



Australian
Air League

Federal Education Instruction No37

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Procedures for completing Form 28s

1.0 Preamble

- 1.1 It has been noted that various practices are being employed that are not standard when filling out completing and submitting Form 28 – Education Assessment Report.
- 1.2 As there are no protocols or practices in written form in place, this instruction is to inform all Groups of what will and will not be accepted when submitting form 28's
- 1.3 These practices are not new however, but inform on previous standard and accepted AAL practice.

2.0 Practices for completing and submitting form 28's

- 2.1 It is encouraged that all squadrons submit their Form 28 Assessment Reports via the AAL National Admin System (NAS). By submitting all forms via the NAS, this will enable the GEC/GEO/REOs to send the assessments to the relevant squadrons in a timely manner, especially given current reduced mail delivery by Australia Post during COVID-19.
- 2.2 When completing the Form 28 it is expected that all practical and workbook mark be placed into the relevant columns, if marks are not placed in the Form 28 it will delay the assessments being sent to the Squadron.
- 2.3 To ensure that members who have taught classes receive their Instructor Points, it is important that member is added into the Form 28 as the Instructor.
- 2.4 It has become evident that some Squadrons are still using paper Form 28s, it is crucial that all Form 28s are completed correctly. If a paper Form 28 is not completed properly it will be returned to the Squadron to correct, and the assessments will not be sent to the Squadron until the form has been returned to the GEC/GEO/REO. No exceptions will be made to this rule.

3.0 Training on the AAL National Admin System.

- 3.1 If any Squadrons require assistance in submitting Form 28s on the NAS please feel free to contact your GEC to obtain training in submitting Form 28s.

4.0 AAL Manual

- 4.1 This information will be incorporated into Section 16 of the AAL Manual.

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Federal Education Commissioner