

1 RECRUIT TRAINING UNIT

RECRUIT JOINING INSTRUCTIONS



Amendment Date: 28 February 2012

(Note - Joining Instructions are subject to change without notice)

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Introduction

1. Welcome to the Royal Australian Air Force (RAAF) and No. 1 Recruit Training Unit (1RTU), RAAF Base Wagga, New South Wales. The function of 1RTU is to prepare newly enlisted Airmen and Airwomen for service in the RAAF. Recruit training involves the imparting of basic military skills and knowledge, and the transformation of civilians into Airmen and Airwomen who become proud members of a military service. Teamwork, self-discipline and 'esprit de corps' play a vital role in this training.
2. These Joining Instructions aim to provide you and your family with enough information to ensure your personal affairs are adequately arranged before enlistment in the RAAF, and to give you an idea of what can be expected on course.

Travel to 1RTU

3. 1RTU is located at RAAF Base Wagga, approximately 10km to the east of Wagga Wagga, a large city of over 60,000 people, located midway between Melbourne and Sydney. During the enlistment process individual recruit travel will be organised by respective recruiting centres and all questions about travel should be directed to them.
4. The normal means of travel is direct to Wagga. If you are travelling to 1RTU by rail or civilian transport, alternative arrangements will be organised by the Recruiting Centre. If you arrive at Wagga airport, and no staff member has collected you, please contact the following:
 - a. working hours - 02 6937 5501 (1RTU Induction Centre)
 - b. after hours - 0428 737 116 (1RTU Duty Non-Commissioned Officer - DNCO)
5. Although highly unlikely, if you are travelling by Defence Vehicle or hire car, it is important for you to note that Defence has strict policy regarding nil alcohol for all drivers.

Course length

6. The length of the course is 10.6 weeks. Under certain circumstances your time on course may be extended; if you become medically unfit to continue training, or have failed to achieve the required standard in a practical, theory or attitudinal based assessment. In all such circumstances, recruits are managed on an individual case basis, and further opportunities for training are provided for those recruits who would benefit.

7. Due to the possibility that the length of training may be extended, it is strongly recommended that you avoid making serious personal and financial commitments until after having graduated from 1RTU.

Course organisation

8. On arrival at IRTU, the enlistment intake will be divided into groups of approximately thirty recruits and each group will be allocated two Non-Commissioned Officers (NCOs). The respective course NCOs will be responsible for most of the instruction and the supervision of each course. The course NCO's are a recruit's primary point of contact for any training related, administrative or personal matters.

Course content

9. The content of the recruit course is the same for all enlistees irrespective of their age, gender, experience or intended employment mustering. The course covers common aspects of military knowledge, skills and attitudes that are necessary for all Airmen and Airwomen to operate effectively in the RAAF.

10. The recruit course is designed to be a total learning experience, which will dominate your life whilst at IRTU. You will undertake active outdoor training in practical skills such as drill and ceremonial, weapon handling and firing, airfield defence, fire fighting and physical fitness. There are formal classroom lessons on RAAF history, customs and traditions, service knowledge, first aid, military law, character development and interpersonal skills.

11. You are also assessed throughout the course on the standard of your behaviour and attitude towards your training. You will be expected to conduct yourself in a manner consistent with Air Force Values as these values are an integral part of what it means to be an Airman or Airwoman in the RAAF.

12. The required standards are high, but recruits who display a good attitude towards their training generally have no problems in meeting the requirements of the course. Failure to meet the required standards may result in suspension from training. Serious breaches and/or patterns of unacceptable behaviour may result in a recruit being discharged from the RAAF.

Discharge

13. You may elect to discharge within ninety days of enlistment, however this would not normally occur until you have completed the first thirty days of your course. Applications for discharge can be a lengthy administrative process and can take several weeks to be finalised.

Working hours

14. Your normal working day will officially commence at 0500 hours, with breakfast at 0600 hours, lunch at 1130 hours and dinner at 1715 hours. Lights out is at 2200 hours. You will receive some weekend time off, but this is dependent on recruits maintaining the required standard of performance throughout the course. Training will occur on public holidays and at least two weekends. Prior to meal parade, you must have carried out your morning routine (males must be clean shaven), made your bed and cleaned your accommodation block.

15. You will be required to perform a significant amount of after hours work in order to maintain equipment and living areas to an inspection standard. This period is also an opportunity for you to practice the skills you are taught as a team.

Required Documentation

16. It is *imperative* that you bring all of your required documentation with you to 1RTU (as detailed in annex A). This documentation is required to ensure that you are paid promptly and correctly whilst undertaking training. Failure to provide the correct documentation could result in the delay of both pay and any financial entitlements.

Finances

17. On the commencement of training you will be paid a RAAF salary. This is done on a fortnightly basis via electronic transfer into a nominated Australian credit union or bank account. Due to the busy work schedule you will not be able to conduct personal banking during business hours. Therefore, it is recommended that you have a keycard / bankcard to access money from the on base ATM.

18. RAAF Base Wagga has an Australian Defence Credit Union with ATM facilities and also a Defence Bank branch on base. **There are no other bank agencies or Post Office on base.** You have no requirement to bring with you, or maintain, large amounts of cash whilst on course; we strongly advise against doing so.

19. You must have a bank account with an Australian Banking institution and must bring along the relevant banking details including:

- a. BSB.
- b. Account number.
- c. Account name.
- d. Tax File Number (you must have a valid tax file number).

20. Any existing financial commitments must be adequately provisioned for before arriving at 1RTU to avoid unnecessary financial stress whilst on course.

Recognition of Interdependent Partnership

21. If you intend on applying for ADF Recognition of an Interdependent Partnership (i.e. de-facto) whilst attending 1RTU, you must commence the application process with your recruiting centre prior to your arrival at 1RTU. You must also bring all the required documentation with you. Application paperwork is available from all Defence Force Recruiting Centres and annex B contains a list of eligible supporting documentation. If you do not bring the required paperwork with you the application cannot be processed.

Physical fitness requirements

22. Service in the RAAF requires a high level of fitness. Whilst on course you will undergo physical fitness training under the guidance and control of 1RTU Physical Training Instructors (PTIs). In addition to general conditioning classes, you are required to participate in the following activities:

- a. Confidence course.
- b. Field Exercises.
- c. Battle PT.
- d. Cardio / strength training.

23. Possessing a high level of fitness upon arrival will aid you in all aspects of the course and those of you who have prepared themselves will often find you have higher concentration levels, generally leading to better performance in physical and academic assessments. Being physically fit significantly reduces the risk of injury and improves your ability to handle all physical tasks.

24. Recruits will be required to perform the RAAF Initial Fitness Test (IFT) whilst at 1RTU. Requirements for IFT is located at annex C. The IFT consists of a 2.4km run or 5km walk, unsupported sit ups or feet held sit ups, flex arm hang or push ups. Airfield Defence Guards (ADGs) will not be given the walk option whilst at 1RTU and must complete the 2.4km run. To minimise stress and injury, it is highly recommended that you undertake a pre-enlistment fitness program before arriving at 1RTU. A program written by the 1RTU PTIs is in annex D. It is recommended you follow the program closely and practice each specific component of the test.

25. On arrival at 1RTU in week 0, you will be required to pass an Initial Fitness Assessment (IFA) as per the one completed at your Defence Recruiting Centre, achieving those same standards. Failure to meet the requirements of the IFA may result in you being removed from course and provided additional fitness training until you are able to meet the standard.

26. In week 1, you will be required to undertake an IFT which is designed to ascertain which of you may be at a higher risk of injury due to poor physical condition or robustness. Recruits will only be offered the run during your first IFT as we are assessing your ability to run the 2.4km run at a sub maximal level to see if you are physically capable of continuing training without potentially getting injured.

27. The Physical Training (PT) program is designed to increase your strength, cardiovascular endurance and core stability to prepare you for your Ground Defence phase of training where you **will** be required to run. The PTIs will provide lessons to increase fitness gradually and in week seven you will be required to undertake a formal IFT. The IFT summative test consists of the push ups or flexed arm hang, sit ups feet held or unheld and the 2.4km run or 5km walk.

Smoking and alcohol

28. In accordance with State and Federal Law, if you are under the age of 18 you cannot purchase or be supplied with alcohol, smoking related products and R rated material, either prior to or upon arriving at 1RTU. You will not be permitted to consume alcohol at any time whilst at 1RTU (this includes when off base during periods of stand-down).

29. 1RTU has a smoking policy that details items such as timings and locations for the purpose of smoking. This policy will be made known to you after arriving at 1RTU.

Leave and privileges

30. As you progress further through training, weekend day leave may be granted and some overnight leave may be granted for those with ADF recognised partners. If you require further training, leave may be rescinded at the discretion of the Recruit Flight Commander. This can occur on a Friday afternoon and may bring with it restrictions to off-base leave and use of the Recruit Club.

31. It is your responsibility to make sure that if your friends and family are planning on travelling to Wagga they must not assume that weekend leave will be granted. Your training takes precedence over any period of leave should further training be required. 1RTU does not have the responsibility to reimburse any travel costs should you be required for further training. It is strongly recommended that all travel (including travel for graduation parades) be made using fully refundable tickets.

Accommodation

32. You are required to live in the on-base accommodation provided by 1RTU for the duration of your course. Accommodation at 1RTU is dormitory style, with four persons per room, and communal shared amenities. You will all be required to participate in daily cleaning of living quarters with the cleaning equipment provided.

33. You are subject to having your accommodation blocks inspected daily for cleanliness and neatness, as are other shared facilities.

Catering

34. All meals are provided in the Airmen's Mess at set times. Although there are a number of menu choices at each meal, the ADF can not guarantee an environment free of allergens. Many potential allergens such as milk, eggs, nuts, seafood and gluten products are used in our menu options. If you have special, medically based or other dietary requirements will need to advise 1RTU staff by ringing the Induction Centre on (02) 6937 5501 prior to your arrival. Vegetarian meals are available, but limited in variety. Vending machines are located in the recruit club for snacks and drinks. A licensed recruit club is available for recruits that have been granted access. **State laws apply prohibiting under-age drinking of alcohol.**

Mail

35. You are able to receive mail from friends and relatives. Mail is to be addressed in the following manner:

Rank, Initials, Surname, Employee Id Number (*these will be issued in week one*)
1RTU
Course No XX/XX (*Your actual course number will be given to you at enlistment*)
RAAF Base Wagga
FOREST HILL NSW 2651

36. There is no post office on base, so it is advised that you **bring stamps** with you and mail is able to be posted out via the 1RTU Induction Centre. There is also an Australia Post branch located just off-base which is open Mon - Fri and in Wagga which is open on Saturdays for use during periods of leave.

Telephones

37. There is no direct telephone access to/from your accommodation blocks, other than for official Defence purposes. There are no public telephones available on RAAF Base Wagga. You are allowed to bring your mobile phone with you; however, the use of mobile phones is restricted until after the daily training program has been completed. This is during the hours of 1800 - 2200 local NSW time. During the evening stand-down period you must balance your mobile phone usage with the requirement to work with your course to complete additional duties such as cleaning, ironing and personal study, etc. Consequently, phone time is limited according to your performance in training. For example, during the first four weeks of training, you will be limited to one half hour (1/2 hour) per night. As you progress through your training and earn privileges based on your performance the amount of time is increased.

38. Mobile phones are not to be used in individual rooms; they can be used in 'break out' areas within the blocks, outside buildings, or within the recruit club during stand down hours only.

39. **NO PHOTOGRAPHS**, including photos taken from phones with cameras are to be taken within the 1RTU precinct, with the exception of Graduation Day.

Internet and e-mail

40. 1RTU has limited internet access which you will have access to during stand down hours when privileges allow. However, due to the large population and limited number of computers available, you will be required to limit the time spent on internet and e-mail activities. A web based e-mail account is the best option for e-mail communication with friends/relatives whilst on course. **Personal Laptops /computers are not permitted at 1RTU.**

Personal effects / luggage

41. Upon arrival you will be provided with bedding, a personal storage locker with a lock, communal ironing boards, bed, desk and a chair in your living quarters. You will also be issued with all RAAF uniforms required for recruit training. Those items that must be brought to 1RTU are detailed in the attached pre-pack checklist. You are allowed to display one framed photograph no larger than A4 size on your desk. All items will be stored either in your locker or issued suitcase and are subject to inspection by 1RTU staff at any time.

42. **You are to ensure that the civilian luggage you bring to 1RTU does not exceed normal domestic air entitlements.** Luggage must not exceed 1 x suitcase and 1 x carry on bag, with weight not exceeding 7kg (carry on) and 23kg (checked). It is likely excess baggage will be offloaded by the airline causing delays in the arrival of this luggage at Wagga. Any excess baggage charges are your responsibility prior to boarding the aircraft.

43. The following items **MUST NOT** be brought to 1RTU under any circumstances:

- a. Televisions.
- b. Laptops or personal computers.
- c. Portable stereos or other major electrical items.
- d. Sporting equipment.
- e. Knives or weapons of any description (failure to comply with this may contravene state law. If convicted of possession of a prohibited knife or weapon, penalties include imprisonment and/or fines).
- f. Amounts of cash in excess of \$100.

Electrical equipment

44. To ensure the safety of Recruits and staff, all electrical items brought to 1RTU are to be safe for use. It is recommended that all personal electrical items (eg irons, clock radios, iPods, chargers etc) must either have been purchased within the last 12 months **or** have attached to them "integrity tested" labels affixed by a qualified electrician or testing facility.

Grooming

45. A high standard of personal grooming is expected of you. Extremes of fashion are not permitted. Compulsory standards of personal grooming are as follows:

- a. **Hair:** Is to be kept in a neat and conservative style that does not interfere with the correct wearing of service headdress. Only natural tones of artificial hair colours, including streaking is allowed.

- (1). **Males:** Are required to have a service haircut on arrival at 1RTU. This costs approximately \$20 - \$25 at the on-base hairdresser and generally requires maintenance every two weeks. It is recommended that male recruits have a short back and sides style of haircut prior to arriving at 1RTU.
 - (2). **Females:** Are required to have their hair cut above the collar level prior to enlistment (not sitting on the shoulders), or wear long hair in a neat and tidy bun. Bun nets, hair combs and pins must be as close to the hair colour as possible. Ponytails, swinging plaits, heavy mesh nets, excessive number of hairpins or combs, brightly coloured combs and fabric 'scrunchies' are not permitted whilst in uniform.
- b. **Shaving:** Males are required to be clean-shaven prior to commencing duty each day. Moustaches are permitted in the Air Force, however beards are not.
 - c. **Cosmetics:** The only time recruits are permitted to wear make up while in uniform is on Graduation Day. There is a limited amount of space in the recruit locker for makeup items.

Motor vehicles

46. All private motor vehicles at RAAF Base Wagga must comply with 1RTU's Standing Instructions PERS 35-11. Recruits wishing to bring a private motor vehicle onto RAAF Base Wagga are to advise their instructors. You may not use your vehicle unless proceeding on approved leave, and may only park your vehicle in designated recruit car parks. The storage of all service items, including issued clothing or equipment in private vehicles is strictly prohibited.

Local facilities

47. After hours and weekends, depending on the stage of your training, you may have access to all the facilities of the 1RTU VC Middleton Club which features televisions, pool tables, amusement machines and a licensed bar. Most on base sporting facilities are out of bounds to recruits, unless under the control of a staff member.

48. Shopping facilities on base are limited; however the Middleton VC Club has a stocked mini shop open Tue, Wed and Thu which supplies all the basic personal items at competitive rates.

49. For recruits with leave, nearby Forest Hill (walking distance outside the base) has a small shopping complex with supermarket, take away, post office and newsagent. Wagga city has a large variety of most facilities, shops, banks, entertainment etc. There is limited public transport from the base; however maxi cabs and taxis are available for booking at normal rates.

Recognition of Prior Learning (RPL)

50. If you have any relevant qualifications pertinent to your desired mustering or have previously served within the Australian Defence Force (not Cadets) and wish to apply for RPL for your Initial Employment Training (post graduation from 1RTU) you must bring all supporting documentation with you. This should include items such as course certificates, records of service, trade certificates or similar documents.

51. Applications for RPL should be passed to the respective Initial Employment Training unit upon arrival. Please note that the onus of proof is on the applicant to document and present a convincing case to justify a claim for RPL.

Vaccination details

52. Whilst undergoing training at 1RTU you will receive vaccinations against Hepatitis A and B, Diphtheria, Tetanus, Mumps, Measles, Rubella, Poliomyelitis, Varicella Zoster (Chicken Pox), Meningococcal C and a test for Tuberculosis. There are possible complications with repeating a full dose of some of these vaccinations (you must know if you have previously had Chicken Pox).

53. In order to prevent any possible complications and interruption to training, you must bring with you any previous vaccination certificates or other documentation, including childhood or baby vaccinations or official records or letters from your Doctor that identifies that you have received the vaccinations. During flu season you will also have a flu vaccination at 1RTU.

Legal Will

54. All members of the RAAF, whether married or single, are encouraged to have a current Will. Wills are held in secure, confidential storage within Air Force Headquarters, Canberra. If you are of legal age you will be encouraged to have one drafted by a Legal Officer at RAAF Wagga. If you currently have a Will you should bring it with you.

Child custody arrangements

55. As the recruit training course is a live in course, the opportunity to deal with child custody issues after having commenced your training is severely limited. If you are in this situation you must ensure these arrangements are legally documented and in effect before enlistment.

Family preparation

56. Enlistment in the RAAF and training at 1RTU will have a significant impact on a your life and the lives of your family. Whether moving away from home for the first time, or leaving a spouse to cope alone or with children on their own, families also need to prepare for the absence. There are several things you can do to assist your family (depending on your circumstances), such as:

- a provide family members with an opportunity to read these Joining Instructions; and

- b. encourage family to write letters and make phone calls (remember calls to mobiles are limited until after daily training has been completed).

57. Keeping in contact with your family is strongly encouraged as it is ultimately in your best interests. The experiences at 1RTU will be new and often recruits do not fully understand what is going on. You are your family's best source of information whilst you are undergoing training, however in the event you are uncontactable, family are encouraged to make use of the following contact numbers:

- a. Working Hours - (02) 6937 5501 (1RTU Induction Centre)
- b. After Hours - (02) 6937 5511 or 0428 737 116 (1RTU Duty NCO)
- c. Defence Community Organisation - (02) 6931 0011 (Wagga) or 1800 801 026 (24 hours Emergency DCO contact)
- d. Family Information Network for Defence Hotline - 1800 020 031 (free call from anywhere in Australia).

58. Experience shows that recruits often underestimate the impact their absence has on family. **It is strongly recommended that you thoroughly plan your absence, ensuring you have organised your financial, mail collection/re-direction and family support arrangements prior to enlistment.**

Graduation

59. On the Wednesday of week ten, there is a Graduation Parade that is held on the main parade ground at 1100h. You are encouraged to invite visitors to share the event with you. After the parade a morning tea is held in the Middleton VC Club and in the evening, the recruit course usually arranges for its own end-of-course function to be held off base.

60. The ability to graduate on time rests on each recruit progressing through the course having completed all the requirements within the prescribed time frames. Whilst the majority of recruits do graduate with the course they enlisted with, this can not be guaranteed due to such unforeseen events as injury or failure to pass required assessments. In these instances recruits may be 're-coursed' to undertake further training with a another course.

61. You have a responsibility to advise your families that this is a possibility and to recommend to them that any travel booked for the purposes of attending the graduation parade is via refundable tickets. The RAAF is not responsible for the reimbursement of travel costs associated with a recruit who fails to graduate on the date given at enlistment.

62. The Graduation Parade is a formal occasion and guests should be reminded to show respect for the graduating course by wearing appropriate attire on the day. 1RTU staff can be asked for guidance should you need it.

Conclusion

63. The training at 1RTU will allow you to proudly and confidently serve anywhere in the RAAF. In addition to mastering knowledge and skills specific to the RAAF, you will leave with enhanced interpersonal skills and a greater understanding of the relationship between your own and the RAAF's values.

64. Whilst the majority of recruits find the training physically and mentally demanding, choosing to adopt a positive attitude towards the course will help to ensure you find it a challenging and rewarding experience. Preparation for the course should include commencing the approved physical fitness program that is available at the 1RTU internet website and in annex B.

65. On behalf of my staff, I wish you all the best whilst you are undertaking your recruit course at 1RTU. Good luck.

Yours faithfully,

Original Signed

W.F.H. MERKX

Wing Commander

Commanding Officer

No 1 Recruit Training Unit

Ph: 02 6937 5522

29 Feb 2012

Annexes:

A. Pre Pack Checklist

B. Supporting documentation required for recognition of interdependent partnership (de-facto)

C. Requirements for Initial Fitness Test

D. Pre-enlistment physical conditioning program

PRE PACK CHECKLIST - ESSENTIAL ITEMS (MUST BE BROUGHT)

DOCUMENTS - You must bring all of the relevant documents from the following

- Australian bank account details (Acct & BSB numbers)
- Tax file number
- Original marriage certificate
- Original Divorce certificate (if appropriate)
- Original birth certificate (must be a full certificate, not an extract)
- Certified true copies of children/s birth certificates
- Vaccination certificates / records (yours not your family's)
- Original or certified copy of current will (if you have one)
- Drivers licence and Wallet (Maximum \$100 cash)
- Evidence of previous government employment
- Evidence for Interdependent Relationship (de facto) recognition (advice should be sought from your recruiting centre or see annex B)
- Passport and naturalisation documents (if not already an Australian citizen)
- Deedpoll - change of name certificate

CLOTHING

- Plain white t-shirts x 2
- Plain Black coloured Sports shorts x 2, (suitable for running)
- Dark Blue or Black tracksuit pants
- Dark Blue, Black or Grey windcheater/jumper
- Underwear (minimum 6 pair)
- Sports bras (at least 4)
- Sports socks x 2
- Nightwear/Pyjamas (minimum shorts and t-shirt, see-through clothing is not acceptable)
- Good casual clothing (a collared shirt is required for entry to the airmen's mess and recruit's club. Jeans are acceptable but must not be ripped / torn).

FOOTWEAR

Quality running shoes - not Dunlop Volley type trainers. (New condition, clean - free of dirt, mud etc). Correctly fitted by a sports store is highly recommended.

Rubber thongs (for showering)

Dress shoes or boots

TOILETRIES

Quality Blade razor and spare blades

Shaving cream/gel, shaving stick or tube

Soap

Toothbrush and toothpaste

Shampoo and conditioner

Hairbrush and / or comb (free of all hair)

Deodorant

Sanitary requirements (females)

Hairnet, bobby pins, hair combs, hairspray or gel and hair ties (females with long hair. All hair accessories must be as close to hair colour as possible)

ACCESSORIES

Alarm clock

Watch (conservative colour and style)

Steam iron (good quality, no rust or frayed cord)

Plastic spray bottle

Shoe polishing cloth (for patent leather shoes)

Old toothbrush, not too frayed (for shoe cleaning)

Front loader washing powder or liquid

Plastic clothes hangers x 20 (must be identical and NOT wire)

Metal 'clip style' trouser hangers x 8 (single style - not for multiple pairs, must be identical)

Bath towel

OPTIONAL ITEMS (NOT REQUIRED FOR TRAINING)

Sunhat/cap (a RAAF cap will be provided for training on arrival)

Casual clothing appropriate to the weather conditions

Swimwear - (Females - one piece swimwear **ONLY**)

Personal toiletries & toiletries bag. (aftershave, perfume, face - creams, make-up and moisturiser etc. keep to minimum. Pimple creams/treatments etc will be checked by medical staff)

Jewellery (keep to a minimum. sleepers: 10mm and studs: 4mm diameter maximum, plain style, gold/silver/diamond/clear stone only)

Mobile phone - access to use these will be restricted

MP3 player - access to use these will be restricted

Framed photograph (no greater than A4 size)

Camera

Stationery, pens, letter paper, and stamps (writing material will be provided for all lessons)

Personal address and phone number book

Diary

NOTE

All personal electrical equipment including chargers MUST either have been:

- **purchased within the last 12 months,**
- or*
- **'integrity tested' label affixed by a qualified electrician or testing facility.**

**SUPPORTING DOCUMENTATION REQUIRED FOR RECOGNITION OF
INTERDEPENDENT PARTNERSHIP (De-FACTO)**

Below is a list of eligible documentation that can be used as evidence for a request of recognition of an interdependent partnership. **Be aware that you MUST provide a minimum of four (4) pieces of evidence from the list below.**

Evidence of a will or life assurance policy which nominates your partner as principal beneficiary, or co-beneficiary with children.

If your partner was, before beginning to live with you, in receipt of Commonwealth pension or benefit from which they may be excluded by law, evidence that your partner has notified the relevant agency.

Evidence that you have enrolled your partner in a health insurance scheme, or arranged to pay the Medicare levy because of his or her changed domestic status.

You have named your partner as a person to be notified for Service purposes.

Statutory declarations from next of kin or close relatives stating that they have regarded you and your partner as interdependent partners for a minimum period of 90 days, and giving any other information that they may consider appropriate.

If your partner has no independent income, evidence of regular financial support by you for a minimum period of 90 days.

Evidence that you as a couple regularly operate a joint account.

If you and your partner live in rented accommodation, either evidence that both names appear on the lease, or a statement from the landlord or agent declaring that he or she rented the premises at your address to a couple (rather than two singles or one person). If the accommodation is leased through Defence Housing Australia, evidence that you have applied for an additional person to reside with you, and the subsequent approval. These documents must show a commencement date of a minimum period of 90 days prior to the application.

Documents to show that you and your partner have purchased or are purchasing as joint owners, valuable property.

Evidence of a recognised partnership from other Government agencies.

One partner has changed his or her name by deed poll, or informally calls himself or herself by the name of the other partner (as shown by any documents which refer to him or her as Mr or Mrs "X").

A copy of a birth certificate of any children of the union.

Evidence of any financial arrangements for sums in excess of \$1000 which you and your partner may have agreed between you (eg personal loan, payment of one or other's debts, guarantor of loan).

Evidence that you or your partner has given the other partner access to their personal bank account(s) for bill paying purposes or power of attorney during any separation.

Evidence of either one household bill in joint names, or two separate household bills, one in each partner's name.

Requirements for IFT

FLEX-ARM HANG (Seconds)					
	<25 yrs	25-34 yrs	35- 44 yrs	45-54 yrs	55 and over
Male	30	25	20	15	10
Female	30	25	20	15	10
PUSH UP TEST					
	<25 yrs	25-34 yrs	35- 44 yrs	45-54 yrs	55 and over
Male	25	20	15	10	5
Female	10	8	6	4	3
SIT-UP TEST (Feet Unheld)					
	<25 yrs	25-34 yrs	35- 44 yrs	45-54 yrs	55 and over
Male	30	25	20	15	10
Female	30	25	20	15	10
SIT-UP TEST (Feet held)					
	<25 yrs	25-34 yrs	35- 44 yrs	45-54 yrs	55 and over
Male	65	55	45	35	25
Female	65	55	45	35	25
2.4 KM RUN (Minutes)					
	<25 yrs	25-34 yrs	35- 44 yrs	45-54 yrs	55 and over
Male	12:00	13:00	14:00	15:00	16:00
Female	13:00	14:00	15:00	16:00	17:00
5 KM Walk (Minutes)					
	<25 yrs	25-34 yrs	35- 44 yrs	45-54 yrs	55 and over
Male	38	40	42	44	46
Female	39	41	43	45	47

PRE -ENLISTMENT PHYSICAL CONDITIONING PROGRAM

1. No one is saying that initial training in the Air Force is easy, but the fitter you are, the easier you'll find it. That's why it pays to be as fit as you can be before you join. Once you enlist, Physical Training Instructors (PTI) will assist you in reaching the level of fitness that is required to graduate.
2. This Physical Conditioning Program should be started 6 weeks prior to arriving at 1 Recruit Training Unit (1RTU). The program is designed to ease the body into running so to decrease the risk of injury. It is essential that you avoid skipping ahead in the program. Walking components should be done at a brisk pace, using the arms to maintain rhythm and balance. The run should be a light jog, aiming for a soft landing on each foot as it strikes the ground.
3. It is preferable to perform this entire programme on a soft surface such as grass. This will decrease the impact force and lower the risk of injury. If you experience any unusual aches or pains eg tightness of the chest, consult a doctor **immediately**.

Training Advice

4. **Warming up** - before exercise is the best way to prepare the body for and reduce the risk of injuries. In normal conditions, a 5-10 minute warm up is all you'll need - add a few extra minutes in colder weather. Concentrate on warming up the specific muscle groups you will be using in your exercise and include range of movement exercises. For example, light jogging, cycling or brisk walking followed by general upper body movements including light punching and chest presses mimicking a push up.
5. **Cooling down** - after participating in exercise is the process in which you gradually slow down your level of activity. The advantages of cooling down include, returning heart rate to resting levels, prevent blood pooling in working muscles and reduce likelihood of injuries. As a guide a cool down should consist of performing low intensity exercises for 5-10 minutes combined with stretching and holding each major muscle group for 15 - 20 seconds.

Training Program

Sets - are the number of groups of repetitions of an exercise.

Flex Arm Hang / Push ups / Sit ups - see illustrated documents on how to perform these exercises on the 1RTU website.

Flex Arm Hang - go down to your local park and use a swing set, etc to do hang or if a member of a gym use a chin up bar.

Sit ups - ensure these are done on a mat or soft surface to prevent injury to your lower back.

6 WEEK PHYSICAL TRAINING PROGRAM

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
WK 1	<u>TEMPO RUN</u>	<u>STRENGTH 1</u>	<u>30 MIN RUN</u>	<u>STRENGTH 2</u>	<u>30 MIN RUN</u>
WK 2	TEMPO RUN	STRENGTH 1	30 MIN RUN	STRENGTH 2	30 MIN RUN
WK 3	TEMPO RUN	STRENGTH 1	30 MIN RUN	STRENGTH 2	30 MIN RUN
WK 4	TEMPO RUN	STRENGTH 3	INTERVAL 1	STRENGTH 4	45 MIN RUN
WK 5	<u>TEMPO RUN</u>	<u>STRENGTH 3</u>	<u>INTERVAL 1</u>	<u>STRENGTH 4</u>	<u>45 MIN RUN</u>
WK 6	TEMPO RUN	STRENGTH 3	INTERVAL 1	STRENGTH 4	45 MIN RUN

RUNNING TRAINING

TEMPO RUN

WARM UP

1KM run gradually increasing pace. Conduct Range OF Movement (ROM) stretches.

MAIN BODY

Complete the 2.4KM IFT run as close to your required time as possible.

COOL DOWN

Slow jog for 5 min followed by stretching.

30MIN and 45MIN RUN

WARM UP

1KM run gradually increasing pace. Conduct Range OF Movement (ROM) stretches.

MAIN BODY

Run for the required amount of time. (Heart rate should not exceed 75% of your maximum heart rate.)

COOL DOWN

Slow jog for 5 min followed by static stretching.

INTERVAL 1

WARM UP

1KM run gradually increasing pace. Conduct Range OF Movement (ROM) stretches.

MAIN BODY

3 x 800M run under the split time required for your 2.4KM run with 2min walk recovery between reps.

COOL DOWN

Slow jog for 5 min followed by static stretching.

STRENGTH TRAINING

STRENGTH 1

WARM UP

1KM run gradually increasing pace. On completion of run conduct activities that will simulate movements for the main body eg: Standing Chest Press.

MAIN BODY

Complete all activities top to bottom. Ensure that all sets and reps for each activity have been completed before moving on to the next.

ACTIVITY	SETS	REPS	WEIGHT	REST
PUSH-UP	3	15	BODY WEIGHT	1 MIN
SIT-UP (FEET UNSECURED)	3	15	BODY WEIGHT	1 MIN
SQUAT	3	15	BODY WEIGHT	1 MIN
FLEX-ARM HANG	3	25 sec	BODY WEIGHT	1 MIN
ABDOMINAL PLANK	3	25 sec	BODY WEIGHT	1 MIN
LUNGE	3	15 (PER LEG)	BODY WEIGHT	1 MIN

COOL DOWN

Slow walk for 5 min followed by static stretching.

PUSH-UP	12	BODY WEIGHT
ABDOMINAL PLANK	25 sec	BODY WEIGHT
LUNGE	12 (PER LEG)	BODY WEIGHT

COOL DOWN

Slow walk for 5 min followed by static stretching.

STRENGTH 3**WARM UP**

1KM run gradually increasing pace. On completion of run conduct activities that will simulate movements for the main body eg: Standing Chest Press.

MAIN BODY

Complete all activities top to bottom. Ensure that all sets and reps for each activity have been completed before moving on to the next.

ACTIVITY	SETS	REPS	WEIGHT	REST
PUSH-UP	3	20	BODY WEIGHT	1 MIN
SIT-UP (FEET UNSECURED)	3	25	BODY WEIGHT	1 MIN
SQUAT	3	20	BODY WEIGHT	1 MIN
FLEX-ARM HANG	3	30 sec	BODY WEIGHT	1 MIN
ABDOMINAL PLANK	3	30 sec	BODY WEIGHT	1 MIN
LUNGE	3	20 (PER LEG)	BODY WEIGHT	1 MIN

COOL DOWN

Slow walk for 5 min followed by static stretching.

STRENGTH 4**CIRCUIT TRAINING****WARM UP**

1KM run gradually increasing pace. On completion of run conduct activities that will simulate movements for the main body eg: Standing Chest Press.

MAIN BODY

Complete each activity in order. Rest is the time it takes to move from one station to the next. **Complete circuit 5 times through resting for 2mins after each circuit.**

ACTIVITY	REPS	WEIGHT
FLEX-ARM HANG	30 sec	BODY WEIGHT
SIT-UP	15	BODY WEIGHT
SQUAT	15	BODY WEIGHT
PUSH-UP	15	BODY WEIGHT
ABDOMINAL PLANK	30 sec	BODY WEIGHT
LUNGE	15 (PER LEG)	BODY WEIGHT

COOL DOWN

Slow walk for 5 min followed by static stretching.

ACTIVE RECOVERY

Active recovery is an optional choice. It can be conducted on Saturday/Sunday or both.

WARM UP

1KM walk or light ride.

MAIN BODY

Conduct stretching for the following areas. Hamstring, Gluteal, Quadricep, Calf, Chest, Back (Lower and Upper). Stretches should be held for approximately 30secs.

