## 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. Civil Recognition@defence.gov.au



Major General Mick Ryan, AM CEO, Defence RTO

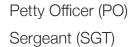
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# ADF Transition Training & Skills Guide





#### 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 peformance	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.