

LEGAL OFFICER CAREER AND PROFESSIONAL DEVELOPMENT COMMITTEE

OUT-OF-SESSION DECISION OF 22 NOV 18 COMMITTEE DECISION 88/18

Subject: CPDC LL5 Management Courses

The Committee noted:

1. The Defence Force Remuneration Tribunal (DFRT) Decisions on the Legal Officers' Specialist Officer Career Structure (LOSOCS) and the ADF LOSOCS Policy as amended on 13 Sep 18.
2. The criteria for advancement from LL4 to LL5 include a criterion of management of subordinates, which could be satisfied by either:
 - a. attainment of a CPDC approved management-related qualification covering practical management issues for senior managers in a professional workplace (minimum 24 contact hours/certificate level course) and demonstrated skills supervising, mentoring and developing personnel in a military or civilian environment (minimum 8 years); or
 - b. equivalent experience in a management role (for example CO or XO of a unit, managing partner, Director-level public servant).
3. That the extant LL5 management courses approved in LO CPDC Decision 56/13 are no longer current.
4. The proposal by DMLC in a Decision Brief to the CPDC dated October 2018 to update the list of management courses approved to satisfy the academic requirements for advancement to LL5.

The Committee decided to:

1. **Agree** to recommend that the list of management courses at Enclosure 1 to this decision be approved to satisfy the management-related qualification for advancement to LL5.
2. **Recommend** that WEF the date of this decision, where an applicant applying for advancement to LL5 elects to demonstrate attainment of a management-related qualification, it must be one approved by this or a subsequent decision.

**List of LL5 Management Courses
Attached at Enclosure 1**

APPROVED / NOT APPROVED

**Direction that WEF the date of this
Decision, where an applicant applying
for advancement to LL5 elects to
demonstrate attainment of a management
related qualification, it must be one
approved by this or a subsequent decision**

APPROVED / NOT APPROVED



P.W. BOWERS
CDRE, RAN
DGADFLS
Chair, LO CPDC / CDF Delegate

Enclosure

1. Approved LL5 Management Qualification Courses

**ENCLOSURE 1 TO
LO CPDC DECISION 88/18
DATED 22 NOV 18**

APPROVED LL5 MANAGEMENT COURSES

Ser.	Course name	Provider	Duration	Cost (as at June 2018)	Descriptor
1.	ACSC	ADC	46 weeks	N/A	<p>http://www.defence.gov.au/ADC/ACSC/course/ http://www.defence.gov.au/adc/acsc/course/docs/ACSC(J)-Joining-Instruction-2018.pdf</p> <p>Australian Command and Staff College—Joint, or ACSC(J), is a 46 week integrated military and university course for mid-career ADF and international military officers and selected Australian Public Servants.</p>
2.	From Manager to Leader: Knowing, Doing, Being at the executive level	Centre for Public Management (CPM)	3 day residential/ non-residential	Residential (\$4,500)/ Non-residential (\$3,500)	<p>https://www.cpm.com.au/courses/view/42</p> <p>The rapidly changing demands on public service managers requires you to not only know how to lead but and to demonstrate leadership behaviours, but also to be a congruous and values driven leader. This course explores and addresses these and other issues in a practical and experiential way.</p>
3.	Manage People Effectively	Australian Institute of Management (AIM)	3 day on-campus workshop	\$2,475	<p>https://www.aim.com.au/courses/manage-people-effectively</p> <p>This short course reveals how using emotional intelligence in your communication and behaviour as a leader can engage your staff, create meaningful relationships and facilitate team cohesion.</p>
4.	Leadership in Practice	Australian Public Service Commission (APSC)	6 days over 3 months	\$5,500	<p>http://www.apsc.gov.au/learn-and-develop/national-learning-and-development-calendars/executive-level-leadership-programs/el2-leadership-in-practice https://www.apsc.gov.au/national-calendar</p> <p>This program supports participants to develop critical</p>

					management and leadership capabilities. This course develops the strengths, capability and performance of your team to deliver results and balances a range of tensions when translating strategic direction into operational outcomes.
5.	Leadership Expansion	APSC	6 days over 3 months	\$5,500	http://www.apsc.gov.au/learn-and-develop/national-learning-and-development-calendars/executive-level-leadership-programs/el2-leadership-expansion https://www.apsc.gov.au/national-calendar By the end of the course, participants will effectively influence others to manage competing demands, drive change and deliver on strategic outcomes, and skillfully assess the broader strategic context in order to make astute decisions and provide quality advice on complex issues.

General Notes:

1. Further courses will be added upon approval by the CPDC. A legal officer requesting approval of a course should submit a general application to the CPDC, copy MLC.
2. For a course to be approved by the CPDC, the course must cover to a sufficient degree (ie, minimum 24 hours for full approval) 'practical management issues for senior managers in a professional workplace'. Such courses will usually need to have a strong emphasis on skill (ie, application in the workplace) versus theory (eg, development of management models). Topics to be addressed should cover leadership behaviour, team dynamics, communication and negotiation, and organisational change.