

## 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). Please read all the Instruction thoroughly. If you require more information, please ask either staff at the Defence Section of the Australian Embassy/High Commission prior to departure or DITC staff upon arrival.

### Defence Cooperation Program

2. Most students attending DITC are sponsored under a major Australian Government program known as the Defence Cooperation Program (DCP). The DCP, which is managed by International Policy Division (IP Div), is a cooperative program 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 are applicable 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. If you do need to contact DITC, you may contact us as follows:

- a. **E-mail.** All e-mail should be sent to [WILDITCArrivals@defence.gov.au](mailto: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 (eg, 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>.























**ANNEX A TO  
DEFENCE INTERNATIONAL TRAINING CENTRE  
COURSE JOINING INSTRUCTION  
DATED 1 SEP 09**

**Australian Military Familiarisation Course**

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.** Australian Military Familiarisation Course (AUSTFAMIL).

**Aim.** To prepare you culturally, administratively and militarily for courses in Australia.

**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, orientation exercises and participation in organised sport. The course also includes briefs on Australian customs, the Australian Defence Force (ADF), equity, occupational health and safety and fraud awareness before you transit to your target course.

**Duration.** Two weeks.

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

**Course Training Outcomes.** On completion of the course, the graduate will be able to:

- Demonstrate awareness of ADF policies and procedures on equity and diversity and fraud and ethics;
- Demonstrate familiarity with the roles and structure of the ADF;
- Demonstrate familiarity with training concepts used in an ADO training environment;
- Demonstrate required English language skills for ADF target course.
- You are to choose to:
  - demonstrate a willingness to explore Australian culture, society and the environment through participation in organised sport and other social events;
  - display a commitment to equity and diversity practices and their value to the ADF; and
  - adhere to ADF rules, regulations and administrative procedures.

**Assessment.** This Course is not formally assessed.

2. **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. Some of the activities that you will be involved in include study tours and field trips to significant Australian military, social and cultural sites. These visits are intended to extend your language skills and your understanding of Australian military and civilian cultures.

**ANNEX B TO  
DEFENCE INTERNATIONAL TRAINING CENTRE  
COURSE JOINING INSTRUCTION  
DATED 1 SEP 09**

**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, orientation exercises and participation in organised sport. The course also includes briefs on Australian customs, 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 Training Outcomes.** On completion of the course, you are to be able to achieve the following:

- Use facilities and services in Australian military and civilian communities.
- Apply knowledge of the role and organisational structure of the ADF.
- Participate in Australian sport.
- You are to choose to:
  - demonstrate a willingness to explore Australian culture, society and the environment through participation in organised sport and other social events.
  - display a commitment to equity and diversity practices and their value to the ADF.
  - adhere to ADF rules, regulations and administrative procedures.

**Assessment.** This course is not assessed.

2. **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.

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**ANNEX M TO  
DEFENCE INTERNATIONAL TRAINING CENTRE  
COURSE JOINING INSTRUCTION  
DATED 1 SEP 09**

## **English Curriculum Design Course**

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 the ECDC coordinator [lynn.banbrook@defence.gov.au](mailto:lynn.banbrook@defence.gov.au) .

**Title.** English Curriculum Design Course (ECDC).

- **Aim.** The aims of the ECDC are to graduate personnel capable of designing and developing curricula and evaluation procedures for English language (ESL/EFL) courses using current best practice.

**Description.** This course builds on skills and knowledge gained on the English Teaching Development Course (ETDC), or an equivalent qualification.

**Duration.** 4 weeks.

**Prerequisite Qualifications or Assessments.** Prior to attending this course you must:

- have a minimum ADFELPS level of L7, S7, R7, W7.
- have completed an English Teaching Development Course (ETDC) or an equivalent qualification. For Recognition of Current Competency (RCC) the application form on pages 33-39 can be used.
- be working in your training unit in a position which has English Language Course Curriculum duties.
- have experience as a qualified and experienced teacher of English in countries participating in the Defence Co-operation Program and/or bilateral agreements.
- have completed the Australian Military Familiarisation Course or, if previously completed, you will need to complete the Administration Reception Period Familiarisation.

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

- Apply the curriculum development process in English language course design.
- You are to choose to:
  - demonstrate a willingness to participate in all modular activities.
  - demonstrate a willingness to explore Australian culture, society and the environment through participation in organised sport and other social events.

- display a commitment to equity and diversity practices and their value to the ADF.

*Note: All assessed Course Training Outcomes (CTO) have a Training Level (TL) assigned to them. This indicates the level of training required for achievement of that CTO.*

**Assessment.** This Course is assessed on the basis of successful completion of a curriculum design project based on the proposal you submitted.

2. **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.
3. **Variations from the Joining Instruction.** As noted in the main part of this document, each course has some variations from the way in which most courses are run at DITC. To be eligible to attend the ECDC all applicants are required to submit details of the project they plan to work on while attending ECDC. This requires an applicant to
  - a. Identify a new curriculum project from your Unit (either a short or long course) which needs to be completed and submit a description of this project by **09 Nov 2009** to [lynn.banbrook@defence.gov.au](mailto:lynn.banbrook@defence.gov.au). The application form for selection on ECDC 1/10 is at pages 19-20.
  - b. Alternatively, identify an existing program which needs to be reworked in your unit and use this as a basis for your proposal using the template provided in para 3a.
4. The following resources **must be brought to DITC** with you when you attend the ECDC. Without these materials you will not be able to complete your project on ECDC.
  - a. A completed needs analysis questionnaire (see pages 21-28) indicating language needs and target courses of students.
  - b. If your project is based on an existing program bring a hard and electronic copy of the program (including timetable, course objectives, courses content, etc).
  - c. Samples of assessment instruments used to monitor progress during a course.
  - d. Program evaluation tools and any reporting documents linked to an external reporting document used to report course outcomes/successful achievement of courses in your training establishment.
5. Candidates for attendance on ECDC will be selected on merit and will be advised no later than 30 Nov 2009.
6. On completion of this Course, you are entitled to an additional 18kg of unaccompanied baggage consisting of course-related materials. If you are not sponsored under the Defence Cooperation Programme, your sponsoring organisation will need to make arrangements for the shipping of your course-related materials.

# ENGLISH CURRICULUM DESIGN COURSE

## Needs Analysis Questionnaire

Please collect as much information as possible in-country, as you will need the information to design, develop and document a curriculum (either a short or long course) specific to your unit/command during the **English Curriculum Design Course (ECDC)** course.

The assessment for the **ECDC** is based on your work on this curriculum project from your Unit, i.e. formative and summative course assessments will be based on your work, documenting a curriculum based on the following Needs Analysis.

### A. Overview of curriculum project

1) What is the purpose of this course?

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2) Describe the students who will attend this course.

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3) What is the duration/length of the course? (in weeks/months)

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4) Is successful completion of this course a pre-requisite to enter a target course? If yes, describe the target course.

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5) When the students finish the course who do you report their results to?

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# ENGLISH CURRICULUM DESIGN COURSE

## B. Analysis of curriculum project

### Type of course

6) Describe the course? You can tick (✓) more than one option.

- General English
- English for Specific Purposes (ESP)
- English for Academic Purposes (EAP)
- Other

Please add any additional information about the course.

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7) What is the entry level English requirement for this course?

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8) At what level is this course taught?

- Beginner                      ADFELPS 1-3
- Elementary                    ADFELPS 4-5
- Intermediate                 ADFELPS 5-6
- Advanced                      ADFELPS 7-8

Please add more specific information about the level, if required.

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# ENGLISH CURRICULUM DESIGN COURSE

9) Which skills need to be covered in the course?

- Listening
- Speaking
- Reading
- Writing

a) What percentage of the time on the course is spent on developing students' **listening skills**? \_\_\_\_\_ (%)

Please add more specific information about the teaching of this skill.

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b) What percentage of the course is spent on developing students' **speaking skills**? \_\_\_\_\_ (%)

Please add more specific information about the teaching of this skill.

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c) What percentage of the course is spent on developing students' **reading skills**? \_\_\_\_\_ (%)

Please add more specific information about the teaching of this skill.

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d) What percentage of the course is spent on developing students' **writing skills**? \_\_\_\_\_ (%)

Please add more specific information about the teaching of this skill.

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# ENGLISH CURRICULUM DESIGN COURSE

10) What content material do you plan to use on this course?

Tick (✓) more than one option if applicable.

- Commercially-produced generalist text
- Commercially-produced English for Specific Purposes (ESP) text
- Commercially-produced English for Academic Purposes (EAP) text
- Generalist authentic texts, e.g. newspapers, journals, DVDs, on-line materials
- Specialist authentic texts, e.g. technical manuals, university lecture notes, textbooks

Please record the names of commercially-produced material, and add more specific information about any specialist or authentic texts

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## **Language requirements of students**

11) What speaking skills do students require on exit from the course?

Tick (✓) more than one option if applicable.

- No speaking requirement (ESP course)
- Interacting in everyday social & routine workplace situations
- Participating in small discussion groups related to work or study
- Delivering briefs/presentations to a specialist audience
- Responding to questions in an area related to technical/academic expertise
- Communicating ideas in both a formal & informal register depending on audience
- Using subject-specialist vocabulary to communicate ideas
- Using idiom & colloquial expressions to communicate ideas
- Communicating ideas with fluency
- Other (please detail)

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Please give specific examples of how students will use their speaking skills:

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# ENGLISH CURRICULUM DESIGN COURSE

12) What listening skills do students require on exit from this course?

Tick (✓) more than one option if applicable.

- No listening requirement (ESP course)
- Comprehending conversations on every day social & routine job-related themes
- Listening to extended lectures/briefs and summarising main ideas in note form
- Listening to extended lectures/briefs & paraphrasing main ideas & supporting details
- Comprehending technical/academic vocabulary in professional settings
- Comprehending speech delivered with native-speaker fluency
- Other (please detail)

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Please give specific examples of how students will use their listening skills

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13) What reading skills do students require on exit from the course?

Tick (✓) more than one option if applicable.

- No reading requirement (ESP course)
- Reading a range of general authentic texts on every day social and routine job-related themes, e.g. newspapers, briefs
- Interpreting data in tables & diagrams
- Reading extended technical & academic texts to identify main ideas & supporting details
- Understanding a wide range of technical/academic vocabulary in professional settings
- Reading a range of texts related to specialist area of expertise to understand the author's point of view or purpose
- Other (please detail)

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Please give specific examples of how students will use their reading skills:

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# ENGLISH CURRICULUM DESIGN COURSE

14) What writing skills do students require on exit from the course?

Tick (✓) more than one option if applicable.

- No writing requirement (ESP course)
- Writing formal & informal correspondence & documents on practical, social & professional topics.
- Writing essay length papers on areas of technical or academic expertise
- Summarising & paraphrasing to present information in paragraphs or an essay
- Using linear organisation of ideas to present ideas in a logical manner
- Using a wide range of technical/academic vocabulary in writing
- Other (please detail)

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Please give specific examples of how students will use their writing skills:

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## **Independent learning skills**

15) Tick (✓) which independent learning skills the students will require during the course

- Using pair work & group work, e.g. jigsaw reading or listening tasks
- Experimenting with new language, e.g. guided writing or role-plays
- Using different reading strategies for different tasks, e.g. reading newspapers or specialist journal articles
- The ability to self-assess own language learning
- Working out answers using resources other than the teacher
- Using the context to work out the meaning of new grammar & vocabulary
- Using conventions of citation to acknowledge sources of information in academic essays or briefs
- Using the process of planning, writing & redrafting when writing extended texts
- Using critical listening or reading skills to evaluate texts

Please add other skills not included in the list.

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**ENGLISH CURRICULUM DESIGN COURSE**

16) Do you have any assessment tasks you plan to use to measure the students' achievements on this course, e.g. entry test, progress test, and/or achievement tests? If, yes please provide more information.

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17) Describe how you would like to structure the course, e.g. hours per day, preferred methodology, duration, number of staff, qualifications and experience of teachers etc

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Please add any additional information that is relevant to the course

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# ENGLISH CURRICULUM DESIGN COURSE

## NOTE

Please bring with you to DITC any specific resources (texts, existing course texts, existing course documents or ESP manual, test papers, etc) that you plan to use as key resources in the delivery of this curriculum.

## **YOU REQUIRE THESE RESOURCES TO DOCUMENT YOUR CURRICULUM**

**THIS QUESTIONNAIRE MUST BE RECEIVED AT DITC NO LATER THAN 09 NOV 2009.**

Please return to :

Lynn Banbrook  
Head of Materials Development Section  
Defence International Training Centre  
L228 RAAF Williams  
Laverton VIC 3027  
Australia  
Fax: + 61 3 9256 2913  
lynn.banbrook@defence.gov.au



**Justification for your selection**


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**ENGLISH LANGUAGE TEACHING EXPERIENCE FOR LAST 5 YEARS**  
 (Starting At Current Posting)

Year	Posting / Position/Levels taught

**ENGLISH LANGUAGE QUALIFICATIONS**

(include all overseas and local courses that have been completed in the last five years)

Year	Course	Qualification (if applicable)	Country

Name: \_\_\_\_\_

Requesting Authority: \_\_\_\_\_

Date: \_\_\_\_\_

Contact e-mail: \_\_\_\_\_

Contact telephone: \_\_\_\_\_

**DITC ONLY****Selection YES/NO:** \_\_\_\_\_**Printed Name:** \_\_\_\_\_**Appointment:** \_\_\_\_\_**Date advised to post:** \_\_\_\_\_

## RECOGNITION PROCESSES

### Introduction

1. DITC is a unit of AFTG and is required to grant RPL, RCC and MR in accordance with its obligations as an RTO responsible to AFTG. DITC delivers a unique set of courses to meet certain outcomes of the DCP and some aspects of RPL and RCC are not applicable to this school. As there are no equivalent RTO delivering equivalent training, MR (in its entirety) is not applicable to DITC.

### Purpose

2. The purpose of this instruction is to detail the DITC policy and procedures regarding recognition.

### Scope

3. This Instruction applies to all DITC students, irrespective of Service or rank.

### Definitions

4. The following definitions apply throughout this instruction:
- a. **Recognition of Prior Learning.** RPL is defined as the recognition that a candidate has the skills and knowledge; obtained through formal training, work experience and/or life experience; to meet the eligibility criteria or pass an exemption test for a DITC course as detailed in the Course Training Specification.
  - b. **Recognition of Current Competencies.** RCC recognises a candidate's current ability to successfully meet a competency standard at a determined level of competency.
  - c. **Mutual Recognition.** MR recognises qualifications held by an individual where they have been issued by another RTO.

### Entry Requirements

5. The publications and equipment required to complete this Instruction are DI(AF)AAP 2002.001 – *Manual of Ground Training*.

### Instructions

6. **Application of RPL to DITC Courses.** The following table lists the core business courses delivered by DITC. Not all DITC courses are listed. For courses not listed, candidates are to meet the DITC CTO and the target course entry levels measured by the ADFELPS. If a student does not meet the target course ADFELPS entry level profile requirements (across all macro skills) or is not granted RPL at the nominated stage, then OFC, in consultation with at least two other RPL Panel members, may withdraw the member from candidature.

Course	RPL	RPL Criteria	Eligibility Criteria
AUSTFAMIL	Available	Meet CTOs	Waivers considered in accordance with instruction DI (G) PERS 05-13. IP Div FET final authority for waivers.
ARPF	Available	Exceeds or equals minimum ADFELPS levels as indicated on target course profile	IP Div FET final authority for waivers.
MELT	Available	Meet CTOs	Meets ADFELPS levels on four language macro skills.
ETDC	Available	Meet CTOs	Skills and knowledge across topics covered in the MELT curriculum with minimum of two years in-country teaching experience post-MELT. Meets ADFELPS levels on four language macro skills.
ARTC	Available	Meet CTOs	DCP Students – Competent in ETDC CTOs with 2 years minimum experience as English language teacher (in-country) with a wide experience of teaching different levels of English up to upper-intermediate level. ADF and SWP students – considered on a case-by-case basis.
ECDC	Available	Meet CTOs	DCP Students – Competent in ETDC CTOs with 2 years minimum experience as English language teacher (in-country) with a wide experience of teaching different levels of English up to upper-intermediate level. Current position as English language training development officer (or equiv) in DCP English language training unit.

7. All applications for RPL received by DITC shall be supported and assessed in accordance with the following directions.

8. **Course Information.** In recognition that the responsibility is on the applicant to provide a convincing case in support of RPL, course information such as CTO and LO are to be made available to the candidate in preparation for their RPL application.

9. **Support.** Applicants needing guidance when preparing an RPL claim may seek OFC support to explain the different aspects of course curricula required for the application. Defence Section staff and ALAs in DC countries can obtain copies of all documentation related to this SI. Additional copies of the RPL Application are available from DITC upon request.

10. **Adequacy of Evidence.** Applicants must allow sufficient processing time for RPL applications, noting any extra time required for appeals. Ideally, applications should be received at DITC a minimum of eight weeks before the start of the scheduled AUSTFAMIL/ARPF aligned with the candidate's target course. All applications for RPL are to be completed by the candidate, who is also required to provide documentary evidence in English. Applicants are to consider ways in which their prior experience relates to the eligibility criteria of the selected course. Application forms that are not accompanied by specific and certified documentary evidence will be returned to the candidate, along with the 'Outcome' page their application, indicating what additional evidence/information is required.

11. **RPL Panel.** The RPL Panel comprises OFC, TDO and a minimum of one SME. The RPL Panel will meet to consider all RPL applications. There may be, on some occasions, a need to hold extraordinary meetings to determine a candidate's suitability. The RPL process is outlined in annex A. All outcomes decided by the panel are documented on the last page the applicant's application. This page is then filed and a copy returned to the ALA/candidate no later than five days after the application has been received or four weeks prior to the start of the course, whichever is the earlier.

12. **RPL Feedback.** The TDO is responsible for liaising with ALAs/candidates or sponsor/candidates to highlight the outcomes of an RPL Application and returning the 'Outcomes' pages of the application back to the candidate. The RPL panel assessment will consist of one of the following:

- a. Recommendation that RPL be granted.
- b. Recommendation that RPL be denied.
- c. Request that the candidate provide additional evidence in support of the application.

Where recognition is denied, the applicant will be provided with a summary of the assessment and advised of the appeal provisions. Copies of all the relevant documentation are to be returned to the applicant with originals being retained on file at DITC regardless of the application outcome.

13. **Appeal.** Applicants have the right to appeal a decision made at the completion of the RPL process. Applicants are to forward any appeal to CO DITC for review within one week of being notified of a RPL Panel decision. The grounds for appeal written in English should show cause as to why the application should have been approved. On receipt of an appeal, CO DITC will decide an appropriate course of review. Appeals must be settled no less than four weeks before the start of the relevant programmed AUSTFAMIL/ARPF prior to the DITC target course to allow for course administration. Copies of all the relevant documentation are to be returned to the applicant with originals being retained on file at DITC irrespective of the appeal outcome.

#### **Annex:**

A. RPL Guide and Application

#### **Related Orders, Instructions and Publications**

DI (G) PERS 5-13, Annex C

DI (AF) AAP 2002.001, Chapter 20.

Defence International Engagement Manual, Chapter 6.

#### **Glossary Entries**

ADF	Australian Defence Force
ADFELPS	Australian Defence Force English Language Profiling System
AFTG	Air Force Training Group
AL	Amendment List
ALA	Australian Language Adviser
ARPF	Administration and Reception Period Familiarisation
ARTC	ADFELPS Rater Training Course

AUSTFAMIL	Australian and Military Familiarisation Course
CO	Commanding Officer
CTO	Course Training Outcome
DC	Defence Cooperation
DCP	Defence Cooperation Programme
DITC	Defence International Training Centre
ETDC	English Teaching Development Course
FET	Foreign Education and Training
IP Div	International Policy Division
LO	Learning Objective
MELT	Methodology of English Language Training Course
MR	Mutual Recognition
Nov	November
OFC	Operations Flight Commander
PERS	Personnel
RAAF	Royal Australian Air Force
RCC	Recognition of Current Competency
RPL	Recognition of Prior Learning
RTO	Registered Training Organisation
SI	Standing Instruction
SME	Subject Matter Expert
SWP	South West Pacific
TDO	Training Development Officer

**Sponsor:** OFC

## Defence International Training Centre Recognition of Prior Learning Guide and Application

### Background

1. Defence International Training Centre (DITC) is an element of RAAF College (RAAFCOL), a Registered Training Organisation (RTO) under the National Training Framework (NTF). DI (AF) AAP 2002.001 *Manual of Ground Training* states that Recognition of Prior Learning (RPL) is a key component of the government's NTF, a requirement for all civilian accredited RAAF training. Under RAAF training, DITC is committed to RPL for all DITC delivered training courses.
2. Notwithstanding RPL and Recognition of Current Competencies (RCC), DITC under the guidance of DI (AF) AAP 2002.001 is also required to provide Mutual Recognition (MR) of an individual's qualifications issued by other RTOs. DITC primarily produces and delivers courses for the Australian Defence Organisation's (ADO) Defence Cooperation Programme (DCP) and at times is restricted in applying all elements of RPL, RCC and MR against DITC courses.
3. RPL is the acknowledgment that skills and knowledge may be obtained through formal training, work experience and life experience. The focus of RPL is on skills and knowledge held, rather than location of learning. The issue of RAAF training awards under the provision of RPL involves assessing the outcomes of formal training, work experience and life experience against the prescribed requirements for RAAF training.
4. This form is to be used to request RPL for DITC courses. The policy covering the application of RPL for RAAF training is prescribed in DI (AF) AAP 2002.001, Chapter 20. In addition, general advice regarding the application of the RPL to RAAF training and its role in assisting members achieve the issue of accredited awards may be obtained from Operations Flight Commander (OFC).
5. In the RPL process, the onus is on the applicant to supply the evidence necessary to support their application. This evidence will usually be in the form of documents which confirm prior training, experiences and qualifications achieved that support your application. When completed, the application, including the required supporting documentation attached, should be submitted to:  
  
OFC  
DITC  
RAAF Williams  
Laverton  
Victoria 3027  
Australia  
  
Fax: +61 3 2956 2913  
  
Phone: +61 3 2956 2358
6. When received, this application will be evaluated by the DITC RPL assessment panel. The DITC RPL Panel is made up of the OFC, Training Development Officer (TDO) and a minimum of one Subject Matter Expert (SME). Accordingly, sufficient documented evidence in English must be available to assist the RPL assessment panel consider your application. Documentation may comprise copies of certificates, letters of validation and course information outlines. The applicant

should keep a copy of all material included with this application. Appeals against decisions made by this panel are to be directed to the Commanding Officer of DITC (CO DITC) through OFC.

### **Plain Language Guide to the Application Process**

7. Upon being advised of selection for training at DITC, candidates should consider whether they wish to apply for RPL, RCC or MR. To assist in making this decision, DITC is able to provide the following documents:

- a. DITC RPL guide and application (this document).
- b. Relevant course curriculum, containing the Course Training Outcomes (CTO) that will need to be addressed in the application.
- c. Relevant extracts from AAP 2002.001 *Manual of Ground Training*.

8. **Evidence.** Having read the provided documents, the candidate should begin completing the application form. Most of the form is quite simple to complete. However, when stating a case for RPL and the evidence supporting that case, applicants should ensure that they clearly address each CTO of their course. All documents must be in English and copies of documents must be 'certified true copies'. If not done, the application will be unsuccessful. Examples of how CTOs may be addressed are provided below:

- a. A university transcript or certificate of completed under-graduate or post-graduate qualifications including additional information about each course identifying the hours attended with specific details of the curriculum covered in the particular subjects (eg a certified print-out of curriculum). This information usually appears in University/College handbooks or on the Internet.
- b. The application should identify which particular individual course CTO(s) the evidence supports.
- c. CTOs which require practical experience (eg MELT CTO 1) should provide details of position, levels taught, materials used, methodology used and indicate hours per week/duration spent teaching.
- d. CTOs such as 2, 3, 4 and 5 need both:
  - (1) evidence of courses attended to underpin the knowledge; and
  - (2) details of position, levels taught, materials used, methodology used and hours per week/duration applying the skill.

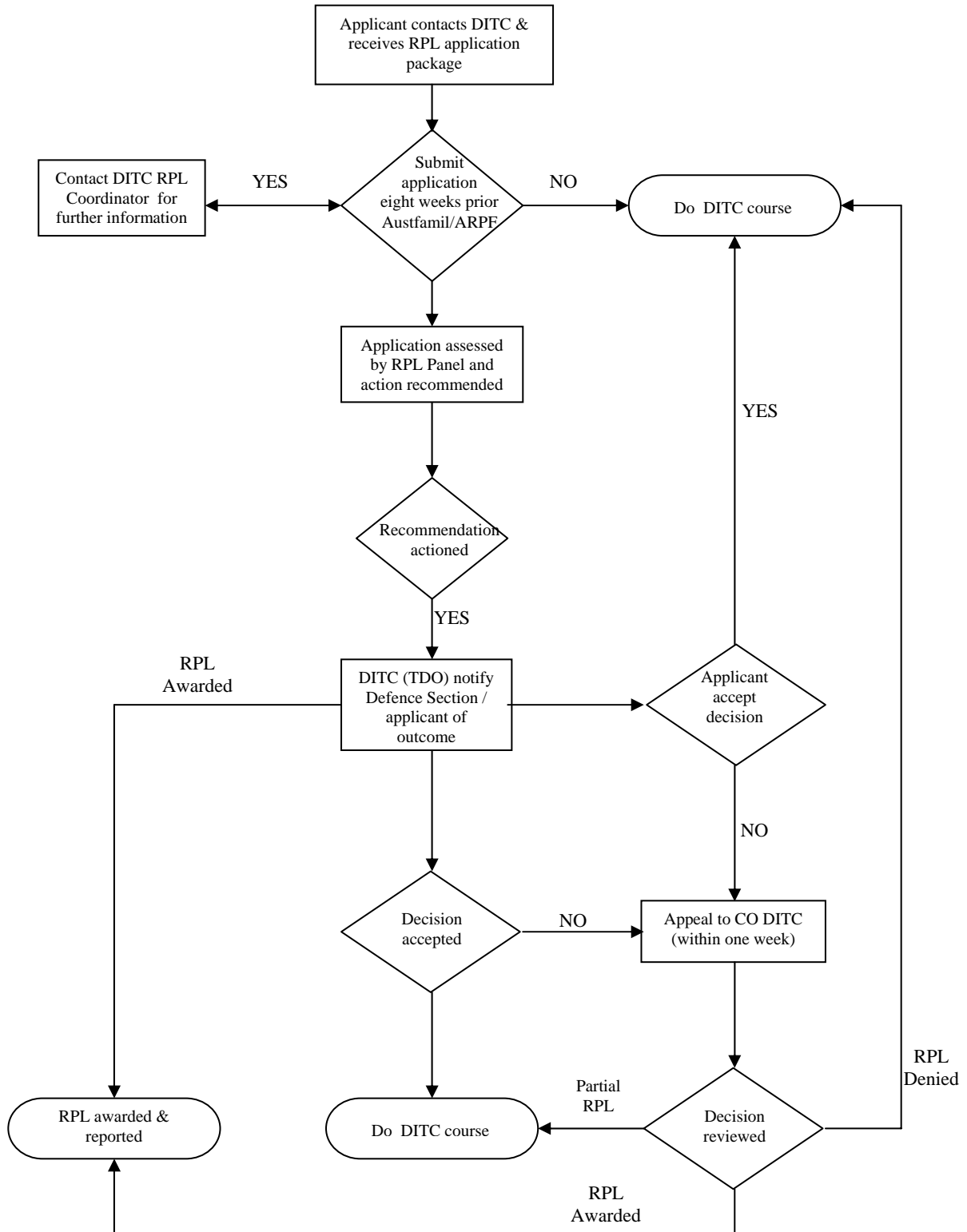
9. When completed, the application form should be submitted to DITC. It must reach DITC no later than eight weeks before the AUSTFAMIL/ARPF course begins to allow time for the completion of administrative requirements of granting RPL.

10. When DITC receives the application, it will be processed within one week. The application will be considered by a board consisting of senior instructors and experts on the course to see whether the application for RPL can be accepted. It should not be assumed that it will be accepted, as many factors are considered when looking at an application for RPL.

11. When a decision has been reached, the applicant will be advised through the Defence Section of the Australian Embassy or High Commission in the applicant's country.

12. **Appeals.** If dissatisfied with the decision or any part of the RPL application process, the applicant may appeal to CO DITC. The appeal should be forwarded through OFC. This appeal must be in writing and should specify:

- a. the decision or process that are being appealed against,
- b. the reason that the applicant feels the decision was wrong or the process was unfair, and
- c. the outcome desired if the CO upholds the appeal.



## APPLICANT DETAILS

<b>Service Number</b>	<b>Rank or title (in full)</b>		
<b>Full Name</b>			<b>Country</b>
<b>Job Title</b>		<b>Specialisation/Mustering/Corps</b>	
<b>Contact Details</b> ( <i>work address, e-mail address, phone number, fax number</i> )			

**COURSE FOR WHICH RPL IS BEING SOUGHT**

<b>Title of DITC Course</b>
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**YOUR CASE FOR RPL**

Provide an outline of your case for RPL. Reference should be made to formal teaching courses that you have completed either in your own country or overseas. Make sure to include any employment experience (either military or civilian) you may have had in the teaching field. Documentary evidence should be provided to support your case, ie. copies of qualifications, certificates, letters from employers, etc. Please attach evidence. Attach additional pages as necessary.

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**EVIDENCE**

Provide a listing of documentary evidence provided to support this application. Evidence may comprise copies of certificates, letters of validation and course information statements. (Certified copies of evidence must be attached).

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Additional or general information in support of application.

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Please ensure that you have included as much information as possible to assist in the assessment of your claim. You will be contacted if it is necessary to clarify and/or substantiate your claims. The Australian Embassy/High Commission will be notified of the outcome of your application within a week of DITC receiving your application form.

I certify that the information presented in this application is correct to the best of my knowledge.

<b>Applicant Signature</b>	<b>Date</b>

----- *DITC use only (applicants do not complete this section)* -----

**OUTCOME****APPLICANT DETAILS**

<b>Service Number</b>	<b>Rank or title (in full)</b>	
<b>Full Name</b>		<b>Country</b>

Recommendation resulting from the assessment of this application.

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	<b>Signature</b>	<b>Date</b>
<b>OFC</b>		
<b>TDO</b>		
<b>SME</b>		
<b>SME (optional)</b>		

<b>Additional Evidence/Information Required</b>		<b>IF YES</b>	<b>Items Required</b>
No	Yes		

<b>Date Applicant Notified of Recommendation</b>	<b>File Reference</b>

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