**Data Item Description**

**Training Needs and Training Media Analysis**

**ILS-088-020**

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| **DATA ITEM DESCRIPTION** |
| 1. **TITLE**

Training Needs and Training Media Analysis | 1. **IDENTIFICATION NUMBER**

ILS-088-020 |
| 1. **DESCRIPTION / PURPOSE**

The Training Needs Analysis (TNA) is used to determine training requirements such as prerequisites, objectives, training times, resources. The resulting report shall identify significant knowledge and expertise gaps between current levels of end-customer training and experience and those required to safely operate the vessel.The outcome of the TNA is the Training Needs Analysis Report that provides a full analysis of the training and training support requirements as a result of the introduction of the vessel. The TNA includes as a separate annex, the Training Media Analysis (TMA).The Training Media Analysis (TMA) report must present a detailed and substantiated list of all training media, systems and equipment required to support the vessel training system. The TMA report must include a detailed analysis of existing training devices to determine suitability and sustainability for the vessel training system, as well as a list of proposed devices that will be included in the training system delivery. |
| 1. **REFERENCES**

Attachments: NilReferences: DID-ILS-088-010; This DID must be read in conjunction with the appropriate paragraphs of the Statement of Work, Contract Data Requirements List and any references cited in the DID |
| 1. **FORMAT**

The following formatting guidelines must be considered when preparing the deliverables.* 1. Unless a specific template is provided by VSY, the deliverables may be prepared in contractor’s format upon review and approval by VSY.
	2. The format shall not impose any restriction on searching, editing, copying, or printing.
	3. The information shall be provided in English and in French, if available.
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| 1. **CONTENT**
	1. The TNA report provides a full analysis of the training and training support requirements as a result of the introduction of the vessel.
	2. The TMA report must present a detailed and substantiated list of all training media, systems and equipment required to support the training system.
	3. The TNA/TMA Report must integrate input from all sub-contractors responsible for providing input to the training program and clearly shows how the training gaps or conflicts identified will be addressed.
	4. As a minimum, the TNA report shall include the following:
		1. Executive Summary;
		2. Overview of methodology employed in the conduct of the Training Needs Analysis (TNA)/Training Media Analysis (TMA);
		3. Identification of any performance gaps;
		4. Description of how performance gaps will be addressed;
		5. Proposed list of training programs/courses, including description;
		6. Proposed list of required Initial Cadre Training serials;
		7. Notes section containing any general information aiding with understanding the document;
		8. Integrated TMA report.
	5. Recommended outline for developing the TNA.
		1. Approach and Methodology – Analysis.
		* Resource Research and Data Collection Methodology.
		* Training Target Population;
		* Prerequisites by Course;
		* Initial Cadre Training, training requirements by Occupation and Rank;
		* Familiarization Training and Know Your Ship training;
		* Detailed Task Lists by Course.
		* Difficulty / Importance / Frequency Analysis.
		1. Approach and Methodology – Design.
		* Instructional Development Plan.
			1. Method/Media Analysis overview for each course including opportunities to employ the following (but not limited to these examples):
				1. Interactive multimedia Instruction (IMI) levels;
				2. Mobile Learning Opportunities;
				3. Component Systems Trainer (CST);
				4. Part-Task Trainers (PTT);
				5. Electronic Performance Support Systems (EPSS);
				6. Intelligent Tutoring;
				7. Embedded training; and,
				8. Synthetic Environment.
			2. Instructional Strategy employed:
2. Formal In-house training;
3. On-The-Job (OJT) on-board ship;
4. Trainers;
5. Distance / Distributed training;
6. Other strategies as identified; and,
7. Interaction between courseware and training devices.
	* + 1. Learning Network usage:
8. Courseware; and,
9. Storyboard Design.
	* + 1. Training device usage.
		1. Approach and Methodology – Conduct
		+ Infrastructure requirements.
		+ Estimate of resources required to deliver training.
		+ Concept of Training.
		+ Anticipated Schedule of Training.
		+ Student Assessment (i.e. description of methods used to verify that training requirements were met):
			1. Formative; and,
			2. Summative.
		+ Small Group Trials (SGTs):
10. Concept of Operations for SGTs;
11. Overview of Plan for SGTs. Plan to ensure all requirements for change are tracked and addressed prior to Initial Cadre Training.
	* + Initial Cadre Training (ICT):
12. Concept of Operations for ICT; and,
13. Overview of Plan for ICT.
	* + Familiarization Training:
14. Overview of course content;
15. Overview of Plan for Familiarization Training.
	* + Know Your Ship (KYS) Training:
16. Concept of Operations for KYS; and,
17. Overview of Plan for KYS.
	* + Train the Trainer Program:
18. Orientation to Devices; and,
19. Orientation to Courseware.
	1. The TMA Report must outline any recommendation for the use of existing media assets or the acquisition of new training devices and include: (a) lifecycle assessment of the assets/devices; (b) overview of the proposed device, (c) how each device will be employed in the training program outlined in the TNA and (d) detailed cost benefit analysis.
	2. Recommended outline for developing the TMA.
		1. New technology enabled learning.
		2. Impact on existing trainers:
		* Identification of trainers that can be re-purposed for the training system with an analysis of trainer capacity to accommodate the addition training throughput;
		* Functional software and hardware changes required to trainers to accommodate training requirements;
		* Changes that may be required to infrastructure as a result of training device modifications; and,
		* Requirement for In-Service Support for life of vessel including maintenance and staffing.
		1. New Training Simulation / Device / Media Requirements:
		* Overview of proposed training devices;
		* Overview of how devices will be employed;
		* Functional specifications for the proposed training devices;
		* Identification of training device shortfalls;
		* Impact on Infrastructure;
		* Cost benefit analysis; and,
		* In-service support recommendations.
		1. Synthetic Environment Connectivity:
		* For each simulator, assessment of whether connectivity would yield cost effective training benefits;
		* Indication of which simulators should be connected to other devices; and,
		* Indication of what types of information should be shared by connected simulators.
	3. The TNA/TMA Report shall include all information required for general understanding and shall define all special terms and acronyms used.
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