



# Australian Air Force Cadets

## 322 (City of Ryde) Squadron



### Cadet Development and Promotions Policy

#### References:

- A. Manual of Ground Training AAFC 200.001 (Nov 09)
- B. AAFC Standing Orders (Apr 10)
- C. AAFC Manual of Management/AAFC POLMAN (Interim Jul 08)
- D. 322SQN Unit Standing Instructions

#### Introduction

1. 322 (City of Ryde) Squadron Australian Air Force Cadets (**322SQNA AFC**) is committed to providing proficient and standardised assessment of cadets for consideration for promotion courses. This document outlines the requirements and attributes that cadets must display or possess prior to attendance at a pre-selection course (*pre-course*). This document has been developed in accordance with the Youth Development Philosophy and is compliant with all AAFC policies in relation to the training of cadets.

#### Aim

2. The primary aim of this document is to provide cadets with the opportunity to develop leadership skills and other personal attributes in accordance with the Youth Development Philosophy.
3. The secondary aim of this document is to formalise and consolidate the training requirements that cadets are to complete before they will be considered eligible to attend promotion courses conducted within the AAFC.

#### Authority

4. This document is released by 322SQN and is subordinate to 3WG and HQAAFC Policies and Directives. Nothing in this document authorises non-compliance with those policies and directives. This document acts as a formalised exercise of the Commanding Officer's (**CO**) discretion in relation to selection of candidates to attend promotion courses.

#### Scope

5. This document covers the implementation of training and opportunities at 322SQN for cadets to meet the required eligibility criteria and standard for:
  - a) LCDTs seeking promotion to CCPL;
  - b) CCPLs seeking promotion to CSGT;
  - c) CSGTs seeking promotion to CFSGT;
  - d) CSGTs/CFSGTs seeking promotion to CWOFF; and
  - e) CSGTs/CFSGTs/CWOFFs seeking promotion to CUO.

## **Expectations of cadets seeking promotion**

6. Cadets seeking promotion are expected to possess a level of commitment conducive to their rank IAW Reference A and Reference B. Cadets are expected to attend a minimum of 75% of SQN weekly parades IAW Reference C, however they understand that NCOs/CWOFFs/CUOs may require greater attendance.
7. Cadets are aware of the personal attributes and standards required of their respective rank IAW Reference A.
8. Cadets are expected to actively engage with the training opportunities provided at 322SQN and seek further opportunities where available.
9. Cadets who are 17 years old and who will turn 18 before (or during) the promotion course for which they are applying must have completed (or be working towards completing) the following modules:
  - a) Adult Transition Program; and
  - b) Working with Children Check.

## **Expectations of staff at 322SQN**

10. Staff are expected to have read and understood this document and appreciate the necessity for consistency in the selection of cadets for promotion courses.
11. As a staff member in the AAFC, staff have an obligation to promote the Youth Development Philosophy and provide relevant opportunities to all cadets.
12. Staff are expected to actively provide cadets seeking promotion with tasks and opportunities conducive with the rank they are attempting to attain.
13. Instructors for each subject taught on a pre-course must record feedback (both positive and constructive) on cadets on a pre-course assessment form found at Annex A within the timeframe prescribed by Training Operations (*TRGOPs*). It is the responsibility of TRGOPs to have these forms completed for use on the weekend on the Wednesday before the pre-course.
14. In all discussions regarding the applicability of candidates, including by not limited to during the formal interviews, staff are expected to provide feedback IAW Annex B.

## **Pre-course**

15. Any cadet seeking to attend a promotion course must first attend a pre-course at 322SQN. Subject to paragraphs 17 and 18 below, this requirement is non-negotiable.
16. The primary purpose of the pre-course is to adequately prepare cadets for attendance at promotion courses IAW Reference A. The secondary purposes are to allow staff to observe cadets in an environment outside a regular weekly parade and to provide another means of assessing and ranking cadets for selection for promotion courses. The purpose of the pre-course is not to 'pre-teach' the content covered on

promotion courses, but rather to ensure that cadets are aware of and adequately prepared to meet the demands of these courses.

17. Pre-courses are held biannually over both days of a weekend. Additional pre-courses may be scheduled where a promotion course is being run by 3WG outside of the usual January and July holidays. Cadets are required to attend both Saturday and Sunday unless they fulfil the criteria for exemption in paragraphs 18 or 19. Saturday mainly consists of theoretical classes of the level of the promotion course that the cadet seeks to attend. These classes include:

- a) Leadership,
- b) Instructional Technique,
- c) Drill & Ceremonial,
- d) Fieldcraft,
- e) Service Knowledge, and
- f) Organisation and Administration.

Sunday mainly consists of assessments, including:

- a) Service Knowledge Exam (JNCO only),
- b) Instructional Technique 10 minute lecturette (*IT assessment*),
- c) Command and Control (*C&C*),
- d) Personal Drill Assessment (*PDA*), and
- e) Mutual Instruction (*MI*).

### **Exemption from pre-course**

18. Cadets may only be exempted from attending the Saturday of the pre-course. This is only permitted where the cadet has previously completed a pre-course at the same level. The rationale for this is that selection is partly based on the comparative performance between candidates during the course of the weekend. Sunday is mainly an assessment day and all candidates are required to undertake the set assessments. The satisfactory completion of these assessments is a fundamental component of the selection criteria. Cadets who have previously completed a pre-course at the same level may still choose to attend both Saturday and Sunday of a subsequent pre-course and will be neither advantaged nor disadvantaged by exercising this choice.

19. Cadets cannot be exempted from participation on a Sunday unless there are exceptional circumstances. The cadet must seek written consent from the CO stating the reason for non-attendance on a Sunday. The CO or their delegate exercises complete discretion when considering the application. The CO will either approve or decline the written consent to be excused from Sunday participation based on the circumstances expressed in the written consent, IAW any recommendations from the Training Operations cell. An email addressed to the CO is the preferred method of

seeking consent for a Sunday exemption. Cadets exempted from a Sunday may be required to complete the relevant assessments at another time, at the CO's discretion.

### **Formal interview**

20. All cadets will receive feedback in a formal interview session on a parade night as soon as practically possible after the pre-course. During this interview cadets are to receive feedback about their performance on the pre-course. The staff conducting the interview must identify areas of competency and improvement and relay to the cadet the feedback recorded on the pre-course assessment forms in Annex A.

21. Staff are required to explain to the cadet that positions on courses are dictated by the Wing and successful candidates may not be guaranteed a position on a promotion course. Notification of allocation of positions on courses may occur during or after the pre-course debrief interviews. Staff are required to consult Annex B for further information relation to formal interviews.

### **Promotion to CCPL**

22. In order for a LCDT to be a successful candidate to attend a CJNCO Promotion Course they must be eligible to attend IAW Reference A.

23. A LCDT who is seeking selection for a CJNCO course must have:

- a) 6 months of a minimum of 75% attendance at SQN weekly parades;
- b) Successfully completed Basic Stage;
- c) Actively attended all compulsory extracurricular activities, or been on approved leave;
- d) A sound knowledge of Service Knowledge, Drill and Fieldcraft;
- e) Practiced some leadership skills conducive to the rank of CCPL; and
- f) Complied with all SQN policies.

24. A LCDT who is seeking selection for a CJNCO course should have engaged in some, but not necessarily all, of the following:

- a) Leadership opportunities at the SQN;
- b) Teaching opportunities from primary instructors of their stage (as relevant) and in conjunction with the Home Training Officer; and
- c) Attending many non-compulsory extracurricular activities.

25. A LCDT must have completed a PDA, C&C and IT assessment on a pre-course. A LCDT is to complete these assessments at another designated time if they are exempted IAW paragraph 19.

26. A LCDT who has not been selected to attend a CJNCO course on more than one (1) occasion must be provided with an Action Plan in the form set out at Annex C.

## **Promotion to CSGT**

27. In order for a CCPL to be a successful candidate to attend a CSNCO Promotion Course they must be eligible to attend IAW Reference A.

28. A CCPL who is seeking selection for a CSNCO course must have:

- a) 6 months of a minimum of 75% attendance at SQN weekly parades;
- b) Actively attended all compulsory extracurricular activities, or been on approved leave, and most non-compulsory activities;
- c) A sound knowledge of Service Knowledge, Drill and Fieldcraft;
- d) Taught part of a subject at SQN level since returning from a CJNCO Promotion Course, whether as a primary or assistant instructor or otherwise;
- e) Practiced some leadership skills conducive to the rank of CSGT;
- f) Complied with all SQN policies; and
- g) Engaged in leadership opportunities at the SQN.

29. A CCPL who is seeking selection for a CSNCO course should have acted as a Section Commander (SECO) or 2IC of a section on a Bivouac if possible.

30. A CCPL must have completed a PDA, C&C, MI and IT assessment on a pre-course. A CCPL is to complete these assessments at another designated time if they are exempted IAW paragraph 19.

## **Promotion to CFSGT**

31. A CSGT seeking to attain the rank of CFSGT must be eligible for promotion IAW Reference A. The CSGT must complete a major project approved by the CO IAW the following process:

- a) The CSGT must decide on a project and submit a one (1) page proposal outlining your project. The proposal must include the following:
  - i) Purpose of the project; and
  - ii) Deadline for the project (not less than three (3) months from the time of submitting the proposal).
- b) The scope of the project is wide and can be based on anything that interests of the CSGT. The only requirement is that the project improves an area of the SQN in some way.

32. The CSGT will be allocated a supervising instructor/s, preferably from the cell that benefits from the project or a subject matter expert. The supervising instructor/s will coordinate deadlines and timeframes with the CSGT and provide feedback at

intervals throughout the completion of the project. The supervising instructor/s will inform the CO of the progress of the project every four (4) weeks and as required.

33. The CSGT acknowledges that the project will be completed primarily outside weekly SQN parades. This reinforces the purpose of the project and shows the commitment level required of a CFSGT.

34. The CSGT must have 6 months of a minimum of 75% at SQN weekly parades.

### **Promotion to CWOFF**

35. In order for a CSGT/CFSGT to be a successful candidate to attend a CWOFF Promotion Course they must be eligible to attend IAW Reference A.

36. A CSGT/CFSGT who is seeking selection for a CWOFF course must have:

- a) Completed (or be working towards completing) a Senior First Aid Certificate;
- b) A minimum of 90% attendance at SQN weekly parades;
- c) Demonstrated an ongoing commitment to the operations of their SQN.
- d) Actively attended all compulsory extracurricular activities and close to all non-compulsory activities;
- e) A sound knowledge of Drill and Drill instruction, Service Knowledge, Fieldcraft and Organisation and Administration;
- f) Taught a full subject at SQN level as a primary instructor and written and administered an examination;
- g) Shown a sound knowledge of theoretical concepts relating to leadership and instructional technique;
- h) Practiced some leadership skills conducive to the rank of CWOFF;
- i) Complied with all SQN policies; and
- j) Engaged in leadership opportunities at the SQN.

37. A CSGT/CFSGT must have completed a PDA, C&C, MI and IT assessment on a pre-course. A CSGT/CFSGT is to complete these assessments at another designated time if they are exempted IAW paragraph 19.

38. A CSGT/CFSGT who is seeking selection for a CWOFF course should have acted as a SECO on a Bivouac at least once. A CSGT/CFSGT would benefit from being placed in a Flight Commander (FLTCDR) position on a Bivouac or as a SECO doubling as a FLTCDR. However, acting as a FLTCDR is not compulsory.

39. A CSGT/CFSGT who is seeking selection for a CWOFF course must complete the CUO/CWOFF Application Form in accordance with the instructions at Annex D.

## **Promotion to CUO**

40. In order for a CSGT/CFSGT/CWOFF to be a successful candidate to attend a CUO Promotion Course they must be eligible to attend IAW Reference A.
41. A CSGT/CFSGT who is seeking selection for a CUO course must have:
- a) Completed (or be working towards completing) a Senior First Aid Certificate;
  - b) A minimum of 90% attendance at SQN weekly parades;
  - c) Demonstrated an ongoing commitment to the operations of their SQN.
  - d) Actively attended all compulsory extracurricular activities and close to all non-compulsory activities;
  - e) A sound knowledge of Drill and Drill instruction, Service Knowledge, Fieldcraft and Organisation and Administration;
  - f) Taught a full subject at SQN level as a primary instructor and written and administered an examination;
  - g) Shown a sound knowledge of theoretical concepts relating to leadership and instructional technique;
  - h) Practiced leadership skills conducive to the rank of CUO;
  - i) Complied with all SQN policies; and
  - j) Engaged in leadership opportunities at the SQN.
42. A CSGT/CFSGT must have completed a PDA, C&C and IT assessment on a pre-course. A CSGT/CFSGT is to complete these assessments at another designated time if they are exempted IAW paragraph 19.
43. A CSGT/CFSGT who is seeking selection for a CUO course should have acted as a SECO on a Bivouac at least once. A CSGT/CFSGT would benefit from being placed in a Flight Commander (FLTCDR) position on a Bivouac or as a SECO doubling as a FLTCDR. However, acting as a FLTCDR is not compulsory.
44. A CSGT/CFSGT who is seeking selection for a CUO course must complete the CUO/CWOFF Application Form in accordance with the instructions at Annex D.

**MERRIDY THOMPSON**  
Squadron Leader (AAFC)  
Commanding Officer  
322 (City of Ryde) Squadron

May 15

Annexes:

- A. Pre-course Assessment Forms
- B. Confidential – Participant Feedback Instructions
- C. Action Plan Template
- D. CUO/CWOFF Application Form



**CUO/CWOFF Application Form**

In accordance with paragraphs 36 and 40 above, cadets seeking promotion to CUO and CWOFF must complete this application form. If cadets require more space to provide their answer, more paper may be attached.

**Why do you want to be a CUO/CWOFF?**

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