



03/12

INITIAL OFFICER COURSE

Joining Instruction

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OFFICERS' TRAINING SCHOOL WELCOME

1. Congratulations on being selected to undertake initial officer training at the RAAF Officers' Training School (OTS). The Initial Officer Course (IOC) will teach you values and skills that will benefit you in both your career and personal life long after you graduate from OTS. The IOC will also present many challenges that will test your determination and ability to become a junior officer.
2. You will be supported through your training by military staff who have all undergone similar experiences to those you are about to face. They will provide the guidance necessary for you to achieve your aims, whilst ensuring that the high standards of RAAF training and professionalism are maintained.
3. In addition to the military staff at OTS, the school is ably supported by civilian staff members who provide support services in a number of areas including transport, administration, logistics and health.
4. As you embark on your military career we want you to know that the aim at OTS is to support and graduate operationally focused Air Force Officers who will become valued members of the RAAF.

INITIAL OFFICER TRAINING

Overview

5. **Dates.** The dates of the course are outlined in the welcome letter from the Commanding Officer OTS welcoming you to the school.
6. The IOC is a 17 week course in which you will receive training in a variety of skills and disciplines. This will include classroom instruction in Military Management, Leadership, Military Law, Air Power, Fire Safety, First Aid, Ground Defence, Security, Military Skills and Air Force Values and Ethics. You will also receive instruction in written and oral communication and be required to give presentations throughout the course. In addition to being assessed on these topics, you will also be assessed throughout the course on your ability to adhere to the Values and Qualities associated with holding a Commission.
7. There are also field exercises ranging from a non-tactical exercise to defence exercises. These include:
 - a. Adventurous Training (AT), to let you discover your own and others strengths and limits;
 - b. field deployments; and
 - c. leadership training in a variety of scenarios, including the deployed environment.

Suspension

8. Attendance on IOC does not guarantee graduation. There are a number of assessment requirements all students must meet in order to meet the graduation prerequisites of IOC. Failure to meet these requirements can result in suspension from course. There can be different courses of action (depending on the nature of the suspension) OTS will apply if a student is suspended. All students will need to be familiar with the suspension procedures outlined in the OTS Standing Instructions upon their arrival.

Daily routine

9. As a guide, a standard working day at OTS is 0630 hours to 1915 hours and, on average, includes eight fifty minute tuition periods, appropriate meal and refreshment breaks and Unit parade and inspection duties.

10. You will be required to study in the evenings and there are also some evening tuition periods. You should expect to work on the first four weekends, as well as other weekends and public holidays later in the course. **Do not plan any social activities or travel to your home locality until you are aware of your commitments.**

Physical fitness

11. The RAAF values physical fitness highly and your level of fitness will be tested at various stages throughout the course. The Health and Physical Training program that you will undertake at OTS can be very demanding and is targeted at preparing you for the physical requirements of the IOC, as well as setting the expected standard for the remainder of your Air Force career.

12. There is a variety of different physical training lessons conducted at OTS that IOC students are expected to do. These training sessions will prepare you to meet the fitness requirements for field exercises that are conducted throughout IOC. The Physical Training (PT) lessons you will be involved in are:

- a. aerobic conditioning;
- b. fitness assessments;
- c. strength and conditioning exercises;
- d. pool PT;
- e. endurance marching;
- f. mission specific activities;
- g. section challenges;
- h. team building PT; and
- i. lift & carry exercises.

13. All students attending OTS are required to pass an Initial Fitness Test (IFT) in order to graduate from OTS. This test is comprised of the following three parts:

- a. Upper body strength component. Flexed arm hang or push ups;
- b. Abdominal strength component. Sit ups with feet secured or unsecured; and
- c. Cardiovascular fitness component. A 2.4 km run or 5 km walk.

14. The first PT Screen (PT Screen 1), consisting of push-ups, sit-ups (feet unsecured) and run components, it is conducted in the second week of course. This first IFT will be used as an introduction, and to assess your physical fitness. This assessment is designed to identify students who possess a fitness standard below that of the minimum standard and may be at a greater risk of injury while on IOC. This PT screen is conducted at a lower level of fitness (75% of upper body strength and abdominal strength components, plus an additional 60 seconds on run time). You will be expected to meet the following minimum standard listed on the table below.

AGE	Push-Ups		Sit Ups Feet Un-assisted	2.4KM Run	
	Male	Female	M / F	Male	Female
<25	18	7	22	13 Min	14 Min
25-34	15	6	19	14 Min	15 Min
35-44	11	4	15	15 Min	16 Min
45-54	7	3	12	16 Min	17 Min
55-59	3	2	7	17 Min	18 Min
60 & over	2	1	3	18 Min	19 Min

15. The **second** PT Screen (PT Screen 2) is a **Formative** test consisting of push-ups, sit-ups (feet unsecured) and run components conducted in **week six** of the course. You will be expected to meet the following *minimum* standard listed on the table below:

AGE	Push-Ups		Sit Ups	2.4KM Run	
	Male	Female	M / F	Male	Female
<25	25	10	30	12 Min	13 Min
25-34	20	8	25	13 Min	14 Min
35-44	15	6	20	14 Min	15 Min
45-54	10	4	15	15 Min	16 Min
55-59	5	3	10	16 Min	17 Min
60& over	3	1	5	17 Min	18 Min

16. The **third test** is an IFT which is a **Summative test**. In this test you get to choose between the two options in each of the three categories. This test is conducted in week twelve of the course. You will be expected to meet the following *minimum* standard listed on the table below:

	FAH	Push-Ups	Sit Ups Feet Un-Assisted	Sit Ups Feet Assisted	2.4 KM Run	5 KM Walk
AGE	M / F	M / F	M / F	M / F	M / F	M / F
<25	30	25 / 10	30	65	12 / 13 mins	38 / 39 mins
25-34	25	20 / 8	25	55	13 / 14 mins	40 / 41 mins
35-44	20	15 / 6	20	45	14 / 15 mins	42 / 43 mins
45-54	15	10 / 4	15	35	15 / 16 mins	44 / 45 mins
55-59	10	5 / 3	10	25	16 / 17 mins	46 / 47 mins
60 & over	5	3 / 1	5	15	17 / 18 mins	48 / 49 mins

17. The RAAF requires that you have a good standard of physical fitness before arriving at OTS and you are advised to begin an exercise program prior to arrival. If you are unsure of how to proceed, refer to enclosure 1 for the PT training program provided. Ideally, you should aim to exceed the physical standards outlined previously to minimise the risk of injury and help you cope more easily with the physically demanding elements of the course.

18. For those students joining as Aircrew (such as Pilots and Air Combat Officers) two Swimming Proficiency Tests (SPT) will be undertaken during IOC. These students are required to pass this component prior to the initiation of subsequent aircrew training. The first is for introduction purposes only and is conducted in week four. The second test is conducted in week eleven and the result (pass/fail) is recorded on PMKeyS.

19. **Current ADF member's fitness requirement.** You are required to complete a PFT IAW DI(AF)PERS 33-4 – *Physical Training and Assessment during RAAF Courses*. You will be expected to supply evidence of PFT currency and Medical category (MEDCAT2 or better) prior to commencing course. While under training you will be required to successfully complete additional fitness tests throughout the IOC to ensure you are physically capable of undertaking field training.

Recognition of Prior Learning (RPL)

20. OTS offers RPL IAW AAP2002.001- Manual of Training Section 5 Chapter 3 that outlines the applicant must show achievement to the required standard to be considered for any recognition. However, due to the holistic structure of IOC and the integral development of attitude, it is typically unrealistic to grant RPL. Any queries for RPL at OTS can be directed to the Training Development Flight Commander (TDFLT CDR) who is contactable via the OTS Induction Centre.

TRAVEL & REPORTING INSTRUCTIONS

Travel arrangements

21. **New members.** Instructions regarding your appointment and travel to OTS will be provided by your Recruiting Centre and Directorate of Personnel staff in Canberra.

22. **Current ADF members.** Parent unit and local Defence Support Group (DSG) are responsible for all travel arrangements. IAW PACMAN 9.1.2, the member is entitled to travel by the most economical means of public transport. Public transport to/from Melbourne to Sale is limited to train. Rental vehicle is recommended to/from Melbourne Airport to allow for greater flexibility when booking flights as there are only three train services to/from Sale per day.

23. If travelling by rental vehicle, drop off/pick up of vehicles is the students responsibility – you will require a cab charge voucher for drop off/pick up of vehicles in Sale. If arriving in Sale over the weekend or after hours, the rental vehicle is to be dropped off at the Freedom petrol station (open 24/7) on the corner of York and Raglan Streets. Dependant on the time and day of travel, travel time from Melbourne Airport to Sale is approximately 3 -3 ½ hours.

24. If travelling by train, the most economical travel to/from Melbourne Airport to Southern Cross Railway Station is by Skybus. There is no public transport to/from Sale Railway Station to the RAAF Base. Therefore you will need to ensure a cab charge voucher is issued for travel to and from the Sale Railway Station. Travel time from Southern Cross Railway Station in Melbourne to Sale is approximately 3 hours.

25. If students need to vary booked travel arrangements, the OTS Induction Centre can provide guidance, but do not have the authority to make changes.

26. Students may also wish to drive their own vehicles from their home locality.

27. Those members who have not been paid travel allowance prior to departure, or who were not issued with a cab charge voucher for their travel from the station, are advised to retain receipts for travel expenses incurred prior to arrival. OTS Induction Centre staff will require these receipts for authorisation of any entitlement to reimbursement.

Arrival and reporting instructions

28. **Arrival.** Your accommodation room keys and swipe cards will be available for you to collect from the front gate pass office upon arrival – you will need to provide photographic identification.

29. **Arrival time.** You are to arrive at RAAF Base East Sale no later than 1100 hours for a 1300 hours start on the Sunday prior to the course start date. This will allow you time to settle into your room prior to course commencement. Unless previous arrangements are made, you are not to arrive at OTS prior to 1200 hours on the Saturday.

30. **Reporting instructions.** At 1300 hours on Sunday, you will commence training with your fellow course members in the OTS Lecture Theatre under the direction of the Course Director (CD) and Military Skills Instructors (MSIs).

31. **Dress standard.** Male members are to report to RAAF Base East Sale in a minimum dress standard of tailored trousers, long sleeve shirt with collar, tie and comfortable dress shoes (You will be required to move around the base by foot). Female members are to be in equivalent dress standard. This will be the minimum required dress standard on course for the first three to five days. Denim clothing and sport shoes are not permitted.

ADMINISTRATION (PRE-ARRIVAL)

Contact details

32. If any messages of an urgent personal nature arise regarding you, they should be directed to the CD or the OTS Induction Centre on the numbers provided within the welcome letter. Members should provide these contact details to family/relatives prior to arriving on course in case of emergency.

33. For any problems after arriving at RAAF Base East Sale a Student Flight Commander (SFC) will be appointed from the course. The SFC is your first point of contact (POC) during and after hours for the duration of your course. The SFC will have after hours contact details for all relevant staff and is authorised to contact them if required. If no SFC has been appointed or they are not available, the RAAF Base East Sale Duty Member can also assist in **emergencies** after hours. The contact details are detailed within the welcome letter.

Personal administrative arrangements

34. You will be confined to the base during working hours and it is important that you have all your private affairs arranged before arrival. Do not underestimate the amount of time your initial officer training can take from routine personal administration, especially considering you will be working for five consecutive weeks (including weekends) at the beginning of the course, and will be confined to base for three of those.

35. Further, before leaving home, all members should arrange for the forwarding of mail, bank statements, renewal of drivers' licence, car registration, insurance policies and payments, hire purchase agreements, credit card repayments, and any other accounts that may fall due for payment during the course.

36. Whilst on course, any correspondence may be sent to:

(Rank, Initials, Surname)
No. 03/12 IOC

Officers' Training School
RAAF Base
EAST SALE VIC 3852

37. Prior to arrival, all personnel are to ensure that they have a service haircut (as outlined in annex A). A check list of what to bring is also included in annex B.

Uniforms for new members

38. All RAAF uniforms will be issued at the beginning of the course.

CURRENT ADF MEMBER REQUIREMENTS

39. **Clothing card/clothing entitlement.** It is essential that a copy of your clothing card accompany your service documents to OTS to allow issue of any additional items. Current serving RAAF members will not receive a full issue of new uniforms at OTS. Only those items not previously issued and those items that must be replaced due to commissioning will be issued at OTS. You will be required to fax a copy of your **full clothing card** highlighting any deficiencies to the clothing store prior to arriving on course. The contact details of the East Sale Clothing Store will be contained in your welcome letter.

40. **Service dress.** SD Uniform 1A, 4A, 5A/B, 6D and 7 will not be required, but you will need to bring SD Uniform 1B, 1C and 4B (Air Force Blue Uniform), including peak cap. These items are to be in good repair and condition. Worn or damaged uniforms are to be replaced prior to your arrival at OTS.

41. **PT uniform.** RAAF issue PT clothing (t-shirt, shorts, tracksuit), blue towel and suitable swimwear for use during PT are also required. Please consult DI(AF)AAP 5135.003 for each of the uniform requirements.

42. **E2 kitting.** You are required to bring your entire E2 Kitting, IAW AAP 3131.001 (AM1) Section 2 Chap 3, to OTS. You must endeavour to fill any kitting deficiencies with your local clothing store. If your local clothing store cannot fill the deficiencies, you are to send/fax a copy of your clothing card to the ESL Clothing Store to enable them to fill the deficiencies prior to your arrival. Please note that only issued ADF equipment is permitted at OTS.

43. **Cold weather clothing.** The weather in the Gippsland area is very similar to Melbourne, with the temperature ranging from below zero during winter to the high 30's during summer. During late Autumn/Winter the weather can be extreme, ensure that you bring all items of cold weather clothing with you, (SD jumper, thermal underwear-polypropylene, rainwear etc).

44. **Defence Restricted Network (DRN) access.** Serving members must click on the 'Move Account Request' icon on your DRN desktop PRIOR to departure for OTS. The 'Move Account Request' wizard will confirm your login details and prepare your account for transition to OTS. Failure to do this will result in delayed DRN access on arrival at OTS and may impact on your ability to participate in some classes. You will retain e-mail and Internet access via the DRN.

MESSING AND ACCOMMODATION

Mess

45. You are required to be a member of the OTS Students' Mess while attending OTS. The Mess is a club for Officer trainees, which is used for after-hours socialising and relaxing. Like all clubs, RAAF Messes have rules and customs that must be followed. Mess etiquette is an important tradition in the Air Force and you will be instructed in Mess etiquette early in the course. All members will require civilian dress in accordance with the Mess Dress Standards, (details provided in annex A).

46. All members of the Mess are required to pay a \$62.50 Mess fee, covering subscriptions and Dining-In Night costs.

47. You are required to contact the OTS Induction Centre at least one week prior to your arrival advising of any dietary requirements you may have, e.g. allergies, Halal, etc, to ensure you will be catered for.

48. The Students' Mess is your club and you may invite guests to join you in the Mess for a meal, provided you gain approval from the President of the Mess Committee (PMC) and pay the appropriate charge for your guests. Guests will be required to adhere to the dress and behaviour standards expected of members.

Accommodation

49. You will be required to 'live-in' on the base for the duration of the course. You will be provided with a single room furnished with basic necessities (single bed, desk, wardrobe, and some shelving) and clean linen provided weekly. Students are advised that storage facilities in rooms and accommodation blocks are limited and they should therefore pack only those items that are necessary. Laundry facilities are available, but you will be required to provide your own iron. (Ironing board is optional.) You will be required to clean your accommodation to a high standard for weekly inspection and maintain this standard throughout the course.

50. The requirement to live on the base does not prevent you from having family and friends visit the base during weekend free time. However, base / trainee accommodation is not to be used for accommodating visitors overnight.

51. **Living-in meals and accommodation levy.** Students at OTS will be required to pay a living-in meals (LIM) and living-in accommodation (LIA) levy during training. The amount paid will vary depending on individual domestic circumstances. As a general guide, you should anticipate paying the full rate of LIM and LIA (currently around \$280.00 per fortnight) and use this assumption when preparing your finances for the period of initial training.

52. **Consumption of alcohol.** Alcohol is not to be consumed within the OTS precinct including the LIA. You will receive a further briefing upon commencement of course.

PERSONAL ADMINISTRATION & WELFARE**Pay**

53. Salaries are paid fortnightly, into a bank account nominated by you, through the Net Pay Deposit (NPD) system. This system automatically removes deductions for tax, superannuation, meals, accommodation and other allotments that you may authorise. You will receive your first pay within approximately two weeks of the commencement of course. For direct entrants, it may take several weeks before all tax and superannuation calculations are confirmed and your pay becomes stable. Serving members pay will continue on the NPD system.

54. To assist in commencement or amendment of your pay and administrative arrangements you are to bring:

- a. your Tax File Number (or a completed Tax File Number Application / Enquiry Form);
- b. details of your nominated Net Pay Deposit (NPD) account, including:
 - (1) name of the bank;
 - (2) account name;
 - (3) branch (BSB number) and account number; and
 - (4) branch address, including postcode;
- c. two (2) x certified true copies of:
 - (1) marriage certificate;
 - (2) original birth certificate: (NOT EXTRACT);
 - (3) divorce documents or decrees for all divorces;
 - (4) evidence of current residential address (eg drivers licence, utility bill, council rates, electoral enrolment etc);
 - (5) certificates of service or discharge pertaining to service in the Defence Forces of ANY country;
 - (6) naturalisation or citizenship certificates for all nationalities you hold or have held;
 - (7) evidence of at least one previous period of employment during the last five years, e.g. pay slip or Letter of Service. If you were a student during the period indicated above, attach proof of your enrolment or academic results;
 - (8) passport; and

- (9) university degree/s.

Leave

55. Due to the high workload associated with the first three weeks of Initial Officers Course, IOC students are not permitted to leave the formation RAAF Base East Sale during non-programmed periods, unless approved by the Chief Instructor (CI). However, during this period, transport and personal administration time will be programmed to enable students to purchase any necessary items that cannot be obtained on-base.

56. To apply for leave after the initial three weeks of IOC, a Leave Application form must be submitted in certain circumstances and such leave is at the ultimate discretion of the Commanding Officer OTS. Leave during working hours, including working weekends, is only granted in compelling compassionate cases. Rules and guidelines for leave will be discussed in the first week of training.

Medical and dental

57. The RAAF provides members with all appropriate medical and dental treatment free of charge as part of the conditions of service. Should you require hospitalisation, you will be sent to a local civilian facility. Your next of kin will be informed should you become seriously ill. However, in less serious cases, the responsibility for such notification rests with you.

58. Immunisation books and any records that you have of prior inoculations should be brought to the course. Inoculations will be provided during the course. ADF members are to bring all their medical and dental documents with them.

Transport

59. **Motor vehicles.** Private motor vehicle use is permitted during IOC. Students may only use their vehicles whilst on leave or during stand-down periods. Non-covered, on street car parking is provided for OTS students. Students are not to park in the OTS staff car park.

60. **Defence vehicles and hire vehicles.** Defence has a nil alcohol policy for drivers of Defence or hire vehicles that have been hired by Defence.

61. **Victorian road rules.** RAAF Base East Sale adheres to the Victorian road rules. Road rules vary from state to state, for the most recent information on Victorian Road rules including registration requirements, incoming members are advised to check the information provided on the following website:

<http://www.vicroads.vic.gov.au>

62. **Local public transport.** RAAF Base East Sale is located approximately 7km from the Sale CBD. Transport to the Sale CBD from RAAF Base East Sale is limited to taxis.

Telephone access

63. Phone contact to students during the day is limited and evening contact in the accommodation blocks is subject to availability. Mobile telephone coverage at RAAF Base East Sale is generally poor, with the only reliable coverage being provided by Telstra Next G. Telstra Telecard and Optus Calling Card accounts can be accessed from RAAF phones.

Religious observance

64. The Chaplain has a formal classroom role and an informal involvement with OTS students, and is also available for consultation on request. The OTS Chaplain will arrange the coverage of specific denominational needs as required.

65. A Chapel is located on the base. There are many local congregations of different denominations should you desire to be part of one of them. Check the local phone book, or ask the OTS Chaplain for more information. If you require assistance with travel to a local congregation, you are advised to contact the OTS Chaplain.

Support services

66. The RAAF provides various services to meet the needs of personnel and their families. All RAAF Bases have Family Liaison Officers, Chaplains, Social Workers and other qualified personnel to assist when required. Should you or your family wish to access any of these services, OTS staff can provide you with the contact numbers.

Personal computers

67. Although bringing your personal computer (PC) and printer is encouraged, they are not essential as the Computer Resource Centre at OTS provides students with access to networked workstations with printing facilities. These PCs provide access to the DRN and Internet services, but accounts may take a few weeks to set-up. Access to private Internet Service Providers (ISPs) is difficult through the Defence telephone lines, and PCs cannot be used to access the DRN Internet services.

68. The DRN is tightly controlled and measures are in place to avoid the transmission or addition of viruses within the system. E-mail and Internet access will be made available via the DRN, however, access to web based e-mail is not permitted. Strict usage guidelines are in place and you will be briefed on these prior to being allowed access to the network. Students will be required to complete some elements of the course, including study and reading, assignment preparation and examinations, via computer. As a result, basic familiarity with a Windows based system, operating a mouse, various drives and applications such as Microsoft Word and PowerPoint would be extremely beneficial.

BASE HISTORY AND AMENITIES

69. RAAF Base East Sale was formed as an operational and training base in April 1943. It was home to No 1 Operational Training Unit, flying Beaufort light bomber aircraft. With almost 2,500 personnel the unit was responsible for training operational aircrew and patrolling the south-eastern corner of Australia. The main sorties were convoy duties and anti-submarine patrols.

From its opening until the cessation of hostilities, RAAF Base East Sale trained 3,158 Pilots, Navigators, Signallers and Gunners. Since World War II, the main function of RAAF Base East Sale has been in postgraduate training of Air Traffic Control Officers, Navigators, Pilots, and Photographers. It is now also responsible for the training of Air Combat Officers, and Initial Officers. Additional history on OTS and the RAAF College is provided in annex C.

70. RAAF Base East Sale is home to the following units:

No 30 Squadron (30SQN) City of Sale
 Headquarters Air Training Wing (HQ ATW)
 Central Flying School (CFS)
 School of Air Warfare (SAW)
 School of Air Traffic Control (SATC)
 No 32 Squadron (32SQN)
 Officers' Training School (OTS)
 No 453 Squadron - East Sale Flight (453 SQN ESL FLT)
 Training Aircraft System Program Office (TASPO)
 Prince of Wales Light Horse 4/19
 409 Squadron Australian Air Force Cadets

Base facilities

71. RAAF Base East Sale provides the following on base facilities:

Facility	Days Open
Tracey's Place (General Store) & Post Office (including EFTPOS facilities)	Mon – Thu 0900 – 1700 Fri 0900 - 1500
Defence Credit Union	Mon – Wed 0900 – 1600 Thu 0900 – 1730 Fri 0900 - 1430
RAAF Clothing Store and Tailor Shop	Mon – Thu 0800 - 1600 Fri 0800 - 1400
Hairdressing	Tue 0830 – 1700 Bookings made after hours 0418 492 474
Roulette Cinema	Tue & Sat Nights

72. Sporting facilities available for your use include tennis courts, a gymnasium, a swimming pool (seasonal), golf course and sports ovals.

CONCLUSION

73. I extend my congratulations once again and hope that you find your way to East Sale safely, ready to take on the challenges that await you. I look forward to meeting you and hope that the experience on which you are about to embark proves to be as fulfilling and rewarding as it has for the many that have gone before you.

Original signed

S.HALLORAN

Wing Commander

Commanding Officer

Officers' Training School

10 April 2012

Annexes:

- A. Dress standards in the OTS Students' Mess
- B. Checklist of what to bring
- C. RAAF College and OTS

Enclosure:

- 1. Pre-course training program for IOC

INTENTIONALLY

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ANNEX A TO
IOC JOINING INSTRUCTION
APR 12**DRESS STANDARDS IN THE OTS STUDENTS' MESS**

1. The following standards are to apply to all members and their guests.

Service Dress	<ul style="list-style-type: none"> • Dress of the Day • Other Services - equivalent
Civilian Dress (Male/Female)	<ul style="list-style-type: none"> • Tailored trousers • Long / short sleeve shirt WITH COLLAR (polo shirt acceptable, jumper optional) • Dress shoes with socks (not sports socks) • Ladies are permitted to wear a moderate style of current fashion. Backless sandals are unacceptable. <p>Note: <i>Denim and sport shoes are not permitted. Revealing clothing, or clothing that may be deemed inappropriate is not permitted in the mess</i></p>

Service dress

Service Dress:	SD 1B/C.
Special Purpose Dress:	SD 8 (DPCUs)

Civilian dress

2. On weekends, dress rules are somewhat relaxed. However neat, tidy attire is required at all times. The minimum standard is shoes, tailored trousers, short or long sleeved shirt with collar, and optional pullover. Tailored shorts with enclosed footwear may be worn up to the evening meal or 1830 hours. Female dress should be moderate style of current fashion or a suitable equivalent to male attire.

3. Members on duty may wear special purpose dress (DPCUs) in the dining room for evening meals.

4. The following items are unacceptable in the mess public rooms; wind cheaters, skivvies, T-shirts, jeans, slippers, thongs, running shoes, non-tailored trousers and duffel coats.

Body piercing

5. IAW Australian Air Publication (AAP) 5135.003 (AMI) – *Manual of Dress*, the wearing of 'body' jewellery whilst in uniform is prohibited due to occupational health and safety concerns. Body jewellery includes, but is not limited to nose, ear, and tongue studs; and eyebrow, navel, and nipple rings, including the placement or affixing of ornaments to enamel teeth.

A-2

6. Female members may wear plain ear studs, silver or gold in colour of 4mm or less in diameter (only one in each ear lobe), or they may wear plain sleepers, either gold or silver in colour of 1cm diameter (only one in each ear lobe).

7. Generally, wearing of body jewellery in the mess is not encouraged and members should be mindful of their post as Air Force officers and the conservative nature of the mess environment.

Hairstyles

Males - haircuts. The length or bulk of the hair is not to interfere with the correct wearing of head-dress. The hair is to be tapered from the crown to the neck line. The neck line is to be squared across the neck and the neck is to be cleanly shaven and hair is not to cover the ears or overhang the collar. In essence a short back and sides hair cut is required; though this does not mean a 'US Marine' style hair cut is expected. Radical style haircuts are forbidden. Only conservative and natural tones of artificial hair colours are permitted. Acceptability of service haircut is based on neatness and general appearance when wearing service uniform.

8. **Sideburns.** When worn, sideburns are not to extend below the earlobe and are to remain the same width throughout their length. Bushy sideburns are not to be worn.

9. **Moustaches.** When worn, the entire upper lip is to be left unshaven. The moustache is to be kept neatly trimmed and is not to extend below the upper lip.

10. **Females - hairstyles.** A female member in uniform is to wear her hair in a neat and simple style so that it does not extend below the bottom of the collar. The hairstyle should not sit on or sweep across the shoulders. Radical or outlandish styles or cuts, ponytails, heavy mesh nets or excessive numbers of hairpins are forbidden when in uniform.

12. **Wigs.** Wigs or hairpieces may be worn provided they appear natural and comply with the above conditions and are subject to local safety orders.

13. **Hair combs.** One or two hair combs may be worn when in uniform provided they are of a size, colour and design that adds to neatness and is not conspicuous. Combs are to be of a plain design, no more than 8cm in length and transparent, black, brown or tortoiseshell to match the hair colour.

Cosmetics

14. A female member is allowed to wear facial make-up in accordance with modern styles but is to use moderation in application. However, for the majority of course you will not be wearing make-up and you will be told when you can. False eyelashes or heavy eye make-up is not to be used. Clear, cream or pale pink nail polish may be worn when in uniform.

ANNEX B TO
IOC JOINING INSTRUCTION
APR 12**CHECKLIST OF WHAT TO BRING**

(This List is the official OTS list and supersedes any other list you may have been given.)

ITEM	
Essential	
Tickets and travel documents	
Service documentation (should be in a sealed envelope)	
Personal inoculation certificates and / or blood donor cards	
Personal ATM cards	
Full personal bank account details (see paragraph 54)	
Certified true copies of specified documents (see paragraph 54)	
*For serving members - Proof of Security Clearance Level or similar from Unit Security Officer	
Personal luggage	
Tax file number	
Sporting shoes (you will be issued with one pair of ADF Runners. If you do not consider these suitable for running and sports training you will need to provide a more suitable pair that are of a conservative colour)	
Thermal non cotton, polypropylene underwear (brown/black/dark green only)	
Coat and trouser/skirt hangers (with clips). One hanger is required for each item of clothing (for uniform and & civilian attire)	
Clothes pegs	
Sewing kits (current serving members only, all other members will be issued)	
Lint roller	
Clock / clock radio	
Washing liquid	
Towels (RAAF towels will be issued, however serving members are to bring at least one issue towel for PT activities). *Can be purchased at clothing store.	
Swimwear (one piece of a conservative style and colour)	
Personal iron and spray starch.	
Undergarments (be aware that your course will involve a significant amount of physical training and you will spend extended periods in a bush environment, therefore you should bring well-supporting, cotton undergarments. Females are advised to invest in some good quality sports bras)	
Extra socks or stockings (Kolotex brand 'Nearly Black' colour)	

B-2

Personal toiletries *NOTE: Any aerosol products such as spray deodorants, shaving cream, etc, will not be permitted on exercise. You must find other means (i.e. roll on deodorant, soap shaving cream, etc.)	
*For serving members - a current RAAF Identity Card showing current commissioned rank	
*For serving members - uniform (including field kit / E2 issue - as detailed in paragraphs 37-41, pages 9-10) and RAAF issue tracksuit.	
NOTE: Uniform tracksuits will be issued for the duration of the OTS course.	
*For direct entrants - any luggage that you will require for the duration of the course should be taken to the Recruiting Centre, as you may not have time to return home prior to your departure	
If you wear glasses, a cloth glasses strap (plain black or navy blue for use during abseiling and rock climbing activities)	
FEMALES - (to assist in the field):	
(Strong) Hair nets, hair spray and hair clips are of great importance for all aspects of the training	
Tampons or sanitary pads/panty liners (field hygiene). Powderless disposable gloves	
Desirable	
Personal computer (see paragraph 66, page 13)	
Small stereo	
Camera	
Sunglasses (must be of a conservative style and colour: black or tortoiseshell would be suitable). Lenses must be non-reflective	
Small power board (4 plug). Double adaptors are not permitted	
Fingerless gloves (for handling weapons, plain black or khaki)	
Thongs (for showering)	
Large and small snap lock bags (for keeping clothes dry in the field)	
Small basic First Aid kits will be issued, however it is your responsibility to bring extra supplements on a personal basis (i.e. Panadol, blister tape, etc)	
Ironing board (can be purchased in the area)	
NOTE: Many of these desirable items are available for purchase from Tracey's Place. All consumables are also available for purchase from Tracey's Place.	

**ANNEX C TO
IOC JOINING INSTRUCTION
APR 12****RAAF COLLEGE AND OTS****History of RAAF College**

1. Before World War II, permanent officers of the Royal Australian Air Force (RAAF) came from the Australian Flying Corps, the Royal Australian Naval College, the Royal Military College, or specialist flying training at Point Cook. To meet the need for increasingly specialised training after World War II, the Royal Australian Air Force (RAAF) College was founded on 1 August 1947.
2. Military aviation developed rapidly in the 1950s. On 1 January 1961, RAAF College was reconstituted as the RAAF Academy and affiliated with the University of Melbourne for degree studies in science.
3. The RAAF Academy continued until 1 January 1986 when the Australian Defence Force Academy (ADFA) was established in Canberra. The RAAF Academy was then reconstituted as the RAAF College. Up to that time, the RAAF College and Academy had graduated 660 officers, predominantly in the General Duties (aircrew) Branch.
4. When RAAF College was reformed in January 1986, it integrated Officers' Training School (OTS) with parts of RAAF Staff College and Engineer Cadet Squadron and was sited on the campus of the former RAAF Academy. The old Academy physics and chemistry laboratories, lecture theatres, humanities building and university support facilities were extensively remodelled. The excellent Academy library was retained. The facilities include a computer training centre and audio-visual facilities.
5. RAAF College is the custodian of much of the history of officer training in the RAAF. As all RAAF officers must now pass through the College at least once during their careers, the influence of the College and quality of its training is felt throughout the RAAF.

RAAF College today

6. Today, the RAAF College conducts initial training at the Officers' Training School and No. 1 Recruit Training Unit; and some post-graduate courses at the School of Postgraduate Studies. The College is also responsible for conducting promotion courses for non-commissioned and Warrant Officers through the Airmen Leadership Flight.
7. The mission of the College is to train and educate officers, airmen, airwomen and other members for the RAAF and other agencies. The College provides non-specialist officer education and training for PAF and Reserve up to but not including the Command and Staff Course. This includes Single-Service Training for RAAF officer cadets attending ADFA.

C-2

8. Major components of the College are:
 - a. Officers' Training School,
 - b. School of Postgraduate Studies,
 - c. Number 1 Recruit Training Unit, and
 - d. Airmen Leadership Flight.

9. All courses offered by the College embrace the student-centred philosophy of adult learning and stress the value of the individual. Elements include the following:
 - a. All students are considered both capable of and motivated towards passing the course for which they have been selected.
 - b. Wherever possible, teaching strategies involve student participation and experiential learning.
 - c. The role of directing staff is as facilitators, tutors, mentors and role models.

History of Officers' Training School

10. Officers' Training School was formed under the command of WGCdr P.J. McMahon DFC on 12 April 1950. It was originally sited at RAAF Station Rathmines, a World War II flying boat base located at Lake Macquarie, New South Wales. A later reorganisation of training requirements saw each flight at OTS become an independent squadron. Thus, on 16 May 1956 Officers' Training Flight became Officers Training Squadron.

11. The last course to graduate from the Officers' Training Squadron, No. 30 Officer Initial Training Course did so on 3 November 1960. RAAF Station Rathmines was closed down in December 1960. On 9 January 1961, the squadron was relocated to Point Cook and renamed Officers' Training School. At the end of 1986, the school was closed and its functions absorbed into the RAAF College Structure. However, in July 1998, OTS once again became an independent unit with a Wing Commander as Commanding Officer.

Officers' Training School Today

12. OTS is one of the largest units within RAAF College and conducts much of the non-specialist initial officer education and training. This includes Single Service Training for RAAF Officer Cadets of ADFA and training for RAAF Reserve officers. The Initial Officer Course (IOC) is the major activity conducted by OTS.

13. When the OTS motto 'Accept Responsibility' was adopted in 1950, it referred to the Unit's expectations of staff and students. However, more than half a century on, it also neatly encapsulates the philosophy behind adult learning.

C-3

14. The curriculum delivered at OTS places an emphasis on leadership training, the development of high levels of individual commitment and team orientation. These develop the attitudes and skills necessary for a professional officer corps that can meet the challenges of the twenty-first century.

15. OTS Directing Staff (DS) have the responsibility of being role models and mentors; emphasis is placed on encouragement and support. Staff are assigned to each course and participate in all aspects of the course including adventurous, physical, full range of classroom and field activities. The practical aspects of the course include several field deployments that develop leadership, management, ground defence and teamwork skills.

INTENTIONALLY

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ENCLOSURE 1 TO
IOC JOINING INSTRUCTION
APR 12

PRE-COURSE TRAINING PROGRAM FOR
PRE-COURSE TRAINING PROGRAM FOR IOC



AIM This pre-course program is designed to prepare you to meet the physical requirements to successfully pass the Initial Officer Course (IOC). This program is also designed to reduce the chance of injury whilst on course.

CONDUCT If possible this program should be started 7 weeks prior to starting your IOC. It is in your best interest to complete all activities in this 6 week program so that you are not under prepared in any area and it will reduce your chance of injury. You are reminded that the major OTS IOC Course Training Outcome (CTO) and a number of the field exercises include a large amount of Endurance Marching, so it is your best interest to complete this program.

HELP The PTIs in your local area will help you with anything you are unsure of about this program.

NOTE If you have any further doubt or require more information, contact the OTS Induction Centre to be able to put you in contact with an OTS PTI.

INTENTIONALLY

BLANK

PRE-TRAINING ESSENTIALS

WARM UP:

The emphasis on warm ups is to move the joints and activate the muscles through the range of movement required in a particular activity.

This has the effect of achieving a gradual increase in heart rate and blood flow to the main muscle groups to be used. Stick to compound activities (major muscle groups) when warming up to prepare the body for resistance training.

Practice the exercise without the use of any resistance or increasing speed to stimulate the body part to be trained.

A warm up should always precede an exercise session.

Why?

- * To increase core body temperature
- * Increase muscle temperature and elasticity
- * Gradually increases blood pressure and heart rate together
- * Blood directed to working muscles
- * Increase joint lubrication
- * Increase reaction time

A warm up prepares the body and mind for the activities to come.

All warm ups should consist of three basic phases:

* *General Phase:*

Low intensity level exercise, light jog, cycle, skipping, swimming, stepper for approx **5 min** or until a mild sweating is achieved. Heart rate should be between 120 and 150 beats per minute (BPM).

* *Range Of Motion (ROM) Phase:*

Moving a muscle through its full range of motion and holding for 3-4 seconds then releasing. You can introduce a series of well-controlled ROM exercises specific to the main group; this will take approximately **3 - 4 minutes**.

* *Specific Phase*

This involves movements that are specifically used in the activities to follow. For example, with resistance training when squats are part of the main program, a warm up set consisting of a light weight / performed at a medium speed, may precede the main activity. Should last approx **3-4 minutes**.

Total time for a total warm up - approx 7 - 12 minutes

COOL DOWN:

This is the tapering - off period. It is important to maintain the muscles' ability to return blood from the extremities to the heart. A large supply of blood remains in the working muscles following exercise. If it is not returned promptly to the central circulation, pooling of the blood may occur in the muscles causing light-headedness and fainting.

A cool down should be directed towards the muscles and joints that were placed under stress. For example, slow jog or walk followed by specific flexibility exercises (stretching) to return ROM to the muscles contracted during the main activity.

Each stretch as part of a cool down can be held from between 20 - 30 seconds, and should include the muscle groups trained in the program. The cool down should last approximately 7-12 minutes during which time, continue moving and stretching concurrently to avoid reasons mentioned above.

Similar exercises can be used as in the warm up or more specifically, the exercises completed in the program, and holding the position for the desired period for the stretch. It is not designed to improve flexibility.

Total cool down period - approx 7-10 minutes

STRETCHING:

As stated above stretching is an important component of all warm ups and cool downs. Stretching is simply lengthening a muscle in order to increase ROM.

Benefits include: Prevention of injury,
 improved muscle co-ordination, and
 decrease muscle tightness after training.

RECOVERY:

It is important to get the right amount of recovery in between sets as well as weight sessions. Two to three minutes minimum in between sets and 48 to 72 hours minimum in between same body part sessions is recommended.

Six Week Training Program:

Week	Time	Activity	Dress	Intensity
1.1	am / pm	Trial PFT plus Body Weight Circuit 1 (record your score)	PT	MHR
1.2	am / pm	Recovery Session plus 10–15 min stretching session	Pool	Low
1.3	am / pm	Electronic machine circuit 1 plus Weight Program 1	PT	Med
1.4	am / pm	Recovery Session plus 10–15 min stretching session	Pool	Low
1.5	am / pm	40 min walk @ PRE 60-70% & 20 min stretching session	PT	Med
1.6	am / pm	Recovery Session plus 10–15 min stretching session	Pool	Low
1.7		Rest	-	-

Week	Time	Activity	Dress	Intensity
2.1	am / pm	Interval training (activity 1) plus 500m recovery walk @ 75-50%	PT	Med /Low
2.2	am / pm	Recovery Session plus 10–15 min stretching session	Pool	Low
2.3	am / pm	60 min walk plus 20 min stretching session	PT	Med
2.4	am / pm	Recovery Session plus 10–15 min stretching session	Pool	Low
2.5	am / pm	Run (LSD) 5km @ PRE 60-70% plus Body Weight Circuit 1 (record your score)	PT	Low/Med
2.6	am / pm	Recovery Session plus 10–15 min stretching session	Pool	Low
2.7		Rest	-	-

Week	Time	Activity	Dress	Intensity
3.1	am / pm	Beep test (record your score) plus Weight Program 1	PT	MHR/Med
3.2	am / pm	Recovery Session plus 20 min stretching session	Pool	Med
3.3	am / pm	Electronic Machine Circuit 1 & Body Weight Circuit 1	PT	Med
3.4	am / pm	Recovery Session plus 20 min stretching session	Pool	Med
3.5	am / pm	Endurance Patrol Order Walk 5km (1min on, 1min off) (PRE 75% on – 50% off)	DPCU 1	Med
3.6	am / pm	Recovery Session	Pool	Low
3.7		Rest	-	-

Week	Time	Activity	Dress	Intensity
4.1	am / pm	Interval Training (activity 2). Include 500m recovery walk @ PRE 75-50% plus Body Weight Circuit 2 (record your score)	PT	High
4.2	am / pm	Recovery Session plus 10–15 min stretching session	Pool	Low
4.3	am / pm	Electronic Machine Circuit 2 plus Weight Program 1	PT	Med
4.4	am / pm	Recovery Session plus 10–15 min stretching session	Pool	Low
4.5	am / pm	Endurance Patrol Order Walk 7km (Increase pace 2 mins on, 2 mins off) (PRE 80% on – 50% off)	DCPU 2	High
4.6	am / pm	Recovery Session plus 10–15 min stretching session	Pool	Low

Week	Time	Activity	Dress	Intensity
5.1	am / pm	Interval Training (3.2km) run (activity 3) plus Weight Program 1 (record your score)	PT	High
5.2	am / pm	Recovery Session plus 10–15 min stretching session	Pool	Low
5.3	am / pm	Electronic Machine Circuit 2 plus Body Weight Circuit 2 (record your score)	PT	Med
5.4	am / pm	Recovery Session plus 10–15 min stretching session	Pool	Low
5.5	am / pm	Endurance Patrol Order Walk 8 km (Increase pace 3 mins on, 2 mins off) (PRE 85% on – 60% off)	DPCU 3	High/Low
5.6	am / pm	Recovery Session plus 10–15 min stretching session	Pool	Low
5.7		Rest	-	-

Week	Time	Activity	Dress	Intensity
6.1	am / pm	Run (LSD) 40 mins @ PRE 60 - 70%	PT	MHR/High
6.2	am / pm	PFT plus Body Weight Circuit 2 (record your score)	PT	High
6.3	am / pm	Recovery Session	Pool	Low
6.4	am / pm	Electronic Machine Circuit 2 plus Weight Program 1(record your score)	PT	Low/High
6.5	am / pm	Endurance Patrol Order Walk 9 km (Increase pace 4 mins on 2 mins off) (PRE 85% on – 60% off)	DPCU 3	High/low
6.6	am / pm	Recovery Session	Pool	Low
6.7		Rest	-	-

Note: - Recovery sessions are optional, but they will help in your recovery.
You can swap a swimming session for a running or electronic machine circuit if you are becoming sore, starting to get leg problems or you are Aircrew/ACO.

LEGEND

- PT -** Running shoes, physical training (PT) dress, hat & water
Pool - Swimmers, towel
DPCU 1 - DPCUs, runners and patrol order (minimum two full water bottles)
DPCU2 - DPCUs, boots and patrol order (minimum two full water bottles)
DPCU3 - DPCUs, day pack, boots and patrol order (two full water bottles)
Day Pack - Males; (>5kg) pack weighing amount stated (fill your pack with what you would need to take out bush for 1 day)
 Females; (>5kg) pack weighing amount stated (fill your pack with what you would need to take out bush for 1 day)
LSD - Long slow distance

INTENSITY LEVELS

MHR	Maximum heart rate. = 220 – your age
RHR	Resting heart rate. To be taken every morning for 1 week at the same time if possible 2 minutes after you wake. Used as a guide to increase or decrease your training intensity level for that day.
THR	Training heart rate. = [% x {MHR-RHR}] + RHR
LOW	50-65% of maximum heart rate (MHR)
MED	65-80% of MHR
HIGH	> 80% of MHR
PRE	Perceived rate exertion

TRAINING NOTES

- Stay hydrated by drinking water before (minimum of 1 Lt within 30 mins of training), during your training session and after every training session (1 Lt within the first 30 mins after training especially any PT session that is at high intensity).
- Ensure you eat within 30 mins of every training activity and straight after (a piece of fruit).
- Substitute runners for boots wherever possible to reduce the chance of injury whilst on IOC.
- Warm up, stretch and carry out a cool down for every activity.
- Endurance marching activities are to be conducted on grass, gravel or bush land.
- On the longer endurance walks you should train in pairs and notify someone of your route and ETR.
- If you do not recover from the previous days training, have an extra rest day.
- If you feel recovered do not add in an extra training session as the program increases with intensity from week to week.
- If you sustain an injury during the program, do an alternative session to compensate (e.g. swimming). **DO NOT** train with an injury.
- Monitor your RHR each morning to determine training intensity for that day.
- You are reminded that the main emphasis of the IOC is field endurance.

CARDIO VASCULAR WORKOUTS

PFT & Beep Test:

These are two different tests we conduct at OTS. You will complete both while you are at OTS on IOC. The Beep test is a good fitness assessment test for testing your fitness level and Vo2. It is also used as a good injury indicator, the better you score the less chance of injury while on IOC. The IFT (PFT) is the only CTO at OTS. You will be tested IAW DI AF (PERS) 53-13.

Long Slow Distance:

After a good warm up (2-5mins) run at a comfortable speed for 30 – 40 mins. Ensure there is a good cool down at completion to reduce stiffness and regain ROM of muscles.

Endurance Marching:

Start without pack and dressed IAW the dress standard on the Legend. Gradually build up marching time and distance whilst keeping to the training program. To prevent cumulative foot and leg injuries, the recommendation is not to run as the impact is likely to cause injury. Insure you wear your DPCU's and webbing as stated, but you may substitute runners for boots if you are receiving foot problems. There should be no requirement to do more than 1 endurance march per week depending on the time spent on each one.

Perceived Rate Exertion:

This type of training you work at your 50, 60, 75, 85, and 95% when you are completing your running or Endurance March training.

Intervals Training:

You run for a specific distance (e.g. 3.2 km = 8 x 400m), a specific period of time (e.g. 12 mins per 2.4km = 8 x 1:50 min per 400m) and a specified recovery time is taken (1:1, 1:2 & 1:3 Ratio); this is the **interval** of running. When a group of intervals are run, with the specified recovery between, this is called a **set**. The rest between sets is typically longer than that taken between intervals within the set. The speed at which you run each interval is referred to as the **tempo** or **pace**. It's as simple as that.

When you are training up to 10km you can break down your training into intervals. This is performed by breaking down the distance into smaller distance e.g. 200m, 400m, 800m intervals and no more than once per week.

Due to the intensity of the session you need time to recover, your goal should be to improve on each interval time every second or third session you do. This will depend on your start point and your time frame to train. The distance of each session should be at least the distance you need to run (e.g. 2.4kms), working on work/rest ratios of no less than 1:3 (that is, work for 1.30 mins, rest for 4.30 mins). It is recommended your total distance is approximately 3.2kms.

DISTANCE	INTENSITY	TIME	800M, 400M, 200M
3.2km	Activity 1: 5 x 400m, 6 x 200m	e.g. 8 min: 2:40, 1:10, 35 - 40 sec, 10 min: 3:20, 1:30, 45 - 50 sec, 12 min: 3:50, 1:50, 55 - 1 min, 14 min: 4:30, 2:10, 1:05 -1:10,	
3.2km	Activity 2: 1 x 800m, 4 x 400m, 4 x 200m		
3.2 km	Activity 3: 2 x 800m, 4 x 400m,		

Swimming 1:

Swimming can be used as a cardio-workout or for recovery. The efforts should be at high pace (80% of MHR) and use the rest to recover. Complete the training session in the sequence laid out. Ensure you do a cool down at the end of the session and re-hydrate ASAP.

SESSION SEQUENCE	EXERCISE	INTENSITY	DISTANCE	TIME
Warm up	Free Style / Breast Stroke	Long controlled strokes, work on style @ Low- 50%	200m	5-10 mins
Main activity	Arms (Technique)	Free style (100m), side stroke (50m), breast stroke (50m) @ PRE Low – 60%	200m	5-10 mins
	Legs (Technique)	Free style (100m), side stroke (50m), breast stroke (50m) @ PRE Med – 70%	200m	5-10 mins
Sprint	Sprint work	Free style: 3x50m, 6x25m @ High PRE – 80%	300m	15 mins
Cool down	Free Style / Breast Stroke	Long controlled strokes, work on style @ PRE Low- 50%	200m	5-10 mins
	Stretch	ROM & hold each stretch for 10-15 sec		5–7 mins

Swimming 2 (Requirement for Aircrew/ACO Only):

Dress in DPCU with runners (optional), complete the Swimming Proficiency Test IAW DI AF (PERS) 33-17. Depending on the size of the pool, the number of laps required will vary. At the end of each swimming session you are to cool down, stretch and re-hydrate with water.

To successfully complete the RAAF SPT, members are required to demonstrate competence in the following activities:

- a. enter the water using a recognised Surf Lifesaving Australia (SLSA) or Royal Lifesaving Society of Australia (RLSSA) safety/compact jump as detailed by the PTI;
- b. swim 200 metres—the first 150 metres using the breaststroke or freestyle method and the remaining 50 metres on the back with or without the use of arms;
- c. enter the water with a feet astride jump keeping head above water, then using either a duck dive or feet first descent, submerge to minimum depth of one metre and swim 15 metres underwater; upon completion of the underwater swim the participant is to correctly approach and right an overturned life raft/dinghy/craft/flotation device, and climb in/onto it;

- d. enter the water keeping the head above water maintaining visual contact and swim 20 metres to a person demonstrating appropriate precautions and, using a recognised SLSA or RLSSA lifesaving method detailed by the PTI, tow the patient 20 metres and safely remove the patient from the water;
- e. from the tread water position, apply a duck dive or feet first descent to retrieve an object of at least five kilos in weight from a minimum depth of two metres; and
- f. tread water and remain afloat without application of any flotation aid for ten minutes in a restricted area (within a radius of five metres).

RECOVERY SESSION- (POOL)

SESSION SEQUENCE	EXERCISE	INTENSITY	DISTANCE	TIME
Warm up	Free Style / Breast Stroke	@ PRE 50%	200m	5-10 mins
Main activity				
	Walk shallow end	Walk forwards, backwards and sideways across the pool in the shallow end	Up to you	10 mins
	Deep water running	Activity 1: Med - ½ to ¾ pace (30 secs on 1 min off). Repeat 6 times	N/A	15 mins
		Activity 2: Low - run at a comfortable pace remaining 5 mins	-	-
Cool down	Free Style / Breast Stroke	@ PRE 50%	200m	5-10 mins
	Stretch	ROM & hold each stretch for 10-15 secs		5-7 mins

LOW 50% of maximum heart rate (MHR)

MED 65-80% of MHR

HIGH > 80% of MHR

ELECTRONIC MACHINE CIRCUITS

Circuit 1

EXERCISE	INTENSITY	TIME
Exercise bike	85 - 95 RPM	15 mins
Stepper	Low 50-60 steps per min	15 mins
Rower	26-30 strokes per min	15 mins

Circuit 2

EXERCISE	INTENSITY	TIME
Treadmill	@ PRE 70 – 75 %	10 mins
Rower	28-32 strokes per min	1200 M
Stepper/strider	65-80 steps per min	10 min
Rower	28-32 strokes per min	1200 M
Cycle	95 - 105 RPM	10 min
Treadmill	@ PRE 80 – 85 %	10 min

CONDUCT

To be done at a low intensity level, you have 2 programs to choose from, adjust the times to suit the length of your training session. It is performed in order from top to bottom. Endurance cross training sessions develops muscular endurance at a low intensity level.

RESISTANCE TRAINING:

This program is designed for members who want to gain strength and build size to better prepare them for the physical aspect of the field phase of IOC. The weights will vary and may improve gradually or depending on your level of training, rapidly as you train. As you are working hard, recovery is important so listen to your body.

WEIGHT PROGRAM 1

Circuit 1

EXERCISE	REPS	1ST SET	2ND SET	3RD SET	4TH SET
45 Leg press	12-15				
Seated/flat bench press	12-15				
Lat pull downs	12-15				
Barbell curls	12-15				
Triceps extensions	12-15				
PFT Sit ups	15-25				

CONDUCT

Complete all 4 sets of each exercise before moving to the next exercise. Each exercise should take 10 minutes to complete. You must have a 2 minute break between each set. Each set is completed to failure.

BODY WEIGHT CIRCUIT

Circuit 1

EXERCISE	1ST TIME	2ND TIME	3RD TIME	4TH TIME	5TH TIME
Push ups					
Lying undergrasp heaves					
Dips					
Weighted squats (Males: 25kg) (Females: 12kg)					
Weighted step ups (Males: 5kg) (Females: 2kg)					
PFT Sit ups					
Skip	1 min	1 min	1 min	1 min	1 min

Circuit 2

EXERCISE	1ST TIME	2ND TIME	3RD TIME	4TH TIME	5TH TIME
Push ups					
Lying overgrasp heaves					
Feet up bench dips					
Weighted squats (Males: 50kg) (Females: 20kg)					
Weighted step ups (Males: 10kg) (Females: 5kg)					
PFT Sit ups					
Skip	1 min	1 min	1 min	1 min	1 min

CONDUCT

Complete exercises in order from top to bottom without any rest. When you have completed the last exercise in each column start exercise one straight away until you have finished every exercise five times. If at first you have trouble completing the circuit, introduce a 1 min rest period after each skipping session until your strength builds up. Record the number of reps of each exercise to monitor fitness improvements.