

## 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



Leading Seaman (LS)

Corporal (CPL)

Bombardier (BDR)

### 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

- Lead and manage small teams to achieve workplace goals and tasks
- Analyse directions and develop a plan to achieve goals and tasks
- Under minimal supervision, prepare and develop small teams
- Monitor and manage team welfare and workplace behaviour
- Deliver training and assessments in the workplace
- Provide advice to managers on workplace requirements and issues
- Communicate effectively through written and verbal means
- Monitor, maintain and administer equity and safety protocols in the workplace
- Monitor and manage the effective use of workplace resources
- Coordinate effective operation and security compliance in the workplace
- Analyse risks to operations, task achievement and opportunities that present
- Plan and coordinate requirements to meet management expectations within complex and challenging work environments

Priority Skills for Civilian Employment	Demonstrated by ADF at this Rank
Lead and develop teams	Apply professional and personal leadership principles to foster effective teams Analyse team to identify strengths and opportunities for staff and team development Monitor, supervise and support teams to achieve goals
Use resources to meet work goals	Forecast and monitor resources; communicate use to management and teams Prioritise resources to meet workplace goals and contingencies Comply with organisational expectations and protocols for resource use
Adaptability & flexibility	Respond and adjust to workplace contingencies and changing priorities Respond to and reallocate tasks due to evolving contingencies and constraints Improve workplace practices and outcomes through self, and staff, development
Logistics	Prioritise and allocate staff to achieve workplace deliverables Plan, coordinate and supervise small scale workplace projects and activities
Decision making	Analyse workplace issues to find appropriate and innovative solutions Apply effective decision making skills that support management and the organisation Make decisions at level and refer 'out-of-scope' decision making to management
Manage projects	Manage small scale workplace projects, identifying key and sub-tasks for completion Manage allocation of tasks, resources and time for small scale projects
Problem-solving	Apply effective reasoning to workplace issues, changing priorities or contingencies Practise situational awareness and communicate issues to management Problem solve at level; seek workplace assistance when required
Apply legal, policy &/or technical frameworks	Monitor and ensure adherence with policy, procedures and governance requirements Implement and monitor workplace quality assurance procedures and protocols
Prepare reports	Develop and communicate written and verbal reports as required Support workplace governance and other reporting requirements
Manage staff performance	Supervise and manage junior staff performance Deliver training and assessment in support of staff performance and development Counsel and mentor junior staff through development and support
Establish and maintain effective networks	Liaise with staff, colleagues and management to meet obligations and training requirements Monitor and support staff safety and welfare as a normal workplace practice
Use technology	Apply computer literacy skills for daily tasks and reporting Abide by and enforce organisation's 'ICT security and use' protocols

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.