

**ANNEX A TO  
DITRG(A)/12/04/21  
DATED 27 NOV 06**

**REVISED MILITARY KNOWLEDGE 2 (eMK2) COURSE – DIRECTION TO COMMANDERS AND STUDENTS**

Reference:

- A. Officer Career Development Handbook, Issue 2.0, Sep 05 (Army Code 64257).

**BACKGROUND**

1. **MK2 Aim.** The aim of MK2 is *'to deliver the additional underpinning knowledge required by senior captains for SO3 appointments and for attendance on ICSC(L)'*. MK2 was launched on-line (Internet and RESTRICTED Land Interface (RLI) Intranet) on 23 Dec 04. A CD-ROM version is also available.
2. **Current MK2 Structure.** MK2 is a web-based distance learning package that currently consists of three Parts:
  - a. Part A – Management of Defence (16% of the course).
  - b. Part B – Delivering Capability (31% of the course).
  - c. Part C – Application of Capability (53% of the course).
3. **MK2 Review.** Recurring feedback<sup>1</sup> from the chain of command has expressed significant concerns over MK2 study time requirements<sup>2</sup> and summative assessment<sup>3</sup>. As a result, the MK Customer Board (MKCB) reviewed MK2 content and SA (based on the operational and educational requirement) to ensure that the course remains focused on essential knowledge for officers at this stage of their career<sup>4</sup>. Following this Review, DITrg(A) (as Training Standards Authority) has directed that significant changes are to be made to the MK2 course.

**AIM**

4. The aim of this Annex is to brief commanders and students on the revised MK2 course and their responsibilities relating to its completion.

**MK1 TARGET OFFICERS**

5. The direction in this Annex is targeted at the following officers:
  - a. **Regular DE Officers.** All Regular DE officers who are currently studying MK2 as a mandatory requirement for promotion to major and for attendance on ICSC(L).
  - b. **TA Officers.** All TA officers who are currently studying MK2.

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1. Feedback has been received from: AG/DAG visits to Field Army HQs, CRF, consolidated comments from HQ LAND and MS(C) APC; and through MK INVALID and calls to the MK Helpdesk.

2. The MK2 Study Guide advises that the course will take an average officer about 55-60 hours to complete the lessons, whereas experience indicates an average completion time of 100 hours when the time taken for reflection, discussion with mentors, revision and completing the assessments is taken into account.

3. Concerns include: the burden of taking (and re-sitting as necessary) 3 mandatory SA to pass the whole course; the quality (rote learning style) of some questions and the high pass mark (80%).

4. Regular captains study MK2 between promotion to Captain and selection for promotion to Major.

c. **Regular PQOs.** All Regular AGC(ALS) and AMS PQOs who have been selected to attend ICSC(L) and who are therefore required to complete MK2 as directed reading prior to commencement of the course.

d. **Regular LE Officers.** All Regular LE officers who have been selected to attend ICSC(L), and for whom successful completion of the course, including passing all SA, is mandatory.

e. **RM Officers.** All RM officers who are studying MK2 as a mandatory requirement for promotion to major.

## REVISED MK2 COURSE

6. **Changes.** The following changes are to be implemented:

a. **Structure.** The current MK2 construct of 3 Parts, each followed by a SA, is to be replaced by a 9-Module construct, based on the revised content, with a SA after each Module. Although this increases the number of SA, it vastly reduces the revision burden prior to any SA. Furthermore, and in order to meet the duality contained within the MK2 aim, the completion of these Modules will be 'pegged' by time as follows:

(1) **MK2a.** MK2a will deliver the underpinning knowledge required by senior captains for SO3 appointments, and is to be undertaken in the early part of an officer's captaincy. The detailed timeframe for undertaking MK2a will follow from MS after further work. MK2a will consist of 4 Modules, each with its own SA, as follows:

| Module | Title                     | Content  |
|--------|---------------------------|--|
| 1      | Formation Capability Pt 1 | - Formation ISTAR Capability<br>- Formation CIS Capability   |
| 2      | Formation Capability Pt 2 | - Formation Air Defence Capability<br>- Formation Manoeuvre Support Capability<br>- Formation IBE Capability<br>- Formation DBE Capability                 |
| 3      | Formation Capability Pt 3 | - Formation CSS Capability<br>- Formation Operational & Strategic Mobility<br>- Formation CBRN Capability  |
| 4      | The Conduct of Bde Ops    | - Operations Support<br>- Transitional Operations<br>- Delay Operations<br>- Defensive Operations<br>- Offensive Operations<br>- The Continuum of Land Ops |

(2) **MK2b.** MK2b will deliver the underpinning knowledge required for attendance on ICSC(L). It is to be completed prior to selection for promotion to major<sup>5</sup>. It will consist of the remaining 5 Modules, each with its own SA, as follows:

| Module | Title                              | Content  |
|--------|------------------------------------|--|
| 5      | Operational Planning               | - The Operational Planning Process                                     |
| 6      | Higher Management of Defence       | - Management of Defence<br>- Defence Policy and the MOD                |
| 7      | Joint Structures and Planning      | - Joint Planning<br>- Joint Structures                                 |
| 8      | Delivering Capability – Processes  | - Acquisition Processes<br>- Capability<br>- Defence Planning          |
| 9      | Delivering Capability – Procedures | - Personnel Management<br>- Change Management<br>- Resource Management |

5. For Regular DE officers and RM officers. See para 5 for PQOs and LE offr.

| Module | Title | Content              |
|--------|-------|----------------------|
|        |       | - Project Management |

b. **Content.** Six lessons that do not contribute to the aims of MK2 or are covered on ICSC(L) are to be removed from the course and the content of a further 15 lessons is to be reduced. Some content will be enhanced (and will include Stability ops, COIN, CT and UK ops and Command Responsibilities), although there will still be a net reduction in course completion time for the majority of students.

c. **Summative Assessment (SA).** All modules will include a SA. The four SA for Modules 1-4 must all be passed in order to achieve an overall MK2a 'pass' and the five SA for Modules 5-9 must all be passed for an overall MK2b 'pass'. This increases the number of SAs within MK2 from 3 to 9 but greatly reduces the revision burden and study time required for any one SA.

d. **Pass-Mark.** The pass-mark for all MK2 SA is to change from 80% to 70%.

e. **Change Implementation Dates.**

(1) **Pass-Mark.** The pass-mark will change with effect from 15 Dec 06.

(2) **MK2a/2b.** The revised 9 Module format of MK2 (MK2a and MK2b) will take effect from 1 Nov 07. Therefore, any officer who requires an MK2 pass in order to be considered by the No 4 Board for inclusion of the Beige List on 31 Oct 07 is to pass the current (3-Part) MK2 construct.

7. **CD-ROM Version.** A CD-ROM version of the MK2 course remains available through the DLPO for those officers who, due to operational or other extenuating circumstances, cannot secure ready access to the Internet or RLI Intranet. A CD-ROM version of the revised MK2a/MK2b will be launched on 1 Nov 07. Requests for CD-ROMs are to be justified on a case-by-case basis by the chain of command to the DLPO, using the form available on the MK website<sup>6</sup>. Notwithstanding the use of the CD-ROM for learning activity, the SA remain available online only.

## **STUDY METHODOLOGY AND MENTORING**

8. **Study Methodology.** MK2 study methodology remains unchanged. MK2 study (both MK2a and MK2b) should be undertaken as part of an officer's programmed continuing professional development (CPD). Although responsibility for ensuring that an officer completes MK2 rests primarily with the individual, units are required to support the officer by allocating sufficient time in line with an agreed study plan and by mentoring.

9. **Mentoring.** Commanders are required to nominate a mentor for each MK2 student within their unit. The role of the mentor is to oversee the student's learning, providing guidance, encouragement and assistance as necessary. The mentor should refer to the online mentor notes and references that are provided with the MK2 courseware. Second line support for mentors is available from the DLPO Help Desk at the Defence Academy (contact details below). The mentoring regime implemented is clearly a matter for the chain of command, but models include sub-unit commanders mentoring their own subordinates, sub-unit commanders nominated to specialise in individual MK2 modules or an individual nominated to mentor a small group of officers. The MK2 material has been developed to stand-alone and the mentor therefore acts primarily to support and encourage officers, rather than to tutor or teach.

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7. Due to copyright restrictions, individuals are not to copy and redistribute the CD-ROM. Copyright for all MK content is solely for the educational purposes of those studying and mentoring the scheme. In addition, there are version control issues associated with the use of the CD-ROM; officers authorised by the chain of command to access the course through this method should check the currency of the CD-ROM version at the Defence Academy MK web-site before commencing their studies.

## **MK1 SUMMATIVE ASSESSMENT POLICY**

10. **Conduct.** The in-unit conduct of MK2 SA remains unchanged. Each SA is to be completed on-line, based solely on the material contained in that part of the course. Questions are taken from a question bank at random and student answers remain computer marked<sup>7</sup>. **It is stressed that SA are to be administered as formal, invigilated examinations.** The student's CO is responsible for nominating a time/place for the SA and an invigilating officer. The following principles are to apply to all MK SA:

- a. They are to be conducted under closed-book examination conditions.
- b. Students are to be invigilated throughout the SA to ensure the nominated individual takes the SA, that inter-student discussion does not take place and that no courseware, references or notes are used (the use of a dictionary is permissible). Ideally the invigilator should not be the mentor for that student, but it is acknowledged that in certain situations this may be unavoidable.
- c. SA are not timed.

11. **Failure Procedure.** The following action is to follow if an officer fails a MK2 SA:

- a. **Initial Failure.** The student is not to repeat the SA for 24 hours to enable any remedial learning to take place<sup>8</sup>.
- b. **Action after Three Failures.** If a student fails a SA three times, the Defence Academy DLPO will inform the CO and mentor of the failure and will provide an indication of the key areas of weakness. The mentor must then establish a remedial programme with the student and monitor completion. Once the mentor is satisfied that the student is able to attempt the SA again, the mentor should inform the CO of that fact.
- c. **Repeated Failure of Different SA.** If a student repeatedly fails SA, the mentor and CO will be informed. It may then be necessary to seek formal help on the nature of the problem and suitable remedial strategies, utilising specialist advisors as required.

## **ADMINISTRATION**

12. **Registration and Access.** Registration and access arrangements are extant using the Internet link: <https://da.mod.uk/mk> or the Intranet (RLI) link: <http://www.defac.r.mil.uk/mk> to access the MK website

13. **Points of Contact.** The MK website is the principal focal point for those requiring additional information on the revised MK2 courses. A DIN is also to follow, supported by notices on ArmyNET News and in Soldier Magazine. Chapter 17 of Reference A will be re-issued electronically in Summer 07 to include the revised MK2 policy detailed in this Annex. Further technical and learning support can be sought from the DLPO Help Desk:

DFTS: 96161 4489 (UK office hours only – answerphone out of hours).

Civilian: 01793 314489

Facsimile: 01793 314489

e-mail: [mkhelp.dcmtda@da.mod.uk](mailto:mkhelp.dcmtda@da.mod.uk)

## **FEEDBACK**

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7. An appeals system to the Defence Academy is in place should the chain of command support the claim of any individual that computer marking has disadvantaged them in specific instances.

8. Following a SA failure, students can seek feedback from the DLPO on specific areas of weakness.

14. Officers undertaking the revised course are asked to provide feedback through the INVAL form, which is to be completed on-line as part of each SA. This will provide the DPLO with information on such matters as study timings, the degree of difficulty of the material and the ease of study of the material.

15. Commanders are likely to be best placed to assess the overall impact of the revised package and whether or not it achieves its aim by evaluating feedback from students and mentors. Such feedback is very welcome and, where commanders would wish to see changes or additions to the package, these are to be staffed to the DLPO. Commanders will be able to view the MK2 material by using the log-in identification and password allocated to one of their unit mentors, or by accessing the course on-line through ArmyNET.

16. All feedback received is reviewed monthly by the DLPO. Minor changes are incorporated as a matter of course. Frequently Asked Questions (FAQs) and technical hints/tips are posted on the website. Major changes will continue to be staffed through the MKCB.