## 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**

**AUSTRALIAN DEFENCE FORCE**

# ADF Transition Training & Skills Guide

Chief Petty Officer (CPO)

Warrant Officer Class 2 (WO2)

Flight Sergeant (FSGT)

### 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 effective and ethical leadership across the organisation

- Develop skilled teams to meet organisational requirements

- Scope, deliver and support staff training across the organisation

- Monitor, maintain and report on workplace skilling needs

- Provide advice to executive level managers on personnel, workplace operations and governance requirements

- Monitor the morale, health and welfare of the organisation and advise senior level managers

- Communicate effectively across the organisation

- Monitor, maintain and enforce equity and safety standards in the workplace and across the organisation

- Prioritise, allocate and manage the effective use of an organisation's logistics and resources

- Manage workplace performance and development of staff across the organisation

- Plan and coordinate organisation's activities and security requirements in complex, difficult and challenging work environments

| Priority Skills for Civilian Employment | Demonstrated by ADF at this Rank |
|---|---|
| Lead and develop teams | Lead skilled workplace teams and allocate key staff to achieve organisational tasks |
| | Mentor senior team members to further develop required organisational skills |
| Use resources to meet work goals | Plan, prioritise and manage organisational resource allocations to meet work goals |
| | Monitor and enforce workplace resourcing within agreed budgets |
| Adaptability & flexibility | Monitor and manage organisational practices and change in the workplace |
| | Apply organisational analysis and initiative to adapt to a changing workplace |
| Logistics | Plan, coordinate and implement large workplace activities and significant events |
| | Prioritise organisational logistical resources to best achieve organisational goals |
| Decision making | Critically evaluate options and make decisions to implement directions |
| | Critically evaluate and assess risk as part of the decision making process |
| | Evaluate and communicate best options to achieve organisational goals |
| Manage projects | Manage substantial organisational projects and their application in the workplace |
| | Manage governance and administration of significant projects to achieve outcomes |
| Problem-solving | Analyse, adapt to, and solve complex problems to meet evolving requirements |
| | Apply critical problem solving skills and experience to achieve organisational goals |
| Apply legal, policy &/or technical frameworks | Review, monitor & ensure workplace compliance with relevant technical frameworks including workplace quality assurance procedures and protocols |
| | Review, monitor & ensure adherence to policy, procedures and governance requirements including risk management |
| | Provide technical and expert advice to key stakeholders and the executive |
| Prepare reports | Review, analyse and report key organisational capability and effectiveness |
| | Write annual key staff appraisal reports in accordance with organisational guidelines |
| | Develop and communicate written and verbal reports as required to support workplace |
| Manage staff peformance | Administer, mentor, counsel and report on the ongoing performance of supervisory staff |
| | Deliver key training and assessment to support workplace staff performance |
| | Monitor & support staff health, safety and welfare as a normal workplace requirement |
| | Monitor, mentor and coach supervisors through staff development and support |
| Establish and maintain effective networks | Manage engagement with all key stakeholders, including staff and executive, to meet workplace obligations, training and assessment |
| | Work effectively with external agencies/partners to meet organisational responsibilities |
| | Monitor & support staff health, safety and welfare |
| Use technology | Manage and implement new and changed technology in the workplace |
| | Apply relevant computer literacy skills for daily work practices & reporting |
| | Monitor, manage 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.