

CHAPTER 7

ADF CADETS ADULT LEARNING DOMAIN COMMON ELEMENTS

INTRODUCTION

3.7.1 Effective learning and development (L&D) provides ADF Cadets Adults¹ with the knowledge and skills necessary to become safe and effective adult members of their respective cadet organisations. Common L&D requirements for ADF Cadets Adults are managed by the Lead Enabling Manager-Training (LEM-T).

3.7.2 The ADF Cadets youth development program strives to build resilience, life-skills and self-confidence, underpinned by a sense of service to others and in an environment that reflects each Cadet Organisation's parent Service and Defence's values.

POLICY INTENT

3.7.3 This policy outlines the minimum requirements for the appropriate analysis, design, development, implementation and evaluation of adult L&D across all elements of the ADF Cadets adult learning domain common elements.

NATIONAL PRINCIPLES FOR CHILD SAFE ORGANISATIONS

3.7.4 This policy is consistent with:

- a. *Principle 7: Staff and volunteers are equipped with the knowledge, skills and awareness to keep children and young people safe through ongoing education and training.*

Principle 1

3.7.5 The Adult Learning Domain Common Elements (ALDCE) Architecture articulates the common L&D requirements for ADF Cadets Adults. This includes the requirements for adherence to the Defence Youth Safety Framework (DYSF).

3.7.6 The health, protection and well-being of ADF Cadets Youth and Adults is the highest priority when planning and conducting activities. ADF Cadets Adults L&D is delivered to enable adults to attain appropriate skills, knowledge and personal behaviours to conduct ADF Cadets activities in a manner that is consistent with DYSF requirements and legislative workplace health and safety requirements.

3.7.7 All common ADF Cadets Adults L&D must be developed and conducted in a manner consistent with State/Territory and Commonwealth legislation, relevant

¹ ADF Cadets Adults includes Officers of Cadets, Instructors of Cadets and Defence Approved Helpers

Defence and ADF Cadets policies, the United Nations Convention on the Rights of the Child and the United Nations Protocol on the Involvement of Children in Armed Conflict.

Principle 2

3.7.8 Common L&D requirements for ADF Cadets Adults in the ALDCE are aligned to the Systems Approach to Defence Learning (SADL).

3.7.9 The ALDCE Implementation requirements (Annex A), and ALDCE Architecture (Annex B) were developed in accordance with and are aligned to the SADL. Subordinate common L&D activities must be similarly aligned.

3.7.10 ADF Cadets Adults L&D is incremental, increasing in complexity and detail to match increasingly complex ADF Cadets Adults tasks and responsibilities. Assignment of tasks and responsibilities to ADF Cadets Adults is based on their prior completion of appropriate L&D activities. Authorisation to conduct ADF Cadets tasks is aligned to a '*trained-accomplished-authorized*' approach that ensures ADF Cadets Adults are equipped for safe and appropriate interactions with their peers, ADF Cadets Youth, members of the ADF and Australian Public Service, parents/carers or guardians and the community.

Principle 3

3.7.11 Common L&D requirements are aligned to the ADF Cadets vision as a leading youth development organisation.

3.7.12 All common ADF Cadets Adults L&D is developed and conducted with the best interests and well-being (physical, psychological and emotional) of ADF Cadets Youth as the primary consideration.

3.7.13 ADF Cadets Adults L&D equips adults to provide a curriculum to ADF Cadets Youth that develops physical, emotional, intellectual, and moral dimensions. The focus is on guiding cadets to develop into resilient, confident, and competent community-minded adults who are effective community members and leaders.

Principle 4

3.7.14 The ALDCE and the requirements of the DYSF are transparent

3.7.15 Information on the conduct of common ADF Cadets Adults L&D within the ADF Cadets is freely available to the public and both prospective and current members of ADF Cadets to enable 'informed consent' for participation.

ADULT LEARNING DOMAIN COMMON ELEMENTS

3.7.16 The ALDCE describes the common L&D requirements for ADF Cadets Adults and establishes the minimum requirements. Respective Cadet Organisations may implement additional L&D to meet their respective needs. Such L&D is to be compliant with the Policy Principles.

ACCOUNTABILITIES AND RESPONSIBILITIES

3.7.17 LEM-T is accountable to Head Reserve and Cadet Support Division / Commander ADF Cadets for:

- a. development and maintenance of a Common L&D architecture for ADF Cadets Adults
- b. development and maintenance of an LEM-T Assurance Framework.

3.7.18 The ADF Cadets Learning Advisory Group (ADF Cadets LAG) is responsible for the oversight and strategic management of ADF Cadets Adults common L&D.

3.7.19 LEM-T chairs the ADF Cadets LAG. Membership of the ADF Cadets LAG consists of Director General Australian Navy Cadets, Commander Australian Army Cadets (COMD AAC), Director General Cadets–Air Force and Director Youth.

3.7.20 The ADF Cadets LAG members may delegate their functions under this policy.

3.7.21 The ADF Cadets Training Review Board (TRB) implements the strategic direction set by ADF Cadets LAG. TRB membership includes COL/EL2 LEM-T (Chair) and representatives from the LEM-T team, Cadet Branches and Youth Directorate.

3.7.22 The Directors General Cadets and COMD AAC are responsible for implementing, monitoring and reporting on all aspects of overarching assurance functions within their respective ADF Cadets organisations. Including but not limited to:

- a. the development and implementation of L&D packages and supporting material, including amendments specific to the maritime, land and air domains
- b. undertaking analysis, design, development, implementation and evaluation of L&D programs within their organisation

- c. ensuring all packages, continuation or refresher L&D is consistent with the ALDCE and LEM-T guidance documents
- d. managing the timing, level and delivery of education and training programs specific to members' roles, levels, tasks and responsibilities.

RECORD MANAGEMENT

3.7.23 The Directors General Cadets and Commander AAC are responsible for ensuring timely and accurate management of relevant L&D records in CadetNet or approved ADF Cadets system/tool. ADF Cadets Adults L&D accomplishments are an essential component of ensuring that only trained, accomplished, authorised ADF Cadets Adults participate in and conduct ADF Cadets activities for ADF Cadets Youth.

PRIVACY

3.7.24 All information collected in relation to Working with Children Checks must be treated as confidential and managed in accordance with [Part 1 Section 1 Chapter 2](#) and the [Defence Privacy Policy](#).

Annexes:

- A. Adult Learning Domain Common Elements (ALDCE) Implementation Requirements
- B. Adult Learning Domain Common Elements (ALDCE) Architecture

Accountable Officer: Chief of Personnel

Policy Officer: Head Reserves and Cadet Support Division