



**OFFICER DEVELOPMENT PROGRAM**

**1.0 Preamble**

- 1.1 The Australian Air League maintains a Training Portal located at <https://training.airleague.com.au>
- 1.2 Located within the Australian Air League Inc. Training Portal – and requiring access to be granted for each section - is:
  - 1.2.1 The Officer Development Program (ODP)
  - 1.2.2 The Child Safety Package (currently under development)
  - 1.2.3 The Risk Management Package (currently under development)

The intention is to add additional training packages in due course and as the need arises.

**2.0 Intention**

- 2.1 The purpose of this Training Instruction is to communicate important changes to the method of accessing the packages referred to in 1.2.1; 1.2.2 and 1.2.3 above and especially 1.2.1 the Australian Air League Officer Development Program (ODP).
- 2.2 These changes will become effective from 1<sup>st</sup> April 2019.
- 2.3 Sections 2 and 3 of this instruction will outline changes to how the Stage 2 and 3 workbook components are to be completed.
- 2.4 Sections 4 to 8 of this instruction will outline structural changes to the ODP and the requirements for the completion of each Stage.
- 2.5 A further Instruction will be issued when the;
  - The Child Safety Package and
  - The Risk Management Package

both currently under development have been completed.

**3.0 Current ODP Workbooks**

- 2.1 The current Stage 2 and Stage 3 workbooks have now been transformed into online courses hosted on the AAL Training Portal (refer to section 3.0 below).
- 2.2 As such printing and issuing of the current ODP Stage 2 and 3 workbooks by Federal will cease when current stocks are exhausted or on 1<sup>st</sup> April 2019 whichever comes first.
- 2.3 Trainee Officers currently undertaking the ODP utilising the current workbooks will be allowed to continue doing so, however these must be completed and marked by 1<sup>st</sup> July 2019.
  - 2.3.1 Workbooks completed after this date will not be accepted as completion for that ODP Stage as an online course certificate must be produced to enable a credit to be given for the course.
- 2.4 Groups are to cease issuing the current Stage 2 and 3 workbooks as of 1<sup>st</sup> April 2019.
- 2.5 Trainee Officers enrolled after 1<sup>st</sup> April 2019, must complete the ODP Stage 2 and 3 workbook course content via the ODP online courses in the AAL Training Portal.

### **3.0 The Officer Development Program in the AAL Training Portal**

- 3.1 The AAL Training Portal is located at <https://training.airleague.com.au>. and the on line course login is found at <https://training.airleague.com.au/login/index.php> .
- 3.2 Members can access the Training Portal at any time however those undertaking courses will need to be enrolled in the specific courses in order to access these courses.
- 3.3 When new Officers are enrolled, the Group Training Commissioner (G.T.C.) or Group Executive Commissioner (G.Ex.C.), on receipt of the Form 41, are to request access to the AAL Training Portal for the new Officer by emailing their Certificate Number, name and email address to the Federal ODP Coordinator at [odp@airleague.com.au](mailto:odp@airleague.com.au) .
- 3.4 The Federal ODP Coordinator will arrange for accounts to be created in the Training Portal and will email the login credentials directly to the individuals concerned in a welcome email with the relevant G.T.C. and/or G.Ex.C. being cc'd on this email.
- 3.5 Candidates Stage 2 and 3 courses will be marked online by the Federal ODP Coordinator. A certificate of completion for the candidate will be generated either by the system or Federal ODP Coordinator which should be emailed to the candidates Squadron O.C. and G.T.C./G.T.O. The G.T.C./G.T.O is responsible to have a copy uploaded to the 'Notes' area of the candidate's record on the AAL National Administration System (NAS)..
- 3.6 Feedback and results are available to candidates as part of the online course (once they are marked). Feedback and results can be provided to G.T.C's and Squadron. O.C.'s by the Federal ODP Coordinator upon request.
- 3.7 Candidates must complete the Stage 2 course before commencing the Stage 3 course. As such candidates will not be given access to the online Stage 3 course until such time as the Stage 2 course is completed.
- 3.8 Whilst completing the online course, candidates requiring help with course content should seek help through their chain of command (Squadron O.C., Wing O.C., G.T.C.). The Federal ODP Coordinator will provide help to candidates directly only in the area of system related issues, and will only accept content related questions or issues from Group level (G.T.C. or G.Ex.C.).
- 3.9 G.T.C.'s and G.Ex.C.'s with questions or issues are invited to contact the Federal ODP Coordinator at [odp@airleague.com.au](mailto:odp@airleague.com.au) .

### **4.0 Officer Development Program Stage One (1) – Initial Interview**

- 4.1 The current Stage 1 Officer Development Program Workbook gives a guide and information for the conduct of this interview by the Squadron O.C., and Wing Staff Officer, and is available for download at <https://www.airleague.com.au/download/stage-1-officer-development-program-introduction/> .
- 4.2 This book is a valuable resource and should be understood by candidates and Officers involved in this process

### **5.0 Officer Development Program Stage Two (2) – Initial Officer Training**

- 5.1 Stage Two of the Officer Development Program is Initial Officer Training and is intended to give the Officer the basic knowledge and skills to function as an Officer within the League and to be able to qualify for the issue of their Officers Warrant.
- 5.2 Officers undertaking Stage Two must complete the following;
  - 5.2.1 Stage Two Officer Development Program online course,
  - 5.2.2 General Proficiency Class Six (6) badge,
  - 5.2.3 Drill Proficiency Class Three (3) badge.
- 5.3 As outlined in paragraph 3.5 above, candidates must forward a copy of the certificate of completion from the Stage 2 online course to their G.T.C./G.T.O and the G.T.C./G.T.O is responsible to have a copy uploaded to the 'Notes' area of their record on the NAS.
- 5.4 In addition, the Officer Candidate must hold a valid Working With Children Check and have satisfactory reference checks (conducted by Group on receipt of the candidates Form 41 completed and submitted with their Form 20 when joining the AAL).

- 5.5 The final requirement for Stage Two is for the Candidate to be interviewed by a Group General Purpose Board and be assessed as suitable to operate as an Officer without the direct supervision of a superior Officer. During this interview the board will ask questions regarding the candidates general background and experience, as well as their experiences during training and how they have involved themselves in the AAL (both at Squadron and Group level activities) in order to make this assessment.
- 5.6 Candidates will hold the rank of Trainee Officer (T/O) whilst completing Stage 2.
- 5.7 On successful completion of Stage Two and, on the recommendation of the GP Board, the Group Executive Commissioner will apply to the Council of the Australian Air League for the candidate to be issued with an Officers Warrant (also requires a Form 14 to be completed) and will promote the candidate to the rank of Second Officer (2<sup>nd</sup>. Off.) when confirmation is received that their Officer Warrant has been issued.
- 5.8 It should be noted that the rank of Second Officer (2<sup>nd</sup>. Off.) is an initial rank and is intended to give the Officer the freedom to develop further as an Officer without requiring the direct supervision of a superior Officer. It IS NOT intended that Officers will achieve this rank and then progress no further.
- 5.9 Second Officers may hold acting appointments only. Officers cannot hold a confirmed appointment until they have completed ODP Stage Three (3) and have been promoted to First Officer (1<sup>st</sup>. Off.), and then only in exceptional circumstances, and if they are deemed experienced and qualified for such an appointment without additional training.
- 5.9.1 It is envisaged that, unless there are exceptional circumstances, most Officers will not hold confirmed appointments until completion of ODP Stage 4.

## **6.0 Officer Development Program Stage Three (3) – Consolidation Training**

- 6.1 Stage Three (3) of the Officer Development Program is intended to be consolidation training to give the new junior Officer (Second Officer) a broader knowledge and depth to the basic knowledge and skills gained in their initial Officer training.
- 6.2 Candidates will hold the rank of Second Officer (2<sup>nd</sup>. Off.) whilst completing Stage Three (3).
- 6.3 Officers completing Stage Three (3) are required to complete the following;
- 6.2.1 Stage Three Officer Development Program online course,
- 6.2.2 General Proficiency Class Five (5) badge,
- 6.2.3 Delivery of a lesson to a class of cadets from the GP Six (6) badge course,
- 6.2.4 Administration Class 3 badge.
- 6.2.5 First Aid Class 4
- 6.4 As outlined in paragraph 3.5 above, candidates must forward a copy of the certificate of completion from the Stage 3 online course to their G.T.C./G.T.O and the G.T.C./G.T.O is responsible to have a copy uploaded to the 'Notes' area of their record on the NAS.
- 6.5 In addition, the Officer must hold a valid Working With Children Check throughout their service and Stage Three (3) Training.
- 6.6 Upon completion of the Stage Three (3) requirements, the Officer Commanding Squadron may raise a Form 21 for promotion of the candidate from Second Officer (2<sup>nd</sup>. Off.) to First Officer (1<sup>st</sup>. Off.).
- 6.6.1 In the written recommendation the Squadron O.C. is to confirm that all Stage Three (3) requirements as outlined in paragraphs 6.2 and 6.4 have been met.
- 6.6.2 The Group General Purpose Board will review the Form 21 and make the recommendation for promotion. The Group General Purpose Board reserves the right to examine any candidate to assess their suitability prior to promotion to First Officer (1<sup>st</sup>. Off.).
- 6.6 On successful completion of Stage Three (3) and on the recommendation of the GP Board, the Group Council will promote the Officer to the rank of First Officer (1<sup>st</sup>. Off.).
- 6.7 Completion of Stage Three (3) does not automatically fulfil the requirement for an Officer to hold a confirmed appointment, but merely marks the end of their 'basic' training and

their ability to pursue study and experience in their chosen field of interest towards a confirmed appointment.

6.7.1 Whilst there are always exceptions, Officers should not expect to hold a confirmed appointment until the rank of Squadron Lieutenant (Sqn, Lt.), which is the optimum rank for Squadron department heads, and completion of ODP Stage Four (4).

6.8 First Officers should spend their time pursuing both formal and on-the-job training to develop the skills and knowledge required to be confirmed in their chosen appointment. Appointment specific training is now covered in Stage Four (4), which is still under development by Federal.

6.9 The ultimate decision as to whether an Officer holds a confirmed appointment resides with the Group Council on advice from the Group General Purpose Board. Such recommendations and appointments will be made taking into account the Officer's experience and ability to undertake the duties of the appointment without the supervision or assistance of a superior.

## **7.0 Officer Development Program Stage Four (4) – Appointment Training**

7.1 Stage Four of the Officer Development Program now deals with appointment specific training, and is still under development at a Federal Level.

7.2 Until Federal has developed formal appointment specific training, the following interim measures will apply for Officers undertaking Stage Four (4) and pursuing confirmed appointments.

7.3 In order to be deemed to have satisfactorily completed Stage Four (4), Officers must;

7.3.1 Attend relevant training at a Group Training Camp or Course,

7.3.2 Meet the following requirements for their appointment;

7.3.2.1 **Adjutant** – completion of the Administration Class 1 badge,

7.3.2.2 **Drill Officer** – completion of the Drill Proficiency Class 1 and Flag Party badges,

7.3.2.3 **Education Officer** – completion of the Administration Class 2 badge as well as holding an Assistant Instructor Class 3 badge.

7.3.2.4 **Air Activities Officer** – completion of Air Activities (Powered or Gliding) Class 1 badge.

7.4 Officers undertaking Stage Four (4) will hold the rank of First Officer (1<sup>st</sup>. Off.), and their chosen appointment in an Acting capacity. Upon completion of Stage Four (4), Officers may be promoted to the rank of Squadron Lieutenant (Sqn. Lt.) and confirmed in their appointment if deemed suitable.

7.4.1 As always exceptions can apply, however Officers should not expect promotion beyond First Officer and to be confirmed in their appointment until they have completed Stage Four (4). If Officers do not wish to put the time and effort into their development and training, then they should not expect further promotion.

7.5 Upon completion of Stage Four (4), the Squadron O.C. may raise a Form 21 for the Officer to be promoted to Squadron Lieutenant (Sqn. Lt.) and confirmed in their appointment if deemed suitable. The written recommendation on the form should include examples and evidence that the candidate has the knowledge and skills required for the appointment.

7.5.1 The Group General Purpose Board will confirm that the candidate has completed the required badges before granting their recommendation to the Group Council that the Officer be promoted and appointed. The Group General Purpose Board reserves the right to examine any candidate to assess their suitability prior to promotion to Squadron Lieutenant (Sqn. Lt.) and/or confirmation in an appointment.

## **8.0 Officer Development Program Stage Five (5) – Command Training**

8.1 Stage Five (5) of the Officer Development Program now deals with Command Training and is still under development at the Federal level.

8.2 Further information on this Stage will be issued when it is at hand.

- 8.3 The lack of a formal Stage 5 course in the interim does not mean that Officers cannot pursue a command appointment if they wish.
- 8.4 As per Section 3 paragraph 7.4 of the AAL Manual, the Group General Purpose Board will examine and determine the suitability of any Officer being considered for a command appointment and will give their recommendation to the Group Council as to their suitability to be appointed to a command appointment.

### **9.0 Previous Instructions**

- 9.1 This instruction replaces Federal Training Instructions No. 6 and 8.

### **10.0 Effective**

- 10.1 This instruction is effective as of 1<sup>st</sup> March 2019 and shall remain in-force until cancelled or replaced.

### **11.0 Further Information**

- 11.1 Questions, issues or requests for further information should be forwarded through the G.T.C./G.T.O. or G. Ex. C to the Federal ODP Coordinator who will respond to such requests.



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For and on behalf of;

**Chief Comr. Ian Rickards OAM, LM, DSA and Bar, MSA**

Chief Commissioner