



AUSTRALIAN ARMY

ROYAL MILITARY COLLEGE

DUNTROON ACT 2600

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http://intranet.defence.gov.au/armyweb/sites/RMC_D/comweb.asp?page=105785&Title=External%20Training%20Wing

EXTERNAL TRAINING WING – TRAINEE JOINING INSTRUCTION

References:

- A. TCPD – Induction Training of 20 Nov 07
- B. TC-A The Instructor's Code
- C. Chief of Army Rules for a Fair Go (Website)
- D. ASOD Volume One & Two, 2003 AL3 (Website)
- E. Defence Reserve Service (Protection) Act 2001

Aim

1. The aim of this joining instruction is to provide information on the training and administrative requirements common to all courses conducted by External Training Wing (ETW) RMC.

Structure

2. All ETW RMC joining instructions are structured as follows:
 - a. a generic course Joining Instruction which covers all common aspects for courses conducted by ETW; and
 - b. course specific Administration and Reporting annexes, which detail information that pertains to the conduct of a specific course.

Mission

3. ETW is tasked with the provision of training for Army Officer Cadets of the Australian Defence Force Academy (ADFA), Army Reserve (ARes) Officer Cadets as ARes General Service Officers (GSO) and ARA/ARes Specialist Service Officers (SSO) for service within the military.

4. To facilitate the delivery of training the wing is staffed by 20 ARA and has 25 positions available to ARes personnel. The wing is supplemented by external support staff as required for all courses.

Principal staff

5. The principal staff of RMC are:
 - a. Commanding Officer – LTCOL M. Kent; and
 - b. Regimental Sergeant Major – WO1 G. Burns.
6. The principal staff of ETW are:
 - a. Officer Commanding - MAJ S. Rowland;
 - b. Package Master (PM) SSO FAC – CAPT S. Baldwinson;
 - c. PM ARes GSO FAC – CAPT G. Lyttle;
 - d. PM SST – CAPT N. McCarthy;
 - e. CSM – WO2 N. Ahearn;
 - f. COORD SGT's – SGT M. Lay and SGT K. Ervin; and
 - g. ADMIN CLK – CPL M. Smallman.

Administration and reporting

7. The Administration and Reporting Instruction can be found in annex A to this instruction.
8. Annex B contains a location map of the Duntroon Area.

Movements

9. Trainee movement instructions are contained within annex A.

Accommodation and messing

10. Courses conducted by ETW are live in courses. Further information on accommodation and messing is provided in annex A.

Documentation

11. Annex A contains a list of the documentation that trainees are to present on march-in to ETW, RMC.

Personal Particulars form

12. On receipt of the Panelling Authority, trainees are to complete the Personal Particulars form in annex C and submit this form as per the guidance provided in annex A.

Corps of Staff Cadets Standing Orders

13. Trainees panelled for a course at ETW are to read and be conversant with the Corps of Staff Cadets (CSC) Standing Orders (SO), available from the RMC website. Trainees will be required to acknowledge in writing that they understand the orders during week one of the course. These orders apply to all trainees undergoing training at RMC.

Record of attainment

14. A Record of Attainment (ROA) will be prepared for each trainee on completion of each module. The ROA will contain detailed comments on overall performance, attitude, leadership skills and competencies achieved or not achieved and any particular strengths and areas for development.

Recognition of Current Competency and Recognition of Prior Learning

15. Trainees are to refer to the RMC ETW intranet webpage, <http://intranet.defence.gov.au/armyweb/Sites/RMC/comweb.asp?page=148862&Title=Specialist%20Service%20Officer>, for information on Recognition of Current Competency (RCC) and Recognition of Prior Learning (RPL).

16. RCC/RPL is not applicable to all courses conducted by ETW. Trainees should refer to the above intranet site for information particular to a course.

Academic conduct

17. RMC has a clear policy concerning the actions of trainees who act dishonestly or improperly in connection with their academic work. Dishonest or improper conduct includes the misuse or plagiarism of the work of another person, copying (whole or part) the work or data of other persons, or presenting substantial extracts from books, articles, thesis, computer software or lecture notes without due acknowledgment. In short, academic misconduct will result in disciplinary action being taken and may also result in removal from the course.

Dress and equipment

18. Only standard-issue field equipment is to be utilised at RMC. The Duntroon Clothing Store has limited capacity to issue field equipment to students should they arrive without standard equipment. Annex A provides guidance on the dress and equipment required while attending a course at RMC.

Health

19. Health support to RMC is provided through Duntroon Health Centre.

20. Trainees are to declare any medical restrictions that could limit participation in any activity or training during the course. Restrictions on physical training, field training, carrying webbing/pack and other heavy objects will severely limit a trainee's ability to participate in a course.

21. Trainees are to notify the specific course manager if they will be on medical restrictions at the time the course commences.
22. Further advice on medical requirements specific to courses are provided in annex A.

Leave

23. RMC ETW courses maintain a high tempo with lessons programmed during weekends and some evenings. Trainees should arrive with the expectation that no leave will be granted for the duration of the course.

Communications

24. Postal. Incoming mail should be addressed as follows:

Regimental number, rank, initials, name
 Course Name
 External Training Wing
 Royal Military College-Duntroon
 Morsehead Drive
 DUNTROON ACT 2600

Mail will be distributed by the COORD SGT on receipt.

25. **E-mail.** There will be limited opportunities whilst in barracks to access DRN terminals or utilise email facilities. There will be no access to email while deployed to field training areas.
26. **Mobile phones.** With the exception of OCDT's participating in Single Service Training, trainees may bring mobile phones on courses. Mobile phones are not permitted to be used during programmed training periods and are not to be taken into the field.
27. **Personal computers.** Trainees who wish to use their own computer to process Defence information while on course, are to complete the application to use non-Defence computer systems to process 'UNCLASSIFIED' Defence information in annex D and return it to the course manager upon arrival at the course.

Stationary

28. Students are requested to bring an initial supply of pens (black and red), pencils, notepaper and specific items as detailed in annex A.

Family support

29. Trainees should consider the needs of their families while away on course. It is a trainee's posted unit's responsibility for ensuring appropriate support is provided to a member's family, if and as required during their absence on course.

Army Reserve administration

30. **Army Reserve Training Salaries (ARTS).** RMC is responsible to pay ARTS for

trainees attending First Appointment Courses. It is the trainee's responsibility to ensure that they have sufficient days available for the time of a course. ARTS extensions are to be approved by parent units prior to arrival at RMC. RMC will not process extensions for trainees.

31. Army Reserve trainee attendance will be recorded using an electronic roll book. Roll books will be passed to the Army Reserve pay processing cell at the completion of two week modules, or if modules are longer, for every two week period of the course.

32. Any enquires in regards to Army Reserve pay are to be directed to the CSI-RMV Pay Cell on 1800 737 729.

33. **Defence Reserves Employment Protection.** As stipulated in ref E, it is mandatory for employers to release Reserve personnel for service. It is also unlawful for employers to discriminate against, disadvantage or dismiss an employee for rendering Defence service. Detailed information on Reserves Employment Protection can be found at www.scaleplus.law.gov.au.

34. **Employer Support Payment Scheme.** Employers are entitled to reimbursement for their employee's time away from work due to Defence Reserves commitments. All ARes trainees are to ensure that their employers are aware of the Employer Support Scheme and have submitted the appropriate documentation for reimbursement if appropriate. Self-employed ARes personnel are also entitled to reimbursement for time away from their business while on Reserve service.

35. Additional information on Defence Reserve entitlements can be found at www.defence.gov.au/reserves or through the Reserves Helpline on 1800 001 696.

Royal Military College facilities

36. RMC offers the following facilities on base:

- a. banking (Defcredit ATM, Australian Defence Credit Union);
- b. shop/general store (cafe, washing powder, dry-cleaning etc);
- c. barber;
- d. gymnasium; and
- e. swimming pool.

Conclusion

37. Courses conducted by ETW provide the benchmark for behaviour and professionalism as trainees step forward to become, or further develop, as an Army Officer. All courses are challenging and demanding, active participation, while maintaining a positive attitude are cornerstones for achieving success at RMC.

Original Signed

M. KENT
LTCOL
CO CSC

Feb 09

Annexes:

- A. Course Specific Administration and Reporting Instruction
- B. Duntroon Area Map
- C. Personal Particulars Form
- D. Use of Non-Defence Computer System