



SPECIAL POINTS OF INTEREST:

- DAO offers 122 Qualifications
- DAO has 36 Centres
- DAO have issued 34701 certificates
- 37858 students have been registered
- DAO has a GOV.UK website page

<https://www.gov.uk/government/groups/defence-awarding-organisation>

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SpLD

The SpLD policy is currently being updated within JSP822.

Specific Learning Difficulties (SpLD) is a term that is used to describe a range of learning difficulties that are inherent to an individual and which have the potential, to varying degrees, to affect an individual's ability to function effectively within the workplace. Hence DAO has a policy aimed at helping learners to achieve formal recognition of their achievements, without compromising the assessment process or the assessment objectives of a qualification.

Currently requests for making a reasonable adjustment should be made using the Reasonable Adjustment Request Form which can be found on our website. Reasonable adjustments must be made by a suitably qualified individual.

The form should be completed and returned to the DAO as soon as possible, to allow sufficient time for the reasonable adjustment to be made. The minimum amount of notice required is 15 working days prior to the assessment. DAO will log the request and the reasonable adjustment made. The decision is based on the content of the supporting evidence.

We are working with our development team to make enhancements to the DAO database so that you will be able to request reasonable adjustments through the database. This facility will hopefully be in place by mid November.

DAO Commendation

On Wednesday 6 June the DAO were presented with a Director General's Commendation. The Defence Academy Operations Director, Mark Alexander, presented the Director General's Commendation on behalf of the DG JFD.

This award was made to Katie Mander, Team Leader of the DAO. The DAO reached full operating capability in 2014 and is accredited by OFQUAL for the awarding of national vocational qualifications, ranging from Level 1 to Level 7. This is a considerable saving to the MOD when compared to procuring equivalent qualifications and certificates from commercial bodies.

GDPR

As discussed at the DAO Centre Day (a new regulation came into play from 25 May 18 called the General Data Protection Regulation (GDPR)).

We have undertaken a full privacy impact assessment for the introduction of the GDPR, working with our IM leads, for the personal data you capture through learner registrations (ie through the DAO database). The outcome of this assessment is that DAO has a lawful basis to process personal data of learners - name, gender, DoB and service number - in order to register a learner against a RQF qualification. However, an individual has the right to be informed how their data is to be used. If an individual does not wish to provide their personal information then they will not be registered with DAO and hence will not be issued with a certificate.

DAO Centres need to update (or put in place) their privacy notice within joining instructions (JIs) related to courses that lead to the award of a DAO qualification.

Upcoming Events

The DAO will be hosting an SV (Standard Verifiers) day and a Centre day early 2019.

The SV day is provisionally booked for Wednesday 13 February 2019. If you have any concerns or issues you would like us to discuss with the SV's on this day please contact Lee Smith.

The Centre day is provisionally booked for Wednesday 13 March 2019. Please could you place mark this date in your calendars as we would ideally like 100% attendance from the centres.

More details to follow.

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DAO Database



We have made further enhancements to the database.

- Homepage link – logo top left is now a link to the homepage. If you click it on a page that requires a submit (e.g. an individual student page) it prompts you to confirm this was your intention and will then take you back to the homepage.
- Display of 50 records on the student page

Please remember that the VPN token is unique to the individual and should not be shared or transferred to another user. If the token is lost or not returned to the DAO once a database user has left then the centre will incur a £50 charge.

Increase in Qualification Fraud

DAO have been informed by the Construction Industry Training Board (CITB) that there has been a large increase in fraudulent activity within the industry from organised crime groups offering qualification (including the CSCS card) or forged certificates for payment. There has been a steady year on year increase in fraudulent qualification activity not only within construction industry but across many sectors. DAO Centres should be vigilant, especially when processing 'recognition of prior learning' applications.

Nif, Naf & Trivia

We have a new member of the team Julie Ralph who is a Business Co-ordinator working along side Lee Smith.

We have successfully run five courses of the Level 4 Designing Regulated Qualifications course. If you are interested in attending a future course please contact Lee Smith on 96161 4187.

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RPL

RPL is a method of assessment that considers whether a learner can demonstrate that they can meet the assessment requirements for a unit through knowledge, understanding or skills they already possess and do not need to develop through a course of learning.

Please refer to the DAO RPL policy for guidance as the centre makes the decision if the qualification should be awarded or not.

The centre must inform the DAO of all RPL decisions as we are required to keep a log.

We are currently in the process of updating our website so that the learner can access information and RPL documentation from the website. They will also have access to the centre details so that they can contact the centre direct.

See the link to the website. <https://www.gov.uk/government/groups/defence-awarding-organisation>

Policies

All of the DAO policies have been reviewed and are on the DAO website (see link below).

<https://www.gov.uk/government/publications/dao-policies>

Please ensure that you visit this page as these documents provide help and guidance on providing and administering our qualifications.

Meet The Team

Defence Awarding Organisation Chart



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