



## DEFENCE RESERVES SUPPORT

Supporting Australia's Reservists and their Employers

# BENEFITS OF RESERVE SERVICE FOR BUSINESS AND EMPLOYERS

What Australian Defence Force Reservists  
Offer to Employers



# TRANSFERABLE SKILLS

ANY EMPLOYEE WHO HAS TRAINED AND SERVED IN THE NAVY, ARMY OR AIR FORCE RESERVE WILL HAVE DEVELOPED A WIDE VARIETY OF SKILLS AND QUALITIES THAT CAN BE TRANSFERRED DIRECTLY TO THE WORKPLACE. THESE INCLUDE CORE, PRACTICAL, PERSONAL AND SPECIALIST SKILLS.

## CORE SKILLS

Teamwork, self-confidence, leadership, problem solving, decision-making and communication — attributes highly prized by employers.

## PRACTICAL SKILLS

Australian Defence Force Reservists receive training in military skills, such as weapons training, field exercises, drill and ceremonial and physical team-oriented activities, which promote resourcefulness, precision, perseverance and the ability to improvise in unfamiliar or difficult circumstances. Practical skills are enhanced by annual mandatory training that includes: Work, Health and Safety, security, ethics, fraud awareness, workplace behaviour, governance, and drug, alcohol and suicide awareness.

## PERSONAL SKILLS

Reservists are provided with the opportunity to deploy overseas into an operational environment or assist in humanitarian tasks and regularly participate in going to sea, field exercises, training courses, airfield operations and support roles. Combined with individual training for their rank and job requirements, exposure to these activities is important for Navy, Army and Air Force Reservists in developing self-confidence, determination and resilience, in addition to demonstrating appropriate values, codes of conduct and behaviour in the workplace. The cumulative result of Reserve service means individuals develop attributes such as organisational loyalty, reliability, integrity, determination and confidence. All attributes transferable to the civilian workplace or, in many cases, brought from the civilian workplace.

## SPECIALIST SKILLS

Reservists train in specialist trades as well as military practices and procedures, most if not all of which are transferable to civilian employment. Reservists' training covers a wide range of skills and disciplines, depending on the Service and the unit to which they belong.

Following initial training, ongoing training is provided to hone existing skills and knowledge. In addition, promotion to the next rank necessitates attendance on courses that are usually undertaken in modularised blocks of between two and four weeks. These courses are often programmed by the Defence training authority well in advance and the Reservist may have the flexibility to coordinate his or her absence from their workplace. This is where employer support is so important for the Reservist.

## QUALIFICATIONS AVAILABLE

Within the Australian Qualifications Framework, Reservists may be awarded Certificates I through IV for their trade, or indeed a Diploma and Advanced Diploma as they progress in rank and experience, and Doctoral and Masters degrees for senior ranks commensurate with the key management roles they perform in the Australian Defence Force.

Some specialist skills gained by Reservists include:

- E-advanced communications using computer, radio and satellite technology
- language skills
- handling explosives, dangerous chemicals or waste
- driving and operating construction plant, heavy goods vehicles, motorcycles or forklifts
- catering
- first aid
- workplace health and safety
- fire fighting
- project management
- contract management
- quality control
- performance management

Some of the training provided by the Australian Defence Force is nationally recognised.

The following are a number of ranks outlining the skills and attributes associated with those ranks.

RANK:

**LEADING SEAMAN, ROYAL AUSTRALIAN NAVY  
CORPORAL, AUSTRALIAN ARMY  
CORPORAL, ROYAL AUSTRALIAN AIR FORCE**

Reservists with this rank are trained to:

- lead and supervise teams
- scope and plan activities
- receive instructions from a superior and plan work priorities and resources to achieve a goal
- give clear, logical and precise instructions to subordinates to achieve a team objective
- manage time and resources productively and efficiently
- achieve a high level of quality control in all activities
- apply work, health and safety practices in the workplace
- attain national qualifications at the Certificate IV level depending upon their vocational stream

Rank:

**PETTY OFFICER, ROYAL AUSTRALIAN NAVY**  
**SERGEANT, AUSTRALIAN ARMY**  
**SERGEANT, ROYAL AUSTRALIAN AIR FORCE**

**Reservists with this rank are trained to:**

- manage time and resources productively and efficiently
- conduct effective training in theoretical skills or in group practical skills
- receive instructions from a superior and plan work priorities and resources to achieve a goal
- give clear and concise instructions to subordinates to achieve a team objective
- ensure safe practices in the workplace
- act as a member of a junior management team
- make considered and logical decisions
- attain national qualifications at the Diploma level depending upon their vocational stream

RANK:

**WARRANT OFFICER, ROYAL AUSTRALIAN NAVY**  
**WARRANT OFFICER CLASS 1, AUSTRALIAN ARMY**  
**WARRANT OFFICER, ROYAL AUSTRALIAN AIR FORCE**

Reservists with this rank are trained to:

- apply and administer high standards of conduct and behaviour in the workplace
- establish and maintain a high level of leadership
- apply high degree of professional and regulatory knowledge in areas that are complex and non-routine
- make informed, logical and appropriate decisions
- maintain and enforce high standards of quality control in all activities
- plan and conduct activities requiring coordination of resources
- act independently and display resourcefulness and initiative
- supervise staff and intermediate supervisors and provide effective counselling
- ensure compliance with management methodologies within legislative and industrial parameters
- attain national qualifications at the Advanced Diploma level depending upon their vocational stream

RANK:

**SUB LIEUTENANT, ROYAL AUSTRALIAN NAVY**

**LIEUTENANT, AUSTRALIAN ARMY**

**FLYING OFFICER, ROYAL AUSTRALIAN AIR FORCE**

**Reservists with this rank are trained to:**

- manage time and resources productively and efficiently
- accept full responsibility for the actions and performance of a team
- apply advanced skills in the coordination of activities, training and group discipline
- assist in maintaining occupational health and safety in the workplace
- conduct research, assess a situation and provide recommendations accordingly
- conduct minor investigations and prepare reports
- receive instructions from a superior and issue instructions to subordinates in a clear, complete and logical manner

RANK:

**LIEUTENANT, ROYAL AUSTRALIAN NAVY**

**CAPTAIN, AUSTRALIAN ARMY**

**FLIGHT LIEUTENANT, ROYAL AUSTRALIAN AIR FORCE**

Reservists with this rank are trained to:

- prepare and deliver detailed written papers, reports, presentations and investigations
- organise and delegate tasks to subordinates
- manage performance indicators and maintenance of quality record systems
- plan, implement and be responsible for workplace health and safety
- review and plan effective solutions to non-routine issues
- conduct formal staff reporting including effective staff counselling
- work as a member of a management team
- attain national qualifications at the Advanced Diploma level depending upon their vocational stream



RANK:

**LIEUTENANT COMMANDER, ROYAL AUSTRALIAN NAVY**  
**MAJOR, AUSTRALIAN ARMY**  
**SQUADRON LEADER, ROYAL AUSTRALIAN AIR FORCE**

Reservists with this rank are trained to:

- plan and issue instructions and manage resources within authorised levels
- solve problems, make logical decisions, negotiate and communicate with a high level of competence
- delegate effectively to junior managers and supervise and manage their activities
- work as a member of a management team to meet end user clients
- prepare and deliver written papers, reports and presentations to senior management
- analyse requirements to develop strategies in change management including communication
- develop professional networks across other Services and external organisations
- collaborate, liaise and negotiate with internal and external stakeholders
- attain national qualifications at the Graduate Certificate or Graduate Diploma level depending upon their vocational stream

RANK:

**COMMANDER, ROYAL AUSTRALIAN NAVY**  
**LIEUTENANT COLONEL, AUSTRALIAN ARMY**  
**WING COMMANDER, ROYAL AUSTRALIAN AIR FORCE**

Reservists with this rank are trained to:

- accept full responsibility for management, performance and administration of activities and staff
- plan logically and convey directives and parameters to middle management for action
- work as a member of a senior management team comprising staff from across and outside the department
- prioritise strategic and operational aspects in the preparation of reports and planning documentation
- identify and produce strategies in change management to meet Defence needs and opportunities
- exercise high level of adherence to corporate governance frameworks and procedures
- drafting documentation for consideration by ministerial and senior Defence and single Service committees
- work within a framework of legislation, regulations and established principles to meet Defence business objectives
- attain national qualifications at the Masters level depending upon their vocational stream



Defence Reserves Support

**1800 803 485**

**[www.defencereservessupport.gov.au](http://www.defencereservessupport.gov.au)**

Reserve and Youth Division 2018