

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



Acting Sub Lieutenant (ASLT)

Second Lieutenant (2LT)

Pilot Officer (PLTOFF)

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

- Learn and apply effective and ethical leadership with teams
- Support the development of teams
- Support individual and workplace training
- Assist in monitoring and reporting workplace capability and effectiveness
- Provide advice to supervisors
- Communicate effectively within the workplace
- Support the maintenance of equity and safety in the workplace
- Assist in managing workplace resources
- Manage workplace performance of junior staff
- Assist with coordinating the operation and security of the workplace.
- Assist with planning and coordinating workplace activities in complex and challenging work environments

Priority Skills for Civilian Employment	Demonstrated by ADF at this Rank
Lead and develop teams	Acquire and apply leadership qualities with workplace teams Aid in the development of workplace teams
Use resources to meet work goals	Abide by workplace guidance and protocols in the effective use and management of workplace resources
Adaptability & flexibility	Apply analysis skills to adapt and effectively respond to workplace change and contingencies
Logistics	Assist in effective planning and coordination for workplace activities
Decision making	Apply sound decision making principles and practices in the workplace
Manage projects	Assist in the management and completion of subtasks for workplace projects
Problem-solving	Apply initiative and workplace practices to achieve workplace goals and respond to contingencies
Apply legal, policy &/or technical frameworks	Adopt, apply and monitor adherence to workplace policy, procedures and governance requirements
Prepare reports	Assist in the preparation of workplace reports and meeting report deadlines
Manage staff performance	Monitor and manage junior staff work performance in accordance with workplace procedures
Establish and maintain effective networks	Engage and liaise with staff, colleagues and supervisors to meet workplace obligations
Use technology	Apply relevant computer literacy skills for daily work practices and reporting Monitor and enforce workplace 'ICT security and use' protocols