INTERNATIONAL STUDENT HANDBOOK

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Royal Victorian Aero Club

RTO 22465 CRICOS CODE 00277D

www.rvac.com.au

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FOREWARD

Royal Victorian Aero Club provides flight training for both Domestic and International students.

This handbook is written specifically for 'international' students. It contains a summary of Policies and Procedures relevant to students undertaking Nationally Recognised Training. Full student policies and procedures can be located on the RVAC website or from Student Administration.

International Students include those who hold a Subclass 500 Student visa issued by the Australian Government Department of Home Affairs, who are legitimately in Australia to undertake approved courses of study

WELCOME

From your First Solo to Multi Engine Command Instrument Rating and/or Flight Instructor Rating the Royal Victorian Aero Club can meet all your flying requirements in a friendly and professional environment.

The Royal Victorian Aero Club is a Registered Training Organisation (RTO) with a dedicated team of qualified Flight Instructors who provide the professional services required for all aspects of aviation education from student to professional airline pilot.

Royal Victorian Aero Club has a proud history of providing professional flight training since its beginnings in 1914 and subsequent incorporation as a registered company in 1926 and is one of Australia's most experienced and highly respected flight training schools. Our trained graduates may be found in all areas of aviation, including Domestic and International Airlines and the Royal Australian Air Force just to name a few.

Over its long history, Royal Victorian Aero Club has built a reputation for excellence because of its professional approach to flying; a reputation that is maintained in all its activities. We are committed to ensuring graduates are not only professional pilots but employable pilots. Our airline academy-style training ensures you receive the highest quality training available on the market today.

Royal Victorian Aero Club does not compromise on safety with training, is committed to high standards and produces students who reach or exceed the minimum Civil Aviation Safety Authority requirements. It is our aim to produce the safest pilots available to the Aviation Industry. This policy will not change.

Royal Victorian Aero Club is registered with the Australian Skills Quality Authority (ASQA), and the Department of Education, to provide flight training to students.

Our courses culminate in Australian Flight Crew Licences, Ratings and Endorsements. These are internationally recognised and can be readily converted into domestic qualifications in most countries.

Introduction

The Royal Victorian Aero Club is a Registered Training Organisation (RTO 22465; CRICOS CODE 00277D), delivering Nationally Accredited, specialised industry training for people considering employment as pilots within the Aviation industry.

The Royal Victorian Aero Club has the following nationally accredited training products on its Scope of Registration:

AVI50222 Diploma of Aviation (Commercial Pilot Licence-Aeroplane)
AVI50519 Diploma in Aviation (Instrument Rating)
AVI50419 Diploma of Aviation (Flight Instructor)

Royal Victorian Aero Club offers international students several study packages, combining individual courses and various options. Each individual course leads to a formal award recognised nationally by the Australian education authorities and is in accordance with the Australian Qualifications Framework (AQF). All graduates will also qualify for Australian pilot licences, ratings and endorsements which are issued by the Australian aviation regulator, the Civil Aviation Safety Authority (CASA). These CASA issued qualifications are recognised by all 'Contracting States' or members of the International Civil Aviation Organisation (ICAO).

We acknowledge the importance of adult learning principles in the delivery of effective training. We believe that all students should be encouraged to take responsibility for their own learning and to understand that as learners, they have an active role to play in their training/learning and assessment process.

We want to make you feel as comfortable as possible whilst you undertake your training, so we limit our class sizes to ensure optimum learning environments. We ensure that all our students receive the in-depth learning and the unlimited support they deserve.

The purpose of this Student Information Handbook is to introduce you to the services available to you at the Royal Victorian Aero Club. Full Versions of Student Related Policies and Procedures are available on the RVAC Website or from Student Administration.

The Royal Victorian Aero Club has a dedicated team of qualified Flight Instructors who provide the professional services required for all aspects of aviation education from student to international airline pilot. All instructors hold a current and valid Working with Children Check (WWCC), have relevant current industry knowledge and experience, and are professional, friendly, supportive and dynamic individuals!

Preparing for Training

Australian Quality Framework (AQF)

The Australian Quality Framework (AQF) is a national policy providing the encompassing standards for Australian higher education, vocational education and training, qualifications. The quality assured qualifications from each education and training sector are incorporated in a single comprehensive national qualifications framework.

The National regulator is the Australian Skills Quality Authority (ASQA) who audit Royal Victorian Aero Club against national standards to ensure compliance and consistent quality and training and assessment. We must pass and maintain stringent procedures to meet Registration requirements as a Registered Training Organisation (RTO). Only RTO's can deliver nationally recognised qualifications and issue AQF certification. Qualifications and Units of Competency are reviewed periodically, as newer versions are released, individuals may be required to upgrade their skills subject to current or future employer requirements.

Occasionally, Training Package Qualifications become superseded. We will ensure that all students enrolled in a superseded training qualification are completed or transferred to a current training qualification within specified timeframes. There is no cost involved to the student during this process. We will ensure that where a qualification is removed or deleted, training will be completed and qualifications issued within two years of the date the qualification was removed.

Vocational Education and Training (VET)

Vocational Education and Training (VET) is designed to develop skills and knowledge through a national training system which aims to provide consistent training across Australia. VET is designed to provide students with qualifications which include workplace specific skills and knowledge for all types of employment and workplace environments.

The providers of VET include Technical and Further Education (TAFE) institutes, Adult and Community Education (ACE) providers, as well as private providers, community organisations, industry skill centres, and commercial and enterprise training providers. In addition, some universities and schools provide VET. VET is an alternative to university for post-secondary school studies.

VET teaching staff have actual experience, are industry aware and maintain currency of knowledge.

Competency-Based Training and Assessment

Competency-based training is an approach to vocational education and training that places emphasis on what a person can do in the workplace because of completing a training program. The aim is to ensure that vocational education and training programs better meet the needs of Australia's industries and enterprises.

Outcomes from competency-based training reflect workplace duties, working environments and performance requirements. This should include performing higher level duties such as planning, problem solving and managing tasks through to completion. Competency-based training programs are often comprised of Units of Competency that contain specific learning outcomes which are based on standards set by the specific industry. Delivery of training may occur in a variety of settings (classroom, workplace based, simulated work environment, online) to ensure an overall understanding of all skills and knowledge is available.

Assessment is the process of collecting evidence and making judgments on whether competency has been achieved. The purpose of assessment is to confirm that an individual can perform the standard expected in the workplace, as expressed in the relevant endorsed industry or enterprise competency standards. Assessments through this course will require students to complete a variety of written work, oral questions, assignments, practical demonstrations and presentations.

You will be provided with a course guide on commencement.

Your course comprises 3 concurrent and integrated elements:

- Practical flight training (aircraft and simulator) – formal syllabus
- Theory, or ground training – formal syllabus
- Preparation and revision – informal, done in your own time

Some students give all their concentration to the flying element, regarding the theory (and preparation/revision) as necessary only to the extent that a pass is obtained in the exams. All three (3) elements above are essential components and each is deserving of your best effort, and all are required to create the fully competent pilot.

The theory modules are an integral part of flight training. The modules will complement and assist your practical flight training. A thorough knowledge of the subject matter is essential to minimise the (expensive) flight time that you will need to achieve the required standard in your final licence and ratings test. **Attendance of theory classes is mandatory for students undertaking Diploma courses.**

Where a student has undertaken an assessment and it has been marked as 'Not Yet Competent' (NYC), they will be allowed to re-sit the test or undertake re-assessment. If they are deemed 'NYC' for a second time they are to re-enrol into that unit/subject. This will include re-training and therefore a re-enrolment fee for the unit will apply.

For re-issuance of Certificates and Statements of Attainments the student will be charged per document required. Payment for the re-issuance of such documents is required prior to the re-issuance occurring.

AVI50222 Diploma of Aviation (Commercial Pilot Licence—Aeroplane)

CRICOS Code 109195A

Overview

If you aspire to a career in Aviation the Commercial Pilot Licence (Aeroplane) is the basic requirement for anyone intending to pursue a career as a pilot. The program is designed to support participants from a wide range of backgrounds including those entering a training environment for the first time.

This qualification allows entry level flying in Airwork/Day Charter under an AOC Holder in aircraft up to a maximum of 5700 kg maximum take-off weight. Students must be at least 18 years of age to receive a CPL. Graduates of this course will receive both the CASA Commercial Pilots Licence and the AVI50222 Diploma of Aviation (Commercial Pilot Licence—Aeroplane).

Further Information is available on the CASA and Training.gov.au websites.

Entry Requirements

- Pre—enrolment Assessment/Interview
- IELTS or TOEFL Assessment
- Aviation Reference Number (ARN)
- Class 1 Aviation Medical
- Aviation Security Identity Card (ASIC)
- Aviation English Language Proficiency (Minimum ICAO level 4)
- Senior Secondary Education Certificate (with passes in mathematics and physics preferred)

Course Duration

63 tuition weeks full time study consisting of 5 units of study delivered over 3 semesters (weekdays 4—5 days).

Course Delivery

Training and assessment will take place in Royal Victorian Aero Club's training facility by a qualified Trainer monitoring your progress. Practical tasks will be conducted in our onsite Flight Simulators and at Moorabbin Airport in our aircraft.

This course offers integrated training and is delivered with both theory and practical elements and is completed via a simulated work environment. The Commercial Pilots Licence course utilises a blended delivery of training including, one on one training in the Aircraft, Classroom Theory, Individual Briefings, Supervised Study, Homework and Practice Exams.

Course Packaging Rules

A total of **29 units of competency** comprising:

- 28 core units, **plus**
- 1 general elective unit. The general elective unit must contribute to the vocational outcomes of the qualification.

Theory Modules include:

- Introductory/BAK
    - Pre solo
    - Pre area solo
    - Basic Aeronautical Knowledge (BAK)
    - Aeronautical Radio Operator Certificate (AROC)
- PPL
    - Private Pilot Licence—Aeroplane (PPLA)
- CPL
    - Aerodynamics (CADA)
    - Aircraft General Knowledge (CSYA)
    - Operations, Performance and Flight Planning (CFPA)
    - Navigation (CNAV)
    - Meteorology (CMET)
    - Human Factors (CHUF)
    - Flight Rules and Air Law (CLWA)

Assessment

Assessment is used to provide you with feedback on your progress and to measure your skills and knowledge against the training qualification requirements and those of the industry. The assessment process will include written and practical presentations, observation and classroom participation and will require some time away from the training rooms completing assignments and self-paced exercises.

CASA Exams

Students must pass nine (9) CASA theory exams to successfully complete the qualification.

Tuition Fees, Ancillary Expenses and Charges

Refer to current Course Estimate Rate Sheet and Student Ancillary Expenses.
Tuition Fees are payable in instalments.

(Please note, fees and charges are subject to change given individual circumstances at enrolment)

Units of Competency

Unit Code	Unit Name
Core Units	
AVIE0006	Maintain aircraft radio communications
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
AVIW0029	Manage pre and post flight actions
AVIY0035	Operate Class G airspace
AVIY0036	Operate at non-towered aerodromes
AVIY0047	Manage abnormal aeroplane flight situations
AVIY0083	Execute advanced aeroplane manoeuvres and procedures
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
AVIW0032	Operate and manage aircraft systems
AVIY0033	Operate aircraft using aircraft flight instruments
AVIY0034	Operate in controlled airspace
AVIY0058	Manage aircraft fuel
AVIY0040	Apply aeronautical knowledge to aviation operations
AVIY0041	Apply principles of civil air law to aviation operations
AVIZ0006	Manage situation awareness in aircraft flight
Elective Unit	
AVIH0015	Plan a flight under night visual flight rules

AVI50519 Diploma of Aviation (Instrument Rating)

CRICOS Code 0101242

Overview

Upon successful completion of the AVI50519 Diploma of Aviation (Instrument Rating) course and CASA regulatory requirements the candidate will be qualified to apply to CASA for the Instrument and Multi Engine Class Rating. Further Information is available regarding Instrument and Multi Engine Class Ratings on the CASA and Training.gov.au websites. This course is suited for students who have the desire to work as an advanced pilot utilised across a variety of industry fields. Such job roles may include Charter Pilot or Aerial Surveillance.

Entry Requirements

- Pre-Enrolment Assessment/Interview
- IELTS or TOEFL Assessment
- Class 1 Aviation Medical
- Aviation Security Identity Card (ASIC)
- Aviation English Language Proficiency (Minimum ICAO level 4)
- Senior Secondary Education Certificate
- Current and valid CASA issued Private Pilot Licence (minimum PPL) (Proficiency Check, Flight Review or recent Training to have been conducted within the last 2 Years, in addition to 3 take offs and landings within 90 days of application)
- 7 CPL Exam Passes
- 50 hours PIC Cross Country

Course Duration

17 tuition weeks full time consisting of 4 units of study (4—5 days a week) delivered over 1 semester.

Course Delivery

Training and assessment will take place in Royal Victorian Aero Club's training facilities by a qualified Trainer monitoring your progress. Practical tasks will be completed in our onsite Flight Simulators and at Moorabbin Airport in our aircraft.

This course offers integrated training and is delivered combining both theory and practical elements and is completed via a simulated work environment. The course utilises a blended delivery of training including one-on-one training in the Aircraft, Classroom Theory, Individual Briefings, Supervised Study, Homework and Practice Exams

Course Packaging Rules

A total of **14 units of competency** comprising:

- 13 core units, **plus**
- 1 specialist elective unit. The specialist elective unit must contribute to the vocational outcomes of the qualification.

Theory Modules include:

- IREX

Assessment

Assessment is used to provide you with feedback on your progress and to measure your skills and knowledge against the training qualification requirements and those of the industry. The assessment process will include written and practical presentations, observation and classroom participation and will require some time away from the training rooms completing assignments and self-paced exercises.

CASA Exams

Students must pass the IREX CASA theory exam to successfully complete the qualification.

Tuition Fees, Ancillary Expenses and Charges

Refer to current Course Estimate Rate Sheet and Student Ancillary Expenses.
Tuition Fees are payable in instalments.

(Please note, fees and charges are subject to change given individual circumstances at enrolment)

Units of Competency

Unit Code	Unit Name
Core Units	
AVIF0029	Implement threat and error management strategies
AVIF0030	Manage safe flight operations
AVIH0013	Plan a flight under Instrument Flight Rules (IFR)
AVIH0017	Navigate aircraft under instrument Flight Rules (IFR)
AVIW0032	Operate and manage aircraft systems
AVIY0033	Operate aircraft using aircraft flight instruments
AVIY0044	Conduct a 2D instrument approach
AVIY0050	Perform an instrument arrival and standard arrival route procedures
AVIY0073	Operate aircraft in the traffic pattern at night
AVIY0074	Perform non published instrument departure procedure
AVIY0075	Perform published instrument departure procedures
AVIY0076	Perform visual circling approach
AVIY0081	Conduct a 2D global navigation satellite system non-precision instrument approach
Elective Unit	
AVIY0072	Operate multi-engine aeroplane

AVI50419 Diploma of Aviation (Flight Instructor)

CRICOS Code 119281J

Overview

This qualification is suited for students who have the desire to work as a Flight Instructor. The aim of the course is to provide the student with the required skills, knowledge and attitudes to safely exercise the privileges of the Flight Instructor Rating: Grade 3 Training Endorsement. This qualification enables the candidate to obtain employment as a Grade 3 flight instructor or a simulator flight instructor in a Part 141 or Part 142 training organisation. The course also provides the candidate with units of competency from TAE40116 Certificate IV in Training and Assessment. Further Information is available on the CASA and Training.gov.au websites. This course is highly intensive and current aviation knowledge and skills are essential.

Entry Requirements

- Pre-Enrolment Assessment/Interview (includes Assessment Flight flown in a Warrior PA28 within YMMB training area demonstrating general handling skills)
- IELTS or TOEFL Assessment
- Class 1 Aviation Medical
- Aviation Security Identity Card (ASIC)
- Current and valid CASA issued Commercial Pilot Licence (CPL) (Proficiency Check, Flight Review or recent Training to have been conducted within the last 2 years, in addition to 3 take-offs and landings within 90 days of application)

Duration

22 tuition weeks full time consisting of 4 units of study (4-5 days a week) delivered over 1 semester

Course Delivery

Training and assessment will take place in Royal Victorian Aero Club's training facilities by a qualified Trainer monitoring your progress. Practical tasks will be completed in our onsite Flight Simulators and at Moorabbin Airport in our Aircraft.

This course offers integrated training and is delivered combining both theory and practical elements and is completed via a simulated work environment. The course utilises a blended delivery of training including one-on-one training in the Aircraft, Classroom Theory, Individual Briefings, Supervised Study, Homework and Practice Exams. Flight training may be undertaken in C152, C172, PA-28 Piper Cherokee and PA28R Piper Arrow.

Flight training lessons include training and assessment, general handling, basic and advanced manoeuvres, circuit operations, basic instrument flight, navigation, procedures in the event of abnormal situations and human factors and non-technical skills awareness and application.

Training and Assessment (TAE) Units of Competency are delivered and assessed by Royal Victorian Aero Club.

Course Packaging Rules
A total of **17 units of competency** comprising:

- 12 core units, **plus**
- 5 general elective units.

Theory Modules include:
- PIRC

Assessment
Assessment is used to provide you with feedback on your progress and to measure your skills and knowledge against the training qualification requirements and those of the industry. The assessment process will include written and practical presentations, observation and classroom participation and will require some time away from the training rooms completing assignments and self-paced exercises.

CASA Exams
Students must pass the PIRC CASA theory exam to successfully complete the qualification.

Tuition Fees, Ancillary Expenses and Charges
Refer to current Course Estimate Rate Sheet and Student Ancillary Expenses.
Tuition Fees are payable in instalments.

(Please note, fees and charges are subject to change given individual circumstances at enrolment)

Units of Competency

Unit Code	Unit Name
Core Units	
AVIM0003	Conduct aeronautical knowledge training and flight training
AVIM0004	Conduct training for the issue of an endorsement
AVIM0005	Facilitate non-technical skills instruction
TAEASS401	Plan assessment activities and processes
TAEASS402	Assess competence
TAEASS403	Participate in assessment validation
TAEASS502	Design and develop assessment tools
TAEDEL401	Plan, organise and deliver group-based learning
TAEDEL402	Plan, organise and facilitate learning in the workplace
TAEDES401	Design and develop learning programs
TAEDES402	Use training packages and accredited courses to meet client needs
TAELLN411	Address adult language, literacy and numeracy skills
Elective Units	

AVIM0008	Operate a simulator
AVIM0009	Facilitate training in a synthetic environment
AVIF0027	Implement aviation fatigue risk management processes
BSBCMM401	Make a presentation
TAEDEL301	Provide work skill instruction

CASA Standards and Assessment

All standards for civil aviation theory examinations and flight tests in Australia are set and mandated by the Civil Aviation Safety Authority (CASA). The major theory examinations RPL, PPL, CPL, IREX and PIRC are set and marked by CASA and supervised by CASA appointed conducting officers. Royal Victorian Aero Club has two such conducting officers available for the RPL and PPL levels. The 'professional' level exams are available 'on demand' at a central examination centre. The minor theory examinations (pre-RPL level) are set and marked within the flight school. The standards to be achieved during flight tests are clearly defined by CASA. All flight tests for licence and rating qualification are conducted by CASA Approved Test Officers (ATOs). We have two such officers on staff authorised to test to CPL level and one to CIR level. All instructors have relevant current industry skills and are suitably qualified to conduct accredited training.

Teaching methods:
Each course is taught with a combination of:

- Classroom Theory Delivery (usually in small groups)
- Individual Flight briefings
- Supervised study
- One-on-one 'hands on' practical tuition in the aircraft and/or flight simulator
- Practice Theory exams
- Self-directed study (homework and revision)

Student Assessment includes:

- Student Progress Records: De-briefing and flight assessments are carried out after each flight, and the instructor and student enter details into a computer-based flight record management system.
- Theory Assignments and Examinations
- Flight Licence Tests

Licences and Ratings are issued by CASA on the satisfactory completion of:

- All specified theory examinations
- Specified minimum experience and flight hours
- A Flight test
- Satisfactory English language proficiency

NOTE: The written exams are all approved by CASA. The Recreational Pilot Licence and Private Pilot Licence exam is conducted at Royal Victorian Aero Club's premises. Commercial Pilot Licence, IREX and PIRC exams are delivered directly by CASA through their agent ASL ASPEQ Exams. CASA Flight Tests and exams are included as assessment tasks. In accordance with CASA theory exam provisions, students may have three attempts at each CASA Theory exam. A third fail of one subject will result in a three month retraining period prior to a re-sit.

Royal Victorian Aero Club maintains its own CASA style question bank and practice examination system to allow the student to practice prior to sitting the CASA exam. On

completion of a practice exam the student is supplied with a Knowledge Deficiency Report highlighting the areas that require further study.

Conversion of Foreign Licences

Royal Victorian Aero Club can advise on the recognition of your qualifications and experience and assist with the submission of an application. Students wishing to convert an overseas licence are required to arrive 8 weeks prior to course commencement date to ensure that the conversion occurs in time.

The regulatory authority for civil aviation licencing in Australia is the Civil Aviation Safety Authority (CASA). CASA generally recognises the qualifications issued by many States who are signatories to the International Civil Aviation Organisation (ICAO) and the legitimate experience of pilots gained in those States. However, each application for recognition is decided individually by CASA. CASA does recognise flight experience obtained overseas, provided they are satisfied that the hours shown are correct. Note that all licences and ratings will be validated with the aviation regulatory body that issued the original licence you wish to convert.

For information on how to convert your licence, please refer to the CASA website for all information relevant to your application.

It is estimated that a pilot wishing to convert their International Private Pilot Licence (PPL) to an Australian PPL would be required to undertake approximately 10—15 hours of flying and a Flight Review. Students will be provided with hourly aircraft rates at the time of enquiry.

International students wishing to convert their licence will also be required by Royal Victorian Aero Club to undertake a designated Basic Aeronautical Knowledge exam to ascertain if there may be any knowledge deficiencies which may affect their training upon arrival. Any knowledge deficiencies will be addressed by a Flight Instructor in the early stages of the students commencement.

To commence the process, you'll need to:
If you don't already have an 'Aviation Reference Number' (ARN), you will need to apply for one. We ask that you include your ARN with all correspondence to CASA as doing so, enables us to help you more effectively; and Form 61-4A .

If you wish to have prior learning and experience counted towards your selected course, this will be recognised by a reduction in cost and duration and shown in your Confirmation of Enrolment (CoE). It may be necessary for an assessment of your skills to be made at the start of your course to quantify the amount of prior learning to be recognised. In these cases, an amendment to your CoE may be made.

Enrolment

Enrolment Requirements

Royal Victorian Aero Club believes that it is preferable that enrolment is the choice of the student so that satisfactory performance is achievable. Students who experience unnecessary pressure tend to perform less well.

It is the policy of Royal Victorian Aero Club not to engage overseas or local education agents to act on our behalf.

Age Limitation: You must be at least 18 years old at the time your study is to commence.

Education Prerequisites: There are no formal educational prerequisites for pilot training or issue of licences in Australia, although we do recommend Year 12 mathematics and physics for those aiming for a career in Aviation. Some national aviation authorities and many employing airlines do require formal tertiary academic qualifications.

Formal Application: Having decided that you wish to fly with us, you must request, complete and submit a Student Application and Enrolment Pack at least 6 months prior to course commencement. An Application Fee is required to be paid and is non-refundable. In return, we will forward to you a Letter of Offer and a Confirmation of Enrolment (CoE) certificate. You must sign and return the Letter of Offer. You will need both these documents for your visa application. The CoE is an official document issued to international students by registered education institutions in Australia. The CoE confirms that you have accepted a place in a course and are enrolled with a registered provider.

Unique Student Identifier (USI): Students undertaking nationally recognised training delivered by a Registered Training Organisation are required to create and/or provide a Unique Student Identifier (USI) on their Student Application and Enrolment Pack. A USI gives access to your USI account which will contain all nationally recognised training records and results. It is free and easy to create your own USI online: www.usi.gov.au . For international students, the USI can only be created once you have arrived in Australia.

Enrolment Interview and Assessment: Once we receive your Student Application and Enrolment Pack, you will be required to complete a short numeracy quiz with a focus on aviation, and you may be contacted to participate in a phone or video interview if you are currently overseas.

If you are onshore at the time of application, you will be required to attend an Enrolment Interview and Assessment. This involves completing a short Pre-Enrolment written activity with a focus on aviation, an interview with an Instructor and a practical task such as Flight Simulator session.

English Language Proficiency: You will need to pass a test of your English language skills. These are mandatory for both your flight training and in obtaining your visa to enter Australia. If you have not already passed the IELTS or another approved English language test, this must be your first action.

Literacy and Numeracy Assessment: You may be required to complete an online literacy and numeracy assessment, the results of which must display competence at or above Exit Level 3 in the Australian Core Skills Framework.

Digital Literacy Assessment: You will be required to complete an online Digital Literacy Assessment. This is to determine your proficiency with digital tools, ensuring you have the skills required to complete any online requirements of the course.

If you have Language, Literacy, Numeracy or Digital Literacy concerns that are affecting your training program, we encourage you to raise the matter directly with your Instructor or Student Administration.

Australian Civil Aviation Safety Authority (CASA) issue all pilot licences. CASA regards English language proficiency as a safety issue and as a requirement for minimum ICAO language proficiency standards by the time the training is completed.

CASA Requirements for Enrolment

All students wishing to participate in Flight training must obtain the following:

Aviation Reference Number (ARN)
Apply through the CASA website. Poof of identity is required, and the process usually takes a week. There is no payment required.

Security Clearance: Aviation Security Identity Card (ASIC)
All applicants for any aviation licence must undergo an identity, criminal record and security check. This process may take up to two (2) months, so it is best to make application as soon as you decide to start training. The application requires passport photos and proof of identity documents. The process is initiated online. For international students, an ASIC can only be applied for once you have arrived in Australia.

Aviation Medical Aviation Class 1 Medical
An **Aviation Class 1 Medical** certificate is mandatory for all students enrolling in Diploma courses with Royal Victorian Aero Club. This comprises a general physical examination, to a higher standard than for Class 2, plus a specialist ophthalmologic and auditory examination. These examinations are carried out by a panel of doctors selected by CASA in Australia. A listing of local and overseas Designated Aviation Medical Examiners (DAMEs) is located on the CASA website: Civil Aviation Safety Authority - Aviation Medical Contacts.

Students undertaking training must obtain/hold a current Class 1 Aviation Medical for the duration of their training.

Note: The ASIC and Medical process take approximately 8 weeks to process, and both are required to commence courses.

Recognition of Prior Learning (RPL) and Credit Transfer (CT)

RPL/Credit Transfer can be granted to an individual who has demonstrated evidence of prior experience of flying and evidence of theory passes relating to the qualification that the student is studying, or a statement of attainment from a previous provider.

The Australian Aviation Training syllabus is regulated by the Civil Aviation Safety Authority (CASA) and qualifications are granted in the form of operational ratings and endorsements and aircraft class ratings. CASA generally recognises the qualifications issued by many States who are signatories to the International Civil Aviation Organisation (ICAO) and the legitimate experience of pilots gained in those States. If you are a short-term visitor holding an overseas private or higher licence, CASA will generally issue a Certificate of Validation to enable a flying holiday in Australia. If you are transferring from another local (Australian) flight school, your training is recognised and your training records will be transferred from that school.

RPL assessments of individual's life experience cannot be readily transferred to flight training theory components or flight training. RVAC cannot grant theory or flying exemptions based on RPL criteria of 'life experiences'.

If a student wishes to apply for RPL/Credit Transfer recognition of previous flying experience or theory passes, they must complete the 'Recognition of Prior Learning/Credit Transfer Application' (available from student administration) with the required information (such as detailed records of their training experience etc, which may be relevant).

Once the Recognition of Prior Learning/Credit Transfer Application form is completed, students are required to submit this with associated evidence to Student Administration at the time of course application. The application and evidence is to be assessed by an Assessor and the student is to be notified of the outcome in writing. It may be necessary for an assessment of your skills to be made at the start of your course to quantify the amount of prior learning to be recognised.

Where RPL/Credit Transfer is 'Granted' this information will be communicated in writing to the participant within 10 business days of completion of the assessment.

Where RPL/Credit Transfer is 'Not Granted' participants will be notified in writing of the outcome within 10 business days of completion of the assessment. The written communication to the student is to include a reason for refusal (where applicable).

Where the outcome of an RPL/Credit Transfer is not granted and the student disagrees with the outcome, they should first try to resolve the matter informally.

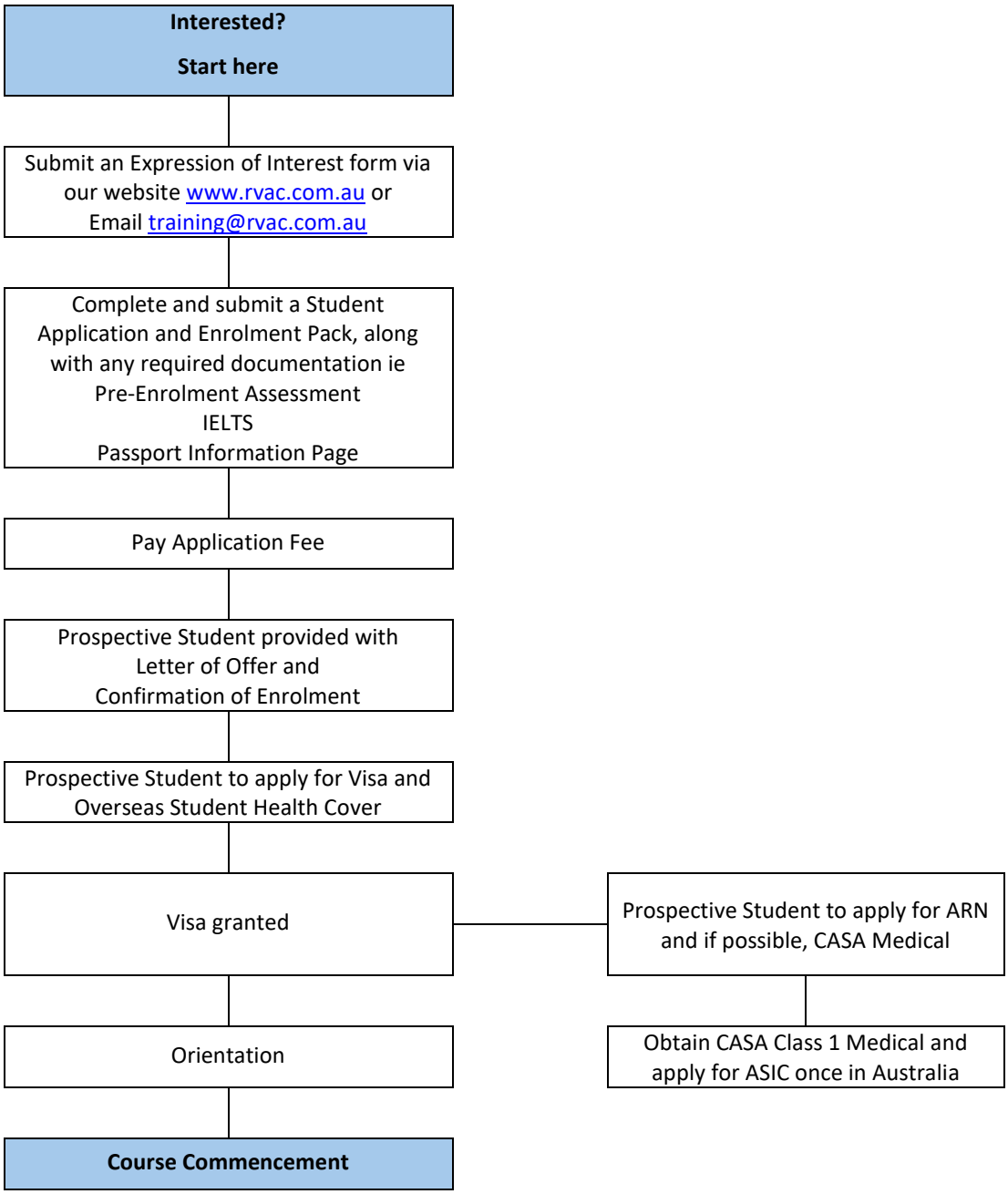
Where the outcome remains unresolved the individual may appeal by using the methods outlined in the 'Appeals and Complaints Policy and Procedure'. This policy and procedure can be obtained from Student Administration. The request for an appeal must be lodged in writing no later than 10 business days from notification of the outcome of the RPL/Credit Transfer application.

Application and Enrolment Process

Prior to initiating your application for enrolment, please research the student visa requirements on the Department of Home Affairs website and Study Australia website	
1.	Submit an Expression of Interest by visiting www.rvac.com.au
2.	• Provide a copy of your Passport ID page • Provide documentary evidence of your English language proficiency with your application (IELTS or other approved English language assessment)
3.	Complete and return the following to training@rvac.com.au • Student Application and Enrolment Pack • A Pre-enrolment Assessment
4.	You may be contacted via phone or online to participate in an interview to discuss your motivation and aspirations in aviation
5.	If accepted into the course, you will be provided an Invoice for payment for an Application Fee.
6.	Once the Application Fee has been paid, you will be issued with a Letter of Offer and a Confirmation of Enrolment. The Letter of Offer must be signed and retuned to us.
Apply for Your VISA and Overseas Student Health Cover	
7.	Processing can take up to 12 weeks (longer in some cases) so do this as soon as you receive your offer. You will need to submit both the Letter of Offer and Confirmation of Enrolment for your visa application along with your English Language assessment. You can apply for your student visa online Department of Home Affairs. The application process and the processing time differs quite a lot depending on your 'Assessment Level', which will be one of four levels depending on your country of origin and the level of education you plan to study. Your application will not be accepted without proof of satisfactory English language proficiency. The Department of Home Affairs website contains advice on how to obtain a visa.
	You may wish to use the services of a Migration Agent or Education Consultant to assist with your visa application. Most students find that this is unnecessary; the process is quite simple if you follow the instructions and checklist available. If you do use an agent, you will need to meet their fees personally, and you must also advise us. Royal Victorian Aero Club do not pay commissions to agents.
8.	Overseas Student Health Cover (OSHC) is a requirement of the Australian Government and covers any medical expenses which you may incur while in Australia. You will be required to show proof of OSHC prior to your visa being issued. You can obtain information regarding OHSC online at https://www.privatehealth.gov.au/health_insurance/overseas/overseas_student_health_cover.htm
9.	We also strongly recommend that you obtain normal travel insurance to complement your OSHC. This should cover possible travel disruptions, loss or theft of belongings, medical or other repatriation, indemnity, etc.
10.	Approximately one week before the course commences, you will be invited to attend an Orientation session. Orientation is an opportunity to ask any last minute questions, tour the facilities, meet Instructors and key RVAC staff, and our expectations of students will be clearly outlined.

Ab Initio Students	
Once you have accepted a place in the course, you will need to:	
11.	Apply for an Aviation Reference Number (ARN)
12.	Undergo a Class 1 Medical examination
Upon Arrival in Australia	
13.	Apply for an Aviation Security Identity Card (ASIC)
14.	Apply for a Unique Student Identifier (USI)
15.	Complete an International Student Agreement
NOTE: *The ASIC and Medical process takes approximately 8 weeks to process and it is recommended to have both prior to course commencement.* *If you are unable to have these prior to commencing the course, you must have initiated the process by the commencement date of the course.*	

The Application and Enrolment Process Flowchart



Orientation

Royal Victorian Aero Club conduct an orientation session for all new students, prior to course commencement. This session will include the following:

- A tour of our facilities identifying classrooms, student areas, student administration area, and any other relevant areas within the premises such as toilets, fire exits, and restricted areas.
- Introduction to instructors, administration staff and fellow students
- Explanation of Occupational Health and Safety issues and First Aid procedures
- Review of Course Outline, Explanation of Training and Assessment Requirements
- Equipment you will need to supply
- Provision of Student Lockers (you will need to supply your own lock)
- Staff contact list
- Information relating to course progress and attendance requirements
- Support services
- Complaints and appeals processes
- Expectations of student progress through the course
- Emergency and useful phone contacts (including police, emergency legal and health services)
- Facilities and Resources
- Finalise any uniform purchases
- Finalisation of any outstanding paperwork for your enrolment

The session will conclude with a coffee (on us!) and the opportunity to chat and get to know your fellow students in the relaxed setting of Flight Deck Bar and Grill.

Your first day or two at Royal Victorian Aero Club will be spent in getting to know each other, the facilities, including the operations area where you will spend most of your study time, the flight line, clubrooms and maintenance facility (hangar).

You will be introduced to your assigned instructor, Senior Instructors, Administrative staff and Member/Membership Services.

All students will have received via email the Domestic Student Handbook and an Orientation presentation. Please take the time to review these prior to Orientation, and feel free to ask any questions you may have.

Personal Hygiene

Students will appreciate that an aircraft cockpit is a confined space and that the student and instructor are necessarily in close proximity. Strict attention to personal hygiene is therefore required in order that offence is not given. Consideration, particularly on hot days, should be given to the use of personal deodorant.

Uniform Requirements

You are required to commence your training in full uniform. The preferred dress for all enrolled students is a uniform similar to that of many airlines and other professional pilots, comprising:

- White shirt, having 2 button-down front pockets and epaulettes (optional short or long sleeves)
- Royal Victorian Aero Club student tie
- Navy blue trousers or slacks
- Navy blue socks
- Black shoes
- Navy blue pullover (jumper)
- Navy blue waterproof 'bomber jacket' (optional)
- Epaulette 'boards' with one gold stripe
- High Visibility Vest

Students must maintain a high standard of appearance. Hair is to be neat and tidy, and uniforms must be clean, pressed and in good condition. Ties are to be worn unless specific permission has been given by the HOO/HOFO. Ties are not required when the temperature is 30 degrees Celsius or above.

Visit the RVAC website to view Student and Member Products sold by RVAC.

Equipment List

The Student Ancillary Expenses provides a list of equipment required for your course of study. This includes a list of suppliers and estimated prices. Below is a general list of equipment you may require.

Logbook	CASA/Air Services Documentation
Headset (combined earphones and microphone)	CARs
Fuel Drain	CASRs
Text Book Study Packs	CAOs
Pilot Knee Clipboard	CAAPs
Flight Computer and Navigation Equipment	ERSA
Navigation Ruler/ASA E6B Flight Computer	AIPs
Laptop/Tablet Computer (Microsoft recommended)	Maps—WAC / Charts
General Stationary Items ie pens, pencils,	Manual of Standards
	Visual Flight Rules Guide
Not all items are needed immediately. Your instructor will advise you	

Royal Victorian Aero Club Membership

All students enrolling into training with Royal Victorian Aero Club must obtain a Student Member Membership. Information on memberships and benefits can be found on our website.

Student Attendance and Behaviour

Students are required to follow all Royal Victorian Aero Club rules and instructions from staff representing the organisation, act in a non-discriminatory manner at all times, and respect the rights of other students, staff and visitors.

Please remain aware that your enrolment is full time. Full Time students are required to attend at least 4 weekdays of 6 hours each per week (minimum 24 hours per week). Some nighttime attendance may be required for any night training that may be applicable to your course.

You will be required to complete an Attendance Register for arrival and departure times each day of attendance, including exams, which will be verified by a staff member. Attendance at all scheduled course training lessons at the appointed time is paramount in ensuring students gain the maximum benefits associated with their training and fulfill the attendance requirements of their course. Your course should be your first priority, and work and other external distractions must not interfere with your attendance or progress.

Students are responsible for notifying their Instructor and Student Administration if they are unable to attend a training session for whatever reason. If you are unable to attend due to compelling circumstances such as illness, please advise your instructor and notify Student Administration as soon as possible. If you will be absent for two or more days in a row, you will be required to produce a medical certificate.

Students are also required to adhere to the Royal Victorian Aero Club academic rules and regulations. If a student is found to have acted in a way that we deem to be misconduct, we may implement disciplinary action in the form of suspension or cancellation of your enrolment.

There is no flexibility regarding attendance. Commencement and completion dates are set and support VET Student Loans (VSL) requirements and student visa start and end dates. Full time attendance is required for Diploma courses. All Units of Study can only start on the nominated date, and all students must satisfy all competency requirements of each Unit of Study to move into the next Unit of Study. Failure of a Unit of Study may result in a student having to re-enrol in the Unit of Study and incur further debt, should they wish to complete the Diploma Course.

It is a condition of your visa that you meet at least 80% of the planned training sessions in each nominal ‘semester” (13 week period). If it becomes evident at any time that you cannot achieve this target, we are obliged to inform the Department of Home Affairs and your visa status may be affected.

Absences and Leave

Sick leave of 2 days or more must be accompanied by a Medical Certificate from a registered medical practitioner. Students who are ill must notify their Instructor and Student Administration as soon as possible of their inability to attend training.

Allowance for Recreational Leave is built into the courses. Extended leave for personal circumstances must be approved prior with your Course Coordinator and Student Administration.

Progress Monitoring

You are expected to complete your course within the time stated on your Letter of Offer and confirmation of Enrolment. During your course a Progress Record will be maintained. At the end of each flight lesson, your achievement will be discussed with you and noted in the Progress Record. The content of this record is available to you. At intervals, your instructor will assess your rate of progress and, if it is considered unsatisfactory, the Head of Operations will be advised, and will endeavour to identify and rectify any difficulty which you are having.

Should your progress continue to be unsatisfactory, we are obligated to advise both you and the Department of Home Affairs. This action may initiate cancellation of your visa. To assist this process, Royal Victorian Aero Club has established a series of benchmarks throughout the syllabus. Failing to meet these forms *prima facie* evidence of unsatisfactory performance. The average, diligent student will have no difficulty in meeting these benchmarks.

Students will be provided with more detailed information regarding the timeframes for relevant achievements and Units of Study periods.

Academic Misconduct

Students at the Royal Victorian Aero Club are expected to maintain the highest standards of academic conduct. We know that most students conduct themselves with integrity and are disturbed when they observe others cheating. The following information should help you avoid unintentional academic misconduct and clarify the consequences of plagiarism and/or cheating.

Definitions

Plagiarism
It is the act of presenting another person's work as your own, and failing to acknowledge that the thought, ideas or writing are that of another person.
Specifically, it occurs when:

- other people's work and/or ideas are paraphrased and presented without a reference
- other students' work is copied or partly copied
- phrases and passages are used verbatim without quotation marks and/or without a reference to the author or a web page.

Cheating
Is to act dishonestly or unfairly in connection with an assessment conducted by the RTO.

Academic misconduct is considered a serious offence at the Royal Victorian Aero Club. For students who have been deemed to intentionally plagiarise or cheat, it may result in being suspended or permanently removed from the course.

To avoid plagiarism and/or cheating and its penalties, students are advised to note the following:

- You may quote from someone else's work (for example from textbooks, journals or other published materials) but you must always indicate the author and source of the material.
- You should name sources for any graphs, tables or specific data, which you include in your assignment.
- You must not copy someone else's work and present it as your own.

If the student does not agree with the RTO's decision, then they are able to access the Complaints and Appeals Policy and Procedure. All Students have access to the Academic Misconduct Policy and Procedure, and a copy can be produced by Student Administration at any time upon request.

Visa Requirements

For all courses exceeding 2 months, you will need a Student Visa sub-class 500. This generally lasts for the length of your course plus one month. Apply to the local Australian Embassy/Consulate/High Commission (or their local representative (TT Services in India)). All applicants for a Student visa must show they are coming to Australia temporarily to gain a quality education, and should be aware of the 'Genuine Student' requirements as defined by the Department of Home Affairs.

You may wish to use the services of a Migration Agent or Education Consultant to assist with your visa application. Most students find that this is unnecessary; the process is quite simple if you follow the instructions and checklist available. If you do use an agent, you will need to meet their fees personally. Royal Victorian Aero Club do not pay commissions to agents.

For the Student Visa application process you will need to supply your signed Letter of Offer, proof of identity and financial resources, Confirmation of Enrolment and proof of student health insurance. The process takes approximately 3-5 months. It is a requirement that Student visa holders have genuine access to sufficient funds to pay for their study and living expenses whilst in Australia for study. Students should not rely on work to support themselves while in Australia.

The Student Visa imposes a number of obligations both on you and on us. These are clarified elsewhere in this document and on the website.

Responsibilities of holding a student visa include:
Condition 8202 Meet Course Requirements. This means a student studying on a student visa must:

- Maintain enrolment in a registered course that is the same Australian Qualifications Framework (AQF) level or higher for which your student visa was granted unless changing from AQF level 10 to level 9, AND

- maintain satisfactory attendance and progress in your course for each study period as required by your education provider.

This is interpreted as having a minimum of 24 'contact hours' per week, with a minimum attendance requirement of 80%.

You are not permitted to repeat any unit of study more than once. Royal Victorian Aero Club strictly enforces this condition and has responsibility to report to both the student and the Department of Home Affairs, if a student fails to observe attendance requirements or to achieve academic progress. This action may initiate cancellation of your visa.

Overseas Student Health Cover (OSHC)

It is a condition of each student visa that the student must hold Overseas Student Health Cover (OSHC) for the duration of their course. This insurance cover assists international students to meet the costs of medical treatment at a doctor's surgery or any hospital services that they may require while in Australia. It is the student's responsibility to ensure that they are covered for the whole period during which the student will be in Australia and that the cover is renewed if necessary.

Further information and overseas student health cover providers can be found at: Overseas Student Health Cover - Frequently Asked Questions

You will need to obtain OSHC cover to apply for a student visa. It is recommended that your cover last for one month after the course end date. You can organise this with one of a limited number of Australian health insurance companies. The approved providers of OSHC are:

Medibank Private
BUPA
NIB
Allianz Global Assistance
AHM

(RVAC has no commercial relationship with any of the OSHC insurance companies).

For your contact details in Australia, you may use our address and telephone number:

Royal Victorian Aero Club
First Avenue,
Moorabbin Airport,
Mentone, Victoria, 3194
Phone: +61 3 8586 7777.

The Private Health Insurance Ombudsman is a free independent service to consumers with health insurance arrangement problems and complaints.

English Language Requirements

It is a requirement for issue of your visa that you have an adequate level of English language skill.

There are two independent requirements for English language proficiency for international students at Royal Victorian Aero Club. These requirements are mandated by:

- Australian Government Department of Home Affairs (DHA) who are responsible for the issue of student visas, and
- Australian Civil Aviation Safety Authority (CASA), who issue all pilot licences (including student pilot licences). CASA regards English language proficiency as a safety issue and as a requirement for minimum ICAO language proficiency standards by the time the training is completed.

Both requirements must be satisfied. All International students must meet the minimum English Language requirements of the course they are applying for.

Both CASA and DHA accept IELTS and TOEFL as acceptable independent language tests.

At the time of application Royal Victorian Aero Club requires International Students applying for direct entry into our courses to provide documentary evidence of one of the following:

- met or exceeded the stated scores in the following CASA and internationally recognised general English language tests:
  - General training module of the International English Languages Testing System (IELTS) with minimum grade of 6.0 for each component—Listening, Reading, Writing and Speaking
  - IELTS: Where an individual element result is less than 6.0, but no less than 5.5, this will meet the CASA requirements and may be accepted. An average 6.0 overall band score must still be achieved.
  - Test of English as a Foreign Language internet based test (TOEFL iBT) with a test score no less than 71

or

- Completed or are still undertaking secondary school education in an Australian or New Zealand educational institution, or have completed the equivalent of an Australian secondary school education in a foreign country where one of the principle mediums of instruction was English

NOTE: Department of Home Affairs does not accept scores from tests that you can take at home or online. Tests older than two years are not acceptable.

CASA webpage: General English Language Proficiency
DHA webpage: Student visa Subclass 500

English Language Support

In the case of a student who on arrival is experiencing difficulty with English Language, they may be referred to Lyceum English Language Australia for low-cost classes in English Language Skills. Students shall attend for a minimum of two weeks and will be required to submit an 'Application for Course Enrolment Variation' form as soon as practicable, outlining the dates and reasons, to the Student Administration Manager.

A student who will be required to attend an English Language Course may require a new Confirmation of Enrolment. A student who will be required to attend an extended English

Language Course will require a new Confirmation of Enrolment to be issued by Royal Victorian Aero Club and the student will be referred to an ELICOS provider.

Fees and Expenses for Training

Flight training in Australia is defined by a competency-based program with pre-set achievement levels for each segment of training. These levels are set by the Civil Aviation Safety Authority (CASA), Australia's aviation regulatory authority. It is well known that student pilots' progress at differing rates and that some will require more instruction than others. This varying requirement is generally not reflected in the quality of the qualified pilot.

When you submit an Expression of Interest, you will be given a 'model' costing for the course that you require quoted in AU$ (Australian Dollars). It is an estimate based on the training required by a typical and diligent student. It will represent more than the statuary minimum training required and less than some students will require. Costs for aviation training are not completely within our control and cannot be accurately predicted. Items such as the cost of aviation fuel can vary rapidly and without notice. Other significant external costs include airport landing fees, terminal navigation and enroute charges and equipment costs. Where this has a significant impact on fees quoted, four weeks' written notice will be provided.

Payment of Fees

All fee notices will be provided to you and are required to be paid in Australian Dollar (AU$).

On Application: an application fee is payable prior to processing a student application. This fee is non-refundable. This fee covers the issue of a Letter of Offer and a Confirmation of Enrolment certificate. If re-issue of these documents is requested by the student, showing a later course starting date, a further non-refundable fee may be payable.

On Commencement: You will be required to deposit a sum equivalent to half of the unit of study fee as per your Letter of Offer into an account in your name with Royal Victorian Aero Club.

During Training: Further instalments will be required according to a schedule to be included in the Letter of Offer and International Student Agreement. These funds will be held in your account, and you will be invoiced and the account debited with the actual training costs as they occur. It is the student responsibility to ensure that this account is kept in credit. If the balance falls below AU$400 (about one hour of dual instruction), your tuition may be suspended. Suspension for greater than 2 weeks may result in course termination and the student's visa possibly withdrawn. Should a student fail to attend a scheduled training flight, a cancellation fee may be imposed at the discretion of the CEO.

'No Show' Charges:
You will be invoiced for all non-attended scheduled theory classes and all booked flight lessons which have not been cancelled and rearranged at least 24 hours prior to the scheduled event. The charges will be as follows:

- Theory classes: Full published rate

- Flight lessons: Instructor – full fee
- Aircraft: as per published rates

These charges will not be imposed in genuine cases of illness.

All fees using your name as a reference may be paid by inter-bank transfer to:

Account Name	Royal Victorian Aero Club
Bank	Commonwealth Bank of Australia
Branch	Mentone
BSB Number	063 144
Account Number	10457582
Swift Code	CTBAAU2S

Please forward a copy of the remittance to training@rvac.com.au
For small amounts (less than AU$1,000) payment by credit card may be preferable.

Tuition Fees

What is covered in Tuition Fees:	Tuition Fees do NOT cover:
• Scheduled Course Tuition Fee (Includes initial CASA Flight test fees, first attempt only with subsequent attempts undertaken at the students' own cost) • Aircraft Flight Tuition • Landing Fees • Theory Tuition • Pre and Post Flight Briefings • Internal Course Materials and Practice exams	• Headset • Clipboard • Uniform requirements • Study materials including textbooks and stationery • External Exams—ASPEQ (CPL, IREX and PIRC) • Flight computer and navigation equipment • Airservices/CASA documentation • Subsequent Test/Exam Fees • Flight Test or additional training beyond the course end date • Aviation Medical Examinations • Aviation Security Identity Card • Application process requirement fees • Club membership

Day to Day Living Expenses
As an international student, you are responsible for your day to day living expenses including, but not limited to:

- Accommodation
- Meals
- Transport
- General Living Expenses

Student Ancillary Expenses

Not all costs are included in course Tuition Fees. Generally, ancillary items remain the property of the student. These include items such as student uniforms, materials and equipment, club memberships, textbooks, ASIC, Aviation Medicals.

Except for RPL and PPL CASA theory exams, all other CASA theory exams are conducted externally from RVAC and are payable by the student directly to the assessment centre. Should you fail a CASA exam, subsequent attempts must be paid for at the time of the exam as they are not covered by tuition fees.

Please note these are estimated costs. Prices for products purchased from external suppliers may change without notice.

Census Dates

Each unit of study contains a census date and is the last day a student can withdraw from the course without having to pay tuition fees or incur a debt for the unit of study (or part of). The census dates for each course unit of study are published on the RVAC website. Self-funding students may pay a commencing unit of study fee in equal installments providing that the initial payment is made prior to commencement and the final payment is made by the census date.

To cancel enrolment, or withdraw from a course, students must follow the procedure for withdrawal as published on the RVAC website. Students who withdraw before a census date do not incur a debt for the unit of study, and any self-funded payments will be refunded for any tuition fees already paid for the unit of study.

Tuition Assurance

A copy of Royal Victorian Aero Club's Statement of VET Tuition Assurance is available on our website. This Assurance provides for Tuition Fee arrangements should we cease to provide a VET course of study. The Australian Government will implement tuition assurance arrangements for International Students and pre-paid fees.

Refunds

There are situations whereby students may be eligible for a refund of tuition fees.

Refunds Due to Non-Delivery of a Course by the RTO (Provider Default)
Tuition fees will be refunded in full if:

- The course does not start on the agreed starting date or prior to the census date

Refunds will be paid in full less the cost of training already provided at the time of default to the student within twenty-eight (28) working days if:

- The course stops being provided after it starts and before it is completed
- If the course is not provided due to a sanction imposed on Royal Victorian Aero Club by Australian Skills Quality Authority (ASQA) and/or the Department of Education (or

responsible government department at the time).

Royal Victorian Aero Club may arrange for another course, or part of a course, to be provided to students at no (extra) cost to the student as an alternative to refunding course money. Where the student agrees to this arrangement, Royal Victorian Aero Club will not be liable to refund the money owed for the original enrolment.

Refunds Based Upon Student Application (Student Default)
All applications for refund must be made in writing by way of the Refund Request form and submitted to Student Administration. This policy and form can be accessed by contacting Student Administration or the Royal Victorian Aero Club website.

- All refund applications are to be assessed and processed within twenty-eight (28) days of the application being lodged
- An administration fee will be applied to all refunds
- All approved refunds will be refunded via the original payment method in Australian currency, and the student will be notified in writing of the outcome. In the case of overseas transactions, any applicable fees will be at the recipient's cost and deducted from the refund.

Appealing Refund decisions
All students have the right to appeal a refund decision made by the Royal Victorian Aero Club. Students wishing to access the Complaints and Appeals Procedure from the Royal Victorian Aero Club should contact Student Administration or the Royal Victorian Aero Club website.

This policy and the availability of complaints and appeals processes, does not remove your right to take action under Australia's consumer protection laws. Royal Victorian Aero Club's dispute resolution processes does not remove the student's right to pursue other legal remedies where they feel necessary.

Further information
If fees have been paid by a third party, then refunds will be payable to that third party.
Any information that you provide to us or that we collect about you (including payments and refunds) can be given to authorised State and Commonwealth Agencies.

Assessment of Refund Applications

Refund Reason	Type of Refund
Withdrawal prior to or on census date (Student Default)	Full refund (less any application fees paid)
Withdrawal after census date (Student Default)	At discretion of RVAC
Withdrawal prior to agreed start date (Student Default)	Full refund (less application/enrolment fee)
Withdrawal after the agreed start date (Student Default)	Refund of unused tuition fees

Course withdrawn by RVAC prior to commencement (Provider Default)	Full refund
RVAC is unable to complete the course for which the original enrolment payment has been made (Provider Default)	Refund of unused tuition fees
Withdrawal from the course due to student misconduct (Student Default)	Refund of unused tuition fees

Students may have extenuating circumstances that prevent them from attending scheduled course dates that may include but are not limited to illness, family or personal matters, or other reasons that are out of the ordinary. Where evidence can be successfully provided to support the students' circumstances, course fees may either be transferred to the next available course where applicable, or a refund of unused course fees will be issued. The assessment decision of extenuating circumstances rests with the CEO and shall be assessed on a case-by-case basis.

Subsequent Enrolments

If you are still in Australia and decide to undertake further training soon after or immediately on completion of your initial course, you will be required to complete another Student Application and Enrolment form for the course you wish to undertake. This can be obtained from Student Administration. No further application fee will be required in this case.

Under no circumstance does Royal Victorian Aero Club guarantee automatic acceptance into other courses of other providers. The student is advised to check entry requirements and application processes with the provider of their choice.

Course Deferment, Cancellation and Withdrawal

Prior to visa issuance, your course may be deferred or cancelled by you on written request. Your enrolment will be automatically cancelled if you have not had your visa processed within 2 months following your course nominal commencement date.

Following visa issuance, your course may be deferred or suspended, including granting a leave of absence, through formal agreement in certain circumstances.

Compassionate or compelling circumstances

These are generally those beyond the control of the student and have an impact on their wellbeing, such as:

- Illness or injury, where a medical certificate is available which states that the student is unfit to attend training
- Bereavement of close family members such as parents or grandparents (where possible, evidence should be provided)
- Major political upheaval or natural disaster in the home country requiring emergency

travel and this has impacted on the student's studies
- Observing cultural or religious events
- A traumatic experience which could include:
  - involvement in, or witnessing of a serious accident; or
  - witnessing or being the victim of a serious crime, and this has impacted on the student (these cases should be supported by police or psychologists' reports)
- where the registered provider was unable to offer a pre-requisite unit
- inability to begin studying on the course commencement date due to delay in receiving a student visa

Unit of Study incompletion
Enrolled students must satisfactorily complete the requirements of each unit of study prior to its end date in order to proceed to the next unit of study. A student who does not meet the requirements has the option of deferring or re-enrolling in the relevant unit of study.

Misconduct
The below examples are indicative only of the kinds of behaviour which constitute student misconduct. They are for illustrative purposes and are not intended to be exhaustive.

Academic misconduct such as attempts by students to cheat, plagiarise or otherwise act dishonestly in undertaking an assessment task, or assisting other students to do so.

General misconduct such as:
- acts of dishonestly;
- harassment of other students or staff;
- interference with students or staff;
- prevention or disruption of learning;
- disobedience/failure to comply with contractual or legal requirements;
- misuse, damage or theft of Royal Victorian Aero Club property or the property of others;
- alteration/defacement of Royal Victorian Aero Club documents or records;
- prejudices the good name of Royal Victorian Aero Club, or otherwise acts in an improper manner; or
- any criminal acts.

Illegal or unconscionable behaviour
The below examples are indicative only of the kinds of activities which constitute illegal or unconscionable behaviours. They are for illustrative purposes and are not intended to be exhaustive.

- Action leading to formal charges laid by police or other agencies.
- Behaviour leading to suspension or expulsion from Royal Victorian Aero Club in accordance with the Club's Memoranda, Rules and Bylaws.
- Proven plagiarism and/or cheating.
- Contravention of CASA regulations, including air safety aspects.

Instances of misconduct, illegal or unconscionable behaviour may be grounds for cancellation of your studies by Royal Victorian Aero Club.

Application for Course Deferment, Cancellation or Withdrawal
Requests for deferment, cancellation or withdrawal of studies must be submitted via an Application for Course Enrolment Variation form as soon as practicable, outlining the dates and reasons, to Student Administration. Student Administration will consult with the Head of Operations and/or the respective Course Coordinator regarding the student's situation and application.

The student will be notified of the decision in writing and that deferring, cancelling or withdrawing their enrolment may affect their student visa. Royal Victorian Aero Club will notify the Department of Education and the Department of Home Affairs via PRISMS where the student's enrolment is deferred, cancelled or withdrawn as required under the ESOS Act.

Where the deferment or cancellation is initiated by Royal Victorian Aero Club (rather than by the student) we must inform the student in writing of this intent and notify them that they may appeal and has 20 working days to access the internal complaints and appeals process. If the student accesses the internal complaints and appeals process, the student's enrolment will not be deferred or cancelled until the completion of that process.

For information on how the potential change to enrolment status may affect the student, the Department of Home Affairs website or helpline PH: 131 881 will provide information.

Transfer Between Registered Providers

Royal Victorian Aero Club will not knowingly enrol a student who has completed less than 12 months of their principal course of study with another provider unless:

- The original provider has ceased to be registered or the course in which the student is enrolled has ceased to be registered.
- The original provider has provided a Letter of Release.
- The original provider has had a sanction imposed by the Australian Government or any state or territory government that prevents the student continuing his or her principal course.
- Any government sponsor of the student considers the change to be in the student's best interest and has provided written support for the change.

The 12 month period is temporary and will revert to 6 months from 1 July 2027.

Where the student has completed more than 12 months of their principal course with another provider of flight training, an assessment would be required to ascertain the student's aptitude for future progress. In the case where a student wishes to transfer from a course in a different academic area (outside flight training) the application is straight forward and normal student selection criteria and enrolment procedure will apply.

If a Royal Victorian Aero Club student requests a transfer to another school, an 'Application to Transfer' form should be obtained from Student Administration, completed and submitted to the Head of Operations for discussion of reasons for the request and to attempt to rectify any underlying problem. The student's best interests will be examined (all our international students are 18 years or older and the student must be the final arbiter in determining their own best interests). If, after discussion, the student still wishes to transfer, they will be released immediately. If the student has been with us for less than 6 months, a formal letter of release must be prepared and given to the student at no cost, within 10 working days. We will advise the Department of Education and Department of Home Affairs via PRISMS that the student has voluntarily withdrawn from their enrolment with us and intends to transfer to another provider. The student must be advised to contact Department of Home Affairs to ascertain whether a new visa is required.

Where Royal Victorian Aero Club does not grant a letter of release, the student will be advised in writing of the decision and provided with the reasons for refusing the request. The student has the right to appeal the decision in accordance with our Complaints and Appeals Policy and Procedure.

Reasons for refusing a request may include:

- Unpaid course Fees for current study period
- Evidence of Letter of Offer from another provider has not been presented

Student Support Services

Being a student is exciting, but it can also be challenging. Royal Victorian Aero Club is committed to ensuring as far as we can that your course with us is completed satisfactorily and in good time. All staff can be approached to gain advice on academic and personal issues. Staff at the Royal Victorian Aero Club will offer professional and confidential advice in areas where they can help and will ensure that all efforts are taken to provide a positive learning experience.

Academic Support

The Head of Operations (HOO) in conjunction with Student Administration and the instructor team will monitor the attendance and progress of each student and determine the need for and the nature of any corrective action, if required. Due to the one-on-one nature of practical flight training, the student's personal instructor is ideally placed to observe student progress and must notify the HOO and Student Administration Manger at the earliest opportunity of any adverse progress. Pre-flight briefings and post-flight de-briefings are normal, and students will be made aware of how they are progressing at this time. In addition, student performance is formally monitored regularly at the completion of each study period. Where it is determined that adequate attendance and/or performance has not been achieved or is unlikely to be achieved, an intervention strategy will be introduced.

Personal Support

Royal Victorian Aero Club is a Club and provides many opportunities for social contact and contact with other flight trainees and established pilots.

Being a relatively small organisation, Royal Victorian Aero Club does not have a separate 'student support' structure. The various services are integrated into the normal day-to-day operation of the Club. You will have regular contact with your nominated flight instructor. If you have a problem or a query, you may discuss it with them in the first instance. You also have direct access to the Head of Operations, Head of Flying Operations, Student Administration, and the Operations Desk staff. Whilst all staff employed by Royal Victorian Aero Club has the responsibility to provide support to all students, Royal Victorian Aero Club shall nominate a 'Student Support Officer' who is available to all students through the standard hours of business should you require assistance beyond our scope.

Royal Victorian Aero Club has a formal Critical Incident Policy, which provides for a Critical Incident Committee to ensure that incidents which cause or may cause trauma to students are appropriately handled and ongoing trauma is minimised.

The Study Melbourne Hub located in Hardware Lane, Melbourne CBD, can offer various support and advice to International students.

Free, one-to-one support and advice is available through Partners in Wellbeing

The Royal Victorian Aero Club's website also provides links to local services on the Student Support and Wellbeing page.

Occupational Health and Safety

Royal Victorian Aero Club complies with all relevant Occupational Health and Safety legislation. Instructors will actively take steps to identify hazards that could cause harm to participants in the classroom and learning environment. Where possible, the instructors will take action to remove or control these hazards and will report the hazard to the appropriate on site personnel.

Where practicable, students must take responsibility for their own health and safety and that of their fellow students, or employees. This means students must follow all safety rules, procedures and the instructions of their instructor while in attendance at Royal Victorian Aero Club premises.

Student Safety

Royal Victorian Aero Club has a number of processes to provide a safe and secure learning environment for all students. These include hours of operation and access to staff to assist students where required.

When travelling to and from our premises it is important to always ensure your own safety. The following are some tips to follow to ensure your safety and all staff can assist you with strategies to improve your safety.

Safety Tips

- Don't openly carry valuables, including iPods, mobile phones, laptops, etc.

- Find suitable and safe routes to petrol stations, shops and your local police station. Try to find routes that are well lit and busy.
- Avoid confrontation - it is better and safer to walk away if you are being provoked.
- If you feel you are being followed, cross the street, and if you are still worried, move as quickly as possible to a public area (such as a restaurant) and then telephone for help.
- At night, walk in pairs in well-lit areas and on busier streets, not dark alleyways and side streets.
- Have your keys ready well before you reach the door of your car or house.
- If you are going away, tell someone you trust where you are going and when you will be back.
- If travelling by bus or tram at night, try not to wait alone at the bus or tram stops. Arrange for others to meet you at your home stop if you are returning late and have a long way to go home.
- If you are travelling by train at night, do not sit in an empty carriage. Try to sit near groups of people in a well-lit area.
- Check the time of the last train, bus or tram home to avoid being stranded at night.
- Avoid walking alone after getting off public transport at night. If you can, walk close to a group of people or arrange for someone to meet you.

Further Safety information is available on the Study Melbourne Website.

Special Provisions Following Night Operations:
Night operations are an essential component of some courses (N-VFR, CIR) and may extend, depending on the time of year, to after midnight.

Following all night operations, the following procedures will apply:
- Where the student has personal transport, the student will be escorted by their instructor to the car park and seen safely away.
- Where the student would otherwise use public transport and resides in excess of 10 km of the airport, the instructor will offer to arrange a taxi for the student at student expense. The student, of course, being over the age of 18, may refuse this offer and make independent arrangements.

Statement of Commitment to Child Safety

Royal Victorian Aero Club has in place a Child Safety Policy Statement in accordance with the Victorian *Child Wellbeing and Safety Amendment (Child Safe Standards) Act 2015*

Royal Victorian Aero Club is committed to the safety and wellbeing of all children and young people under its care from time to time.

Royal Victorian Aero Club has zero tolerance for child abuse.

Royal Victorian Aero Club is committed to providing a child safe environment where children and young people are safe and feel safe, and their voices are heard about decisions that affect their lives. Particular attention will be paid to the cultural safety of Aboriginal children and

children from culturally and/or linguistically diverse backgrounds, as well as the safety of children with a disability.

Every person involved in Royal Victorian Aero Club has a responsibility to understand the important and specific role he/she plays individually and collectively to ensure the wellbeing and safety of all children and young people.

Royal Victorian Aero Club aims to create and foster a safe and friendly environment in pleasant surroundings which students, members and their families and friends can enjoy, and where they can associate with others in an atmosphere of common aviation interests. All staff and volunteers coming into direct contact with children must maintain a valid Working with Children Check.

Royal Victorian Aero Club Equity Commitment

The Royal Victorian Aero Club is committed to providing a fair and equitable environment for staff and students that is free from discrimination, harassment and vilification including antisemitism. We aim to foster a culturally safe learning environment for all students, regardless of background, culture or circumstances. Where possible, Royal Victorian Aero Club is committed to removing barriers and supporting students to achieve their aviation goals.

The Royal Victorian Aero Club has procedures in place to ensure any student concerns are dealt with immediately and appropriately (refer to the Complaints and Appeals policy).

The Royal Victorian Aero Club acknowledges its legal obligations under State and Federal equal opportunity law, including:

- Australian Human Rights Commission Act 1986 (Commonwealth)
- Age Discrimination Act 2004 (Commonwealth)
- The Racial and Religious Tolerance Act 2001 (Victoria)
- Racial Discrimination Act 1975 (Commonwealth)
- The Sex Discrimination Act 1984 (Commonwealth)
- Disability Discrimination Act 1992 (Commonwealth)
- The Equal Opportunity Act 2010 (Victoria)
- The Privacy Act 1988 (Commonwealth)

All legislation can be accessed at www.legislation.gov.au

The Royal Victorian Aero Club fosters equality and access in a training environment that is fair and conducive to learning at all levels. Our training services are available to all participants regardless of ethnicity, gender, age, marital status, sexual orientation, physical or intellectual impairment.

All Royal Victorian Aero Club staff are required to have an awareness and understanding of access and equity issues and are required to demonstrate access and equity principles in all dealings with students and other staff.

If you believe you have been treated unfairly by a Royal Victorian Aero Club Representative, please contact the Student Administration Manager on +61 3 8586 7777.

Privacy

Royal Victorian Aero Club is committed to providing you with the highest levels of customer service. This includes protecting your privacy. Confidentiality of information is of great importance to us, and to that end members of staff have access to confidential aspects of student records on a 'need to know' basis. All information collected is dealt with according to Royal Victorian Aero Club's Privacy Policy.

We collect information in several ways, primarily directly from you such as when you provide information in application forms. Personal information held by us may include your name, date of birth, current address. Your personal information may be used to provide the services you require and to verify your identity.

In accordance with our Privacy Policy, we are committed to protecting the privacy and personal information of all our students. Royal Victorian Aero Club is required by law to make available details concerning you, your course and your progress to CASA and, if requested, to Airservices Australia. The Commonwealth Department of Employment and Workplace Relations, the Australian Skills Quality Authority (ASQA), and Services Australia also requires various details of your enrolment. Royal Victorian Aero Club is also required to cooperate with the Federal and other police and security agencies. With these exceptions, Royal Victorian Aero Club will not disclose information relating to you to any other person or organisation without your express permission.

Access to Student Records

Students may access their personal records held by Royal Victorian Aero Club at any time. A Student wanting a duplicate testamur, Record of Results, or Statement of Attainment may request these by contacting Student Administration.

Students wishing to access their training records should complete the Request for Access to Student Records and provide evidence of identification to Student Administration. Student Access to the file will be granted within 2 days of confirming the student's identification.

Insurances

All RVAC aircraft are insured against damage to the aircraft, third-party damage and third-party personal injury. Students may wish to obtain separate life assurance.

Royal Victorian Aero Club strongly recommends, if applicable, that each student hold additional travel insurance which covers such items as lost baggage, airline disruption, repatriation costs and non-aviation third-party liability. Royal Victorian Aero Club does not accept liability for items of this nature.

Training Evaluation

RVAC fully appreciates and acts accordingly to any feedback that you give us. A feedback form will be forwarded to you at various points within your studies and also on completion of your training course. Please be assured that feedback forms remain confidential and are only used for the purpose of improving the quality of our service to students.

Complaints and Appeals

All students have access to the Complaints and Appeals Policy and Procedure. The Complaints and Appeals Policy and Procedure exist to provide a structured framework for appeal and resolution, including access to external mediation. A copy of the Royal Victorian Aero Club's Complaints and Appeals Policy is available from Student Administration and via the RVAC Website.

The Complaints and Appeals Policy and Procedure ensures that fair and equitable processes are implemented for any complaints or appeals raised against Royal Victorian Aero Club.

Initial concerns should be discussed with the staff member concerned and details recorded.

Students can submit a formal complaint to Royal Victorian Aero Club relating to any concern they may have (such as academic decisions, attendance record decisions, should they feel a person has acted inappropriately or treated someone unfairly, etc). All complaints are handled confidentially and respectfully and are reviewed by the Chief Executive Officer (CEO).

A student may also appeal a decision made by Royal Victorian Aero Club in regard to an assessment outcome. Where a student feels they have been unfairly judged and assessed on a specified task, project or assessment they may have the assessment reviewed by submitting an appeal form. Students must provide supporting evidence or explanations as to why they feel the assessment is unfair and why they should be given further opportunity to be assessed.

Grievance

Royal Victorian Aero Club is committed to providing an effective, efficient, timely, fair and confidential academic grievance handling procedure for all students.

Complainants are entitled to access Royal Victorian Aero Club's grievance procedure regardless of the location of the campus at which the grievance has arisen, the Complainant's place of residence or mode of study.

Academic matters include those matters which relate to student progress, assessment, course content or awards in a VET course of study. Formal Academic Grievances should initially be submitted in writing to the Head of Operations.

Non-Academic Grievance matters include, but not limited to, issues such as harassment, vilification, discrimination, financial matters, fines and payments, application procedures,

exclusions from events and facilities. Formal grievances should be submitted in writing to the Student Administration Manager.

Where the matter remains unresolved once reviewed by the CEO, the Complainant may lodge an appeal in writing to the President of the Royal Victorian Aero Club Board, and the matter will be reviewed. If the Complainant is still unsatisfied with the decision they may request referral to an external resolution service.

Both Academic and Non-Academic Grievance Policies are accessible on the RVAC website or from the Student Administration Manager.

Organisational Structure for Complaints and Appeals

Step 1 Informal Process	Address with the Staff Member concerned
Step 2 Formal Process	Student Administration Manager
Step 3	CEO
Step 4	Board of Directors
Step 5	External Resolution Service

Location and Public Transport

Royal Victorian Aero Club is located at Moorabbin Airport in Melbourne Australia.

Victoria's capital city, Melbourne (voted the world's most livable city five years running by a EIU report) is positioned at the top of Port Phillip Bay in Australia's south-east.

Royal Victorian Aero Club is located at Moorabbin Airport, a busy general aviation airfield some 25 kilometers south of the Melbourne central business district (CBD). Founded in 1835, Melbourne has grown to become a thriving financial and business centre and is the second largest city in Australia. It is renowned for its cultural and sporting events and many fine restaurants. It is a cosmopolitan, multicultural city with its people originating from many parts of the world.

Moorabbin Airport has multiple sealed runways a control tower and associated airspace and is an ideal location in which to learn to fly, whether you are looking to a fully professional career or simply to fly for enjoyment.

Moorabbin Airport is serviced by Public Transport that includes:

- Bus Services, visit the Public Transport Victoria website for details
- Rail Services, visit the Public Transport Victoria website for details
- Taxi Services, call 132227 or visit www.13cabs.com.au

Information regarding accommodation is available on request.

Royal Victorian Aero Club Resources

Instructional Staff

RVAC has a team of well-qualified and experienced Flight Instructors.

Instructor Cadre

Head of Operations:	Karl Mackay
Head of Flying Operations:	TBA
Grade 1 Instructors	
Grade 2 Instructors	
Grade 3 Instructors	
Ground Instructor:	Deborah Fanning (Academic Support-Theory)

Aircraft Resources

Royal Victorian Aero Club operates an extensive, well maintained and equipped fleet of training aircraft, from the basic to the more complex, multi-engine higher speed aircraft and suitable for all types of training. All Aircraft are General Aviation VH registration. Aircraft allocation during training is at the discretion of Royal Victorian Aero Club.

Single engine:

- 3 x C152
- 2 x C172
- 6 x PA28
- 1 x PA28R (retractable undercarriage, constant speed propeller)

Multi-engine:

1 x PN68
1 x PA44

Simulator:

1 x DCX - MAX,
1 x Precision Flight CR-12
synthetic flight trainer,
capable of single or twin engine operation,
piston engine and turbine.

Cessna 152 – 2 available Abinitio Trainer ▪ TAS 90Kts▪ 2 Seater VH-VCI VH-VCY	
Cessna 172 – 2 available TAS 120 Kts ▪ 4 Seater ▪ GPS equipped VH-RLG VH-LSP	
PA 28 Piper Warrior II – 5 Available **PA 28 Piper Warrior III** – 2 Available TAS 115Kts ▪ 4 Seater ▪ Garmin 430 GPS equipped VH-BZE ▪ IFR equipped VH-RQM ▪ IFR equipped VH-JIO VH-TPW VH-ITK ▪ IFR equipped VH-TYD VH-UMB	
PA 28 Piper Archer – 2 Available TAS 120 Kts ▪ 4 Seater ▪ IFR ▪ Garmin GPS equipped VH-MRX VH-MFS	
PA 28 R Piper Arrow III – 2 Available TAS 132 Kts ▪ 4 Seater ▪ IFR ▪ Garmin GPS equipped ▪ Constant Speed Retractable VH-SGE VH-LXI	
PA 44 Piper Seminole – 2 Available TAS 154 Kts ▪ 4 Seater ▪ IFR ▪ GPS equipped ▪ Multi Engine VH-NCE VH-TYS	
PN 68 Partenavia - 1 Available TAS 154 Kts ▪ 6 Seater ▪ IFR ▪ GPS equipped ▪ Multi Engine VH-ILM	

Amenities

Physical facilities include well-resourced classrooms, separate briefing rooms and space for individual student private study. Computer and internet access is available.

Royal Victorian Aero Club has several other amenities available to students. These include lockers, kitchen facilities, and Flight Deck Bar and Grill. Community kitchen amenities are available for student use and include Coffee and Tea making facilities, microwave, toaster, toaster oven/air fryer and fridge.

Students are free to use these at any time, but it is expected that students clean up after use, including washing and drying your own dishes. Lockers are available for student use. You will need to supply your own lock and write your name on the card provided.

You have access to all services listed during normal school hours and during other times when the operations building is staffed.

Living in Australia

Living in Melbourne
Melbourne is the second largest city in Australia. It is considered relatively safe and has been acclaimed in the recent past as the most liveable city in the world. It is a multi-cultural city, with residents from many parts of the world.

It has an effective and extensive public transport system, comprising trains, trams and buses, although many people prefer the convenience of a private vehicle. Melbourne's reticulated water system is among the safest in the world.

Melbourne is renowned for its cultural attractions, art galleries, theatres, concert halls etc, and perhaps equally for its sporting culture and its great variety and abundance of restaurants catering for all tastes. Quality food, including fresh meat and fish, fresh fruit and vegetables is plentiful.

Melbourne Weather
Melbourne lies on the south eastern coast of Australia and features a temperate climate and an enviable coastal setting. Located in the southern hemisphere, the summer season in Melbourne, from December to February, has much to offer, with plenty of hot sunny weather and fairly low rainfall, compared to other prominent Australian cities. Summer temperatures can be hot, although the cooling breezes from nearby Port Phillip Bay are always welcomed. The city of Melbourne is known for its changeable weather and climate, particularly during the winter months of June, July and August, when sunny weather can often experience unexpected showers. The average annual daytime temperatures in Melbourne are around 20°C / 68°F.

Climate Description: Temperate oceanic climate
Melbourne Airport (MEL) Location: Southern Hemisphere, Australia, Victoria

Annual High / Low Daytime Temperatures at Melbourne: 26°C / 13°C (79°F / 55°F)
Average Daily January Temperature: ~26°C / 79°F
Average Daily June Temperature: ~14°C / 57°F
Annual Rainfall / Precipication Melbourne at Airport (MEL): ~568mm / 22 inches

Student Living Expenses in Australia
Your tuition and study fees do not include personal costs like accommodation, food, and other things you will need while in Australia. The cost of living in Melbourne can vary according to the type and location of accommodation you choose and the lifestyle you lead. It is your responsibility to determine what your own costs will be to live and study in Australia. Even if you have permission to work you should not rely on work to support yourself in Australia as a student.

The Department of Home Affairs (DHA) advises that applicants for student visas must have sufficient funds to for 12 months of living and tuition fees. For more information please visit the DHA website.

Accompanying dependents
If you are bringing school aged children with you when you study in Australia you will need to arrange for them to attend school. The requirements for enrolling students and school fees vary across Australian states and territories, and across schools. More details can be found at on the StudyVIC website or the Study Australia Website.

The following information will help you prepare a budget. These figures are only estimates. You may need to add other items to your budget, like ongoing mobile phone and internet fees. All costs are subject to inflation. Further hints and tips can be found on the Study Australia website, Life in Australia.

Student Accommodation

Royal Victorian Aero Club are unable to offer student accommodation, however, we can provide further details regarding Homestay and Apartment Style Accommodation near the airport. 'Homestay' is very popular with students of all types at tertiary level. Most students adopt this mode of accommodation, at least initially. Students lodge with a local family in their house. A separate room and meals are provided. Some students, in a small group, may then seek greater independence by sharing a rented apartment or house under normal commercial arrangements.

Royal Victorian Aero Club recommends you contact us initially for advice on accommodation providers. We have reliable providers on our records. Once you are settled, if you choose to change accommodation, you will be able to inspect the property in person rather than rely on photos posted on the internet. The following websites may assist.

Student Housing Australia
Gumtree
Domain
RealEstate.com
Student Hostel
Homestay.com

Royal Victorian Aero Club is situated between two train lines, so a bus is also necessary. It is highly recommended that if you will be relying on public transport that you look for something near the Dandenong line (also the Cranbourne and Pakenham lines meet up at Dandenong), or the Frankston line. All of these lines join at Caulfield. Please visit the PTV website for information on public transport and research google maps for suitable living locations. It is recommended that your travel time be no more than 1 hour each way.

Estimated rental costs

- **Serviced Apartment** - $390 to $665 per week
- **Shared Rental** - $150 to $250 per week
- **Homestay** - $310 to $410 per week
- **Rental** - $200 to $400 per week

Living Expenses

In addition to accommodation expenses, other living expenses to budget for may include:

- **Groceries and eating out** - $100 to $200 per week
- **Gas, electricity** - $60 to $100 per week
- **Phone and Internet** - $20 to $50 per week
- **Public transport** - $10 to $50 per week
- **Car (after purchase)** - $150 to $250 per week
- **Entertainment** - $50 to $100 per week

The websites below can provide up to date information on various living costs:
Department of Home Affairs - Student Visa Living Costs
Study Australia

Working in Australia

While study is the main priority, student visa conditions may allow International students to work up to 48 hours per fortnight. Any work must not impact course attendance and progress. It is critical to remember that you are in Australia primarily to study and gain a quality education, not work.

The following links may be useful in finding employment and understanding your rights in Australia.
Jobs Victoria online hub
Seek
Fairwork Ombudsman

Aviation Careers and Pathways

Pilot Careers

Most professional pilots begin their careers as junior instructors or charter pilots flying single engine and/or twin engine aircraft. Experienced pilots may transport passengers, mail and freight within Australia, internationally on scheduled airline and unscheduled charters services, or provide other aviation services as required. Pilots' duties vary according to the size and nature of the company they work for. It is recommended that prospective students research individual Air Service providers for career entry requirements.

There are various specialisations for pilots, including:

Coast Guard Search and Rescue Pilot - works for organisations such as the Royal Flying Doctor Service or search and rescue helicopter services. They may have some type of medical or rescue training, but this is not necessarily a requirement.

Agricultural Pilot - An agricultural pilot uses planes for agricultural work such as crop dusting, mustering and other flying at low levels in rural areas.

Airline Pilot - holds qualifications for command of a multi-crew airline aircraft to transport passengers and cargo domestically and internationally.

Commercial Pilot - flies in command of single pilot aircraft carrying out charter, flying instruction and other types of aerial work, such as surveys and coastal aerial surveillance in the general aviation (light aircraft) sector of the industry.

Flying Instructor – passes on their skills to others so they may obtain a pilot's license, from private through to commercial levels.

Military Pilot - trained to operate a variety of combat and support aircraft.

Useful Websites include:
Australian Womens Pilot Association
Royal Federation of Aero Clubs
Australian Federation of Air Pilots
Civil Aviation Safety Authority
Qantas Airways Ltd
Australian Defence Force Recruiting
Airservices Australia
https://www.yourcareer.gov.au/careers/231111/aeroplane pilot
https://www.yourcareer.gov.au/careers/231113/flying-instructor
https://www.yourcareer.gov.au/careers/2311/air-transport-professional
https://skytraders.com.au/careers/

Further Education and Training

A range of VET qualifications for the Aviation industry are available, ranging from Certificate I level qualifications through to Advanced Diploma levels.

Royal Victorian Aero Club offers three qualifications at Diploma level. Information on these qualifications is contained within the Student Handbook.

- AVI50222 Diploma of Aviation (Commercial Pilot Licence – Aeroplane)
- AVI50519 Diploma of Aviation (Instrument Rating)
- AVI50419 Diploma of Aviation (Flight Instructor)

Royal Victorian Aero Club may also assist with additional endorsements and ratings including Design Feature Endorsement (DFE), Multi-Engine Class Rating (MEA), Private Instrument Rating (PIR), Formation Flying Activity Endorsement, Spin Flight Activity Endorsement and Night Visual Flight Rules (NVFR) Rating. Further information on these programs can be located here.

Useful Websites

Australian Council for Educational Research (ACER)
Australian Competition & Consumer Commission
Australian Consumer Law
Australian Core Skills Framework (ACSF)
Australian Skills Quality Authority (ASQA)
Australian Taxation Office
Services Australia—Education
Department of Employment and Workplace Relations
My Skills
Study Assist
Unique Student Identifier
VET Student Loans Ombudsman
VET Student Loans

Frequently Asked Questions

Will Royal Victorian Aero Club give me a job when I graduate?
RVAC's expertise lies in providing a diligent competent student with the relative skills to gain employment as a commercial pilot. Employment is not guaranteed by, or with, Royal Victorian Aero Club, or any other employer, although our graduates of the AVI50419 Diploma of Aviation (Flight Instructor) have been offered employment with us on occasion. Employment as a pilot is dependent upon world economic circumstances. Students are encouraged to research employment opportunities and employer requirements prior to application.

Is it possible to complete a course faster?
It is not possible for Diploma students to complete the course quicker than the allocated dates. Successful candidates find the course highly intensive, as attendance requirements are a minimum of 4 full days per week between Monday to Friday.

Can I study a Diploma part time?
Unfortunately, no. Courses are conducted full time and students are expected to be available on weekdays so the weekends are free for Royal Victorian Aero Club members and casual self-funded students.

What happens if I fail to complete the requirements of a unit of study?
Students must complete the requirements of each unit of study prior to moving onto the next. Each unit of study has a buffer for adverse weather and flying hours to assist with providing the best outcome for students. If a student exhausts all allocated flying hours and fails to meet all requirements prior to the unit of study end date, the student would be required to either re-enrol in the unit of study or defer their course enrolment and complete the requirements at their own time and expense. If students do not complete the unit of study requirements due to extended adverse weather or severe aircraft maintenance issues, we may use discretion to allow an extension to the unit of study end date.

What kind of aircraft is used during training?
C152, C175 and Pier Warriors are used for RPL Training.
C172 and Piper Warriors are utlised for PPL and CPL training. The Piper Arrow is used in the final stages of CPL training.
Piper Warriors, Archers and Seminole are utlised for Multi Engine and Instrument Rating Training.
All single engine aircraft are used for Flight Instructor Training.

Acronyms

ACSF	Australian Core Skills Framework
ASQA	Australian Skills Quality Authority
ARN	Aviation Reference Number
ATO	Australian Taxation Office
CAN	Commonwealth Assistance Notice
CASA	Civil Aviation Safety Authority
CFI	Chief Flying Instructor
CIR	Command Instrument Rating
CP	Chief Pilot
CPL	Commercial Pilot Licence
CT	Credit Transfer
DET	Department of Education & Training
DEWR	Department of Employment and Workplace Relations
eCAF	Electronic Commonwealth Assistance Form
HESA	Higher Education Support Act
HOFO	Head of Flying Operations
HOO	Head of Operations
KDR	Knowledge Deficiency Report
LoO	Letter of Offer
MECIR	Multi Engine Command Instrument Rating
PPL	Private Pilot Licence
RPL	Recognition of Prior Learning
RPL(CASA)	Recreational Pilot Licence
RVAC	Royal Victorian Aero Club
TFN	Tax File Number
USI	Unique Student Identifier
VCAA	Victorian Curriculum & Assessment Authority
VCE	Victorian Certificate of Education
VCE VM	Victorian Certificate of Education Vocational Major
VET	Vocational Education & Training
VPC	Victorian Pathways Certificate
VSL	VET Student Loan

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Royal Victorian Aero Club