

## 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](mailto:DRTO.Navy@defence.gov.au)

### Army

1800 DEFENCE  
[yourcustomer.service@defence.gov.au](mailto:yourcustomer.service@defence.gov.au)

### RAAF

[RAAF.Accreditation@defence.gov.au](mailto:RAAF.Accreditation@defence.gov.au)

### Defence RTO

[ADF.CivilRecognition@defence.gov.au](mailto:ADF.CivilRecognition@defence.gov.au) or  
[Defence.RTO@defence.gov.au](mailto: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](mailto:ADF.CivilRecognition@defence.gov.au)



[www.defence.gov.au/adc/adftcr](http://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](mailto: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](mailto:ADF.CivilRecognition@defence.gov.au)



**Major General Mick Ryan, AM**  
CEO, Defence RTO

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AUSTRALIAN  
DEFENCE FORCE

## ADF Transition Training & Skills Guide



Able Seaman (AB)

Lance Corporal/Bombardier  
(LCPL/LBDR)

Leading Aircraftman/  
Aircraftwoman (LAC/LACW)

### 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 ethical leadership skills and knowledge in the workplace
- Lead and develop an effective workplace team
- Support individual and team training
- Monitor, maintain and report workplace needs and training requirements
- Provide advice to supervisors and managers
- Communicate effectively with all key staff in the workplace
- Monitor and maintain equity and safety protocols in the workplace
- Manage the effective use of workplace resources
- Manage workplace performance of junior staff members
- Coordinate the effective operation and security requirements of the workplace
- Plan and coordinate workplace activity to meet workplace expectations in often complex, difficult and challenging environments

Priority Skills for Civilian Employment	Demonstrated by ADF at this Rank
Lead and develop teams	Understand and apply sound leadership principles and ethics Use basic team management skills to identify strengths and improvement opportunities
Use resources to meet work goals	Identify and effectively use allocated resources to meet workplace expectations Communicate resource requirements for scheduled workplace tasks
Adaptability & flexibility	Respond to and cater for changing workplace priorities and contingencies Respond to and cater for individual and team needs balanced with workplace goals Apply new skills, knowledge and experience in the workplace
Logistics	Assist to plan, coordinate and conduct small scale workplace projects and activities Allocate tasks and responsibilities to achieve workplace goals
Decision making	Apply sound decision making skills to support management and the organisation Recognise and refer 'out-of-scope' decisions to management
Manage projects	Identify key and sub-tasks and assist managing small scale work projects Assist with managing allocation of tasks, resources and time for small scale projects
Problem-solving	Apply reasoning to workplace issues, changing priorities or contingencies Engage with the workplace for assistance with and to communicate problem-solving issues and outcomes
Apply legal, policy &/or technical frameworks	Monitor and ensure adherence with policy, procedures and governance requirements Monitor and ensure workplace compliance with relevant technical frameworks
Prepare reports	Provide written and verbal reports to support governance and other workplace reporting obligations, as required
Manage staff performance	Monitor and supervise junior staff performance Support junior staff development in the workplace
Establish and maintain effective networks	Liaise with staff, colleagues and management to meet workplace obligations Monitor and support peer safety and welfare as a normal workplace requirement
Use technology	Apply computer literacy skills for daily work practices and reporting Abide by organisation's 'ICT security and use' protocols