

## Prior to Transitioning from the ADF

The following may be of assistance in providing support and a pathway to obtain relevant civilian qualifications to assist the process of securing employment post-transition.

**Keep a copy of your PMKeyS ADF Service History Report** – this report will summarise your employment history (postings/positions), as well as validate the training & qualifications/units of competency you have completed.

**Retain copies of your last two PARs** as these will provide recent evidence of work undertaken against the appropriate workplace level.

**Contact your Service Training Command** to ensure all eligible qualifications, skill sets and units of competency have been issued during your service.

### Navy

1800 DEFENCE  
[DRTO.Navy@defence.gov.au](mailto:DRTO.Navy@defence.gov.au)

### Army

1800 DEFENCE  
[yourcustomer.service@defence.gov.au](mailto:yourcustomer.service@defence.gov.au)

### RAAF

[RAAF.Accreditation@defence.gov.au](mailto:RAAF.Accreditation@defence.gov.au)

### Defence RTO

[ADF.CivilRecognition@defence.gov.au](mailto:ADF.CivilRecognition@defence.gov.au) or  
[Defence.RTO@defence.gov.au](mailto:Defence.RTO@defence.gov.au)

For further advice with civil qualifications and Recognition of Prior Learning (RPL) for relevant qualifications, contact the ADF Transition and Civil Recognition Project team on [ADF.CivilRecognition@defence.gov.au](mailto:ADF.CivilRecognition@defence.gov.au)



[www.defence.gov.au/adc/adftcr](http://www.defence.gov.au/adc/adftcr)

## Post Transition from the ADF

If you require advice with gaining civilian recognition for your military skills and training, prior to and post-transition from the ADF, please contact the ADF Transition and Civil Recognition Project team on [ADF.CivilRecognition@defence.gov.au](mailto:ADF.CivilRecognition@defence.gov.au)

The ADF Transition and Civil Recognition Project team can assist with understanding the Vocational Education and Training (VET) system, options to secure further qualifications, and advise the best way to manage this process successfully in the civilian VET system.

### Recognition of Prior Learning

Recognition of Prior Learning (RPL) is a form of assessment where your workplace skills and current competence, as well as any relevant qualifications or units of competency already held, are mapped against the qualification being sought. This process requires evidence of skills demonstrated in the workplace, and qualifications held, as well as a validation of current application of those skills in the workplace.

The ADF Transition and Civil Recognition Project team can provide advice in undertaking RPL with training providers. Contact the team prior to or post-transition on [ADF.CivilRecognition@defence.gov.au](mailto:ADF.CivilRecognition@defence.gov.au)



**Major General Mick Ryan, AM**  
CEO, Defence RTO

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AUSTRALIAN  
DEFENCE FORCE

## ADF Transition Training & Skills Guide



Captain (CAPT-RAN)

Colonel (COL)

Group Captain (GPCAPT)

### Purpose

To provide general guidance on core job tasks and demonstrated skills at rank across the ADF, identifying likely key priority skills sought by civilian employers applicable at this rank and gained through ADF training and experience.

## CORE TASKS AT RANK

- Apply effective & ethical executive leadership & strategic management within a complex organisation
- Ensure organisational compliance with national & international legal obligations
- Lead organisational strategic initiatives & reform
- Assist with development of executive support teams & functions
- Consult & advise the executive on strategic workforce capability, workforce training & education needs, & future requirements
- Mentor executive & supporting staff
- Develop major goals to support organisational objectives
- Advise the executive on matters & issues affecting the organisation
- Employ highly advanced communication skills across the organisation & when representing the organisation
- Exercise due care & diligence of governance responsibilities, including equity & safety, across the organisation
- Analyse, determine & report to the executive on current & future resource requirements to meet organisational goals & objectives
- Oversee performance management & reporting of organisational staff, recruitment & contractor engagement
- Analyse & facilitate organisational requirements for security, welfare & wellbeing of staff & organisational activities/ business within complex, difficult & challenging work environments
- Act as organisational executive representative in meetings, strategic planning or high-profile engagements

Priority Skills for Civilian Employment	Demonstrated by ADF at this Rank
Lead and develop teams	Apply significant experience, foresight & judgement to foster a collaborative, purposeful strategic team culture Lead, mentor & support strategic initiatives & reform teams Enhance strategic team capability through setting a clear vision & purpose
Use resources to meet work goals	Analyse, scope & forecast required resources to facilitate strategic reforms & initiatives Exploit best practice & technology to maximise resource return on investment
Adaptability & flexibility	Apply significant experience, foresight & judgement to effectively respond to major contingencies Analyse, review & apply best practice through incorporation & adaptation Exercise mental agility to effectively analyse & respond to change
Logistics	Harness logistical capability to support strategic initiatives & reforms Analyse & prioritise limited strategic logistical assets
Decision making	Act decisively & with integrity for decision making at the strategic level Participate in executive level strategic deliberations & decision making Plan & respond to contingencies arising from decision making outcomes
Manage projects	Apply proven project management skills to lead & manage strategic initiatives & reform projects Apply significant analysis to support management of strategic projects Prioritise, delegate & track key project tasks & milestones
Problem-solving	Apply proven analysis, critical thinking & experience to resolve complex & critical strategic issues Participate in executive level strategic deliberations & problem solving Harnesses key expertise, advice & support when problem-solving
Apply legal, policy &/or technical frameworks	Apply national & international standards & policy at the strategic level Advise the executive on national & international standards, policy & requirements Implement strategic level quality assurance procedures & protocols
Prepare reports	Disseminate strategic level initiatives, reform & decision outcomes Approve policies developed within the organisation Write executive level reports, strategic papers & submissions
Manage staff performance	Monitor, manage & report key senior staff workplace performance Mentor, counsel & support key senior staff through staff development & training Enforce & manage workplace behaviour as per organisational policy & standards
Establish and maintain effective networks	Research & consult with experts for best practice & governance Communicate & liaise with peers, staff, colleagues, senior management & full executive for daily & strategic purposes
Use technology	Apply relevant ICT literacy skills for daily work practices & reporting Monitor & enforce organisation's 'ICT security & use' protocols Monitor & support ICT initiatives & changed technology in the workplace

ADF Skills Sought by Civilian Employers:  
Job skills identified through Industry Peak Bodies and Key Industry Sector representatives

**Note:** These represent generic skills at rank. Technical, trade or specialist skills are in addition to the skills listed above.