

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



Major General Mick Ryan, AM
CEO, Defence RTO

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AUSTRALIAN
DEFENCE FORCE

ADF Transition Training & Skills Guide



Petty Officer (PO)

Sergeant (SGT)

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

- Effective & ethical leadership of a large team
- Manage workplace performance & development of junior supervisors & their staff
- Apply expertise to training development, delivery & assessment to develop & maintain organisational skills in individual staff & a large team
- Ensure compliance with policy, directives, instructions, regulations, standard operating procedures, & technical frameworks
- Communicate effectively with management & staff, observing written & verbal protocols
- Analyse directions & identify options for conducting tasks
- Monitor the morale, health & welfare of the team
- Provide advice to management on team issues & needs
- Manage logistical & resource requirements of a large team
- Ensure effective use of resources & advise management of priorities & options
- Monitor, maintain & report workplace capability, including equity and safety
- Plan & coordinate workplace activities & security requirements in frequently complex, difficult & challenging environments

| Priority Skills for Civilian Employment | Demonstrated by ADF at this Rank |
|---|--|
| Lead and develop teams | Apply excellence in leadership of large teams to achieve outcomes Analyse team capability against workplace requirements & develop team accordingly Monitor, coach & support junior supervisors in the workplace |
| Use resources to meet work goals | Refine resource requirements against allocated budget & communicate work impact Manage & prioritise workplace resources as per workplace expectations & protocols |
| Adaptability & flexibility | Apply analysis & initiative to respond to changing workplace priorities & contingencies Scope & apply effective workplace learning to improve work practices & outcomes |
| Logistics | Manage & prioritise staff & equipment to achieve workplace deliverables Plan, coordinate & supervise normal workplace activities & general events |
| Decision making | Apply experience & critical thought to analyse workplace issues & evaluate solutions Use effective decision making skills in accordance with organisational values & management direction Make decisions at level & communicate with management for higher level decisions |
| Manage projects | Manage large workplace projects, identifying key tasks, sub-tasks & risks Manage allocation of tasks, resources, time & risk management for large projects |
| Problem-solving | Apply experience & reasoning to resolve workplace issues at appropriate levels Maintain workplace situational awareness; communicate issues to management |
| Apply legal, policy &/or technical frameworks | Review, monitor & ensure workplace compliance with relevant policy, procedures & governance requirements, & relevant technical frameworks Implement & ensure workplace quality assurance procedures & protocols |
| Prepare reports | Develop & communicate written & verbal reports to meet reporting requirements Write annual staff appraisal reports in accordance with organisational guidelines |
| Manage staff performance | Monitor, manage & report junior supervisors' workplace performance & development Deliver training & assessment to support workplace staff performance |
| Establish and maintain effective networks | Liaise with peers & management to meet workplace obligations Monitor & support staff's health, safety, welfare as a normal workplace requirement |
| Use technology | Apply relevant computer literacy skills for daily work practices & reporting Monitor & ensure the organisation's 'ICT security & use' protocols across a large team |

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