



**ARMY COMMAND ORDER 2017/06 – dated 13 November 2017**

<b>TITLE</b>		
<b>ARMY SKILLS OFFER</b>		
<b>BACKGROUND &amp; PURPOSE</b>		
<p>The Army Skills Offer to Regular and Reserve personnel and their current and future civilian employers is that throughout a soldier's Army career the Army will provide opportunities for them to gain civilian qualifications as a result of Army training and service. The leadership and management qualifications accredited to mandatory pan-Army career management courses range from GCSE to Master's level equivalent. The Army Skills Offer will provide and pay for one of these qualifications for soldiers and officers for each of their successfully completed mandatory pan-Army career management courses.</p> <p>The purpose of this ACO is to call for applications.</p>		
<b>KEY TASKS AND TIMELINES</b>		
<ul style="list-style-type: none"> <li>All Army personnel are to be informed of this opportunity by their CoC.</li> <li>All eligible Army personnel are invited to research the qualifications available to them through the Army Skills Offer and apply.</li> <li>With the support of their CoC, Army personnel should submit an application form to E1 Accreditation, Education Branch, Army Personnel Services Group, Home Command.</li> </ul>		
<b>PRESENTATION &amp; RISK</b>		
<b>RESOURCES ALLOCATED/REQUIRED</b>		<b>IMPACT ON OTHER ACTIVITY</b>
Nil.		Nil.
<b>ENDSTATE</b>		
<p>Army personnel with civilian qualifications that articulate their Army service and training and enables them to access further education and development opportunities whilst in service and for future employment.</p>		
<b>REPORTING REQUIREMENTS (ECAB/QPRR or other mechanism as applicable)</b>		
<b>KEY REFERENCES/RELATED STUDIES</b>		
<ul style="list-style-type: none"> <li>Army Skills Offer Research Paper (dated 8 Aug 16)<sup>1</sup></li> </ul>		
<b>STAKEHOLDERS</b>		
<b>WHO IS ACCOUNTABLE/ RESPONSIBLE</b>	<b>WHO IS TO BE CONSULTED</b>	<b>WHO IS TO BE INFORMED AND HOW</b>
<ul style="list-style-type: none"> <li>SO3 Accreditation, Education Branch</li> </ul>	<ul style="list-style-type: none"> <li>Education Branch, APSG</li> <li>Individual Development Branch, Army HQ</li> </ul>	<ul style="list-style-type: none"> <li>Army personnel through CoC.</li> </ul>
<b>EXPIRY</b>	NA	

<sup>1</sup> <http://cui1-uk.diif.r.mil.uk/r/890/Accred/Lists/Announcements/DispForm.aspx?ID=1>

Sponsored by:

Authorised by:

Assistant Chief of the General Staff

Deputy Chief of the General Staff

Annexes:

- A. ARMY SKILLS OFFER – FURTHER INFORMATION
- B. ARMY SKILLS OFFER – ELIGIBLE COURSES AND QUALIFICATIONS
- C. ARMY SKILLS OFFER - APPLICATION FORM
- D. ARMY SKILLS OFFER - JPA EVIDENCE
- E. ARMY SKILLS OFFER - PROFESSIONAL RECOGNITION AWARD REFLECTIVE ACCOUNT TEMPLATE L4
- F. ARMY SKILLS OFFER - PROFESSIONAL RECOGNITION AWARD REFLECTIVE ACCOUNT TEMPLATE L5
- G. ARMY SKILLS OFFER - PROFESSIONAL RECOGNITION AWARD REFLECTIVE ACCOUNT TEMPLATE L6
- H. ARMY SKILLS OFFER - PROFESSIONAL RECOGNITION AWARD REFLECTIVE ACCOUNT TEMPLATE L7

## ARMY SKILLS OFFER - FURTHER INFORMATION

1. **The Army Skills Offer.** The Army Skills Offer to Regular and Reserve personnel and their current and future civilian employers is that throughout an individual's Army career the Army will provide opportunities for them to gain funded civilian qualifications as a result of Army training and service. These qualifications range from Level 1 (GCSE D-G equivalent) to Level 7 (Master's equivalent) on [Ofqual's Regulated Qualification Framework \(RQF\)](#) and include academic and vocational qualifications for pan-Army training and service. Professional Recognition Awards enable an individual to use post-nominals; these are outlined within Annex B.
2. **Army Skills Offer Eligibility.** For Regular and Reserve soldiers, the Army Skills Offer will provide and pay for **one** qualification per course for soldiers who have successfully completed mandatory pan-Army career courses (Ph1 training, the Range Management course and each Command Leadership and Management (CLM)). For example, a WO who has successfully completed JNCO CLM, SNCO CLM and WO CLM within the stated accreditation date can apply to the Army Skills Offer for a qualification for each of these 3 courses – gaining 3 qualifications at 3 different levels. For Regular and Reserve Officers the Army Skills Offer will provide and pay for **one** qualification per course for RMAS, LEOC, JOLP 3 & JOTAC (see para 10 for Reserves), JCSC(L), ICSC(L) and ICSC(LR). It should be noted that Reserve soldiers may have to complete additional work set by the Awarding Bodies before accreditation is awarded. Army personnel are to visit the websites of the Awarding Organisations and make their own decision on which qualification will work best for them. Personal development advice can be obtained from local Army Education Centres.
3. **Retired Personnel.** Retired Army personnel are eligible to claim for an ASO award, up to 2 years after discharge, provided they meet the eligibility. Where retired personnel cannot complete section 2 of the application form (Unit information and approval) comprehensive proof of their eligibility must be supplied. This may include a letter from former Officers Commanding (OCs) or the Army Personnel Centre to confirm their eligibility. A copy of their discharge documents is mandatory.
4. **Credits.** Awarding bodies no longer refer to Qualifications and Credit Framework (QCF) credits. Any reference to 'credits' refers to 'Total Qualification Time (TQT)'; this is an estimate of the *total time* it could reasonably be expected for a learner to achieve a qualification<sup>2</sup>.
5. **Retrospective funding.** It should be noted that the Army Skills Offer cannot refund Army personnel who have already paid for accreditation for pan-Army career management courses included in the Army Skills Offer. However, where there is more than one qualification on offer for a course, the Army Skills Offer can buy a second qualification for the same course.
6. **CLM Remediation.** If a soldier is not competent in all areas of CLM Part 3, they will not be immediately eligible for ASO accreditation. If the individual wishes to claim accreditation, the following must happen:
  - a. Soldier receives a remediation plan that requires action from the soldier, the unit and the AEC.
  - b. Soldier completes remediation.
  - c. Soldier returns evidence of work to local AEC<sup>3</sup>.

---

<sup>2</sup> TQT includes Guided Learning Hours (GLH) plus an estimate of the time a learner is likely to spend in preparation, study or other learning activities as directed by but not under the immediate guidance of a lecturer, supervisor, or tutor.

- d. Work is marked and retained in course file if competent for assurance/ accreditation purposes.
- e. Soldier may apply for accreditation, supplying a completed Remediation Plan with their JPA screenshot upon application.

## Eligible Army Courses

7. The table at Annex B shows the names of the current Army training courses, with the level of qualification possible, name of the Awarding Body and the civilian qualification. These details may change over the course of the Army Skills Offer. An up-to-date list will always be available on the Defence Intranet at the following link: [ASO Accreditation](#), along with the eligibility criteria for each qualification. Details on any assignments and further details required by the awarding organisations can be found on the MoD pages of their websites – links to these pages are available on [www.army.mod.uk/qualifications](http://www.army.mod.uk/qualifications). An application form is at Annex C.

8. **Evidence.** Applicants to the Army Skills Offer must provide evidence of course attendance - this can be achieved by applicants printing off their JPA Competences. Substantive rank for 2 years can be demonstrated using JPA Personal and Service Details Summary. Example screenshots of these JPA areas are at Annex D. Individuals are also required to provide a copy of their course report showing fully competent in all areas (for courses completed since May 16). Depending upon the situation, Professional Recognition Awards may require a word processed Reflective Account detailing the applicant's leadership and management experience. An example needs to be given for each set heading which can be taken from any role completed in the individual's military career – example formats for a Reflective Account at each level can be found at Annexes E-H.

9. **Developments.** The Army Skills Offer is constantly developing as the external Awarding Organisations revisit their policies on Army accreditation. Army personnel should ensure that they use the up to date information. SO3 Accreditation, Education Branch will regularly update the Army Skills Offer ACO and ensure that the detail on the Education Branch Intranet and Internet Accreditation pages is up to date.

10. **PNCO CLM Completed in Phase 2 Training.** Those soldiers that leave Phase 2 Special-to-Arm Training (such as INT CORPS, RMP and REME) at the rank of LCpl will be deemed to have completed PNCO CLM. In order to apply for their Army Skills Offer reference/ learner number they need to supply a JPA print out showing their substantive rank.

11. **Reserve JOTAC.** The awarding organisations are standing by to accredit the new iteration of JOTAC for Reserves. The course materials for mapping are currently being produced. Potential applicants for future Reserve JOTAC accreditation should note that the accreditation will date from delivery of the new material.

12. **ACSC(R).** ACSC accreditation for Regular Army officers is paid for under a Defence Academy contract with CMI. ACSC(R) is currently accredited by CMI with a Level 7 Diploma in Strategic Management and Leadership at a personal cost, individuals should contact CMI for further information. CMI will retrospectively accredit back to 1 Jan 2010.

13. **Education for Promotion (EFP).** Having investigated the possibility of retrospectively accrediting EFP, the Awarding Organisations are unable to do so because of the time lapse and the inability to map EFP course material to the current CLM and the qualifications accredited to it.

---

<sup>3</sup> If local AEC was not the delivering AEC, the local AEC should mark the work and return to delivery AEC.

Army personnel who have completed EFP should approach their local AEC for further information on educational funding opportunities that are open to them.

14. **Army Junior Division (AJD) / Junior Command and Staff Course (JCSC).** Having investigated the possibility of retrospectively accrediting AJD, the Awarding Organisations are unable to do so because of the time lapse and the inability to map AJD/JCSC course material to the current JCSC(L) and ICSC(L) and the qualifications accredited to it. Officers who completed AJD/JCSC can apply to Education Branch for a City and Guilds Level 7 Professional Recognition Award and produce a 6,000 word portfolio of evidence – this route is eligible for Standard Learning Credits. In undertaking this qualification, individuals will not be eligible for the PF FEHE scheme<sup>4</sup> because this qualification requires additional work. Officers should approach their local AEC for further information on educational funding opportunities that are open to them.

15. **Directing Staff (DS).** Directing staff are unable to apply for the same accreditation as their students because the DS are not attending the whole course nor undertaking the assessments. DS are advised to consider undertaking the Army Trainer Capability courses that are accredited to a high level.

16. **Army Trainer Capability (ATC) qualifications.** ATC courses are accredited through a separate scheme and **should not** be applied for under the Army Skills Offer. It should be noted that enrolment onto qualifications under the ATC scheme may render the individual ineligible to apply for the PF FE/HE Scheme (see footnote 3). The eligible courses and qualifications are below; the point of contact for further detail on the ATC qualifications is SO2 Prof Dev, Education Branch. Email: APSG-EdBr-0Mailbox@mod.uk.

Ser	Course	Status	Action
1.	DTTT	No accreditation under the ATC.	No further action.
2.	DTTT version 2	All accreditation will be dealt with during the course.	No further action.
3.	Army Instructor Supervisor (AIS)	AIS has been running since 2012 at the ARTD Staff Leadership School (ASLS). Retrospective accreditation is on offer and past students are being contacted about these opportunities.	If you have completed the AIS course at ASLS and have not been contacted about the retrospective offer then please contact ASLS on DII: ASLS-0iHub-GroupMailbox or the Office Manager on 94211 8032.
4.	Army Instructional Leader (AIL)	AIL has been running since 2012 at ASLS. Retrospective accreditation is on offer and past students are being contacted about these opportunities.	If you have completed the AIL course at ASLS and have not been contacted about the retrospective offer then please contact ASLS on DII: ASLS-0iHub-GroupMailbox or the Office Manager on 94211 8032.

### Annual Membership

17. Awarding Bodies may offer a year's free membership with certain qualifications. Individuals should refer to the relevant website for further information.

18. It should be noted that SLC may not be claimed for annual membership fees for institutes or professional bodies.

### Further Opportunities

19. Gaining pan-Army accreditation is the first step to gaining further educational opportunities – many of which will be eligible for Army and government funding. For example, a soldier could use

<sup>4</sup> Ch.10 [Soldier Career Handbook](#)

their Level 5 CLM accreditation to be accepted onto a fast-track degree, or degree apprenticeship, with a bridging course funded by their SLC and a one year distance learning degree course funded by one of their ELCs. Further information and advice on similar opportunities and participating further education colleges and universities is available at the applicant's local AEC and at [www.army.mod.uk/qualifications](http://www.army.mod.uk/qualifications).

20. **Higher Education.** Further funded opportunities at L7 (Master's) / L8 (PhD) are available to all Army personnel by application through the External Placements (Academic) Programme and the Part-time Post Graduate Master's level Studies at Cranfield University.

21. **Publicly Funded Further Education and Higher Education (PF FE/HE) Scheme.** Apart from some Army Trainer Capability qualifications, the Army Skills Offer is for civilian qualifications that do not require additional work and therefore Regular Army personnel may still be eligible for the PF FE/HE scheme. Further detail on the scheme is available via the [Soldier Career Handbook](#).

### How to apply for the Army Skills Offer

22. In order to take advantage of this opportunity the following process is to be followed for each Army Skills Offer qualification that an applicant applies for:

- a. Applicants are to go to [www.army.mod.uk/qualifications](http://www.army.mod.uk/qualifications) and open the Army Skills Offer information pack.
- b. Applicants are to decide which qualification is most suitable for their circumstances. Personal development advice can be sought from the applicant's local AEC.
- c. Applicants are to check that they meet the eligibility criteria.
- d. Applicants are to complete the Army Skills Offer Annex A application form (also available at [www.army.mod.uk/qualifications](http://www.army.mod.uk/qualifications)), quoting their civilian (home) email address and their personal military email address (personal@mod.uk). This is relevant as only serving Army personnel are eligible for this scheme.
- e. Applicants are to print a copy of their JPA competence profile, showing the relevant Army training course and other evidence required.
- f. For C&G Professional Recognition Awards, the following is required:
  - (1) If the individual is still serving, a printout of JPA competences and courses showing course completion, an end of course certificate and proof of 2 years in rank from JPA.
  - (2) If the individual has left the Army within 2 years of applying, proof of course completion, an end of course certificate and an end of service certificate.
  - (3) For officer Career Stage 1 courses, the Awarding Bodies will also require a word processed Reflective Account detailing the applicant's leadership and management experience. An example needs to be given for each set heading which can be taken from any role completed in the individual's military or civilian career – example formats for Reflective Accounts are at Annexes E-H<sup>5</sup>.
  - (4) Reservists or those who may have completed historic courses must complete an extended career history (a CV including evidence of application of competences

---

<sup>5</sup> This process is currently under review.

through career) and a workbook that can be obtained via Ed Br (Email: [APSG-EdBr-0Mailbox@mod.uk](mailto:APSG-EdBr-0Mailbox@mod.uk)).<sup>6</sup>

g. Applicants are to send their completed application form, JPA competence profile and copy of course report if applicable (courses since May 16) to: E1 Accreditation, Education Branch, Army Personnel Services Group, Ramillies Building, IDL 430, Marlborough Lines, Andover, SP11 8HJ

**Email:** [APSG-EdBr-0Mailbox@mod.uk](mailto:APSG-EdBr-0Mailbox@mod.uk)

h. Applicants will be contacted by e-mail and given an Army Skills Offer reference/ learner Number (for ILM and CMI applications) which must be quoted on their application form to the Awarding Body. If the reference/ learner number is not quoted, applicants will need to cover the cost of the qualification themselves. Please note that a different Army Skills Offer number will be given each time an individual makes an application to the Army Skills Offer.

i. On receipt of the Army Skills Offer reference/ learner number, applicants need to apply to the Awarding Body for the civilian qualification. Links to the relevant websites are available on the DII [Education Branch](#) Accreditation page and on [www.army.mod.uk/qualifications](http://www.army.mod.uk/qualifications).

j. The City & Guilds qualifications are administered by Education Branch. Application details are available in the relevant information pack

## Timelines

23. Applications for the Army Skills Offer will be dealt with in order of receipt. Education Branch staff will email applicants with their Army Skills Offer reference/ learner number within 8 weeks of receipt of their completed paperwork.

24. If applicants have not received their Army Skills Offer reference/ learner number within the timeline above, they should email [APSG-EdBr@0Mailbox@mod.uk](mailto:APSG-EdBr@0Mailbox@mod.uk), quoting their name, service number, level of qualification applied for and date they sent their application form. Education Branch staff will only deal with queries by email, 8 weeks or more after the application was made.

## Data Protection Privacy Notice

25. Education Branch takes active decisions in the processing of personal data and is bound by MOD/Army Policy and Data Protection Legislation (DPA 98). In processing personal data, Education Branch is acting on behalf of MOD; MOD is the Data Controller. Education Branch has put policy and processes in place to ensure processing is conducted appropriately, safely and by trained administrators in accordance with the 8 Data Protection Principles.

26. Education Branch will collect personal data that is necessary to deliver the service specified within this project/application only.

27. Education Branch will not disclose personal data to external organisations without consent from the data subject unless there is a legitimate/lawful requirement to do so.

28. Education Branch may be bound to disclose personal data to Governmental/Judicial departments or agencies/regulators but will do so provided the processing is conducted lawfully and meets the standard required of the 8 Data Protection Principles.

---

<sup>6</sup> This process is currently under review.

29. Education Branch aims to keep individuals' personal data up-to-date and may be required to communicate with customers to achieve that.
30. Education Branch maintains strict security procedures and protocol including training and access to information which are designed to prevent unauthorised disclosure or unlawful obtaining of personal data.



**ARMY SKILLS OFFER – ELIGIBLE COURSES AND QUALIFICATIONS**

<b>Ser</b>	<b>Career Management Course</b>	<b>Rank</b>	<b>Qualification Level</b>	<b>Qualification Name and Awarding Organisation</b>	<b>Evidence Required</b>	<b>Date/Year Qualification can be claimed from</b>
<b>Soldier Career Management Courses</b>						
1.	Phase 1 Trg	Pte	Level 1 Certificate	Effectiveness at Work C&G	JPA print out of Competencies profile proving passed cse	May 2013
2.	Phase 2 Trg	Pte	Level 2 Award	Employability Qualifications C&G	JPA print out of Competencies profile proving passed cse	Feb 16
3.	Range Management 'SA (B) 90'	Rank range	Level 3 Award	Leadership and Management ILM	JPA print out of Competencies profile proving passed cse or course certificate	Regular and Reserve from 18 Sep 2014
4.	PNCO	LCpl	Level 2 Award	Team Leading CMI	JPA print out of Competencies profile proving passed cse	2010 to 31 Aug 2014
5.	PNCO	LCpl	Level 2 Certificate	Team Leading CMI	JPA print out of Competencies profile proving passed cse	1 Sep 2014
6.	PNCO	LCpl	Level 2 Certificate	Leadership and Team Skills ILM	JPA print out of Competencies profile proving passed cse	Jan 2008
7.	JNCO CLM Part 3	Cpl	Level 2 Diploma	Team Leading CMI	JPA print out of Competencies profile proving passed cse	Courses run May 2010 – 31 Aug 2011
8.	JNCO CLM Part 3	Cpl	Level 3 Diploma	First Line Management CMI	1.JPA print out of Competencies profile proving passed cse 2.Copy of course report for courses completed since May 16.	Sep 2011
9.	JNCO CLM Part 3	Cpl	Level 4 Certificate	Leadership and Management ILM	1.JPA print out of Competencies profile proving passed cse 2.Copy of course report for courses completed since May 16.	Sep 2011
10.	JNCO CLM Part 3 (Part 2 for CLM pre-2008)	Cpl	Level 4 (Licentiate – LCGI)	Professional Recognition Award in Leadership and Management C&G	1.JPA print out of Competencies profile proving passed cse 2.Copy of course report for courses completed since May 16. 3. Proof of 2 years in substantive rank	2003 (Start of CLM)

11.	SNCO CLM Part 3	Sgt	Level 3 Diploma	First Line Management CMI	1.JPA print out of Competencies profile proving passed cse	Only for courses run 2010 – 31 Dec 2011
12.	SNCO CLM Part 3	Sgt	Level 4 Diploma	Management and Leadership CMI	1.JPA print out of Competencies profile proving passed cse 2.Copy of course report for courses completed since May 16.	01 Jan 2012
13.	SNCO CLM Part 3	Sgt	Level 5 Certificate	Leadership and Management ILM	1.JPA print out of Competencies profile proving passed cse 2.Copy of course report for courses completed since May 16.	2012
14.	SNCO CLM Part 3 (Part 2 for CLM pre-2008)	Sgt	Level 5 (Affiliateship - AfCGI)	Professional Recognition Award in Leadership and Management C&G	1.JPA print out of Competencies profile proving passed cse 2.Copy of course report for courses completed since May 16. 3.Proof of 2 years in substantive rank	2003 (Start of CLM)
15.	WO CLM Part 3	WO	Level 5 Diploma	Management and Leadership CMI	JPA print out of Competencies profile proving passed cse	Only for courses run 2010 – 31 Dec 2011
16.	WO CLM Part 3	WO	Level 6 Diploma	Management and Leadership CMI	1.JPA print out of Competencies profile proving passed cse 2.Copy of course report for courses completed since May 16.	01 Jan 2012
17.	WO CLM Part 3 (Part 2 for CLM pre-2008)	WO	Level 6 (Graduateship - GCGI)	Professional Recognition Award in Leadership and Management C&G	1.JPA print out of Competencies Profile proving passed cse 2.Copy of course report for courses completed since May 16. 3.Proof of 2 years in substantive rank	2003 (Start of CLM)
18.	WO CLM Part 3	WO	Level 7 Award	Leadership and Management ILM	1.JPA print out of Competencies Profile proving passed cse 2.Copy of course report for courses completed since May 16.	01 Jan 2012

<b>Reserve CLM Qualification Opportunities<sup>7</sup></b>						
19.	Phase 2 Trg	Pte	Level 2 Award	Employability Qualifications C&G	JPA print out of Competencies profile proving passed cse	Feb 16
20.	JNCO CLM	Cpl	Level 3 Award	First Line Management CMI	1.JPA print out of Competencies Profile proving passed cse 2. Proof of substantive rank. 3. CV (see footnote 2) 4. Assignments (see footnote 7)	Reservists with 2 years substantive rank as Cpl
21.	JNCO CLM	Cpl	Level 4 Award	Leadership and Management ILM	1.JPA print out of Competencies Profile proving passed cse 2. Proof of substantive rank. 3. Assignments (see footnote 7)	Reservists with 2 years substantive rank as Cpl
22.	JNCO CLM	Cpl	Level 4 (Licentiate - LCGI)	Professional Recognition Award in Leadership and Management C&G	1.JPA print out of Competencies profile proving passed cse 2.Copy of course report for courses completed since May 16. 3. Proof of 2 years in substantive rank 4. Extended Career History 5. Reservists' Workbook	2003 (Start of CLM)
23.	SNCO CLM	Sgt	Level 4 Award	Management and Leadership CMI	1.JPA print out of Competencies Profile proving passed cse 2. Proof of substantive rank. 3. CV (see footnote 2) 4. Assignments (see footnote 5)	Reservists with 2 years substantive rank as Sgt
24.	SNCO CLM	Sgt	Level 5 Award	Leadership and Management ILM	1.JPA print out of Competencies Profile proving passed cse 2. Proof of substantive rank. 3. Assignments (see footnote 7)	Reservists with 2 years substantive rank as Sgt
25.	SNCO CLM	Sgt	Level 5 (Affiliate - AfCGI)	Professional Recognition Award in Leadership and Management C&G	1.JPA print out of Competencies profile proving passed cse 2.Copy of course report for courses completed since May 16. 3.Proof of 2 years in	2003 (Start of CLM)

<sup>7</sup> On receipt of application form, Ed Branch will email a link to ILM/ CMI website for details/ guidance. Guided learning will be required by unit/ AEC. CV and assignments to be submitted directly to ILM/ CMI.

					substantive rank 4. Extended Career History 5. Reservists' Workbook	
26.	WO CLM	WO	Level 6 Award	Leadership and Management CMI	1.JPA print out of Competencies Profile proving passed cse 2. Proof of substantive rank. 3. CV (see footnote 2) 4. Assignments (see footnote 7)	Reservists with 2 years substantive rank as WO
27.	WO CLM	WO	Level 6 (Graduateship - GCGI)	Professional Recognition Award in Leadership and Management C&G	1.JPA print out of Competencies Profile proving passed cse 2.Copy of course report for courses completed since May 16. 3.Proof of 2 years in substantive rank 4. Extended Career History 5. Reservists' Workbook	2003 (Start of CLM)

#### Officer Career Management Courses

28.	RMAS CC	OCdt	Level 5 Certificate	Management and Leadership CMI	JPA print out of Competencies profile proving passed cse	2010 to 31 Aug 2014
29.	RMAS CC	OCdt	Level 5 Diploma	Management and Leadership CMI	JPA print out of Competencies profile proving passed cse	1 Sep 2014
30.	RMAS CC	OCdt	Level 5 Diploma	Leadership and Management ILM	JPA print out of Competencies profile proving passed cse	2002
31.	RMAS CC	OCdt	Level 5 (Affiliateship – AfCGI)	Professional Recognition Award in Leadership and Management C&G	1.JPA print out of Competencies Profile proving passed cse 2.Proof of 2 years in substantive rank 3.Reflective Account–word processed	2002
32.	RMAS PQO CC	OCdt	Level 5 Diploma	Leadership and Management ILM	JPA print out of Competencies profile proving passed cse OR Employment History showing time at RMAS with CC number e.g. 'CC 143'	2008
33.	Military Training Qualification (MTQ) 2	OCdt	Level 5 Award	Management and Leadership CMI	JPA print out of Competencies profile proving passed cse	1 Jan 2010 onwards
34.	Reserves CC Modules A & B (UOTC / RMAS)	OCdt / Capt	Level 5 Award	Management and Leadership CMI	1.JPA print out of Competencies Profile proving passed cse 2.Copies of Module A &	1 Feb 2016 onwards

					B certificates.	
35.	Reserves CC	OCdt / Capt	Level 5 Certificate	Management and Leadership CMI	1.JPA print out of Competencies Profile proving passed cse 2.Copy of certificate. 3.A Personal Development Plan <sup>8</sup> .	1 Jan 2010 – 31 Jan 16
36.	Reserves CC Modules A & B (UOTC / RMAS)	OCdt / Capt	Level 5 Certificate	Management and Leadership CMI	1.JPA print out of Competencies Profile proving passed cse 2.Copies of Module A & B certificates. 3.A Personal Development Plan <sup>9</sup> .	1 Feb 2016 onwards
37.	Reserves CC Modules C & D (RMAS) <sup>10</sup>	OCdt / Capt	Level 5 Certificate	Management and Leadership CMI	1.JPA print out of Competencies Profile proving passed cse 2.Copies of Module A, B, C and D certificates or evidence of full course completion. 3.A Personal Development Plan (see footnote 9).	1 Feb 2016 onwards
38.	Reserves CC Modules A & B (UOTC)	OCdt/ Capt	Level 5 Certificate	Management and Leadership ILM	1.JPA print out of Competencies Profile proving passed cse 2.Copies of Module A and B certificates.	Pending; subject to approval.
39.	Reserves CC Modules A, B, C & D (RMAS) <sup>11</sup>	Capt	Level 5 Diploma	Management and Leadership ILM	1.JPA print out of Competencies Profile proving passed cse 2.Copies of Module A, B, C and D certificates or evidence of full course completion.	1 Jan 2017 onwards
40.	LEOC	Capt	Level 7 Award	Strategic Management and Leadership CMI	JPA print out of Competencies profile proving passed cse	Jan 2010 – 31 Jan 16
41.	LEOC	Capt	Level 7 Certificate	Strategic Management and Leadership CMI	JPA print out of Competencies profile proving passed cse	Feb 2016
42.	LEOC	Capt	Level 7 Certificate	Leadership and Management ILM	JPA print out of Competencies profile proving passed cse	Jan 2003
43.	Reserves SCOC	Capt	Level 7 Certificate	Leadership and Management ILM	1.JPA print out of Competencies profile proving passed cse 2.Assignment (see footnote <sup>12</sup> )	Jan 2003
44.	Reserves SCOC	Capt	Level 7 Certificate	Strategic Management	1.JPA print out of Competencies profile	2010

<sup>8</sup> Should cover period between 1 Jan 2010 – 31 Jan 16. A link will be sent from Ed Br for individual to upload a PDP direct to CMI

<sup>9</sup> Should be current. A link will be sent from Ed Br for individual to upload a PDP direct to CMI

<sup>10</sup> Individuals must have previously passed modules A & B

<sup>11</sup> Individuals must have taken all 4 modules at RMAS

<sup>12</sup> On receipt of application form, Ed Branch will email a link to ILM/ CMI website for details/ guidance. Assignments to be submitted directly to ILM/ CMI.

				and Leadership CMI	proving passed cse 2.Assignment (see footnote 10)	
45.	JOLP 3 & JOTAC combined (Reg)	Capt	Level 5 Diploma	Management and Leadership CMI	JPA print out of Competencies profile proving passed course	2010 to 31 Aug 2014
46.	JOTAC (Reg)	Capt	Level 5 Extended Diploma	Management and Leadership CMI	JPA print out of Competencies Profile proving passed course	1 Sep 2014
47.	JOLP 3 & JOTAC combined (Reg)	Capt	Level 6 (Graduateship - GCGI)	Professional Recognition Award in Leadership and Management C&G	1.JPA print out of Competencies profile proving passed both courses 2.Proof of 2 years in substantive rank 3.Reflective Account – word processed	2004
48.	JOLP 3 & JOTAC combined (Reg)	Capt	Level 5 Diploma Note that this is the same accreditation available for the RMAS CC	Leadership and Management ILM	JPA print out of Competencies profile proving passed both courses	Jan 2005
49.	CWC (8week course)/ JCSC(L)	Capt	Level 6 Certificate	Management and Leadership CMI	JPA print out of Competencies profile proving passed cse	Sep 2013
50.	CWC (8week course)/ JCSC(L)	Capt	Level 7 Award	Leadership and Management ILM	JPA print out of Competencies profile proving passed cse	Sep 2013
51.	ICSC(L)	Maj	Level 7 Extended Diploma	Strategic Management and Leadership CMI	JPA print out of Competencies profile proving passed cse	2010
52.	ICSC(L)	Maj	Level 7 Diploma	Leadership and Management ILM	JPA print out of Competencies profile proving passed cse	2003
53.	ICSC(L)	Maj	Level 7 (Membership - MCGI)	Professional Recognition Award in Leadership and Management C&G	1.JPA print out of Competencies profile proving passed cse 2.Proof of 2 years in substantive rank 3.Reflective Account– word processed	2003
54.	ICSC(LR)	Maj	Level 7 Diploma	Management and Leadership CMI	JPA print out of Competencies profile proving passed cse	1 Jun 13
55.	ICSC(LR)	Maj	Level 7 Certificate	Leadership and Management ILM	JPA print out of Competencies profile proving passed cse	2013

## ARMY SKILLS OFFER APPLICATION FORM

Having checked to ensure that you are eligible for the Army Skills Offer, please complete the following steps:

1. Complete all of the boxes in the table below, ensuring that your writing is clear and legible and that the e-mail address that you give is regularly checked. **Note: Where application forms are incorrect, individuals/ bulk POCs will be notified.**
2. Print out a copy of your JPA Competence Profile showing the date that you successfully completed the course. For some qualifications you will also need to print out your JPA Appraisal list to show that you have achieved 2 consecutive SJARs. Screen shots of this JPA evidence are at Annex B.
3. For CLM courses, a copy of your course report showing 'fully competent' in all areas for courses completed since May 16 is required.
4. For officer Career Stage 1 courses, C&G require a word processed Reflective Account detailing the applicant's leadership and management experience as well as proof of seniority. **Please note the example templates at Annexes E-H.**
5. Post your completed Annex C, JPA print outs (and certificates/ Reflective Accounts/ course report if required) to: **E1 Accreditation, Army Skills Offer, Education Branch, IDL 430, Ramillies Building, Marlborough Lines, Andover, Hampshire, SP11 8HJ.**
6. You should receive your Army Skills Offer Reference Number (for ILM and CMI applications) from Education Branch, by e-mail, within 8 weeks of applying to Education Branch.
7. **You will need to apply to the Awarding Body (apart from C&G where you apply to the Army Skills Offer only) quoting the Army Skills Offer Reference Number Education Branch will give you for your chosen qualification.**

## ARMY SKILLS OFFER APPLICATION FORM

Surname:		1 <sup>st</sup> Name:	
Rank:	Service Number:	Mr/Mrs/Ms/Miss:	Date of birth:
Regular	Reserve:	Reserve Personnel Only. Name of civilian employer – this is for internal stats only, we will not contact your employer.	
Unit:	Brigade:	Cap Badge:	
Military and civilian E-mail Addresses:			
Mobile telephone number:			
Level of Qualification:		Awarding Body:	
Name of Qualification:			
Qualifying Course:		Date of course:	
Contact Address ( this can be applicant's home address):			
I certify that the above information is correct and that I am applying in accordance with the current Army Skills Offer ACO.			
Applicants signature:		Date of application:	
Application can be endorsed by: 1st Reporting Officer / RCMO / ETS officer / LDO / IERO			
I certify that the above named individual is eligible for this award in accordance with the current Army Skills Offer ACO			
Signature:		Date:	
Name & appointment:			
Military E-mail address and telephone number:			



**ARMY SKILLS OFFER – JPA EVIDENCE**

**JPA Evidence that the course was completed: JPA; Self Service; Competencies**



**JPA**

If you need help contact the JPAC  
using the iSupport facility or phone on

Military: 04560 3600  
Civilian: 0141 2243600  
Pensions: 0800 0853600

Professional Details

---

[Home](#) | [Logout](#) | [Preferences](#) | [Help](#)

**Competencies: Competency Profile**

Employee Name

Employee Number

---

Current Competencies
History

Name	Short Name	Proficiency Level	Status	Start Date	End Date
NSV Security(Security Check:Joint:No)			Achieved	08-Sep-2013	08-Sep-2023
CMS(Equality & Diversity Adviser (EDA):Joint:No)			Achieved	03-Oct-2012	
NSV Security(NATO Secret:Joint:No)			Achieved	24-Jul-2012	20-Aug-2013
CMS JFD(A)(Weapon Handling Test (WHT):Army)			Achieved	31-May-2011	01-Dec-2011
M1 Ed(Mk 1:Army)			Achieved	28-Oct-2010	
Gen(DIT_Coe Qual:Army)			Achieved	19-Mar-2010	
CMS(Equality & Diversity Adviser (EDA):Joint)			Achieved	09-Oct-2009	09-Oct-2012
Sport (APTC)(Endurance Training Leader:Army)			Achieved	13-Apr-2009	13-Apr-2012
AGC(Management of Military Administration:Army:No)			Achieved	14-Nov-2008	
AGC(Imprint Holder Coe Qual:Army)			Achieved	01-Aug-2007	

Previous
1-10
Next
10

Current Competencies
History

Copyright © 2008 Oracle. All rights reserved.

[Home](#) | [Logout](#) | [Preferences](#) | [Help](#)

Done
Trustee/ates
100%

# JPA Evidence of Substantive Rank: JPA; Self Service; Personal and Service Details Summary

The screenshot shows the 'Personal and Service Details Summary' page in the JPA Self Service system. At the top left, there is a JPA logo and contact information for JPAC: Military (8450 3030), Civilian (0141 2243600), and Pensions (0800 0853600). The page title is 'JPA Self Service - Employee'. Below the title, there are links for 'Home', 'Logout', and 'Preferences'. The main content area is titled 'Personal and Service Details Summary' and includes a 'Back' button. A table with columns 'Employee Name' and 'Employee Number' is present but empty. A note states: 'You should always click on the Tip icon for an explanation of the information shown and how it may or may not apply to you.' Below this is a navigation bar with tabs: 'Personal Details', 'Service Details', 'Employment Details', 'Next Assignment', and 'Future Assignment(s)'. The 'Service Details' tab is active, displaying the following information: Substantive Rank: **SSgt** (Staff Sergeant); Acting Paid Rank: [Tip]; Acting Unpaid Rank: [Tip]; Branch and Arm Desc: **AGC** (Adjutant General's Corps); Sub Branch/Cap Badge: **SPS** (SPS); Main Trade Desc: **MIL CLK** (Military Clerk); Seniority: **11-Aug-2008**; IBO: **05-Jan-2008**; Increment Level: **OR Main / Level 7 of 7**; Engagement Expiry Date: **21-Mar-**. A second navigation bar is at the bottom of the details section with the same tabs as above. At the very bottom of the page, there is a 'Home | Logout | Preferences' link and a copyright notice: 'Copyright © 2006 Oracle. All rights reserved.' The browser's status bar at the bottom right shows 'Trusted sites' and a zoom level of 100%.

**Professional Recognition Award – A Reflective Account for Level 4**

<b>Name</b>
<b>Address</b>
<b>E-Mail</b>
<b>Telephone Number</b>
<b>Army Number</b>
<b>DOB</b>
<b>Rank</b>
<b>Cap Badge</b>
<b>Civilian Qualifications</b>
<b>Military Qualifications</b>
<b>Career History</b>
<b>Current Post</b>  1. Job Title  2. Brief description of job role  3. Dates in post

<p><b>Leadership and Management Experience (each heading MUST include evidence of how achieved)</b></p>
<p><b>Have first line responsibility for managing day to day activities</b></p> <p><i>For Example: I am responsible for ensuring that all taskings: vehicle, equipment, paperwork and personnel are completed and utilised in line with unit procedures from start to finish while complying with Health and Safety regulations and drivers hours from start to finish, ensuring that all legal aspects are adhered to: completed/ archived for outside audit as required.</i></p>
<p><b>Manage resources in own area of responsibility</b></p>
<p><b>Constructively work with others to develop and maintain good working relationships</b></p>
<p><b>Develop and maintain good customer relationships</b></p>
<p><b>Identify and access opportunities for professional development</b></p>
<p><b>Be able to apply professional standards* in own area of responsibility</b></p>
<p><b>Communicate effectively and manage information in line with organisational and legal requirements</b></p>

<b>Consistently meet aims and objectives</b>
<b>Exercise autonomy and judgement in work role</b>
<b>Consider the views and perspectives of others in decision making</b>
<b>Address problems that are well-defined but non-routine</b>

**Professional Recognition Award – A Reflective Account for Level 5**

<b>Name</b>
<b>Address</b>
<b>E-Mail</b>
<b>Telephone Number</b>
<b>Army Number</b>
<b>DOB</b>
<b>Rank</b>
<b>Cap Badge</b>
<b>Civilian Qualifications</b>
<b>Military Qualifications</b>
<b>Career History</b>
<b>Current Post</b>  1. Job Title  2. Brief description of job role         3. Dates in post

<p><b>Leadership and Management Experience (each heading MUST include evidence of how achieved)</b></p>
<p><b>Have line management responsibilities</b></p> <p><i>For Example: I am line manager for xxx physical training instructors at xxx unit; this includes a mixture of regular and reserve soldiers. I am responsible for managing their day to day work strands, welfare and input into their SJAR, the assurance of career paths and personal development objectives.</i></p>
<p><b>Anticipate, plan and lead change</b></p>
<p><b>Manage resources</b></p>
<p><b>Constructively work with others to develop and maintain good working relationships</b></p>
<p><b>Set direction and inspire others to work together to achieve challenging outcomes</b></p>
<p><b>Generate creative ideas to inform best practice and continual improvement</b></p>
<p><b>Monitor compliance with professional standards</b></p>
<p><b>Implement an effective communication strategy</b></p>

**Develop and maintain good customer relationships to support the customer focussed culture of the organisation**

**Analyse, identify and access professional development**

**Address problems that are well-defined but complex and non-routine**

**Exercising autonomy and judgement in decision making which takes into account the views and perspectives of others**



**Professional Recognition Award – A Reflective Account for Level 6**

<b>Name</b>
<b>Address</b>
<b>E-Mail</b>
<b>Telephone Number</b>
<b>Army Number</b>
<b>DOB</b>
<b>Rank</b>
<b>Cap Badge</b>
<b>Civilian Qualifications</b>
<b>Military Qualifications</b>
<b>Career History</b>
<b>Current Post</b>  1. Job Title  2. Brief description of job role  3. Dates in post

<p><b>Leadership and Management Experience ( each heading MUST include evidence of how achieved)</b></p>
<p><b>Have senior management responsibilities</b></p> <p><i>For example: I managed an overseas training programme in Jordan that saw a throughput of 100 trainees per month over an 8 month period with 800 trainees successfully completing the programme. My responsibilities included end to end management of all personnel, including vetting; induction; organisation; discipline; motivation; medical and personal matters. I led a parallel information programme, managing a selected team of students to deliver campaign-relevant information at the national-strategic level directly to the British Embassy in XXX on a monthly iteration.</i></p>
<p><b>Take responsibility for achieving organisational objectives</b></p>
<p><b>Take responsibility for managing a programme of substantial change or development</b></p>
<p><b>Identify and manage resources to meet organisational objectives</b></p>
<p><b>Take responsibility for motivating, delegating and empowering others</b></p>
<p><b>Promote innovation and generate ideas for improvement</b></p>
<p><b>Take responsibility for promoting, monitoring and maintaining compliance to professional standards</b></p>
<p><b>Establish, lead and maintaining effective communication</b></p>

<b>Develop and implement standards for customer service</b>
<b>Evaluate the impact of professional development on self and the organisation</b>
<b>Address problems that are complex and non-routine</b>
<b>Use autonomy to make judgements, demonstrating an ability to understand different perspectives, approaches and schools of thought</b>

**Professional Recognition Award – A Reflective Account for Level 7**

<b>Name</b>
<b>Address</b>
<b>E-Mail</b>
<b>Telephone Number</b>
<b>Army Number</b>
<b>DOB</b>
<b>Rank</b>
<b>Cap Badge</b>
<b>Civilian Qualifications</b>
<b>Military Qualifications</b>
<b>Career History</b>
<b>Current Post</b>  1. Job Title  2. Brief description of job role  3. Dates in post

<p><b>Leadership and Management Experience (each heading MUST include evidence of how achieved)</b></p> <p><b>Have strategic leadership responsibilities</b></p> <p><i>For Example:</i>  <i>Timetabled and delivered all pre-deployment specialist training prior to a 6 month deployment in Afghanistan. Whilst deployed, provided first line welfare support and management to 30 personnel. Used technical and biometric exploitation of Improvised Explosive Devices and other weaponry to widen the UK's understanding of Insurgent networks within Helmand Province.</i></p> <ul style="list-style-type: none"> <li>• <i>Daily engagement with UK and US civilian technical and forensic specialists to analyse insurgent networks and identify previously unknown individuals, resulting in the detention of several key IED facilitators.</i></li> <li>• <i>Produced written papers and verbal briefs to Senior Officers and the wider intelligence community when exploitation and intelligence identified new networks or trends in insurgent practices.</i></li> <li>• <i>Regularly used XXX and XXX software for insurgent network development.</i></li> </ul>
<p><b>Articulate a vision for the future of the organisation or own area of responsibility</b></p>
<p><b>Take responsibility for leading the organisation or own area of responsibility through complex change</b></p>
<p><b>Have an in depth understanding of resources and manage them to meet organisational objectives</b></p>
<p><b>Establish a culture of mutual support and cohesion which values the contribution of others and recognises success</b></p>
<p><b>Promote innovation and generate ideas for improvement</b></p>
<p><b>Establishing an environment and culture that assures and promotes compliance with professional standards</b></p>

**Develop a communication strategy for the organisation or own area of responsibility**

**Represent the organisation to communicate on matters of importance and sensitivity and establish robust methods for managing information.**

**Establish a strategy for putting the customer at the centre of the organisation or own area of responsibility**

**Champion professional development within the organisation**