



## ROYAL MILITARY COLLEGE – DUNTROON

Duntroon Garrison  
CANBERRA BC ACT 2610  
(02) 6265 9202

# Joining Instruction

RMC-D/OUT/2018/R34273894

## ROYAL MILITARY COLLEGE - DUNTROON, AUSTRALIAN REGULAR ARMY OFFICER COMMISSIONING COURSE, AB INITIO – JULY 2018

*‘The charter of the Royal Military College is to prepare cadets and other selected candidates for careers as officers in the Army by promoting learning, leadership and integrity; by inspiring high ideals and the pursuit of excellence, and by inculcating a sense of duty loyalty and service to Australia’*

### General

1. Congratulations on being selected to enter training at the Royal Military College of Australia and the start of your career in the Australian Defence Force (ADF). The officer training for which you have been selected is conducted at the Royal Military College – Duntroon (RMC-D), located in Campbell, a suburb of Canberra, the Australian Capital Territory.

### Purpose

2. The purpose of this instruction is to assist you in preparing for entry into RMC-D. You should read this instruction carefully, as there are a number of actions that you need to undertake before your arrival and information that will assist with your transition to life at RMC-D. You will find a map of RMC-D, the unit structure and a brief history of the course in Enclosure 1. The map will help to familiarise yourself with the layout of the College.

3. Additional general information about RMC-D and the training can be accessed on the RMC-D internet website, [www.defence.gov.au/army/rmc](http://www.defence.gov.au/army/rmc).

### Training Overview

4. General Service Officer training at RMC-D is broken into three, six month, academic semesters totalling 18 months of training. These semesters are titled III Class, II Class and I Class respectively. You will commence training at the start of III Class, before progressing into II Class and finally I Class. The III Class semester comprises of:

- a. Induction Training conducted at RMC-D barracks – approximately 10 days
- b. Initial Cadet Training (ICT) – approximately seven weeks
- c. Lanyard Parade – conducted at the conclusion of ICT
- d. mid-semester break – approximately one week in duration
- e. academic training in-barracks at RMC-D
- f. two further field training exercises – approximately three weeks duration each
- g. one leadership exercise – approximately one week in duration

h. graduation parade – which marks progression from III Class to II Class.

5. **Initial Cadet Training (ICT).** Initial cadet training is conducted at RMC-D and at Majura Training Area (MTA), which is located approximately 15 kilometres from RMC-D. Initial cadet training is conducted in the first seven weeks of training and culminates in the Lanyard Parade. The purpose of ICT is to train basic military skills that will enable trainees to successfully undertake the training at RMC-D.

6. **Lanyard Parade.** The Lanyard Parade signifies completion of ICT and induction into the Corps of Staff Cadets (CSC). Your friends and family are invited to attend the Lanyard Parade at RMC-D, after which local leave may be granted. Your Lanyard Parade is scheduled for Sat, 01 Sep 18.

7. **Mid-Semester break.** There will be an opportunity for one week of leave during the mid-semester break over the period 29 Sep 18 – 07 Oct 18.

8. **Training beyond III Class.** II and I Class follow a similar training model, with the exception of induction training and ICT. Both II and I Class semesters involve two major field training exercise periods supported by three academic training blocks.

9. Attached in Annex A is a sequence of events to assist you in planning your time between now and the end of the first seven weeks of training at RMC-D.

### Points of contact

10. Defence Force Recruiting (DFR) is the primary point of contact for direct entry civilian trainees entering training at RMC-D. You should direct any queries that you may have regarding your entry to RMC-D to your allocated DFR staff member in the first instance. A list of points of contact at RMC-D and support organisations can be found in Annex B.

### Pre-course administration

11. As a trainee entering the Australian Regular Army Officer Commissioning Course (ARA OCC) undertaken at RMC-D, you are expected to be well prepared to undertake the demanding training of a full-time residential course. Ensuring that your personal and family administrative arrangements are in order and that you continue to work on your personal fitness prior to your appointment will meet this expectation.

12. Most pre-appointment administrative requirements will be completed with the assistance of your point of contact at DFR and submitted to them prior to appointment. RMC-D requires you to complete additional information and submit this directly to the RMC-D administrative point of contact as soon as possible. **You are required** to complete the Entrant's Personal Details and Housing Needs form in Annex C. This form is to be emailed to the administrative point of contact indicated in Annex B. Ensure that you select the correct point of contact at the time of submission.

13. Annex A also details the events that will occur after your arrival at the College, including a series of administrative checks, personal documents collection and allocation of temporary accommodation for the duration of induction training. A list of documents required in order to complete this administration is located in Annex D. Failure to arrive with the listed items may result in delays in organising your military administration.

14. It is strongly recommended that you plan your financial affairs to ensure that all accounts, policies, loan payments, bills and so on, that are due for payment during your first

eight weeks of training, are provided for in advance. You should note that your first pay day will likely not occur before **23 Aug 18**. You should double check the account details and tax file number that you provide, as **errors will delay payment** into your nominated accounts.

15. **Fitness.** The ARA OCC is physically demanding. A basic standard of fitness, the Pre-appointment Fitness Assessment (PFA), is required in order to minimise your risk of injury once the course commences. You will be assessed during the first few days of the course via the Initial Fitness Assessment (IFA); the conduct of the IFA activities is similar to the PFA you will conduct prior to your appointment. Failure to meet the required standard in the IFA, may result in your removal from training. It is in your best interest to arrive with a level of physical fitness that **surpasses** that of the pre-appointment requirements to ensure that you are best prepared for the rigours of ICT and your subsequent training.

16. To best prepare physically for training, you should follow the Bridging Period Conditioning Program and Guide which can be found at <https://www.army.gov.au/army-life/army-careers/royal-military-college-duntroon/joining-rmc-d/full-time-general-service-0> and included at Enclosures 2 and 3. The pre-conditioning course will assist you to develop the minimum fitness standard required of trainees at the commencement of training. If you have any questions regarding the training program, please contact the RMC-D Physical Training Instructors (PTI) on (02) 6265 9462.

17. **Change of address.** You are reminded to notify any agencies that should be aware of your move to RMC-D. Areas that may need particular attention include the following:

- a. insurance policies
- b. car registration
- c. business dealings
- d. bank accounts
- e. state licensing department
- f. Australian Electoral Commission
- g. mail redirection through Australia Post
- h. notification of your training to friends and acquaintances.

18. Ensure that your family/friends are aware of the correct address to send mail or parcels. Your address for the first six months of your training will be:

**Staff Cadet (Initials, Last Name)**  
**III Class**  
**Royal Military College – Duntroon**  
**PO BOX 7915**  
**CANBERRA BC ACT 2610 AUSTRALIA**

19. During induction week and ICT you will be able to send and receive mail. All packages that you receive will be opened in front of staff and any contraband, such as alcohol, prescription drugs, vitamins and inappropriate material will be confiscated and returned to sender at your expense. Illegal items will be forwarded to police.

20. **Inability to complete course participation.** In the event that you are required to fulfil a commitment that would require you to be excused from training, you are to notify DFR (as your primary point of contact) immediately. Examples of such commitments include, but are not limited to:

- a. being subject to a Domestic Violence Order (DVO) or Weapons Protection Order (WPO)
- b. involvement in investigations involving civilian authorities
- c. medical appointments
- d. court appearances for any reason.

### **Commencement of training**

21. As detailed in Annex A, all trainees due to start training are to arrive between 1500 h and 1700 h, Tue 10 Jul 18, at the Military Instruction (MI) Block, Building A56 on Bruche Road, where you will be met by an RMC-D staff member. For direct entry members, travel arrangements from DFR to RMC-D will be made for you.

### **Families and trainee categorisation**

22. **Member without Dependants (MWOD).** A member who is not married, in a recognised partnership, or does not have children who live with them are classified as a Member without Dependants. Detailed in Annex E is additional information applicable to members without dependants.

23. **Recognition of an interdependent partnership.** In the Australian Defence Force an interdependent partner is defined as a person who, regardless of gender, is living in a common household with the member in a bona fide, domestic, interdependent partnership, although not legally married to the member. Information regarding recognition of an interdependent partnership is available through your Defence Force Recruiting Centre.

24. Trainees seeking recognition of an interdependent partnership must complete the paperwork **as soon as you have signed your letter of offer** and submit your application through your DFR point of contact as soon as possible and before you arrive at RMC-D. The required criteria is outlined in Annex F. If you submit an application prior to appointment, please bring the documentation/email you submitted with you to RMC-D. Once you have had your interdependent partnership recognised you will be categorised as Member with Dependants (MWD) with effect from your appointment date. Your ability to complete this paperwork after arrival at RMC-D is severely impeded by the training program; it is in your best interests to ensure your application is finalised before your appointment.

25. **Member with Dependants (MWD).** A member with dependants means a member who provides and lives in a home at their posting location with at least one dependant. Annex G contains additional information applicable only to MWD trainees. All members classified as member with dependants are to complete Annex C - Entrant's Personal Details and Housing Needs and forward it to the RMC-D administrative point of contact **as soon as possible**.

26. **Chaplaincy support to families.** MWD trainees may receive a visit from a RMC-D chaplain (or other ADF Chaplain) in the months prior to commencement of training. The visiting chaplain will seek permission to meet with you and your family, in your current home

location, to discuss the impact of officer training on family life. It is highly recommended that your partner and any adolescent children be present for any such visit. A chaplain will be in touch soon after your acceptance of the letter of offer to arrange a mutually convenient time.

27. All trainees, regardless of categorisation may contact the Coordinating Chaplain should they or their immediate family have any queries regarding life at RMC-D. The training you are about to commence will necessitate extended periods of time where your ability to be easily contactable is negligible; this reality can be confronting for trainees and their families. Should you wish to contact the Coordinating Chaplain you are encouraged to do so via the contact details provided in Annex B.

28. There are a limited number of service residences available within the Duntroon Garrison for trainees classified as MWD. Therefore some families may be required to live in another service residence off base. When there are more families than service residences available, a priority list will be established and priority given to those members with young children or those families who have a family member with special needs.

29. Due to the small window between when the graduating class leaves Duntroon and the new Class arriving, it may not be possible to move into a service residence prior to you starting training. For this reason, as a cadet classified as Member with Dependants, you have the following options available to you:

- a. **Option 1.** Arrive in Canberra one week prior to the commencement of the course with your family and attend a MWD welcome day which explains life at RMC-D. There is a high possibility that this option will see your family in temporary accommodation (serviced apartment) for up to four weeks and will see your family conducting the unpacking of your personal effects and settling into a new locality without your assistance
- b. **Option 2.** Leave your family in their current location and move them to Canberra during the mid-semester break, delaying your removal till this time. Depending on your home location, you may be able to assist your family with packing up your home and the subsequent unpack at your new location. The advantage of this option is that you are not required to deploy to the field until 29 Sep 18 after the mid-semester break, which will enable you to assist your family in settling into a new location
- c. **Option 3.** Leave your family in their current location and move them to Canberra at the end of III Class. This will give you the Christmas Stand-down leave period, in the transition between III Class and II Class, to assist your family with the move and both the pre-pack and unpack of your personal effects. You will not be required to deploy to the field until Mar 19, which will give you ample time to assist your family in settling into a new location.

30. Option 2 and 3 are good options for trainees classified as MWD, who have a young family and extended family support in the home location. The first six months of training are difficult for both the cadet and their families as RMC-D requires trainees to be in the field for 17 out of the first 21 weeks. It is common for families to find it challenging being away from both their partner and their extended support network. By delaying the move to either the mid-semester break or end of semester break, families will have their partners available for at least three weeks to assist with the transition to life at RMC-D before having to continue training in the field.

31. Option 3 would see a MWD cadet be reclassified to Member with Dependent – Unaccompanied (MWD-U). This new classification entitles the member to the following entitlements:

- a. Six reunion trips (paid for by the Commonwealth) per year back to your dependent family's location
- b. For those members who are currently renting, you will receive Rental Assistance (RA) to align with the conditions of service of reduced housing costs
- c. No charges for meals when eating at the base, nor will they be required to pay for their room in barracks
- d. Payment of separation allowance, which is a sum to assist with the additional cost of living apart.

32. Regardless of which option you choose, you can attend the MWD welcome day, which will explain life at RMC-D and give you the opportunity to meet key staff at the College. Long absences from your family are the reality of a career in Defence. By leaving your family in their current location for the initial stages of training, it will allow you and your family to experience these absences early on without having to disrupt the entire family if you find that the lifestyle doesn't fit your needs. Take the opportunity to discuss these options during the chaplain visit and make an informed decision that best suits your family circumstances.

33. If you are unsure of what option you and your family would like to take, you can talk through your options during the Chaplain visit. Alternatively, more information can be obtained by calling the Second in Command of RMC-D (2IC RMC-D) whose contact details can be found in Annex B.

34. **Members with Dependants – Unaccompanied (MWD-U).** A member who chooses to leave their family in their current location, for some or all of their training, will be categorised as MWD-U. Additional information for those trainees who wish to leave their families in their current home can be found in Annex E.

### **General information**

35. **Mobile Phones.** Once you have contacted your family and informed them of your safe arrival at RMC-D your mobile phone is to be surrendered to RMC-D staff. You should expect limited access to your personal mobile phone during induction week and ICT. You will have no mobile phone access during field training. Mobile phones will be returned on completion of Lanyard Parade. As a general rule, trainees will be restricted from using mobile phones whilst undertaking field training at RMC-D.

36. **Use of phones in emergencies.** In the event of an emergency or serious personal issue, telephone access may be granted; however, this will be assessed on a case by case basis by the staff at RMC-D. As you will not have access to your mobile phone for extended periods, particularly during your first seven weeks at RMC-D, you should provide your family and/or nominated next of kin and primary emergency contact with a copy of 'Points of Contact' contained in Annex B.

37. **Private motor vehicles.** Following the first six weeks of training, registered and mechanically sound private motor vehicles or motorcycles can be kept and used while you are at RMC-D. Please note that single trainees are not permitted to drive their vehicles to RMC-D

prior to commencing training. Candidates currently located in the ACT prior to appointment may need to make arrangements for the storage of their vehicles. Uncovered parking facilities are available, but extremely limited therefore there is no guarantee that you will be able to park your car in the vicinity of your accommodation. Additionally, no responsibility is accepted for private motor vehicles or motorcycles parked in the Duntroon Garrison.

38. **Accommodation.** During the initial induction training period you will be accommodated in twin-share rooms in a transit barracks block. Accommodation during ICT will be at Camp Blake within the MTA. Camp Blake consists of a number of communal living blocks and facilities and you can expect to live in this accommodation with at least seven other people.

39. Following the first seven weeks of training you will return to RMC-D and be allocated a single room within a barracks block. Your room will include a single bed, desk, chair and sufficient cupboard space for your military equipment and a reasonable quantity of civilian clothing. There is limited space available for the storage of excess personal items such as bicycles and suitcases that are not able to be stored in single accommodation rooms.

40. Although trainees classified as Members with Dependants (MWD) are permitted to live with their families upon completion of ICT, they will still be required to maintain a room within RMC-D. Trainees classified as MWD will not be permitted to see family during ICT, other than in exceptional circumstances as authorised by the Commanding Officer.

41. **Laundry and cleaning.** While washing powder is provided, you may wish to bring some with you, particularly if you are sensitive to certain cleaning products. All trainees are to bring a good quality iron (steam irons are recommended), as well as 20 coat hangers. It is advised that you include no less than five pants hangers.

42. **Ironing Boards.** Trainees travelling by plane or bus are not to bring ironing boards with them. You will not need to utilise or purchase a personal ironing board until after Lanyard Parade.

43. **Civilian clothing and personal items.** It is recommended that you wear comfortable shoes as you will be undertaking a significant amount of walking on arrival. You are to bring civilian clothing and personal items in accordance with Annexes H and I. You should bring appropriate warm and cold weather clothing as you will be here for both summer and winter.

44. **Sports clothing.** You will be issued with basic physical training clothing upon arrival. This initial issue of equipment/clothing will consist of a shirt, shorts, bike shorts and one pair of sports shoes; however, you will need to supply personal sports socks to wear until your second issue of clothing. You are permitted to wear purpose-designed conventional running shoes (in very good repair and clean). It is strongly recommended that you have your running shoes professionally fitted by a suitable sports store and you have worn them enough so as to not cause blisters. Several pairs of professionally fitted sports bras are recommended for women as indicated in Annex I.

45. **Personal toiletries.** You are to bring personal toiletry items to RMC-D with you. This is to include sufficient shaving equipment for males and personal sanitary items for females to last for the first nine weeks of training as you will not have access to shops and facilities during this time.

46. **Stationery.** Ensure you bring a quantity of pens, paper, envelopes, stamps and notebooks for lessons and letter writing to family and friends. Ensure friends and family are

aware of what they can and cannot send you and what is classed as contraband. You are to bring two medium-size key padlocks with spare keys with you to secure the equipment that you will be issued.

47. **Electronic equipment.** Access to electronic equipment, such as personal laptops is not permitted during ICT. Staff will be able to assist with any internet or communication requirements in the event of an emergency. You are able to bring electronic devices with you at march-in and they will be stored by staff; however, any damage or loss to the stored items remains your responsibility.

48. **Security Clearances.** Your Defence Force Recruiting Centre will commence the security clearance application prior to your appointment. It is imperative that you **action all tasks** relating to your clearance application as soon as possible **and prior to your appointment**; failure to do so may affect your on-going service with the ADF.

49. **Contraband.** Upon arrival you will receive an information brief outlining different types of contraband. Following the brief you will be required to hand in any items identified as such. These items will either be held and returned at a later date or confiscated if considered illegal e.g. weapons. The following items are designated contraband:

- a. pornographic material of any kind (including People/Picture type magazines)  
alcohol, whether medicinal or otherwise
- b. knives
- c. weapons of any description
- d. illicit drugs of any kind
- e. any non-prescribed medication or over the counter medicines, including Aspirin, Ibuprofen and Panadeine, as well as any self help remedies such as Deep Heat and vitamins.

50. **Illicit drugs.** You are reminded that the Army maintains a zero-tolerance policy to illicit drugs. In line with that policy, all members of the Army are subject to random and targeted drug and alcohol testing. All trainees at RMC-D will be randomly tested during their time at RMC-D.

51. **Alcohol.** The problematic use of alcohol is not condoned within Army – especially in training institutions. Any trainee identified as using alcohol in a problematic or irresponsible way during their training will be counselled, may face disciplinary action and/or have their service with Army terminated. All trainees at RMC-D will be randomly breath tested during their time at RMC-D.

52. **Dress and grooming standards.** Annex H details the requirements for civilian clothing while at RMC-D. This is particularly important for your induction training week and ICT as you will have limited to no access to shopping facilities and it is important that you bring appropriate civilian attire. Grooming standards, for hair and jewellery, are in line with extant Army Policy, summarised below:

- a. **Female hair.** When in uniform, female trainees with long hair will be required to wear their hair in a bun or French roll secured to the head. If you have long hair, you are to bring neutral coloured hair combs, hair elastics, bobby pins and hair/bun nets. Scrunchies and other accessories are not to be worn with uniform. Short hair for



female trainees is not to fall below the collar of the uniform. Female hair is also to be of uniform natural colour (no streaks, foils or two-tone hair) and of an even cut. Any female deemed to have an inappropriate cut or colour will be required to have it rectified at their own expense, during ICT.

- b. **Male hair.** Male trainees are required to have their hair of a uniform natural colour throughout, cut in a short back and sides style, with a tapered neckline. Squareback necklines are not acceptable. During induction training male trainees with hair cut length in excess of a number one comb will be required to undertake an initial hair cut with the Duntroon barber on arrival at a cost of \$10.00 to you.
- c. **Jewellery.** Jewellery is not to be worn by personnel in uniform with the exception of wrist watches, medic alert bracelets, engagement, wedding, eternity and signet rings and earrings for females. Note that earrings, rings and watches must be removed for all physical training lessons. A waterproof, black, inexpensive digital watch that displays 24h time is advised, particularly for field exercises. Bright 'fashion' watches are not to be worn.
- d. **Body piercing.** Trainees are not permitted to wear any form of body piercing whilst on duty or whilst on Defence establishments, at any time. The exception is for servicewomen who, when on duty, may wear a single stud not greater than 5 mm in diameter in the lobe of each ear; and when off duty, on a Defence establishment, may wear one earring in the lobe of each ear.

## Pay and finances

53. Electronic payments will be made directly to your nominated account once your details are reported on the Australian Defence Force Pay system. Once electronic payments have commenced, you will receive a computerised pay slip that will detail your pay entitlements and deductions.

54. You should note that your first pay day will not occur before 23 Aug 18.

55. It is recommended you bring up to \$200.00 in cash with you to cover incidental expenditure over the induction and ICT period.

56. **Salary rates.** The rate of salary you receive during training is largely dependent on your individual circumstances. As a general guide, gross annual salary falls into several categories:

- a. **Trainees pay rate.** Trainees will receive \$43,418 per annum for the first six months of training and then increase to \$49,207 per annum until Graduation from RMC-D. In addition trainees will receive a trainee allowance of \$10,493 per annum to compensate for the special demands of trainee life. Trainees who have been awarded a tertiary degree prior to commencement at RMC-D, and provide official university evidence to DFR, receive \$49,207 per annum for the duration of their time at RMC-D. The tertiary degree must be equivalent, at a minimum, to an Australian Qualifications Framework Bachelor. Failure to provide the appropriate evidence prior to appointment will mean your salary upon commencement will be \$43,418.
- b. **Trainees with recognised dependants.** Trainees with recognised dependants may be entitled to Trainee's Dependant Allowance. Trainee's Dependant Allowance applies where a trainee is receiving a trainee rate of salary and has a recognised dependant whose income is less than \$34,980.40 per financial year. Trainees will

need to apply for trainee's dependant allowance on arrival at RMC-D. In order to complete this application, your spouse's annual wage summary will need to be provided by your spouse's employer or Centrelink/Family Services.

57. **Superannuation.** Following appointment you will be required to become a member of the ADF Superannuation Arrangement. Members of the ADF Superannuation Arrangement need to choose a superannuation fund for their employer contributions. Members can choose to join the default employer superannuation fund, called ADF Super, or any other complying superannuation fund. More information on ADF Super including the Product Disclosure Statement is provided at: [www.adfsuper.gov.au](http://www.adfsuper.gov.au). If you do not wish to join ADF Super, then you must nominate another fund on the ADF Standard Choice Form. An eligible alternate superannuation fund can be a compliant Retirement Savings Account (RSA), a fund regulated by the Australian Prudential Regulation Authority (APRA), or a registered Self Managed Superannuation Fund (SMSF). The nominated fund must be able to receive your employer contributions via EFT.

58. If you do not nominate a superannuation fund within 28 days of commencing your employment in Defence, your employer contributions will be paid to Defence's default fund, ADF Super. Under the ADF Superannuation Arrangement you are able to transfer to another complying superannuation fund at any time.

59. If you have previously served with the ADF and have made contributions to either the Defence Force Retirement and Death Benefit Scheme (DFRDB) or MilitarySuper, please review <https://www.militarysuper.gov.au/your-scheme/re-entering-adf/> prior to arrival at RMC-D.

60. **Accommodation charges.** Single trainees will be required to pay for accommodation and meals whilst training. This is an obligatory deduction that is payable on a fortnightly basis through your salary payments. Fortnightly charges payable are approximately:

- a. Living in accommodation \$93.06
- b. Living in utilities \$48.11
- c. Living in meals \$195.00.

61. Trainees classified as MWD maintain a room on base but are not required to pay the charges listed above. As such, MWD trainees must pay for their meals on a casual basis should they choose to eat in the Corps of Staff Cadets Mess, after ICT. MWD trainees will be required to pay rent for their service residence. This is an obligatory deduction that is payable on a fortnightly basis through your salary payments. Charges payable are approximately:

- a. Housing contribution \$507.53
- b. Water contribution \$20.20.

62. Trainees classified as MWD or MWD-U who reside in a private rental property will receive Rental Allowance, reducing the cost of the private rental to align with the cost of a service residence. Rental Allowance varies depending on the family composition, location and rank. Specific details can be obtained through Defence Housing Authority, whose contact details can be found in Annex B.

63. **Banking.** All major Australian banks, and some overseas banks, have branches in Canberra. You will not be able to access the Canberra based banks in person until the completion of ICT. You should attempt to have internet and telephone banking set up prior to arrival.

64. Banking facilities available on Duntroon Garrison are:

- a. the Defence Bank
- b. the Australian Military Bank
- c. an ATM is located outside Defence Bank.

65. If you chose to open an account with a financial institution on base, you will be required to complete a '100 point check'. Requirements for this check can be found in Annex J.

66. **Medical and dental care.** All full-time members of the Australian Defence Force are granted full Medicare equivalent healthcare by Defence health facilities which are provided by Joint Health Command and external specialists. You will not be covered for any undeclared pre-existing medical conditions.

67. **Prescription medications.** You are only to bring prescription medications; all other non-prescribed medications (e.g. Panadol) will be removed on arrival. Such medication is available on request as approved by the Medical Officer. The prescription medications and script will be reviewed checked and annotated by a Medical Officer for your continued use.

68. In order to confirm your health and vaccination status a medical induction will be conducted during the first few weeks at RMC-D. It should be noted that being fully vaccinated is a condition of employment and is required for deployment. Australia has a very high vaccination rate and most new ADF members should have already received the majority of vaccinations and therefore will only be vaccinated if there is no evidence. Therefore it is imperative that one of the followings proofs is brought to RMC-D:

- a. A print out from The Australian Childhood Immunisation Register  
[www.humanservices.gov.au/customer/services/medicare/australian-childhood-immunisation-register](http://www.humanservices.gov.au/customer/services/medicare/australian-childhood-immunisation-register)
- b. The childhood immunisation record book (Blue Baby Book)
- c. International Vaccination Record Book
- d. Statement from your GP
- e. Statement from local public health officials.

69. **ADF Family Health Program.** The ADF Family Health Program is a program designed to assist families in meeting the gap when being treated by a General Practitioner. This program does not replace private health insurance for family members. Application forms and further details will be provided at the MWD Day. Application forms will be available during induction week for those MWD not attending the MWD Day.

70. **Pastoral care.** Christian church services are held in the Chapel of St Paul, Duntroon each weekend and often while training in the field. Information on these services will be made

available to you on your arrival. The RMC-D Chaplains are available at all times for consultation regardless of religious affiliation or the absence thereof. There are Protestant, Catholic and Anglican Padres available. All Chaplains can facilitate other faith requirements. Chaplains are also available to support families of trainees. Trainees and families should be pro-active in seeking pastoral care from Chaplains.

71. Non-Christian trainees will also be given access to religious services and other pastoral requirements in line with their faith when the training program allows. Any specific religious requirements should be communicated to the RMC-D staff upon your arrival.

72. **Leave.** Leave in the Australian Defence Force is considered a privilege and not a right. Leave can be revoked for disciplinary or training purposes. Trainees will not receive any leave until the completion of the Lanyard Parade. During the weekend of Lanyard Parade, trainees may be permitted to spend the weekend with family in the local leave area if a leave application is approved. After this date, trainees classified as MWD are granted leave when not required for duty. Single trainees in III Class are generally granted leave as follows:

- a. Fridays: from 1730 h to 2200 h
- b. Saturdays: after sport to 2359 h
- c. Sundays: from 0800 h to 2000 h.

73. **Study leave break.** There is a study leave break scheduled for 29 Sep 18 – 07 Oct 18 (subject to change at late notice) and approximately two weeks mid-year leave will be granted every year. Single trainees are entitled to free travel on three (3) occasions to the location of your nominated family for leave travel.

74. **Intending marriage and marriage after graduation.** If you are engaged to be married, or become engaged prior to entering RMC-D, it is strongly recommended that you delay marriage until after your graduation. The intensity of the course will make it very difficult for you to focus on the preparation necessary and the ability to appropriately celebrate and enjoy this significant life event. If you do choose to marry while at RMC-D, you will not be entitled to a full removal to bring your partner to Canberra.

75. **Minors.** ADF members that are under the age of 18 years are classified as minors and as such additional legal and moral obligations apply. Minors are expected to meet the same behavioural standards as adult trainees whilst at RMC-D. They are also subject to the same conditions of service and employment policies as their adult colleagues, including the Defence Force Discipline Act (DFDA) and administrative sanctions.

76. On arrival at RMC-D all trainees are to be made aware of their responsibilities in relation to complying with relevant Commonwealth and State legislation. In addition, minors are to be made aware that they are forbidden to:

- a. purchase and consume alcohol on Defence property
- b. purchase tobacco products on Defence property
- c. participate in any activities that involve gambling
- d. obtain a tattoo or body piercing
- e. purchase or have in their possession adult classified material.

77. All trainees are to be made aware that neither they nor any other Defence personnel are to purchase or facilitate access to alcohol, tobacco products or adult classified materials for minors whether or not on Defence land.

78. **Leave for minors.** Written parental consent is required for minors for any off-duty overnight stays away from the Duntroon Garrison. The responsibility for seeking parental consent remains with the minor's immediate chain of command. Without approval, minors are not to proceed on local leave when parental consent has not been gained. As a minimum, parental consent must be sought to approve:

- a. identification of locations and details of the people the minor is permitted to stay with
- b. travel arrangements to and from the leave address
- c. date and time of departure from and return to base
- d. emergency contact numbers.

79. All minors are to personally sign in and out with the RMC-D Duty Officer prior to proceeding on local leave. No person is authorised or permitted to sign out or in on behalf of a minor.

### **Personal code of conduct and discipline**

80. **Code of conduct.** While at RMC-D, you will be expected to comply with a code of conduct. The Trainees Code of Conduct can be found in Annex K. The standards officers are held to are generally higher than those within the larger community. As a Staff Cadet, you will be accountable for your actions at all times, regardless of duty status and are expected to uphold the standards of an Army Officer at all times.

81. **Academic conduct.** RMC-D has a clear policy concerning the actions of trainees who act dishonestly or improperly in connection to their academic work. Dishonest or improper conduct includes the misuse or plagiarism of work of another person, copying (whole or part) the work or data of another person, or presenting substantial extracts from books, articles, thesis, computer software or lecture notes without due acknowledgement. In short, academic misconduct will likely result in disciplinary action being taken and may result in a cadet being removed from the course.

82. **Unacceptable Behaviour (UB).** All trainees should be aware that all allegations of Unacceptable Behaviour are investigated. In the first instance, a staff member will be appointed to conduct Fact Finding to determine the circumstances and veracity of the complaint. All allegations will be reported to the Commanding Officer of RMC-D immediately and a Formal Assessment will be completed within 24 hours. If the fact finding indicates there is substance to the allegation, further action will be taken. Trainees are to be aware that false claims are taken very seriously and discipline action will be taken if an accusation is found to be vexatious.

83. **Complaints.** Should trainees believe they have been treated unfairly by either military or civilian staff they are to raise the matter immediately to their supervisor or supervising staff member. Trainees will be briefed on the training review and training complaint system shortly after commencing training at RMC-D.

84. **Social media and public comment.** Under no circumstances are photographs, comments or personal opinions relating to RMC-D and/or the ADF as a whole to be posted on any social media websites such as Facebook or Twitter. This includes 'status updates', 'locations' or activities being conducted either during training or while on leave. Trainees will be briefed in more detail about Army's Social Media Policy during the induction period.

85. **Discipline.** As a cadet of RMC-D, you will be subject to the Defence Force Discipline Act (DFDA). You will be briefed on your arrival regarding the extent and responsibilities that come with being a service member. You will be required to read and acknowledge RMC-D Standing Orders shortly after your arrival at the College and before you can take leave.

86. **Prohibited Substances.** The use or involvement with prohibited substances by Defence personnel is incompatible with an effective and efficient ADF. It leads to reduced performance, health impairment and gives rise to occupational health and safety risks. Furthermore, prohibited substance use or involvement undermines discipline, morale, organisational cohesion and security and can adversely affect the public image and reputation of the ADF. Consistent with the ADF principle of 'zero tolerance', disciplinary and/or administrative action will be taken against all Defence personnel who use or are involved with prohibited substances.

87. Protein and meal supplements may contain traces of prohibited substances, either by design or mistake during the manufacturing process. Trainees are **not to bring** any such supplements to RMC-D; a brief on supplements within Defence will be provided during ICT.

### **Assessment information**

88. **Registered Training Organisation.** The Australian Defence Force is a Registered Training Organisation (RTO) and is governed by the Vocational, Education and Training Quality Framework and the Standards for National VET Regulations for RTOs.

89. **Training and assessment.** Training is conducted through a variety of methodologies including face to face instruction, self paced learning, the use of simulation technology, practice training activities and assessments. Assessments include knowledge based testing and practical activities where you will be observed as an individual as part of a team, and/or as a leader commanding the team.

90. Throughout your training you will not only be assessed on the course competencies, you will also be continually assessed in the values, behaviours, skills, knowledge and attitude required for service in the Australian Army.

91. **Supporting mechanisms.** To assist in your development through training you will have access to counsellors, instructors and assessors to provide feedback and guidance on your performance. RMC-D has a wide range of resources and management strategies available to assist in your progression and self-development.

92. **Access to training records.** Throughout your time at RMC-D you can expect many and varying records to be maintained on your performance and results. There will be occasions during the course that some of your records will be required to be accessed by yourself. This access will be granted; however, will occur under supervision.

### **Withdrawal from course at own request**

93. Requests for withdrawal from course will not normally be accepted or processed before the completion of the **first seven (7) weeks** of training. This is to ensure that trainees have:

- a. had sufficient time to overcome the initial stress of adjusting to the training environment
- b. settled into the course and College life
- c. been provided with enough knowledge of the Army and officer training to make an informed decision about their future.

94. If you apply to resign your appointment, this process can take **up to 90 days** to be actioned by the Career Management Agencies. Applications to withdraw from training will be considered on a case by case basis and in conjunction with relevant policies outlined in your individual letter of offer. Expedited removal from training only occurs where compelling extenuating circumstances exist.

95. Trainees are reminded that:

- a. When they appoint, they voluntarily enlist into the Army and sign a statutory obligation to serve a minimum period of time
- b. They may be permitted to terminate that statutory obligation provided the delegate of the Chief of Army, through Commanding Officer RMC-D, is satisfied that circumstances exist which justifies granting the request
- c. Trainees will be **required to pay for their own removal** (vehicle and furniture) from RMC-D if they are removed from training at own request. MWD trainees should pay particular attention to this requirement as their removal could be very costly
- d. They may incur a financial debt if electing a voluntary separation.

### **Removal or suspension from training**

96. Removal or suspension from training may only be granted by the Commandant of the Royal Military College of Australia. Removal may occur in the following circumstances:

- a. disciplinary reasons
- b. unsatisfactory progress, including non-achievement of training competencies
- c. unacceptable behaviour
- d. compelling compassionate or personal reasons
- e. medical reasons.

### **Adjusting to military life**

97. For many, the transition from civilian to military life or from unit lifestyle to a training environment can be difficult. It is important that you and your loved ones fully

recognise and acknowledge this change. There will be lengthy periods without contact and you will miss your family, friends and partners; however, this is completely normal and something that you and your family will learn to manage successfully.

98. While you will be entitled to some short periods of leave, most of your weekends will be filled with training and other activities. This will make travel on a frequent and regular basis difficult; however, there are periods of study leave (no less than nine days) programmed every three months, which will give you the opportunity to rest and relax with family or friends.

### **Conclusion**

99. RMC-D is Australia's premier leadership College and is a national institution with a world-wide reputation, and as such, demands exacting and high standards for our trainees. You need to be prepared for a rigorous and demanding 18 months of Army Officer training. Arriving fit, healthy, with your personal administration in order, and in a determined frame of mind, will provide you with the opportunity to commence training with the minimum of stress and inconvenience. Remember, your ability to organise your administration and your fitness is a direct reflection on you. It is important to set high standards for yourself, even prior to your arrival at the College.



100. Congratulations again on your selection to attend RMC-D. If you have any queries regarding information contained in this instruction, please contact the relevant points of contact contained in Annex B. The staff and I look forward to seeing you in training.



**B Passmore, CSC**  
Lieutenant Colonel  
Commanding Officer  
Royal Military College – Duntroon

29 May 18

**Annexes:**

- A. Training Sequence – Ab Initio Candidates
- B. Points of Contact
- C. Entrant's Personal Details and Housing Needs
- D. Personal documentation required
- E. Information for Single or Unaccompanied Trainees
- F. Information for Trainees Seeking Recognition of Interdependent Partnership or Member with Dependants (Unaccompanied)
- G. Information for Married and Independent Partnership Trainees
- H. Civilian Clothing Standards/Requirements
- I. What to Bring
- J. '100 Point Check' for opening bank accounts
- K. Trainees' Code of Conduct

**Enclosures:**

- 1. [Duntroon Garrison Map](https://www.army.gov.au/rmc-d_map)  
([https://www.army.gov.au/rmc-d\\_map](https://www.army.gov.au/rmc-d_map))
- 2. [Bridging Period Conditioning Program](https://www.army.gov.au/rmc-d_conditioning_program)  
([https://www.army.gov.au/rmc-d\\_conditioning\\_program](https://www.army.gov.au/rmc-d_conditioning_program))
- 3. [Bridging Period Conditioning Program – Guide](https://www.army.gov.au/rmc-d_conditioning_program_guide)  
([https://www.army.gov.au/rmc-d\\_conditioning\\_program\\_guide](https://www.army.gov.au/rmc-d_conditioning_program_guide))

**TRAINING SEQUENCE – AB INITIO CANDIDATES**

<b>SER</b>	<b>DATE</b>	<b>OCCURRENCE</b>	<b>REMARKS</b>
<b>1.</b>	Jan – Jul 18	Receive Letter of Offer from DFR and commence Bridging Period and Conditioning Program. Ask DFR for clarification with any concerns regarding your offer.	The Bridging Period Conditioning Program is to help you reach the <b>minimum</b> fitness standard required at RMC-D.
<b>2.</b>	ASAP – no later than 14 days after offer acceptance	Married/Interdependent Partnership members are to: - email Annex C to the administrative point of contact, outlined in Annex B of the Joining Instruction - contact Toll Canberra and DHA to organise your removal. (Ensure that your DFR is aware of this.)	Ensure your email includes your family composition. Clearly state to your DFR if and when your partner/family will be accompanying you to RMC-D. This should be done ASAP and any changes should be notified immediately. You should request delivery of your household and personal effects no later than <b>Friday, 06 Jul 18.</b>
<b>3.</b>	ASAP – no later than 14 days after offer acceptance	<b>All members</b> are to submit the Entrant’s Personal Details and Housing Needs form in Annex C	Submission is via email to the administrative point of contact in Annex B of the Joining Instruction
<b>4.</b>	Jun 17	<b>Single members</b> to contact DFR to arrange travel.	Contact DFR if you have any concerns.
<b>5.</b>	Tuesday, 03 Jul 18	Married and defacto entrants and families are required to be at the Military Instruction (MI) Block at 0900h to receive an induction brief.	<b>POC:</b> WO2 Shannon Brears – 0432 205 025. Children of all ages very welcome.
<b>6.</b>	Tuesday, 10 Jul 18	All entrants are to arrive at RMC-D between 1500h and 1700h. Travel for single and unaccompanied entrants is arranged by your DFR. You are not to organise your own travel or drive yourself to RMC-D.	You will be met by RMC-D staff in accordance with your travel arrangements. If you have any concerns about your travel you are to contact your DFR. Do not leave this until the last minute as this may prevent you from commencing training at RMC-D.
<b>7.</b>	Saturday, 01 Sep 18	Lanyard Parade	Weekend leave will be granted at the conclusion of Lanyard Parade. This is within the local leave area and is subject to change.

## TRAINING SEQUENCE – SEMESTER 2 2018

JUL	LEAVE														Induction							WEEK 1							WEEK 2							WK 3							AUG							WK 3							WEEK 4							WEEK 5							WEEK 6							WK 7																																																
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II Class								Offensive Activities							Offensive Activities							Offensive Activities							Offensive Activities							II Class							Offensive Activities							Offensive Activities							Offensive Activities							Wpn Block / CBRN							Bulls Procedure							Travel RMC							FS / Ex DAMOUR / Shaggy Ridge																																									
III Class	MPTD Induction							MI							III Class Induction							ICF							AFAC Trg							FIR Training							FIR Training							FIR Training							Cosms							NAV							Nav FAISA							F99 Training							F99 Ranges							Section Tactical Tasks							Foundation							Warfighting Theory							Field Craft Consolidation							RFF						
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I Class	Ex HAT DICH							Post Admin							RTU/RMC							Stability Activities							Stability Activities							I Class							Study Break							Stability Activities							Stability Activities							Stability Activities							Bulls Procedure							Travel RMC							Foundations																																									
II Class	FS / Ex DAMOUR / Shaggy Ridge							Post Admin							RTU/RMC							Defensive Activities							Defensive Activities							II Class							Study Break							Defensive Activities							Defensive Activities							Defensive Activities							HAC (TBC)							Defensive Activities																																																
III Class	Layoff Day							Foundation Warfighting Theory							HE Range Package							Phase 2 Uniforms							Ex LONEPINE							III Class							Study Break							Study Break							Study Break							Ex STRETTON																																																														
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II Class								Bulls Procedure							Travel RMC							Ex ISURAVA							Ex Bardia							II Class							Post Admin							RTU RMC																																																																												
III Class	Ex STRETTON																					Ex MONTBREHAIN							III Class																																																																																																	
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**POINTS OF CONTACT  
ROYAL MILITARY COLLEGE - DUNTROON**

Defence Force Recruiting, through an allocated Enlistment Coordinator at a Defence Force Recruiting Centre remains the primary Point of Contact (POC) for all ab initio appointees prior to their Appointment Date. The POCs provided below are to be used as directed in the Joining Instruction.

**RMC-D POC** (Prior to 15 Jul 18)  
Warrant Officer Class Two Shannon Brears  
Drill Wing Sergeant Major  
(02) 6265 9895 / 0432 205 025

(From 15 Jul 18)  
Second-in-Command Third Class  
Duntroon Garrison (02) 6265 9307  
Majura Training Area (02) 6127 0758

**Administrative POC**  
Warrant Officer Class Two Daniel Donald  
Chief Clerk  
(02) 6265 9361  
[RMCD.Registry@defence.gov.au](mailto:RMCD.Registry@defence.gov.au)

**Coordinating Chaplain**  
Chaplain Ross Tucker  
(02) 6265 9570 / 0427 227 872

**RMC-D 24/7 Emergency POC**  
Duty Officer  
0419 228 561

**Second-in-Command RMC-D**  
Major Shane Lacey  
(02) 6265 9876 / 0421 595 272

**Supporting Organisations**  
RMC-A (Duntroon) Housing Officer  
Mr Matthew Smith  
[hqrmca.housing@defence.gov.au](mailto:hqrmca.housing@defence.gov.au)

Defence Housing Authority (DHA)  
Transact House  
470 Northbourne Ave  
DICKSON ACT 2602  
Mrs Cathy Harrison  
(02) 6933 7209  
Mrs Alison Bradbury (alternate)  
(02) 6268 3716

TOLL Transitions  
Defence Relocations  
Canberra Office  
(02) 6216 0557

Defence Community Organisation (DCO)  
8 Thesiger Court  
DEAKIN ACT 2600  
(02) 6265 8777

**ENTRANT'S PERSONAL DETAILS AND HOUSING NEEDS**  
**For Official Use Only (After first entry)**

*Collection, storage and use or disclosure of personal information is subject to the Information Privacy Principles set out in section 14 of the Privacy Act 1988*

Please complete and submit to the administrative point of contact detailed in Annex B.  
All entrants must submit a completed Annex C no later than 14 days prior to their appointment date.

<b>Personal Details</b>	
Surname:	Given Names:
Date of Birth:	
<b>Gender:</b> <input type="checkbox"/> Male <input type="checkbox"/> Female <b>Marital Status:</b> <input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Defacto	
<b>Contact Details</b> <i>Current Address</i>	
Street:	
Suburb:	
State:	Post Code:
Ph:	Mobile:
Email Address:	
<b>Educational Qualifications</b>	
Professional/Tertiary Qualifications:	
<i>(Full title of qualification)</i>	
Date of Conferral:	
<b>Avenue of Entry</b>	
<input type="checkbox"/> Civilian, recruiting centre: _____ <input type="checkbox"/> ADFA <input type="checkbox"/> In-Service	

<b>RMC-D Family Affiliation</b>
<i>Trainees on entry to RMC-D may indicate if they have an established affiliation with a particular RMC-D Company by virtue of a family member. Trainee allocation to a specified affiliated Company is not assured.</i>
<b>Company Affiliation:</b> <input type="checkbox"/> Alamein <input type="checkbox"/> Gallipoli <input type="checkbox"/> Kapyong <input type="checkbox"/> Kokoda <input type="checkbox"/> Long Tan
Reason:
Please provide details of family member(s), including spouse, who are currently attending, or intending to commence training at or is posted as a staff member at RMC-D:

<b>Service History</b> <i>Entrants with previous ADF or Foreign Military service.</i>	
Service: <input type="checkbox"/> ARA <input type="checkbox"/> ARES <input type="checkbox"/> RAAF <input type="checkbox"/> RAN <input type="checkbox"/> FOREIGN*	
Employee ID:	Rank/Corps:
Last Posted Unit:	Period of Service:

<b>Allergies</b>
Please note any allergies you have ie Food, medication, etc

<b>Married and Defacto Entrants</b>	
If you are in a Defacto relationship, will you be seeking Defence recognition? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	
If yes, provide details on the status of the application:	
Have you lodged your application for a removal with Toll?	<input type="checkbox"/> Yes, lodged on ___/___/___ <input type="checkbox"/> No
Will your family be accompanying you immediately?	<input type="checkbox"/> Yes, arrival on ___/___/___ <i>see note</i> <input type="checkbox"/> No, intended arrival is: <input type="checkbox"/> Family will join me on posting after graduation <input type="checkbox"/> Mid-Semester Break (Oct 18) <i>see note</i> <input type="checkbox"/> End of Year Break (Dec 18) <i>see note</i>
<i>Note: Contact the RMC-A (Duntroon) Housing Officer to request a Housing Request Form in order to ascertain the availability of a Duntroon Service Residence to suit your family composition. The Housing Officer can provide assistance when liaising with DHA; contact details are provided in Annex B.</i>	

<b>Family Composition</b>				
	Name	Gender	Age	Remarks
Spouse		<input type="checkbox"/> M <input type="checkbox"/> F		
Dependant/Child 1		<input type="checkbox"/> M <input type="checkbox"/> F		
Dependant/Child 2		<input type="checkbox"/> M <input type="checkbox"/> F		
Dependant/Child 3		<input type="checkbox"/> M <input type="checkbox"/> F		
Dependant/Child 4		<input type="checkbox"/> M <input type="checkbox"/> F		
<b>Other Information:</b> (eg boat, additional motor vehicles, impending birth, pets)				

<b>Additional Information</b>
Please note any further details you feel we need to know about you and your family.

## PERSONAL DOCUMENTATION REQUIRED

1. You should bring all personal documentation with you to RMC-D. You will be required to present the following documents during week one:
  - a. New Employee Particulars – Australian Defence Force (AD125)
  - b. Any civilian or military driver's licences held
  - c. Full Birth certificate (original) not extract (plus a certified true copy<sup>1</sup>)
  - d. Passport, if you have one
  - e. Vaccination Certificates and an International Health Certificate, if you have one
  - f. Original Naturalisation Certificate, if applicable (plus a certified true copy)
  - g. Certificates of secondary and tertiary qualifications, showing subjects undertaken
  - h. Tax file number
  - i. Details of the bank account that you wish your pay to be electronically credited to, including, BSB and account number, account name, bank name and branch
  - j. Original Marriage Certificate (if applicable) (plus a certified true copy)
  - k. Details of emergency contacts and alternative emergency contacts
  - l. Details of your Superannuation fund (Fund ID and account numbers).

Note:

<sup>1</sup> Certified true copies must be certified in accordance with the Statutory Declarations Regulations 1993. The certifier must provide, in printed letters, their:

*Full name*

*Qualification*

*Address*

## INFORMATION FOR SINGLE OR UNACCOMPANIED TRAINEES

### Background

1. It is a requirement that you live in the Corps of Staff Cadets company lines for the entirety of your posting to RMC-D.
2. These are the conditions of living at RMC-D after Initial Cadet Training (ICT). All initial travel for single or unaccompanied members is organised through your Defence Force Recruiting Centre.

### Removals

3. You are entitled to a removal of your belongings and your car. You will receive your belongings and car approximately two weeks after the completion of ICT.
4. Removal of your belongings. You are entitled to one of the following options to relocate your belongings:
  - a. A removal from your home address to your room at RMC-D. Remember - your room at RMC-D is small and you do not have room for any large items such as a double bed, television, couch or refrigerator.
  - b. A removal after graduation from your home address or place of storage to your new posting locality, as well as a removal from your room at RMC-D to your new posting location upon completion of training.
  - c. A removal from your home address having a portion of your belongings delivered to your room at RMC-D and a portion of your belongings delivered to storage. The storage is paid for by Defence; your belongings will remain in storage for the duration of your time at RMC-D.
  - d. A removal from your home address to a storage location. (This is the common option for entrants who own a significant quantity of personal belongings).
5. Removal of your vehicle. You are entitled to one of the following options to relocate your car:
  - a. A removal of your car from your home address to RMC-D or
  - b. Return to your home address on your first leave break, using a free travel entitlement, to your Next of Kin (NOK) to collect your car and drive it back to RMC-D. There are restrictions on the distance a cadet can drive during the leave break and, although dealt with on a case by case basis, it is unlikely to be approved if you live further than 300km from RMC-D.
6. Toll Transitions will assist you with the required documentation.
7. Ab initio trainees are not permitted to drive their vehicle to RMC-D at the commencement of training.



### **Free travel**

8. The Commanding Officer of RMC-D can approve free travel for single trainees to return to their NOK address up to three times per year during stand down periods. The details of free travel will be explained to you after ICT. Free travel only applies to members whose NOK resides within Australia.

### **Conclusion**

9. The process for removals will be explained in detail during your first week of induction training. If you experience difficulty completing any of the Toll Transitions Inventory forms, complete them in as much detail as you can and bring the incomplete forms with you.

**INFORMATION FOR CANDIDATES SEEKING RECOGNITION OF DE FACTO  
RELATIONSHIP  
OR  
MEMBER WITH DEPENDANTS (UNACCOMPANIED) (MWD(U))**

1. It is important that civilian candidates inform your Defence Force Recruiting Centre of your relationship status at the commencement of your application for entry into the ADF. Any changes to this status should be passed on to your Defence Force Recruiting Centre as soon as possible. If civilian candidates or in-service members wish to have a de facto relationship recognised prior to entry into RMC-D they must ensure that the correct process is completed.

**Single entrants seeking recognition of a de facto relationship**

2. A de facto relationship is defined as a person who, regardless of gender, is living in a common household with the member in a bona fide, domestic, interdependent partnership, although not legally married to the member. Detailed information regarding Recognition of a de facto relationship is available through your Defence Force Recruiting Centre or on the Defence website's Pay and Conditions Manual (PACMAN) Chap 1, Part 2, Division 2.

3. To summarise policy, entrants seeking recognition of a de facto relationship must be able to provide evidence of cohabitation (living with) with their partner. The 'preferred' piece of evidence is a document showing that the member and their partner live together in a home at the member's posting location (for new members this is your place of residence immediately prior to taking up your appointment at RMC-D).

4. For example, a rental agreement or mortgage papers. This sort of evidence is preferred because it could also satisfy the 'normally lives with' test that must be satisfied for categorisation of the member, later in the process. However, evidence of any other relevant circumstances could be provided. An information sheet can be found at:

[http://www.defence.gov.au/PayAndConditions/ADF/Resources/recog\\_rship.pdf](http://www.defence.gov.au/PayAndConditions/ADF/Resources/recog_rship.pdf)

5. Candidates seeking recognition of their de facto relationship must complete the Application for recognition of a de facto relationship soon as you have signed your Letter of Offer and submit your application through your respective Defence Force Recruiting Centre as soon as possible. In-service members should submit all paperwork through your current unit. The form can be found at:

[http://www.defence.gov.au/payandconditions/adf/Resources/recognition\\_form.doc](http://www.defence.gov.au/payandconditions/adf/Resources/recognition_form.doc)

**Applying for Categorisation as Member with Dependant (Unaccompanied)**

6. To be categorised as MWD(U), an application (AD291) must be submitted to RMC-D for approval. Civilian candidates should gain assistance with this through your Defence Force Recruiting Centre. The MWD(U) form can be found via Google if you search "AD291 MWD(U)".

7. It is important to note that a relationship (marriage/de facto) must first be officially recognised (as per the above procedure) before an application for MWD(U) status can be approved.

8. Candidates who are married or in recognised partnerships and do not wish to be accompanied during your training at RMC-D (be it for the entire 18 months or for a shorter

period) must ensure that this application is submitted as soon as possible. Serving members should seek assistance from their unit.

9. Civilian candidates should complete the process through their Defence Force Recruiting Centre. Civilian candidates, it is important that you inform your Defence Force Recruiting Centre of your intentions for categorisation as soon as possible to ensure that you and your partner/family experience as little disruption as possible. This is also important so that you can place all of your focus on your training when at RMC-D.

## INFORMATION FOR MARRIED AND DE FACTO CANDIDATES

### Background

1. The Army classifies members into two categories, Member Without Dependents or Member With Dependents. Army recognised de facto members receive the same entitlements as married members. If you are currently living in a civilian De Facto relationship and wish for your partner to accompany you to RMC-D as a recognised Partner, you will need to apply for recognition through your local Defence Force Recruiting Centre immediately, as this can be a lengthy process and must be completed well before arriving at RMC-D.
2. For ease of reading, the phrase married member used in the following document will pertain to candidates that are Army recognised De Facto as well as married members.

### Living with your family at RMC-D

3. You have the option to relocate your family to RMC-D or complete RMC-D unaccompanied, with your family remaining in their home location.
4. During Induction and Initial Cadet Training, married members are required to live in barracks and will not be granted leave until completion of the Lanyard Parade. Following Initial Cadet Training, married members will live at home; however, you will be required to work from approximately 0615 h until 1730 h weekdays, occasionally as late as 2140 h. You will also be required to work most Saturday mornings and will spend approximately one quarter of your time deployed in the field, away from RMC-D.
5. Service residences are predominately three bedroom townhouses with limited or no backyard.
6. All members recognised de facto or married are able to apply for a Mauve ADF family (Spouse) Pass via the AE294 Defence Common Access (DCAC) Application form. This application can be submitted once you have marched in to RMC-D. This pass will allow your spouse general access to RMC-D and other Defence establishments on posting. At RMC-D the pass will allow general afterhours access to the Duntroon gym and general identification whilst moving around Duntroon Garrison.
7. On your arrival at RMC-D you will be required to complete a number of forms that will initiate your pay and allowances. During this process you will be asked to provide a Password that will allow your spouse to contact 1800Defence to confirm or amend your details on your behalf whilst you are on ICT; such as incorrect bank account or BSB details. **Before you leave home you should ensure that you and your spouse have discussed this and identified a suitable, uncomplicated password.**

### Entitlements and allowances

8. You are entitled to a full removal at Commonwealth expense for your family, furniture, effects and vehicles. This removal is from your current residence to your new residence in Canberra. This will be coordinated through Toll.
9. You are entitled to allowances for your travel and removal to Canberra. These will be processed as a part of your removal. The allowances are:

- a. Disturbance Allowance. This is an amount paid to compensate you for the monetary inconvenience of moving. This allowance is paid prior to your move.
- b. Travelling Allowance. This is a set amount paid to compensate you and your family for the accommodation, meals and travel costs incurred while travelling to RMC-D. This allowance is paid prior to your move.
- c. Temporary Accommodation Allowance. This allowance is paid prior to your move.

### **The relocation process**

10. You need to contact Toll Canberra (see contact details in Annex B) who will provide you all relevant information associated with your relocation requirements. This needs to be done well before your, march in date. All permanent housing requirements need to be referred to Defence Housing Authority Canberra.

### **Arrival**

11. Married members relocating your family to RMC-D arrive in Canberra one week prior to single entrants to ensure sufficient time to effect your removal. RMC-D will conduct a family induction day, as detailed in Annex A serial 5, for all members and their families (including children). The day will commence at the Military Instruction Block at 0900 h. The Military Instruction Block (Building Number A56) is located at the intersection of Bruche and Lavarack Roads. The map in Enclosure 2 will assist you in finding this location. The aim of this day is to provide you with information on life in Defence and at Duntroon.

12. You are to report to the Military Instruction Block in accordance with Annex A, in order to commence Induction and Initial Cadet Training with your class. After that time, you will not be granted leave to see your family until the completion of Initial Cadet Training.

### **Spouse employment**

13. There are a number of services available for assisting spouses with gaining employment within the Canberra area. Defence Community Organisation runs the Partner Employment Assistance Program (SWAPP SELECT). Another tool that can be useful for a partner looking for employment is the APS Gazette, which is an up-to-date document displaying available Australian Public Service positions. The contact details for the Defence Community Organisation are included in Annex B of this document.

### **Unaccompanied Member**

14. If your family is unable to move with you initially, you should ensure that the removal is organised during a period of block leave, which occurs mid term and at the end of each term. You will have little time to support your spouses with a removal during programmed training. Term and leave dates will be provided on your arrival. You will need to be recognised by the Army as a Member with Dependents Unaccompanied (MWD(U)) which will ensure you qualify for the correct entitlements. You will need to do this through your local Defence Force Recruiting Centre or if you are an in-service member, through your parent/administering unit. If you are coming to RMC-D as an unaccompanied member there is no requirement for you to march in early and you will arrive as per the single members. For further information on MWD(U) categorisation, go to Annex E.

**Contact Numbers**

15. If you have any questions regarding your removal Contact Toll Canberra and for housing please contact the Defence Housing Authority in the first instance. Contact numbers are listed in Annex B.

## CIVILIAN CLOTHING STANDARDS/REQUIREMENTS

### General

1. Upon your return to RMC-D, civilian clothing is worn during the evenings for study, to sporting functions and when not on duty. Your quality of dress when not on duty is to be of a high standard. The standard of clothing required by RMC-D is detailed in the following paragraphs.

2. Although you will be issued bathers, both males and females are required to bring a pair to the College. While black or navy blue are preferred, there is no need to spend a large sum of money on this item. Any swimwear that you already own (provided it is not inappropriate) will be sufficient. Female swimwear is to be a one piece bathing suit.

### Dress standards

3. Following ICT, personnel are required to wear suitable attire to the Mess for dinner. Your choice of clothing should be guided by the dress standards listed in the tables below and in Figure 1.

4. You should note that until the granting of your first period of leave you will generally wear uniform or issued clothing. You will only require civilian clothing for dress in the Mess/dining hall. You should bring no more clothing with you than stated below. You can arrange for the rest of your clothing to be sent in your removal.

**Table 1. Female Clothing Standards**

Serial	Occasion	Dress	Remarks
1.	Dinner in the Mess	Suit, skirt and blouse, or dress.	Stockings to be worn, conservative style, mini-skirts not acceptable.
2.	Breakfast and lunch in the Mess	Skirt and blouse, slacks and jumper.	Stockings to be worn. This is minimum standard, jumpsuits and overalls are not permitted in the Mess.
3.	Barracks	As per Serial 2, including tracksuits and sports wear.	Once issued, uniform is generally worn in-barracks.
4.	Ablutions	Minimum of dressing gown.	Clothing must be worn to and from bathrooms. Thongs must be used when showering. Bare feet are not permitted.
5.	Initial Cadet Training	Tracksuit.	Required until you receive your initial issues.
6.	Leave	Neat casual.	Worn or faded clothing, old jeans and t-shirts are not acceptable.

**Note:** Females are asked to bring appropriate sports bras with them. It is advised that you get these professionally fitted.

**Table 2. Male Clothing Standards**

<b>Serial</b>	<b>Occasion</b>	<b>Dress</b>	<b>Remarks</b>
1.	Dinner in the Mess	Suit or sports coat, trousers and tie.	Conservative style.
2.	Breakfast and lunch in the Mess	Trousers and open neck shirt, or trousers and jumper.	This is the minimum standard.
3.	Barracks	As per Serial 2, including sports attire.	Once issued, uniform is generally worn in-barracks.
4.	Ablutions	Minimum of dressing gown.	Clothing must be worn to and from the bathrooms. Thongs must be used when showering. No bare feet at any times.
5.	ICT	Tracksuit.	Required until you receive your initial issues.
6.	Leave	Neat casual. Collared shirt/polo.	Worn or faded clothing, old jeans and t-shirts are not acceptable.



Figure 1. Civilian Dress Standards in the Mess

RMC DRESS: CIVILIAN



DINNER WEEKNIGHTS



WEEKENDS, FORMAL  
AREAS & MESS



WEEKENDS, INFORMAL  
AREAS



DINNER WEEKNIGHTS



WEEKENDS, FORMAL  
AREAS & MESS



WEEKENDS, INFORMAL  
AREAS

## WHAT TO BRING

### General

1. Below is a list of essential items that you will need to bring with you to RMC-D. It is not advised that you spend large sums of money on these items as some will have minimal use however are necessary for you to have prior to receiving your issued kit. You should ensure that you pack in accordance with the dress standards explained in Annex H.

ITEM	QUANTITY
Suit or slacks and sports coat (business attire)*	2
Long sleeve dress shirt*	2
Tie	1
Belt	1
Footwear to compliment business attire (flats)*	1
Socks / stockings	3+
Casual outfit	1
Sports shoes	1
Underwear (appropriate)	4+
Sports bras (females – well fitted for high impact activities)	3+
Sleeping attire (appropriate – no singlets or short shorts)	2
Thongs (for shower)	1
Toiletries (including sanitary items, panty liners etc for females)	Sufficient for <b>10 weeks</b>
Towel	1
Hair elastics/bobby pins/hair nets (neutral)	Sufficient
Digital watch (black, 24hr display, waterproof)	1
Iron (good quality)	1
Coat hangers (including trouser/pants hangers)	25
Mobile phone and charger	1
Sandpaper (various grades)	Sufficient
Padlock with spare key	2
Cash	\$200

**Note:** \*female equivalent

2. The following list of items is not compulsory; however, they may assist you throughout Initial Cadet Training. Again, you should not spend large sums of money on these items.

ITEM	QUANTITY
Handkerchiefs	3+
Microfibre cloth	1
Tent pegs (lightweight)	6
Zip-lock bags (various sizes)	Sufficient
Stationery	See note
Clear contact	1 x roll
Travel coffee mug (no handle)	1
A5 Notebook	2
A4 Notebook	2
Letter writing material	Qty
Postage stamps	Qty

**Note:** General stationery will be provided, however, you may wish to bring a small quantity of your own.

**ACCOUNT OPENING VERIFICATION OF SIGNATORIES  
100 POINT CHECK**

**Note:** Special provisions apply to children, recent arrivals to Australia, isolated area Aboriginals and Torres Strait Islanders, public authorities, public companies and non-residents.

Serial	Documents	Points
1.	Establish applicant's name from one of the following: <ul style="list-style-type: none"> <li>- Birth Certificate</li> <li>- Passport</li> <li>- Citizenship Certificate</li> </ul>	70
2.	The applicant is a known member of DEFENCEBANK of at least 12 months standing	40
3.	A written reference bearing the signature of the applicant from: <ul style="list-style-type: none"> <li>- Another financial body where the applicant has been a member for 12 months</li> <li>- An acceptable referee (refer CTRA Guidelines No. 3) who has known the applicant for 12 months or more</li> </ul>	40
4.	The applicant's name may be verified from the following documents with a photograph or signature that can be matched to the applicants: <ul style="list-style-type: none"> <li>- A drivers licence</li> <li>- ID Card – Public Service employee</li> <li>- ID Card – Tertiary Educational Institution</li> </ul>	40
5.	The applicant's name and address may be verified by: <ul style="list-style-type: none"> <li>- Document held by DEFENCEBANK giving security over the signatory's property</li> <li>- A mortgage or other instrument of security</li> </ul>	35
6.	The applicant's name and address, may be verified by: <ul style="list-style-type: none"> <li>- A current employer, or an employer within the last 12 months</li> <li>- A rating authority (e.g. Land rates)</li> <li>- The Credit Reference Association of Australia (subject to the Privacy Act 1988)</li> <li>- Land Titles Officer records</li> </ul>	35
7.	The applicant's name, address and telephone number may be verified from the telephone directory and by then contacting the applicant on that telephone number	25
8.	The applicant's name may be verified from any of the following: (more than one may be used but only from any one institution): <ul style="list-style-type: none"> <li>- Medicare Card</li> <li>- Financial Institution Debit Card</li> <li>- Bankcard</li> <li>- Diner Card</li> <li>- American Express Card</li> <li>- Visa Card</li> <li>- Master Card</li> <li>- Library Card</li> <li>- Sporting Club Membership Card</li> <li>- Hobby Club Membership Card</li> <li>- Pension Card</li> <li>- Ambulance Card</li> </ul>	25

	<ul style="list-style-type: none"> <li>- Blood Bank/Organ Donor Card</li> <li>- Store credit Card</li> <li>- Defence Service Homes Card</li> <li>- Motel Membership Card</li> <li>- Shooters Licence</li> <li>- Telecard</li> <li>- Car Rental Card</li> <li>- Telecom Payment Card</li> <li>- Marriage Certificate</li> </ul>	
9.	<p>The applicant's name may be verified from:</p> <ul style="list-style-type: none"> <li>- The electoral role</li> <li>- An acceptable referee (refer to CTRA Guidelines No. 4)</li> <li>- The owner, landlord or managing agent of rented premises in which the applicant lives or carries on a business</li> <li>- The records of a public utility ie gas, electricity, telephone accounts</li> <li>- The records of another financial body where the applicant has been a customer for at least 12 months ie Bank Statement</li> <li>- A public record maintained under law, other than Land Titles e.g. Court Summons, Child Maintenance Order</li> </ul>	25
10.	<p>The applicant's name and date of birth may be verified from:</p> <ul style="list-style-type: none"> <li>- The records of an educational institution attended by the applicant during the last 10 years eg School/ Report Certificates</li> <li>- The records of a professional or trade association where the applicant is a member e.g. Union Card</li> </ul>	25

## TRAINEE CODE OF CONDUCT

### Introduction

1. This code of conduct is applicable to all Army trainees in all circumstances, courses or training activities. Trainees must read and acknowledge this code and failure to comply may result in discipline or adverse administrative action for non compliance.

### Trainee Code of Conduct

2. The trainee 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 all the values of the Army, including the core values of courage, initiative, respect and teamwork. Your behaviour is held to a higher standard than expected with normal society. 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. Your oath requires loyalty, sacrifice and dedication to duty.
  - b. **Uphold Our Contract with Australia.** This contract embodies the Australian soldier's ten core behaviours. This contract should be able to be recited so to serve as a guide in all your thoughts, words and actions as an Australian Soldier.

#### *Our Contract with Australia*

*I'm an Australian soldier who is an expert in close combat*

*I am physically and mentally tough, compassionate and courageous*

*I lead by example; I strive to take the initiative*

*I am committed to learning and working for the team*

*I believe in trust, loyalty and respect for my country, my mates and the Army*

*The Rising Sun is my badge of honour*

*I am an Australian Soldier – always*

- c. **Be prepared to learn.** An army that does not learn will lose battles and 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.
- d. **Display integrity.** Displaying and having integrity means that you only do things that you are prepared to take responsibility for accepting that you are accountable for your behaviour. 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. If you have integrity, you will always look out for your mates and your behaviour will always be of the highest possible standard.
- e. **Develop resilience.** During training, you should expect to be challenged physically and mentally. You will need to build resilience to make best use of your mental and physical strength to achieve the desired outcomes in training. 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.

- f. **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 are required to do) you will be seen as being in control, reliable under pressure and able to cope with any situation.

### **Conclusion**

3. Trainees are to be fully aware of this Trainee Code of Conduct and comply with it in all respects.