



# AUSTRALIAN ARMY

1<sup>ST</sup> RECRUIT TRAINING BATTALION

Blamey Barracks, KAPOOKA NSW 2661

AJ1017888

## JOINING INSTRUCTION - AUSTRALIAN REGULAR ARMY RECRUIT COURSE

### References:

- A. 1 RTB Standing Orders
- B. ATI 2-1/13 *Movements and Entitlements for Directed Training Requirement Courses*
- C. Army Dress Manual
- D. Military Personnel Policy Manual, Part 1, Chapter 1 *Court or police orders restricting access to weapons or firearms by members of the Australian Defence Force*
- E. ATI 1-3/13 *Individual Training Assessment In Army*
- F. ATI 1-19/13 *Codes of Conduct for Instructors and Trainees*
- G. ATI 1-5/2013 *Directed Training Requirement In-Year Management Process*
- H. Military Personnel Policy Manual, Part 3, Chapter 2 *Australian Defence Force Medical Employment Classification System*
- I. Health Directive No 235 Amendment No 6 *Management of pregnant members of the Australian Defence Force*
- J. COMD FORCOMD Directive 15/13 *Medical/Dental Waivers*
- K. DI(G) PERS 34-1 *Redress of Grievance – Tri Service Procedures*
- L. DI(G) PERS 15-1 *Misuse of Alcohol in the Defence Force*
- M. CDF Directive 11/2009 *Prohibition on the wearing of non-issued personal webbing equipment of 24 May 2009*
- N. Defence Road Transport Instructions (DRTI)
- O. COMD FORCOMD Directive 3-13 *Social Media*
- P. DI(G) PERS 35-3 *Management and reporting of unacceptable behaviour*
- Q. DI(G) ADMIN 08-1 *Public comment and dissemination of official information by Defence personnel*

### Purpose

1. The purpose of this instruction is to assist you with your preparation for training at the 1st Recruit Training Battalion (referred to as 1 RTB). You are to read the instruction carefully as it will allow you to fully prepare for your recruit training in the Australian Army. **You are to bring this instruction with you so that you can refer to the details when required.**

### Commanding Officer/Chief Instructor's Introduction

2. You have been panelled on the Australian Army Regular Recruit Course. This course is designed to give you the experience and knowledge in order to develop you into a soldier and prepare you for further training at your relevant initial employment training school and future career in the Australian Army.

## **Location of the 1st Recruit Training Battalion**

3. 1 RTB is located at Kapooka, approximately 12 km from the city of Wagga Wagga, in the Riverina area of New South Wales. You should be aware that the temperature in Wagga Wagga ranges at times from minus two degrees in winter to 40 more than degrees in summer.

## **Outline**

4. The Army Recruit Course (referred to as the ARC) is physically challenging and mentally demanding. You will be required to work hard for up to seven days a week with little time available for recreation. You will learn and develop many new skills during your training. Some trainees find the change to a military lifestyle difficult, but most satisfactorily make the transition and go on to complete their training. You should be aware that when you enlist, you have voluntarily signed a contract to serve in the Australian Army. Once enlisted, you will be subject to military discipline. On arrival staff members from 1 RTB will meet you and brief you on the requirements of military discipline.

## **Course Information - Recruit Training**

5. Recruit training is the same for male and female entrants. During the 80 day ARC, you will be required to take part in physical training, weapon handling and shooting, first aid, drill, field craft and more importantly the Army Values and Behaviours. The majority of your time will be spent in barracks receiving theory and practical instruction. You will learn how to wear your uniform correctly, and maintain your personal equipment and room to the standard required by the Army. Approximately three weeks is spent on weapon training and another two weeks is in the bush for field training

6. The training is deliberately challenging and has been designed to prepare you to be a soldier in today's Army. The training is intense, with little time for personal administration. Recruits gain a sense of achievement, purpose, and confidence during basic training and on completion of the course feel justifiably proud of what they have achieved.

7. To mark the completion of the ARC, you will take part in a ceremonial parade. Visitors are invited to view this parade which takes place at 10.00 am on the last Friday of the ARC. Shortly after commencing your ARC, your nominated family will receive an information package outlining details of your march out parade. Included in this package will be an accommodation guide to assist in planning their visit. A luncheon is held for you and your family after the march out parade. Local leave with family is normally permitted after the function until 9:00 pm that night.

8. On completion of the ARC, all soldiers who successfully pass their training will proceed to their respective corps schools to commence initial employment training (IET).

## **Competencies**

9. The course competencies and learning outcomes are in annex A.

## **Pre-enlistment Medical Board**

10. Before commencing training at 1 RTB you need to be medically and physically fit. A psychologist and a doctor will assess you at your recruiting centre. If you are in doubt about anything that might affect your training, you should discuss your concern with the enlistment

officer, doctor or psychologist. ***Failure to disclose an existing injury or medical condition will result in your removal from training and discharge from the Australian Army.***

### **Medical Documentation (PM4 – Unit Medical Record)**

11. You must bring your Army medical documents (PM4 – Unit Medical Record) with you when you meet the transport to take you to 1 RTB. The Induction Supervisor will ask for these documents before you depart for 1 RTB and if the documents cannot be located you will not travel to 1 RTB. It is strongly advised that you bring this paragraph to the attention of your Recruiting Officer and Medical staff prior to departure for 1 RTB.

### **Checklists**

12. You will find a checklist of items to be brought with you to 1 RTB at annex B. It is important that you bring all items on the list.

### **Movements**

13. Defence Force Recruiting will arrange your travel to 1 RTB, additional advice is provided for you at annex C. Note that there is a 20kg luggage limit for those people travelling by air.

### **Pre-enlistment Physical Conditioning / Pre-enlistment Fitness Assessment**

14. Challenging physical activity is an essential part of the ARC. During your course, Army instructors will guide you through activities such as obstacle courses, circuit training, strength and endurance training, and at the end of your course 'the challenge'. While your instructors build your confidence and fitness levels along the way, physical preparation prior to commencing training at 1 RTB is essential.

15. You are required to pass the recruit Pre-enlistment Fitness Assessment (PFA) prior to enlistment into the Army. The PFA is a fitness assessment consisting of push-ups, sit-ups and a shuttle run. The technique of these components is just as important as the result in achieving a pass. The PFA must be passed in the ***4 week period*** prior to your enlistment day. Should you fail the PFA, you will not be enlisted. Your recruiting centre will negotiate the timings and location of your test, and provide you with a brochure detailing PFA requirements. A pre-enlistment conditioning program for you to follow is in annex D. It is ***strongly recommended*** that you follow this program.

16. You will again undertake the PFA within your first week at the ARC at 1 RTB. The assessment does not differ from the PFA you completed prior to enlistment. Should you fail the PFA at 1 RTB you will be re-tested and ***you may be discharged from the Australian Army if you subsequently fail to achieve the required standard.***

17. The PFA is the minimum standard of fitness that you are required to achieve at the start of your training at 1 RTB. During your training, you will participate in more physically demanding activities including obstacle courses, the Recruit Fitness Assessment (RFA), the All Corps Standard Physical Employment Standard Assessment, bayonet assault courses and endurance marching over distances up to 7 km carrying up to 25 kg of equipment.

18. Swimming is also a part of the ARC physical training program at 1 RTB. There is a final swim assessment that involves a 30m swim in an indoor pool wearing long-sleeve shirt,

trousers and runners and treading water for two minutes.

19. If you cannot swim or you consider yourself a weak swimmer you **should address this requirement urgently**. Some training advice is also provided at annex D.

#### **Assessments**

20. Throughout your time at 1 RTB you will be continually assessed in the values, behaviors, skills, knowledge and attitude required for service in the Army.

21. **Competent/Not Yet Competent.** To achieve overall competency on the course, you are to achieve all assessment criteria in all summative assessments. You will be reassessed in each assessment where your result is 'not yet competent' (NYC).

22. Some trainees may be unable to complete their training in the minimum allocated time due to unsatisfactory progress, medical problems, or disciplinary issues. There is opportunity for medical rehabilitation and extensive re-training and re-assessment to ensure trainees are given appropriate opportunity to complete the training. If you are unable to successfully fulfill all of the requirements of the ARC you may be discharged from the ADF.

23. **Assessment appeals process.** You have a right to appeal an assessment decision. Your appeal is to be in writing and submitted within 24 hours of receiving the assessment result to the SI. The SI will arrange a review of the assessment decision. If the trainee is still dissatisfied at the completion of the review, he/she may elect to pursue the matter through a Redress Of Grievance (ROG). A copy of all review documentation is to be placed on a secure file for the term of the review/redress period.

24. If you wish to appeal your overall course result you must appeal in writing to the CO/CI 1 RTB, within seven days. The CO/CI 1 RTB is the independent arbitrator for the training and assessment conducted at 1 RTB.

25. If you do not agree with the CO/CI determination you are entitled to submit a ROG.

26. **Access to records.** Trainees may have access to their own records at any time. All requests to view training records are to be made through the trainees staff.

27. Your instructional staff are expected to meet high standards of training delivery. There is also an onus on you to learn. These expectations are outlined for you in annex E.

#### **Complaints Process**

28. Complaints are those other than complaints against assessment outcomes. Any complaint against the code of conduct will be managed as per 1 RTB Standing Orders. A detailed brief on the complaints process will be covered during your first week at 1 RTB.

#### **Trainee Obligations**

29. The obligations of the trainee primarily involve the trainee's preparation and commitment to attend the course. Specifically, these obligations include:

a. complete all pre-course preparation and administration as outlined in this instruction;

- b. ensuring attendance on the course is not encumbered by other commitments or any personal or medical issues, which may cause disruption during the course or prevent completion of the course;
- c. accepting responsibility for own learning and participating positively throughout the course; and
- d. completing all required assessment activities.

### **Limitations to Course Participation**

30. In the event you are subject to any commitment(s) that may require you to be excused from training events, you are to notify 1 RTB in writing of the details. Such commitments include but are not limited to:

- a. being subject to a Domestic Violence Order (DVO);
- b. being subject to a Weapons Protection Order (WPO);
- c. currently under investigation for either DFDA or civilian offences;
- d. being a witness to a DFDA or civilian offence; or
- e. obligation to make a court appearance within the course dates.

### **Withdrawal from the Course**

31. If you do not wish to attend the course, for personal or other reasons, you are to inform 1 RTB immediately. You cannot be withdrawn from the course panel or course reserve panel until the Panelling Authority releases an amendment message.

32. Where a member requests to be removed from course within four weeks of the start date, this will require Brigade/Formation Commander approval.

### **Early March-Out or Suspension from Training**

33. Approval to march out early may only be granted by CO/CI 1 RTB. Early march out may be granted under the following circumstances:

- a. disciplinary reasons;
- b. unsatisfactory progress, including the non-achievement of competencies;
- c. unacceptable behaviour;
- d. compelling compassionate or personal reasons;
- e. medical reasons; or
- f. at own request.

34. CO/CI 1 RTB has the option to hold you over after the completion of the course to

finalise any outstanding disciplinary action.

### **Recruit March In Questionnaire**

35. At annex F is a recruit questionnaire. This is to be completed the day prior to travelling to 1 RTB. It is not to be completed while travelling on the bus to 1 RTB.

### **Food and Accommodation**

36. You will be housed in barracks style accommodation where you will share a room with other trainees. Rooms contain a bed, a wardrobe, a small desk and a chair for each trainee. Male and female trainees can be accommodated in the same barracks, but do not share the same room. Female trainees are accommodated with at least one other female trainee. The accommodation area is cleaned and maintained by you and fellow trainees and is subject to daily inspections. Personal items such as photographs are permitted; however, they are not to be displayed around your room. Generally, most trainees will be required to pay for meals consumed. Currently the cost of this is \$142.30 per fortnight, which will be deducted directly from your pay. Some trainees may be entitled to an exemption; further details on eligibility will be given to you on arrival.

37. The Army will provide you with all of your nutritional requirements. Trainees are not permitted to bring food, drinks, or supplements for consumption during training. Any such items in your possession on your arrival at 1 RTB will be removed.

### **Medical**

38. The Australian Army will provide full medical cover during your training except for pre-existing conditions that were not declared at recruiting. Medication is available when required and prescribed by the 1 RTB medical officers. If you are currently taking prescribed medication, you should bring this with you to 1 RTB, declare it and the medical officer will decide if further prescription is necessary.

39. If you wear prescription glasses you are recommended to bring two pairs of glasses as well as a copy of the prescription.

### **Married Trainees**

40. Married (or Defence recognised inter-dependant relationship) trainees *are not* to move their family to the local area during training. The Australian Army recognises bona fide inter-dependant relationships. If you consider that you reside in an inter-dependant relationship speak to your local Recruiting Unit and ensure you are given an 'inter-dependant package' that includes an application and details for completion. You are required to bring the **completed package**, including the documents listed in annex B, to 1 RTB. It is essential that you complete the package with your Recruiting Unit to speed up the recognition process. If you do not bring a complete package, with all copies required as per annex A, 1 RTB will be unable to correctly enter your categorisation, which will cause you severe financial detriment.

### **Single Trainees with Dependants**

41. Single trainees who have dependants may be eligible for additional allowances. These trainees must bring a copy of the following documentation to 1 RTB:

- a. dependants' Birth Certificate;
- b. current lease agreement (if applying for rental assistance); and
- c. current rental receipts (if applying for rental assistance).

### **Rental Assistance**

42. Trainees that maintain a home for their dependants may be eligible for Rental Assistance (RA). Trainees that are eligible to receive RA must bring a copy of the following information:

- a. marriage certificate / approved inter-dependant relationship package;
- b. current lease agreement; and
- c. current rental receipts.

### **Defence Community Organisation (DCO)**

43. The Australian Army recognises that the mobile lifestyle of Army personnel and their families can create problems. A range of social work, family liaison, educational and military support services and related programs is provided through DCO to enhance the wellbeing of Army personnel, their families and communities. These services are provided by professional, qualified and experienced staff who are located conveniently with defence establishments throughout Australia. Additional information regarding DCO can be obtained at [www.dco.dod.gov.au](http://www.dco.dod.gov.au).

44. Serving members, partners and other dependants may contact DCO directly. The DCO office in Wagga Wagga is open during normal working days and has personnel on call after hours for emergency situations.

Office details for the Wagga Wagga DCO are:

Defence Community Organisation  
 First Floor, Suite 104  
 76 Morgan Street  
 WAGGA WAGGA NSW 2650  
 Phone: (02) 6931 0011, Fax: (02) 6931 0007  
 A/Hrs emergency: 0428 270769 (1 RTB Duty Officer)

### **Leave**

45. Short duration local leave (in restricted areas of town) is programmed during various stages of your training. Such leave is subject to the demands of the training program and you will be advised accordingly of any changes to the leave policy. If you have family or friends in the local area at this time, there is the opportunity for you to meet them in Wagga Wagga for the duration of your local leave. It should be noted that normal return times will still apply as training may be scheduled to commence immediately after a period of local leave.

### **Visitors**

46. You are not normally permitted visitors as this conflicts with training requirements.

Visitors are invited to attend the Army Recruit Course March-Out Parade.

### Postal address

47. Your mail should be addressed to you as follows:

Recruit (Initials and Surname)  
 \_\_\_\_\_ Pl, \_\_\_\_\_ Coy  
 1st Recruit Training Battalion  
 1 RTB  
 Blamey Barracks  
 MILPO KAPOOKA, NSW, 2661

**Note:** Details of your platoon (Pl) and company (Coy) will be advised on arrival at 1 RTB.

48. You should be aware that parcels are to be opened in front of your platoon staff and items such as valuables and food/beverages will be removed. The following items are prohibited and should not be sent through the mail:

- a. magazines / reading material of an inappropriate nature and not relevant to the military / training;
- b. alcohol;
- c. tobacco products (for trainees under 18 years old);
- d. knives or any other type of weapon; and
- e. prescription or other medication (this can be prescribed to you by Medical Officers at Kapooka).

49. Prohibited items will be removed and in the case of weapons, given to the Military Police. All other confiscated items will be returned to trainees prior to march out of Kapooka.

### Telephones, Mobile Phones, Internet and Photographic Equipment

50. Limited telephone facilities are available within 1 RTB however personal *emergency* phone calls can be phoned through to the 1 RTB Duty Officer on 0428 270 769. During your first few weeks you will be very busy and accordingly, you should warn your family and friends that your available time and opportunities to write, text, email or telephone will be very limited. Daily contact is unlikely.

51. **Mobile Phone Use.** Personal mobile phones may be permitted to be used at limited times after training. Mobile phones will be secured and not be permitted to be carried on your person continually.

52. **Mobile Phone Limitations.** Mobile phones have a multitude of capabilities being email, Internet banking, camera, video and social networking to name a few. Be aware the Defence and Crimes Acts prohibit unauthorised persons photographing Defence establishments. Therefore, the use of photographic equipment (including the photographic function of mobile phones) is prohibited at 1 RTB. If your mobile phone has a camera/video function, you are not permitted to use that camera/video function at 1 RTB. Disciplinary



action may be taken against those members who use the camera/video function of their mobile phones at 1 RTB.

53. **Social Networking.** The same mobile phone restrictions above also apply to social networking and use of the Internet while at 1 RTB. As a member of the Australian Army there are defined standards of behaviour expected of all members by the Army, the law and the citizens of Australia. This means that your use of information, data, pictures, comments and other forms of communication on social networking systems and sites are severely restricted in regard to Defence related information and comment and other forms of communication that are perceived or actually illegal, offensive, harassing, bullying or belittling.

### **Pay**

54. **You are required to bring with you to 1 RTB, \$100.00 cash or the equivalent in a bank account that you can access by ATM Card to purchase ancillary items that you may require until your ADF pay is established.** Subsequently, your ADF pay will be placed into your nominated bank account. Trainees should ascertain the current net rate of pay from their recruiting unit and ensure that it is sufficient to cover all of their financial commitments. If it is not, trainees should make alternate arrangements to meet their financial obligations. There is little opportunity to rectify these problems once training has commenced. Particular attention should be made to personal banking arrangements.

### **Banking**

55. You are to bring your Tax File Number, along with the account number and BSB for your bank account, to allow direct payment into your bank account. Failure to do this may cause you severe financial detriment.

56. The major banking and finance facilities at 1 RTB are the Australian Defence Credit Union (ADCU) and the Defence Bank. There is a Rediteller Automatic Teller Machine provided by ADCU close to your accommodation which accepts all major credit and debit cards. The Kapooka Post Office is an agency for the Commonwealth Bank and provides all the 'electronic' services normally available at other Post Offices. All major banks are represented in Wagga Wagga, but not at 1 RTB.

57. A keycard account with a major organisation is recommended in preference to a bank book account to allow for easier access. The Edmondson VC Club (Soldiers Club) at 1 RTB has an EFTPOS facility with a cash limit of \$30. There will be an opportunity to open an ADCU or Defence Bank account upon arrival at 1 RTB. Both institutions offer informative websites that can provide you with further information prior to your arrival - [www.adcu.com.au](http://www.adcu.com.au) and [www.defencebank.com.au](http://www.defencebank.com.au). If you do not have a bank account you will require two forms of identification and your Tax File Number.

58. There are limited opportunities to pay bills and do personal administration during training and so it is strongly advised you pre-arrange your payments prior to arrival at 1 RTB.

### **Haircuts**

59. Provision is made for haircuts within 24 hours of arrival at 1 RTB. Males will have their hair cut with a number-two comb, and tapered at the back and sides. Males with particular religious requirements may seek approval for an exemption. The cost of a haircut at

this stage could be between \$15.00 to \$20.00.

60. Female hair is to be neatly groomed at all times so that it does not fall below the eyebrows or extend below the lower edge of a buttoned collared shirt. Females with long hair

can secure their hair in a bun using hair pins/combs that are of the same colour as their hair. Two toned or multi coloured hair colours are not permitted. Females will need to bring sufficient hair pins/combs and hair nets with them to suffice for the duration of the training.

### **Vaccinations**

61. Trainees will receive vaccinations against Typhoid Fever, Hepatitis A and B, Diphtheria, Tetanus, Mumps, Poliomyelitis, and Rubella (females only), and undergo a test for Tuberculosis. Influenza vaccinations may be offered at certain times of the year.

62. In order to prevent complications with repeating a full dose of some of these vaccinations, you are to bring with you to 1 RTB any available vaccination certificates or other documentation that identifies that you have previously received vaccinations. This documentation is to be included in your PM4 - Unit Medical Record.

63. All members of the Australian Army require these vaccinations in order to gain protection from infectious diseases and become medically fit for deployment. If you refuse to receive these vaccinations, you will be discharged from the Australian Army.

### **Clothing and Equipment**

64. **Military clothing.** Military clothing will be supplied to you shortly after your arrival at 1 RTB. You will be required to maintain this clothing including washing and ironing to the standard required by the Army. Washing machines and clothes dryers are provided in the laundry facilities near each barrack block. You will require an iron and should bring one with you, along with 'iron cleaner'.

65. **Civilian clothing.** Civilian clothing may only be worn during leave. You are required to dress smartly at all times when in civilian dress - a good pair of trousers (dress jeans as a minimum) and a sports shirt with collar (no explicit motifs) for males, and a similarly appropriate standard for females. You should also bring a good quality pair of shoes that are specifically designed for running / physical training. As space is restricted, you are to bring only one suitcase with you.

66. During your ARC you will visit the Australian War Memorial in Canberra, you are encouraged to bring a suit or dress trousers (or skirt for females), dress shirt (or blouse for females) and appropriate footwear. This standard of dress is a good guide for what to wear on your enlistment day.

### **Facilities**

67. You will have limited opportunity to use recreational facilities at 1 RTB; however, dependent upon your training activities, you will have access to the following facilities:

- a. **Edmondson VC Soldiers Club.** This Club is operated by 1 RTB Regimental Trust Fund. Frontline, located within the Edmondson VC Soldiers' Club, is the Defence provider for clubs and general trading services including canteen services to soldiers at Kapooka. Other garrisons across Australia have similar arrangements. They

provide items such as toiletries, stationery, shoe polish, confectionery, cards, small gifts, white goods and a licensed bar.

- b. **Cinema.** The 1 RTB cinema, showing recent release films on Saturday nights and Sunday afternoons. Attendance is determined by training requirements.
- c. **Banks.** Commonwealth Savings Bank agency (through Post Office), an ADCU branch, a Defence Bank branch, and a Rediteller ATM.
- d. **Post Office.** The Post Office is suitable for the payment of bills and purchasing of items such as mobile phones, gifts and military equipment.
- e. **Barber.** The Barber facilitates male recruit haircuts within 24 hours of arrivals, as well as providing a service to all Kapooka staff.
- f. **Soldiers Shop.** The 'Soldiers Shop' provides military memorabilia.

#### **Private Vehicles**

- 68. You are not to bring your private vehicle to 1 RTB.

#### **Use of Military Vehicles**

- 69. No Recruit is to be tasked to operate a Defence owned or short/long term rental vehicle.

#### **Recognition of Previous Service or Employment for Furlough Purposes**

- 70. Any previous service with a Commonwealth, State or Local Government Department may contribute towards qualification for Long Service Leave. You should bring documentation to substantiate periods of Government employment. See enclosure 1 for the information required.

#### **Recognition of Current Competency (RCC)**

- 71. Recognition of Current Competency is the process used to determine if you possess some or all of the competencies attained during your stay at 1 RTB. You may have attained these competencies through previous service in the Australian or a foreign Defence Force or by receiving training from an accredited civilian organization. If eligible you will be assessed after initial processing and issuing of personnel equipment, usually during week two or three of recruit training. On successful completion of this training you maybe placed in a later stage of training or moved direct to your corps school or unit.

#### **Religious Observance**

- 72. Chapels (Catholic, Anglican and other Protestant denominations) are available. Christian religious services are held on Sundays and religious holidays for Catholic, Protestant and Anglican denominations. Other faiths are also respected and arrangements will be made where appropriate and practicable.

## Reserve Members Attending the Army Recruit Course

73. Members of the Reserve are able to attend the ARC if training vacancies exist. Approval to do so must be received by the member's unit from Forces Command. Once approval has been received you must comply with the guidance provided within this Joining Instruction. Additional considerations for Reserve soldiers attending an ARC are as follows:

- a. **Student Booking Request (SBR).** Your unit must arrange your movements by submitting a Student Booking Request (SBR) to the Personnel Movements Coordination Centre (PMCC). You will receive a Student Booking Confirmation (SBC) that will detail your travel arrangements to and from 1 RTB. You are to be in possession of this Student Booking Confirmation (SBC) on arrival at 1 RTB.
- b. **Q Clearance.** If you have been parading at your unit and have been issued with any form of military equipment or clothing you need to ensure that you undergo a 100% Q clearance, minus your issued combat boots and Military Identification Card, from your current unit prior to arriving at 1 RTB. You are not to bring any issued military equipment, except your issued combat boots, Defence Force Identification Card and unit Q Record to 1 RTB. You will be issued with all necessary military equipment upon your arrival at 1 RTB. Your unit RQMS/SQMS will be able to assist you with the necessary clearance.
- c. **Army Reserve Training Days Salary (ARTDS).** Your unit is responsible for paying your ARTDS for the duration of the course.
- d. **Administration.** You should update your personal details and ensure that all outstanding personal administration is completed prior to arriving at 1 RTB. That is, if you are in a De Facto or Interdependent Relationship, this should be approved and processed through your unit prior to arriving at 1 RTB. Failure to do this may cause you severe financial detriment. If you have any questions or concerns you should contact your unit Chief Clerk who will be able to provide you with guidance and direction.

## Minors (Members Under the Age of 18 Years)

74. If you are under the age of 18 years you are considered a minor, and therefore you will not purchase or consume any alcohol, either on or off base. Those of you over 18 years will not purchase or supply alcohol to those people.

75. If you are under the age of 18 years you will not purchase or consume any tobacco products, either on or off base. Those of you over 18 years will not purchase or supply tobacco to those people. In addition minors are not to:

- a. enter licensed premises when on approved local leave,
- b. purchase adult products, or
- c. obtain tattoos and body piercings.

## Public Comment

76. Trainees are reminded that public comments or sharing of official

information/images is prohibited. This includes social media, 'home videos' or images on the internet, mobile networks including SMS, email and attachments and other electronic media. It also includes discussion and personal opinions as well as correspondence with members of the public. This includes facebook, chat rooms and text messaging. This constitutes unacceptable behaviour and will not be tolerated.

### **Conclusion**

77. Recruit training has been designed to challenge you, and derive your best efforts. You are encouraged to embark on your new career physically and mentally well prepared, and with a determination to succeed.



**GJ Ryan**  
LTCOL  
CO/CI 1 RTB

10 Apr 2014

### **Annexes:**

- A. Course Competencies
- B. Documentation, Clothing and Equipment
- C. The Army Recruit Movement Plan – Brief for Soldiers and Families
- D. Enlistment Physical Conditioning Program and Pre Fitness Assessment
- E. Codes of Conduct for Instructors and Trainees
- F. Recruit Questionnaire

### **Enclosure:**

- 1. Recognition of Previous Service or Employment for Furlough Purposes (for full time service personnel only)

**ANNEX A TO  
ARMY RECRUIT COURSE JOINING INSTRUCTION  
APR 14**

**Module 1 Operate in a Threat Environment**

1. DEFCM104C Operate in a threat environment.
  - a. CLO 1.1 Apply individual field craft and battle craft techniques (Level 4).
  - b. CLO 1.2 Comply with the conventions of Armed Conflict and PW handling (Level 4).
  - c. CLO 1.3 Employ defensive and offensive measures within a section (Level 4).
  - d. CLO 1.4 Employ Personnel Protective Equipment (PPE) (Level 4).
  - e. CLO 1.5 Formal practice (Level 0).

**Module 2 Operate the in-service radio (Harris)**

2. PUAOPE013A Operate communications systems and equipment.
  - a. CLO 2.1 Operate the AN/PRC-152 radio in pre-set configuration (Level 4).

**Module 3 Apply navigation skills in an intermediate environment**

3. SISONAV302A Apply navigation skills in an intermediate environment.
  - a. SISONAV302A Apply navigation skills in an intermediate environment (Level 4).

**Module 4 Apply First Aid (New AFAC course)**

4. HLTF311A Apply first aid.

**Module 5 Manage own professional performance**

5. CLO 5.1 Display professional standards (Level 4).
6. CLO 5.2 Develop and maintain physical fitness (Level 4).

**Module 6 Participate in workplace safety procedures**

7. CLO 6.1 Identify hazards and control risks (Level 4).
  - a. BSBWHS201A Contribute to health and safety of self and others.

**Module 7 Participate in ceremonial activities**

*1 RTB Joining Instruction – Army Recruit Course – Annex A - Version 1.2 of 07 Apr 14*

*Uncontrolled when printed*

- 8. DEFCM105C Participate in ceremonial activities.
  - a. CLO 7.2 Conduct ceremonial drill (Level 4).

**Module 8 Work in a public sector environment**

- 9. CLO 8.1 Manage personal administration (Level 4).
  - a. PSPGOV201B Work in a public sector environment.

**Module 9 Operate a personal computer**

- 10. BSBITU101A Operate a personal computer.
  - a. Start Computer and access basic system information and features (Level 4).
  - b. CLO 9.2 Navigate and manipulate desktop environment (Level 4).
  - c. CLO 9.3 Organise basic directory and folder structures (Level 4).
  - d. CLO 9.4 Organise files for use and or organisational requirements (Level 4).
  - e. CLO 9.5 Print Information (Level 4).
  - f. CLO 9.6 Shutdown computer (Level 4).

**Module 10 Operate Night Fighting Equipment (NFE)**

- 11. DEFCM002C Operate night fighting equipment.
  - a. CLO 10.1 Use Night Fighting Equipment (Level 4).
  - b. CLO 10.2 Use the IR Marker and the Night Weapon Sight (Level 4).

**Module 11 Operate a Light Support Weapon**

- 12. DEFCM102C Operate a light support weapon.
  - a. CLO 11.1 Fire the LSW (Level 4).

**Module 12 Operate a Service Rifle**

- 13. DEFCM101C Operate a service rifle.
  - b. CLO 12.1 Fire the F88 Austeyr Service Rifle (Level 4).
  - b. CLO 12.2 Bayonet Fighting (Level 4).

**Module 13 Work with Equity and Diversity**

A3

14. DEFEQ001C Work with equity and diversity.
  - a. CLO 13.1 Work with effectively in a diverse workplace (Level 4).

**Module 14 Display attributes of an Australian Soldier**

15. DEFCM106C Display the attributes of an Australian soldier.
  - a. CLO 14.1 Understand and display the values and beliefs of the Australian Army (Level 4).

**Module 15 Operate land materiel IAW TRF**

16. CPCCOHS1001A Work safely in the construction industry.
  - a. CLO 15.1 Operate land materiel (Level 4).

**Module 16 CBRND Awareness**

17. CPCCOHS1001A Work safely in the construction industry.
  - a. CLO 16.1 CBRND Awareness Training (Level 1).

**Module 17 Explosive Hazards Awareness and Protection Training (EHAPT) Module 1**

18. CPCCOHS1001A Work safely in the construction industry.
  - a. CLO 17.1 Explain the explosive hazards threat (Level 1).
  - b. CLO 17.2 Identify counter IED drills (Level 1).

**Module 18 (Removed)**

19. Intentionally blank.

**Module 19 On Going Assessment**

20. BSBCMM101A Apply basic communication skills.
21. BSBCMM201A Communicate in the workplace.
22. BSBWHS201A Contribute to health and safety of self and others.
23. DEFCM106C Display the attributes of an Australian soldier.
24. PSPGOV201B Work in a public sector environment.
25. PSPGOV204B Access and use resources.
26. PUATEA001B Work in a team



**ANNEX B TO  
ARMY RECRUIT COURSE JOINING INSTRUCTION  
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**DOCUMENTATION, CLOTHING AND EQUIPMENT**

1. The following is a list of the documentation, clothing and equipment that you must bring with you.

**Documentation, Clothing and Equipment Required**

		Tick items as you pack
Underwear (as personal requirements dictate)		
Sports Bra (females only)	(fitted correctly and appropriately supportive for the conduct of high intensity physical activity)	
Suit (or female equiv)	(optional, most trainees wear a suit or similar when visiting Canberra)	
Shirts	(must have collar, be in good repair, with no explicit motifs)	
Trousers / slacks	(denim dress jeans in good repair are minimum acceptable)	
Skirt and Blouse (females only)	(must be in good repair with no explicit motifs)	
Jumper	(optional depending on season)	
Jacket	(optional depending on season)	
Pajamas / Nightwear	(pajamas should be of a conservative style (e.g. dark coloured, non see through and for males with a button up fly) and appropriate to the season)	
Shoes	(to be worn with civilian clothes on local leave)	
Thongs	(for shower)	
Towel x 1	(further towels issued on arrival)	
Civilian Socks x 4	(socks will be issued for use in training. Females may bring pantihose)	
Toilet articles	(including shaving gear, no electric shavers)	
Quality iron		
Iron cleaner		
Polishing cloths		
Stamped envelopes		
Telstra Smart Phone Card or mobile Phone	(Telstra Homelink, Homeaway and Telecard also acceptable)	
'Eyewear Sports strap'	(for personnel who wear glasses)	
Coat hangers x 15	2 sets of trouser hangers recommended (non coloured wire only)	
Running shoes	(running shoes should be good quality, fitted correctly and appropriately supportive for high intensity physical activity)	
Prescription glasses x 2	(also bring a copy of the prescription)	
Mouth guard		
3 x padlocks with keys (No combination locks)		
<b>Documentation Required</b>	<b>Tick</b>	<b>Tick</b>
❖ <b>Medical Documentation (PM4 – Unit Medical Record)</b>		<b>'Inter-dependant relationship Pack' if applicable</b>
❖ <b>Bank account number</b>		<b>Certified copy of Marriage Certificate</b>
❖ <b>BSB number</b>		<b>Certified copy of your &amp; dependants Birth Certificates</b>
❖ <b>Tax File Number</b>		<b>Certified copy of lease agreement (Rent Assist)</b>
❖ <b>Driver license (if qualified)</b>		<b>Certified copy of current rent receipts (Rent Assist)</b>

**Note:**

1. Only the minimum amount of civilian clothes should be brought, as most of your time will be spent in issued military uniforms.
2. As space is very limited all the above items are to be packed in one suitcase. As weight restrictions apply on luggage carried by air, you should not pack more than 20 kg.
3. Dangerous goods restrictions also apply to air travel. Ensure you do not pack any solvents or items such as brasso, as they will be confiscated at the airport.
4. Security of personal identification/evidence documentation is the individual's responsibility.

**ANNEX C TO  
ARMY RECRUIT COURSE JOINING INSTRUCTION  
APR 14**

**RECRUIT MOVEMENT PLAN - BRIEF FOR SOLDIERS AND FAMILIES**

1. Getting you to recruit training is an Army owned process with travel coordinated through Integrated Travel Solutions (ITS). Initially you will be moved to one of two concentration areas, Sydney or Melbourne, and then onto recruit training. The aim is to have you arrive safely at the recruit training location physically and mentally prepared to commence training.
2. Army Sergeants employed as Induction Coordinating Officers work out of Melbourne and Sydney airports. They are there to assist with your move to recruit training. If you have any questions give them a call. In an emergency contact the Induction Coordinating Officer or Emergency Services on **000**. During the movement process if there is a travel related issue contact 1800 DEFENCE (1800 3333623) during working hours (8.30 am - 4.30 pm) and ask for the recruit desk.
3. Enlistees from **Queensland and regional New South Wales** will commencement movement to arrive in Sydney the day prior to the commencement of recruit training and will be accommodated over night at the Holiday Inn, Sydney Airport (Mascot).
4. Enlistees from **Western Australia, South Australia, Tasmania, Northern Territory and regional Victorian (less Albury)** will be moved to Melbourne the day prior to the commencement of recruit training and will be accommodated overnight at the Holiday Inn, Melbourne Airport (Tullamarine).
5. It is recommended that when ever possible enlistees move and stay as a group with other persons from their area.
6. Soldiers from the greater **Sydney and Melbourne** metropolitan areas will concentrate at the Melbourne and Parramatta Defence Force Recruiting Centres on the day of commencement of recruit training. This will be arranged with the Defence Force Recruiting Centre or through ITS.
7. **Airport arrival.** For those flying into the concentration areas ensure you check you have all your carry on luggage / baggage prior to leaving the plane. Some of you will be tasked to carry personal documents, make sure these documents are kept secure and are handed to the Induction Sergeant at the first opportunity. Upon arrival in the concentration area, move to the luggage carousels on the ground floor and collect all your additional luggage / baggage.
8. **Sydney arrival.** On arrival contact in order of priority the Induction Coordinating Officer on 0408 974 172 and the Holiday Inn on (02) 9330 0600. Identify yourself as an Army recruit and request transport to the hotel and then move from the terminal to the courtesy coach pickup area, located at ground level between Terminal 3 (QANTAS) and Terminal 2 (QANTAS flights 1500 and above, Virgin/JetStar). If in doubt directions are available from the information courtesy desk on each carousel concourse. The Holiday Inn courtesy bus is provided by **Sydney Super Shuttle** and leaves the domestic terminal at 0700, 0735, 0810, 0845, 0920, 1000, 1040, 1120, 1200 1240, 1320, 1400, 1440, 1520, 1600, 1640, 1720, 1800, 1840, 1920, 2000, 2040, 2120, 2200, 2240, and 2320 hours daily.

9. **Melbourne arrival.** On arrival contact in order of priority the Induction Coordinating Officer on 0408 974 172 and the Holiday Inn on (03) 9933 5111 (there is also a Holiday Inn free phone located on the wall adjacent to luggage carousel four). Identify yourself as an Army recruit and request transport to the hotel and then move from the terminal to the vicinity of luggage carousel three to be collected by the Sergeant.
  
10. On the day of movement to the recruit training venue those at airport accommodation will be moved to the local Defence Force Recruiting Centre by bus under supervision of the Induction Sergeant. Soldiers being enlisted and moving directly to recruit training from Defence Force Recruiting Centre Parramatta or Melbourne will be released to the Army by 10.15a.m. Sydney and Melbourne based soldiers in Army Reserve units are to be at Defence Force Recruiting Centre Parramatta or Melbourne in accordance with the timings provided by the Defence Force Recruiting Centre or ITS, but no later than 10:00am.
  
11. Once concentrated at the relevant Defence Force Recruiting Centre, you will then be moved to chartered buses adjacent to the recruiting building by the Induction Sergeant and ready to depart no later than 10:30am. You will then travel through the day with a lunch break and other rest stops where required. Soldiers from **Canberra** and **Albury** will be collected from designated pickup locations en-route. The plan is to have you in location to commence recruit training no later than 5:00pm.
  
12. Please note that recruits in training are normally granted leave for two weeks at Christmas.

**PRE-ENLISTMENT CONDITIONING GUIDE**

**General information**

1. It has been found in the past that applicants have under, prepared themselves for enlistment into the Australian Army. This article will guide you through a typical four-week example program, and address the issues such as over training, stretching and progression, so as to enable you to arrive at ARTC fit and ready for training.

**Over training**

2. Over training happens when not enough rest and adequate progression is not followed when training. The typical over training scenario is when the volume and intensity of your training program exceeds your ability to recover. Some signs and symptoms of over training include tiredness or trouble sleeping, irritability, decrease in performance, slow to recover from exercise, knee pain and/or shin soreness.

3. If you have not been exposed to recent, regular exercise then brisk walking is preferable to running. This decreases the risk of over training.

**Stretching**

4. Stretching is important especially when commencing an exercise program. When you exercise, your muscles become tight and shorten in length. If they stay tight and short then injuries can occur. Stretching lengthens and relaxes tight muscles and should be done after exercise.

**Recommended training program**

5. Find out what your maximum push-ups and sit-ups are and insert that figure in the following table. Then determine 60%, 75% and 90% of your maximum push-ups and sit-ups:

	Push Ups	Sit Ups
My maximum amount is		
60 % of max is		
75% of max is		
90% of max is		

6. Once you have completed the above table you should complete the following training program for at least four weeks before attempting the Pre-Enlistment Fitness Assessment.

	MON	TUE	WED	THU	FRI	SAT	SUN
<b>WEEK 1</b>	Walk 30-40 min	Push-up Sit-up 60% max 2 x sets	Walk 40 min	Rest	Steady Walk Hills 2-3 km	Rest	Rest

<b>WEEK 2</b>	Walk 30-40 min Push-up Sit-up 3 x sets 75% max	Rest	Walk/Run 2-3 km Push-up Sit-up 3 x sets 75% max	Rest	Walk Hills 40-50 min	Rest	Rest
<b>WEEK 3</b>	Walk 30-40 min Push-up Sit-up 3 x sets 90% max	Rest	Walk 50-60 min Push-up Sit-up 3 x sets 90% max	Rest	Run 2-3 km Push-up Sit-up 3 x sets 75% max	Rest	Rest
<b>WEEK 4</b>	Walk 30-40 min Push-up Sit-up 4 x sets max	Rest	Run 3-4 km Push-up Sit-up 4 x sets max	Rest	Walk 30-40 min Push-up Sit-up 4 x sets max	Rest	Rest

### Pre-enlistment fitness assessment

7. The aim of the Pre-enlistment Fitness Assessment (PFA) is to determine if a potential recruit is at a sufficient level of fitness to safely commence training. ***This assessment must be passed.*** Recruits will be assessed prior to enlistment and on day two of training.

8. The required standards for the PFA are listed below:

	MALE	FEMALE
PUSH-UP	15	8
SIT-UP	45	45
SHUTTLE RUN/BEEP TEST	7.5	7.5

### Push-ups

9. Push-ups are a military push-up, where the toes and hands are in contact with the ground and the back is straight. The shoulders are lowered so that a 90-degree angle forms between the upper and lower arm at the elbow. It is important the back remains straight whilst performing each push-up. The push-up style is the same for both male and female recruits.

### Sit-ups

10. Sit-ups are a military style sit-up. The feet are anchored and a 90-degree angle is formed between the upper and lower leg at the knee. The hands are run along the top of the upper leg and a sit-up is counted when the wrist reaches the kneecap. Hands are not used to pull the torso up but are to run freely up and down the legs. One repetition is to be completed every three seconds to a CD cadence.

11. Sit-ups and push-ups are an indicator of the abdominal and upper body strength.

### Shuttle Run/Beep Test

12. The shuttle run consists of a series of 20 metre sprints. Each level of the test is composed of a number of sprints or "shuttles". As the test progresses, the time allowed for each shuttle reduces and has the effect of increasing the running speed necessary to complete the shuttle in the time allowed. The test begins at a speed just above a quick walking pace and increases to a full running speed by the time level 7.5 is reached. The test to level 7.5 involves 56 shuttles (a total distance of 1120 metres), and takes approximately 6 minutes and 30 seconds to complete. The test is an indicator of individual aerobic capacity fitness and the bodies ability to withstand the dynamics associated with the recruit training program.

## PHYSICAL EMPLOYMENT STANDARDS

### General information

13. Physical Employment Standards (PES) have been determined for all Army employment categories (EC) and detail the minimum level of physical capacity required by soldiers to perform their duties, with EC PES. PES are based on essential tasks that are either general military physical requirements or EC specific requirements. Being task based, PES are neither gender nor age specific.

14. All ARA recruits are to successfully complete the All Corp Standard (ACS) PESA prior to completion of training at ARTC

15. ACS is the lowest level of PES. It is based on the requirements of performing a range of basic military tasks including preparing defensive positions, local patrolling, fire and movement and conducting casualty evacuation.

### PES Assessment (PESA)

16. The PESA has been developed to reflect physical demands only – it does not address technical or cognitive requirements. Whilst there will be different standards for each EC; all PES will be tested using a common suite of tests. There are four core elements of the PESA, each evaluating a key human performance capacity:

- a. **Weight Load March (WLM).** The WLM assessment requires soldiers to march a specified distance with a specified load in a specified time. It tests both aerobic power and load carrying capacity. Marching with load is a common military task that is expected of all personnel. This assessment also provides coverage for all other tasks where aerobic power is the dominant capacity limiting performance.
- b. **Fire and Movement (FM).** This assessment tests anaerobic power and is closely modeled on the physical movement patterns associated with fire and movement. Soldiers are required to move (to a cadence) from a prone firing position a distance of six metres in five seconds. This process is repeated until the designated number of bounds has been achieved. The test is not designed to be tactically correct, as it requires personnel to take a knee at the end of each bound as a control measure to limit injury. The AC standard is based on a 100 metre section attack moving forward under fire into a defensive position.

- c. **Lift and Carry (LC).** This assessment tests local muscular endurance and requires soldiers to carry two 22 kilogram jerry cans for a prescribed distance in 25 meter bounds. It is based on the criterion requirement for all soldiers to be capable of conducting a stretcher carry. A group assessment, such as a stretcher carry will not accurately assesses an individual’s physical capacity; therefore, an individual test has been developed. Other common military tasks that are included in this test include repetitive manual handling tasks during administrative resupply and movement of defensive stores.
- d. **Box Lift and Place (BLP).** This is a test of muscular strength and requires personnel to lift a box from the ground to a platform 150 centimeters high. A prescribed three stage lifting technique must be used. Soldiers will commence the test by lifting lighter weights, progressing up to the mass prescribed for their EC PES. This progressive assessment allows assessing staff to ensure that a correct and safe lifting technique is used. Whilst the BLP is reflective of many trade tasks of lifting heavy equipment into vehicles, it also provides coverage for many other manual handling tasks associated with being a soldier.

17. The table below lists the common ACS PESA requirements:

		WLM	FM	LC	BLP
PESA Level	1 (ACS)	5km in 50-55 mins Total load = 20-23kg	12 x 6m	150m	25kg

**PESA conduct**

18. All ARA recruits are to successfully complete the ACS PESA prior to completion of training at ARTC. Adequate time and training will be administered in order to allow for the physical development of recruits to pass.

19. Some recruits may be unable to complete their training in the minimum allocated time due to unsatisfactory progress, medical problems or disciplinary issues. There is opportunity for rehabilitation and extensive re-training and re-assessment to ensure trainees are given appropriate opportunities to complete the training. If you are unable to successfully fulfill all the requirements of the ARC you may be discharged from the ADF.

**Army Swim Test and Survival/Circuit Swim Training**

20. All soldiers must be proficient in basic water safety and survival skills. The Army swim test is conducted initially at Recruit Training and involves a 30m swim of any stroke in Disruptive Pattern Camouflage Uniform (less boots and socks), followed by two minutes of treading water.

21. Because of the weight and awkwardness of swimming with military clothing and equipment, the most efficient swimming strokes are freestyle, breast stroke and side stroke.

22. Varying the amount of clothing that you swim with is a method of progression that can be used to become more proficient in these skills.

23. Outlined below is a sample four week swimming training program of the minimum standard that should be achieved four weeks out from enlistment. Note this is to be used as a guide only and some people may require additional swim coaching from a qualified coach. Also, ensure a life guard is present at all times when conducting swim training.

### Suggested Swimming Program

	MON	TUE	WED	THU	FRI	SAT	SUN
<b>WEEK 1</b>	Practice Army swim test 1 (dressed in a long sleeve shirt and tracksuit pants)	Swim 1	REST	Skills 1	REST	REST	REST
<b>WEEK 2</b>	Skills 2	Swim 2	REST	Practice Army swim test 2	Swim 2	REST	REST
<b>WEEK 3</b>	Swim 3	REST	Skills 3	Swim 3	Skills 3	REST	REST
<b>WEEK 4</b>	Swim 4	Skills 4	Practice Army swim test 3 (dressed in a long sleeve shirt and tracksuit pants)	REST	Swim 4	REST	REST

**Swim 1 = 6 x 25m any stroke with 10 sec rest in between each set.**

**Swim 2 = 8 x 25m any stroke with 10 sec rest in between each set.**

**Swim 3 = 12 x 25m any stroke with 10 sec rest in between each set.**

**Swim 4 = 15 x 25m any stroke with 10 sec rest in between each set.**

**Skills 1 = 2 x 25m kick drills (with or without fins & kickboard) 2 x 25m Pull drills (Utilizing the pull buoy and freestyle stroke) 2 x 25m Scull (On your front or back)**

**Skills 2 = 2 x 25m Kick drills, 2 x 25m Pull drills, 2 x 25m Scull, 2 x 25m kick drills**

**Skills 3 = 2 x Kick drills, 4x Pull drills, 4x Scull, 2x Pull drills**

**Skills 4 = 4 x kick drills, 4x Pull drills, 4x Scull**

**Army swim test 1 = 25m swim, 1 min tread water**

**Army swim test 2 = 30m swim, 2 min tread water (Nil additional clothing)**

**Army swim test 3 = 30 min swim, 2 min tread water (Clothing, no shoes)**



## INSTRUCTORS CODE

### Introduction

1. This code embodies the Australian Army's values of Courage, Initiative, Respect and Teamwork; however, it applies equally to all instructors (Army, Navy, Air Force and civilian). It identifies the behaviours we pride ourselves on and reflects the Army's long established traditions. An instructor's values, attitude and behaviour are powerful influences that should enhance a trainee's ability to learn and develop. Behaviours that are aligned with this code create an effective learning environment in which trainees can realise their full potential, and in which instructors can work with confidence. Behaviour contrary to this code can undermine an instructor's integrity and lead to a loss of trust, confidence and respect; ultimately, it can undermine the Army's reputation. We must accept our obligation to be professional in our approach to training our soldiers; to ensure their safety, dignity and self-respect; and to maintain our standing as a professional training institution.

### Instructors code of conduct

2. The instructors code of conduct requires instructors to:
- a. **Lead and mentor.** Know your trainees and care for their safety and welfare. Encourage and build your trainees' individual and team identity, common sense of purpose, self-confidence and team spirit. Draw on your experience to model, motivate and advise trainees on how to confront the challenges of training. Engage trainees in thinking activities that broaden their views, and develop their judgement and ethical behaviour. Communicate effectively to provide constructive feedback. Influence those trainees who easily meet the training challenges to understand and help those who struggle.
  - b. **Instruct effectively.** Recognise your trainees' vast potential for learning. Develop and master your range of instructional techniques. Use lectures and slide shows sparingly. Use multi-media appropriate to the learning context. Employ realistic training that replicates the operational environment. Recognise that mistakes are a valuable part of learning – use them as positive learning opportunities.
  - c. **Be firm, be fair and be consistent.** Match your words with your deeds. When delivering rewards or correcting faults, ensure your decisions are ethical and well thought through. Treat your trainees with respect and dignity, and without prejudice. Know the difference between tough training and bullying. Do not tolerate bullying. If your leadership style is consistent, your trainees will know where they stand, will respect and anticipate your expectations of them, and will understand that you value them as individuals and as team members.
  - d. **Tolerate difference.** Diversity adds strength and depth to you team. Know your own prejudices, strengths and weaknesses. Be tolerant of differences in trainees' knowledge, skills and fitness levels. Think about the effect your

words and actions will have on your trainees. When dealing with trainees from other Services and other nations, instructors should acknowledge the values of the Navy and Air Force and respect the cultures of international trainees. Be culturally aware, and do what is right and fair.

- e. **Display integrity and earn your trainees' respect.** Authority is bestowed on you by virtue of your rank. Hold yourself responsible and accountable for your decisions and actions. Anticipate and empathise with the needs of your trainees, and be measured in all your dealings with them. Earn their trust, loyalty and respect. Do not fraternise with trainees – it breaks down trust and respect. Act as a role model and as a mentor, not a gatekeeper; and trainees will strive to emulate your values, character and professional demeanour. Deal with bullying, unfairness and inappropriate behaviour by:
- (1) challenging fellow staff if they are behaving inappropriately, and
  - (2) using the chain of command to address inappropriate behaviour if necessary.
- f. **Encourage initiative.** Reward participation and effort. Be quick to recognise the accomplishments of your trainees. Openly acknowledge good performance, and use lessons learned as a valuable part of the learning experience. Correct mistakes constructively. Cultivate trainees' character, principles and a sense of humour. Challenge your trainees to think. Appreciate their contribution to the team and acknowledge their use of initiative. Give your trainees opportunities to follow and to lead.
- g. **Be approachable.** Use a sense of humour to sustain your enthusiasm and to reduce a trainee's frustration. Balance your frustration with empathy for trainees who need additional attention or assistance. Allow your trainees to see that you want to help them. Recognise that by doing the best you can for your trainees, they will give their best.
- h. **Develop the Australian soldier.** Model the Australian soldier's nine core behaviours. Cultivate trainees' personal courage, initiative, respect and teamwork. Draw on your experience to instruct, advise and motivate trainees to:
- (1) Every soldier an expert in close combat;
  - (2) Every Soldier a leader;
  - (3) Every soldier physically tough;
  - (4) Every soldier mentally tough;
  - (5) Every soldier committed to continuous learning and self-development;
  - (6) Every soldier courageous;
  - (7) Every soldier takes the initiative;

- (8) Every soldier works for the team; and
- (9) Every soldier demonstrates compassion.

## Conclusion

3. Training establishments should base their instructors code of conduct on the above characteristics and give due consideration to their trainees' experiences and the nature of their training.

## TRAINEES CODE OF CONDUCT

### Introduction

1. This code of conduct is applicable to all Army trainees. Trainees are to consider the manner in which they conduct themselves during training and after hours. In addition, trainees are to be aware of, and apply the good soldiering principles as detailed in 'Army Rules for a Fair Go', which are located at [army.fairgo@defence.gov.au](mailto:army.fairgo@defence.gov.au).

### Trainees code of conduct

- 2. The trainees code of conduct requires trainees to:
  - a. **Respect the Australian Army ethos.** 'Ethos' means the distinctive character and attitudes of a culture or community. Respecting the Army's ethos means that you accept the values of the Army, which are different from the way the rest of society, operates. The oath to serve your country means that at times you may be expected to go without some of the luxuries and comforts of normal society. The oath requires loyalty, sacrifice and dedication to duty.
  - b. **Be prepared to learn.** An army that does not learn quickly is likely to lose battles and/or wars. Every Australian soldier must be ready to learn from every experience, and from every person who has knowledge and skills to offer. You must accept that there is always something more to learn and that every instructor has something valuable to teach.
  - c. **Display integrity.** Having integrity means that you only do things that you are prepared to take responsibility for. It means demonstrating high moral standards, doing your own work and being reliable in everything you do. You must be prepared to stand up for what is right and have the courage to report incidents of unacceptable behaviour by fellow trainees or staff. Soldiers with integrity will always look out for their mates and their behaviour will always be of the highest possible standard.
  - d. **Develop mental strength.** During training, you should expect to be taken out of your comfort zone. You will need mental strength to make best use of your physical strength. Your mind can keep you going even when your body is telling you it cannot continue. You can achieve great things by remaining

focused and not allowing problems to overwhelm you or divert you from the task.

- e. **Maintain a positive attitude.** Things will not always go your way, and it is easy to become frustrated. If you maintain a positive attitude, seeing the benefits, lessons, or reasons for everything you do, you will be seen as being in control, reliable under pressure and able to cope with any situation.

**FOUO**  
**SENSITIVE: PERSONAL**

**ANNEX F TO**  
**ARMY RECRUIT COURSE JOINING INSTRUCTION**  
**APR 14**

**RECRUIT MARCH IN QUESTIONNAIRE**

*NOTE: The primary purpose of obtaining this information is to assist the Army in managing recruits in an appropriate, efficient and effective manner. Should any of these details change whilst you are at Kapooka, please advise your platoon staff immediately. The information placed within this questionnaire is subject to the Privacy Act (Commonwealth) 1988 and is handled in accordance with the Information Privacy Principles.*

**PERSONAL PARTICULARS**

PMKeyS Number (if known): \_\_\_\_\_

Surname: \_\_\_\_\_ Given Names: \_\_\_\_\_

Gender:  Male  Female Date of Birth: \_\_\_\_\_

Home Number: \_\_\_\_\_ Mobile phone Number: \_\_\_\_\_

Dependents:

Full name	Relationship	Age	Male/Female

Do you wear glasses:  Yes  No Reason (circle): reading only at all times long distance only

Do you have a will? :  Yes  No If so, ensure you bring a certified copy with you to 1 RTB

Religion: \_\_\_\_\_ Marital Status: \_\_\_\_\_

Categorisation (if known):  MWOD  MWD (U)  Defacto Applying  MWD

Hobbies: \_\_\_\_\_

Have you played team sports?  Yes  No Sports: \_\_\_\_\_

Frequency of participation in Sport (average per week)?  Less than once  1-2 times  3 or more times

Home Address: \_\_\_\_\_

**FOUO**  
**SENSITIVE: PERSONAL**  
F-2

Suburb: \_\_\_\_\_ State: \_\_\_\_\_ Post Code: \_\_\_\_\_

Home Phone Number: ( ) \_\_\_\_\_ Personal email address: \_\_\_\_\_

Nationality: \_\_\_\_\_ My upbringing was primarily a....  City Upbringing  Country Upbringing

Do you speak any language other than English?  Yes  No If yes, what? \_\_\_\_\_

What region of the world were you born in?  
 Australia  New Zealand  UK  European  Asia  Middle East  Other

Are you of Australian Aboriginal/Torres Strait Islander descent?  Yes  No

Have you had any previous state/federal/local government experience?  Yes  No

If yes, what type of experience? \_\_\_\_\_

**TRAINING**

What Corps have you enlisted into? \_\_\_\_\_ Was this your first preference?  Yes  No

If no, what was your preferred Corps? \_\_\_\_\_

Are you participating in the Army GAP year program?  Yes  No

Are you an Officer Cadet (Reservists only)?  Yes  No

What course are you undertaking?  Regular Army (80 days)  Army Reserve (28 days)

Do you intend to transfer (ARA to GRES or GRES to ARA)?  Yes  No

Where did you enlist? \_\_\_\_\_

What is the name of your home unit? (Reservist's only) \_\_\_\_\_

Are you qualified in any trade?  Yes  No If yes, which trade? \_\_\_\_\_

Why did you join the Army? (*Place numbers 1 – 3 against your top three reasons with 1 being your strongest reason for joining*)

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> To serve Australia  | <input type="checkbox"/> Pressure from my parents | <input type="checkbox"/> Attracted by advertising |
| <input type="checkbox"/> To travel the world | <input type="checkbox"/> Always wanted to join    | <input type="checkbox"/> Needed a job             |
| <input type="checkbox"/> Adventure           | <input type="checkbox"/> Job security             | <input type="checkbox"/> To get my life in order  |
| <input type="checkbox"/> To learn a trade    | <input type="checkbox"/> Benefits                 | <input type="checkbox"/> Other _____              |
| <input type="checkbox"/> Career prospects    | <input type="checkbox"/> To get fit               |   |
| <input type="checkbox"/> Money               | <input type="checkbox"/> Make new friends         |   |

How long have you wanted to join the Army?  Just Recently  Last few years  Long Term interest

Did you have positive view of the Army at a young age?  Yes  No

What are your career goals? \_\_\_\_\_

**FOUO**  
**SENSITIVE: PERSONAL**  
F-3

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**SOCIAL MEDIA**

What social media accounts do you have?

Twitter     Facebook     Google+     Myspace     Other     None (I do not have one)

**PREVIOUS MILITARY SERVICE**

Have you ever had any previous military service?

No     Army     Army Cadet     Navy     Navy Cadet     RAAF     RAAF Cadet

What rank did you reach and what was the total period of service?

Rank: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

Why did you leave? \_\_\_\_\_

**EDUCATION**

What year did you last attend high school? (e.g. 2005) \_\_\_\_\_

What is the highest level of school you completed? (e.g. year 12) \_\_\_\_\_

What qualification did you achieve? (e.g. HSC, VCE) \_\_\_\_\_

Have you undertaken any tertiary study? (Study since leaving secondary school)  Yes  No

If yes, what course did you do? \_\_\_\_\_

Have you *completed* a University Qualification?  Yes  No

Have you *completed* a TAFE Qualification?  Yes  No

**MEDICAL**

Do you have any known allergies? \_\_\_\_\_

If yes, what is the expected severity of your reaction? \_\_\_\_\_

What is your height? \_\_\_\_\_ cm

What is your weight? \_\_\_\_\_ kg

**MILITARY CONVICTIONS**

Do you have any previous **military** convictions?  Yes  No

If yes, what convictions? \_\_\_\_\_

**FOUO**  
**SENSITIVE: PERSONAL**  
F-4

When were you convicted? \_\_\_\_\_

What were you awarded for the convictions? (E.g. 3 days ROPs) \_\_\_\_\_

**FAMILY**

Does your family have any health concerns? \_\_\_\_\_

What are your sibling's names? \_\_\_\_\_

What is your father's occupation? \_\_\_\_\_

What is your mother's occupation? \_\_\_\_\_

What is your partner/spouse's employment status?

- N/A - I do not have a partner/spouse    Full-time    Part-time    Casual  
 Un-employed    Full-time student    Full-time home-duties

What is your family/spouse's attitude toward your decision to join the Army?

- Very Supportive    Supportive    Indifferent    Opposed

What is your friend's attitude toward your decision to join the Army?

- Very Supportive    Supportive    Indifferent    Opposed

Are there any other languages other than English spoken at home?  Yes    No

If yes, what languages are spoken at home? \_\_\_\_\_

**PRIMARY NOK**

*(This person is the person who is contacted in case of emergency)*

Gender:  Male    Female

Relationship to you: \_\_\_\_\_

Full Name: \_\_\_\_\_

Address: \_\_\_\_\_

Suburb: \_\_\_\_\_ State: \_\_\_\_\_ Postcode: \_\_\_\_\_

Home Ph: \_\_\_\_\_ Work Ph: \_\_\_\_\_ Mobile Ph: \_\_\_\_\_

**ADDITIONAL NOK**

*(This person is the person who is contacted in case of emergency if primary NOK is unavailable)*

Gender:  Male    Female

Relationship to you: \_\_\_\_\_



**FOUO**  
**SENSITIVE: PERSONAL**  
**F-5**

Full Name: \_\_\_\_\_

Address: \_\_\_\_\_

Suburb: \_\_\_\_\_ State: \_\_\_\_\_ Postcode: \_\_\_\_\_

Home Ph: \_\_\_\_\_ Work Ph: \_\_\_\_\_ Mobile Ph: \_\_\_\_\_

**FAMILY IN THE SERVICES**

Do you have any relatives who have had any previous service in the ADF?  Yes  No

Full Name: \_\_\_\_\_

Relationship to you: \_\_\_\_\_ Rank: \_\_\_\_\_

Service:  Army  Navy  RAAF Postnominals: (e.g. OAM) \_\_\_\_\_

Are they currently serving?  Yes  No

Full Name: \_\_\_\_\_

Relationship to you: \_\_\_\_\_ Rank: \_\_\_\_\_

Service:  Army  Navy  RAAF Postnominals: (e.g. OAM) \_\_\_\_\_

Are they currently serving?  Yes  No

Are you a Wagga Wagga Resident?  Yes  No

**(Reservist's only)** Did you enlist straight to an ARMY RESERVE unit (DTU)?  Yes  No

If yes, which unit did you enlist to? \_\_\_\_\_

**RECRUITING**

How long has it been since you first visited Recruiting?

- Less than 1 month  1 month  2 months  3 months  4 months  
 5 months  6 months  more than 6 months

If more than six months why has the process been delayed?

- Age/Maturity  Education/work commitments  Recruiting process/testing  
 Medical tests  No positions  Other

Do you have any personal concerns (e.g. young children, sick relatives)? \_\_\_\_\_

**FINANCIAL COMMITMENTS**

*1 RTB Joining Instruction – Army Recruit Course – Annex F - Version 1.2 of 07 Apr 14*

**FOUO**  
**SENSITIVE: PERSONAL**  
**F-6**

*NOTE: The net minimum rate of pay that recruits are paid whilst training at ARTC is \$86.40(ARA)/\$75.15(ARES) per day.<sup>1</sup>*

Financial Institution	Type of Loan	Approx. Date Commenced	Duration

Do you have any financial commitments?     Yes (enter details below)     No

Do you have any concerns in repaying these debts whilst in training or have any other financial concerns that could affect your time at Kapooka?     Yes     No

If yes, would you like further guidance in managing these debts?     Yes     No

**EMPLOYMENT HISTORY**

Enter your previous employment below:

*NOTE: Full-time (FT), Part-time (PT), Casual (CS), Un-employed (UN), Full-time student (ST), Full-time home-duties (HD)*

Employment Type <i>(see note above)</i>	Job Description	Date From	Date To	Main Activity in last 6 months <i>(tick one)</i>
<input type="checkbox"/> FT <input type="checkbox"/> PT <input type="checkbox"/> CS <input type="checkbox"/> UN <input type="checkbox"/> ST <input type="checkbox"/> HD				<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> FT <input type="checkbox"/> PT <input type="checkbox"/> CS <input type="checkbox"/> UN <input type="checkbox"/> ST <input type="checkbox"/> HD				<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> FT <input type="checkbox"/> PT <input type="checkbox"/> CS <input type="checkbox"/> UN <input type="checkbox"/> ST <input type="checkbox"/> HD				<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> FT <input type="checkbox"/> PT <input type="checkbox"/> CS <input type="checkbox"/> UN <input type="checkbox"/> ST <input type="checkbox"/> HD				<input type="checkbox"/> Yes <input type="checkbox"/> No

**ENCLOSURE 1 TO  
ARMY RECRUIT COURSE JOINING INSTRUCTION  
APR 14**

**RECOGNITION OF PREVIOUS SERVICE OR EMPLOYMENT FOR  
FURLOUGH PURPOSES**

**STATEMENT BY FORMER EMPLOYER**

1. Full name of employee \_\_\_\_\_
2. Name of employing Department or Authority:  
\_\_\_\_\_
3. Period(s) of full-time continuous employment (not including any employment paid only by fees, allowances or commissions):
  - a. Date commenced: \_\_\_\_\_
  - b. Date ceased: \_\_\_\_\_
4. Period(s) of part-time employment (not including any employment paid only by fees, allowances or commissions):
  - a. Date commenced: \_\_\_\_\_
  - b. Date ceased: \_\_\_\_\_
  - c. Average hours worked per week: \_\_\_\_\_
5. Details of any long service leave, or of any part in lieu of long service leave, or of any similar benefit, granted to the employee:
  - a. Long Service Leave:
    - (1) Date commenced: \_\_\_\_\_
    - (2) Date ceased: \_\_\_\_\_
  - b. Period of long service leave or similar benefit (**NOT annual leave**) for which pay in lieu was granted:  
\_\_\_\_\_
  - c. Period of employment in respect of which the above benefits were granted  
\_\_\_\_\_
6. Particulars of any leave of absence granted to enable employee to undergo full-time training under any scheme of vocational training provided by the Commonwealth for ex-members of the Defence Force:
  - a. Date commenced: \_\_\_\_\_

b. Date ceased: \_\_\_\_\_

c. Was such leave regarded as qualifying service for long service leave under relevant Commonwealth or State legislation?

\_\_\_\_\_

7. Particulars of any absences not recognised as service for long service leave purposes:

a. Date commenced: \_\_\_\_\_

b. Date ceased: \_\_\_\_\_

8. Reasons for termination of employment:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature of Chief Officer of Department,  
Authority, etc, or Authorised  
Representative

Dated: \_\_\_\_\_

Stamp of Department, Authority etc: