

DEFENCE INTERNATIONAL TRAINING CENTRE COURSE JOINING INSTRUCTION

Introduction

1. This Instruction is intended to help you to prepare for your training at the Defence International Training Centre (DITC). If you require more information, please ask staff at either the Defence Section of the Australian Embassy/High Commission prior to departure or DITC staff upon arrival.

Defence Cooperation Programme

2. Most students attending DITC are sponsored under a major Australian Government programme known as the Defence Cooperation Programme (DCP). The DCP, which is managed by International Policy Division (IP Div), is a cooperative programme of activities involving selected countries to mutually enhance the defence capabilities of all participants.

3. Unless stated otherwise, the financial details provided in this Instruction apply only to students sponsored under the DCP. If you are not sponsored under the DCP, you should confirm the financial arrangements for your training with staff at the Defence Section of the Australian Embassy/High Commission.

Unit Contact Details

4. DITC is located at RAAF Williams in Laverton, Victoria, approximately 22 km south west of Melbourne; Australia's second largest city.

5. Staff at the Defence Section of the Australian Embassy/High Commission will handle all your necessary administration prior to your departure. You may contact DITC as follows:

- a. **E-mail.** All e-mail should be sent to WILDITCarrivals@defence.gov.au. This address is monitored by DITC Orderly Room staff and they will forward your enquiry to the appropriate staff member.
- b. **Mail.** All mail should be addressed as follows. If you are not sure who to send your mail to, please address it to 'Orderly Room'.

staff member's name or appointment (e.g. ADMINO)

Defence International Training Centre
RAAF Williams
Laverton
Victoria 3027
Australia

- c. **Telephone.** +61 3 9256 2820
- d. **Facsimile.** +61 3 9256 2913

6. Additional information on DITC and our training is available on our Internet website at <http://www.defence.gov.au/ditc>.

Student Contact Details

7. You may contact family and friends using any of the methods described below:
- a. **E-mail.** During your training at DITC, you will be able to regularly access the Internet. If you wish to use e-mail, you will need to set up an account with a web-based e-mail provider, such as Gmail, Yahoo, etc.
 - b. **Internet Chat.** DITC provides two Internet chat programmes for student use. These are MSN Messenger® and Yahoo Messenger®. If you wish to use Internet chat, your family and friends will need to install compatible software. Due to security concerns, no additional chat software is permitted on DITC computers.
 - c. **Mail.** All mail sent to you must clearly show your rank, name and course details as shown:

student's rank and name (e.g. MAJ S. Nguyen)
number and title of course (e.g. 34/06 AUSTFAMIL)
 Defence International Training Centre
 RAAF Williams
 Laverton
 Victoria 3027
 Australia
 - d. **Local Telephone Calls.** All student accommodation blocks have telephones that can receive incoming telephone calls. You will be able to advise your family and friends of your telephone number after you have arrived at DITC. The telephones cannot be used to make outgoing calls off the Base unless you are using a purchased phone card. Phonecards can be used to make local, national and international calls and may be purchased from local shops, the Base canteen and the local newsagency. Virtual phonecards may also be purchased on the Internet. If you do not wish to use a phone card, public telephones are provided in the Officers' Mess, the Sergeants' Mess and at other locations both on the Base and within the local area. Public telephones are operated by either coins or phonecards.
 - e. **International Telephone Calls.** International phone calls may be made from the DITC phones using a purchased phone card. Phone cards for international calls may be purchased from local shops, the Base canteen and the local newsagency. Virtual phonecards may also be purchased on the Internet. Details that will assist you with international telephone calls are available at <http://www.whitepages.com.au/wp/search/tools.jhtml>. If you need to contact your Embassy or High Commission whilst at DITC, the DITC Orderly Room will assist.
 - f. **Wi-Fi Access.** As DITC does not provide any additional access for Wi-Fi, you will be unable to access Wi-Fi internet, Wi-Fi broadband and associated wireless networks. Students can purchase Wi-Fi access 'dongles' at their own expense.
 - g. **USBs.** Students on specific DITC courses only will be issued with a USB. These courses are: AAELC-PT, ECDC, AAELC, AAELC-ADC, ADC-Prep, MELT, SAELC, PT-Prep.

Foreign National Days and Religious Holidays

8. The training programme at DITC does not permit us to observe either religious holidays or foreign national days and other significant events. However, you may celebrate privately if you wish.

Training Materials

9. All necessary training materials will be provided for you by DITC. You should make allowance for this when packing to travel home as DITC is not able to ship materials on your behalf. Note that dictionaries are issued to DITC Long Courses only.

Travel Arrangements

10. The Defence Section of the Australian Embassy/High Commission will arrange your travel to DITC and notify DITC of your travel details. Your travel will normally be in economy class on a commercial airline.

11. If you are not being sponsored under the DCP, your own organisation may need to arrange your travel. You must ensure that the following details are passed to DITC prior to your arrival:

- a. Rank and full name, as detailed in your passport.
- b. DITC course(s) and dates.
- c. Gender - for accommodation room allocation.
- d. Flight details, including all transfers and arrival time at Melbourne.
- e. Other training courses or unit attachments, including dates and locations.

12. You must ensure that you travel on the flights that have been advised to DITC. If your travel plans change or you are delayed, please advise DITC as soon as possible. DITC relies on correct travel details to arrange your reception in Melbourne. Failure to travel as advised may result in you not being met upon arrival.

13. If you will be in Australia for less than six months, the Defence Section of the Australian Embassy/High Commission will have arranged your return travel. You need to confirm your travel arrangements through the Orderly Room of your last unit or school in Australia at least four weeks before your departure date. If you will be in Australia for more than six months, your last unit or school in Australia will need to make the arrangements for your return travel and you should discuss this with the Orderly Room at least five months before your departure date.

14. If you wish to travel via a route other than that selected by the Defence Section of the Australian Embassy/High Commission; either when coming to or when returning from Australia; you must have written approval from your own organisation. You may need to make the travel arrangements yourself, including any necessary visas or permits and any additional cost will be your responsibility.

15. If you need any assistance regarding travel arrangements whilst at DITC please contact the Orderly Room.

Baggage

16. An entitlement to excess baggage applies only to MILOBS course, Single Service courses and long courses such as Postgraduate studies, DSSC, ACSC & ADFA, MELT, ETDC and ECDC. The Australian Embassy/High Commission staff will advise you if there is any entitlement so that arrangements can be made to include the excess entitlement on the airline ticket or issue a Miscellaneous Charges Order (MCO) prior to departure to Australia. However, exceptions will be made if a Central course provides excessive course material but only for travel from Australia.

17. All insurance costs, customs duties and unaccompanied baggage are your responsibility. DITC will not accept any responsibility for items that carriers refuse to take or which do not proceed beyond customs inspections.

Arrival and Departure

18. The Defence Section of the Australian Embassy/High Commission will provide you with the necessary information regarding visa entry into Australia. Other than confirming your status as a DITC student, the DITC representative is unable to assist you with any customs or immigration difficulties.

19. If you need more information, consult the Department of Immigration and Multicultural and Indigenous Affairs (DIMIA) website at www.immi.gov.au.

20. Australia has very strict regulations regarding the import and export of items including plant and animal products, medicines and drugs, currency, food and weapons. You will be required to complete declaration forms prior to entering and leaving Australia. There are severe penalties for incorrectly completing this form or for attempting to import/export prohibited items possibly resulting in you and your baggage being searched. More information on permitted imports and exports is provided on the Department of Agriculture, Fisheries and Forestry (DAFF) Internet website at <http://www.daff.gov.au>.

21. **Prohibited and Controlled Weapons.** In addition to Australian federal laws, the state of Victoria has very strict laws regarding some weapons and dangerous articles. You cannot bring any weapons including knives, clubs or other such items. More information is contained on the Victoria Police Internet website at <http://203.25.230.66/weaponsid/>

Reception Arrangements

22. DITC provides a Receptions service for all arriving students. For most students, this will be at Melbourne Airport after you have passed through Customs and Immigration. This person will be civilian and will be holding a DITC sign. If you are arriving at Melbourne Airport, please wait for the DITC representative as follows:

- a. **Terminal 1. (QANTAS domestic and JetStar airlines).** Meet at the exit nearest to the taxi rank at the western end of the Baggage Reclaim area on the ground floor.
- b. **Terminal 2 (All international airlines).** Meet at the 'Meeting Point'. Follow the signs after coming through Customs.
- c. **Terminal 3 (Virgin Blue and Rex Airlines).** Meet at the Information Counter at the northern end of the Baggage Reclaim area on the ground floor.

23. **Change of flights or delayed flights.** If you change your flights at short notice or you miss your connecting flights you must advise the DITC Duty Recall Officer on 0411 237 093 (within Australia) or +61 411 237 093 (from outside Australia) at your earliest opportunity so your reception at Melbourne airport can be amended. If your flights have been delayed the reception person will be aware of any delays to scheduled flights. If the Duty Recall Officer is unavailable then you are to contact the reception contractor on 0417 038 743.

24. When you arrive at RAAF Williams you may find that the dining rooms are closed for several hours. DITC suggests bringing approximately AUD\$50 with you so that you can buy a small meal at Melbourne Airport before departing for RAAF Williams and other necessary items should you require them. DITC will provide a snack pack for students which will be available in the DITC accommodation. The hours of the RAAF Williams Messes are: Breakfast: 0645hrs to 0745hrs. Lunch: 1200hrs to 1300hrs. Dinner: 1800hrs to 1845hrs.

25. The DITC representative will transport you to DITC at RAAF Williams where you will be provided with a brief induction including a tour of the Base and DITC facilities and where to report on your first day of course.

26. On occasion, the DITC representative may not be where you expect them to be. This can be caused by several problems such as vehicle breakdown or incorrect travel details advised to DITC. If this occurs, please follow the procedure below to contact DITC:

- a. Go to the Travellers Aid office, Information Desk or Enquiries Counter. They will be able to assist you to make contact with DITC once you produce the required phone number.
- b. If you have arrived during business hours (0800 – 1700 Mon – Thu, 0800 – 1430 Fri), contact DITC Orderly Room on 9256 2820 or the Administration Officer (ADMINO) on 9256 2819.
- c. If you have arrived outside of business hours, contact the reception contractor in the first instance on 0417 038 743. If the reception contractor is unavailable you are to contact the DITC Recall Member on 0411 23 7093.
- d. Only if you are unable to contact any of the staff listed above, contact the RAAF Williams Duty Member on 0411 115 135.

27. If you follow the procedure detailed above, you will be able to make contact with DITC staff. Do not leave your port of arrival unless you have been approved to do so by a DITC staff member or the RAAF Williams Duty Officer.

28. Further information on Melbourne Airport is available on their Internet website at <http://www.melair.com.au/>.

Training Costs and Allowances

29. If you are being sponsored under the DCP, the costs of your training or study visit will be paid by the Australian Government. You may also be eligible to receive additional allowances. If you are not sponsored under the DCP, you will not be eligible to receive any allowances apart from those paid specifically for field trips. The Defence Section of the Australian Embassy/High Commission or DITC will be able to advise you if you are eligible for any of the following allowances:

- a. **Living Allowance.** The Living Allowance is to cover such items as laundry and dry-cleaning, toiletries, telephone calls, mess fees, and other personal expenses. This allowance is paid regularly throughout your stay in Australia.
- b. **Clothing Allowance.** The Clothing Allowance is to assist in the purchase of some cold-weather clothing whilst in Australia. The amount of the allowance depends upon factors such as how long you will be in Australia, the season and the location of your training. It is paid only once every two years.
- c. **Establishment Allowance.** The Establishment Allowance is to cover any costs you may have when you first arrive in Australia.
- d. **Leave Travel Allowance.** The Leave Travel Allowance is paid to a DCP student for travel within Australia during authorised leave periods. This applies only to DCP students undertaking training in excess of 6 months duration where their training cycle is interspersed by either the Christmas/Easter holiday period or approved DITC/unit standdown. You must travel 75 km from DITC/Unit to be eligible for the payment of this allowance.
- e. **Leave Subsistence Allowance.** The Leave Subsistence Allowance is paid to DCP students on authorised leave away from a Service establishment for a period longer than 72 hours. Only Royal Military College (RMC) Duntroon, Australian Defence Force Academy (ADFA) and NEOC cadets and those students undertaking specific single service courses will be eligible to receive the Leave Travel Allowance and Leave Subsistence Allowance.

30. You will receive your initial allowance on the first Wednesday after arriving at DITC. Your allowances will be paid fortnightly into your nominated Australian bank account. Ensure that you have sufficient money to pay for any personal expenses in the first week as it will take a few days for your first payment to be processed.

Banking

31. There are facilities for the exchange of foreign currency at Melbourne Airport and in Melbourne city or at the Defence Credit Union facility on RAAF Base Williams (business hours only). Alternatively, you can use either traveller's cheques or credit cards. Most shops in Australia accept Visa[®] and MasterCard[®] with an increasing number accepting American Express[®] and Diners Club[®] credit cards.

32. Australia has many banks and credit unions, many of which might be found in Melbourne. There are several local offices of Australian banks and credit unions near RAAF Base Williams. Many larger banks have agreements with other international banks and may provide limited services on behalf of your bank at home. You should confirm these arrangements and any associated costs before departure for Australia.

33. If you are staying in Australia for more than 50 days, you will be required to open an account with either a bank or a credit union as all allowances and payments will be paid into your account. Until your account is opened or if you are staying in Australia for less than 50 days, your allowances will be paid in cash.

Tattoos and Body Piercings

34. Students are not permitted to have tattooing performed on any part of their bodies while undertaking any course in Australia. Healing tattoos represent a health risk in terms of field hygiene and being infected by improper use of equipment thus are not permitted at any time.

35. All students are not permitted to wear any body piercing while in uniform. Students are not permitted to have any body piercing completed just prior to or while in Australia.

Clothing

36. Below is a list of recommended clothing that you may wish to consider bringing with you. Additionally, participation in physical training is mandatory and you are to bring sports clothing. Your organisation's uniform may vary from the items listed below, however, you should try to bring the equivalent items of uniform. Pictures of the ADF clothing are provided to assist you in choosing appropriate uniform items. It will not be possible to obtain replacement items for your uniform in case any items are lost or damaged, so consider bringing spare items:

- a. Normal day uniforms, which will be worn during most training and official activities.
- b. One Ceremonial Uniform, which will be worn on official parades and some other special occasions such as Dining In Nights, Anzac Day and International Nights.
- c. Mess Dress, which will be worn to official dinners. If you do not have a Mess Dress, you will be expected to wear your Ceremonial Uniform.
- d. Physical training clothing, as all DITC courses include compulsory exercise. This should include sports shoes, shorts/skirt, t-shirt, track suit and a swimming costume.
- e. Wet/cold weather uniform items.



Figure 1: Normal day uniform



Figure 2: Ceremonial uniform



Figure 3: Mess Dress

Civilian Clothing

37. DITC recommends that you bring the following items of civilian clothing:
- a. National costume or traditional clothing is recommended for International Night, normally held in the second half of the year (October/ November).
 - b. Formal clothing that will be suitable for evenings in your Mess or other formal occasions. This may include a suit, long-sleeve business shirt and tie and formal shoes in cooler weather and tailored trousers, short-sleeve shirt and formal shoes in warmer weather.
 - c. Casual clothing suitable for field trips during your course and other informal occasions. This may include jeans, sports/polo shirts and comfortable walking shoes or other footwear with closed-in toes. In cooler weather you should also bring gloves, a scarf, sweaters or jumpers and a jacket.
 - d. **Other Items.** You should consider bringing other items to make your stay at DITC more comfortable, such as: umbrella, toiletry items including soap, shampoo, towels, underwear and socks/stockings; books, DVDs, CDs or other recreational items. All of these items can be purchased locally, but you should bring a sufficient amount to last until you are able to do personal shopping.
38. From 01 Apr to 30 Sep, eligible military members may be issued with:
- a. one woollen ADF uniform sweater or pullover, suitable to your service; students already issued a pullover within the past two years must bring them on any return visit.
 - b. one cold-weather jacket; and possibly
 - c. one umbrella (it is suggested that students buy their own umbrellas for inclement weather).
39. You may keep the pullover and the socks, if eligible but both the jacket and the umbrella must be returned before your departure from DITC. The cold-weather jacket also serves adequately as a raincoat but you should consider bringing a long raincoat if you are attending training during the winter season. If you are not sponsored under the DCP, you will not receive the jumper or the socks.
40. When selecting clothing to bring with you to Australia, you should consider the weather that can be expected at your training location(s) during that period as the weather in Australia may be significantly colder than the weather in your home country.

Weather

41. The following table provides a summary of the weather that is experienced in Melbourne throughout the year. When choosing clothing to bring with you, you should note that the weather in Melbourne is very changeable and you may experience the full range of conditions at any time of the year. Temperature extremes range from a minimum of -5°C in winter to a maximum of 42°C in summer.

	Average maximum temperature (°C)	Average minimum temperature (°C)	Monthly rainfall (mm)	Monthly number of rainy days	Daily sunshine (hours)
January	25.5	13.6	42.0	7.4	8.5
February	25.5	14.1	47.2	7.0	8.3
March	23.5	12.5	35.3	8.8	6.7
April	20.1	9.8	47.2	11.0	5.7
May	16.7	7.7	50.3	14.2	4.3
June	14.1	5.8	39.2	14.3	4.1
July	13.6	4.9	39.9	15.4	4.5
August	14.8	5.4	45.9	15.5	5.2
September	16.8	6.5	52.4	14.8	5.7
October	19.0	8.2	59.3	14.2	6.7
November	21.3	9.9	51.8	12.1	7.4
December	23.6	11.9	46.9	10.0	8.0

Accommodation

42. You will be accommodated on RAAF Williams. DITC has 72 rooms adjacent to the training facilities and an additional 40 rooms within walking distance. All rooms are grouped in blocks of four with individual bedrooms, a common room, a bathroom and a laundry. All blocks have a hand basin, shower, toilet, washing machine and clothes drier. There are comfortable lounge furniture, a digital television and a DVD player in the common room. In addition, those blocks adjacent to the training buildings have individual computers in the bedroom and a shared printer in the common room of each block.

43. All rooms are serviced daily by DITC housekeeping staff, except on weekends and holidays. Please note that the housekeeping staff are employees of the Australian Public Service.

44. Under Australian Occupational Health and Safety regulations, you are not permitted to smoke anywhere inside government or other public buildings. You may only smoke at external designated outside areas which will be shown to you at the start of your course.

45. Cooking is forbidden in the accommodation blocks. You are expected to eat most of your meals in the relevant Mess. DITC has a large Common Room with cooking facilities if you wish to occasionally prepare your own meals. All accommodation blocks have heat and smoke sensors that are activated.

46. Australian electricity supply is 240V AC, 50Hz. If you bring electrical appliances from your own country to use during your stay in Australia, they must be compatible with the Australian supply. It is highly recommended that you buy your adaptors prior to your entry into Australia. If your electrical items cannot plug into the Australian three-pin power outlets and you do not have an adaptor, DITC will lend you the necessary adaptors (up to a maximum of two adaptors). All electrical appliances and other equipment (cords, adaptors, etc) must be in good order or you will not be permitted to use them. DITC conducts regular checks of all electrical items to ensure that they are safe.

47. All rooms are equipped with a key-operated safe for the safety of your valuable items (wallets, mobile phones, cameras, etc) The key to the safe will be issued with your room key and these keys are your responsibility. The safes are located in the bottom of the wardrobe of each room.

48. Toilets are fitted with handheld douches. However, personal hygiene is paramount under Australian Occupational Health and Safety regulations in using these items. Please take care to ensure that excess water is not left on the surface of the toilet floors.

49. DITC does not provide accommodation for your family and we recommend that you do not bring your family with you whilst you are studying at DITC. If you do decide to bring them, their accommodation arrangements and the associated costs will be your responsibility.

Inviting Guests to DITC

50. You are permitted to entertain guests in the Common Room. You are to request written permission prior to guests arriving at DITC and you are responsible for their behaviour whilst they are on the Base and at DITC.

Alcohol Consumption

51. The behaviour of a small number of students in the past compels us to highlight the consequences of inappropriate drunken behaviour. Please note that there is potential for students to have their training cancelled and be returned home to their country if they drink excessively.

Medical Care

52. Most students at DITC will receive medical care during their training in Australia. Students will be enrolled into Medibank for student health cover for their training whilst in Australia. This will be done at DITC at the beginning of the first week and membership cards will be issued at the end of the first week. The treatment will be provided at selected medical facilities. Pre-existing conditions, dental treatment, optical treatment and physiotherapy are all excluded. Be aware that costs associated with the ongoing treatment of any pre-existing conditions are your responsibility.

53. If you are not being sponsored under the DCP, your own organisation will make its own arrangements for your medical care. You should confirm what these are before your departure for Australia.

Messes

54. Messes are provided on RAAF Williams for all Senior Non-Commissioned Officers (Sergeant – Warrant Officer) and Commissioned Officers. You may only use the Mess/Club relevant to your rank as it is considered a serious breach of etiquette to use the wrong Mess. If you are not sure which Mess or Club to use, DITC staff will assist you.

55. The Messes and Clubs have strict dress codes that must be complied with. A brief summary of the existing dress codes for the Messes and Clubs at RAAF Williams is provided below:

- a. **Officers' Mess.** A high standard of dress is required of all members, visitors and guests in the Officers' Mess. You must ensure that your clothes conform to the general expectation of the Service and the Mess environment. Dress items such as thongs and slippers or vinyl clothing, singlets, tank-tops and t-shirts, tracksuits and outdoor or wet weather clothing are not to be worn in the public rooms of the Mess. Ladies may wear blouses without collars, and skirts or dresses.
- b. **Sergeants' Mess.** A high standard of dress is required of all members, visitors and guests in the Sergeants' Mess. You must ensure that your clothes conform to the general expectation of the Service and the Mess environment. Dress items such as thongs and

slippers, vinyl clothing, singlets, tank-tops and t-shirts, tracksuits and outdoor or wet weather clothing are not to be worn in the public rooms of the Mess. Ladies may wear blouses without collars, and skirts or dresses.

- c. **Airmens' Club.** The Airmens' Club is known as the Griffin Club. DITC advises that you follow the guidelines for either the Officers' or Sergeants' Messes.

Local Facilities

56. RAAF Williams has on-base facilities such as a gymnasium, swimming pool, golf course, cinema and various other sporting, banking and eating facilities.

57. RAAF Base Williams is located in the suburb of Laverton and is within walking distance of two small shopping areas, the local bus and train services. Melbourne has an integrated public transport system and the same tickets can be used on trains, trams and buses. Tickets must be purchased before boarding trains and buses. There are large financial penalties if you are caught travelling on public transport without the correct ticket. RAAF Williams is located adjacent to 'Aircraft' train station on the Werribee line. Please note that 'Aircraft' station will only take coinage and not notes when purchasing train tickets.

Emergencies

58. If you have a problem or an emergency and require assistance you should use the following procedure:

- a. If you require emergency attendance by either the Police, Ambulance or Fire Brigade, ring 000 from any telephone. If ringing from a Base telephone, you will need to ring 0-000.
- b. If you require assistance from DITC during business hours (0800 – 1700 Mon – Thu, 0800 – 1430 Fri), contact your Course Coordinator (who will give you their telephone number at the start of your Course) or the Orderly Room on 9256 2820.
- c. If you require assistance from DITC outside of business hours, contact the DITC Recall Member on 0411 23 7093. If you are ringing from a Base telephone, ring #7086 to reach the DITC Recall Member.
- d. Only if you are unable to contact any of the staff listed above, you are to contact the RAAF Williams Duty Member on 0411 115 135. If you are ringing from a Base telephone, ring 9 and ask for the RAAF Williams Duty Member.

Student Support

59. Students are able to access support from the Seconded Officers from Malaysia, Indonesia, Thailand, Vietnam, Tonga and the Philippines. These Seconded Officers work full time as staff members at DITC. Also available is a Muslim Prayer Room located at DITC and Chaplaincy support for all religious faiths.

Motor Vehicles and Driving in Australia

60. Australia has very strict driver licensing and car insurance regulations. If you plan to drive a car whilst in Australia, you should check the VicRoads Internet website at <http://www.vicroads.vic.gov.au/> for the current requirements. You can drive on your overseas

licence (provided it is a current valid licence) and provided your overseas licence is in English (or you have an English translation), or you have an International Driving Permit.

61. Students attending short courses are not to purchase motor vehicles for use in Australia. All students will be transported to their respective target courses using DITC resources.

62. Students attending long courses at other institutions and Bases other than DITC are not to purchase motor vehicles whilst at DITC. These students are required to wait until they arrive at their target course before purchasing a motor vehicle. As driving conditions and insurance requirements in Australia differ from most countries in the region, the following are the minimum requirements for students planning to drive whilst in Australia:

- a. All drivers must have a current and valid International Drivers Licence;
- b. The vehicle is to have valid registration, including Compulsory Third Party insurance; and
- c. As a minimum, all cars are to be covered by 'Third Party Property Insurance', but it is also strongly recommended that full 'Comprehensive Insurance' is also taken out.

Gifts

63. Whilst it is customary in many regional countries to exchange gifts throughout training, this is not expected in Australia and the practice is actively discouraged by the Australian Government. Accordingly, **we request that you do not offer gifts or mementos to either the staff or DITC, as Defence regulations require that they either be returned to you or surrendered to Defence.** This may result in embarrassment for both the giver and the recipient of the gift. A few words of appreciation at the end of your Course are more appropriate in recognition of the efforts of your instructors and the other staff.

Issuing Authority

64. This Joining Instruction has been issued under the authority of the Commanding Officer of DITC.

Original Signed

S.A. UNWIN
Wing Commander
Commanding Officer
Defence International Training Centre

Tel: +61 3 9256 2818; Fax: +61 3 9256 2913
Email: Sean.Unwin@defence.gov.au

12 Sep 11

Annexes:

- A. ADFELPS Rater Training Course (issued as required)
- B. Advanced Australian English Language Course (issued as required)
- C. Advanced Australian English Language Course – Australian Defence College (issued as required)
- D. Advanced Australian English Language Course – Pre-Officer Training (issued as required)
- E. Australian Defence College - Preparation Course (issued as required)
- F. Australian Military Familiarisation Course (issued as required)
- G. Australian Reception Period Familiarisation (issued as required)
- H. Teaching Pronunciation Course (issued as required)
- I. Defence Scholarship Familiarisation Course (issued as required)
- J. English Teaching Development Course (issued as required) (not conducted in 2012)
- K. Methodology of English Language Teaching Course (issued as required)
- L. Pre-Officer Training Preparation Course (issued as required)
- M. Special Australian English Language Course (issued as required)
- N. English Curriculum Development Course (issued as required)
- O. SLBC – Flying Instructor Course (issued as required)

**ANNEX G TO
DEFENCE INTERNATIONAL TRAINING CENTRE
COURSE JOINING INSTRUCTION
DATED 12 SEP 11**

Administration Reception Period Familiarisation

1. **Course Details.** The following extract from the Course Curriculum provides some information on the course that you will be attending at DITC. If you require more information, please contact your Course Coordinator.

Title. Administration Reception Period Familiarisation (ARPF).

Aim. To ensure you receive appropriate administrative support prior to your sponsored education/training activity.

Description. The course provides a period of familiarisation with the Australian general and military environment. It is designed to provide administrative support to you. This includes payment of allowances, issue of public clothing, issuing of student identification, opening of a bank and ROMAN vending account/s, and orientation. The course also includes briefs on the Australian Defence Force (ADF), equity, occupational health and safety and fraud awareness before you transit to your target course.

Duration. One week.

Prerequisite Qualifications or Assessments. You must satisfy the minimum English proficiency (ADFELPS levels) for entry to your target course.

Course Learning Outcomes. On completion of the course, you are to be able to achieve the following:

- Demonstrate awareness of ADF policies and procedures on equity and diversity, and fraud and ethics.
- Demonstrate required English language skills for target course.
- Demonstrate familiarity with the roles and structure of the ADF.
- Demonstrate familiarity with training concepts used in an ADO training environment.
- Demonstrate a willingness to explore and participate in Australian culture, society and environment including adhering to ADF rules, regulations and administrative procedures, practices and values.

2. **Assessment.** An ADFELPS test will be administered.

3. **Course Activities.** During the Course, you will undertake a variety of activities. You will be provided with a complete programme at the start of your Course.