JOINING INSTRUCTION – AUSTRALIAN ARMY PART-TIME RECRUIT TRAINING COURSE

References:
A. 1 RTB Standing Orders of 28 Feb 16
B. ATI 2-1/15 – Movements and Entitlements for Directed Training Requirement Courses
C. Army Dress Manual of Feb 13
D. Military Personnel Policy Manual, Part 11, Chapter 1 – Court or police orders restricting access to weapons or firearms by members of the Australian Defence Force of 06 Oct 15
E. ATI 1-3/16 – The Management of Army Training
F. ATI 1-19/15 – Codes of Conduct for Instructors and Trainees
G. ATI 1-5/17 – Directed Training Requirement In-Year Management Process
I. Health Directive No 235 Amendment No 6 – Management of pregnant members of the Australian Defence Force of 25 Jan 13
J. APSC Administrative Instruction 06/15 – Transition of Army Personnel Files to Digital Format
K. COMD FORCOMD Directive 42/14 – Medical and Dental Risk Management
L. DI(G) PERS 34-4 – Use and Management of Alternative Dispute resolution in Defence
M. DI(G) PERS 15-1 – ADF Alcohol Policy of 24 Jun 14
O. Defence Road Transport Manual (DRTM) of 03 Dec 13
P. COMD FORCOMD Directive 3-13 – Use of Social Media
Q. DI(G) PERS 35-3 – Management and reporting of unacceptable behaviour of 28 Jun 09
R. DI(G) ADMIN 08-1 – Public comment and dissemination of official information by Defence personnel of 05 Oct 07

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 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.

Commanding Officer/Chief Instructor’s Introduction
2. You have been panelled on the Australian Army Part-Time Recruit Training Course (PRTC). This course is designed to give you the experience and knowledge needed to prepare
you for further training at your relevant Initial Employment Training School and your future career in the Australian Army.

**Location of 1 RTB**

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

**Unit mission**

4. 1RTB is to develop and implement high quality training in order to generate Australian soldiers to the required standard, in preparation for their next phase in training.

**Course aim**

5. The aim of the PRTC is to qualify and develop selected personnel into soldiers. The training will be physically challenging and mentally demanding. You will be required to work seven days a week with little time available for recreation. You will develop many new skills during your training. Some trainees find the transition to a military lifestyle difficult, but most adapt and go on to complete their training. You should be aware that when you enlist, you have voluntarily signed a contract with the Australian Army. Once enlisted, you will be obliged to honour your contract and will be subject to the legally binding military justice system. On arrival at 1 RTB, staff members will meet you and brief you on the requirements of military discipline. The PRTC is conducted in accordance with the above references, all of which will be made available to you upon request through your platoon staff.

**Course description**

6. Recruit training is the same for both male and female entrants. During the five weeks of the PRTC you will be required to take part in physical training, weapon handling and shooting, first aid, drill and field craft. More importantly you will be expected to develop the Army Values of courage, initiative, respect and teamwork, and to display the core behaviours that Australian soldiers are renown for, including mental and physical resilience, moral and physical courage, leadership, initiative and compassion. Initially, 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 Army. The course contains a weapon training period of approximately one week and a week long field training package conducted in the surrounding bushland.

7. The training is deliberately challenging and has been designed to prepare you to be a soldier in today's Army. There will be little time for personal administration and recreation. You should expect to have limited access to the internet and should not expect to be able to manage a business while training. 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.

8. To mark the completion of your PRTC you will take part in a ceremonial parade. Visitors are invited to view this parade which takes place at 3.30 PM on the last Friday of the PRTC. Shortly after commencing your PRTC your nominated family will receive an information package outlining details of your March Out Parade. This package will include an accommodation guide to assist with planning their visit. An evening meal will be held for you and your family following the March Out Parade. **PRTC recruits may be approved to take local leave following the March Out Parade presentations and function. Local leave**
will cease at 9:15pm at the bus pick up point located at the Wagga Wagga Railway Station.

Competencies

9. The course competencies and learning outcomes are in annex A. To allow you to keep track of your nationally recognised training, the Australian Government has developed a Unique Student Identifier (USI) for all students undertaking training at any nationally recognised Vocational Education and Training course (such as at 1RTB). The USI is effectively a reference number that gives you access to your USI account and will allow you to have easier and more reliable online access to your record of training history.

10. Prior to arriving at 1RTB you are to create a USI by visiting www.usi.gov.au and following the links from the home page. There will be no time available at Kapooka to create a USI, failure to create a USI prior to arriving at Kapooka will mean that you cannot be issued with a St John’s Ambulance First Aid Certificate!

11. You are to record your USI on the Recruit March In Questionnaire at annex B.

Medical

12. You need to be medically and physically fit before commencing training at 1 RTB. You will be assessed by a Medical Officer and Defence Psychologist at your recruiting centre. To attend the PRTC you must be classified as Medical Employment Classification 1. If you are in doubt about anything that might affect your training, you should discuss your concerns with your unit supervisor or request referral to a doctor or psychologist.

13. All Reserve members are to complete an Attestation Medical Board within the 28 days prior to commencing training at 1 RTB. Your Commanding Officer may approve a waiver for an Attestation Medical Board for a further seven days. This confirms your medical status on joining. You are not covered for undiagnosed pre-existing medical conditions.

14. You will not commence training and you will be returned to your unit if your Attestation Medical Board is out of date.

15. Failure to disclose an existing injury or medical condition will result in your removal from training and discharge from the Australian Army

16. In order to confirm your health and vaccination status, a Medical induction is conducted during the first week at 1 RTB. The medical induction and vaccination requirements are outlined in annex G.

Documentation

17. Unless your unit has migrated your Medical Documents to the Defence eHealth System, you must bring your Unit Medical Record (PM4) with you when you board the transport taking you to 1 RTB. These will be collected by a staff member as you depart. If you do not bring these documents the Commanding Officer 1 RTB may decide that you will not travel to 1 RTB. It is strongly advised that you bring this paragraph to the attention of your supervisor and Medical staff prior to the date of travel to 1 RTB.

18. Your unit must create an electronic Unit Personnel Record and a Member training Record prior to you commencing training at 1RTB. Guidance is detailed in APSC Administrative Instruction 06/15.
Travel arrangements (movements)

19. Once you have been panelled on a course at 1 RTB, your unit will need to complete a Travel Request Form (AE505) IAW the Course Addendum, and forward to Defence Travel who will arrange for your movements to and from 1 RTB. It is important that you remain involved in this process as, in accordance with Defence policy, you will not be able to make changes to your movements after you commence training. There is a 20 kg luggage limit for air travel.

20. If you indicate on your original AE505 that you will be travelling home with your family after completing training, you will be able to do so provided the AE505 is accompanied by approval from your unit Commanding Officer. Once your AE505 has been processed by Defence Travel, no changes will be made to your travel arrangements. Early departure will only be approved by the CO 1 RTB under exceptional circumstances, an amended itinerary will be provided to you by Defence Travel.

21. You should be in possession of your movement details, and any tickets issued both to and from 1 RTB, prior to your arrival. You are to bring a copy of your movement details with you to 1 RTB. You will receive a movement brief from staff in the first week of training which will confirm your return movement details. Any discrepancies need to be brought to the attention of staff at that time for rectification. If you have questions regarding this matter prior to arriving at 1 RTB you should direct them to your unit Chief Clerk. Additional advice in regards to movements is provided for you at annex C.

22. It is also the Formation HQ and/or host reserve units responsibility to ensure all potential trainee movements are checked and IAW the Army Recruit Movement Plan detailed in ATI 2-1/15 Movements and Entitlements for Directed Training Requirement Courses. Any enquiries can be made to Defence Travel on 1800 333 362.

Pre-enlistment physical conditioning/Pre-enlistment Fitness Assessment

23. Challenging physical activity is an essential part of the PRTC. During your course Army instructors will guide you through activities such as circuit training, strength and endurance training and a field exercise at the end of your course. While your instructors build your confidence and fitness levels along the way, physical preparation prior to commencing training at 1 RTB is essential. A pre-enlistment conditioning program for you to follow is in annex D. It is strongly recommended that you follow this program in order to reduce the chance of damaging your body through the unfamiliar movements your body will experience in training.

24. You must 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. Another PFA must be passed in your unit in the four week period prior to commencing training at 1 RTB. Should you fail the PFA, you will not be able to proceed to 1 RTB. Your unit will negotiate the timings and location of your test. Further details are at annex D. Your unit should place the results of this PFA on your Personnel File. This file is to be collected by you as part of your pre-course administration detailed in the annex E checklist.

25. You will again undertake the PFA on day four of the PRTC at 1 RTB. The assessment does not differ from the PFA you completed prior to enlistment or in your unit. Should you fail the PFA at 1 RTB you will be re-tested within 72hrs. Failure to pass the PFA
retest will prevent you from continuing training and you will be returned home immediately.

26. The PFA is the minimum standard of fitness you are required to achieve at the start of training at 1 RTB. During your training you will participate in more physically demanding activities.

27. Swimming is also a part of the PRTC 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.

28. 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.

Army Reserve pay

29. All Army Reserve trainees are advised to bring your account number and BSB, to allow direct payment into your bank account. Failure to do this may cause you financial detriment.

Trainee obligations

30. As a trainee, you have obligations in order to prepare yourself for the PRTC. These obligations include:

a. obtaining commitment from your unit for release to attend the course and support to complete all pre-course preparation

b. completing all pre-course preparation and administration as outlined in this instruction

c. ensuring attendance on the course is not disrupted by other commitments or any personal or medical issues which may prevent completion of the course

d. accepting responsibility for own learning and participating positively throughout the course

e. completing all required assessment activities.

Code of conduct

31. Trainees are to read and be familiar with ref E whilst at 1 RTB paying particular attention to annex F, Trainer and Trainee code of conduct, which details the following points:

a. respect the Army ethos

b. be prepared to learn

c. display integrity

d. develop mental strength

e. maintain a positive attitude

32. Your instructional staff are expected to meet high standards of training delivery.
Limitations to course participation

33. 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. being under current investigation for either DFDA or civilian offences
   d. being a witness to a DFDA or civilian offence
   e. having an obligation to make a court appearance within the course dates.

Withdrawal from the PRTC

34. Parent units are not authorised to withdraw trainees from the course once they have been panelled.

35. 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.

36. A request for withdrawal after the panel has been confirmed and released is to be submitted by the parent unit to the Panelling Authority, including detailed reasons for withdrawal. Where a member requests to be removed from course within four weeks of the start date, this will require Brigade/Formation Commander approval.

Early removal or suspension from training

37. Approval for early removal or suspension from training may only be granted by CO/CI 1 RTB. Early removal 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
   f. at own request, and
   g. for members under the age of 18, parental consent withdrawn.

38. CO/CI 1 RTB has the option to hold you over after the completion of the course to finalise any outstanding disciplinary action.
Progress and assessment

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

40. 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).

41. 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 limited medical rehabilitation, and extensive re-training and re-assessment to ensure trainees are given appropriate opportunity to complete their training. If you are unable to successfully fulfil all of the requirements of the PRTC you may be discharged from the Army or returned to your unit until such time you can return to 1 RTB to resume the training course.

42. 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 you are still dissatisfied at the completion of the review, you 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.

43. If you wish to appeal your overall course result you must appeal in writing to the CO/C1 1 RTB, within seven days of completing the course. The CO/C1 1 RTB is the independent arbitrator for the training and assessment conducted at 1 RTB.

44. If you do not agree with the CO/C1 determination you are entitled to submit a ROG.

45. 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 trainee’s staff.

Complaints process

46. 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.

Misuse of alcohol

47. The problematic use of alcohol is defined in ref M as:

“...the use of any alcohol beverage which leads to an individual’s misconduct, unacceptable social behaviour, impairment of health, financial responsibility or personal relationship, or interferes with performance of duty or with safety or security; but it does not necessarily imply alcoholism.”

48. Excessive use of alcohol is not condoned within Army, especially within training institutions. Any trainee identified as using alcohol in a problematic way during the PRTC will be counselled and may face disciplinary action or removal from the course.
Food and accommodation

49. You will be housed in barracks style accommodation and 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 will be inspected daily. Personal items such as photographs are permitted; however, they are not to be displayed around your room.

50. 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. The Army will cater for confirmed special dietary requirements for medical or religious needs.

March In questionnaire

51. A Recruit March In Questionnaire is at annex B. This is to be completed the day prior to travelling to 1 RTB. This questionnaire will be collected by your Induction Supervisor. It is not to be completed on the bus en route to 1 RTB.

Married trainees

52. Married (or Defence recognised inter-dependant relationship) trainees are not to move their family to the local area during training.

53. The Australian Army recognises bona fide inter-dependant relationships. If you consider that you reside in an inter-dependant relationship speak to your local supervisor and ensure you are given an ‘inter-dependant relationship package’ that includes an application and details for completion. You are required to bring the completed package to 1 RTB. If you are parading at a unit you should ensure that you are correctly categorised prior to commencing training. If this proves impossible for your unit then you must bring a complete package, with all copies required as per annex E. If not, 1 RTB will be unable to correctly enter your categorisation, which will cause you financial detriment.

Single trainees with dependants

54. Single trainees who have dependants may be eligible for additional allowances. These trainees must bring a copy of dependants’ birth certificate to 1 RTB.

Defence Community Organisation (DCO)

55. 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 well-being of Army personnel, their families and communities. These services are provided by professional, qualified and experienced staff who are located near Defence establishments throughout Australia. Information about DCO can be obtained at www.dco.dod.gov.au.

56. 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 270 769 (1 RTB Duty Officer)

Leave

57. Short duration (half day) local day leave is programmed midway during your training. Such leave is subject to the demands of the program and you will be advised accordingly of any changes to the leave policy.

Visitors

58. You are not normally permitted visitors as this will conflict with the training requirements. Visitors are invited to attend the PRTC March-Out Parade.

Postal address

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

Recruit (Initials and Surname)  
____Pl, _______ Coy  
1ST RECRUIT TRAINING BATTALION  
Army Recruit Training Centre  
Blamey Barracks  
MILPO KAPOOKA, NSW, 2661

Note: The details of your platoon (Pl) and company (Coy) will be advised to you on arrival.

60. 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. Valuables will be secured and returned on march-out. The following items are prohibited and are not to be sent in the mail:

a. magazines / reading material of an inappropriate nature and not relevant to 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 at Kapooka).

61. 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 and photographic equipment

62. Limited telephone facilities are available within 1 RTB. If there is an 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.

63. 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.

64. Mobile phone limitations. Modern mobile phones have a multitude of uses and capabilities such as Email, Internet banking, camera, video and social networking. You should note that the Defence and Crimes Acts prohibit unauthorised persons from photographing Defence establishments. Therefore, the use of photographic equipment (this includes using the photographic function of mobile phones) is prohibited at 1 RTB. You are not permitted to use a mobile phone’s camera/video function whilst at 1 RTB. Disciplinary action may be taken against those members who use the camera/video function of their mobile phones at 1 RTB.

65. 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 is severely restricted in regard to Defence related information, comments and other forms of communication that are perceived or actually illegal, offensive, harassing, bullying or belittling.

Pay

66. 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 home 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

67. You are to bring your Tax File Number and 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.

68. The major banking and finance facilities at 1 RTB are the Australian Military Bank and the Defence Bank Ltd. There is a Redteller Automatic Teller Machine 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.
69. 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 Australian Military Bank 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.australianmilitarybank.com.au and www.defencebank.com.au. If you do not have a bank account you will require two forms of identification and your Tax File Number.

70. There is almost no opportunity to pay bills (except through mobile phone Internet Banking when phone time is available) and conduct personal administration throughout training. It is strongly advised that you pre-arrange any payments prior to attending 1 RTB.

Haircuts

71. Provision is made at Kapooka for haircuts within 24 hours of arrival. 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 exception. The cost of the initial haircut is subject to change but is approximately $10. A further haircut will be required prior to your March Out Parade, however you are not required to have a number-two comb cut at that time.

72. 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.

Clothing and equipment

73. Military clothing. Military clothing will be supplied to you shortly after your arrival at 1 RTB. You will be required to maintain, wash and iron clothing to the standard required by the Army. Washing machines and clothes dryers are provided in the laundry facilities near each barrack block. It is recommended that you bring an iron with you together with iron cleaner.

74. Military Identification Cards. You will be issued with a Defence Common Access Card whilst at 1 RTB. If you have already been issued a “Purple Series” card, ensure you bring it with you to Kapooka and notify your platoon staff on your arrival. If you have been issued an “Orange Series” card, you are also to bring it with you to Kapooka and notify your platoon staff on arrival, but it will be destroyed and replaced with a “Purple Series” card.

75. Military equipment and clothing return 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, less your issued combat boots, Disruptive Pattern Camouflage Uniform (DPCU) and Military Identification Card (ID Card), from your current unit prior to arriving at 1 RTB. You are to bring your SQ 64 Q Record (unless you have previously registered with the Personal Inventory Management System), your issued combat boots, DPCU and Military ID Card (if issued) with you to 1 RTB. You are not to bring any other military equipment. You will be issued with all necessary military equipment upon your arrival at 1 RTB. Your unit staff will be able to assist you with the necessary clearance.

76. 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 minimum) and a sports shirt with collar (no explicit motifs) for males, and a similarly appropriate standard for females. It is highly advisable to bring a good quality pair of shoes that are specifically designed for running. As space is restricted, you are to bring only one suitcase with you. Do not bring too much civilian attire. What you wear to the course you can return home in five weeks later. There is one further opportunity for a half day local leave period. The rest of the time you will be wearing issued uniforms.

77. The above dress standards also apply on your enlistment day.

Facilities

78. You will have limited opportunity to use the recreational facilities available at 1 RTB. Dependent upon your training activities, you may have access to the following facilities:

a. **Edmondson VC Soldiers Club.** This Club is operated by FRONTLINE. FRONTLINE 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, and a licensed bar.

b. **Banks.** Commonwealth Bank Australia agency (through Post Office), an Australian Military Bank branch, a Defence Bank branch and a Redteller ATM operate in Kapooka.

c. **Post Office.** The Post Office is suitable for the payment of bills and purchasing of items such as mobile phones, gifts and military equipment.

d. **Barber.** The Barber facilitates male recruit haircuts within 24 hours of arrivals, as well as providing a service to all Kapooka staff.

e. **Soldiers Shop.** The 'Soldiers Shop' provides military memorabilia.

Private vehicles

79. You are **not** to bring your private vehicle to 1 RTB.

Use of military vehicles

80. No Recruit will be tasked to operate a Defence owned or short/long term rental vehicle.

Religious observance

81. 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.

Minors (members under the age of 18 years)

82. If you are under the age of 18 years you are considered a minor, and therefore you are subject to certain legal restrictions such as:
a. You are not to purchase or consume any alcohol, either on or off base
b. You are not enter licensed premises when on approved local leave
c. You are not to purchase or consume any tobacco products, either on or off base
d. You are not to purchase or use any adult products such as pornography, either on or off base
e. You are not to purchase or obtain tattoos or body piercings, either on or off base.

83. Those of you 18 years and over are not to purchase or supply the above products to minors.

Public comment

84. 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

85. The PRTC has been designed to challenge you and will require your best efforts. You are encouraged to embark on this new phase of your career physically and mentally well prepared, and with a determination to succeed. Good luck and good soldiering.

EA Stephens
LTCOL
CO/C1 1 RTB

16 Aug 17

Annexes:
A. Course Competencies
B. Recruit March In Questionnaire
C. The Army Recruit Movement Plan – Brief for Soldiers and Families
D. Enlistment Physical Conditioning Program and Pre Fitness Assessment
E. Clothing and Equipment and Documentation Checklist
F. Codes of Conduct for Instructors and Trainees
G. Medical requirements
RRTC Competency matrix

Module 1 Operate in a Threat Environment

1. DEFMIL006 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 (Level 4).
   c. CLO 1.3 Employ defensive and offensive measures within a section (Level 4).

Module 2 Operate the in-service radio (Harris)

2. PUAOPE013A Operate communications systems and equipment.
   a. CLO 2.1 Conduct an introduction to Combat Radio Communications (level 4)
   b. CLO 2.2 Assemble and operate a pre-configured AN/PRC-152 (Level 4)
   c. CLO 2.3 Demonstrate RATEL procedures (Level 4)

Module 3 Apply navigation skills in an intermediate environment

3. SISONAV302A Apply navigational skills in an intermediate environment
   a. CLO 3.1 Apply navigational skills in an intermediate environment (Level 4)

Module 4 Manage own professional performance

   a. CLO 4.1 Display professional standards (Level 4).
   b. CLO 4.2 Develop and maintain physical fitness (Level 4).

Module 5 Participate in workplace safety procedures

4. BSBWHS201A Contribute to health and safety of self and others.
   a. CLO 5.1 Identify hazards and control risks (Level 4).

Module 6 Participate in ceremonial activities

   a. CLO 6.1 Conduct drill (Level 4).

Module 7 Work in a public sector environment

5. PSPGOV201B Work in a public sector environment.
a. CLO 7.1 Manage personal administration (Level 4)

**Module 8 Operate a Service Rifle**

6. DEFMIL002 Operate a service rifle.
   a. CLO 8.1 Fire the F88 Austeyr Family of weapons (Level 4).
   b. CLO 8.2 Bayonet Fighting (Level 4).

**Module 9 Operate a Light Support Weapon**

7. DEFMIL003 Operate a light support weapon.
   a. CLO 9.1 Fire the LSW (Level 4).

**Module 10 Work with Equity and Diversity**

8. DEFGEN006 Work with equity and diversity.
   a. CLO 10.1 Work with effectively in a diverse workplace (Level 4).

**Module 11 Display attributes of an Australian Soldier**

9. DEFMIL008 Display the attributes of an Australian soldier.
   a. CLO 11.1 Understand and display the values and beliefs of the Australian Army (Level 4).

**Module 12 Operate land materiel IAW TRF**

a. CLO 12.1 Operate land materiel (Level 4).

**Module 13 Apply Military specific first aid**

10. HLTAID003 Provide First Aid
   a. CLO 13.1 Civilian RTO First aid training
   b. Reserve Military specific first aid gap training - assess a casualty and identify the need for emergency care (Level 4)

**Module 14 On Going Assessment**

11. BSBCMM101 Apply basic communication skills.
12. BSBCMM201 Communicate in the workplace.
13. BSBWHS201A Contribute to health and safety of self and others.
14. DEFMIL008 Display the attributes of an Australian soldier.
15. PSPGOV201B Work in a public sector environment.
16. PSPGOV204B Access and use resources.
17. DEFGEN001 Work in a team
a. CLO 14.1 On-going assessment
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: __________________________

Dependents:

<table>
<thead>
<tr>
<th>Full name</th>
<th>Relationship</th>
<th>Age</th>
<th>Male/Female</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tr>
</tbody>
</table>

Do you wear glasses: □ Yes □ No

Reason (circle): reading only at all times long distance only

Religion: __________________________

Marital Status: __________________________

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

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

SENSITIVE: PERSONAL (After first entry)
SENSITIVE: PERSONAL (After first entry)

B-2

Do you speak any language other than English? □ Yes □ No If yes, what? __________________________

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 an Officer Cadet (Reservists only)? □ Yes □ No

Do you intend to transfer (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)

☐ To serve Australia ☐ Pressure from my parents ☐ Attracted by advertising
☐ To travel the world ☐ Always wanted to join ☐ Needed a job
☐ Adventure ☐ Job security ☐ To get a job
☐ To learn a trade ☐ Benefits ☐ To get my life in order
☐ Career prospects ☐ To get fit ☐ Other ☐ Make new friends
☐ Money

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?

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SENSITIVE: PERSONAL (After first entry)
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

What is your Unique Student Identifier (obtainable by registering at www.usi.gov.au)?

MEDICAL

Do you have any known allergies? ☐ Yes ☐ No

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? ☐ Yes ☐ No

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?

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SENSITIVE: PERSONAL (After first entry)

B-4

□ 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:

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SENSITIVE: PERSONAL (After first entry)
SENSITIVE: PERSONAL (After first entry)

B-5

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

<table>
<thead>
<tr>
<th>Financial Institution</th>
<th>Type of Loan</th>
<th>Approx. Date commenced</th>
<th>Duration</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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<td></td>
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<td></td>
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<td></td>
<td></td>
</tr>
</tbody>
</table>

¹ RTB Joining Instruction – Reserve Recruit Training Course – Annex B - Version 1.0 of Aug 17

SENSITIVE: PERSONAL (After first entry)
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:

<table>
<thead>
<tr>
<th>Employment Type (see note above)</th>
<th>Job Description</th>
<th>Date From</th>
<th>Date To</th>
<th>Main Activity in last 6 months (tick one)</th>
</tr>
</thead>
<tbody>
<tr>
<td>□ FT □ PT □ CS</td>
<td></td>
<td></td>
<td></td>
<td>□ Yes □ No</td>
</tr>
<tr>
<td>□ UN □ ST □ HD</td>
<td></td>
<td></td>
<td></td>
<td>□ Yes □ No</td>
</tr>
<tr>
<td>□ FT □ PT □ CS</td>
<td></td>
<td></td>
<td></td>
<td>□ Yes □ No</td>
</tr>
<tr>
<td>□ UN □ ST □ HD</td>
<td></td>
<td></td>
<td></td>
<td>□ Yes □ No</td>
</tr>
<tr>
<td>□ FT □ PT □ CS</td>
<td></td>
<td></td>
<td></td>
<td>□ Yes □ No</td>
</tr>
<tr>
<td>□ UN □ ST □ HD</td>
<td></td>
<td></td>
<td></td>
<td>□ Yes □ No</td>
</tr>
</tbody>
</table>

The following documents are to be in your possession for collection by the Induction Warrant Officer / Sergeant on arrival at the concentration areas at Sydney and Melbourne.

a.  Recruit March-in Questionnaire;
b.  Travel Itinerary;
c.  Medical Documents (Sealed separately and addressed to the Kapooka Health Centre);
d.  Competency Log Book (CLB);
e.  Q Record; and
f.  AD 363 Attestation Medical Assessment (if not in medical documents).
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 and Warrant Officers employed as Induction Supervisors work out of Melbourne and Sydney airports. The Army Induction Supervisor will phone some members to provide instruction on arrival and movement to overnight accommodation. 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 Supervisor 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 overnight 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. Some enlistees from regional areas will be issued with Cab Charges. It is the responsibility of the member for security and correct use of these Cab Charges.

7. 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.

8. 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 may be tasked to carry personal documents, make sure these documents are kept secure and are handed to the Induction Supervisor 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.

9. Sydney arrival. On arrival contact in order of priority the Induction Supervisor on 0408 974 172. Identify yourself as an Army recruit and request directions to the shuttle service. If in doubt directions are available from the information courtesy desk on each carousel concourse.

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10. **Melbourne arrival.** The Induction Supervisor should meet you at the airport, however upon arrival if the Induction Supervisor cannot be located contact them on 0409 656 460. Identify yourself as an Army recruit and then move from the terminal to the vicinity of Gloria Jeans.

11. 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 Supervisor. Sydney and Melbourne based soldiers in Army Reserve units are to be located in the ground floor of Defence Force Recruiting Centre Parramatta or Melbourne to be met by the Induction Supervisor no later than 9:30am.

12. 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 4pm.
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 are 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.

<table>
<thead>
<tr>
<th></th>
<th>Push Ups</th>
<th>Sit Ups</th>
</tr>
</thead>
<tbody>
<tr>
<td>My maximum amount is</td>
<td></td>
<td></td>
</tr>
<tr>
<td>60% of max is</td>
<td></td>
<td></td>
</tr>
<tr>
<td>75% of max is</td>
<td></td>
<td></td>
</tr>
<tr>
<td>90% of max is</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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.

<table>
<thead>
<tr>
<th>WEEK</th>
<th>MON</th>
<th>TUE</th>
<th>WED</th>
<th>THU</th>
<th>FRI</th>
<th>SAT</th>
<th>SUN</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Walk 30-40 min</td>
<td>Push-up Sit-up 60% max 2 x sets</td>
<td>Walk 40 min</td>
<td>Rest</td>
<td>Steady Walk Hills 2-3 km</td>
<td>Rest</td>
<td>Rest</td>
</tr>
</tbody>
</table>

1 RTB Joining Instruction – Part-Time Recruit Training Course – Annex D- Version1.0 of Aug 17

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**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 on day two of training.

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

<table>
<thead>
<tr>
<th></th>
<th>MALE</th>
<th>FEMALE</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>PUSH-UP</strong></td>
<td>15</td>
<td>8</td>
</tr>
<tr>
<td><strong>SIT-UP</strong></td>
<td>45</td>
<td>45</td>
</tr>
<tr>
<td><strong>SHUTTLE RUN/BEEP TEST</strong></td>
<td>7.5</td>
<td>7.5</td>
</tr>
</tbody>
</table>

**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.

Army Swim Test and Survival/Circuit Swim Training

13. 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.

14. 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.

15. 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.

16. 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

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

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

### Documentation, Clothing and Equipment Required

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
<th>Tick items as you pack</th>
</tr>
</thead>
<tbody>
<tr>
<td>Underwear (as personal requirements dictate)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sports Bra (females only)</td>
<td>(fitted correctly and appropriately supportive for the conduct of high intensity physical activity)</td>
<td></td>
</tr>
<tr>
<td>Shirts</td>
<td>(must have collar, be in good repair, with no explicit motifs)</td>
<td></td>
</tr>
<tr>
<td>Trousers/slacks</td>
<td>(denim dress jeans in good repair are minimum acceptable)</td>
<td></td>
</tr>
<tr>
<td>Skirt and Blouse (females only)</td>
<td>(must be in good repair with no explicit motifs)</td>
<td></td>
</tr>
<tr>
<td>Jumper</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Jacket</td>
<td>(optional depending on season)</td>
<td></td>
</tr>
<tr>
<td>Pajamas/Nightwear</td>
<td>(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)</td>
<td></td>
</tr>
<tr>
<td>Shoes</td>
<td>(to be worn with civilian clothes on local leave)</td>
<td></td>
</tr>
<tr>
<td>Thongs</td>
<td>(for shower)</td>
<td></td>
</tr>
<tr>
<td>Towel x 1</td>
<td>(further towels issued on arrival)</td>
<td></td>
</tr>
<tr>
<td>Civilian Socks x 4</td>
<td>(socks will be issued for use in training. Females may bring pantyhose)</td>
<td></td>
</tr>
<tr>
<td>Toilet articles</td>
<td>(including shaving gear, no electric shavers)</td>
<td></td>
</tr>
<tr>
<td>Iron and Iron cleaner</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Coat Hangers</td>
<td>(minimum eight, heavy duty)</td>
<td></td>
</tr>
<tr>
<td>Stamped envelopes</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mobile Phone</td>
<td>(with charger)</td>
<td></td>
</tr>
<tr>
<td>'Sports strap'</td>
<td>(for personnel who wear glasses)</td>
<td></td>
</tr>
<tr>
<td>Swim Goggles if required</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Running shoes</td>
<td>(running shoes should be good quality, fitted correctly and appropriately supportive for high intensity physical activity)</td>
<td></td>
</tr>
<tr>
<td>Prescription Medication</td>
<td>(if required - must be declared to platoon staff on arrival)</td>
<td></td>
</tr>
<tr>
<td>Prescription glasses x 2</td>
<td>(also bring a copy of the prescription)</td>
<td></td>
</tr>
<tr>
<td><strong>DOCUMENTATION REQUIRED</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>☑ SQ 64 Q Record</td>
<td></td>
<td></td>
</tr>
<tr>
<td>☑ Bank account and BSB numbers</td>
<td></td>
<td></td>
</tr>
<tr>
<td>☑ Tax File Number</td>
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<tr>
<td>☑ Unit Medical Record (PM4), unless your unit has migrated this information to the Defence eHealth System (speak to your unit staff to confirm)</td>
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<tr>
<td>☑ Competency Log Book</td>
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### Categorisation Support Documents

- 'Inter-dependent relationship pack' if applicable
- Certified copy of Marriage Certificate
- Certified copy of dependants Birth Certificate
- At least one form of photo ID, such as a Driver Licence or Passport

**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. 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.
5. Security of personal identification/evidence documentation is the individual's responsibility.

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*I RTB Joining Instruction – Part-Time Recruit Training Course – Annex E - Version 1.0 of Aug 17*
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.

**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.
M EDICAL REQUIREMENTS

1. All members of the Australian Defence Force are provided with full Medicare equivalent healthcare by Defence health facilities which are provided by Joint Health Command and external specialists. Members will undergo an Attestation Medical prior to proceeding to the ARTC. This confirms their medical status on joining. Members are not covered for undeclared pre-existing medical conditions.

2. In order to confirm the members health and vaccination status a Medical induction is conducted during the first week at the ARTC. All members of the ADF are required to be vaccinated against:

a. In accordance with the National Vaccination Schedule, which most people joining the ADF should already have, consists of a total of 14 injections as follows:

(1) Measles (MMR),
(2) Mumps (MMR),
(3) Rubella (MMR) - 2 injection series,
(4) Varicella - 2 injection series,
(5) Pertussis (ADT),
(6) Diptheria (ADT),
(7) Tetanus (ADT) - 3 injection series,
(8) Poliomyelitis - 3 injection series,
(9) Meningococcal C - 1 injection, and
(10) Hepatitis B - 3 injection series.

b. In addition vaccination to protect against:

(1) Typhoid fever - 1 injection,
(2) Hepatitis A - 3 injection series (may be combined with the hepatitis B vaccine),
(3) seasonal flu vaccine, 1 injection, is mandatory for all Recruits undergoing training at the ARTC.

c. All members of the ADF are required to be fully vaccinated to protect themselves and their co-workers for these serious infectious diseases. Being fully vaccinated is a condition of employment and is required to be deployable.
3. You are **required to bring** the following to ARTC and the Medical induction parade:

a. Australia has a very high vaccination rate. New members of the ADF should only be vaccinated in the absence of proof that they’ve been vaccinated. Proof of vaccination can be obtained from:

   (1) The Australian Childhood Immunisation Register

   (2) Their childhood immunisation record book (commonly referred to as the Blue Baby Book),

   (3) Your International Vaccination Record Book,

   (4) Your GP, or

   (5) Your local public health officials.

b. Any prescriptions for medications and the medications you are currently taking, will be reviewed by a medical officer including:

   (1) The contraceptive pill,

   (2) Asthma medication, and

   (3) Any other prescribed maintenance medication.

   (4) You will be given an authorisation to carry your regular medications.

   (5) All other medications will be collected on arrival at the ARTC.

c. It is recommended that, if you require corrective lenses (glasses), you arrive at the ARTC with two pairs of glasses and that you have a copy of your current prescription. Field training, the austere environment and a lack of time makes contact lenses hard to maintain and impractical whilst at the ARTC.

4. Tuberculosis (TB) is a highly contagious respiratory infection which if left untreated has severe health and fitness implications. TB is detected by a skin testing which is conducted as part of the medical induction. A positive skin tests result is followed up and treated.

**Checklist**

Please amend the checklist to include the vaccination / immunisation proofs. Please note that the proofs may be in several places to get the complete picture.

a. The Australian Childhood Immunisation Register

b. Their childhood immunisation record book (the Blue Baby Book),
c. Your International Vaccination Record Book,
d. Your GP, or
e. Your local public health officials.