



**SOUTH**  
AUSTRALIA



Government of  
South Australia

**VeteransSA**



South Australian Government

# Military Technical Rank to Grade Guide

Royal Australian  
Infantry Corps

Royal Australian  
Navy (Logistics)





## Contents

|   |              |
|---|--------------|
| <b>Abbreviations and Acronyms</b>               | <b>3</b>     |
| <b>General Guidance</b>                         | <b>4</b>     |
| <b>Infantry Guide Structure</b>                 | <b>6</b>     |
| <b>Infantry Learning Management Packages</b>    | <b>7</b>     |
| <b>Infantry Guides</b>                          | <b>8-15</b>  |
| <b>Navy Supply Learning Management Packages</b> | <b>17</b>    |
| <b>Logistics (Navy) Guides</b>                  | <b>18-25</b> |
| <b>Resources</b>                                | <b>26</b>    |





## Abbreviations and Acronyms

|                  |  |
|------------------|--|
| <b>ADF</b>       | <b>Australian Defence Force</b>  |
| <b>AFV</b>       | <b>Armoured Fighting Vehicle</b>   |
| <b>ALV</b>       | <b>Armoured Logistics Vehicle</b>  |
| <b>AMPS</b>      | <b>Asset Management<br/>and Planning System</b>                                  |
| <b>ARE</b>       | <b>Amphibious Readiness<br/>Element</b>  |
| <b>ASDEFCON</b>  | <b>Australian Standard<br/>for Defence Contracting</b>                           |
| <b>ANZSCO</b>    | <b>Australian and New Zealand<br/>Standard Classification<br/>of Occupations</b> |
| <b>ATG</b>       | <b>Amphibious Task Group</b>   |
| <b>CTAS</b>      | <b>Career Transition<br/>Assistance Scheme</b>                                   |
| <b>CO</b>        | <b>Commanding Officer</b>  |
| <b>CPL</b>       | <b>Corporal</b>  |
| <b>CSM</b>       | <b>Company Sergeant Major</b>  |
| <b>FMMI</b>      | <b>Financial Management and<br/>Modernisation Initiative</b>                     |
| <b>HMA Ships</b> | <b>Her Majesty's<br/>Australian Ships</b>  |

|                        |  |
|------------------------|--|
| <b>IET<br/>Program</b> | <b>Initial Employment<br/>Training Program</b> |
| <b>LMP</b>             | <b>Learning<br/>Management Packages</b>        |
| <b>ML</b>              | <b>Maritime Logistics</b>                      |
| <b>ML-SC</b>           | <b>Maritime Logistics<br/>Supply Chain</b>     |
| <b>MLO</b>             | <b>Maritime<br/>Logistics Officer</b>          |
| <b>MOD</b>             | <b>Module</b>                                  |
| <b>NAVCMC</b>          | <b>Naval Common<br/>Management Code</b>        |
| <b>NCO</b>             | <b>Non-Commissioned<br/>Officer</b>            |
| <b>RAINF</b>           | <b>Royal Australian<br/>Infantry Corps</b>     |
| <b>ROBC</b>            | <b>Regimental Officer<br/>Basic Course</b>     |
| <b>SAO</b>             | <b>Stores<br/>Accounting Officer</b>           |
| <b>SCO</b>             | <b>Small Craft Operations</b>                  |
| <b>SGT</b>             | <b>Sergeant</b>                                |
| <b>SPO</b>             | <b>System Program Offices</b>                  |



# How to Read The Guide

## General Guidance

### **This document is a guide only.**

It is to be used as a support tool by those transitioning out of the Royal Australian Navy (from Logistics) and the Australian Army (from the Royal Australian Infantry Corps), and employers who are looking to employ a veteran. It is emphasised that each individual has a unique background and experience that will supplement the courses they have completed. This invaluable experience should be carefully considered during any recruitment process.

In this context, veteran is defined as: “a person who has served, or is serving, as a member of the [Australian] Permanent Forces or as a member of the Reserves,” as per the Australian Veterans’ Recognition (Putting Veterans and Their Families First) Bill 2019.

There are several resources and avenues available for those separating from the Australian Defence Force (ADF) (or those who have recently separated). These can be found through ADF Transition Centres (located at most of the major ADF bases), the ADF Transition and Civil Recognition Project team or under the Career Transition Assistance Scheme (CTAS).

This document identifies the base level of skills expected at a recognised rank or completion of a recognised training course. Each individual must still be evaluated on their own merits and experience. Some personnel will be able to demonstrate the knowledge, skills and experience to operate at higher proficiency level than suggested while others may only demonstrate the level of proficiency described in this document.

The guide is designed to be descriptive rather than prescriptive when aligning ADF training to civilian courses and proficiency levels. It should not limit transitioning members. Rather, it is developed to support understanding of how skills transfer and provide potential pathways forward that individuals can consult early in the process.

Some courses and positions may have additional mandatory prerequisites, assessments, qualifications or expertise level requirements. Proficiencies listed in the civilian courses include both core and elective courses. Prospective employers should ask veterans about their specific individual experience to understand the full extent of their training and practical experience.

A comparable course does not automatically provide or guarantee that qualification. While the skills may be comparable, formal recognition can be attained through Recognition of Prior Learning (RPL).

This guide does not replace the importance of an applicant’s resume or the responses to selection criteria as each ex-service personnel’s knowledge, skills and experience will be different. Applicants may also have experience outside of their military career which should be expressed / considered.

This Rank to Grade Guide was developed by an independent consultant using information obtained from the ADF’s Learning Management Packages.



# Royal Australian Infantry Corps



Soldiers from 1<sup>st</sup> Armoured Regiment  
on parade commemorating the  
Battle of Cambrai, RAAF Base Edinburgh

# Royal Australian Infantry Corps



## Core capabilities of the rank

Identifies core capabilities at each rank level regardless of corps or area of specialisation. Core capabilities are developed through basic training.

## Core capabilities of the specialisation

Identifies capabilities developed through specific, corps wide promotional training packages.

## Technical capabilities of the specialisation

Identifies technical capabilities developed through specialised training courses (e.g. Assault Pioneer Training).

# Infantry Learning Management Packages (LMPs)

This guide is based on the following LMPs:



## CORE LEARNING

### Infantry Promotion LMP

Subject 2 CORPORAL (CPL) RAINF Mod 1 & 2

Subject 2 SERGEANT (SGT) RAINF

Subject 2 RAINF Warrant Officer – Company Sergeant Major (CSM)

RAINF Regimental Officer Basic Course (ROBC)



## TECHNICAL LEARNING

### Assault Pioneer LMPs

Assault Pioneer  
(Basic) Course

Assault Pioneer Officer  
/ Non-commissioned Officer (NCO)

Advanced Small  
Craft Operations

Advanced Small  
Craft Operations – Supervisor

### Driver LMPs

M113AS4 Armoured Fighting  
Vehicle (AFV) Driver Restricted  
Operator Grade One

M113AS4 AFV Driver

AFV Variant Armoured Logistic  
Vehicle (ALV) Driver Course

**NOTE:** The above LMP titles are what recruiters / HR Managers will likely see on veteran resumes / CVs. Course overview statements have been provided throughout the guide. All acronyms / abbreviations have been provided on page 3.



The following guide relates to those who have completed **Subject 2 CPL RAINF Mod 1 & 2 (Intermediate level)**. Mod 1 & 2 provide the learning and assessment required for personnel to be employed as an Infantry Section Commander (ECN343-4).

## Corporal

### General Experience

- Train, lead and supervise a team of approximately 10 soldiers
- Receive instructions from superiors, before planning priorities, resources and subordinates' work responsibilities to achieve work goals
- Break down and clearly communicate complex instructions to subordinates
- Make quick and logical decisions and be accountable for actions.

### Additional Proficiencies

- Ability to analyse operational environments
- Develop and communicate operational plans
- Command infantry tactical actions
- Plan and conduct infantry section offensive operations
- Command Conventional Infantry Operations at Section level
- Operate in complex environments
- Command an Infantry Section on Complex Operations
- Conduct combined arms warfare
- Administer an infantry section
- Design and develop section training
- Demonstrate leadership.

### Certificate IV in Leadership and Management | Proficiencies

- Clearly and effectively communicate (written and verbal)
- Effectively prioritise and manage schedules and timelines
- Understand and implement customer service framework
- Effectively engage and manage staff and broader stakeholders
- Establish a positive team culture that will support productivity
- Monitor and adjust operational performance
- Plan and acquire resources
- Provide reports on performance
- Promote innovation amongst staff
- Create a culture of continuous improvement.

### Example Roles

- Operations Officer / Manager
- Project Manager
- Office Manager
- Customer Service Manager
- Coordinator
- Leading Hand
- Supervisor
- Team Lead

### Certificate IV in Business (Operations) | Proficiencies

- Apply communication strategies in the workplace
- Coordinate business operational plans
- Promote innovation in team environments
- Implement continuous improvement
- Manage personal and professional development
- Prepare operational budgets
- Develop personal work priorities
- Apply critical thinking to work practices
- Support human resources functions and processes
- Manage personal health and wellbeing
- Apply business risk management processes
- Coordinate business resources
- Implement and monitor WH&S policies, procedures and programs
- Lead and facilitate a team.

### Example Roles

- Operations Officer / Manager
- Project Manager
- Logistics Officer
- Analyst
- Office Administrator

**LIMITATION:** It is unlikely that all the skills obtained through the Australian Army will neatly translate to the skills / proficiencies obtained through a business qualification. For example, communication, coordination, planning and leadership are all highly comparable skills that are obtained through both the identified LMP and the civilian course. Technical business skills such as finance and marketing may not be as comparable.





The following guide relates to those who have completed the **Subject 2 SGT RAINF (Intermediate level)** LMP, which provides the skills, learning and assessment required to lead and administer an Infantry platoon as a platoon sergeant.

## Sergeant

### General Experience

- Train, lead and supervise up to 30 soldiers. These ranks mentor and develop subordinate staff and oversee their administrative needs.
- As a member of a junior management team, these ranks receive instructions from superiors, then plan priorities, resources and subordinates' work responsibilities accordingly
- Break down and clearly communicate complex instructions to subordinates.

### Additional Proficiencies

- Define the principles of leadership (platoon level)
- Apply planning considerations
- Apply the military appreciation process to plan platoon operations
- Prepare and deliver platoon orders
- Conduct platoon offensive, defensive and stability operations
- Administer and train an Infantry Platoon
- Undertake personal administration and management

### Diploma of Leadership and Management | Proficiencies

- Lead and manage effective workplace relationships
- Lead communication in the workplace
- Manage personal and professional development
- Manage business resources
- Manage business risk
- Manage team effectiveness
- Establish innovative work environments
- Develop administrative systems
- Manage business operational plans
- Develop and use emotional intelligence
- Manage employee and industrial relations
- Communicate with influence
- Coordinate workforce plan implementation
- Ensure a safe workplace
- Manage people performance.

### Example Roles

- Office Manager
- Coordinator
- Leading Hand
- Supervisor
- Team Lead

### Diploma of Business (Operations) | Proficiencies

- Lead and manage effective workplace relationships
- Implement information and knowledge management systems
- Lead the development of diverse workforces
- Manage organisational finances
- Develop and maintain strategic business networks
- Lead communication in the workplace
- Manage personal and professional development
- Manage innovation and continuous improvement
- Manage business resources and risk
- Monitor corporate governance activities
- Manage a supply chain
- Manage team effectiveness
- Maintain and enhance professional practice
- Manage business operational plans
- Facilitate performance development processes
- Evaluate business performance
- Apply critical thinking for complex problem solving
- Lead and manage organisational change
- Develop business continuity plans
- Manage budgets and financial plans.

### Example Roles

- Business Manager
- Business Analyst
- Senior Executive
- Business Development Director

The following guide relates to those who have completed the **Subject 2 RAINF Warrant Officer – CSM (Intermediate level)** LMP, which provides the learning and assessment required for personnel to be employed as a Company Sergeant Major (CSMs).

## Warrant Officer (1-2)

### General Experience

- Train, build morale and supervise up to 600 soldiers. These ranks mentor and develop subordinate staff, oversee their administrative needs and provide counselling duties
- As a member of a middle management team, these ranks receive instructions from superiors, then plan priorities, resources and subordinates' work responsibilities accordingly
- Highly independent, logical thinkers that enforce high standards of general conduct and achievement of work goals
- Exceptional ability to communicate complex instructions with clarity and confidence to large audiences.

### Additional Proficiencies

- Ability to understand and revise Individual Military Appreciation Process (IMAP)
- Interpret Combined Arms Capabilities (various)
- Plan Defensive, Offensive and Stability Operations
- Explain the roles and responsibilities of the CSM

\*all planning activities include understanding and proficiencies relating to military theory, strategy, tactics, structures, roles, equipment, employment, no-go's and other operational considerations.

### Advanced Diploma of Leadership and Management | Proficiencies

- Support and coordinate human resources and operational activities such as strategic planning, organisational design and development, people management and operational and processes changes
- Support team effectiveness, assess and manage risk, and provide leadership across business
- Manage customer and stakeholder relationships and information.

### Example Roles

- Operations Officer
- Project Manager
- Area Supervisor
- Regional or Departmental Coordinator / Manager

### Advanced Diploma of Business (Operations) | Proficiencies

- Develop and monitor process for the management of breaches in compliance requirements
- Manage organisational finances
- Lead strategy development and organisational planning
- Lead communication in the workplace
- Manage personal and professional development
- Provide leadership across the organisation
- Manage business risk
- Lead and manage organisational change
- Communicate with influence
- Manage program delivery
- Facilitate stakeholder engagement
- Develop and implement business plans
- Develop business continuity plans
- Manage project scope.

### Example Roles

- Business Manager
- Business Analyst
- Business Development Manager

The following guide relates to those who have completed the **RAINF Regimental Officer Basic Course (ROBC)**, which provides the skills, learning and assessment required to lead and command an Infantry platoon.

## Lieutenant

### General Experience

- Receive instructions from superiors, then plan priorities, co-ordinate resources and determine work responsibilities for up to 120 soldiers
- Maintenance and security of equipment and stores that may exceed millions of dollars in value
- Mentor, counsel and support the development and career progression of subordinates
- Take responsibility for the actions and performance of their team; show initiative and self-reliance
- Confident speaking and writing skills with a variety of senior and subordinate audiences

### Additional Proficiencies

- Define principles of leadership at platoon level
- Apply planning considerations
- Apply the military appreciation process to plan platoon operations
- Conduct platoon offensive, defensive and stability operations
- Administer and train an Infantry Platoon

### Bachelor of Business (Management) | Proficiencies

- Integrate theory and practice in Management and articulate the impacts of recent developments within the field
- Critically evaluate a range of core and contemporary business skills to synthesise solutions to future work challenges in the legal, economic and global business environment
- Analyse and apply a range of contemporary approaches to business innovation and organisational change
- Develop and apply experience in professional management of work and organisations demonstrating creativity and initiative in new situations
- Synthesise and apply a range of ethical, socially responsible and sustainable solutions in a changing business environment and reflect upon levels of personal autonomy and accountability associated with the decision-making process
- Locate and evaluate a range of research frameworks and skills within Management.

### Example Roles

- Business Development Manager
- Management Consultant
- Account Manager
- Program Manager
- Project Director

### Bachelor of Organisational Leadership | Proficiencies

- Demonstrate knowledge of contemporary management and leadership theory and processes
- Utilise cognitive and communication skills, tools and digital technologies to communicate appropriately and persuasively with a range of stakeholders
- Apply critical and creative thinking to analyse complex real-world business-related problems and synthesise materials from a variety of sources in identifying solutions
- Identify relevant information drawn from a range of sources in order to analyse data and complex business-related issues
- Evaluate and demonstrate judgement in formulating responses to complex, social, cultural and ethical issues in a range of contexts
- Demonstrate a preparedness to engage in continuous learning and reflection to develop new insights into professional practice
- Illustrate skills in working autonomously and with others to generate solutions and show a capacity to function as a leader, including the ability to collaborate in a range of contexts to achieve individual and common goals.

### Example Roles

- Operations Manager
- General Manager
- Business Development Director





The following guide relates to those who have completed the **Assault Pioneer (Basic) Course**, which provides the skills, learning and assessment required to effectively perform the duties of Basic Assault Pioneers in Infantry Battalions. This is an introduction to field (civil) engineering.

## Assault Pioneer

### Technical Proficiencies

- Identify typical assault pioneer tasks
- Conduct protective obstacles and field defence
- Operate and maintain pioneer equipment (hand tools, power tools, chainsaw etc.)
- Construct field machines (simple mechanical aids, cordage, knots and hitches)
- Conduct expedient field construction tasks, protective obstacle and field defence construction
- Conduct near coastal and riverine operations
- Demonstrate safety procedures (sea operations)
- Prepare in-service powered tactical craft for operations
- Operate in-service powered tactical craft
- State demolitions characteristics
- Identify in-service explosives and explosive accessories
- Employ non-electrical firing circuits and initiation sets
- Employ electrical initiation sets
- Employ basic demolitions (plan, fix and initiate)
- State general demolitions safety
- Conduct breaching (manual breaching techniques, urban breaching demolitions, safety requirements, methods and principles)
- Search and clearance operations (plan, prepare and participate).

### Certificate II in Construction Pathways | Proficiencies

- Install trench support
- Undertake a basic construction project
- Manufacture and assemble joinery components
- Conduct in-service safety testing of electrical cord connected equipment and cord assemblies
- Carry out basic demolition
- Handle carpentry materials
- Use wall and floor tiling tools and equipment
- Use bricklaying and blocklaying tools and equipment
- Carry out concreting to simple forms
- Work safely and effectively in manufacturing and engineering
- Carry out WH&S requirements
- Identify and use stone products
- Drain and dewater civil construction sites.

### Example Roles

- Labourer
- Scaffolding Labourer
- Civil Labourer

### Certificate II & III in Landscape Construction | Proficiencies

- Install aggregate paths, construct low-profile timber or modular retaining walls, fabricate and repair metal or plastic structures, and complete basic paving
- Construct landscape features using concrete, set out site for construction works, install drainage systems, and contribute to WH&S processes
- Construct brick structures and features, implement a paving project, and construct stone structures and features
- Prune shrubs and small trees, plant trees and shrubs, renovate grassed areas, and recognise plants.

### Example Roles

- Landscaper
- Paving and Concrete Labourer
- Landscape Construction
- Labourer

### Certificate III in Demolition | Proficiencies

- Dismantle and demolish public, residential, commercial and industrial buildings
- Process materials for salvage, recycling and waste disposal
- Carry out measurements and calculations, and read and interpret plans and specifications
- Use explosive power tools, work safely at heights, identify hazards on demolition sites
- and apply risk management strategies, and select and use hand tools and equipment for demolition tasks
- Apply OHS requirements, policies and procedures in the construction industry
- Electives such as license and competency in scaffolding or forklift operation also provided under this qualification.

### Example Roles

- Demolisher
- Demolition Plant Operator
- Demolition Leading Hand



The following guide relates to those who have completed the **Assault Pioneer Officer / NCO (Advanced)** LMP, which provides the skills, knowledge and attitudes required to be employed as an Assault Pioneer OFFR / NCOs in ARA Infantry Battalions.

## Assault Pioneer

### Technical Proficiencies

- Explain protective obstacles and field defence tasks
- Plan a near coastal and riverine task
- Command a near coastal and riverine operation
- Supervise near coastal and riverine operations
- Explain close combat breaching
- Plan, conduct and supervise manual and ballistic breaching
- Prepare and use in-service explosives, accessories and equipment
- Plan, conduct and supervise a demolition / breaching task
- Plan, conduct and supervise a live fire explosive practice
- Plan and conduct and supervise Battle Noise Simulation
- Conduct ambushing techniques using in-service explosives and materials
- Disposal of Malfunctioned Explosive Ordnance
- Plan, conduct and supervise Assault Pioneer search and clearance operations.

### Certificate II in Construction Pathways | Proficiencies

- Install trench support
- Undertake a basic construction project
- Manufacture and assemble joinery components
- Conduct in-service safety testing of electrical cord connected equipment and cord assemblies
- Carry out basic demolition
- Handle carpentry materials
- Use wall and floor tiling tools and equipment
- Use bricklaying and blocklaying tools and equipment
- Carry out concreting to simple forms
- Work safely and effectively in manufacturing and engineering
- Carry out WH&S requirements
- Identify and use stone products
- Drain and dewater civil construction sites.

### Example Roles

- Labourer
- Scaffolding Labourer
- Civil Labourer

### Certificate IV in Landscape | Proficiencies

- Supervise landscape project works
- Supervise maintenance of property, machinery and equipment
- Construct and maintain vertical gardens and green facades
- Implement and monitor quality assurance procedures
- Supervise irrigation system installation
- Research and develop business plans
- Provide information on issues and policies
- Analyse and present research information
- Source goods / services and evaluate contractors
- Plan and implement a chemical use program
- Supervise work routines and staffperformance
- Maintain WH&S processes.

### Example Roles

- Landscape Manager
- Landscape Worker
- Landscaper
- Landscape Supervisor

### Certificate IV in Demolition | Proficiencies

- Plan and supervise demolition work to minimise environmental and public health and safety impact
- Promote team effectiveness, apply structural principles, manage occupational health and safety in the building and construction workplace, and read and interpret plans and specifications
- Supervise individual activities on demolition sites, and plan and prepare for activities on demolition sites
- Finalise demolition activities and supervise property handover
- Various electives such as supervising asbestos removal and high-rise specific demolition available under Certificate IV.

### Example Roles

- Project Manager
- Demolition Supervisor
- Demolition Leading Hand



The following guide relates to those who have completed the **Advanced Small Craft Operations** and **Advanced Small Craft Operations-Supervisor** LMPs. The basic course prepares and qualifies Amphibious Readiness Element (ARE) personnel for employment as a coxswain and bowman in a range of amphibious insertion / extraction tasks conducted within the Amphibious Task Group (ATG) operational environment. The supervisor course provides personnel with the skills and knowledge to qualify as an Australian Standard Classification of Occupations (ASCO) Supervisor for employment in a range of insertion / extraction tasks conducted within a Joint ATG operational environment.

## Advanced Small Craft Operations

### Technical Proficiencies

- Perform marine safety and survival
- Identify marine safety procedures
- Use marine safety procedures
- Fit and use maritime safety equipment and PPE
- Perform sea survival
- Operate a Powered Tactical Craft (PTC)
- Navigate a PTC
- Conduct Amphibious Readiness Element (ARE) operations.

## Advanced Small Craft Operations – Supervisor

### Technical Proficiencies

- Supervise Amphibious Readiness Element (ARE) missions
- Plan ARE missions
- Supervise marine safety and survival
- Command ARE missions.

### Certificate I in Maritime Operations (General Purpose hand Near Coastal) | Proficiencies

- Assist with routine maintenance on a commercial vessel
- Apply basic survival skills in the event of vessel abandonment
- Work as part of a crew on a commercial vessel
- Follow procedures to minimise and fight fires on board a vessel
- Meet WH&S requirements
- Survive at sea using survival craft
- Provide First Aid
- Apply general purpose hand skills aboard a commercial vessel.

### Example Roles

- General Purpose Hand (deckhand)
- Marine Engine Driver
- Small Vessel Master







The following guide relates to those who have completed **one or more of the Infantry Driving LMPs**. These courses provide the skills, learning and assessment required for operating selected army vehicles in a range of operating environments (e.g. in threat environments, day and night, in Australia and overseas).

## M113AS4 AFV Driver Course

### Technical Proficiencies

- Understand M113AS4 AFV Specific Communications Equipment
- Operate and Maintain the M113AS4 AFV
- Drive the M113AS4 AFV
- Operate as a M113AS4 AFV Crewperson in Mounted Operations
- Operate the M113AS4 AFV Weapon System.

## M113AS4 AFV Driver Restricted Operator Grade One Course

### Technical Proficiencies

- Understand and operate M113AS4 AFV Specific Communications Equipment
- Prepare and maintain the M113AS4 AFV for Operations as a Driver Restricted Operator Grade 1
- Operate the M113AS4 AFV as a Driver Restricted Operator Grade 1.

## AFV Variant Armoured Logistic Vehicle (ALV) Driver Course

### Technical Proficiencies

- Operate and maintain the AFV Variant Armoured Logistics Vehicle
- Drive the AFV Variant Armoured Logistics Vehicle
- Operate and maintain the AFV Variant ALV Cupola.

**NOTE:** Licences are provided by the State Government and individuals must meet a number of requirements (including experience and testing) before receiving select licences. If you don't meet the minimum driving experience requirements for the desired license class, you may be able to obtain a learner's permit for that class by either: **applying for an exemption or restricted license** or **passing a training-in-lieu-of-experience course**.

More information can be found here: [sa.gov.au/topics/driving-and-transport/heavy-vehicles/getting-a-heavy-vehicle-license](http://sa.gov.au/topics/driving-and-transport/heavy-vehicles/getting-a-heavy-vehicle-license).

### Certificate II in Driving Operations | Proficiencies

- Follow WH&S procedures
- Prepare articles for delivery
- Carry out vehicle inspection
- Load and unload goods / cargo
- Operate commercial vehicle
- Drive light, medium and heavy rigid vehicle\*
- Operate heavy vehicle on unsealed roads
- Apply fatigue management strategies
- Complete workplace orientation / induction procedures
- Shift materials safely using manual handling methods
- Carry out basic workplace calculations
- Interpret road maps and navigate pre-determined routes

### Certificate III in Driving Operations | Proficiencies

- Shift materials safely using manual handling methods
- Carry out basic workplace calculations
- Follow WH&S procedures
- Apply fatigue management strategies
- Interpret road maps and navigate pre-determined routes
- Complete workplace orientation / induction procedures
- Drive light, medium and heavy rigid vehicle\*
- Carry out vehicle inspection
- Operate heavy vehicle on unsealed roads
- Load and unload goods / cargo
- Set up and secure a towing situation
- Manage the operation of a tow truck
- Ensure a safe on-board passenger and working environment
- Ensure the safety of transport activities (Chain of Responsibility)
- Apply accident-emergency procedures
- Participate in basic workplace communication
- Process workplace documentation

### Example Roles

- Courier Driver
- Express Driver
- Pickup & Delivery Driver
- Priority Driver
- Taxi Driver
- Tow Truck Driver

# Royal Australian Navy Logistics



HMAS Hobart (II),  
launched from Osborne Naval  
Shipyard in May 2015

# Navy Supply Learning Management Packages (LMPs)

This guide is based on the following LMPs:







The following guide relates to those who have completed the **Maritime Logistics Supply Chain Initial Employment Training**, which provides the foundation skills required for employment as a Maritime Logistics Supply Chain sailor.

#### Proficiencies

- AMPS (FMMI) – knowledge and ability to create, input and manage maintenance within their respective workplace on-board HMA Ships
- Completion of Forklift Truck course
- Use Lotus Notes Intermediate Demand System (LNIDS)
- Foundational understanding of finance in Defence, and high-level understanding of the Commonwealth financial framework and how it applies in Defence
- ADF Dangerous Goods awareness, including general awareness of civil and service policies and procedures
- for movement of dangerous goods by both civil and service air transportation
- Ability to operate relevant Inventory Management Systems, including the Military Integrated Logistics Information System and the Personal Inventory Management System
- Foundational knowledge of the life cycle of the supply chain including demanding, receiving, issuing and returning of stores, stocktaking, storeroom maintenance, WH&S, administration, Information Management Systems (IMS) (both ashore and at sea) and compliance and auditing.

#### Certificate II in Supply Chain Operations | Proficiencies

- Follow WH&S procedures
- Identify the roles and functions of the supply chain industry
- Complete workplace orientation / induction procedures
- Ensure the safety of transport activities (Chain of Responsibility)
- Participate in basic workplace communication
- Monitor and process attendance records
- Use communications systems
- Operate a bulk dry goods transfer process
- Use bulk transfer equipment (dry)
- Use and maintain minor mechanical equipment, conduct weighbridge operations
- Load and unload goods and cargo
- Handle hazardous goods
- Operate commercial vehicle
- Move materials mechanically using automated equipment
- Secure cargo
- Operate forklift
- Load and unload tankers
- Maintain petty cash account
- Pick and process orders
- Complete routine administrative tasks
- Conduct financial transactions
- Prepare and process financial documents
- Receive goods
- Process workplace documentation
- Use business software applications
- Undertake general site maintenance
- Participate in stocktakes.

#### Example Roles

- Depot Yard Person
- Despatch Clerk
- Inventory Clerk
- Loader
- Pick Packer
- Reach Truck / Forklift Driver
- Receiving Clerk
- Store Person
- Transport Clerk
- Warehouse Operator
- Yard Person

#### Certificate III in Business | Proficiencies

- Participate in sustainable work practices
- Assist in maintaining workplace safety
- Apply critical thinking skills in a team environment
- Assist in controlling stocks and supplies
- Organise workplace information
- Maintain business and financial records.

It is likely that individuals would be engaging in a variety of routine procedural, clerical, administrative or operational tasks that require technology and business skills. Individuals may focus on customer engagement, business administration, medical administration, or records and information management.

#### Example Roles

- Depending on specialisation:
- Customer Service Representative
  - Administrative Assistant
  - Medical Receptionist
  - Medical Secretary
  - Records Assistant



The following guide relates to those who have completed **Initial Entry Training Phase 2**, which is preparation to serve as the Assistant Maritime Logistics Officer on-board an HMA Ship.

#### Proficiencies

- Apply principles of personnel support in accordance with relevant doctrine and with the support of external agencies and points of contact
- Develop training plans as required that comply with Defence regulations and support the professional development of personnel
- Plan and manage logistics and distribution in compliance with relevant policy frameworks, logistics risks and Defence's existing systems
- Coordinate deployment logistics and support in accordance with operational requirements using ADF distribution systems
- Apply principles and procedures of supply chain management in accordance with relevant doctrine and operational frameworks
- Plan, document and monitor ADF movements
- Plan, control and monitor distribution and road movements in accordance with the legislative and policy framework
- Military Integrated Logistics Information System (MILIS) Reporting
- MILIS SPO Inventory Controller 209728
- ASDEFCON (Complex Materiel)
- Certificate IV & Diploma in Procurement and Contracting 1 – Compliance
- Certificate IV in Procurement and Contracting 2 – Procurement
- Certificate IV in Procurement and Contracting 3 – Contract Management.

#### Certificate IV in Procurement and Contracting | Proficiencies

- Plan procurement
- Uphold and support the values and principles of public service
- Select providers, develop and manage contracts
- Encourage compliance with legislation in the public sector
- Identify and treat risks
- Contribute to policy development and support implementation
- Gather and analyse information
- Conduct market research
- Use public sector financial processes.

#### Example Roles

- Procurement and Contract Manager

#### Diploma of Procurement and Contracting | Proficiencies

- Manage procurement risks and make procurement decisions
- Finalise contracts and manage contract performance
- Undertake negotiations
- Promote compliance with legislation in the public sector
- Conduct demand and procurement spend analysis
- Manage a supply chain
- Participate in budget and procurement review processes
- Develop organisation policy
- Undertake research and analysis.

Continued



Continued

### Certificate III in Supply Chain Operations | Proficiencies

- Ensure the safety of transport activities
- Undertake employee payroll activities
- Purchase goods and services
- Implement / monitor procedures when warehousing / storing dangerous goods / hazardous substances
- License to operate a forklift truck
- Conduct stocktakes
- Prepare for transport of dangerous goods
- Load / unload goods / cargo
- Use communications systems
- Manage fundamental aspects of supply chains
- Secure cargo
- Maintain financial records
- Organise warehouse records operations
- Check and assess operational capacity of equipment
- Administer inventory systems
- Process receipt and delivery of containers and cargo
- Complete receipt and dispatch documentation
- Maintain container and freight records
- Lead a work team or group
- Monitor storage facilities.

### Example Roles

- Logistics Operator
- Warehouse Operator
- Supply Chain Administration Operator
- Supply Chain Administration Officer
- Rail Terminal Operator







The following guide relates to those who have completed **Application Course Phase 1** training, which is preparation to serve as the Assistant Maritime Logistics Officer on-board an HMA Ship.

#### Proficiencies

- Coordinate staff training
- Coordinate Maritime Logistics Staff in Planning Cycle
- Prepare Maritime Logistics Officer Report
- Review Capability Impact Report (CIR)
- Coordinate Official Hospitality (OH) requirements
- Conduct logistics planning for deployment, exercises and operations
- Conduct logistics planning for maintenance periods
- Implement Head of Logistics Community initiatives
- Review departmental orders and action orders
- Participate in governance compliance checks
- Prepare the ML Department for sea training group evaluations
- Describe sub-department structures and roles
- Manage relevant monies
- Analyse deficiencies within supply chain
- Review supply chain reports
- Conduct Supply Chain compliance checks
- Manage assets
- Manage distribution
- Provide Supply Chain customer service
- Investigate suspected non-compliances
- Manage warehousing facilities and equipment
- Review SC documents for CO signature
- Conduct medical department compliance checks
- Carry Out Basic Procurement
- Conduct catering compliance checks.

#### Certificate III in Supply Chain Operations | Proficiencies

- Ensure the safety of transport activities
- Undertake employee payroll activities
- Purchase goods and services
- Implement / monitor procedures when warehousing / storing dangerous goods / hazardous substances
- License to operate a forklift truck
- Conduct stocktakes
- Prepare for transport of dangerous goods
- Load / unload goods / cargo
- Use communications systems
- Manage fundamental aspects of supply chains
- Secure cargo
- Maintain financial records
- Organise warehouse records operations
- Check and assess operational capacity of equipment
- Administer inventory systems
- Process receipt and delivery of containers and cargo
- Complete receipt and dispatch documentation
- Maintain container and freight records
- Lead a work team or group
- Monitor storage facilities.

#### Example Roles

- Logistics Operator
- Warehouse Operator
- Supply Chain Administration Operator
- Supply Chain Administration Officer
- Rail Terminal Operator





The following guide relates to those who have completed the **Maritime Logistics Supply Chain Operators** course.

### Proficiencies

- Apply the principles for a safe and effective storeroom and warehouse layout, and explain the principles of effective storeroom maintenance
- Perform the security processes for managing storerooms, secure storeroom for sea and explain the principles of stowage in storerooms
- Describe the environmental considerations for moving stores
- Apply WH&S principles for the movement of stores
- Articulate the use of the Australian Standard Materiel Issue and Movement Priority System (AUSMIMPS)
- Determine the appropriate holding of items of supply
- Utilise NAVCMC database
- Complete a return / request of stores transaction
- Establish the Navy context for Lotus Notes Intermediate Demands System (LNIDS)
- Perform the Urgent Material Screen (UMS) Process
- Manage demands, prepare for receipt of stores, accept delivery of inward goods, identify the requirements for the segregating inwards goods, adhere to unpacking of shipment protocols and distribute inwards goods
- Complete stowage of Ships Allowance List (SAL)
- Perform an internal stores return, prepare for and perform an external stores return
- Issue loan clothing
- Manage bedding
- Conduct a gratuitous issue
- Detail the principles of surveying stores
- Carry out a survey
- Prepare for local procurement
- Describe the management principles for the conduct of stocktaking
- Conduct a stocktake.

### Certificate IV in Warehousing Operations | Proficiencies

- Apply chain of responsibility legislation, regulations and workplace procedures
- Organise transport of freight or goods
- Collect, analyse and present workplace data and information
- Assess and confirm customer transport requirements
- Operate a forklift.

\*This is a general qualification for the industry that involves a broad range of skills including the ability to evaluate and analyse current practices, develop new criteria and procedures for performing current practices, and provide leadership and guidance to others in applying skills and planning skill development.

### Example Roles

- Warehouse Manager
- Factory Manager
- Shipping Operations Manager
- Store-Person
- Warehouse Assistant
- Warehouse Supervisor
- Operations Manager
- Factory Hand
- Warehouse Worker
- Warehouse Operator
- Production Worker

### Certificate IV in Logistics | Proficiencies

- Apply knowledge of logistics
- Ensure the safety of transport activities (Chain of Responsibility).

\*This is a qualification for those engaged in logistics operations in the transport and logistics industry in a variety of operational roles. It involves a broad range of skills including the ability to evaluate and analyse current practices, develop new criteria and procedures for performing current practices, and provide leadership and guidance to others in applying skills and planning skill development.

### Example Roles

- Logistics Supervisor
- Logistics Coordinator
- Transport Scheduler

This guide relates to those who have completed the **Stores Accounting Officer Designate Course**, which provides the final knowledge preparatory for Maritime Logistics – Supply Chain Managers who are candidates for the Stores Accounting Officer Qualification Board.

### Proficiencies

- Contextualise the position of an SAO
- Analyse the support requirements to achieve operational effectiveness throughout the lifecycle of a ship
- Articulate the Navy's mission
- Explain Governance and Assurance requirements
- Understanding of requirements to manage the supply chain sub-department.

### Certificate IV in Warehousing Operations | Proficiencies

- Apply chain of responsibility legislation, regulations and workplace procedures
- Organise transport of freight or goods
- Collect, analyse and present workplace data and information
- Assess and confirm customer transport requirements
- Operate a forklift.

\*This is a general qualification for the industry that involves a broad range of skills including the ability to evaluate and analyse current practices, develop new criteria and procedures for performing current practices, and provide leadership and guidance to others in applying skills and planning skill development.

### Example Roles

- Warehouse Manager, Assistant, Supervisor, Worker or Operator
- Factory Manager or Hand
- Shipping Operations Manager
- Store-Person
- Operations Manager
- Production Worker

### Certificate IV in Logistics | Proficiencies

- Apply knowledge of logistics
- Ensure the safety of transport activities (Chain of Responsibility).

\*This is a qualification for those engaged in logistics operations in the transport and logistics industry in a variety of operational roles. It involves a broad range of skills including the ability to evaluate and analyse current practices, develop new criteria and procedures for performing current practices, and provide leadership and guidance to others in applying skills and planning skill development.

### Example Roles

- Logistics Supervisor
- Logistics Coordinator
- Transport Scheduler



The following guide relates to those who have completed the **Maritime Logistics Supply Chain Supervisor** course, which build on the foundation knowledge of the life cycle of the supply chain.

### Proficiencies

- Perform the role of the Storeroom IC and the Ships Logistics Inventory Controller (SLIC)
- Conduct Workplace Health and Safety Duties as a Supervisor
- Use Supply Chain Stores Terminology
- Utilise Information Management Systems
- Practice Good Customer Service
- Manage Custodial Accounts
- Manage Demands
- Perform the Urgent Material Screen (UMS) Process
- Supervise Inwards Goods
- Explain Discrepancy Management on-board a Ship
- Identify Stores Requiring Additional Considerations
- Supervise the Returns Process
- Supervise Clothing Store
- Perform the Disposal Process
- Prepare for Local Purchase
- Supervise the Stocktaking Process
- Participate in Governance and Assurance checks.

### Certificate IV in Materiel Logistics | Proficiencies

- Compose complex workplace documents, develop and implement work plan units plans, carry out basic procurement, apply knowledge of logistics. Successful achievement of this qualification requires a person to perform a broad range of skilled applications including requirements to evaluate and analyse current practices, develop new criteria and procedures for performing current practices, and to provide some leadership and guidance to others.

\*This qualification is shaped for practitioners in the logistics support discipline with at least twelve months' experience. This qualification is also appropriate for practitioners from the inventory management, data management, maintenance system management and integrated logistics support (acquisition and sustainment) job streams.

### Example Roles

- Materiel Logistics Officer

### Certificate IV in Warehousing Operations | Proficiencies

- Apply chain of responsibility legislation, regulations and workplace procedures
- Organise transport of freight or goods
- Collect, analyse and present workplace data and information
- Assess and confirm customer transport requirements
- Operate a forklift.

\*This is a general qualification for the industry that involves a broad range of skills including the ability to evaluate and analyse current practices, develop new criteria and procedures for performing current practices, and provide leadership and guidance to others in applying skills and planning skill development.

### Example Roles

- Warehouse Manager, Assistant, Supervisor, Worker or Operator
- Factory Manager or Hand
- Shipping Operations Manager
- Store-Person
- Operations Manager
- Production Worker

### Certificate IV in Logistics | Proficiencies

- Apply knowledge of logistics
- Ensure the safety of transport activities (Chain of Responsibility).

\*This is a qualification for those engaged in logistics operations in the transport and logistics industry in a variety of operational roles. It involves a broad range of skills including the ability to evaluate and analyse current practices, develop new criteria and procedures for performing current practices, and provide leadership and guidance to others in applying skills and planning skill development.

### Example Roles

- Logistics Supervisor
- Logistics Coordinator
- Transport Scheduler



The following guide relates to those who have completed the **Maritime Logistics Supply Chain Manager** course, building on the Operator and Supervisor courses. It prepares participants to be effective in all aspects of the administration and operation of the Supply Chain sub-department at this level.

## Proficiencies

- Articulate the requirements for WH&S management
- Describe how the Supply Chain sub-department contributes to the ship's capability
- Manage Custodial Accounts
- Manage Demands
- Identify the considerations when formulating a storing plan
- Manage Discrepancies
- Manage stores with additional considerations
- Manage the reverse supply chain
- Discuss clothing store management on-board HMA Ships
- Manage a Disposal Directive
- Submit a purchase request
- Contextualise governance and assurance in the Australian Defence Organisation
- Contextualise supply chain auditing requirements
- Business Process Monitoring.

## Diploma of Logistics | Proficiencies

- Develop and maintain operational procedures for transport and logistics enterprises
- Monitor the safety of transport activities (Chain of Responsibility)
- Support workplace coaching and mentoring
- Lead and manage team effectiveness
- Manage risk
- Conduct environmental audits
- Plan and manage security procedures for transferring and transporting dangerous goods
- Develop, implement and review purchasing strategies
- Manage a supply chain
- Plan and implement maintenance schedules
- Negotiate a contract
- Implement and monitor transport logistics
- Monitor digital supply chain services
- Manage people performance
- Manage customer service
- Manage suppliers
- Develop a transport and logistics business plan
- Manage facility and inventory requirements
- Develop and maintain operational procedures for transport and logistics enterprises
- Manage budgets and financial plans
- Plan and manage storage of dangerous goods and hazardous substances.

\*Applications of skills involve participation in the development of strategic initiatives, as well as personal responsibility and autonomy in performing complex technical operations or organising others. It may include participation in teams, including those concerned with planning and evaluation functions. Group or team coordination may be involved.

## Example Roles

- Logistics Manager
- Logistics Coordinator
- Logistics Operations Manager
- Distribution Centre Manager
- Supply Chain Manager
- Supply Chain Customer Service Manager
- Purchasing Manager
- Procurement Manager
- Contract Manager
- Road Transport Manager
- Vehicle Fleet Management



## Resources

### Royal Australian Infantry Corps

**Certificate IV in Leadership and Management**  
[training.gov.au/Training/Details/BSB40520](http://training.gov.au/Training/Details/BSB40520)

**Certificate IV in Business (Operations)**  
[training.gov.au/Training/Details/BSB40120](http://training.gov.au/Training/Details/BSB40120)

**Diploma of Leadership and Management**  
[training.gov.au/Training/Details/BSB50120](http://training.gov.au/Training/Details/BSB50120)

**Diploma of Business (Operations)**  
[training.gov.au/Training/Details/BSB50420](http://training.gov.au/Training/Details/BSB50420)

**Advanced Diploma of Leadership and Management**  
[training.gov.au/Training/Details/BSB60420](http://training.gov.au/Training/Details/BSB60420)

**Advanced Diploma of Business**  
[training.gov.au/Training/Details/BSB60120](http://training.gov.au/Training/Details/BSB60120)

**Certificate II in Construction Pathways**  
[training.gov.au/Training/Details/CPC20220](http://training.gov.au/Training/Details/CPC20220)

**Certificate II in Landscaping**  
[training.gov.au/Training/Details/AHC21616](http://training.gov.au/Training/Details/AHC21616)

**Certificate III in Landscape Construction**  
[training.gov.au/Training/Details/AHC30916](http://training.gov.au/Training/Details/AHC30916)

**Certificate III in Demolition**  
[training.gov.au/Training/Details/CPC30420](http://training.gov.au/Training/Details/CPC30420)

**Certificate IV in Landscape**  
[training.gov.au/Training/Details/AHC42020](http://training.gov.au/Training/Details/AHC42020)

**Certificate IV in Demolition**  
[training.gov.au/Training/Details/CPC41020](http://training.gov.au/Training/Details/CPC41020)

**Driver's licence classes**  
[sa.gov.au/topics/driving-and-transport/licences/licence-details/driver-s-licence-classes](http://sa.gov.au/topics/driving-and-transport/licences/licence-details/driver-s-licence-classes)

**Certificate I in Maritime Operations**  
[training.gov.au/Training/Details/TLI21216](http://training.gov.au/Training/Details/TLI21216)

**Certificate II in Driving Operations**  
[training.gov.au/Training/Details/TLI21221](http://training.gov.au/Training/Details/TLI21221)

**Certificate III in Driving Operations**  
[training.gov.au/training/details/TLI31216](http://training.gov.au/training/details/TLI31216)

### Royal Australian Navy

**Certificate II in Supply Chain Operations**  
[training.gov.au/Training/Details/TLI20420](http://training.gov.au/Training/Details/TLI20420)

**Certificate III in Supply Chain Operations**  
[training.gov.au/Training/Details/TLI30319](http://training.gov.au/Training/Details/TLI30319)

**Certificate III in Business**  
[training.gov.au/Training/Details/BSB30120](http://training.gov.au/Training/Details/BSB30120)

**Certificate IV in Logistics**  
[training.gov.au/Training/Details/TLI40319](http://training.gov.au/Training/Details/TLI40319)

**Certificate IV in Warehousing Operations**  
[training.gov.au/Training/Details/TLI40619](http://training.gov.au/Training/Details/TLI40619)

**Certificate IV in Materiel Logistics**  
[training.gov.au/Training/Details/TLI41515](http://training.gov.au/Training/Details/TLI41515)

**Certificate IV in Procurement and Contracting**  
[training.gov.au/Training/Details/PSP40616](http://training.gov.au/Training/Details/PSP40616)

**Diploma of Logistics**  
[training.gov.au/Training/Details/TLI50219](http://training.gov.au/Training/Details/TLI50219)

**Diploma of Procurement and Contracting**  
[training.gov.au/training/details/PSP50616](http://training.gov.au/training/details/PSP50616)

### Useful Resources



**Veterans SA**  
[veteranssa.sa.gov.au](http://veteranssa.sa.gov.au)

**Australian Government Department of Defence: Defence Leadership Framework**  
[defence.gov.au/publications/docs/DLFB booklet.pdf](http://defence.gov.au/publications/docs/DLFB booklet.pdf)