



Western Australian
Aviation College

Western Australian Aviation College

Student Handbook

Diploma of Aviation



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Welcome to the WA Aviation College

Thank you for choosing the Western Australian Aviation College (WAAC) for your Flight Training. As your Registered Training Organisation, we are committed to creating competent, resilient and employable Pilots of the future, and shaping Industry Leaders.

The College is a nationally recognised Registered Training Organisation (RTO) as accredited by the Australian Skills Quality Authority (ASQA). Training Services provided to students are in accordance with the Policies and Procedures developed to meet the Australian Qualifications Framework and the Standards for RTOs (2015). The College runs a range of training programs that are both accredited and non-accredited. Accredited programs have been ratified by the Commonwealth Government.

Based at Jandakot Airport, the College offers the following range of training services in conjunction with our sister organisation, the Royal Aero Club of Western Australia (RACWA):

- Accredited Courses
 - AVI50222 - Diploma of Aviation (Commercial Pilot Licence – Aeroplane)
 - Integrated Training (Full-time)
 - Integrated Training (Secondary School)
 - AVI50519 - Diploma of Aviation (Instrument Rating)
- Non-accredited Courses
 - Recreational Pilot Licence, Aeroplane (RPLA) Theory
 - Private Pilot Licence, Aeroplane (PPLA) Theory
 - Commercial Pilot Licence, Aeroplane (CPL) Theory
 - Instrument Rating (IREX) Theory



Welcome Message

Welcome to the start of the next step in your aviation career.

We're excited to join you on your aviation journey! At the WA Aviation College, our qualifications are designed to meet the high standards set by the Australian Skills Quality Authority (ASQA) and the Civil Aviation Safety Authority (CASA). By following these rigorous standards, we ensure that our graduates are fully prepared to enter the aviation industry with the necessary skills and knowledge.

At the Western Australian Aviation College, we're dedicated to providing professional pilot training. Our students are held to the highest standards of behaviour expected of commercial pilots, as we aim to prepare them for careers in the airline industry. These professional standards are instilled in each student and reinforced by our experienced ground and flight instructors throughout their training.

We believe that asking questions and seeking clarification is an important part of learning, and we encourage our students to speak up whenever they need help. Our instructors are always available to answer questions and offer guidance, ensuring that our students have a supportive learning environment. Additionally, we want our students to enjoy their training and find it fulfilling. We strive to make our courses engaging and interactive to enhance the learning process. We believe that a positive and enjoyable learning experience is essential to building confident and skilled pilots.

Trent Donovan – Principal



Overview

Training Pathways

There are defined training pathways for the Diploma courses which have limited flexibility. Missing lectures or not honouring a flight booking will have a significant impact on your progress. You are expected to know your course schedule and completion date. This information is available at all times through the Compliance and Administration Officer and your Flying Instructor.

Integrated Training Philosophy

The Diploma of Aviation (Commercial Pilot Licence – Aeroplane) (AVI50222) course is delivered as Integrated Training. Integrated training is defined by the Civil Aviation Safety Authority (CASA) as “an intensive course of training that is designed to ensure that a course participant receives ground theory training integrated with practical flight training”.

CASA regulations require that training delivered in an integrated manner have theory and flying training arranged in a way which allows for completion in a condensed period of time. Due to the intensity and rigour of Integrated Training, Integrated Students are expected to display a high degree of self-discipline, punctuality and maintain good presentation throughout their training. These are pre-requisites in ensuring the success of every Commercial Pilot, as is a high standard of Professionalism and Airmanship. These traits will be further ingrained into Students and reinforced by their Instructors and involved Members of Staff.

Where possible, all training will be conducted to a commercial level to ensure the Student reaches the highest standards set by the Industry.

Other courses offered by the College are not delivered on an integrated training regime.

Accredited Programs

The College programs are competency-based. This means that training and assessment will recognise current skills and knowledge, focusing on the recognition of a person’s ability to apply knowledge and skills to a task. This demonstration must be to a specified standard. Nationally recognised qualifications are set out in Training Packages and these can be viewed at www.training.gov.au.

A Qualification contains a number of Units of Competency in which competency must be demonstrated to achieve the Diploma. Refer to the appendix to see which units of competency your specific course entails.

Each Unit of Competency is made up of the following elements or variables:

- Any pre-requisites
- Performance criteria
- Assessment requirements

Students will be continually assessed during their training in line with the Training and Assessment Strategy and based on the following:

- Flight performance reviews completed for each training flight
- Observation reports by ground and flying instructors
- Student file of aviation theory undertaken at the College
- Industry qualifications



- Current licenses
- Flight Examiner assessments
- Third-party reports
- Question responses
- Internal Tests and Exams
- CASA Exams

Students will be required to demonstrate the following:

- That you understand the theory
- That you can display skill to the required standard (e.g. take-off, maintain height)
- Handle unexpected issues or problems (e.g. flight diversions, practice forced landings)
- Work with others, (i.e. teamwork)
- Multi-tasking (e.g. fly the aircraft, be aware of both the occupational health and safety requirements, and the threat and error management issues of the flight)
- Know the workplace Rules, Policies and Procedures

Third Party Relationship

The College is a Registered Training Organisation under the Standards for RTOs (2015). This enables us to deliver nationally accredited training and issue qualifications under the Australian Qualifications Framework (AQF). The Royal Aero Club of WA is contracted under a third party agreement to deliver the practical flight training and assessment.



Enrolment

Student Entry Procedure

Purpose

This procedure was developed to ensure all potential students wishing to enrol in the Western Australian Aviation College have an equal, fair and transparent method in which to apply for a course.

Scope

This procedure applies to any prospective student wishing to apply to the following courses:

- AVI50222 - Diploma of Aviation (Commercial Pilot Licence – Aeroplane)
- AVI50519 - Diploma of Aviation (Instrument Rating)

This procedure applies whether the student is applying with the intent to obtain a VET Student Loan or self-funding and will be conducted with honesty and integrity.

Entry Requirements:

Entry requirements for the College are governed by both the Civil Aviation Safety Authority (CASA) and Department of Employment and Workplace Relations (DEWR).

Students must be academically suited to the course. To determine this the College will require the prospective student to undergo a Language, Literacy and Numeracy (LLN) assessment, displaying an assessed competency at or above exit level 3 in both reading and numeracy in the Australian Core Skills Framework (ACSF). The College must also believe on reasonable grounds that the prospective student is academically suited to undertake the course.

Refer to the relevant course appendix for other specific entry requirements.

Step 1 – Before Application:

- The prospective student makes contact with the Student Liaison Manager to discuss course structure, entry requirements, fees and other relevant course information.
- If the prospective student would like to enrol in the course, they will be sent the Course Application/Enrolment Form to be completed and returned.

Step 2 – Meet Entry Requirements and Interview:

- On receipt of a completed Course Application/Enrolment the Student Liaison Manager will:
 - a) Determine if the prospective student meets the other entry requirements
 - b) Set up a time for an entrance assessment which includes a Language, Literacy and Numeracy (LLN) assessment, WAAC entrance assessment and interview. The LLN tool is CSPA by ACER.
 - Results of assessing a student's competence in reading and numeracy under the procedure will be reported to the prospective student as soon as possible after the assessment. Results will also be reported to the DESE Secretary as requested.

Step 3 – Confirmation of Enrolment:

- If the student's application is deemed successful:
 - A package will be sent to the student containing the following:
 - A letter of offer



- Student Contract
- Payment Schedule
- Fee Schedule
- Uniform Order Form
- Membership Form
- Applying for a VET Student Loan Handout
- AVI50222 or AVI50519 Course Information Handout as appropriate
- RACWA Conditions of Hire
- Student Handbook
- VSL Student Information Booklet
- VSL Student Obligations Handout
- If the student's application is deemed unsuccessful:
 - A letter will be sent to the student notifying them of an unsuccessful application.

Step 4 – VSL Application

- After enrolling in a VET Student Loans approved course, the student informs the College that they wish to access a VET Student Loan.

Step 4a – Eligibility Check

- To see if you might be eligible complete the VET Student Loans Eligibility Tool located [here](#).
- A VET Student Loan will not be approved for students who do not meet the eligibility requirements.
- When a student states they wish to access a VET Student Loan the College will conduct an eligibility check. To be eligible for a VET Student Loan, as student must meet the following criteria:
 - Be studying an **approved course** and meet the **academic suitability** requirements. This criteria is deemed to be met once the student's enrolment is accepted onto a Diploma course.
 - Have an available **HELP balance** of more than \$0; and
 - Meet the **citizenship/residency** requirement. The student must be:
 - An Australian citizen; or
 - The holder of a permanent humanitarian visa who is normally resident in Australia; or
 - A qualifying New Zealand citizen. This is a New Zealand citizen who:
 - Holds a special category visa (subclass 444); and
 - Has been usually resident in Australia for at least 10 years; and
 - Was a dependent child when they were first usually resident in Australia; and
 - Has been in Australia for periods totalling 8 years in the previous 10 years; and
 - Has been in Australia for periods totalling 18 months during the previous 2 years.

Note: Students who were born in New Zealand but are currently Australia permanent residents are not eligible for a VET Student Loan, even if they previously met the "qualifying New Zealand citizen" requirements.

- To facilitate this a student must provide the following information:



- Evidence of citizenship/residency. This is normally in the form of a current Australian passport. If you do not have a current Australian passport please contact us so we advise you what other forms of suitable evidence.
- Your Commonwealth Higher Education Student Support Number (CHESSN). If you do not have one we will create one for you.

Step 4b – Electronic Commonwealth Assistance Form (eCAF)

- The College will enter the student's details in the electronic Commonwealth Assistance Form (eCAF) system.
- The eCAF system sends an email to the student with instructions on how to access their application.
- The student completes the pre-populated eCAF, including providing their Tax File Number (TFN). For students under 18 additional information is required. Refer to 'Students who are under 18' below.
- A student cannot submit an eCAF earlier than two business days after the enrolment date in the eCAF system. This ensures that students have adequate time to consider their decision to take on a loan.
- The eCAF must be submitted on or before the census day for which they want the loan to apply.
- After submitting the eCAF, the student receives a receipt via email with confirmation that the application has been approved. The College can now view the student's eCAF.
- The application process is now complete. The student will be able to access a VET Student Loan, paid to the provider, for any census days that occur after the eCAF submission date.
- When a student's applications is complete they will be sent the following notifications:
 - VET Student Loan Statement of Covered Fees (Provided after enrolment and before the first census day)
 - VET Student Loan Fee Notice (Provided at least 14 days before the first census day)
 - Commonwealth Assistance Notice (Provided between the census day and 28 days after the census day)

Students Who Are Under 18

Students who are under 18 and wish to access a VET Student Loan must submit a completed parental consent form as part of their application. This parental consent form needs to be signed by a responsible parent.

If the student does not submit a completed parental consent form then they will be unable to access a VET Student Loan unless they can prove that they are independent (see section below).

You can find the parental consent form on the Department of Education, Skills and Employment website.

When is a student under 18 considered independent?

A student under 18 years of age is considered independent if they have received Youth Allowance on the basis that they are independent. They will need to provide evidence of this to their provider. This evidence is best provided by the student's Centrelink Income Statement that notes that they have been assessed as independent.

A student who is under 18 that can prove their independence does not need to submit a parental consent form as part of their application.



If a student cannot show appropriate evidence of their independence, they will need to submit a signed parental consent form to access a VET Student Loan.

Unique Student Identifiers

A Unique Student Identifier (USI) is a reference number required by the Government for students undertaking nationally recognised training. The College will be unable to issue you a Diploma or Statement of Attainment unless we are supplied with your USI.

If you haven't done so already, please speak with the Student Liaison Manager for information on how to obtain a USI. After the USI has been used for your enrolment it will be blacked out on the enrolment form.

Student Selection

The College is committed to ensuring that all student selection processes are fair, equitable and consistent with workplace performance, competency level and the Training Package requirements. Refer to the Student Entry Procedure for further details. Therefore selection into a training program is based upon the Applicant:

- Meeting any pre-requisite qualifications, and
- Meeting any age requirements that may be in place for a particular course
- Meeting security clearance requirements
- Passing the relevant class of medical examination

The College must also believe on reasonable grounds that the prospective student is academically suited to undertake the course.



Recognition of Prior Learning Policy

Purpose

The purpose of this policy to ensure standardisation for Recognition of Prior Learning.

Scope

This policy applies to all prospective and current Diploma students.

Introduction

The College believes that no learner should be required to undertake a competency, or element of a unit of competency, in a qualification for which they are already able to demonstrate satisfactory achievement of the performance outcomes stated in the endorsed Training Package or Nationally Recognised course.

Prior Flying Training

Due to the practical nature of the Diploma courses, it is rare for students to present with statements of attainment or records of results with partial unit completion. However, it is common for students to enrol in the course with previous flying experience.

AVI50222 – Diploma of Aviation (Commercial Pilot Licence – Aeroplane)

To standardise Recognition of Prior Learning for students with prior flying experience specified milestones will be used to ensure streamlined integration to the course structure. These milestones are:

- Recreational Pilot Licence (RPL)(Phase 2)
- Private Pilot Licence (PPL)(Phase 3)
- Commercial Pilot Licence (CPL)(Phase 4)

For each milestone, there will be practical and theoretical requirements. Students will also be required to complete the standard enrolment process.

Recreational Pilot Licence

Students wishing to gain Recognition of Prior Learning for WAAC's Diploma of Aviation (Commercial Pilot Licence - Aeroplane) and enter at the Recreational Pilot Licence milestone, will be required to:

- Hold a current CASA RPL – evidenced by a copy of the student's Recreational Pilot Licence
- Hold a pass in the RPL Examination – evidenced by producing an RPL Knowledge Deficiency Report (KDR)
- Present flying training records (Flight Performance Records or FPRs) for all lessons conducted prior – evidenced by copies being provided
- Present a Pilot's Logbook to support the flying training records – evidenced by providing the student's logbook
- Present a current Class One Aviation Medical – evidenced by presentation of a current Class One Aviation Medical
- Present a current Aviation Security Identification Card (ASIC) – evidenced by presenting an original ASIC

WAAC also reserves the right to request a prospective student conduct a check flight with an instructor to ensure that the student is to an acceptable standard (at a cost to the student).



Private Pilot Licence

Students' wishing to gain Recognition of Prior Learning for WAAC's Diploma of Aviation (Commercial Pilot Licence - Aeroplane) and enter at the Private Pilot Licence (PPL) milestone, will be required to:

- Hold a current CASA PPL Licence – evidenced by presentation of the student's Licence
- Hold a pass in the Private Pilot Licence Examination – evidenced by producing a Knowledge Deficiency Report (KDR) for the PPL examination
- Present flying training records (Flight Performance Records or FPRs) for all lessons conducted prior – evidenced by copies being provided
- Present a Pilot's Logbook to support the flying training records – evidenced by providing the student's pilot logbook
- Present a current Class One Aviation Medical – evidenced by presentation of a current Class One Aviation Medical
- Present a current Aviation Security Identification Card (ASIC) – evidenced by presenting an original ASIC

The College also reserves the right to request a prospective student conduct a check flight with an instructor to ensure that the student is to an acceptable standard (at a cost to the student).

Commercial Pilot Licence

Students' wishing to gain Recognition of Prior Learning for WAAC's Diploma of Aviation (Commercial Pilot Licence – Aeroplane) and enter at the Commercial Pilot Licence (CPL) milestone, will be required to:

- Hold a current CASA CPL Licence – evidenced by presentation of the student's Commercial Licence
- Present flying training records (Flight Performance Records or FPRs) for all lessons conducted prior – evidenced by copies being provided
- Present a Pilot's Logbook to support the flying training records – evidenced by providing the student's pilot logbook
- Present a current Class One Aviation Medical - evidenced by presentation of a current Class One Aviation Medical
- Present a current Aviation Security Identification Card (ASIC) – evidenced by presenting an original ASIC

The College also reserves the right to request a prospective student conduct a check flight with an instructor to ensure that the student is to an acceptable standard (at a cost to the student).

At a Commercial Pilot Licence standard, students will be required to pass a simulated CPL Flight Test carried out by a Flight Examiner before units of competency or a qualification can be issued.

AVI50519 – Diploma of Aviation (Instrument Rating)

If a student wishes to have previous flight training recognised, the CFI IFR will review logbook evidence and previous training records to determine where in the course that student may begin.

The College also reserves the right to request a prospective student conduct a check flight with an instructor to ensure that the student is to an acceptable standard (at a cost to the student).

In all cases refer to the Training and Assessment Strategy for more information.



Students with Previously Completed Units of Competency

When a student wishes to receive Recognition of Prior Learning for units of competency already completed they must supply the College with documentary evidence of its completion. This should be in the form of a qualification, statement of attainment or record of results. Any documents that you provide to support your claim of competency must be the original. Your original documents will be photocopied and handed back to you. It is also expected that any evidence submitted is your own, or if the work of others, is formally acknowledged.

Regardless of the type of evidence that you submit, Assessors must be confident that the evidence meets the following criteria:

- Requirements of the Unit of Competency
- Any regulatory requirements
- Is your own evidence and can be authenticated
- That you can perform the competency consistently and reliably
- Is at the standard expected in the industry and set out in the Australian Qualification Framework (AQF)
- Is sufficient to make a judgment about the above

The College will not issue, nor is it required to issue a qualification or statement of attainment that is achieved wholly through recognition of units or modules completed at another RTO or RTOs.

Authenticating Transcripts

The College will authenticate qualifications, statements of attainment or records of results in the first instance by accessing the USI transcript online. If the information cannot be authenticated online the organisation who issued the document will be contacted to verify its authenticity.

International Recognition of Prior Learning

WAAC will recognise all International Civil Aviation Organisation (ICAO) Civil Aviation qualifications, provided that the relevant conversion has been completed to satisfaction with CASA, and documentary evidence is available from CASA.



Support and Progression

Student Support Policy

Purpose

This policy was developed to ensure students studying at the College have access to both academic and non-academic support systems. By providing adequate support the College can ensure each student realises their full potential.

Scope

This policy applies to any student studying at the College for both academic and non-academic matters.

Overview

The College employs a full-time Compliance and Administration Officer (CAO) to ensure that students have a contact person to speak to on any matter. It is the CAO's role to:

- Promote the successful adjustment by overseas students to life and study at an Australian institute,
- Assist students to resolve problems which could impede successful completion of their student programs, and
- Monitor the general welfare of the student.

All staff of the College employ an open door policy; and students should feel free to speak with any staff member about any matter.

The CAO is available in person Monday to Friday during normal working hours. If the CAO is not available then any team member can be contacted for assistance and dependent on the circumstances point the student to the correct department.

Such circumstances might concern:

- Personal, emotional and cultural issues
- Study skills
- Educational information
- Applications for further study
- Information on student visas, health cover and obligations
- Issues relating to accommodation

The above list is not exhaustive and any student will be able to approach any team member for help in any matter they choose. Each case will be dealt with in a sensitive and professional manner ensuring that confidentiality is maintained and the student's wishes are taken into account.

If the student feels that the matter is of a more serious nature, then they should be referred to the Principal in the first instance. If the Principal deems that the problem is outside their area of expertise, the student may be referred to a qualified counsellor (preferably a qualified psychologist).

The College retains the use of an Employee Assistance Program (EAP) which can also be used by students and staff at any time without discussion with College Administration. For help through the EAP phone 1300 307 912.



Other Useful Contact Information for Students

- Life-threatening situations phone: 000
- WA Police assistance phone: 131 444
- Crisis Care Helpline (08) 9223 1111
- Lifeline WA www.lifelinewa.org.au phone: 13 11 14
- The Salvation Army www.salvationarmy.org.au phone: 13 72 58
- The Samaritans www.thesamaritans.org.au phone: 135 247
- Healthdirect Australia phone: 1800 022 222
- Mental health emergency 24/7 phone: 1800 522 002
- Beyond Blue: 1300 22 4636



Intervention Policy

Purpose

This policy is designed to provide and maintain an effective service to monitor students' progress during each phase of training and the steps required to assist students who are struggling to adhere to the course schedule.

Scope

The College Principal is responsible for intervening when a student requires a repeat flying training sortie to achieve the required competency or is struggling with the theory element of the course.

The object of this policy is to implement a course of remedial training for students who appear unable to adhere to the course schedule. This remedial action can take several options:

- The appointment of a remedial flying instructor to assist with flying skill shortfalls
- The appointment of a ground instructor to deliver additional tutorial training for knowledge shortfalls
- Back coursing to another course where the student is unable to catch up with the rest of the existing course
- Termination in extreme cases where the student is deemed to be unable to become a commercial pilot. Termination will only be considered after the HOO and CGI have evaluated the student and made appropriate recommendations to the Principal.
- The student reports to the principal that they are experiencing external problems that are impacting on their ability to adhere to the course schedule.

Procedure

Weekly Meetings

The Principal will meet with the Chief Ground Instructor, Compliance and Administration Officer and Third Party Provider every week to discuss all students' progress with focus on students that appear to be falling behind in their training. Remedial action can then be implemented before the students fall too far behind.

Flying Training

Repeat Flying Sortie

If a student does not achieve the required competency on a flying exercise, the exercise will be extended or repeated. Before the repeat exercise, the instructor will submit a Special Progress Occurrence Report (SPOR) to a Grade 1 Instructor who will review the reason for requiring a repeat flight and approve or revise the decision.

Dual Check

If the student is unable to achieve the required competency on the second attempt, the instructor will submit a SPOR to the Chief Flying Instructor (CFI) detailing the problems encountered. The CFI will evaluate the report and develop a remedial training plan. The student's progress will be closely monitored and further corrective action taken (back coursing) if the student is unable to catch up with the rest of the course.



Weekend Flying

If students fall behind in their training (adverse weather, delay in CASA documentation, maintenance etc.), students may be required to catch up by flying on weekends.

Unsatisfactory Progression

If the student is unable to advance at the rate required for the class in which the student is enrolled, the student's progress will be reviewed by the Principal. In the event that unsatisfactory progression is identified, the previously mentioned methods can be implemented. In cases where progression becomes abnormal, the first option is to back-class the student. Students who are back-classed may be subject to revised tuition fees. In more extreme cases, students may fail the unit.

Theory Training

Internal Exams

Students' competency will be assessed continually during ground theory lectures by internal tests and exams. If a student demonstrates their inability to meet the required competency, a meeting will be held between the Chief Ground Instructor (CGI) and the student. Where applicable, extra tutoring lessons will be arranged, for which the student will be required to pay for these lessons.

External Exams

Students are required to pass the CASA theory exam before the relevant flight test can be conducted. If a student falls too far behind in their studies, the Principal will meet with the student and the CGI to determine an appropriate course of action, which could include back coursing or extensive tutoring.

If a student fails a CASA theory exam 3 times they fail the respective unit of study.

Only in exceptional circumstances will an application be submitted to extend an international student's certificate of enrolment.

External pressures

All students should discuss any factors that might affect their training with the Principal. The Principal will evaluate any situation and determine the most appropriate course of action. Where applicable, a deferral to enable the student to resolve the issue will be approved. **This option is not available to international students.**



Training and Assessment

Assessment Process

Throughout your training you will encounter a number of assessments. A majority of these will be internal assessment set by the College to ensure your training is progressing normally. Assessments may be in the form of an internal exam or check flight. At the end of your training you will undertake the relevant Flight Test. This test, conducted by a CASA Flight Examiner will assess your skills to the ASQA Units of Competency and CASA Manual of Standards. You will be awarded the Diploma of Aviation after successful completion of the commercial pilot licence flight test and completion of any other required evidence.

If you have any queries about the Assessment Process, please speak to your Flight Instructor or the Chief Ground Instructor.

Students must appreciate that the training is competency-based. More information can be found in the Training and Assessment Strategy.

Ground Instruction

Theory is assessed by passing the Industry Regulator's (CASA) Theory examination(s). Internal Theory Examinations are provided to Students as an assessment of the Students' preparedness to sit the CASA Examination.

Should the Student be unsuccessful at passing the CASA Examination(s), further ground instruction may be required in the form of repeat lectures or private tuition. In both cases, the additional ground instruction is not included as part of your Contract and may be invoiced additionally to the Student's account. Additional theory session(s) have to be reviewed by the Chief Ground Instructor or Deputy Chief Ground Instructor before they can take place.

Flying Instruction

Each Flight Lesson will have competencies that need to be adequately demonstrated to allow the student to progress to the next flight.

Should the student not demonstrate these skills, the Flight Instructor will either extend the flight to enable the student to master the required skill(s), or a repeat Flight Lesson will be required. In both cases, the additional flying is not included in the syllabus and will be invoiced additionally to the Student's account.

Should a repeat Flight Lesson be required, all such flights have to be reviewed by the responsible CFI before it can take place. This is done in the form of a Special Progress Occurrence Report (SPOR) on the Flight School Manager (SmartClass) system. Such Remedial Repeat Flights will generally be undertaken by a Senior Instructor.

The Instructor and Student are both responsible for accurate documentation of such additional remedial Flight Lesson(s) on the Flight Docket – Format: "<syllabus flight number > – <flight lesson > / REPEAT". Example: "05 – Stalling / REPEAT".



Completion

Issuing of Qualifications Policy

Purpose

To ensure Qualifications and Statements of Attainment issued by WAAC meet the requirements of the Australian Qualifications Framework (AQF) Implementation Handbook.

Scope

This Policy outlines WAAC policy when issuing AQF Qualifications and Statements of Attainment to meet the requirements of the AQF Implementation Handbook; Endorsed Training Packages and Accredited Courses within the WAAC Scope of Registration.

Overview

The College is responsible for issuing your AQF qualification, i.e. the Diploma of Aviation. The issuance of your Commercial Pilots Licence and any other industry licence is the responsibility of the Royal Aero Club of WA and the Civil Aviation Safety Authority (CASA).

The College will only issue AQF qualifications and statements of attainment that are within its scope of registration and will only certify the achievement of:

- a) Statements of Attainment or industry competency standards from nationally endorsed training packages
- b) Recognition of Prior Learning in accordance with the Recognition of Prior Learning Policy

Issuing Full Qualification

Refer to the Training and Assessment Strategy for details on requirements for the issue of a full qualification. Generally this is the completion of a Flight Test and any required Gap Assessment.

Requirements for successful completion are outlined in the training packages within the College's scope of registration.

Issuing Statements of Attainment

In the event a student completes certain units of competency but not every unit required for the issue of a Diploma, the College will issue a Statement of Attainment for the units successfully completed.

Administration

The College will issue, record and report qualifications and statements of attainment that meet the requirements in the AQF Implementation Handbook with the documents being issued to students on completion of the subject course. All student information is stored in the student's record.

Replacement of Qualifications

Replacement testamurs will be issued on request. All requests must be in writing. A replacement fee of \$100 will be charged prior to issuing the qualification.



Regulatory Compliance

Applying for Extension or Transfer

All extensions must be applied for in advance. The Full-Time Diploma Course is very structured with limited flexibility. Students may be back classed if the Student or the Principal believes that it would be beneficial for the Student's progress.

All queries or requests for an extension or transfer should be discussed with the CGI or Principal.

Privacy Policy

Please refer to the WAAC Privacy Policy.

Training Package Transition

In the event that a training package you are enrolled in is superseded:

- a) Students enrolled in a superseded training product which is replaced are completed within a period of one year
- b) Students enrolled in a superseded training product which is **not** replaced are completed within a period of two years
- c) Students enrolled in a superseded skill set, unit of competency, accredited short course or module which are not replaced are completed within a period of one year
- d) New students will not be enrolled or assessed against superseded or deleted training products

Any student enrolled on a course whose training package gets transitioned will be notified by email to the address nominated on your application form.

Notification of Changes to Course

In the event that changes are made to the way your course of training is delivered or assessed, such as ground theory or flight training schedules, you will be notified by email to the address nominated on your application form.

Tuition Assurance

The College participates in the Australian Government's Tuition Protection Service which ensures that in the event the College is unable to fully deliver a course of study, students are able to either:

- complete their studies in another course or with another education provider; or
- receive a re-credit of their loan for open units of study

More information about the Tuition Protection Service can be found at www.tps.gov.au.

The College as a Replacement Training Provider

If the College provides a replacement course for a student whose original training provider has defaulted, the student will be granted credits for parts of the original course completed, as evidenced by:

- a statement of attainment or other Australian Qualifications Framework certification documentation issued in accordance with the Australian Qualification Framework; or



- an authenticated VET transcript prepared by the Registrar (within the meaning of the Student Identifiers Act 2014);

The student will not be charged tuition fees for a replacement component of the replacement course if tuition fees have been paid for the affected part of the original course.

The student will be enrolled in the replacement course as soon as practicable and the VSL Tuition Protection Director will be given written notice of the acceptance within 14 days of the acceptance.



Student Life

Catering

A café that sells hot and cold meals is located within the Aero Club, as is a kitchen facility with microwave ovens, a toaster and fridges for use by Staff and Students. Free tea, coffee, fresh milk and sugar are available throughout the day. Students utilising these facilities are expected to leave the area clean and tidy after use.

Making the Most of Your Training Program

It is very important to make the most of the many training opportunities available to you. Please note it is your responsibility to do this. To optimise your learning and successful completion, Students should undertake the following:

- Attend all scheduled Lectures, Pre-Flight Briefs and Flight Lessons
- Prepare and pre-read well in advance of every Lecture, Pre-flight Brief and Flight Lesson
- Be a willing participant, work with fellow students and help when you can
- Respect the opinions of others - try to accept, rather than “tolerating”
- Ensure you have a clear understanding of assessments’ requirements/tolerances
- Take control and be responsible for the quality and intensity of your training. The larger the gaps between Flight Lessons, the greater the skill regression
- Keep track of your progress, make sure all involved are informed at all times
- Complete and pass all Theory examinations on the dates booked by the Ground Instructing Team
- Be willing to contact your Ground and/or Flying instructor if you do not understand the material, training activity or assessment task
- Maintain a reflective journal in which you note down the contents of pre and post-flight briefings, lecture notes, and/or advice given

It is essential that you create an after-hours study regime at the beginning of the course. It is recommended that during the Theory blocks of the Diploma course, students ensure that they allocate 90 minutes of study, four times a week, with a further 3 hours of study during the weekends. During the Flying phases, Students are expected to pre-plan or “chair-fly” Flight Lessons, particularly cross-country Flight Navigation Exercises (Navexs) found in your Navigation Study Guide. Revision of Ground Theory whilst in a Flying Block is crucial to prevent knowledge decay.

Drugs and Alcohol (DAMP)

The use, possession or distribution of drugs is forbidden. Any person transgressing this rule will be immediately suspended from flying training.

Alcohol and pharmaceutical drugs must be in accordance with the Royal Aero Club’s and the Civil Aviation Safety Authority (CASA) Drug and Alcohol Management Policy (DAMP) which will be discussed at the Student Induction. Recreational drugs may not be used by any Student at any time. A list of approved medications can be found on CASA’s website.

The Royal Aero Club of Western Australia has a DAMP policy that requires anyone suspected of being under the influence of drugs or alcohol to be tested immediately. In addition, CASA undertakes ad hoc DAMP tests from time to time. Anyone recording a positive test will be immediately removed from Jandakot Airport, pending further action which may result in dismissal if the test proves to be accurate.



Incident Reporting

A robust incident reporting system is in place to track all incidents and implement corrective action where necessary. The success of the system depends on all students, members and staff to complete an Incident Report form if an incident occurs, or is likely to occur. The physical safety and mental well-being of every person at the College is paramount and communicating safety issues will help to ensure that everyone has a safe flying experience.

Industry Presentations

WAAC is committed to ensuring that students are aware of the wide range of career opportunities within the aviation industry. The College will arrange monthly presentations from industry experts (preferably past graduates) who are in a diverse range of occupations so that students can be more informed of the eligibility requirements of these occupations, and the career path of the graduate to secure that particular position.

Parents/partners are welcome at these presentations which are generally at 4 pm on the last Friday of each month. Attendance at these presentations is compulsory for WAAC Integrated (Full-Time) students.

Industry Integration

The College delivers training in a manner which mirrors the aviation industry as much as possible. Public holidays are generally treated as workdays as a result. The style of in-house tests will be conducted in a similar method to the tests that airlines give to new pilots. Dress codes are enforced in line with industry standards – white pilot shirt with navy trousers, epaulettes, Wings when awarded, and a neck-tie for assessment flights.

The aviation industry does not pause for public holidays. However, the College will close on Good Friday, Christmas Day, Boxing Day and New Year's Day. All other public holidays will be deemed as working days.

WAAC students are advised to gain as much additional aviation knowledge and experience as possible, provided this does not negatively affect their training. Suggested activities are:

- Reading – Aviation books and magazines
- Presentations – Monthly industry presentations, CASA seminars etc.
- Web – NAIPS, Air Services Australia, CASA, Bureau of Meteorology, aircraft manufacturers etc.
- Royal Aero Club – Club Competitions and club activities

Feedback – Student Phase Completion Reports

The College utilises feedback from students to ensure that the course meets expectations. Student Feedback Forms are distributed after each Theory Course. Please be objective and honest when completing a course evaluation as your input will benefit future students.

End of Phase Meeting & Reports

At the end of each phase, as defined by the completion of the respective Flight Tests, an End of Phase Meeting with the Principal and Compliance and Administration Officer will be organised.



The End of Phase Meetings are designed to give feedback to the Student and to receive feedback from the student. The course has been modified on several occasions due to feedback received from these meetings.

The End of Phase Reports will detail CASA Theory Exam results and the Flying Hours required to pass the flight test, compared to the syllabus hours. Where necessary, the report will estimate the additional hours that the College expects the Student will require to complete the course, as the Financier needs to be aware of the associated costs of any additional flying. These projected additional costs will need to be paid by the Student to prevent attracting a “NO-FLY” status.

Leave / Absenteeism / Holidays

Students may apply for personal leave (bereavement, medical, important family events etc.) and this is subject to approval by College Management. Personal holidays outside the College holidays are not encouraged and could delay or hinder the student’s progress, possibly resulting in additional costs (recency or refresher flights).

Students who are unable to attend the College due to illness must inform the Compliance and Administration Officer as soon as possible by phone or email. Upon return, the students will need to provide a medical certificate, as required.

Students will be required to utilise the biometric scanner to record their attendance each day. Poor attendance, late arrivals or leaving early will be reported to the Principal.

College Hours

The College hours are:

8:15 am to 4:00 pm – lecture starts at 8:30 am sharp.

8:00am to 5:30pm during Flying Blocks, however, this is dependent on the scheduled time of departure, which may result in an earlier start time or later flight completion time.

Note: Students can leave at 4:00pm if not flying.

College holidays are Good Friday and from approximately a week before Christmas Day to 1st of January (your course schedule will specify the actual dates). Students who are behind in their flying will be required to utilise this period to catch up to the schedule.

Note: Flying training may be delayed due to adverse weather. Whilst the programs factor in a contingency for issues such as weather and ill health, a prolonged period of adverse weather will result in students falling behind the schedule. Should this occur, Students should endeavour to fly on weekends.

If you are required to come in early to finalise your preparation for a flight, you may depart earlier with the approval of the Compliance Administration Officer or your Flight Instructor.

If you are not flying, you will be required to work on flying preparation, theory revision, KDR’s, or undertaking “back seating” opportunities.

Code of Conduct

The WAAC Code of Conduct will be given to students in their induction. It is also available around the campus and from the CAO.



Mobile Phones

As a courtesy to other students and staff, you are required to turn off your mobile phones during all theory and self-study.

Smoking

The College is a SMOKE-FREE premises. Smoking will only be permitted in a designated area.

Complaints, Appeals and Feedback

If you have a complaint, grievance or wish to appeal any decision while completing your training program, the College has a documented process for you to access and follow. This will be explained to you in your induction when you enrol. If you would like to find out more please contact the Compliance and Administration Officer.

If you wish to provide feedback about any aspect of your studies or experiences at the College, you are actively encouraged to do so. Both positive feedback and suggestions for improvement are welcomed.

In the first instance, if you have a complaint or wish to provide feedback you should attempt to raise your concern or suggestions informally with an appropriate member of staff or your Instructor. In most instances, this should be an effective way of resolving a specific problem or making a suggestion that brings about a general improvement in student's experiences.

If an informal approach is not successful or if you prefer to have the matter dealt with more formally, you should use the Complaints Policy which can be obtained from the Compliance and Administration Officer.

Complainants or providers of feedback may elect to identify themselves or to remain anonymous.

Treatment of Students Seeking Review

Students will not be victimised or discriminated against for:

- Seeking review or consideration of a decision; or
- Using the College's processes or procedures about dealing with grievances; or
- Making an application for re-crediting of the student's HELP balance under Division 2 or 3 of Part 6 of the VET Student Loans Act 2016.



WAAC Progress Policies

AVI50222 – Diploma of Aviation (Commercial Pilot Licence – Aeroplane)

The College will allow students to progress to the theory component of the next phase of training even if the flying component of the existing phase of training has not been completed. Students can catch up their flying at weekends, whereas theory is only offered a limited number of times a year on weekdays, and missing a theory block will result in the student being delayed by at least three months.

However, students can only undertake the theory component of the next phase under the following conditions:

- PPL Theory – must have passed the RPL theory exam.
- CPL Block A Theory – must have passed RPL Flight Test
- CPL Block B Theory – must have passed PPL Flight Test

The Principal may make exceptions to these conditions under exceptional circumstances.

Should a student need to repeat an exam, they can use the next flying block's solo consolidation phase to study and re-sit the exam. However, during this phase, the student will be required to fly at least twice a week to minimize any regression of flying skills.

CPL Flight Tests cannot go ahead if the student is not up-to-date with their financial account. A credit of \$1,650 is required to be in the student's account prior to the commencement of the flight test.

"NO FLY" status – If a student falls behind in their repayments and their account is in arrears or a negative balance, the Financial Manager will (unless other arrangements have been made) place the student on a "NO FLY" status. The student, Instructor, Compliance Administration Officer and CFI VFR will be notified and the student's existing flight bookings will be cancelled, and any future flight bookings will not be able to be made. A student in this situation needs to liaise with the Financial Manager to resolve the financial issue in order to come off the "NO FLY" status. Students in the situation of having a "NO FLY" status will risk severely delaying their progress and standing with the College.

Students should avoid this situation and if they run into financial difficulties (or are about to) with payments, they should contact the Finance Manager and Compliance Administration Officer as quickly as possible.

AVI50519 – Diploma of Aviation (Instrument Rating)

Students will only be allowed to progress to the next phase of training once their previous phase has been completed. The Student's flying instructor will be responsible for monitoring and ensuring a rate of training which is adequate for the course.

The Instrument Rating Flight Test cannot go ahead if the student is not up-to-date with their financial account. A credit of \$1,650 is required to be in the student's account prior to the commencement of the flight test.



Fees and Charges

Fees and Charges

At the Western Australian Aviation College, we want to ensure that you have a clear understanding of the fees and charges associated with obtaining a Diploma of Aviation.

Please note that the prices listed on our payment schedules are estimates only, as certain costs such as aviation fuel prices and landing fees are outside of our control. Your course fees may change at any time. Additionally, there may be costs that are not included in the payment schedule, which will be clearly identified as exclusions.

All students are required to pay their unit fees by the census date of the unit being undertaken. For non-VET Student Loan (VSL) students, a payment schedule will be provided as part of the contract of study. For VSL students, any gap fees or fees not covered by their loan must be paid by the census date of the unit being undertaken.

Any repeat flights and briefs must be paid for on the day the repeat flight is undertaken. Any repeat theory lessons or exams must be paid for prior to being undertaken. In both cases the repeats are charged in addition to the quoted tuition fees and are not covered by VS.

It is important to note that students may be required to make up any shortfall in fees after completing each phase of their training. This may be due to reasons such as exceeding the syllabus flying hours.

If you have any questions or concerns about your fees and charges, please do not hesitate to contact the CAO or Principal.



Deferral Policy

Scope

This course deferral policy applies to all students enrolled in courses offered by the Western Australian Aviation College.

Purpose

The purpose of this course deferral policy is to provide students with the opportunity to defer their course enrolment to a later date under certain circumstances. Deferral allows students to delay their studies for a specified period of time without having to reapply for admission. The policy is designed to provide flexibility to students while ensuring that the academic integrity and standards of the institution are maintained.

Policy

1. Students may request a deferral of their course enrolment for up to one year from the date the deferral is requested.
2. Deferral requests must be submitted in writing to the Principal, along with any supporting documentation, at least two weeks prior to the start of the course or unit the student wishes to defer.
 - a. Deferral requests will be considered on a case by case basis. Supporting documentation must be submitted with the request.
3. Deferral requests will be reviewed by the Principal and approved or denied at their discretion.
 - a. Course availability: Students may request a deferral to a specific course, but placement in the deferred course is subject to availability and at the discretion of the Principal. If the deferred course is not available, the student may be offered a place in an alternative course.
4. Students who are granted a deferral may be required to attend a refresher session before the start of the deferred course to ensure that they are up-to-date with any changes to the course content or curriculum. This may include refresher flights. This additional training is not covered by tuition fees and must be paid for out of pocket by the student.
5. Students who are not granted a deferral and do not attend the course will be subject to the institution's withdrawal policy and may be required to pay the full course fee.

This course deferral policy is intended to provide a fair and equitable process for students who are unable to participate in a course due to extenuating circumstances. It is the responsibility of students to ensure that they are aware of the deferral policy and to submit their requests in a timely manner.



Refund and Withdrawal Policy and Procedure

Scope

This refund and withdrawal policy applies to all students who are enrolled in courses offered by the Western Australian Aviation College, including those who are self-funded, those who are receiving VET Student Loans, and those who are receiving mixed funding from a combination of sources.

Purpose

The purpose of this refund and withdrawal policy is to provide students with the conditions under which they can withdraw from a course and receive a refund of their tuition fees, where applicable. This policy is designed to ensure that students are aware of their obligations and the consequences of withdrawing from a course and requesting a refund.

Policy

1. Students who wish to withdraw from a course, or unit, must notify the Principal in writing.
2. The College will respond to the withdrawal request with a confirmation including if any debt was incurred (no debt can be incurred before the census day).
3. Students who withdraw from a course, or unit, on or before the census date will receive a full refund of any tuition fees paid for the course, or unit.
 - a. This applies to all of the tuition fees for the course or part of the course to which the census day relates. Therefore it includes:
 - i. VET Student Loans covered fees
 - ii. any gap fees
 - iii. upfront payment of tuition fees
 - b. Where the student has paid tuition fees upfront to the College, the College will refund this amount to the student.
4. Students who withdraw from a course, or unit, after the census date will not receive a refund of any tuition fees paid for the course, or unit, and will be liable for the full tuition fee for the course.
5. Students who withdraw from a course after the census date due to special circumstances may apply for a refund. The special circumstances must be beyond the student's control and make it impractical for them to complete the course. Supporting documentation must be provided to support the application. Refer to Processes and Procedures Relating to Re-Crediting a HELP Balance.
6. Requests for a refund must be made within 12 months of the withdrawal date.
7. If a student withdraws from an approved course, or a part of an approved course, the College will not, after the withdrawal, re-enrol the student without the written permission of the student.
8. If a student is expelled from a course due to a breach of the student code of conduct, they will not be eligible for a refund of any tuition fees paid. The following procedure will occur:
 - a. The College will inform the student of the proposed cancellation of enrolment
 - b. The College will provide the student with at least 28 days to initiate grievance procedures in accordance with the Complaints and Appeals Policy before the cancellation takes final effect
 - c. If a grievance procedure is initiated, the cancellation will only take final effect after the grievance procedure has been completed
9. Refunds will be issued within 28 days of the approval of the refund application.



10. Students who have received VET Student Loan assistance for a course and subsequently withdraw from the course are still required to repay the amount of VET Student Loan assistance received for the units of study in which they were enrolled at the census date.
11. The College reserves the right to cancel or reschedule courses due to insufficient enrolments or other unforeseen circumstances. In such cases, students will be given the option to transfer to another course or receive a full refund of any tuition fees paid.
12. Students who wish to request a refund should contact the CAO or Principal for assistance.

This refund and withdrawal policy is intended to ensure that students are aware of their obligations and the consequences of withdrawing from a course and requesting a refund. It is the responsibility of students to ensure that they are aware of the policy and to comply with its requirements.



Processes and Procedures Relating to Re-Crediting a HELP Balance

In some situations a student's HELP balance can be re-credited. A student may apply to the College to have their HELP balance re-credited because of *special circumstances* under section 68 of the VET Student Loans Act 2016 ("the Act"), or because of failings by the College under section 71 of the Act.

Special circumstances are circumstances that are beyond the student's control; do not make their full impact on the student until on or after the census day for a course, or the part of a course; and make it impracticable for the student to complete the requirements for the course, or the part of the course, during the student's enrolment in the course, or the part of the course

Applications for re-crediting under section 68 of the Act must be made within 12 months after the census day for the course, or the part of the course, concerned.

A student may apply for a re-crediting a HELP balance under section 71 of the Act because:

- The College, or a person acting on the College's behalf, engaged in unacceptable conduct in relation to the student's application for the VET Student Loan, or
- the College has failed to comply with the Act or an instrument under the Act and the failure has adversely affected the student

Applications for re-crediting under section 71 of the Act must be made within five years after the census day for the course, or the part of the course, concerned or within that period as extended by the Secretary.

Requirements for Making Decisions

The College will consider the student's application and notify the student of its decision and the reasons for making the decision as soon as practicable.

Decisions regarding re-crediting a student's HELP balance are reviewable. The time limit for applying for a review of a decision is 28 days after the day on which the student was notified of the decision, or within such longer time as the decision maker allows.

Reviewable Decisions

Certain decisions in the Act are 'reviewable decisions'. This means an affected person may request the decision maker to review the decision and apply to the Administrative Appeals Tribunal (AAT) for a review of the reconsidered decision. These decisions are set out at section 74 and are:

- where the Secretary is the decision maker:
 - under section 18 – a decision to approve or not approve a VET Student Loan
 - under section 36 – a decision to revoke the approval of an approved course provider
 - under section 68 – a decision not to re-credit a student's HELP balance for special circumstances
 - under section 71 – a decision to or not to re-credit a student's HELP balance for unacceptable conduct
- where the course provider is the decision maker:
 - under section 68 – a decision not to re-credit a student's HELP balance for special circumstances.



There is no charge for reconsideration or review of decisions, other than by the Administrative Appeals Tribunal.

The Secretary may re-credit a student's HELP balance in relation to special circumstances if the College:

- is unable to act or is being wound up or has been dissolved; or
- has failed to act and the Secretary is satisfied that the failure is unreasonable.



Appendix A – AVI50222 – Diploma of Aviation (Commercial Pilot Licence – Aeroplane)

Entry Requirements

- Will be 17 by the course start date
- Displaying competence at or above Exit Level 3 in the Australian Core Skills Framework in both reading and numeracy through an approved Language, Literacy and Numeracy test
- Passed the WAAC Entrance Exam
- Holds a CASA Class 1 Medical
- Holds a valid Aviation Security Identification Card (ASIC)
- For international students, an Academic IELTS of 6.0 or greater or equivalent as determined by the College.

Ground Theory

Your training will be grouped into 4 phases. Each phase will have a period of theory delivery in class followed by a period of flying. The ground theory blocks are fast-paced with students expected to attend lectures and study in their own time. Exams, both WAAC internal exams and CASA external exams will be set a short period after completion of theory delivery and as such, study outside of college hours is imperative.

Refer to the Student Support Policy for information on how the College can help you reach your full academic potential.

Flight Training

The Flying Syllabus (CPL 157.6 hours) has been provided to you. Training may be delayed due to unavoidable issues such as exams, illness, weather, and aircraft unavailability, but a sufficient contingency has been built into the training schedule to maintain course phases. However, a prolonged period of poor weather, for example, might require alternative flying sorties to be planned.

Each flight will start with a pre-flight brief where the Flight Instructor will advise the outcome that will be taught during the flight. After the flight, de-briefing will be conducted. An electronic Flight Performance Record (FPR) will be completed by the Instructor. Students are required to read the FPR.

Where possible, Mass Briefings will be conducted to encourage group participation – Teamwork is vital in ensuring a cohesive and supportive learning environment.

It is highly recommended that Students “back seat” Navigation Flight Exercises (Navexs) wherever possible, as this significantly reduces the possibility of the Student having to repeat a navigation sortie and provides additional experience. Students are expected to fully flight plan and prepare for all such flights as though they were the Pilot in Command. The decision to backseat a flight ultimately lies in the hands of the desired sortie’s Flight Instructor.



Units of Competency

Core Units	
Unit Code	Unit Title
AVIE0006	Maintain aircraft radio communications
AVIF0026	Implement aviation risk management processes
AVIF0027	Implement aviation fatigue risk management processes
AVIF0029	Implement threat and error management strategies
AVIF0030	Manage safe flight operations
AVIF0033	Manage aircraft passengers and cargo
AVIF0035	Manage human factors in aviation operations
AVIH0010	Plan a flight under visual flight rules
AVIH0014	Navigate aircraft under visual flight rules
AVILIC0003	Licence to operate a commercial aeroplane
AVIO0017	Manage disruptive behaviour and unlawful interference with aviation
AVIW0029	Manage pre- and post-flight actions
AVIW0032	Operate and manage aircraft systems
AVIY0033	Operate aircraft using aircraft flight instruments
AVIY0034	Operate in controlled airspace
AVIY0035	Operate in Class G airspace
AVIY0036	Operate at non-towered aerodromes
AVIY0037	Operate at a controlled aerodrome
AVIY0040	Apply aeronautical knowledge to aviation operations
AVIY0041	Apply the principles of civil air law to aviation operations
AVIY0047	Manage abnormal aeroplane flight situations
AVIY0054	Control aeroplane on the ground
AVIY0055	Take off aeroplane
AVIY0056	Control aeroplane in normal flight
AVIY0057	Land aeroplane
AVIY0058	Manage aircraft fuel
AVIY0083	Execute advanced aeroplane manoeuvres and procedures
AVIZ0006	Manage situational awareness in aircraft flight
Elective Units	
AVIF0023	Apply aircraft safety procedures
AVIH0015	Plan a flight under night visual flight rules
AVIH0016	Navigate aircraft under night visual flight rules
AVIN0003	Command an aircraft in a multi-crew environment
AVIN0004	Supervise and manage safe flight operations as pilot in command
AVIW0026	Conduct night vision imaging system operations
AVIY0017	Control aircraft in advanced flight manoeuvres
AVIY0038	Operate aeroplane at low level
AVIY0039	Conduct aerial application operations
AVIY0073	Operate aircraft in the traffic pattern at night
AVIZ0002	Maintain and manage situational awareness as pilot in command



Phase Breakdown

Phase 1 (CPL1)	
Code	Unit of Competency
AVIE0006	Maintain aircraft radio communications
AVIW0029	Manage pre- and post-flight actions
AVIY0037	Operate at a controlled aerodrome
AVIY0054	Control aeroplane on the ground
AVIY0055	Take off aeroplane
AVIY0056	Control aeroplane in normal flight
AVIY0057	Land aeroplane
Phase 2 (CPL2)	
Code	Unit of Competency
AVIH0010	Plan a flight under visual flight rules
AVIH0014	Navigate aircraft under visual flight rules
AVIY0034	Operate in controlled airspace
AVIY0035	Operate in Class G airspace
AVIY0036	Operate at non-towered aerodromes
AVIY0047	Manage abnormal aeroplane flight situations
Phase 3 (CPL3)	
Code	Unit of Competency
AVIF0030	Manage safe flight operations
AVIF0033	Manage aircraft passengers and cargo
AVIF0035	Manage human factors in aviation operations
AVIW0032	Operate and manage aircraft systems
AVIY0033	Operate aircraft using aircraft flight instruments
AVIY0058	Manage aircraft fuel
AVIZ0006	Manage situational awareness in aircraft flight
AVIY0040	Apply aeronautical knowledge to aviation operations
AVIF0027	Implement aviation fatigue risk management processes
Phase 4 (CPL4)	
Code	Unit of Competency
AVIF0026	Implement aviation risk management processes
AVIO0017	Manage disruptive behaviour and unlawful interference with aviation
AVIY0041	Apply the principles of civil air law to aviation operations
AVIF0023	Apply aircraft safety procedures
AVIN0004	Supervise and manage safe flight operations as pilot in command
AVIZ0002	Maintain and manage situational awareness as pilot in command
AVILIC0003	Licence to operate a commercial aeroplane
AVIY0083	Execute advanced aeroplane manoeuvres and procedures
AVIF0029	Implement threat and error management strategies



Appendix B – AVI50519 – Diploma of Aviation (Instrument Rating)

Entry Requirements

- Has 50 hours cross country command time
- Holds a Private or Commercial Pilots Licence
- Holds a CASA Class 2 Medical or higher
- Holds a valid Aviation Security Identification Card (ASIC)

Units of Competency

Core Units	
Unit Code	Unit Title
AVIF0029	Implement threat and error management strategies
AVIF0030	Manage safe flight operations
AVIH0013	Plan a flight under instrument flight rules
AVIH0017	Navigate aircraft under instrument flight rules
AVIW0032	Operate and manage aircraft systems
AVIY0033	Operate aircraft using aircraft flight instruments
AVIY0044	Conduct a 2D instrument approach
AVIY0050	Perform instrument arrival and standard arrival route procedures
AVIY0073	Operate aircraft in the traffic pattern at night
AVIY0074	Perform non-published instrument departure procedures
AVIY0075	Perform published instrument departure procedures
AVIY0076	Perform visual circling approach
AVIY0081	Conduct a 2D global navigation satellite system non-precision instrument approach
Elective Units	
AVIH0015	Plan a flight under night visual flight rules
AVIH0016	Navigate aircraft under night visual flight rules
AVIY0045	Conduct a 3D instrument approach
AVIY0072	Operate a multi-engine aeroplane
AVIY0077	Conduct a 2D non-directional beacon instrument approach
AVIY0078	Conduct a 2D very high frequency omni-directional radio range instrument approach
AVIY0079	Conduct a 3D instrument landing system instrument approach
AVIY0080	Conduct a 2D distance measuring equipment global navigation satellite system instrument approach

Refer to the Training and Assessment Strategy for more information.