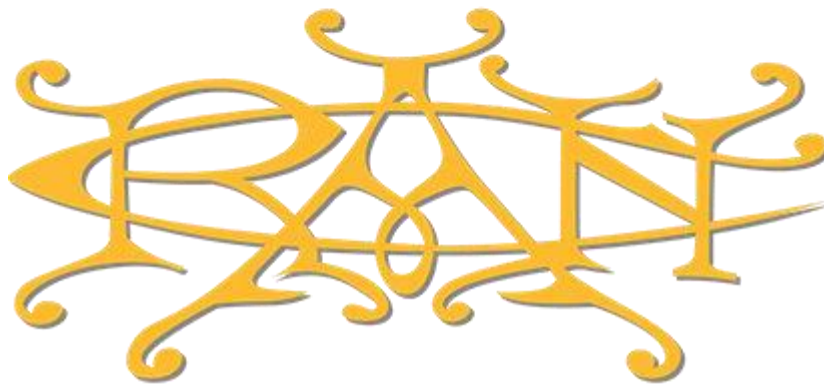


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ROYAL AUSTRALIAN NAVAL COLLEGE

LATERAL INITIAL ENTRY TRAINING

JOINING INSTRUCTIONS

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CHAPTER 1 - INTRODUCTION

1. Congratulations on your selection to attend the Lateral Initial Entry Training (LIET) conducted at the Royal Australian Naval College (RANC), HMAS *Creswell*, Jervis Bay. These joining instructions (JIs) will assist you to prepare for your initial training in *Creswell*.

2. The aim of the course is to provide Royal Australian Navy (RAN) specific skills and knowledge necessary for you to render effective service as an officer or sailor in the RAN. You will be given essential training regarding policy and legislation, that, when combined with your previous experience, will assist your RAN assimilation. For more information about the RANC and joining via Lateral Transfer (LIET) visit www.navy.gov.au/ranc. This information may assist you in understanding what to expect, including frequently asked questions.

Course Dates

3. Specific LIET dates are provided by CM-N and RANC via a course panelling signal. As this session covers various ranks, there will be different portions of the course applicable to different ranks, which may result in varying course lengths for some members. Members are requested to check the panelling signal for their individual course finish dates.

Location

4. The RANC forms the major part of the commissioned establishment HMAS *Creswell* and is situated 35km south-east of Nowra, on the NSW South Coast within the Jervis Bay Territory and Booderee National Park; administered on behalf of the Commonwealth, by the Department of Regional Australia.

5. HMAS *Creswell* acknowledges the traditional custodians of the land and water on which this course takes place. We pay our respects to their Elders both past, present and emerging. We pay our respects to the Aboriginal and Torres Strait Islander men and women who have contributed to the defence of Australia in times of peace and war.

Travel

5. All members attending training are required to complete an AE505–*Travel Request Form* and email to ranc.sec@defence.gov.au NLT ten business days prior to the start of your course. You are reminded that baggage limits apply on flights and you should check with the carrier for applicable limits.

6. NSW/ACT members may elect to drive their private motor vehicle (PMV) with the requirement to return the Initial PMV declaration – PMV Journeys Member’s Details (enclosure 6) prior to travel approval.

Arrival

7. Your accommodation has been booked for the duration of the course and is fully gender-integrated; males and females will live in adjacent cabins. Each of the accommodation blocks has a laundry with washing machines and dryers.

8. Members are requested to check the panelling signal for building details. On arrival, accommodation keys are to be collected from the Accommodation Office BLDG 121 (Western Alcove) Key Box 31 (Access Code 3131) and returned on completion of course.

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9. A map of *Creswell* is available at [Pages - Visitor Information](#)

Accommodation and Messing

10. Trainees will be responsible for the cleanliness and appearance of the accommodation area. You will be maintaining the state of your cabin and communal areas to a high standard throughout the course
11. Trainees will take their meals in the College Dining Hall, or *Creswell* respective messes when necessary. Special dietary requirements **must** be advised **before** joining and identified in the Personal Information Form
12. Pending recreational Mess availability, Officers/Senior Sailors are required to pay transit fees of \$5.00 per day to a maximum of \$25.00 which are payable to the respective Mess Manager.

CHAPTER 2 - TRAINING PERIOD

13. **COVID-19.** Due to the current COVID-19 pandemic, trainees and staff movements may be restricted for the LIET course. All members attending training are required to be fully COVID-19 vaccinated.
14. **Uniform.** Supplementary or full uniform kit up and DCAC processing can be facilitated during course. Personnel who have not received their full RAN kit issue are to bring any SQ045 (Advice of Non-Availability of Exchange Clothing/Badges Chits) with them.
15. In-service Transfers are to arrange full kit issue and new DCAC prior to commencing course.
16. **Wardroom Dress Standards.** Wardroom dress standards are smart/business casual.
17. **Mess Dress Standards.** Dress requirements for the Senior and Junior Sailor Messes is neat casual. Sports rig is not permitted after 1900.
18. **Prerequisite training.** All members must complete Mandatory Annual Awareness Training (MAAT) and Unique Student Identifier (USI) (refer enclosures 1, 2 and 6).
19. **Unique Student Identifier (USI) Registration.** The LIET course contains a first aid component delivered at *Creswell* by the Red Cross (External Provider). It is a legislative requirement that all students enrolled in nationally recognised training, delivered by a registered training organisation, create and provide a Unique Student Identifier (USI).
20. All students are to create a USI prior to attending the first aid component of the course by visiting www.usi.gov.au (instructions contained at enclosure 2). Each student must provide their USI through the acknowledgement form.

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21. **Sea Prerequisite Modules.** The LIET course is made up of a number of sea prerequisite modules, that include;
 - a. Survival at Sea. Conducted at the S@S Training classroom on the *Creswell* waterfront.
 - b. First Aid. Conducted in classroom, HMAS *Creswell*; and,
 - c. Standard Combat Survivability. Refer enclosure 4.
22. Specific course module travel arrangements are covered in more detail in the applicable enclosures to this annex.
23. **LIET On-line Training Requirement.** There is a requirement to have completed on-line training via CAMPUS prior to attending *Creswell*. These courses are listed in enclosure 5. In addition the COVID-19 ADELE courses are also a mandatory requirement (if not already completed).
24. **Training Progress Management Plan (TPMP).** Trainees are advised that the TA-ITLM TPMP is applied during LIET and any training failures will be managed through the TPMP process. If you do not understand the TPMP, your Divisional Officer is your first point of contact.
25. **Medical/Dental.** Non-urgent medical/dental appointments are not to be made by trainees during course. Appointments of an urgent nature will be made through the instructor.
26. **Prescription medications.** If you are currently taking prescription medication, you should ensure you have sufficient quantity for the course duration.

CHAPTER 3 - ADMINISTRATION

27. **Joining Instruction Receipt.** All members are to complete the Specialist Entry Course- Personal Information Form located at www.navy.gov.au/ranc under 'Specialist Entry Courses'. The document must be completed and emailed to ranc.sec@defence.gov.au NLT five business days prior to the start of your course. Concerns with completing the form are to be directed to the RANC Regulator Ph: 0476 493 112 or email: ranc.sec@defence.gov.au
28. **DCAC.** Due to the short duration of the course, replacement DCAC for change in rank cannot be processed whilst at *Creswell* and will need to be undertaken either prior to course or on return to your parent unit.

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CHAPTER 4 – POLICY AND RULES

Prohibited Items

29. Do not bring any of the following items to *Creswell*:
- a. Prohibited weapons or articles as listed in the *Prohibited Weapons Act 1996*
 - b. Knives (other than a pocket or camping knife as outlined in Annex E) or decorative swords, firearms (or their replicas), crossbows, spear guns and spears
 - c. Illegal drugs, including synthetics, and their associated implements
 - d. CB and amateur radios
 - e. Offensive or inappropriate material (such as pornographic magazines, posters, books, clothing, video/audio); and
 - f. Alcohol.

Illegal Drugs and Alcohol

30. The Navy has zero tolerance regarding the use of non-prescribed or prohibited drugs by serving members. Use will result in disciplinary or administrative action, up to termination of service. The inappropriate use of alcohol and/or alcohol-related incidents will not be tolerated. You will be subject to drug and alcohol testing throughout the course. You are not to bring alcohol into the accommodation blocks or store alcohol in your bags or vehicle.

CHAPTER 5 - GENERAL INFORMATION

31. **Mobile phones.** Students may have mobile phones with them whilst on course, however, when under instruction in the class room environment; they are to be switched to silent or turned off.
32. **Personal computers.** You may bring a personal computer (Laptop); and wireless internet services are recommended as there are no facilities available for fixed-line dial-up or broadband services in cabins. Check with your internet provider for coverage areas, *Creswell* is isolated and often experiences difficulties with coverage.
33. **Clothing and personal items.** Access to shops is limited during the training period. You should pack accordingly, and ensure you have sufficient toiletries for the period prior to joining *Creswell*.

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34. **Specific clothing items for religious/cultural purposes.** Members who have a requirement to wear specific religious items with the Navy uniform, as a part of their faith, are approved to do so, such as a turban, hijab, burka or long sleeved smock.
- a. Turbans and hijabs are not issued from the Navy Clothing Store; members who wear these items are to bring at least one white and one black item for wearing with different uniforms. The cost of purchase of these items can be reimbursed.
 - b. The burka are currently not available for issue from the Navy Clothing Store; members who choose to wear one for religious/cultural purposes must bring one when arriving at *Creswell* for commencement of course as the RAN Swim Test is conducted in the first four weeks of training. The burka should be either navy blue or black in colour. The cost of purchase can be reimbursed.
35. **Religious observance.** The RANC has a resident Chaplain, as does HMAS *Creswell*. Services are held each Sunday morning in the *Creswell* Chapel at 1000h and Wednesday evenings at 1930. Further details can be obtained through staff on arrival. When training permits you will be able to attend church services.
36. **Private motor vehicles.** Private motor vehicles and motorcycles may be brought on- board *Creswell*. All vehicles are to be registered, and have third party property insurance as a minimum. This is not the same as the Compulsory Third Party (CTP) insurance, included in state vehicle registration.
37. **Services.** There is a collection of services in the building at the end of the car park behind Farncomb House. Access to these services will be limited during training but include:
38. **Banking.** The Post Office offers Bank@Post facilities allowing withdrawals, deposit and enquiries for most banks and building societies. EFTPOS is available at the post office and recharge vouchers for prepaid mobile phones
39. **Navy Canteens.** A coffee shop with light meal/snack options and a range of ADF/Navy merchandise.
40. **Local Facilities.** Nowra is the closest regional centre and has a range of shopping, business and municipal facilities. The townships of Huskisson, Vincentia and St Georges Basin also service the area, and have limited facilities. Jervis Bay Village, located outside *Creswell's* boundaries, has a general store, Australian Federal Police station and ACT motor registry. Public transport and taxis are very limited in the area and private transport is the most favoured form of transport.
41. **Physical fitness facilities.** *Creswell* has a modern, well-equipped gymnasium including a weights training room and cardio room. The indoor multi-purpose court features an indoor rock climbing wall, and the 25m indoor heated swimming pool has an over water obstacle course for team and individual challenges. While individual access to the fitness facilities will be limited during LIET, you will be permitted to have free access to the facilities outside of working hours. COVID-19 restrictions may alter the availability of the facilities.

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42. **Physical Training Requirements.** Successful completion of the RAN Swim Test and RAN Physical Fitness Test (PFT) is mandatory and trainees unable to complete either of these tests will not graduate from the course. Any member who does not pass their swim test and PFT on their first attempt are managed as per ANP 2103 Chapter 5 Paragraph 5.33. These tests and other components of the course are physically demanding and any preparatory fitness training you undertake beforehand will be to your advantage. A detailed explanation of the tests you will be required to undergo as part of your initial training is at enclosure 1.

Contacts

43. Your mailing address while on course is:

(Your Rank and Name) LIET

00## C/- RANC

01 Armstrong Ave HMAS

Creswell

Jervis Bay Territory ACT 2540

Useful Numbers

| | | |
|--------------------------|--------------|----------------|
| Defence Switchboard | 1300 333 362 | |
| Executive Officer, RANC | | (02) 5109 3873 |
| RANC course support | | (02) 4428 1113 |
| College Regulator | | (02) 4428 1220 |
| Gangway (Front Gate) | | (02) 4429 7986 |
| Officer of the Day (OOD) | | 0400 468 697 |

Welcome to the Royal Australian Navy

44. Welcome to the Royal Australian Navy; the staff and I look forward to you joining the Royal Australian Naval College and guiding you through the Lateral Entry transition.

KJ Woodall

Commander, RAN

Commanding Officer

Royal Australian Naval College

Enclosures:

1. Physical Training
2. Creating a Unique Student Identifier (USI)
3. Survival at Sea - Joining Instructions
4. RAN School of Survivability and Ship Safety - Joining Instructions
5. LIET – On Line Training Requirement
6. Initial PMV declaration

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ENCLOSURE 1 TO
BS31849035
10 Aug. 22

ROYAL AUSTRALIAN NAVY PHYSICAL FITNESS TEST STANDARDS

Female – Cardiorespiratory:

| | Age | ≤ 29 | 30-34 | 35-39 | 40-44 | 45-49 | 50-54 | 55-59 | 60+ |
|------------|-------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|
| 2.4 km Run | Pass | 15:00 | 15:45 | 16:20 | 17:00 | 17:15 | 17:40 | 18:20 | 19:25 |
| | Tier 1 | 13:55 | 14:35 | 15:20 | 16:00 | 16:40 | 17:10 | 17:50 | 18:20 |
| | Tier 2 | 12:50 | 13:40 | 14:20 | 15:00 | 15:45 | 16:20 | 17:00 | 17:25 |
| Beep Test | Pass | 6.9 | 6.6 | 6.4 | 6.2 | 5.9 | 5.7 | 5.4 | 5.2 |
| | Tier 1 | 7.2 | 6.10 | 6.8 | 6.6 | 6.4 | 6.2 | 5.9 | 5.7 |
| | Tier 2 | 7.6 | 7.3 | 7.1 | 6.9 | 6.6 | 6.4 | 6.2 | 6.1 |
| 5km Walk | Pass | 43:00 | 43:30 | 44:00 | 44:30 | 45:15 | 46:15 | 47:00 | 47:45 |
| | Tier 1 | 40:00 | 40:30 | 41:00 | 41:30 | 42:10 | 43:50 | 44:30 | 45:00 |
| | Tier 2 | 38:30 | 39 | 39:30 | 41:00 | 41:40 | 42:10 | 42:50 | 43:30 |
| 500m Swim | Pass | 15:20 | 15:35 | 15:50 | 16:05 | 16:20 | 16:35 | 16:45 | 17:00 |
| | Tier 1 | 13:45 | 14:00 | 14:15 | 14:30 | 14:45 | 15:00 | 15:15 | 15:30 |
| | Tier 2 | 11:05 | 11:20 | 11:35 | 11:50 | 12:05 | 12:20 | 12:30 | 12:45 |

Male – Cardiorespiratory:

| | Age | ≤ 29 | 30-34 | 35-39 | 40-44 | 45-49 | 50-54 | 55-59 | 60+ |
|------------|-------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|
| 2.4 km Run | Pass | 13:00 | 14:00 | 14:30 | 15:00 | 15:40 | 16:15 | 17:00 | 18:20 |
| | Tier 1 | 11:30 | 12:30 | 13:00 | 13:50 | 14:10 | 14:30 | 15:00 | 15:30 |
| | Tier 2 | 10:30 | 11:00 | 12:00 | 12:20 | 12:30 | 12:45 | 13:00 | 13:45 |
| Beep Test | Pass | 7.4 | 7.2 | 6.10 | 6.8 | 6.6 | 6.4 | 6.2 | 5.9 |
| | Tier 1 | 8.4 | 7.8 | 7.4 | 7.2 | 7.1 | 6.10 | 6.9 | 6.8 |
| | Tier 2 | 9.5 | 8.9 | 8.5 | 8.2 | 7.10 | 7.7 | 7.4 | 7.2 |
| 5km Walk | Pass | 42:00 | 42:30 | 43:00 | 43:30 | 44:15 | 45:00 | 45:45 | 46:30 |
| | Tier 1 | 39:00 | 39:30 | 40:00 | 40:30 | 41:10 | 42:50 | 43:30 | 44:00 |
| | Tier 2 | 37:30 | 38 | 38:30 | 39:15 | 40:00 | 40:30 | 41:00 | 42:00 |
| 500m Swim | Pass | 13:20 | 13:30 | 13:40 | 13:50 | 14:00 | 14:10 | 14:20 | 14:35 |
| | Tier 1 | 11:45 | 11:55 | 12:05 | 12:10 | 12:15 | 12:25 | 12:35 | 12:45 |
| | Tier 2 | 9:40 | 9:55 | 10:10 | 10:20 | 10:30 | 10:40 | 10:55 | 11:10 |

Forearm Plank:

| | |
|-------------|-------------|
| Pass | 1:00 |
| Tier 1 | 1:35 |
| Tier 2 | 2:15 |

The standard required to be considered 'ready' is **Pass**. Tier 1 and 2 standards are considered benchmarks for Navy members to work towards as they approach maximum performance during the PFT

FOREARM PLANK INSTRUCTIONS

Pass: 1:00 min

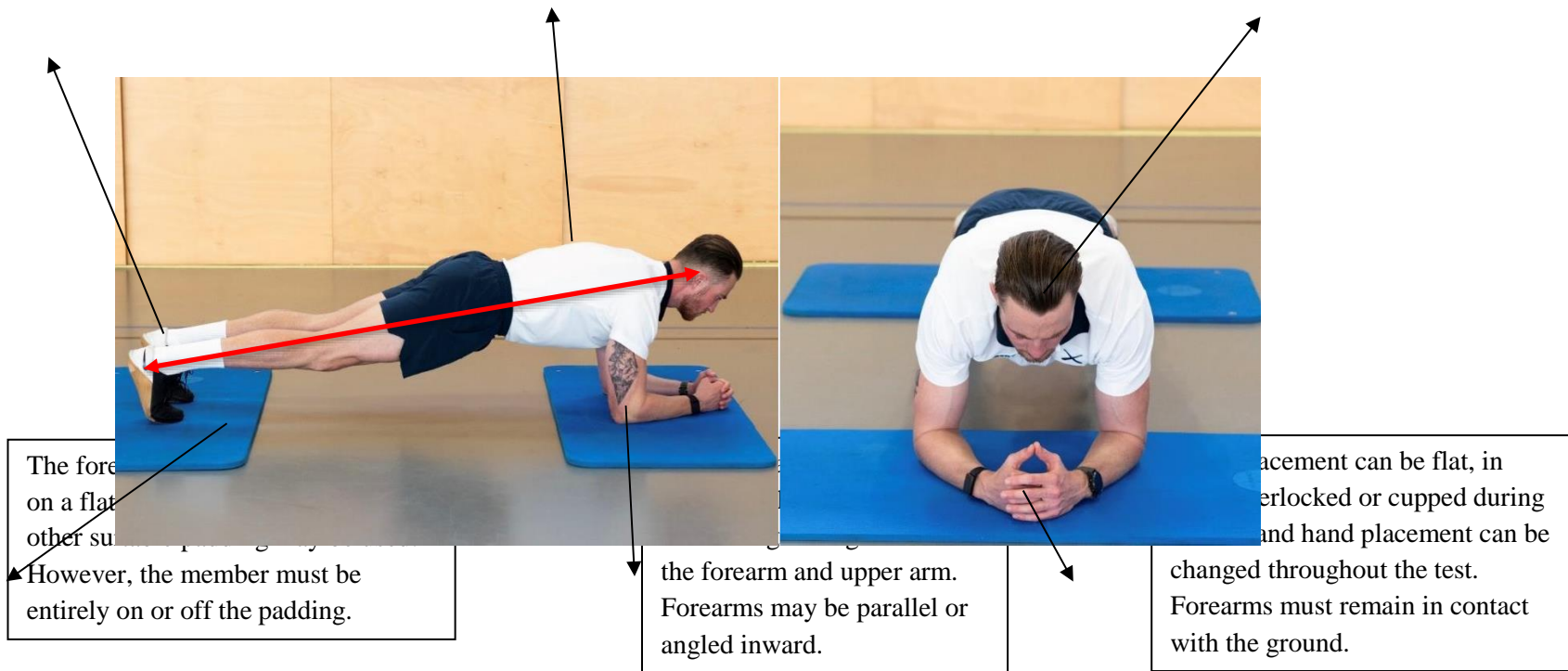
Tier 1: 1:35 min

Tier 2: 2:15 min

Feet are to be placed no further than shoulder width apart, with the bottom of the toes on the ground.

The back, hips and legs are to maintain a straight line from head to heels (see red line).

The neck and head are to remain in a neutral position for the duration of the test so that the body remains straight from the head to the heels.



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ENCLOSURE 2 TO
BS31849035
10 Aug. 22

Step by step guide Unique Student Identifier (USI) How to Create a USI

USIs are free for all students.

Step 1 - Have at least one form of ID from the list below ready:

- Driver's Licence
- Medicare Card (this includes a current family Medicare card where your name is included)
- Australian Passport
- Visa (with Non-Australian Passport) for international students
- Birth Certificate (Australian) *please note a Birth Certificate extract is not sufficient
- Certificate of Registration by Descent
- Citizenship Certificate
- ImmiCard

IMPORTANT: The details you enter when you create your USI must match exactly with those shown on the form of ID used.

Step 2 – Go to www.usi.gov.au. Click on 'Create your USI'.

Step 3 - Agree to the terms and conditions.

Step 4 - Fill in your personal and contact details.

Step 5 - Enter the requested details as shown on your form of ID (see list above).

Step 6 - Set your USI account password and questions for security.

Step 7 - Your USI will now be displayed on the screen.

Step 8 - You should write down your USI somewhere safe or enter it into your phone for safe keeping.

Step 9 - Your USI will also be sent to you by either your email, phone or by mailing address (which ever you choose as your preferred contact method when creating your USI).

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ENCLOSURE 3 TO
BS31849035
10 Aug. 22

SURVIVAL AT SEA – JOINING INSTRUCTIONS

Introduction

1. A Survival at Sea (S@S) Course (Course Number 100048) will be conducted by Sea Training Platform (STP) Staff of the RANC. The S@S building is located at the waterfront, past the Port Services Office.

Aim

2. The aim of the S@S course is to instruct trainees in the practical and theoretical requirements to survive at sea in extreme circumstances. This instruction will detail the timing and logistical requirements of the training.

Course Overview

3. The S@S course is designed to take personnel out of their **comfort zone**, combining classroom lectures, practical phase and assessment sessions. The course is two days in duration, and consists of one day of theory and one day of practical (wet). A course program outlining specific lectures and timings will be provided to trainees on the first day of the course.

4. In order to successfully complete all assessment criteria and be deemed competent, all trainees are required to successfully complete a written theory exam and all practical components of the course in varying conditions. Any failures throughout the S@S course will be dealt with under the Trainee Progress Management Plan (TPMP).

Dress

5. Dress for course is Combat Coveralls (supplied) and sandals, however, DPNU is to be worn when proceeding to and from the training facility. All personnel are to bring the following items for the wet practicals:

- a. One pair of runners and socks to wear in the water;
- b. Bathers, (no bikinis);
- c. Towel,
- d. T-shirt, and
- e. PT Rig, including tracksuits

Course /Medical Pre-requisites

4. It is a prerequisite for all personnel attending the S@S course to have successfully completed the RAN Swim Test. Trainees with outstanding medical conditions are to bring this to the attention of the S@S Instructor on the first day and prior to commencing instruction. Any trainee who for any other reason is unable to complete any component of the course is to inform SEC prior to arrival at *Creswell*.

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RAN School of Survivability & Ship Safety

TRAINING FACILITY EAST—JOINING INFORMATION

Introduction

1. The RAN School of Survivability and Ship Safety (RANSSSS) Training Facility East (TF- East) is a resident unit of TA-ITLM, HMAS *Creswell* and is situated within the bounds of Booderee National Park. Access to TF-East is via Wreck Bay road at the eastern end of the Jervis Bay Airfield (JBAF).
2. The facility consists of firefighting, leak stop and repair and damage control simulation units, Chemical, Biological, Radiological and Nuclear (CBRN) mask testing facility and training rooms, as well as trainee galley, dining hall and ablutions.
3. All administrative support, accommodation, and messing for trainees attending Combat Survivability courses at TF-East are generally provided by *Creswell*.

Routine

4. TF-East follows the *Creswell* daily work routine of 0730 – 1615. Secure at 1300 Friday is dependent upon successful course progress or completion. Requirements may exist for trainees to work after hours on some days, to conduct training and prepare for examinations.

Transport

5. Trainees are required to use the routine daily transport service between *Creswell* and TF-East. Private transport is **not** to be taken to TF-East due to limited parking. A bus will embark all personnel from the carpark immediately adjacent to the Canteen each morning at 0700 and return to WO&SSM Mess at 1615.

Meals

6. Lunch is provided at TF-East. Personnel with special dietary requirements are to advise the CPO REG (02) 4429 7744 prior to arrival. All other meals will be provided at respective messes.

Uniforms

7. Dress of the day for RAN SSSS students is Disruptive Pattern Naval Uniform (DNPU), or other service equivalent. This is to be worn at all times while not conducting practical training.

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Personal Clothing

8. Serious injuries can result when certain synthetic materials are worn next to the skin and a trainee is exposed to excessive heat, either directly or indirectly, during practical training. To minimise the risk of serious injury to trainees at RANSSSS facilities, a training policy is in place which directs all personnel, conducting CS practical training, to wear cotton undergarments to act as the first protective layer of clothing. Minimum requirements for undergarments are cotton underpants/boxer shorts, singlets/t-shirts or cotton sport bra (without underwire) that are free of logos or motifs. Personnel will require their issued Safety Boots for the practical training in the Mask Testing Facility.

9. Due to the physical nature of training at RANSSSS Facilities personnel will require the following personal items daily;

- a. shower gear (soap, shampoo, brush etc.);
- b. towels(s);
- c. extra pairs of thick socks;
- d. change of undergarments; and
- e. shower footwear (flip flops/thongs/getters/jangles/shoes).

Stationery

10. As a minimum, you will require a note pad, pens, pencils, highlighter, eraser and ruler. Stationery is not provided.

Medical Conditions

11. **Fitness for Course Participation.** Due to the arduous nature of practical CS training personnel attending the courses are to be *Fit for Sea Service* and *Medical Employment Category (MEC) 2* or greater. Any personnel with outstanding medical issues are to inform the Senior Instructor during the induction brief or as soon as practical.

12. **CBRN Mask Testing.** Personnel with the following conditions are not permitted to participate in the CBRN Mask Test unless cleared by a medical officer;

- a. with asthma or known respiratory complaints;
- b. who are pregnant;
- c. who have undergone eye surgery within the last six months;
- d. who wear prescription glasses, unless the glasses are removed prior to the conduct of the activity and the member can either see adequately without corrective lenses, their respirator is fitted with their prescription lenses or they are provided with a guide; or

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- e. who wear contact lenses, unless the lenses are removed prior to the conduct of the activity and the member can either see adequately without corrective lenses, their respirator is fitted with their prescription lenses or they are provided with a guide.

NOTE

“PM101-Personnel who are unsure of their medical condition are to obtain a medical clearance in the form of a PM101, from your losing unit prior to course commencement, for presentation to the Senior Instructor or Training Facility Manager (TF-M) on upon arrival”

Contacts

13. Contact numbers for key personnel;

RANSSSS Management Cell

- OIC (02) 4429 7939
- DOIC & CIO (02) 4429 7941
- Training Development Officer (02) 4429 7942
- Admin Support Officer (Course Booking Enquiries) (02) 4429 7573

Training Facility – East

- | | |
|---------------------------|----------------|
| Training Facility Manager | (02) 4429 7771 |
| CPO Senior Instructor | (02) 4429 7772 |
| CPO Regulator | (02) 4429 7744 |

MOBILE PHONE PROTOCOL

14. Students may have mobile phones with them whilst on course, however, when under instruction in the class room environment they are to be switched to silent or turned off. Mobile phones are not to be taken onto the fire ground or into the leak stop units at any time. Urgent messages may be left with the senior instructor. SI TF-E: (02) 4429 7772

ADELE

15. Learning reviews for all courses conducted at RANSSSS TF-E are conducted electronically on ADELE (Australian Defence Education Learning Environment). To access this system you will require a log in.

16. All members will be required set up an account prior to arriving on course and to supply their email address on the first day of course so you can be enrolled in the learning review for your course. If you do not already have an ADELE account, you can create this at <https://adele.edu.au/login/index.php>, using your defence email address as your username. Once you have an account you are able to access the system on any internet capable device.

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LIET ON LINE TRAINING REQUIREMENT

1. There is a requirement to have completed on-line training via CAMPUS prior to attending the RANC LIET. These courses are listed in the following table:

| Title | Completed Date |
|---|-----------------------|
| Fraud and Integrity Awareness eLearning | |
| Security Awareness (Mandatory) eLearning | |
| Workplace Behaviour Mandatory Awareness | |
| Suicide Awareness in the ADF | |
| Australian Privacy Principles eAssessment | |
| Mortuary Affairs Level 1 Assessment | |
| SBS Inclusion - Indigenous | |
| Defence Youth Safety Level 1 Awareness | |
| Defence Youth Safety Level 6 Young Adult | |
| Hearing and Noise Awareness | |
| Cyber Security Awareness | |
| Assessing and Protecting Official Information | |
| Defence Travel Card | |
| ADELE | |
| Lesson 5 – COVID 19 Awareness | |

.....
..... Signature

Date

Initial PMV declaration – PMV Journeys Member’s Details:

| | | | |
|---------------|-------------------|------------------|-----------------|
| | | | |
| <i>(Rank)</i> | <i>(Initials)</i> | <i>(Surname)</i> | <i>(PMKeyS)</i> |

I the member undertaking this journey, declare the following; **(Circle the correct answer)**

- My license is valid for the vehicle I will use to make the journey.

YES NO

- The vehicle I will use to make the journey has valid registration, is safe and fit for purpose.

YES NO

- I have considered any environmental factors along my route that may impact my journey (For example: floods, storms, bushfires, etc.).

YES NO

- I have a travel plan to ensure regular stops and manage fatigue.

YES NO

- Based on the distance to be travelled, noting the limitations detailed in PACMAN Section 9.6.7, I have applied for the required number of days leave in PMKeyS to undertake the journey (if required). **Note:** Section 9.6.7 advises the maximum driving distance per day is 480kms (if not towing). If towing, the distance is reduced to 360kms.

YES NO

- I understand that should there be changes made by State or Territory Governments in relation to border or other restrictions which would prevent me from driving, that Training Force **will not** pay to freight or store the vehicle that I have chosen to drive. I further understand that the responsibility for what happens to this vehicle in this situation is mine.

YES NO

(Signature)

(Name)

(Rank)

(Date)

Supervisor (O4 or above in trainee’s chain of command).

I endorse the intent to utilise PMV, and confirm that the plan complies with the requirements of the TF PMV SRA. Leave has been approved where required.

(Signature)

(Name)

(Rank)

(Date)