



*Australian*  
**Air League** Inc.



## **NEW SOUTH WALES GROUP EDUCATION**

**NW. EDUCATION INSTRUCTION No: 1  
NW/EI/1/20**

**Saturday, 21 March 2020**

### **EDUCATION PROCEDURES DURING COVID 19 SUSPENSION**

#### **1.0 BACKGROUND**

- 1.1 Per Federal Standing Order 02/2020, all Air League face to face contact will cease as of 00:01 hrs, Monday 23<sup>rd</sup> March 2020.
- 1.2 This Instruction outlines the procedures to be implemented by Squadrons to ensure that members are still given the opportunity to continue their Education through self-study.
- 1.3 ALL Members and Parents are to be made aware of and given a copy of this Instruction.
- 1.4 Parents are to also be given a copy of NW/EI/2/20 – How To Guide For Self-Study During the Suspension Period.

#### **2.0 SQUADRON RESPONSIBILITIES**

- 2.1 All Officers Commanding Squadrons and Squadron Education Officer are to provide their members with the necessary materials to enable them to study for their next **THREE** Education Courses.
- 2.2 General Proficiency Class 6, 5, and 4 are still mandatory courses for all members per the AAL Manual.  
**NOTE: It is recommended that Squadrons have members sit theoretical courses or those that will not infringe on the Parents time. For example, Home Cooking would be preferable to the Administration Courses.**
- 2.3 Squadrons are to set up a system to allow for the conducting of classes through online means. How this is done as to be at the discretion of the Squadron Officers.
- 2.4 All Parents are to be given a copy of NW/EI/2/2020 and informed as to the procedures regarding the applications for assessments as well as includes a suggested study program covering a normal 2 hour parade night.
- 2.5 To engage and work with Parents to make improvements to their Education Programs.
- 2.6 Provide up to date email address to parents so that the Squadron OC or Squadron Education Officer can be contacted for assessments.
- 2.7 Officer's Commanding Squadrons are to email the Group Education Officer confirming that they have received this Instruction.

#### **3.0 REGIONAL EDUCATION OFFICER'S RESPONSIBILITIES**

- 3.1 The REO's will contact the Squadrons within their Region to ensure they have received this Instruction.
- 3.2 Will conduct their normal task of issuing badges to members who have successfully passed.
- 3.3 Forward to the Group Education Officer a list of the results each month so that Member's Names, Squadrons and Badges can be advertised and celebrated in a monthly newsletter.

#### **4.0 PROCEDURES FOR EDUCATION DURING SUSPENSION OF NORMAL ACTIVITIES**

- 4.1 Squadrons are to implement Education Programs for members to conduct through self-study or other means as determined by the Squadron. For example, this can be done via Google Classroom.



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- 4.2 When a member is confident in their ability to pass the assessment for their assigned course, their parent is to send the Squadron OC and Education Officer (CC both into the email) a scanned copy or photographs of the workbook questionnaires. For members who do not have a printer/scanner at home Squadron staff may print and post to cadets. Genius Scan is a free app for smart phones that will scan documents to PDF so they can be emailed.
- 4.3 Squadron OC or Education Officer are to enter the member into the NAS generating a Form 28 and provide the following information in the **candidates notes section**:
- 4.3.1 Member's email address (Parent's is preferred).
  - 4.3.2 Members mailing address
- 4.4 Parents have TWO weeks to conduct the assessment and email them the answer sheet back to the Group Education Commissioner, and CC the OC and Squadron Education Officer (where applicable). **Parents must be instructed open book tests are not permitted in the Australian Air League.**
- 4.5 Once the REO receives the returned assessment papers the result will be entered into the NAS and Parents and Squadrons are directed to delete assessment papers. The badge and authority card can be sent directly to the cadet or sent to the Squadron OC so they can issue the badges on resumption of normal air league services.
- NOTE: Squadrons are to indicate to their REO whether they prefer to have badges sent directly to the members or to have them sent to the OC.
- 4.6 The email is to also include the GEO and FEC.

### **5.0 EFFECTIVE**

- 5.1 This instruction is effective as of 22<sup>nd</sup> March 2020 and will remain in force until cancelled or replaced.

### **6.0 FURTHER INFORMATION**

- 6.1 It is understood that these procedures might seem restrictive, but if all members and parents work together we can weather this crisis in a calm manner.
- 6.2 Once the suspension has been lifted, Squadrons are to return to the normal Education Procedures.
- 6.3 Questions can be directed to, or further information obtained from the Group Education Commissioner or the Federal Education Commissioner on [education@airleague.com.au](mailto:education@airleague.com.au)

Regards,

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