



*Australian*  
**Air League**

## **Federal Instruction Summary**

Reference : Federal Field Instruction 39  
F/FI/39/09

Staff Affected : All Groups

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Description : Compass Award Scheme

Contact : National Compass Award Co-ordinator

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Section 8 - Paragraph 28.0  
Section 17 - Paragraph 5.1

Authorised By : Comr P Glover MSA  
Federal Field Commissioner



*Australian*  
**Air League**

FEDERAL FIELD INSTRUCTION 39

F/Fl/39/09  
NOVEMBER 2009

## **COMPASS AWARD SCHEME**

### **1.0 Intention**

- 1.1 The intention of this Instruction is to detail the operation of the Compass Award Scheme within the Australian Air League and to explain how it will link to the Duke of Edinburgh Award Scheme.

### **2.0 Overview**

- 2.1 The Compass Award is designed to cater for younger members who have the desire to undertake the Duke of Edinburgh Award, but are ineligible due to their age. The Compass Award is available to young members between the ages of ten (10) and thirteen (13).
- 2.2 The Compass Award emulates the Duke of Edinburgh Award in the type of activities undertaken and the method of recording results, but takes into account the younger age of participants. Unlike the Duke of Edinburgh Award, the Compass Award consists of four (4) award levels, with each level consisting of four (4) stages.
- 2.3 Each stage within an award level requires the participant to undertake an activity and demonstrate a sustained commitment to achieve the required goal for that stage. The successful completion of all four (4) stages within an award level will see the participant awarded a certificate and metal badge. If the participant chooses, they are then eligible to move to the next level.

### **3.0 The Compass Award within the Australian Air League**

- 3.1 The Australian Air League has successfully operated the Duke of Edinburgh Award Scheme for many years and the ability for the Australian Air League to offer the Compass Award to our younger members furthers the personal development activities available to members.
- 3.2 The Australian Air League is a Registered Operator of the Compass Award at a National level. An AAL National Compass Award Co-ordinator has been appointed who will work directly with the Compass Award Office to operate the program within the Australian Air League. At the Group level, coordination will be the responsibility of the Group Physical Activities Commissioner / Officer, Group Field Commissioner / Officer or other Officer appointed as co-ordinator.

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3.3 In consultation with the Compass Award Office, a modified program has been developed to allow the Compass Award to be run “in house” whereby all activities are undertaken within the standard Australian Air League program. This ensures that all Cadets participating in the Compass Award will have the opportunity to participate in the required activities at their weekly Squadron Parade Night without the need to find extra time or motivation which is often the reason why Cadets do not complete such programs. Active participation in Squadron Parade Night activities does not only benefit the Cadet and their Squadron, but also the Australian Air League as a whole.

#### 3.3.1 Registration

3.3.1.1 Compass Award Packs will be available from the AAL National Compass Award Co-ordinator which includes information about the Award program, the participants Log Book used to record their results and a registration card.

3.3.1.2 When a Cadet wishes to participate in the Compass Award, the Group Co-ordinator will send the Cadet’s details to the AAL National Compass Award Co-ordinator who will send out a Compass Award Pack to the Group Co-ordinator. The Cadet is required to complete the registration card and send it together with the registration fee to the AAL National Compass Award Co-ordinator. Confirmation of registration will be sent to the Group Coordinator and at this time the Cadet can commence participating in the Award program.

3.3.1.3 No activities or time can be recorded until registration is confirmed.

3.3.1.4 The registration fee is to be paid by way of cheque made payable to the Australian Air League Inc.

### **4.0 Award Levels**

4.1 The Compass Award levels correspond to the Cadet’s age, with Level One (1) designed for Ten (10) year olds, Level Two (2) for Eleven (11) year olds, Level Three (3) for Twelve (12) year olds and Level Four (4) for Thirteen (13) year olds.

4.2 It is desirable that Cadets start with Level One (1) and work through each level in turn, but it is permissible that Cadets may start at the level which corresponds with their age at the time of registering.

4.3 Cadets are not required to complete each level before their next birthday.

4.4 Each level increases the minimum amount of time that the Cadet is required to commit to each activity within the stages.

### **5.0 Award Stages**

5.1 Each level comprises of four (4) stages which requires the Cadet to undertake different activities.

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5.2 The four stages are:

- Stage 1 – Hobbies / Activities
- Stage 2 – Exploration
- Stage 3 – Physical Activities
- Stage 4 - Volunteering

5.3 The requirements for each stage are detailed in the tables below:

<b>Stage 1 – Hobbies / Activities</b>			
<b>Level One</b>	<b>Level Two</b>	<b>Level Three</b>	<b>Level Four</b>
Choose ONE of the following activities and have a go! <ul style="list-style-type: none"> <li>• Drill</li> <li>• Model Making</li> <li>• Band</li> <li>• Education</li> </ul> <b>Minimum of three (3) hours commitment</b>	Take some time to really get involved in ONE activity.  Learn some of the skills and have a go! <ul style="list-style-type: none"> <li>• Drill</li> <li>• Model Making</li> <li>• Band</li> <li>• Education</li> </ul> <b>Minimum of five (5) hours commitment</b>	Spend some time discovering a new activity;  <b>Or</b>  Develop existing activity and skills <ul style="list-style-type: none"> <li>• Drill</li> <li>• Model Making</li> <li>• Band</li> <li>• Education</li> </ul> <b>Minimum of ten (10) hours commitment</b>	Take on a new activity and learn some new skills;  <b>Or</b>  Develop existing activity <ul style="list-style-type: none"> <li>• Drill</li> <li>• Model Making</li> <li>• Band</li> <li>• Education</li> </ul> <b>Minimum of twenty (20) hours commitment</b>

<b>Stage 2 – Exploration</b>			
<b>Level One</b>	<b>Level Two</b>	<b>Level Three</b>	<b>Level Four</b>
<ul style="list-style-type: none"> <li>• With your Squadron visit a location which is new to you.</li> <li>• Work out how to get there and what to take.</li> <li>• Be escorted by an Officer.</li> </ul> <b>Minimum three (3) hours commitment</b>	Plan and make a trip, bush walk or bike ride with your Squadron, escorted by an Officer;  <b>Or</b>  Go on a city excursion with your Squadron to a place of interest  <b>Minimum four (4) hours commitment</b>	<ul style="list-style-type: none"> <li>• Plan and take part in a bush walk, bike ride or city excursion with your Squadron, escorted by an Officer.</li> <li>• Get some training on safety, navigation and gear</li> </ul> <b>Minimum eight (8) hours commitment</b>	<ul style="list-style-type: none"> <li>• Plan and take part in an overnight expedition with your Squadron, escorted by an Officer</li> <li>• Receive training on map reading, cooking equipment and first aid</li> </ul> <b>Two (2) days and one (1) required</b>

<b>Stage 3 – Physical Activities</b>			
<b>Level One</b>	<b>Level Two</b>	<b>Level Three</b>	<b>Level Four</b>
Actively participate in your Squadron’s Physical Activities program  <b>Minimum three (3) hours commitment</b>	Actively participate in your Squadron’s Physical Activities program  <b>Minimum six (6) hours commitment</b>	Actively participate in your Squadron’s Physical Activities program;  <b>And</b>  Learn the rules to a new game or activity that can be used in your Squadron’s Physical Activities program  <b>Minimum ten (10) hours commitment</b>	Actively participate in your Squadron’s Physical Activities program;  <b>And</b>  Learn some exercises and stretches you can do to help you stay fit  <b>Minimum fifteen (15) hours commitment</b>

<b>Stage 4 - Volunteering</b>			
<b>Level One</b>	<b>Level Two</b>	<b>Level Three</b>	<b>Level Four</b>
Help your Squadron in a special project – eg;  • Fundraising or recruiting  <b>Minimum of three (3) hours commitment</b>	Be a “buddy” and help a young Cadet at your Squadron  <b>Minimum of five (5) hours commitment</b>	Go out of your way to help your Squadron to achieve its goals  <b>Minimum of ten (10) hours commitment</b>	Reliably and conscientiously help your Squadron to achieve its goals  <b>Minimum fifteen (15) hours commitment</b>

## 6.0 Activities

- 6.1 In accordance with the Australian Air League Manual Section 8 Paragraph 28.0 it is a requirement that all Squadrons allocate sufficient time in their weekly training program for Drill and Physical Activities. Some Squadrons are also able to include other activities into their training program such as band and model making or offer these activities on other days apart from their Squadron Parade Night. The Squadron training program must allow the Cadet participating in the Compass Award to actively participate in their stage one and stage three activities each week.
- 6.2 Stage Two and Stage Four activities should be planned in consultation with Squadron staff. The Squadron should give the Cadet every opportunity to complete their stage two and stage four tasks within a reasonable time from starting the award level. Squadrons can incorporate the stage two and stage four tasks into Squadron camps or run a specific event to allow the Cadet to meet their tasks.

- 6.3 Officers instructing or supervising activities that form part of an award stage are to be competent in the activity that they are instructing or supervising.

## **7.0 Insurance**

- 7.1 Registered participants of the Compass Award are covered by insurance provided by the Compass Award Office. Insurance coverage is only valid whilst the Cadet is actually participating in an approved activity as part of the Compass Award.
- 7.2 It is a mandatory requirement that all activities undertaken that form part of Stage Two (2) – Exploration, for any level of the Compass Award must be authorised by the Group Field Commissioner / Officer. Permission to hold that activity must be sought by the Officer Commanding Squadron using a Form 17, with the planned activity only being commenced when the Officer Commanding Squadron is in receipt of the approval slip authorised and signed by the Group Field Commissioner / Officer.
- 7.3 The Squadron O.C. must complete a Form 17a on behalf of each Cadet undertaking an activity associated with the Compass Award before they participate in the activity.

## **8.0 Recording**

- 8.1 A maximum of 30 minutes per week can be recorded for activities in Stages One, Three and Four. Whilst the minimum number of hours required to be committed to each activity may be easily achieved in one session, this does not demonstrate the sustained commitment required to successfully complete each stage. The Cadet is not required to stop the activity once the minimum number of hours has been reached, but hours exceeding the minimum in one session will not count towards the next level of the Award.
- 8.2 The time spent on each activity is to be recorded in the Compass Award Log Book. Each entry is to be signed and dated by the Officer supervising the activity. Where the Log Book requires the Cadet to complete questions or enter further information, the Cadet is to enter the information required before the Officer signs the entry.

## **9.0 Assessment**

- 9.1 When a Cadet completes all stages within an Award level, the Log Book is to be sent to the Group Co-ordinator, who then sends the Log Book to the AAL National Compass Award Co-ordinator.

9.2 The AAL National Compass Award Co-ordinator will review all the information entered into the Log Book and if deemed correct, will send the Log Book to the Compass Award Office for assessment. Log Books that are incorrectly completed, missing information or include activities that are not within the guidelines of the Award will be sent back to the Group Co-ordinator for correction. Log Books which pass the assessment by the Compass Award Office will be sent back to the AAL National Compass Award Co-ordinator together with a certificate and badge.

## **10.0 Certificate and Badge**

10.1 Each Cadet who successfully completes a level of the Compass Award is presented with an award certificate and badge. The certificate and badge will be sent to the Group Co-ordinator to be presented to the Cadet at an appropriate ceremony.

10.2 The colour of the badge is different for each award level:

- Level 1 – Red
- Level 2 – Orange
- Level 3 – Green
- Level 4 – Brown

10.3 The metal badge is worn on the AAL uniform in accordance with Section 17, paragraph 5.1 of the Australian Air League Manual. If further badges are awarded for completing further levels, the old badge is to be removed and the new badge is only worn. If a Duke of Edinburgh Award badge is awarded at a later stage, the Compass Award badge is removed and the Duke of Edinburgh Award badge is only worn.

10.4 If a Cadet participating in the Compass Award chooses to discontinue their participation or for some other reason is unable to complete the award, the Cadet's Record Book can be forwarded on to the AAL National Compass Award Co-ordinator to have the completed stages assessed. Certificates will be awarded for the stages completed, but no award certificate or badge will be awarded. These stage completion certificates can be used by the Cadet if they choose to rejoin the program at a later date or rejoin the program with another registered operator.

## **11.0 AAL National Compass Award Co-ordinator**

11.1 The National Compass Award Co-ordinator for the Australian Air League is:

Gp Comr Michael Hodge  
81 Adrian Street  
MACQUARIE FIELDS NSW 2564

Email [compassaward@airleague.com.au](mailto:compassaward@airleague.com.au)

Mobile 0407 586 440

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11.2 For any further information or clarification of details of the Compass Award Scheme please contact Gp Comr Hodge.

**12.0 Conclusion**

12.1 The provisions of this Instruction have immediate effect.

A handwritten signature in black ink, appearing to read "P. Glover". The signature is written in a cursive style with a large, looping "G" and a long, sweeping underline.

Comr Peter Glover MSA  
FEDERAL FIELD COMMISSIONER