



V3425798

RECRUIT JOINING INSTRUCTION

Introduction

1. Congratulations on being selected as a member of the Royal Australian Navy (RAN). Your initial training at the Recruit School will prepare you to conduct basic duties as sailor. You will then progress to a Category School where you will gain your specialist skills before joining the Fleet in Ships and Establishments around Australia. You can look forward to an interesting and challenging career in the service of your Nation.

2. The purpose of this Joining Instruction is to provide you with information on your duties as a Recruit and information on the steps necessary to prepare yourself for Recruit training. You should read this Joining Instruction carefully. Recruit training can be challenging and there is little time to make good on poor preparation. **Failure to fully prepare yourself mentally, physically, and administratively is likely to hamper your training progression, limit your opportunities for weekend leave, and undermine your chances of completing the General Service Duties Recruit (GSDR) course in the 11 weeks allocated.**

3. Should you require further information you should contact your Defence Force Recruiting Centre (DFRC) in the first instance. You are to bring this Joining Instruction with you to Recruit School so that you can refer to the details when required.

Course details

4. The Recruit School is where all Sailors of the RAN begin their careers. The mission of Recruit School is to induct men and women into the RAN, to enable them to think for themselves, to work with each other, and to have the knowledge and skills necessary to conduct basic duties within the Fleet. The training will be physically and mentally challenging. You will be required to work hard seven days a week with little time available for recreation. Your success will be determined by your personal commitment, your ability to work as part of a team, and your adherence to the Navy Values of Honour, Honesty, Courage, Integrity and Loyalty. Some trainees find the change to a Naval lifestyle and communal living difficult, particularly in the first two weeks, but the vast majority successfully make the transition and go on to complete their training.

5. **Course location.** The RAN Recruit School is located within HMAS *Cerberus*, 70 kilometers South East of Melbourne. Annex A contains a map showing the base location, as well as a useful map of *Cerberus*. For more information about HMAS *Cerberus* and Recruit School go to www.navy.gov.au/establishments/hmas-cerberus and www.navy.gov.au/join-navy/recruit-school.

6. **Course travel.** All aspects of your travel to *Cerberus* will be arranged by your DFRC. Recruits joining from outside Victoria will be met by members of the Recruit School Staff at Melbourne Airport. Recruits joining through the Victorian DFRC will be met at the centre by Recruit School staff. All Recruits will be taken by bus to *Cerberus* on their intake day (normally a Monday). Note that there is a 20kg luggage limit for those travelling by air.
7. **Course length.** The General Service Duties Recruit (GSDR) course is conducted over 11 weeks. Instruction commences at 0430 for Early Morning Activity (Physical Training) and often does not finish until 2130. Recruits are required to work a majority of weekends and all public holidays.
8. **Course content.** All Recruits complete the same training regardless of gender, age, intended category, or prior experience. Recruits must successfully complete all theoretical, practical, and physical assessments to graduate. The key course components are: service knowledge, physical training, weapons training, drill (marching), medical and dental screenings and inoculations, personal/character development, safety, first aid, seamanship, corrosion control, survival at sea, fire and flood control, sailing and a one week sea familiarisation period in the Bass Strait and Tasman Sea.
9. **Course organisation.** The GSDR Course is divided into four phases as shown at Annex B. Broadly, these phases are:
 - a. Initial Training Period, Weeks 1–4. Initial instruction within the confines of the Recruit School. This phase includes the RAN Swim Test in the first week and culminates with the all-day, physically demanding Unit Readiness Evaluation and the Ships Warrant Officer’s Formal Inspection.
 - b. Block Training Period, Weeks 5–9. Instruction in specific disciplines including one week at sea, two weeks of weapons training, two and a half days of first aid, and one week of fire and flood training.
 - c. Summative (Final) Assessments, Week 10. The final RAN Fitness Test and final theoretical exams with the week culminating with the all-day, physically demanding Mission Readiness Evaluation and Commanding Officer’s Formal Inspection and Parade.
 - d. Graduation Week, Week 11. Preparation for the graduation parade and final post out administration
10. **Course outcomes.** For each Recruit there are four possible outcomes, each with different consequences for the Recruit and potentially their graduation guests:
 - a. **Graduation.** Recruits who pass all assessments and milestones will participate in a Graduation parade at the end of Week 11.
 - b. **Back class for remedial training.** Recruits who are unable to complete the course within the 11 weeks allocated **may** be afforded an additional period of training (at least 4 weeks) to meet the graduation standard. This will result in a delay to graduation and the commencement of category training.

- c. **Discharge (Resignation).** At the end of a trial period, a New Entry Recruit is given the option of resignation if the Recruit considers that they are unsuited to a Navy career. On completion of the trial period the sailor's option for resignation lapses and the sailor is expected to fulfil the terms of the enlistment. A sailor with previous Australian Defence Force (ADF) experience (in any Service) is not entitled to an optional resignation. The trial period for the option of resignation from the Permanent Navy as a General Entry sailor is after 64 days of training, to be separated from the Navy on day 70 of training. Recruits discharging will be required to return any issued military items and will be returned to their nominated home locality on discharge from service.
- d. **Termination from the Navy.** The Commanding Officer (CO) Recruit School may determine that, as an enlisted member, a Recruit's service is to be terminated whilst undergoing Recruit training. This could be for training failure, behavioural reasons, psychological unsuitability, medical considerations, drugs or alcohol related incidents. Recruits facing termination may be returned to their nominated home locality whilst the administrative processes associated with termination are underway.
11. CO Recruit School may also require you to remain at Recruit School post-graduation and not progress to Category Training to finalise any administrative or disciplinary requirements, or may determine that you will proceed to Category Training on a period of a Formal Warning.

Pre-enlistment requirements

12. All Recruits must undertake certain requirements prior to enlistment in order to safely and efficiently commence recruit training. Failure to complete these requirements may impact your safety, training progression, finances and dependents. You will require specific clothing, equipment and documentation to commence training. Mandatory items are included as a 'pre-pack checklist' at Annex C. There is limited time, phone access, internet access, or leave to remedy poor preparation.
13. **Pre-enlistment Medical Board.** Before commencing training at the Recruit School you need to be medically and physically fit. A psychologist and a doctor will assess you at your recruiting centre. If you are in any doubt about anything that might affect your training, you should discuss your concerns with the enlistment officer, doctor or psychologist. **Failure to disclose an existing injury or medical condition (including any medication that you may be currently taking) may result in your removal from training and discharged from the RAN.** Further information on medical requirements can be found in Annex D.
14. **Personal medication.** Members of the ADF may only take medication issued or approved by Joint Health Command. On arrival at Recruit School you are to declare any medication and replacement prescription and non-prescription medication will be arranged through the base health centre. Many over the counter medications return a positive reading for Defence mandated random drug tests. Should you return a positive drug test result for medication (prescription, over the counter or otherwise) that is not annotated on your Defence health records you may be removed from training and have your service in the ADF terminated.

15. **Medical documentation (PM4 – Unit Medical Record).** Your PM4 Medical Records are to be brought to Recruit School on your day of enlistment. These documents are held by DFR and will be handed to a member of your enlistment group after your final medical attestation has been completed. The member carrying the documents will be nominated by the medical staff of DFR, The specified member will be required to present the PM4 Medical Records to Divisional Staff on arrival at the Recruit School.

16. **Pre-enlistment physical conditioning.** Challenging physical activity is an essential part of the Recruit course. During your course, Navy Physical Training Instructors will guide you through activities such as obstacle courses, circuit training, strength and endurance training, and at the end of your course the physically challenging Mission Readiness Evaluation. While your instructors build your confidence and fitness levels along the way, physical preparation prior to commencing training at Recruit School is essential.

17. Before graduation, Recruits are required to attain a high standard of physical fitness and must pass the RAN Swim Test (in overalls) and the RAN Physical Fitness test. These tests are detailed in Annex E. They may also be viewed on the smartphone application *ADF Active*. Swim testing commences on day two of recruit training and physical fitness testing commences in week two. Failure of either component will result in you being required to conduct remedial training in your limited spare time.

18. Recruits will find it much easier to pass your swimming test if you complete some swimming training before you join. Personnel who have difficulties passing the test will attend remedial swimming instruction in their own time. Recruits that do not pass the Swim Test by Week 4 of their training will be removed from training and placed on an intensive remedial swimming program. This will delay your graduation and could result in termination. It is highly recommended that weak swimmers conduct swimming training prior to joining the RAN. If you cannot swim or you consider yourself a weak swimmer **you should address this requirement urgently**. Training advice is also provided at Annex F.

19. **Equipment.** Recruits are required to provide basic clothing and equipment for use during the initial stages of the course. This equipment includes but is not limited to: sporting attire, toiletries, civilian dress clothing and sundry items. A full list of equipment is provided at Annex C. As a guide, you will not have access to supermarkets or shops for the first four weeks and will require civilian clothing for:

- a. instruction, including classroom instruction, marching and physical training for the first 48 hours until initial uniforms are issued
- b. potential day leave (Saturday and Sunday), for the weekends at the end of the fourth, fifth and sixth weeks of instruction
- c. potential overnight leave (Friday and Saturday) for the weekends at the end of the seventh, eighth, ninth and tenth weeks of instruction.

20. **Personal effects.** Whilst recruits have very limited storage facilities (one 30x30cm locker and a locked luggage store, consistent with life at sea) there are a variety of useful optional items that Recruits are encouraged to bring. These items are listed at Annex C.

21. **Prohibited items.** Due to storage, safety, security and portability restrictions, some items/equipment must not be brought to Recruit School under any circumstances. These items include:

- a. flick knives, fireworks, firearms (or their replicas) or other weapons such as martial arts weapons, bludgeons, knuckle busters, switchblades, crossbows, sling-shots, spear guns and spears
- b. illegal drugs and their associated implements (prescription drugs must be declared to Recruit School staff on arrival)
- c. CB and amateur radios
- d. offensive or inappropriate material (such as pornographic magazines, posters, books, clothing, videos and DVDs)
- e. Sporting equipment (not including clothing or running shoes), including skateboards, roller-blades, hover boards or scooters
- f. Televisions, stereos or large electrical items
- g. electrical extension leads, power boards or double adaptors
- h. food supplements, pre-workout powders, protein shakes/ bars, sports supplements, vitamins or dietary pills / powders
- i. excessive amounts of cash – (not over \$400)

22. You may bring personal portable music players, laptops, tablets and/or e-readers with you to Recruit School; however the opportunity to use these items will be limited, this is intended to prepare you to live and serve at sea.

23. **Documents.** Failure to provide the correct documentation at Recruit School will impact your ability to gain a security clearance or passport, impeding your training progress. It may also result in financial hardship due to delays in the payment of salary and allowances.

- a. **Security clearances.** The RAN requires all personnel to gain a security clearance and to hold an Australian Government Official passport (green cover). All recruits are to read the Document Check List (Annex G), Personal Information Requirements (Annex H), and Security Clearance & Flow Chart (Annex I) to ensure the appropriate documentation is brought to Recruit School. The application process is very thorough and can sometimes be a lengthy process. To ensure the speedy processing of your application it is very important that that you bring all the documentary evidence required. Failure to submit all paperwork in a timely manner whilst at Recruit School may result in administrative action or back-classing to another Division, with a commensurate delay in graduation date. Your DFRC will have already asked to see some of the documentation listed in the above Annexes, however **YOU MUST STILL BRING THEM** to Recruit School, as the RAN and the Australian Government Security Vetting Agency have specific requirements for the documents, which are separate to those of the DFRC.

- b. **Interdependent relationships (de-facto).** If you are seeking recognition of your interdependent relationship by the RAN then this must be approved by the Senior Military Recruiting Officer at your DFRC **BEFORE** your enlistment. You should ensure that the Enlistment Coordinator at your DFRC is provided with all the required documentation to ensure that it is processed well in advance of your proposed enlistment date. Applications for recognition of an Interdependent Relationship will be processed while you are at Recruit School; however you will be required to complete a statutory declaration stating why you did not apply at DFR. Paperwork submitted at your DFRC in support of your Interdependent Relationship recognition must be brought to the Recruit School.
- c. **Financial documents.** You are required to have a bank account with an Australian financial/banking institution and have the following information with you, (See Annex G):
- (1) BSB, Account Number, and Account Name; and
 - (2) Your Tax File Number (TFN).
- d. **Vaccination records.** Whilst undergoing training at Recruit School, Recruits will receive vaccinations against hepatitis A and B, Diphtheria, Tetanus, Mumps, Measles, Rubella, Varicella Zoster (Chicken Pox) and Meningococcal C. There are possible complications with repeating a full dose of some of these vaccinations and recruits are to ensure they are aware if they have previously contracted the Chicken Pox virus. Recruits are also to ensure they bring with them current and valid records of all previous vaccinations.
- e. **Wills.** All members of the RAN are encouraged to have a current will. If a will is already held a copy is to be brought with you. Recruits will have the opportunity to consult with a Legal Officer at Recruit School to formulate a will, which on completion will be held at the Defence Community Organisation office.
- f. **Other.** All other documentary evidence required for initial training is detailed in Annex G of the joining instruction.
24. **Hair styles.** Extremes in hair colour and style will not be permitted. Male and female hair colour must be as close to your natural hair colour as possible before your enlistment date. A full-time hairdresser is available by appointment at HMAS *Cerberus*.
25. Females may have their hair cut in the first week of training at own expense. Hair that is below collar length is required to be worn in a bun with hair net. Hair pins to be the same colour as the hair may be worn. 'Scrunchies' are not permitted and hair is to be a uniform natural colour.
26. Males will be required to get a number two (2) crew cut in the first week of training at own expense (approximately \$20). Facial hair is not permitted whilst at Recruit School and hair is to be a uniform natural colour.

27. **Expenses.** You will need some money for incidental expenses before you receive your first pay. \$200 is the recommended minimum amount to cover such items as:

- a. dry cleaning of uniforms;
- b. purchasing of toiletries and other personal hygiene items;
- c. telephone calls;
- d. washing powder, boot polish and cloths;
- e. haircuts (all haircuts are at own expense); and
- f. any other items that you may require.

Arrival at Recruit School

28. On arrival, your intake (up to 150 Recruits) will be assigned a Division (Emms, Taylor, Shipp or Rogers) which is further divided into six classes of up to 25 Recruits. A Division forms the basis for the organisational structure of the RAN and is led by a Lieutenant and a Chief Petty Officer. The Division/Class structure of your Division is shown in Figure 1. You will receive a welcome address by the members of Recruit School Divisional Staff, be allocated your accommodation, and be informed of the expected standard of behaviour while you are at Recruit School. There will be a significant amount of information given to you in a short period of time. You will also need to complete a number of forms and provide some basic personal information, **so bring a notebook and a pen on the day.**

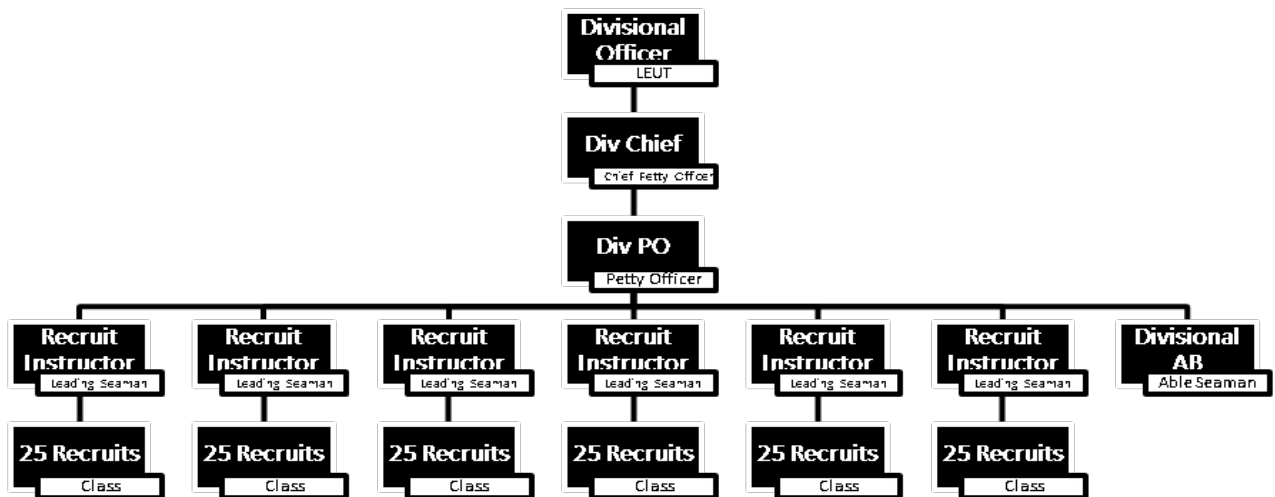


Figure 1: Recruit School Division and Class Structure

29. Your first few days at Recruit School will be taken up with administration, induction lectures, medical and dental checks. Uniform issue will be programmed however civilian clothing will still be worn until the first issue. Initial parade training of marching and drill will be conducted each day. The RAN Swim Test and RAN Physical exercise and training will be conducted.

30. **Accommodation.** You will be allocated to a six berth cabin (room) and sleep in bunk beds. Your issued equipment and limited personal belongings will be stored in a locker (cupboard) in your cabin. The majority of your personal belongings will be stored in a lockable suitcase or bag in the Recruit Baggage Store (store room). Each floor has a communal laundry, shower and toilet facilities. You will be required to keep your cabin and communal living areas clean and tidy. The accommodation area is cleaned and maintained by you and your fellow Recruits and is subject to daily inspections. Males and females do not share rooms or ablutions but may be accommodated on the same floor in rooms off a common passage (hall).

31. **Meals.** Recruits are provided with all meals in the Junior Sailor's Café (dining hall) adjacent to the Recruit School. Food is not permitted to be stored in accommodation areas. Recruits are not permitted to bring or be sent food, drinks, or supplements for consumption during their training. Any such items in your possession on your arrival at Recruit School will be removed. The Junior Sailor's Café caters for three meal sittings a day and provides a cyclic menu which caters for most dietary requirements. If you have specific/special dietary requirements permitted at enlistment please advise Divisional Staff on arrival.

32. **Recreational facilities and store.** The Recruit recreational area (Sobraon Club) has a pool table, table tennis table, television/cinema room with Foxtel and video games, as well as a juke box. Recruits also have access to a small canteen (mini-mart) in the Sobraon Club for purchasing snacks, drinks and other basic essentials (for example, toiletries and kit maintenance items). The Sobraon Club is open each evening 1930-2130, Recruits be granted access at discretion of staff in the first few weeks.

33. **Pay.** The first payday for new entry Recruits falls within the first 21 days post-enlistment. Current rates of pay may be found at www.defence.gov.au/dpe/pac/Pay_Current_Rates.pdf.

34. **Allowances for dependents.** Trainees with recognised dependents may be eligible for additional allowances. These trainees must bring a copy of the following documentation to Recruit School:

- a. Dependent's birth certificate;
- b. Current lease agreement; and
- c. Current rental receipts (if applying for rental assistance).

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

36. **Removal entitlements.** There is no removal or local housing entitlements for Recruits or their dependents until after the completion of Recruit School.

General Details

37. **Defence Community Organisation (DCO).** The RAN recognises that the mobile lifestyle of ADF personnel and their families can present challenges. A range of social work, family liaison, educational and military support services and related programs are provided through DCO to enhance the wellbeing of Navy personnel, their families and communities. These services are provided by professional, qualified and experienced staff are located conveniently within defence establishments throughout Australia. Additional information regarding DCO can be obtained at www.dco.gov.au.

38. Serving members, partners and other dependants may contact DCO directly. The DCO office in *Cerberus* is open during normal working days and has personnel on call after hours for emergency situations. Office details for the *Cerberus* DCO are:

HMAS *Cerberus* Defence Community Office
Ground Floor
Bldg 119
HMAS CERBERUS

Area Manager: (03) 5931 5623

Military Support Officer: (03) 5931 6095 / (03) 5931 5522

Social Workers: (03) 5931 5623

Family Liaison Office: (03) 5931 6090

Defence Family Helpline: 1800 624 608

Fax: (03) 5931 6236

Email: dco.cerberus@defence.gov.au

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

RCT (initials & surname) Personal No.
Division Intake No.
RAN Recruit School
HMAS *Cerberus* VIC 3920

Example:

RCT J Tar 8199298
Taylor Division GE 390
RAN Recruit School
HMAS *Cerberus* VIC 3920

40. Courier deliveries should be addressed via the base post office (190 Phillip Rd, HMAS *Cerberus*, VIC 3920) and will not be accepted by Recruit School office staff due to security requirements. Recruit School staff will advise you of your personal number and intake number either on the first or second day of your enlistment.

41. **Uniforms.** You will be issued with summer and winter Navy uniforms (kit) for working (everyday wear), ceremonial occasions, and physical training. This kit will include a tracksuit, basic running shoes, boots and headwear. You will also be issued towels and bedding. You will be responsible for the cleanliness and presentation of all of your kit items and will be required to replace them if they are damaged or lost. You will be required to wash and dry your own uniforms in the facilities provided in your accommodation block. Some uniform items, such as ceremonial uniforms, will require dry cleaning at your expense. All RAN members receive a Uniform Maintenance Allowance (currently \$16 per fortnight) to cover the cost of maintenance of their uniforms.

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

- a. **Shaving.** Male Recruits are to be clean shaven on arrival and clean shaven by 0630 Mon-Fri and 0700 on weekends throughout the duration of Recruit training. Dispensation may be given on application, based on medical or religious/cultural grounds.
- b. **Cosmetics.** Females are not permitted to wear makeup during the conduct of Recruit training.
- c. **Personal Clothing.** Dress is to be neat with collared shirts and jeans or slacks preferred. The following items are not acceptable:
 - (1) Midriff tops or sheer/see through clothing;
 - (2) Clothing with offensive mottos or pictures; and
 - (3) Clothing which is in poor repair (torn or designed ripped look) or is soiled.

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

44. **Leave.** If you are granted leave, your travel out of *Cerberus* will be limited to a distance of two hours driving time. Interstate travel will not be permitted during Recruit training, unless it is for compelling compassionate reasons. Recruits may request approval for interstate travel through their Divisional Staff.

45. When proceeding on leave, you will need a set of neat, clean civilian attire to wear ashore. Cold weather (wet and less than 10 degrees) can be expected at *Cerberus* from April to October. Recruits joining during this period are advised to bring warm clothing. Day leave may be awarded, dependent on training progress, from week four. Overnight leave may be awarded on Friday and Saturday nights, dependent on training progress, from week seven.

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

47. **Duties.** In addition to the normal working week, Recruits are required to keep duties. The duty routine means that, regardless of weekends and public holidays, Recruits are required to work outside normal working hours one day in every four days. Leave is not permitted and visitors are not allowed when personnel are on duty. This is entirely consistent with life at sea

48. **Home comforts.** You may bring personal portable music players, laptops, tablets and/or e-readers with you to Recruit School; however the opportunity to use these items will be limited. Do not bring large items (such as guitars and surfboards) as they will not fit in your locker and appropriate storage is not available for them.

49. **Mobile phone use.** Recruits do not have free access to mobile phones. During designated periods (some evenings and weekends) recruits will be able to access mobile phones. Failure to comply with these restrictions may result in disciplinary action. Pay telephones are available and Recruit School staff land lines may be used to make and receive emergency calls of a personal nature. Recruit School duty staff can be called in case of emergency on 0400 255 196 or 0409 441 292.

50. **Internet access.** Recruits may access the Internet via Defence desktop computers or the Recruit Wi-Fi network during designated times. At the time of writing, download speeds are very limited due to the state of the local telecommunications network. Recruits will receive a Defence email address in the second week, which will be another avenue to contact your Next of Kin and friends.

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

52. **Private vehicles.** RCTs are not permitted to have a private motor vehicles, motorcycles or powered scooters.

53. **Local transport.** *Cerberus* is serviced by bus and heavy rail from Crib Point, a 2km walk from the Recruit School. Train services operate to Frankston (35 minutes) and Melbourne (1 hr 50 minutes). Leave routines are designed around the rail services timetable.

54. **Local retail facilities.** On base there is a hairdresser, two banks (Defence Bank and Australian Military Bank) including an ATM, post office, dry cleaners, small retail shop and a café/takeaway/mini-mart. There are no supermarkets or major shops within walking distance of the base.

55. **Base facilities.** The base has a cinema, 50m indoor swimming pool, sporting fields and a well-equipped gym.

56. **Religious observance.** Chapels (Catholic and Anglican/Interdenominational) are located on base. Christian religious services are held on Sundays for Catholic, Protestant and Anglican denominations. Other faiths are also respected and arrangements for worship will be made where appropriate and practical.

57. **Smoking and alcohol.** Whilst not prohibited, there are limited opportunities to smoke or consume alcohol. Recruits are not to bring alcohol on base. Recruits are not to provide alcohol or cigarettes to fellow Recruits under the age of 18. Recruits should also note that there is no retailer of cigarettes at Recruit School or onboard HMAS Cerberus. Therefore you should be prepared to maintain your own supply until the first occasion of Leave – possibility after the 4th week of training (longer if training outcomes are not met). The ADF encourages its members not to smoke. There are a range of smoking cessation assistance programs available to ADF members through Joint Health Command.

Recruit Obligations

58. The obligations of the Recruit primarily involve individual preparation and commitment to attend the course and to adhere to the Navy Trainee Code of Conduct (Annex J). Specifically, these obligations include:

- a. Completion of all pre-course preparation and administration as outlined in this instruction.
- b. Ensuring attendance on the course is not encumbered by other commitments or any personal or medical issues, which may cause disruption during the course or prevent completion of the course.
- c. Accepting responsibility for your own learning and participating positively throughout the course.
- d. Completing all required assessment activities.

Progress and Assessments

59. Throughout your time at Recruit School you will be continually assessed in the values, behaviours, skills, knowledge and attitude required for service in the Navy (Annex J).

60. **Competent/Not Yet Competent.** To achieve overall competency on the course, Recruits must achieve all assessment criteria in all summative assessments. Recruits will be reassessed in each assessment where the result is 'Not Yet Competent' (NYC).

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

62. **Assessment appeals process.** Recruits have a right to appeal an assessment decision. The appeal is to be in writing and submitted within 24 hours of receiving the assessment result to the Course Implementation Officer (CIO). The CIO will arrange a review of the assessment decision. If the trainee is still dissatisfied at the completion of the review, he/she may elect to pursue the matter through a Redress of Grievance (ROG).

Transfer of Category (TOC)

63. Recruits are reminded that as part of the enlistment process at their DFRC they acknowledge that they will have no right to a Transfer of Category (TOC) whilst under training at Recruit School. This acknowledgement appears below.

ACKNOWLEDGEMENT OF CONDITIONS OF SERVICE OF PERSONS RECRUITED FOR THE GENERAL ENTRY SCHEME OF THE ROYAL AUSTRALIAN NAVY

I, (*NAME*), having been accepted as competitive for entry as a (*JOB POSITION*) in the Royal Australian Navy, acknowledge that if offered a position in the Navy, I will have no right after enlistment to change my category. I acknowledge however, that the Navy is not bound nor limited to employing me in my chosen category and that I may be employed in any element of the Navy, if the Navy considers such employment to be in its interest.

I, (*NAME*), having been accepted as competitive for entry as a (*JOB POSITION*) in the Royal Australian Navy, acknowledge that if offered a position in the Navy, my failure to pass any module of my training, including the swimming test, could lead to my discharge.

Graduation

64. Recruits who pass all assessments will participate in a Graduation Parade at the end of week 11. The parade includes a morning tea or supper and recruits are generally permitted to proceed on weekend leave with families after the parade. From March to September the graduation parade is held from 1000–1200 on the Friday of week 11. For October, November and December graduations, the parade is held from 1830–2130 on the Thursday evening of week 11.

65. The graduation is held outdoors, and guests are recommended to wear warm clothing as the winter months in particular can be quite cold and weather at other times can be unpredictable. Entry to HMAS *Cerberus* is via the West Gate entrance which is situated off South Beach Road. Visitors should note that this is not accessible by foot from the Crib Point Railway Station. Further details of the Graduation Parade will be sent to each of the Recruits nominated Next of Kin during week six of their training.

Conclusion

66. Your success at Recruit School will be determined by your aptitude, commitment and preparation. Your DFRC has assessed you have the necessary aptitude. Should you prepare administratively and physically and commit yourself to your training, you should find the transition to Naval life a challenging, enriching, enjoyable and ultimately rewarding experience. We look forward to welcoming you to the Recruit School and guiding you through your transition from civilian to sailor.

ARD Hough

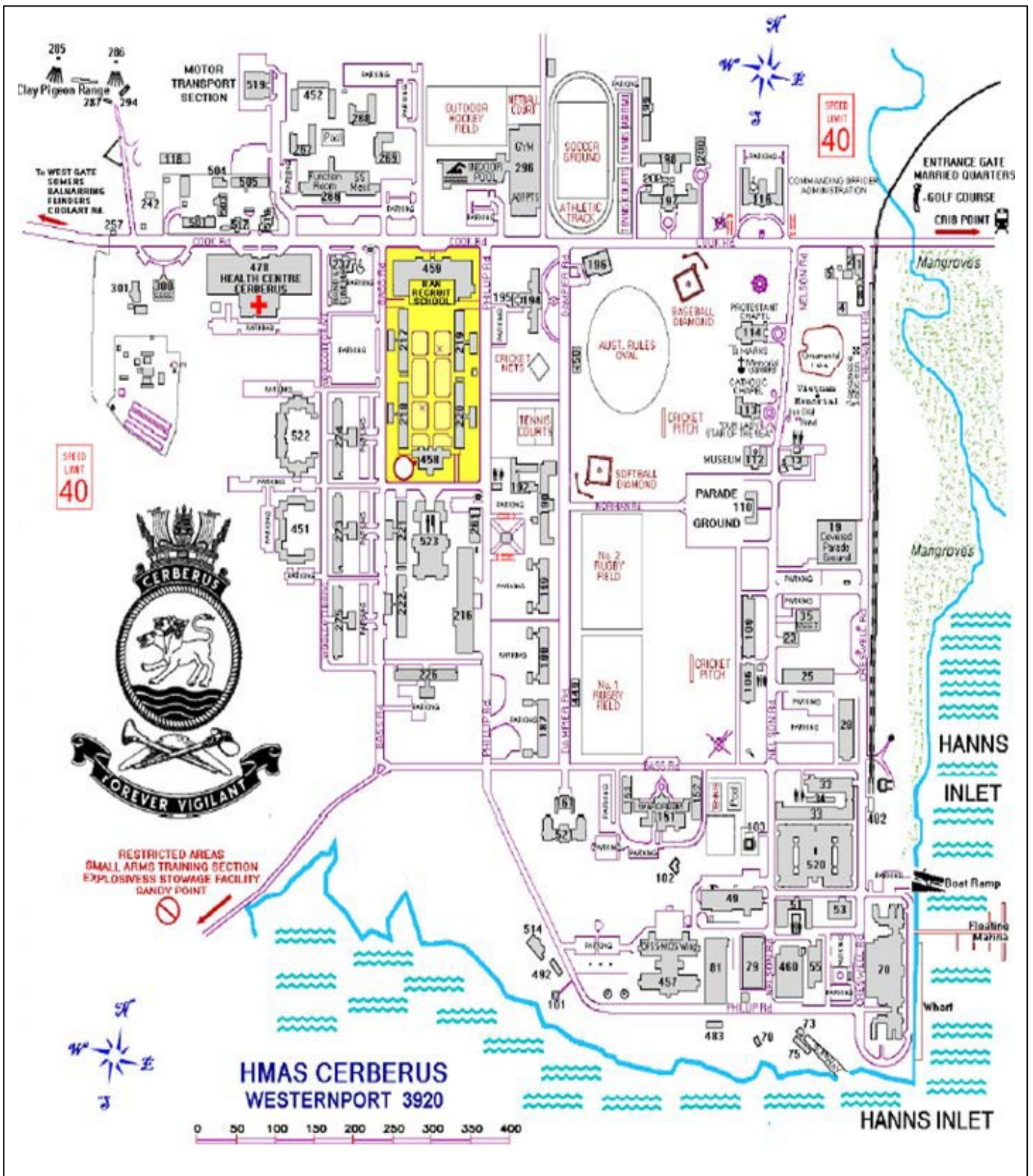
Commander, RAN
Commanding Officer
RAN Recruit School

28 May 18

Annexes:

- A. Map of HMAS *Cerberus*
- B. General Service Duties Recruit Course 11 week program
- C. What to bring to Recruit School
- D. ADF Medical Requirements
- E. RAN Fitness Test and Swim Test Standards
- F. Pre-enlistment Conditioning Guide
- G. Document Checklist
- H. Personal Information Requirements
- I. Security Clearance Information Sheet
- J. Trainee Code of Conduct

**ANNEX A TO
RECRUIT JOINING INSTRUCTION
28 May 18**





**ANNEX B TO
RECRUIT JOINING INSTRUCTION
28 May 18**

GENERAL SERVICE DUTIES RECRUIT 11 WEEK PROGRAM

Week	Main Focus	Comments
1	Initial Training Period	<ul style="list-style-type: none"> • General Enlistment administration • Commanding Officer and Executive Officer welcome address <p>Introductions to the following:</p> <ul style="list-style-type: none"> • Equity and Diversity • Defence Force Discipline Act (DFDA) • Psychological services (resilience building instruction) • Passport and Security administration • Roles of the Class Leader • Uniform issue • Work Health and Safety (WHS) instruction • RAN Values and Reputation • RAN Traditions and Ceremonies • Study Skills • Physical Training (PT) • Drill (marching) • Cleaning Stations and Rounds (a large part of Recruit training is dedicated to replicating ship life – namely through the importance of hygiene and discipline. Daily cleaning and inspections (or <i>Rounds</i>), incorporates time management, team work and attention to detail.
	Assessment Focus	<ul style="list-style-type: none"> • RAN Swim Test (RAN ST)
2	Initial Training Period	<ul style="list-style-type: none"> • Shakedown (team building and physical resilience training designed to challenge individuals) <p>Introductions to the following:</p> <ul style="list-style-type: none"> • Divisional System (Navy welfare and support system for all members) • Physical and Protective Security • Ship's organisation (where you fit into the running of a ship at sea) • Military Justice Training (MJT) • Battlesmart – resilience training • Character Formation (knowing yourself – knowing others) • Dental check ups and inoculations • Physical Training (PT) • Drill (marching) • Cleaning Stations and Rounds
	Assessment Focus	<ul style="list-style-type: none"> • RAN Physical Fitness Test (PFT) – 1st Attempt • Weekly Quiz 1 (individual revision assessments to prepare Recruits for Summative Assessments in Weeks 4 and 10)
3	Initial Training Period	<ul style="list-style-type: none"> • Continuation of academic modules <p>Introduction to the following:</p> <ul style="list-style-type: none"> • Competency Management (including Recognition of Prior Learning) • Safe consumption of Alcohol and Other Drugs awareness program • High Ropes course (individual and team challenge activities) • Visit to the Shrine of Remembrance • Physical Training (PT) • Drill (marching) • Cleaning Stations and Rounds
	Assessment Focus	<ul style="list-style-type: none"> • WHS Assessment (Navy specific – Construction Industry White Card) • Weekly Quiz 2
4	Initial Training Period	<ul style="list-style-type: none"> • Unit Readiness Evaluation (URE) (team building and resilience training designed to challenge and assesses individual and team progress to date) • Summative Assessment 1 (covers all general theory knowledge learned in the first three weeks) • Unit Competency Management (including Recognition of Prior Learning) • Safe consumption of Alcohol and Other Drugs awareness program • High Ropes course (individual and team challenge activities) • Visit to the Shrine of Remembrance Melbourne • Physical Training (PT) • Drill (marching) • Cleaning Stations and Rounds

	Assessment Focus	<ul style="list-style-type: none"> • URE • Summative Assessment 1 • RANPFT 2nd Attempt • Rounds - Week 4 Rounds will be assessed by the Ship's Warrant Officer and is a milestone in Recruit training. Successful completion is one of the pre-requisites for granting Shore Leave (leave off-base) to Recruits after four weeks training
5-9	External Block Training First Aid Survival at Sea Combat Survivability Seamanship and Corrosion Control Sea Familiarisation Week F88 Austeyr Qualification and Basic Marksmanship	Classes will rotate through the following courses delivered throughout HMAS <i>Cerberus</i> during Weeks 5-9: <ul style="list-style-type: none"> • Initial First Aid (CPR, treating a casualty, using a defibrillator) – 2.5 days • Survival at Sea (SAS) (training in life saving equipment and processes, including use of the Thermal Protective Suit, life rafts and survival techniques to be used in a maritime emergency) – 2 days • Combat Survivability (training in fire-fighting, flood repair and Damage Control procedures to be used in a maritime emergency) – five days • Seamanship (the skills to handle anchor cables, lines, berthing hawsers and other equipment on board a ship) – one day • Corrosion Control (preserving and maintaining the ship is an extremely important role for a Sailor, involving removing rust, preparing surfaces, undercoating and painting surfaces) – one day • Sea Familiarisation Week (RCTs will proceed on board a training vessel to experience life at sea) – five to seven days • F88 Austeyr (as a member of the ADF, it is important that all Sailors are proficient in using the standard issue rifle: F88 Austeyr (5.56mm)) – 7 days • Physical Training (PT) • Drill (marching) • Cleaning Stations and Rounds
	Assessment Focus	<ul style="list-style-type: none"> • All modules will have their own associated proficiency assessments • Weekly Quiz 3-8 • Rounds - Week 8 Rounds will be assessed by the Executive Officer and is a milestone in Recruit training, signaling the final stage of the program
10	Final Assessment Week	<ul style="list-style-type: none"> • Removal Briefing • Sports Day • Final Uniform Issue • Physical Training (PT) • Drill (marching) • Cleaning Stations and Rounds
	Assessment Focus	<ul style="list-style-type: none"> • Summative Assessment 2 • Final RANPFT • Drill Assessment • Final uniform and personal equipment inspection (Kit Muster) • Rounds - Week 10 Rounds will be assessed by the Commanding Officer, successful completion signals a Sailor's readiness to graduate from Recruit training • CO's Parade
11	Graduation Week	<ul style="list-style-type: none"> • Parade and Ceremonial Training • Final inspections and posting preparations • Graduation

**ANNEX C TO
RECRUIT JOINING INSTRUCTION
28 May 18**

WHAT TO BRING TO RECRUIT SCHOOL

1. The following is a list of suggested guide for clothing, toiletries and other recommended items that you must bring with you.

Clothing and Equipment Required		Tick items as you pack
Suitcase / Bag	1 x 23kg soft sided suitcase and 1 x 5-7kg carry-on baggage. All bags must be lockable to store your civilian clothing and personal electrical devices. The RAN takes no responsibility for lost or stolen items.	
Sports Bra (Females)	2 x White and 1 x Black Sports Bra, to be fitted correctly and appropriately supportive for the conduct of high intensity physical activities.	
Underwear	As personal requirements dictate but must include the following: 2 x pairs underwear must be white or flesh in colour for parades 2 x V-Neck white cotton singlets for parades	
Civilian Shirts	2 x T-shirts and 2 x Collard T-shirts, to be in good repair, with no explicit motifs. Surf style singlets or tank tops are not allowed.	
Trousers / Jeans (Slacks / Suits optional)	2 x Jeans or Chino's in good repair are minimum acceptable. No designer style rips or holes in any type of clothing.	
Skirts / Blouse (Females)	1 x Skirt / Blouse must be in good repair with no explicit motifs. No Mini Skirts, mid-riff style clothing or singlets are allowed	
Jumper	1 x Jumper be in good repair, with no explicit motifs	
Jacket	1 x Jacket or Spray Jacket to be in good repair, with no explicit motifs	
Pyjamas / Nightwear	2 x Sets of Pyjamas (Winter or Summer) should be of a conservative style (i.e. should be dark coloured and non-see through and for males button up fly boxer shorts/pants and appropriate t-shirts for sleeping in) 1 x Bathrobe lightweight and conservative	
Shoes	1 x pair of casual shoes (closed in) to be worn with civilian clothes whilst on leave. For females no heels higher than 5cm. All sandals must have a back strap	
Thongs	1 x pair for showering prior to issue of shower sandals (Thongs are not allowed for wearing on leave or wearing around base)	
Towel	1 x personal towel – (further towels issued on arrival)	
Civilian Socks	4 x socks, socks will be issued for use in training. Females may bring pantyhose	
Toiletries Male	Enough for 4 weeks, shampoo/conditioner, soap, toothpaste, deodorant Shaving gear (or an electric shaver), hair product, brush/comb.	

Females	Hairspray, bobby pins and hair nets to be as close to your hair colour as possible hair dryer/straightener, brush/comb, and sanitary needs	
Coat hangers	15 x Sturdy Coat Hangers	
Iron and Iron cleaner	1 x good quality Iron and Iron cleaner Ironing boards can be purchased at Recruit School Canteen	
Clothes Washing Liquid	1 x 30 pack liquid capsules (additional clothes washing powder/capsules can be purchased at the RS Canteen)	
Shoe Brush / Polishing Cloths	(Available from most supermarkets) 1 x Yellow Shoe Polishing Cloth, 1 x Tin of Black Kiwi Parade Gloss Shoe Polish 1 x Shoe Brush.	
Electronic Devices	Devices (Allowed / Optional) Mobile Phone, iPod, MP3 Player, iPad, Laptop, Tablets, Nintendo DS Power boards / adaptors and extension cords are not approved or allowed.	
Watch	Watch (Mandatory) Example: Black G-Shock Watch Watch to be plain in colour, black / dark grey / dark green / steel / leather Your watch must not be ornate, white or brightly coloured. No "Smart Watches" are allowed or any wrist worn device that is capable of wireless / Wi-fi sync with a communication device.	
Swimming / Goggles	1 x Goggles (optional) Navy Swimwear will be provided for both Males and Females.	
Running Shoes	1 x pair running style shoes: Nike, ASICS, Brooks or Reebok (These Brands are highly recommended) predominantly Black or Blue are preferred, no fluorescent colours and shoes are to be good quality, fitted correctly and appropriately supportive for high intensity physical activity. Skate/Street shoes or casual flat sole shoes are not suited for PT or Sport.	
Prescription Glasses	If worn also bring a copy of your prescription 2 x clear and 1 x sunglasses or contact lenses. Personal Sunglasses are not required (Navy Sunglasses will be issued)	
Sporting Clothing	1 x sport style t-shirt and 1 x sport short for physical activities for the first week. Sports singlets or half/full leg/arm Sports Skins are not allowed.	

1. Only the minimum amount of civilian clothes should be brought, as most of your time will be spent in issued military uniforms.
2. A bag containing the following items will be available for purchase for approx. \$30 and will ensure you have all the necessary requirements to maintain your uniform for the initial phases of training: Shoe Brush, Parade Gloss boot polish, yellow polish cloth, elastic to blouse your trousers, white/black clothing markers and coat hangers.
3. 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 23kg and 5-7kg take on luggage. **Those who are flying from interstate, ironing boards can be purchased at Recruit School Canteen.**
4. Dangerous goods restrictions also apply to air travel. Ensure you do not pack any solvents, as they will be confiscated at the airport.
5. You will have opportunity to voluntarily purchase additional items from Recruit School Canteen and whilst on approved leave.
6. Security of personal identification / evidence documentation is the individual's responsibility.

ADF MEDICAL REQUIREMENTS

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

2. In order to confirm the members health and vaccination status a Medical induction is conducted during the first week at Recruit School. All members of the ADF are required to:
 - a. Be vaccinated in accordance with the National Vaccination Schedule to protect against the following:
 - (1) Measles (MMR)
 - (2) Mumps (MMR)
 - (3) Rubella (MMR)–2 x injection series
 - (4) Varicella–2 x injection series
 - (5) Pertussis (ADT)
 - (6) Diphtheria (ADT)
 - (7) Tetanus (ADT)–3 x injection series
 - (8) Poliomyelitis–3 x injection series
 - (9) Meningococcal C–1 x injection
 - (10) Hepatitis B–3 x injection series

 - b. Additionally be vaccinated to protect against:
 - (1) Typhoid fever–1 x injection

 - (2) Hepatitis A–3 x injection series (may be combined with the hepatitis B vaccine)

 - (3) Seasonal flu vaccine–1 x injection, (mandatory for all Recruits)

3. All members of the ADF are required to be fully vaccinated to protect themselves and their co-workers from these serious infectious diseases. Being fully vaccinated is a condition of employment and is required for deployment.

4. If you are able to provide evidence of having previous vaccinations you may not be required to be re-administered some vaccines. You are required to bring proof of vaccination to Recruit School and proof of vaccination can be obtained from:

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

5. Once enlisted all medications (prescription or non-prescription) must be issued by Joint Health Command. A medical Officer will review the status any medications you are taking at the time of enlistment, including:

- a. the contraceptive pill
- b. asthma medication
- c. any other prescribed maintenance medication.

6. You will be given an authorisation to carry your regular medications. All other medications will be collected on arrival at Recruit School.

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

8. 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 test result is followed up and treated.

**ANNEX E TO
RECRUIT JOINING INSTRUCTION
28 May 18**

RAN FITNESS TEST AND SWIM TEST STANDARDS

RAN Physical Fitness Test Requirements

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

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

RAN Swim Test (RANST) Requirements

1. Recruits are required to conduct the RANST whilst dressed in overalls. Recruits are tested from week one. Recruits failing the RANST in week one will be required to conduct remedial swim training in their already limited free time. Recruits who do not pass the swim test in week four will be removed from training for intensive swimming training which will delay their graduation by at least four weeks. Recruits who fail subsequent testing will have their service terminated. There are four components and they are conducted in order:

- a. safety jump feet first from a 3 meter platform
- b. underwater front scull swim of 10 meters
- c. continuous swim for 50 meters within 2 minutes using energy conserving strokes (i.e: breast/side stroke)
- d. treading water to remain afloat for 15 minutes without your head going below the surface of the water.

PRE-ENLISTMENT CONDITIONINGGUIDE

General information

1. It has been found in the past that applicants have under prepared themselves for enlistment into the Royal Australian Navy. 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 Recruit School fit and ready for training. Information on correct techniques can be sought and found on the ADF Recruiting Website: www.defencejobs.gov.au/apps/adf-active/

Over training

2. Over training happens when not enough rest is programmed and adequate progression is not followed when training. The typical over training scenario is when the volume and intensity of your training program exceeds your ability to recover. Some signs and symptoms of over training include tiredness or trouble sleeping, irritability, decrease in performance, higher resting heart rate, 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 range of movement and completing an exercise program (static stretching). 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, when body core temperate is elevated.

Push-ups

5. 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

6. 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.

Recommended training program

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

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

8. 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.

Week	MON	TUE	WED	THU	FRI	SAT	SUN
1	Walk 30-40 min	Push-up Sit-up 2 x sets 60% max	Walk 40 min	Rest	Steady Walk Hills 2-3 km	Rest	Rest
2	Walk 30-40 min Push-up Sit-up 3 x sets 75% max -	Rest	Walk/Run 2-3 km Push-up Sit-up 3 x sets 75% max	Rest	Walk Hills 40-50 min	Rest	Rest
3	Walk 30-40 min Push-up Sit-up 3 x sets 90% max	Rest	Walk 50-60 min Push-up Sit-up 3 x sets 90% max	Rest	Run 2-3 km Push-up Sit-up 3 x sets 75% max	Rest	Rest
4	Walk 30-40 min Push-up Sit-up 4 x sets max	Rest	Run 3-4 km Push-up Sit-up 4 x sets max	Rest	Walk 30-40 min Push-up Sit-up 4 x sets max	Rest	Rest

Pre-enlistment fitness assessment

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

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

	Male	Female
Push-up	15	6
Sit-up	20	20
Shuttle Run/Beep Test	6.1	6.1

RANST and Survival/Circuit Swim Training

11. All Recruits must be proficient in basic water safety and survival skills. The RANST is conducted initially at Recruit training and involves a 50m swim of any stroke in coveralls (less boots and socks), followed by fifteen minutes of treading water.

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

13. 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

Week	MON	TUE	WED	THU	FRI	SAT	SUN
1	Practice Navy Swim Test 1	Swim 1	Rest	Skills 1	Rest	Rest	Rest
2	Skills 2	Swim 2	Rest	Practice Navy Swim Test 2	Swim 2	Rest	Rest
3	Swim 3	Rest	Skills 3	Swim 3	Skills 3	Rest	Rest
4	Swim 4	Skills 4	Practice Navy Swim Test 3	Rest	Swim 4	Rest	Rest

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

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

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

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

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

F-4

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, 2 x Pull drills

Skills 4 = 4 x Kick drills, 4 x Pull drills, 4 x Scull

Navy Swim Test 1 = 25m swim, 1 min tread water, dressed in a long sleeve shirt and tracksuit pants, no shoes

Navy Swim Test 2 = 30m swim, 2 min tread water, nil additional clothing

Navy Swim Test 3 = 30 m swim, 2 min tread water, dressed in a long sleeve shirt and tracksuit pants, no shoes

DOCUMENT CHECK LIST

Bring the following **original** documents with you to Recruit School to enable you to get a security clearance:

Full birth certificates: Extracts or deed poll certificates (if name changed) will not be accepted. Birth Certificates in any language other than English require a full official translation by a National Accreditation Authority for Translators and Interpreters (NAATI). A list of NAATI representatives can be found at www.NAATI.com.au.

Full birth certificates for all dependants: This includes all children under your care. Extracts or deed poll certificates (if name changed) will not be accepted. Birth certificates in any language other than English require a full official translation.

Full birth certificates for parent if recruit was born after 1986: This is required for your passport application if you do not have a current or recently expired passport.

All passports: All passports ever issued or held (current or cancelled), whether issued in Australia or another country. Details of all passports issued but not in your possession should also be provided.

Passport photographs

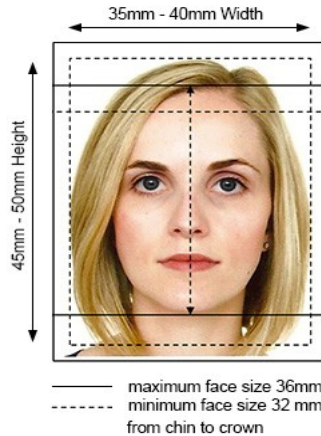
If this is your first passport: You will require **four (4)** passport photos. The photos **must be cut** to the required size, as per the passport application (see below). Two (2) cut photos **must be endorsed** by your guarantor before coming to Recruit School, and two (2) cut photos must be left blank. Photos must be taken within **three (3) months** of your enlistment date.

If you already have a current passport or recently expired passport (no more than 3 years since expiration) you will require the two (2) blank photos to enable you to complete and online renewal at Recruit School.

Photograph requirements

Males are to be clean shaven and have a short hairstyle. Females are to have their hair tied back and both sexes are to have their hair as close to their natural colour as possible when the photos are taken. For those submitting paper applications, you will require your guarantor page (and photos) to be completed prior to joining. All other areas can be left blank and the required information will be provided upon joining Recruit School to enable completion of the application. Further clarification on passport photograph and guarantor requirements can be found at www.passports.gov.au.

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



- Evidence of employment:** Details of your last 10 years of employment (e.g. pay slips, group certificate or references with official letterhead).
- Educational certificates and/or transcripts:** Final year certificates or most recent academic qualification.
- Marriage certificate(s):** For all marriages, if applicable, or evidence of an approved Interdependent Relationship approved by the Senior Military Recruiting Officer of your DFRC.
- Divorce documents for all divorces:** Decree Nisi or Decree Absolute.
- Change of name certificate:** If applicable.
- Certificate of service or discharge:** Pertaining to service in a Defence Force of any country.
- Naturalisation certificate:** For all nationalities held.
- Proof of receipt of unemployment benefits**
- Letters of reference:** Provide copies of any written references provided by previous employers, personal referees, school teachers and coaches.
- Drivers licence:** Current drivers licence.
- Tax File Number (TFN):** You are required to bring your TFN with you for pay purposes. If you do not have a TFN, you need to apply for one as soon as possible.
- Pay and banking details:** Bank account number, branch name and BSB number (check these details with your bank before you leave). **This is absolutely vital.** You will be paid by an electronic transfer of funds to your nominated bank account. Therefore you will need to have your bank account details and your TFN information on your person when you arrive at Recruit School.
- Vaccination records:** Shortly after arrival at Recruit School and during the period of the GSDR Course, RCTs will be tested for Tuberculosis and will be vaccinated against the

following diseases: Meningococcal, Meningitis C, Typhoid Fever, Hepatitis A and B, Chicken Pox (Varicella Zoster), Tetanus Poliomyelitis, Measles, Mumps, Rubella (MMR). To avoid possible complications from repeating the full dose of some vaccines, please bring with you to Recruit School any vaccination certificates or verifiable proof (such as a doctors certificate) indicating the type of vaccines that you have received and the date that you were vaccinated.

Defacto relationships: Recruits in a Defacto relationship who wish to have the relationship recognised by the RAN must have this approved by the Senior Military Recruiting Officer of your DFRC **BEFORE** your enlistment.

Education and trade certificates: The RAN will consider recognising any educational qualifications and trade apprenticeships and indentures you have gained prior to entry. Recognition of your qualifications could benefit your promotion prospects, so it is in your interests to bring all relevant original certificates with you. If you are in doubt as to whether or not you might qualify bring your certificates with you.

Admissible service of Commonwealth Employees Furlough Act: Periods of continuous employment or service with Commonwealth or State authorities and British Commonwealth Armed Forces may be counted for long service leave entitlements. Evidence of such employment should be brought with you so that applications to have previous service recognised may be made whilst you are in Recruit School.

PERSONAL INFORMATION REQUIREMENTS

1. Changes have been made in regard to the information required for the issuing of security clearances within Defence. It is understood that collating these documents may take some time, however it is essential for the issuing of a security clearance, without which, you will not be able to continue your training after Recruit School. Failure to complete security clearance documentation in a timely manner will result in restrictions on your leave and may delay graduation.
2. The Australian Government Security Vetting Agency advises that even if you were born in Australia after 20 August 1986 and both your parents were born in Australia, you must still provide proof of citizenship.
3. Recruits will require the following personal information in order to complete the security pack:
 - a. **Parent's ('step-parents' are as per natural parents):**
 - (1) Full Name
 - (2) Date of Birth (DOB)
 - (3) Place of birth (should be on full birth certificate)
 - (4) Current address and dates of residence
 - (5) Nationality and date of arrival in Australia (if applicable)
 - b. **Partner/Spouse/De Factos:**
 - (1) Full Name
 - (2) Date of Birth (DOB)
 - (3) Place of birth
 - c. **Nationality.** Date of arrival in Australia (if applicable).
 - d. **Naturalisation.** Date and place of naturalisation of subject and partner if applicable.
 - e. **Employment/Study:** Details of last ten (10) years of employment (school, university, unemployment, or travelling) including employers' name, address, type of work done and dates of employment (eg. Oct/99-Apr/00, John's Mega Store, Sales person, 7 Old Trafford Street, Chester, Vic). Provide two referees and one previous supervisors contact details including phone number.
 - f. **Addresses:** Details of last ten (10) years addresses including dates of residence.

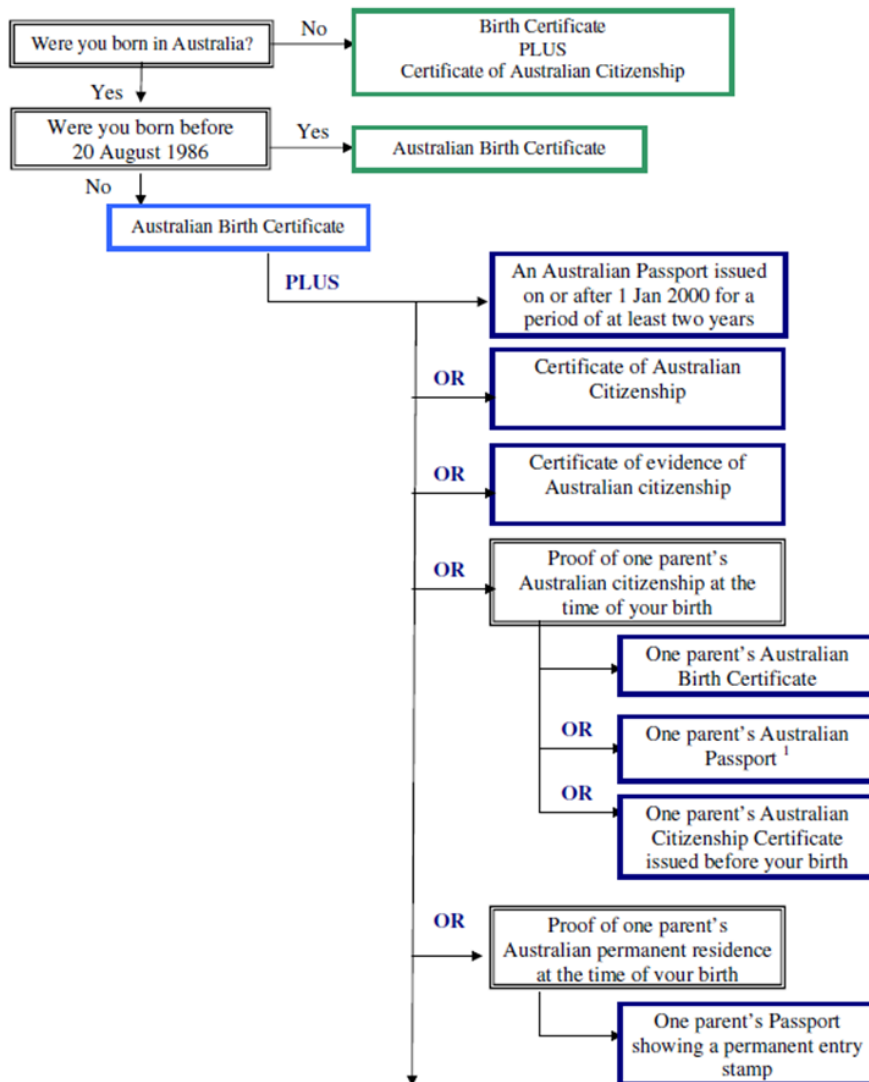
- g. **Clubs/Associations:** Details of any clubs or associations subject has ever been a member of, including name of club, office held, dates of membership and reason for leaving if applicable.
- h. **Overseas travel:** Details of travel are to reflect passport, including stopovers (passports are not always a complete reflection of all travel undertaken). Parent's passport to be provided if subject's travel documented on same. You will also be required to provide details of any family members residing overseas, including address and month/year that members commenced living overseas.

SECURITY CLEARANCE INFORMATION SHEET

Your DFRC will issue the correct security pack for your applicable trade that you will be required to complete before joining Recruit School. Candidates are to submit their Security Pack in accordance with procedures advised by your DFRC. If you have not received or completed your Security Pack prior to enlistment day, you must bring all documentation with you to Recruit School. You should note that failure to submit all paperwork in a timely manner whilst at Recruit School may result in the withdrawal of weekend leave privileges and/or delay to your graduation.

SECURITY CLEARANCE FLOW CHART

These documents **MUST** be provided and can be **CERTIFIED** copies.



If you cannot otherwise confirm Australian citizenship you must contact the Department of Immigration and Citizenship to obtain evidence of Australian Citizenship. Contact the Citizenship Information Line on 131 880, or www.citizenship.gov.au

TRAINEE CODE OF CONDUCT

As a Trainee in the Royal Australian Navy I will:

LIVE THE NAVY VALUES AND SIGNATURE BEHAVIOURS

What this means: You will cultivate pride in service to the Nation. Uphold and espouse the Navy Values and Signature behaviours. You will behave in a way that embraces Navy's ethos and promotes its traditional, hard-won values and attitudes.

MAINTAIN A POSITIVE ATTITUDE TOWARD LEARNING

What this Means: Your competence is the sum of your individual technical mastery, knowledge and interpersonal skills. You will be proactive in achieving your learning and assessment goals. You will develop the skills that you are being taught by maintaining a positive attitude towards learning.

ACCEPT PERSONAL RESPONSIBILITY FOR WHAT I DO AND WHAT I SAY

What this Means: You are accountable for your behaviour. Recognise your strengths and weaknesses and be accountable to yourself, to your peers and superiors. The consequences of your actions are attributable to only one person: You.

LOOK, LISTEN, LEARN

What this Means: Your most critical aspect of communication is listening. Listen to what others have to say; you will learn something from everyone. Demonstrate openness to new ideas and listen to other's viewpoints.

SEEK AND ACCEPT ASSISTANCE

What this Means: You will show personal courage by asking instructors for help with training you are struggling to master. You will seek assistance from your divisional staff if personal problems are distracting you from your learning.

BE A TEAM PLAYER AND STRIVE TO LEAD

What this means: As a team member you involve yourself in and embrace team activities. In time, and with knowledge and experience, you will earn the opportunity to lead other members. Prepare yourself well. Build your character and master your profession. Do not be afraid to take a leadership role, especially if confronted with unsafe situations. You must have the courage to be able to, without hesitation, call a 'SAFEGUARD' if required.

PROMOTE HEALTHY HABITS

What this means: You will strive to live a healthy life. If drinking alcohol, you will do so responsibly and resist any pressure and influence to do otherwise. You will not use illegal substances. You will participate in healthy sporting activities.