



DEFENCE INSTRUCTIONS (GENERAL)

Department of Defence
CANBERRA ACT 2600

9 May 2003

Defence Instruction (General) PERS 35–7 is issued pursuant to section 9A of the *Defence Act 1903*.

R.C. SMITH, AO
Secretary

P.J. COSGROVE, AC, MC
General
Chief of the Defence Force

LIST B—ISSUE NO PERS B/6/2003

New instruction

PERS 35–7 [Defence Equity Adviser Network](#)

Single Service filing instructions

This instruction should be filed as:

1. NAVY PERS 19–2
2. ARMY PERS 92–5
3. AIR FORCE PERS 29–23

Cancellation

DI(G) PERS 32–2 ISSUE NO PERS B/1/2000 of 17 JAN 2000 is cancelled (replaced by DI(G) PERS 35–7).

Note

This instruction supersedes Departmental Personnel Instruction 1/2000—*Defence Equity Adviser Network* of 24 January 2000.

DEFENCE EQUITY ADVISER NETWORK

INTRODUCTION

1. Defence has a commitment to equity and diversity in the workplace. Equity and diversity contribute to operational capability and effectiveness. Defence aims to give everyone a fair go at work; valuing the difference and utilising the contributions that everyone can make because of their different backgrounds, experiences and perspective. The Equity Adviser Network has been established to support Defence personnel at all levels and to assist in the provision of a working environment free of harassment and discrimination.

AIM

2. The aim of this instruction is to promulgate guidance and information on the Defence Equity Adviser Network, the roles and responsibilities of Equity Advisers and guidance for their selection and appointment.

POLICY

3. A critical task of the Defence Equity Organisation (DEO) is the establishment and maintenance of a single comprehensive equity network representing and supporting the Australian Defence Force (ADF), Defence Australian Public Service (APS) and contractor personnel throughout the Defence department.

4. The network is comprised of trained Equity Advisers and Senior Equity Advisers, who come from both the ADF and Defence APS. It is to be maintained within all Defence units to assist with the prevention and resolution of harassment, discrimination and other unacceptable behaviour.

5. While commanders and managers at every level are responsible for ensuring that areas under their control are free from harassment and discrimination, the Equity Adviser Network complements that process. The network is to provide trained Equity Advisers in workplaces to:

- a. support commanders and managers in implementing equity and diversity initiatives; and
- b. provide all personnel with support, information and options for the resolution of workplace equity and diversity issues.

6. This instruction does not provide guidance on the management and reporting of unacceptable behaviour; that is contained in:

- a. Defence Instruction (General) PERS 35-3—*Discrimination, Harassment, Sexual Offences, Fraternisation and other Unacceptable Behaviour in the Australian Defence Force*; and
- b. Defence Personnel Instruction 3/99—*Preventing, Managing and Eliminating Discrimination, Harassment and Unacceptable Behaviour in the Department of Defence*.

DEFINITIONS

7. **Defence personnel** refers to both ADF and Defence APS members for the purpose of this instruction.

8. **Unit** refers to a Unit, Branch or HMA Ship.

9. **Site** is a generic term used to refer to a large Defence establishment, base, barracks or a Major Fleet Unit (MFU). A 'site' may consist of a number of different but collocated lodger 'units'.

10. **Clients** are ADF, Defence APS or contractor personnel who come into contact with Equity Advisers seeking support and/or advice.

11. **Commanders and managers** refer to ADF, Defence APS and Defence contractor personnel in positions of command, management or supervision of Defence APS and ADF personnel.

PRINCIPLES

12. The principles of this policy are:

- a. commanders, managers and workplace supervisors are to maintain, support and promote the Equity Adviser Network, and to identify, assess and nominate suitable candidates for an Equity Adviser Workshop;
- b. personnel are to be volunteers and must successfully complete an Equity Advisers Workshop before taking up their appointment as Equity Advisers or Senior Equity Advisers;
- c. Equity Advisers and Senior Equity Advisers must complete an Equity Adviser Refresher course every three years to retain their appointment;
- d. Equity Advisers and Senior Equity Advisers are not technical experts on Defence's unacceptable behaviour policies and procedures;
- e. Equity Advisers and Senior Equity Advisers must ensure that their behaviour is fair, inclusive and must avoid a conflict of interest or any perception of unacceptable behaviour;
- f. Equity Advisers are available to provide all ADF and APS personnel with support, impartial information and options for the resolution of unacceptable behaviour;
- g. Equity Advisers are available to support commanders and managers in the implementation of equity and diversity initiatives;
- h. personnel do not need the permission of their chain of command/management chain to discuss confidential issues with an Equity Adviser and can choose to approach an Equity Adviser in another unit or Defence site;
- i. the network is site, not unit/ship, based and Senior Equity Advisers coordinate, mentor and support all Equity Advisers located at a Defence site/MFU;
- j. education and dissemination of information to the network is a responsibility of the Defence Equity Coordinators with the assistance of the Senior Equity Advisers and Equity Advisers;
- k. it is important that all complaints of unacceptable behaviour be kept as confidential as possible to protect the right to privacy of the complainant, respondent and any other person involved in the complaint. Preserving confidentiality does not negate the requirement to report possible sexual offences or complaints of other forms of unacceptable behaviour to the DEO; and
- l. unacceptable behaviour reporting is coordinated by commanders/managers.

EQUITY ADVISERS

Selection of Equity Advisers

13. The unit commander or manager is responsible for the identification and selection of appropriate personnel to attend Equity Adviser training and for appointing Equity Advisers. More importantly, they are responsible for establishing, maintaining and promulgating their parts of the Equity Adviser Network. In doing so, unit management is to consider the following points:

- a. the ratio of Equity Advisers to the number of people in each workplace and the unit should be such as to provide an easily accessible network;
- b. the gender and rank/classification range of the unit and of the Equity Advisers; and
- c. the number of ADF and Defence APS Equity Advisers and their ratio to staff mix.

14. The main aim is to provide a wide coverage and a choice of Equity Advisers from whom staff can seek advice or support. Equity Advisers provide support to commanders and managers in the implementation of equity and diversity initiatives that increase and contribute to operational capability and effectiveness. **Equity Advisers are to be volunteers.**

15. An Equity Adviser candidate should possess the following qualities:

- a. integrity, objectivity and credibility;
- b. sensitivity, empathy, compassion and discretion;
- c. motivation;
- d. suitable listening, interpersonal and communication skills; and
- e. be accessible and approachable.

16. Additionally, the candidate must have a commitment to equity and diversity principles and be supportive of those principles. Specifically, as a minimum, this means that the candidate should not have a record of engaging in unacceptable behaviour.

17. Personnel approached by commanders or managers to volunteer are not obliged to undertake the training and accept the responsibilities of an Equity Adviser, but should consider their nomination seriously. Commanders and managers must not apply pressure or coercion on members to become Equity Advisers. Personnel should understand the role and be prepared to accept the responsibilities of an Equity Adviser prior to being nominated for training. The selection of Equity Advisers is to be undertaken in consultation with the Senior Equity Adviser or the Defence Equity Coordinator.

18. It is essential for the credibility and acceptance of Equity Advisers in the workplace that personnel must successfully complete an Equity Advisers Workshop before taking up their appointment as Equity Advisers or Senior Equity Advisers. This ensures the protection and duty of care of all personnel and to ensure that only appropriate advice and options are provided.

Responsibilities of Equity Advisers

19. In accordance with the Equity Advisers Code of Practice, detailed in [annex A](#), the responsibilities of Equity Advisers are as follows:

- a. **be available** to assist commanders, managers and personnel from any unit or site and give confidential and impartial advice to any person who feels they have been subjected to, witness to, or accused of unacceptable behaviour or sexual offences;
- b. **provide confidential and impartial advice**, support, information, and resolution options to ADF, Defence APS and contractor personnel on matters relating to all forms of unacceptable behaviour or sexual offences. Equity Advisers are to encourage personnel to resolve issues at the lowest appropriate level and to report incidents, but are not to attempt to dissuade or prevent any person from making a complaint of unacceptable behaviour;

- c. **provide support to commanders and managers** in the implementation of equity and diversity initiatives, and provide advice on workplace equity and diversity trends that may impact on workplace performance and unit capability;
- d. **provide support to complainants or respondents** and if asked, accompany them to interviews or meetings (to act in a supportive capacity; not as an advocate who speaks on behalf of the person), or arrange another appropriate person to act in this capacity;
- e. **inform and disseminate** equity and diversity information and resources to personnel in their area;
- f. **support and network** with their Senior Equity Adviser, Defence Equity Coordinator and other Equity Advisers. They are to be actively involved in the local Equity Adviser Network; and
- g. **avoid conflicts of interest** with their responsibilities as an Equity Adviser. They are not to mediate nor become involved in any subsequent investigation, nor the resolution of a complaint for which they have been involved in their role as Equity Adviser, as this could result in a conflict of interest. An Equity Adviser should not advise more than one party to a dispute if there is another Equity Adviser available or there is the option of contacting the Defence Equity Advice Lines.

20. Consideration is to be given to the need for Equity Advisers to respond to complaints seriously and with speed and sensitivity. There will be times where Equity Advisers will need to 'drop everything and listen now' to a client (anyone with an equity and diversity issue). Therefore, Equity Advisers need to be prepared to respond to the 'immediate and urgent' needs of the client.

21. **Equity Advisers are to inform their Senior Equity Adviser and Defence Equity Coordinator on appointment to, or release from, Equity Adviser duties.**

SENIOR EQUITY ADVISERS

Selection of Senior Equity Advisers

22. Senior Equity Advisers require ready access to commanders and managers and must be in a position (through either their primary appointment or their rank) to be capable of:

- a. providing advice to middle or senior managers on Defence equity and diversity policy and unacceptable behaviour incident management and mandatory reporting requirements,
- b. advising senior management of the nature and extent of equity and diversity issues and incidents,
- c. liaising with the DEO and their Defence Equity Coordinator,
- d. delivering equity and diversity awareness presentations to all ADF and APS personnel and Defence contractor staff as required,
- e. seeking advice from senior management when dealing with particularly sensitive and complex equity and diversity issues, and
- f. mentoring Equity Advisers within their Defence site.

23. Senior Equity Advisers need to be 'visible' across all of the units they cover at their site and require ready access to unit management when necessary. Site wide influence or access is an important consideration.

24. The candidate for the Senior Equity Adviser position must have performed the duties of an Equity Adviser and have a good understanding of the Defence Equity Adviser Network.

25. The selection of the Senior Equity Adviser is to be undertaken in consultation with the Defence Equity Coordinator and unit senior commanders and managers at the Defence site.

Responsibilities of Senior Equity Advisers

26. The responsibilities of Senior Equity Advisers are as follows:
- a. **mentor**, coordinate and support their network of Equity Advisers for all units collocated at a site;
 - b. **assist** commanders/managers to coordinate unacceptable behaviour incident reporting requirements in accordance with policy instructions;
 - c. **advise** the chain of command or management of the nature and extent of equity and diversity issues;
 - d. **maintain** and promulgate a list of Equity Advisers at regular intervals through local instructions and to the Defence Equity Coordinator of their State/Territory; and
 - e. **train** and educate Equity Advisers, coordinate Equity Adviser training and ensure the currency of these Equity Advisers on equity issues through the dissemination of information and resources.
27. While Senior Equity Advisers are to be capable of delivering annual equity and diversity awareness training, and may on occasion need to do so, the organisation of the training is the responsibility of the unit commander or manager.
28. Senior Equity Advisers are to ensure that commanders and managers are kept informed of the types of issues arising (as opposed to complaints) in their units so that commanders and managers may:
- a. institute an appropriate training program for the whole workplace;
 - b. increase monitoring of the workplace for unacceptable behaviour;
 - c. institute a general inquiry that surveys all members of the workplace with respect to whether they have witnessed unacceptable behaviour; and
 - d. check the workplace for inappropriate material (eg provocative posters or calendars).
29. **Senior Equity Advisers are to inform the Defence Equity Coordinator of their State or Territory on cessation of their Senior Equity Adviser duties.**

DEFENCE EQUITY COORDINATORS

30. The Defence Equity Coordinators are the DEO representatives for their State or Territory and liaise with the DEO on equity and diversity issues.
31. Defence Equity Coordinators responsibilities are to:
- a. facilitate and coordinate the Defence Equity Adviser Network and 'Equity and Diversity in Defence' program for ADF, Defence APS and contractor personnel;
 - b. be available to provide training and advice on equity and diversity policy and related issues;
 - c. liaise with commanders and managers to select and appoint Senior Equity Advisers;
 - d. coordinate, support and mentor the Senior Equity Advisers and sponsor appropriate professional development;
 - e. provide advice on policy and effectively communicate and disseminate information on equity and diversity issues to commanders and managers and Senior Equity Advisers;
 - f. develop and coordinate regional equity and diversity training and education and a pool of videos and resources, including trainers, both internal and external;

- g. coordinate, provide and evaluate Equity Adviser training and refresher training as required;
- h. liaise with Directorate of Alternative Dispute Resolution and Conflict Management who maintain a list of accredited mediators;
- i. at their own discretion, assist in the resolution of complex equity issues; and
- j. provide the DEO on a quarterly basis with the list of Equity Advisers and Senior Equity Advisers by unit in their region.

SERVICE AND GROUP EQUITY COORDINATORS

32. Services and Group Equity Coordinators are not part of the Equity Adviser Network but, as the representative of their Service Chief or Group Head, coordinate and promote equity and diversity issues within their Service or Group. The Service and Group Equity Coordinators are to progress Service or Group responsibilities from the *Defence Workplace Equity and Diversity Plan (WEDP)*. The Services and Group Equity Coordinators are the points of contact for the review and dissemination of equity and diversity documentation within their Service or Group.

LAND COMMAND UNIT EQUITY COORDINATORS

33. The role of the Unit Equity Coordinators (UEC) is to supplement the Equity Adviser network within a unit, provide command advice and coordinate equity and diversity issues within their respective unit. The UEC are **not** part of the Equity Adviser Network. The UEC's responsibilities are laid out in the relevant Land Command Directive.

COMMANDERS, MANAGERS AND WORKPLACE SUPERVISORS

34. Commanders, managers and workplace supervisors are responsible and accountable for equity and diversity in their workplace. It is a fundamental element of leadership that commanders, managers and workplace supervisors look after the wellbeing of their people.

35. Commanders, managers and workplace supervisors are required to:
- a. implement and report on Defence's WEDP and apply equity and diversity principles in the workplace;
 - b. develop a fair and inclusive workplace;
 - c. ensure that all personnel and prospective personnel are valued and treated fairly, on individual merit and with respect and dignity;
 - d. ensure that the different skills and contributions that personnel possess as a result of their background, experience and perspective is utilised where appropriate;
 - e. take all appropriate action to prevent and/or eliminate unacceptable behaviour;
 - f. act to stop unacceptable behaviour immediately it is reported or observed and respond promptly, seriously and with sensitivity to allegations of unacceptable behaviour;
 - g. ensure that all personnel involved in unacceptable behaviour complaints are informed of the options for resolution of complaints;
 - h. ensure that all personnel involved in unacceptable behaviour complaints are aware of and are provided access to the range of support mechanisms;
 - i. report incidents of unacceptable behaviour in accordance with the relevant Defence policy instructions;

- j. maintain, support and promote the Equity Adviser Network;
- k. ensure that all personnel complete the mandatory equity and diversity training annually and that the training is recorded on Personnel Management Key Solution (PMKeyS); and
- l. demonstrate, through their behaviour, commitment to the principles of equity and diversity.

36. Commanders, managers and workplace supervisors are to ensure that the personnel they supervise (ADF, APS and contractors) are aware of this policy.

DEFENCE EQUITY ADVISER EDUCATION

37. The DEO has developed the core content of Defence Equity Adviser Workshops. These workshops are suitable for all ADF, Defence APS personnel and Defence contractor staff who wish to become Equity Advisers or Senior Equity Advisers.

38. Workshop nominations on Form AC 965—*Equity Adviser Training Nomination* (see [annex B](#)) are to be forwarded by units through the normal channels to the appropriate training provider:

- a. Navy's Equity Cell at Maritime Headquarters; or
- b. the nominee's State or Territory's Defence Equity Coordinator.

39. Nominees must state their reasons for volunteering or accepting the position as an Equity Adviser or Senior Equity Adviser and requirements for training. Training providers have the right to reject the training nomination of candidates who have not provided the requisite written statement or who have been assessed as an inappropriate candidate in accordance with the criteria outlined in this instruction. However, as good management practice the training providers should discuss any decision to reject an application with the relevant unit.

40. To ensure that only appropriate advice and options are provided, Equity Advisers and Senior Equity Advisers are to **complete an Equity Adviser Refresher course every three years** to update their knowledge and skills.

41. Training providers are to inform DEO of all Equity Adviser Workshops and Equity Adviser Refresher courses scheduled in order to update the training calendar on the DEO Defence Intranet site, (see <http://defweb2.cbr.defence.gov.au/dpeequity/> and the DEO Internet site, <http://www.defence.gov.au/equity/>).

UNACCEPTABLE BEHAVIOUR BY EQUITY ADVISERS

42. When an Equity Adviser or Senior Equity Adviser is a respondent to a complaint of unacceptable behaviour they are to stand-down from these appointments pending resolution of the incident and the Defence Equity Coordinator **must be** informed immediately.

43. Where a complaint is proven against an Equity Adviser or Senior Equity Adviser, it is no longer appropriate for them to perform these roles. The Unit Commander or manager in consultation with the Defence Equity Coordinator is then to immediately terminate the individual's appointment as an Equity Adviser or Senior Equity Adviser indefinitely. Additionally, if an Equity Adviser or Senior Equity Adviser breaches any of their roles and responsibilities their Defence Equity Coordinator, in consultation with the member's commander/manager, is to investigate the matter and determine an appropriate response; ranging from additional training to removal from their Adviser role.

44. When a Defence Equity Coordinator is a respondent to a report of unacceptable behaviour, they are to stand-down from their appointment immediately pending resolution of the incident. The complaint will be investigated by the DEO.

45. Where a complaint is proven against a Defence Equity Coordinator, it would no longer be appropriate for them to perform this role and they would be dealt with under the APS Code of Conduct and Defence Reference Book 19—*Defence Workplace Relations Manual*.

CONFIDENTIALITY AND PRIVACY

46. A person may discuss an incident of unacceptable behaviour with an Equity Adviser for the purpose of gaining advice. Discussions must be kept as confidential as possible to protect the right to privacy of the complainant, respondent and any other person involved. Encouraging, coercing or forcing the person receiving the information to identify any person involved in the complaint is **strictly prohibited**. Legal or disciplinary action may follow if a person is encouraged, coerced or forced to divulge personnel information unlawfully. Note that Defence personnel, including Equity Advisers **must not be directed** to divulge an anonymous complaint.

47. In accordance with the unacceptable behaviour and sexual offence policy instructions, an Equity Adviser **must not** inform any other person of a discussion they have with anyone in their role as an Equity Adviser, unless they believe that the use of the information is necessary to prevent or lessen a serious and imminent threat to the life or health (including safety or mental health) of the individual concerned or another person.

48. Other than brief notes for statistical purposes, Equity Advisers are not to keep notes of discussions held. The notes should only contain the date of the discussion and the type of issue discussed. Any such notes are to be destroyed as soon as possible after they are no longer required and in all cases are not to be retained for more than six months.

49. *Privacy Act 1988* prevents the use of personal information in any manner other than the purpose for which it was provided. Personal information means information or an opinion, whether true or not, and whether recorded in a material form or not, about an individual, whose identity is apparent, or can reasonably be ascertained, from the information or opinion. If uncertain, obtain legal advice.

50. Preserving confidentiality **does not** negate the requirement to report sexual offences to the DEO. Incident reporting requirements are outlined in unacceptable behaviour and sexual offence policy instructions.

CONFLICT OF INTEREST

51. Personnel are not to act in the role of an Equity Adviser or Senior Equity Adviser when they are the supervisor, close personal friend, family member or partner of the complainant or respondent, in whom that person would normally confide personal and private matters not necessarily related to the workplace.

52. Equity Advisers and Senior Equity Advisers should not act in that capacity for personnel within their own direct chain of command as this can have the perception of a conflict of interest with their command/disciplinary/administrative responsibilities.

53. Professional counsellors, social workers, chaplains and medical staff, who are trained Equity Advisers, must avoid any situation that may pose a conflict of interest in relation to their professional responsibilities.

PROMULGATION AND MAINTENANCE OF THE NETWORK

54. The Defence policy is that harassment and discrimination issues are resolved at the lowest appropriate and possible level. Therefore, it is vital that the current name and contact numbers of Equity Advisers be displayed around units so that personnel may easily access the network. Commanders and managers are to promulgate a current list of Equity Advisers through local instructions quarterly, and to display the list prominently on unit noticeboards.

55. In addition to sites and units maintaining a list of current Equity Advisers and Senior Equity Advisers, DEO has a consolidated database of trained Equity Advisers. The database is used to provide units and personnel with lists of Equity Advisers in their unit and in their State or Territory. Senior Equity Advisers are to provide updated lists of Equity Advisers to their Defence Equity Coordinator six-monthly. These updates will be used to maintain the database and will enable the DEO to monitor overall network coverage and training requirements.

POINTS OF CONTACT

56. If necessary, further advice can be sought from the DEO in the Defence Personnel Executive in Canberra. The Staff Officer responsible for the Defence Equity Adviser Network can be contacted on telephone (02) 6265 5219.

57. The Defence Equity Advice Lines provide a service to all ADF, APS personnel and Defence contractors, including Equity Advisers, commanders and managers in relation to the operation of the Equity Adviser Network and in the resolution of complaints. The numbers are:

- a. Freecall within Australia:
1800 644 247
1800 803 831
1800 626 254
- b. From overseas (International Global 800 Service):
(International Code) 800 DEFENCE 1 (800 33336231)

58. The Defence Equity Advice Lines are available seven days a week, except for Christmas Day, between 0830 hours and 2100 hours Eastern Standard Time and Eastern Daylight Saving Time. All after hours calls are diverted to a confidential message bank where messages can be left. If a contact telephone number is left, an operator will respond to the message within 12 hours for calls in Australia, or 18 hours for calls outside Australia. This includes weekends and public holidays.

Annexes:

- A. [Defence Equity Adviser Code of Practice](#)
- B. [Form AC 965—Equity Adviser Training Nomination](#)

Sponsor: DGCMP (DEO)

DEFENCE EQUITY ADVISER CODE OF PRACTICE

1. **Treat all clients with respect and dignity.**
 - a. Recognise individuals' needs and circumstances, including beliefs, ethnic, cultural and religious practices.
 - b. Explain to clients why they are being asked to provide information about themselves and ensure the appropriate confidentiality of that information.
 - c. Behave courteously to clients.
 - d. Ensure that discussions are conducted in situations conducive to safety, privacy and comfort.
2. **Behave in a manner, which is ethical and fair in all professional matters.**
 - a. Serve all clients energetically and fairly, without favour or prejudice.
 - b. Provide all clients with assistance during their inquiries.
 - c. Provide up-to-date and accurate information regarding equity and diversity policy.
3. **Behave at all times with professionalism and integrity.**
 - a. Conduct all business in a manner that is ethical, lawful and in keeping with the standards promulgated in the unacceptable behaviour and sexual offence policy instructions.
 - b. Seek to provide a safe and productive working environment for colleagues.
 - c. Behave in a manner that encourages the respect of clients and members of the public, and is commensurate with the high standards expected of Equity Advisers.
 - d. Acknowledge any limits to your capacity, for example by seeking external assistance where and when specialist knowledge is required.
 - e. Accept responsibility in implementing this code and ensure colleagues and clients are aware of it.
 - f. Not seek or accept fees, benefits or advantages directly or indirectly from clients or service providers in exchange for confidential information of any nature.

FORM AC 965—EQUITY ADVISER TRAINING NOMINATION

AC 965
 Revised Mar 2003

Department of Defence

Distribution

Original – Training provider
 Copy 2 – Member
 Copy 3 – Unit file

Equity Adviser Training Nomination

Part A – Activity details

Course title	Dates
Training provider	

Part B – Nominee particulars

Rank or title	Family name	Given name(s)	Appointment
PMKeyS employee ID number	Classification	Phone number	Fax number
Program	Branch, unit, establishment or ship	Section	Work location
Special needs	Email address		
I wish to be considered for equity adviser training for the following reasons:			
Nominee's signature		Date	
Supervisor's recommendation I endorse this nomination for equity adviser training.			
Supervisor's signature	Printed name	Phone number	Date
Director or Commanding Officer endorsement I confirm that the nominee will attend the equity adviser training.			
Director or CO signature	Printed name	Phone number	Date

Part C – Training provider endorsement

Course attended			
Certificate awarded?	Yes <input type="checkbox"/>	Details entered into equity adviser database?	Yes <input type="checkbox"/> → If 'Yes', date entered
	No <input type="checkbox"/>		No <input type="checkbox"/>
Training provider's signature	Printed name	Date	

Part D – PMKeyS data entry

Course completion entered on PMKeyS?	Yes <input type="checkbox"/>
	No <input type="checkbox"/>
Name of person entering data on PMKeyS	Date data entered on PMKeyS