

Admin and Reception Period Famil (ARPF)



Aim

The aim of the ARPF is to ensure all Defence Cooperation Program (DCP) personnel receive appropriate administrative support prior to their sponsored education/training activity.

Description

The ARPF is conducted 49 times a year and each course will run for five days. The course provides a period of familiarisation with the Australian general and military environment. It is designed to provide administrative support to DCP personnel. The Course includes payment of allowances, issue of public clothing, issuing of student IDs, opening of a bank and ROMAN vending account/s, orientation exercises and participation in organised sport. The course will also include briefs on Australian Customs, the ADF, Equity, OH&S and Fraud Awareness before attendees transit to their target courses.

Normally nominees will complete ADFELPS Language Proficiency Tests in-country prior to being panelled on the ARPF. Panelling on the ARPF is in accordance with policy guidelines as stated in Defence Instruction (General) PERS 05-13.

Typical Scheduling. The normal training schedule will consist of 49 courses a year. The first course starts on the first Monday following the DITC stand-down period for Christmas/New Year holidays. More information about course schedules is available on the DITC Website. Courses will be conducted as required and are dependent on other courses/seminars scheduled through International Policy Division (IP DIV) Foreign Education and Training Section.

Role

Following the formal adoption of Joint Directive 4/94, Defence Instruction (General) PERS 05-13 was produced to specify the DITC role, tasks and administrative procedures. DITC has been assigned the following role:

to enhance the training provided in Australia to South East Asian and South Pacific defence force and other selected overseas personnel. This is achieved by facilitating the integration of those personnel into Australian Defence Organisation (ADO) training systems, and fostering and promoting cross-cultural awareness between members of the ADO and foreign military personnel.

Location

DITC is located at the RAAF base at Laverton, Victoria in Australia. It is located close to the centre of Melbourne. Access to the city is by train, car, taxi or bus. Melbourne offers a multicultural environment. Shops, sports venues, art galleries, cinemas, theatres, concert halls, exhibitions, restaurants and places of worship welcome the DITC students in their off-duty hours.

All students have access to well-trained staff, computers, a specialist library, modern classrooms and excellent recreational facilities. At DITC, students enjoy comfortable accommodation purpose-designed for study.

Course particulars

Number of students/course:

20

Length of course (working days):

5

Number of students per year (average):

400

Minimum ADFELPS on entry:

Must match target course profile prior to panelling on ARPF

Contact details

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Virtual Online Language

Learning Site (VOLLs):

www.ditc.net.au

*Friendship
Through
Understanding*