

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



Lieutenant Commander (LCDR)

Major (MAJ)

Squadron Leader (SQNLDR)

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 & ethical leadership & management to multiple organisational teams
- Oversee & conduct complex organisational administration
- Manage organisational learning; identify & develop technical & specialist knowledge of organisational teams
- Manage & develop a resilient workforce able to work in complex, difficult & challenging environments
- Design, manage & implement individual & group training & education in the workplace
- Monitor, maintain & report on organisational skilling needs, education & training to meet organisational goals
- Provide trusted advice & support to senior management & executive
- Lead, coach & mentor junior managers & senior staff
- Using organisational protocols, communicate effectively with staff, management & executive to substantiate, negotiate & pose information
- Ensure organisational plans, actions & controls meet national/international standards & policy
- Monitor, manage & maintain equity & safety standards & behaviour across the organisation
- Manage internal investigations, workplace & workforce actions, & staff welfare issues
- Monitor, manage & ensure compliance with organisational policy & governance requirements
- Plan and manage organisational activities and security requirements within complex, difficult and challenging work environments

Priority Skills for Civilian Employment	Demonstrated by ADF at this Rank
Lead and develop teams	Apply experienced leadership & responsibility over multiple teams to maintain capability & achieve goals Delegate, monitor & mentor team leadership to achieve organisational goals & critical tasks Analyse team capability against organisational requirements to enhance team effectiveness in complex, difficult & challenging work environments
Use resources to meet work goals	Plan, prioritise & manage organisational resources to meet organisational goals & contingencies Allocate, audit & ensure compliance with expectations & protocols for resource use within allocated budgets Initiate & communicate resource implications for changing priorities & to meet contingencies
Adaptability & flexibility	Apply astute management of equipment & staff to deal with contingencies Analyse, scope & apply proactive & reactive strategies to achieve organisational goals Adapt & support organisational change within the organisation
Logistics	Plan, manage & allocate organisational logistical resources to support tasks & goals Prioritise & manage critical logistical resources across the organisation & for contingencies
Decision making	Apply proven analysis & critical thinking to respond to challenging priorities & contingencies Engage with senior management & executive as part of the decision making process Make informed decisions in difficult & challenging work environments
Manage projects	Analyse & manage multiple projects, identify key tasks, sub-tasks & risks in accordance with organisational policy & expectations Monitor & provide timely & accurate information & advice for multiple projects Prioritise, allocate & manage organisational & project resources to best achieve outcomes
Problem-solving	Use collaboration, experience & analysis to achieve outcomes & manage contingencies Understand, assess & judiciously manage risk to best achieve organisational outcomes Effectively solve complex, difficult & challenging problems; engage with executive for solutions when necessary
Apply legal, policy &/or technical frameworks	Review, monitor & ensure adherence to policy, procedures, governance & technical frameworks Ensure organisational business complies with national & international standards & policy Audit, implement, ensure & report workplace quality assurance procedures & protocols
Prepare reports	Provide reports to senior management & executive for governance, quality assurance, workplace or workforce issues, & other reporting requirements Investigate & report organisational incidents recommending corrective actions Write annual key staff appraisal reports in accordance with organisational guidelines
Manage staff performance	Monitor, manage & report key staff workplace performance Mentor, counsel & support key staff through staff development & training Ensure & manage workplace behaviour in accordance with organisational policy and standards
Establish and maintain effective networks	Communicate & liaise with staff, colleagues, senior management & executive to meet obligations, governance & organisational expectations Monitor & support staff health, safety, welfare & morale as a normal workplace requirement
Use technology	Apply relevant ICT literacy skills for daily work practices & reporting Monitor & ensure organisation's 'ICT security & use' protocols Monitor & support implementation of new & changed technology in the workplace

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