

<b>Defence Instructions and Notices</b> (Not to be communicated to anyone outside HM Service without authority)	
<b>Title:</b>	Army Trainer Capability <sup>1</sup> Policy and Implementation
<b>Audience:</b>	All Army personnel and Civil Servants
<b>Applies:</b>	Immediately
<b>Expires:</b>	When rescinded or replaced
<b>Replaces:</b>	2013DIN07-071; AGAI Vol 2 Ch 52.
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<b>Content:</b>	Publication of policy and implementation plan for the roll out of the Defence/Army Trainer courses: Defence Workplace Trainer (DWT), Defence Distributed Trainer (DDT), Defence Train the Trainer version 2 (DTTTv2), Army Instructor Supervisor (AIS) and Army Instructional Leader (AIL).
<b>Sponsor:</b>	Directorate of Educational Capability (D Ed Cap)
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<b>Classification:</b>	OFFICIAL

## Introduction

1. The Army has a strategic need for agile soldiers and officers; it will only achieve the necessary excellence in training and education to deliver this if those delivering the training are appropriately developed. Improved selection, training and continued professional development (CPD) of those delivering training are required in order to improve operational performance, to optimize training delivery through the appropriate use of advances in learning technology and to generate competent, committed and motivated soldiers and officers.

2. Army Trainer Capability (ATC) policy provides the necessary single Service context to fully meet the strategic requirement, placing particular emphasis on competitive selection, work-based learning and instructional leadership. This policy sits under the [Defence Trainer Capability \(DTC\) policy](#)<sup>2</sup> and replaces AGAI Volume 2 Chapter 52<sup>3</sup>.

3. **Aim.** This policy provides direction for the conduct of trainer selection, training and development in order to develop and maintain a culture of trainer excellence that meets the operational needs of the Army and reflects national best practice.

<sup>1</sup> Army Trainer Capability was formerly the Army Instructor Capability or AIC.

<sup>2</sup> JSP 822 Part 3 Chapter 4.

<sup>3</sup> AGAI Vol 2 Ch 52 was the initial Army Instructor Capability policy.

4. **Scope.** This policy applies to all Army units<sup>4</sup>.

## Terminology

5. **'Trainer'.** As part of the DTC, the term *'trainer'* now subsumes 'instructor' to align with the professional terms used in further education (the education and training sector in which Defence operates in the main). The term instructor has, in the past, been associated with a more didactic approach, whereas the term trainer implies developing students using a more learner-centred approach. To enhance the MOD's training capability, all those employed within the training environment should use methodologies that support the learner-centred approach.

6. **Course names.** In order to minimise confusion in an already complicated landscape, some course names will retain the use of the 'instructor' terminology; these will change in due course.

## Governance

7. Director Educational Capability (D Ed Cap) is the Army Training Requirements Authority and Army Competent Advisor and Inspectorate (ACA&I) for ATC. The standards for ATC are developed by D Ed Cap in accordance with [DTC Policy](#). The DTC is aligned to Education Standards for the Further Education Sector; the Defence Trainer Competency Framework (DTCF) has been mapped against the new standards. This approach has been endorsed by Ofsted<sup>5</sup> and will be noted during future Ofsted inspections of Ph 1-3 training environments.

## ATC model

8. **Strategic intent.** The ATC (and DTC) policy framework provides the strategic intent and is at **Annex A**.

9. **Definitions, roles and course details.** While complying with [DTC Policy](#), the ATC has elements that are specific to the Army. The ATC definitions, roles and course details are at **Annex B**. Given the complexity of the ATC/DTC terminology, the reading of this Annex is strongly recommended.

10. **Continuation of Defence Instructional Techniques (DIT).** From 1 Apr 15, only the Army will deliver the DIT cse and the DIT(Trainer) courses. All existing Army DIT franchises are now governed and assured by D Ed Cap; units who have a DIT franchise are to contact D Ed Cap to confirm their franchise. A new, Defence Distributed Trainer (DDT) course will replace DIT. Further details on the future of DIT and the transition to DDT will be issued during TY 15/16.

11. **ATC model in units.** The implementation of the ATC will differ between training units and Field Army (i.e. non-training) units. Generic models for both are at **Annexes C and D**.

12. **Workbased learning and CPD.** On successful completion of the Defence Train the Trainer version 2 (DTTTv2) course, Defence Trainers (DT) will be awarded the Level 3 Award in Education and Training<sup>6</sup> which is mandated by Defence as one of the key outputs of the course. A Workplace Training Statement (WTS)<sup>7</sup> also forms part of Defence requirement for the DTTTv2 and the Army Instructor Supervisor (AIS) courses. This is to be completed within six months<sup>8</sup> of starting employment in a trainer or supervisor role. The WTS is owned and managed by Defence, but responsibility for delivery lies with the receiving unit. Guidance on the delivery of work-based learning and CPD is at **Annex E**.

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<sup>4</sup> Policy applies equally to regular personnel, Reservists, civil servants and contractors within Army units.

<sup>5</sup> Ofsted & House of Commons Defence Committee findings are such that Defence needs to raise the bar on how it trains, develops and supervises its trainers.

<sup>6</sup> Personnel with a QCF Level 4 or above (legacy Level 4 CTLLS, Certificate in Education, PGCE) are not required to attend the DTTTv2 course however they will be required to complete Care of Trainee standalone element at ASLS if posted into ARTD.

<sup>7</sup> E.g. a workbook or portfolio, completed in the unit.

<sup>8</sup> Reservists who have completed DTTTv2 may require longer depending on the appointment and contact hours in unit.

13. **Management structure.** Units which employ DTs are to ensure that they send the appropriate number of personnel on the AIS course. As a rule of thumb there should be eight DTs to one AIS. Without an AIS, DTs will be unable to complete the mandated WTS. Where capacity allows, AISs should also be used to develop other trainers<sup>9</sup> within the organisation. An AIS must also be supported by an Army Instructional Leader (AIL) who is responsible for ensuring that the AIS completes the WTS element. The majority of units only require to train one AIL<sup>10</sup>.

14. **Minimum training requirements for trainer roles.** The minimum Defence requirement for DTs<sup>11</sup> is the DTTTv2 course or a recognised higher or equivalent qualification/course<sup>12</sup>. The minimum, pre-employment training requirements for Army trainer roles are at **Annex F**.

15. **Minimum training requirements for those delivering ATC/DTC courses.** The minimum training requirements for personnel delivering ATC/DTC courses are at **Annex G**.

### Accreditation

16. DTTTv2 is accredited to the Qualification and Credits Framework (QCF) Level 3 Award in Education and Training, which is seen as the baseline training requirement and all DTs are encouraged to work towards the QCF Level 4 Certificate of Training and Education or higher. At present the Army has contracted Wiltshire and Somerset Colleges' Partnership (WASP) to deliver a Level 4 Certificate programme (along with other civilian accreditation opportunities) to Army personnel as part of a bigger investment to support the development of the trainer cadre. This includes management of the complete civilian accreditation process from registration to certification and delivery and assessment of the qualification. Details of accreditation opportunities can be found at **Annex H**.

### Assurance

17. The assurance of ATC is conducted in line with the direction and guidance provided in [DTC Policy](#). The ATC assurance framework is summarized at **Annex I** and the ATC assurance model is at **Annex J**.

### Further details

18. The sponsor of this policy is D Ed Cap. The POC for all ATC policy matters is Maj Greig Taylor, SO2 Instructor Development, D Ed Cap; Tel: 01264 381567; Mil: 94391 7567; DII: Army EdCap-Mailbox or Army EdCap-InstrDev-SO2.

### Annexes:

- A. ATC policy framework.
- B. Definitions, roles and course details.
- C. ATC generic model – training unit.
- D. ATC generic model – Field Army unit.
- E. Guidance on work-based learning, JPA competencies and CPD activities.
- F. Minimum training requirements for trainer roles.
- G. Minimum training requirements for individuals delivering ATC/DTC courses.
- H. Accreditation opportunities.
- I. ATC assurance framework.
- J. ATC assurance model.

<sup>9</sup> Defence Workplace Trainer, Defence Distributed Trainer.

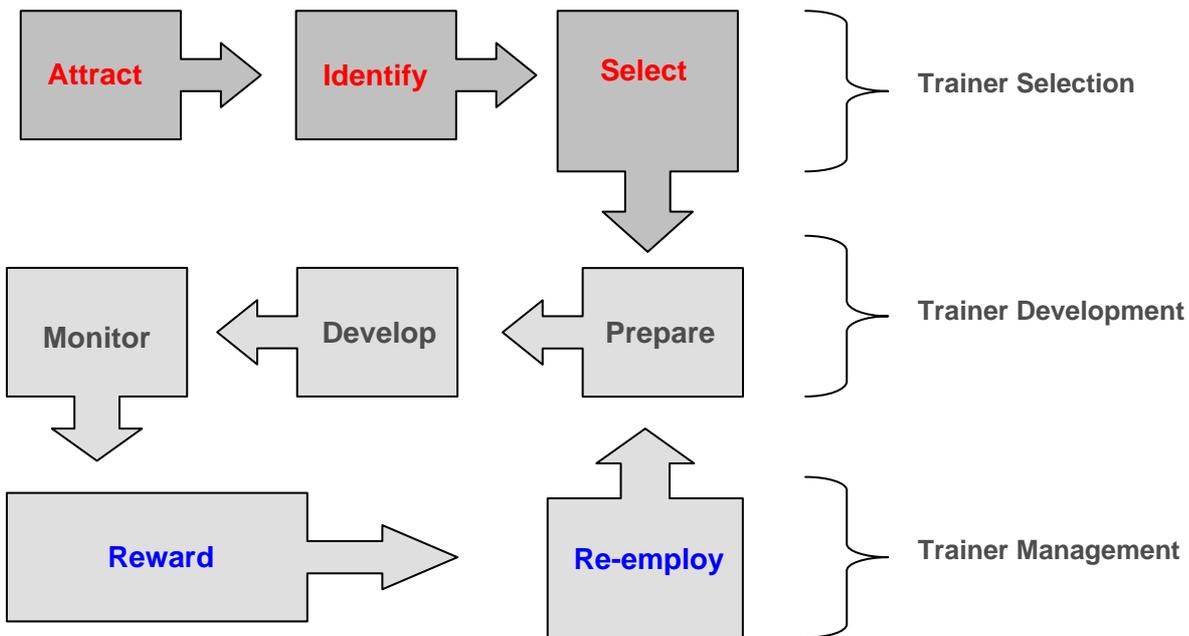
<sup>10</sup> The AIL is the CO's adviser. The default is for there to be one AIL per unit but, depending on the type and geography of a unit, it may be that more than one AIL is needed.

<sup>11</sup> A full time Defence Trainer is an individual assigned to a full time trainer role delivering formal training in Phase 1, 2 or 3.

<sup>12</sup> Minimum: QCF Level 4 (e.g. legacy CTLLS or above (Diploma, Certificate in Education, PGCE)); [DTC Policy](#) is the authority.

## ATC POLICY FRAMEWORK

1. The selection, development and management of trainers impacts differently according to the complex environments in which each Arm or Service operates. The overarching policy framework below provides the wider intent from which further direction can be given.



### Trainer selection

2. **Attract.** Effective training requires high quality trainers with both subject matter expertise and training ability, who are able to act as strong leaders and role models to trainees. Attracting and identifying appropriate personnel to become Defence Trainers (DT) is therefore of paramount importance. The status of the DT should be overtly valued and the opportunity to gain national qualifications emphasized in order to attract high calibre individuals to volunteer. Trainers should also be made aware of the significant, elective, accreditation possibilities.

3. **Identify.** Identification of potential DTs is a function of the Chain of Command. Initial identification will be primarily through the SJAR/OJAR system, which will provide evidence of an individual's subject matter expertise. Command Leadership & Management or Junior Officers' Leadership Programme course reports will provide supporting evidence of training ability. Identification may also be achieved through specialist trainer cadres.

4. **Select.** Selection for trainer duties<sup>13</sup> must be seen as a privilege and career enhancing. The selection process should therefore be competitive and properly gauge the suitability of individuals to be trainers within specific environments.

### Trainer development

5. **Prepare.** Preparation for a DT role is to be provided initially by residential pre-employment training. [DTC Policy](#) sets out the minimum requirement for DTs delivering formal training. The

<sup>13</sup> This covers the range of duties: delivery, supervision and assurance.

competency standards for DTC reflect the progression from 'Foundation' through to 'Advanced Practitioner' in a range of competency groups.

6. **Develop.** Competence in a given trainer role is initially developed and assessed during centralised training courses but is to be further developed in context within the individual's workplace and a record maintained on JPA under the individual's competency profile. This is the responsibility of the Army Instructor Supervisor (AIS)<sup>14</sup>. This will ensure progression takes place and the necessary level of competence is achieved. All trainer courses give guidance to the Chain of Command, either through a Workplace Training Statement (WTS)<sup>15</sup> or the reporting process, on the subsequent, work-based activities mandated or recommended to ensure continued development of individual competence.

7. **Monitor.** The Chain of Command is responsible for ensuring that there are sufficient trained and resourced personnel in place to provide the necessary supervision and guidance to trainers and to create and maintain a culture of continuous improvement. Where a WTS is mandated as part of an Army trainer course, this must be delivered by trained personnel and robustly assured through both 1st and 2nd Party assurance. WTS and CPD are to be recorded as part of the appraisal process in order to track the development of instructional competence from Level 1 (Foundation) to Level 3 (Advanced Practitioner). All Army training establishments and Field Army units are to appoint an Army Instructional Leader (AIL)<sup>16</sup>, who will be the focus for the monitoring and management of all trainer development.

### Trainer management

8. **Reward.** In order to maintain the valued status of the trainer role there must be sufficient incentive to attract high calibre volunteers and appropriate reward for good performance whilst undertaking trainer duties. Civilian accreditation of trainer courses provides external recognition of achievement, supporting personal and professional development, and should be supported and encouraged by the Chain of Command.

9. **Re-employ.** Re-employment of high performing trainers at a subsequent career stage provides maximum return on investment in training and professional development and ensures that those most suited to the trainer role are re-employed at supervisory levels. However, this must be balanced against the need for individuals to remain operationally relevant. Individuals should be encouraged to return as AISs at an appropriate career stage, with a view to developing towards being an AIL.

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<sup>14</sup> The Defence equivalent is Defence Trainer Supervisor (DTS).

<sup>15</sup> E.g. a workbook or portfolio, completed in the unit.

<sup>16</sup> Defence do not have an equivalent course to AIL however they have developed the Defence Trainer Manager course which is similar.

## DEFINITIONS, ROLES AND COURSE DETAILS

1. All training delivery personnel, military and civilian will fulfil one of the following roles:
  - a. **Defence Trainer (DT).** A DT is defined as an individual who is assigned to a *full-time trainer*<sup>17</sup> position in order to deliver training in the Phase 1, 2 or 3 environments<sup>18</sup>. Individuals assigned to a DT role must now attend the Defence Train the Trainer version 2 (DTTTv2) course.
  - b. **Defence Distributed Trainer (DDT).** A DDT is an individual who is *not assigned* to a full-time trainer role but is someone that delivers *formal training*, primarily on a distributed basis. DDTs must attend the Defence Distributed Trainer (DDT) course.
  - c. **Defence Workplace Trainer (DWT).** A DWT is defined as an individual who delivers training in the workplace in order to facilitate the development and/or continuation training (e.g. MATT presentations) of individuals but who is *not assigned* to a formal training post. The training requirement for individuals who deliver Workplace Training is the DWT course.

### ATC specifics

2. **Defence Instructional Techniques (DIT).** From 1 Apr 15, only the Army will deliver the DIT cse and the DIT(Trainer) courses. Defence has ceased delivery of DIT in favour of the DWT course. By Apr 16, the Army will transition from DIT to DDT.
3. **Army specific roles.** The following, Army specific roles are responsible for the development, supervision and management of DTs:
  - a. **Army Instructor Supervisor (AIS)**<sup>19</sup>. An AIS is defined as an individual who is responsible for formal assessing, coaching and developing DTs. An AIS will either be formally assigned or locally appointed to the role. They are directly responsible for the routine management of their DTs' workplace portfolios, which DTs must complete after attending the DTTTv2 course. The AIS could also be utilised to support the development of DWT or DDT personnel.
  - b. **AIS selection and professional competence.** AISs must be selected based on their training delivery experience and competence<sup>20</sup>. As part of their ongoing CPD, they should be working towards or have completed the Level 4 Certificate in Education & Training.
  - c. **Army Instructional Leader (AIL)**<sup>21</sup>. An AIL is defined as an individual who is responsible for the implementation of AIC policy and the provision of functional management to the unit's AIS in the execution and continuous improvement of the unit Defence Trainer management system. An AIL will either be formally assigned or locally appointed to the role.
  - d. **AIL selection and professional competence.** AILs must be selected based on their suitability for the role. Training delivery experience, the ability to influence unit policy and the willingness to develop subordinates are key considerations.

<sup>17</sup> DTs who are delivering Phase 3 training in a non-training unit (e.g. Field Army unit) must fill a full-time trainer PID.

<sup>18</sup> The Phase 3 environment is everything after Phase 2 training. Examples of a Phase 3 environment are ARTD schools that deliver Phase 3 training and Fd Army units that deliver distributed training.

<sup>19</sup> AIS will be replaced by the Defence course Defence Trainer Supervisor by 31 Mar 16. Until such time, AIS is deemed equivalent to DTS.

<sup>20</sup> The minimum pre-requisite is Defence Instructional Techniques but ideally, all AISs will have completed either DTTT or DTTTv2.

<sup>21</sup> Defence do not have an equivalent course to AIL however they have developed the Defence Trainer Manager course which is similar.

## Course details

4. Courses that form part of the ATC (and DTC) are as follows:

Course	Length	Aim	Remarks
Defence Workplace Trainer (DWT)	3 days	Designed to assist an individual who delivers training in the workplace <sup>22</sup> in order to facilitate the development and/or continuation <sup>23</sup> training of individuals. This course focuses on delivery of <i>basic</i> theory and/or skills lessons.	<p>The DWT course is not formally part of the ATC but Capability Directorates may choose to deliver it.</p> <p>DWT is <i>not</i> a pre requisite for either DDT or DTTTv2.</p> <p>Organistaions/units with Defence Instructional Techniques (DIT) franchises who transition across to DDT will also be able to deliver the DWT course.</p>
Defence Distributed Trainer (DDT)	5 days	Designed to meet the needs of trainers who will deliver formal training in the distributed environment.	<p>DDT will replace DIT by 1 Apr 16.</p> <p>Organisations/units who deliver DIT under franchise will be given the mechanism/support to migrate across to a DDT franchise where needed.</p> <p>DIT(Trainer) personnel will be required to attend a 1.5 day T3<sup>24</sup> package.</p> <p>Further details on the transition plan from DIT to DDT will be promulgated to DIT franchises by DCTS<sup>25</sup>/D Ed Cap from 1 Apr 15.</p>
Defence Train the Trainer version 2 (DTTTv2)	10 days <sup>26</sup>	Designed to develop the behavioural and practical skills required by trainers to facilitate maximum learning by students in a modern learning environment <sup>27</sup> .	<p>DTTTv2 replaces DTTT from 1 Apr 15.</p> <p>From 1 Apr 15, the minimum Defence requirement for a DT is the DTTTv2 course or a recognised higher or equivalent qualification/course<sup>28</sup>.</p> <p>ARTD DTs will be trained by the ARTD. Non-ARTD DTs<sup>29</sup> will be trained by either the Army Education Service (AES)<sup>30</sup> or by DCTS<sup>31</sup>.</p>

<sup>22</sup> E.g. the standardised presentations delivered as part of MATTs or delivering ad hoc training to a colleague in the workplace..

<sup>23</sup> This may include the delivery/facilitation by Suitably Qualified and Experienced Personnel (SQEP) individuals of: training objectives from within a Formal Training Statement; specific functional areas (e.g. MATTs) or specific skills in order to enable individual effectiveness.

<sup>24</sup> Train the Trainer.

<sup>25</sup> Defence Centre of Training Support, based at RAF Halton.

<sup>26</sup> ASLS will deliver an 8-day course with DIT/DDT as a pre-requisite..

<sup>27</sup> [DTC Policy](#) states that the course must be completed within 3 months of taking up the DT role.

<sup>28</sup> Minimum: QCF Level 4 (e.g. legacy CTLLS or above (Diploma, Certificate in Education, PGCE)); [DTC Policy](#) is the authority.

<b>Course</b>	<b>Length</b>	<b>Aim</b>	<b>Remarks</b>
Army Instructor Supervisor (AIS)	4 days	Designed to provide experienced trainers with the knowledge and skills required for monitoring, observing, assessing and developing DTs in accordance with Defence policy.	ARTD AISs will be trained by the ARTD. Non-ARTD DTs will be trained by the AES <sup>32</sup> .
Defence Trainer Supervisor (DTS)	4 days	Designed to provide experienced trainers with the knowledge and skills required for monitoring, observing, assessing and developing DTs in accordance with Defence policy.	DTS is a recognised equivalent qualification to AIS.  Personnel in Defence establishments may be enrolled on a DTS course instead of an AIS course.
Army Instructional Leader (AIL)	4 days	The AIL course provides the necessary training for those individuals responsible to the Chain of Command for the monitoring, assurance and development of all trainers in accordance with Defence policy.	ARTD AILs will be trained by the ARTD. Non-ARTD DTs will be trained by the AES <sup>33</sup> .

<sup>29</sup> CDs are to ensure that the requirement to attend DTTTv2 should be annotated on the assignment order and/or job description.

<sup>30</sup> 2015DIN-07-067 – see hyperlink in ‘Related Info’ box on the front page. The AES will deliver a 10-day DTTTv2 course – DWT/DIT/DDT will not be a pre-requisite.

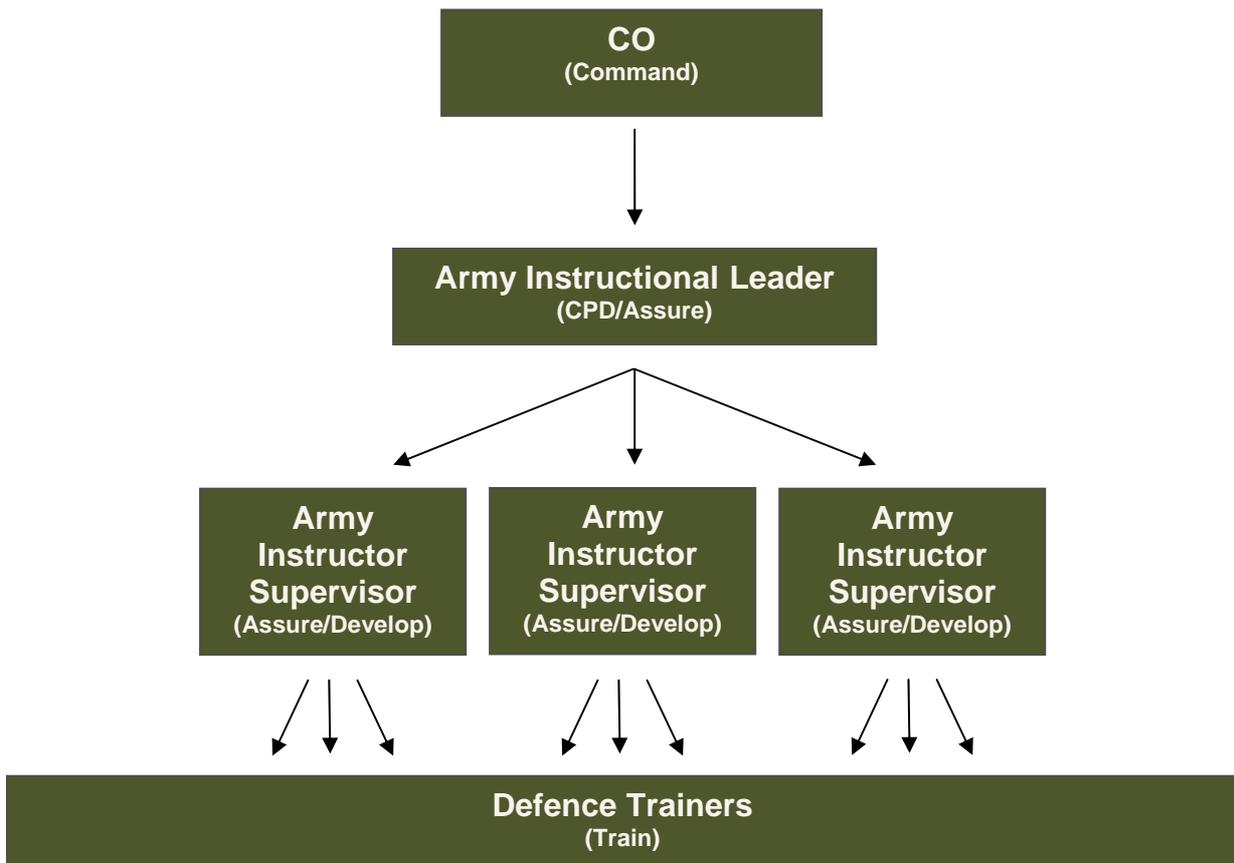
<sup>31</sup> Units/Establishments will be informed if they are to send their applications to DCTS and not the AES.

<sup>32</sup> 2015DIN-07-067 – see hyperlink in ‘Related Info’ box on the front page.

<sup>33</sup> 2015DIN-07-067 – see hyperlink in ‘Related Info’ box on the front page. AILs in training units outwith the ARTD chain of command may be trained by either ASLS or the AES.

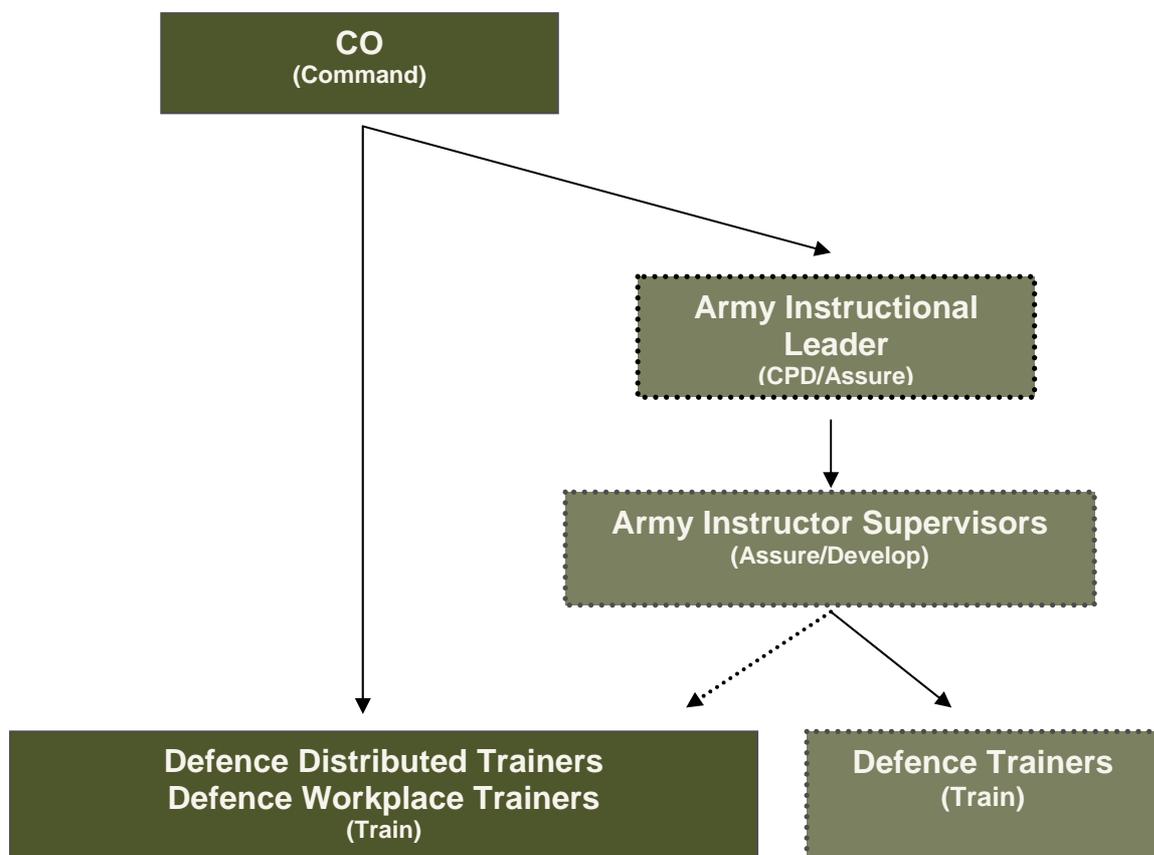
**ATC GENERIC MODEL – TRAINING UNIT**

1. The model below indicates the likely structure in a training unit (e.g. ARTD). The majority of trg deliverers in a Phase 1-3 training unit will be Defence Trainers, which are the AIS' focus.
2. Other personnel may exist such as Defence Distributed Trainers and Defence Workplace Trainers. Where capacity allows, AISs should also develop these personnel.



## ATC GENERIC MODEL – FIELD ARMY UNIT

1. The model below indicates the likely model in a Field Army (i.e. non-training) unit. The majority of trg deliverers in such a unit will be Defence Distributed Trainers (DDT) and Defence Workplace Trainers (DWT).
2. Depending on the type of unit, there *may* also be Defence Trainers (DT); if so, then there must be at least one AIS and one AIL. Where capacity allows, AISs should also develop DDTs and DWTs in addition to DTs.



## GUIDANCE ON WORK-BASED LEARNING, JPA COMPETENCIES AND CPD ACTIVITIES

### Work-based learning

1. Both DTs and AISs are required to undertake further professional development and training post residential course (DTTTv2/AIS), which comes in the form of a portfolio. The portfolio is to be completed within six months<sup>34</sup> of starting employment in a trainer or supervisor role. The portfolio is owned and managed by Defence, but responsibility for delivery lies with the receiving unit:
  - a. **DT.** The majority of the DT portfolio concentrates on how well the DT delivers training. The AIS will assess the trainer through observations of live training delivered by the DT. It is the unit's responsibility to record completion of the DT portfolio and evidence of such recording must be available for audit during D Ed Cap and Army Inspectorate evaluation visits.
  - b. **AIS.** AISs will be assessed on how well they develop their DTs. This activity will be assessed by the AIL. The AIS will be observed mentoring, coaching and providing feedback to the DT. It is the unit's responsibility to record completion of the AIS portfolio and evidence of such recording must be available for audit during D Ed Cap and Army Inspectorate evaluation visits.

### JPA competency

2. **DTTTv2.** The DTTTv2 course has 3 x JPA competencies awarded. The pathway to the Defence Trainer Level 3 (Advanced Practitioner) is as follows:
  - a. **Level 1 (Foundation).** This is achieved by completing the DTTTv2 course within 3 months of taking up the trainer appointment. Those who achieve Level 1 (Foundation) will have displayed an understanding of what effective performance looks like and demonstrated practical application in training.
  - b. **Level 2 (Practitioner).** From taking up appointment all Defence Trainers are to complete the DTTTv2 Defence Trainer Portfolio (DTP) within 6 months of completing the DTTTv2 course. This is to ensure that a transfer of skills into the workplace has taken place and to satisfy the DTTTv2 WTS. The portfolio is to be completed under the mentoring of an AIS, is to be overseen by the unit AIL and assured through 1st and 2nd party audits. Inputting the JPA competency is a unit responsibility; however, the DTP should be kept by the DT for audit purposes.
  - c. **Level 3 (Advanced Practitioner).** The decision to award the Level 3 (Advanced Practitioner) will reside with the AIL with support from the AIS. Those who achieve Level 3 (Advanced Practitioner) will have: displayed leadership, extensive knowledge and understanding in the training context; acted as a role model for colleagues and subordinates; demonstrated consistent practical application in a wide range of work situations. Inputting the JPA competency is a unit responsibility.
3. **AIS.** The AIS course has 3 JPA competencies, which are awarded as follows:
  - a. **Level 1 (Foundation).** On completion of the residential phase of the AIS course, students will be awarded the Level 1 (Foundation) JPA competency by the delivery organisation.

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<sup>34</sup> Reserve DTs may require longer.

b. **Level 2 (Practitioner).** From taking up appointment, AISs are to complete a portfolio of evidence in order to complete the WTS<sup>35</sup>. This professional development is to be overseen by the Unit AIL. On successful completion of the AIS portfolio, the unit AIL will award the Level 2 (Practitioner) JPA competency.

c. **Level 3 (Advanced Practitioner).** AIS personnel who continue to excel within their professionalism as trainers can also be awarded the Level 3 (Advanced Practitioner) JPA competency by the unit AIL.

## CPD activities

4. **Annual CPD.** [DTC Policy](#) directs that in order to maintain and continually enhance the professionalism of DTs and AISs, a minimum annual requirement of 5 hours CPD<sup>36</sup> is mandated. CPD is an essential element of the Continuous Improvement process and a Chain of Command responsibility. All those in a DT role are to undertake CPD activities on an annual basis, through unit organised events, individual action planning and sharing of good practice. This CPD activity is to be recorded and, as part of the annual appraisal process, AISs should assess the growth and development of the trainer against the Defence Trainer Competency Framework in order to establish the relevant instructional competence level (i.e. Level 1 (Foundation), Level 2 (Practitioner), Level 3 (Advanced Practitioner)), which is to be recorded on JPA under the individual's competency profile.

5. **Example CPD activities.** The authoritative document on CPD is [Annex H to Defence Training Support Manual 8](#). In the context of this document, CPD is any planned and organised activity that updates a trainer's subject matter knowledge or develops their skills as a trainer/supervisor/leader. Examples of planned and organised CPD activities are in the table below:

Activity	Description
Lesson observation	Planned and agreed observation of a lesson by supervisors or peers, followed by a feedback session which may include coaching and development.
Training days/symposia	Organized internally or externally delivered training related to the trainer role e.g. use of learning technologies, updating subject matter specialism, learning new trainer techniques, sharing of good practice.
Action planning and implementation	Identification of objectives as a trainer within the appraisal process followed by preparation and implementation of an action plan.
Further study	Working towards a relevant civilian qualification such as the Certificate or Diploma in Education & Training or Coaching and Mentoring qualifications.
Reflective practice	Active participation in post-exercise reporting (PXR), after action review (AAR), lessons learnt process or self assessment reporting (SAR) processes.

<sup>35</sup> AISs who qualified prior to Apr 15 and who have yet to complete the WTS element are encouraged to do so iot progress from Foundation to Practitioner and beyond. Civilian accreditation opportunities are available for those who have already completed AIS by contacting ASLS within ARTD.

<sup>36</sup> CPD is to be agreed and discussed as part of an individual's training and development plan.

<b>Activity</b>	<b>Description</b>
External attachment	Working on attachment to another training team or other training and development organization.
Team development	Team-based meeting or training activity that involves the identification and sharing of good practice. This could include visits to/from other training establishments to share methods and approaches.

## MINIMUM TRAINING REQUIREMENTS FOR TRAINER ROLES

Instructional role	Minimum qualification	Relevant JPA competency	Remarks
Defence Workplace Trainer (DWT)	DWT course or DIT course	DWT	
Defence Distributed Trainer (DDT)	DDT course	DDT	Course to be implemented during TY 15/16 and will replace DIT for the Army.
Defence Trainer (DT)	DTTTv2 course or DTTT course  or civilian equivalent (see remarks).	'Foundation' awarded on completion of the residential phase by the delivery unit.  'Practitioner' awarded on completion of the WTS (DTTTv2 portfolio) by the AIS with the sp of the unit AIL.  'Advanced Practitioner' awarded by the AIS with the sp of the unit AIL.	Equivalent civilian qualification is one recognized by the Qualifications and Credit Framework (QCF) as a Level 4 Certificate in Education & Training or a higher teaching qualification. Care of Trainees module is still required for those posted to ARTD. <a href="#">DTC Policy</a> is the authority.
Army Instructor Supervisor (AIS)	AIS course or DIAD <sup>37</sup> course  or DTS course	'Foundation' awarded on completion of the residential phase by the delivery unit.  'Practitioner' awarded on completion of the WTS (AIS portfolio) by the AIL.  'Advanced Practitioner' awarded by the AIL.	SUC, SCI and DIME <sup>38</sup> are not recognised as equivalents due to the lack of assessment in the courses.
Army Instructional Leader (AIL)	AIL course	AIL	AIL does not have a Defence equivalent.

<sup>37</sup> Defence Instructor Assessment and Development.

<sup>38</sup> Sub Unit Coach, Supervision & Coaching of Instructors and Defence Instructor Monitoring and Evaluation.

**MINIMUM TRAINING REQUIREMENTS FOR INDIVIDUALS DELIVERING ATC/DTC COURSES**

1. The minimum qualifications required by personnel who are *delivering* ATC/DTC courses are as follows:

<b>ATC/DTC course</b>	<b>Minimum qualification to deliver</b>	<b>Remarks</b>
Defence Workplace Trainer (DWT)	DDT(Trainer) (DDT(T)) course	DDT(T) will be designed during TY 15/16.  DTs will also be qualified to deliver the DWT course.
Defence Distributed Trainer (DDT)	DDT(T) course	Anyone actively working towards a Level 4 Cert in Edn & Trg or above who has completed DTTTv2 can deliver DDT within an established DDT franchise. The transition to DDT franchises will occur during TY 15/16.
Defence Train the Trainer (DTTTv2)	DTTTv2 and must adhere to DCTS DTTTv2 franchise protocol through the DCTS franchise cell.	Organisations that plan to obtain a DTTTv2 franchise are to liaise directly with DCTS.  Personnel working towards a PGCE <sup>39</sup> or having obtained a PGCE can deliver DTTTv2 but must also complete the DTTTv2 course.
Army Instructor Supervisor (AIS)	AIS course  and actively working towards, or having achieved, Level 4 Certificate in Edn & Trg or above.	For credibility the Level 4 Cert in Edn & Trg or above is the bench mark to deliver AIS.
Army Instructional Leader (AIL)	AIL course  and actively working towards, or having achieved, Level 4 Certificate in Edn & Trg or above.	Leader trainers should have had experience supervising trainers or have ideally completed the AIS course. Rank for attendance on this course is recommended as WO2 and above.

<sup>39</sup> E.g. New AGC(ETS) offr.

**ACCREDITATION OPPORTUNITIES**

1. The benchmarking of Army trainer training to civilian qualifications provides assurance to external regulators of the quality of training delivered by the Army’s trainers. The opportunity to gain a civilian qualification is also consistent with the Army’s desire to invest in its people, providing external recognition of achievement, supporting personal and professional development and contributing to embedding a culture of CPD.

2. The qualifications listed below are available on an elective basis to those attending training courses unless otherwise stated. A proportion of the criteria to achieve the qualification is met by the relevant training course but all require an element of additional work-based learning (WBL) and study. Any updates to accreditation will be published on the accreditation page of the [D Ed Cap intranet site](#).

<b>Training Course</b>	<b>Award</b>	<b>Remarks</b>
Defence Train the Trainer version 2 (DTTTv2)	L3 Award Education and Training L3 Award Coaching L4 Cert Education & Trg L5 Diploma Education & Trg	Level 3 Award in Education & Training is <i>mandated</i> for <i>all</i> DTs and forms part of the DTTTv2 course.  All further opportunities are elective and currently paid for by the Army. Additional WBL and study will be required.
Army Instructor Supervisor (AIS)	L5 Cert Coaching & Mentoring L3 Cert Trg & Assessment L4 Award Internal Quality Assurance L4 Cert Lead Internal Quality Assurance L4 Cert Education & Trg L5 Diploma Education & Trg Level 5 Award in Coaching and Mentoring	All the opportunities listed are elective and currently paid for by the Army. All require additional WBL and study and are dependent on the role that the AIS are undertaking.
Army Instructional Leader (AIL)	L7 Cert Executive Coaching & Mentoring L3 Cert Training & Assessment L4 Award Internal Quality Assurance L4 Cert Lead Internal Quality Assurance L4 Cert Education & Trg L5 Diploma Education & Trg Level 7 Certificate in Executive Coaching and Leadership Mentoring	All the opportunities listed are elective and currently paid for by the Army.  Many of the opportunities require significant additional WBL and study and are dependent on the role that the AIL is undertaking.

## ATC ASSURANCE FRAMEWORK

1. The assurance of AIC is conducted in line with the Army Assurance Framework which categorises assurance activity into three levels as D Ed Cap is the ACA&I for AIC. *1<sup>st</sup> party assurance* activity conducted within the operating element of the Army, or by the ACA&I on behalf of it, which is the main component of the Army's assurance model. The other elements of the Army's assurance model are the Army's *2<sup>nd</sup> party assurance* capability which includes the Army Inspectorate and the Army Audit and Risk Committee. External, or *3<sup>rd</sup> party assurance*, is conducted by a range of external regulators and bodies that examine the Army's compliance with statutory obligations.
  - a. **1<sup>st</sup> Party.** Assurance activity conducted across *all levels of the CoC* for the self-declaration of conformity. This will be conducted by D Ed Cap, ARTD or by the AES through internal processes such as ETSi. So the command led approach to self-assessment is key with careful analysis and triangulation of facts.
  - b. **2<sup>nd</sup> Party.** Separate assurance activity conducted by the Army Inspectorate on behalf of CGS or ECAB.
  - c. **3<sup>rd</sup> Party.** Assurance activity carried out by independent organisations external to the Army or Defence. Usually there is a statutory basis for this assurance activity e.g. Ofsted, Skills Funding Agency, Awarding Bodies and Ofqual.
2. The chain of command is responsible for ensuring that individuals are suitably qualified to undertake a trainer role and for the implementation of ATC policy within the unit. The unit AIL should be the focus for this and will be supported by their local AEC.
3. HQ ARTD is responsible for assurance activities within their Op Gps and they are supported by D Ed Cap.
4. Assurance of the specific recording requirements linked to JPA competencies will be conducted in line with [DTC Policy](#).

### ATC ASSURANCE MODEL

1. The ATC assurance model is described in the diagram below:

