

Prior to Transitioning from the ADF

The following may be of assistance in providing support and a pathway to obtain relevant civilian qualifications to assist the process of securing employment post-transition.

Keep a copy of your PMKeyS ADF Service History Report – this report will summarise your employment history (postings/positions), as well as validate the training & qualifications/units of competency you have completed.

Retain copies of your last two PARs as these will provide recent evidence of work undertaken against the appropriate workplace level.

Contact your Service Training Command to ensure all eligible qualifications, skill sets and units of competency have been issued during your service.

Navy

1800 DEFENCE
DRTO.Navy@defence.gov.au

Army

1800 DEFENCE
yourcustomer.service@defence.gov.au

RAAF

RAAF.Accreditation@defence.gov.au

Defence RTO

ADF.CivilRecognition@defence.gov.au or
Defence.RTO@defence.gov.au

For further advice with civil qualifications and Recognition of Prior Learning (RPL) for relevant qualifications, contact the ADF Transition and Civil Recognition Project team on ADF.CivilRecognition@defence.gov.au



www.defence.gov.au/adc/adftcr

Post Transition from the ADF

If you require advice with gaining civilian recognition for your military skills and training, prior to and post-transition from the ADF, please contact the ADF Transition and Civil Recognition Project team on ADF.CivilRecognition@defence.gov.au

The ADF Transition and Civil Recognition Project team can assist with understanding the Vocational Education and Training (VET) system, options to secure further qualifications, and advise the best way to manage this process successfully in the civilian VET system.

Recognition of Prior Learning

Recognition of Prior Learning (RPL) is a form of assessment where your workplace skills and current competence, as well as any relevant qualifications or units of competency already held, are mapped against the qualification being sought. This process requires evidence of skills demonstrated in the workplace, and qualifications held, as well as a validation of current application of those skills in the workplace.

The ADF Transition and Civil Recognition Project team can provide advice in undertaking RPL with training providers. Contact the team prior to or post-transition on ADF.CivilRecognition@defence.gov.au



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CEO, Defence RTO

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AUSTRALIAN
DEFENCE FORCE

ADF Transition Training & Skills Guide



Sub Lieutenant (SBLT)

Lieutenant (LT)

Flying Officer (FLGOFF)

Purpose

To provide general guidance on core job tasks and demonstrated skills at rank across the ADF, identifying likely key priority skills sought by civilian employers applicable at this rank and gained through ADF training and experience.

CORE TASKS AT RANK

- Apply effective and ethical leadership of small and large teams
- Counsel, coach, mentor & develop small and large teams in the workplace
- Monitor and manage team performance, administration and welfare in the workplace
- Monitor and manage effective use of team equipment and resources in the workplace
- Monitor, maintain and report workplace skilling development and training requirements
- Conduct workplace tasks and actions to achieve workplace goals and outcomes
- Provide advice to senior managers to develop staff and achieve workplace goals and outcomes
- Communicate effectively with management and staff using organisational written and verbal protocols
- Monitor, manage and ensure equity and safety standards in the workplace
- Plan and coordinate workplace activities and security requirements in often complex, difficult and challenging work environments

Priority Skills for Civilian Employment	Demonstrated by ADF at this Rank
Lead and develop teams	<p>Apply effective leadership principles & practices to lead small & large teams to achieve directed outcomes</p> <p>Delegate authority to key supervisors to oversee & achieve workplace tasks & sub-tasks</p> <p>Analyse team capability against workplace requirements & develop team accordingly</p> <p>Develop individual & team resilience for work in complex & challenging work environments</p>
Use resources to meet work goals	<p>Plan, prioritise & manage allocated resources to meet work goals</p> <p>Ensure compliance with organisational expectations & protocols for resource use</p> <p>Communicate resource implications to meet contingencies & changes to workplace priorities</p>
Adaptability & flexibility	<p>Apply analysis & initiative to respond to changing workplace priorities, practises & contingencies</p>
Logistics	<p>Plan, coordinate & delegate to achieve directed tasks in the workplace</p> <p>Prioritise & manage allocated logistical resources to achieve workplace outcomes</p>
Decision making	<p>Apply critical thought & analysis to break down directed workplace tasks into sub-tasks & implied tasks for completion</p> <p>Apply decision making tools for contingencies & routine workplace requirements</p>
Manage projects	<p>Analyse & manage workplace projects, identifying key tasks, sub-tasks & risks in accordance with organisational policy & expectations</p> <p>Prioritise & manage allocated project resources to facilitate expected outcomes</p>
Problem-solving	<p>Uses initiative to achieve allocated tasks & manage contingencies</p> <p>Assess, understand and judiciously manages risk to best achieve allocated tasks</p> <p>Effectively solve difficult problems at level & consult with management for complex issues</p>
Apply legal, policy &/or technical frameworks	<p>Review, monitor & enforce adherence with policy, procedures & governance requirements</p> <p>Review, monitor & ensure workplace compliance with relevant technical frameworks</p> <p>Implement & enforce workplace quality assurance procedures & protocols</p>
Prepare reports	<p>Develop and communicate written & verbal reports with management to support workplace governance & other reporting requirements</p> <p>Write annual staff appraisal reports in accordance with organisational guidelines</p>
Manage staff performance	<p>Monitor, manage & report key supervisors' workplace performance</p> <p>Counsel & support key supervisors through staff development & training</p> <p>Manage & assure workplace behaviour to accord with organisational policy & standards</p>
Establish and maintain effective networks	<p>Communicate & liaise with key supervisory staff, colleagues & management to meet workplace obligations, governance & organisational expectations</p>
Use technology	<p>Apply relevant computer literacy skills for daily work practices & reporting</p> <p>Monitor & enforce organisation's 'ICT security & use' protocols</p>

ADF Skills Sought by Civilian Employers:
Job skills identified through Industry Peak Bodies and Key Industry Sector representatives

Note: These represent generic skills at rank. Technical, trade or specialist skills are in addition to the skills listed above.