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

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

Lieutenant (LEUT)

Captain (CAPT)

Flight Lieutenant (FLTLT)

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 & ethical leadership of large teams

- Monitor, coach & mentor workplace supervisors & junior management staff

- Design, lead and manage individual & workgroup training & education in the workplace

- Contribute to & participate in management planning for contingencies & organisational goals

- Analyse, plan, prepare & action large workplace activities

- Apply international standards in the workplace

- Monitor, maintain & report on workplace skilling needs, education & training

- Provide advice & assistance to executive level managers

- Oversee personnel & organisation administration in accordance with governance requirements & organisational policies & procedures

- Communicate effectively with management & staff using organisational written & verbal protocols

- Monitor, audit & ensure compliance with organisational policy & governance requirements

- Monitor, maintain & ensure equity & safety standards and behaviour in the workplace

- Plan & coordinate workplace activities & security requirements within complex, difficult & challenging work environments

Priority Skills for Civilian Employment	Demonstrated by ADF at this Rank
Lead and develop teams	Apply experienced leadership qualities with large teams to achieve directed outcomes
	Delegate authority to team leadership & monitor strategies to achieve goals & essential tasks
	Analyse team capability against workplace requirements to increase team capability for work in complex, difficult & challenging work environments
Use resources to meet work goals	Plan, prioritise & manage workplace resources to meet work goals & contingencies
	Audit & ensure compliance with organisational expectations & protocols for resource use within agreed budgets
	Communicate resource implications & initiate change to meet workplace priorities & contingencies
Adaptability & flexibility	Apply analysis & initiative to respond to changing workplace priorities, practises & contingencies
	Scope & apply proactive & reactive strategies to achieve workplace goals & contingencies
Logistics	Plan, coordinate & allocate logistical resources for large workplace activities, significant events, & to meet workplace goals
	Audit workplace logistical resource capability to support workplace requirements
Decision making	Apply critical thought & analysis to best inform decision making at level; consult with management for higher level decisions
	Apply decision making tools & experience to essential workplace decision making & to manage contingencies
	Make informed decisions in challenging work environments
Manage projects	Analyse & manage large workplace projects; identify key tasks, sub-tasks & risks in accordance with organisational policy & expectations
	Monitor & provide timely & accurate information in the project management process
	Prioritise & manage project resources to best achieve expected outcomes
Problem-solving	Use initiative & experience to achieve objectives & manage contingencies
	Understand, assess & judiciously manage risk to best achieve expected outcomes
	Effectively solve difficult problems at level; consult with management for complex issues
Apply legal, policy &/or technical frameworks	Review, monitor & ensure adherence to required policy, procedures & governance requirements
	Review, monitor & ensure workplace compliance with relevant technical frameworks
	Audit, implement & ensure workplace quality assurance procedures & protocols
Prepare reports	Develop & produce written & verbal reports that support governance & reporting requirements
	Investigate & report workplace incidents, & recommend corrective actions
	Write annual staff appraisal reports in accordance with organisational guidelines
Manage staff peformance	Monitor, manage & report key staff workplace performance
	Mentor, counsel & support key staff through staff development & training
	Manage & assure workplace behaviour to accord with organisational policy and standards
Establish and maintain effective networks	Communicate & liaise with key supervisory staff, colleagues & management to meet workplace obligations, governance & organisational expectations
Use technology	Apply relevant computer literacy skills for daily work practices & reporting
	Monitor & enforce organisation's 'ICT security & use' protocols
	Monitor & support implementation of new & changed technology in the workplace

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.