



DOCUMENT  
**ADM-D.003**

DOCUMENT TITLE  
**STUDENT HANDBOOK**

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## ANNEXURE

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## SECTION 1: WELCOME

Welcome to Flight Training Adelaide!

Whether you are starting a career in aviation from basic training or are visiting us for an upgrade or advanced course, we are glad to have you as part of the family.

Flight Training Adelaide (FTA) has only one campus, and one overall management system. If you are flying at FTA's subsidiary centre, Adelaide Flight Training Centre (AFTC), the helicopter section or as part of the UniSA Graduate Diploma program, you are training with FTA.

FTA has traditionally been an airline training school for numerous world-class airlines over the last 35 years. We have also trained individual, self-funded student towards a commercial aviation career. Our training ethos is focussed on producing future airline and helicopter captains, rather than simply training students to obtain a licence. To achieve this we have made, and continue to make, considerable infrastructure and asset investments to supply appropriate aircraft and simulators for training.

Our campus has been purposefully designed for flight training, with theory classrooms, simulators, aircraft maintenance and administration facilities. The aircraft parking area and student accommodation are within the campus boundary.

FTA has approximately 45 aircraft and 8 simulators to meet the demands of training. The composition of aircraft and simulators is part of a strategic plan of providing a seamless supply chain for flight training, mitigating negative training and providing students with a building block learning experience, allowing educational synergy to the end of their training.

FTA employs over 170 staff to service the training and domestic needs of approximately 300–350 students, with the single purpose of creating an optimal, enjoyable learning environment.



Johan Pienaar  
CEO/Managing Director

## SECTION 2: ABBREVIATIONS

ACPET	Australian Council of Private Education and Training	MBD	Manager Business Development
AQF	Australian Qualifications Framework	MFC	(Manager Financial Control
AOC	Air Operator's Certificates	MFS	Manager Flight Safety
ARN	Aviation Reference Number	MGT	Manager Ground Training
ASTAS	Aus Student Tuition Assistance Scheme	MHR	Manager Human Resources
ASQA	Australian Skills Quality Authority	MHT	Manager Helicopter Training
ATPL	Air Transport Pilot Licence	MIS	Managers Information Systems
CASA	Civil Aviation Safety Authority	MIT	Manager Instructor Training
CASRS	Civil Aviation Safety Regulations	MMPL	Manager Multi Crew Pilot Course
eCAF	Electronic Commonwealth Assistance Form (for VSL)	MO	Manager Operations
CE	Chief Engineer	MPD	Manger Product Development
CEO	Chief Executive Officer	MQC	Manager Quality and Compliance
CFO	Chief Financial Officer	MRS	Manager Residential Services
CLARC	CASA Licence and Registration Centre	MSA	Manager Student Administration
CMS	Configuration Management System	MSD	Manager Standards Development
CPL	Commercial Pilot Licence	MST	Manager Simulation Training
CRICOS	Commonwealth Register of Institutions and Courses for Overseas Students	MSW	Manager Student Welfare
CTM	Chief Training Manager	MTA	Manager Testing and Assessing
DAME	Designated Aviation Medical Examiner	MUT	Manager University Training
DAMP	Drug and Alcohol Management Plan	PPL	Private Pilot Licence
DOT	Director of Operations and Training	RA	Residential Assistant
ESOS	Education Services for Overseas Students	RPL	Recreational Pilot Licence or Recognition of Prior Learning
FSMG	Flight Safety Management Group	RTO	Registered Training Organisation
HAAMC	Head of Aircraft Maintenance	UPRT	Upset Prevention and Recovery Training
HKCAD	Hong Kong Civil Aviation Department	TA	Training Manager
HOO	Head of Operations	TPS	Tuition Protection Service
ICAO	International Civil Aviation Organisation		
MAFTC	Manager AFTC		



## SECTION 3: GENERAL INFORMATION

### 3.1 Purpose of the Student Handbook

The Student Handbook is intended to be used in the following ways:

- To provide information to applicants that will enable them to make informed decisions about studying in Australia and at FTA.
- To provide a reference for enrolled students about FTA's policies and processes and their rights and obligations.
- To provide a reference and training tool to all staff at FTA of VET processes and procedures.

FTA's entry requirements and procedures, as well as all matters to do with student visa conditions are set out in this Student Handbook under relevant sections. Please read carefully through the information material and links provided before making a decision about study. If you have any questions please contact:

FTA Marketing: Jean Mills

Email: [jmills@flyfta.com](mailto:jmills@flyfta.com) or [info@flyfta.com](mailto:info@flyfta.com)

Phone: +61 8 8209 4300

### 3.2 Statement of Quality Assurance

FTA is a Registered Training Organisation (RTO) with National Provider Code 40173 and approved to offer certain courses under the Australian Qualifications Framework (AQF). <https://training.gov.au/Organisation/Details/40173>

FTA is also approved to offer the same courses to overseas students studying on a student visa. CRICOS is a register of approved providers that can offer courses to overseas students. FTA's CRICOS code is 02649J, visa subclass 572, Vocational Education and Training (VET): <http://cricos.education.gov.au/>

As a registered provider FTA must meet the following requirements:

- Be compliant with all components of the Vocational Education and Training (VET) Quality Framework which includes, but not limited to, the Standards for NVR Registered Training Organisation 2012, as set out by ASQA.
- Be compliant with The National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students Act 2007 (ESOS). The National Code is a set of nationally consistent standards that governs the protection of overseas students and delivery of courses to those students by providers registered on the Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS).
- Be compliant with the Higher Education Support Act 2003 that governs higher education and HELP loans in Australia.

Being a flying school FTA also has to follow the Civil Aviation Safety Authority's regulations, as well as other aviation regulators such as HKCAD. Regulations include standards for aircraft operation, aircraft maintenance and syllabus content.

At the successful completion of the ground theory and flight training phases, students will be recommended for external CASA or HKCAD theory exams and flying tests, after which the relevant aviation regulator will issue students with a flight crew licence.

FTA will issue students with AQF certification documentation in a timely manner at the successful completion of their studies, which will be accepted by other RTOs nationwide.

Students who withdraw from study before completing a qualification will be issued with a statement of attainment of units of competency completed in a timely manner.

FTA publish maximum course fees on <http://www.myskills.gov.au/> and information about course dates and schedule of fees on our website at <http://www.flyfta.com/vet-fee-help/vet-fee-help-programs>

### **3.3 Studying in Australia**

#### **3.3.1 Student Visa**

Overseas students studying in Australia require a student visa from the Australian Department of Immigration and Border Protection. For more information visit <http://www.border.gov.au/> or contact the nearest Australian Embassy or Consulate. Students will need a medical examination by an immigration approved doctor before a student visa will be approved.

The Australian Government wants overseas students in Australia to have a safe, enjoyable and rewarding place to study. Australia's laws promote quality education and consumer protection for overseas students. These laws are known as the ESOS framework and they include the Education Services for Overseas Students (ESOS) Act 2000 and the National Code 2007. As an overseas student on a student visa, you must study with an education provider and in a course that can be found on the CRICOS website at <http://cricos.education.gov.au/>

Please review the ESOS framework at <https://internationaleducation.gov.au>

If you have any questions, please contact Jean Mills at:

Email: [jmills@flyfta.com](mailto:jmills@flyfta.com) or [info@flyfta.com](mailto:info@flyfta.com)

Telephone: +61 8 8209 4309 or +61 8 8209300

#### **3.3.2 Overseas Student Health Cover (OSHC)**

International students wishing to study in Australia must apply for OSHC before applying for a student visa. It includes cover for visits to the doctor, some hospital treatment, ambulance cover and limited pharmaceuticals (medicines). OSHC insurers can provide a range of different OSHC products. These may range from a basic product which covers only the compulsory minimum services to comprehensive products which cover, in addition to the compulsory minimum services, extra services as specified under the particular policy.

Your OSHC policy must cover the full period of your visa. Your student visa can be granted up to the maximum duration outlined in the table below:

Visa Type	Enrolment Type	Duration of Study Program	Duration of Visa
500	Coursework	10 months or less	One month longer than the duration of your program.
500	Coursework	Longer than 10 months	Two months longer than the duration of your program.
500	Coursework	Longer than 10 months and finishing at the end of the Australian academic year.	Until 15 March of the following year.

For further information please visit the Department of Immigration and Border Protection website [www.immi.gov.au](http://www.immi.gov.au).

If a student enters Australia before their OSHC begins, they are in breach of their visa conditions.

To apply for a visa, the student must declare that they have obtained OSHC for the entire period of their stay, unless they are exempt from this requirement. Exemptions apply to some Belgian, Norwegian and Swedish students, who are not required to purchase OSHC.

A student will not be able to continue with their student visa application until they have declared they have OSHC for the entire period of their stay. Students will have to indicate in their application the date their OSHC starts and the date it ends. A DIBP visa processing officer may need to verify that OSHC has been obtained by asking the student for evidence, such as policy details.

Private international students must organise their own OSHC. FTA will organise OSHC for sponsored airline cadets

Options are outlined on our website. AHM is recognised by ACPET and is FTA's preferred provider [www.ahm.com.au/oshc](http://www.ahm.com.au/oshc).

### 3.3.3 Confirmation of Enrolment

Confirmation of Enrolment (CoE) is an official document issued to international students. It confirms that you have accepted a place in a course by signing a written agreement and have paid your deposit. A CoE shows the scheduled start and end date of your course.

You obtain a CoE from FTA by completing the enrolment process. Refer to the section in the Student Handbook on international student entry procedures.

### 3.3.3.1 Cancellation of Confirmation of Enrolment

If your student visa is cancelled for whatever reason, you will have 28 calendar days from the date of CoE cancellation to either leave Australia, or arrange for a new CoE, or apply for a different visa subclass.

FTA will send you a notification email to confirm the cancellation of your CoE and you will also be sent an official notice of cancellation from the Department of Immigration and Border Protection (DIBP). If you have any further questions regarding your visa status, you will need to contact DIBP directly. DIBP can be contacted on 131 881, or at 70 Franklin Street, Adelaide.

After the 28 day period, it is likely that DIBP will cancel your student visa. Even if your student visa is not cancelled, it is unlawful to remain in Australia on a student visa without an active CoE any longer than the 28 day allowance.

### 3.3.4 **Studying in Adelaide**

Adelaide is the safest, cleanest, greenest and most affordable Australian city in which to study. [South Australia](#) welcomes thousands of international students every year into our schools and universities. Adelaide is sophisticated and modern and easy to get around. It has lots of cafés, festivals, a bustling retail hub and a multicultural population of 1.2 million people.

## 3.4 **Campus Location**

Parafield Airport offers a unique blend of features that accommodate a myriad of training options. It has a control tower that is manned during daylight hours all year round and has two sets of parallel runways to safely accommodate the demands of circuit training.

Parafield's proximity to Adelaide International Airport, the Edinburgh military air base, and to a generous general flying training area, offers the following benefits:

- All the required navigational aids for effective and efficient IFR training (NDB, VOR, ILS and RNAV approaches).
- Radar controlled airspace, allowing for safe IFR separation and exposure to airline traffic environment.
- Unlimited, uncontrolled airspace for navigation, and access to a multitude of regional airfields.

## 3.5 **Privacy**

Personal information is collected for the primary purpose of flight training, mainly via the enrolment form. Information is collected on this form and during your enrolment in order to meet FTA's obligations under:

- The ESOS Act and the National Code 2007 to ensure student compliance with the conditions of their visas and their obligations under Australian immigration laws generally. The authority to collect this information is contained in the Education Services for Overseas Students Act 2000, the Education Services for Overseas Students Regulations 2001 and the National Code of Practice for

Registration Authorities and Providers of Education and Training to Overseas Students 2007. Information collected about you on this form and during your enrolment can be provided, in certain circumstances, to the Australian Government and designated authorities and, if relevant, the Tuition Assurance Scheme and the ESOS Assurance Fund Manager. In other instances information collected on this form or during your enrolment can be disclosed without your consent where authorised or required by law.

- VET provider requirements under ASQA to collect and report 'Total VET Activity' data. This includes full Australian Vocational Education and Training Management Information Statistical Standard (AVETMISS) data, in accordance with the [National VET Provider Collection Data Requirements Policy](#)
- VSL data collection, including courses and student information reported through the Higher Education Provider Client Assistance Tool (HEPCAT).

If you choose not to complete all the questions on the enrolment form, it may not be possible for FTA to conduct your flight training. Personal information may also be disclosed to your airline or to third parties by law.

Students have to ensure they inform FTA if the information they provided on the enrolment form changes. Student can contact Student Welfare for updating residential addresses, email addresses, phone numbers etc on FTA's student management system

You have a right to have access to all your personal information on FTA's student management system, subject to any exceptions in relevant legislation. If you wish to seek access to your personal information or enquire about the handling of your personal information, please contact the Manager Quality and Compliance on 08 8209 4386 or refer to FTA POL-D.025 Privacy Policy on the website.

### **3.5.1 Your consent**

FTA will assume that, unless you advise otherwise, you consent to the collection of the information that you provide to FTA (either directly or indirectly) for use and disclosure by FTA in accordance with our Privacy Policy.

FTA will only collect sensitive information (which is a category of personal information that includes information about things like health, religion etc.) from you with your consent and where it is reasonably necessary for FTA to provide you with services or carry out services or activities.

FTA will take a photo of you during induction for the following purposes:

- To place you on the student management system for internal use like providing you with an ID card and compiling a student class list
- To use as secure certification measure when issuing a qualification at the end of your course of study.

During induction you will have be given the opportunity to give or refuse permission for FTA to use your photo on our website to celebrate your milestones.

Please refer to FTA POL-D.025 Privacy Policy on the website for more information.

### 3.6 Unique Student Identifier (USI)

As of 1 January 2015, if you are undertaking nationally recognised training delivered by a registered training organisation you will need to have a USI. A USI gives you access to your online USI account that contains your nationally recognised training records and results from 1 January 2015 onwards. One of the main benefits of the USI is that you will have easy access to your training records and results throughout your life. You can access your USI account online from a computer, tablet or smart phone anywhere and anytime. It is free and easy for to create your own USI online; please follow the link <http://www.usi.gov.au>

Please provide a USI on your FTA enrolment form.

### 3.7 Formal Communication with Students

FTA uses email as the primary method of communicating with students and providing them with information. Students provide contact details, including address, phone numbers and email address on their enrolment form, which will be used by all departments for student training and administration.

The following procedures apply:

Student's responsibility	FTA's responsibility
<ul style="list-style-type: none"> <li>Notify FTA immediately of changes of personal details, using form ADM-F.101 (available on student IntraWeb) or by email at: <a href="mailto:nhoffmann@flyta.com">nhoffmann@flyta.com</a></li> <li>Check emails very regularly</li> <li>When required students have to acknowledge read receipt of emails.</li> </ul>	<ul style="list-style-type: none"> <li>The marketing department will formally check twice yearly, in June and December, if international students' contact details are correct in PRISMS via form ADM-F.101, and update the student management system.</li> <li>Student Welfare will receive updates of personal details at all other times via ADM-F.101 or email and update the student management system.</li> </ul>

#### 3.7.1 Guidelines for contacting FTA staff about concerns

Area of concern	FTA staff member	Email address
Overseas students: student visa or certificate of enrolment	MAFTC – Dave Toy	<a href="mailto:dtoy@flyta.com">dtoy@flyta.com</a>
	Marketing – Jean Mills	<a href="mailto:jmills@flyta.com">jmills@flyta.com</a>
Training contract	MBD – Michael Wallis	<a href="mailto:mwallis@flyta.com">mwallis@flyta.com</a>
Finance	CFO – Kate Lepore	<a href="mailto:klepore@flyta.com">klepore@flyta.com</a>
Ground training or theory exams	MGT – Garry Veroude	<a href="mailto:gveroude@flyta.com">gveroude@flyta.com</a>
Flight training	Flight instructor/TM	
	CTM – Steve smith	<a href="mailto:ssmith@flyta.com">ssmith@flyta.com</a>
Accommodation or uniforms	MRS – Steve Holden	<a href="mailto:sholden@flyta.com">sholden@flyta.com</a>
	RA – Laura Pellicone	<a href="mailto:lpellicone@flyta.com">lpellicone@flyta.com</a>
VSL and qualifications	MQC – Lucy Pienaar	<a href="mailto:lpienaar@flyta.com">lpienaar@flyta.com</a>

	MSO – Karen Jamieson Marketing – Jean Mills	<a href="mailto:kjamieson@flyfta.com">kjamieson@flyfta.com</a> <a href="mailto:jmills@flyfta.com">jmills@flyfta.com</a>
Personal support and medical issues	MSW – Gerard Flanagan MAFTC – Dave Toy	<a href="mailto:gflanagan@flyfta.com">gflanagan@flyfta.com</a> <a href="mailto:dtoy@flyfta.com">dtoy@flyfta.com</a>
Computer-Based Training	MPD – Sias Dreyer	<a href="mailto:sdreyer@flyfta.com">sdreyer@flyfta.com</a>
HKCAD Licencing	MSO – Karen Jamieson MSO – Daleen Dreyer	<a href="mailto:CADLicensing@flyfta.com">CADLicensing@flyfta.com</a> <a href="mailto:CADLicensing@flyfta.com">CADLicensing@flyfta.com</a>
Airline Transition Training	MST – Nico Robbertse	<a href="mailto:nrobbertse@flyfta.com">nrobbertse@flyfta.com</a>
Work health and safety	MSA – Rob Jones	<a href="mailto:rjones@flyfta.com">rjones@flyfta.com</a>

### 3.8 Tuition Assurance

Please refer to FTA POL-D.022 Tuition Assurance on our website.

FTA has VET tuition assurance in place to ensure students are protected in case their course of study is no longer available at FTA or FTA ceases to exist. All national students enrolled in a VET course of study are protected under Australian Student Tuition Assurance Scheme (ASTAS). All international students enrolled in a VET course of study are protected under the Tuition Protection Service (TPS).

VET tuition assurance means that if a RTO stops providing the course they are undertaking, students have the following rights:

VSL students must be offered the choice of either:

- Assistance to enrol in a similar course with a comparable qualification at another RTO; or
- To receive a refund of any upfront tuition fees they have paid to any VET units of study they were enrolled in at the time the course was cancelled.

#### 3.8.1 International self-funded students

The Tuition Protection Service (TPS) is a placement and refund service for international students. The TPS replaces the Tuition Assurance Scheme and the ESOS Assurance fund. Visit the [TPS website](#) for more information.

### 3.9 Incident and Accident Reporting

Please refer to FTA POL-D.029 Workplace Hazard and Incident Reporting Policy on our website.

#### 3.9.1 Flight Safety

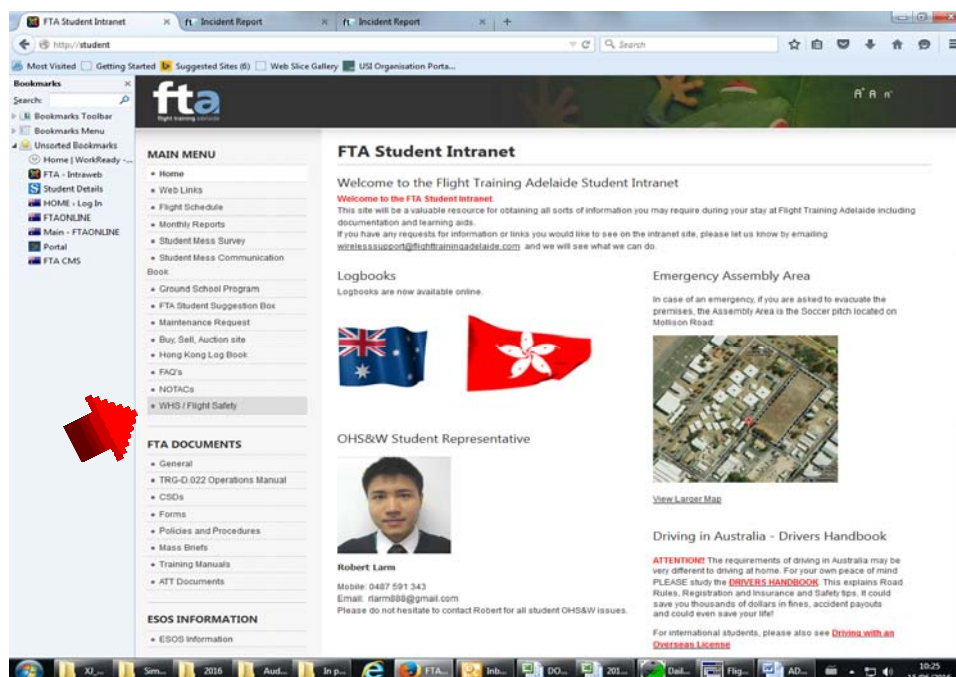
FTA's Manager Flight Safety (MFS) will explain the flight safety management system to students during induction. FTA places flight safety as the highest priority. We have a no blame reporting system, which means any staff or student who submits a safety report involving a genuine human error will in no way be blamed. FTA also maintains a 'whistle blower' policy, which means if anyone sees or hears of a colleague or fellow student conducting an unsafe act or practice, the reporter will be guaranteed absolute anonymity and confidentiality.

Any accident or incident involving a company aircraft is considered a 'reportable incident'. An incident or accident report is intended to bring to the attention of the MFS anything that affected the safety of FTA staff, students or visitors. The report is submitted to the MFS and can be done anonymously. The report will be shared with the rest of the flight management safety group (FSMG), which consist of senior management representatives.

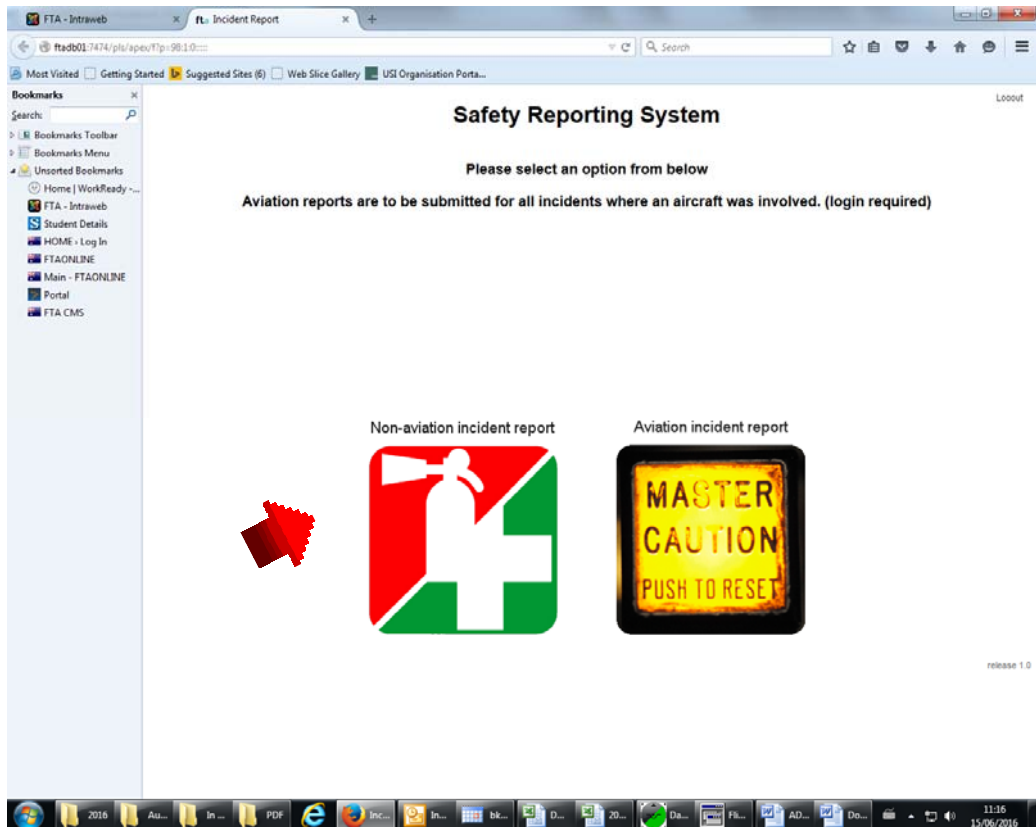
#### 3.9.2 Work Health and Safety (WHS)

Refer to POL-D.029 on the Student Intranet and FTA website. FTA aims to provide a safe and healthy work environment for staff, students and visitors. In order to achieve this, we require that all incidents, work-related injuries and illnesses, and near-miss events are reported immediately via the electronic WHS/Flight Safety reporting system to avoid the incident happening again.

Please follow the link on the Student Intranet.







### 3.9.2.1 First Aid

FTA has qualified first aid officers in every department of the college. First aid kits are located in the following areas:

Administration	1 x wall mounted kit (staff kitchen)
ATT	1 x wall mounted kit (FFTX simulator)
AFTC	1 x wall mounted kit (kitchen/tea room)
Engineering	1 x wall mounted kit (staff kitchen) 1 x small mobile kit
Helicopter	1 x mobile kit (staff kitchen)
Kitchen/Mess	1 x wall mounted kit (kitchen) 1 x large mobile kit (Laura's Office)
Operations	1 x wall mounted kit (upstairs staff kitchen) 1 x wall mounted kit (Operations back room)
Student use kits	1 x wall mounted kit (student gym) 1 x wall mounted kit (student laundry)

### 3.9.2.2 Emergencies requiring an ambulance

Students should always call for an ambulance (000) when in doubt of the severity of a medical situation, especially after hours. After calling emergency services, students should always call the MSW on 0419867060.

Private students are responsible for their own medical expenditure. Sponsored students need to clarify payments matters for medical bills with Student Welfare.

### **3.10 Civil Aviation Safety Authority (CASA)**

CASA is primary responsible for maintenance, enhancement and promotion of safety for civil aviation in Australia. CASA have outsourced the delivery of exams to Assessment Services Pty Ltd (ASL). Their web site is: <https://www.aslexam.com/tol/default.aspx>. For more information on CASA and their fees please go to their website [www.casa.gov.au](http://www.casa.gov.au).

#### **3.10.1 Aviation Reference Number (ARN)**

All individuals who plan to do flight training in Australia needs to apply to CASA for an ARN as soon as possible. You will need an ARN before you can book an aviation medical examination.

**ARN Application Form 1162** can be downloaded from the CASA website [www.casa.gov.au](http://www.casa.gov.au) and sent to CASA with a legible copy of **one piece of identification**. Submit your application by one of three methods:

- Mail: CASA Licence and Registration Centre (CLARC); GPO Box 2005; Canberra ACT 2601.
- Fax number: 1 300 737 187 (+61 2 6217 1899) if faxing from outside of Australia).
- Email: Scan and emailing as a jpeg file to [clarc@casa.gov.au](mailto:clarc@casa.gov.au).

#### **3.10.2 Aviation Medical**

All students require a medical certificate from a CASA approved doctor (DAME) before starting a flying course. HKCAD students will have a medical examination in Hong Kong before arriving for their airline course.

There are two classes of CASA medicals:

- A Class 2 medical is a general medical certificate, recommended for individuals who fly purely for their own enjoyment and recreation and do not intend to train beyond PPL level. A Class 2 medical certificate is valid for four years for applicants under 40 years and two years for older persons. A Class 2 medical is appropriate for all foreign students who undertake training at FTA for a foreign licence.
- A Class1 medical is required for all individuals at CPL level and beyond. The medical examination includes hearing, eyesight, ECG and blood tests and is valid for 1 year.

All FTA students undertaking a course to achieve a CASA CPL or higher should get a Class 1 medical certificate before starting a flying course of study. For more information on medical certificate requirements and the location of approved DAMEs, please visit the CASA website [www.casa.gov.au](http://www.casa.gov.au) and go to 'Aviation Medicals'.

### 3.10.2.1 New CASA application procedures

- Students need to login directly at <http://services.casa.gov.au/avmed/default.asp> with their ARN, full name and date of birth.
- CASA sends a link to the student's email address to begin the medical application.
- The student then pays the \$75 CASA fee and books an appointment with a DAME.
- After the appointment the DAME sends the application to CASA who then forwards the medical directly to the student's email.

Please note: If the DAME qualifies as a 'DAME2' they can issue a Class 2 medical certificates directly and no CASA application fee is needed.

### 3.10.3 **Drug and Alcohol Management Plan (DAMP)**

#### 3.10.3.1 DAMP Policy

Please refer to FTA POL-D.010 Drug and Alcohol Policy on our website.

All future safety-sensitive aviation activity (SSAA) employees and students at FTA will be subject to a drug and alcohol test before employment or before reaching first solo stage of flight training. A person will also be tested after an accident/incident, after the return to work from rehabilitation and also if there is sufficient evidence or suspicion. After the initial pre-solo testing, all SSAA staff and students will be subjected to random testing by both CASA and FTA.

Flying staff and students also need to complete the CASA education program: *DAMP managing the risk*. This can be done before the course start, and students will be reminded of the obligation during induction.

#### 3.10.3.2 DAMP Procedures

Student's responsibility	FTA's responsibility
<ul style="list-style-type: none"> <li>• Organise with Student Welfare to attend a drug and alcohol test on site or make personal arrangements at a CASA approved testing facility.</li> <li>• Provide drug and alcohol test results to the MSW or MAFTC before first solo.</li> <li>• Complete DAMP managing the risk and give a copy to Manager Student Welfare or AFTC. Follow the link below <a href="https://www.casa.gov.au/education/standard-page/aviationworx">https://www.casa.gov.au/education/standard-page/aviationworx</a></li> </ul>	<ul style="list-style-type: none"> <li>• Student Welfare will make arrangements for on site drug and alcohol testing at regular intervals, usually during the first week or two of a new course starting.</li> <li>• MSW or MAFTC will keep drug and alcohol test results in a secure locked location.</li> </ul>

Please note that HKCAD airline students complete the drug and alcohol test before they arrive in Australia.

### **3.10.4 Aviation Security Check**

All students enrolled in a CASA CPL or MECIR course require an Australian Security Identification Card prior to the issue of their licence. Student should submit their application as soon as practical after commencing the course. In the case of overseas students pursuing a foreign licence as part of an airline cadet program, an ASIC is not required.

### **3.10.5 Previous flying experience**

The review of previous flying experience is part of the student entry procedures and the application for recognised prior learning (RPL) at FTA.

Under CASA part 61 CASR 142.380 a nominated person from a flying school takes responsibility to review the previous flying experience of students who transfer from other flying facilities. Australian students will meet with FTA's nominated person on selection day. If needed, FTA will ask the student's permission to request their training records from their previous training provider.

International students with flying experience in Australia or with a foreign ICAO licence will also have to provide copies of their logbook and flight crew licence and, if required, permission for FTA to request their training records from their previous training provider. International students are not required to attend a selection day at FTA; the assessment of their qualifications will be based on the electronic copies provided.

FTA's nominated person will communicate the outcome of the assessment to relevant FTA staff before a training agreement can be offered to a student.

Please refer to the section in the Student Handbook on FTA's entry procedures for guidance on applying for recognised learning.

### **3.10.6 English Language Requirements**

FTA's nominated person is also responsible for assessing students' English language ability according to CASA and ICAO standards to ensure they can operate safely in Australian airspace.

All applicants must provide evidence that they meet one of the criteria listed in Subsection 8 of CAO 40.0. The options include:

#### **3.10.6.1 Australian Students**

- Australian students interested in VSL need to provide a copy of their Australian Year 12 certificate: or
- Display competence at Exit Level 3 in the Australian Core Skills Framework through approved literacy and numeracy core skills tests; or
- Provide evidence of completing an AQF Certificate IV or higher qualification.

### 3.10.6.2 Overseas Students

- Overseas students need to provide evidence of completion of at least the equivalent of an Australian secondary education in an educational institution in a country where one of the principal mediums of instructions was English; or
- Evidence that they are receiving secondary education in an Australian or New Zealand educational institution and the language of instruction is English; or
- Evidence that they have worked in Australia or New Zealand for at least 3 of the 5 years immediately before applying for the course; and have worked in a specified country for at least 3 of the 5 years immediately before applying for the course; or
- Successfully completed one of the following English language proficiency tests:
  - The General or Academic Training Module of the International English Language Testing System (IELTS) with an overall grade of 5.5 on condition that no single test area has a score of less than 5.0.
  - Test of English for International Communication-Secure Program (TOEIC-Secure Program/Public Testing Centre) with the following minimum test scores:
    - Listening: 350
    - Reading: 300
    - Speaking: 160
    - Writing: 140
  - Test of English as a Foreign Language internet-based test (TOEFL IBT) with a test score of 71.
  - Test of English as a Foreign Language computer-based test (TOEFL CBT) with a test score of 197.
  - Test of English as a Foreign Language paper-based test (TOEFL PB) with a test score of 530.

For more information on CASA English language requirements visit the CASA website [www.casa.gov.au](http://www.casa.gov.au) .

International students who do not have the required level of English may choose to enrol in an appropriate English language course here in Adelaide, prior to their aviation training program. The following places are recommended:

Eynesbury College Academy of English  
CRICOS Provider Code 00561M

Admissions: +61 8 8216 9129

Director of ELICOS: +61 8 8216 9122

15-19 Franklin Street, Adelaide, 5000

[http://www.eynesbury.sa.edu.au/international/index.php?page=ELICOS\\_Course](http://www.eynesbury.sa.edu.au/international/index.php?page=ELICOS_Course)

CELUSA

Centre for English Language in the University of South Australia

GPO Box 2471, Adelaide  
South Australia 5001, Australia  
Telephone: +61 8 8302 1555  
Facsimile: +61 8 8302 1557  
<http://www.unisa.edu.au/celusa/>

### 3.11 Leave and Breaks

The course schedule at FTA is designed to allow for two days break between study and flying activities each week. At times due to weather, student progress or other matters out of FTA's control there will be a requirement to fly or study over a six-day week. At a minimum, students will always receive one day free of scheduled activities. Unfortunately, due to the course structure, holidays are not programmed into our courses.

Leave will be considered for compassionate reasons or if the student is well ahead of schedule, but due to the FTA flying program, which is based on the flexibility of a six-day ahead booking regime, leave will only be approved at short notice and for short periods.

#### 3.11.1 Leave procedures

##### 3.11.1.1 Sick Leave

Definition: Unable to attend class or flying lessons due to illness

Student's responsibility	FTA's responsibility
<ul style="list-style-type: none"> <li>Students inform their instructor, TM or MSW (in that order) by phone/email before the first lesson of the day that they will be absent.</li> <li>Students who need help, for example transport to a doctor, should contact Student Welfare.</li> <li>FTA may require students to provide a medical certificate on the day of return, depending on the duration of absence.</li> </ul>	<ul style="list-style-type: none"> <li>Assist students with doctor or hospital visits if needed.</li> </ul>

##### 3.11.1.2 Leave from Study

Definition: Short period of leave during a scheduled training period due to compassionate or personal reasons.

Student's responsibility	FTA's responsibility
<ul style="list-style-type: none"> <li>Complete form ADM-F.015, available from Student Welfare</li> <li>Visit the relevant managers indicated on the form, including the CTM, for leave approval</li> </ul>	<ul style="list-style-type: none"> <li>As a general rule, students taking leave from study for extended periods have to go through the departure clearance process.</li> </ul>

<ul style="list-style-type: none"> <li>• A formal departure clearance may be needed for longer periods of leave, as advised by the Manager Student Welfare.</li> </ul>	
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### 3.11.1.3 Overnight or Weekend Leave for Campus Students

Definition: Spending the night away from campus.

• Student's responsibility	FTA's responsibility
<ul style="list-style-type: none"> <li>• Campus students must inform FTA if they plan to spend the night or weekend away from campus, to ensure they can be accounted for in an emergency.</li> <li>• Complete form ADM-F015 and hand to Student Welfare</li> </ul>	

## 3.12 Course Leaders

FTA appoints a course leader on course commencement. The course leader is either recommended by their sponsoring airline, or elected by their class. Their duties are mainly administrative, providing FTA management and fellow course members with a single point of contact. FTA expects course members to cooperate with and respect the role of the course leader to ensure good communication channels and problem solving. Assistant course leaders may be appointed to help with the workload.

## 3.13 Campus Committee

The aim of the Campus Committee is to provide assistance to FTA management and to assist fellow students with organising their personal time during their training. It is important that all sponsored and private students are represented on the Campus Committee.

The Campus Committee is responsible to and overseen by the MSW. Members are appointed by outgoing Committee Members under guidance of the MSW.

Serving on the Campus Committee provides students an opportunity for personal development. They make valuable contributions to campus life and FTA recognises their time and effort with a merit certificate. Their leadership, time and organisational skills are also recorded in progress reports.

### 3.13.1 Duties of the Campus Committee

Portfolio	Responsibility
President	<ul style="list-style-type: none"> <li>• Administer campus committee management, laying down guidelines and coordinating and controlling accordingly</li> <li>• Call meetings to deal with urgent and routine matters</li> <li>• Monitor campus discipline, standard of dress and general cadet behaviour and advise the MSW of concerns</li> <li>• Represent the student body at the course leaders' monthly</li> </ul>

	<p>meetings</p> <ul style="list-style-type: none"> <li>• Meet with the CEO monthly to provide feedback on the student body matters and concerns</li> <li>• Represent the student body at formal and informal functions when required by CEO.</li> </ul>
Vice-President	<ul style="list-style-type: none"> <li>• Act as deputy to President and assist them with duties</li> <li>• Assist other committee members in their duties.</li> </ul>
Treasurer	<ul style="list-style-type: none"> <li>• Administer the campus fund under guidance of the MSW</li> <li>• Follow up payment of outstanding dues</li> <li>• Ensure funds are not overdrawn</li> <li>• Maintain up to date records of all campus fund transactions</li> <li>• Provide financial reports at the campus meetings.</li> </ul>
Food Member	<ul style="list-style-type: none"> <li>• Liaise with the MRS to solve any issues</li> <li>• Advise on meal timings and menus</li> <li>• Advise on meal protocol and activities</li> <li>• Advise on food quality and quantity</li> <li>• Maintain food suggestions book</li> <li>• Arrange regular cultural theme nights.</li> </ul>
Bar Member	<ul style="list-style-type: none"> <li>• Develop and maintain the bar facility</li> <li>• Ensure cleanliness of bar area and adjacent outside veranda at all times</li> <li>• Advise and control bar timings in liaison with MRS and MSW</li> <li>• Advise on bar protocol and activities</li> <li>• Liaise with the Residential Assistant as required</li> <li>• The terms of the bar liquor licence are to be enforced by the bar members at all times.</li> </ul>
Sport Member	<ul style="list-style-type: none"> <li>• Organise routine sports activity</li> <li>• Organise sports competitions, both in-house and with outside teams</li> <li>• Maintain sports inventory</li> <li>• Maintain an inventory of gym equipment and requests for new equipment, and submit to the MSW.</li> </ul>
Property and Security Member	<ul style="list-style-type: none"> <li>• Assist the MRS with the issue of FTA property to users when required</li> <li>• Assist with maintenance of college property when required</li> <li>• Carry out routine and random inspections when required</li> </ul>



	<ul style="list-style-type: none"> <li>• Assist with inventory checks when required</li> <li>• Assist the cadets' lost and found procedure</li> <li>• Assist with problems arising from daily security inspections</li> <li>• Identify and deal with unaccompanied strangers in residential area after hours</li> <li>• Assist with FTA security procedures</li> <li>• Assist the MSW with updating the accommodation layout plan.</li> </ul>
WHS Member	<ul style="list-style-type: none"> <li>• Assist with FTA WHS practices</li> <li>• Represent the student body at WHS meetings</li> <li>• Manage the campus student first aid kit</li> <li>• Attend to after hours minor first aid needs and report appropriate staff on major first aid needs.</li> </ul>

### 3.14 Personal Conduct

Refer to POL-D.039 Personal Conduct. FTA expects all employees and students to observe certain core standards of behaviour. A person breaching these standards will be exposed to disciplinary action, including termination of employment or enrolment.

### 3.15 Dress Code

As part of the professional culture at FTA students are required to wear a standard uniform while studying. Uniforms can be purchased from FTA, preferably before or on day one of the course. Please contact Steve Holden, Laura Pellicone or Student Welfare on 08 8209 4300. Uniform consists of:

- White short or long sleeve shirt
- Navy trousers
- Navy tie to wear with long sleeves only
- Navy jumper or jacket
- Black socks and shoes
- Epaulettes.

#### 3.15.1 Grooming

Your personal appearance, cleanliness and grooming should reflect the professional standard of the aviation profession, as well as respect for staff and fellow students. This is especially important when operating as flight crew in an enclosed flight deck.

Students and staff should adhere to the following guidelines:

- Wear a clean and neatly pressed uniform every day
- Daily bath or shower
- Maintain good oral hygiene

- Use an effective antiperspirant or deodorant, but avoid overpowering perfumes, colognes and other fragrances
- Maintain groomed hair, beards or moustaches
- Keep footwear clean and in good repair.

### **3.15.2 Jewellery**

The following jewellery is allowed to be worn while in uniform:

- A tight fitting watch and/or medical bracelet
- A small ear ring or stud in each ear lobe
- Wedding/engagement ring or dress ring.

### **3.16 Student Concession Card**

Students can apply for concession cards via Student Welfare at a cost of \$15.50. This entitles you to student travel rates on public transport i.e. train, buses and trams. You may also be entitled to students' discounts at certain stores and cinemas etc.

### **3.17 Personal Mail**

All students may use FTA's postal service for personal mail. Mail will be sent to and from the reception area in the administration building. Individuals are responsible for the postage cost of outgoing mail, which can be paid at reception.

Incoming mail for students (or parcel receipts) will be placed in the pigeonhole for each course in the student planning room or sent to AFTC reception. Parcels can be collected from reception. Please use the following address for incoming mail:

Your name and course number

Hangar 54 Kittyhawk Lane

Parafield Airport, SA 5106

Australia (if sent from overseas)

### **3.18 Media Policy**

Refer to POL-D.007 on the FTA website

Only the Chief Executive Officer (CEO) or a delegate authorised by the CEO, shall make any official comment to any external agency in relation to any incident or issue that may arise. The CEO will gather information, check all facts and determine the official Flight Training Adelaide (FTA) response.

No employee, student or contractor of FTA shall allow themselves to be interviewed or make statements about any company issue to any media representative without the consent of the CEO. Failure to comply with this directive will result in disciplinary action.

If a member of the media is requesting information from an employee then that employee must politely direct the media representative to the CEO and decline further requests to provide information.

## SECTION: 4: COURSE INFORMATION

FTA offers nationally recognised courses in the table below, as published on the National Register at <http://training.gov.au/Organisation/Details/40173>

All training is conducted at Hangar 54, Kittyhawk Lane, Parafield Airport SA 5106. FTA is responsible for the quality of training and assessment, and for the issuing of all qualifications and statements of attainment. FTA does not use third party providers.

Code	Name	Currency	Mode of Delivery	Duration
AVI50215	Diploma of Aviation (CPL-A)	Current	Classroom and one-on-one flying instruction	40-106 weeks
AVI50315	Diploma of Aviation (CPL-A)	Current	Classroom and one-on-one flying instruction	41-106 weeks
AVI50415	Diploma of Aviation (Instrument Rating)	Current	Classroom and one-on-one flying instruction	7 weeks
AVI50516	Diploma of Aviation (Flight Instructor) (Helicopter)	Current	Classroom and one-on-one flying instruction	8 weeks
AVI50516	Diploma of Aviation (Flight Instructor) (Aeroplane)	Current	Classroom and one-on-one flying instruction	9 weeks
AVI60216	Advanced Diploma of Aviation (Pilot in Command)	Current	Classroom and self-study for external CASA exams MCC simulator instruction	10 weeks classroom time; 3 weeks simulator training and MCC theory briefings.

### 4.1 What can I expect from flight training?

Undertaking flight training requires full commitment. Your dedication and hard work will be essential to your success on a flight training course.

Refer to **Annexure A, B, C, D and E of this Student Handbook** for more information on our different courses and how student performance is monitored and managed.

Consider the points below.

#### 4.1.1 Student engagement with their training

All FTA courses are delivered face-to-face on a single campus. We believe the close interaction between students and trainers and their level of engagement in the program help students to succeed.

Students who fail to show they are appropriately engaged in their studies and actively training may face termination of enrolment.

Your progress will be under review at all times and you are expected to keep in communication with your training manager, at least on a weekly basis, to discuss how you can best advance through the course.

Students show engagement in their training by:

- Compulsory induction
- Monitored attendance
- Compulsory workshops (mass briefs) to link theory to the practical flying of a certain skill set
- Individual flying lessons, consisting of a pre-flight brief, air exercise and post-flight brief. A report is compiled for every lesson, signed by both the student and trainer
- Formal progress monitoring by a dedicated training manager. Students are expected to stay in weekly contact with the training manager during periods of self-study.
- Participating in scheduled internal theory assessments
- Providing evidence to Ground School of external theory exams
- Appointed course leaders act as a link between management and students
- Course leaders meet with the Director of Operations and Training monthly to discuss any training concerns
- Student campus committee members engage with management and represent the students in key areas.

#### **4.1.2 Integrated training program**

FTA's integrated training programs consist of face-to-face ground theory classes and one-on-one flying lessons. FTA also uses a CPL theory computer-based training system that is available to all students as a learning and remedial tool. All students get an iPad on loan that contains all their learning resources, gives them access to conduct internal cyber examinations, and it becomes their Electronic Flight Bag

FTA uses the latest technology in delivering flying and ground theory training. All courseware is in digital format and students have access to all information updates via our wireless coverage on campus.

Nonetheless, we strongly believe there is no substitute for actual face-to-face teaching. FTA employs dedicated area specialists in delivering flying, ground theory and jet simulator training.

#### **4.1.3 What can I expect during the Ground School phase?**

##### **4.1.3.1 Educational requirements**

Although there is no formal educational qualifications needed to train as a pilot, CASA requires at least an ICAO English level 4 to obtain a CPL. Also, due to the complexity of ground theory subjects, we recommend academic competency equal to the successful completion of Senior Secondary School Maths and Physics.

In FTA's Learning Resource Centre we have several copies of mathematical texts suitable for students who need extra assistance. Resources vary in level from Year 8–11 standard. They also come with excellent 'self tutor' CDs and cover the maths we know is necessary to succeed in CASA CPL exams

#### 4.1.3.2 Time table

An integrated flying course towards a CASA CPL consists of two Ground School phases and two flying phases. Ground theory is presented in a classroom scenario over a period of approximately 15 weeks or 500 hours. During this time students are expected to attend classes between 0800–1630 hours every week day and pass all internal and external examinations.

#### 4.1.3.3 Internal and external assessment

In compliance with ASQA Standards, students enrolled in nationally recognised training, for example AVI50215 Diploma of Aviation (CPL-A), are assessed internally as competent before being recommended for an external examination for an aircrew licence. Without evidence of internal assessment, a qualification cannot be issued. This will restrict the access to VSL and, in the case of an international student, it will determine if a student visa can be supported by FTA.

The following CPL ground theory subjects are presented:

Basic Aircraft Knowledge, Pre-Solo General, Aerodynamics, Air Law, Aircraft General Knowledge, Human Performance and Limitations, Loading Fundamentals, Performance Fundamentals, Navigation, Meteorology, TB10 and DA40 Type Course, Instruments, Basic Gas Turbines and Operations (Flight Planning).

Students are provided with a loan iPad containing study material for the course, and also have access to FTA's computer-based training system and a resource learning centre. Students are also expected to participate in class and group learning activities.

There are seven external CASA CPL ground theory examinations. The pass mark for internal exams and external CASA exams vary between 70% and 80%. Students have to show competence in internal ground theory assessments before an external exam is attempted. Failure to pass the required exams may result in a delay of the practical flying component of the course.

The Instrument Rating (IREX) theory component is delivered over one week (35 hours) of fulltime Ground School classes. Students will also do a DA42 type course in preparation for the multi-engine endorsement.

Students have access to instructors to help with any remedial teaching that may be required.

Different courses apply variations of FTA's flying and ground theory syllabi and may have different schedules and timetables depending on entry levels and regulatory authority licence rules.

#### 4.1.4 What can I expect during the practical flying phase?

##### 4.1.4.1 Time table

Each student has an appointed flight instructor who will plan and schedule their student's training program to ensure the required resources are available. Students must be available to conduct at least one flight a day, although this may not always be possible as aviation is affected by external factors like weather. Flights may also be scheduled at any time of the day, depending on the availability of aircraft and air work slots and students need to remain flexible with their time management during this phase.

##### 4.1.4.2 Study and preparation

In preparation for a flying lesson students need to allow 1–2 hours the night before to study and revise techniques, procedures, radio calls and fundamental theory for the planned event. On the day of the flight, all pre-flight preparation like flight plans, weather and performance charts must be completed 1 hour prior to a flight to ensure no delays. Flights may depart any time after sunrise every morning.

##### 4.1.4.3 Continuity of training

Successful flight training relies heavily on continuity. If you are absent from training for even a couple of days, you risk consolidation of the required skills, which may result in additional training flights. It is strongly advised that no leave is planned during your flight training.

##### 4.1.4.4 Assessment

The completion of the CPL or CIR flight test can only take place after all CASA theory examinations have been completed.

It is essential that you manage your own progress through these examinations with assistance from your training manager and the Ground School department.

Please take note that CASA allows almost immediate resits for the first, second and third attempts of an external exam, but a third failure will result in a lockout period of three months. Ongoing re-sits and a lockout period will impact the completion date of your course.

#### 4.1.5 Integration of flying and ground training

Refer to the table below for rules on the integration of flying and ground training.

<b>The Approved CPLA Training Course (150 hours)</b>	
Reference CASA Day (VFR) Syllabus – Aeroplane Issue 4.2 01 January 2010	
<b>Limiting Factor</b>	<b>Examination</b>
<ul style="list-style-type: none"> <li>• At least 5 hours dual flying training</li> </ul>	<ul style="list-style-type: none"> <li>• BAK</li> </ul>
<ul style="list-style-type: none"> <li>• Completed cross country training (i.e. a navigation flight) <b>and</b></li> <li>• Passed BAK</li> </ul>	<ul style="list-style-type: none"> <li>• PPLA theory examination</li> </ul>

Completed at least 5 hours PIC cross country flight time and passed BAK	<ul style="list-style-type: none"> <li>• CPLA theory examinations</li> </ul>
<b>Or</b>	
<ul style="list-style-type: none"> <li>• After achieving the competencies for the GFPT (as specified in the GFPT Achievement Record)</li> </ul>	<ul style="list-style-type: none"> <li>• CPLA Aerodynamics</li> <li>• CPLA Human Factors</li> <li>• CPLA Aircraft General Knowledge</li> <li>• CPLA Meteorology</li> </ul>
<ul style="list-style-type: none"> <li>• After completing 5 hours PIC cross country flight time, <b>or</b></li> <li>• Achieving the competencies of the PPL (as specified in the PPL Achievement Record)</li> </ul>	<ul style="list-style-type: none"> <li>• CPLA Navigation</li> <li>• CPLA Aircraft Operation, Performance and Flight Planning</li> <li>• CPLA Flight Rules and Air Law</li> </ul>

## 4.2 Computer-Based Training (CBT)

FTA owns a computer-based learning tool with all the ground theory material needed for RPL, PPL and CPL, including manuals, glossaries and assessments. All students have access to the system to be used in their own time, which is complimentary to ground theory lessons in the classroom.

Students will be given login details to the CBT during induction on arrival. Visit <http://www.ftaonline.com.au> for instructions and system requirements. The CBT login page is available at <http://pilot.ftaonline.com.au>

A full briefing on the use of the CBT will be done by a Ground School instructor.

## 4.3 Attendance and performance monitoring

Application and self-discipline are essential ingredients required to succeed as a commercial pilot. We actively monitor and record attendance and flying progress. Students are also assessed on non-flying factors such as punctuality, decision-making, appearance, discipline and leadership skills, which form an integral part of the development of a professional pilot.

Performance monitoring also aims to provide private students with a mentoring service. Students progress at their own pace, according to their circumstances and ability. Students who do not perform to the required level will receive remedial training and extra practice sessions as required and agreed upon with their instructor.

Although students are assessed internally throughout their training in theory and performance skills, the final assessments for the issue of a licence or rating are conducted by CASA or HKCAD authorised examiners. Students will only be recommended for a final external CASA or HKCAD test when they have passed the internal assessment and are deemed ready and likely to successfully pass the final test.

FTA uses the following methods and guidelines for performance monitoring with the aim to identify students with difficulties as early as possible:

- Ground instructors record attendance every day and monitor theory knowledge through compulsory internal exams before students sit the external CASA or HKCAD exams.

- Flying instructors assess the required knowledge and skills from the qualification training package during every flying lesson as set out in the course syllabus, and record this in students' training records.
- Flying instructors record mass brief attendance in students' training records.
- Training managers regularly monitor the reason for students' initiated cancellation of scheduled flights to determine possible trends that may result in unsatisfactory course progress.
- FTA has set a progress check flight at the end of every module of the flying syllabus, which is carried out by an appropriately qualified instructor or flight examiner.
- Flying instructors and training managers compile a performance report for each student at the end of each module of the syllabus, which are electronically available to students and their airlines (if applicable), and are kept as part of their training history.
- Flying performance is rating in student training records and modular reports as follows:
  - 1 Requires considerable further training (two or three sessions)
  - 2 Requires some further training (one more session)
  - 3 Satisfactory after instructor input or correction
  - 4 A good standard with no ingrained faults
  - 5 A polished standard.
- Trends and ratings below '3' in training records and modular reports indicate performance below competency level and are reported to the TMs via instructor reports (TRG-F.005 – pink form).
- Although students progress at their own pace, according to their circumstances and ability, FTA sets guidelines for rate of progress and rate of learning to ensure flight safety. The following general guidelines are used for early identification before an intervention strategy is implemented:
  - Excessive overfly (requiring more hours of flying to reach the set standard than originally planned)
  - Receiving a score of 2 or 1 in performance and personal factors, which indicates performance below competency level
  - Identify performance trends via TRG-F.005 (pink form).
- Students have to meet individually and formally with management at least twice during their course to discuss their progress, which is usually scheduled at the end of Module 2 and the end of Module 4. At these points students are expected to have shown a competent standard of aviation knowledge via internal theory exams needed for the next phase of flight training to operate safely in Australian airspace.



- FTA will suspend a student's flight training program at the end of Module 4 until all the required internal and external CPL theory exams have been passed successfully.
- The progress and performance of sponsored airline students are monitored in consultation with the airline company's representatives and student mentors.

#### 4.3.1 Intervention strategy procedure

FTA will initiate an intervention strategy as early as possible when it becomes clear to the TMs that a student needs additional help to reach the required competency level in the timeframe of the syllabus module. Open communication between the student, the instructor and the TM throughout the process is extremely important.

The decision to terminate a student's enrolment will be decided on merit and based on duration of training and overfly, as explained below:

##### 4.3.1.1 Duration of training

Self-paced international and local students must take no longer than six months to complete a single module of training, and must complete a qualification within the following periods:

- PPL – 12 months
- CPL – 24 months
- CIR – 6 months

##### 4.3.1.2 Overfly

Overfly means that a student requires more hours of flying than stated in the syllabus in order to reach competency level.

The latest mandatory point of intervention is illustrated in the following table:

ASB Module	Syllabus hours	Cumulative syllabus	Allowable overfly %	Overfly	Overfly cumulative
Module 1	13.2	13.2	100%	13.2	13.2
Module 2	27.2	40.4	75%	20.4	33.6
Module 3	34.2	74.6	50%	17.1	50.7
Module 4	38.4	113.0	50%	19.2	69.9
Module 5	27.2	140.2	25%	6.8	76.7
Module 6	30	170.2	20%	6.0	82.7

The following intervention procedure applies:

Student's responsibility	FTA's responsibility
<ul style="list-style-type: none"> <li>• Student attends a scheduled meeting with a training manager to discuss the intervention strategy, showing their commitment to participate in the intervention plan by signing form AFTC-F.009.</li> <li>• If the intervention plan fails, the student will receive a letter from FTA, stating the intention to terminate the student's enrolment. The letter will include an outline of the process that was followed to that point and reasons for the decision.</li> <li>• Students have the right to appeal against the decision by following FTA's complaints, appeals and grievance procedures.</li> </ul>	<ul style="list-style-type: none"> <li>• The instructor notifies the student and the relevant TM of unsatisfactory performance via an Instructor Report (TRG-F.005 – pink form), which will include if the overfly limit has been reached or not.</li> <li>• TMs will review the documented evidence to determine the most likely cause of unsatisfactory performance and progress, which may include a flight review. Personal, domestic and language factors will be taken into consideration. A strategy will be formulated and documented on form AFTC-F.009 Intervention Plan to help the student progress with his studying, which may include remedial flying lessons, additional ground theory classes, additional English language lessons, meetings with the MSW or professional counselling.</li> <li>• TMs arrange a meeting with the student to discuss the strategy and seek their commitment to participate in the intervention plan by signing form AFTC-F.009.</li> <li>• TMs will include a review date to follow up on the student's progress and effectiveness of the intervention plan, as well as a close-out date of the intervention plan, after the additional remedial training has been completed.</li> <li>• TMs review the student's performance after the close-out date, which may include a flight review, to decide if the student can continue with flight training or if termination of enrolment will be initiated.</li> <li>• The TMs will report the issue formally to the DOT and HOO and a final decision will be made to terminate enrolment. All correspondence will be</li> </ul>

	<p>recorded in FTA's CMS.</p> <ul style="list-style-type: none"><li>• FTA initiates termination/cancellation of enrolment, using FTA's deferment, suspension or cancellation procedures.</li><li>• Students have the right to appeal against the decision by following FTA's complaints, appeals and grievance procedures.</li></ul>
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## SECTION 5: STUDENT ENTRY PROCEDURES

Student entry procedures set out the requirements and matters of FTA's nationally recognised courses and should indicate that a person is academically suited to a course before the enrolment process is complete.

### 5.1 Recognition of Prior Learning (RPL)

Prior to the completion of enrolment, FTA will assess the competencies of students that may have been acquired through formal, non-formal and informal learning to determine the extent to which students meets the requirements specified in the training package or VET accredited courses.

**Formal learning** refers to learning completed in an AQF qualification, supported by a statement of attainment from a training provider. Formal learning may result in course credit towards a FTA course of study.

**Non-formal learning** refers to learning that takes place through a structured program of instruction, but does not lead to the attainment of an AQF qualification or statement of attainment, for example a CASA flight crew licence.

**Informal learning** refers to learning that results through experience of work-related, social, family, hobby or leisure activities.

Students need to apply for RPL before their enrolment can be completed, as their RPL will be reflected in the course price and noted in their training contract. FTA will base the assessment of RPL on the required knowledge and flying evidence of the training package that the student needs to successfully complete the course of study.

#### 5.1.1 Integrated Training

FTA will, as part of the RPL process, assess applicants' previous flying training to determine the applicant's entry point onto FTA's integrated course. If an applicant was not previously enrolled on an integrated flying program they will be recommended for a 200-hour program, or choose to undergo FTA's full integrated course without RPL. The DOT/HOO/MTA may recommend that an assessment flight with a Grade 1 instructor is required before the course starts to formalise a syllabus of training. A separate set of conditions will apply when reviewing ground theory RPL in relation to FTA's integrated program. The following general guidelines apply:

- Bachelor of Aviation course students from UniSA are considered enrolled on an integrated program.
- Students transferring from a Part 142 flying school will receive RPL for hours flown once it has been verified by the previous training provider.
- Students not transferring from a Part 142 flying school (Part 141, RAAus school or non-graduated military trained students) will have to meet the CASR CPL 200-hour criteria (Part 61.160).

## **5.1.2 Guidelines for RPL**

### **5.1.2.1 RPL for Recreational and Private Pilot Licences**

The actual licences will be used as the instrument to award RPL for flying experience. The actual entry point on FTA's integrated program will be subject to the assessment of the student's training recency prior to their application to join the course and the outstanding CPL aeronautical requirements to be tested for the CPL license.

### **5.1.2.2 RPL for flying experience without holding a licence**

Students selected for enrolment will have to complete an assessment flight prior to commencement of training to ensure currency of knowledge and skills.

### **5.1.2.3 RPL for CPL theory credits – External Theory Providers**

Should an applicant have a CASA flight crew license examination credit for any or all of the CPL subjects or have evidence of certificate of attainment from a flight training provider, FTA will offer the following RPL options:

- For all CPL subjects for which applicant holds a CASA theory credit, the student will not have to participate in any face-to-face theory lectures in that subject, but must pass the FTA self-paced subject relevant entry tests using FTA's Learning Management System.
- For all CPL subjects for which a candidate can evidence attendance in a ground theory integrated program from a previous provider, the student will not have to participate in any face-to-face theory lectures, but must completed FTA's programmed computer-based course applicable to that subject including passing the internal progress assessments per subject and thereafter passing the actual CASA exam.

The following procedures apply:

Student's responsibility	FTA's responsibility
<ul style="list-style-type: none"> <li>• Complete FTA's enrolment form and attached evidence of prior experience.</li> <li>• Support documents should include:               <ul style="list-style-type: none"> <li>○ Copies of full qualifications or statement of attainment from your previous training provider, including academic transcripts.</li> <li>○ Copy of logbook, flight crew examination result advice (KDR) and flight crew licence.</li> <li>○ Full resume and detailed information about previous non-academic experience, if applicable to the course of study.</li> </ul> </li> <li>• Accept the outcome of FTA's assessment of their application for RPL by signing the training contract or agreement, which contains all the information.</li> <li>• Submit form TRG-F.053 Request for Training Records and Student Authorisation to enable FTA to request your logbook and training records from your previous flying school.</li> <li>• If a student has reason to believe the outcome of their application for RPL is incorrect or have been unfairly assessed by FTA, they have a right to appeal the decision through FTA's complaints, appeals and grievance process.</li> </ul>	<ul style="list-style-type: none"> <li>• Assessing the RPL information contained in the enrolment form before the course start date.</li> <li>• Inform the student in writing in a letter of offer of the outcome of their application for RPL, stating reasons for approval or refusal.</li> <li>• If deemed necessary, FTA may require a student to sit an internal theory exam or do a flight as part of the assessment process.</li> <li>• Record PRL or course credit information in the student's training contract or agreement.</li> <li>• If RPL or course credit leads to a reduction in course duration, FTA will report the change through PRISMS for overseas students.</li> <li>• Request a student's logbook and training records from their previous flying school as required under <b>CASR Part 142.360</b>.</li> <li>• Keep evidence of RPL or course credit granted, including all correspondence and support documents on the student's electronic file in Student Records.</li> </ul>

## 5.2 Pre-enrolment selection

FTA will inform candidates of the results of the selection as soon as practically possible. Students will be offered a place on one of our planned courses. FTA will provide a successful candidate with a training agreement, stating course cost and other arrangements and conditions. Students will sign the agreement and return it to FTA before the course start date.

### 5.2.1 Australian students

Before Australian private students are offered a place on a course they have to meet our pre-enrolment selection criteria. Applicants are expected to travel to FTA on an agreed date at their own expense to participate in selection. Students from interstate are offered one night of free accommodation on the FTA campus. Pre-enrolment selection consists of two parts:

- Computer-based selection tool that assesses hand-and-eye coordination, memory retention, mathematical skills, spatial orientation and multi-tasking ability. The computer-based assessment takes approximately 1–2 hours to complete and costs \$200.
- Interview with a senior FTA manager.

Candidates applying for **AVI50516 Diploma of Aviation (Flight Instructor)** will be required to undergo a routine flight assessment instead of the computer-based skills assessment. They are expected to demonstrate the required knowledge and basic skill level in aircraft control, procedures and flight management.

#### 5.2.1.1 Academic suitability: competence in reading and numeracy

Students who do not meet the academic eligibility requirement for VSL will be assessed on their competency level in reading and numeracy during selection. They will be invigilated under examination conditions at FTA while they do the initial assessments in Maths and English of the Basic Key Skills Builder (bskb) (Australian Edition). The bskb assessment tool is approved by the Department of Education and Training under subclause 38(2) of the Higher Education Support (VET) Guidelines 2015.

The assessment results for VSL eligibility will be kept on the student's personal file in Student Records and given to the Department of Education and Training Evidence on request.

### 5.2.2 International students

International students are not expected to travel to FTA for selection. The following minimum entry requirements apply to international students on a student visa:

- Age 18 years or older
- Pre-enrolment assessment of qualifications and prior learning
- English language requirement set by CASA

CASA sets a minimum standard of general English language proficiency and has nominated IELTS or TOEFL or TOEIC as the acceptable general English language tests, which are delivered by independent companies.

International students whose first language is not English are required to have an IELTS score of at least 5.5 per band or an equivalent proficiency per band. For further information visit [general English test criteria](#).

#### 5.2.2.1 International student entry procedures:

Student's responsibility	FTA's responsibility
<ul style="list-style-type: none"> <li>• Complete enrolment form ADM-F.100 and email to <a href="mailto:info@flyfta.com">info@flyfta.com</a> with the following support documents:               <ul style="list-style-type: none"> <li>○ Proof of English language proficiency (IELTS 5.5 or equivalent)</li> <li>○ Australian matriculation English result (if applicable)</li> <li>○ Proof of ID</li> </ul> </li> <li>• Student accepts the training agreement by signing and returning the form via email.</li> <li>• Student pays a tuition fee deposit of \$2500.</li> <li>• After FTA issues a COE, the student applies for a student visa, which includes arrangement for private health cover in Australia and international medical certificate.</li> <li>• Student applies for a CASA ARN and CASA medical examination.</li> </ul>	<ul style="list-style-type: none"> <li>• Respond to student enquiry by providing compliant marketing information and enrolment from ADM-F.100.</li> <li>• Provide an offer of training via a training agreement after assessing student application and support documents.</li> <li>• Accepts signed training agreement</li> <li>• Accept tuition fee deposit.</li> <li>• Issue COE via PRISMS</li> <li>• Continue to correspond with student and compile all documents needed for enrolment. File all documents in Student Records.</li> <li>• When student visa has been issued, send student induction information.</li> </ul>



## 5.2.3 Summary of Student Entry Requirements

### 5.2.3.1 Australian Students – VSL Eligible

AVI50215 Diploma of Aviation (CPLA)	AVI50315 Diploma of Aviation (CPLH)	AVI50415 Diploma of Aviation (Instrument Rating)	AVI50516 Diploma of Aviation (Flight Instructor)
<b>Language/numeracy</b> <ul style="list-style-type: none"> <li>• Senior Secondary Certificate of Education (Year 12); or</li> <li>• Exit level 3 in Australian Core Skills Framework in reading and numeracy</li> </ul>	<b>Language/numeracy</b> <ul style="list-style-type: none"> <li>• Senior Secondary Certificate of Education (Year 12); or</li> <li>• Exit level 3 in Australian Core Skills Framework in reading and numeracy</li> </ul>	<b>Language/numeracy</b> <ul style="list-style-type: none"> <li>• Senior Secondary Certificate of Education (Year 12); or</li> <li>• Exit level 3 in Australian Core Skills Framework in reading and numeracy</li> </ul>	<b>Language/numeracy</b> <ul style="list-style-type: none"> <li>• Senior Secondary Certificate of Education (Year 12); or</li> <li>• Exit level 3 in Australian Core Skills Framework in reading and numeracy</li> </ul>
<b>Aptitude</b> <ul style="list-style-type: none"> <li>• PILAPT test</li> <li>• Interview</li> </ul>	<b>Aptitude</b> <ul style="list-style-type: none"> <li>• PILAPT test</li> <li>• Interview</li> </ul>	<b>Aptitude</b> <u>Entry with PPL</u> <ul style="list-style-type: none"> <li>• PILAPT test</li> <li>• Interview</li> <li>• Evidence of 5 night flying hours, with 1 hour PIC and 50 hours cross-country command.</li> </ul> <u>Entry with CPL</u> <ul style="list-style-type: none"> <li>• Interview</li> <li>• Evidence of 5 night flying hours, with 1 hour PIC and 50 hours cross-country command.</li> </ul>	<b>Aptitude</b> <ul style="list-style-type: none"> <li>• CPL</li> <li>• Flight assessment</li> <li>• Interview</li> </ul>
<b>Recognition of prior learning</b> Application for RPL or course credit (if relevant)	<b>Recognition of prior learning</b> Application for RPL or course credit (if relevant)	<b>Recognition of prior learning</b> Application for RPL or course credit (if relevant)	<b>Recognition of prior learning</b> Application for RPL or course credit (if relevant)

5.2.3.2 Australian Students – Self-funded (Fee for Service)

AVI50215 Diploma of Aviation (CPLA)	AVI50315 Diploma of Aviation (CPLH)	AVI50415 Diploma of Aviation (Instrument Rating)	AVI50516 Diploma of Aviation (Flight Instructor)	Non-Qualification CASA MCC Course
<p><b>Language/numeracy</b></p> <ul style="list-style-type: none"> <li>• Senior Secondary Certificate of Education (Year 12); or</li> <li>• Exit level 3 in Australian Core Skills Framework in reading and numeracy; or</li> <li>• Tertiary Education</li> </ul>	<p><b>Language/numeracy</b></p> <ul style="list-style-type: none"> <li>• Senior Secondary Certificate of Education (Year 12); or</li> <li>• Exit level 3 in Australian Core Skills Framework in reading and numeracy; or</li> <li>• Tertiary Education</li> </ul>	<p><b>Language/numeracy</b></p> <ul style="list-style-type: none"> <li>• Senior Secondary Certificate of Education (Year 12); or</li> <li>• Exit level 3 in Australian Core Skills Framework in reading and numeracy; or</li> <li>• Tertiary Education</li> </ul>	<p><b>Language/numeracy</b></p> <ul style="list-style-type: none"> <li>• Senior Secondary Certificate of Education (Year 12); or</li> <li>• Exit level 3 in Australian Core Skills Framework in reading and numeracy; or</li> <li>• Tertiary Education</li> </ul>	<p><b>Language/ Numeracy</b></p> <p>N/A</p> <p><b>Theory knowledge</b></p> <ul style="list-style-type: none"> <li>• AHUF</li> <li>• Desirable: all ATPL theory credits</li> </ul>
<p><b>Aptitude</b></p> <ul style="list-style-type: none"> <li>• Optional PILAPT test</li> <li>• Interview</li> </ul>	<p><b>Aptitude</b></p> <ul style="list-style-type: none"> <li>• Optional PILAPT test</li> <li>• Interview</li> </ul>	<p><b>Aptitude</b></p> <p><u>Entry with PPL</u></p> <ul style="list-style-type: none"> <li>• Interview</li> <li>• Evidence of 5 night flying hours, with 1 hour PIC and 50 hours cross-country command.</li> </ul> <p><u>Entry with CPL</u></p> <ul style="list-style-type: none"> <li>• Interview</li> <li>• Evidence of 5 night flying hours, with 1 hour PIC and 50 hours cross-country command.</li> </ul>	<p><b>Aptitude</b></p> <ul style="list-style-type: none"> <li>• CPL</li> <li>• Flight assessment</li> <li>• Interview</li> </ul>	<p><b>Aptitude</b></p> <ul style="list-style-type: none"> <li>• PPL/CPL</li> <li>• Instrument Rating</li> <li>• Interview</li> </ul>
<p><b>Recognition of prior learning</b></p> <p>Application for RPL or course credit (if relevant)</p>	<p><b>Recognition of prior learning</b></p> <p>Application for RPL or course credit (if relevant)</p>	<p><b>Recognition of prior learning</b></p> <p>Application for RPL or course credit (if relevant)</p>	<p><b>Recognition of prior learning</b></p> <p>Application for RPL or course credit (if relevant)</p>	<p><b>Recognition of prior learning</b></p> <p>Application for RPL (if relevant)</p>

### 5.2.3.3 Student Visa Holders (International Students)

AVI50215 Diploma of Aviation (CPLA)	AVI50315 Diploma of Aviation (CPLH)	AVI50415 Diploma of Aviation (Instrument Rating)	AVI50516 Diploma of Aviation (Flight Instructor)
<p><b>Language/numeracy</b></p> <ul style="list-style-type: none"> <li>General language proficiency standard for student pilots (GELP): <ul style="list-style-type: none"> <li>School in English; or</li> <li>Applicable level of language test: IELTS/TOEFL/TOECI (completed in the last 2 years)</li> </ul> </li> </ul> <p><a href="http://www.casa.gov.au/standard-page/general-english-test-criteria">www.casa.gov.au/standard-page/general-english-test-criteria</a></p> <ul style="list-style-type: none"> <li>Equivalent Year 12 school level</li> </ul>	<p><b>Language/numeracy</b></p> <ul style="list-style-type: none"> <li>General language proficiency standard for student pilots (GELP): <ul style="list-style-type: none"> <li>School in English; or</li> <li>Applicable level of language test: IELTS/TOEFL/TOECI (completed in the last 2 years)</li> </ul> </li> </ul> <p><a href="http://www.casa.gov.au/standard-page/general-english-test-criteria">www.casa.gov.au/standard-page/general-english-test-criteria</a></p> <ul style="list-style-type: none"> <li>Equivalent Year 12 school level</li> </ul>	<p><b>Language/numeracy</b></p> <ul style="list-style-type: none"> <li>General language proficiency standard for student pilots (GELP): <ul style="list-style-type: none"> <li>School in English; or</li> <li>Applicable level of language test: IELTS/TOEFL/TOECI (completed in the last 2 years)</li> </ul> </li> </ul> <p><a href="http://www.casa.gov.au/standard-page/general-english-test-criteria">www.casa.gov.au/standard-page/general-english-test-criteria</a></p> <ul style="list-style-type: none"> <li>Equivalent Year 12 school level</li> </ul>	<p><b>Language/numeracy</b></p> <ul style="list-style-type: none"> <li>General language proficiency standard for student pilots (GELP): <ul style="list-style-type: none"> <li>School in English; or</li> <li>Applicable level of language test: IELTS/TOEFL/TOECI (completed in the last 2 years)</li> </ul> </li> </ul> <p><a href="http://www.casa.gov.au/standard-page/general-english-test-criteria">www.casa.gov.au/standard-page/general-english-test-criteria</a></p> <ul style="list-style-type: none"> <li>Equivalent Year 12 school level</li> </ul>
<b>Minimum age: 18 years</b>	<b>Minimum age: 18 years</b>	<b>Minimum age: 18 years</b>	<b>Minimum age: 18 years</b>
<p><b>Aptitude</b></p> <ul style="list-style-type: none"> <li>Optional PILAPT test</li> </ul>	<p><b>Aptitude</b></p> <ul style="list-style-type: none"> <li>Optional PILAPT test</li> </ul>	<p><b>Aptitude</b></p> <p><u>Entry with PPL</u></p> <ul style="list-style-type: none"> <li>Evidence of 5 night flying hours, with 1 hour PIC and 50 hours cross-country command.</li> </ul> <p><u>Entry with CPL</u></p> <ul style="list-style-type: none"> <li>Evidence of 5 night flying hours, with 1 hour PIC and 50 hours cross-country command.</li> </ul>	<p><b>Aptitude</b></p> <ul style="list-style-type: none"> <li>CPL</li> <li>Flight assessment</li> </ul>
<p><b>Recognition of prior learning</b></p> <p>Application for RPL or course credit (if relevant)</p>	<p><b>Recognition of prior learning</b></p> <p>Application for RPL or course credit (if relevant)</p>	<p><b>Recognition of prior learning</b></p> <p>Application for RPL or course credit (if relevant)</p>	<p><b>Recognition of prior learning</b></p> <p>Application for RPL or course credit (if relevant)</p>

### 5.2.4 **Sponsored airline students**

FTA assists airline customers as agreed with pre-course selection, but the final decision rests with the airline. Documentation and proof of identity are provided by airlines on students' behalf. Students need to provide FTA with enrolment information (ADM-F.100) during induction, including a USI.

### 5.3 When is enrolment complete?

Students have to be formally enrolled in a course of study before the course start day. Enrolment is complete when a person has:

- Been found academically suited to a course via the pre-enrolment selection program.
- Provided FTA with information stated on the enrolment form for the collection and verification of information for VSL/student visa purposes:
  - Proof of identification/Australian citizenship
  - Proof of Year 12 certificate
  - Proof of Overseas Student Health Cover (OSHC), if applicable
  - Copy of relevant Australian tertiary qualifications
  - Statement of Attainment from previous provider, if applicable
  - CASA licence (if applicable)
  - Last three logbook pages, if applicable
  - TRG-F.053 Request for previous flying records and student authorisation, if applicable
  - CASA medical
  - CASA Examination Result Advice (if applicable)
  - Copy of ASIC (Instructor Course students)
  - CASA Aviation Reference Number
  - Copy of English test results (Student Visa holders)
  - Logbook summary for MCC/AVI60216
- Completed the application process for recognised prior learning and accepted the outcome of FTA's assessment by signing the training contract.
- Provided FTA with personal and other information via a signed and dated enrolment form (ADM-F.089 or ADM-F.100)
- Indicated a decision to commit to a course of study by signing an agreement or training contract.
- Submitted an eCAF for VSL before the first census date on the schedule of fees (if applicable).

## SECTION 6: VET STUDENT LOAN SCHEME (VSL)

### 6.1 What is VSL?

VSL is an Australian Government loan program that helps eligible students enrolled in approved higher level vocational education and training (VET) at approved training providers pay their tuition fees. Refer to the Department of Education's website for more information: <https://www.education.gov.au/vet-student-loans>

Before applying for a VSL, students need to consider the following facts:

- It is a loan from the Commonwealth
- The loan will remain a personal debt until it is repaid to the Commonwealth
- The loan may, until the debt is repaid, reduce a person's take-home (after-tax) wage or salary and may reduce the person's borrowing capacity.
- The loan must be paid to the Australian Taxation Office when your income reaches a certain level.
- Students should seek independent financial advice before applying for a loan
- If you are a full fee paying student, a loan fee of 20% will be added to the VSL loan amount
- Each eligible student has a FEE-HELP limit that can be used over their lifetime. The loan cannot be greater than the student's remaining FEE-HELP balance
- Each approved VET course at FTA has a maximum loan (cap) amount of \$75,000 that can be used under the VET Student Loan scheme
- The Commonwealth pays the funds directly to your training provider for your tuition fees. Your Commonwealth Higher Education Support Number (CHESN) is connected to information about your VSL debt.

#### 6.1.1 Payment options for tuition fees

Students on a VET course of study have the following payment options:

- Up-front payments for all or part of the tuition fees
- Government loan via the VSL scheme for eligible students for all or part of the tuition fees.

Only tuition fees are covered by the VSL loan, which include the training cost associated with ground theory and flying training as set out on your schedule of fees.

Cost **not** covered by VSL loan scheme:

- Accommodation and travel arrangements
- iPad bond
- Resits of CASA flight and theory tests
- Uniform.

### 6.1.2 Student eligibility requirements

FTA will collect documented proof of eligibility requirements before course commencement and store them on the student's personal file.

To be eligible for a VSL loan, a person must provide evidence to FTA of the following:

- Australian citizenship: or
- Permanent humanitarian visa (resident in Australia for the duration of the unit): or
- NZ SCV holder requirements, which are:
  - that the student arrived in Australia at least 10 years ago as a dependent child (i.e. aged under 18 years of age and did not have a spouse or de-facto partner); and
  - the student has been ordinarily resident in Australia for the previous 10 years (that is, they have been here for the last 10 years – including resident for eight of the last 10 years, and 18 months of the last two years).
- Academically suitability, which are:
  - Provide a copy of your Australian Year 12 certificate; or
  - Display competence at Exit Level 3 in the Australian Core Skills Framework through approved literacy and numeracy core skills tests; or
  - Provide evidence of completing an AQF Certificate IV or higher qualification.

Further eligibility requirements include:

- Entry requirements of FTA during selection
- Not have exceeded the VSL limit
- Be enrolled with an approved VSL course provider in a approved VSL course
- Be enrolled on or before the first census date of your course (or entry point into the course) by completing an Electronic Commonwealth Assistance Form (eCAF)
- Tax file number requirements.

### 6.1.3 Evidence of student engagement for VSL

Students are required to demonstrate they are progressing throughout their course. From 1 July 2017, you will be required to log in online twice during the year and acknowledge that you accept the loan you will receive for the course.

Further to the requirement by the Department of Education to proof engagement, refer to FTA's requirements for student engagement in their training in 4.18.1.

### 6.1.4 Two day cooling off period

FTA will not enrol students in eCAF before a two day cooling off period has passed from course commencement. Students need to be fully informed of the fees that apply to a VET course of study and have a clear understanding of their rights and obligation should they choose to apply for a VET Student Loan.

The following cooling off procedures apply:

Student's responsibility	FTA's responsibility
<ul style="list-style-type: none"> <li>• Student read, sign and date ADM-F.170 Provision of Information.</li> <li>• Observe a minimum of two days cooling off period before submitting an eCAF.</li> </ul>	<ul style="list-style-type: none"> <li>• FTA will discuss the information on ADM-F.170 with students during induction and answer questions as required.</li> <li>• FTA will ensure at least two business days have passed from when the ADM-F.170 was received from students before they are enrolled in eCAF.</li> </ul>

### 6.1.5 How do I apply for a VSL?

Regardless of the information you have given to FTA during the enrolment process and signing the training agreement, you must **complete the electronic request for a VET Student Loan (eCAF) before the first census date** on your schedule of fees (or the nearest applicable census date for your entry point) to be eligible for a VSL.

The following eCAF procedures apply:

Student's responsibility	FTA's responsibility
<ul style="list-style-type: none"> <li>• Student receives email from the Department of Education allowing them to sign into the eCAF system.</li> <li>• Student verifies information and complete mandatory fields.</li> <li>• If information is incorrect student notifies FTA so it can be corrected.</li> <li>• Student submits eCAF and provide acknowledgement to FTA.</li> </ul>	<ul style="list-style-type: none"> <li>• FTA provides enrolment information to the department after a two day cooling off period has been observed.</li> <li>• FTA corrects information in eCAF is needed.</li> <li>• FTA keeps a copy of the completed eCAF on the student's file in Student Records.</li> </ul>

### 6.1.6 Students under the age of 18

Before qualifying for a VSL, student under 18 have two options:

- Parent or guardian must co-sign the form (eCAF)
- Provide evidence of assessment by Centrelink of meeting the requirements for receiving the independent rate of Youth Allowance under part 2.11 of the Social Security Act 1991.

### 6.1.7 Tax file number (TFN) requirements

To use VSL student must:

- Provide a valid TFN via eCAF
- Obtain a certificate of application for a TFN and upload this into eCAF. Once you receive a TFN, FTA will assist you with the opportunity to re-submit your eCAF. This must be done within 21 days of the first submission of your eCAF.

### 6.1.8 How do I keep track of my VSL loan?

FTA will send you a *VSL Fee Notice* at least 14 days before each census date on your schedule of fees to alert you of an upcoming VSL debt. This is to ensure you have all the information you need to make study and payment decisions.

If you do not formally cancel your request for VSL with FTA before or on the upcoming census date, you will incur the debt for that unit of study.

FTA will provide you with a *Commonwealth Assistance Notice (CAN)* within 28 days after every census date of your schedule of fees to state the VSL debt that you have incurred for that unit of study.

Please keep copies of these notices as part of your personal records. You have to right to request a correction of the information contained in these notices if needed.

### 6.1.9 Schedule of fees

FTA publishes schedule of fees for all different course start dates and qualifications on our website at <http://www.flyfta.com/vet-fee-help/vet-fee-help-programs>

Tuition fees are reasonably apportioned across a specified number of sequential fee periods and each fee period contains at least one census day. FTA schedule of fee period/units of study directly represents the training program of your qualification.

### 6.1.10 Significance of a census date

The census dates on your schedule of fees are the most important dates of your course of study. FTA regards the exact deadline of a census date as 2359 hours or 11.59 pm. A census date is the last date you can:

- Submit a eCAF to access a VSL loan
- Withdraw from enrolment without incurring the cost or debt for that unit of study.

### 6.1.11 Re-crediting of a VSL debt

Refer to FTA's POL-D.021 Tuition Fee Refund Policy published on the website at <http://www.flyfta.com/about/publications> for processes and procedures regarding the re-crediting of students' FEE-HELP balances under Part 6 of the Act.

Students seeking a review of their VSL/VFH debt or reconsideration of a decision shall follow FTA's grievance procedure as set out in POL-D.024. They will be treated fairly and with respect, without victimisation or discrimination.



## SECTION 7: INDUCTION AND ORIENTATION

On the course start day students will be inducted into the course and operations at FTA. It is compulsory to attend induction as it covers important information about safety and VET provider regulations. The following subjects are covered during induction:

- iPad use
- Flight program and CBT login details
- Flight safety briefing
- WHS briefing: incident/hazard reporting
- Introduction to training managers
- Timetable/schedule information
- Tour of the college: facilities and resources
- Quality: VSL loan scheme
- Finding resources, documents and forms on the system
- Student support services: who can I talk to about problems?
- Emergency and health services
- Students' legal rights and obligations
- Complaints, grievances and appeals
- Student visa conditions (international students)
- Answers to students' questions.

## **SECTION 8: SUPPORT SERVICES**

### **8.1 Student Welfare Department**

We aim to provide a warm and friendly environment for students. We value our dedicated student welfare department who support students with personal needs like attendance requirements, accommodation and medical issues.

Student Welfare is the first point of contact for students and has access to many services designed to assist students. We understand that sometimes students may need assistance with a particular subject or general learner support.

If at any time a student needs advice, counselling, support of any kind or just someone to talk to, they can contact the Manager Student Welfare on 0419 867 060. He will help students with any issues and provide them with the appropriate contact should external help be needed.

For all private international students, the Manager AFTC, in conjunction with the MSW will assist students with their concerns. In addition, all instructors, staff and managers have a genuine open door policy to help students with training and/or personal concerns.

### **8.2 English Language Department**

FTA has an English language section dedicated to help second language speakers improve their English, with specific attention to aviation English. Instructors and training managers will refer students to the English language department for additional lessons if needed.

### **8.3 Campus committee and course leaders**

Our student campus committee and course leaders play an important role in the formal communication between students and FTA management. They also help fellow students to manage their environment and to organise after hours activities. These formal forums provide students with the opportunity for personal development and leadership ability.

### **8.4 Learning Resource Centre**

The Learning Resource Centre (LRC) is located next door to FTA. It offers an aviation specific library, with a wide range of educational and recreational resources. Students will visit and receive free access to the LRC during induction.

LRC hours:

Monday–Wednesday      0845–1200 hours and 1230–1730 hours

Thursday                    0945–1200 hours and 1230–1830 hours

Friday                        0900–1330 hours

The LRC is closed weekends and public holidays.

## SECTION 9: STUDENTS' RIGHTS AND OBLIGATIONS

### 9.1 Withdrawal, deferment, suspension or cancellation

#### 9.1.1 Withdrawal Policy

Please refer to FTA POL-D.032 Student Withdrawal.

FTA is committed to ensure quality and accountability in the management of student enrolment and that no financial, administrative or other barriers would prevent entitled students enrolled in a VET course of study from withdrawing before or on a census date. Student may cancel their enrolment from a VET unit of study by withdrawing on or before the census date, in which case the student:

- Will not incur a VSL debt for that unit of study.
- Will receive a refund, without having to apply for one, for any up-front tuition fee payment on or before the census date for the specified unit of study from which they are withdrawing.
- Will not be charged an additional penalty or fee to allow them to withdraw from a VET unit of study.

#### 9.1.2 Withdrawal Procedures

Student's responsibility	FTA's responsibility
<ul style="list-style-type: none"> <li>• Inform FTA of your decision to withdraw your enrolment in writing or via email to ensure a date of withdrawal is recorded, at <a href="mailto:mwallis@flyfta.com">mwallis@flyfta.com</a> or <a href="mailto:info@flyfta.com">info@flyfta.com</a></li> <li>• Complete form ADM-F.167 Student Withdrawal and Refund (available on the Student IntraWeb) and hand it to your training manager or Student Welfare, or email to <a href="mailto:gflanagan@flyfta.com">gflanagan@flyfta.com</a></li> <li>• To re-enrol, notify the Marketing Department in writing or by email at <a href="mailto:mwallis@flyfta.com">mwallis@flyfta.com</a> or <a href="mailto:info@flyfta.com">info@flyfta.com</a></li> </ul>	<ul style="list-style-type: none"> <li>• Ensure students who decide to withdraw are not enrolled in the specified VET unit of study or subsequent units of study from the time of notification.</li> <li>• Refund any upfront tuition fees for the specified unit of study.</li> <li>• Allow students to re-enrol in a unit of study on written notification.</li> </ul>

#### 9.1.3 Deferment

Due to circumstances, a student may need to defer their course of study start date. The following guidelines should be applied:

- Students who have completed the enrolment process must follow FTA's withdrawal procedures.
- Students who have not yet completed the enrolment process must inform FTA's Marketing Department as soon as possible of their decision to defer, at [mwallis@flyfta.com](mailto:mwallis@flyfta.com) or [info@flyfta.com](mailto:info@flyfta.com). A training place on a future course will be subject to availability.

### 9.1.4 Suspension or cancellation procedure

Suspension of a course of study may occur in the following circumstances:

- A student may need to take leave from studies or temporarily suspend their studies due to personal reasons. In this case students must follow FTA's withdrawal procedures.
- FTA may decide to suspend or cancel a student's enrolment due to misconduct, insufficient course progress, overdue course payments/fees and/or a student becoming disengaged with their training program. Please refer to the section 'Attendance and performance monitoring' for an explanation and guidelines of performance monitoring. The section 'Misconduct' gives further detail on what FTA considers unacceptable behaviour and how it will be handled. 'Disengagement' refers to a student that has not actively participated in a training activity listed in 'Student engagement with their training' for more than 7 days, other than periods of approved leave or breaks.
- FTA will refund/re-credit tuition fees received from a student for the portion of training that we did not deliver if a decision is made to close a student's enrolment.

The following procedures apply:

Student's rights	FTA's responsibility
<ul style="list-style-type: none"> <li>• Appeal the decision using FTA's grievance and appeals procedures within 28 working days from receiving FTA's letter of intention to cancel enrolment. This does not mean the appeals process needs to be completed within 28 working days.</li> </ul>	<ul style="list-style-type: none"> <li>• Inform the student in writing about the intention to suspend or cancel their enrolment in 28 working days time, stating the reasons for the decision.</li> <li>• Inform the student of their right to appeal the decision, using FTA's grievance and appeals procedure.</li> <li>• Allow the student to continue with training during the process if practical.</li> <li>• Refund tuition fees paid to the student for training not delivered.</li> </ul>

### 9.1.5 International students

Please refer to ESOS Legislative Framework for regulation for international student visa holders at <https://internationaleducation.gov.au>

This procedure refers to cases where:

- Students request to either defer their course of study start date or apply to suspend or cancel their enrolment after starting their studies. To defer or suspend enrolment means to temporarily put studies on hold.
- FTA initiates the deferral of a course start date or the suspension or cancellation of a student's enrolment due to misconduct or lack of sufficient course progress.

Both cases may affect a student's confirmation of enrolment (COE). Providers do this by notifying the Department of Education, through Provider Registration and International Student Management System (PRISMS) of the deferment, suspension or cancellation of enrolment.

### 9.1.6 Deferment, suspension or cancellation initiated by the student

Sponsored airline students' visa applications, course start dates and termination are managed between FTA and the airline.

Private international students must understand that a request to defer, suspend or cancel their enrolment may affect their student visa. Students may only request a temporary deferment or suspension of their enrolment on one of the following conditions:

- Unavailability of the course
- Delay in the visa process
- Compassionate or compelling circumstances, including but not limited to:
  - Serious illness or injury
  - Bereavement of close family members
  - Major political upheaval or natural disaster
  - Traumatic experience.

The following procedures apply:

Student's responsibility	FTA's responsibility
<ul style="list-style-type: none"> <li>• Complete form TRG-F.053 Application for deferment, suspension or cancellation, including supporting documents (available on FTA's website, student intraweb and from the Marketing Department at <a href="mailto:info@flyta.com">info@flyta.com</a>)</li> <li>• Email application to <a href="mailto:info@flyta.com">info@flyta.com</a></li> </ul>	<ul style="list-style-type: none"> <li>• Assess the application and inform the student in writing if their application has been approved or refused, including reasons for the decision.</li> <li>• Communicate the decision to the Department of Education, through PRISMS.</li> </ul>

The information in PRISMS will be electronically transferred to Department of Immigration and Border Protection (DIBP). DIBP will consider all the information available and if they decide to consider cancellation, DIBP will send a Notice of Intention to Consider Cancellation (NOICC) prior to a decision being made to cancel the student's visa. Students will be given an opportunity to respond to the NOICC and explain their situation. The student does not need to contact DIBP.

A student's application to defer, suspend or cancel their enrolment with FTA will result in three different outcomes for the student's COE:

- FTA notifies the Department of Education through PRISMS that it is **deferring or suspending** a student's enrolment for a period **without affecting the end date of the COE**. In this case there is no change to the COE or the student's enrolment status on PRISMS i.e. the student's COE status will still be listed as 'studying'. However, the notice of deferment or suspension will be recorded in

PRISMS and sent on to the Department of Immigration and Border Protection (DIBP). This information will be kept for future reference.

- FTA notifies the Department of Education through PRISMS that it is **deferring or suspending** a student’s enrolment for a period which **will affect the end date of the COE**. In such situations, PRISMS will cancel the original COE, and immediately offer the provider the opportunity to create a new COE with a more appropriate end date. If the provider does not know when the student will return, it can choose not to create a new COE at that point, but to wait until the student has notified the provider of the intended date of return before creating the new COE.
- The provider notifies the Department of Education through PRISMS that it wishes to **permanently cancel (terminate)** the student’s enrolment. Once this process is complete, the student’s COE status will be listed as ‘cancelled’.

### 9.1.7 Deferment, suspension or cancellation initiated by FTA

FTA may need to defer a student’s course start date or cancel a course due to **insufficient student numbers**.

FTA responsibility in this case will be to:

- Inform the student in writing about the postponement or cancellation of a course before the student arrives in Australia, stating the reasons for the decision.
- Refund all upfront payments to the student.
- Communicate the decision to the Department of Education, through PRISMS.

FTA may decide to suspend or cancel a student’s enrolment due to **misconduct or insufficient course progress**. Please refer to the section ‘Monitoring of Course Progress’ for an explanation and guidelines of performance monitoring. The section ‘Misconduct’ gives further detail on what FTA considers unacceptable behaviour and how it will be handled.

The following procedures apply:

Student’s rights	FTA’s responsibility
<ul style="list-style-type: none"> <li>• Appeal the decision using FTA’s complaints, appeals and grievance procedures within 28 working days from receiving FTA’s letter of intention to cancel enrolment. This does not mean the appeals process needs to be completed within 28 working days.</li> <li>• DIBP will consider all the information available and if they decide to consider cancellation, DIBP will send a Notice of Intention to Consider Cancellation (NOICC) to a student prior to a decision being made to cancel the student’s visa.</li> </ul>	<ul style="list-style-type: none"> <li>• Inform the student in writing about the intention to suspend or cancel their enrolment in 28 working days time, stating the reasons for the decision.</li> <li>• Inform the student of their right to appeal the decision, using FTA’s complaints, appeals and grievance procedure.</li> <li>• After 28 working days or after the appeals process, if unsuccessful, inform the Secretary of the Department of Education through PRISMS of the student not achieving satisfactory</li> </ul>

<ul style="list-style-type: none"> <li>• Students will be given an opportunity to respond to the NOICC and explain their situation. The student does not need to attend a DIBP office.</li> </ul>	<p>progress.</p> <ul style="list-style-type: none"> <li>• Allow the student to continue with training during the process if practical.</li> </ul>
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## 9.2 Student Transfer Procedures

Refer to POL-D.030 Student Transfer. These procedures apply mainly to overseas students on a student visa who want to transfer from one training provider to another. Local students wanting to transfer to or from training providers should follow the provider's withdrawal procedures.

### 9.2.1 Procedures for Accepting a Transferring Student

FTA will not knowingly enrol students from another provider before they have completed six months of their principal course of study, except in the following circumstances:

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

The six months restriction applies to any prerequisite courses in a package of courses, as well as the first six months of the principal course. After the first six months of the principal course no restrictions apply.

The following procedures apply:

Student's responsibility	FTA's responsibility
<ul style="list-style-type: none"> <li>• Student follows FTA's student entry procedures by submitting an enrolment application to FTA with authentic information about their current enrolment status.</li> <li>• The student provides a letter of release from the provider of the course the student wants to transfer from. If the transfer will affect the start dates of any subsequent courses covered by the visa, the student needs to obtain letters of release for those courses.</li> </ul>	<ul style="list-style-type: none"> <li>• Marketing assesses the enrolment application and refers to PRISMS to determine if the student has truthfully disclosed their current enrolment status.</li> <li>• Marketing informs the student in writing within two weeks if their application has been approved or refused, including reasons for the decision.</li> <li>• Issue a letter of offer of enrolment to the student if the application is successful.</li> <li>• Accept the student's letter of release from the other provider and proceed</li> </ul>

with the student entry procedure.

### 9.2.2 Procedure for Transferring to another Provider

The student's decision to transfer is considered student 'default' because they are defaulting on their enrolment. FTA's student withdrawal and refund policies will apply.

The six months restriction applies to any prerequisite courses in a package of courses, as well as the first six months of the principal course. After the first six months of the principal course no restrictions apply and students can cancel their enrolment via the withdrawal procedure.

Students wanting to cancel their enrolment with FTA to continue their studies with another training provider **before completing six month of study** in a primary course must follow the process below:

Student's responsibility	FTA's responsibility
<ul style="list-style-type: none"> <li>• Complete TRG-F.051 Application for Letter of Release and submit to their TM with all the required support documentation, including a valid enrolment offer from the receiving provider and details about the student's circumstances and reasons for the transfer.</li> <li>• Students have the right to appeal a decision by FTA to refuse the issue of a letter of release via the complaints, appeals and grievance process.</li> </ul>	<ul style="list-style-type: none"> <li>• TM will consider the request within two weeks of the application, during which an interview with the student will be arranged.</li> <li>• Within two weeks of the interview FTA will inform the student in writing if the application has been approved or refused, stating reasons for the decision.</li> <li>• If the application is approved, FTA will, at no cost to the student:               <ul style="list-style-type: none"> <li>○ Give the student a Letter of Release.</li> <li>○ Communicate the student's course variation to the Department of Education via PRISMS.</li> <li>○ Inform Department of Immigration and Border Protection (DIBP) via "Student left Provider" criteria.</li> <li>○ Advise the student to either contact the local DIBP office, call 131 881 or visit <a href="http://www.immi.gov.au">www.immi.gov.au</a> to ask assistance with student visa issues.</li> </ul> </li> <li>• If the application has been refused, FTA will inform the student that they have the right to appeal the decision via the complaints, appeals and grievance process.</li> </ul>



### 9.3 Student Appeals and Grievances

Please refer to FTA POL-D.24 Student Grievance Policy on our website.

**Grievance or complaint** means an actual or supposed circumstance regarded as just cause for complaint.

**Appeal** refers to the review of decisions made by FTA, including assessment decisions and termination of a training contract due to misconduct or failure to progress with flight or ground theory training at a reasonable and/or safe rate.

FTA is committed to ensure that grievances and appeals are resolved in a confidential, fair and timely manner, following the principles of natural justice and procedural fairness. Students are expected to continue their training while a grievance/appeals process is underway, if practical. Students have a right to be accompanied by a support person of their choice during any stage of the complaint process. No fees will be charged to the student during the internal or external resolution stage of the grievance/appeal process. The process applies to:

- Academic matters, for example student progress, assessment, outcomes and curriculum and awards in a VET course of study.
- Non-academic matters, for example harassment, discrimination, fines, payments, financial matters and complaints about privacy and FTA's processes.

The following procedure applies to student grievances and complaints:

Student's responsibility	FTA's responsibility
<ul style="list-style-type: none"> <li>• Discuss the problem informally with the most appropriate staff member, for example a flying or ground instructor, TM or MSW. Both parties should do their best to reach a workable solution in the best interest of the student.</li> <li>• If dissatisfied with the outcome, submit form ADM-F.048 Student Grievance/Appeal (available on student intraweb) within one week of the informal discussion to the MSW at <a href="mailto:gflanagan@flyfta.com">gflanagan@flyfta.com</a></li> <li>• If the student remains dissatisfied with the proposed solution of the complaint, they can appeal to an external independent mediator within ten working days of when the written report was received. (See details below)</li> </ul>	<ul style="list-style-type: none"> <li>• MSW acknowledge the grievance/appeal via email and record it in the CMS. The MSW forward the issue to the DOT, appointed by the CEO as independent and impartial senior manager.</li> <li>• DOT investigates the matter and gathers information from relevant parties to determine if the grievance is justified.</li> <li>• DOT recommends a resolution in consultation with the CEO via a written report within two weeks of the lodgement of the complaint, including reasons for the decision.</li> <li>• DOT records and documents the complaint and solution in the CMS.</li> <li>• FTA will implement decisions made by an external independent mediator and keep a record of the entire process on the student's electronic file.</li> </ul>

FTA has nominated **Office of the Training Advocate** as the external student appeals agent.

**Cost:** Free service

**Location:** Ground Floor, 55 Currie Street, Adelaide SA 5000

**Contact details:**

Office hours: Monday to Friday 8.30am–5.30pm.

**Phone:** 1800 006 488 (toll free)

**Email:** [trainingadvocate@saugov.sa.gov.au](mailto:trainingadvocate@saugov.sa.gov.au)

**Post:** GPO Box 320 Adelaide SA 5001.

### **9.3.1 Appeals against external CASA/HKCAD assessments**

#### **9.3.1.1 External Theory Examinations**

All final assessments to determine competency outcomes are external theory and flying examinations. The ground theory exams are conducted online via Assessment Services Limited, situated at Parafield Airport. PPL and RPL ground theory exams are facilitated at the CASA approved exam centre at AFTC.

Student dissatisfied with any matters concerning an external CASA theory examination should lodge a complaint via <https://www.casa.gov.au/standard-page/post-exam-comment>

Students dissatisfied with any matters concerning an external HKCAD EASA examination should contact the Manager Ground Training at [gveroude@flyfta.com](mailto:gveroude@flyfta.com) for help in following up the issue with HKCAD.

#### **9.3.1.2 External Flight Examinations**

Flight tests at FTA are conducted by CASA and HKCAD approved FTA flight examiners or delegated CASA flight examiners. Both civil aviation regulators make it very clear in their manual of standards that students have the right lodge a written appeal against the conduct of flight test within 14 days, but the result of the test will not be reversed. Students will usually be given the opportunity to resit the flight test.

FTA flight examiners will inform students of the appeal process as part of the examination procedure.

## 9.4 Misconduct

FTA may decide to terminate a student's enrolment due to wilful or deliberate behaviour that is inconsistent with the continuation of their training contract and/or may cause serious risk to the health and safety of other students and staff at FTA, or to the reputation, viability or profitability of FTA. Misconduct includes but is not limited to where students:

- Engage in theft, cheating, fraud or assault
- Are intoxicated (under the influence of illicit drugs/alcohol) during training
- Refuse to carry out a lawful and reasonable instruction that is consistent with their training contract
- Direct unreasonable behaviour towards others, which creates a risk to a person's mental or physical health and safety.

FTA may decide to also suspend a student's training during the termination process as a risk management process to protect the business' tangible and intellectual property. Students have a right to be accompanied by a support person of their choice during any stage of the termination process.

### 9.4.1 Procedures for termination of training contract

Student's rights	FTA's responsibility
<ul style="list-style-type: none"><li>• Appeal the decision using FTA's grievance and appeals procedures within 28 working days from receiving FTA's letter of intention to cancel enrolment. This does not mean the appeals process needs to be completed within 28 working days.</li></ul>	<ul style="list-style-type: none"><li>• Inform the student in writing about the intention to suspend or cancel their enrolment in 28 working days time, stating the reasons for the decision.</li><li>• Inform the student of their right to appeal the decision, using FTA's complaints, appeals and grievance procedure.</li></ul>

## **SECTION 10: STUDENT EXIT PROCEDURES**

### **10.1 Departure Clearance**

Students are required to go through a departure clearance process at the end of their training to ensure all financial matters are settled and equipment is returned, including iPad and headsets. Students have to meet with Student Welfare near the end of their training for advice on the departure process. Students will complete from ADM-F.091 Departure Clearance, which will guide them to see key personnel in the exit process.

### **10.2 Exit Survey**

FTA will provide students with at least one survey during their training to record feedback in the Quality Management System. Information gained from surveys is treated as confidential and is intended to help improve services to customers.

### **10.3 Graduations**

The training of airline sponsored students is usually concluded with a graduation ceremony. The date and form of the function is decided between FTA and the airline.

Student representatives from the graduating course, Student Welfare and Residential Services participate in planning for the graduation.

Ab initio airline graduating students are each allowed two free tickets for guests, including family or friends. They can usually also invite additional guests for \$22 per head. Student Welfare will let student know ahead of time how many paying guests they can invite.

### **10.4 Certification**

FTA will issue nationally recognised qualifications to students on completion of their training. Certificates and Statement of Attainment will be issued and either mailed with a receipt confirmation request or handed to students before they leave. Certification must be completed within 30 days of course completion.

## SECTION 11: ACCOMMODATION AND MEALS ON CAMPUS

All sponsored airline students live on campus, and local and international private students have the option of living on campus, subject to room availability. Accommodation includes a single furnished room and shared bathroom, laundry facilities and lounge. It also includes three meals a day in the student mess, and is open after hours for beverages and snack food.

Student living on campus are within walking distance of all their flight training and classes. They also have access to recreational facilities, including a swimming pool, gymnasium, tennis and basketball courts, student recreational room, student bar and soccer pitch.

Accommodation on campus cost \$62.71 per day and includes:

- Full board, including all meals and use of all facilities
- Accommodation in a furnished single room
- A weekly accommodation cleaning service, including linen change.
- Full use of the sporting facilities
- 24 hours Internet
- Campus security.

### 11.1 Campus Rules

FTA is committed to maintain and improve student accommodation and campus grounds. For the benefit of all, the following rules apply:

- Pets are strictly forbidden
- Units and individual rooms must be locked at all times. There is no insurance for items stolen from unlocked premises. If there is no sign of forced entry, without evidence to the contrary, it will be assumed premises were left unlocked.
- Students must be conservative with the use of electricity. Fans, lights, televisions, stereos and air conditioners are to be turned off when not in use.
- Students must not interfere with fire alarms, but report faults and beeping to the MRS.
- Smoking is forbidden in the student units. FTA has designated smoking areas:
  - Outside storeroom out the back of admin and mess
  - Under the veranda at LRC
  - The designated area adjacent to the tennis court near the pool.

Signs are placed in designated smoking areas and 'non smoking' signs are placed in areas that are commonly used as smoking areas but are now prohibited. Please refer to figure below.



- No cooking is allowed in the units.
- Limited electrical appliances are permitted, e.g. coffee machine and microwave, but must be submitted to Maintenance for testing and tagging before use. Check with the MSW before buying appliances for units.
- Illegal electrical connections are strictly prohibited. All electrical appliances need to be connected to the power supply directly through the wall socket or by way of a power board with a reset switch.
- Before buying or using a power board, [check that it has been Australian tested and certified as safe to use](#). Safety approved power boards have overload protection measures built into them to prevent them from overheating and causing electric shocks.
- No crockery or cutlery is to be removed from the mess. Plastic plates, cups, knives, spoons and forks are provided for taking food back to units.
- There is a noise curfew between 2200–0600 hours every day. Volleyball, tennis or basketball games under lights must be completed by that time. Parties and other celebration in the units must be kept within reasonable time and noise limits and must not disturb other students.
- The standard of tidiness in the residential area must reflect the self-discipline required of future pilots. Student Welfare will conduct random inspections to ensure the health and safety of individuals.
- Students by course are required to help with a clean up of the campus at certain times. The MSW will contact the course leader when required.



### 11.1.1 Lockout from accommodation units

Students who forget their keys or lock themselves out of their accommodation units can get assistance to unlock their rooms as set out below:

- During business hours: contact maintenance staff
- Between 0600 and 2015 hours contact kitchen staff
- Between 2015 and 2400 hours wait for the security guard who will be at the back of the mess at 2400 hours
- Between 2400 and 0600 hours contact the security guard.

### 11.1.2 Student Mess

Students living off campus can purchase a meal at the students' mess for \$13.50 per meal/sitting.

#### 11.1.2.1 Meal times

##### Monday to Friday

<b>Breakfast</b>	<b>0645–0830 hours</b>
<b>Lunch</b>	<b>1130–1300 hours</b>
<b>Dinner</b>	<b>1800–1930 hours</b>

##### Weekends and public holidays

<b>Breakfast</b>	<b>0745–0930 hours</b>
<b>Lunch</b>	<b>1130–1300 hours</b>
<b>Dinner</b>	<b>1800–1930 hours</b>

#### 11.1.2.2 Dress at the Mess

Students are required to dress appropriately when visiting the mess. The following dress rules apply:

- Closed toed footwear is compulsory at all times
- No vests, singlets, running shorts or swimwear
- Caps or head wear when not required for religious, cultural dress or medical reasons should be removed.

All rules also apply to guests.

### 11.1.3 Residential Units

The residential units will be your shared home during your time at FTA. Students need to adapt to living in a communal setting and respect each other's privacy and property.

#### 11.1.3.1 Cleaning Services

Units 2 to 22 are cleaned every Monday and Thursday and Units 23 to 35 are cleaned Tuesdays and Thursdays. Bed linen and towels are changed on Monday and Tuesdays. Students are responsible for keeping their units tidy and clean.

#### 11.1.3.2 Room Inspections

MSW and MRS conduct room inspections at random times to manage maintenance issues and maintain the standard of work health and safety required by law.

Accommodation inspections are in line with the normal practice for similar organisations that accommodate students on campus e.g. University, TAFE and boarding schools, and where a temporary accommodation agreement is in place such as residential rental properties and in registered private home accommodation for overseas students.

Consistently poor rooms or units needing urgent cleaning attention will be charged a cleaning cost for work done by cleaners after an inspection of accommodation units. Common areas will see the cost distributed evenly with individuals being charged for their rooms. An inspection form (CSO-F.001) will be used by the inspection team to ensure all items are checked in all units.

Inspections will take place randomly and results of the inspections will be provided to each unit. Violations found in common areas will be the responsibility of all persons living in that unit. Violations found in the individual rooms, will be the responsibility of the individual living in that room. All courses/units will be inspected.

#### 11.1.3.3 Inventory Control Policy

To ensure residential units are maintained in good repair and that movable equipment is secure and accounted for, the following procedure apply:

Student's responsibility	FTA's responsibility
<ul style="list-style-type: none"> <li>• Students sign a card on arrival showing equipment in the unit. The card is kept by the MRS, and checked off and signed on departure.</li> <li>• The inventory for common equipment in each sub unit will be the responsibility of all residents of that part of the unit.</li> <li>• Wilful damage to property and damage due to careless behaviour will not be tolerated. All such damage will be repaired at cost to the individual, unless there are extenuating circumstances.</li> <li>• Students use the maintenance request process for repairs and replacement of equipment.</li> </ul>	<ul style="list-style-type: none"> <li>• FTA aims to provide students with the comfort and convenience of a modern residential environment and to maintain the campus in a high state of serviceability.</li> <li>• FTA is responsible for replacing and repairing equipment and systems in accommodation units within reason.</li> </ul>

#### 11.1.3.4 Maintenance Requests

Students requiring maintenance to be carried out in their unit needs to communicate to the Manager Residential Services as follows:

- Lodge a request via the via the Student IntraWeb at <http://student/index.php/maintenance-request;> or
- Fill out a maintenance request slip and place it in the maintenance mailbox. The slips and the mailbox are in the mess near the pool door entrance.



#### 11.1.3.5 Overnight Guests

Students need to inform the Manager Student Welfare if they are having overnight guests. Guests can eat at the mess for \$13.50 per meal. The same rules that apply to students also apply to their guests.

## SECTION 12: LIVING IN ADELAIDE

### 12.1 Weather

The weather in the Adelaide region is best described as mild. There are four distinct seasons where summers (December, January and February) are warm and dry, temperatures range between 18 degrees and 40 degrees Celsius. Winters (June, July, and August) are generally wet and at times windy, temperatures range between 5 and 15 degrees. Spring (September, October, and November) and autumn (March, April, and May) are mild and comfortable. It is suggested that Adelaide weather remains near-perfect for most of the year. Through each season there are localised variations to weather that provide relief from extreme conditions.

### 12.2 Cost of Living

The cost of living in Australia compares favourably with most industrialised countries. Adelaide is less expensive than most other cities in Australia (using that universal measure). Below is a list of average costs for general grocery items:

- Loaf of bread – from A\$2.50
- Two litres of milk – from A\$2.20
- Newspaper – from A\$1.50
- Breakfast cereal – from A\$3.00
- Jar of instant coffee – from A\$3.00
- Bottle of soft drink – from A\$1.50
- Shampoo – from A\$2.50
- Soap – from A\$1.50
- Apple – from 50c
- Beef (500g) – from A\$7.00
- Chicken – from A\$7.00 for 600g
- McDonald's hamburger - from A\$6.95.

Shopping facilities are excellent, catering for virtually all consumer tastes and needs. Shopping centres and department stores are normally open 7 days a week with some open for late night shopping closing around 9:00pm. Some supermarkets are open 24 hours a day. There are Saturday and Sunday markets all year round at various locations throughout the city as well as 'trash/treasure' markets for bargain hunters. All city and country shopping outlets have friendly, good-natured staff and most businesses are conducted in a relaxed, cooperative atmosphere.

### 12.3 Entertainment

All forms of entertainment enjoyed by any capital city are available in Adelaide. Music, the arts, theatre, cinema etc. all receive healthy patronage. There is also a strong tourist element to the Adelaide and adjacent areas, with sightseeing tours, bush-walking, beachfront sports and entertainment.

Other indoor and outdoor activities present a wide range of options and provide relief from curricular pressures. Adelaide is renowned for its arts festivals. It is also referred to as the city of churches.

Adelaide has much to offer students, without the dangers and attendant distractions of larger cities. It offers full entertainment facilities such as theatres, museums, exhibitions, entertainment complexes, and cinemas.

The city is well serviced by television and radio broadcasters and major daily state and national newspapers.

For the athletically minded there is a myriad of sporting events available to both watch and participate in.

## **12.4 Transport**

Travelling by railway is the most convenient form of public transport to or from Parafield Airport, and Parafield Station is within walking distance. It is located to the west along Kings Road. The trains will take you to Salisbury town centre (to the north) and to Adelaide city (to the south). All full time students will be issued with a student ID card that entitles you to concession on South Australia public transport. It must be carried with you at all times while using public transport. Taxis are a convenient alternative. A free taxi phone is situated on the veranda wall outside the ground school office area.

**All students are eligible for travel concession, so make sure you carry your student concession card.**

**Train:** To Adelaide city centre, turn left at front gate and walk 400 m on the main road. The station is on your left. Stay on the Parafield Airport side to catch a train heading south to the city. (Cost approx \$3.30 for adults \$2.20 for students for two hours of transport on buses and trains)

**Taxi:** Call **Suburban** Taxis on **131008** (tell the operator **VIP 144** and they will know your FTA address) and wait in the FTA staff car park, in front of the mess. (Cost approx \$50 to the city or airport)

**Hire Car:** The nearest car hire location is HERTZ in Salisbury. You can hire via the website [www.hertz.com.au](http://www.hertz.com.au) or phone 8283 3555 or see website [www.vroomvroomvroom.com.au](http://www.vroomvroomvroom.com.au) for other options.

## **12.5 Medical Information**

Should you require help with attending medical appointments, please contact Welfare (upstairs in the hangar, room U5). If the matter is urgent you can contact the Manager Student Welfare at **82094336** (office) or **0419 867 060** or **0433 881 943**.

### **12.5.1 Doctors**

The following medical centres are recommended:

#### **12.5.1.1 Mawson Lakes Medical Centre**

This medical centre takes appointments and accepts AHM.

12.5.1.2 The Promenade, Mawson Lakes (8359 5133)

Opening hours:	Mon–Fri	0800–2100 hours
	Sat–Sun	0900–1700 hours

If no appointment is available, try Elizabeth Medical & Dental Centre below.

12.5.1.3 Elizabeth Medical & Dental Centre

This medical centre does not take appointments, but accepts AHM.

30 Phillip Highway, Elizabeth (8256 8000)

Opening hours:	Mon–Fri	0700–2200 hours
	Sat–Sun	0800–2200 hours
	Public holidays	0800–2200 hours

12.5.1.4 Salisbury Super Clinic

(Closer alternative; no pharmacy)

42 Amsterdam Crescent (8281 2777)

This medical centre can either take appointments or drop in. AHM accepted

Opening hours:	Mon–Tue	0900–2000 hours
	Wed–Thur	0900–1900 hours
	Fri	0900–1700 hours

12.5.1.5 Europa Medical Clinic

(Closer alternative and pharmacy)

287 Salisbury Highway Salisbury Downs (8258 9103)

This medical centre is by appointments only

Opening hours:	Mon–Fri	0800–2000 hours
	Sat and public holidays	Mornings only

12.5.1.6 Prasad's Medical Centre

52 Cross Keys Road, Brahma Lodge (82584736 / 82501267)

Opening hours:	Mon–Fri	0900–1700 hours
	Sat	0900 –1200 hours

12.5.1.7 Ingle Farm Medical Centre

23 Roopena Street, Ingle Farm (82652227)

Opening hours:	Mon–Fri	0830–1800 hours
	Sat	0900–1200 hours
	Public holidays	0900–1300 hours

#### 12.5.1.8 After Hours GP Connect Medical Clinic

51 Park Terrace, Salisbury **(82817077)**

Opening hours:	Mon–Fri	1800–2200 hours
	Sat	1300–1800 hours
	Sun and public holidays	1100–1800 hours

#### 12.5.1.9 Lyell McEwin Hospital

Haydown Road, Elizabeth Vale **(8182 9000)**

No appointments (emergencies)

#### 12.5.1.10 Modbury Hospital Foundation

Modbury Hospital

41–69 Smart Road, Modbury **(8161 2155)**

No appointments (emergencies)

### 12.5.2 **Dentists**

The following dental centres are recommended:

#### 12.5.2.1 Mawson Lakes Dental Clinic

(Part of Mawson Lakes Medical Centre) **(8260 2499)**

Opening hours:	Mon	0830–1700 hours
	Tue/Wed/Thur	0830–1830 hours
	Fri	0830–1700 hours

#### 12.5.2.2 Elizabeth Dental Clinic

(Part of Elizabeth Medical Centre)

30 Phillip Highway, Elizabeth **(8256 8000)**

Opening hours:	Mon–Fri	0700–2200 hours
	Sat/Sun/public holidays	0800–2200 hours

#### 12.5.2.3 Paralowie Dental Service

Paralowie Shopping Centre (inside Medical Centre) Cnr Liberator Dr and Bolivar Rd  
**(82809611)**

Opening hours:	Mon/Tue	0800–1730 hours
	Wed	1000–1730 hours
	Thur	1200–2000 hours
	Fri/Sat	0800–1300 hours

#### 12.5.2.4 McIntyre Dental Clinic

53 McIntyre Road, Para Hills West (**82583883**)

Opening hours:	Mon/Thur	0830–1700 hours
	Tue/Wed	0830–1900 hours
	Fri	0830–1600 hours
	Sat	0800–1200 hours

#### 12.5.2.5 Chemplus Pharmacy

Shop 3-5 Mawson Central, 9 – 15 Main Street, Mawson Lakes (**82629225**)

Opening Hours:	Mon–Fri	0830–2030 hours
	Sat/Sun	0900–1700 hours

For prescription medication there is an account held for international students, e.g. Cathay and Dragonair. All Australian students are liable for their own expense.

### 12.6 **Multi-cultural diversity**

Adelaide is a migrant city with a population drawn from many different heritages. This has created a city that embraces and respects different cultures. This multiculturalism is reflected in the myriad of restaurants and festivals that celebrate the various constituent cultures of Adelaide and is one of the reasons that Adelaide is a leading destination for international students from all over the world.

### 12.7 **Bargaining**

Bargaining is not generally used in Australian shops. The prices are marked on the items. It is advisable to shop around though as the prices can vary from shop to shop. Usually Australians will bargain for items such as a car, or anything that is expensive.

### 12.8 **Shopping & Professional Services**

Modern shopping complexes, arcades and speciality stores in the commercial centre and in several suburban areas provide a full range of Australian and imported goods.

### 12.9 **Time Zone**

Adelaide is +9.5 hours GMT and +10.5 hours GMT during daylight savings time (summer time). For example 12-15 hours ahead of the United States and 7-8 hours ahead of the United Kingdom and Europe.

### 12.10 **Dependants of International Tertiary Students**

If you are an international student studying an award course (e.g. visa subclass 572, 573 or 574) in a South Australian tertiary education institution, you may choose to enrol your school-aged dependants in a [South Australian government school](#) for the duration of your visa.

A school-aged dependant of an international student must be between 5 and 18 years of age and unmarried at the time of application.

School fees apply and are subject to change without notice. Please visit <http://www.internationalstudents.sa.edu.au/pages/dependants/dependanttertiarystudent/> for further information on children or international tertiary students.

You are also required to pay materials and services charges set by the local school at which your child will be attending. These charges will vary from school to school, depending on the level of services used. Any clarification regarding school charges must be made directly to the school.

## **12.11 Accommodation**

The Adelaide Flight Training Centre is a non-residential school. Below are some popular accommodation choices for students.

### **12.11.1 UV Mawson Lakes**

The AFTC has formed a strategic partnership with Colliers International Student Services and selected their properties as the preferred supplier of student accommodation. Colliers has acquired the management rights of a student complex at Mawson Lakes called UV Mawson Lakes. Mawson Lakes is located about 10 minutes drive from the AFTC. Additional public transport convenience is the railway connection between Mawson Lakes and the AFTC (at Parafield).

The UV Mawson Lakes Apartment complex comprises of 39 purpose built student accommodation apartments. The property is in the heart of Mawson Lakes – a short walk to the town centre, shopping and entertainment facilities. UV Mawson Lakes has 2 and 3 bedroom apartments available. The rental price includes water usage and cleaning twice a month of the living areas, kitchen and bathrooms (not bedrooms). Electricity, telephone and internet connection are at the expense of the students. The apartments are strictly non smoking and students will need to supply their own linen/bedding. The apartments are air conditioned and fully furnished with beds, sofa, coffee table, wardrobes and bedside cabinets.

Students will need to contact Colliers direct to lease an apartment. Colliers will endeavour to put students from the AFTC in the same apartment. Rental will be paid monthly direct to Colliers with a 5 week security bond. We would like to highlight that Colliers is our independent accommodation partner. Therefore, there will be a separate contractual agreement between the student and Colliers. The AFTC does not profit from this accommodation service.

Please visit their website:

[http://www.prdstudentservices.com.au/uv\\_mawson\\_lakes/location.asp](http://www.prdstudentservices.com.au/uv_mawson_lakes/location.asp) for more information and contact details.



### **12.11.2 Torrens Valley International Residence**

The Torrens Valley International Residence is situated in the grounds of the Modbury Hospital. The residence offers single room

accommodation (equipped with single beds, built in cupboards and drawers and a well-lit study area), with shared lounge (including television), kitchen, laundry and bathroom facilities on each floor. Students are able to prepare their own meals, or eat at the Modbury Hospital Cafeteria, which is open 7 days a week.

A security system is in place, which provides a safe and secure environment for residents to live. The Residence is adjacent to Tea Tree Plaza shopping centre, with easy access to banks, cinemas and shopping. The Residence is a twenty-minute drive by car east of Parafield Airport, and a five-minute walk to a major public transport terminus, which allows you easy access to the city centre and Parafield Airport.

For more information on the residence or prices for short-term stays please visit their web site [www.tvir.austbiz.net](http://www.tvir.austbiz.net).

To catch a bus from Torrens Valley, walk approx. 1km two stops to Stop 42A on Smart Road. Catch 565 Bus to Zone B Mawson Lakes interchange. Catch Gawler-Central bound train to Parafield and walk approx. 1000m walk to AFTC.

### **12.11.3 UNIShare**

For those who prefer a more independent lifestyle, UNIShare is a specialist provider of private shared accommodation for students. UNIShare offers a comprehensive rental package, covering all utilities, broadband, plus cleaning and gardening services at no extra cost. UNIShare is located in Pooraka, about 5 minutes by bus from AFTC. To find out more, visit the UNIShare website [www.unishare.com.au](http://www.unishare.com.au).

UniLodge provides furnished student accommodation and apartments in Adelaide. It provides safe, secure and friendly student housing, with each apartment designed for the student's academic and social needs. It is central and convenient locations with public transport, shops and cafes at your doorstep.

### **Contact Details**

UniLodge @ Metro Adelaide, 30 Victoria Street (off North Terrace), Adelaide City, SA 5000

Tel: 61 8 8385 9000 / Fax: 61 8 8385 9001

### **12.11.4 Student Share Accommodation**

Adelaide Student Share: <http://www.adelaidestudentshare.com/index.htm>.

[www.realestate.com.au](http://www.realestate.com.au) - access to share accommodation - search Parafield Gardens and surrounding areas: <http://www.realestate.com.au/cgi-bin/rsearch?s=sa&t=shr&snf=rbs&a=sf>

### **12.11.5 Temporary Accommodation Options**

There are other options for temporary accommodation such as budget hotels, backpackers/hostels and caravan parks. There are about 17 backpackers/hostels within the city centre of Adelaide, which are approximately an hour's bus trip to Parafield. Hostel rooms bookings and enquiries should be made direct with the hostel. Here is a list of Hostels:



### **12.11.6 Student Hostels in Adelaide**

Adelaide Overseas Student Accommodation

141-143 West Terrace, Adelaide

Tel: 8294 4483

Fax: 8294 8854

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Luther Seminary

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UNITRANS S.A.

18 Heritage Court

Oakden

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Email: [manager@unitrans.com.au](mailto:manager@unitrans.com.au)

Web: [www.unitrans.com.au](http://www.unitrans.com.au)

Unitrans is for short term stays and is located close to all facilities. It is situated 10 km north east of the Adelaide city centre. Unitrans offers a range of accommodation packages to suit the needs of individuals, international university students, interstate and country university students. Unitrans has internet access from all rooms, a fully equipped common room with a television and couches, as well as games facilities, and a pool table. There is also a coin-operated laundry facility. Unitrans provides a variety of single and twin share rooms. Residents should bring their own linen. For more information please go to the Student Living website.

Travel from Unitrans, Oakden, Bus 204 Collinswood to Mawson Lakes UniSA campus via Northgate. Monday to Friday services. Then catch Gawler-Central bound train to Parafield and walk approx. 1000m to AFTC.

### **12.11.7 Long term Accommodation Options - Home Rentals**

The following websites are useful for finding private accommodation:

[www.realestate.com.au](http://www.realestate.com.au)

[www.domain.com.au](http://www.domain.com.au)

[www.realestateview.com.au](http://www.realestateview.com.au)

### **12.11.8 Private rental**

Rental accommodation is usually unfurnished. Weekly rent varies depending on location and style of accommodation. Students can reduce costs by sharing.

Rental costs increase as you move closer to the city. Most property owners would require a 12-month lease.

There is also a bond to pay which may require you to pay two weeks rent in advance, plus a security deposit equal to a maximum of four weeks rent (always ask for a

receipt). You may also need to pay charges for connecting electricity, telephone, gas etc. You will also need to sign a lease.

### 12.12 What to bring



If bringing in any electrical goods, please be aware that the standard voltage in Australia is 240 volts and plugs have three flat pins/prongs (the third prong is used as an earth). Electrical goods from other countries usually need a conversion adaptor.

Personal belongings that you have owned for the last 12 months or more can be brought into Australia without attracting any duty/sales tax i.e., laptop computers, other electronic equipment, provided Customs is satisfied that these items are intended to be taken home with you. Items that are less than 12 months old must not exceed a combined value of AU\$400. This is your duty free allowance.

Think carefully about what you pack. If you exceed the airline limit you may want to send any excess luggage as unaccompanied baggage. Please check with your travel agent or airline that you are travelling with.

Please visit the Customs website for information on Australian customs and quarantine laws and what you can bring into Australia and what you cannot bring into Australia ([www.customs.gov.au](http://www.customs.gov.au)).

### 12.13 Driving in Australia

Once you arrive in Australia, driving can make getting around a lot easier, especially if you live in a non-metropolitan area where public transport might not be as frequent. You may also find that driving gives you more freedom and a greater sense of safety, allowing you to stay late at friends' houses without worrying about how you will get home, work evening shifts or organise road trips to explore different parts of Australia.

#### 12.13.1 Licencing

You must have a valid drivers licence to drive in Australia and carry it with you at all times while driving. International students are regarded as temporary residents, which mean that you are able to drive in Australia using your licence from your home country as long as it is current and valid. If your licence is not written in English, you must also carry a certified translation in English or apply for an International Driving Permit from your home country. If you don't have an overseas licence and want to apply for a licence in Australia, you will need to apply through your state or territory motor registry. If you gain Permanent Residency in Australia, you will need to apply for an Australian licence within three months.

For further information visit the relevant State Road and Transport Authority on arrival or go to their web site [www.transport.sa.gov.au](http://www.transport.sa.gov.au)

#### 12.13.2 Road rules

Australians drive on the left hand side of the road. Minor roads in towns and cities are usually either 50km/h or 60km/h (35 mph) with an increasing number of towns

adopting the lower speed limit and on country roads and highways, 100km/h (62mph) - 110 km/h (68 mph) unless signs indicate otherwise.

Seat belts must be worn by drivers and passengers at all times.

It is illegal to talk on a mobile phone while driving.

You must not park facing oncoming traffic.

All Australian states enforce strict drink driving laws and the Police are entitled to stop drivers on a random basis for breathalyser tests. These operations are often referred to as a 'random breath test' or 'RBT'. In most states the legal limit is 0.05, however in encouraging responsible driving abstinence is recommended.

If you do purchase a car it is strongly advisable to purchase car insurance as well.

### **12.13.3 Renting a Car**

Car rental companies with branches nationwide are generally the most expensive although these companies do offer advantages such as airport pick-up and drop-off points, frequent flyer points and long-distance one-way rentals. The standard insurance cover that comes with most car rental companies requires that you pay an excess of around \$2000 before the insurance company pays out.

Rental car companies will try and sell you insurance to cover this excess, but at around \$20 a day this is overpriced and can substantially increase the cost of your car rental. A much better idea is to take out travel insurance that covers this excess or arrange rental car excess insurance before leaving home. This works out a lot cheaper than paying the excess cover that rental car companies charge. It is virtually impossible to rent a car without a credit card.

### **12.13.4 Buying a car**

Some students choose to buy a car and sell it before they leave. Cheap reliable cars are generally large cars such as the Ford Falcon and Holden Commodore, which can cost a lot to run but are generally cheap to fix and service. Ideally it's a good idea to check notice boards at the FTA College and AFTC and buy your car from another student as you should be able to get a good bargain, considering that the student may have a flight home to catch and are in a hurry to sell. For more information go to [Study Adelaide](#).

### **12.13.5 Hitch Hiking**

Hitch hiking is illegal in Australia but still common. It is recommended that you do not pick up travellers that you are not acquainted with and do not hitch hike yourself.