

Joining Instruction

Industry Security Readiness Course for - Face to face (only)

Good morning/afternoon Participants,

1. TIMINGS

Course commences at 0830-1600.

Please arrived 15min before the course is due to start.

2. ACCESS

You are required to bring your Defence pass or an alternative photo ID with you for access to the facility.

If you do not have DCAC access to the facility, please send your DCAC details to ld.trainingnominations@defence.gov.au with the following information:

- Venue (Location of Course)
- Full Name
- DCAC Number
- Expiry Date of DCAC and,
- Course Start Date (3 days prior to course date)

3. MATERIALS

You are required to download a PDF copy of the Security Officer Resource Guide (<https://www.defence.gov.au/dsvs/courses/default.asp>) onto a portable electronic device and bring it with you to the course. Alternatively, you may print out a copy to bring with you.

4. COURSE COMPLETION & EVALUATION

You are required to complete a:

- Knowledge Quiz
- Survey (QR code/link will be provided)

Thereafter your attendance will be recorded and:

- For Defence members your PMKeys will be updated in 1-2 weeks post course
- For defence industry, you will receive your Certificate within 1 week post course (contact ld.trainingnominations@defence.gov.au if needed).

Note: You will receive an evaluation 6 months later. We greatly appreciate your feedback. Please provide comment on how the course supported you in your role/workplace.

5. ENQUIRIES, CANCELLATIONS & SPECIAL REQUIREMENTS

Contact ld.trainingnominations@defence.gov.au

For **cancellations**, please advise us at least **3 business days** prior to course date. This will enable us to fill the vacancy with another participant.

6. DRESS CODE

Smart casual. ADF personnel do not have to wear uniform. Defence passes are to be worn while on site.

7. CATERING

Not provided.

8. COST

Nil. Any travel requirements are your/unit's responsibility to arrange and fund. These instructions are the formal advice of enrolment - no signal will be issued.

Coronavirus (COVID-19)

It is recommended that you regularly check <https://www.australia.gov.au/> for the latest official coronavirus news, updates and advice from the Australian Government.
