



Ministry
of Defence

Air Command Secretariat
Spitfire Block
Headquarters Air Command
Royal Air Force
High Wycombe
Buckinghamshire
HP14 4UE

Ref: 2021/05894

[REDACTED]

2 July 2021

Dear [REDACTED]

Thank you for your e-mail of the 4 June 2021 requesting the following information:

Please send me the following information in relation to the OC RAFAC Training Academy job selection process (closing date for applications May 2021):

How many applications were made for the post? (Broken down by gender, serving regular/serving FTRS/not currently serving, including current rank where applicable)

How many applicants were invited to interview? (Broken down as above)

How many applicants fulfilled all the essential job criteria as laid out in the job advertisement? How many of those were subsequently not invited to interview?

How many applicants are currently serving at ROTA?

How many applicants have previously served at ROTA/OACTU?

How many applicants have been to visit the RAFAC Training Academy to gain an insight into the role?

How many BAME applicants were there? How many were invited to interview?

Who conducted the sift?

Who ratified the sift?

I would like copies of the notes made on each candidate during the sift process (with names redacted).

I would like the above information to be provided to me in paper or electronic format.

I am treating your correspondence as a request for information under the Freedom of Information Act 2000 (FOIA). A search for the information has now been completed and I can confirm that information in scope of your request is held. The below table provides answers to your first seven questions in the order they were submitted.

Section 40 (1) Personal data and Section (2) Third party data applies. This is because of our duty to protect all individuals' personal data. Section 40 is an absolute exemption and there is no need to undertake a public interest test.

In accordance with the Data Protection Act and our obligations in relation to the protection of confidentiality when handling personal data, data has been rounded where "~" denotes a number less than or equal to 5.

| | Question 1 * | Question 2 * | Question 3 | Question 4 | Question 5 | Question 6 | Question 7 |
|---------------------------------|--------------|--------------|------------|------------|------------|------------|------------|
| Number | ~ | ~ | ~ | ~ | ~ | ~ | ~ |
| Male | ~ | ~ | | | | | |
| Female | ~ | ~ | | | | | |
| Number not invited to Interview | | | | ~ | | | |

* All applicants were serving Full Time Reserve Service (FTRS). The ranks of the applicants were Flight Lieutenant and Squadron Leader.

How many BAME applicants were there? How many were invited to interview?

Information not held. The application did not require the ethnicity of candidates to be disclosed.

Who conducted the sift?

The sift was conducted by the President of the Panel, Commandant RAFAC.

Who ratified the sift?

The sift was ratified by the President of the Panel, Commandant RAFAC.

I would like copies of the notes made on each candidate during the sift process (with names redacted).

A copy of the notes made during the sift process is attached at Annex A.

If you are not satisfied with this response or wish to complain about any aspect of the handling of your request, then you should contact us in the first instance at the address above. If informal resolution is not possible and you are still dissatisfied then you may apply for an independent internal review by contacting the Information Rights Compliance team, Ground Floor, MOD Main Building, Whitehall, SW1A 2HB (e-mail CIO-FOI-IR@mod.uk). Please note that any request for an internal review must be made within 40 working days of the date on which the attempt to reach informal resolution has come to an end.

If you remain dissatisfied following an internal review, you may take your complaint to the Information Commissioner under the provisions of Section 50 of the Freedom of Information Act. Please note that the Information Commissioner will not normally investigate your case until the MOD internal process has been completed. The Information Commissioner can be contacted at: Information Commissioner's office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF. Further details of the role and powers of the Information Commissioner can be found on the Commissioner's website at <https://ico.org.uk/>

Yours sincerely

Air Command Secretariat

Enc. Annex A

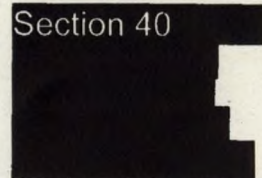
AP3392 Vol 7 Part 3 – Full Time Reserves, Additional Duty Commitment, Volunteer Ex-Regular Reserves and RAF Civilian Component Processes

Chapter 3 Annex E Appendix 1

Title – OC RAFAC Trg Academy – JPAN 1872659 (ECR 34666)

Applicants:

Section 40

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Criteria – Essential

1. Defence Trainer (Phase 1 & 2) or equivalent experience.
2. Defence Trainer qualified or an equivalent qualification iaw JSP 822.
3. DSAT practitioner and Course Design experience.
4. Experience of training evolution through SOCRATES, MERCURY or ASTRA.
5. Excellent communication, digital and administration skills.

Criteria – Desirable

1. Experience of working with the RAF Air Cadets.
2. DSAT Managers/Defence Training Managers (DTM) Course.
3. Care of Trainees Course.
4. Defence Trainers Supervisor Course.
5. Managing Civilian Staff Course.
6. Low ropes and Mobile Team Challenge Practitioner.
7. Have welfare training to include Stress Management & Listening Skills.

| Applicant | Substantive Rank | Seniority | CV | Criteria ¹ | | Prom Rec ² | ACRs Rec'd | Eligible for Promotion | Remarks | Age | RFMC Assessment | Traffic Light ³ |
|------------|------------------|-----------|----|-----------------------|---|-----------------------|------------|------------------------|---------|-----|-----------------|----------------------------|
| | | | | E | D | | | | | | | |
| Section 40 | | | Y | | | | | | | | | Section 40 |
| Section 40 | | | Y | | | | | | | | | |
| Section 40 | | | Y | | | | | | | | | |
| Section 40 | | | Y | | | | | | | | | |
| Section 40 | | | Y | | | | | | | | | |

Summary

Section 40

- ¹ Number of Criteria met by applicant – Insert number in both Essential and Desirable
- ² Insert Prom Rec from most recent ACR
- ³ Traffic Light assessment for easy reference – red – sift out, yellow – possible, green – interview.