

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



Seaman (SMN)

Private (PTE)

Aircraftman/Aircraftwoman
(AC/ACW)

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

- Contribute to maintaining professional skills and professional accountability
- Provide basic advice consistent with management's intent
- Communicate effectively (verbally and presentations)
- Maintain issued stores, equipment and resources in often difficult and demanding work conditions
- Adopt and apply appropriate measures to ensure a safe workplace
- Adopt and apply appropriate measures to ensure the security of the workplace
- Comply with mandated policies, directives, governance requirements, standard operating procedures and work instructions
- Comply with workplace expectations in often complex, difficult and challenging environments

Priority Skills for Civilian Employment	Demonstrated by ADF at this Rank
Contribute to teams	Understand staff roles and deliverables Collaborate and engage with team members Support colleagues to develop required skills
Use resources to meet work goals	Identify what is needed to be task ready and support the preparation of others Use allocated resources efficiently and effectively to meet workplace expectations
Adaptability & flexibility	Learn and keep abreast of new information and methods Complete one task and be immediately ready for the next, plus deal with contingencies as they arise
Support logistics	Perform own responsibilities in workplace projects and activities
Decision making	Make appropriate decisions consistent with available information, organisational values and management's directions and intent
Contribute to projects	Perform assigned tasks and provide support to the team
Problem-solving	Apply knowledge to achieve a task and manage contingencies Use judgement to make appropriate decisions
Apply legal, policy &/or technical frameworks	Perform tasks consistent with policy, procedures and governance requirements Perform tasks in adherence with all technical constraints
Contribute to reports	Provide verbal reports as required to improve situational awareness and meet workplace requirements
Establish and maintain effective networks	Liaise with peers to meet workplace obligations Act to protect the safety, welfare and professional standing of colleagues Abide by and support workplace expectations and ethics Participate as a professional with team development
Use technology	Use communications equipment Understand, apply and abide with workplace 'ICT security and use' protocols

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