

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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AUSTRALIAN
DEFENCE FORCE

ADF Transition Training & Skills Guide



Commander (CMDR)

Lieutenant Colonel (LTCOL)

Wing Commander (WGCDR)

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 senior leadership to manage multiple, integrated large teams
- Oversee & conduct complex administration ensuring adherence to values & expectations
- Set the vision, purpose & goals, to focus & motivate all teams
- Recognise & adjust to changing situations using flexible leadership
- Manage organisational learning, identify & develop team technical & specialist knowledge
- Develop & manage a resilient workforce able to work in complex, difficult & challenging environments
- Analyse, design & implement individual & group training & education to achieve goals
- Analyse, monitor, maintain & report on resources, skilling needs, education & training to achieve organisational vision & goals
- Communicate with & provide strategic advice to senior executive leadership & managers
- Monitor, coach & mentor all key subordinate managers & senior staff
- Communicate effectively with staff, management & executive to inform, persuade, substantiate, negotiate or present information using all communication protocols
- Ensure planning, activities & control measures meet national/international standards & policy
- Apply, monitor & manage equity & safety standards & behaviour across the organisation
- Allocate & manage investigations, workplace/workforce actions, & staff welfare issues
- Enact accountable governance responsibilities & ensure compliance with policy, standards & procedures
- Plan, allocate & manage organisational activities & security requirements within complex, difficult & challenging work environments

Priority Skills for Civilian Employment	Demonstrated by ADF at this Rank
Lead and develop teams	Apply proven leadership, responsibility & accountability to maintain capability & achieve goals Provide vision & purpose across the organisation to foster & focus staff to achieve goals Establish a culture of proactive collaboration via foresight, experience & considered judgement
Use resources to meet work goals	Scope, forecast & secure required resources to facilitate organisational capability & success Ensure organisation delivers expected deliverables through efficient & effective preparedness of staff, capability & equipment
Adaptability & flexibility	Recognise, adapt & apply flexible leadership to achieve organisational outcomes Apply proven foresight to independently achieve tasks of significant consequence Create organisational structures & teams to effectively respond to contingencies
Logistics	Scope, forecast & secure required logistical resources to facilitate capability & success Review & assess logistical requirements to maintain capability & effectiveness Incorporate new logistical practises & assets to enhance capability & effectiveness
Decision making	Apply analysis, critical thinking & experience to solve challenging priorities & contingencies Act decisively when circumstances require immediate response in difficult environments Actively engage with the executive where decisions have executive level implications
Manage projects	Initiate, prioritise, allocate & monitor organisational & project resources to achieve best results Manage significant organisational projects that affect capability & organisational success Analyse & diligently manage risk for significant organisational projects
Problem-solving	Apply proven problem-solving strategies, experience & expertise to solve wide-ranging issues Consider implications & consequences for the workplace & organisation when problem-solving Effectively solve complex, difficult & challenging problems; engage with executive as appropriate
Apply legal, policy &/or technical frameworks	Audit, review, monitor & ensure adherence with policy, procedures, governance requirements & relevant technical frameworks Ensure activities comply lawfully & ethically with national & international standards & policy Audit, implement, report & ensure workplace quality assurance procedures & protocols
Prepare reports	Provide reports to executive for governance, quality assurance, & workplace/workforce issues Review & adjudicate reported & investigated incidents, implementing recommended 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 Enforce & manage workplace behaviour as per organisational policy & standards
Establish and maintain effective networks	Communicate & liaise with peers, staff, colleagues, senior management & executive to meet workplace 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 & enforce organisation's 'ICT security & use' protocols Monitor & support implementation of new & changed technology in the workplace

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.