Chapter 3. Training and Development

3.1 Introduction to 10620NAT Course in Military Advocacy

10620NAT, a course in Military Advocacy, is a course designed by experienced advocates who have been serving the ex-service community for many years, in conjunction with a Registered Training Organisation contracted to oversee the program and issue the qualifications.

The course has six Units of Competency embedded into two streams; Compensation and Welfare. Each stream has two levels at which an advocate’s practice is based. Level 1 advocates must practice under supervision of a level 2 advocate in the same stream; level 2 advocates are experienced enough to practice autonomously.

In addition, the compensation stream has two additional levels; Level 3 advocates have been trained and are experienced in submitting an appeal to the Veteran’s Review Board and level 4 advocates have the skills to argue an appeal to the Administrative Appeals Tribunal.

A level 2 Unit of Competency is a pre-requisite for a level 3 while a level 3 is a pre-requisite for the level 4 Unit of Competency.

3.2 Candidate Suitability Assessment

Training is provided to candidates who have been nominated by a responsible person within a recognised Veteran Centre/Ex-Service Organisation (VSC/ESO) after the suitability of the person has been assessed by the ESO. Candidates should be selected using the guidelines available from the ATDP website.

Potential candidates should demonstrate an empathetic attitude to the needs of veterans and be prepared to commit to the time necessary to acquire the skills and knowledge and to repay the training effort in service to the ex-service community.

3.3 Adult Learning Principles

Training for each Unit of Competency is conducted on the principles of Vocational Education and Training. Much of the skills and knowledge is acquired in a working environment and under the guidance of a mentor who holds at least the same qualification as that to which the candidate aspires.

Formal learning of the underlying principles and legislation is conducted through online learning units and distance learning methodologies, as well as attendance programs.

3.4 Qualification Pathways

A candidate for a Unit of Competency may be able to achieve that unit in one of two ways. The training pathway is for new entrants to advocacy provision and involves workplace learning under a mentor, study via online learning units and attendance programs.
The Recognition of Prior Learning pathway is available to experienced advocate practitioners. No unit of Competency in course 10620NAT has an equivalent unit in the VET sector and RPL requires undertaking a rigorous assessment of advocacy practice and relies on evidence of that practice.

3.5 Preparing for RPL

Prior to undertaking an RPL assessment, candidates should familiarise themselves with the relevant Unit of Competency and ensure themselves they are able to provide physical evidence which indicates their recent experience in relevant advocacy provision.

The evidence must meet the evidence requirements outlined in the Standards for RTOs.

3.6 10620NAT Enrolment Procedure

There are two or three steps required for full enrolment in the ATDP program, depending on the pathway.

- For RPL candidates only at level one or two, complete an Expression of Interest form on the ATDP website. This notifies ATDP of your desire to undertake the assessment process and allows planning for a program in an area suitable to you. When you receive an invitation to attend an assessment, the process in 2 & 3 below must be completed.
- The sponsoring Ex-Service Organisation completes a nomination form on the ATDP website. The ESO must also select and appoint a suitable mentor for the candidate. The submission of this form triggers an automated email to the nominee containing a link to the application form. ASQA mandates that every candidates receives a statement of mutual obligations shared by the RTO and candidate. Mentors and Consolidation Course Facilitators are to ensure that candidates have received the statement from the RTO.
- The nominee candidate completes the application form with all the required details including a Unique Student Identifier and submits the form.

Once the application form has been, the RTO must verify the USI and the mentor must accept the role. When all this is completed, the candidate is ready to begin training.

3.7 Obtaining a Unique Student Identifier

No RTO may award a qualification under the VET system unless the candidate holds a Unique Student Identifier. A USI is obtained by application on the USI website at www.usi.gov.au. A valid form of identification, such as a driver’s licence or passport is required to confirm identity.

The USI is issued immediately and can be “cut and pasted” into the relevant field on the application form.
OPERATIONAL POLICY LIBRARY

The full name of the candidate as shown on the identity item used, must also be entered into the relevant fields of the application form, as must the date of birth. These pieces of information are used by the RTO to verify the USI. If the names do not match or the date of birth differs, the USI cannot be verified and the application form cannot progress.

3.8 The Training Pathway
Candidates progressing through the training pathway must establish a two-way relationship with the mentor in the first instance. The mentor’s role is to guide the candidate through a number of specific workplace experiences designed to allow the candidate to progressively learn and acquire and practise skills required by the Unit of Competency.

The learning is comes from integrated workplace experiences and formal training using eLearning units. The exposure to the formal learning is timed to take place after certain tasks have been witnessed or performed in the workplace.

Once all the workplace tasks have been accomplished, and all the formal learning units have been completed, the candidate is invited to attend a consolidation and assessment program to complete the Unit of Competency.

3.9 Accessing DVATrain
eLearning units are accessed on a Learning Management System (LMS) operated under DVA auspices. ATDP officers enrol candidates in the appropriate unit at the appropriate time. A link to the eLearning LMS is available from the candidate’s menu on the ATDP OMS.

DVA also has a self-enrolment process on its web page. Candidates must not use this link. If candidates enrol through this portal, they do not have access to all the ATDP suite of units and no results are available to ATDP.

3.10 Completion of Workplace Experience Logbook
The workplace experience logbook is available from a link on both the candidate’s menu and the mentor’s menu on the ATDP OMS.

When a candidate accesses the workbook, they should enter details of how they went about the task for which they are making an entry. Details should include how the task was performed and what was learned by the experience.

When the mentor accesses the workbook, they will enter details of what they observed or spoke about to the candidate. Once the mentor completed the entry for the task, that task is locked.

The completed logbook and the detail in an entry contributes to evidence of competency during the assessment process. The better the detail, the better the evidence.
3.11 Consolidation Training
Candidates must have completed all the formal learning units and all tasks in their WEL to be eligible for an invitation to be extended to attend consolidation training.

Regional Managers on advice from their Regional Mentor Team will advise the NTM of the dates on which they forecast they will have 4 to 6 (at most 8) candidates ready for consolidation training. WEL will need to be completed 6 weeks before the notional dates on which a consolidation course may be conducted.

Where a candidate has not completed the WEL, but the Mentor presents a solution that indicates a reasonable likelihood that the candidate will complete the pathway before the notional date, the candidate may be included in the invitation list for the course.

Consolidation training has been designed to reinforce the learning acquired in both the workplace and through other formal learning units. At the same time, candidates are able to apply that learning to case studies.

Candidates also have a conversation with an assessor who also looks at the evidence a candidate brings to the process. Such evidence must indicate the candidate’s involvement in actual cases in their workplace.

3.12 Statement of Attainment (SoA)
When a candidate is found to be competent in a Unit of Competency, whether such assessment is made through the RPL or training pathway, the candidate is eligible to be awarded a Statement of Attainment which will list the Units of Competency attained.

The SoA is issued by the ATDP partner RTO. Only RTOs may issue qualifications for nationally accredited training.

3.13 VSC/ESO Authorisation to Practice
Any advocate practising under the auspices of a Veteran Centre or Ex-Service Organisation must be authorised to do so. Without such authority, the advocate exposes him/herself to possible litigation. Authority to practice puts the liability on the ESO for advocate actions, performed in good faith and aligned to the level of training.

Any action which results in litigation, which has been performed outside of the training may result in an insurer refusing a claim.

3.14 Professional Indemnity Insurance
Many ESOs have professional indemnity insurance cover for executive office bearers and trustees. The same PI insurance may also cover advocacy.

The Veteran’s Indemnity Training Association (VITA) provides professional indemnity cover for advocates trained under the former TIP or current ATDP programs. The membership of VITA comprises of most of the national ESOs. Members of VITA pay a premium to the organisation; the balance of that premium is paid by DVA.
3.15 Continuing Professional Development
Once candidates have been issued with their statement of attainment, they are required to maintain professional currency by additional study of inclusion in learning events which keep their skills and knowledge up to date.

The CPD program will require graduate advocates to acquire points on a yearly and tri-yearly basis to meet the requirement of currency.

3.16 Register of Accredited Advocates
The ATDP OMS will host all the details for a National Advocacy Register. This register will enable members of the ex-service community who seek assistance, to find and ESO with qualified accredited advocates who can provide that assistance.

To enable the search to identify a particular advocate, the advocate must have an ADTP qualification, be authorised by their ESO and be current with regard to CPD.

Advocates may allow their contact information to be displayed in a search, otherwise it will only be the ESO contact information which the searcher sees.

ESOs will be required to confirm regularly whether the advocate continues to be authorised.

3.17 National Training Team
Members of the National Training Team (NTT) are experienced advocates who have completed the pre-requisites stipulated at Annex C:

- National Training Manager
- Learning and Consolidation Unit Facilitators (Trainers)
- Assessors
- Subject Matter Experts (SME)
- Mentors
- OJT supervisors

3.18 Responsibility of Trainers and Assessors
ATDP Trainers and Assessors are authorised by the RTO to act on its behalf under its ASQA Registration. To retain its registration, the RTO must meet the training and assessment standards set by ASQA. ATDP Trainers and Assessors’ must therefore meet ASQA standards.

Should ASQA, when auditing the RTO, ascertain that ATDP Trainers or Assessors are not meeting ASQA standards, the RTO may be de-registered. This imposes a very significant responsibility on the NTM, and ATDP Trainers and Assessors acting under the RTO’s Registration.

Should an ATDP Trainer or Assessor not be prepared to act with total probity and to adhere professionally to the ASQA performance standards the RTO must meet, he/she has an obligation to resign from the position.
3.19 Selection of Trainers and Assessors

Training and selection of ATDP Trainers and Assessors is an MTS responsibility that is being progressively outsourced to the NTM. Trainers and Assessors are selected on the basis of their known experience, completion of Cert IV TAE40110, advocacy discipline, levels of knowledge as an SME, and competency as an advocate/mentor.

The following selection policy is to be used:

- Vacancies are to be demand initiated
- Vacancies are to be filled through an Expressions of Interest (EoI) processes
- EoIs are to address Selection Criteria (qualifications/experience/referees)
- applicants are to have demonstrated commitment to military advocacy training
- applicants are to have experience in all aspects of ATDP learning pathway
- applicants are to have demonstrated willingness to contribute to all aspects of the program (not just as an assessor/presenter)
- applicants are to be selected by a Selection Committee comprising at least the NTM and a representative of the RTO
- the successful applicant is not to be formally appointed until completion of any formal training required by the RTO

3.20 Amendment of Learning Unit Materials

As learning materials flow from, but are integral to the accreditation by ASQA of 10620NAT, they are subject to strict version control. Proposed amendments may be raised by any member of the National Training Team and forwarded to the NTM.

Attachments:

A. Candidate’s Joining Instructions
B. ATDP Enrolment Process
C. Task/Job/Position Descriptions
   C-1 Candidate (TBA)
   C-2 Consolidation Unit Facilitator (TBA)
   C-3 Workplace Assessor
   C-4 VSC/ESO/YVO/CoP Mentor
   C-5 Advocate (TBA)
D. National Training Team Pre-requisites
E. Roles of SME, Regional Mentors and Workplace Mentors
Candidate’s Joining Instructions

1. Definitions

- **Ex-Service Organisation (ESO):** An organisation which has, as one of its constitutional objectives, the provision of assistance to the wellbeing of serving and ex-serving members of Australia’s Defence Forces.
- **Nomination:** An online form completed by a sponsoring ESO.
- **Application:** An online form completed by the candidate
- **Candidate:** A person who has been nominated for training, or undertaking RPL, for the award of a Unit of Competency.
- **Unit of Competency:** The descriptor of the competencies required to perform a role.

2. Provision of training and assessment

- Training is provided to persons who have been duly nominated by an ESO, applied for by the nominee and to fulfil a need identified by ATDP.
- Training and assessment is not provided to any person who individually, or whose ESO, intends to charge for services.
- where there is no identified demand by veterans for such services
- to persons intending to utilise such training solely for the benefit of the nominee

3. Nominations

- Prospective candidates for a Unit of Competency should be selected by their ESO using the Guidelines for the Selection of Candidates.
- All candidates must be nominated by an Ex-service Organisation using the nomination form.
- ESOs must have a demand for service provision (or a business plan to indicate how demand can be generated) before they nominate a prospective candidate.
- ESOs must identify a suitable mentor for the nominee and gain the mentor’s approval to perform the role prior to submitting the nomination.
- A mentor must hold the equivalent Unit of Competency as the mentee and have undertaken mentor training (delivered through ATDP) or have a current expression of interest lodged to undertake RPL and mentor training.
- The nomination form is accessible from [www.atdp.org.au](http://www.atdp.org.au)
- Once a candidate has been nominated, they will receive an automated email with a link to their application form. (Automated emails may go to junk folders or be deleted unless the email client has whitelisted emails from atdp.org.au or vps.tipnsw-act.org.au)
- Prospective candidates are not to nominate themselves.
4. Application

- Nominees click the link in the automated email to access the application form.
- When completing the application form, the candidate must enter their Unique Student Identifier available from [www.usi.gov.au](http://www.usi.gov.au) if they do not already have one.
- All fields are required to be completed on the form.
- Our partner RTO must validate the USI and they require much of the other information to be held in their records.
- Submission of the application form generates automated emails to the mentor and the RTO for their acceptance and validation.
- Once the mentor has accepted the role and the RTO have verified the USI, the candidate will receive an automated email with a username and password to access the ATDP management system where they get access to their workplace experience logbook and instructions on beginning their training.

5. Expressions of Interest for RPL

- Experienced practitioners as pension or welfare officers, may wish to undertake RPL to be awarded the Unit of Competency associated with their skills.
- Individuals may register an expression of interest using the online form available from [www.atdp.org.au](http://www.atdp.org.au)
- Once an EOI has been received, RPL programs will be scheduled in convenient locations.
- An offer of a place at a program is made to the sponsoring ESO and the individual by automated email.
- Using the link in the email, the ESO must nominate the candidate according to 3 above.
- The candidate will receive an email as indicated in 3.7
- The candidate applies according to 4 above.
The ATDP Website

Enrolment Process
Advocacy Training and Development Program

Nominations

ATDP is now accepting nominations for the following units of competency in the training pathway

- Compensation Advocate Level 1
- Welfare Advocate Level 1

Recognition of Prior Learning (RPL) pathway

If you are already a Level 1 TIP Trained welfare or pension officer, you may wish to undertake the Recognition of Prior Learning (RPL) pathway. Level 1 pension officers will need to provide evidence of possessing the knowledge and skills covered under all three Areas. Please click here to express your interest.

Already a level 2 practitioner or Level 2 or 4 TIP trained advocate? Click here to express an interest in undertaking the RPL pathways at level 2 (includes mentor training).

The Advocacy Training and Development Program provides training in Military Advocacy, for members of Ex-Service Organisations (ESO) which offer advocacy services to serving and ex-serving members of the armed forces and their dependants. The program is funded by the Australian Government through the Department of Veterans’ Affairs.

The training program is a Competency Based Training (CBT) program and places a heavy reliance on experiences gained in a working environment. ATDP offers a single course in Veteran Advocacy. The course contains six elective Units of Competency; some units have pre-requisite Units of Competency, the units are nationally accredited. Completing one or more Units of Competency leads to a Statement of Attainment.

Trainees are to be selected by their ESO using the Guidelines for the Selection of Advocacy Trainees. Ideally new entrants will have been exposed to the role in the workplace prior to enrolment to ensure their ability and willingness to carry out the role. The ESO must nominate the person using the online nomination form. Once that has been done, the nominee must then complete an online application form to finalise the enrolment.

Preference to training places is based on the best possible return to the ex-service community, so workload of an ESO, Veteran Centre or Community of Practise is taken into account.

Training is conducted primarily in the workplace and guided by a mentor appointed by the ESO. The workplace experiences are supplemented by formal training which included online study units and face-to-face consolidation training.

Pension and welfare officers trained under the TIP system will be able to undertake a process of Recognition of Prior Learning (RPL) in order to transition to an ATDP qualification. This process initially takes former TIP practitioners to level 2 in their chosen stream. Level 3 and 4 compensation advocates must gain a level 2 qualification first, as this is a pre-requisite for 3. Level 3 is also a pre-requisite for level 4.
STEP 1: Express Interest in Training

To Nominate for Participation in Training Pathway –
Select from options (Blue Link) (which change as training becomes available)

Advocacy Training and Development Program

ATDP is now accepting nominations for the following units of competency in the training pathway:
- Compensation Advocate Level 1
- Welfare Advocate Level 1

Recognition of Prior Learning (RPL) pathway

If you are already a Level 1 TIP Trained welfare or pension officer, you may wish to undertake the Recognition of Prior Learning (RPL) pathway. Level 1 pension officers will need to provide evidence of assisting in the preparation of claims under all three Acts. Please click here to express the interest.

Already a level 2 practitioner or Level 3 or 4 TIP trained advocate? Click here to express an interest in undertaking the RPL pathways at level 1 (prior to mentor training).

Get assistance
Find an ex-service organisation in a particular location which offers advocacy services by ATDP qualified advocates

Self assessment tools
Level 2 compensation
Level 3 compensation

These tools assist a person to determine whether they might meet the prerequisites for Recognition of Prior Learning in each of the Units of Competency.

Coming soon
Level 2 welfare

There are now 479 Units of Competency awarded through the Advocacy Training & Development Program to 396 advocates.

To Nominate for Participation in Recognition of Prior Learning Pathway –
Select from options (Blue Link) (which change as training becomes available)
Following the Training Pathway
Unit of Competency name
Compensation Advocate Level 1

Description
This Unit of Competency is the first part of a training program which is designed to provide a new entrant into Compensation Advocacy training with the skills and knowledge to be able to complete a primary claim under any of the Acts governing military rehabilitation and compensation, while under the supervision of a more experienced advocate.

The training pathway consists of a number of components, all of which must be satisfactorily completed before a Level 1 certificate can be issued.

During the whole training process, the candidate must have a mentor and an on-the-job overseer to assist them in skills development. (The mentor and the overseer may be the same person.)

The training pathway assumes the candidates gain their knowledge and skills on the basis of 10% (from formal training), 20% (from mentors) and 70% from on-the-job involvement.

Recognition of Prior Learning (RPL) pathway is available to people who have previous training under the Training and Information Program (TIP) and who have been practising at level 1. What is RPL?

Pre-requisites
• Applicants for this Unit of Competency must have
  • a Unique Student Identifier (USI). This can be obtained by clicking here
  • been selected and sponsored by a valid ex-service organisation using the selection guidelines.
  • a desire to acquire and continually improve their skills over time.

All level Level 1 learning components must be completed in order to complete the Unit of Competency. There are also a number of pre-requisite components to be undertaken prior to attending the Level 1 consolidation unit which is an attendance unit.

Co-requisites
Trainees will be required to keep a logbook of on-the-job experience which will be used as part of the evidence for inferring competence.

Mentors and assessors will report on a candidate’s progress through a portal on the ATDP website.

ESO nomination form | Print this page
IMPORTANT

This page is for authorising Ex-service Organisations only

You are about to nominate an individual as a candidate for an ATDP training program. Your name will appear as the person authorised to nominate a candidate. Do not proceed unless you are that authorised person and not the candidate.

ATDP courses are Competency Based Training (CBT) courses with a heavy emphasis on structured training in the workplace as well as formal training through online and attendance units. The course is founded on one or more Units of Competency; it contains an assessment process and leads to a statement of attainment in nationally accredited Units of Competency. The candidate must have been informed of these requirements.

Before continuing, you must confirm that you have read the requirements for selection of suitable trainees and agree to the provisions laid out in the document “Guidelines for the selection of trainees for the Advocate Training & Development Program”.

You must also confirm that your ESO has professional liability insurance which covers the activities of the person you are nominating.

The application process requires an authorised person from the ESO to provide details about the ESO, the authorising officer, the candidate and also name a mentor who will mentor the candidate.

The mentor must be trained to a level above that of the candidate under the Training & Information Program (TIP) (for Welfare advocates, mentors must be experienced level 2 welfare officers). Mentors must be willing to undergo Recognition of Prior Learning (RPL) when it is offered in the near future.

The enrolment process is a multi-stage process which utilises automated emails sent to people identified in the application. Care must be taken to ensure that email addresses are valid and capable of receiving automated emails from ATDP. Should automated emails be undeliverable, there is a danger the application will be deleted.

The person agreeing to these requirements must be the person who is named as the authorising officer for the ESO.

I agree

I disagree
Advocacy Training & Development Program

You are nominating a person to be enrolled in the course in Military Advocacy and the Compensation Advocate Level 1 Unit of Competency.

This form is to be completed by the sponsoring ESO, be nominating the person for enlistment the details of the person has been conformed in accordance with the ESO guidelines and will be submitted by the officer in charge of the details of the person’s training. The officer in charge must be the ESO in the branch or office where the person is located. The officer in charge must be the ESO in the branch or office where the person is located. The officer in charge is required to submit this form to the training officer for the person to be enrolled in the course.

NOTE this is the FIRST part of the process.

ESO Details and Authorising Officer

Mentor Details

Details of Candidate

Submit the first part of the application process
Automated Email Replies:

Once the expression of interest is completed – automated emails will be sent to the ESO, the mentee and the mentor to confirm their participation.

The Authorising Officer will receive an email link to the nomination form to re-confirm the ESO support of the candidate.

The mentee must ensure all of the details submitted in their email form must match the details he or she has provided to get his or her Unique Student Identifier number (USI). This part of the registration process goes directly to the Registered training Organisation and linked nationally to the USI website.

If the mentor does not agree to go further, he or she must contact the ESO to inform them.
Link to get USI

You are applying for the course. This form is to be completed by the nominee for an MDP course. Complete all the missing details below and correct any errors below.

Nominee's details (the person to be trained):

Universal Student Identification (Get USI) [Hint to get USI]

If you have a previous TIP code (4 letters and 4 numbers) enter it here.

The names you provide here must match the full names on the ID you used for USI registration.

Title: [Family name] [Given names]

Gender: Male | Female | Data of birth (required to validate USI)

Given name the nominee prefers to be called (used on a name tag at attendance events)

Permanent residential address of the nominee

Postal address of the nominee

State in which you intend to attend face-to-face courses:

Email address: Phone: Mobile:

The collection of the following information is mandated by the National Regulator (ASQA) who require all RTO's to collect and report Australian Vocational Education and Training Management Information (AVETMISS). Data on all people who participate in nationally recognised training and assessment.

Language and cultural diversity

Are you an Aboriginal or Torres Strait Islander: No | Yes, Aboriginal | Yes, Torres Strait Islander

In which country were you born? [Country] Change if your country of birth is not Australia.

Do you speak a language other than English at home?: No | Yes, if yes, specify:

Academic achievement

What is your highest completed school level?: [Level] In what year did you complete school?: [Year]

Select other academic qualifications: more than 1 may be selected

Bachelor of higher degree | Advanced diploma or associate degree | Diploma or associate diploma | Certificate III or advanced certificate/apprenticeship | Certificate II

Certificate I | Certificate other than above

Employment

Which of the following best describes your employment status?: [Status]

Disabilities

Select any disabilities you have which are long term or permanent. More than 1 may be selected

Learning disability | Physical impairment | Intellectual impairment | Learning difficulties | Mental illness | Acquired brain impairment | Vision | Medical condition | Other

Submit the application.
Create your USI

Before you create your USI, please run through the checklist below to make sure you have everything you need before you start.

You can also view information on the steps you will need to go through to create your USI.

USI creation checklist

Who are you?  

- I am an Australian student
- I am an international student
Link to get USI

Universal Student Identification: [Get USI] or [How to get a USI step-by-step]

If you have a previous TIP code (3 letters and 4 numbers) enter it here: ______________________

The names you provide here must match the full names on the ID you used for USI registration.

Title: ____________________________ Family name: ____________________________

Gender: [ ] Male [ ] Female Date of birth: ____________________________ (required to validate USI)

Given name: ____________________________ The nominee prefers to be called: ____________________________

The nominee's telephone number: ____________________________ (used on a name tag at attendance events)

Permanent residential address of the nominee: ____________________________

Postal address of the nominee: ____________________________

State in which you intend to attend face-to-face courses: ____________________________

Email address: ____________________________ Phone number: ____________________________ Mobile number: ____________________________

The collection of the following information is mandated by the National Regulator (ASQA) who require all RTOs to collect and report Australian Vocational Education and Training Management Information (AVETMISS) data on all people who participate in nationally recognised training and assessment.

Language and cultural diversity

Are you an Aboriginal or Torres Straight Islander? [ ] No [ ] Yes, Aboriginal [ ] Yes, Torres Straight Islander

In which country were you born? [ ] Australia [ ] Change if your country of birth is not Australia.

Do you speak a language other than English at home? [ ] No [ ] Yes. If yes, specify ____________________________

Academic achievement

What is your highest completed school level? ____________________________ In what year did you complete school? ____________________________

Select other academic qualifications, more than 1 may be selected:

[ ] Bachelor of higher degree [ ] Advanced diploma or associate degree [ ] Certificate IV or advanced certificate/technician [ ] Certificate III or trade certificate [ ] Certificate II [ ] Certificate I [ ] Certificate other than above [ ]

Employment

Which of the following best describes your employment status? ____________________________

Disabilities

Select any disabilities you have which are long term or permanent. More than 1 may be selected:

[ ] Hearing impairment [ ] Severe disability [ ] Intellectual impairment [ ] Learning difficulties [ ]

[ ] Mental illness [ ] Acquired brain impairment [ ] Vision [ ] Medical condition [ ] Other [ ]

Submit the application.
Advocacy Training & Development Program

Sent: 10/02/2017 02:15

To: ATDP website access

Subject: ATDP website access

Message:

Hello,

As a candidate in an ATDP training program, you will need to access resources from the ATDP website.

Your login details are:
Username: wwdfare
Password: 00b32e

Your personal details (including login) may be changed once you have logged in.

At this stage you should access the unit Introduction to the ATDP and then take the small quiz on that unit.

You will also have access to a Virtual Community of Practice where you can post questions or comments. The answers to those questions or follow up comment will contribute to the learning of all those involved in veteran advocacy. We encourage you to utilise the site.

Further resources will be added to the learner area as they are developed.

You should also have received a copy of your Workplace Experience Log and a copy of the Unit of Competency (UC) which has been developed to reflect the unique nature of Veteran Advocacy. The Unit and accompanying training package has been submitted to the Australian Skills Quality Authority (ASQA) for accreditation. You may finish your training before the course is accredited, but providing the course is accepted in the submitted form, we will be in a position to offer a Statement of Attainment issued by our partner Registered Training Organisation.

Your mentor has the role of guiding you through a range of workplace experiences, providing relevant information and developing your skills in accordance with the requirements of the UC. This is as a result of the Vocational Education and Training sector recognition that the majority of skills and knowledge are acquired within a working environment. ATDP creates a situation where you get to train in a structured manner while benefiting from continuous feedback.

Good luck with your training. We trust you get a lot from it.

The ATDP team
Following the RPL 1 Pathway
Expression of Interest to undertake Recognition of Prior Learning (RPL) at Level 1

In order to complete this form, you will need:

1. A Unique Student Identifier (USI) number. The USI is a government reference number that creates a secure online record of all your training and qualifications gained in Australia from all training providers you undertake training with.

   If you do not have a USI, you can obtain one from the USI website: [click here](https://usi.gov.au/)

2. Authorisation from your ex-service organisation or veterans’ centre. Please contact an official from your organisation to check that they will:
   a. Authorise your attendance at an RPL session.
   b. Agree to cover your costs if you need to travel to attend a session.
   c. Nominate a mentor for you.
   d. Agrees to cover you with Professional Indemnity Insurance

   If they agree, you will need the official’s name, position, organisation, email address and contact number in order to complete this form.

When you have your USI and the information from your organisation, you are ready to go to the Expression of Interest form.

[Go to the Expression of Interest form](#)
Your Unique Student Identifier (USI) USI Get a USI

Your Details

The names you provide below need to be exactly the same as the names on the identity document you used to register for your USI

Title Mr Surname Surname/family name

Given Name(s)

Phone number (mobile preferred)

Email address

Stream in which you wish to undergo RPL -

☐ Compensation
☐ Welfare
☐ Both

Nearest city or large centre where you would prefer to attend an RPL session

State Select State

Ex-service organisation (ESO) or veterans' centre which will nominate you for enrolment in the ATDP course:

Name ESO Sub branch/Club/Division etc.

Name of the official in your ESO or veterans' centre who is authorising your RPL:

Title Mr Surname Surname/family name Given Name

Position in the ESO or veterans' centre

Email address

Phone or mobile number

Submit
Following RPL 2 Pathway

Note: This is an expression of interest and not an application form. This form must be completed so the practitioner can be offered a place in an RPL program. Once the place has been offered, the candidate must be nominated by an ESO using the nomination form (a link will be sent in an automated email). The candidate must then complete an application form.

Applying for RPL is a three step process.

The Expression of Interest, nomination and application process uses automated emails. Make sure your email client receives emails in HTML format. You may need to ensure these emails do not go to your junk folder.
### Advocacy Training & Development Program

**Expression of interest to undertake Recognition of Prior Learning and/or Mentor Training**

Before you complete this form, please ensure you have authorisation to do this training from your ESO's president, secretary or other office holder, and you have their email address and phone number handy. You will also need to know if your ESO can meet your travel expenses.

The expression of interest is to undertake Recognition of Prior Learning (RPL) at ATIP level 2 in the stream selected. Level 3 and 4 advocates should also apply for RPL at level 2 however they will be invited to undergo RPL to higher levels during 2017/18.

Level 3 & 4 RPL will only be available to those who have been accredited at level 2.

Those who have been nominated to mentor others have priority for level 2 RPL and mentoring training.

#### Details of the person to undergo RPL and mentor training.

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title</td>
<td></td>
</tr>
<tr>
<td>Surname</td>
<td></td>
</tr>
<tr>
<td>Given name you prefer to be called</td>
<td></td>
</tr>
<tr>
<td>Mobile</td>
<td></td>
</tr>
<tr>
<td>Email address</td>
<td></td>
</tr>
<tr>
<td>Do you wish to undergo both RPL and mentor training?</td>
<td>Yes  No</td>
</tr>
<tr>
<td>Stream in which you wish to undergo RPL - Compensation/Claims, Welfare or both</td>
<td></td>
</tr>
<tr>
<td>Highest level of TIP training in this stream</td>
<td>Select</td>
</tr>
<tr>
<td>Nearest large centre in which you would be able to attend training and RPL</td>
<td></td>
</tr>
<tr>
<td>State</td>
<td>Select</td>
</tr>
<tr>
<td>How many TIP trainees have you previously mentored or are currently mentoring?</td>
<td>Select</td>
</tr>
<tr>
<td>Are you prepared to mentor trainees in other ESOs?</td>
<td>Yes  No</td>
</tr>
</tbody>
</table>

#### Details of your ex-service organisation.

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>ESO which authorises you to practise as an advocate</td>
<td></td>
</tr>
<tr>
<td>Annual claims case load for your ESO</td>
<td></td>
</tr>
<tr>
<td>Does your ESO have an affiliation with a Veteran Centre or Community of Practice?</td>
<td>If so which one?</td>
</tr>
</tbody>
</table>

#### Name and contact details for a person in your ESO who can authorise your application

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title</td>
<td></td>
</tr>
<tr>
<td>Surname</td>
<td></td>
</tr>
<tr>
<td>Given name authorising officer prefers to be called</td>
<td></td>
</tr>
<tr>
<td>Position of authorising officer in the ESO</td>
<td></td>
</tr>
<tr>
<td>Email address</td>
<td></td>
</tr>
<tr>
<td>Phone or mobile number</td>
<td></td>
</tr>
<tr>
<td>The ESO has the ability to meet the costs of the nominee’s attendance?</td>
<td>Yes  No</td>
</tr>
</tbody>
</table>

Submit this expression of interest
Then follows Emails of acceptance and placement on a course

Example:

You have previously expressed an interest in undertaking Recognition of Prior Learning in the Compensation stream. You have now been formally invited to attend the program at SED RSL
42 Oxlade Drive
New Farm
Q 4005 beginning on 20/02/2018 and running for 2 days.

Please respond to the ASO to confirm your availability to participate on this date or negotiate an alternative time.
Task Description – Candidate

Role
ATDP Candidates, having been evaluated by their Veteran Support Centre, Ex-Service Organisation, or Younger Veteran Organisation as suitable to enrol, undertake a relevant Unit of Competency of 10620NAT.

Tasks
1. ATDP Candidates are responsible for:
   - responding to the administrative requirements of their VSC/ESO/YVO
   - using best endeavours to undertake DVATrain on-line courses in a manner that maximises their learning value
   - engaging actively with their authorised Mentor to maximise the value of workplace experience
   - completing their Workplace Experience Logbook consciously and expeditiously, noting the learnings that they have accrued from each activity
   - responding consciously to the supervision provided by their VSC/ESO/YVO’s on-the-job training
   - collaborating within a Community of Practice so that all members contribute to and benefit from each other’s learnings
   - attending Consolidation Course and Assessment when scheduled
Duty Statement – Consolidation Unit Facilitator

Role
Consolidation Unit Facilitators act on behalf of the DVA-contracted Registered Training Organisation under the direction of the National Training Manager.

Tasks
2. Consolidation Unit Facilitators are responsible for:
   - consolidating candidates’ on-line and workplace learning
   - ensuring candidate’s understanding of new materials
   - assuring that candidates’ level knowledge is appropriate for assessment
   - working collaboratively with Mentors to ensure TIP-trained advocates are well prepared for Recognition of Prior Learning (RPL)
   - maintaining a close, collegial working relationship with Formal Course Facilitators, Workplace Assessors and Mentors to assure national consistency
   - monitoring the quality of advocacy services delivered by advocates
   - assisting Mentors to ensure that Community of Practice Member organisations understand ATDP objectives and policy
Duty Statement – Workplace Assessor

Role
ATDP Workplace Assessors act on behalf of the DVA-contracted Registered Training Organisation, and drive the ATDP quality assurance system to ensure that advocates deliver high quality, continuously improving compensation and welfare advocacy services to DVA clients.

Tasks
3. ATDP Workplace Assessors are responsible for:
   - Third-Party assessment of the competency of ATDP trainee-advocates and upgrading accredited advocates;
   - Third-Party validation of the competency of Mentors and accredited advocates;
   - working collaboratively with Mentors to ensure candidates are well prepared for competency assessment;
   - working collaboratively with Mentors to ensure TIP-trained advocates are well prepared for Recognition of Prior Learning (RPL);
   - working collaboratively with Mentors to ensure accredited advocates engage in effective continuous learning and development programs;
   - sustaining a close, collegial working relationship with Formal Course Facilitators, other Workplace Assessors and Mentors to assure national consistency;
   - monitoring the quality of advocacy services delivered by advocates; and
   - assisting Mentors to ensure that Community of Practice Member organisations understand ATDP objectives and policy.

4. ATDP Workplace Assessors drive the QA system by:
   - on a Mentor’s recommendation, provide Third Party assessment of the competency of trainee-advocates and upgrading accredited advocates;
   - validate accredited-advocates’ post-certification self-directed continuous improvement;
   - assuring national consistency by providing feedback through Regional Managers to the CFMG;
   - help Mentors identify competent and experienced advocates to train as mentors; and
   - help Mentors encourage interested personnel to seek appointment in volunteer or employed advocacy;
   - seek support from, respond to mentoring and competency assessment by the DVA-contracted RTO, and report to the Regional Manager.
Task Description - Community of Practice and Workplace Mentor

Roles

1. With a mentor from the other advocacy stream, co-lead mentoring within the Community of Practice or Veteran Support Centre or Ex-Service Organisation (VSC/ESO/YVO/CoP).

2. Effective collaboration with the National Workplace Trainer and Assessor Team, the Mentors in other VSC/ESO/YVO/CoP and Workplace Mentors in member VSC/ESOs to ensure nationally consistent learning and development of 10620NAT candidates, and Continuing Professional Development and delivery of high quality advocacy services by accredited advocates.

3. Implementation of CFMG policy and procedures, achievement of ATDP Blueprint national outcomes and progression of DVA Towards 2020’s strategic ‘client-focus’ objective.

Tasks

1. Within CFMG implementation policy boundaries:
   - facilitate formation and ongoing operation of the VSC/ESO/YVO/CoP;
   - support the Regional Manager’s communication of the DVA strategic objective and ATDP vision;
   - implement the CFMG’s quality assurance plan;
   - mobilise and sustain culture change;
   - develop a client-focused and professional VSC/ESO/YVO/CoP;
   - lead change from advocacy practice to advocacy praxis;
   - support Member organisations’ selection of candidates for advocacy training;
   - support trainees’ along their learning and development pathway;
   - assess trainees’ readiness for certification and ESO authorisation;
   - encourage TIP-trained advocates to apply for Recognition of Prior Learning (RPL), ‘gap’ training (where required), and assess readiness for assessment of competency;
   - facilitate advocates’ group and individual continuous learning and development activities;
   - monitor practicing advocates’ continuous learning program, identify weaknesses and negotiate remedial activities;
   - validate practicing advocates’ competency against nationally consistent performance standards;
   - monitor the quality and client-focus of the VSC/ESO/YVO/CoPs’ delivery of advocacy services to DVA clients;
   - provide feedback through the RIG to the CFMG to facilitate continuous improvement of ATDP effectiveness and efficiency; and
where necessary, negotiate and resolve conflict within the VSC/ESO/YVO/CoP and between VSC/ESO/YVO/CoP members and other ATDP stakeholders.

2. Responding to the guidance and support of the RIG Workplace Assessor team:
   - ensure the credible and equitable support of VSC/ESO/YVO/CoP advocates; and
   - ensure transparency and accountability in reports on the performance of mentoring duties.

3. Responding to requests, guidance and support from the Regional Manager:
   - monitor VSC/ESO/YVO/CoP’s training demands and ATDP-related resource bids and recommend priorities;
   - monitor VSC/ESO/YVO/CoP Members’ utilisation of allocated resources, and
   - ensure transparency and accountability in reporting on these matters.
Annex C-5 to Chapter 3

Job Description – Advocate

Role
Advocates deliver advocacy services to DVA clients and other eligible members of the ‘Defence Family’ on behalf of the Veteran Support Centre, Ex-Service Organisation, or Younger Veteran Organisation that has authorised them to practice.

Tasks
5. Advocates are responsible for:
   • ensuring that the advocacy services they deliver are of the highest reasonable quality
   • maintaining nationally consistent service delivery
   • abiding by an ethos of professionalism whether volunteer or salaried
   • implementing the legislative, policy and administrative provisions that govern their advocacy discipline and their VSC/ESO/YVO’s service delivery
   • maintaining accurate and comprehensive client records and ensuring their confidentiality
   • working collaboratively within a Community of Practice so that all members contribute to and benefit from each other’s learnings
   • engaging actively in a program of Continuing Professional Development
   • maintaining a comprehensive program of self-directed professional reading
   • reflecting actively on learning and maintaining a reflective journal
National Training Team Pre-requisites

Members of the National Training Team (NTT) are responsible for conduct of and assessment of competency in accordance with 10620NAT. NTT activities therefore impact the RTO’s registration by ASQA as a training organisation.

Advocates who aspire to NTT membership must therefore satisfy ASQA Standards to be eligible for appointment. Members of the National Training Team are therefore selected by the RTO’s Director of Training Services and the ATDP National Training Manager.

The eligibility pre-requisites that a prospective NTT must satisfy follow:

- demonstrated commitment to military advocacy training
- accreditation at MILADVW02 and/or MILADVSC03 (preferably MILADVSC04)
- completion of one cycle of CPD (viz., at least 3 years practice) at the accredited level of competency in the discipline
- experience in all aspects of ATDP learning pathway
- at least 12 months support of mentees as an assigned ATDP Mentor
- completion of the Trainer and Assessor Skills Sets or a current1 Certificate IV in TAE
- demonstrated understanding of, and capacity to facilitate the professionalisation of military advocacy

To be considered for selection as an NTT Member, the prospect must submit an Expression of Interest to the NTM stating how the preceding pre-requisites are met.

The screening process for these expressions of interest, is as follows:

- RIG will conduct an initial screening to determine the candidate’s personal suitability for the position, focusing on:
  - respected for their knowledge and skill
  - robust relationships within their community,
  - ability to present detail to candidates,
  - ability to comprehend questions and explain complex issues, and
- RIG to forward its recommendations to NTT for consideration during their assessment;

AND/OR

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1 TAE40110 will no longer meet the requirements of Standard 1.14 or 1.15 after 31 March 2019 unless accompanied by TAELLN411/(A) AND TAESS502/(A)/(B). As a result, ATDP trainer-assessors who only hold the Enterprise Trainer and Assessor qualification or the individual skill sets have until 31 March 2019 to upgrade to TAE40116 or, if only conducting assessments, TAESS00011, or TAESS00001 with TAESS502.
• candidates demonstrate their facility to and are interviewed by:
  o the RM for the Region from which the nomination is coming, and
  o two representatives NTT

AND

• recommendation(s) forwarded by the NTM to the RTO for final assessment.