



AJ2309451

JOINING INSTRUCTION

ARMY PRE-CONDITIONING PROGRAM (APCP)

Officer Commanding / Chief Instructor (OC/CI) Introduction

1. Congratulations on being selected for the Army Pre-Conditioning Program (APCP). This program is designed to give you the experience, learning skills and knowledge needed to prepare you for further recruit training. Your experience at Recruit Development Wing (RDW) will expose you to the military, introduce you to structured routines and provide you learning skills that will set you up for success in the ADF and your everyday life. Your RDW instructors will be key mentors with you on this journey.

Purpose

2. The purpose of this instruction is to assist you with your preparation for training at the Recruit Development Wing (referred to as RDW), Army Recruit Training Centre (ARTC). You should read this 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.**

Location of the Recruit Development Wing

3. RDW 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 from minus 2°C in winter to 40°C plus in summer.

RDW Mission

4. RDW is to generate resilient recruits via physical and educational pathways IOT deliver improved personnel capability to Army.

Program Aim

5. The aim of the APCP is to train personnel to meet the Army's physical fitness entry standards in order to commence the Army Recruit Course (ARC). The training will be 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 this enlistment is provisional on successfully completing the APCP. Once enlisted, you will be subject to military discipline. On arrival staff members from RDW will meet you and brief you on the requirements of military discipline.

Program description - APCP

6. During the 49 day APCP you will be required to take part in physical training,

weapon handling, drill and adventure training. Of equal importance you will be expected to develop the Army values of courage, initiative, respect and teamwork. Furthermore, staff aim to instill the core behaviours that Australian soldiers are renowned for including mental and physical resilience, moral and physical courage, leadership, initiative and compassion. The main focus is on physical conditioning each day with an allowance for rest and recovery. You will also learn how to maintain your personal equipment and room to the standard required by the Army.

7. The program is deliberately challenging and has been designed to prepare you for the ARC. The training is intense, with little time for personal administration. You will gain a sense of achievement, purpose, and confidence during the APCP and on completion of the training you should feel justifiably proud of what you have achieved.

8. On successfully completing the APCP, all recruits will proceed to 1 RTB to commence recruit training.

Travel

9. Defence Force Recruiting will arrange your travel. Note that there is a 20kg luggage limit for those people travelling by air.

10. You are to travel to the APCP in neat civilian attire such as collared shirt, dress shoes and slacks, dress or blouse (neat jeans are acceptable). Trainees are not to travel in tracksuits, shorts or thongs. These items can be packed and brought with you in accordance with the packing list at annex A.

Clothing and Equipment

11. **Military clothing.** Military uniforms will be issued to you after arrival on the APCP and you will wear these uniforms for most of your time on the program. You will be required to maintain these uniforms including washing and ironing to the standard required in the ADF. Laundry facilities are available in your barracks accommodation but you are required to bring your own iron and iron cleaner with you.

12. **Civilian clothing.** Civilian clothing will only be worn during periods of leave and for a small number of off base activities. You are required to dress smartly at all times when in civilian dress and as space in the barracks accommodation is limited, you are restricted to only bringing one suitcase with you. For this reason it is important you adhere to the packing checklist at annex A. You should also bring a small, plain black or grey backpack for use during some of the activities.

13. Personal items of a sentimental nature, such as photographs or other small reminders of family, are permitted to be brought with you; however they will not be able to be displayed in your room.

14. You must bring at least one form of current photo ID such as drivers licence, passport or proof of age card.

15. You *are not* to bring any material or items to the APCP that may be considered offensive or that are on the following prohibited list:

- a. magazines or reading material of an inappropriate or pornographic nature

- b. knives or any other type of weapon
- c. alcohol and non-prescription drugs or medication.

Food and Accommodation

16. While on the APCP you will be housed in barracks style accommodation where you will share a room with two other trainees. Male and female trainees will be accommodated in the same barracks building, but will not share the same room. All bedding will be provided, although you must bring your own towel. The barracks building contains shared bathroom, laundry and other communal areas. The barracks building, including your room and all shared facilities, will be cleaned and maintained by you and your fellow trainees.

17. All your meals will be provided for you. Generally, most trainees will be required to pay for meals consumed which will be deducted directly from your pay. The ADF will provide you with all your nutritional requirements and you are not permitted to bring food, drinks or other dietary supplements for consumption during training. Any special dietary requirements on medical or religious grounds will be confirmed when you arrive and will be catered for during training.

Pay and Banking

18. As an enlisted member of the ADF you will be paid on a fortnightly basis once you commence training on the APCP. You should note that your pay may take a number of weeks to process into your nominated bank account so you are **required to bring with you sufficient cash (approximately \$200) or the equivalent amount in a bank account that you can access by ATM card.** This money will allow you to purchase ancillary items that you may require until your ADF pay is established. The amount you will be paid is dependent on your family circumstances, so you should confirm your net rate of pay through your Enlistment Coordinator and ensure that it is sufficient to meet your financial obligations. There will be little opportunity to rectify any financial problems once training has commenced.

19. You must bring details of your Tax File Number, along with your bank account details including the account number and BSB of the financial institution, to allow direct payment into your bank account. If you do not have a current bank account there will be an opportunity to open a new account for your pay through either the Defence Bank or the Australian Military Bank, both of which have branches at the training locations. If you need to open a new bank account you will require at least two forms of identification along with your Tax File Number.

Medical

20. All members of the ADF are provided with full Medicare equivalent healthcare by Defence health facilities. During your recruiting process you will have completed a number of medical questionnaires and health checks that confirm your medical status on enlistment. As part of your initial training (either during APCP or when you commence recruit training), you will undergo a further medical induction process, including a series of vaccinations, that will confirm your health status.

21. All members of the ADF are required to be fully vaccinated to protect themselves and others against exposure to serious infectious diseases. You are required to bring proof of your current vaccination status to the APCP. Proof of vaccination can be obtained from:

- a. The Australian Childhood Immunisation Register <https://www.humanservices.gov.au/customer/services/medicare/australian-childhood-immunisation-register>
- b. Childhood immunisation record book (commonly referred to as the Blue Baby Book)
- c. International Vaccination Record Book
- d. Your GP or local public health centre.

22. Ensure that you bring any prescriptions for medications that you are currently taking. These prescriptions will be reviewed by a medical officer and you will be given an authorisation to carry your regular medications. Repeat prescriptions will subsequently be issued through the local Defence Health Centre. All non-prescribed medications will be withdrawn from individuals on arrival at the APCP.

23. It is recommended that if you wear corrective lenses (glasses), you arrive at the APCP with two pairs of glasses and that you have a copy of your current prescription. Due to the nature of the training environment, contact lenses *are not* recommended to be worn during the APCP and subsequent recruit training.

Recruit March In Questionnaire

24. At annex B is a recruit questionnaire. This is to be completed the day prior to travelling to RDW. This questionnaire will be collected by your Induction Supervisor. It is not to be completed while travelling on the bus to RDW.

Trainees with Dependants

25. Trainees with dependants, including a married spouse, inter-dependant partner (defacto) or children, may be entitled to certain additional allowances to help support your family while you are away from home conducting training. You should seek advice from your Enlistment Coordinator if you have dependants at home to ensure you commence any relevant paperwork required before attending the APCP

26. If you do have dependants, ensure you bring the required documentation listed under 'Categorisation Support Documents' at annex A with you on the APCP. Failure to provide these documents on arrival may cause unnecessary financial hardship for your family.

27. Trainees with dependants *are not* to move their family to the local area during training.

Telephones, Mobile Phones, Internet and Photographic Equipment

28. Limited telephone facilities are available within RDW however personal *emergency* phone calls can be phoned through to the RDW Duty Officer on 0408 610 589. 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.

29. **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.

30. **Social Networking.** 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.

Postal address

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

Recruit (Initials and Surname)
 APCP
 Recruit Development Wing
 ARTC
 Blamey Barracks
 MILPO KAPOOKA, NSW, 2661

32. 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
- e. prescription or other medication (this can be prescribed to you by Medical Officers at Kapooka).

33. 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.

Haircuts

34. Provision is made for haircuts within the APCP. The cost of a haircut could be from \$15.00 to \$20.00 depending on type of cut.

35. 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.

Minors (Members Under the Age of 18 Years)

36. If you are under the age of 18 years you are considered a minor, and therefore you will not purchase or consume any alcohol or tobacco products either on or off base. Those of you over 18 years will not purchase or supply alcohol or tobacco products to those under 18. In addition minors are not to:

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

Religion and Belief in the Australian Defence Force

37. ADF members are encouraged to pursue and practice their religion/belief/faith according to their freedom of choice, subject to the considerations of operational effectiveness, health and safety, and business priorities.

38. **Time off and facilities for prayer.** Under Australian legislation, Defence is not obliged to provide facilities or time off work for members to observe religious practices. However Defence policy states that, wherever possible, opportunities are to be provided for individual requests for time or facilities required for religious practices or belief systems. This could include allowing time for morning tea break/prayer time or a quiet room available to all personnel.

Conclusion

39. Congratulations once again on being panelled to attend the Army Pre-Conditioning Program. I urge you to ensure that you have fully read and understood all the requirements contained in this instruction, as this information will fully prepare you for attendance on the APCP. Should you have any questions or concerns regarding the information in this instruction you should seek clarification from your Enlistment Coordinator as the first point of contact.

40. The APCP is the first step on your journey as a member of the ADF. You are encouraged to embark on this journey with a positive attitude and a determination to succeed on your chosen path.

SR Penfold
MAJ
OC/CI RDW

June 2018

Annexes:

- A. Documentation, Clothing and Equipment check list
- B. Recruit March In Questionnaire

DOCUMENTATION, CLOTHING AND EQUIPMENT

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

Item(s)	Remarks	Tick items as you pack		
Underwear	neutral colour, as personal requirements dictate			
Sports Bra (females only)	(fitted correctly and appropriately supportive for the conduct of high intensity physical activity) To be of black or skin tone colour only			
Suit (or female equiv)	(As a minimum: business shoes, suit trousers with a belt, long-sleeve collared shirt and tie.)			
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 appropriate to the season. ANYTHING that potentially exposes the wearer's body will be unacceptable)			
Shoes	(to be worn with civilian clothes on local leave)			
Religious clothing (eg Hijab)	Items of 'modest clothing' must be tan to mid brown in colour			
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 pantyhose)			
Toilet articles	(including shaving gear, no electric shavers, sufficient female personal hygiene items, (Females – Hairnets, bobby pins, hairbrush)			
Iron and iron cleaner				
Polishing cloths				
Coat Hangers x 10				
Stamped envelopes	(more time is allocated for writing letters than using your phone)			
Mobile Phone & Charger				
Prescription glasses x 2	(also bring a copy of the prescription) and sunglasses			
'Eyewear Sports strap'	(for personnel who wear glasses)			
Swim Goggles	if required			
Running shoes x 2 pair	(running shoes should be good quality, fitted correctly and appropriately supportive for high intensity physical activity)			
Wrist watch	Optional but recommended (brightly coloured watches or watch bands are not permitted)			
Padlocks x 3	40mm wide / 60mm long with keys (No combination locks)			
DOCUMENTATION REQUIRED		Tick	CATEGORISATION SUPPORT DOCUMENTS	Tick
Medical Documentation (PM4 – Unit Medical Record)			'Inter-dependant relationship Pack' if applicable	
Documentation of immunisation from either Childhood and or international immunisation record book from your GP or local public health officials			Certified copy of Marriage Certificate	
At least one form of photo ID, such as a Driver license or Passport			Certified copy of your & dependant's Birth Certificates	
Bank account number			Certified copy of lease agreement (Rent Assist)	
BSB number			Certified copy of current rent receipts (Rent Assist)	
Tax File Number				

Note:

- Only the minimum amount of civilian clothes should be brought, as most of your time will be spent in issued military uniforms.
- 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.
- 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.
- You will have opportunity to voluntary purchase additional items for the field component of the course whilst on local leave in Wagga Wagga or from the Kapooka Soldiers Shop.
- Security of personal identification/evidence documentation is the individual's responsibility.

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

Religion: _____ Marital Status: _____

Categorisation (if known): MWOD MWD (U) Interdependent Relationship (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: _____

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

Where did you enlist?

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 you career goals?

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? _____

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: _____

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

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

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

Financial Institution	Type of Loan	Approx. Date Commenced	Duration

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 (see note above)	Job Description	Date From	Date To	Main Activity in last 6 months (tick one)
<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