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ROYAL AUSTRALIAN NAVY Royal Australian
Naval College **Minute**

BS8618069

RANC-SEC Course Members

SPECIALIST ENTRY CELL–GENERIC JOINING INSTRUCTION

1. Congratulations on your selection to attend a course at the Royal Australian Naval College (RANC), HMAS *Creswell*. The RANC Specialist Entry Cell administers your course.
2. **Location.** *Creswell* is situated on the south-western shores of Jervis Bay in the Jervis Bay Territory, 180 km south of Sydney. Access is via Jervis Bay road, off the Princess Highway 14 km south of Nowra.
3. RANC Specialist Entry Cell conducts a variety of courses for both PN and Reserve members including the Reserve Entry Officers Course (REOC), Lateral Initial Entry Training (LIET), University Entry Officers Course (UEOC), Mid-Career Entry Course (MCEC), Warrant Officer Senior Sailor Entry Officers course (WOSSEOC), Naval Introduction for Civilian Engineers (NICE), Recruit When Ready (RWR) and Navy Gap Year programs.
4. RANC Specialist Entry Cell courses are designed to inculcate members with the knowledge, skills, behaviour and attitudes necessary to be an effective member of the RAN and lead our people at every level.

Location of RANC Specialist Entry Cell and Commencement details

5. RANC Specialist Entry Cell staff are located on the top floor of Cerberus House at *Creswell*. Your meeting location and primary classroom details for your course will be laid out in the respective course annex or be advised via panelling signal or email from your Course Officer.
6. Unless advised otherwise by signal, your course commences and concludes at *Creswell*. The working day commences at 0730 and finishes at 1615. However, be prepared to work during the evenings and on weekends to prepare or complete work and/or participate in Practical Leadership Exercises. Assessment and counselling (if and when required) will take place throughout the course.

Attendance

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7. Course members will attend all course sessions and are to ensure that service, medical and/or personal matters do not require their absence from course. Any course member initiated absence from any session or part of a session must be requested in writing prior to the commencement of course. Requests are to be addressed to the Officer in Charge of RANC Specialist Entry Cell via the Course Officer indicated on the course-panelling signal. Absences during course are not normal procedure and will only be approved in exceptional circumstances.

8. For medical illness or injury sustained whilst at *Creswell*, course members will only be approved for absences from instructional sessions following their assessment by staff at *Creswell* Health Centre. A PM101—Medical or Dental Fitness Advice—must be presented by the course member to their Course Officer.

Travel

9. **Travel Bookings.** Training Travel (for members with the entitlement) is organised through Integrated Travel Solutions (ITS) using an AE505—Travel Request Form. The following cost centre code and general ledger account details are to be used:

Cost Centre Code (CCC) for Navy personnel on training only	242222	General Ledger Account	21312
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10. Your manager/supervisor will be required to authorise all requests for travel. All travel arrangements are to be finalised before joining the course. ***The Defence Travel Card is not to be used for any trainee travel.***

11. It is essential that Course members check and ensure confirmation of all components of their travel. As RANC Specialist Entry Cell staff do not arrange travel for course members, we are unaware of methods or modes of travel that have been provided for you.

12. Course members that withdraw or are removed from course after receiving any travel funding will be individually responsible for contacting ITS and repaying any outstanding amounts.

Note: *For those members who do not have access to the DRN, RANC Specialist Entry Cell staff will arrange return travel for you. If you are unsure, contact ranc.specialistentrycell@defence.gov.au.*

13. **Private motor vehicles.** Private vehicles are permitted onboard HMAS *Creswell*. *Creswell* is located within the Booderee National Park, Jervis bay. Access is through a park entrance station, where you will identify yourself as a Navy Member travelling to *Creswell*.

This will enable you to enter without the national park without paying a fee.

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14. The speed limit onboard *Creswell* is variable between 15–40 km/h. Speed limits are regularly monitored on base roads within *Creswell* and all roads leading to *Creswell*. Speed limits are enforced within *Creswell* and within the National Park. Pedestrians and formed squads onboard *Creswell* have right of way at all times.
15. **Parking.** Vehicles are to be parked in their respective mess designated areas. Additional limited parking is provided adjacent to Griffiths House and on the canteen oval. Overflow parking is also provided in front of the Wardroom, or behind the Senior Sailors mess along Lane Poole Road. **'No Parking'** areas are clearly identified by red painted gutters.

Accommodation

16. Accommodation is bulk booked for all course participants. Keys are available from the *Creswell* Accommodation Office 0730–1600 Mon–Fri. The accommodation office is located in building 121 (opposite the tennis courts). If you arrive outside of these hours, keys will be available at the *Creswell* Pass Office at the main gate. For REOC trainees, your REOC Course Officer will have your keys.
17. Course members are to ensure they safeguard their keys. Any member that inadvertently locks themselves out of their cabin out-of-hours are to contact the Gangway in the first instance on 02 4429 7986 or the Officer of the Day on 0400 468 697.
18. You will require towels, laundry consumables, personal items, which include toiletries as these, are not provided. Some limited items are available for purchase from the *Creswell* post office.
19. Facilities for tea and coffee making are located in the accommodation/ classroom areas.
20. The contractor upon completion of a Service Request supplies all cleaning equipment (consumables). The contractor on a loan basis to the accommodation room occupant supplies a vacuum cleaner.
21. In accordance with the current base services contract:
 - a. Long stay—greater than 21 days—course attendees are responsible for cleaning their own cabins, including individual and shared ensuite.
 - b. Short stay—21 days or less—course attendees will have their cabins cleaned by the base services contractor every seventh day of occupancy.
22. Linen change arrangements are provided via contractors and promulgated within your accommodation blocks.

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23. **Defects.** Notify your course officer with respect to any defects identified.
24. **Defence Common Access Cards.** You will be required to present your Defence Common Access Card (DCAC) upon arrival at the *Creswell* Gangway. These are to be worn at all times and visible whilst in *Creswell*. You are to ensure that your DCAC is in a satisfactory condition and valid for the duration of your stay. **Note:** Those members that do not have a DCAC will be issued one during the first week of course.

Pre-joining Standards

25. PN Personnel must satisfy the specific Individual Readiness (IR) requirements advised in course panelling signals and this JI prior to attending TA-ITLM courses. Course members are to be in date for all MAAT, medical, physical IR components prior to course commencement and for the full duration of course. Waivers for IR requirements, including Physical Fitness Testing, will not be granted by RANC and personnel who have not obtained IR requirements prior to arrival may be returned to their respective units. **Note:** REOC Phase 1 course members will complete MAAT during the first weekend of course.

26. The minimum level of medical classification for attendees is to be J22 and IR compliant for PFT. Any attendee with a classification higher than J22 (including standard employment restrictions) will be required to contact their course officer IOT determine their suitability to undertake training. A PM101 is to be provided outlining their restrictions and their suitability to undertake their nominated course.

27. Navy expects all personnel attending the RANC to consistently display Navy's Values, Signature Behaviours prior to and during attendance on course. RANC will not accept attendance by personnel who are:

- a. under a current Administrative Sanction, such as Formal Warning or Censure,
- b. under current consequential punishment through DFDA action, or IG reporting during the period of the nominated course, or
- c. subject to a Notice to Show Cause for Administrative Action following a DFDA conviction.

Sport and Fitness

28. Course members should expect that a variety of sports/ activities would be included in the course including PT and 'Dog Watch (1600-2000)' sport. Course members are expected to participate in all programmed sporting activities.

29. Where injuries or illnesses occur whilst on course and prevent a member from participating, they are to seek treatment at *Creswell* Health centre, inform their Course Officer

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and raise a Workplace Health and Safety Sentinel Report where appropriate. If you incur medical restrictions, then a form PM101 is to be presented to your course officer.

Pre-joining Requirements

30. For more information about the RANC-SEC visit www.navy.gov.au/ranc. This information may assist you in understanding what to expect, including frequently asked questions. For information about the local area, the Shoalhaven City Council has a web site at www.shoalhaven.nsw.gov.au.

31. Members that do not have access to the above files are to email ranc.specialistentrycell@defence.gov.au and request an electronic copy of the respective course Joining Instructions.

32. The Receipt of Joining Instructions proforma, included in your relevant course Annex, is to be completed, signed and emailed to your Course Officer. The final date of acceptance to the course will be Friday one week prior to the joining day.

33. Withdrawal from RANC courses after panelling due to compelling and unforeseen service or compassionate reasons must be completed via signal with the approval of your CO.

Online Learning

34. Many courses have Campus prerequisites for attendance in addition to pre-course reading or work requirements. It is essential that Course members complete all components required as listed in the relevant course Annex.

35. All course members are to ensure that they have an ADELE log-in prior to attendance on course. ADELE logins are created at <https://www.adele.edu.au/login/index.php> via any internet accessible computer. **Note:** REOC Phase 1 course members will conduct this during the first week of instruction.

36. You must use your full name as it is on your DRN/DPE account when creating your ADELE profile and your surname must have your number after it, if you have one in your profile. For Example Jo Bloggs will use joanne.bloggs3@defence.gov.au and her, preferred (as stated in ADELE) names will be first name: Joanne, surname: Bloggs3. All password resets must be completed prior to arrival on course to ensure that you can gain access to your password if you have a Fleet account.

Course programs

37. Course programs will be provided on arrival. Timetable changes can occur at short notice, as such, course members are to remain flexible throughout the course. Late notice changes will be advised to course members by their relevant Course Officer.

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Computing

38. The RANC computer rooms are available during and outside normal working hours. Whilst a large number of terminals are available, DRN/DPE operating functionality at peak times may be reduced. *Creswell* does not have DSN terminals. Wi-Fi access is available in the Wardroom, WOSS and JS messes.
39. Course members are encouraged to bring personal laptops / devices and dongles.
40. There is a library at *Creswell* that is part of the Defence Library Service. Hours are 0830–1630 Monday to Friday. There is a variety of online material including journals and eBooks, as well as hard copy resources. The Librarian will show you how to access the resources and organise logins if needed.

Australian Defence Force Writing Manual

41. All course members are encouraged to familiarise themselves with the contents of the *Australian Defence Force Writing Manual* and the conventions of service writing prior to arrival on course and before submitting any correspondence. All correspondence produced or submitted on your course are to be IAW this manual.

Academic Conduct

42. Academic misconduct will not be tolerated. Plagiarism, collusion and cheating as outlined above, are all considered unacceptable behaviour and breach the Trainee Code of Conduct. They each demonstrate a lack of integrity and leadership. Course members who do not comply with the standards expected while on course will be subjected to DFDA and/or Administrative Action.
43. The following definitions apply to all work submitted whilst on course at RANC.
 - a. **Plagiarism.** In producing work for assessment, it is often necessary to quote passages from various sources. To avoid plagiarism, follow the rules for citation, references and bibliographies described in the *Australian Defence Force Writing Manual*. If a quote or borrowed idea is not cited this can be interpreted as plagiarism.
 - b. **Collusion.** Although study groups and syndicate discussions are encouraged so that ideas can be shared, all trainees are to submit their own work. The use of previous or current trainee's work is prohibited and is not to be used in the preparation of work for assessment. This includes identical answers or briefs that contain identical text, formatting and sequencing. Assessors are entitled to consider that any identical layout, mistakes, arguments and/or presentation is evidence of collusion with other trainees. Where collaboration and cooperation is to be used, this will be advised by course officers and is to be clearly identified when attributing work.

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- c. **Cheating.** Cheating is not tolerated. This involves copying from another course member's assessment, computer screen, homework or performance, using unauthorised materials during an assessment (e.g. publications, notes, templates, etc). This includes both taking material from someone else or permitting someone else to use your work. Electronic templates and examples or a previous course members notes are not to be brought to course or used in any way. All work submitted on course is to be generated by you and will be scrutinised to confirm originality.

Uniform, civilian dress and messing requirements

44. Course members will be required to wear W7s in winter or S7/8s in summer and S6 or neat civilian attire after Sunset or 1800. Members are to ensure their uniforms including accessories are clean, fit correctly and are in good condition. Due to the workload of the courses, there is no opportunity available to exchange or purchase uniforms during courses.

45. Sporting attire (grey t-shirt and black shorts), including swimming gear and outdoor clothing suitable for activities in the sun, is required for the courses.

46. Suitable civilian dress may be worn in respective messes, outside of normal working hours, IAW mess rules. For officers, jeans are permitted on **weekends only** and are **not** to be worn in the Wardroom during the week. For showering, thongs and a dressing gown is required—thongs are not to be worn outside accommodation areas.

47. **Meals.** Course members who have specific dietary requirements are to contact the course officer via ranc.specialistentrycell@defence.gov.au no later than five business days prior to course commencement. This will enable staff to inform respective messes of your requirement.

48. **Transit Fees.** Visiting personnel staying overnight in the mess will be charged Transit Fees of \$5.00 per night, up to a total not exceeding \$25.00—mess staff will provide a receipt. Transit Fees can be claimed through ITS Townsville by completing the relevant sections of the AE505 Travel Request Form. These charges are a form of mess subscription and contribute to the cost of administering the mess and providing a service to all personnel who use the mess. **Note:** REOC Phase 1 course members are not required to pay mess fees.

49. **Alcohol Consumption.** IAW *Creswell* Standing Orders, alcohol may only be consumed within respective messes. Alcohol purchased off base is not to be brought onboard, consumed nor stored in the accommodation areas. Purchases over the bar of respective messes can be made by cash or via EFTPOS.

50. *Creswell* conducts regular alcohol and prohibited substance testing IAW state and territory law. Alcohol or prohibited substance related incidents whilst on course, including a positive test result are considered serious breaches and may constitute removal from course. Additionally standard disciplinary and administrative procedures will follow an alcohol or prohibited substance related incident.

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Base Amenities

51. There is an Australia Post Office and a Navy Canteen located on *Creswell*. The Post Office has full EFTPOS facilities, Bank@Post, bill payment and mobile phone recharging options available as well as a send-out dry cleaning service.
52. **Useful Numbers.** The following phone numbers may be of assistance:
- | | | |
|----|----------------------------------|--------------|
| a. | OIC – RANC Specialist Entry Cell | 02 4429 7183 |
| b. | CIO SEC | 02 4429 7141 |
| c. | Gangway (Front gate) | 02 4429 7986 |
| d. | Officer of the Day (OOD) | 0400 468 697 |

Conclusion

53. Personnel are reminded that *Creswell* is a Navy officer training establishment. Whilst you will not be directly involved with trainees from other courses, your dress and bearing will be observed by Initial Entry Trainees. Your assistance in maintaining a high standard of dress and bearing is expected and you should strive to lead by example in living Navy's Signature Behaviours and embrace our Navy Values: Honour, Honesty, Courage, Integrity and Loyalty.

54. These instructions and the appropriate Annex will provide you with effective guidance, links to further information and POCs to aid in the successful attendance and completion of your course.

55. If you have any queries regarding your course prior to arrival, my POC is RANC ASO PO Nickolas Skow, available during working hours on 02 4429 7119 or email: nickolas.skow@defence.gov.au or ranc.specialistentrycell@defence.gov.au

DM Shirvington

CMDR, RAN
CO RANC

HMAS *Creswell*
02 4429 7960
david.shirvington@defence.gov.au

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Annexes:

- A. REOC Phase 1 Instructions
- B. REOC Phase 2 Instructions and Assignments
- C. REOC Phase 3 Instructions
- D. REOC Phase 4 Instructions
- E. LIET Instructions
- F. WO/SSEOC Overview and Assignments
- G. MCEC Overview
- H. UEOC Overview and Assignments