<table>
<tr><td colspan="2" align="center">Defence Instructions and Notices
(Not to be communicated to anyone outside HM Service without authority)</td></tr>
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Title:	Army Trainer Capability - Implementation of Defence Policy
Audience:	All Army Personnel and Civil Servants
Applies:	Immediately
Expires:	When rescinded or replaced
Replaces:	2015DIN07-068
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Content:	Clarification on how the Army TLB will implement Defence Trainer Capability policy. This includes Army specific courses and terminology.
Sponsor:	Individual Development Branch (I Dev)
Contact:	Policy matters: Individual Development Branch, Army HQ. Civilian number: 01264 387588 Military number: 94393 7588 E-mail address: Army IDev-0Mailbox Implementation matters: Education Branch, Army Personnel Services Group, Home Command. Civilian number: 01264 382366; Military number: 94391 2366 E-mail address: APSG-EdBr-0Mailbox
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Classification:	OFFICIAL

Introduction

1.   The Army has a strategic need for soldiers and officers with the ability to act with agility; 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 who are ready to win.

2.   The Army Trainer Capability (ATC) supports CGS' intent[1] to maximise our talent, fight and operate smarter, and become match fit. It does this by identifying and selecting

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[1] CGS' loose minute to Comds and COs dated 27 Mar 15 – A Great Institution Becoming Greater: Army Command Review Update.

personnel with potential for trainer roles, by changing our training culture from one of delivery to learner engagemnt, and by increasing the quality of learning outcomes from each training event to make us more operationally effective.

3.   The ATC complies with [Defence Trainer Capability (DTC) policy](). The ATC framework provides the strategic intent and is at **Annex A**. The Front Line Commands (FLC)[2] can operate differently and, while the DTC gives generic direction and guidance, there is a need to contextualise this within the Army TLB. A list of differences is detailed at paragraph 14.

4.   **Aim.** The aim of this DIN is to:

   a.   Provide the necessary single-Service Command policy clarification and guidance for ATC implementation.

   b.   Reinforce that selection of suitably qualified and experienced personnel (SQEP) is key to success.

   c.   Identify how the Fd Army and Home Command (HC) can exploit opportunities to further enhance their units' training capability.

5.   **How to use this DIN.** In order to avoid duplication and prevent inaccuracy as a result of DTC policy amendments, this document has assumed knowledge of DTC policy, terminology and definitions. It is therefore essential to read this in conjunction with the DTC direction and guidance unless you are very familiar with them. References to where the issue can be found in DTC policy have been added for ease in the footnotes.

6.   **Scope.** This single-Service Command implementation applies to the following:

   a.   All units within the Army TLB[3].

   b.   The accreditation elements apply to all Army personnel, inlcuding those employed outside the Army TLB[4].

   c.   Army units within the other FLCs (eg SF elements within JFC) are *not in scope* but in the absence of any other policy direction, they may wish to comply with this policy to achieve 'pan-Army' commonality.

Governance

7.   Head Individual Development Branch (Hd I Dev) is the Army Training Requirements Authority (TRA) and the Army Competent Advisor and Inspectorate (ACA&I) for ATC. The standards for ATC are developed by Hd I Dev 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[5] and will be noted during future Ofsted inspections of Ph 1-3 training environments.

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[2] The Naval Service, the Army, the RAF and JFC are classified as the 4 FLCs.
[3] Policy applies equally to Regular personnel, Reservists, civil servants and contractors within such units.
[4] Specific criteria are listed at sub-para 14j.
[5] 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.

8.   Head Training, Education, Skills, Recruiting and Resettlement (Hd TESRR) is the Lead TRA for the DTC[6]. Hd TESRR is advised by the single-Service Command TRAs.

Terminology and definitions

9.   **'Trainer'.** The DTC has directed that the term *'trainer'* is to replace 'instructor', to align with the professional terms used in further education (the education and training sector in which Defence operates in the main). Hd I Dev is the authority to endorse any exceptions[7].

10.   **Course names.** In order to minimise confusion in an already complicated landscape, some ATC course names have retained the use of the 'instructor' terminology; these will change as the ATC develops.

Situation

11.   **DTC Review.** I Dev Branch and the other FLC training branches are collaborating with TESRR to conduct a DTC Review from Feb to Jul 16, which will result in a new policy being endorsed in Dec 16. The results from the Review will not be actionable before Apr 17.

12.   **DTC trainer roles.** The DTC has defined a series of trainer roles, which are listed at **Annex B**[8].

13.   **DTC waivers.** While the Review is underway, the TESRR Policy Advisory Group issued a series of waivers in Dec 15, which were:

        a.   **Phase 3 Defence Trainers.** With immediate effect and until 31 Mar 17, the minimum trg requirement for Phase 3 Defence Trainers is either the Defence Instructional Techniques (DIT) Course or the Defence Workplace Trainer (DWT) Course ie the need for Defence Train the Trainer version 2 (DTTTv2) has been removed. The Army has accepted this waiver[9].

        b.   **Contractors.** With immediate effect and until 31 Mar 17, contractors would require a Level 3 education and training qualification as a minimum entry standard for employment and they should work towards Levels 4 and 5 ie the need for contractors to arrive at Level 4 has been removed. There are 2 notable exceptions: those delivering DTTTv2[10] still require Level 4 and those delivering support to groups of trainees with Specific Learning Difficulties must be trained to Level 5.

        c.   **DTTTv2 as a pre-requisite for Defence Trainer Supervisor (DTS).** An additional waiver has been granted by TESRR that removes the need for those attending the DTS Course to be DTTTv2 qualified[11].

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[6] DTC Policy para 9.
[7] DTC Policy para 3, footnote 144.
[8] Readers should note that these have been recreated here for ease of reference and that Annex B may not reflect the latest definitions; DTC Policy para 5 is the authority.
[9] This waiver does not apply to personnel delivering the DTTTv2 Course under franchise in Phase 3 establishments; they must still comply with the DTTTv2 franchise protocols.
[10] DTTTv2 (Trainers) are known as T4 personnel.
[11] The waiver (20160315-DTC Waiver for DTS Start State-O), which refers to DTC Policy para 17, states: "Accordingly, the minimum entry standard for the DTS Cse for TY 16/17, whilst the DTC Review takes place, is DIT or DTTTv1 plus relevant experience of trg delivery."

How the ATC model differs from the DTC model

14.   The ATC differs from the DTC in the following ways:

a.   **Continuation of DIT.** Previous ATC policy stated that DIT would cease as at 31 Mar 16; this is not the case. The DIT suite of courses[12] will continue to be delivered within the Army TLB until 31 Mar 17[13]. Hd I Dev now governs and authorises all Army DIT franchises. DIT is only to be delivered by units or organisations[14] that hold an authorised DIT franchise. Further details are in ABN 34/16. The DIT franchise protocols are held by I Dev Branch.

b.   **Enhancement of DIT.** As an interim uplift to capability while the DTC Review is underway, I Dev Branch is enhancing the DIT suite by adding the teaching methodology[15] used in the DWT and DTTTv2 Courses.

c.   **Different training solutions and terminology.** The ATC predated the DTC. As a result, different training solutions and terminology exist. Hd I Dev's intent is to move to Defence training solutions where possible. Until then, the following differences in terminology and courses remain:

(1)   **Defence Trainer Manager (DTM) and Army Instructional Leader (AIL).** The Army version of the DTM role is the AIL, trained on the AIL Course. The definition of the AIL role is at **Annex B**.

(2)   **Defence Trainer Supervisor (DTS) and Army Instructor Supervisor (AIS).** The Army version of the DTS Course is the AIS Course, which delivers a similar output.   Both courses are deemed equivalent in DTC policy[16].

(3)   **Trainer Mentor terminology.** Army assurance visits have found that the "supervisor" element of AIS has led to a culture of line managers becoming AISs as the default, rather than personnel being *selected* based on their suitability for the role. The Army has rebranded the AIS role as Trainer Mentor, as this reinforces the role's 2 key aspects:

(a)   **Trainer.** The chosen individual *must* be experienced in training delivery.

(b)   **Mentor.** The chosen individual must be given the time and have the ability to develop less experienced trainers.

The definition of the Trainer Mentor role is at **Annex B**. While the training delivery solution may change in time to meet Hd I Dev's intent to adopt a Defence training solution, the Trainer Mentor terminology will endure within the Army TLB.

d.   **Minimum training requirements for ATC roles.** The minimum training requirement for the ATC roles are in **Annex C**.

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[12] DIT, DIT(Trainer) (DIT(T)) and DIT(Trainer) Developer (DIT(T)D).
[13] Other FLCs may deliver DIT in the future but this will not affect the Army's approach.
[14] Eg the Army Education Service or Bdes.
[15] "Present, Apply, Review", otherwise known as the PAR model.
[16] DTC Policy para 17, footnote 179.

e.   **Minimum training requirements for individuals delivering ATC courses.**
The minimum training requirement for individuals delivering ATC courses are in
Annex D.

f.   **Different JPA competency codes for AIS and DTS.** As the AIS Course and
the rest of the DTC courses were developed at different times, the JPA terminology
used for the AIS competencies differs to those used in the rest of the DTC and are
clarified in Table 1[17].

Table 1 – JPA competency codes

Competency	DTTTv2 and DTS	AIS	Remarks
Level 3 (highest)	Advanced Practitioner	Expert	Differing terminology but equivalent level of proficiency.
Level 2 (middle)	Practitioner	Practitioner	
Level 1 (lowest)	Foundation	Awareness	Differing terminology but equivalent level of proficiency.

g.   **ATC model in units.** The implementation of the ATC will differ between Phase
1 and 2 training units and the rest (Phase 3 units) within the Army TLB. Generic
models for both are at **Annexes E and F**.

h.   **Up skilling where resources allow.** Current training delivery resources cannot
meet the ATC's aspiration to have all Phase 3 trainers at DTTTv2 level, supported by
a range of Trainer Mentors. In mitigation, COs are encouraged to exploit
opportunities to up skill their training staffs on DTTTv2, AIS/DTS and AIL Courses as
appropriate, while remaining cognisant that freshly qualified Defence Trainers and
Trainer Mentors come with additional policy requirements:

(1)   **Defence Trainers.** On completion of the DTTTv2 Course, freshly qualified
Defence Trainers must have access to Trainer Mentor support within the first 6
months after completion of the Course for them to be endorsed as
Practitioners[18].

(2)   **Trainer Mentors.** On completion of the AIS Course, freshly qualified
Trainer Mentors must have access to AIL support within the first 6 months after
completion of the Course for them to be endorsed as Practitioners.

The main effort should be the selection and training of Trainer Mentors.

i.   **Army Leadership Code.** ATC courses have been contextualised to the Army
Leadership Code.

j.   **Accreditation.** The Army has contracted Wiltshire and Somerset Colleges'
Partnership (WSCP) to deliver a civilian accreditation programme to support the ATC.
This includes management of the complete civilian accreditation process from

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[17] This will cease to be an issue if the Army moves to delivery of the DTS Course.
[18] DTC Policy para 23.

registration to certification and delivery and assessment of the qualification. All military and MOD Civil Service personnel are eligible as long as they meet one of the following criteria[19]:

(1)   They have attended an Army TLB delivered DTTTv2, AIS or AIL Course and are employed within the Army TLB.

(2)   They are Army personnel who have been trained as a DTS or a DTM.

(3)   They are Army personnel who are DTTT trained and are assigned to a Defence Trainer role at the time of application.

Further details are in **Annex G**.

Assurance

15.   Hd I Dev is responsible for the assurance of the ATC. The ATC assurance framework is summarized at **Annex H** and the ATC assurance model is at **Annex I**.

Way forward

16.   **ARTD and RMAS Gp units.** The ARTD and RMAS Gp have embraced the ATC and continue to drive forward the cultural change needed to maximise quality of learning. The DTC waiver has removed the need for Defence Trainers in purely Phase 3 delivery roles to attend DTTTv2 and the minimum qualification for these personnel is DIT[20] until 31 Mar 17. Both ARTD and RMAS Gp should exploit any opportunities to train their Phase 3 Defence Trainers on DTTTv2 in order to maintain momentum.

17.   **Fd Army and HC (less ARTD and RMAS Gp) units.** Fd Army and HC (less ARTD and RMAS Gp) units are only starting on their ATC journey and mainly deliver Phase 3 training[21]. All units will have DWTs and some may have Defence Trainers. DIT remains the minimum trainer qualification for DWTs and Defence Trainers[22] but COs should exploit opportunities to train these personnel on DTTTv2. In the absence of such opportunities, the use of an AIL and Trainer Mentors to develop DWTs and Defence Trainers is the best way to develop the unit's training output[23].

Further details

18.   The sponsor of this policy is Hd I Dev. Further details including a rolling update of ATC work strands can be found at the I Dev ATC Intranet webpage. The POCs for the ATC are as follows:

a.   **ATC policy.** ATC policy matters should be addressed to I Dev Branch, Army HQ; Tel: 01264 387588; Mil: 94393 7588; DII: Army IDev-0Mailbox.

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[19] WSCP will supply this service until the maximum contract value is reached, after which time no new entrants will be accepted onto the programme, even if they are eligible.
[20] As stated in Annex C, DIT is the preferred qualification but the DWT Course is also acceptable.
[21] There are some exceptions, especially for Reserve training.
[22] As stated in Annex C, DIT is the preferred qualification but the DWT Course is also acceptable.
[23] This can be achieved either by using existing SQEP or by **selecting** suitably experienced personnel to be trained.

b.   **ATC implementation.** ATC implementation matters should be addressed to Education Branch, Army Personnel Services Group, Home Command; Tel: 01264 382366; Mil: 94391 2366; DII: APSG-EdBr-0Mailbox.

Annexes:

A.   ATC framework.
B.   ATC and DTC definitions and roles.
C.   Minimum training requirements for ATC roles.
D.   Minimum training requirements for individuals delivering ATC courses.
E.   ATC generic model – Phase 1 and 2 training units.
F.   ATC generic model – Phase 3 training unit.
G.   Accreditation opportunities.
H.   ATC assurance framework.
I.   ATC assurance model.

ATC 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.
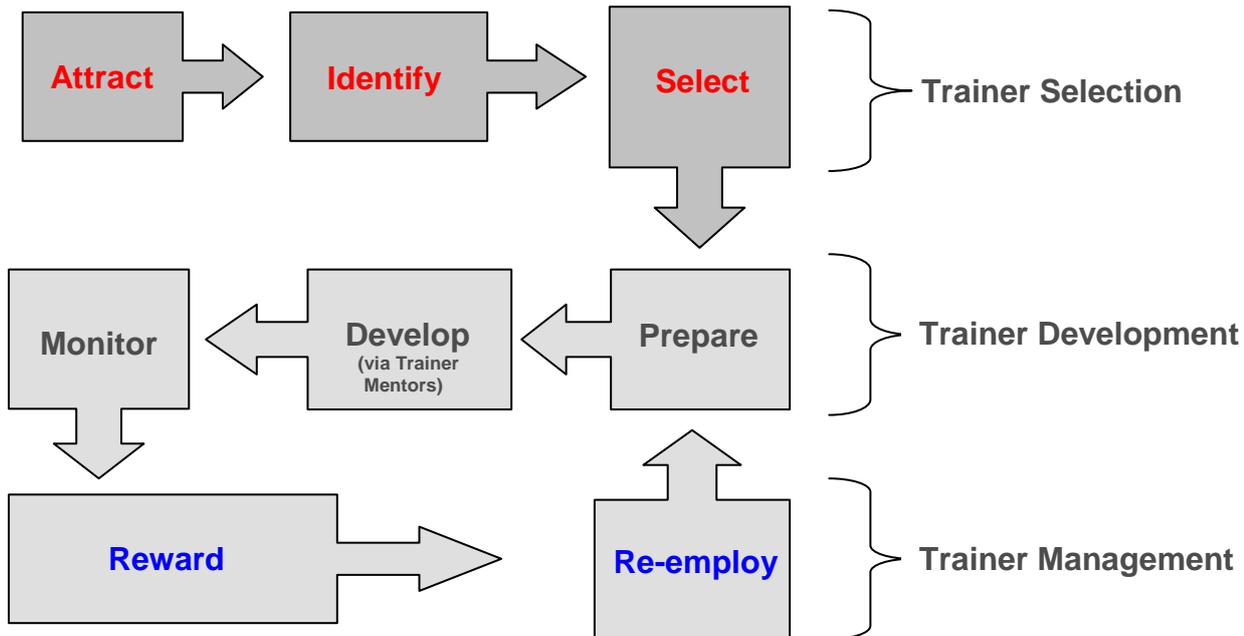
Trainer selection

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 is therefore of paramount importance. The status of the Defence Trainer 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 Defence Trainers 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[24] 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.

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[24] This covers the range of duties: delivery, mentoring and assurance.

Trainer development

5.   **Prepare.** Preparation for a Defence Trainer role is to be provided initially by residential pre-employment training. DTC Policy sets out the minimum requirement for Defence Trainers delivering formal training. The 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 JPA competency profile. This is the responsibility of the Trainer Mentor[25]. Trainer Mentors are suitably qualified and experienced personnel and will ensure progression takes place and the necessary level of competence is achieved.

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 Workplace Training Statement (WTS) is mandated as part of a 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. The AIL 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. However, this must be balanced against the need for individuals to remain operationally relevant. Individuals should be encouraged to return as Trainer Mentors at an appropriate career stage, with a view to developing towards being an AIL.

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[25] Formerly known as the AIS. The Defence equivalent is DTS.

ATC AND DTC DEFINITIONS AND ROLES

DTC defined roles[26]

1.   **Defence Trainer.** A Defence Trainer is defined as an individual who is assigned[27] to a trainer position in order to deliver training in Phase 1, 2 or 3 training environments.

2.   **Workplace Training (WpT).** WpT is training that is managed and/or delivered by the employing unit to address all or part of the training required to meet the Role Performance Statement. WpT will always be derived from, and documented as part of, the DSAT process and must be subject to training assurance.

3.   **Defence Workplace Trainer (DWT).** A DWT is defined as an individual who delivers WpT in order to facilitate the development and/or continuation training[28] of individuals but who is not assigned to a training post.

4.   **Defence Trainer Supervisor (DTS).** A DTS is defined as an individual who is either assigned or locally appointed to a supervisor position who is responsible for assessments, coaching[29], and development of trainers within a Phase 1-3 training environment. They are directly responsible for the routine management of the DTTTv2 WpT portfolio and Continuing Professional Development (CPD) which Defence Trainers must complete.

5.   **Defence Trainer Manager (DTM)**. A DTM is defined as an individual who is either assigned or locally appointed to be responsible for the implementation of DTC policy, provide functional management to unit DTS in the execution and continuous improvement of the unit Defence Trainer management system including assessments, completion of DTTTv2 WpT and CPD. DTMs may also undertake, or need an understanding of, other training management functions (such as training analysis, design and other types of training assurance other than assuring the delivery of training) which do not relate to the delivery of training.

ATC additional roles

6.   **Trainer Mentor**[30]. A Trainer Mentor is the Army's version of the DTS[31]. The Trainer Mentor's role is the development of trainers, be they Defence Trainers or DWTs, with the priorities being determined by the type of unit.

7.   **Trainer Mentor selection and professional competence.** Trainer Mentors *must* be suitably qualified and experienced personnel (SQEP) and are to be selected based on their training delivery experience and competence[32]. As SQEP, Trainer Mentors can be any

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[26] Readers should note that these DTC definitions have been recreated here for ease of reference and that they may not reflect the latest definitions; DTC direction para 5 is the authority.

[27] For example: Military – JPA PID; Civilian – HRMS, contractors – specified within contractual arrangement.

[28] This may include the delivery/facilitation by Suitably Qualified and Experienced People (SQEP) individuals of: Training Objectives from within a Formal Training Statement; specific functional areas (for example, MATTs, Core Maritime Skills) by or specific skills in order to enable individual effectiveness.

[29] See JSP 822 Part 2, Chapter 4, Section 4.1, for the Defence definition of coaching. For some SCs this scope may include mentoring.

[30] Formerly known as the AIS.

[31] The DTS definition can be found at DTC Policy sub-para 5c.

[32] The minimum pre-requisite is DIT but ideally, all Trainer Mentors will have completed either DTTT or DTTTv2.

rank. As part of their ongoing CPD, they should be working towards or have completed the Level 4 Certificate in Education & Training.

8.   **Army Instructional Leader (AIL).**   An AIL is defined as an individual who is responsible for the implementation of DTC policy and the provision of functional management to the unit's Trainer Mentors in the execution and continuous improvement of the unit's trainer management system. An AIL will either be formally assigned or locally appointed to the role.

9.   **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.

MINIMUM TRAINING REQUIREMENTS FOR ATC ROLES

Type of trainer	Minimum military qualification	Remarks
Defence Trainer (Phase 1)	DTTTv2	Equivalencies exist and DTC policy is the authority[33].
Defence Trainer (Phase 2)	DTTTv2	Equivalencies exist and DTC policy is the authority[34].
Defence Trainer (mix of Phase 3 with either Phase 1 or 2)	DTTTv2	Equivalencies exist and DTC policy is the authority[35]. Some personnel deliver a mix of Phase 2 and Phase 3 training. Where this is the case, the delivery of Phase 2 (or Phase 1) training takes primacy, no matter how small the ratio.
Defence Trainer (Phase 3 only)	DIT	The DWT Course is also acceptable although DIT is the preferred option. DTTTv2 is to be achieved where resources allow (see sub-para 14h)
DWT	DIT	The DWT Course is also acceptable although DIT is the preferred option.
Trainer Mentor	DTS or AIS or DIAD[36]	Formerly the AIS role. Trainer Mentors are SQEP in training delivery and can be any rank. ATC standards are higher than those listed in DTC policy. SUC, SCI and DIME[37] are *not* recognised as equivalents due to the lack of assessment in the courses. This mirrors previous ATC policy.
AIL	AIL course	Rank for attendance on this course is recommended as WO2 and above. DTM training is not yet recognised as an equivalent to the AIL Course. This mirrors previous ATC policy.

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[33] DTC Policy para 5b.
[34] DTC Policy para 5b.
[35] DTC Policy para 5b.
[36] Defence Instructor Assessment and Development.
[37] Sub Unit Coach, Supervision & Coaching of Instructors and Defence Instructor Monitoring and Evaluation.

MINIMUM TRAINING REQUIREMENTS FOR INDIVIDUALS DELIVERING ATC COURSES

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

ATC course	Minimum qualification to deliver	Remarks
DIT	DIT(T)	
DIT(T)	DIT(T)D	The DIT(T) Course will be delivered by DIT(T)D trained ETS offrs.
Army Instructor Supervisor (AIS)	AIS and actively working towards, or having achieved, Level 4 Certificate in Education & Training or above.	For credibility the Level 4 Certificate in Education & Training or above is the bench mark to deliver AIS.
Army Instructional Leader (AIL)	AIL and actively working towards, or having achieved, Level 4 Certificate in Education & Training or above.	

ATC GENERIC MODEL – PHASE 1 AND 2 TRAINING UNITS

1.   The model below indicates the likely structure in a Phase 1 and/or 2 training unit. The majority of trg deliverers in a Phase 1-2 training unit will be DTs, which are the Trainer Mentors' focus.

2.   Depending on the size and geographical location of the unit, it may be operationally necessary to have more than one AIL. The amount of Trainer Mentors (shown here as 3) will depend on the number of trainers needing development and the capacity of personnel to undertake the Trainer Mentor role in addition to other responsibilities.

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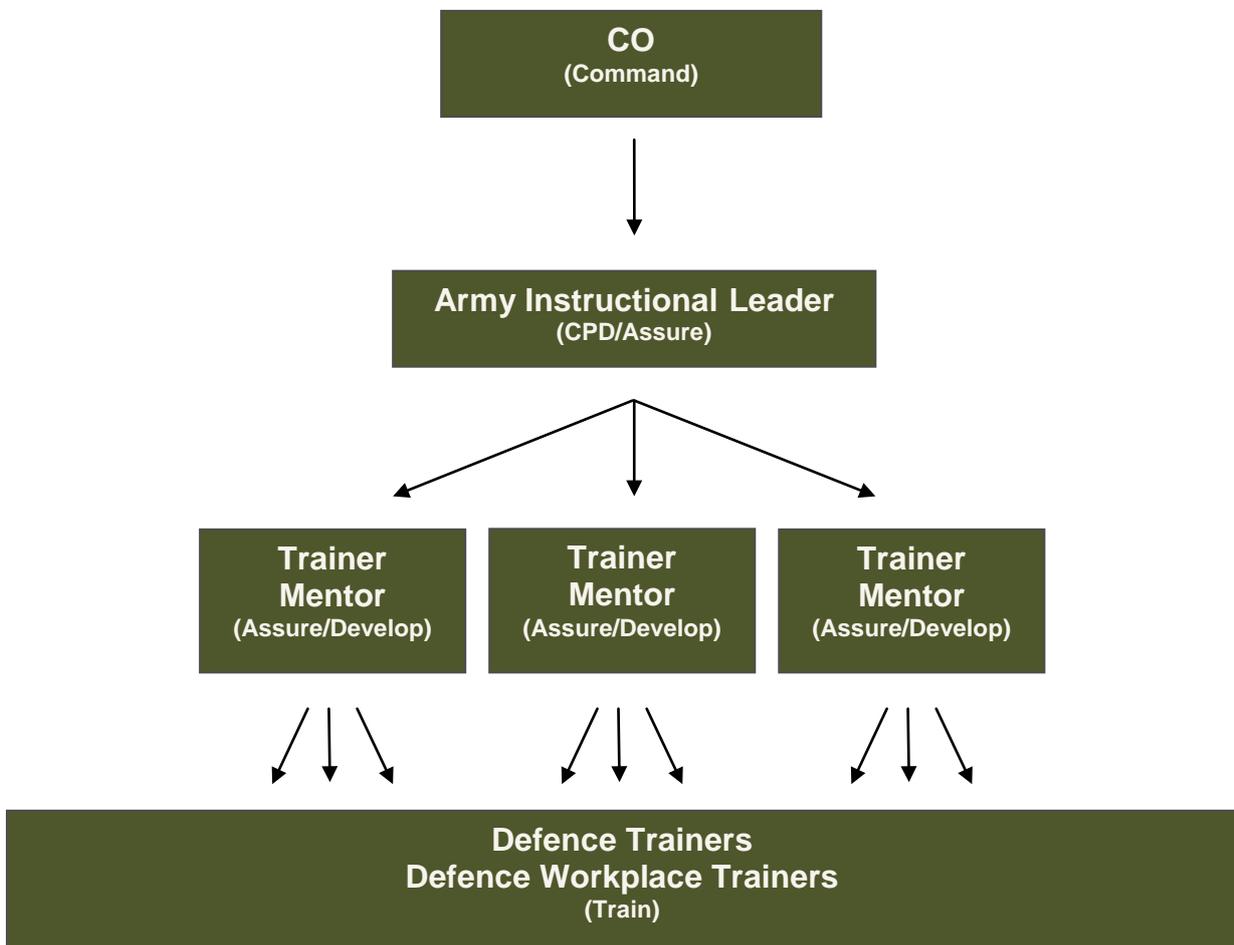
ATC GENERIC MODEL – PHASE 3 TRAINING UNIT

1.   The model below indicates the likely model in Phase 3 trg units (eg Field Army units). The majority of trg deliverers in such a unit will be DWTs. Depending on the specific unit, there *may* also be Defence Trainers within that unit.

2.   Units *may* have personnel who are qualified Trainer Mentors and AILs[38]. Where possible, COs are encouraged to exploit these skill sets to develop their unit's training outputs.

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│  Defence Workplace Trainers      │
│  (Train)                         │
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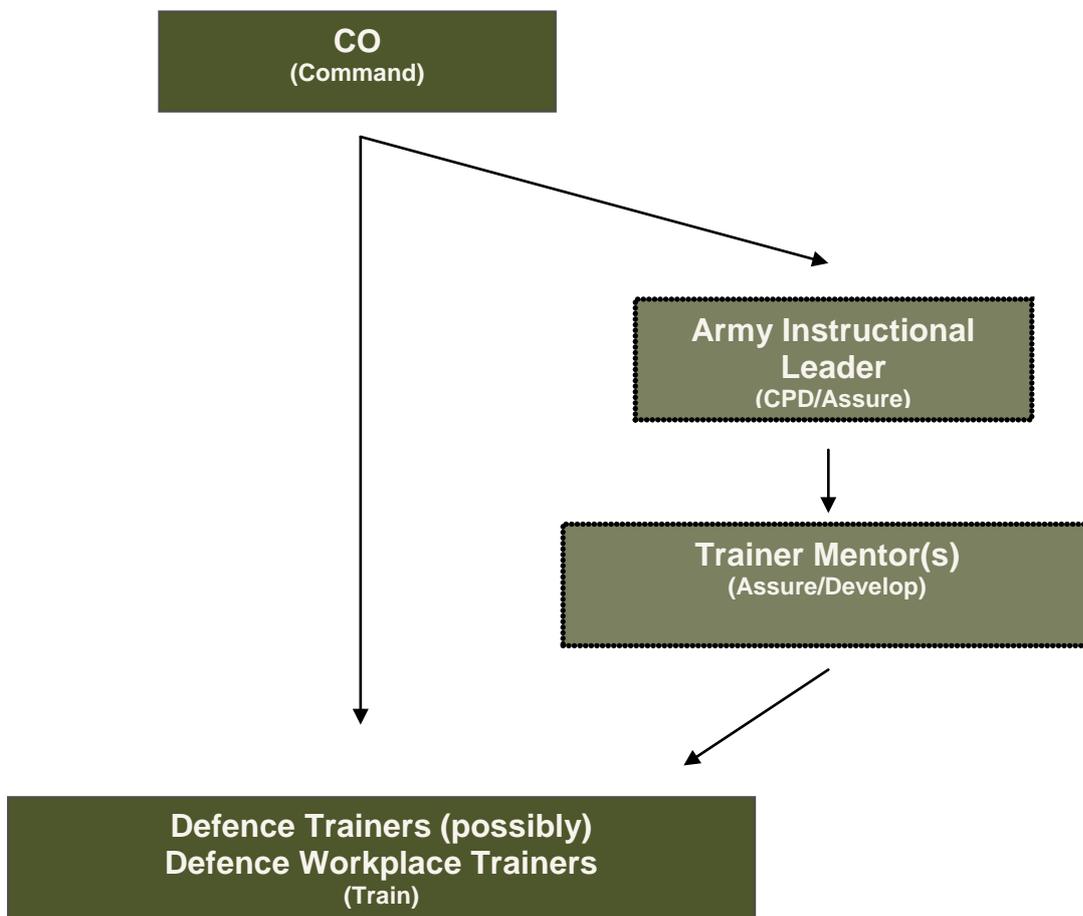
[38] For example, a Trainer Mentor could be posted to the unit from the ARTD.

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. An updated list of accreditation opportunities and how to register can be found on the I Dev Accreditation Intranet webpage.

Training Course	Award	Remarks
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 *mandated* for *all* Defence Trainers 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	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 undertaken by the Trainer Mentors.
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	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 ATC is conducted in line with the Army Assurance Framework which categorises assurance activity into three levels as Hd I Dev is the ACA&I for ATC. *1st 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 *2nd party assurance* capability, which includes the Army Inspectorate and the Army Audit and Risk Committee. External, or *3rd party assurance*, is conducted by a range of external regulators and bodies that examine the Army's compliance with statutory obligations.

        a.   **1st Party.** Assurance activity conducted across *all levels of the CoC* for the self-declaration of conformity. This will be conducted by I Dev Branch, ARTD, RMAS Gp 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.   **2nd Party.** Separate assurance activity conducted by the Army Inspectorate on behalf of CGS or ECAB.

        c.   **3rd Party.** Assurance activity carried out by independent organisations external to the Army or Defence. Usually there is a statutory basis for this assurance activity eg 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 its Op Gps and is supported by I Dev Branch.

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:

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   ┌──────────────┐                              ┌──────────────┐
   │   Ofsted     │ ◄──────────────────────────► │     CGS      │
   │ (3rd party)  │                              │              │
   └──────────────┘                              └──────────────┘
                                                        ▲
                                                        │  Annual report to CGS
   ┌──────────────┐                              ┌──────────────┐
   │  Chain of    │                              │ Army Inspector│
   │  Command     │                              │  (2nd Party) │
   └──────────────┘                              └──────────────┘
         │              Assurance                     ▲
         │               visits                       │  Bi-annual report
         │                    ┌──────────────┐        │
         │                    │ Hd I Dev, ACA&I│
         │  Ensure suitably   │  (1st Party) │
         │  qualified trainers└──────────────┘
         ▼
   ┌──────────────┐   ATC advice    ┌──────────────┐
   │     AIL      │ ◄────────────►  │ Local Army   │
   └──────────────┘                 │Education Centre│
         ▲                          └──────────────┘
         │  Ensure implementation
         │  of the ATC in unit
         ▼
   ┌──────────────┐
   │Trainer Mentors│
   └──────────────┘
         ▲
         │  Ensure quality of
         │  delivery and learning
         ▼
   ┌──────────────────────┐
   │   Defence Trainers   │
   │Defence Workplace Trainers│
   └──────────────────────┘
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