



*Australian*  
**Air League**

## NCO PROMOTION

**Form 22**

*Revised 3/2017*

Family name		First name (s)	
Membership Number		Date	
Squadron		Wing	
Rank from		Rank to	

**Eligibility Criteria** *(add authority card number below and date achieved where appropriate)*

#	Eligibility Criteria	Squadron Processed		G/WSO Involvement			Assessment	
		Leading Cadet	Corporal	Sergeant	Drum Major	Squadron Sergeant	Criteria	Date/Result
1	Minimum Length of Service	6 months	9 months	15 months	18 months	18 months	Date joined	
2	Probationary Period		3 months	3 months			Date achieved	
3	DP Class 3						Date achieved	
4	DP Class 2						Date achieved	
5	DP Class 1						Date achieved	
6	Flag Party						Date achieved	
7	GP Class 6						Date achieved	
8	GP Class 5						Date achieved	
9	GP Class 4						Date achieved	
10	Class 2 Music Badge						Date achieved	
11	Administration Class 3						Date achieved	

**Supplementary Assessment Criteria** *(add authority card number, test result and date where appropriate)*

12a	Knowledge Test A	50%					Result achieved	
12b	Knowledge Test B		60%				Result achieved	
12c	Knowledge Test C			70%			Result achieved	
13	Leadership Assessment	50%	60%	70%	70%	70%	Result achieved	
14	Wing/Group Staff Interview	No	No	Yes	Yes	Yes	Result achieved	

OC Squadron Name:	Signed	Date
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**Group Headquarters use only**

Authority Card Number:	Date of Issue:
Group Verification	Approved/ Not Approved
	Verifying Officer

**Leadership Assessment** *(completed by OC Squadron)*

#	Attribute	Criteria	Circle Assessment Mark				
			2	4	6	8	10
1	Attends regularly and stays financial	Candidate's attendance is satisfactory? Candidate fulfils the financial requirements of membership such as paying term fees and annual subs – on time?	2	4	6	8	10
2	Sets high Standards	Candidate sets high standards for self and others – smartness, behaviour, commitment etc.?	2	4	6	8	10
3	Demonstrates Involvement	Candidate attends and gets involved during day-outings, field activities and other events where cadets need to be supervised?	2	4	6	8	10
4	Acts as a positive role model	Candidate behaves in such a way that others would regard them as a positive role model and is someone who sets a good example to junior cadets?	2	4	6	8	10
5	Shows respect	Candidate can follow instructions from Officers and NCOs?	2	4	6	8	10
6	Communicates and leads others	Candidate can brief a small group of cadets on an upcoming activity?	2	4	6	8	10
7	Gets the job done and is reliable	Candidate follows-through any delegated tasks and reports on progress?	2	4	6	8	10
8	Shows empathy for other members	Candidate shows concern for the wellbeing of other members and takes action to correct any wrong doing?	2	4	6	8	10
9	Contributes to squadron operations	Candidate can be relied upon to take a command of a unit appropriate for the rank. They can perform other duties such as supervise cleaning duties, check the uniform smartness of other cadets and ensure that cadets don't misbehave, etc?	2	4	6	8	10
10	Service and experience	Candidate meets the education, training and service requirements for the proposed rank?	2	4	6	8	10

**Assessment comments by OC Squadron or Wing/Group Staff Officer**

**TOTAL MARKS ACHIEVED =**