

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



Warrant Officer (WO)

Warrant Officer Class 1 (WO1)

Warrant Officer (WOFF)

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 across the organisation & in support of the senior executive level
- Provide expert advice to the CEO & executive management to ensure staff are best prepared for organisational roles, including career management & tasks
- Use advanced communication skills within an executive team & the organisation
- Develop & lead specialist education in the organisation
- Analyse workplace development needs & provide advice to the executive for the ongoing development of all staff and teams
- Support & mentor senior supervisory & management staff
- Promote & ensure organisational tasks are executed lawfully, morally & ethically
- Ensure equity & safety standards are maintained across the organisation
- Prioritise & administer the strategic management of logistics & resources
- Monitor & oversee the organisation's security & activities in complex, difficult & demanding contexts & environments
- Oversee & supervise the use of organisational, social & recreational resources to enhance deep-rooted professionalism & positive spirit in the workplace

Priority Skills for Civilian Employment	Demonstrated by ADF at this Rank
Lead and develop teams	Use highly-developed skills to successfully influence & engage diverse teams Monitor organisational health; support/intervene using effective leadership practices Develop staff in key organisation roles using superior mentoring, coaching & guidance
Use resources to meet work goals	Strategic management of organisational resources to achieve organisational goals Contingency management for emergencies, changing priorities or unplanned events Oversee, prioritise & monitor resource allocation, compliance & use across the organisation to achieve organisational goals
Adaptability & flexibility	Exercise expert analysis & management over organisational contingencies & change Apply innovation & initiative to ensure organisational change is embraced by staff Proactively support the executive for organisational contingencies or change
Logistics	Plan, coordinate, delegate & strategic oversight of significant activities and events Plan & prioritise logistical resources to maximise organisational benefit Active engagement with the executive for new logistical capability and resources
Decision making	Apply experience & critical thought to make appropriate decisions Examine & interrogate diverse information as part of the decision-making process Apply organisational tools & protocols to inform the decision-making process
Manage projects	Oversee & ensure quality assurance & risk management policies & procedures Trouble shoot & address complex project issues at an organisational level
Problem-solving	Analyse, adapt & resolve complex problems to meet organisational goals Proactively engage with executive & provide situational awareness of all work levels Develop & recommend best course of action on organisational issues
Apply legal, policy &/or technical frameworks	Review, audit & ensure workplace compliance with all relevant technical frameworks, policies, procedures, protocols, governance, risk management & safety standards Apply organisational policy, standards & expectations for workplace behaviour
Prepare reports	Produce substantial written & verbal reports to support organisational governance, human resource management & business practices Write annual key staff reports & oversee yearly staff reporting for the organisation
Manage staff performance	Work closely with the executive on HR issues, development & workplace behaviour Support & mentor senior supervisory & management staff within their workgroups Enforce & manage workplace behaviour in accordance with organisational policy & standards
Establish and maintain effective networks	Active, regular engagement with executive to achieve organisational goals Continuous engagement with the workplace for situational awareness Proactive engagement with key stakeholders to inform and maintain best practice
Use technology	Oversee, manage & implement new & updated technology in the organisation Oversee, monitor and ensure organisation's 'ICT security & use' protocols

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