to initial delegation of requirement and/or financial authority. Those seeking to gain their licence will be required to attend this course within two months of completing the Supply Chain Information Systems (Land) On-Line (SCISLO) course and pass the on-line assessment within two months of completing this workshop.

#### Pre-requisites:

Delegates must have completed the IMPBAOL, IMPB and Supply Chain Information Systems (Land) On-Line (SCISLO) course before attending this workshop. These pre-requisites must be verified before delegates are allowed to book on this workshop.

Duration: 4 days non-residential

Course Contact Details:

Tel: +44306 798 4170

Course Code: SCISLW

### Supply Chain Information Systems (Maritime) Online Training

#### Aim:

To provide a basic awareness of Supply Chain Information Systems (Maritime) to those employed as Supply Chain Managers.

#### Pre-requisites:

To successfully apply for and study this course, the following pre-requisites and conditions must be fulfilled: Inventory Management Basic Awareness (IMBAOL); Inventory Management Practitioner Basic (IMPB) Workshop; Inventory Management Licence Test.

Duration: 4.5 hours approximately.

Course Contact Details:

Tel: +44306 798 4170

Course Code: SCISMO

### Supply Chain Information Systems (Maritime) Workshop

#### Aim:

To ensure that all Supply Chain Managers within the Maritime environment achieve a level of functional competence required by basic practitioners prior to initial delegation of requirement and/or financial authority.

Pre-requisites: Refer to webpage.

Duration: 5 days

Course Contact Details:

Tel: 0306 798 4170

Course Code: SCISMW

### Systems Architecture

#### Aim:

To enable students to contribute to the specification of systems architectures, identifying the components needed to meet the present and future requirements of the business as a whole, and the interrelationships between these components.

#### Pre-requisites:

No formal pre-requisites. Degree or relevant experience.

#### Duration:

Seven weeks, with one week contact time at the Defence Academy and six weeks directed study via an online virtual learning environment. For credit toward a qualification the module is assessed by coursework after the contact week.

Course Contact Details:

Tel: 01793 785810, Mil: 96161 5810

Course Code: SA

### Systems Design Techniques

#### Aim:

The certificate focuses on design issues, the principles of data and process design and the design of the user interface.

Pre-requisites: Refer to webpage.

Duration: 5 days

Course Level: P

Course Contact Details:

Tel: 01793 785810, Mil: 96161 5810

Course Code: SDITIS

# 10 Information Capability

## Systems Development Essentials (Information Systems)

**Aim:**

This certificate is concerned with the fundamental skills of systems development. Its focus is on systems investigation and quality assurance as it is perceived that these underpin all systems development.

Pre-requisites: Refer to webpage.

Duration: 5 days

Course Level: P

Course Contact Details:

Tel: 01793 785810, Mil: 96161 5810

Course Code: SDEIS

## Systems Modelling Techniques (Information Systems)

**Aim:**

The certificate is primarily concerned with the practical modelling of information systems from the requirements established in the Systems Development Essentials course (SDEIS): These models will form the basis of detailed systems design work.

Pre-requisites: Refer to webpage.

Duration: 5 days

Course Level: P

Course Contact Details:

Tel: 01793 785810, Mil: 96161 5810

Course Code: SMTIS

## Warehouse & Transport Management System Procedures

**Aim:**

To give participants the knowledge needed to manage their equipment, whether held at DSDC North (Stafford), COD Donnington, Longtown or Bicester, following the introduction of the new Warehouse and Transport Management System (WTMS).

Pre-requisites: None

Duration: 0.5 day

Course Level: P

Course Contact Details:

Tel: 0306 798 4170

Course Code: WTMS

## Defence Capability Centre (DCC)

Integral to the delivery of education and training in technology is the Defence Capability Centre (DCC) situated on the Defence Academy site at Shrivenham.

The facility, which opened on 1 April 2007, provides leading edge facilities and resources to enable effective learning in the practical elements of defence technology. It has two main goals:

- To enable more effective delivery of technology-based education and training in a stimulating environment. The DCC layout is flexible and supports a wide range of modern educational delivery methods with real military hardware.
- To provide high quality Defence synthetic environments to enable research, experimentation and integration that includes supporting the themes of NEC and CBM.

The DCC has several reconfigurable, flood-wired syndicate rooms and synthetic environments as well as a large main hall (110m x 17m) and five equipment halls. In addition, the large adjacent car park is ducted so that external static vehicle and units can be connected to the DCC network.

These facilities are available for hire subject to availability.  
For further details, please contact the DCC on +44 (0)1793 785572  
Non-MOD Bookings 01793 785892





The purpose of these courses is to improve the ability of our people to lead, manage and command by giving them the necessary vocabulary, tools and techniques to be able to operate more effectively at all levels of Defence, including the most senior and strategic positions.

We recognise fully the different requirements for leaders at the tactical, operational, and strategic levels and in different career specialisations and aim to meet the full range of these needs. We strive to maintain close engagement with our wide customer base to ensure that the education we provide meets their needs and addresses key initiatives.

Advanced Amphibious Warfare Course	100
Advanced Command and Staff Course	100
Advanced Command and Staff Course (Reserves)	100
Band B Panel Member Training	100
Campaigning	100
Civil Service Fast Stream Armed Forces	100
Civilians on Operations	100
Collaborative Strategic Leadership Programme	101
Combined Joint European Exercise	101
Command, Leadership and Management	101
Conflict and the International System – Governance and the UK Government	101
Conflict and the International System – International Law and Ethics	101
Conflict and the International System – National Security Strategy, Foreign & Defence Policy	101
Conflict and the International System - Strategy	102
Conflict and the International System – The International System	102
Defence Leadership MSc	102
Defence Strategic Commercial Course	102
Defence Strategic Finance Programme	102
Defence Strategic Leadership Programme	102
Defence Strategic Portfolio & Programme Management	103
Defence Strategic Support Management Course	103
Effective Performance Management - Your Contribution Counts	103
Engaging Leaders	103
Focus on Leading	103
Harassment Investigation Officers (HIOs) for the MOD	103
Higher Command and Staff Course	103
Intermediate Command and Staff Course (Air)	104

Intermediate Command and Staff Course (Air Reserves)	104	Senior Responsible Owners Programme	109
Intermediate Command and Staff Course (Land)	104	The Consultation Process	109
Intermediate Command and Staff Course (Maritime)	104	The Experienced People Manager in Defence	109
Intermediate Command and Staff Course (Maritime Reserve)	104	Top Team Development	109
Junior Officer Development 1	104	TUPE Regulations	109
Junior Officer Development 2	105	Understanding the Civil Service	110
Junior Officer Development 3	105	Understanding the RAF	110
Leading with Purpose in Defence	105	Using Resources Effectively	110
Lean Fundamentals	105	Welcome Back Discussions	110
Low Value Purchasing	105		
Managing Civilian Staff	105		
Managing Defence in the Wider Security Context (Export)	105		
Managing Defence in the Wider Security Context (UK based)	106		
Masters in Business Administration (Defence)	106		
Mentoring	106		
Mentoring for Senior Managers	106		
Military Appraisal Writing for Civilian Reporting Officers	106		
Military Operations	107		
MOD Outplacement Service (MODOPS)	107		
New to Managing People in Defence	107		
OF5/Band B Engaging Leaders	107		
Performance Development for the Royal Fleet Auxiliary (RFA)	107		
RAF Future Commanders Study Period	107		
Ready for Change	108		
Reserve Officers' Staff Course (Land)	108		
Royal College of Defence Studies Course	108		
Royal Fleet Auxiliary Appraisal	108		
Royal Fleet Auxiliary Junior Management Training	108		
RAF Senior Executives' Partners Seminar	108		

# 11 Leadership & Management

## Advanced Amphibious Warfare Course

**Aim:**

To provide a broad understanding of the principles and roles of naval warfare in British defence policy, with particular reference to the part played by amphibious operations.

Pre-requisites: None

Duration: 4 weeks

Course Contact Details:

Tel: 01793 788309/217

Mil: 96161 8309/8217

Course Code: AAWC

## Advanced Command and Staff Course

**Aim:**

To prepare selected officers for high-grade joint and single Service appointments by developing their command, analytical and communications skills and by providing a broad understanding and knowledge of joint, single-Service and combined operations, and of defence as a whole.

Pre-requisites: None

Duration: 46 weeks

Course Contact Details:

Tel: 01793 788097, Mil: 96161 8097

Course Code: ACSC

## Advanced Command and Staff Course (Reserves)

**Aim:**

To develop understanding of political and strategic issues, joint operations, operational planning, aspects of Command and the management of the Reserves.

Pre-requisites: Attended ICSC(R).

Duration: 12 days

Course Contact Details:

Tel: 01793 788097, Mil: 96161 8097

Course Code: ACSC(R)

## Band B Panel Member Training

**Aim:**

To give independent Panel Members the knowledge and skills required to assess psychometric reports produced as part of the Band B promotion/recruitment process.

Pre-requisites: Pre Course Reading.

Duration: 1 day

Course Contact Details:

Tel: 0306 7984986 96798 4986

Course Code: BPMT

## Campaigning

**Aim:**

To develop the student's ability to apply military capability effectively at the operational level in order to achieve strategic aims.

Pre-requisites: Refer to webpage.

Duration: 7 non-consecutive weeks.

Course Contact Details:

Tel: 01793 788097, Mil: 96161 8097

Course Code: CMPG

## Civil Service Fast Stream Armed Forces

**Aim:**

To enable Fast Stream students to understand the environment within which the Armed Forces operate and the challenges they face, whether technical, human, political, international, ethical, financial, logistical or environmental so that in future appointments they can contribute positively to the formulation of policy and equipment requirements.

Pre-requisites: None

Duration: 5 weeks

Course Level: P

Course Contact Details:

Tel: 01793 785810, Mil: 96161 5810

Course Code: FSTSTR

## Civilians on Operations

**Aim:**

To provide staff with an overview of the various roles in operational theatres, what they do and who they interact with. The course also gives learners a feel of what it might be like to be deployed as a civilian to an operational theatre, gives them an overview of the military structures and highlights other departments and organisations that deployees might come across whilst deployed. The course should also give potential deployees an awareness of their motivation for deploying to operational theatres.

Pre-requisites: None

Duration: 4 hours

Course Level: A

Course Contact Details:

Tel: 0870 600 8910, Mil: 96 600 8910

Course Code: V467

### Collaborative Strategic Leadership Programme

**Aim:**

To improve the coherence, capabilities and performance of the national security community through the means of common leadership development.

Pre-requisites: None

Duration: 6 days - split over modules.

Course Contact Details:

Tel: 01793 785178, Mil: 96161 5178

Course Code: CSLP

### Combined Joint European Exercise

**Aim:**

To undertake a period of training in a joint, multinational and inter-agency environment in order to promote a better understanding of the challenges involved in planning and coordinating a complex, multinational PSO.

Pre-requisites: Refer to webpage.

Duration: 2 weeks

Course Contact Details:

Tel: 01793 788097, Mil: 96161 8097

Course Code: CJEX

### Command, Leadership and Management

**Aim:**

The Command, Leadership and Management (CLM) module is designed to prepare students to exercise skills in all three domains more effectively in their subsequent appointments.

Pre-requisites: None

Duration: 10 days

Course Contact Details:

Tel: 01793 788097, Mil: 96161 8097

Course Code: CLM

### Conflict and the International System – Governance and the UK Government

**Aim:**

To consider the way societies organise themselves into political systems in order to give direction to their activities and conduct oversight. It also examines how political systems are influenced and considers the relationship between government, the military and society.

Pre-requisites: Refer to webpage.

Duration: 5 days

Course Contact Details:

Tel: 01793 788097, Mil: 96161 8097

Course Code: CISGOV

### Conflict and the International System – International Law and Ethics

**Aim:**

To deliver an understanding of morality, ethics and law, the relationship between them and their impact upon military operations.

Pre-requisites: Refer to webpage.

Duration: 3 days

Course Contact Details:

Tel: 01793 788097, Mil: 96161 8097

Course Code: CISILE

### Conflict and the International System – National Security Strategy, Foreign & Defence Policy

**Aim:**

To deliver an understanding as to how the UK's National Security Strategy is formulated, implemented and developed and how it is supported by foreign, defence and development policy.

Pre-requisites: Refer to webpage.

Duration: 4 days

Course Contact Details:

Tel: 01793 788097, Mil: 96161 8097

Course Code: CISNFD

# 11 Leadership & Management

## Conflict and the International System - Strategy

**Aim:**  
To examine the evolution of strategy in its various forms, its distinction from policy and its relevance to the application of military power in support of national strategic aims.

**Pre-requisites:** Refer to webpage.

**Duration:** 4 days

**Course Contact Details:**  
Tel: 01793 788097, Mil: 96161 8097

**Course Code:** CISS

## Conflict and the International System – The International System

**Aim:**  
To introduce students to different explanations of the international system (using IR theory as a base) and examines the critical relationships between key actors in that system. The Module also analyses the nature and causes of security/insecurity, and the significance of changes to the contemporary strategic environment for militaries as 'providers of security'.

**Pre-requisites:** Refer to webpage.

**Duration:** 5 days

**Course Contact Details:**  
Tel: 01793 788097, Mil: 96161 8097

**Course Code:** CISTIS

## Defence Leadership MSc

**Aim:**  
To broaden knowledge and understanding of leadership theory, develop the skills of critical analysis and examine contemporary national and global contexts in order to improve personal leadership practice.

**Pre-requisites:** Refer to webpage.

**Duration:**  
PgCert - One year, PgDip – 2 years and MSc – 3 years.

**Course Level:** E

**Course Contact Details:**  
Tel: 01793 785810, Mil: 96161 5810

**Course Code:** DLMSC

## Defence Strategic Commercial Course

**Aim:**  
To provide an overview of commercial best practice and how this could be applied in the defence environment. This is followed by a series of 3 electives designed to meet individual developmental objectives.

**Pre-requisites:** Refer to webpage.

**Duration:** 4 days residential.

**Course Contact Details:**  
Tel: 01793 785810, Mil: 96161 5810

**Course Code:** DSCC

## Defence Strategic Finance Programme

**Aim:**  
To enable senior staff to explore the topic of strategic finance within the context of Defence from both the internal MOD perspective and the external perspective offered by senior figures from both HM Treasury and the National Audit Office. Delegates will gain an understanding of the MOD's financial planning and control systems and rules to which the MOD must adhere in terms of Treasury and Parliamentary controls.

**Pre-requisites:** Refer to webpage.

**Duration:** 3 days residential.

**Course Level:** P

**Course Contact Details:**  
Tel: 01793 785078, Mil: 96161 5078

**Course Code:** DSFP

## Defence Strategic Leadership Programme

**Aim:**  
To enhance strategic leadership and management at both the corporate and strategic level across defence.

**Pre-requisites:** None

**Duration:**  
2 four days residential plus pre-course work and collaborative work between modules.

**Course Level:** P

**Course Contact Details:**  
Tel: 01793 785810, Mil: 96161 5810

**Course Code:** DSLP

### Defence Strategic Portfolio & Programme Management

#### Aim:

To introduce senior staff to the principles and practice of programme and portfolio management, their use and application in industry and their relevance to defence.

Pre-requisites: Refer to webpage.

Duration: 3.5 days residential.

Course Level: P

Course Contact Details:

Tel: 01793 785810, Mil: 96161 5810

Course Code: DSPPM

### Defence Strategic Support Management Course

#### Aim:

To enable senior staff to explore the topic of Support Management within the context of Defence. Using guest speakers from academia, public and private sectors the course will enable those attending to understand and discuss the latest developments, risks and opportunities associated with strategic support issues.

Pre-requisites: None

Duration: 3.5 days residential.

Course Level: P

Course Contact Details:

Tel: 01793 785810, Mil: 96161 5810

Course Code: DSSM

### Effective Performance Management - Your Contribution Counts

#### Aim:

To provide participants with an overview of the MOD civilian performance management principles and process.

Pre-requisites: Refer to webpage.

Duration: 2 hours

Course Level: P

Course Contact Details:

Tel: 0306 798 4892

Course Code: VR076

### Engaging Leaders

#### Aim:

EL is specifically designed and run in support of Defence Transformation, aiming to enhance the senior leadership network, particularly now during a period of significant change. These are not educational or training events; but follow an interactive format, and encourage open peer discussion.

Pre-requisites: None

Duration:

24 hour overnight (lunchtime to lunchtime next day) preferentially residential.

Course Contact Details:

Tel: 01793 314636, Mil: 96161 4636

Course Code: ELW

### Focus on Leading

Aim: To enable experienced managers to identify, develop and extend their leadership capabilities to achieve greater organisational impact.

Pre-requisites: None

Duration:

3 day workshop with 8 hours pre course preparation.

Course Contact Details:

Tel: 0306 798 4892

Course Code: R091

### Harassment Investigation Officers (HIOs) for the MOD

#### Aim:

To enhance your knowledge of MOD policy on investigating formal complaints of harassment and equip you with the skills to carry out a fair and thorough investigation.

Pre-requisites: Refer to webpage.

Duration:

2 day workshop with pre-course reading.

Course Level: P

Course Contact Details:

Tel: 0306 798 4892

Course Code: G036

### Higher Command and Staff Course

#### Aim:

To prepare selected officers and officials for higher command and staff appointments.

Pre-requisites: None

Duration: 14 weeks

Course Contact Details:

Tel: 01793 788175, Mil: 96161 8175

Course Code: HCSC



# 11 Leadership & Management

## Intermediate Command and Staff Course (Air)

**Aim:**

To advocate the effective employment of air power in the Joint, Combined and multi-agency environments; demonstrates a well-developed appreciation of contemporary doctrine and its application in Campaign planning and execution; has a well-developed appreciation of command, leadership and management techniques relevant to Defence; demonstrates effective analysis at the post-graduate level and delivers that analysis with clarity in writing and orally; and clearly understands and advocates the importance of Royal Air Force history and ethos.

Pre-requisites: None

Duration: 8 weeks.

Course Contact Details:

Tel: 01793 788851, Mil: 96161 8851

Course Code: ICSC(A)

## Intermediate Command and Staff Course (Air Reserves)

**Aim:**

To prepare Reserve Air Forces squadron leaders for subsequent command and staff duties.

Pre-requisites: None

Duration: 16 days

Course Contact Details:

Tel: 01793 788851, Mil: 96161 8851

Course Code: ICSC(AR)

## Intermediate Command and Staff Course (Land)

**Aim:**

To prepare Majors for appointments in sub-unit command and on the staff to and including Lieutenant Colonel.

Duration: 30 weeks.

Pre-requisites: Refer to webpage.

Course Contact Details:

Tel: 01793 788851 or Mil: 96161 8851

Course Code: ICSC(L)

## Intermediate Command and Staff Course (Maritime)

**Aim:**

To contribute to Stage 1 of Maritime Through Career Development training and education for Royal Naval Lieutenants and Lieutenant Commanders, preparing them for SO2 command, charge and staff appointments by further developing their: leadership; analytical and communication skills; understanding of the international environment; knowledge of UK Defence Management and UK Military capabilities; understanding of the maritime environment; and how maritime power contributes to Joint and Combined operations. Furthermore, it is to evaluate their potential for further staff training and is to reinforce the RN ethos.

Pre-requisites: None

Duration: 8 weeks

Course Contact Details:

Tel: 01793 788309/217

Mil: 96161 8309/8217

Course Code: ICSC(M)

## Intermediate Command and Staff Course (Maritime Reserve)

**Aim:**

The aim of the ICSC(MR) is to prepare Royal Naval Reserve Lieutenants and equivalents for future SO2 appointments by further developing their: leadership; analytical and communication skills; understanding of the international environment; knowledge of UK Defence Management & Military capabilities; and appreciation of how maritime power contributes to Joint and Combined operations. Furthermore, it is to evaluate their potential for further staff training and employment and is to reinforce the Royal Naval Ethos.

Pre-requisites: None

Duration: 2 weeks

Course Contact Details:

Tel: 01793 788309/217

Mil: 96161 8309/8217

Course Code: ICSC(MR)

## Junior Officer Development 1

**Aim:**

To produce JOs who can analyse articulate and influence the effective application of air power at the tactical level; and apply a full range of command, leadership and staff competencies.

Pre-requisites: IOT

Duration:

20 hours e-learning & 1 week residential.

Course Contact Details:

Tel: 01793 788244/04

Mil: 96161 8244/8204

Course Code: JOD1

### Junior Officer Development 2

**Aim:**

To produce JOs who can analyse articulate and influence the effective application of air power at the tactical level; and apply a full range of command, leadership and staff competencies.

Pre-requisites: IOT, JOD1

**Duration:**

30 hours e-learning & 2 weeks residential.

**Course Contact Details:**

Tel: 01793 788244/04

Mil: 96161 8244/8204

Course Code: JOD2

### Junior Officer Development 3

**Aim:**

To produce JOs who can analyse articulate and influence the effective application of air power at the tactical level; and apply a full range of command, leadership and staff competencies.

Pre-requisites: IOT, JOD1, JOD2

**Duration:**

50 hours e-learning & 1 week residential.

**Course Contact Details:**

Tel: 01793 788244/04

Mil: 96161 8244/8204

Course Code: JOD3

### Leading with Purpose in Defence

**Aim:**

To develop leaders who are confident, self-aware and collaborative.

**Pre-requisites:**

Must be Band B (LTP will be accepted on a fill up basis).

Duration: 5 modules of 2 days each.

**Course Contact Details:**

Tel: 01793 314556, Mil: 96161 4556

Course Code: LWP001

### Lean Fundamentals

**Aim:**

To provide practical experience in Lean Principles and techniques.

Pre-requisites:None

Duration: 3 days

Course Level: A

**Course Contact Details:**

Tel: 0306 798 4170

Course Code: LF

### Low Value Purchasing

**Aim:**

To provide personnel with the knowledge and comprehension needed to enable them to manage LVP activities within their area of responsibility.

Pre-requisites: None

Duration: 1 day

Course Level: P

**Course Contact Details:**

Tel: 0306 798 4170

Course Code: LVP

### Managing Civilian Staff

**Aim:**

The desired impact of this symposium on performance in the workplace will be that Military Line Managers of MOD civilian staff have an appreciation of the differing rules that apply to civil servants and where they can access them and/or get further help and advice.

Pre-requisites: Refer to webpage.

Duration: 1 day

**Course Contact Details:**

Tel: 0306 798 4892

Course Code: F101

### Managing Defence in the Wider Security Context (Export)

**Aim:**

To enhance the knowledge, professional understanding and analytical skills necessary to improve and transform the governance and management of the students' defence and security systems.

Pre-requisites: Refer to webpage

Duration: 10 days

**Course Contact Details:**

Tel: 01793 785810, Mil: 96161 5810

Course Code: MDWSC (Export)

# 11 Leadership & Management

## Managing Defence in the Wider Security Context (UK Based)

**Aim:**

To enhance the knowledge, professional understanding and analytical skills necessary to improve and/or transform the governance and management of the students' defence and security systems, thereby advancing the defence and security interests of the UK.

**Pre-requisites:**

Candidates must have attained an International English Language Testing Service (IELTS) score of 6.0, if English is not their mother tongue. Evidence of English competence under IELTS arrangements is preferred but an equivalent TOEFL score (500-550 points) or ADFELPS score (7) may be acceptable. In any case, documentary evidence of English competence must be included with the application.

Duration: 7 weeks

Course Level: P

Course Contact Details:

Tel: 01793 785810, Mil: 96161 5810

Course Code: MDWSC

## Masters in Business Administration (Defence)

**Aim:**

Takes you on to accelerated career advancement within the defence sector. The MBA programme will equip you to lead and influence the development of organisations in this rapidly evolving sector.

Pre-requisites: Refer to webpage.

Duration: 2 years part-time/modular.

Course Level: E

Course Contact Details:

01234 754 431

Course Code: MBADEF

## Mentoring

**Aim:**

To enhance behaviour and performance in the workplace by exploring the concept of mentoring and its usage within the wider MOD to ensure confident, self-aware Mentors who are competent in developing and motivating others.

Pre-requisites: Refer to webpage.

Duration:

1 day workshop with 1 hour pre course reading.

Course Level: P

Course Contact Details:

Tel: 03067 984892, Mil: 9679 84892

Course Code: R046

## Mentoring for Senior Managers

**Aim:**

To enhance behaviour and performance in the workplace by exploring the concept of mentoring and how the MOD Mentoring Schemes can help staff capitalise on development opportunities.

Pre-requisites: Refer to webpage.

Duration:

0.5 day workshop with 1 hour pre course reading.

Course Level: P

Course Contact Details:

Tel: 03067 984892, Mil: 9679 84892

Course Code: R062

## Military Appraisal Writing for Civilian Reporting Officers

**Aim:**

To provide civilian reporting officers with a greater understanding of their roles and responsibilities within the military reporting system.

Pre-requisites: None

Duration: 1 day workshop.

Course Level: P

Course Contact Details:

Tel: 0306 798 4892

Course Code: R084

### Military Operations

**Aim:**

To develop student understanding of the military contribution to the effective prosecution of multidimensional operations in complex environments, including peace support, counter-insurgency, counter terrorism and long-term stabilisation efforts.

Pre-requisites: Refer to webpage.

Duration: 20 days

Course Contact Details:

Tel: 01793 788097, Mil: 96161 8097

Course Code: MILOP

### MOD Outplacement Service (MODOPS)

**Aim:**

To provide an outplacement service for eligible MOD staff covering career transition issues, CV's, financial planning, self employment etc.

Pre-requisites: Refer to webpage.

Duration:

Variable. Courses are arranged (on-site) where there is a group of ten or more candidates.

Course Level: A

Course Contact Details:

Tel: 01793 785740/622

Mil: 96161 5740/5622

Course Code: J008

### New to Managing People in Defence

**Aim:**

For new managers to gain knowledge and deepen understanding of the MOD's staff management policies and apply their line management skills in a workshop that is designed around a Business Simulation.

Pre-requisites:

Delegates to familiarise themselves with PADR policy.

Duration: 4 days

Course Level: P

Course Contact Details:

Tel: 0306 798 4892

Course Code: R064

### OF5/Band B Engaging Leaders

**Aim:**

EL is specifically designed and run in support of Defence Transformation, aiming to enhance the senior leadership network, particularly now during a period of significant change. These are not educational or training events; but follow an interactive format, and encourage open peer discussion.

Pre-requisites: None

Duration:

24 hour overnight (lunchtime to lunchtime next day) preferentially residential.

Course Contact Details:

Tel: 01793 314632, Mil: 96161 4632

Course Code: ELWOF5

### Performance Development for the Royal Fleet Auxiliary (RFA)

**Aim:**

To provide learners with an awareness and understanding of the Royal Fleet Auxiliary performance appraisal process and how it contributes to their continued development.

Pre-requisites: None

Duration: 1 hour

Course Contact Details:

Tel: 02392 628626

Mil: 93832 8626

Course Code: V471

### RAF Future Commanders Study Period

**Aim:**

To enhance the effectiveness in command of senior officers about to be posted to Station or Unit Commander appointments.

Pre-requisites: None

Duration: 5 days

Course Contact Details:

Tel: 01793 788205, Mil: 96161 8205

Course Code: FCSP

# 11 Leadership & Management

## Ready for Change

**Aim:**

To provide staff with the skills to adapt well to change, using it as an opportunity to learn and acquire new skills as well as put into practice new ways of working and exploit new technology.

Pre-requisites: Refer to webpage.

Duration: 2 hours

Course Level: A

Course Contact Details:  
Tel: 0306 798 4892

Course Code: VT063

## Reserve Officers' Staff Course (Land)

**Aim:**

To prepare selected officers for employment in Reserve Grade 2 appointments.

Pre-requisites: Refer to webpage

Duration: 2 weeks.

Course Contact Details:  
Tel: 01793 314420 or Mil: 96161 4420

Course Code: ROSC(L)

## Royal College of Defence Studies Course

**Aim:**

The engendering of strategic understanding, through rigorous analysis of the international security and defence agenda and the levers that provide for security, stability and prosperity; and the inculcation of the key tenets of strategic leadership.

Pre-requisites: None

Duration: 45 weeks

Course Contact Details:  
Tel: 020 7915 4800, Mil: 96955 4800

Course Code: RCDS

## Royal Fleet Auxiliary Appraisal

**Aim:**

To provide Royal Fleet Auxiliary staff with an over view of performance management and the associated Appraisal process.

Pre-requisites: Refer to webpage.

Duration: 4 hours

Course Contact Details:  
Tel: 02392 628626, Mil: 93832 8626

Course Code: RFAAPP

## Royal Fleet Auxiliary Junior Management Training

**Aim:**

To provide RFA personnel with the knowledge and skills expected of a modern manager.

Pre-requisites: None

Duration: 5 days

Course Contact Details:  
Tel: 02392 628626, Mil: 93832 8626

Course Code: RFAJMT

## RAF Senior Executives' Partners Seminar

**Aim:**

To help prepare the partners of senior executives, either just before or soon after they arrive on stations, for some aspects of station life in which they are likely to have the opportunity to become directly involved.

Pre-requisites: None

Duration: 2 days

Course Contact Details:  
Tel: 01793 788205, Mil: 96161 8205

Course Code: SEPS

### Senior Responsible Owners Programme

#### Aim:

To enable SROs to successfully apply the Office of Government Commerce (OGC) 'Managing Successful Programmes' (MSP) Framework within the MOD environment. The 3 master classes each respectively aim to provide an understanding of: current best practice in risk management and identify the issues that need to be considered in managing risk on defence programmes (Risk Management); the roles and responsibilities of a board and identify the issues that need to be considered in board development (Board Development); benefits management issues in the context of a major programme and to develop a process for identifying benefits and managing benefits delivery at the programme level (Benefits Realisation).

Pre-requisites: None

#### Duration:

1 day induction plus 3 x 1 day Masterclasses.

Course Level: P

#### Course Contact Details:

Tel: 01793 785088  
Mil: 96161 5088

Course Code: SROMSP

### The Consultation Process

#### Aim:

To improve understanding of the different stages of the consultation process.

Pre-requisites: Refer to webpage.

Duration: 1 day

Course Level: P

#### Course Contact Details:

Tel: 0306 798 4892

Course Code: G040

### The Experienced People Manager in Defence

#### Aim:

To enable experienced line managers of MOD civilian staff to update and refresh their skills and enhance their confidence in their management role.

Pre-requisites: Refer to webpage.

#### Duration:

2 hours pre-learning followed by a 3-day workshop.

#### Course Contact Details:

Tel: 0306 798 4892

Course Code: R090

### Top Team Development

#### Aim:

To provide a tailored development opportunity for Senior Boards/ Teams, thereby contributing to an improvement in the functioning of executive boards within the MOD.

Pre-requisites: Refer to webpage.

Duration: 2 days residential.

Course Level: P

#### Course Contact Details:

Tel: 01793 314636, Mil: 96161 4636

Course Code: DXLP

### TUPE Regulations

#### Aim:

To provide line managers and staff with an overview of issues relevant to MOD Civil Servants transferring to a new employer in circumstances where the Transfer of Undertakings (Protection of Employment) (TUPE) regulations apply.

Pre-requisites: None

Duration: 2 hours

Course Level: A

#### Course Contact Details:

Tel: 0306 798 4892

Course Code: VR075



# 11 Leadership & Management

## Understanding the Civil Service

**Aim:**

To provide learners with an opportunity to undertake a generic introductory programme to the Civil Service, prior to embarking on department-specific induction activities.

Pre-requisites: None

**Duration:**

Each module is approximately 1-2 hours e-Learning

**Course Contact Details:**

Tel: 0306 798 4892

Course Code: VU070

## Understanding the RAF

**Aim:**

To provide learners with an awareness and understanding of the RAF and how it contributes to Defence.

Pre-requisites: None

Duration: 1 hour

**Course Contact Details:**

Tel: 0306 798 4892

Course Code: V469

## Using Resources Effectively

**Aim:**

The desired impact of this course on performance and behaviour in the workplace will be that objectives are achieved on time and to the standards within the resources available and that information is managed effectively and efficiently.

Pre-requisites: None

Duration: 1-3 hours

**Course Contact Details:**

Tel: 0306 798 4892

Course Code: VS034

## Welcome Back Discussions

**Aim:**

To provide an understanding of the need for line managers/supervisors of civilians to proactively manage staff attendance and the help and support which can be offered.

Pre-requisites: None

Duration: 2 hours

Course Level: A

**Course Contact Details:**

Tel: 0306 798 4892

Course Code: VG063



## Lunchtime Seminars

The Defence Academy organises a series of lunchtime seminars, designed to provide staff with the opportunity to hear from senior leaders and managers on a range of topics. These are held at Abbey Wood, London, Andover, Whale Island and High Wycombe and other locations where appropriate and are open to both Service and Civilian staff. These seminars are a good opportunity to reinforce behaviours that the MOD expects, as well as provide attendees with a better understanding of MOD strategic direction. Look out for local information or check the Defence Intranet.

Logistics is the science of planning and carrying out movement and maintenance of forces and equipment and as such is vital to operational success. Within this section we list courses that support the Defence Logistics Support Chain business. They provide opportunities for training, education and skills development in areas across the whole of the acquisition lifecycle, such as the Integrated Logistic Support and Inventory Management courses. We strive to provide you with easy access to a variety of opportunities for improved awareness, to gain a licence, or for continuing professional development.

Base Ordnance Depot Management System (BODMS) for Provisioners – Practitioner

114

COGNOS 8 – Practitioner

114

Hazardous Materials

114

Human Factors Integration -  
Making the Most of People in Systems

114

ILS Contracting

114

ILS Contract Management Online Training

114

ILS In-Service Support Online Training

115

ILS In-Service Support

115

ILS Introduction Online Training

115



ILS Level 1 Online Training	115	MJDI MIS Application PT User Online Training	119
ILS Level Pre-Test 1	115	Packaging Basic Awareness	119
ILS Pre-Test 2	115	Packaging for Handling Storage & Transport (PHS&T) Awareness Online Training	120
ILS Management & Supportability Engineering	116	Priming Equipment Packs	120
ILS Practitioner Core Modules Online Training	116	Ranging & Obsolescence – Awareness	120
ILS - Tailoring, Whole Life Cost & Risk	116	Ranging & Obsolescence – Practitioner	120
ILS Training & TNA Online Training	116	Repair Managers Provision – Practitioner	120
ILS - Training Management & TNA	116	Repair Procedures	120
INDEPOL Free Format	116	Request for Contract Action (RCA) Online Training	120
INDEPOL Historical (HTR) & Templates	116	Reserve Officers' Staff Course (Land)	121
Intermediate Command and Staff Course (Air)	117	Supply Chain Information Systems (Air) Online Training	121
Intermediate Command and Staff Course (Air Reserves)	117	Supply Chain Information Systems (Air) Workshop	121
Intermediate Command and Staff Course (Land)	117	Supply Chain Information System (Land) Standalone Test	121
Intermediate Command and Staff Course (Maritime)	117	Supply Chain Information Systems (Land) Online Training	121
Intermediate Command and Staff Course (Maritime Reserve)	117	Supply Chain Information Systems (Land) Workshop	121
Inventory Management Basic Awareness Online Training	118	Supply Chain Information Systems (Maritime) Online Training	122
Inventory Management Practitioner – Basic	118	Supply Chain Information Systems (Maritime) Workshop	122
Inventory Management Practitioner - Advanced	118	Supply Chain Management	122
Key Logistics Messages Level 1 Online Training	118	Support Solution Assurance Online Training	122
Key Logistics Messages Level 2 Online Training	118	Support Solution Coherence & Assurance	122
Logistic Support Management	118	Warehouse & Transport Management System Procedures	122
Managing Defence Contracts: Contractor Support to Operations Online Training	119		
Managing Defence Contracts: Contractor Support to Operations Workshop	119		
Materiel & Financial Accounting Basic Practitioner	119		
Materiel & Financial Accounting Advanced Practitioner	119		
Materiel & Financial Accounting Online Training	119		

# 12 Logistics

## Base Ordnance Depot Management System (BODMS) for Provisioners – Practitioner

**Aim:**  
To provide students with an overview of the Provision element of the BODMS system.

**Pre-requisites:** Refer to webpage.

**Duration:** 1 day

**Course Level:** P

**Course Contact Details:**  
Tel: 0306 798 4170

Course Code: PS-10

## COGNOS 8 – Practitioner

**Aim:**  
To provide delegates with the ability to use COGNOS 8.

**Pre-requisites:** Refer to webpage.

**Duration:** 1 day

**Course Level:** P

**Course Contact Details:**  
Tel: 0306 798 4170

Course Code: PS-05

## Hazardous Materials

**Aim:**  
To provide students with sufficient knowledge to understand the reasons for the control and reporting of hazardous materials and to introduce them to the Software Application that would enable them to do this.

**Pre-requisites:** None

**Duration:** 3 hours

**Course Contact Details:**  
Tel: 0306 798 4170

Course Code: HAZMAT

## Human Factors Integration - Making the Most of People in Systems

**Aim:**  
To provide anyone involved in the acquisition of Defence Systems with a basic introduction to Human Factors Integration (HFI)

**Pre-requisites:** None

**Duration:** 45 minutes approx

**Course Contact Details:**  
Tel: +44306 798 4170

Course Code: HFIOLT

## ILS Contracting

**Aim:**  
To build upon the preceding e-learning through discussion and activities. Delegates will cover commercial/contract awareness and consider the implication of contractual issues for ILS.

**Pre-requisites:** Refer to webpage.

**Duration:** 1 day

**Course Level:** P

**Course Contact Details:**  
Tel: 0306 798 4170

Course Code: ILSC

## ILS Contract Management Online Training

**Aim:**  
To provide Practitioner level knowledge in ILS Tender Assessment and Contract Management. This knowledge is directly linked to a workshop (ILS Contracting).

**Pre-requisites:** Refer to webpage.

**Duration:** 4 hours

**Course Level:** P

**Course Contact Details:**  
Tel: 0306 798 4170

Course Code: ILSCMO

### ILS In-Service Support Online Training

**Aim:**

To provide Practitioner level knowledge in the management and implementation of In-Service Support. This knowledge is directly linked to a workshop (ILS In-Service Support).

Pre-requisites: Refer to webpage.

Duration: 2 hours

Course Level: P

Course Contact Details:  
Tel: 0306 798 4170

Course Code: ILSISO

### ILS In-Service Support

**Aim:**

To build upon the preceding e-learning through discussion and activities concerning In-Service ILS activities and the risks associated with them.

Pre-requisites: Refer to webpage.

Duration: 1 day

Course Level: P

Course Contact Details:  
Tel: 0306 798 4170

Course Code: ILSISS

### ILS Introduction Online Training

**Aim:**

To introduce Integrated Logistic Support, a comprehensive, through-life discipline that delivers supported and supportable equipment at optimum whole life cost. ILS applies to all acquisition activity.

Pre-requisites: Refer to webpage.

Duration: 7 hours

Course Level: P

Course Contact Details:  
Tel: 0306 798 4170

Course Code: ILSIOL

### ILS Level 1 Online Training

**Aim:**

To build upon the knowledge gained in the ILS Practitioner Core Modules On-Line Training (ILSPCM) course and provide Practitioner level knowledge in ILS analysis techniques and support options.

Pre-requisites: Refer to webpage.

Duration: 5 hours

Course Level: P

Course Contact Details:  
Tel 0306 798 4170

Course Code: ILS1L

### ILS Level Pre-Test 1

**Aim:**

To provide individuals with a controlled and timed test to ascertain whether their level of knowledge will lead to exemption from the first 2 e-learning elements of the ILS Licence route.

Pre-requisites: None

Duration: 2 hours

Course Level: P

Course Contact Details:  
Tel: 0306 798 4170

Course Code: ILS1PT

### ILS Pre-Test 2

**Aim:**

To provide individuals with a controlled and timed test to ascertain whether their level of knowledge will lead to exemption from 4 of the e-learning elements of the ILS Licence route.

Pre-requisites: Refer to webpage.

Duration: 2 hours

Course Level: P

Course Contact Details:  
Tel: 0306 798 4170

Course Code: ILS2PT

# 12 Logistics

## ILS Management & Supportability Engineering

**Aim:**  
To introduce delegates to the management of ILS and Supportability Engineering. It introduces ILS disciplines which are further developed in later elements of the programme.

**Pre-requisites:** Refer to webpage.

**Duration:** 3 days

**Course Level:** P

**Course Contact Details:**  
Tel: 0306 798 4170

**Course Code:** ILSMSE

## ILS Practitioner Core Modules Online Training

**Aim:**  
To introduce the ILS core subject matter required for the ILS Licence and ILS Functional Competences.

**Pre-requisites:** Refer to webpage.

**Duration:** 23 hours

**Course Level:** P

**Course Contact Details:**  
Tel: 0306 798 4170

**Course Code:** ILSPCM

## ILS - Tailoring, Whole Life Cost & Risk

**Aim:**  
To provide an opportunity for delegates to recap and embed the knowledge gained from the preceding e-learning. Discussions and activities will centre around the tailoring principles, support input to Whole Life Costings and the risk management process.

**Pre-requisites:** Refer to webpage.

**Duration:** 2 days

**Course Level:** P

**Course Contact Details:**  
Tel: 0306 798 4170

**Course Code:** ILSTWR

## ILS Training & TNA Online Training

**Aim:**  
To provide Practitioner level knowledge in Training and Training Needs Analysis that the learner requires for the ILS Licence. This knowledge is directly linked to a workshop (ILS Training Management & TNA).

**Pre-requisites:** Refer to webpage.

**Duration:** 2 hours

**Course Level:** P

**Course Contact Details:**  
Tel: 0306 798 4170

**Course Code:** ILSTNO

## ILS-Training Management & TNA

**Aim:**  
To build upon the preceding e-learning through discussion and activities. Delegates will cover the management processes for assessing training requirements for a capability and ensuring that those requirements are met.

**Pre-requisites:** Refer to webpage.

**Duration:** 1 day

**Course Level:** P

**Course Contact Details:**  
Tel: 0306 798 4170

**Course Code:** ILSTMT

## INDEPOL Free Format

**Aim:**  
To give delegates a detailed understanding of the INDEPOL enquiry language and construction of input.

**Pre-requisites:** None

**Duration:** 1 day

**Course Level:** P

**Course Contact Details:**  
Tel: 0306 798 4170

**Course Code:** INDFE

## INDEPOL Historical (HTR) & Templates

**Aim:**  
To give delegates a basic understanding of the INDEPOL enquiry language and how to make simple historical and template enquiries.

**Pre-requisites:** None

**Duration:** 0.5 days

**Course Level:** P

**Course Contact Details:**  
Tel: 0306 798 4170

**Course Code:** INDT



### Intermediate Command and Staff Course (Air)

#### Aim:

To advocate the effective employment of air power in the Joint, Combined and multi-agency environments; demonstrates a well-developed appreciation of contemporary doctrine and its application in Campaign planning and execution; has a well-developed appreciation of command, leadership and management techniques relevant to Defence; demonstrates effective analysis at the post-graduate level and delivers that analysis with clarity in writing and orally; and clearly understands and advocates the importance of Royal Air Force history and ethos.

Pre-requisites: None

Duration: 8 weeks

Course Contact Details

Tel: 01793 788851, Mil: 96161 8851

Course Code: ICSC(A)

### Intermediate Command and Staff Course (Air Reserves)

#### Aim:

To prepare Reserve Air Forces squadron leaders for subsequent command and staff duties

Pre-requisites: None

Duration: 16 days

Course Contact Details

Tel: 01793 788851, Mil: 96161 8851

Course Code: ICSC(AR)

### Intermediate Command and Staff Course (Land)

#### Aim:

To prepare Majors for appointments in sub-unit command and on the staff to and including Lieutenant Colonel.

Pre-requisites: Refer to webpage

Duration: 30 weeks

Course Contact Details:

Tel: 01793 788851 or Mil: 96161 8851

Course Code: ICSC(L)

### Intermediate Command and Staff Course (Maritime)

#### Aim:

To contribute to Stage 1 of Maritime Through Career Development training and education for Royal Naval Lieutenants and Lieutenant Commanders, preparing them for SO2 command, charge and staff appointments by further developing their: leadership; analytical and communication skills; understanding of the international environment; knowledge of UK Defence Management and UK Military capabilities; understanding of the maritime environment; and how maritime power contributes to Joint and Combined operations. Furthermore, it is to evaluate their potential for further staff training and is to reinforce the RN ethos.

Pre-requisites: Refer to webpage

Duration: 8 weeks

Course Contact Details

Tel: 01793 788220, Mil: 96161 8220

Course Code: ICSC(M)

### Intermediate Command and Staff Course (Maritime Reserve)

#### Aim:

The aim of the ICSC(MR) is to prepare Royal Naval Reserve Lieutenants and equivalents for future SO2 appointments by further developing their: leadership; analytical and communication skills; understanding of the international environment; knowledge of UK Defence Management & Military capabilities; and appreciation of how maritime power contributes to Joint and Combined operations. Furthermore, it is to evaluate their potential for further staff training and employment and is to reinforce the Royal Naval Ethos.

Pre-requisites: None

Duration: 2 weeks

Course Contact Details:

Tel: 01793 788309/217

Mil: 96161 8309/8217

Course Code: ICSC(MR)

# 12 Logistics

## Inventory Management Basic Awareness Online Training

**Aim:**

To provide a basic awareness to Inventory Management for those new to the role.

Pre-requisites: None

Duration: 6 hours

Course Level: A

Course Contact Details:

Tel: 0306 798 4170

Course Code: IMBAOL

## Inventory Management Practitioner – Basic

**Aim:**

To ensure that all Inventory Managers achieve the level of functional competence required by basic practitioners prior to initial delegation of requirement and/or financial authority.

Pre-requisites:

Completion of Inventory Management Basic Awareness On-Line Training (IMBAOL).

Duration: 3 days

Course Level: P

Course Contact Details:

Tel: 0306 798 4170

Course Code: IMPB

## Inventory Management Practitioner - Advanced

**Aim:**

To provide licensed and experienced Inventory Managers with the knowledge and understanding of Defence Inventory Management policy and processes to attain the Certificate of Competence.

Pre-requisites: Refer to webpage.

Duration: 4 days

Course Level: P

Course Contact Details:

Tel: 0306 798 4170

Course Code: IMPA

## Key Logistics Messages Level 1 Online Training

**Aim:**

To enable all OF 1 and SNCO level (or equivalent) civilian, service or industry personnel to have a practical understanding of the principles of Joint End-to-End Logistics.

Pre-requisites: None

Duration: 1 hour

Course Level: A

Course Contact Details:

Tel: 0306 798 4170

Course Code: KLM1OL

## Key Logistics Messages Level 2 Online Training

**Aim:**

To enable all OF 2 and WO level (or equivalent) civilian, service or industry personnel to have a practical understanding of the principles of joint End-to-End Logistics (building on the level of awareness provided by Key Logistics Messages Level 1).

Pre-requisites: Refer to webpage.

Duration: 1 hour

Course Level: A

Course Contact Details:

Tel: 0306 798 4170

Course Code: KLM2OL

## Logistic Support Management

**Aim:**

To enable MOD staff working in through life support management posts to manage the design, development, delivery, and sustainment of more effective, efficient and coherent support solutions through life.

Pre-requisites:

Delegates will be expected to have prior acquisition experience. \* Currently only available to DE&S delegates.

Course Contact Details:

Tel: 0306 798 2681

Course Code: LSM001

### Managing Defence Contracts: Contractor Support to Operations Online Training

**Aim:**

To provide Defence Logisticians with a deeper understanding of the particular contract and management issues associated with contractor support on operations.

Pre-requisites: None

Duration: 3 hours

Course Contact Details:  
Tel: 0306 798 4170

Course Code: MDCCOL

### Managing Defence Contracts: Contractor Support to Operations Workshop

**Aim:**

To provide Defence Logisticians with a deeper understanding of the particular management issues and risks associated with contractor support on operations.

Pre-requisites: Refer to webpage.

Duration: 1 day

Course Contact Details:  
Tel: 0306 798 4170

Course Code: MDCCSO

### Materiel & Financial Accounting Basic Practitioner

**Aim:**

To ensure that all Supply Chain Managers achieve the appropriate level of functional competence required for Materiel Accounting of the Defence Inventory by Supply Chain Management practitioners. Completion of this training is mandatory for all Supply Chain Management staff at Band D & E and will be required to attain or retain both the Inventory Management Licence and similarly the Inventory Management Certificate of Competence.

Pre-requisites: Refer to webpage.

Duration: 1 day workshop.

Course Contact Details:  
Tel: 0306 798 4170

Course Code: MFA-B

### Materiel & Financial Accounting Advanced Practitioner

**Aim:**

To ensure that all Band C/B Supply Chain Managers achieve the appropriate level of functional competence required for Materiel and Financial Accounting of the Defence Inventory by Supply Chain Management practitioners. Completion of this training is mandatory for all Supply Chain Management staff at Band C & B and will be required to attain or retain both the Inventory Management Licence and similarly the Inventory Management Certificate of Competence.

Pre-requisites: Refer to webpage.

Duration: 1 day workshop.

Course Contact Details:  
Tel: 0306 798 4170

Course Code: MFA-A

### Materiel & Financial Accounting Online Training

**Aim:**

To provide delegates with the awareness level knowledge needed to address specific areas of MoD's management of Materiel and Financial Accounting and progress to the appropriate workshop.

Pre-requisites: None

Duration: 8 hours

Course Contact Details:  
Tel: 0306 798 4170

Course Code: MFAOLT

### MJDI MIS Application PT User Online Training

**Aim:**

To provide DE&S PT users with the basic training required in order to access and exploit MJDI MIS. Completion of the course will enable personnel to receive a MJDI Log on.

Pre-requisites: None

Duration: 2 hours

Course Contact Details:  
Tel: 0306 798 4170

Course Code: MJDIOL

### Packaging Basic Awareness

**Aim:**

To provide a basic understanding of packaging issues associated with the introduction, and through life support of items entering service.

Pre-requisites: None

Duration: 1 hour

Course Contact Details:  
Tel: 0306 798 4170

Course Code: PACKBA

# 12 Logistics

## Packaging for Handling Storage & Transport (PHS&T) Awareness Online Training

**Aim:**

To provide a general overview of PHS&T issues associated with the introduction, and through life support of items entering service.

Pre-requisites: None

Duration: 1 hour

Course Contact Details:  
Tel: 0306 798 4170

Course Code: PHSTOL

## Priming Equipment Packs

**Aim:**

To provide an introduction to the PEPs process and the different roles within it. By the end of the course, learners will have achieved: - An understanding of the overall PEPs process; -An understanding of the role of stakeholders; - An understanding of where to turn for further advice.

Pre-requisites: None

Duration: 2.5 hours

Course Level: A

Course Contact Details:  
Tel: 0306 798 4170

Course Code: PEP

## Ranging & Obsolescence – Awareness

**Aim:**

To provide a basic understanding of the Ranging and Obsolescence process to enable new equipment to be Ranged to Stores System 3 (SS3) and the Obsolescence process to be managed effectively.

Pre-requisites:

Successful completion of Combined Stores System 3 and OLIVER (PS-03) course prior to attending this course.

Duration:

1 or 2 days non dependant on individuals COGNOS 8 Licence.

Course Level: P

Course Contact Details:  
Tel: 0306 798 4170

Course Code: PS-02

## Ranging & Obsolescence – Practitioner

**Aim:**

To provide an understanding of the Ranging and Obsolescence processes to enable students to add and maintain Ranges and aid the efficient management of the Obsolescence process.

Pre-requisites:

Ranging and Obsolescence - Practitioner (Part 1) (PS-02).

Duration: 1 day

Course Level: P

Course Contact Details:  
Tel: 0306 798 4170

Course Code: PS-11

## Repair Managers Provision – Practitioner

**Aim:**

To provide an understanding of SS3 Planned Repair processes to enable staff to perform their day to day tasks efficiently and effectively.

Pre-requisites: Refer to webpage.

Duration: 3 days

Course Level: P

Course Contact Details:  
Tel: 0306 798 4170

Course Code: PS-07

## Repair Procedures

**Aim:**

To give delegates an understanding of the repair procedures used in accordance with JSP886 Vol 13 leaflet MG9/1.

Pre-requisites: Refer to webpage.

Duration: 3 days

Course Level: P

Course Contact Details:  
Tel: 0306 798 4170

Course Code: REP

## Request for Contract Action (RCA) Online Training

**Aim:**

To provide an overview of RCA Workbench and Workflow process from start to finish.

Pre-requisites: None

Duration: 6 hours

Course Contact Details:  
Tel: 0306 798 4170

Course Code: RCAOLT

### Reserve Officers' Staff Course (Land)

**Aim:**

To prepare selected officers for employment in Reserve Grade 2 appointments.

Pre-requisites: Refer to webpage

Duration: 2 weeks

Course Contact Details

Tel: 01793 314420, Mil: 96161 4420

Course Code: ROSC(L)

### Supply Chain Information Systems (Air) Online Training

**Aim:**

To provide a basic awareness of Supply Chain Information Systems (Air) to those employed as Supply Chain Managers as part of a blended learning suite.

Pre-requisites: Refer to webpage.

Duration: 4.5 hours

Course Contact Details:

Tel: 0306 798 4170

Course Code: SCISAO

### Supply Chain Information Systems (Air) Workshop

**Aim:**

To ensure that all Supply Chain Managers within the Air environment achieve a level of functional competence required by basic practitioners prior to initial delegation of requirement and/or financial authority.

Pre-requisites: Refer to webpage.

Duration: 4 days

Course Contact Details

Tel: 0306 798 4170

Course Code: SCISAW

### Supply Chain Information System (Land) Standalone Test

**Aim:**

The purpose of this test is to assess the knowledge gained from completing the Supply Chain Information Systems (Land) On-Line Training (SCISLO) and the Supply Chain Information Systems (Land) Workshop (SCISLW).

Pre-requisites: Refer to webpage.

Duration: 3 hours

Course Contact Details:

Tel: 0306 798 4170

Course Code: SCISLA

### Supply Chain Information Systems (Land) Online Training

**Aim:**

To provide a basic awareness of Supply Chain Information Systems (Land) to those employed as Supply Chain Managers as part of a blended learning suite.

Pre-requisites:

Inventory Management Basic Awareness (IMBAOL); Inventory Management Practitioner Basic (IMPB) Workshop; Inventory Management Licence Test.

Duration: 4.5 hours

Course Contact Details:

Tel: 0306 798 4170

Course Code: SCISLO

### Supply Chain Information Systems (Land) Workshop

**Aim:**

Delegates who are new to the Land Supply Chain Managers role and individuals who require hands-on experience of the Land IS systems.

Pre-requisites: Refer to webpage.

Duration: 4 days

Course Contact Details:

Tel: 0306 798 4170

Course Code: SCISLW

# 12 Logistics

## Supply Chain Information Systems (Maritime) Online Training

**Aim:**

To provide a basic awareness of Supply Chain Information Systems (Maritime) to those employed as Supply Chain Managers as part of a blended learning suite.

Pre-requisites: Refer to webpage.

Duration: 4.5 hours

Course Contact Details:  
Tel: 0306 798 4170

Course Code: SCISMO

## Supply Chain Information Systems (Maritime) Workshop

**Aim:**

To ensure that all Supply Chain Managers within the Maritime environment achieve a level of functional competence required by basic practitioners prior to initial delegation of requirement and/or financial authority.

Pre-requisites: Refer to webpage.

Duration: 5 days

Course Contact Details:  
Tel: 0306 798 4170

Course Code: SCISMW

## Supply Chain Management

**Aim:**

To introduce all those involved in acquisition to the principles of defence supply chain management and to provide a range of basic tools which can be applied in the workplace.

Pre-requisites: None

Duration: 5 days

Course Level: P

Course Contact Details:  
Tel: 01793 785810, Mil: 96161 5810

Course Code: SCMDES

## Support Solution Assurance Online Training

**Aim:**

To provide Practitioner level knowledge in developing a coherent Support Solution using the SSE and the assurance process applied to a Support Solution. This knowledge is directly linked to a workshop (Support Solution Coherence & Assurance).

Pre-requisites: None

Duration: 2 hours

Course Level: P

Course Contact Details:  
Tel: 0306 798 4170

Course Code: SSAOLT

## Support Solution Coherence & Assurance

**Aim:**

To build upon the preceding e-learning through discussion and activities. Delegates will consider methods of driving coherence into support solutions, with particular reference to support solution development using the Support Solutions Envelope (SSE). The DE&S assurance process is also covered.

Pre-requisites: Refer to webpage.

Duration: 1 day

Course Level: P

Course Contact Details:  
Tel: 0306 798 4170

Course Code: SSCA

## Warehouse & Transport Management System Procedures

**Aim:**

To give participants the knowledge needed to manage their equipment, whether held at DSDC North (Stafford), COD Donnington, Longtown or Bicester, following the introduction of the new Warehouse and Transport Management System (WTMS).

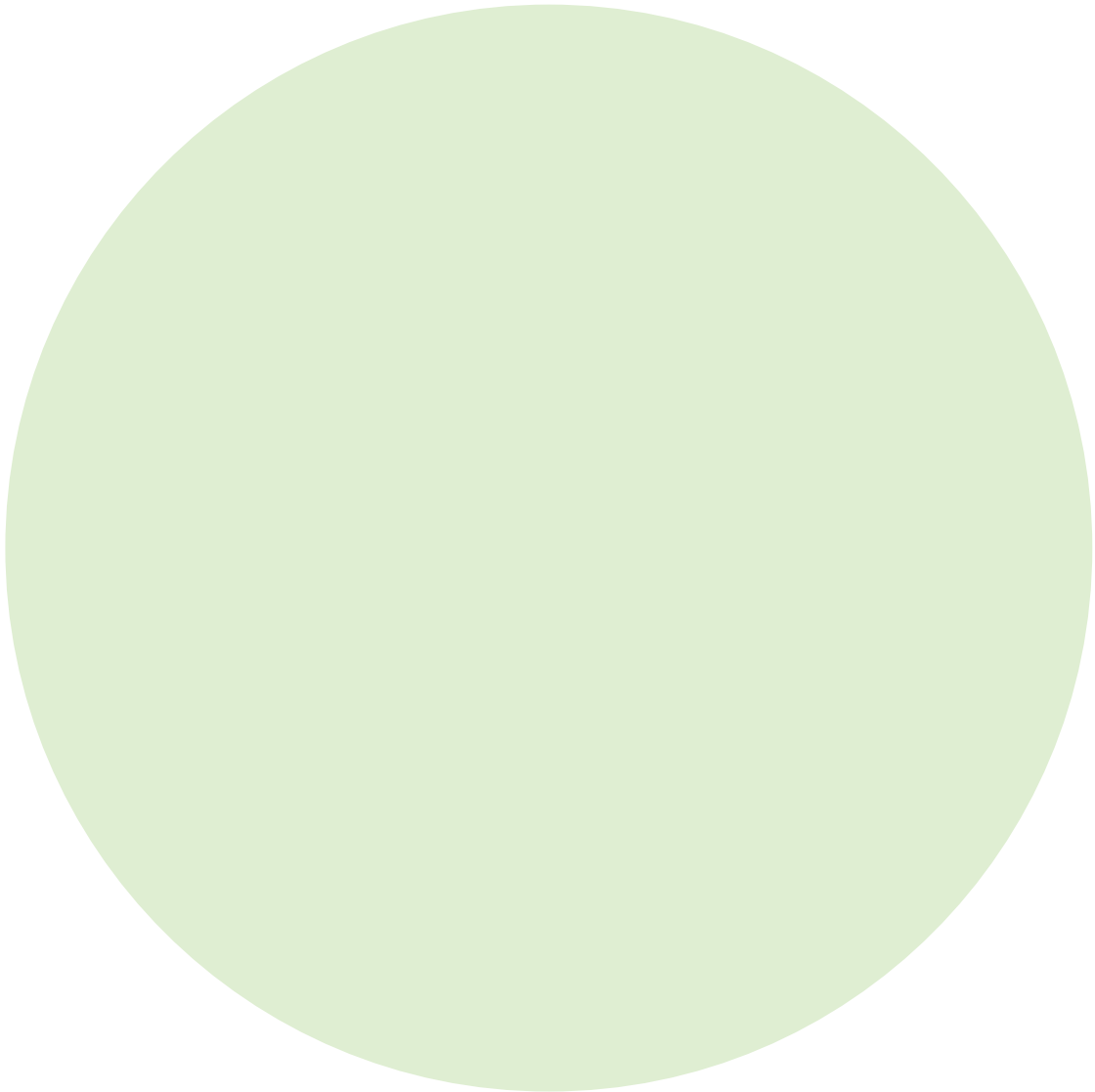
Pre-requisites: None

Duration: 0.5 days

Course Level: P

Course Contact Details:  
Tel: 0306 798 4170

Course Code: WTMS



## Application Forms

Application forms for specific courses can be found within the course description. [www.da.mod.uk/prospectus](http://www.da.mod.uk/prospectus)



Courses in this section are largely designed for Service personnel requiring development to fit them for specific roles and therefore students will be appointed to attend them. As such they are not generally available for elective bookings, but have been included to provide awareness of the whole range of options potentially available.



ACF Chaplaincy Initial Training	126	RAF Chaplains' Induction Training	130
Ammunition Technical Officers	126	RAF Chaplains' Pre-deployment Training	130
Ammunition Technicians	126	RAF Denominational CPDs	130
Applied Technology Course for Senior Officers	126	RAF Mid-Service Chaplains' Course	130
Army Chaplaincy Leadership (CF2)	126	RAF Senior Chaplains' Course	131
Army Chaplaincy Leadership (CF3)	126	RAF Senior Executives' Partners Seminar	131
Army Denominational CPDs	126	RAF Station Chaplains' Course	131
Battlespace Technology MSc	127	Regular Army Chaplaincy Initial Training	131
Campaigning	127	Reserve Officers' Staff Course (Land)	131
Defence Instructor Monitoring and Evaluation	127	RN Chaplains Intermediate Course	131
Front Line Command Capabilities (Joint)	127	RN Chaplains Advanced Course	131
Future Commanders Study Period	127	RN Chaplaincy Team Leader	132
Intermediate Command and Staff Course (Air)	128	RN Denominational CPDs	132
Intermediate Command and Staff Course (Air Reserves)	128	RN Team Building Workshop	132
Intermediate Command and Staff Course (Land)	128	Service Attachés Course	132
Intermediate Command and Staff Course (Maritime)	128	TA Chaplaincy Initial Training	132
Intermediate Command and Staff Course (Maritime Reserve)	128	Tri-Service Chaplains' Pre-deployment Training	132
Junior Officer Development 1	128	United Board Tri Service Chaplaincy Conference	133
Junior Officer Development 2	129		
Junior Officer Development 3	129		
Methodist Tri Service Chaplaincy Conference	129		
Military Knowledge (Royal Marines) 1	129		
Military Knowledge 1	129		
Military Knowledge 1 (V)	129		
Military Knowledge 2	129		
Military Knowledge 2 (V)	130		
Nuclear Site Safety Justification Course	130		

# 13 Military Directed Training

## ACF Chaplaincy Initial Training

**Aim:**

Similar to TA Chaplaincy Initial Training, it addresses the organisational, spiritual, pastoral, moral, functional, vocational, and operational aspects of chaplaincy as they relate to new ACF chaplains working among young people.

Pre-requisites: None

Duration: 5 days

Course Contact Details:

Tel: 01264 773144 x4226

Mil: 94391 4226

Course Code: AH001

## Ammunition Technical Officers

**Aim:**

To give students a basic grounding in the sciences which underlie the design of explosives and ammunition, particularly the chemistry of explosives, metallurgy and the principles of ammunition, AFV, Gun and Light Weapon design and explosives engineering.

Pre-requisites: None

Duration: 23 weeks

Course Level: A

Course Contact Details:

Tel: 01793 785810, Mil: 96161 5810

Course Code: AMMTO

## Ammunition Technicians

**Aim:**

To provide the scientific and technical basis for further training in ammunition and explosives. The syllabus is an integrated study of mathematics, ballistics, explosives and general chemistry, physics, metallurgy, electronics and the design of armoured vehicles, artillery and infantry weapons.

Pre-requisites: Refer to webpage.

Duration: 6 weeks

Course Level: A

Course Contact Details:

Tel: 01793 785810, Mil: 96161 5810

Course Code: AMMTEC

## Applied Technology Course for Senior Officers

**Aim:**

To improve students understanding of relevant technologies in order to enhance their impact as operational formation commanders and senior staff officers. A series of focussed briefings covering context (concepts, R&D, industry) followed by a series of technological surveys (ISTAR, NEC, Strike) and blue skies research.

Pre-requisites: None

Duration: 2 days

Course Level: P

Course Contact Details:

Tel: 01793 785572, Mil: 96161 5572

Course Code: ATCSO

## Army Chaplaincy Leadership (CF2)

**Aim:**

To develop the skills for leadership at CF2 level.

Pre-requisites:

Individuals selected to attend by MOD Chaps (A).

Duration: 4 days

Course Contact Details:

Tel: 01264 773144 x4226

Mil: 94391 4226

Course Code: AH002

## Army Chaplaincy Leadership (CF3)

**Aim:**

To develop leadership skills at CF3 level.

Pre-requisites:

Individuals selected to attend by MOD Chaps (A).

Duration: 4 days

Course Contact Details:

Tel: 01264 773144 x4226

Mil: 94391 4226

Course Code: AH003

## Army Denominational CPDs

**Aim:**

To facilitate the Denominational dimension of Chaplains Continuing Professional Development.

Pre-requisites: None.

Duration: 3 days

Course Contact Details:

Tel: 01264 773144 x4226

Mil: 94391 4226

Code: AH013

### Battlespace Technology MSc

**Aim:**

To provide selected Majors with the technical knowledge and skills required for demanding assignments in the Technical Career Field (CF) up to and including Lieutenant Colonel.

**Pre-requisites:** Refer to webpage.

**Duration:**

PgDip: A part time, residential taught course normally over 30 weeks. Students are drawn from the ICSC(L) 'b' course and attend the BTC before starting ICSC(L) in January. Students return to BTC to complete the Capability Integration module in February. On completion of this final module in April, students return to ICSC(L) from April to August. MSc: Having successfully completed the PGDip, those students wishing to complete the MSc are expected to complete the project before the end of their two year BTC related employment posting.

**Course Level:** E

**Course Contact Details:**

Tel: 01793 785810, Mil: 96161 5810

Course Code: BTMSC

### Campaigning

**Aim:**

To develop the student's ability to apply military capability effectively at the operational level in order to achieve strategic aims.

**Pre-requisites:** Refer to webpage.

**Duration:** 7 non-consecutive weeks.

**Course Contact Details:**

Tel: 01793 788097, Mil: 96161 8097

Course Code: CMPG

### Defence Instructor Monitoring and Evaluation

**Aim:**

To ensure that all personnel with responsibility for the monitoring and evaluation of instructors have the capability and competencies required to assess and coach instructional staff in the workplace in accordance with the requirements of JSP822, the Defence Systems Approach to Training, thus ensuring best practice and standardisation of the assessment process. The Defence Academy franchise DIME Course builds upon the essential knowledge and skills previously acquired and demonstrated on the Directing Staff Skills Workshop (DSSW) Course; successful completion of which is a mandatory pre-requisite.

**Pre-requisites:**

Previous successful completion of the 2-day Directing Staff Skills Workshop (DSSW) course is mandatory.

**Duration:** 2 days

**Course Contact Details**

Tel: 01793 788827 x4226, Mil: 96161 8827

Course Code: DIME

### Front Line Command Capabilities (Joint)

**Aim:**

To analyse how Joint Forces Command (JFC) - in conjunction with other Defence entities - develops and prepares an integrated Joint Force, including the generation of assigned joint capabilities, for current and future operations commanded by the designated Joint Force Commander.

**Pre-requisites:** Refer to webpage.

**Duration:** 2 weeks

**Course Contact Details:**

Tel: 01793 788097, Mil: 96161 8097

Course Code: FLCC(J)

### Future Commanders Study Period

**Aim:**

To enhance the effectiveness in command of senior officers about to be posted to Station or Unit Commander appointments.

**Pre-requisites:** None

**Duration:** 5 days

**Course Contact Details:**

Tel: 01793 788205, Mil: 96161 8205

Course Code: FCSP

# 13 Military Directed Training

## Intermediate Command and Staff Course (Air)

**Aim:**

To advocate the effective employment of air power in the Joint, Combined and multi-agency environments; demonstrates a well-developed appreciation of contemporary doctrine and its application in Campaign planning and execution; has a well-developed appreciation of command, leadership and management techniques relevant to Defence; demonstrates effective analysis at the post-graduate level and delivers that analysis with clarity in writing and orally; and clearly understands and advocates the importance of Royal Air Force history and ethos.

Pre-requisites: Refer to webpage.

Duration: 8 weeks

Course Contact Details:

Tel: 01793 788851, Mil: 96161 8851

Course Code: ICSC(A)

## Intermediate Command and Staff Course (Air Reserves)

**Aim:**

To prepare Reserve Air Forces squadron leaders for subsequent command and staff duties.

Pre-requisites: Refer to webpage.

Duration: 16 days

Course Contact Details:

Tel: 01793 788851, Mil: 96161 8851

Course Code: ICSC(AR)

## Intermediate Command and Staff Course (Land)

**Aim:**

To prepare Majors for appointments in sub-unit command and on the staff up to and including Lieutenant Colonel.

Pre-requisites: Refer to webpage.

Duration: 30 weeks

Course Contact Details:

Tel: 01793 788851, Mil: 96161 8851

Course Code: ICSC(L)

## Intermediate Command and Staff Course (Maritime)

**Aim:**

To contribute to Stage 1 of Maritime Through Career Development training and education for Royal Naval Lieutenants and Lieutenant Commanders, preparing them for SO2 command, charge and staff appointments by further developing their: leadership; analytical and communication skills; understanding of the international environment; knowledge of UK Defence Management and UK Military capabilities; understanding of the maritime environment; and how maritime power contributes to Joint and Combined operations. Furthermore, it is to evaluate their potential for further staff training and is to reinforce the RN ethos.

Pre-requisites: Refer to webpage

Duration: 8 weeks

Course Contact Details:

Tel: 01793 788220, Mil: 96161 8220

Course Code: ICSC(M)

## Intermediate Command and Staff Course (Maritime Reserve)

**Aim:** To prepare Royal Naval Reserve Lieutenants and equivalents for future SO2 appointments by further developing their: leadership; analytical and communication skills; understanding of the international environment; knowledge of UK Defence Management & Military capabilities; and appreciation of how maritime power contributes to Joint and Combined operations. Furthermore, it is to evaluate their potential for further staff training and employment and is to reinforce the Royal Naval Ethos.

Pre-requisites: None

Duration: 2 weeks

Course Contact Details:

Tel: 01793 788309/217

Mil: 96161 8309/8217

Course Code: ICSC(MR)

## Junior Officer Development 1

**Aim:**

To produce JOs who can analyse articulate and influence the effective application of air power at the tactical level; and apply a full range of command, leadership and staff competencies

Pre-requisites: IOT

Duration:

20 hours e-learning & 1 week residential.

Course Contact Details:

Tel: 01793 788244/04

Mil: 96161 8244/8204

Course Code: JOD1

### Junior Officer Development 2

**Aim:**

To produce JOs who can analyse articulate and influence the effective application of air power at the tactical level; and apply a full range of command, leadership and staff competencies.

Pre-requisites: IOT, JOD1

**Duration:**

30 hours e-learning & 2 weeks residential.

**Course Contact Details:**

Tel: 01793 788244/04

Mil: 96161 8244/8204

Course Code: JOD2

### Junior Officer Development 3

**Aim:**

To produce JOs who can analyse articulate and influence the effective application of air power at the tactical level; and apply a full range of command, leadership and staff competencies.

Pre-requisites: IOT, JOD1, JOD2

**Duration:**

50 hours e-learning & 1 week residential.

**Course Contact Details:**

Tel: 01793 788244/04

Mil: 96161 8244/8204

Course Code: JOD3

### Methodist Tri Service Chaplaincy Conference

**Aim:**

To facilitate the Denominational dimension of Chaplains, Continuing Professional Development.

Pre-requisites: None

Duration: 3 days

**Course Contact Details**

Tel: 01264 733144 x4226

Mil: 94391 4227

Course Code: AH019

### Military Knowledge (Royal Marines) 1

**Aim:**

To deliver the additional underpinning knowledge required by junior captains of the Regular Marines for junior command positions, it also provides the necessary grounding for JOTAC and MK2.

Pre-requisites: None

Duration: 2 - 4 hours

**Course Contact Details:**

Tel: 01793 314489, Mil: 96161 4489

Course Code: MK(RM)1

### Military Knowledge 1

**Aim:**

To deliver the additional underpinning knowledge required by junior captains of the Regular Army and Royal Marines for junior command positions, it also provides the necessary grounding for JOTAC and MK2.

Pre-requisites: None

Duration: 45 - 50 hours

**Course Contact Details:**

Tel: 01793 314489, Mil: 96161 4489

Course Code: MK1

### Military Knowledge 1 (V)

**Aim:**

To deliver the additional underpinning knowledge required by junior captains of the Territorial Army for junior command positions, it also provides the necessary grounding for JOTAC and MK2.

Pre-requisites: None

Duration: 25 - 30 hours

**Course Contact Details:**

Tel: 01793 314489, Mil: 96161 4489

Course Code: MK1 (V)

### Military Knowledge 2

**Aim:**

To deliver the additional underpinning knowledge required by senior captains of the Regular Army and Royal Marines prior to taking an SO3 appointment and also prepares them for the Captains Warfare Course (CWC).

Pre-requisites: None

Duration: 21 - 25 hours

**Course Contact Details:**

Tel: 01793 314489, Mil: 96161 4489

Course Code: MK2



# 13 Military Directed Training

## Military Knowledge 2 (V)

**Aim:**

To deliver the additional underpinning knowledge required by senior captains of the Territorial Army prior to taking an SO3 appointment and also prepares them for the Captains Warfare Course (CWC).

Pre-requisites: None

Duration: 10 – 15 hours

Course Contact Details:

Tel: 01793 314489, Mil: 96161 4489

Course Code: MK2 (V)

## Nuclear Site Safety Justification Course

**Aim:**

To provide delegates with the knowledge and understanding of the Naval Nuclear Propulsion Programme (NNPP) and Nuclear Weapon Programme (NWP) site safety case processes, methodologies and constraints. Knowledge of the interface between the site safety case and the nuclear reactor plant/weapon safety case is fundamental to this understanding.

Pre-requisites:

Nuclear Introductory Course (ME 808N).

Duration: 1 week

Course Level: P

Course Contact Details:

Tel: 02392 542289, Mil: 93843 2289

Course Code: ME809N

## RAF Chaplains' Induction Training

**Aim:**

To provide New Entrant RAF Chaplains with the necessary knowledge, skills and attitudes for effective ministry within the RAF community. Course nominations are through Chap Servs (RAF) at Air Command.

Pre-requisites: None

Duration: 5 days

Course Contact Details:

Tel: 01264 773144 x4226

Mil: 94391 4226

Course Code: AH004

## RAF Chaplains' Pre-deployment Training

**Aim:**

Chaplains due to deploy within the next six months are required by DGCS (RAF) to complete this training. It is in addition to routine deployment training and seeks to explore areas of ministry particular to the operational environment.

Pre-requisites: None

Duration: 2 days

Course Contact Details:

Tel: 01264 773144 x 4226

Mil: 94391 4226

Course Code: AH005

## RAF Denominational CPDs

**Aim:**

This course is designed to enhance cohesion and professional development as well as providing an opportunity for Chaplains to engage with their sending churches and endorsing authorities.

Pre-requisites: None

Duration: 3 days

Course Contact Details:

Tel: 01264 733144 x 4226

Mil: 94391 4228

Course Code: AH022

## RAF Mid-Service Chaplains' Course

**Aim:**

Provides an important opportunity to reflect on service to date and attendees are asked to give a presentation on a subject of their choosing related to their experiences of chaplaincy in the military. Course nominations are through Chap Servs (RAF) at Air Command.

Pre-requisites: None

Duration: 3 days

Course Contact Details:

Tel: 01264 773144 x4226

Mil: 94391 4226

Course Code: AH006



### RAF Senior Chaplains' Course

#### Aim:

This course addresses Chaplains' Branch Issues, Leadership and Chaplaincy, Team Work and Management and Report Writing, as well as personal reflection on service so far. Course nominations are through Chap Servs (RAF) at Air Command.

Pre-requisites: None

Duration: 3 days

#### Course Contact Details:

Tel: 01264 773144 x4226  
Mil: 94391 4226

Course Code: AH007

### RAF Senior Executives' Partners Seminar

#### Aim:

To help prepare the partners of senior executives, either just before or soon after they arrive on stations, for some aspects of station life in which they are likely to have the opportunity to become directly involved.

Pre-requisites: None

Duration: 2 days

#### Course Contact Details:

Tel: 01793 788205, Mil: 96161 8205

Course Code: SEPS

### RAF Station Chaplains' Course

#### Aim:

This course allows reflection on service to date and introduces training on teamwork and leadership, as well as theological reflection. Course nominations are through Chap Servs (RAF) at Air Command.

Pre-requisites: None

Duration: 3 days

#### Course Contact Details:

Tel: 01264 773144 x4226  
Mil: 94391 4226

Course Code: AH008

### Regular Army Chaplaincy Initial Training

#### Aim:

To help newly recruited clergy to relate to military organisation and ethos, to provide spiritual support, pastoral care, and moral guidance in the military context, to administer themselves and to continue fostering their own vocation, and eventually to provide chaplaincy on operations.

Pre-requisites: None

Duration: 6 weeks

#### Course Contact Details:

Tel: 01264 773144 x4226  
Mil: 94391 4226

Course Code: AH009

### Reserve Officers' Staff Course (Land)

#### Aim:

To prepare selected officers for employment in Reserve Grade 2 appointments.

Pre-requisites: Refer to webpage.

Duration: 2 weeks

#### Course Contact Details:

Tel: 01793 314420, Mil: 96161 4420

Course Code: ROSC(L)

### RN Chaplains Intermediate Course

#### Aim:

To progress the pastoral and leadership skills of mid-career chaplains in the Naval Chaplaincy Service.

Pre-requisites: None

Duration: 5 days

#### Course Contact Details

Tel: 01264 773144 x4226  
Mil: 94391 4226

Course Code: AH027

### RN Chaplains Advanced Course

#### Aim:

To develop the essential staff skills required to fulfil a staff appointment.

Pre-requisites:

RN Chaplains Intermediate Leadership Course

Duration: 2 days

#### Course Contact Details

Tel: 01264 773144 x4226  
Mil: 94391 4226

Course Code: AH028

# 13 Military Directed Training

## RN Chaplaincy Team Leader

**Aim:**

To address authority and responsibility issues, suggest ways in which to manage conflict within a team and encourage course members to share, and learn from, experiences to date of ministering & working within a team of ecumenical Chaplains.

Pre-requisites: None

Duration: 4 days

**Course Contact Details:**

Tel: 01264 773144 x4226

Mil: 94391 4226

Course Code: AH010

## RN Denominational CPDs

**Aim:**

This course is designed to enhance cohesion and professional development as well as providing an opportunity for Chaplains to engage with their sending churches and endorsing authorities.

Pre-requisites: None

Duration: 3 days

**Course Contact Details**

Tel: 01264 733144 x 4226

Mil: 94391 4229

Course Code: AH023

## RN Team Building Workshop

**Aim:**

RN Chaplains and their civilian staff are invited to participate in a series of activities that promote self-awareness, trust, the mastery of conflict and commitment to effective working together.

Pre-requisites: None

**Duration:**

This course may run either as a Day Workshop for those within easy travelling distance to AFCC or as a 24 hour (overnight event, beginning at lunchtime on Day 1).

**Course Contact Details**

Tel: 01264 733144 x4226

Mil: 94391 4230

Course Code: AH029

## Service Attachés Course

**Aim:**

To enable DAs to perform their duties in line with CDS's directive on the role of the Defence Attaché/Adviser.

Pre-requisites:

Appointment as a Service Attaché or Adviser.

Duration: 2 days

**Course Contact Details:**

Tel: 01793 785992, Mil: 96161 5992

Course Code: SAC

## TA Chaplaincy Initial Training

**Aim:**

A condensed version of the Regular Chaplaincy Course, it addresses the organisational, spiritual, pastoral, moral, functional, vocational, and operational aspects of chaplaincy as they relate to new TA chaplains.

Pre-requisites: None

Duration: 5 days

**Course Contact Details:**

Tel: 01264 773144 x 4226

Mil: 94391 4226

Course Code: AH011

## Tri-Service Chaplains' Pre-deployment Training

**Aim:**

It is intended for all chaplains due to deploy to a particular operation during a particular period. Elements of spiritual preparation are included, as well as lessons learned briefings from returning chaplains and Chaplaincy ConOps briefings from PJHQ.

Pre-requisites: None

Duration: 3 days

**Course Contact Details:**

Tel: 01264 773144 x 4226

Mil: 94391 4226

Course Code: AH012

## United Board Tri Service Chaplaincy Conference

### Aim:

This course is designed to enhance cohesion and professional development as well as providing an opportunity for URC, Baptist and other Free Church Chaplains to engage with their sending churches and endorsing authorities.

Pre-requisites None

Duration: 3 days

### Course Contact Details

Tel: 01264 733144 x 4226

Mil: 94391 4231

Course Code: AH024

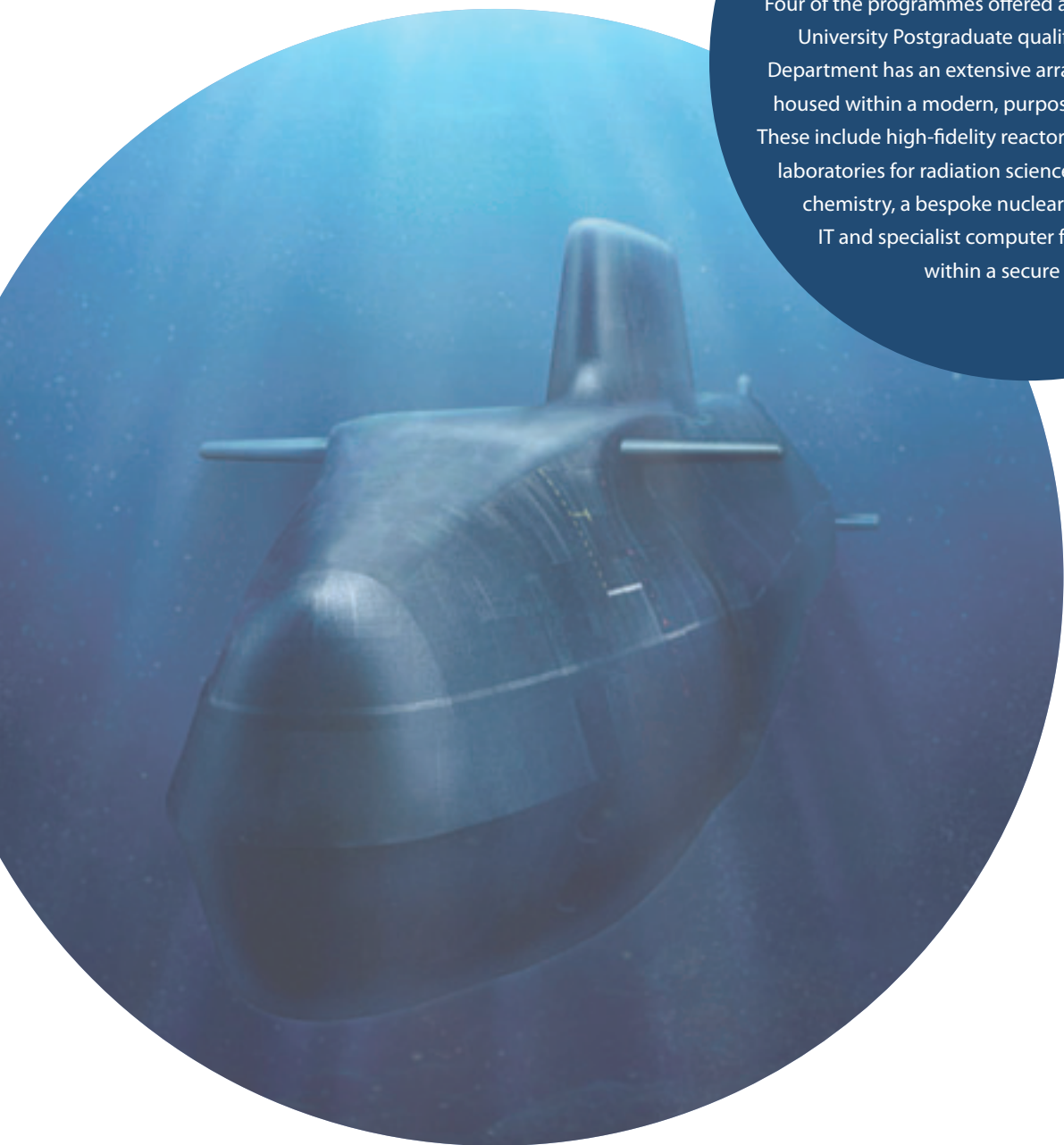
## New Requirements

The Defence Academy is frequently requested to consider adopting new requirements into its portfolio. A process has been developed which aims to provide guidance to Sponsors, Stakeholders and Defence Academy staff of the route to be followed for progressing proposed new Training, Education and Learning (TEaL) requirements.

Any customer who would like the Defence Academy to consider a new requirement should fill in the Defence Academy Adoption Proforma and send to [trainingcell.hq@defenceacademy.mod.uk](mailto:trainingcell.hq@defenceacademy.mod.uk) together with a Statement of Requirement.

All documentation referring to the Requirements Process can be found in the link below.

[http://www.da.mod.uk/prospectus/  
new-requirements](http://www.da.mod.uk/prospectus/new-requirements)



The Defence Academy Nuclear Department offers courses ranging in duration from one day to one year. Four of the programmes offered are validated by Cranfield University Postgraduate qualifications. The Nuclear Department has an extensive array of training facilities, all housed within a modern, purpose-built teaching facility. These include high-fidelity reactor simulators, plant models, laboratories for radiation science, materials science and chemistry, a bespoke nuclear library and excellent IT and specialist computer facilities, all located within a secure facility.

Health Physicists Nuclear Accident Response Course	136	Radiation Safety Officers Course	140
Initial Submarine Course	136	Radiation Safety Officer (Weapon Engineering Officer) Course - RSO(WEO)	140
Medical Assistant Submariner 2 Course	136	Radioactive Materials Accident Response Course	140
Nuclear Accident Briefing for Senior (Flag) Officers	136	Secondary Chemistry Refresher Training	140
Nuclear Advanced Course MSc	136	Senior Health Physicists Nuclear Accident Response Course	140
Nuclear Chemistry Course (NCC)	136	Submarine Emergency Monitors Course	140
Nuclear Command Designate Course	137	Submarine Medical Branch Pre-Joining Training (PJT) Course (SM only)	141
Nuclear Emergency Procedures Course	137	Submarine Medical Branch Ratings 1 Course (MASM1)	141
Nuclear General Course	137	Workplace Supervisors (Radiation Material) Course	141
Nuclear Installation Inspectorate Familiarisation Course	137		
Nuclear Instrumentation Calibration Course	137		
Nuclear Introductory Course	137		
Nuclear Maths & Physics Primer Course	138		
Nuclear Preparation Course	138		
Nuclear Radiation Protection Short Course (Medical Officers) - NRPSC (MO)	138		
Nuclear Radiological Protection Course (PgD/PgC in Radiological Protection) Module 1	138		
Nuclear Reactor Course (PgD in Nuclear Reactor Technology)	138		
Nuclear Safety Case Writers & Assessors Course	138		
Nuclear Site Safety Justification Course	139		
Nuclear Systems Support Course (PgC in Naval Nuclear Reactor Technology)	139		
Nuclear Technical Personnel Course	139		
Nuclear Warship Support Course	139		
Radiation Protection Supervisor (General) Course	139		
Radiation Protection Supervisor X-ray Course	139		

# 14 Nuclear

## Health Physicists Nuclear Accident Response Course

**Aim:**

To provide education and training to Health Physics personnel who are required to act in a support role in the event of a defence nuclear accident involving reactors, weapons or associated radioactive materials, to enable them, with further local training and exercise experience, to carry out their duties.

**Pre-requisites:**

NRPC (ME806N) or equivalent MSc Radiological Protection course.

**Duration:** 1 week

**Course Level:** A

**Course Contact Details:**

Tel: 02392 542289, Mil: 93843 2289

Course Code: ME813N

## Initial Submarine Course

**Aim:**

To provide MOD and other personnel with a broad overview of the nuclear submarine.

**Pre-requisites:** None

**Duration:** 4 days

**Course Contact Details:**

Tel: 02392 542289, Mil: 93843 2289

Course Code: ME840N

## Medical Assistant Submariner 2 Course

**Aim:**

To prepare experienced submarine medical branch junior rates to take charge of the Health Physics and Environmental Control Department of a nuclear submarine.

**Pre-requisites:**

MASM1 parts 1 and 2, City and Guilds stage 1, Radiation Safety Practice (Submarine Medical Branch Basic Course (ME833N)) plus Command Recommendation.

**Duration:** 5 weeks

**Course Level:** P

**Course Contact Details:**

Tel: 02392 542289, Mil: 93843 2289

Course Code: ME835N

## Nuclear Accident Briefing for Senior (Flag) Officers

**Aim:**

To provide senior RN officers who may be required to act in response to a defence nuclear accident, particularly in the role of Military Coordinating Authority (MCA), with an overview of strategy for dealing with such an accident.

**Pre-requisites:** None

**Duration:** 1 day

**Course Level:** A

**Course Contact Details:**

Tel: 02392 542289, Mil: 93843 2289

Course Code: ME820N

## Nuclear Advanced Course MSc

**Aim:**

To provide postgraduate-level education and training for naval officers and their civilian counterparts in nuclear technology and safety management disciplines, in order that they can take up appointments within the Naval Nuclear Propulsion Programme (NNPP).

**Pre-requisites:** Refer to webpage.

**Duration:** 45 weeks

**Course Level:** E

**Course Contact Details:**

Tel: 02392 542289

Mil: 93843 2289

Course Code: ME801N

## Nuclear Chemistry Course (NCC)

**Aim:**

To provide chemists with a sound understanding of the underlying technology associated with selected aspects of naval nuclear plant. This programme will satisfy, in part, the requirement for suitably qualified and experienced personnel. Chemistry, physics and materials science topics will be covered to a level and depth required to enable them to work effectively in this discipline in support of their company's business objectives.

**Pre-requisites:**

Minimum Entry Qualifications of HNC Chemistry or Materials Science.

**Duration:** 3 weeks

**Course Contact Details:**

Tel: 02392 542662, Mil: 93843 2662

Course Code: ME844

### Nuclear Command Designate Course

**Aim:**

To provide essential refresher and update training in reactor principles and propulsion plant systems and operations, with the emphasis of the latter on abnormal or emergency operations and failure studies.

**Pre-requisites:**

Nuclear General Course (ME803N).

**Duration:** 4 days

**Course Level:** A

**Course Contact Details:**

Tel: 02392 542289, Mil: 93843 2289

Course Code: ME819N

### Nuclear Emergency Procedures Course

**Aim:**

To provide an understanding of the procedures to be adopted in the event of a nuclear accident, the overall strategy for dealing with such accidents, the individual roles within the organisation, hazards involved and countermeasures available to make informed decisions with respect to safety of their own personnel and the general public.

**Pre-requisites:** None

**Duration:** 4 days

**Course Level:** P

**Course Contact Details:**

Tel: 02392 542289, Mil: 93843 2289

Course Code: ME812N

### Nuclear General Course

**Aim:**

The NGC is designed to enable students, after further appropriate training and on the job training, to successfully perform the Officer of the Day and Officer of the Watch duties. They will have the underpinning knowledge of where the nuclear propulsion plant affects ship safety, control and operation.

This includes reactor and nuclear safety responsibilities and an introduction to the organisation and administration of Nuclear Safety in the Royal Navy.

**Pre-requisites:** None

**Duration:** 7 weeks

**Course Level:** A

**Course Contact Details:**

Tel: 02392 542289, Mil: 93843 2289

Course Code: ME803N

### Nuclear Installation Inspectorate Familiarisation Course

**Aim:**

To provide delegates from the Nuclear Installations Inspectorate (NII) involved with assessing or inspecting parts of the Naval Nuclear Propulsion Programme (NNPP) with knowledge and understanding of the design and operation of the Naval Reactor Plant and associated systems and facilities to the level and depth required for application within their own particular specialist area of work.

**Pre-requisites:** None

**Duration:** 3 days

**Course Level:** A

**Course Contact Details:**

Tel: 02392 542289, Mil: 93843 2289

Course Code: ME824N

### Nuclear Instrumentation Calibration Course

**Aim:**

To train persons to become calibration technicians who will undertake calibration of instrumentation as required by the Ionising Radiation Regulations 1999 under the direction of a "Qualified Person" appointed under the Ionising Radiations Regulations 1999 to the standards agreed by CINC FLEET. Secondly to train persons who are to be, or are appointed as, Qualified Persons under the Ionising Radiation Regulations 1999.

**Pre-requisites:** Refer to webpage.

**Duration:** 3 weeks

**Course Level:** P

**Course Contact Details:**

Tel: 02392 546053, Mil: 93843 6053

Course Code: ME815N

### Nuclear Introductory Course

**Aim:**

To introduce MOD and other personnel working in support of the Naval Nuclear Propulsion Programme (NNPP) with a conceptual understanding of the design, operation, maintenance and safety of submarine pressurised water reactors and associated technology.

**Pre-requisites:** None

**Duration:** 2 weeks

**Course Level:** A

**Course Contact Details:**

Tel: 02392 542289, Mil: 93843 2289

Course Code: ME808N



# 14 Nuclear

## Nuclear Maths & Physics Primer Course (NMAPPC)

**Aim:**

To prepare students entering onto Nuclear Department by teaching underpinning mathematics and physics.

**Pre-requisites:** None

**Duration:** 2 weeks

**Course Level:** A

**Course Contact Details:**

Tel: 02392 542289, Mil: 93843 2289

**Course Code:** ME846N

## Nuclear Preparation Course

**Aim:**

To provide students with pre-requisite knowledge in mathematics and general engineering as preparation for joining the Nuclear Reactor Course (ME802N).

**Pre-requisites:** None

**Duration:** 12 weeks

**Course Level:** A

**Course Contact Details:**

Tel: 02392 542289, Mil: 93843 2289

**Course Code:** ME804N

## Nuclear Radiation Protection Short Course (Medical Officers) - NRPSC (MO)

**Aim:**

To provide RN Medical Officers appointed to nuclear submarines with knowledge of UK submarines propulsion Plant technology, operation and safety, and the principles and application of radiological protection and radiochemistry.

**Pre-requisites:**

This course forms part of the MO training pipeline.

**Duration:** 7 weeks

**Course Level:** A

**Course Contact Details:**

Tel: 02392 542289, Mil: 93843 2289

**Course Code:** ME805N

## Nuclear Radiological Protection Course (PgD/PgC in Radiological Protection) Module 1

**Aim:**

To provide education and training in radiological protection to meet the requirements of the Health Physicist in the MOD or defence contractor organisations working in support of the NNPP. The course provides underpinning knowledge which, when coupled with the appropriate experience, will equip personnel for appointments as Radiation Protection Advisors.

**Pre-requisites:**

A degree in a relevant scientific subject.

**Duration:**

PgDip 12 weeks, PgCert 8 weeks.

**Course Level:** P

**Course Contact Details:**

Tel: 02392 542289, Mil: 93843 2289

**Course Code:** ME806N

## Nuclear Reactor Course (PgD in Nuclear Reactor Technology)

**Aim:**

To provide postgraduate level education and training to naval officers and their civilian counterparts, in nuclear reactor technology and nuclear propulsion engineering.

**Pre-requisites:** Refer to webpage.

**Duration:** 25 weeks

**Course Level:** P

**Course Contact Details:**

Tel: 02392 542289, Mil: 93843 2289

**Course Code:** ME802N

## Nuclear Safety Case Writers & Assessors Course

**Aim:**

To provide students with an opportunity to learn and practice the tools and techniques involved in Safety Case authoring and assessment.

**Pre-requisites:**

A level mathematics or first year engineering/science degree mathematics.

**Duration:** 10 days (5 x 2 day modules).

**Course Level:** E

**Course Contact Details:**

Tel: 02392 542289, Mil: 93843 2289

**Course Code:** ME825N

### Nuclear Site Safety Justification Course

**Aim:**

To provide delegates with the knowledge and understanding of the Naval Nuclear Propulsion Programme (NNPP) and Nuclear Weapon Programme (NWP) site safety case processes, methodologies and constraints. Knowledge of the interface between the site safety case and the nuclear reactor plant/weapon safety case is fundamental to this understanding.

**Pre-requisites:**

Nuclear Introductory Course (ME 808N).

**Duration:** 1 week

**Course Level:** P

**Course Contact Details:**

Tel: 02392 542289, Mil: 93843 2289

Course Code: ME809N

### Nuclear Systems Support Course (PgC in Naval Nuclear Reactor Technology)

**Aim:**

To provide delegates with knowledge and understanding of the design and operation principles of the in service Naval Nuclear Reactor Plant (NNRP) and associated systems that make up the nuclear submarine propulsion plant, to the level required by a graduate engineer appointed to the DE&S Nuclear Submarine Programme.

**Pre-requisites:**

BSc/BEng plus NIC (within past 2 years), plus suitable Nuclear experience.

**Duration:**

6 weeks (2 x 3 week modules).

**Course Level:** P

**Course Contact Details:**

Tel: 02392 542289, Mil: 93843 2289

Course Code: ME811N

### Nuclear Technical Personnel Course

**Aim:**

To educate NRTE Downreay personnel in nuclear reactor technology to a level required by the Main Control Desk Operator and Shift Engineer Boards so that with further practical training within NRTE they can take up posts in the NRTE as Panel Operators, Shift Engineers and Plant Engineers as Suitably Qualified and Experienced Personnel (SQEP).

**Pre-requisites:** Refer to webpage.

**Duration:** 8 weeks

**Course Level:** P

**Course Contact Details:**

Tel: 02392 542289, Mil: 93843 2289

Course Code: ME816N

### Nuclear Warship Support Course

**Aim:**

To provide personnel with a robust understanding of the principles underlying the Naval Nuclear Reactor Plant (NNRP) and shore support facilities to meet the requirements of Nuclear Training Requirement Plans (NTRP). The course will instil an understanding of safety culture and safe working practices relevant to nuclear submariners in the dockyard and naval base environment.

**Pre-requisites:**

NIC ME808N (within previous 18 months).

**Duration:**

6 weeks (3 x 2 week modules).

**Course Level:** P

**Course Contact Details:**

Tel: 02392 542289, Mil: 93843 2289

Course Code: ME807N

### Radiation Protection Supervisor (General) Course

**Aim:**

To provide personnel with knowledge and understanding of the regulatory provisions applicable to the procurement, storage, utilization and disposal of small amounts of radioactive materials. To provide training in good radiation safety practice in the workplace to a level appropriate for the appointment as Radiation Protection Supervisor (RPS) in accordance with Ionising Radiation Regulations 1999 (IRS99).

**Pre-requisites:** None

**Duration:** 4 days

**Course Level:** A

**Course Contact Details:**

Tel: 02392 542289, Mil: 93843 2289

Course Code: ME832N

### Radiation Protection Supervisor X-ray Course

**Aim:**

To provide personnel with knowledge and understanding of the regulatory provisions and radiation safety practice applicable to the use of x-ray generating equipment only.

**Pre-requisites:** None

**Duration:** 1 day

**Course Level:** A

**Course Contact Details:**

Tel: 02392 542289, Mil: 93843 2289

Course Code: ME842

# 14 Nuclear

## Radiation Safety Officers Course

**Aim:**

To provide personnel with sufficient knowledge and understanding of the statutory regulations and MOD mandatory requirements for the use, holding and disposal of radioactive materials. To provide a level of knowledge that will support the appointment of the Radiation Protection Supervisor under IRRs 99.

Pre-requisites: None

Duration: 3 days

Course Level: A

Course Contact Details:

Tel: 02392 542289, Mil: 93843 2289

Course Code: ME838N

## Radiation Safety Officer (Weapon Engineering Officer) Course - RSO(WEO)

**Aim:**

To provide the required training for Royal Navy WEOs acting in the role of the RSO onboard Her Majesty's Warships.

Pre-requisites:

There are no formal entry requirements for the WEO(RSO) course.

Duration: 1 day

Course Contact Details:

Tel: 02392 542289, Mil: 93843 2289

Course Code: ME843

## Radioactive Materials Emergency Response

**Aim:**

To enable emergency responders to an incident or accident involving the transportation of military nuclear material to undertake his/her duties effectively as part of an integrated multi-agency response, thus providing the optimum level of protection for both workers and the public.

Pre-requisites: None

Duration: 2 days

Course Level: A

Course Contact Details:

Tel: 02392 542289, Mil: 93843 2289

Course Code: ME828N

## Secondary Chemistry Refresher Training

**Aim:**

An initial half day refresher on basic chemistry principles is followed by a full day practical session. The output is to ensure personnel are fully acquainted with best practices on board.

Pre-requisites: NPOC qualification.

Duration: 1.5 days

Course Contact Details:

Tel: 02392 542289, Mil: 93843 2289

Course Code: ME827N

## Senior Health Physicists Nuclear Accident Response Course

**Aim:**

To provide education and training to senior health physics personnel who are required to act as Health Physics advisors to the Command in the event of an accident involving a submarine nuclear reactor, nuclear weapon or associated radioactive material, to enable them to carry out their duties described in the relevant sections of JSP 576.

Pre-requisites:

Health Physicists Nuclear Accident Response Course (ME813N).

Duration: 1 week

Course Level: P

Course Contact Details:

Tel: 02392 542289, Mil: 93843 2289

Course Code: ME814N

## Submarine Emergency Monitors Course

**Aim:**

To meet the requirement for Emergency Monitors as articulated in BR 2170, Volume 4, Chapter 7, paragraph 18. That is to ensure a minimum of 5% of the submarines' ships company are trained as Emergency Monitors.

Pre-requisites: None

Duration: 1 day

Course Contact Details:

Tel: 02392 542289, Mil: 93843 2289

Course Code: ME837N

### Submarine Medical Branch Pre-Joining Training (PJT) Course (SM only)

**Aim:**

For further information and a full course description please contact us directly.

**Pre-requisites:**

For further information and a full course description please contact us directly.

**Duration:**

For further information and a full course description please contact us directly.

**Course Contact Details:**

Tel: 02392 542289, Mil: 93843 2289

Course Code: ME836N

### Submarine Medical Branch Ratings 1 Course (MASM1)

**Aim:**

To provide the required training for Royal Navy Medical Assistants to be employed within the Royal Navy Submarine Service.

**Pre-requisites:** MASM1

**Duration:** 13 weeks

**Course Contact Details:**

Tel: 02392 542289, Mil: 93843 2289

Course Code: ME841N

### Workplace Supervisors (Radiation Material) Course

**Aim:**

To provide personnel with knowledge and understanding of the regulatory provisions applicable to the procurement, storage, utilisation and disposal of small amounts of radioactive materials and provide training in good radiation safety practice in the workplace.

**Pre-requisites:** None

**Duration:**

1 day (2 x 0.5 day) - optional half day additional course.

**Course Level:** A

**Course Contact Details:**

Tel: 02392 542289, Mil: 93843 2289

Course Code: ME831N

## Welbeck Defence Sixth Form College (DSFC)

The Defence Sixth Form College (DSFC) is based at Woodhouse Eaves. It is a purpose built learning institute, with on site, en-suite accommodation, and utilises some of the country's finest state of the art facilities and equipment. The college offers a unique programme of personal, physical and intellectual development which provides our students with a rounded education specifically designed to meet the needs of today's modern technical Armed Forces. The programme does not end after a two-year A-level programme. After successfully completing two years study at DSFC, you will go on to read for a degree at university via the Defence Technical Undergraduate Scheme (DTUS). Following graduation you will move on to Officer Training with the Armed Services or Initial Professional Development Training with the MOD Civil Service before entering your chosen career full-time.

Tel 0845 600 1483, [www.dsfc.ac.uk](http://www.dsfc.ac.uk)



This section includes courses in supporting disciplines such as Risk Management, Lean Techniques, Through Life Management, and Environmental courses.

Our Programme & Project Management training portfolio has been designed to provide structured achievement in line with the Association for Project Management (APM) qualifications framework. Using a blended learning approach, and following the APM Body of Knowledge and MOD PPM functional competences, it provides three levels of competency.

It also includes courses aimed at meeting the needs of the MOD Core Competence framework and those of Strategic Leaders within Defence.

Students following the APM route can use the flexible and comprehensive suite of training options available to study the full course or bypass modules where expertise has been established. Our training solutions leading to the APMP qualification have been accredited by the APM.

The Defence Academy offers Masters level programmes or Short Courses for Credit, including Programme and Project Management MSc and Defence Acquisition Management MSc among others. All of these courses are suitable for managers and strategic leaders in Defence and defence-related industries.

APMP Examination Preparation	144	MS Project 2003 - Introduction	148
APMP Practice Exam Online	144	MS Project 2003 - Advanced	148
APMP Pre-Test Online	144	PM1 Principles of Project Management	148
APMP Question Practice	144	PM1 Principles of Project Management Online Training	149
Applied Systems Thinking	144	PM2 Projects in Context	149
Capability Context	144	PM3 Planning, Scheduling & Risk	149
Configuration Management for Practitioner	145	PM4 Project Management Tools and Techniques	149
Defence Acquisition Management MSc/PgDip/PgCert	145	PM5 Investment Decisions	149
Defence Strategic Portfolio and Programme Management	145	PM6 Managing the Project	149
Earned Value Management - Awareness	145	PM7 Controlling the Project	150
Financial and Military Capability Management (Practitioner)	145	Practitioner of Reliability and Maintainability	150
Financial and Military Capability Management (Advanced)	145	Prince2® Foundation	150
International Acquisition Awareness	146	Principles of Configuration Management	150
International Culture Workshop	146	Programme and Project Management (PPM) MSc	150
Introduction to Commercial Practice Online Training	146	Programme and Project Management Information Systems	150
Introduction to Defence Acquisition	146	Request for Contract Action (RCA) Online Training	151
Introduction to Defence Acquisition Online Training	146	Requirements Management	151
Introduction to Defence Capability	146	Risk Management - Principles	151
Introduction to Human Factors Integration	147	Risk Management - Advanced	151
Joint Working Workshop	147	Risk Management Introduction Online Training	151
Lean Awareness	147	Senior Responsible Owners Programme	151
Lean Fundamentals	147	Systems Approach to Engineering	152
Lean Techniques	147	Systems Engineering for Defence Capability MSc	152
Lifecycle Processes Introduction	147	Through Life Management	152
Lifecycle Processes Advanced	148	United Kingdom / Europe	152
Managing Risk in Projects	148	United Kingdom / United States	152
Memorandum of Understanding and International Negotiations	148	United States - International Traffic in Arms Regulations (ITAR)	152

# 15 Programme & Project Management

## APMP Examination Preparation

**Aim:**  
To provide delegates with the practical skills necessary to sit the APMP examination.

**Pre-requisites:** Refer to webpage.

**Duration:**  
3 days. The APMP examination takes place on the third day.

**Course Level:** A

**Course Contact Details:**  
Tel: 0306 798 4170

Course Code: APMPEP

## APMP Practice Exam Online

**Aim:**  
To provide learners with experience of APMP questions under examination conditions.

**Pre-requisites:**  
Completion of APMP On-Line Training (APMPOL).

**Duration:** 3 hours.

**Course Level:** A

**Course Contact Details:**  
Tel: 0306 798 4170

Course Code: APMPES

## APMP Pre-Test Online

**Aim:**  
To provide individuals with a controlled and timed test to ascertain their level of knowledge relative to undertaking the APMP Exam.

**Pre-requisites:** Refer to webpage.

**Duration:**  
The pre-test is timed for each section relative to the number of questions to be answered.

**Course Level:** A

**Course Contact Details:**  
Tel: 0306 798 4170

Course Code: APMPPT

## APMP Question Practice

**Aim:**  
To provide learners with real-time practice of answering typical questions they would expect to face in an APMP exam.

**Pre-requisites:** Refer to webpage.

**Duration:**  
15 minutes per question (timed) online.

**Course Level:** A

**Course Contact Details:**  
Tel: 0306 798 4170

Course Code: APMPQP

## Applied Systems Thinking

**Aim:**  
To enable students to differentiate between a range of systems approaches relevant to Systems Engineering and their applicability across the Systems Engineering Lifecycle.

**Pre-requisites:** Refer to webpage.

**Duration:** 5 days

**Course Contact Details:**  
Tel: 01793 785810, Mil: 96161 5810

Course Code: SEDAST

## Capability Context

**Aim:**  
To enable students to develop potential solutions to capability level problems using SE methods and techniques.

**Pre-requisites:** Refer to webpage.

**Duration:** 5 days

**Course Contact Details:**  
Tel: 01793 785810, Mil: 96161 5810

Course Code: SEDCCC



### Configuration Management for Practitioner

**Aim:**

To provide students with the necessary knowledge and skills to manage Configuration Management; to introduce students to the CM practitioner's role.

**Pre-requisites:**

Attendance on Principles of Configuration Management (PCM).

**Duration:** 3 days.

**Course Level:** P

**Course Contact Details:**

Tel: 0306 798 4170

**Course Code:** CMP

### Defence Strategic Portfolio and Programme Management

**Aim:**

To introduce senior staff to the principles and practice of programme and portfolio management, their use and application in industry and their relevance to defence.

**Pre-requisites:**

For strategic managers in or about to fill strategic acquisition posts.

**Duration:** 3.5 days residential.

**Course Level:** P

**Course Contact Details:**

Tel: 01793 785810, Mil: 96161 5810

**Course Code:** DSPPM

### Financial and Military Capability Management (Practitioner)

**Aim:**

To provide an understanding of the MoD's Financial and Military Capability processes and their application in the development and generation of strategy-compliant and affordable force structures and capabilities.

**Pre-requisites:** None

**Duration:** 4 days residential.

**Course Level:** P

**Course Contact Details:**

Tel: 01793 785810, Mil: 96161 5810

**Course Code:** FinMilCap (P)

### Defence Acquisition Management MSc/PgDip/PgCert

**Aim:**

To provide a Masters level understanding of defence acquisition and capability management. In addition, the course covers leadership and programme management material that is essential for delegates who are mid career or may not have been offered the opportunity to attend Advanced Command Staff College.

**Pre-requisites:** Refer to webpage.

**Duration:**

PgCert: Part-time one year; PgDip: Part-time two years; MSc: Part-time two years and eight months.

**Course Level:** E

**Course Contact Details:**

Tel: 01793 785810, Mil: 96161 5810

**Course Code:** DAMMSC

### Earned Value Management - Awareness

**Aim:**

To gain an awareness of Earned Value Management and its terminology.

**Pre-requisites:** None

**Duration:** 0.5 day.

**Course Level:** A

**Course Contact Details:**

Tel: 0306 798 4170

**Course Code:** EVM-A

### Financial and Military Capability Management (Advanced)

**Aim:**

To inform and prepare leaders and key managers within the FinMilCap environment with the detailed process knowledge and higher level thinking skills necessary to perform their roles.

**Pre-requisites:**

Previous experience in Capability Management position/issues.

**Duration:** 5 days residential.

**Course Level:** P

**Course Contact Details:**

Tel: 01793 785810, Mil: 96161 5810

**Course Code:** FinMilCap (A)

# 15 Programme & Project Management

## International Acquisition Awareness

**Aim:**

To provide an understanding of international policy and procedures for co-operation in defence equipment programmes.

**Pre-requisites:**

Introduction to Defence Acquisition (IDA/IDAOLT) is recommended.

**Duration:** 1 day

**Course Level:** A

**Course Contact Details:**  
Tel: 0306 798 4170

Course Code: IAA

## International Culture Workshop

**Aim:**

To assist delegates in gaining an advanced understanding of how culture aspects impact on MOD business with other nations and develop strategies to best manage cultural differences.

**Pre-requisites:** None

**Duration:** 1 day.

**Course Level:** A

**Course Contact Details:**  
Tel: 0306 798 4170

Course Code: ICW

## Introduction to Commercial Practice Online Training

**Aim:**

To provide an overview of the commercial role and impart knowledge of the key elements of a contract, contract law and the MOD policy on contracting.

**Pre-requisites:** None

**Duration:** 6 hours

**Course Level:** A

**Course Contact Details:**  
Tel: 0306 798 4170

Course Code: ICPOLT

## Introduction to Defence Acquisition

**Aim:**

To provide a basic understanding of the defence acquisition process.

**Pre-requisites:** None

**Duration:** 2 days.

**Course Level:** A

**Course Contact Details:**  
Tel: 0306 798 4170

Course Code: IDA Course

## Introduction to Defence Acquisition Online Training

**Aim:**

To provide a basic understanding of the defence acquisition process.

**Pre-requisites:** None

**Duration:** 9 hours

**Course Level:** A

**Course Contact Details:**  
Tel: 0306 798 4170

Course Code: IDAOLT

## Introduction to Defence Capability

**Aim:**

To provide a baseline understanding of the context of Defence acquisition and technology, and review the MOD's use of Systems Engineering in its drive to deliver Defence capability and generate and sustain military operations as efficiently as possible.

**Pre-requisites:** Refer to webpage.

**Duration:** 5 days

**Course Level:** E

**Course Contact Details:**  
Tel: 01793 785810, Mil: 96161 5810

Course Code: DC-I

### Introduction to Human Factors Integration

**Aim:**

To introduce the concepts and principles of HFI.

Pre-requisites: None

Duration: 1 day

Course Level: P

Course Contact Details:  
Tel: 0306 798 4170

Course Code: IHFI

### Joint Working Workshop

**Aim:**

To give delegates the opportunity to explore aspects of Joint Working in an interactive workshop environment. To learn about the current joint working recommended practices with a view to promoting and implementing joint working processes at their place of work.

Pre-requisites: None

Duration: 2 days

Course Contact Details:  
Tel: 0306 798 4170

Course Code: JWW

### Lean Awareness

**Aim:**

To provide delegates with an understanding of lean thinking and how it can benefit the business.

Pre-requisites: None

Duration: 1 day

Course Level: A

Course Contact Details:  
Tel: 0306 798 4170

Course Code: LA

### Lean Fundamentals

**Aim:**

To provide practical experience in Lean Principles and techniques.

Pre-requisites: None

Duration: 3 days

Course Level: A

Course Contact Details:  
Tel: 0306 798 4170

Course Code: LF

### Lean Techniques

**Aim:**

To enhance the skills of those involved in facilitating Lean events through the practice of key tools and soft skill techniques.

Pre-requisites:

Attendance on Lean Fundamentals (LF) or equivalent.

Duration: 4 days non-residential.

Course Level: P

Course Contact Details:  
Tel: 0306 798 4170

Course Code: LT

### Lifecycle Processes Introduction

**Aim:**

To recognise how Systems Engineering processes can be used to support acquisition through projects and programmes.

Pre-requisites: Refer to webpage.

Duration: 5 days

Course Contact Details:  
Tel: 01793 785810, Mil: 96161 5810

Course Code: SEDLPI

# 15 Programme & Project Management

## Lifecycle Processes Advanced

**Aim:**  
To examine the application of Systems Engineering Processes in detail.

**Pre-requisites:** Refer to webpage.

**Duration:** 5 days

**Course Contact Details:**  
Tel: 01793 785810, Mil: 96161 5810

**Course Code:** SEDLPA

## Managing Risk in Projects

**Aim:**  
This course introduces managers to the approaches used in identifying, quantifying and managing risk in a project environment.

**Pre-requisites:** None

**Duration:** 12 hours

**Course Level:** P

**Course Contact Details:**  
Tel: 0306 798 4892

**Course Code:** V383

## Memorandum of Understanding and International Negotiations

**Aim:**  
To enable staff to confidently participate in the creation, management or termination of Memorandum of Understanding (MOU) and to undertake the required international negotiations.

**Pre-requisites:**  
Recommended attendance on International Acquisition Awareness (IAA).

**Duration:** 2 days

**Course Level:** P

**Course Contact Details:**  
Tel: 0306 798 4170

**Course Code:** MOU

## MS Project 2003 - Introduction

**Aim:**  
To give delegates a working understanding of the basics of Microsoft Project.

**Pre-requisites:**  
A basic understanding of Windows and knowledge of the basics of project planning.

**Duration:** 2 days

**Course Level:** A

**Course Contact Details:**  
Tel: 0306 798 4170

**Course Code:** MSP-1

## MS Project 2003 - Advanced

**Aim:**  
To introduce advanced concepts and techniques for using Microsoft Project 2003 for Windows.

**Pre-requisites:** Refer to webpage.

**Duration:** 1 day

**Course Level:** P

**Course Contact Details:**  
Tel: 0306 798 4170

**Course Code:** MSP-2

## PM1 Principles of Project Management

**Aim:**  
To gain an awareness of Project Management.

**Pre-requisites:** None

**Duration:** 2 days

**Course Level:** A

**Course Contact Details:**  
Tel: 0306 798 4170

**Course Code:** PPM

### PM1 Principles of Project Management Online Training

**Aim:**

To provide delegates with an understanding of the discipline of Project Management and the way in which it can be applied to a wide range of functional roles both within and beyond the community in which they work.

Pre-requisites: None

Duration: 8 hours

Course Level: A

Course Contact Details:  
Tel: 0306 798 4170

Course Code: PM1OLT

### PM2 Projects in Context

**Aim:**

To provide delegates with an understanding of: Projects, Programmes and Portfolios and how they are related. It also looks at the environment surrounding a project and the key roles within a project management team.

Pre-requisites: Refer to webpage.

Duration: 12 hours

Course Level: A

Course Contact Details:  
Tel: +44306 798 4170

Course Code: PM2OLT

### PM3 Planning, Scheduling & Risk

**Aim:**

To provide delegates with an understanding of scope management, scheduling, networks, and resource allocation within a project. It also covers risk management, from how to identify risks through to monitoring and controlling them.

Pre-requisites: Refer to webpage.

Duration: 8 hours

Course Level: A

Course Contact Details:  
Tel: 0306 798 4170

Course Code: PM3OLT

### PM4 Project Management Tools and Techniques

**Aim:**

To provide a practical approach to the application of project management theory, particularly in the areas of planning, scheduling and control, in a nonthreatening environment.

Pre-requisites:  
Planning, Scheduling and Risk (PM3).

Duration: 2 days

Course Contact Details:  
Tel: 0306 798 4170

Course Code: PMTOOL

### PM5 Investment Decisions

**Aim:**

To provide delegates with an understanding of the Business Case, what is included and how to manage investments and trade offs. It also looks at how procurement and supplier selection fit into a project.

Pre-requisites:  
Project Management Tools and Techniques (PM4).

Duration: 4 hours

Course Level: A

Course Contact Details:  
Tel: 0306 798 4170

Course Code: PM5OLT

### PM6 Managing the Project

**Aim:**

To provide delegates with an understanding of how to maintain quality and manage information and change within a project. It then finally looks at how to close a project, handover and evaluate project successes and failures.

Pre-requisites: None

Duration: 7 hours

Course Level: A

Course Contact Details:  
Tel: 0306 798 4170

Course Code: PM6OLT

# 15 Programme & Project Management

## PM7 Controlling the Project

**Aim:**

To provide the additional subjects which are not covered in the previous Project Management e-learning (PM2, PM3, PM5 and PM6) but which form part of the APMP examination syllabus. PM7 (in conjunction with PM2, 3, 5 and 6) will allow candidates to demonstrate knowledge of all elements of project management in order to assist in the management of projects. Learners who are seeking the APMP qualification will be able to demonstrate an understanding of how these elements interact.

Pre-requisites: Refer to webpage.

Duration: 8 hours

Course Level: A

Course Contact Details:

Tel: 0306 798 4170

Course Code: PM7OLT

## Practitioner of Reliability and Maintainability

**Aim:**

To help equip IPT MOD staff and Contractors with the knowledge & skills required to manage R&M through the acquisition cycle.

Pre-requisites: Refer to webpage.

Duration: 2.5 days

Course Level: P

Course Contact Details:

Tel: 0306 798 4170

Course Code: PORM

## Prince2® Foundation

**Aim:**

This course introduces new and experienced project staff to the components and techniques of the PRINCE2® methodology.

Pre-requisites: None

Duration: 14 hours

Course Level: P

Course Contact Details:

Tel: 0306 798 4892

Course Code: V382

## Principles of Configuration Management

**Aim:**

To provide delegates with a basic understanding of configuration management and its critical importance to successful projects.

Pre-requisites:

None. Though an understanding of the quality function would be desirable.

Duration: 1 day

Course Level: A

Course Contact Details:

Tel: 0306 798 4170

Course Code: PCM

## Programme and Project Management (PPM) MSc

**Aim:**

To develop both programme and project management competence in an environment which brings together both Ministry of Defence and public sector supplier personnel in a unique 'customer and supplier' environment.

Pre-requisites: Refer to webpage.

Duration:

3 years part-time (modular): Year 1 - PgCert, Year 2 -PgDip, Year 3 - MSc.

Course Level: E

Course Contact Details:

Tel: 01793 785810, Mil: 96161 5810

Course Code: PPMMSC

## Programme and Project Management for Information Systems

**Aim:**

To develop knowledge and skills in the key academic concepts of the management of resources in order to plan, estimate and carry out programmes of systems development work to time, budget and quality targets and in accordance with appropriate standards.

Pre-requisites:

No formal pre-requisites. Degree or relevant experience.

Duration:

Seven weeks, with one week contact time at the Defence Academy and six weeks directed study via an online virtual learning environment.

Course Contact Details:

Tel: 01793 785810, Mil: 96161 5810

Course Code: PM

### Request for Contract Action (RCA) Online Training

**Aim:**

To provide an overview of RCA Workbench and Workflow process from start to finish.

Pre-requisites: None

Duration: 4 hours

Course Level: A

Course Contact Details:

Tel: 0306 798 4170

Course Code: RCAOLT

### Risk Management - Principles

**Aim:**

To provide delegates with the knowledge required to apply MOD's Risk Management process.

Pre-requisites: None

Duration: 2 days

Course Level: P

Course Contact Details:

Tel: 0306 798 4170

Course Code: RM-P

### Risk Management Introduction Online Training

**Aim:**

To help delegates manage risks more effectively in a timely manner to bring success to their projects.

Pre-requisites: None

Duration: 5 hours

Course Level: A

Course Contact Details:

Tel: 0306 798 4170

Course Code: RMIOLT

### Requirements Management

**Aim:**

To provide Requirements Managers (RMs) with an understanding of their roles and responsibilities; and an insight into the Acquisition Operating Framework guidance, processes, outputs, techniques and tools available for Requirements & Acceptance management.

Pre-requisites: Refer to webpage.

Duration: 2 days

Course Level: P

Course Contact Details:

Tel: 0306 798 4170

Course Code: RQM

### Risk Management - Advanced

**Aim:**

To enhance the knowledge required by Risk Managers to manage their project's risk management process.

Pre-requisites: Refer to webpage.

Duration: 2.5 days

Course Level: P

Course Contact Details:

Tel: 0306 798 4170

Course Code: RM-A

### Senior Responsible Owners Programme

**Aim:**

To enable SROs to successfully apply the Office of Government Commerce (OGC) 'Managing Successful Programmes' (MSP) Framework within the MoD environment. The 3 master classes each respectively aim to provide an understanding of: current best practice in risk management and identify the issues that need to be considered in managing risk on defence programmes (Risk Management); the roles and responsibilities of a board and identify the issues that need to be considered in board development (Board Development); benefits management issues in the context of a major programme and to develop a process for identifying benefits and managing benefits delivery at the programme level (Benefits Realisation).

Pre-requisites: None

Duration:

1 day induction plus 3 x 1 day Masterclasses

Course Level: P

Course Contact Details

Tel: 01793 785088, Mil: 96161 5088

Course Code: SROMSP



# 15 Programme & Project Management

## Systems Approach to Engineering

### Aim:

To define a Systems Approach, introducing Systems Thinking and Systems Engineering, and illustrating their use across the acquisition lifecycle.

Pre-requisites: Refer to webpage.

Duration: 10 days

Course Contact Details:

Tel: 01793 785810, Mil: 96161 5810

Course Code: SEDSAE

## Systems Engineering for Defence Capability MSc

### Aim:

PGCert: To provide, at postgraduate level, an overview of some of the principles, procedures and practices of Systems Engineering (SE). PGDip: To provide postgraduate education in the principles, procedures and practices of SE. MSc: To provide postgraduate education in the principles, procedures and practices of SE. To develop and demonstrate their technical expertise, independent learning abilities and critical appraisal skills by completing an individual thesis requiring the application of systems engineering to a real-world problem.

Pre-requisites: Refer to webpage.

Duration:

MSc 48 weeks full-time, up to 5 years part-time. PgDip 28 weeks full-time, up to 4 years part-time. PgCert 20 weeks full-time, up to 3 years part-time.

Course Level: E

Course Contact Details:

Tel: 01793 785810, Mil: 96161 5810

Course Code: SEDMSC

## Through Life Management

### Aim:

This course is designed for staff requiring an understanding of through Life Management and the impact on Acquisition and decision making processes.

Pre-requisites: None

Duration: 1 day

Course Level: P

Course Contact Details:

Tel: 0306 798 4170

Course Code: TLM

## United Kingdom / Europe

### Aim:

To provide delegates with an awareness of the UK policy on, and experience of, co-operation with European partners and the way in which some of those partners work in both the national and international environment.

Pre-requisites:

Recommended attendance on International Acquisition Awareness (IAA).

Duration: 1 day

Course Level: A

Course Contact Details:

Tel: 0306 798 4170

Course Code: UK/EUR

## United Kingdom / United States

### Aim:

To provide delegates with an awareness of the UK policy on co-operation with the US, the US policy on co-operation and the US procurement system.

Pre-requisites:

Recommended attendance on International Acquisition Awareness (IAA).

Duration: 1 day

Course Level: A

Course Contact Details:

Tel: 0306 798 4170

Course Code: UK/US

## United States - International Traffic in Arms Regulations (ITAR)

### Aim:

To provide delegates with a more in depth overview of the US ITAR Regulations.

Pre-requisites: Refer to webpage.

Duration: 0.5 days

Course Contact Details:

Tel: 0306 798 4170

Course Code: USITAR

## Acquisition Courses

The Centre for Defence Acquisition & Technology forms part of the College of Management & Technology within the Defence Academy of the United Kingdom.

Our Acquisition Training Team provide a range of on-line and classroom based courses which cover the full breadth of knowledge and practice associated with defence acquisition to support the departments drive for the continuous development of acquisition skills and behaviours.

Our courses cover the full capability lifecycle from requirements generation through procurement and in-service support to disposal, based on the through life approach. We incorporate the latest in communication and delivery techniques enabling students to achieve their full potential.

Our classroom based courses range from one day subject introductions to more in-depth practitioner level training. A number of our courses and workshops form part of blended programmes, many of which lead to licences and qualifications.

Our customer service team is based at Abbey Wood in Bristol. Training is delivered at Abbey Wood and Shrivenham, but courses can also be run at customer sites if sufficient demand exists. To apply for any of our classroom based courses, customers should contact our Customer Services Team: Central Booking & Enquiries: 030679 84170

On-line Courses: Some of our on-line courses are self contained; others form part of a blended programme of study, including e-learning, classroom based workshops and other self-study formats.

To find out about programmes of study associated with your particular specialism (e.g. leading to licensing or accreditation), take a look at: <http://online.dacmt-acquisition.org.uk> where you will find guidance on what you need to study. If you have any technical enquiries about our e-learning courses please contact us on 0207 4464139 or e-mail us at [support@dacmt-acquisition.org.uk](mailto:support@dacmt-acquisition.org.uk).

Safety, Health, Environment and Fire issues are crucial to any enterprise and to support UK Defence capability. We offer training and education that ranges from providing awareness of mandatory MOD procedures to specialist courses for those concerned with hazardous materials and for project managers or engineers needing to understand the systems safety issues associated with their programmes.

Our Quality and Assurance training portfolio aims to help students apply MOD policy and best practice in a consistent way. The courses are designed to build knowledge around the key areas of quality management systems, assurance and control, configuration management processes and quality techniques.



AQAP 2070 Mutual GQA Process	156	Official Theory Test for Car Drivers	159
Asbestos Awareness	156	Official Theory Test for Drivers of Large Vehicles	160
Audit and Evaluation Skills	156	Official Theory Test for Motorcyclists	160
Awareness of Reliability and Maintainability	156	Packaging for Handling Storage & Transport (PHS&T) Awareness Online Training	160
Business Continuity Awareness	156	Principles of Configuration Management	160
Configuration Management for Practitioner	156	Principles of Quality Management Online Training	160
Data Protection and You	156	Quality Assurance Awareness Online Training	160
Defence Instructor Monitoring and Evaluation	157	Quality Assurance Practitioner (Part1)	160
Display Screen Awareness	157	Quality Assurance Practitioner (Part 2)	161
Driving Test Success Hazard Perception	157	Risk Management - Principles	161
Electrical Safety	157	Risk Management - Advanced	161
Environmental Awareness	157	System Safety Awareness Online Training	161
Fraud Awareness	157	System Safety In Action	161
Fundamentals of Information Assurance in HMG	157	System Safety in Action Online Training	161
Hazardous Materials	158	System Safety Practitioner	161
Information Assurance Accreditor Introduction	158	System Safety Practitioner Online Training	162
Information Interoperability Awareness Online Training	158	System Safety Process Management	162
Information Risk Management for HMG IA Practitioners	158	System Safety Process Management Online Training	162
Introduction to Airworthiness of Military Aircraft	158	Working at Height	162
Introduction to Human Factors Integration	158		
Managing Safety	158		
Manual Handling Awareness	159		
Military Laser Safety	159		
MOD Head Office Induction	159		
Noise Awareness	159		
Office Safety	159		

# 16 Safety, Quality & Assurance

## AQAP 2070 Mutual GQA Process

**Aim:**  
To provide a practitioner level of knowledge and skills for Government Quality Assurance.

**Pre-requisites:** Refer to webpage.

**Duration:** 7 hours

**Course Level:** P

**Course Contact Details:**  
Tel: 0306 798 4170

**Course Code:** AQAP

## Asbestos Awareness

**Aim:**  
To explain about the dangers of asbestos & ACMS, where you may find Asbestos & ACMS, what to do if you find, or think you have found asbestos or ACMS, what you need to do if you are a Duty Holder or understand what a Duty Holder is expected to do.

**Pre-requisites:** None

**Duration:** 1.5 hours

**Course Level:** P

**Course Contact Details:**  
Tel: 0306 798 4892

**Course Code:** V398

## Audit and Evaluation Skills

**Aim:**  
To provide delegates with a range of skills which will help develop their ability to perform an audit/evaluation.

**Pre-requisites:** None

**Duration:** 2 days

**Course Level:** A

**Course Contact Details:**  
Tel: 0306 798 4170

**Course Code:** AES

## Awareness of Reliability and Maintainability

**Aim:**  
To provide an appreciation of the concepts and principles of R&M and their application to the acquisition of defence equipment.

**Pre-requisites:** Refer to webpage.

**Duration:** 1.5 days

**Course Level:** P

**Course Contact Details:**  
Tel: 0306 798 4170

**Course Code:** ARM

## Business Continuity Awareness

**Aim:**  
To raise Business Continuity awareness and knowledge among staff.

**Pre-requisites:** None

**Duration:** 30 minutes

**Course Level:** A

**Course Contact Details:**  
Tel: 0306 798 4892

**Course Code:** VS033

## Configuration Management for Practitioner

**Aim:**  
To provide students with the necessary knowledge and skills to manage Configuration Management; to introduce students to the CM practitioner's role.

**Pre-requisites:**  
Attendance on Principles of Configuration Management (PCM).

**Duration:** 3 days

**Course Level:** P

**Course Contact Details:**  
Tel: 0306 798 4170

**Course Code:** CMP

## Data Protection and You

**Aim:**  
To enable students to understand their obligations and know how to handle personal data in accordance with Data Protection Legislation.

**Pre-requisites:** None

**Duration:** 1.5 hours

**Course Level:** A

**Course Contact Details:**  
Tel: 0306 798 4892

**Course Code:** V334

### Defence Instructor Monitoring and Evaluation

#### Aim:

To ensure that all personnel with responsibility for the monitoring and evaluation of instructors have the capability and competencies required to assess and coach instructional staff in the workplace in accordance with the requirements of JSP822, the Defence Systems Approach to Training, thus ensuring best practice and standardisation of the assessment process. The Defence Academy franchise DIME Course builds upon the essential knowledge and skills previously acquired and demonstrated on the Directing Staff Skills Workshop (DSSW) Course; successful completion of which is a mandatory pre-requisite.

**Pre-requisites:** Previous successful completion of the 2-day Directing Staff Skills Workshop (DSSW) course is mandatory.

**Duration:** 2 days

**Course Contact Details:**  
Tel: 01793 788827, Mil: 96161 8827

Course Code: DIME

### Display Screen Awareness

#### Aim:

To promote a culture within your organisation where everyone considers the risks associated with using display screen equipment, are able to apply good ergonomic principles and adopt the correct work practices and postures.

**Pre-requisites:** None

**Duration:** 1.5 hours

**Course Level:** A

**Course Contact Details:**  
Tel: 0306 798 4892

Course Code: V397

### Driving Test Success Hazard Perception

#### Aim:

To enable students to improve their hazard perception skills and become a safer driver.

**Pre-requisites:** None

**Duration:** 2 hours

**Course Level:** A

**Course Contact Details:**  
Tel: 0306 798 4892

Course Code: V323

### Electrical Safety

#### Aim:

To provide you with an awareness of the hazards & responsibilities associated with electrical systems.

**Pre-requisites:** None

**Duration:** 35 minutes

**Course Level:** A

**Course Contact Details:**  
Tel: 0306 798 4892

Course Code: V395

### Environmental Awareness

#### Aim:

To describe the major issues that affect our environment and help you understand what you can do in your workplace to improve the environmental performance of your organisation.

**Pre-requisites:** None

**Duration:** 2 hours

**Course Level:** A

**Course Contact Details:**  
Tel: 0306 798 4892

Course Code: V399

### Fraud Awareness

#### Aim:

To provide advice of the MOD's policy on irregularity, fraud, theft and corruption, and to provide background advice in the way to proceed if irregularity, fraud, theft and corruption is suspected.

**Pre-requisites:** None

**Duration:** 1 hour

**Course Level:** A

**Course Contact Details:**  
Tel: 0870 600 8910, Mil: 96600 8910

Course Code: V098

### Fundamentals of Information Assurance in HMG

#### Aim:

The course provides an explanation of IA terminology, the reasons why IA is required and what the main roles and responsibilities for IA are. The course covers; governance, relevant policies and standards, the risk management process and the role of assurance.

**Pre-requisites:** Refer to webpage.

**Duration:** 1 day

**Course Contact Details:**  
Tel: 01793 785810, Mil: 96161 5810

Course Code: IAHMG

# 16 Safety, Quality & Assurance

## Hazardous Materials

**Aim:**

To provide students with sufficient knowledge to understand the reasons for the control and reporting of hazardous materials and to introduce them to the Software Application that would enable them to do this.

Pre-requisites: None

Duration: 3 hours approximately.

Course Contact Details:  
Tel: 0306 798 4170

Course Code: HAZMAT

## Information Assurance Accreditor Introduction

**Aim:**

The course concentrates on generic accreditation requirements needed to fulfil the role and is not aimed at specific accreditations methodologies in any one organisation (such as MOD).

Pre-requisites: Refer to webpage.

Duration: 1 day

Course Contact Details:  
Tel: 01793 785810, Mil: 96161 5810

Course Code: IAAI

## Information Interoperability Awareness Online Training

**Aim:**

To provide acquisition staff with an awareness level knowledge of IIO with the aim of reducing the risk of IIO not being provisioned for, being poorly managed or missed altogether and the costs associated with that.

Pre-requisites:  
None, although a basic understanding of defence acquisition is desirable.

Duration: 2 hours

Course Level: A

Course Contact Details:  
Tel: 0306 798 4170

Course Code: IIAOLT

## Information Risk Management for HMG IA Practitioners

**Aim:**

The course builds on the Fundamentals of Information Assurance (IA) in HMG course and is based around syndicate exercises with selected risk scenarios.

Pre-requisites: Refer to webpage.

Duration: 2 days

Course Contact Details  
Tel: 01793 785810, Mil: 96161 5810

Course Code: IS1&2

## Introduction to Airworthiness of Military Aircraft

**Aim:**

To provide an overview of the requirements for airworthiness in aircraft certification, operation and maintenance in the military environment.

Pre-requisites: None

Duration: 2 days

Course Level: P

Course Contact Details:  
Tel: 01793 785810, Mil: 96161 5810

Course Code: MAA INT

## Introduction to Human Factors Integration

**Aim:**

To introduce the concepts and principles of HFI.

Pre-requisites: None

Duration: 1 day

Course Level: P

Course Contact Details:  
Tel: 0306 798 4170

Course Code: IHFI

## Managing Safety

**Aim:**

To provide you with the essential information to manage safety in your area of responsibility and control

Pre-requisites: None.

Duration: 35 minutes

Course Level: P

Course Contact Details:  
Tel: 0870 600 8910, Mil: 96 600 8910

Course Code: V396



**Manual Handling Awareness****Aim:**

To make you aware of the risks from manual handling operations and how the risks can be managed.

Pre-requisites: None

Duration: 60 minutes

Course Level: A

Course Contact Details:

Tel: 0306 798 4892

Course Code: V384

**MOD Head Office Induction****Aim:**

To provide participants with an awareness and understanding of the MOD Head Office (HO) Induction Programme which aims to deliver a fast, effective induction to the organisation and help enable new starters to understand the purpose of Head Office in Defence.

Pre-requisites: None

Duration: 2 hours

Course Level: A

Course Contact Details:

Tel: 0306 798 4892

Course Code: V470

**Office Safety****Aim:**

To tell you about the duties of your organisation to keep you safe and also your duties under the above legislation. Provide you with an opportunity to put what you have learned into practice. A case study concludes the e-learning course.

Pre-requisites: None

Duration: 60 minutes

Course Level: A

Course Contact Details:

Tel: 0306 798 4892

Course Code: V386

**Military Laser Safety****Aim:**

To give a grounding in laser physics of operation which then leads on to laser eye and skin safety considerations. The duties of an LSO and the content of JSP390 are reviewed.

Pre-requisites: None

Duration: 1.5 days

Course Level: P

Course Contact Details:

Tel: 01793 785810, Mil: 96161 5810

Course Code: LAS SAF

**Noise Awareness****Aim:**

To raise the awareness of employers and employees to risks associated with noise at work and the actions that are necessary to control risks.

Pre-requisites: None

Duration: 60 minutes

Course Level: A

Course Contact Details:

Tel: 0306 798 4892

Course Code: V400

**Official Theory Test for Car Drivers****Aim:**

To enable students to prepare for the multiple-choice part of the Driving Standards Agency theory test for car drivers.

Pre-requisites: None

Duration: 2 hours

Course Level: A

Course Contact Details:

Tel: 0306 798 4892

Course Code: V320

# 16 Safety, Quality & Assurance

## Official Theory Test for Drivers of Large Vehicles

**Aim:**

To enable students to be aware of the Highway Code and pass the Driving Standards Agency Theory Test for Drivers of Large Vehicles (LGV and PCV).

Pre-requisites: None

Duration: 2 hours

Course Level: A

Course Contact Details:  
Tel: 0306 798 4892

Course Code: V322

## Official Theory Test for Motorcyclists

**Aim:**

To enable students to prepare for the multiple-choice part of the Driving Standards Agency Theory Test for Motorcyclists.

Pre-requisites: None

Duration: 2 hours

Course Level: A

Course Contact Details:  
Tel: 0306 798 4892

Course Code: V321

## Packaging for Handling Storage & Transport (PHS&T) Awareness Online Training

**Aim:**

To provide a general overview of PHS&T issues associated with the introduction, and through life support of items entering service.

Pre-requisites: None

Duration: 1 hour

Course Level: A

Course Contact Details:  
Tel: 0306 798 4170

Course Code: PHSTOL

## Principles of Configuration Management

**Aim:**

To provide delegates with a basic understanding of configuration management and its critical importance to successful projects.

Pre-requisites:

None. Though an understanding of the quality function would be desirable.

Duration: 1 day

Course Level: A

Course Contact Details:  
Tel: 0306 798 4170

Course Code: PCM

## Principles of Quality Management Online Training

**Aim:**

To provide students with an understanding of Quality Management.

Pre-requisites: Refer to webpage.

Duration: 4 hours

Course Level: A

Course Contact Details:  
Tel: 0306 798 4170

Course Code: QMPOLT

## Quality Assurance Awareness Online Training

**Aim:**

To provide a basic knowledge of Quality in MOD.

Pre-requisites: Refer to webpage.

Duration: 2.5 hours

Course Level: A

Course Contact Details:  
Tel: 0306 798 4170

Course Code: QAAOLT

## Quality Assurance Practitioner (Part 1)

**Aim:**

To develop the knowledge and experience necessary for Practitioner level Quality Assurance Competences in MQ1 to 4.

Pre-requisites: Refer to webpage.

Duration: 2 days

Course Level: P

Course Contact Details:  
Tel: 0306 798 4170

Course Code: QAPT1

### Quality Assurance Practitioner (Part 2)

**Aim:**

To provide practice at using the skills, tools and techniques required for the development of Practitioner Level Quality Assurance competences MQ 1 to 4.

Pre-requisites: Refer to webpage.

Duration: 3 days

Course Level: P

Course Contact Details:

Tel: 0306 798 4170

Course Code: QAPT2

### Risk Management - Principles

**Aim:**

To provide delegates with the knowledge required to apply MOD's Risk Management process.

Pre-requisites: None

Duration: 2 days

Course Level: P

Course Contact Details:

Tel: 0306 798 4170

Course Code: RM-P

### Risk Management - Advanced

**Aim:**

To enhance the knowledge required by Risk Managers to manage their project's risk management process.

Pre-requisites: Refer to webpage.

Duration: 2.5 days

Course Level: P

Course Contact Details:

Tel: 0306 798 4170

Course Code: RM-A

### System Safety Awareness Online Training

**Aim:**

To provide a basic awareness of System Safety and its management in the MOD.

Pre-requisites: None

Duration: 2.5 hours

Course Level: A

Course Contact Details:

Tel: 0306 798 4170

Course Code: SSAWOL

### System Safety In Action

**Aim:**

To further develop the System Safety knowledge gained during SSIAOL.

To provide an in-depth introduction to System Safety and its management within the MoD and allow delegates to apply the knowledge gained into practice in a facilitated environment.

Pre-requisites:

System Safety In Action On-line Training (SSIAOL).

Duration: 2 days

Course Contact Details:

Tel: 0306 798 4170

Course Code: SSIA

### System Safety in Action Online Training

**Aim:**

To provide an in-depth introduction to System Safety and its management within the MOD with an emphasis on Defence Acquisition.

Pre-requisites: None

Duration: 7 hours

Course Level: A

Course Contact Details:

Tel: 0306 798 4170

Course Code: SSIAOL

### System Safety Practitioner

**Aim:**

To provide an in-depth overview of the tools used by MOD Staff and contractors alike in their safety evidence capture requirements towards System Safety Management within the MOD and allow delegates to put the knowledge gained into practice in a facilitated environment.

Pre-requisites:

System Safety Practitioner On-line Training (SSPOL).

Duration: 3 days

Course Level: P

Course Contact Details:

Tel: 0306 798 4170

Course Code: SSP

# 16 Safety, Quality & Assurance

## System Safety Practitioner Online Training

**Aim:**

To provide detailed knowledge and the tools on System Safety processes and its management within the MoD with an emphasis on Defence Acquisition.

**Pre-requisites:**

System Safety Process Management (SSPM) – Online & Workshop.

Duration: 3 hours

Course Level: P

Course Contact Details:

Tel: 0306 798 4170

Course Code: SSPOL

## System Safety Process Management

**Aim:**

To provide an in-depth view of System Safety and detail its management and processes within the MOD, with an emphasis on Defence Acquisition.

**Pre-requisites:**

System Safety Process Management On-Line Training (SSPMOL).

Duration: 4 days

Course Contact Details:

Tel: 0306 798 4170

Course Code: SSPM

## System Safety Process Management Online Training

**Aim:**

To provide an in-depth introduction to System Safety and its management within the MOD with an emphasis on Defence Acquisition.

**Pre-requisites:**

System Safety in Action (SSIA) Online & Workshop.

Duration: 6 hours

Course Contact Details:

Tel: 0306 798 4170

Course Code: SSPMOL

## Working at Height

**Aim:**

To make you aware of common hazards and precautions when planning to work, working or gaining access to places at height.

Pre-requisites: None

Duration: 35 minutes

Course Level: A

Course Contact Details:

Tel: 0306 798 4892

Course Code: V387

## Have you completed your pre-requisites?

For many of our courses we ask that you have completed the requisite training. This is to ensure that all delegates gain the maximum benefit from the course.

## Professional Accreditation

A number of courses in this prospectus are formally accredited by recognised bodies. These include the System Safety Suite of courses and the Commercial Awareness & Practitioner Programme.

## Late Availability

We offer students the opportunity to book onto courses at short notice through the late availability section of our website.

[www.da.mod.uk/cmt](http://www.da.mod.uk/cmt)

Science and Engineering has long been the backbone of military education at Shrivenham and the Defence Academy offers a comprehensive range of specialist defence science and engineering courses. These are delivered by academic subject matter experts together with military officers so that the Defence context of technology is a primary characteristic of all courses. These are extremely popular with foreign as well as UK students in MOD and industry.



Accident Investigation and Response	168	Explosives and the Environment	172
Advanced Engineering (AMEC) MATLAB	168	Explosives for Nuclear Weapons	172
Advanced Radar	168	Explosives Ordnance Engineering MSc/PgDip	172
Aeronautical Engineering – Fundamentals	168	Failure of Structural Materials	172
Aeronautical Engineering 1	168	Forensic Investigation of Explosives and Explosive Devices	173
Air Transport Engineering - Maintenance Options	168	Gas Turbine Appreciation	173
Aircraft Survivability	169	Guided Weapon Systems MSc	173
Airworthiness of Military Aircraft	169	Guided Weapons	173
Ammunition Systems I (Warheads)	169	Gun Propellants	173
Ammunition Systems II (Delivery)	169	Insensitive Munitions (IM)	173
Ammunition Systems III (Target Effects)	169	Introduction to Aircraft Structural Crashworthiness	174
Ammunition Technical Officers	169	Introduction to Defence Capability	174
Ammunition Technicians	170	Introduction to Human Factors	174
Applied Systems Thinking	170	Jet Engine Controls	174
Capability Context	170	Lifecycle Processes Introduction	174
CBRN Defence Science	170	Lifecycle Processes Advanced	174
Computer Modelling Tools in Explosives Ordnance Engineering	170	Manufacture & Material Properties of Explosives	174
Defence Electro-Optics and Imaging Systems	171	Mechanical Integrity of Gas Turbines	175
Defence Simulation - Introduction	171	Military Aerospace and Airworthiness MSc/PgDip/PgCert	175
Design, Durability and Integrity of Composite Aircraft Structures	171	Military Aircraft Systems	175
Electromagnetic Propagation and Devices	171	Military Avionics	175
Electro-optic and Infrared Sensors 1	171	Military Electronic Systems Engineering MSc	175
Electro-optic and Infrared Sensors 2	171	Military Laser Safety	175
Engineering Geology	172	Military Operational Analysis Appreciation	176
Explosives - Introduction	172	Nuclear Safety Case Writers & Assessors Course	176
		Ordnance, Munitions & Explosives (OME) (Awareness)	176





Ordnance, Munitions and Explosives (OME) (Intermediate)	176
Petroleum, Chemistry and Technology	176
Practical Reliability	176
Pyrotechnics	177
Radar Electronic Warfare	177
Radar Principles	177
Risk Assessment for Explosives	177
Rocket Motors and Propellants	177
Royal Engineers Force Protection Engineering	177
Safety Assessment of Aircraft Systems	178
Safety Management Systems in Aviation	178
Simulation Employment Training	178
Software Engineering	178
Systems Approach to Engineering	178
Systems Engineering for Defence Capability MSc	179
Testing and Evaluation of Explosives	179
Transitions to Detonation	179
Trials Management	179
Weapons, Ordnance, Munitions and Explosives (WOME) Online Training	179

# 17 Science & Engineering

## Accident Investigation and Response

**Aim:**

To educate those involved in airworthiness in the purpose and process of aircraft accident investigation and their role in dealing with findings and recommendations.

Pre-requisites: None

Duration: 5 days residential.

Course Level: P

Course Contact Details:

Tel: 01793 785810, Mil: 96161 5810

Course Code: MAA06

## Advanced Engineering (AMEC) MATLAB

**Aim:**

To introduce all staff to the skills that are necessary to help people work together.

Pre-requisites: Refer to webpage.

Duration: 3 days

Course Level: P

Course Contact Details:

Tel: 01793 785810, Mil: 96161 5810

Course Code: MATLAB

## Advanced Radar

**Aim:**

To provide students with additional specialist knowledge and an in depth understanding of advanced radar techniques and their defence applications.

Pre-requisites:

Radar Principles and Radar Electronic Warfare if part of the MESE MSc.

Duration:

Lectures 30 hours; Directed study 15 hours; Private study 55 hours.

Course Level: P

Course Contact Details:

Tel: 01793 785810, Mil: 96161 5810

Course Code: RADADV

## Aeronautical Engineering – Fundamentals

**Aim:**

To provide a comprehensive knowledge and understanding of the fundamental principles of several key aeronautical (mechanical-based) engineering subjects, primarily aligned towards rotary-wing aircraft applications.

Pre-requisites: Refer to webpage.

Duration: Five weeks

Course Level: P

Course Contact Details:

Tel: 01793 785810, Mil: 96161 5810

Course Code: AEF

## Aeronautical Engineering 1

**Aim:**

To provide the students with an understanding of the principles, concepts and techniques of military aeronautical systems.

Pre-requisites: None

Duration: 5 days residential.

Course Level: P

Course Contact Details:

Tel: 01793 785810, Mil: 96161 5810

Course Code: MAA01

## Air Transport Engineering-Maintenance Options

**Aim:**

To provide students with the fundamentals of the disciplines associated with the management of aircraft maintenance and engineering within today's air transport industry.

Pre-requisites: None

Duration: 5 days residential.

Course Level: P

Course Contact Details:

Tel: 01793 785810, Mil: 96161 5810

Course Code: MAA05

### Aircraft Survivability

**Aim:**

To provide engineers with knowledge of the threat environment and vulnerabilities of aircraft systems, structures and payloads. To introduce the design strategies and technology used to counter such threats.

Pre-requisites: None

Duration: 5 days residential.

Course Level: P

Course Contact Details:

Tel: 01793 785810, Mil: 96161 5810

Course Code: MAA07

### Airworthiness of Military Aircraft

**Aim:**

To provide an understanding of MOD airworthiness organisations, policies and procedures. The course explains the application of airworthiness to structural integrity, gas turbine engines, avionics, software and human factors.

Pre-requisites: None

Duration: 5 days residential.

Course Level: P

Course Contact Details:

Tel: 01793 785810, Mil: 96161 5810

Course Code: MAA03

### Ammunition Systems I (Warheads)

**Aim:**

To give a basic understanding of the design principles of various types of warhead and of the types of target against which they are deployed.

Pre-requisites: Refer to webpage.

Duration: 5 days

Course Level: E

Course Contact Details:

Tel: 01793 785810, Mil: 96161 5810

Course Code: ASIW

### Ammunition Systems II (Delivery)

**Aim:**

To give a basic understanding of the design principles of various types of delivery systems and fuzing for explosive munitions.

Pre-requisites: Refer to webpage.

Duration: 5 days

Course Level: E

Course Contact Details:

Tel: 01793 785810, Mil: 96161 5810

Course Code: ASIID

### Ammunition Systems III (Target Effects)

**Aim:**

To provide students with the necessary skills, knowledge and understanding to quantify blast, ballistic and fragment loading on a range of targets including structures, armour systems and personnel.

Pre-requisites: Refer to webpage.

Duration: 5 days

Course Level: E

Course Contact Details:

Tel: 01793 785810, Mil: 96161 5810

Course Code: ASIIL

### Ammunition Technical Officers

**Aim:**

To give students a basic grounding in the sciences which underlie the design of explosives and ammunition, particularly the chemistry of explosives, metallurgy and the principles of ammunition, AFV, Gun and Light Weapon design and explosives engineering.

Pre-requisites: None

Duration: 23 weeks

Course Level: A

Course Contact Details:

Tel: 01793 785810, Mil: 96161 5810

Course Code: AMMTO

# 17 Science & Engineering

## Ammunition Technicians

**Aim:**

To provide the scientific and technical basis for further training in ammunition and explosives. The syllabus is an integrated study of mathematics, ballistics, explosives and general chemistry, physics, metallurgy, electronics and the design of armoured vehicles, artillery and infantry weapons.

Pre-requisites: Refer to webpage.

Duration: 6 weeks

Course Level: A

Course Contact Details:

Tel: 01793 785810, Mil: 96161 5810

Course Code: AMMTEC

## Applied Systems Thinking

**Aim:**

To enable students to differentiate between a range of systems approaches relevant to Systems Engineering and their applicability across the Systems Engineering Lifecycle.

Pre-requisites: Refer to webpage.

Duration: 5 days

Course Contact Details:

Tel: 01793 785810, Mil: 96161 5810

Course Code: SEDAST

## Capability Context

**Aim:**

To enable students to develop potential solutions to capability level problems using SE methods and techniques.

Pre-requisites: Refer to webpage.

Duration: 5 days

Course Level: P

Course Contact Details:

Tel: 01793 785810, Mil: 96161 5810

Course Code: SEDCCC

## CBRN Defence Science

**Aim:**

To provide practising scientists, engineers, weapon staff officers and unit officers with an understanding of the science and technology underpinning CBRN Defence in order to enhance candidate effectiveness and employability.

Pre-requisites: Refer to webpage.

Duration: 2 weeks

Course Level: P

Course Contact Details:

Tel: 01793 785810, Mil: 96161 5810

Course Code: CBRNDS

## Computer Modelling Tools in Explosives Ordnance Engineering

**Aim:**

To identify and describe the broad variety of computational tools that are proven or have the potential to prove beneficial in the area of explosives, which is achieved by providing hands-on experience of using some of these tools as applied to real problems and scenarios.

Pre-requisites:

Science degree or equivalent experience.

Duration: 2.5 days

Course Level: E

Course Contact Details:

Tel: 01793 785810, Mil: 96161 5810

Course Code: CMTEOE

### Defence Electro-Optics and Imaging Systems

**Aim:**

To provide practising scientists, engineers and weapon staff officers with a basic introduction to the principles and potential defence applications of a range of contemporary electro-optical and imaging devices and image-processing techniques.

Pre-requisites: None

Duration: 2 weeks

Course Level: E

Course Contact Details:

Tel: 01793 785810, Mil: 96161 5810

Course Code: DEOIS

### Defence Simulation - Introduction

**Aim:**

To provide an enhanced level of understanding about Defence simulation systems to those managers and support staff who regularly interface with the field but need to know more about its full capability, terminology and technology.

Pre-requisites: None

Duration: 5 days

Course Level: P

Course Contact Details:

Tel: 01793 785810, Mil: 96161 5810

Course Code: DS-I

### Design, Durability and Integrity of Composite Aircraft Structures

**Aim:**

To provide engineers with knowledge of polymer composite properties and behaviour relevant to their in-service performance durability and maintenance in aircraft structures.

Pre-requisites: None

Duration: 5 days residential.

Course Level: P

Course Contact Details:

Tel: 01793 785810, Mil: 96161 5810

Course Code: MAA08

### Electromagnetic Propagation and Devices

**Aim:**

To provide the students with an understanding of electromagnetic propagation, antennas and devices relevant to military sensor, communications and electronic warfare systems.

Pre-requisites: None

Duration: 5 days

Course Contact Details:

Tel: 01793 785810, Mil: 96161 5810

Course Code: EMP&D

### Electro-optic and Infrared Sensors 1

**Aim:**

To introduce the student to the field of EO/IR technology and give an understanding of the underlying principles. To give an appreciation of the likely future advances in the technology and the importance of EO/IR technology in the wider defence system.

Pre-requisites: Refer to webpage.

Duration:

Lectures 32 hours; Directed study 18 hours; Private study 50 hours.

Course Level: A

Course Contact Details:

Tel: 01793 785810, Mil: 96161 5810

Course Code: EO&IR1

### Electro-optic and Infrared Sensors 2

**Aim:**

To introduce the student to the field of EO/IR technology and give an understanding of the underlying principles. To give an appreciation of the likely future advances in the technology and the importance of EO/IR technology in the wider defence system.

Pre-requisites: Refer to webpage.

Duration: 5 days

Course Level: A

Course Contact Details:

Tel: 01793 785810, Mil: 96161 5810

Course Code: EO&IR2



# 17 Science & Engineering

## Engineering Geology

**Aim:**

To provide an introduction to Engineering Geology.

**Pre-requisites:**

A degree in civil engineering or related discipline is preferred.

**Duration:** 2.5 days

**Course Level:** P

**Course Contact Details:**

Tel: 01793 785810, Mil: 96161 5810

Course Code: ENGEO

## Explosives - Introduction

**Aim:**

To provide a wide understanding of explosives and their effects.

**Pre-requisites:**

Science degree or equivalent.

**Duration:** 5 days

**Course Level:** P

**Course Contact Details:**

Tel: 01793 785810, Mil: 96161 5810

Course Code: EXP-I

## Explosives and the Environment

**Aim:**

To highlight some of the effects explosives have on the environment and also the mitigation measures which can be used to reduce short, medium and long term potential environmental impacts.

**Pre-requisites:**

Appropriate qualification in science or engineering or relevant experience.

**Duration:** 2.5 days

**Course Level:** P

**Course Contact Details:**

Tel: 01793 785810, Mil: 96161 5810

Course Code: EXPENV

## Explosives for Nuclear Weapons

**Aim:**

To develop an understanding of explosives and the technology requirements to develop and maintain nuclear weapons.

**Pre-requisites:**

Refer to webpage.

**Duration:**

5 days. Three days at AWE, Aldermaston and two days at DA-CMT Course.

**Course Level:** P

**Course Contact Details:**

Tel: 01793 785810, Mil: 96161 5810

Course Code: EXPNW

## Explosives Ordnance Engineering MSc/PgDip

**Aim:**

To provide military officers, defence industry staff, government servants and civilian students with the advanced academic background necessary for them to contribute effectively to technically demanding projects in the field of explosives and explosives ordnance engineering.

**Pre-requisites:** Refer to webpage.

**Duration:**

PgDip: 40 Weeks (full time) up to three years (part-time); MSc: 45 Weeks (full time) up to five years (part-time).

**Course Level:** E

**Course Contact Details:**

Tel: 01793 785810, Mil: 96161 5810

Course Code: EOEMSC

## Failure of Structural Materials

**Aim:**

To give a concise but comprehensive account of the behaviour of materials under stress. Particular reference will be made to composite materials, modern developments in the treatment of brittle fracture and fatigue using fracture mechanics and materials selection.

**Pre-requisites:**

Degree or technical qualification in engineering, science or mathematics.

**Duration:** 3 days

**Course Level:** P

**Course Contact Details:**

Tel: 01793 785810, Mil: 96161 5810

Course Code: FSM



### Forensic Investigation of Explosives and Explosive Devices

**Aim:**

To present the fundamentals of improvised explosive devices and assess how chemical analysis techniques are applied in forensic explosives investigations.

**Pre-requisites:**

Appropriate degree or experience.

Duration: 5 days

Course Level: E

Course Contact Details:

Tel: 01793 785810, Mil: 96161 5810

Course Code: FIEED

### Gas Turbine Appreciation

**Aim:**

To provide an opportunity to acquire a good general understanding of the principles of gas turbine design and performance appropriate to both manufacturing and user industries.

Pre-requisites: None

Duration: 5 days residential.

Course Level: P

Course Contact Details:

Tel: 01793 785810, Mil: 96161 5810

Course Code: MAA10

### Guided Weapon Systems MSc

**Aim:**

To bring together the wide variety of disciplines constituting guided weapon systems technology and to present them in an integrated manner. The course is designed to meet the requirements of all three armed services.

Pre-requisites: Refer to webpage.

Duration: MSc: 1 year full time only.

Course Level: P

Course Contact Details:

Tel: 01793 785810, Mil: 96161 5810

Course Code: GWSMSC

### Guided Weapons

**Aim:**

To provide a general overview of guided weapon systems and technology; introduce students to the theoretical design of guided weapon subsystems; demonstrate how these subsystems form the overall guided weapon system.

Pre-requisites: None

Duration: 5 days residential.

Course Level: P

Course Contact Details:

Tel: 01793 785810, Mil: 96161 5810

Course Code: MAA11

### Gun Propellants

**Aim:**

To develop an understanding of propellant properties and function, internal ballistics and the fundamentals of thermodynamics and heat transfer as applied to conventional guns.

Pre-requisites:

Appropriate degree or experience.

Duration: 5 days

Course Level: E

Course Contact Details:

Tel: 01793 785810, Mil: 96161 5810

Course Code: PIBWT

### Insensitive Munitions (IM)

**Aim:**

To provide an understanding of the aims of the Insensitive Munitions programme and technical ways by which IM is being attained.

Pre-requisites:

Background in science or engineering.

Duration: 2.5 days

Course Level: E

Course Contact Details:

Tel: 01793 785810, Mil: 96161 5810

Course Code: IM

# 17 Science & Engineering

## Introduction to Aircraft Structural Crashworthiness

**Aim:**

To provide students with an understanding of the considerations necessary when designing safe and crashworthy aircraft. The main purpose is to eliminate injuries and fatalities in mild impacts and minimise them in severe but survivable impacts.

Pre-requisites: None

Duration: 5 days residential.

Course Level: P

Course Contact Details:

Tel: 01793 785810, Mil: 96161 5810

Course Code: MAA12

## Introduction to Defence Capability

**Aim:**

To provide a baseline understanding of the context of Defence acquisition and technology, and review the MOD's use of Systems Engineering in its drive to deliver Defence capability and generate and sustain military operations as efficiently as possible.

Pre-requisites: Refer to webpage.

Duration: 5 days

Course Level: E

Course Contact Details:

Tel: 01793 785810, Mil: 96161 5810

Course Code: DC-I

## Introduction to Human Factors

**Aim:**

To provide an introduction to key areas of human psychology that underpins principles, theories and models often applied in human factors. The module assumes no previous academic background in psychology or human factors. The syllabus covers various areas of psychology, from the biological basis of human ability to cognitive and social aspects of human behaviour.

Pre-requisites: None

Duration: 5 days residential.

Course Level: P

Course Contact Details:

Tel: 01793 785810, Mil: 96161 5810

Course Code: MAA13

## Jet Engine Controls

**Aim:**

To give an introduction to aircraft engine control issues and systems. On completion of the course delegates should be able to understand both the demands of the engine and the design and performance constraints of the control system.

Pre-requisites: None

Duration: 5 days residential.

Course Level: P

Course Contact Details:

Tel: 01793 785810, Mil: 96161 5810

Course Code: MAA09

## Lifecycle Processes Introduction

**Aim:**

To recognise how Systems Engineering processes can be used to support acquisition through projects and programmes.

Pre-requisites: Refer to webpage.

Duration: 5 days

Course Contact Details:

Tel: 01793 785810, Mil: 96161 5810

Course Code: SEDLPI

## Lifecycle Processes Advanced

**Aim:**

To examine the application of Systems Engineering Processes in detail.

Pre-requisites: Refer to webpage.

Duration: 5 days

Course Contact Details:

Tel: 01793 785810, Mil: 96161 5810

Course Code: SEDLPA

## Manufacture & Material Properties of Explosives

**Aim:**

To provide a critical understanding of the important properties of explosive materials and their methods of synthesis and manufacture.

Pre-requisites: HNC/degree in science or engineering or suitable experience.

Duration: 5 days

Course Level: E

Course Contact Details:

Tel: 01793 785810, Mil: 96161 5810

Course Code: MANFE

### Mechanical Integrity of Gas Turbines

**Aim:**

To familiarise course members with the common problems associated with the mechanical design and lifting of the gas turbine engine and its components.

Pre-requisites: None

Duration: 5 days

Course Level: P

Course Contact Details:

Tel: 01793 785810, Mil: 96161 5810

Course Code: MAA14

### Military Aerospace and Airworthiness MSc/PgDip/PgCert

**Aim:**

To provide education and training, on a part-time basis, for employees within the MOD's Defence Equipment and Support agency, the wider MOD, the Armed Forces, and the international defence industry to enable them to work more effectively in the fields of military aerospace technology, airworthiness and safety.

Pre-requisites: Refer to webpage.

Duration:

MSc: up to 5 years part-time; PgDip: up to 4 years part-time; PgCert: up to 3 years part-time.

Course Level: P

Course Contact Details:

Tel: 01793 785810, Mil: 96161 5810

Course Code: MAAMSC

### Military Aircraft Systems

**Aim:**

To provide the students with an understanding of the fundamental concepts of military aircraft systems.

Pre-requisites: None

Duration: 5 days residential.

Course Level: P

Course Contact Details:

Tel: 01793 785810, Mil: 96161 5810

Course Code: MAA15

### Military Avionics

**Aim:**

To provide the students with an understanding of military sensor, communication and navigation avionic systems, the electronic threat to such systems and how they may be protected.

Pre-requisites: None

Duration: 5 days residential.

Course Level: P

Course Contact Details:

Tel: 01793 785810, Mil: 96161 5810

Course Code: MAA16

### Military Electronic Systems Engineering MSc

**Aim:**

To provide EW-oriented education for officers of the Armed Forces and scientists or technical officers to enhance employment opportunities in fields such as: defence acquisition; defence evaluation and testing; and technical intelligence.

Pre-requisites: Refer to webpage.

Duration:

MSc: One year full-time.

PgDip: Six months full-time.

Course Level: E

Course Contact Details:

Tel: 01793 785810, Mil: 96161 5810

Course Code: MESMSC

### Military Laser Safety

**Aim:**

To give a grounding in laser physics of operation which then leads on to laser eye and skin safety considerations. The duties of an LSO and the content of JSP390 are reviewed. Military and civilian guest lecturers cover laser safety and human eye response and laser range procedures.

Pre-requisites: None

Duration: 1.5 days

Course Level: P

Course Contact Details:

Tel: 01793 785810, Mil: 96161 5810

Course Code: LAS SAF

# 17 Science & Engineering

## Military Operational Analysis Appreciation

**Aim:**

To provide an appreciation of the role and methods of Operational Analysis (OA) used in support of decision-making within government and industry.

Pre-requisites: None

Duration: 5 days

Course Level: P

Course Contact Details:

Tel: 01793 785810, Mil: 96161 5810

Course Code: MILOAA

## Nuclear Safety Case Writers & Assessors Course

**Aim:**

To provide students with an opportunity to learn and practice the tools and techniques involved in Safety Case authoring and assessment.

Pre-requisites:

A level mathematics or first year engineering/science degree mathematics or equivalent.

Duration: 10 days (5 x 2 day modules).

Course Level: E

Course Contact Details:

Tel: 02392 542289, Mil: 93843 2289

Course Code: ME825N

## Ordnance, Munitions & Explosives (OME)

(Awareness)

**Aim:**

To provide awareness on covers safe working with explosives, explosives law and MOD regulations, explosives accidents, an introduction to explosives, classification of explosives, storage and transport and hazards to and from explosive, ending with a range demonstration of explosives.

Pre-requisites: None

Duration: 2 days

Course Level: A

Course Contact Details:

Tel: 01793 785810, Mil: 96161 5810

Course Code: WOMEA

## Ordnance, Munitions and Explosives (OME) (Intermediate)

**Aim:**

To outline the areas of knowledge they need to be familiar with, in order to begin to discharge their duties with respect to OME. It provides an overview of both the nature and properties of OME, and the regulatory controls which are applied in Defence, to ensure that they do not present an intolerable risk to employees and the public.

Pre-requisites: None

Duration: 8 days

Course Level: P

Course Contact Details:

Tel: 01793 785810, Mil: 96161 5810

Course Code: WOMEI

## Petroleum, Chemistry and Technology

**Aim:**

To provide students with a basic scientific and technical understanding of the production, behaviour and handling of hydrocarbon fuels and lubricants, so enabling them to contribute effectively in technically demanding appointments in the field of fuels and lubricants. The course covers both conventional petroleum-based fuels and alternative fuels derived from synthetic or biological materials.

Pre-requisites:

Appropriate degree or relevant professional experience.

Duration: 8 weeks and 2 days.

Course Level: P

Course Contact Details:

Tel: 01793 785810, Mil: 96161 5810

Course Code: PETCHM

## Practical Reliability

**Aim:**

To familiarise students with the reliability analysis of data from tests and service records, and methods of evaluating systems using examples from real life.

Pre-requisites: None

Duration: 5 days residential.

Course Level: P

Course Contact Details:

Tel: 01793 785810, Mil: 96161 5810

Course Code: MAA17

### Pyrotechnics

**Aim:**

To introduce the student to the phenomena of pyrotechnics, and to the design of compositions and munitions.

Pre-requisites: Refer to webpage.

Duration: 5 days

Course Level: E

Course Contact Details:

Tel: 01793 785810, Mil: 96161 5810

Course Code: PYTECH

### Radar Electronic Warfare

**Aim:**

To provide the students with an understanding of the principles, design and analysis of the electronic threats to radar systems and how radar systems may be protected.

Pre-requisites: Refer to webpage.

Duration:

Lectures 30 hours; Directed study 15 hours; Private study 55. hours.

Course Level: P

Course Contact Details:

Tel: 01793 785810, Mil: 96161 5810

Course Code: RADEW

### Radar Principles

**Aim:**

To provide the students with an understanding of the principles, design and analysis of advanced radar systems.

Pre-requisites: Refer to webpage.

Duration:

Lectures 30 hours; Directed study 15 hours; Private study 55 hours.

Course Level: E

Course Contact Details:

Tel: 01793 785810, Mil: 96161 5810

Course Code: RADPR

### Risk Assessment for Explosives

**Aim:**

To demonstrate how General Risk Assessment methods are used with specific Hazard and Frequency data for Explosives.

Pre-requisites: Refer to webpage.

Duration: 2.5 days

Course Contact Details:

Tel: 01793 785810, Mil: 96161 5810

Course Code: EOERAE

### Rocket Motors and Propellants

**Aim:**

To develop an understanding of the principles of rocket propulsion and rocket propellant composition and performance.

Pre-requisites:

Appropriate qualification in science or engineering or relevant experience.

Duration: 5 days

Course Level: E

Course Contact Details:

Tel: 01793 785810, Mil: 96161 5810

Course Code: RM&P

### Royal Engineers Force Protection Engineering

**Aim:**

To provide students with the necessary skills and understanding to enable them to analyse and design the protective techniques, systems and structures needed to counter the threats posed in the land environment by a range of different weapons and other hazards.

Pre-requisites:

Degree in civil engineering or a similar discipline.

Duration: 8 weeks

Course Level: E

Course Contact Details:

Tel: 01793 785810, Mil: 96161 5810

Course Code: REFPE

# 17 Science & Engineering

## Safety Assessment of Aircraft Systems

**Aim:**

To familiarise students with the various approaches to the problems of assessing safety of increasingly complex aircraft systems.

Pre-requisites: None

Duration: 5 days residential.

Course Level: P

Course Contact Details:

Tel: 01793 785810, Mil: 96161 5810

Course Code: MAA18

## Safety Management Systems in Aviation

**Aim:**

To provide students with an advanced understanding of the concepts behind, and implementation of, safety management systems in aviation.

Pre-requisites: None

Duration: 5 days residential.

Course Level: P

Course Contact Details:

Tel: 01793 785810, Mil: 96161 5810

Course Code: MAA04

## Simulation Employment Training

**Aim:**

To provide an understanding of the technologies and tools used in modelling and simulation (M&S), together with examples of their application in defence and an appreciation of the main organisations involved.

Pre-requisites: Refer to webpage.

Duration: 5 weeks

Course Level: P

Course Contact Details:

Tel: 01793 785053, Mil: 96161 5053

Course Code: SIMET

## Software Engineering

**Aim:**

To provide students with an appreciation of problems associated with the development of software-intensive systems and to establish the role of systematic techniques, methods & defined processes which address these problems.

Pre-requisites:

No formal pre-requisites. Degree or relevant experience.

Duration:

Seven weeks, with one week contact time at the Defence Academy and six weeks directed study via an online virtual learning environment. For credit toward a qualification the module is assessed by coursework after the contact week.

Course Contact Details:

Tel: 01793 785810, Mil: 96161 5810

Course Code: SWE

## Systems Approach to Engineering

**Aim:**

To define a Systems Approach, introducing Systems Thinking and Systems Engineering, and illustrating their use across the acquisition lifecycle.

Pre-requisites: Refer to webpage.

Duration: 10 days

Course Contact Details:

Tel: 01793 785810, Mil: 96161 5810

Course Code: SEDSAE

### Systems Engineering for Defence Capability MSc

#### Aim:

PGCert: To provide, at postgraduate level, an overview of some of the principles, procedures and practices of Systems Engineering (SE) to enable students to consider the implementation and application, in their current and future appointments, to contribute more effectively to the delivery of defence capability.  
PGDip: To provide postgraduate education in the principles, procedures and practices of SE to enable students to appraise and evaluate the implementation and application in their current and future appointments in order to contribute to the most effective possible delivery of defence capability.  
MSc: To provide postgraduate education in the principles, procedures and practices of SE to enable students to appraise and evaluate the implementation and application of SE in their current and future appointments in order to contribute to the most effective possible delivery of defence capability.

Pre-requisites: Refer to webpage.

#### Duration:

MSc 48 weeks full-time, up to 5 years part-time. PgDip 28 weeks full-time, up to 4 years part-time. PGCert 20 weeks full-time, up to 3 years part-time.

Course Level: E

Course Contact Details:

Tel: 01793 785810, Mil: 96161 5810

Course Code: SEDMSC

### Testing and Evaluation of Explosives

#### Aim:

To provide students with an awareness and practical experience of testing methods, regimes and legislative requirements for explosives and their articles.

#### Pre-requisites:

Introduction to Explosives (or similar course)

Duration: 2.5 days

Course Level: P

Course Contact Details:

Tel: 01793 785810, Mil: 96161 5810

Course Code: EOETEE

### Transitions to Detonation

#### Aim:

To demonstrate how initiation of a reaction in a potentially detonable substance or composition can escalate to full detonation.

Pre-requisites: Refer to webpage.

#### Duration:

2.5 days as a short course but is taken with Insensitive Munitions as an examined course.

Course Level: P

Course Contact Details:

Tel: +441793 785810, Mil: 96161 5810

Course Code: EOETOD

### Trials Management

#### Aim:

To provide an introduction to the management of trials, including some of the techniques used in the planning, conduct and analysis of trials.

Pre-requisites: None

Duration: 2 weeks

Course Level: P

Course Contact Details:

Tel: 01793 785810, Mil: 96161 5810

Course Code: TRIALM

### Weapons, Ordnance, Munitions and Explosives (WOME) Online Training

#### Aim:

To provide Inventory Managers with a basic understanding of WOME, the various legislative and regulative requirements along with a basic understanding of explosives technology and the hazards for which legislation and regulation are imposed. Delegates will attain the basic knowledge needed to competently discharge their responsibilities and to source more detailed information if required.

Pre-requisites: None

Duration: 4 hours

Course Level: A

Course Contact Details:

Tel: 0306 798 4170

Course Code: WOMEOL



The Defence Centre of Training Support (DCTS) is a delivery unit within the Defence Academy and is the authority on the delivery of specialist training within the UK Defence community, preparing staff for instructional, training management and training support tours. It also supports the cost effective exploitation and optimum application of learning technologies and eLearning across Defence.

#### **Additional Information**

DCTS courses are intensive and students will be expected to complete work in the evenings. A number of courses will require pre-course work to be carried out on the Defence Learning Portal (DLP)/Defence Virtual Learning Environment (DVLE) prior to attendance at DCTS. Pre-course work for each course is detailed in the appropriate Course Schedule and is to be completed prior to arrival at DCTS. Regardless of whether there is a requirement for pre-course work, it is recommended that personnel obtain a DLP account before arrival at DCTS.

#### **DLP Account Request**

DLP accounts can only be applied for via the Account Request page on the Intranet (RLI) ([www.dlp.rmil.uk](http://www.dlp.rmil.uk)). Accounts may take up to 3 weeks to be processed.



Care of Trainees Course	182
Defence Instructional Techniques Course	182
Defence Instructional Techniques (Trainer) Course	182
Defence Instructor Assessment & Development Course	182
Defence Train the Trainer Consolidation Course	182
Defence Train the Trainer Course	182
DSAT Module 2: Scoping Exercise	183
DSAT Module 3: Needs Analysis	183
DSAT Module 4: Early Training Analysis	183
DSAT Module 5: Detailed Design and Development	183
DSAT Module 6: Internal Evaluation	183
DSAT Module 7: External Evaluation	183
DSAT Module 8: First/Second Party Audit	184
DSAT Module 9: Defence Training Managers' Course	184
DSAT Module 10: Defence Training Managers' Seminar	184
DSAT Module 11: Defence Commanding Officers of Training Establishments Course	184
Introduction to Course Builder	184
Introduction to Learning Technologies Course	184
Moodle Developers' Course	185

# 18 Training Support

## Care of Trainees Course

**Aim:**

To provide effective listening skills and techniques required in identifying personal welfare issues amongst Phase 1 and Phase 2 trainees. The process of referral to other agencies is also covered.

Pre-requisites: None

Duration: 2 days

Course Level: P

Course Contact Details:

Tel: 01296 656451, Mil: 95237 6451

Course Code: CoT

## Defence Instructional Techniques Course

**Aim:**

To provide essential skills and techniques to personnel employed in Phase 3 and Unit instructional duties. The course covers the principles and practice of delivering effective periods of instruction.

Pre-requisites: None

Duration: 5 days

Course Level: P

Course Contact Details:

Tel: 01296 656451, Mil: 95237 6451

Course Code: DIT

## Defence Instructional Techniques (Trainer) Course

**Aim:**

To give qualified instructors the skills to deliver the Defence Instructional Techniques Course (2002) under franchised delivery.

Pre-requisites: None

Duration: 5 days

Course Level: P

Course Contact Details:

Tel: 01296 656376, Mil: 95237 6376

Course Code: DIT(T)

## Defence Instructor Assessment & Development Course

**Aim:**

To provide the knowledge and skills required for assessing and managing instructors in the workplace at Defence schools and single Service training establishments. The course focuses on the roles and responsibilities of developing and managing instructors and the tools and techniques required to conduct assessments of instructor performance. Students will practice coaching and interviewing techniques in order to improve instructor performance.

Pre-requisites: Refer to webpage.

Duration: 4 days

Course Contact Details:

Tel: 01296 656451, Mil: 95237 6451

Course Code: DIAD

## Defence Train the Trainer Consolidation Course

**Aim:**

To provide a range of essential instructional and facilitative skills as delivered on the final eight days of the DTTT Course (CN 2001). These range from motivating students to effective listening skills & techniques required in identifying personal welfare issues amongst Phase 1 and Phase 2 trainees. The course also focuses on the instructor's role within the assessment process.

Pre-requisites: None

Duration: 8 days

Course Contact Details:

Tel: 01296 656886, Mil: 95237 6886

Course Code: DTTT(C)

## Defence Train the Trainer Course

**Aim:**

To deliver the hard instructional skill sets required by all instructors. These skills are then contextualised and integrated in a further eight days of training on softer skills.

Pre-requisites: None

Duration: 13 days

Course Contact Details:

Tel: 01296 656886, Mil: 95237 6886

Course Code: DTTT

### DSAT Module 2: Scoping Exercise

**Aim:**

To help prepare staff to conduct or quality assure (QA) scoping exercises when a change in, or review of, operational/business practices (which may arise from a change in doctrine, business process, organisation, new legislation or the procurement of new capability) triggers a perceived requirement for training.

Pre-requisites: None

Duration: 2 days

Course Contact Details:

Tel: 01296 656376, Mil: 95237 6376

Course Code: SCOP

### DSAT Module 3: Needs Analysis

**Aim:**

To provide the first step in defining the type and scope of the training required to meet operational/business needs.

Pre-requisites: None

Duration: 2.5 days

Course Contact Details:

Tel: 01296 656376, Mil: 95237 6376

Course Code: NA

### DSAT Module 4: Early Training Analysis

**Aim:**

This module is aimed at staff whose primary role is to create achievable objectives and training options/strategies from the outputs of the Needs Analysis phase, to be agreed between the TRA and the training provider.

Pre-requisites: Refer to webpage

Duration: 2.5 days

Course Contact Details:

Tel: 01296 656376, Mil: 95237 6376

Course Code: ETA

### DSAT Module 5: Detailed Design and Development

**Aim:**

This module is aimed at staff whose primary role is to derive training content, determine the strategy for this training to be assessed and to select appropriate training methods and media, using the outputs of the Early Training Analysis phase as guidance.

Pre-requisites: Refer to webpage.

Duration: 5 days

Course Contact Details:

Tel: 01296 656376, Mil: 95237 6376

Course Code: DD&D

### DSAT Module 6: Internal Evaluation

**Aim:**

This module is aimed at staff within a TDA whose primary role is to devise an Internal Evaluation strategy, collect and analyse Internal Evaluation data, and present Internal Evaluation findings to determine the efficiency and effectiveness of training delivery.

Pre-requisites: None

Duration: 3 days

Course Contact Details:

Tel: 01296 656376, Mil: 95237 6376

Course Code: INTEV

### DSAT Module 7: External Evaluation

**Aim:**

To provide staff with the ability to devise an External Evaluation strategy, collect and analyse External Evaluation data, and present External Evaluation findings to determine how well training prepares people for their jobs.

Pre-requisites: Refer to webpage.

Duration: 3 days

Course Contact Details:

Tel: 01296 656376, Mil: 95237 6376

Course Code: EXTEV

# 18 Training Support

## DSAT Module 8: First/Second Party Audit

**Aim:**

To provide staff with the ability to conduct either First Party (internal) Audit (1PA) or Second Party (external) Audit (2PA). 1PA follows the process of auditing against an organisation's Management of Training System (MTS), whilst 2PA audits against the DSAT Quality Standard (QS).

Pre-requisites: None

Duration: 3 days

Course Contact Details:

Tel: 01296 656376, Mil: 95237 6376

Course Code: 1/2PA

## DSAT Module 9: Defence Training Managers' Course

**Aim:**

Defence Training Manager is aimed at staff whose primary role is to manage training practitioners in the Training Requirements Authority (TRA) or Training Delivery Authority (TDA) environment.

Pre-requisites: None

Duration: 2.5 days

Course Contact Details:

Tel: 01296 656376, Mil: 95237 6376

Course Code: DTMC

## DSAT Module 10: Defence Training Managers' Seminar

**Aim:**

To provide a series of awareness briefings which facilitate an overview of key structures and stakeholders in Defence training as well as an update on key initiatives likely to impact upon the training environment. In addition, the course provides an introduction to key Defence Systems Approach to Training (DSAT) functional areas of training, namely analysis, design, delivery, evaluation, audit and inspection.

Pre-requisites: Refer to webpage.

Duration: 1 day

Course Contact Details:

Tel: 01296 656886, Mil: 95237 6886

Course Code: DTM(S)

## DSAT Module 11: Defence Commanding Officers of Training Establishments Course

**Aim:**

To provide Commandants and COs of Phase 1 and 2 Training Establishments with an insight into current training issues impacting upon such units, for example supervisory care in the post-DHALI environment. The course makes extensive use of guest speakers, using their personal experiences and perspectives to stimulate discussion.

Pre-requisites: None

Duration: 2 days

Course Contact Details:

Tel: 01296 656886, Mil: 95237 6886

Course Code: COTE

## Introduction to Course Builder

**Aim:**

To provide personnel with an understanding of the rapid authoring tool Course Builder; students will be able to construct e-learning and learn the basic design, development, implementation and evaluation principles. The course includes the opportunity to build some e-learning.

Pre-requisites: Refer to webpage.

Duration: 2 days

Course Contact Details:

Tel: 01296 656451, Mil: 95237 6451

Course Code: INTCB

## Introduction to Learning Technologies Course

**Aim:**

To provide personnel with a basic understanding of the current and future Learning Technologies in a Defence setting. It provides an introduction to emerging technologies, the use of Learning Management Systems (LMS), mobile learning and serious games for learning. The Course also contains a practical example of using the Methods and Media Selection Tool to assist in assessing the methods used for course delivery.

Pre-requisites: Refer to webpage.

Duration: 1 day

Course Contact Details:

Tel: 01296 656451, Mil: 95237 6451

Course Code: ILT

## Moodle Developers' Course

### Aim:

To provide personnel with sufficient knowledge and skills to utilise basic Moodle 1.9 functionality. Through a series of training workshops on the Defence Virtual Learning Environment (DVLE) it allows personnel to make informed decisions about the implementation of Moodle within their unit and support other Moodle users in their organisation by preparing administrators to deliver Moodle Course Creator (MCC) training. The course includes the opportunity for individuals to construct a unit specific VLE course after the workshop element.

Pre-requisites: Refer to webpage.

Duration: 2 days

Course Contact Details:

Tel: 01296 656451, Mil: 95237 6451

Course Code: MDC

## National School of Government International

NSGI is a cross-cutting civil service unit supported and governed by the Department for International Development (DFID), Ministry of Defence (MOD), Foreign and Commonwealth Office (FCO) and the Cabinet Office (CO). Our purpose is to use our expertise and wider resources in civil service reform overseas to support HMG international priorities as set out in the key underpinning strategies:

- Building Stability Overseas Strategy
- New Deal for Engagement in Fragile States
  - Defence Engagement Strategy
  - FCO led prosperity agenda

We have a small permanent core team of Civil Servants drawn from a range of departments. This team is complemented by staff on fixed term contracts in Resident Technical Adviser roles and by a pool of current and former civil servants available to be deployed as Short Term Experts.

The team has office facilities in the Defence Academy in Shrivenham and at the Royal College of Defence Studies in London.

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