

# Gliding Australia JustGo Membership System Credentials

The JustGo Membership System recognises Credentials in its processes. These correspond to what Gliding Australia has often called Certificates, endorsements, or approvals.

A Credential is usually something you have been authorised for, or in some cases it is an achievement – a Silver Badge Duration flight for example. Other commonly used credentials include the Flight Review and the Medical Certificate or Declaration.

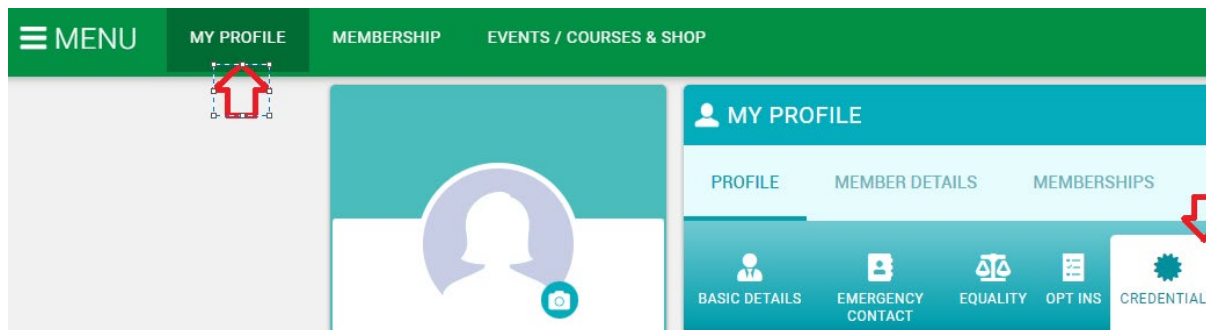
All Credentials require some written evidence in order for it to be approved. This document is a guide to what acceptable evidence is required. If you are in any doubt please contact the relevant authority – your CFI, Instructor, Airworthiness Officer, an Official Observer or the Gliding Australia Office and they will be able to help depending on the Credential you are seeking. Please note that any evidence provided must be dated and identify both the person to whom it was issued as well as the issuing officer or authority.

In JustGo you can initiate a Credential through your Member Profile. You should do this when you have the required evidence in an electronic format suitable for uploading. If you don't have this upload document, you will not be able to save the application.

Some credentials have expiry dates and JustGo will send a reminder when they are due to expire, and a new credential needs to be loaded. The expired one is kept as an historical record.

## APPLY FOR A CREDENTIAL

In JustGo, click on **My Profile** option on the top bar. Click on the **Credentials** button.



You will then see a list of credentials that you have already achieved. Some may be **Active** (current) others may have **Expired**.

There are two options to filter the credentials, you can use one or both. The first filter is to select the button to show a particular Credential state e.g. Active or Pending Approval. The second option is to filter by Credential Category. Common categories include Ops Ratings, Airworthiness or Badges & Records.

**Credentials**  
Below is a list of all your active, pending and expired credentials

+ Add Credentials

Credential Category  
All

Recent

All

Active

Pending Approval

Expired

Awaiting Referral

Awaiting Response

Inactive Pending Conditions

Above the credentials you will see a button called **"Add Credential"**. Click on this and a list of all the possible credentials will pop up. Use the scroll bar or the search area to find the credential you are looking for. You can filter the list by selecting the relevant 'Credential Category', or you can type the credential name in the search box.

x Select a credential type

Credential Category  
All

Type here to search Flight Review

A Certificate

A Certificate Exam

A Certificate Flights

You cannot update a Credential; you must apply for a new one. So, if your Flight Review has expired then you must apply for a **new** Flight Review Credential. If there is an error in your credential, please contact the office staff who will arrange for it to be corrected.

You can claim any Credential, but to proceed you must provide evidence that you have qualified for it. E.g., *photo of your logbook entry; Form from your instructor to say that you have requirements.*

Credentials may ask questions relating to your application. This helps both you and Gliding Australia ensure you are providing the correct evidence and provides the data captured on paper forms for later analysis.

Once all the information is added there is a save button at the top right of the page.

✕

Setup credential

✓

Save

## A Certificate Exam

Once submitted the credential will be listed as “pending” until the relevant Gliding Australia staff member has confirmed that the evidence is appropriate and approved it. You will get a system generated confirmation email. If there is a problem, then the authorising officer will contact you to discuss what needs to be done. This will usually be by email.

If you have submitted incorrect evidence your credential application will be cancelled. Look at the list of evidence in the table below to identify the correct evidence that is required.

This document will be available on the Gliding Australia Document Library, and in the JustGo Documents section.

Category	Credential Name	Duration - years	Evidence Required
Medical	Medical Certificate or Declaration	1 - Self Dec 2 - >40years 4 - ≤40 years	Self <a href="#">Declaration of Physical Fitness Form</a> , CASA Medical Certificate, or Gliding Australia's <a href="#">Medical Partitioner's Certificate of Fitness</a> . <b>Note:</b> Only these documents are acceptable.
Ops Ratings	Radiotelephone Operators Endorsement	Never Expires	Copy of: CASA Flight Crew Licence, Foreign Licence with English Language Proficiency endorsement, or the <a href="#">logbook endorsement</a> as per GFA Operational Regulation 3.5.2.
Ops Ratings	Glider Pilot Certificate	Never Expires	Copy of <a href="#">Glider Pilot Certificate Application Form</a> signed by CFI. <b>Note:</b> Foreign pilots converting overseas qualifications must email the EMO on <a href="mailto:emo@glidingaustralia.org">emo@glidingaustralia.org</a>
Ops Ratings	Flight Review	2	<b>Initial Flight Review:</b> Copy of First Solo / Flight Review <a href="#">Logbook Endorsement</a> issued by a Level 2 or higher instructor. <b>Subsequent Flight Reviews:</b> <a href="#">Notification of Flight Review</a> form signed by the assessing instructor and pilot under check (refer <a href="#">Operations Advice Notice (OAN) 01/20</a> ).
Ops Ratings	Local Independent Operator	Never Expires	<a href="#">Logbook Endorsement</a> issued by CFI
Ops Ratings	Self Launching Sailplane	Never Expires	<a href="#">Syllabus of Training</a> signed by Level 2 or higher rated Instructor
Ops Ratings	Cross Country Touring (Self-Launching Sailplane)	Never Expires	<a href="#">Syllabus of Training</a> signed by Level 2 or higher rated Instructor
Ops Ratings	ASIC Card	As per card	Photo of your ASIC Card
Ops Ratings	Carriage of Private Passengers	Never Expires	<a href="#">Logbook Endorsement</a> issued by CFI
Ops Ratings	Independent Operator	Never Expires	<a href="#">Logbook Endorsement</a> issued by CFI (Preceding elements of the GPC syllabus must have been met).
Ops Ratings	Charter Pilot	1	Logbook Endorsement issued by CFI
Ops Ratings	Controlled Airspace	Never Expires	<a href="#">Syllabus of Training</a> signed by Level 2 or higher rated Instructor
Ops Ratings	Low Level Finish	Never Expires	<a href="#">Logbook Endorsement</a> issued by Level 2 or higher rated Instructor
ABC Certificates	A Certificate Exam	Never Expires	<a href="#">Online Exam</a> Certificate
ABC Certificates	A Certificate Flights	Never Expires	<a href="#">ABC Certificate Instructor Certification Form</a> signed by an instructor.
ABC Certificates	A Certificate	Never Expires	Prerequisite credentials approved
ABC Certificates	B Certificate Exam	Never Expires	<a href="#">Online Exam</a> Certificate
ABC Certificates	B Certificate Flights	Never Expires	<a href="#">ABC Certificate Instructor Certification Form</a> signed by an instructor.
ABC Certificates	B Certificate	Never Expires	Prerequisite credentials approved
ABC Certificates	C Certificate Exam	Never Expires	<a href="#">Online Exam</a> Certificate

ABC Certificates	C Certificate Flights	Never Expires	<a href="#">ABC Certificate Instructor Certification Form</a> signed by an instructor.
ABC Certificates	C Certificate	Never Expires	Prerequisite credentials approved
Sporting	Official Observer	Up to 2 years	<a href="#">Online Exam Certificate</a> – 2 options OO exam or revalidation OO exam
Sporting	Official Observer World & Continental Records	Up to 2 years	<a href="#">Online Exam Certificate</a> - 2 options OO World exam or revalidation OO World exam
Sporting	FAI Sporting Licence	Never Expires	Answer question displayed on the credential application
Badges & Records	Silver Badge Distance	Never Expires	Email approval from FAI Certificates Officer
Badges & Records	Silver Badge Duration	Never Expires	Email approval from FAI Certificates Officer
Badges & Records	Silver Badge Height	Never Expires	Email approval from FAI Certificates Officer
Badges & Records	Silver Badge	Never Expires	3 Individual Silver Credentials
Badges & Records	Gold Badge Distance	Never Expires	Email approval from FAI Certificates Officer
Badges & Records	Gold Badge Duration	Never Expires	Email approval from FAI Certificates Officer
Badges & Records	Gold Badge Height	Never Expires	Email approval from FAI Certificates Officer
Badges & Records	Gold Badge	Never Expires	3 Individual Gold Credentials
Badges & Records	Diamond Badge Distance	Never Expires	Email approval from FAI Certificates Officer
Badges & Records	Diamond Badge Goal	Never Expires	Email approval from FAI Certificates Officer
Badges & Records	Diamond Badge Height	Never Expires	Email approval from FAI Certificates Officer
Badges & Records	Diamond Badge	Never Expires	3 Individual Diamond Credentials
Badges & Records	Distance – 600km	Never Expires	Email approval from FAI Certificates Officer
Badges & Records	Distance – 700km	Never Expires	Email approval from FAI Certificates Officer
Badges & Records	Distance – 750km	Never Expires	Email approval from FAI Certificates Officer
Badges & Records	Distance – 800km	Never Expires	Email approval from FAI Certificates Officer
Badges & Records	Distance – 900km	Never Expires	Email approval from FAI Certificates Officer
Badges & Records	Distance – 1,000km	Never Expires	Email approval from FAI Certificates Officer
Badges & Records	Distance – 1,250km	Never Expires	Email approval from FAI Certificates Officer
Airworthiness	Daily Inspector	Never Expires	<a href="#">Logbook Endorsement</a> issued by a DI Examiner.
Airworthiness	Airframe Maintenance Authority	1 or 6	DPP Report or screenshot from Salesforce. Issued by RTO/A or course leader
Airworthiness	Engine Maintenance Authority	1 or 6	DPP Report or screenshot from Salesforce. Issued by RTO/A or course leader
	<b>Note: The 16 individual AW credentials have been replaced with the 2 MA above.</b>		
Ops Instructor	Instructor AEI	1	<a href="#">Syllabus of Training</a> signed by Level 2 or higher rated Instructor
Ops Instructor	Instructor Level 1	1	<a href="#">Syllabus of Training</a> issued by CFI
Ops Instructor	Instructor Level 2	1	Completed <a href="#">Application</a> / <a href="#">Syllabus of Training</a> / <a href="#">Final Assessment</a>

Ops Instructor	Instructor Level 2 Ground	1	Completed <a href="#">Application</a> / <a href="#">Syllabus of Training</a> / <a href="#">Final Assessment</a>
Ops Instructor	Instructor Level 3	2	Email from CFI/RMO
Ops Instructor	Flight Instructor Refresher Course	4	Evidence of course attendance signed by facilitator
Ops Instructor	Integrated Training Program (ITP) Course	Never Expires	Copy of email from Course facilitator confirming successful completion.
Ops Instructor	Training Principles and Techniques (TPT) Course	Never Expires	Copy of email from Course facilitator confirming successful completion.
Coach	Coach Silver	Up to 2 years	Confirmation email from SDM
Coach	Coach Diamond	Up to 2 years	Confirmation email from SDM
Coach	Coach High Performance	Up to 2 years	Confirmation email from SDM
GFA Integrity	Integrity – Child Protection	As per certificate	Copy of your completion certificate
GFA Integrity	Integrity - Harassment and Discrimination	As per certificate	Copy of your completion certificate
GFA Integrity	Integrity of Sport	As per certificate	Copy of your completion certificate
GFA Integrity	Integrity - Ethics and Ethical Decision-Making	As per certificate	Copy of your completion certificate
GFA Integrity	Integrity - Putting Integrity into Action	As per certificate	Copy of your completion certificate
GFA Integrity	Integrity - Complaints Handling	As per certificate	Copy of your completion certificate
GFA Integrity	Working With Children Card	2 - 5 years varies with State	Copy of your WWC card. Select the relevant state
AAFC	Documentation for AAFC Membership	1	CadetNet screenshot of Account Information
AAFC	Glider Parachute Training	Never Expires	
AAFC	CASA Drug & Alcohol Management (DAMP) Training - Awareness	30 months	Copy of your completion certificate or email
AAFC	CASA Drug & Alcohol Management (DAMP) Training - Supervisor	30 months	Copy of your completion certificate or email
AAFC	CASA Drug & Alcohol Management (DAMP) Training - Tested	Never Expires	Copy of your completion certificate or email
AAFC	Part Task Trainer - Manager	Never Expires	Copy of your completion certificate or email
AAFC	Part Task Trainer - Instructor	Never Expires	Copy of your completion certificate or email
Towing	Glider Towing Certificate	Never Expires	Completed <a href="#">Syllabus of Training</a> and Flight Crew Licence or Pilot Certificate
Towing	Powered Flight Review (Tow Pilots only)	As per Review	Photo of your Powered Flight Review
Towing	Dual Towing	Never Expires	Completed <a href="#">Syllabus of Training</a>
Towing	Competition Towing	Never Expires	Completed <a href="#">Syllabus of Training</a>
Towing	Outlanding Retrieve Towing	Never Expires	Completed <a href="#">Syllabus of Training</a>
Towing	Tow Pilot Delegate	2	Completed <a href="#">Syllabus of Training</a>

Towing	Tow Pilot Examiner	2	Completed <a href="#">Syllabus of Training</a>
Club	Operations Audit	2	Copy of Operations Audit Report
Club	AW Audit	2	Copy of Audit Report
Club	Appointment of Club Operations Manager	Until next change	Email from RMO ratifying appointment
Club	Appointment of Chief Flying Instructor	Until next change	Email from RMO ratifying appointment
Club	Appointment of Deputy Chief Flying	Until next change	Email from RMO ratifying appointment