VET DELIVERED TO SCHOOL STUDENTS (VDSS) STUDENT HANDBOOK

Updated: October 2026

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; indeed, the majority of our students are domestic students.

This handbook is written specifically for 'domestic' VDSS 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.

Domestic VDSS Students are enrolled in secondary school in Year 10, 11 or 12, and include Australian Citizens, permanent residents and those international visitors who are legitimately in Australia for another purpose and whose visa conditions allow them to undertake 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.

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)

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.

VET Delivered to School Students (VDSS)

The Victorian Certificate of Education (VCE) allows students to include VET studies within their senior secondary certificate. This includes the Victorian Pathways Certificate (VPC), VCE and VCE Vocational Major (VCE VM). Students undertake nationally recognised training from either accredited state curriculum or national training packages which may contribute to their VCE. The VCE VET Commercial Flight Training program is drawn from a national training package and offers portable qualifications which are recognised throughout Australia. These qualifications provide students with a broad range of knowledge and skills to pursue further training and a career in the aviation industry.

VCE students may be able to participate in the AVI50222 Diploma of Aviation (Commercial Pilots Licence - Aeroplane). You may wish to discuss this option with your schools Careers/Pathways Coordinator. The student's secondary school has the responsibility for forwarding details to VCAA regarding student unit enrolments delivered by us. Royal Victorian Aero Club will forward details to the school once enrolment details have been received and from the student and finalised.

Students who undertake Vocational Education and Training (VET) in the AVI50222 Diploma of Aviation (Commercial Pilot Licence —Aeroplane) qualification may be eligible for credit towards their VCE through block credit recognition. VCE Vocational Major credit is based on the same principle. The student must be enrolled in the VCE to be eligible for credit. Credit will be available for completion of two units of study in the AVI50222 Diploma of Aviation (Commercial Pilot Licence—Aeroplane), according to the guidelines below.

Completion of the Recreational Pilot Licence (RPL) and Private Pilot Licence (PPL) Units of Study from the Aviation Diploma would contribute to 2 x Unit 3/4 sequences towards the satisfactory completion of VCE in addition to the Primary 4 VCE subjects, and a contribution to the ATAR in the form of at least one 10% increment (10% of averaged scaled score) *. Students must complete study in both units of study prior to the end of October of the second year of enrolment to receive 2 VET Credits and Unit 3/4 sequences.

Further information regarding this is available on the VCAA website: Block credit recognition

**Note: The credit into the VCE and ATAR contribution are both subject to the volume and level of training completed by the student and will be confirmed upon issuance of VCE results by the VCAA and calculation of the ATAR by VTAC.*

It is mandatory that all students enrolled in AVI502122 Diploma of Aviation (Commercial Pilot Licence —Aeroplane) attend theory classes with Royal Victorian Aero Club. All theory and flying is to be undertaken with us while students are enrolled in this course at Royal Victorian Aero Club.

Please note that there are age restrictions enforced by the Civil Aviation Safety Authority (CASA) regarding pilot licensing. Students must be 16 years of age to achieve the RPL and 17 years of age to complete the PPL.

VDSS Flight Training Overview

Much of this course involves individual face-to-face one-on-one training. As Royal Victorian Aero Club is open seven (7) days a week, training can generally take place in or out of school hours.

Flight Training

Flight Training is weather dependent so it is not possible to have a timetable with exact times and days, only a guideline for when certain syllabus requirements should be achieved. There is a set syllabus, but it is difficult to provide an exact weekly timetable. Unlike most other VET courses, Flight Training takes place in a 'simulated' work environment due to obvious safety and legislative concerns. Training is one-on-one; one student, one instructor, one aircraft.

Royal Victorian Aero Club is open for business Seven (7) days a week year-round, closing only on some designated public holidays. The business hours and the individual training allow students to organise their lessons according to the weather and the times they are available. We do not require students to be here at any particular time. If flight lessons were to be confined to a specific day each week, students' progress could be delayed if weather interfered with training on the specified day. If a student has the flexibility of having availability a few days each week for a lesson, then there is a good chance they will achieve the lesson required for that week.

Autumn is usually the best flying weather. During the Recreational Pilot Licence Training phase, the average student requires approximately 30—35 hours (31 lessons + Flight Test if applicable) of flight training (the CASA minimum is 25), so if only one lesson a week was booked (30 - 35 weeks) and the odd one cancelled due to weather, the student would not complete in time to achieve the requirements.

It is advised that students book two lessons a week during Term 1, when there is a good chance that at least one lesson will occur. If two lessons are completed, then it makes up for the weeks when a lesson does not occur due to weather or other factors that may impact, such as aircraft maintenance or instructor availability. If flights can be scheduled twice a week, and the weather is suitable, flight lessons will go ahead. Alternatively, when the weather is unsuitable, the Flight Lesson can be replaced with other theoretical requirements suited to one-on-one training. If a student is present for a lesson which does not take place due to weather, the structure includes additional theory requirements such as minor exams, Engineering Paper, Knowledge Deficiency Report answers, which must be completed. Some of this can also be completed as homework.

The Flight Instructor will guide students through the syllabus. Flight training is competency based, and while there is Lesson 1, Lesson 2, etc. there may be occasions when a lesson may need to be repeated, for example when a student is doing circuit training procedures (take-off and landing), where there could possibly be different factors affecting each lesson such as wind direction, wind strength or a different runway in use, which could affect how the student performs during the lesson compared to the previous.

Flight briefings of approximately 10-20 minutes generally occur prior to and after each flight lesson, on an individual basis.

Theory Classes

The block of theory during the school holidays is the only time students are in a group in a classroom (which is not affected by weather). The delivery hours equate to approximately 48 hours over 2 weeks. Ideally students should read the prescribed text prior to classes commencing. Each day will require an additional hour or two of study at home after class.

RPL and PPL theory courses are delivered in block sessions:

- RPL(A) – 48 hours – 8 x 6 hour sessions (usually during the Easter school holidays)
- PPL(A) Theory – 52 hours – 8 x 6.5 hour sessions (usually prior to the commencement of Term 1)

Practice exams are provided upon conclusion of the theory course, which can be completed at home or onsite during Term 2. To sit the formal CASA exam, students are required to pass a minimum of two practice exams to a high standard.

Ideally, the final exam pass is due, and Knowledge Deficiency Report (KDR) answers completed to an acceptable standard prior to beginning of Term 3.

Student Progress

Student progress is reviewed by the Flight Instructor at the end of each lesson and student administration will perform full reviews at the end of Term 1 and Term 2. If it appears a student is not progressing or attending as they should then both school and parents will be notified. Reviews will occur monthly in Term 3. If a student is behind in training at the end of Term 2, it is unlikely that they will complete the requirements to sit a Pre Licence Assessment or Flight Test prior to the end of October of that year.

Block Credit Recognition

Credit toward the VCE and VCE VM is determined by the AQF level at which the Units of Competency (UoCs) are recognised and the nominal hours of training completed. Attainment of UoCs at AQF Level III or above provides credit at Units 3 and 4 level. 180 nominal hours of training are required.

The award of credit will take into account issues of duplication with other VCE studies or VCE VET programs and other VET undertaken by the student. A Unit 3/4 sequence will be awarded on satisfactory completion of 180 nominal hours at AQF Level III, according to the guidelines above.

Unit 3/4 sequences achieved through block credit recognition can only be used in the calculation of an ATAR if there are fewer than six Unit 3/4 sequences from VCE studies or VCE VET programs available. If there are six or more Unit 3/4 sequences from VCE studies or VCE VET programs available, a Unit 3/4 sequence derived from block credit recognition cannot be used.

Credit into the VCE

As Diploma qualifications would normally only be undertaken following completion of lower-level VET qualifications, the VCAA has determined that credit for any approved training at Certificate IV or higher be restricted to two (2) Unit 3/4 sequences towards the VCE.

AVI50222 Diploma of Aviation (Commercial Pilot Licence—Aeroplane)

CRICOS Code 109195A

NOTE: Successful completion of the VDSS Flight Training program will achieve a Statement of Attainment from AVI50222 Diploma of Aviation (Commercial Pilot License – Aeroplane)

Overview

If you aspire to a career in Aviation, AVI50222 Diploma of Aviation (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.

Students who successfully complete the VDSS Flight Training program may apply for recognition of prior learning if they wish to complete the remaining components of AVI50222 Diploma of Aviation (Commercial Pilot Licence – Aeroplane) post-secondary school.

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

Entry Requirements

- Pre—enrolment Assessment/Interview
- Literacy, Numeracy and Digital Literacy Assessment
- Aviation Reference Number (ARN)
- Class 1 Aviation Medical
- Aviation Security Identity Card (ASIC)
- Aviation English Language Proficiency (Minimum ICAO level 4)

Course Duration

- Recreational Pilot Licence (RPL) phase – 9 months part time
- Private Pilot Licence (PPL) phase – 8 months part time

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

To achieve a Statement of Attainment in each of the RPL and PPL phases of training, students are required to successfully complete:

- RPL – 6 units of competency as selected from the Core Units of AVI50222 Diploma of Aviation (Commercial Pilot License – Aeroplane)

- PPL – 5 units of competency as selected from the Core Units of AVI50222 Diploma of Aviation (Commercial Pilot License – Aeroplane)

Theory Modules include:

- RPL - Introductory/BAK
  - Pre solo
  - Pre area solo
  - Basic Aeronautical Knowledge (BAK)
  - Aeronautical Radio Operator Certificate (AROC)
- PPL
  - Private Pilot Licence—Aeroplane (PPLA)

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.

RPL – all six (6) units of competency will be assessed as a cluster of units, with the final assessment task being the Pre-Licence Flight test. It is imperative that all assessment tasks are successfully completed by this point, no later than the end of October, in order to be awarded the units and any recognition for a 3/4 sequence or increment to your ATAR.

PPL – all five (5) units of competency will be assessed as a cluster of units, with the final assessment task being the PPL Flight Test. It is imperative that all assessment tasks are successfully completed by this point, no later than the end of October, in order to be awarded the units and any recognition for a 3/4 sequence or increment to your ATAR.

CASA Exams

Students must pass a formal CASA theory exam for their phase of study (RPL and/or PPL) to contribute to the successful achievement of the Statement of Attainment.

Flight Tests/Licences

- RPL Flight test is not included in the course but may be undertaken if requested at an additional cost.
- PPL Flight test is included in the course.

Tuition Fees, Ancillary Expenses and Charges

Refer to current Course Estimate Rate Sheet and Student Ancillary Expenses.
Tuition Fees are payable in instalments or may be deferred under the VET Student Loan program (eligibility criteria apply).

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

Units of Competency

First Year (Year 10, 11 or 12) - Recreational Pilot Licence (RPL)

Unit Code	Unit Title	Nominal Hours
AVIE0006	Maintain aircraft radio communications	20
AVIY0054	Control aeroplane on the ground	20
AVIY0055	Take off aeroplane	30
AVIY0056	Control aeroplane in normal flight	60
AVIY0057	Land aeroplane	40
AVIY0037	Operate at a controlled aerodrome	40

Second Year (Year 11 or 12) - Private Pilot Licence (PPL)

Unit Code	Unit Title	Nominal Hours
AVIW0029	Manage pre and post flight actions	40
AVIY0035	Operate Class G airspace	50
AVIY0036	Operate at non-towered aerodromes	40
AVIY0047	Manage abnormal aeroplane flight situations	50
AVIY0083	Execute advanced aeroplane maneuvers and procedures	70

VDSS PROPOSED TIMETABLE

1st YEAR (Year 10, 11 or 12) – Recreational Pilot Licence (RPL)		
DATE	**COURSE**	**GOALS**
Term 1		Weekly Flying Lessons (Training Area & Circuits) General English Language Assessment Pre - Solo Exam Pre –Area Solo Exam RARO exam - theoretical and practical
Term Break	**RPL(A) Theory**	Week 1 - Classroom - 4 days - Theory Delivery Week 2 - Classroom - 4 days - Theory Delivery
		Engineering Paper
Term 2		Weekly Flying Lessons (Training Area & Circuits) Practice exams and Final RPL/A Theory Test 1st solo circuit achieved
Term Break		Knowledge Deficiency Report Questions
Term 3		Weekly Flying Lessons (Training Area & Circuits) 1st Area Solo Achieved Additional Training (if required)
Term Break		RPL Checklist
Term 4 (Prior to end of October)		Pre Licence Flight Test (compulsory) Additional Training if required
		Recreational Pilot Licence Test (optional)
2nd YEAR (Year 11 or 12) – Private Pilot Licence (PPL)		
DATE	**COURSE**	**GOALS**
January School Holidays	**PPL(A) Theory**	Week 1 – Classroom - 4 days – Theory Delivery Week 2 – Classroom – 4 days – Theory Delivery
Term 1		Navigation Brief Navigation Flying Lessons (Nav 1 & 2) Engineering Paper
Term Break		Practice exams and Final PPL/A Theory Test
Term 2		Navigation Flying Lessons (Nav 3,4,5 / Nav Solo, + Simulator sessions)
Term Break		Knowledge Deficiency Report Questions
Term 3		PPL Checklist Navigation Flights (Nav 6 & 7 / Nav solo) Additional Training (if required) Pre- Licence Flight Test
Term Break		
Term 4 (Prior to end of October)		Additional Training (if required) Private Pilot Test

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 including RPL and PPL 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. 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.

Enrolment

Enrolment Requirements

Applying students must consult with their School official and read all relevant course information provided. School approval is required as the school is the authority forwarding details to VCAA through VASS for recognition of a Unit 3/4 sequence.

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.

Please contact student administration to facilitate the enrolment procedure.

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, organise with student administration to attend an interview. Please complete and submit the Student Application and Enrolment Pack. By signing the Student Application and Enrolment Pack you are stating that you have read and understand the contents of the student handbook.

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

Enrolment Interview and Assessment: Once we receive your Student Application and Enrolment Pack, you will be contacted 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 a Flight Simulator session.

English Language Proficiency: You will need to demonstrate your English Language Proficiency. A current school academic report is sufficient during your training.

Literacy and Numeracy Assessment: You will 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.

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 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).

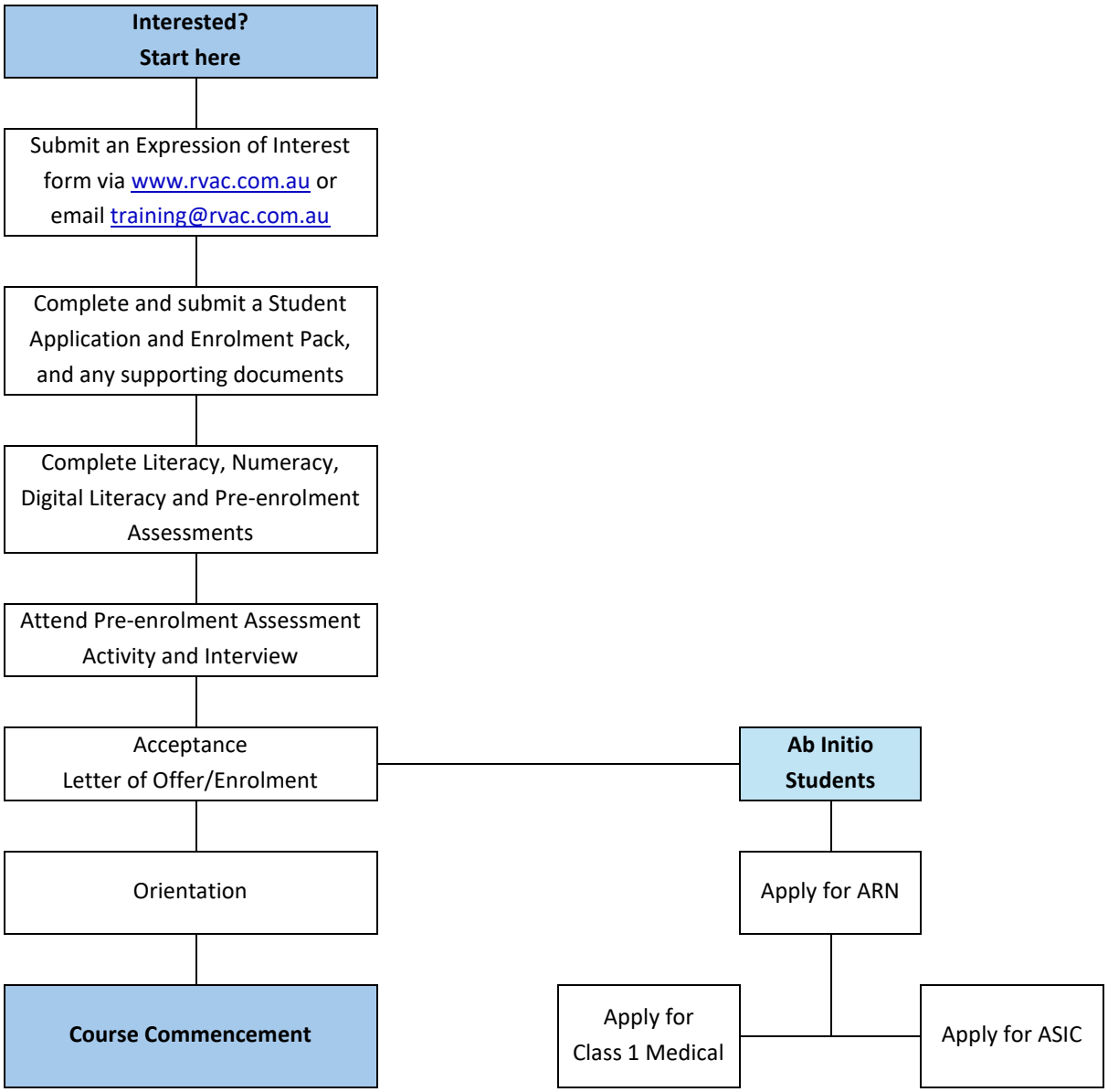
Where the outcome of an RPL/Credit Transfer is not granted and the student disagrees with the outcome, they should first try to resolve the matter informally.

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

All Students	
1.	Submit an Expression of Interest by visiting www.rvac.com.au
2.	Seek school approval (your school must support your participation in the program and are required to sign your Application and Enrolment Pack prior to submission)
3.	Complete and submit the Student Application and Enrolment Pack and any other requested documents to Student Administration in person or scan and email to training@rvac.com.au
4.	Complete and submit a Pre-Enrolment Assessment and any other requested documents to Student Administration in person or scan and email to training@rvac.com.au
5.	Complete a Literacy, Numeracy and Digital Literacy Assessment
6.	You will be contacted by Student Administration to attend a Pre-enrolment Assessment and Interview with a Senior Flight Instructor. This includes: • Interview to discuss your motivation and aspirations in aviation • Undertake a short assessment in a flight simulator designed to see how you respond to verbal instructions
7.	Once all enrolment requirements have been completed, you will be notified of the outcome.
8.	If successful, you will be provided with a Letter of Offer, which needs to be signed and sent back. This will secure your place in the course.
9.	We will forward unit of competency enrolment details to your school once all required Application and Enrolment paperwork has been received and successful completion of all enrolment assessments.
9.	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 Royal Victorian Aero Club employees, and our expectations of students will be clearly outlined.
Ab Initio Students	
Once you have accepted a place on the course, you will need to:	
9.	Apply for an Aviation Reference Number (ARN)
10.	Undergo a Class 1 Medical examination
11.	Apply for an Aviation Security Identity Card (ASIC)
NOTE: The ASIC and Medical process takes approximately 8 weeks to process and both are required prior to course commencement.	

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
- Finalisation of any outstanding paperwork for your enrolment

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 VDSS 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.

Personal Presentation Requirements

Students undertaking the VDSS Flight Training program are not required to wear uniform, however we do expect you to present yourself maintaining a high standard of appearance.

Casual clothing is permitted but remember this is a flight school, and dress standards should be maintained. Items of clothing such as ripped and torn jeans or open toe sandals and thongs are not appropriate for training. Hair should be neat and tidy.

Please adhere to personal hygiene standards.

When you are onsite, you are representing not only yourself, but your school and Royal Victorian Aero Club.

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.

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.

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.

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. All Units of Study can only start on the nominated date.

Absences and Leave

We understand that students may get sick from time to time. If you have symptoms of a cold or flu, it is advisable to re-schedule your lesson. Prolonged absence due to illness may require you to supply a medical certificate.

Where possible, holidays should be booked only during the designated school term breaks (with the exception of the Easter school holidays). This will minimise the impact to your training schedule and provide you with the greatest opportunity to complete your training within the designated timeframe.

Progress Monitoring

You are expected to complete your course within the time stated on your Letter of Offer. 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 you, your parents/guardians and your school. 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.

Fees and Expenses for Training

Tuition Fees

For up-to-date information relating to course dates and fees as well as any additional expenses please refer to our Course and Tuition Fee Schedules. Course Tuition Fees and Schedules are published on RVAC website. Course Fees are reasonably apportioned for each unit of study according to specified fee periods with at least one census date in each.

Tuition Fees can be paid as they become due, or by a VET Student Loan (VSL) for eligible students. Tuition fees include Aircraft Flights including instructors and fuel, Airservices fees (i.e. landing fees), theory tuition, and pre/post flight briefings.

Please note that the Royal Victorian Aero Club may update fees and charges from time to time, and it is recommended potential students contact the Royal Victorian Aero Club to ensure the most up to date information is obtained.

Fee options include self-funding and VET Student Loan Assistance. Students self-funding their training (not accessing VET Student Loans) are required to pay an initial instalment of $1,500 prior to unit of study commencement and the balance of the unit of study fee prior to unit of study census date. Please advise Student Administration prior to enrolment if you wish to self-fund all, or a portion of your course.

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.

The first attempt of RPL and PPL CASA theory exams are included in tuition fees. 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. Students accessing VET Student Loans must submit an eCAF (prior to your first 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 VSL 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 VET Student Loans.

VET Student Loans

VET Student Loans are available for all Royal Victorian Aero Club Diploma Courses including courses being delivered through the VDSS Flight Training program.

VET Student Loans is a Commonwealth government loan scheme available to assist eligible students studying Vocational Education and Training (VET) qualifications to pay tuition fees. Students do not incur financial liability for a unit of study until after the census date. Tuition Fees are paid directly to Royal Victorian Aero Club via the VET Student Loan scheme. A 20% loan fee applies to VET Student Loans and is added to VET Student Loan debt, which is indexed annually. There is a set maximum borrowing limit adjusted annually.

A VET Student Loan is repaid through the tax system, with compulsory repayment required once a certain income level is reached. Students can make voluntary payments at any time. Applicants are obliged to inform us during the enrolment process if they have a current FEE HELP debt. Students with insufficient FEE HELP funds to cover the cost of the course are obliged to pay for any shortfall upfront prior to the census date.

A VET Student Loan will remain a personal debt until it is repaid to the Commonwealth and may reduce a student's take home (after tax) wage or salary, the students borrowing capacity may also be reduced. Students may wish to seek independent financial advice before applying for a VET Student Loan. Further Information is available on the StudyAssist website and the Department of Employment and Workplace Relations website.

Eligibility Criteria for a VET Student Loan

- Meet the citizenship or residency requirements
- Demonstrate academic suitability
- Be a full fee paying student
- Hold or have applied for a Tax File Number (TFN)
- Have sufficient FEE-HELP funds

Eligibility Evidence for a VET Student Loan

Students wishing to access a VET Student Loan must provide Royal Victorian Aero Club with evidence of the following:



- Australian Citizenship (if you were born after 1986 please refer to the Department of Home Affairs website to check your Australian Citizenship status—please see note below) or Permanent Humanitarian Visa (who is usually resident in Australia), Pacific Engagement Visa (and is usually resident in Australia) or New Zealand Special Category Visa holder who meets the long-term residency requirements; **AND**
- Australian Senior Secondary Certificate i.e. Year 12; **OR**
- Completion of an Australian Qualification Framework (AQF) Certificate IV or higher qualification (where the language of instruction is English); **OR**
- ACSF Exit level 3 LNN assessment (Australian Core Skills Framework – Language, Literacy & Numeracy – RVAC can organise this test for you for a nominal fee)

Following changes to Australian citizenship laws on 20 August 1986 (responsibility of the Department for Immigration and Border Protection), the evidence you need to show that you are an Australian citizen depends on whether you were born in Australia before or on or after 20 August 1986.

You must submit further proof of Australian Citizenship if your parents were born overseas and you were born in Australia on or after 20 August 1986.

- an Australian passport issued on or after 1 January 2000 that was valid for at least two years, can be presented to confirm your citizenship.

If you were born in Australia on or after 20 August 1986 and one of your parents was an Australian citizen, you can provide:

- your parent's Australian passport issued on or after 20 August 1986 that was valid for at least two years and issued before your birth
- your parent's Australian citizenship certificate detailing their acquisition of citizenship before your birth
- If your parent was also born in Australia on or after 20 August 1986, you will need to provide their full birth certificate issued by an Australian Registry of Births, Deaths and Marriages (RBDM) plus a grandparent's Australian birth certificate issued by an Australian RBDM or their Australian citizenship certificate
- Evidence that you were ordinarily resident in Australia for the first 10 years after you were born.

Alternatively, you can provide evidence of your own Australian citizenship with a citizenship certificate issued by the Department of Home Affairs. The Home Affairs website provides information on how to apply for evidence of Australian citizenship.

The Request for VET Student Loan Assistance form will be provided electronically (eCAF—Electronic Commonwealth Assistance Form). When submitting your eCAF you are stating that you have read the VET Student Loan information booklet. Your eCAF must be submitted prior to your first census date to access a VET Student Loan.

VET Student Loan courses and VET Student Loans are regulated by the Commonwealth Department of Employment and Workplace Relations. Students are strongly encouraged to

read the VET Student Loans Information Booklet for full details for the VSL eligibility criteria and application process. Students are encouraged to use the VSL Eligibility Check on the Your Career website to help gauge if they are likely to qualify and read the VSL Student Obligations Fact Sheet before applying.

Students accessing a VSL will periodically need to confirm they are still studying and want to continue accessing their VSL. This confirmation is given by submitting Progression Forms sent through the eCAF system.

What is covered under a VET Student Loan?

VET Student Loans apply for each unit of study in a schedule course, and cover:	**VET Student Loans will 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

Course Loan Caps

Course Loan Caps apply on approved courses. This applies specifically to the course and not the provider. So, if you have been enrolled in a course with another provider and are transferring to the same course with another provider, the Loan Cap will continue to apply, and you will only be able to access the remaining balance. The student will be required to make an upfront payment where the course cost is more than the Loan Cap or remaining Loan Cap Balance.

Fee Notices and Commonwealth Assistance Notices

As per Government Requirements students will be issued with a Fee Notice between 42 and 14 days prior to each census date. This outlines the amount of tuition fee that will be covered via a VET Student Loan and will also identify any up-front payments required to be paid.

A Commonwealth Assistance Notice (CAN) will be issued within 28 days after each census date. The CAN informs the student of the debt that has been incurred via a VET Student Loan.

eCAF
Students requesting VET Student Loan Assistance will be required to submit an eCAF (electronic Commonwealth Assistance Form). Royal Victorian Aero Club will generate an email to the student via the eCAf system containing further information and submission details at least two days after the student's enrolment form has been received to take into account the cooling off period of two business days.

Students accessing VET Student Loan Assistance will be required to verify enrolment and report their progression and engagement to the Department of Employment and Workplace Relations as an indication of their agreement to use VET Student Loan Assistance to pay course tuition fees.

Students Under 18 Years
Students who are under the age of 18 years old and wishing to access a VET Student Loan must complete a Request for a VET Student Loan – student under 18 years Parental Consent Form.

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.

VET Student Loan Remissions

Students who withdraw from a Unit of Study after the published census date, or fail to complete a Unit of Study, may apply to have their FEE-HELP balance re-credited with respect to the Unit of Study if they believe **special circumstances** apply. Further information regarding fees and refunds is available on the RVAC website or from student administration.

The Department of Employment and Workplace Relations can remove a student's VET FEE-HELP debt if it was incurred because of inappropriate conduct by a VET FEE-HELP provider or their agent. If you believe you have a debt you shouldn't have you can find information about how to make a complaint through the Commonwealth Ombudsman.

Course Deferment, Cancellation and Withdrawal

Your course may be deferred temporarily 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

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.

Failure to submit an eCAF (electronic Commonwealth Assistance Form) or pay fees by due date may result in cancellation of enrolment.

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.

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.

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

In addition to Support Services provided by Royal Victorian Aero Club, students may also be able to access Social Work Services through Services Australia.

Services Australia and Centrelink

Royal Victorian Aero Club is an approved institution, and our Diploma courses meet the requirements of an approved course of education and study for the purpose of qualifying for Centrelink student payments.

From time to time, Royal Victorian Aero Club are required to provide information to Services Australia regarding attendance and progress of students in receipt of Centrelink benefits. Students who receive Centrelink benefits as full-time students must maintain a study load of no less than 75%. In instances where a student's progress does not meet the minimum requirements, Centrelink benefits may be affected.

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.

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

Royal Victorian Aero Club 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)

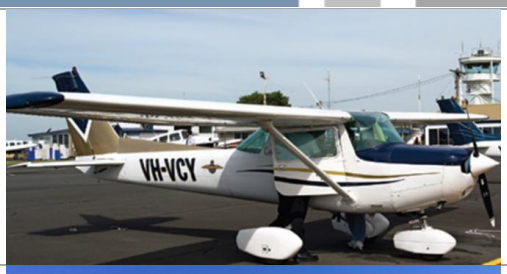
Multi-engine:

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.

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

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.

Scholarships

The following organisations may offer scholarships for Flight Training.
Australian Women's Pilot Association
Royal Federation of Aero Clubs
Aircraft Owners and Pilots Association of Australia
The Honourable Company of Air Pilots—Australian Region
Women in Aviation

School Leavers from regional or remote areas may be eligible to a Tertiary Access Payment to assist with the cost of relocating for tertiary education (Certificate IV and above). For more information about eligibility and how to apply, students can visit the Services Australia website.

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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Moorabbin Airport
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AUSTRALIA

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training@rvac.com.au

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RTO 22465
CRICOS CODE 00277D

Royal Victorian Aero Club

