



SPECIAL POINTS OF INTEREST:

- DAO offers 118 Qualifications
- DAO has 42 Centres
- DAO have issued 39513 certificates
- 42673 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

Please could you ensure that you notify the DAO of all Specific Learning Difficulties (SpLD) cases as per the process detailed below and within the specified time frame. 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 by the Responsible Officer 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 be in place in the New Year.

Season Greetings



Katie Mander and the DAO team would like to wish you all a very Happy Christmas and Happy New Year.

The DAO team will be available up to Friday 21 December 2018 and will be back in the office Monday 7 January 2019.

DAO Centre Contacts

The DAO have 2 Development Managers (Carol Lacey and Andy Mitchell) and 2 Business Co-ordinators (Lee Smith and Julie Ralph).

For all centre/qualification development queries please contact your Development Manager and for general/database queries please contact the Business Co-ordinator.

Please see the Centre lists below:

Carol Lacey (96161 4177) and Lee Smith (96161 4187):

18 Signal Regiment	299 Squadron
Army Cadet Force Association	Army Recovery Capability
Brize Norton Forces Development Squadron	Defence Academy Awarding Support Centre
Defence Centre of Training Support	Defence School of Armoured Engineering
Defence School of Marine Engineering	Defence School of CIS
Defence School Specialist Welfare	DSEME
ELS	IFPT
MKC TS	RAF Regiment
Royal Marines Commando Training Centre	Royal Marines School of Music
Royal Military School of Music	Royal School of Military Engineering
Shrivenham Leadership Centre	SIGINT Wing

Andy Mitchell (96161 4186) and Julie Ralph (96161 4188):

45 (R) Sqn WSOp	501 Squadron
7 Squadron	24 Squadron
ACS	DCLPA
DCHET	Defence Helicopter Flying School
DEMS	Defence School of Transport (RM)
Defence School of Photography	HQ Infantry
Information Awarding Centre (DE&S)	Information Capability
No 1 AIDU	RAF School of Physical Training
Royal Marines (Poole)	Royal Naval Submariner School
UK Defence Quality Awarding Centre	UWTE/MWS

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CSCS Accreditation

The Royal School of Military Engineering (RSME) have had 7 qualifications accepted on the Construction Skills Certification Scheme (CSCS) accredited qualification list.

Learners who have completed one of the 7 qualifications will be able to claim for a CSCS card.

The qualifications are:

L2 Diploma in Building and Structural Finishing (DAO) – Maintenance Operative - General

L3 Diploma in Building and Structural Finishing (DAO) – Maintenance Operative - General

L2 Diploma in Bricklaying and Concreting (DAO) – Bricklayer

L3 Diploma in Bricklaying and Concreting (DAO) – Bricklayer

L2 Diploma in Carpentry and Joinery (DAO) – Carpenter and Joiner

L3 Diploma in Carpentry and Joinery (DAO) – Carpenter and Joiner

L3 Diploma in Construction Materials Technology (DAO) – Site Technical Assistant

As such learners can apply to CSCS upon registration or completion of the above qualifications as long they have sat and passed the CITB HSE test in the last 2 years.

Niff Naff and Trivia

We are hosting an SV (Standard Verifiers) day on Wednesday 13 February 2019.

If you have any feedback (positive or negative) you would like us to pass to the SV's on this day please contact Lee Smith.

The date for the upcoming Centre day has changed to Wednesday 20 March 2019. Please register your attendance to Julie Ralph.

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Duplicate Certificates

If a student misplaces their DAO certificate or it is lost in the post they are able to request a duplicate certificate.

If a student contacts you with this request please could you ensure that you email your DAO contact to arrange a duplicate certificate.

Please provide the students details, qualification and reason for the duplicate request.

The DAO will then process your request and print the duplicate certificate and send to you as the normal process.

RPL

It is the responsibility of the centre to inform DAO of all RPL decisions as we are required to keep a log of all requests and the decision by the centre.

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.

The DAO fully supports the use of RPL and will encourage the application of RPL where possible.

The learner will need to show RPL through knowledge, understanding or skills. Evidence can be drawn from many sources such as education, training, and work/voluntary activities. RPL evidence includes certificates, JPA printouts, attendance certificates, recent job specifications etc. The centre should maintain records of assessment and a log of all requests.

If you are unsure please refer to the RPL policy on the DAO website, or DAO staff.

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.DAO DATABASE

We are currently experiencing a huge level of certificate printing errors. We do appreciate that at times this is due to high workloads etc. However recently some of the errors could have been potential cases of maladministration, which the DAO takes very seriously and will investigate.

Please ensure that you are registering the learner on to the correct qualification and level and check that all claims are valid.

Meet The Team

Defence Awarding Organisation Chart



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