



Youth Safety Training Guide

Introduction

The Defence youth safety training continuum provides a tiered approach to youth safety training appropriate to roles and responsibilities. The continuum is a key component of the Defence Youth Safety Framework (DYSF) and comprises five training packages including:

- Level 1 – Awareness package
- Level 2 – Practitioner training package
- Level 3 – Leader training package
- Level 6 – Youth, designed for young people between the ages of 13 and 18 years
- Level 6 – Young Adult, designed for young adults aged 18–25 years with peers aged under 18.

YOUTH SAFETY EDUCATION AND TRAINING IMPLEMENTATION

Defence	ADF Cadets
<ul style="list-style-type: none"> • All Defence personnel and contractors whose roles involve interaction with young people under the age of 18 must complete Level 1 Awareness and any role-specific training as defined by this guide before commencing in that role. • Defence personnel and contractors whose position / role have been identified and annotated as ‘youth-related work’ will have youth safety training proficiencies added to their Defence One position profile to identify what training they are to complete. • Defence personnel under the age of 18 must complete the Level 6 Youth (u18) package. • Defence personnel aged 18- and over with peers under the age of 18 must complete Level 1 and Level 6 (adult) packages. 	<ul style="list-style-type: none"> • Mandatory requirement: Each ADF Cadets Organisation must ensure that <u>all</u> cadets under the age of 18 complete the Defence Youth Safety Level 6 training package within the required timeframes as described below: • Timeframe: No later than 60 days following the cadet’s receipt of their letter of membership acceptance. • Expiry: the training package must be completed every two years. • Delivery: Training can be completed on-line or in a face to face training setting. • Compliance: Cadets who have not completed their required Youth Safety training package are not permitted to participate in any ADF Cadets activities, including parade nights.





Defence Youth Safety Framework

- **Record of Completion:** Training completions are to be uploaded by the cadets unit into CadetNet within the 60 day timeframe.
- Level 1 Awareness training is a **pre-requisite** for all other training (*excluding Level 6 Youth (under 18)*).
- **Mandatory requirement:** Each ADF Cadets Organisation must ensure that all adult members complete the Defence Youth Safety training packages within the required timeframes as described below:
 - Officers and Instructors of Cadets.
 - Defence Approved Helpers.
 - Defence members and ADF Cadets aged 18-25 with peers under the age of 18.
- **Level 2** - All ADF Cadets Officers and Instructors of Cadets and Defence Approved Helpers
- **Expiry:** 3 years
- **Level 3** - Leader All ADF Cadets Officers of Cadets Expiry: 3 years
- **Level 6** - Young Adult (18-25) Defence personnel and ADF Cadets who are aged 18-25 with peers under the age of 18.
- **Expiry:** the One-off training package must be completed.





Defence Youth Safety Framework

Youth Safety Training Overview

Please refer to the tables below for more information on the training continuum.

Table 1 – Defence Youth Safety Training Continuum – Annex A

Table 2 – Defence Youth Safety Training Continuum Matrix - Annex B

Please note: For Levels 1–3: members should complete the higher level if in doubt. The Training Continuum Matrix only indicates training requirements.

These guides are all available on the [YouthHQ](#) website

For any inquiries regarding this guide, please contact our Training Officer at defence.youth@defence.gov.au





Table 1: Defence Youth Safety Training Continuum

Defence Youth Safety Level 1 – Awareness		
Course Code: 214570	Proficiency: P108378	Expiry: 3 years
Campus Course Code: 00011653		PMKeyS Title: Defence Youth Safety L1 Aware PMKeyS Short Title: D2323M001
Description	<p>This training provides Defence personnel, contractors and ADF Cadets members with basic information on Youth Safety in Defence. The training includes:</p> <ul style="list-style-type: none"> • Why youth safety is a priority for Defence. • What sexual assault is and how it affects young people. • How to recognise young people at risk of harm. • Defence expectations for acceptable and unacceptable behaviour with young people. • Defence expectations for responding and reporting to youth safety incidents. • This course is a prerequisite for all other DYSF training packages. 	
Target audience	<p>This training is currently mandatory for all RAN and Army personnel, regardless of position.</p> <ul style="list-style-type: none"> • Defence personnel and contractors whose roles involve minimal interaction with young people under the age of 18 • Officers and Instructors of Cadets • Defence Approved Helpers • Defence members and ADF Cadets aged of 18-25 with peers under the age of 18. 	
Defence Youth Safety Level 2 – Practitioner		
Course Code: 215758	Proficiency: P123754	Expiry: 3 years
Campus Course Code: 00012231		PMKeyS Title: DEFENCE YOUTH SAFETY L2 PRACT PMKeyS Short Title: D2323M002
Prerequisites	214570 - Defence Youth Safety Level 1 Awareness	
Description	<p>This package provides those Defence personnel, contractors and ADF Cadets members in youth-facing positions with in-depth training covering the minimum level of knowledge and understanding required. This includes those who have youth practitioner, supervisory and/or instructional roles with young people under the age of 18.</p>	
Target audience	<p>This training is mandatory for all personnel in youth-facing positions, including but not limited to:</p> <ul style="list-style-type: none"> ○ All Defence and contracted personnel in positions that involve direct, frequent, one-on-one interaction with young people under the age of 18. ○ All ADF Cadets Officers and Instructors of Cadets and Defence Approved Helpers. 	



Defence Youth Safety Level 3 – Leader		
Course Code: 215759	Proficiency: P123755	Expiry: 3 years
Campus Course Code: 00012832		PMKeyS Title: DEFENCE YOUTH SAFETY L3 LEADER PMKeyS Short Title: D2323M003
Prerequisites	214570 - Defence Youth Safety Level 1 Awareness	
Description	Tailored package that provides the minimum level of training required for all Commanders, Managers and Supervisors of youth safety practitioners. The training focusses on the knowledge and responsibilities for leaders and supervisors in their role as Commanders, Managers and Supervisors of youth safety practitioners, and those whose duties include the procurement and management of contractors and consultants whose roles may require them to work in youth-facing positions. This package is designed to meet legislative and Defence compliance requirements.	
Target audience	This training is mandatory for all personnel in positions which are supervising youth-facing practitioners. This includes: <ul style="list-style-type: none">○ All Commanders, Managers and Supervisors of members in youth-facing (practitioner) roles○ All ADF Cadets Officers of Cadets○ All Defence personnel who procure and manage contractors and consultants that act as youth-facing practitioners.	

Defence Youth Safety Level 6 – Youth (Under 18)		
Course Code: 215762	Proficiency: P123758	Expiry: 2 years
Campus Course Code: 00012751		PMKeyS Title: DEFENCE YOUTH SAFETY L6 (U18) PMKeyS Short Title: D2323M006
Prerequisites	Nil	
Description	Tailored package for young people aged under 18 to ensure they are aware of their rights, responsibilities and behavioural expectations.	
Target audience	This training is mandatory for all young people under the age of 18 including: <ul style="list-style-type: none"> ○ Defence personnel ○ ADF Cadets. 	
Defence Youth Safety Level 6 – Young Adult (18-25)		
Course Code: 215763	Proficiency: P123759	Expiry: 1 year
Campus Course Code: 00012752		PMKeyS Title: DEFENCE YOUTH SAFETY L6 18-25 PMKeyS Short Title: D2323M007
Prerequisites	214570 - Defence Youth Safety Level 1 Awareness	
Description	Tailored package for young adults aged 18-25 covering minimum level of youth safety knowledge and understanding required to ensure awareness of their rights, responsibilities and behavioural expectations, particularly in relation to their peers under 18.	
Target audience	This training is mandatory for all personnel aged 18–25 years with peers/colleagues under the age of 18 including: <ul style="list-style-type: none"> ○ Defence personnel ○ ADF Cadets. 	



Defence Youth Safety Training Continuum Matrix

Table 2: Defence Youth Safety Training Continuum Matrix

	Defence Youth Safety Training				
	Level 1 Awareness	Level 2	Level 3 Leader	Level 6 Youth (U18)	Level 6 Young Adult (18-25)
Activity – Generic Defence Youth Programs including Defence Work Experience Program (DWEPE), Young Endeavour, etc.					
DWEPE Staff (including DWEPE LO)	Yes	Yes	Yes		
Students/Youth Participant (under 18yr)					
Students /Youth Participants (over 18yr old)					
Defence Members (non-DWEPE) directly participating in delivering a DWEPE activity and who may have short periods of unsupervised access to youth	Yes	Yes			
Supervisor of the Defence Member (above)	Yes		Yes		
Defence Members providing one-off Demonstrations/ Displays/Activities/ Presentations (under supervision)	Yes				
Activity - Community Engagement involving Youth (eg. open day, school visit, charity event) (Event is considered to be under 'parental supervision'. No overnight stay).					
Defence Member with Direct interaction with Youth (e.g., face painter at Open Day)	Yes				
Activity Supervisor / OIC	Yes				



Defence Youth Safety Training Continuum Matrix

	Level 1 Awareness	Level 2	Level 3 Leader	Level 6 Youth (U18)	Level 6 Young Person (18-25)
Scenario - Serving Defence Member under 18yrs Old – Units					
Defence Member under 18yrs old	Yes			Yes	
18-25 year old Immediate Peers/ Colleagues/ Section of Defence Member under 18yrs old	Yes				Yes
Over 25 year old Immediate Peers/ Colleagues/Section of Defence Member under 18yrs old	Yes				At the discretion of the unit Commander
1 st Level Supervisor of Defence member under 18yrs old ¹	Yes	Yes			
2 nd Level Supervisor of Defence member under 18yrs old	Yes	Yes ²	Yes		
Headquarters Staff	Yes				
Commanding Officer	Yes		Desirable		

¹ If 1st level supervisor is aged 18-25, the supervisor is also required to complete Level 6 Young Adult (18-25).

² If supervisor also acts in a Practitioner capacity, they are also required to complete level 2 Practitioner training.



Defence Youth Safety Training Continuum Matrix

	Level 1 Awareness	Level 2	Level 3 Leader	Level 6 Youth (U18)	Level 6 Young Person (18-25)
Scenario - Serving Defence member under 18yrs old – Training Units (ab initio, IET, etc.)					
Defence member under 18yrs old	Yes			Yes	
18-25 year old immediate peers/ colleagues/classmates of Defence Member under 18yrs old	Yes				Yes
Over 25 year old immediate peers/ colleagues/classmates of Defence member under 18yrs old	Yes				At the discretion of the unit Commander
Directing Staff/Military Skills Instructors/Recruit Instructors/ etc. (Practitioner)	Yes	Yes			
Supervisor of Defence member in a Practitioner role	Yes	Yes ³	Yes		
2 nd Level supervisor of Defence member under 18yrs old	Yes	Yes ³	Yes		
Headquarters Staff	Yes				
Commanding Officer	Yes		Desirable		
Scenario – Access to Confidential Info of a Sensitive nature (involving minors), Inquiries and Fact Finding					
Defence member who is involved in incident reporting where access to sensitive information on minors is likely.	Yes	Yes			
Defence member appointed to undertake an Inquiry or Fact Finding into a Youth related matter	Yes	Yes			

³ If supervisor also acts in a Practitioner capacity, they are also required to complete level 2 Practitioner training.



Defence Youth Safety Training Continuum Matrix

	Level 1 Awareness	Level 2	Level 3 Leader	Level 6 Youth (U18)	Level 6 Young Person (18-25)
Activity - Australian Defence Force Cadets Program					
Cadet participant under 18yrs Old				Yes	
Cadet participant 18yrs old and above	Yes				Yes
Civilian Guest, Visitor or Contractor who does not need to touch a child (e.g. Mess contractor) (always supervised)	Commanders Brief				
Civilian Guest, Visitor or Contractor who may need to touch a child to perform their role (e.g. Adventure Training contractor who needs to confirm fit of a roping harness.)	Commanders Brief				
Defence Approved Helper (DAH)	Yes				
Instructor of Cadets (IOC)	Yes	Yes			
Officer of Cadets (OOC)	Yes	Yes	Yes		



Defence Youth Safety Training Continuum Matrix

	Level 1 Awareness	Level 2	Level 3 Leader	Level 6 Youth (U18)	Level 6 Young Person (18-25)
ADF and APS Member posted to Cadet Branch establishment position.	Yes	Yes			
ADF and APS Members attached for extended duty (30+ days) with cadet branch, involving contact with youth.	Yes	Yes			
ADF and APS Member providing planned but irregular or short periods of support to ADF Cadets units or activities.	Yes	Yes			
ADF and APS Member providing ad-hoc (unplanned) support to an ADF Cadets activity (<u>is not to involve direct supervision of cadets</u>).	Yes				
ADF and APS member providing medical or welfare support to ADF Cadets activity (which may include private consultation with a youth).	Yes	Yes			