

Using The On Line Booking System (OBS) for JSASTC Course Applications Guidance Notes – User (Ver 3)

Background

For all of JSASTC's training courses the application process will now only be via the on-line ATG(A) on-line booking service (OBS). For courses starting after Nov 2015 we will only accept and confirm applications via OBS. Some applicants will need to re-apply in order to train. This change to the booking process will save both the applicant and the training support team time and allow JSASTC to deliver more training events with less staff.

The change was essential as we moved to Dii, in Oct 15 (we lost our previous email addresses) and when we be providing more vessels and courses in 2016-17. Our old trg data base system was not supported and required a specialist host which was not available post conversion to Dii. Our old system lacked the fidelity in confirming training priority for supporting training allocation decisions. The old www. PDev portal site should be removed very soon if not done so already.

The OBS is available via the Defence Gateway. This gives full access to JSASTC in managing AT applications via both Dii and the www, and it is also designed to be mobile device friendly so will suit all mil personnel. All personnel who hold a service number and are administered via JPA are eligible for a Defence Gateway log on, and the process to obtain an account is very simple. All personnel will need the Defence Gateway log on for other applications such as their payroll data, Defence Learning Environment and an increasing number of other web based processes. Those personnel who are not authorised access to the Defence Gateway should apply via their unit HQ through an authorised account holder, but still inserting their own contact details for JIs and contact tel numbers.

The OBS provides increased security of personal data, and is secure and approved for all Defence Users. The Defence Gateway Server and access protocols are assessed and maintained at a level above the Unit Sec Offr.

The OBS will allow you to quickly and easily select a suitable type 4 training course. If you are a manger it will allow you to track your team's applications.

In the future we will use OBS for certain type 3 events, and to manage distributed training, continuation training for advertising and listing and visiting instructor availability.

Application Process

The booking system and software is managed by the Army's Adventure Training Group (ATG(A)). This has advantages for military personnel that soon all of your AT bookings could soon be made through the same system.

It also means that you can track your bookings when logged on so that you can quickly determine the progress of your booking. This means you do not need to telephone the cse admin team for an update, and it would be greatly appreciated if you would use your OBS access in the first instance to check your application status.

All of your communications with JSASTC can now be electronic, and you can receive your Joining Instructions via your personal email address.

The booking system asks for your justification as to why you need the course, this provides you a clear opportunity to confirm why you need the place and for you to gain priority allocation for the limited places. A clear and concise justification for training that supports your own identification of a training priority is needed.

Top Tips

The application process also asks you to provide evidence of your qualifying experience. The better the evidence (concise and relevant) the increase chance you have of loading. All boxes must have some comment, if you select to entre N/A you are reducing your chances of loading. JSASTC cses are typically in high demand.

From Nov 15 the OBS required all individuals undertaking water based trg to upload evidence of JPA competence, for the Army this is ther Mil Swim Test (MST). This si fund in your JPA account under Self-Service user, competencies on the main menu page. A screen print pasted into a word document is the best solution here.

JSASTC are currently unable to view these files (Dii does not allow download) so individuals (Army and RAF, and RN who have not completed Regular Phase 1 trg) must bring evidence of the ability to swim with them to all courses.

Day Skipper Justification. The most common need for a clear justification is for potential day skipper candidates. This is our busiest course. When applying for the Day Skipper cse, you should confirm you are more than a Comp Crew (i.e. additional sailing since the CC cse), have reached the standard of Day Skipper shore-based, and are going to use the qualification for unit events.

Priority 1 Trg. The priority 1 category can be selected if you are attending a major ATX, such as TRANSGLOBE, DIAMOND ROCK, A major Corps ATX, or a JSASTC directed event. This will provide you highest priority for training. Indicate the Leg/departure date of your exercise and your appointment.

MST. MST is the military swim test. You must have passed this to attend training at JSASTC. Even some of the shore-based courses get afloat, e.g Diesel Engine and Radar.

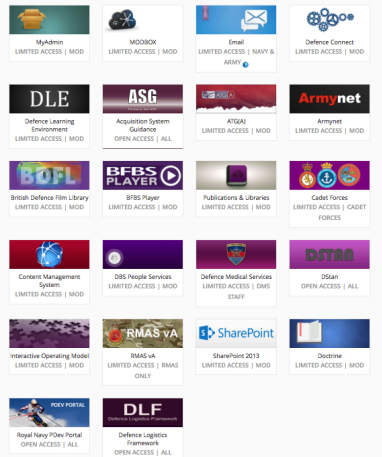
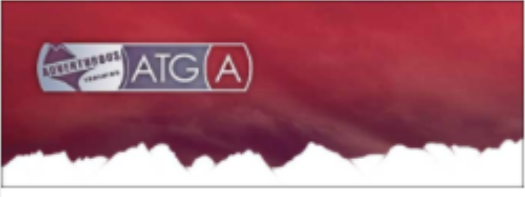
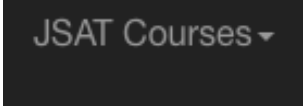
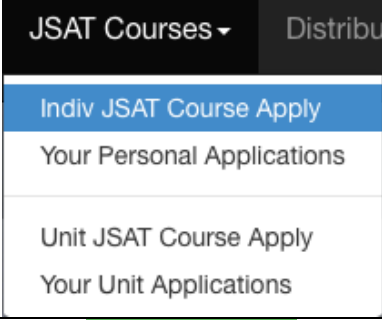

Authorising Officer. To ensure suitable governance of training, all personnel below the appointment of SO1 (in the staff) or Field Officers at unit level must provide a suitable authorising officer, either your CO or his delegated AT officer, XO, Adjutant or Sub-Unit Commander. You are signing to confirm that this is the correct person appointed by your CO to authorise your training. If you don't have a CO you can't train with JSASTC. If your authorising officer does not have a .mod suffix email address contact JSASTC for advice on how to bypass this request – e.g. if you are on loan service.

Communications with You

The course administration team can generate messages to you via the OBS. This will produce an instant message to your email system and allow you to see the message. We will use this if there is an issue to clarify with your application. You cannot go back and amend an application after submission, but we can update it if provided more information to support your requirement.

Feedback. Please give us feedback on how it is going, and we can assist and advise where needed. We hope you notice the improvement in service we can offer.

How to Book (fast track) if you know the course you need

<p>0. Preparation Phase. Seek clear authority from for line manager. Obtain his/her mil (ending.mod.uk) email address, and save a copy of your JPA competencies, or mail to your own device.</p>	
<p>1. Log onto the Defence Gateway https://www.defencegateway.mod.uk</p> <p>Your opening page should look like this, with all of the applications available to select.</p> <p>Under construction is the PDev Portal, and the new JSASTC website It is not yet fully complete, but does have most course information and some background information. This will be completed by the end of 2015. JSP 419 also offers cse info.</p>	
<p>2. For the fastest route –</p> <p>Load the ATG(A) application via this icon.</p>	
<p>3. Select the JSAT Courses function. From here you can apply individually and also review your application.</p>	
<p>4. Choose 'Indiv Course Apply'.</p>	
<p>5. For the quickest route choose apply by Centre. Again, this page is still being updated and presently states not for RN centres, ignore that message.</p>	
<p>6. Select JSASTC as a centre, then select a course type, followed by your preferred date. Complete the form on the website, using the guidance provided above. Upload log book evidence (LBE) as necessary – mainly for YMC/O courses. We will get back to you if there is insufficient justification to back up your preferences, and then confirm your application prior to loading.</p>	