



## ROYAL VICTORIAN AERO CLUB

# STUDENT APPLICATION & ENROLMENT

## Policy & Procedure

### Policy

In accordance with the Higher Education Support Act VET Guidelines and the Standards for Registered Training Organisations 2015 this policy/procedure is designed to ensure that relevant information is gained from and given to domestic students to maximise their learning potential, prior to their course commencing, or participating in any Nationally Recognized Training Course.

This policy establishes processes to ensure prospective students are considered academically suited to achieve a successful outcome by assessing pre-requisite and prior education qualifications, including language, literacy and numeracy requirements relating to courses that lead to Diploma qualifications.

This entry procedure will be available on the Royal Victorian Aero Club website, no more than two links from the RVAC's home page and a single link from the home page for each VET course of study.

The student enquiry, application & enrolment process is managed directly via RVAC.

It is a policy of RVAC not to use agents or third parties.

### Procedure

#### 1 Pre-Enrolment information:

An initial response is emailed, posted or given personally to a prospective applicant enquiry outlining the application process, eligibility and entry requirements, information and links regarding VET Student Loans, CASA, and the Aviation Training Package Qualification.

Prospective applicants are required to submit an expression of interest form to have their details recorded for future contact when course applications open. The expression of interest form will also provide details to RVAC about the candidate's goals, and previous education & experience.

Each potential applicant will receive information on a Course Outline Brochure, Student Information Handbook, and VSL Handbook, prior to enrolment to ensure an informed decision can be made to study with Royal Victorian Aero Club.

Students can be referred to the website for current course dates or a PDF version can be attached to email or printed.

- The Course Outline Brochure must contain the following topics:
  - Pathways of the qualification/ training
  - Overview of the content covered
  - Core and Elective Unit of Competency (unit code and title)
  - Pre-requisites ( entry requirements)
  - Duration of the course/ training

- Course costs (an itemised list of enrolment fee, resource costs, any administration fees, re-issuance of qualification testamurs fees and any other fees)
- Contact details of the RTO
- The Student Information Handbook must contain information on:
  - General Information ( including trainee guarantee)
  - Normal operating hours of the RTO
  - Training and Assessment processes
  - How to enroll
  - Student Attendance and Behavior
  - Complaints and Appeals
  - Equity Commitment
  - Occupational Health and Safety
  - Privacy
  - Access to Student Records
  - Student Support Services
  - Student Safety
  - Academic Misconduct
  - Competency-Based Training and Assessment Process (including re-sitting of assessments)
  - Recognition of Prior Learning (RPL) and Credit Transfer
  - Language, Literacy and Numeracy
  - Training Evaluation
  - Enrolment Process
  - Fee, Refunds and any student loans
  - Course Fee Refunds
  - Further information contact details ( RTO and ASQA details)
  - Unique Student Identifier
- The Course Outline Brochures and Student Information Handbook may be distributed to prospective clients/ students by the means of:
  - Face to face meetings
  - Email
  - Website

## 2 Application Process

RVAC will aim to publish course dates, including fee schedules, census dates and Equivalent Full Time Study Loads (EFTSL) of full time courses, and notify prospective applicants of course details and application process within ten to twelve weeks of course commencement. Prospective applicants will receive a copy of the student handbook, VSL handbook, Course Schedule, important dates and entry requirements.

All prospective applicants who have registered expressions of interest will be contacted. Each applicant must submit an application form. All applicants will be interviewed and assessed for academic suitability, & eligibility for VET Student Loans where relevant. There are no set minimum education requirements for applicants, although Airline companies advise that Year 12 English, Math & Physics is desirable. The aim of the interview process is to discuss with the applicant their reasons for undertaking the course and their study/career goals to determine the correct qualification specific to their needs, expectations, and capabilities. Course information is discussed including content and assessment, vocational outcomes, any possible barriers to study and time commitments, and that the terms and conditions of the program, costs and scope of services are understood.

All applicants must undertake a written assessment for academic suitability. Applicants for AVI50222 & the AVI50519 shall also be assessed in the Flight Simulator. Applicants for the AVI50419 shall also undertake a short assessment Aircraft Flight at their own expense to ensure that their flying is of a satisfactory standard for the training they will be undertaking, as well as conduct a short (20 minute) PowerPoint presentation. All Students will be notified of these requirements at the time of enquiry and when notified of course enrolment applications being open.

All students will be formally notified of the outcome of their application. Suitable applicants will be provided with information on how to formalize their enrolment.

### **3. Student Selection Process**

Enrolment for full time courses is open to students 18 years or above at the date of commencement. (Except VET in VCE students who must be 16 – further information below).

The selection criteria for applicants wishing to enroll in Diploma Flight Training Courses with RVAC are aligned with the CASA requirements for pilot training.

Applicants will be assessed for suitability through a pre-enrolment interview, Simulator/Flight session where required, with the Head of Operations and / or Chief Pilot, and through undertaking a written pre enrolment assessment relevant to the applicable course. A decision regarding the applicant's suitability will be made based on the evaluation of applicant answers to the written & verbal questions, along with their performance in Simulator.

Students who perform well in Simulator Assessment and Interview but achieve less than 8/16 in the written assessment may be given the opportunity to re-sit if they wish.

It is a condition of enrolment that all students must have, or obtain, an Aviation Reference Number, a current Aviation Security Identity Card, and a current Class 1 Aviation Medical, prior to course commencement.

Students enrolling in the AVI50519 must have a current PPL or CPL, and AVI50419 students must have a current CPL.

The Civil Aviation Safety Authority ([Part 61 Manual of Standards, Volume 2, Section, 5](#)) requires specific English Language Proficiency evidence licensing. Please see Appendix 1 below for further information.

### **5 Finalisation of Enrolment**

Students shall be notified by email of their application status. All required documentation must be completed and submitted to RVAC as requested to finalise student enrolment prior to course commencement. The enrolment is unable to proceed until all documentation and evidence is supplied.

To formalize student enrolment each selected applicant must submit the following:

- Signed 'Letter of Offer' which shall contain any conditions relating to enrolment, i.e. agreeing to entry requirements, conditions detailed in the Student Handbook, to undertake Language, Literacy and Numeracy testing if required, submission of any outstanding required documents, refund information, Course fees & durations for which the student is enrolling in.
- The 'Enrolment Form' which shall contain as a minimum the following information:
  - Identify the course or courses in which the student is to be enrolled
  - AVETMISS required data
  - Unique Student Identifier number (USI)
  - Student Declaration acknowledging comprehension and agreement to abide by the terms and conditions outlined in the Student Handbook and policies & procedures available on the website. That the information provided by the Applicant in their application is complete and correct.

The student administrator is to allocate or check the Commonwealth Higher Education Student Support Number (CHESSN) and FEE HELP balance for VSL applicants, then send a letter of offer and enrolment form and any other information relevant for the student. Each applicant shall be required to sign the letter of offer which will, outline the total cost of fees for the relevant course, the cost of each unit of study, and census dates. The student is required to complete and sign the 'Enrolment Form' to ensure that all information, conditions, fees and charges, refunds, and details of the enrolment and Student Handbook are

understood. A Valid 'Unique Student Identifier' (USI) is required for all students undertaking Nationally Recognized Training. Applicants will be supplied with information to organise a USI.

Student Administration will share student course enrolment details with Head of Operations, Chief Pilot, Accountant, and Flight Instructors.

## **6 Recognition of Prior Learning**

Any student intending to apply for recognition of prior learning must do so at the application stage. Recognition of Prior Learning applications will be dealt with in accordance of the Recognition of Prior Learning Policy & Procedure.

## **4. VET Student Loans**

Students eligible for VET Student Loan assistance must provide a Tax File Number (TFN) or a certificate from the Commissioner indicating that the student has applied for a tax file number.

Students intending to access VET Student Loans are advised that they must provide documentary evidence of Australian Citizenship or, Permanent Humanitarian Visa or, a New Zealand Special Category Visa holder including long-term residency requirements.

To verify eligibility acceptable evidence of Citizenship/immigration status documentation includes:

- Full Australian birth certificate
  - In the case of a student born after August 20 1986 where both parents were born overseas, citizenship evidence of parent to indicate that at least one parent was an Australian Citizen at the time of birth of the student must be provided.
  - In the case where the parent was born on or after August 20, 1986, the parent's full birth certificate issued by an Australian RBDM, or the parent's citizenship certificate, or extract of citizenship certificate, is required.
- Australian passport
- Certificate of Australian Citizenship
- Certificate of Australian Citizenship by Descent
- New Zealand passport / Australian Special Category Visa
  - New Zealand citizenship certificate
  - Evidence the student has been living in Australia as a child for at least 10 years prior to loan application
- Permanent Humanitarian Visa
- Pacific Engagement Visa (PEV)
- Statutory Declaration Form - citizenship - First Nations student - birth not registered.

Students intending to access VET Student Loans are advised that they must provide documentary evidence of Australian Senior Secondary Certificate, i.e. Year 12, or, Completion of an Australian Qualification Framework (AQF) Certificate IV or higher qualification (where the language of instruction is English)

Students who are unable to provide evidence of the above will be required to pass a Department of Education and Training approved Language, Literacy and Numeracy Assessment at ACFS (Australian Core Skills Framework) Exit Level 3. This is conducted in person on RVAC premises using the Australian Edition Basic Key Skills Builder (bksb) online secure assessment program. RVAC will provide this assessment for a fee to the student where required. Results will be made available to the student as soon as practicable after the assessment. Students will have the opportunity to resit an LLN assessment if the initial assessment indicates the applicant is not at Exit Level 3. Any second attempt which fails to meet Exit Level 3 will be precluded from continuing their application and advised they seek LLN tuition and must wait at least 3 months for a further attempt.

All assessment records shall be retained for a minimum of 7 years after course completion, and if required, made available to the Secretary of the Department of Employment and Workplace relations upon request.

Once a student has accepted an offer for a place into a course, a two (2) business day cooling off period will apply prior to the student being entered into the e-CAF system and invited to request for VET Student Loan Assistance.

To be eligible for VET Student Loans, a student must enrol in a VET unit of Study at least 2 business days before the Unit of Study census date. VET Student loan requests must be submitted at least 2 business days after the enrolment date but prior to close of business on the census date. A student enrolling in a unit less than the two (2) business days before the census date will not be eligible for VET Student Loan assistance for that unit. Any request for a VET Student Loan by a student under the age of 18 must be co-signed by a parent or guardian. Exceptions are permitted where a student under the age of 18 is receiving youth allowance on the basis that the student is independent and provides suitable evidence.

The student must submit eCAF details to the Department of Education and RVAC prior to the first census date. If necessary, a Student Administration will follow up on the student to provide the information prior to reaching their first census date. Student Administration will check that the student TFN has been verified by the eCAF system.

Each student will be issued with a Statement of Covered Fees notice at least 14 days prior to the first census date. The applicant will also be advised that the census date is the last day they may withdraw or cancel their enrolment before which a VET Student Loan debt would be incurred.

## **8 Orientation**

Students will be provided with information regarding orientation dates, campus location and further information specific to course requirements in the initial communication notifying applications open stage.

All selected students will be reminded of and invited to the orientation session which will be scheduled prior to each course commencement. Specific information will be provided regarding extra requirements such as: textbooks, radio headsets, CASA & AirServices documents, uniforms, etc. Students will be provided with a course guide, tour the buildings and be shown the facilities. Students will be made aware with relevant Policies & Procedures and where to access them if required.

## **9 Records**

Student details are required to be entered into the ACCESS data base, Wisenet Student Management System, Flight School Manager / SMART, Tencia Accounting Software and recorded on the student enrolment spreadsheet to be distributed to staff. An internal student identification number will be applied to the student's records. Student Administration will update the student's Unique Student Identifier (USI) in the Student Management System once the number or permission form is received. No qualification will be issued to a student without this number.

Student details will be entered into the eCAF system by Student Administration after the orientation session, for the student to finalise.

Student Files are to be created to maintain hard copy records. The signed Enrolment Form will be kept on the student's file along with all other documents relevant to the student's enrolment.

Any original documents submitted as part of the enrolment process will be copied and maintained on the student file. All originals will be returned to the student.

## **10 VET in VCE**

VCE students may be able to participate in the AVI50222 Diploma of Aviation (Commercial Pilots License - Aeroplane) through the **Vocational Education and Training in VCE** program. This training is undertaken

on a part time basis due to other obvious student commitments. Entry Requirements remain the same, although the student's secondary school must agree to the enrolment.

RVAC will not accept a Request for a VET Student loan from a student less than the age of eighteen (18) years unless a VET Student Loans Parental Consent Form has been signed by a parent or guardian. The only exemption to this requirement is for students under eighteen (18) years that receive the youth allowance and are independent within the Social Security Act 1991 and are able to provide evidence from Centrelink. RVAC College must retain records of parental consent and Centrelink evidence to prove independence under the Social Security Act 1991.

References: Standards for Registered Training Organisations (RTOs) 2015  
Higher Education Support Act, Schedule 1A VET FEE HELP Assistance Scheme  
Subdivision 4-E 23B  
VSL Rules 2016

## Supporting Documents

Student Application Form  
Student Handbook  
Fee Schedule  
Recognition of Prior Learning Policy & Procedure  
Student Orientation Checklist  
Student Offer Template  
Student Enrolment Form  
USI Information Sheet  
Course Outline  
Pre Enrolment Assessment  
VCE in VET / VCAL information

## Version Control

Version	Summary of Changes	Author	Approved by	Effective date
1.0.0	Initial Approval	James Nash (RTO Consultant)	John Stuart Rushton (CEO)	1/11/2010
1.0.1	Amended to reflect introduction of VSL Rules 2016	Jeannine Kittle (RTO C & SA)	John Stuart Rushton (CEO)	1/9/2017
1.1.1	Amended to reflect Qualification changes	Jeannine Kittle (RTO C & SA)	John Stuart Rushton (CEO)	01/01/2021
1.2.1	Amended to reflect Qualification changes	Jeannine Kittle (RTO C & SA)	John Stuart Rushton (CEO)	27/4/2022
1.3.1	Amended to specify VSL approved LLN assessment program; Australian Edition Basic Key Skills Builder (bksb) online secure assessment program and how it is conducted to meet honesty and integrity. Amended to include process for verifying student's identity and date of birth. Reference to DESE amended to DEWR Removal of VCAL reference	Jeannine Kittle (RTO C & SA)	Michael Murphy (CEO)	11/11/22

1.4.1	Amended to include changes to VET Student Loans Act 2016 extending VSL eligibility to Pacific Engagement Visa holders	Jeannine Kittle (RTO C & SA)	Paul Daff (CEO)	20/12/2023
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## **Appendix 1.**

### **Evidence to meet CASA English Language Requirements for student pilots**

An assessment report, completed by a person authorised under Part 61 of CASR 1998 to perform general English language assessments, that states the candidate satisfies the general English language proficiency elements prescribed above.

One of the following:

- (a) completed a course of secondary education conducted in an Australian or New Zealand educational institution;
- (b) completed a course that is at least the equivalent of an Australian secondary education in an educational institution in a country where 1 of the principal mediums of instruction was English;
- (c) is currently receiving secondary education in an Australian or New Zealand educational institution in which the principle language of instruction is English;
- (d) has worked in Australia or New Zealand for at least 3 of the 5 years immediately before conducting a solo flight as a student pilot;
- (e) has worked in 1 or more of the following countries for at least 3 of the 5 years immediately before conducting a flight as a student pilot:
  - (i) United Kingdom;
  - (ii) Republic of Ireland;
  - (iii) United States of America;
  - (iv) New Zealand;
  - (v) Canada – providing that evidence of use of English language in the workplace is available;
- (f) completed at least 1 of the following general English proficiency tests with the minimum grade specified for the test:
  - (i) the International English Language Testing System (IELTS) General or academic training module overall grade of 5.5, with no individual grade in a paper lower than 5;
  - (ii) the Test of English for International Communication (TOEIC-Secure Program Public Testing Centre) with grades not less than the following:
    - (A) 350 for listening;
    - (B) 300 for reading;
    - (C) 160 for speaking;
    - (D) 140 for writing;
  - (iii) the Test of English as a Foreign Language internet-based test (TOEFL IBT) with a grade of not less than 71;
  - (iv) the Test of English as a Foreign Language computer-based test (TOEFL CBT) with a Grade of not less than 197;
  - (v) the Test of English as a Foreign Language paper based test (TOEFL PB) with a grade of not less than 530.