



Defence Awarding  
Organisation

## **Qualification Handbook**

### **Level 4 Diploma in the Management of Specialist Communicators**

**QN: 601/3771/X**

# The Qualification

## Overall Objective for the Qualifications

This handbook relates to the following qualification:

- Level 4 Diploma in the Management of Specialist Communicators

This qualification provides the standards that must be achieved by individuals that are overseeing and supervising a team of specialist communicators.

## Pre-entry Requirements

Learners who are taking this qualification will need to working in the role of a Specialist Communicator.

## Unit Content and Rules of Combination

This qualification is made up of a total of 5 mandatory units. To be awarded this qualification the candidate must achieve a total of 42 credits as shown in the table below.

Mandatory Units					
Unit Reference Number	Unit Title	Level	Credit Value	GLH	TQT
A/506/2984	Manage the organisation's communication information systems	4	10	80	100
Y/506/2989	Manage antenna farms	4	8	60	80
R/506/2988	Organise communication information system deployments	4	10	80	100
L/506/2990	Instruct others on the use of communication information system equipment	4	7	60	70
J/506/2986	Manage allocated assets within a military environment	4	7	60	70

**Age Restriction**

This qualification is available to learners aged 18 years and over.

**Opportunities for Progression**

This qualification creates a number of opportunities for progression to specialist and/ or management qualifications.

**Exemption**

No exemptions have been identified.

**Credit Transfer**

Credits from identical RQF units that have already been achieved by the learner may be transferred.

# Qualification Units

URN:	A/506/2984
Title:	Manage the organisation's communication information systems
Level:	4
Credit value:	10
GLH	80
TQT	100
Learning outcomes	Assessment criteria
<i>The learner will:</i>	<i>The learner can:</i>
1. understand the capabilities of the communication information systems (CIS)	1.1 summarise the capabilities and limitations of the CIS used by the organisation 1.2 summarise the capabilities and limitations of the platforms used by the organisation 1.3 explain the organisation's procedures for frequency management 1.4 summarise the capabilities and limitations of satellite bearer systems used by the organisation
2. be able to manage the organisation's CIS	2.1 provide advice on the local area network in line with standard operational procedures (SOPs) 2.2 manage the office automation account administration in line with SOPs 2.3 advise on the organisation's inter-operability communications, in line with the needs of those who require and are authorised to receive the advice 2.4 advise on the in-service CIS infrastructure within the organisation, in line with the needs of those who require and are authorised to receive the advice 2.5 manage the in-service specialist CIS within the organisation in line with SOPs 2.6 advise on Bowman system / CIS compatibility, in line with the needs of those who require and are authorised to receive the advice
3. be able to deliver communications capabilities	3.1 prepare the Communication Electronic Instruction (CEI) in line with operational requirements 3.2 prepare communications capabilities in line with SOPs 3.3 provide communications capabilities in line with SOPs

	<p>3.4 manage communications capabilities in line with SOPs</p> <p>3.5 sustain communications capabilities in line with SOPs</p> <p>3.6 recover communications capabilities in line with SOPs</p>
4. be able to manage satellite communications	<p>4.1 supervise all pre-deployment checks in line with SOPs</p> <p>4.2 supervise the establishing of links through appropriate chains in line with SOPs</p> <p>4.3 manage the use of resource in order to adhere to budget plans</p> <p>4.4 sustain links in accordance with SOPs</p> <p>4.5 apportion bandwidth as required and in accordance with CEI</p> <p>4.6 supervise the closedown of links in accordance with SOPs</p> <p>4.7 supervise the recovery of satellite equipment in line with SOPs</p> <p>4.8 manage the maintenance of CIS in accordance with SOPs</p>
Additional information about the unit	
Unit aim(s)	<p>This unit is about the management of an organisation's communication information systems in a military context.</p> <p>The learner will need to understand the capabilities of the communication information systems (CIS). The learner will also need to be able to manage the organisation's CIS, deliver communications capabilities and be able to manage satellite communications.</p>
Assessment requirements specified by a sector or regulatory body (if appropriate)	<p>This unit requires the workplace assessment of occupational competence wherever practicable. For the knowledge and understanding component of the unit, assessment from a learning and development environment is allowed.</p>
Location of the unit within the subject/sector classification system	Information and Communication Technology
Name of the organisation submitting the unit	Defence Awarding Organisation

URN:	Y/506/2989
Title:	Manage antenna farms
Level:	4
Credit value:	8
GLH	60
TQT	80
Learning outcomes	Assessment criteria
<i>The learner will:</i>	<i>The learner can:</i>
1. understand hazards associated with antenna farms	<p>1.1 describe radio frequency hazards relating to antenna farms</p> <p>1.2 explain how to mitigate against radio frequency hazards relating to antenna farms</p> <p>1.3 summarise the organisation's policies and procedures relating to the safe management of antenna farms</p> <p>1.4 explain antenna propagation characteristics, including how these characteristics can affect the siting of multiple antennas</p> <p>1.5 summarise the effects of electromagnetic and radio frequency interference</p> <p>1.6 summarise how the organisation's equipment care policy is implemented</p>
2. be able to manage the installation and deconstruction of antenna systems in fixed land locations	<p>2.1 develop antenna installation plans that meet the requirements of Communication Electronic Instructions (CEIs)</p> <p>2.2 supervise the construction of antenna farms in line with Standard Operational Procedures (SOPs)</p> <p>2.3 sustain antenna farm capabilities in accordance with CEIs</p> <p>2.4 supervise the deconstruction of antenna systems in line with SOPs</p> <p>2.5 supervise equipment checks in line with SOPs</p>
3. be able to manage CIS fault finding processes	<p>3.1 supervise fault finding processes in line with SOPs</p> <p>3.2 organise the replacement of faulty equipment in line with SOPs</p> <p>3.3 oversee fault reporting procedures in line with SOPs</p> <p>3.4 organise back-loading processes for faulty equipment in line with SOPs</p> <p>3.5 manage stores' manifest to accurately reflect exchanges of faulty equipment</p>
4. be able to manage antenna installations on a range of platforms	<p>4.1 supervise installations of antenna specific to platforms in line with SOPs and specific platform safety requirements</p> <p>4.2 maintain the capabilities of platform communications in line with SOPs</p> <p>4.3 oversee recovery of antenna equipment from platforms in line</p>

	with SOPs and specific platform safety requirements
Additional information about the unit	
Unit aim(s)	<p>This unit is about the management of antenna farms in a military context.</p> <p>The learner will need to understand the hazards associated with antenna farms including how to mitigate against these. The learner will also need to be able to manage the installation of antenna systems including on a range of platforms, and manage CIS fault finding procedures and processes.</p>
Assessment requirements specified by a sector or regulatory body (if appropriate)	This unit requires the workplace assessment of occupational competence wherever practicable. For the knowledge and understanding component of the unit, assessment from a learning and development environment is allowed.
Location of the unit within the subject/sector classification system	Information and Communication Technology
Name of the organisation submitting the unit	Defence Awarding Organisation

URN:	R/506/2988
Title:	Organise communication information system deployments
Level:	4
Credit value:	10
GLH	80
TQT	100
Learning outcomes	Assessment criteria
<i>The learner will:</i>	<i>The learner can:</i>
1. understand requirements for communication information system (CIS) deployments	1.1 outline site requirements for differing CIS 1.2 summarise security requirements of potential CIS sites 1.3 outline the capabilities of electronic warfare (EW) equipment including its limitations
2. be able to organise the reconnaissance of potential CIS communications sites	2.1 facilitate reconnaissance of potential CIS sites through liaison with other agencies to meet operational requirements 2.2 supervise planning of reconnaissance of potential CIS sites in line with Standard Operational Procedures (SOPs) 2.3 develop reconnaissance reports in line with SOPs
3. be able to plan and manage CIS deployments	3.1 conduct communications estimate in line with SOPs 3.2 develop deployment and movement method plans in line with SOPs 3.3 organise the testing of CIS prior to deployments 3.4 supervise the transportation of CIS in line with SOPs 3.5 conduct deployment orders in line with SOPs
4. be able to manage cryptographic (crypto) materials	4.1 conduct the duties of the crypto custodian in line with SOPs 4.2 conduct the duties of the crypto accountant in line with SOPs 4.3 control the issue of lock combinations in line with SOPs 4.4 supervise security checks relating to crypto materials in line with SOPs 4.5 manage the carriage of crypto material in line with SOPs 4.6 take responsibility for the organisation of protected document registers in line with SOPs
5. be able to manage EW equipment deployments	5.1 deliver briefings on EW inter-operability between coalition and UK equipment to meet needs of the audience 5.2 manage EW specific deployments in line with SOPs
Additional information about the unit	
Unit aim(s)	This unit is about organising communication information system (CIS) deployments in a military context.



	The learner will need to understand requirements for CIS deployments. The learner will also need to be able to organise the reconnaissance of potential CIS communications sites, plan and manage CIS deployments, manage cryptographic materials and manage electronic warfare equipment deployments.
Assessment requirements specified by a sector or regulatory body (if appropriate)	This unit requires the workplace assessment of occupational competence wherever practicable. For the knowledge and understanding component of the unit, assessment from a learning and development environment is allowed.
Location of the unit within the subject/sector classification system	Information and Communication Technology
Name of the organisation submitting the unit	Defence Awarding Organisation

URN:	L/506/2990
Title:	Instruct others on the use of communication information system equipment
Level:	4
Credit value:	7
GLH	60
TQT	70
Learning outcomes	Assessment criteria
<i>The learner will:</i>	<i>The learner can:</i>
1. understand the principles of the Defence Systems Approach to Training (DSAT)	1.1 summarise the DSAT 1.2 outline considerations that contribute to a safe approach to training
2. be able to manage and deliver instruction on CIS to others	2.1 supervise the planning of instruction in line with standard operational procedures (SOPs) 2.2 supervise the delivery of safe instruction in line with SOPs 2.3 manage teaching resources in line with budgets 2.4 instruct others on Communication Information Systems (CIS) in line with SOPs 2.5 conduct assessments on learning in line with operational performance statements 2.6 provide feedback to learners in line with their individual development needs
3. be able to manage specialist training	3.1 identify learners' training needs in line with their individual development needs 3.2 develop statements on training requirements in line with SOPs 3.3 source venues to conduct training that meets the needs of learners 3.4 plan 'special to role' training in line with SOPs
Additional information about the unit	
Unit aim(s)	This unit is about the instruction of others on the use of communication information system equipment in a military context.  The learner will need to understand the principles of the Defence Systems Approach to Training (DSAT). The learner will also need to be able to manage and deliver instruction on CIS to others and be able to manage specialist training.
Assessment	This unit requires the workplace assessment of occupational

requirements specified by a sector or regulatory body (if appropriate)	competence wherever practicable. For the knowledge and understanding component of the unit, assessment from a learning and development environment is allowed.
Location of the unit within the subject/sector classification system	Information and Communication Technology
Name of the organisation submitting the unit	Defence Awarding Organisation

URN:	J/506/2986
Title:	Manage allocated assets within a military environment
Level:	4
Credit value:	7
GLH	60
TQT	70
Learning outcomes	Assessment criteria
<i>The learner will:</i>	<i>The learner can:</i>
1. understand the importance of maintaining equipment	1.1 summarise organisational maintenance plans 1.2 explain the importance of maintaining stores in line with standard operational procedures (SOPs)
2. be able to manage troop stores	2.1 manage equipment holdings in line with SOPs 2.2 manage equipment demands in line with SOPs 2.3 receive stores in line with SOPs 2.4 issue stores in line with SOPs and operational requirements 2.5 audit stores in line with SOPs 2.6 manage the back-loading of faulty equipment in line with SOPs 2.7 contribute towards the procurement process in line with SOPs and role responsibilities
3. be able to manage troop vehicle fleets and power plants	3.1 supervise the planning of transport tasking's in line with operational requirements and SOPs 3.2 manage authority checks on drivers and operators in line with SOPs 3.3 supervise the upkeep of generators in line with SOPs and the limits of own authority 3.4 manage vehicle maintenance and repair plans in line with SOPs
Additional information about the unit	
Unit aim(s)	This unit is about the management of allocated assets within a military environment.  The learner will need to understand the importance of maintaining equipment. The learner will also need to be able to manage troop stores and manage troop vehicle fleets and power plants.
Assessment requirements specified by a sector or regulatory body (if appropriate)	This unit requires the workplace assessment of occupational competence wherever practicable. For the knowledge and understanding component of the unit, assessment from a learning and development environment is allowed.

Location of the unit within the subject/sector classification system	Information and Communication Technology
Name of the organisation submitting the unit	Defence Awarding Organisation