



Military Brotherhood MMC

SOP 14 – Updated 15 Feb 2022

Standard Operating Procedure (SOP) 14 ATDP Training and VITA Insurance

10620NAT Course in Military Advocacy

1. The 10620NAT Course in Military Advocacy is 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 Veteran Affairs. The Military Brotherhood MMC is a registered ESO.
2. Major Training Services Pty Ltd (MTS) (RTO Code 90748), offers the 10620NAT Course in Military Advocacy through a written agreement with the Advocacy Training and Development Program (ATDP). The 10620NAT Course in Military Advocacy is a nationally accredited, Competency Based Training (CBT) program and places a reliance on experiences gained in a working environment.
3. The course contains six elective Units of Competency; some units have a pre-requisite Unit of Competency. Completing one or more Units of Competency leads to a Statement of Attainment (SoA) issued by Major Training Services Pty Ltd (RTO Code 90748). On receipt of SoA you need to be authorized in writing by the President of your Sub Branch to provide advocacy services up to the level that you are now trained as a Compensation or Wellbeing Advocate and can be added to the Accredited Advocate Register.

The Units of Competency are:

- A. MILADC001 Provide military rehabilitation and compensation advocacy services under supervision
- B. MILADC002 Provide military rehabilitation and compensation advocacy services
- C. MILADC005 Advocate on behalf of members of the military community for a merits review of a primary decision. (Veterans Review Board reviews and Military Rehabilitation and Compensation Commission reconsiderations).
- D. MILADC004 Advocate on behalf of members of the military community before the Administrative Appeals Tribunal
- E. MILADW001 Provide military wellbeing advocacy services under supervision
- F. MILADW002 Provide military wellbeing advocacy services.

Training Pathway

4. 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 includes



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online study units and face-to-face consolidated training. Advocates have twelve (12) months to complete their chosen unit of competency via the training pathway.

Recognition of Prior Learning (RPL)

5. Pension and Welfare officers trained under the TIP system may be able to undertake a process of RPL in order to transition to the Course in Military Advocacy. 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 Statement of Attainment first, as this is a pre-requisite for level 3. Level 3 is also a pre-requisite for Level 4.

Trainers, trainees, and assessment

6. All training and assessment is conducted by trainers and assessors who hold the relevant formal vocational [competencies and training and assessment credentials](#) to train and assess.

7. 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.

8. Each Sub Branch needs to be registered with ATDP individually and select authorized officers that can nominate and approve nominations. The ESO must then nominate the person using the [online nomination form](#). Once that has been done, the nominee must then complete an online application form.

9. Once the online application form has been submitted, you will be enrolled with MTS, provided mandatory entry requirements have been met as listed below:

A. The receipt of the MTS Candidate Handbook, which advises your rights and responsibilities for the successful completion of courses.

B. The completion of a short language, literacy and numeracy (LLN) test to ensure you have an elementary level of LLN to carry out the role of an advocate, or

C. The provision of a copy of a prior qualification (Certificate III or higher) or a USI transcript detailing a previous qualification achieved, which demonstrates you would have an appropriate level of LLN to carry out the role of an advocate.

10. MTS staff will contact you via email, regarding the abovementioned requirements. Preferences for training places is based on the best possible return to the ex-service community, so workload of an ESO, Veteran Centre or Community of Practice is taken into account.



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Contact the ATDP

11. The ATDP website contains all up to date information about the program:
[Advocacy Training and Development Program \(ATDP\) web site](#)

To contact the ATDP you can:

- A. phone [08 8290 0499](tel:0882900499)
- B. email ATDPenquiries@dva.gov.au
- C. email ATDP.Communications@dva.gov.au
- D. complete the [online ATDP contact form](#)

VITA Insurance

12. The Veterans' Indemnity and Training Association (VITA) provides professional indemnity insurance for people who both:

- A. are a suitably qualified, trained and authorised members of an ESO, and
- B. give advice to the ex-service community on DVA pension and compensation entitlements and wellbeing support.

13. The VITA policy also covers their members' advocates for accidents that occur:

- A. at a client meeting
- B. while travelling to and from a client meeting
- C. while travelling to and from a training program

14. MBMMC pays an annual fee that covers all MBMMC accredited advocates, it is the individual Sub Branch's responsibility to notify the Club Secretary in writing when a Sub Branch President authorises an Advocate to act on behalf MBMMC.

15. A VITA Brochure is available from the following link:

<https://web.atdp.org.au/docs/vita/VITABrochure2019.pdf>