1. Course Title

TOPFAS CAT Train the Trainer (TOPFAS Version 5)

2. Identification Number (ID)

0287

3. Purpose of the Course

- Provide the participants with the knowledge and understanding required to become TOPFAS CAT Practitioners Course trainers;
- The participants understand the TOPFAS capabilities and the relationships between the different TOPFAS tools;
- The participants understand the management of users in UMT and CAT.

The overall TOPFAS training path is illustrated below:

**TOPFAS Training Path 2017**
4. Learning Objectives

Upon successful completion of the course, the qualified student will be able to:

- Identify the main functions as per COPD and their associated integrated TOPFAS tools;
- Teach the CAT main functionalities to single users;
- Familiarize students with the use of CAT in a collaborative environment;
- Create and manage users’ roles in UMT and users’ privileges in CAT.
- Familiarize students with the use of the TWP for assessment purposes.

5. Qualification

HQ Trainer for TOPFAS CAT for User (Vers.5)

6. Student Criteria

This course is dedicated to personnel to be assigned as TOPFAS CAT trainer of their HQ.

7. Rank

Officers and civilians (exceptionally: NCOs) that meet the assignment criteria.

8. Language Proficiency

According to STANAG 6001: English SLP 3332

9. Security Clearance

NATO Unclassified/Releasable to PfP

10. Course Length

5 working days
11. Special Instructions

12. Class Size
- Maximum
- Recommended
- Minimum

8/8/4

13. Nomination Procedures

www.nciss.nato.int

14. Pre-course Study Material

Please download from: http://www.nciss.nato.int/download_area.php
   1. TOPFAS Training Scenario –

15. Location

The course is conducted at the NATO Communications and Information Systems School (NCISS), Latina Italy.

16. Background Knowledge Prerequisites

Participants must:
   1. Be a CAT Practitioner/User Training Course Graduate (NCISS course ID 266);
   2. Possess instructor capabilities and presentation skills.
   3. Have working knowledge of Microsoft Windows and the common Microsoft Office applications (Word, PowerPoint and Excel).

Participants should
   4. Have in-depth knowledge on Operations assessment (Assessor-CAT);