

FACT SHEET

Career and Personal Development

National Civilian Recognised Qualifications

Defence Registered Training Organisation (DRTO) offer all ADF personnel one free qualification ranging from Cert II - Advanced Diploma per financial year based on their rank, work level and job experience, and time served.

Benefits

- Increase recruiting numbers through advertising to civilian community.
- Increase retention numbers by recognising members during service.
- Improve the job capability of transitioning members by articulating skill standards met.
- Reduce the stress implications from the transitioning process.

Information

The DRTO is an enterprise RTO (ERTO) as it provides national outcomes for accredited training for Defence employees. ERTO represent a unique component of the Vocational Education and Training (VET) sector because their core business is accrediting workforce skilling and not providing training for commercial gain.

DRTO have developed an avenue to recognise skills developed during service of permanent members of the ADF to acquire relevant national qualifications ranging from Certificate III – Advanced Diplomas (one per financial year) in a range of capability areas at no cost to the member through a simple web form process utilising web form **AE 912**. This is a skills assessment process to validate actual skills held at the correct work level standard, not a training strategy.

Entitlement Based on Rank

- **AB/PTE/LAC/W MAC**
Certificate II-III – WHS, Government, Business
- **LS/CPL/BDR MAC**
Certificate IV – Leadership management, Government, Government Security
- **PO/SGT MAC**
Diploma – Leadership Management, Government, Government Security, Leadership
- **CMDR/LTCOL/WGCDR (E05) MAC**
Advanced Diploma – Government

Status: Implemented

Lead: Deputy Chief of Navy

TARGETING

AB, LS, PO
& CMDR

WHEN

Available Now

YOU GET

National Civilian
Recognised Qualifications



VIEW CAMPAIGN UPDATES



Submit your feedback and questions:
navy.retention@defence.gov.au



For more information visit:
navy.gov.au/stay-onboard

More Information

It is important to note that the above alignment of qualification levels is a guide, and that individual difference can be accommodated where workplace evidence of duties performed at a higher level over several months is provided.

For example: Leading Seaman has completed 6 months Higher Duties Allowance in a 2 year period (unbroken/broken) instead of receiving Cert IV Leadership Management may then eligible for assessment for the Diploma of Leadership Management.

This also applies to members who are "Directed to act at higher rank". Evidence of higher duties is required and members will be advised of this when approaching the DRT0 team.

How to Apply

1. Download web form AE 912 – DRT0 Skills Recognition Request
2. Click the below link to download the "DRT0 Information Guide – Navy PowerPoint" and follow the step-by-step instructions
<http://drnet/JCG/ADC/DELTA/SiteAssets/Pages/DELTA-DRT0-Information/DRT0%20RPL%20Information%20Guide.ppt>
3. Follow the below link to complete the "Recognition of Prior Learning Course" and Print/Save the certificate. This should take no longer than 30-60 minutes and provides background understanding of the RPL process.
<https://www.adele.edu.au/course/view.php?id=21907>
4. Once completed the above, send an email to DRT0.assessmentrequest@defence.gov.au including your completed AE 912, ADELE completion Certificate and two most recent Performance Appraisals (PAR). The Performance Appraisal reports provide of successfully applying relevant skills at rank over a period of time, to support a VET RPL assessment.

You will then receive correspondence from a DRT0 representative IRT your request and any further information they may require depending on the qualification being sought.



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