

Defence Instructions and Notices (Not to be communicated to anyone outside HM Service without authority)	
Title:	The Army Skills Offer
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Content:	Information on the new Army Skills Offer which entitles all serving Army personnel to one free civilian qualification following pan-Army courses, at each educational level.
Sponsor:	Directorate of Educational Capability (D Ed Cap)
Contact:	DII: Army EdCap-SkillsQuals-E1
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Supplements: (Please click on the links to access >>>>)	Annex A: Army Skills Offer Application Form
Related Info:	www.army.mod.uk/qualifications D Ed Cap
Classification:	OFFICIAL

ARMY SKILLS OFFER

Introduction

1. 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 – and will pay for them. These qualifications range from Level 1-8 on the [Qualifications Credit Framework \(QCF\)](#) and include academic and vocational qualifications for pan-Army training and service.

2. The Army will pay for Army personnel to gain one qualification for every Army Skills Offer eligible course that they have successfully completed. For Regular and Reserve soldiers, the Army Skills Offer will provide and pay for one qualification per course for soldiers who have successfully completed Ph1, Ph2 and Ph3 training; and for each Command Leadership and Management (CLM). For Regular and Reserve Officers the Army Skills Offer will provide and pay for one qualification for RMAS, JOLP 3 & JOTAC, CWC, ICSC(L) and ROSC(L). For example, a WO who has successfully completed JNCO CLM, SNCO CLM and WO CLM can apply to the Army Skills Offer for a qualification for each of these three courses – gaining three qualifications at three different levels. Please note that 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. Further funded opportunities at Level 8 / PhD are available to all Army personnel by application through the Post Graduate Studies Programme DIN: 2014DIN07-042.

4. The Army Skills Offer will run until May 2016, when an assessment will be made of the uptake and a decision will be taken on its continuation.

5. **Retrospective funding.** Please note 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 you a second qualification for the same course.

Eligible Army Courses

6. The following table 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 following links: www.army.mod.uk/qualifications and by accessing the [D Ed Cap](#) Defence Intranet site, along with the eligibility criteria for each qualification. Details on any assignments and CVs 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.

Ser	Career Management Course	Rank	Qualification Level	Qualification Name and Awarding Organisation	Evidence Required	Date/Year Qualification can be claimed from
Soldier Career Management Courses						
1.	Phase 1 Trg	Pte	Level 1 (15 QCF Credits)	Effectiveness at Work C&G	JPA print out proving passed cse	May 2013
2.	Phase 3 Trg	Pte-NCO	Level 3	Enhanced Employability Skills C&G	1. To have received x2 SJARs 2. Work book	Apr 2014
3.	PNCO	LCpl	Level 2 Award	Team Leading CMI	JPA print out proving passed cse	May 2010
4.	PNCO	LCpl	Level 2 Certificate (13 QCF Credits)	Team Leading ILM	JPA print out proving passed cse	Jan 2008
5.	JNCO CLM Part 3	Cpl	Level 2 Diploma	Team Leading CMI	JPA print out proving passed cse	Only for courses run 01 May 2010 – 31 Aug 2011
6.	JNCO CLM Part 3	Cpl	Level 3 Diploma (67 QCF Credits)	First Line Management CMI	JPA print out proving passed cse	Sep 2011
7.	JNCO CLM Part 3	Cpl	Level 4 Award (Licentiatehip)	Professional Recognition Award in Leadership and Management C&G	1. JPA print out proving passed cse. 2. Proof of substantive rank 3. CV	2003 (Start of CLM)
8.	SNCO CLM Part 3	Sgt	Level 3 Diploma	First Line Management CMI	JPA print out proving passed cse	Only for courses run 01 May 2010 – 31 Dec 2011
9.	SNCO CLM Part 3	Sgt	Level 4 Diploma (61 QCF Credits)	Management and Leadership	JPA print out proving	01 Jan 2012

				CMI	passed cse	
10.	SNCO CLM Part 3	Sgt	Level 5 Certificate (13 QCF Credits)	Leadership and Management ILM	JPA print out proving passed cse	2012
11.	SNCO CLM Part 3	Sgt	Level 5 Award (Affiliateship)	Professional Recognition Award in Leadership and Management C&G	1. JPA print out proving passed cse. 2. Proof of substantive rank 3. CV	2003 (Start of CLM)
12.	WO CLM Part 3	WO	Level 5 Diploma	Management and Leadership CMI	JPA print out proving passed cse	Only for courses run 01 May 2010 – 31 Dec 2011
13.	WO CLM Part 3	WO	Level 6 Diploma (62 QCF Credits)	Management and Leadership CMI	JPA print out proving passed cse	01 Jan 2012
14.	WO CLM Part 3	WO	Level 6 Award (Graduateship)	Professional Recognition Award in Leadership and Management C&G	1. JPA print out proving passed cse. 2. Proof of substantive rank 3. CV	2003 (Start of CLM)
Reserve CLM Interim Qualification Opportunities						
15.	JNCO CLM	Cpl	Level 3 Diploma	First Line Management CMI	1. Proof of substantive rank. 2. CV 3. Assignments	
16.	SNCO CLM	Sgt	Level 4 Diploma	Management and Leadership CMI	1. Proof of substantive rank. 2. CV 3. Assignments	
17.	WO CLM	WO	Level 6 Diploma	Leadership and Management CMI	1. Proof of substantive rank. 2. CV 3. Assignments	
Officer Career Management Courses						
18.	UOTC MLDP 2	OCdt	Level 5 Award (7 QCF Credits)	Management and Leadership CMI	JPA print out proving passed cse	2010
19.	RMAS CC	OCdt	Level 5 Certificate (27 QCF Credits)	Management and Leadership CMI	JPA print out proving passed cse	2010
20.	RMAS CC	OCdt	Level 5 Diploma (38 QCF Credits)	Leadership and Management ILM	JPA print out proving passed cse	2002
21.	RMAS CC	OCdt	Level 5 Award (Affiliateship)	Professional Recognition Award in Leadership and Management C&G	1. JPA print out proving passed cse. 2. Proof of substantive rank 3. CV	2002
22.	RMAS TACC	OCdt	Level 5 Certificate (20 QCF Credits)	Management and Leadership CMI	1. JPA print out proving passed cse 2. Personal Development	2010

					Plan	
23.	RMAS Reserve LEOC	Capt	Level 7 Certificate (25 QCF Credits)	Strategic Management and Leadership CMI	1. JPA print out proving passed cse 2. Assignments	Jan 2012
24.	JOLP 3 & JOTAC	Lt/ Capt	Level 5 Certificate (62 QCF Credits)	Management and Leadership CMI	JPA print out proving passed cse	2010
25.	JOLP 3 & JOTAC	Lt/ Capt	Level 6 Award (Graduateship)	Professional Recognition Award in Leadership and Management C&G	1. JPA print out proving passed cse. 2. Proof of substantive rank 3. CV	2004
26.	CWC (the 8 week version)	Capt	Level 6 Certificate	Management and Leadership CMI	JPA print out proving passed cse	2013
27.	ICSC(L)	Maj	Level 7 Diploma (77 QCF Credits)	Strategic Management and Leadership CMI	JPA print out proving passed cse	2010
28.	ICSC(L)	Maj	Level 7 Diploma (96 QCF Credits)	Strategic Leadership and Executive Management ILM	JPA print out proving passed cse	2003
29.	ICSC(L)	Maj	Level 7 Award (Membership)	Professional Recognition Award in Leadership and Management C&G	1. JPA print out proving passed cse. 2. Proof of substantive rank 3. CV	2003
30.	ROSC(L)	Maj	Level 7 Certificate (38 QCF Credits)	Management and Leadership CMI	JPA print out proving passed cse	Jun 2013
31.	ROSC(L)	Maj	Level 6 Award (12 QCF Credits)	Management ILM	JPA print out proving passed cse	2013

7. **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. SO2 Quals, D Ed Cap will regularly update 2014DIN7-093 The Army Skills Offer and ensure that the detail on the D Ed Cap Intranet and Internet Accreditation pages is up to date.

8. **The Army Skills Offer Requirements.** Apart from the C&G Level 3 Enhanced Employability Skills and some Army Instructor 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 Publicly Funded Further Education and Higher Education ([PF FE/HE](#)) scheme. Further detail on the PF FE/HE is available on the D E Cap Accreditation Intranet page.

9. **Level 3 Enhanced Employability Skills.** In undertaking this qualification you will not be eligible for the Further Education (first A-Level) of the PF FEHE scheme because this qualification is an A-Level equivalent and requires a workbook. If you do not already have a first degree, you may still be eligible for the Higher Education (first degree) part of the PF FEHE scheme.

10. **Reserves.** Reserves are not eligible for the Enhanced Learning Credits or PF FE/HE schemes and it is not possible for them to attend CLM at this time. For these reasons, Reserves

can undertake additional work to their Army training in order to qualify for the same level of qualifications as Regular Personnel and be part of the Army Skills Offer. Further detail on the additional work can be obtained from the awarding organisations.

11. **LEOC.** Work is underway with Awarding Organisations to map the Regular LEOC course to additional civilian qualifications that meets the Army Skills Offer requirements. Please Note that Reserve LEOC officers are not eligible for the PF FE HE and Enhanced Learning Credits Scheme and therefore the Reserve LEOC Level 7 Certificate in Strategic Management and Leadership is currently part of the Army Skills Offer.

12. **ACSC(R).** ACSC(R) is currently accredited by CMI with a Level 7 Certificate in Strategic Management and Leadership at a personal cost of £108. CMI will retrospectively accredit back to 2012. Work is underway to fund the ACSC(R) accreditation. As soon as progress is made SO2 Quals will update 2014DIN07-093 confirming that D Ed Cap or the Defence Academy will pay.

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 that the EFP course material does not map to the current CLM and the qualifications accredited to it.

14. **Army Junior Division (AJD).** Having investigated the possibility of retrospectively accrediting AJD, the Awarding Organisations are unable to do so because of the time lapse and that the AJD course material does not map to CWC or ICSC(L) and the qualifications accredited to it.

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 or undertaking the assessments. DS are advised to consider undertaking the Army Instructor Capability courses which are accredited to a high level.

16. **Army Instructor Capability (AIC) qualifications.** AIC courses are accredited through a separate scheme and **should not be** applied for under the Army Skills Offer. The eligible courses and qualifications are below; the point of contact for further detail on the Army Instructor Capability qualifications is SO2 Instructor Development, D Ed Cap: DII Army EdCap-InstrDev-SO2 or armyedcap-instrdev-SO2@mod.uk.

Ser	Course	Status	Action
1.	DTTT	No accreditation under the AIC.	No further action.
2.	DTTT version 2	Not delivered as part of AIC until Oct 14. 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 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 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.

How to apply for the Army Skills Offer

17. 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 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 Army Education Centre.
- 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), either quoting their personal @mod.uk email address or giving their chain of command email address. 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.
- f. Applicants are to send their completed application form and JPA competence profile to: **E1 Skills/Quals, D Ed Cap, Army Headquarters, IDL 430 Ramillies Building, Marlborough Lines, Andover, Hampshire, SP11 8HJ.**
- g. Applicants will be contacted by email and given an Army Skills Offer Reference Number which must be quoted on their application form to the Awarding Body. If the reference number is not quoted applicants will need to cover the cost of the qualification themselves. Please note that a different Army Skills Offer reference number will be given each time an individual makes an application to the Army Skills Offer.
- h. On receipt of the Army Skills Offer reference number applicants need to apply to the Awarding Body for the civilian qualification. Links to the relevant websites are available on the DII [D Ed Cap](#) Accreditation page and on www.army.mod.uk/qualifications.
- i. The City & Guilds qualifications are administered by D Ed Cap. Application details are available in the relevant information packs.

Timelines

18. Applications for the Army Skills Offer will be dealt with in date order. It is anticipated that there will be a large volume of applicants. D Ed Cap staff will email applicants with their Army Skills Offer reference number within 6 weeks of receipt of their completed paperwork.

19. If Applicants have not received their Army Skills Offer Reference Number within the timeline above, they should email (DII) Army EdCap-SkillsQuals-E1 or (civilian) ArmyEdCap-SkillsQuals-E1@MOD.UK, quoting their name, service number, level of qualification applied for and date they sent their application form. D Ed Cap staff will only deal with queries by email, 6 weeks or more after the application was made.