

NAVY



**ROYAL AUSTRALIAN NAVY RECRUIT SCHOOL**  
NEW ENTRY SAILOR COURSE  
JOINING INSTRUCTIONS

OUR VALUES

SERVICE COURAGE RESPECT INTEGRITY EXCELLENCE

## RAN RECRUIT SCHOOL JOINING INSTRUCTIONS

### INTRODUCTION

1. Congratulations on being selected as a member of the Royal Australian Navy (RAN). Your initial training at the RAN Recruit School will prepare you to conduct basic duties as a sailor. You will then progress to a Category School where you will gain your specialist skills before joining the Fleet in Ships, Submarines, Squadrons and Establishments around Australia. You can look forward to an interesting and challenging career in the service of your Nation.
2. The purpose of these Joining Instructions is to provide you with information on your responsibilities as a Recruit and the steps necessary to prepare yourself for Recruit training. Read this Joining Instruction carefully, initial training can be challenging and there is little time to make good on poor preparation. **Failure to fully prepare yourself mentally, physically, and administratively may hamper your training progression, limit your opportunities for weekend leave, and undermine your chances of completing the New Entry Sailor Course (NESC) in the nine (9) weeks allocated.**
3. Should you require further information contact your Defence Force Recruiting Centre (DFRC) in the first instance. You are to bring this Joining Instruction with you to Recruit School so that you can refer to the details when required.

### Course Details

4. The RAN Recruit School is where Sailors begin their careers. The mission of Recruit School is to induct the next generation of sailors into the RAN, enabling them to think independently and act collectively in the conduct of their core duties within Navy, and as part of a Joint Force. The training will be physically and mentally challenging. You will be required to work hard, seven days a week with little time available for recreation. Your success will be determined by your personal commitment, your ability to work as part of a team, and your adherence to Our Values of Service, Courage, Respect, Integrity and Excellence. Some Recruits find the adjustment to a naval lifestyle and communal living difficult, particularly in the first two weeks, but the vast majority successfully make the transition and go on to complete their training.
5. **Course Location.** The RAN Recruit School is located within HMAS *Cerberus*, 70 kilometres South East of Melbourne. For more information about *Cerberus* and Recruit School go to [www.navy.gov.au/establishments/hmas-cerberus](http://www.navy.gov.au/establishments/hmas-cerberus) and [www.navy.gov.au/join-navy/recruit-school](http://www.navy.gov.au/join-navy/recruit-school).
6. In the spirit of reconciliation, the RAN acknowledges the Traditional Custodians of countries and homelands throughout Australia and their connections to land, sea and community. We pay our respects to their Elders past and present and extend that respect to all Aboriginal and Torres Strait Islander peoples. We also pay our respect to Aboriginal and Torres Strait Islanders who have served in the Australian Defence Force in times of peace and in times of war. The land in which RAN Recruit School resides is Bunurong Country. The Bunurong Land Council represents the people of the South-Eastern Kulin Nation and their Totem is the Crow.
7. **Course Travel.** All aspects of your travel to *Cerberus* will be arranged by your DFRC. Recruits travelling from interstate will be met by Recruit School staff at Melbourne

Airport. Recruits joining in Victoria will be met at the DFRC by Recruit School staff. All Recruits will be transported by bus to *Cerberus* on their enlistment day.

**Note:** For those travelling by air, ensure you check your ticket details for baggage limits.

8. **Course Length.** The NESR is conducted over 9 weeks. A typical day will commence at 0515 and often does not finish until 2130. Recruits will also be required to conduct training on weekends and public holidays.

9. **Course Content.** Recruits complete the same training regardless of gender, age, intended category, or prior experience. Recruits must successfully complete all theoretical, practical, and physical assessments to graduate. The NESR is divided into three phases detailed in Annex A.

**Note:** Recruits undertaking the NESR-Reserve will undertake components of the full NESR program.

## COURSE OUTCOMES

10. For each Recruit there are four possible outcomes, each with different consequences for the Recruit and potentially their graduation guests:

- a. **Graduation.** Recruits who pass all assessments and milestones will participate in a Graduation Parade at the end of Week 9 and continue to category training.
- b. **Training Progress Management.** Recruits who are unable to achieve the required standard for assessments within the 9 weeks allocated, **may** be afforded an additional period of training (at least 3 weeks). This will result in a delay to graduation and their commencement of category training. Additionally, you may also be removed from training, placed on a supplementary training program, and returned to training once at the required level.
- c. **New Entry Trainee Elective Resignation.** Recruits are given the option of resignation if they consider that they are unsuited to a career in the Navy. The trial period for the option of resignation from the Permanent Navy as a New Entry sailor is after 50 days of training. Recruits separating will be required to return any issued military items and will be returned to their nominated home locality on separation. On completion of the trial period the sailor's option for resignation lapses and the sailor is expected to fulfil the terms of the enlistment. Any sailor with previous Australian Defence Force (ADF) experience (in any Service) is not entitled to an optional resignation.
- d. **Termination from the Navy.** The Commanding Officer (CO) Recruit School may determine that, as an enlisted member, a Recruit's service is to be terminated whilst undergoing training. This could be for, but not limited to, ongoing training failure, behavioural reasons, psychological unsuitability, medical considerations, drugs or alcohol related incidents. Recruits facing termination may be returned to their nominated home locality whilst the administrative processes associated with termination are underway. Full procedural fairness will be afforded as part of the process with the principles of justice followed throughout.

**Note:** For privacy reasons, Recruit School staff will not be able to discuss any aspect of your

training progression with family (including next of kin) or friends if you are over the age of 18. Where a Recruit is under the age of 18 family (including next of kin/guardian) will only be contacted on training progression where the graduation date or training is impacted. Under 18 Recruits will have greater access to their mobile phones to maintain lines of communication with family.

## PRE-JOINING REQUIREMENTS

11. All Recruits must undertake a number of requirements prior to enlistment in order to commence training. Failure to complete these requirements may affect your safety, training progression, finances and dependants.

12. Recruits are required to bring clothing, equipment and documentation for the initial stages of the course. This equipment includes but is not limited to sporting attire, toiletries, civilian clothing and sundry items. A comprehensive list is included as a 'pre-pack checklist' is at Annex B.

13. **Civilian Clothing.** Your civilian clothing will be required for:

- a. Instruction, including classroom instruction, marching and physical training for the first 48 hours until initial uniforms are issued.
- b. Day and overnight leave after completing the first four weeks of training.

**Note:** You will **not** have access to supermarkets or shops for the first four weeks and cannot receive online supermarket deliveries. *Cerberus* and Recruit School do have limited facilities that can be accessed by Recruits.

14. **Personal Effects and Equipment.** Recruits have limited storage facilities (consistent with life at sea); however, there is a range of items that Recruits are required to bring. These items are listed at Annex B.

15. **Documents.** Failure to provide the correct documentation at Recruit School may impact your ability to be paid or gain a security clearance and official passport.

- a. **Security Clearances.** The RAN requires all personnel to gain a security clearance and hold an Australian Government Official Passport (green cover). For a baseline security clearance, Recruits are required to bring the documentary evidence as listed in the *Documentation Checklist* (Annex D) and *Personal Information Requirements* (Annex E). The application process is very thorough and can sometimes be lengthy. To ensure timely processing of your application, it is important that that you bring all the required documentary evidence. Failure to submit all paperwork whilst at Recruit School may result in administrative action or delays in training progression. Your DFRC will have already asked to see some of the documentation listed in Annexes D & E; however, you must still bring them to Recruit School, as the RAN and the Australian Government Security Vetting Agency (AGSVA) have specific requirements for the documents. If you require a Positive Vetting security clearance (highest-level clearance), you will be advised by your DFRC of any additional documentary evidence requirements. Further guidance and information is available from the AGSVA website: <http://www.defence.gov.au/agsva/index>.

**Note:** Where security documentation is submitted to AGSVA prior to arrival at Recruit School the Recruit School Security Officer is to be cc'd on the submission at [crprs.security@defence.gov.au](mailto:crprs.security@defence.gov.au)

- b. **Interdependent Relationships (De Facto).** If you are seeking recognition of your interdependent relationship by the RAN, then the Senior Military Recruiting Officer

at your DFRC should approve this prior to your enlistment. You should ensure that the Enlistment Coordinator at your DFRC is provided with all the required documentation to ensure that it is processed well in advance of your proposed enlistment date. Paperwork submitted at your DFRC in support of your Interdependent Relationship recognition must be brought to Recruit School.

**Note:** Defence Force members in interdependent relationships may be eligible to additional entitlements. Further guidance and information is available via the ADF Pay and Conditions Manual: <https://pay-conditions.defence.gov.au/pacman/>

- c. **Financial Documents.** You are required to have a bank account with an Australian financial/banking institution and have the following information with you:
  - (1) BSB, Account Number, and Account Name
  - (2) Your Tax File Number (TFN)
  - (3) Your Superannuation Details (if applicable)
  
- d. **Vaccination Records.** All members of the ADF are required to be fully vaccinated to protect themselves and their co-workers from infectious diseases. Whilst undergoing training at Recruit School, you will receive vaccinations against Hepatitis A and B, Diphtheria, Tetanus, Mumps, Measles, Rubella, Varicella Zoster (Chicken Pox), seasonal Influenza and Meningococcal C. You will also be offered the COVID-19 vaccination (primarily Comirnaty Pfizer) in the first week after arrival. No member can be forced or coerced into receiving a vaccination; however being fully vaccinated is a condition of your employment. If a Defence member refuses a vaccination, it may affect their employment status.
  
- e. There are possible complications with repeating a full dose of some of these vaccinations and Recruits are to ensure they are aware if they have previously contracted the Chicken Pox virus. It is recommend that you bring a copy of your Australian Immunisation Record, available as a print out from myGov; however, medical staff will be able to access your records.
  
- 16. **Wills.** Members of the RAN are encouraged to have a current will. If a will is already held, a copy should be brought with you. Recruits will have the opportunity to consult with a Legal Officer at Recruit School to formulate a will.
  
- 17. **Prohibited Items.** Due to storage, safety, security and portability restrictions, some items/equipment must not be brought to Recruit School under any circumstances. These items include:
  - a. Flick knives, fireworks, firearms (or their replicas) or other weapons such as martial arts weapons, bludgeons, knuckle dusters, switchblades, crossbows, sling-shots, spear guns and spears.
  - b. Illegal drugs and their associated implements (prescription drugs must be declared to Recruit School staff on arrival).
  - c. Alcohol.
  - d. Citizen Band (CB) and amateur radios.

- e. Offensive or inappropriate material (such as pornographic magazines, posters, books, clothing and movies).
- f. Sporting equipment (not including clothing or running shoes), including skateboards, roller-blades, hover boards or scooters.
- g. Televisions, stereos or large electrical items.
- h. Electrical extension leads, power boards or double adaptors.
- i. Food supplements, pre-workout powders, protein shakes/bars, sports supplements, vitamins or dietary pills/powders that are not in line with the international standard and found on the 'Prohibited List' released by the World Anti-Doping Agency (WADA). <https://www.wada-ama.org/en/resources/science-medicine/prohibited-list-documents>

18. The above list is not exhaustive and if there are any concerns ask your DFRC in the first instance and then declare any items that you are unsure about on arrival at Recruit School.

19. **Pre-enlistment Medical.** Before commencing training, you need to be medically and physically prepared. Members will undergo an attestation medical prior to proceeding to Recruit School. This confirms their medical status on joining. Members are not covered for undeclared pre-existing medical conditions. If you are in any doubt about anything that might affect your training, you should discuss your concerns with the enlistment officer, doctor or psychologist.

**Note:** Failure to disclose an existing injury or medical condition (including any medication that you are currently taking) may result in your removal from training and termination from the RAN.

20. **Personal Medication.** Members of the ADF may only take medication issued or approved by Defence. On arrival at Recruit School, you are to declare your current medication. Replacement prescription and non-prescription medication will be arranged through the *Cerberus* Health Centre.

21. Many over the counter medications return a positive reading for Defence mandated random drug tests. A positive drug test result for medication (prescription, over the counter or otherwise) that is not annotated on your Defence health record may result in your removal from training and your ADF service terminated.

22. **Corrective Eyewear.** It is recommended that if you require corrective lenses, you arrive at Recruit School with two pairs of glasses and that you have a copy of your current prescription. Weapon training, the range environment and a lack of personal time makes contact lenses hard to maintain during training and glasses are preferred.

23. **Pre-joining Physical Conditioning.** Keeping physically fit to undertake challenging physical activity is an essential part of the ADF. During your course, Physical Training Instructors (PTIs) will guide you through activities such as obstacle courses, circuit training, strength and endurance training and at the end of your course the physically challenging Mission Readiness Evaluation (MRE). While the PTIs build your confidence and fitness levels along the way, physical preparation prior to commencing training is essential. *ADF*

*Active* is an excellent application that will help you prepare for physical training. *ADF Active* is available from the App store (Apple) or Google Play (Android).

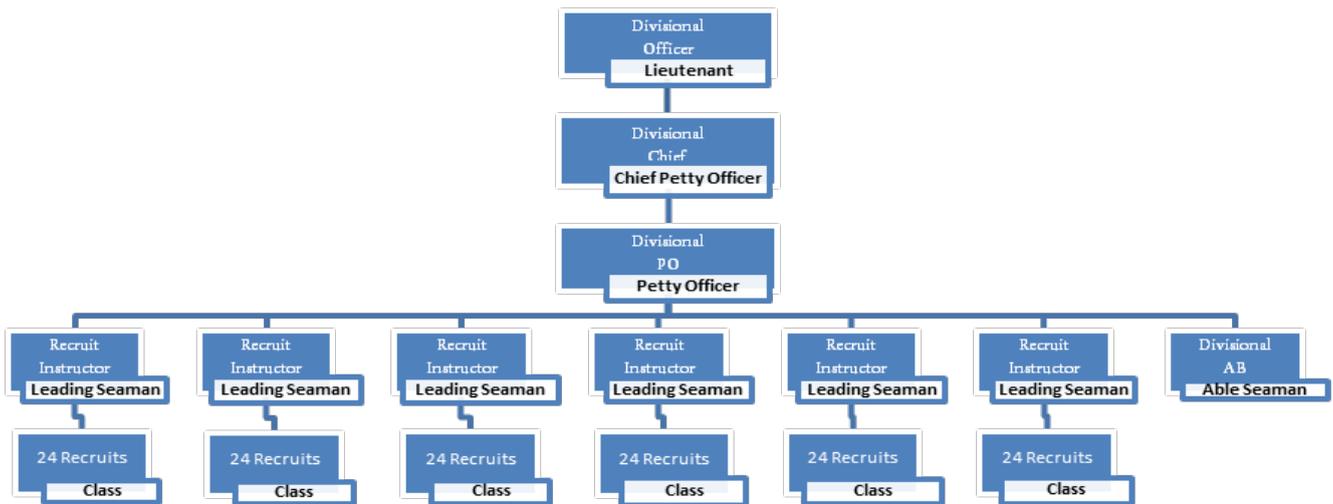
24. It is highly recommended that you invest in a good pair of running shoes. Information can be found on the Australian Podiatry Association website.
25. Prior to graduation, Recruits are to have met the physical fitness standard and must pass the RAN Swim Test (whilst wearing overalls). Both components are tested early in your training so you must arrive prepared. Failure of either component will result in you being required to participate in supplementary training in your limited spare time. The Navy fitness standards are detailed at Annex C.
26. **Hairstyles.** Extremes in hair colour and style **will not** be permitted. Male and female hair must be as close to your natural hair colour as possible before your enlistment date.
27. Females may have their hair cut in the first week of training at their own expense. Hair that is below collar length is required to be worn in a bun with a hair net. Hair pins are to be the same colour as the hair and is to be a uniform natural colour.
28. Males will be required to get a number two crew cut in the first week of training at their own expense (approximately \$25) and hair is to be a uniform natural colour.
29. **Expenses.** You will need finances for incidental expenses before you receive your first pay to cover such items as:
- a. Dry cleaning of uniforms
  - b. Purchasing of toiletries and other personal hygiene items
  - c. Washing powder, boot polish and cloths
  - d. Haircut
  - e. Iron and Ironing Board

**Note:** *Cerberus* facilities are all cashless. You will have limited access to your phone during the working week for tap and go via a mobile application therefore it is recommended that you have appropriate bank cards to cover expenditure. Banking facilities are available on *Cerberus* should cash be required.

30. **Pre-Enlistment Joining Package.** As part of your enlistment process DFRC will provide you access to the RAN Pre-Enlistment Joining Package. The package will provide you with the necessary information to ensure a smooth transition between civilian and military life. Completion of this package prior to arrival at Recruit School will demonstrate a commitment to your new career and set you up for success in your naval career.

## ARRIVAL AT RECRUIT SCHOOL

31. On arrival, your intake of fellow enlistees will be assigned a Division (EMMS, TAYLOR, SHIPP or ROGERS) which is further divided into classes of up to 24 Recruits. A Division forms the basis for the organisational structure of the RAN. At Recruit School, a Lieutenant supported by a Chief Petty Officer leads the Divisions. The Division/Class structure is shown in Figure 1 below.



*Figure 1: Recruit School Division and Class Structure*

32. Your first few days at Recruit School will be taken up with administration, induction briefs, medical and dental checks. Uniforms will be issued; however, civilian clothing will still be worn until then. Cold weather (wet and less than 12 degrees) can be expected at *Cerberus* from March to November. Recruits joining during this period are advised to bring warm comfortable clothing.

33. **Accommodation.** Whilst conducting the New Entry Sailor Course, you will be allocated to a six-person cabin and sleep in bunk beds. Your issued equipment and limited personal belongings will be stored in a locker in your cabin. The majority of your personal belongings will be stored in a lockable suitcase or bag in the Recruit Baggage Store. Each floor has a communal laundry, shower and toilet facilities. Males and females do not share cabins or ablutions, but may be accommodated on the same floor off a common passageway.

34. **Meals.** Recruits are provided with all meals in the Junior Sailors' Café (dining hall) adjacent to Recruit School. Recruits are not permitted to bring or be sent supplements for consumption during their training. Any such items in your possession on your arrival at Recruit School will be removed. The Junior Sailors' Café caters for three meal sittings a day and provides a balanced diet, which caters for most dietary requirements. If you have specific/special dietary requirements, you will have an opportunity to advise your Divisional Staff on arrival.

35. **Recreational Facilities and Canteen.** The Recruit recreational area (Jordan Club) has a pool table, table tennis table, television/cinema room and Foxtel. Recruits also have access to a small canteen (mini-mart) for purchasing snacks, drinks and other basic essentials (e.g. toiletries and kit maintenance items). The Jordan Club is open each evening 1930-2130. Access is limited during your Initial Training Period (Week 1-4).

36. **Pay.** The first payday for new entry Recruits falls within the first 21 days after enlistment.

37. **Allowances for Dependents.** Recruits with recognised dependents may be eligible for additional allowances. If you have recognised dependents, ensure you also bring a copy of the following with you:

- a. Dependent's Birth Certificate / Marriage Certificate

- b. Custody Arrangement's or Statutory Declaration detailing Custody Arrangement's
- c. Current lease agreement
- d. Current rental receipts (if applying for rental assistance)

38. **Pay Deductions.** Recruits will be required to pay for meals and utilities while at Recruit School, but do not pay for accommodation. Meal and utilities payments are automatically deducted from your pay. Recruits with recognised dependents may submit an application to be categorised as Member with Dependents Unaccompanied (MWDU) and if successful, will then not be required to pay for meals or utilities and will be reimbursed where appropriate.

## GENERAL DETAILS

39. **Defence Member and Family Support (DMFS).** The RAN recognises the mobile lifestyle of ADF personnel and their families can present challenges. A range of social, family liaison, educational and military support services and related programs is provided through DMFS to enhance the wellbeing of ADF personnel, their families and communities. Professional, qualified and experienced staff, located conveniently within Defence establishments throughout Australia, provide these services. Additional information regarding DMFS can be obtained at [www.defence.gov.au/members-families](http://www.defence.gov.au/members-families). Serving members, partners and other dependents may contact DMFS directly through the Defence Family Helpline 1800 624 608.

40. **Mail.** There is a small licensed post office on base and Recruits are able to both send and receive mail. To receive mail, it should be addressed as follows:

*Example*

RCT (First & Surname) Employee ID  
Division Intake No.  
RAN Recruit School  
HMAS CERBERUS VIC 3920

RCT Jak Tar 8009298  
Taylor Division GE390  
RAN Recruit School  
HMAS CERBERUS VIC 3920

41. Recruit School staff will advise you of your Employee ID and intake number on the first or second day of your enlistment.

42. **Uniforms.** You will be issued with summer and winter uniforms for working, ceremonial occasions, and physical training. You will also be issued towels and bedding. You will be responsible for the cleanliness and presentation of all of your kit items and will be required to replace them if they are damaged or lost. You will also be required to wash and dry your own uniforms in the facilities provided in your accommodation block. Some uniform items, such as ceremonial uniforms, may require dry cleaning at your expense.

43. Recruits 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, burkini or long sleeved smock.

44. 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.

45. Burkinis 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 Recruit School for commencement of course as the RAN Swim Test is conducted in the first four weeks of training. The burkini should be either navy blue or black in colour. The cost of purchase can be reimbursed.

46. **Dress and Personal Grooming.** All Recruits will be required to conform to RAN standards of dress and grooming:

- a. **Shaving.** Male Recruits are to be clean shaven daily whilst undertaking training. Personnel may apply for an exemption based on medical or religious/cultural grounds.
- b. **Cosmetics.** Female members who wish to wear makeup and perfume may do so in moderation.
- c. **Nail Varnish.** Recruits **are not** permitted to have nail varnish or polish whilst undertaking Recruit training.
- d. **Eye Lashes.** False eyelashes or eyelash extensions **are not** to be worn when wearing RAN Uniform.
- e. **Personal Clothing.** Civilian clothing is to be neat and clean, shirts and jeans or slacks being preferred. The following items are not acceptable:
  - (1) Midriff tops or sheer/see-through clothing
  - (2) Clothing with offensive mottos or pictures
  - (3) Clothing which is in poor repair (torn or designed ripped look) or is soiled.

47. You will be required to be modestly attired in public areas or when leaving *Cerberus* (ie no bare midriffs, exposed buttocks or visible underwear). Shoes are to be clean and in good repair. All footwear to leave the establishment is to be enclosed, and runners or thongs are not acceptable. All clothing is to be clean, ironed and not torn.

48. **Visitors.** With the exception of the Graduation Parade, Recruits are not normally permitted visitors on base. Recruits may apply to the Executive Officer in writing should they wish to bring visitors on board. If you have family or friends that intend visiting you from interstate it is very strongly advised that they have travel insurance and/or flexible flights as leave routines often change due to training requirements.

49. **Leave.** If leave has been granted, travel out of *Cerberus* will be limited to a distance of two hours driving time. Interstate travel will not be permitted during Recruit training, unless there are compelling compassionate reasons. Further constraints may be placed on leave entitlements and travel distances as a result of COVID-19 restrictions or precautions.

50. **Leave for Recruits under the Age of 18.** Recruits under the age of 18 require written approval from a parent or guardian before they can take overnight leave. Letters of approval must contain the name and address of an approved sponsor with whom the Recruit will be staying. A letter from the sponsor confirming acceptance of the arrangement is also required. The relevant documentation including letter of approval form, will be provided to the nominated Next of Kin (NOK) by Divisional Staff in week one of training. Recruits under the age of 18 who do not have approval for overnight leave are required to return to Recruit School by 2030 on Fridays, Saturdays and Sundays.

51. **Home Comforts.** You may bring personal portable music players and/or e-readers

with you to Recruit School; however, the opportunity to use these items will be limited. Do not bring large items (such as guitars and surfboards) as they will not fit in your locker and appropriate storage is not available for them.

52. **Mobile Phone Use.** To ensure you concentrate on your studies and develop an appreciation of life at sea, Recruits will not have free access to mobile phones. During designated periods (some evenings and weekends), Recruits will have limited access to their mobile phones; however, this is the exception rather than the normal procedure. In compassionate circumstances, staff will facilitate access to phones. **Recruit School duty staff can be called in case of emergency at any time on 0400 255 196 or 0409 441 292.**

53. **Internet Access.** Recruits may access the internet via Defence desktop computers and personal electronic devices during designated times. Recruits will also receive a Defence email address in the second week, which will be another avenue to contact NOK and friends. Email accounts, such as Hotmail and Gmail, and social networking applications, such as Facebook and Twitter, cannot be accessed via the Defence computers.

54. **Photography/Social Media Use.** Permission is required to take photographs within all military establishments. Recruits are to be aware that once enlisted, they are prohibited from posting Defence related information and comment to the internet or on social media applications; or from engaging in other forms of communication that could be viewed as illegal, offensive, harassing, bullying, belittling or politically motivated.

55. Imagery and news stories from NESC may be posted through the official ADF ForceNet site, *Cerberus* Facebook page, or the Navy website: news.navy.gov.au.

56. **Private Vehicles.** Recruits are **not** permitted to have private motor vehicles, motorcycles or powered scooters onboard *Cerberus* whilst under Recruit training.

57. **Local Transport.** *Cerberus* is serviced by bus and train from Crib Point, a 2km walk from the Recruit School. Train services operate to Frankston (1 hour) and Melbourne (1 hour 45 minutes).

58. **Religious Observance.** Chapels (Catholic and Anglican/Interdenominational) are located on base. Christian religious services are held on Sundays for Catholic, Anglican and Protestant denominations. Other faiths are also respected and arrangements for worship will be made where appropriate and practical. Recruits will have access to a multi-faith prayer room at Recruit School for worship.

59. **Smoking and Alcohol.** Whilst not prohibited, there are limited opportunities to smoke or consume alcohol at Recruit School. Recruits are not to bring alcohol on base. Recruits are not to provide alcohol or cigarettes (including tobacco products and/or vaping) to fellow Recruits under the age of 18. Recruits should also note that there is no retailer of cigarettes at Recruit School or on board *Cerberus*. Therefore, you should be prepared to maintain your own supply until the first occasion of leave – possibly after the fourth week of training (longer if training outcomes are not met or COVID-19 leave restrictions). There are a range of smoking cessation assistance programs available to ADF members through Joint Health Command.

60. **Management and Supervision of Minors.** If you are under the age of 18, the Navy has a special duty of care to ensure you are managed and cared for appropriately. In accordance with current laws, minors are prohibited from purchasing and/or consuming alcohol or tobacco products at *Cerberus* or any other Defence establishment. On

commencement of course, Divisional Officers will contact parents or guardians of personnel under the age of 18 by both phone and email.

61. **Progress and Assessments.** Throughout your time at Recruit School, you will be continuously assessed in the adherence to Our Values and Behaviours, as well as the necessary skills, knowledge and attitude required for service in the Navy. To graduate, Recruits must pass all assessments. Recruits will be provided an opportunity for re-assessment where the result is 'Not Yet Competent' (NYC).

62. **Assessment Appeals Process.** Recruits have a right to appeal an assessment decision. The appeal is to be in writing and submitted to the Course Implementation Officer (CIO) through Divisional staff. The CIO will arrange a review of the assessment decision. If the trainee is still dissatisfied at the completion of the review, they may elect to pursue the matter through a Redress of Grievance (ROG).

63. **Transfer of Workgroup (TOW).** You are reminded that as part of the enlistment process, you acknowledged that you **will not** be able to transfer workgroup whilst under training at Recruit School.

## GRADUATION AND CONCLUSION

64. **Graduation.** Recruits who have completed all assessments and administration will participate in a Graduation Parade at the end of week 9. On completion of the Graduation ceremony, Recruits are generally permitted to proceed on weekend leave with families. Divisional staff will provide full details regarding the Graduation Parade during the latter part of your training.

65. **Conclusion.** We look forward to welcoming you to Recruit School and guiding you through the transition from civilian to sailor.

**Ali Withers**  
Commander, RAN  
Commanding Officer

### Annexes:

- A. New Entry Sailor Course 9 week program
- B. What to bring to Recruit School
- C. RAN Physical Fitness Test and RAN Swim Test Standards
- D. Document Checklist
- E. Personal Information Requirements

**ANNEX A TO  
RECRUIT JOINING INSTRUCTION  
MAY 22**

**NEW ENTRY SAILOR COURSE 9 WEEK PROGRAM**

<b>Week</b>	<b>Main Focus</b>	<b>Comments</b>
<b>1 - 4</b>	<b>Initial Training Period</b>	<ul style="list-style-type: none"> <li>• General Enlistment administration</li> <li>• Commanding Officer, Executive Officer and Command Warrant Officer welcome address</li> </ul> <b>Instruction in the following:</b> <ul style="list-style-type: none"> <li>• Workplace Behaviours</li> <li>• Defence Force Discipline Act</li> <li>• Passport and Security Administration</li> <li>• Uniform Issue</li> <li>• Defence Values and Reputation</li> <li>• RAN Traditions and Ceremonies</li> <li>• Physical Training</li> <li>• Unarmed Drill</li> <li>• Cleaning Stations and Rounds</li> <li>• Divisional System (Navy welfare and support system for all members)</li> <li>• Physical and Protective Security</li> <li>• Navy Organisation</li> <li>• Military Justice</li> <li>• Resilience Training</li> <li>• Character Formation (knowing yourself – knowing others)</li> <li>• Medical / Dental check-ups and vaccinations</li> <li>• Naval History including a visit to the Shrine of Remembrance</li> </ul>
	<b>Assessment Focus</b>	<ul style="list-style-type: none"> <li>• RAN Swim Test (RANST)</li> <li>• Unit Readiness Evaluation (URE) (Team building assessment)</li> <li>• RAN Physical Fitness Test (PFT)</li> <li>• Weekly Quizzes (Progress tests)</li> <li>• WHS Assessment (Navy specific – Construction Industry White Card)</li> <li>• Executive Officer's Rounds</li> </ul>
<b>4-7</b>	<b>Block Training (Mariner Development)</b>	Classes rotate through the following courses delivered throughout <i>Cerberus</i> : <ul style="list-style-type: none"> <li>• Initial First Aid</li> <li>• Survival at Sea</li> <li>• Seamanship</li> <li>• Corrosion Control</li> <li>• F88 Austeyr (Initial small arms training)</li> <li>• Physical Training</li> <li>• Armed and unarmed Drill</li> <li>• Work Health and Safety</li> </ul>
	<b>Assessment Focus</b>	<ul style="list-style-type: none"> <li>• All modules will have their own associated proficiency assessments</li> </ul>
<b>8 - 9</b>	<b>Final Assessment and Graduation Preparations.</b>	<ul style="list-style-type: none"> <li>• Removal Briefing</li> <li>• Final Uniform Issue</li> <li>• Physical Training</li> <li>• Armed and unarmed Drill</li> <li>• Parade and Ceremonial Training</li> <li>• Final inspections and posting preparations</li> </ul>
	<b>Assessment Focus</b>	<ul style="list-style-type: none"> <li>• General Knowledge Summative Assessment</li> <li>• Mission Readiness Evaluation (MRE)</li> <li>• Drill Assessment</li> <li>• Final uniform and personal equipment inspection</li> <li>• Commanding Officer's Rounds</li> <li>• Commanding Officer's Parade</li> </ul>

**ANNEX B TO  
RECRUIT JOINING INSTRUCTION  
MAY 22**

**WHAT TO BRING TO RECRUIT SCHOOL**

1. The following is a list of clothing, toiletries and other recommended items.

<b>Clothing and Equipment Requirements</b>		<b>Tick Items</b>
Prescription Glasses (If worn)	2 x Clear and 1 x sunglasses. (Also bring a copy of your prescription)	
Suitcase / Bag	1 x Suitcase 1 x 5-7 kg carry-on baggage.  <b>Note:</b> All bags must be lockable to store your civilian clothing and personal effects. The RAN takes no responsibility for lost or stolen items.	
Sporting Clothing	1 x Sport style T-shirt (Note 1) 1 x Pair running shoes. (Note 2&3) 1 x Sport short for physical activities (Note 4) 1 x Swim Goggles (Highly recommended) 2 x Pairs white sport socks 1 x Navy blue or black swim top (Rash shirt) - Optional 3 x Sports bras (Note 5&6)  <b>Note:</b> 1. Sports singlets and sports skins are not permitted 2. Shoes are to be good quality, fitted correctly and appropriately supportive for high intensity physical activity (Highly recommended) 3. Skate/Street shoes or casual flat sole shoes are not suited for PT or Sport. 4. Booty shorts/ short shorts are not permitted. Shorts must reach mid-thigh. 5. Females require 3 x Sports Bras at a minimum (white or black in colour where possible) 6. Sports Bras must be appropriate for the conduct of <u>high impact</u> physical activity.	
Undergarments	Personnel <u>must bring</u> a minimum of 5 days' supply of underwear, although it is recommended to bring more.  Additionally, personal must bring a minimum the following: 2 x White cotton singlets or white V-neck undershirt 2 x Pairs white or skin coloured underwear (worn under white issued uniform) 2 x White or skin coloured bras for wear under white uniform (Note 1)  <b>Note:</b> 1. It is a requirement of all females in the RAN to wear a supportive, correctly fitted bra when in uniform.	

Civilian clothing	<p>The following is a guide of what items are recommended to bring</p> <p>4 x Shirts (short or long sleeve)  2 x Jeans or Chinos (equivalent) (non-torn or frayed and of one colour; not faded)  2 x Jumper  1 x Jacket or Spray Jacket  1 x Pair of casual shoes (closed in)  4 x Socks</p> <p><b>Note all clothing:</b></p> <ol style="list-style-type: none"> <li>To be in good repair, with no explicit themes.</li> <li>The following items are not permitted; <ul style="list-style-type: none"> <li>Designer style rips or holes in any clothing</li> <li>Mini-skirts, low cleavage, mid-riff style clothing, or singlets.</li> </ul> </li> <li>Heels are not recommended.</li> <li>All footwear must be fully enclosed except for sandals which must have a <b>back strap</b>.</li> </ol>	
Pyjamas / Nightwear	<p>2 x Sets of pyjamas (Winter/Summer)  1 x Bathrobe lightweight and conservative</p> <p>Should be of a conservative style (i.e. should be dark coloured and non-see through and for males button up fly boxer shorts/pants and appropriate t-shirts for sleeping in)</p>	
Bathroom requisites	<p><b>Enough for a minimum of four weeks:</b>  Shampoo/conditioner, soap, toothpaste, deodorant, brush/comb, hair product/spray (optional)  1 x Personal towel  1 x Pair rubber thongs – for Showering  (Thongs are not allowed for wearing on leave or wearing around base)</p> <p><b>Males:</b>  Shaving cream  Razor (Electric shavers may be used however; Recruits must be clean shaven <u>with a razor</u> whilst in uniform)</p> <p><b>Females:</b>  1 x Pack hair ties  1 x Pack bobby pins  5 x Hair nets (minimum)  1 x Hair donut bun (optional – highly recommended)  Sanitary products  Hair spray  Hair dryer/straightener (Optional)</p> <p><b>Note:</b> (Bobby pins, hairnets, donut buns and hair ties must be as close to your natural hair colour as possible).</p>	
Sundry items	<p>15 x Coat Hangers  1 x Good quality Iron and Iron Cleaner  Washing powder/liquid  1 x Shoe polishing cloth or 1 x pack of cotton wool balls  1 x Tin of black shoe polish (Parade Gloss Recommended)  1 x Shoe polish applicator brush  1 x Shoe polish buffing brush  1 x Small food storage container (optional)</p>	
Electronic Devices	<p>Mobile Phone, iPad/Tablet/Laptop (optional but encouraged for online learning)</p>	

Watch	1 x Wrist watch (mandatory) Example: Black G-Shock Watch  <b>Note:</b> Watch to be plain in colour, must not be ornate, or brightly coloured. Smart watches or any wrist worn device that is capable of wireless / Wi-Fi sync with a communication device <b>is not</b> permitted.	
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**Notes:**

1. Only the minimum amount of civilian clothes should be brought, as most of your time will be spent in issued military uniforms. However, as you may not have an opportunity between Recruit training and your category course to return home, you will need enough clothing for both noting you will be able to wear civilian clothing during the week and on weekends when conducting category training.
2. The following items are available to purchase at *Cerberus*; however, stock is very limited: shoe polish brush, boot polish, polish cloth, elastic to blouse your trousers (worms), white/black clothing markers, coat hangers and ironing boards. It is highly recommended that personnel bring the above named items with them to avoid missing out.
3. Depending on the season you may find that some clothing will not be required for Recruit School but will be required for category training which may be up to 2 years.
4. All of your personal items are to be packed in one suitcase.
5. You will have opportunity to purchase additional items from the Recruit School Canteen and whilst on approved leave.

**ANNEX C TO  
RECRUIT JOINING INSTRUCTION  
MAY 22**

**RAN PHYSICAL FITNESS TEST AND RAN SWIM TEST STANDARDS**

**RAN Physical Fitness Test (RANPFT) Requirements**

<b>MALE</b>				
<b>Component</b>	<b>Age less than 35</b>	<b>Age 35-44</b>	<b>Age 45-54</b>	<b>Age 55 and over</b>
Push Ups	25	20	6	6
Flexed Arm Hang	25	20	15	10
Sit Ups	25	20	15	10
2.4 Km Run (min/seconds)	13'00"	15'00"	17'00"	19'00"

<b>FEMALE</b>				
<b>Component</b>	<b>Age less than 35</b>	<b>Age 35-44</b>	<b>Age 45-54</b>	<b>Age 55 and over</b>
Push Ups	10	7	3	3
Flexed Arm Hang	25	20	15	10
Sit Ups	25	20	15	10
2.4 Km Run (min/seconds)	15'00"	17'00"	19'00"	21'00"

**RAN Swim Test (RANST) Requirements**

1. All Recruits must be proficient in basic water safety and survival skills. Recruits are required to conduct the RANST whilst dressed in **overalls** (minus boots and socks). If you cannot swim or you consider yourself a weak swimmer, **you should address this requirement urgently**. There are four assessment components conducted in the following order:

- a. Safety jump feet first from a 3 meter platform
- b. Underwater front scull swim of 10 meters
- c. Continuous swim for 50 meters using energy conserving strokes (i.e. Back-scull, breast-stroke or side-stroke)
- d. Tread-water/float for 15 minutes without your head going below the surface of the water.

**Note:** Personnel who have difficulties passing the test will attend supplementary swimming instruction in their own time. Recruits that do not pass the RANST by week four of their training will be removed from all other training and placed on an intensive swimming program. This will delay graduation and could result in termination. All personnel should conduct this assessment prior to enlisting.

**ANNEX D TO  
RECRUIT JOINING INSTRUCTION  
MAY 22**

**PASSPORT AND SECURITY CLEARANCE DOCUMENT CHECK LIST**

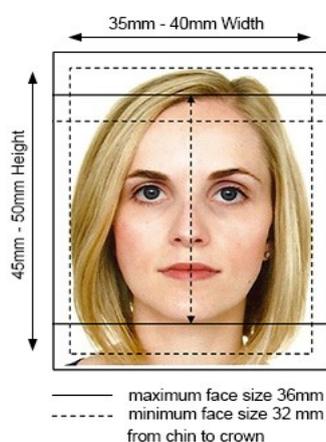
Bring the following **original** documents with you to Recruit School to enable you to get an Australian Government Official Passport and Security Clearance:

- Full birth certificates:** Extracts or deed poll certificates (if name changed) will not be accepted. Birth Certificates in any language other than English require a full official translation by a National Accreditation Authority for Translators and Interpreters (NAATI). A list of NAATI representatives can be found at [www.NAATI.com.au](http://www.NAATI.com.au).
- Full birth certificates for parent if Recruit was born after 1986:** This is required for your passport application if you do not have a current or recently expired passport. **MUST BE ORIGINALS.**
- Citizenship Certificate or Certificate of Citizenship by descent** (if held)
- Medicare Card**
- All passports:** All passports ever issued or held (current or cancelled), whether issued in Australia or another country. Details of all passports issued but not in your possession should also be provided.
- Passport photographs:** You will require two (2) photos to enable you to complete an online renewal/application at Recruit School.

**Photograph requirements**

Males are to be clean shaven and have a short hairstyle. Females are to have their hair tied back and both sexes are to have their hair as close to their natural colour as possible when the photos are taken. Further clarification on passport photograph and guarantor requirements can be found at [www.passports.gov.au](http://www.passports.gov.au).

Photographs are to be in accordance with the below passport application requirements:



- Evidence of employment:** from one employer in the last 10 years (e.g. pay slips, group certificate or references with official letterhead).
- Educational certificates and/or transcripts:** Final year certificates or most recent academic qualification.
- Marriage certificate(s):** For all marriages, if applicable, or evidence of an approved Interdependent Relationship approved by the Senior Military Recruiting Officer of your DFRC.
- Defacto relationships/Interdependent Relationships:** Recruits in a Defacto relationship who wish to have the relationship recognised by the RAN must bring proof of relationship with them to Recruit School.
- Divorce documents for all divorces:** Decree Nisi or Decree Absolute.
- Change of name certificate** (if applicable).
- Next of Kin details:** Evidence of your nominated family member's address. This is required for your entitled leave travel.
- Your Children's Birth Certificates:** For recognition of all dependents under your care (as applicable).
- Custody Arrangement/s:** For recognition of all dependents under your care (as applicable).
- Certificate of service or discharge:** for service in any Defence Force if applicable.
- Naturalisation certificate:** For all nationalities held.
- Proof of receipt of unemployment benefits** (if applicable).
- Letters of reference:** Provide copies of any written references provided by previous employers, personal referees, school teachers and coaches.
- Drivers licence:** Current drivers licence (if held)
- Education and trade certificates:** The RAN will consider recognising any educational qualifications and trade apprenticeships and indentures you have gained prior to entry. Recognition of your qualifications could benefit your promotion prospects, so it is in your interests to bring all relevant original certificates with you. If you are in doubt as to whether or not you might qualify, bring your certificates with you.
- Admissible service of Commonwealth Employees Furlough Act:** Periods of continuous employment or service with Commonwealth or State authorities and British Commonwealth Armed Forces may be counted for long service leave entitlements. Evidence of such employment should be brought with you so that applications to have previous service recognised may be made whilst you are in Recruit School.

- Tax File Number (TFN):** You are required to bring your TFN with you for pay purposes. If you do not have a TFN, you need to apply for one as soon as possible.
- Pay and banking details:** Bank account number, branch name and BSB number (check these details with your bank before you leave). **This is absolutely vital.** You will be paid by an electronic transfer of funds to your nominated bank account. Therefore you will need to have your bank account details and your TFN information on your person when you arrive at Recruit School.
- Vaccination records:** Shortly after arrival at Recruit School and during the period of the NESC Course, Recruits will be tested for Tuberculosis and will be vaccinated against a number of other infectious diseases.

Please bring with you any vaccination certificates or verifiable proof (such as a doctor's certificate) indicating the type of vaccines that you have received and the date that you were vaccinated.

- Statutory declarations:** Where applicable.
- Security Pack Documentation Submission:** Recruit School Security Officer Cc'd on submission ([crprs.security@defence.gov.au](mailto:crprs.security@defence.gov.au))

**ANNEX E TO  
RECRUIT JOINING INSTRUCTION  
MAY 22**

**PERSONAL INFORMATION REQUIREMENTS**

1. For most categories within the Navy you will not be able to continue your training after Recruit School without a security clearance. The Australian Government Security Vetting Agency advises that even if you were born in Australia after 20 August 1986 and both your parents were born in Australia, you must still provide proof of citizenship.
2. Recruits will be required to provide the following additional details within the Security pack application:
  - a. **Parents ('step-parents' are as per natural parents):**
    - (1) Full Name
    - (2) Date of Birth (DOB)
    - (3) Place of birth (should be on full birth certificate)
    - (4) Current address and dates of residence
    - (5) Nationality and date of arrival in Australia (if applicable)
  - b. **Partner/Spouse/De Facto:**
    - (1) Full Name
    - (2) Date of Birth (DOB)
    - (3) Place of birth
  - c. **Nationality.** Date of arrival in Australia (if applicable).
  - d. **Naturalisation.** Date and place of naturalisation of subject and partner if applicable.
  - e. **Employment/Study:** Details of last ten (10) years of employment (school, university, unemployment, or travelling) including employers' name, address, type of work done and dates of employment (e.g. Oct/99-Apr/00, John's Mega Store, Sales person, 7 Old Trafford Street, Chester, Vic). Provide two referees and one previous supervisors contact details including phone number.
  - f. **Addresses:** Details of last ten (10) years addresses including dates of residence.
  - g. **Clubs/Associations:** Details of any clubs or associations subject has ever been a member of, including name of club, office held, dates of membership and reason for leaving if applicable.
  - h. **Overseas travel:** Details of travel are to reflect passport, including stopovers (passports are not always a complete reflection of all travel undertaken). Parent's passport to be provided if subject's travel documented on same. You will also be required to provide details of any family members residing overseas, including address and month/year that members commenced living overseas.