



Work Level Standards

Experience gained in any workplace, including Defence, can be used as a recognition of prior learning (RPL) pathway toward qualifications. RPL is a formal individual assessment process to accredit current skills applied to the workplace.

RPL will consider:

- What you've done and how often
- Task complexity and autonomy
- Any higher duties undertaken over time (must be validated)
- Time in rank and work level standard of rank

Below is a general guide to qualification levels based on two years minimum time in rank:

Qualification Level Guide		
Level	Qualification	Overview
Entry Level to Junior Team Leader	Certificate II Certificate III	Foundation or initial training Commencing career development in: <ul style="list-style-type: none"> • technical and work skills • communication • teamwork • SOP implementation • WHS, policy, legislation Requires supervisor direction
Junior Team Leader to Team Leader	Certificate IV	Advanced trade Team leader or supervisor More complex areas of skilling Requires less supervisor direction Higher technical skills Ensures staff compliance with SOPs, WHS, legislation & policy
Senior Leader to Junior Officer	Diploma	Management level skills Advanced specialist trades Leads multiple teams & project leads Coordinates change & new work requirements Evaluates projects, workplace & staff performance Reporting requirements
Senior Officer	Advanced Diploma	Strategic management Organisational leader Addresses developing strategies, procedures, policy Advises senior leadership Managing workplace needs to meet present & future capability

ADF Transition & Civil Recognition

Defence Education Learning & Training Authority (DELTA)
Australian Defence College

adf.civilrecognition@defence.gov.au



Scope of Qualifications Available

Business

- experience working in a variety of business job roles
- carry out specialist, administrative or operational tasks
- apply solutions to a defined range of problems
- may provide leadership and guidance to others
- may have some limited responsibility for the output of others

Scope: Cert III / Cert IV / Diploma

Government

- application of knowledge and skills in a large, complex organisation
- work in strategic or operational roles in the public sector or a large organisation
- demonstrate autonomy, judgement and limited responsibility within established parameters
- working within legislative frameworks
- has ethical responsibilities

Scope: Cert III / Cert IV / Diploma / Advanced Diploma

Leadership and Management

- experience as developing and emerging leaders
- responsible for own performance
- provide leadership, guidance, and support to others
- organise and monitor other's output
- show critical thinking and emotional intelligence

Scope: Cert IV / Diploma

Government Security

- apply a broad range of specialised knowledge and skills in specific contexts *within the security environment* including: assess security risks; coordinating risk management; coordinate protective security; develop risk management plans; implement and monitor security risk management plans; knowledge and application of the PSPF; understand and use *Australia's Strategy for Protecting Crowded Places from Terrorism*

Scope: Cert IV / Diploma

Quality Auditing

- experience using a range of specialised, technical or managerial competencies to work in an audit team including: initiate a quality audit; lead a quality audit; report on a quality audit; work with compliance frameworks; monitor processes for management of compliance breaches
- job roles include Lead Auditor or Quality Assurance Manager

Scope: Diploma

Material Logistics

- experience working in a variety of integrated logistics and materiel sustainment roles
- apply a broad range of skills to evaluate and analyse current practices, develop new practices
- provide some leadership and guidance to others
- skills in inventory management and data management
- knowledge and skills in maintenance system management and integrated logistics (acquisition and sustainment)

Scope: Cert IV / Diploma

Work Health and Safety

- experience working in a WHS role providing technical knowledge & skills

At Certificate III level:

- perform a WHS role **in addition** to their main role
- provide technical advice and support to a team
- apply a range of competencies in varied work contexts.

At Certificate IV level:

- will be a **WHS practitioner** and working as a supervisor
- effective management of risks
- apply relevant WHS laws
- contribute to WHS in the workplace in known changing contexts with established parameters

Scope: Cert III / Cert IV

Procurement & Contracting

- experience working in a procurement and contracting environment
- perform at a practitioner level or manager level
- apply technical and theoretical concepts in varied contexts to: plan for procurement outcomes; management procurement risk; participate in budget and procurement review process; make procurement decisions; plan to manage a contract; undertake negotiations; manage contract performance; finalise contracts

Scope: Cert IV / Diploma

Supply Chain / Logistics

- experience working in supply chain operations and/or logistics operations
- perform supply chain stock control within the TLI Transport and Logistics context

At Certificate III level:

- engaged in supply chain operations and includes specialisations for logistics and warehousing operations

At Certificate IV level:

- generalist qualification in supply chain operations
- evaluate and analyse current practices
- develop new criteria and procedures for current practices
- provide leadership and guidance to others

Supply Chain / Logistics

At Diploma level:

- integrated management of logistics
- substantial logistics knowledge and skills to plan and select appropriate equipment, services and techniques for self and others
- participation in the development of strategic initiatives
- personal responsibility and autonomy in performing complex technical operations and/or organising others
- participation in teams, including those concerned with planning and evaluation functions, and coordinating groups or teams

Scope: Cert III / Cert IV / Diploma