Airflite Aviation Pty Ltd – RTO 52904

Airflite Flying College

Student Study and Training Program Information Guide
Diploma of Aviation AVI50419 (Flight Instructor)

1	Training Program Details				
*Provide details of the Training Program (*Qualification/Course/Unit of Competency whichever is applicable*).*					
Training Package	**Code**	AVI		**Release**	8.2
	Title	Aviation Training Package			
Qualification	**National Code**	AVI50419		**Release**	2
	Title	Diploma of Aviation (Flight Instructor)			

2	Study Guide Overview

General.

This study guide has been developed by Airflite Flying College (AFC) for the Diploma of Aviation (Flight Instructor) which is comprised of 12 core units and 5 elective units.

This qualification is a specialist qualification for the aviation industry. Successful completion will require competency in units that relate to work defined as Level 5 under the Australian Qualification Framework (AQF).

This Training Program main objective is to impart the principal standards, methodology and practices to support a successful career progression as an effective professional flight instructor. The aim is to provide a recognised pathway for a pilot with an Australian CASR Part 61 Commercial Pilot Licence (CPL) to achieve a Flight instructor rating (FIR) with a Grade 3 training endorsement (aeroplane) and the award of the following qualification:

> ➢ AVI50419 – Diploma of Aviation (Flight Instructor)

An FIR with Grade 3 training endorsement is an entry requirement to operate as an aeroplane Flight Instructor for a CASR Part 141 or CASR Part 142 flying training organisation.

This Training Program involves an integrated Flight Instructor Rating training course, based upon the Civil Aviation Safety Authority's Manual of Standards (MOS) in which the competency units for the diploma are incorporated into the practical delivery of the Flight Instructor Rating training.

Upon successfully completing this Training Program, an AFC graduate student shall satisfy the knowledge and instructional standards in the Australian Civil Aviation Safety Regulations (CASR) Part 61 Manual of Standards necessary for an Flight Instructor Rating (FIR) Grade 3.

Please Note.

Additional CASA requirements must be fulfilled in line with the current Civil Aviation Safety Regulations before a licence or rating under CASA will be issued. These requirements include theory tests, flying hours and flight tests. Post a successful Flight Test by an approved CASA Flight Examiner, the following licencing/rating outcomes can be granted by Australia's Civil Aviation Safety Authority (CASA):

CASR Part 61 Pilot Licensing outcomes:

> ➢ Licence Types: Nil.
> ➢ Aircraft Category ratings: Nil.
> ➢ Aircraft class ratings: Nil.

➢	Aircraft type ratings: Nil.	
➢	Aircraft design feature & endorsements: Nil.	
➢	Operational ratings: Flight Instructor Rating (FIR).	
➢	Operational rating endorsements: Grade 3.	

3 Training Program Structure

A breakdown of the Training Program unit structure is outlined below:

Units Of Competency	National Code	Title	Credit Transfer Available from AVI50219
Core	AVIM0003	Conduct aeronautical knowledge training and flight training	
	AVIM0004	Conduct training for the issue of an endorsement	
	AVIM0005	Facilitate non-technical skills instruction	
	TAEASS401	Plan assessment activities and processes	
	TAEASS402	Assess competence	
	TAEASS403	Participate in assessment validation	
	TAEASS502	Design and develop assessment tools	
	TAEDEL401	Plan, organise and deliver group-based learning	
	TAEDEL402	Plan, organise and facilitate learning in the workplace	
	TAEDES401	Design and develop learning programs	
	TAEDES402	Use training packages and accredited courses to meet client needs	
	TAELLN411	Address adult language, literacy and numeracy skills	
General Elective	AVIF0026	Implement aviation risk management processes	YES
	AVIF0027	Implement aviation fatigue risk management processes	YES
	AVIM0010	Conduct flight review	
	BSBCMM401	Make a presentation	
	TAEDEL301	Provide work skill instruction	

4 Qualification Pre-Requisites

The following pre-requisites/entry requirements apply to this Training Program:

- Hold:
  - ➢ a current CASA Private Pilot's Licence or a Commercial Pilot's Licence.
  - ➢ a AVI50519 Diploma of Aviation (Commercial Pilot Licence).

Note. If the CPL licence held was NOT:
  - ▪ *completed with an aeroplane category rating in an integrated training course or*

- *passed via a flight test for the grant of the licence with an aeroplane category rating.*
  The following flight experience is required:
  - *Have at least 200 Hours flight time as pilot.*
  - *Have 100 hours flight time as pilot in command.*

- Students must show evidence of:
  - a Class 1 medical certificate from a Civil Aviation Safety Authority approved medical examiner (DAME).
  - an Aviation Security Identification Card (ASIC).
  - An Aviation Reference Number issued by CASA.
  - Language, literacy and numeracy skills at the requisite Australian Core Skills Framework (ACSF) level. Alternatively, undertake a Core Skills Profile for Adults (CSPA)* assessment test to show student's have the required level of literacy.

    * Core Skills Profile for Adults (CSPA). The CSPA is an approved (by the Secretary under Subsection 2) set of online assessments used by AFC in measuring the literacy and numeracy skills of students. The assessment process is conducted with honesty and integrity and the CSPA Reading, Numeracy & Writing assessments produce valid and reliable data through comprehensive reporting against five levels of the Australian Core Skills Framework (ACSF).

  - Aviation English Language Proficiency (AELP) compliance.

- Completion of the DAMP Awareness for persons performing Safety-Sensitive Aviation Activities (SSAA) - eLearning, induction through AviationWorx (this has a two year currency).

- Complete a Pilot Aptitude Assessment. AFC utilise the COMPASS INTERNATIONAL computer-based pilot aptitude assessment system selection tools:
  - ❖ Advanced-COMPASS™ (experienced pilot candidate selection tool).
  - ❖ COMPASS™ PERSONALITY PROFILE (CPP - personality assessment tool).

  The Student Handbook provides more details on the Pilot Aptitude Assessment.

- An interview with the Head of Operations (Airflite Flying College) will be required where the results of the CSPA assessment of any other tests taken will be reported/ reviewed and a general discussion on the student's aspiration and the rationale behind wanting to enhance existing pilot qualifications etc. to determine suitability and acceptance of the pilot for the Training Program.

  Note. An aircraft handling check flight may be required as a result (Check flight will be at student's expense)

- Commit to compliance with the AFC RTO code of conduct requirements that include:
  - Directions on work, and health and safety matters.
  - Attend and participate in scheduled training and assessment.
  - Participate in learning tasks to the training staff expectations.

- Recent revision or up to date knowledge of CPL theory is recommended prior to the Training Program commencement.

5 Identifying Learner Needs

In an endeavour to identify specific needs of students at the earliest possible time, student's will have the opportunity declare any needs at the time of enrolment; the application form allows the applicant to self-declare where they have learning disabilities. In addition, every student shall be interviewed either face-to-face or over the telephone to attempt to establish the applicant's skill and knowledge levels, their current employment and how that relates to the Training Program content and interaction.

During consultation, it may be identified that students could have needs related to:

- Relevant prior training and/or employment.
- Little or no understanding of the industry group that the training targets.
- Learning styles may vary within one group.

- Physical or intellectual disabilities, which may affect training.
- Language, literacy and numeracy levels may not meet the requirements of the training.
- Location of training may affect attendance.
- Cultural or ethnic background of students and/or instructor.
- Socio-economic factors.

The student needs identified above will be assessed and monitored before, during and after training to ensure that the student's needs are being met.

6	General Information

Topic	Description
Tuition Fees	Tuition Fees for this Training Program fall within an indicative range of $29,000.00 to $31,000.00 Current fee rates can be found on AFC website https://www.airflite.com.au/learn-to-fly/schedule-of-fees/. Please note that Training Program Tuition Fees may be subject to change.
Tuition Fee Payment Options	Students enrolled in this Training Program have the following payment options: 1. Payments by the student as fees become due. 2. VSL loan for all or part of the Tuition Fees. Airflite Aviation Pty Ltd is approved by the Department of Employment, Skills, Small and Family Business as a VET Student Loans (VSL) approved course provider and can offer VSL's for this Training Program to eligible students enrolled at AFC. 3. Combination of the above options. *Note here that only Training Program Tuition Fees are covered by a VSL loan, which include the training cost associated with ground theory and flying training as set out in the schedule of fees. This includes all learner guides, manuals and handbooks, which will be made available to students. Additional fees may be incurred by the student which are outlined by Additional Training Program Fees.*
	Option 1. Payments by the student as fees become due This option requires the student to pay the Tuition Fees and any Additional Fees as they occur through a series of payment instalments made at regular intervals based on the Tuition Fee Period Phases outlined by the AFC website https://www.airflite.com.au/learn-to-fly/schedule-of-fees/.
	Option 2. Payments via VSL This option has all, or part of the Tuition Fees paid to eligible students by the Australian Government in the form of a loan. The loan gives rise to a HELP* debt that continues to be a debt due to the Commonwealth until it is repaid. Refer to the Department of Education, Skills and Employment (the Department) website for more information: https://www.dese.gov.au/vet-student-loans/resources/vet-student-loans-information-booklet *Australia's Higher Education Loan Program (HELP) provides loans to students studying approved higher education courses. The scheme allows students to defer the costs of tuition until their taxable income reaches a certain level at which repayments commence. HELP is regulated by provisions in the Higher Education Support Act 2003.* The AFC Student Handbook also provides details on the VSL option.
	Option 3. Combination of Options 1 and 2 This option is only available to eligible students under the VSL and enables a student to fund part of their Tuition Fees and thereby reduce the HELP debt incurred under Option 2.

6	General Information

Topic	Description
	This option will require an agreed breakdown of Tuition Fee structure between AFC and the student on a case-by-case basis.

Additional Fees	If a student exceeds the allocated hours for this Training Program, or if additional training above and beyond what is included is required to achieve the level of competence, that student will need to pay for the extra hours. The rates charged for additional flights will vary according to the resources (e.g. type of aircraft) used.
	
	AFC will inform students that an additional fee is required before additional activities commence, so that students can make the decision to proceed with their training.
	
	A summary of the Additional Fees other than the Training Program Tuition Fees that are collected by AFC include those outlined below:
	➤ Uniform, if applicable (students may supply their own) to meet AFC Dress Code. See Uniform Requirements.
	➤ Resits of CASA external flight and theory examination. Students are responsible to pay for a re-attempt of a CASA examination.
	➤ Remedial training packages, if applicable. Additional training outside the approved syllabus to achieve competency.
	➤ Flight cancellation fees to cover the overhead cost of flight if a student fails to cancel the flight within the agreed timeframe. Refer to the Student Handbook for the cancellation policy
	
	Fees other than Training Program Tuition Fees that are NOT collected by AFC and paid to external agencies as a responsibility of the student include:
	➤ Travel arrangements, personal responsibility of the student.
	➤ Accommodation costs at the SFC facility (details within Student Handbook) or any other lodging.
	➤ CASA Cyber Examinations which are Pre-requisite examinations of this Training Program.
	➤ CASA ARN Application, includes applying, qualifying for and maintaining an ARN.
	➤ CASA medical examination(s) includes applying, qualifying for and maintaining a Class 1 Medical certificate.
	➤ Application for ASIC includes applying, qualifying for and maintaining the ASIC.
	➤ CASA drug and alcohol test as required by CASA.
	➤ Equipment or items used during training that become the student's physical property and are not consumed in the Training Program including:
	  ▪ Jeppesen.
	  ▪ Navigation equipment: 'wizz wheel', scale ruler, compass, protractor, maps and charts.
	  ▪ Pilot logbook.
	➤ Replacement certificate or Statement of Attainment requires an application by the student i.e Certification Access/Reissue/Replacement Application (ARTOFORM: 2012) available from AFC Administrator. An administration fee of $100.00 will be charged to issue a replacement certification document.
	➤ RPL Fees for an RPL process (if applicable) will be 50% of the total cost of the unit of competency or qualification. Additional fees and charges will be required for any gaps in training and assessment required as a result of the RPL analysis.

6	General Information

Topic	Description
Uniform Requirements	Student's are required to provide the following items: • At least three pilot style white shirts with double breasted button down pockets. • At least two pairs of dark navy blue [trousers/skirts/culottes]. • A suitable number of dark navy blue socks. • A pair a black shoes (non-sport style) with a rigid non-slip sole. • A pair of sunglasses. Student uniforms and overall presentation must be neat and tidy, ironed and shoes must be polished. Refer to the Student Handbook for the AFC Dress Code policy. Any time a student is attending AFC facilities for the purpose of undertaking training, they must wear the full uniform made up of the items listed above. Ties are not worn during the months of October through April and sunglasses are worn as required.
Payment Methodology Options	Payment of Tuition Fees and any Additional Fees must occur at the specified times. AFC may elect to cancel a student's enrolment and will not issue any certificates or Statement of Attainments if there are outstanding fees to be paid. Acceptable methods of payment include: • Credit Card; or • Eftpos Cards; or • Company Cheques. Diners club and Pay Pal will not be accepted. *A 2% surcharge will be incurred for payment by Amex Visa and Master card. Payment by Eftpos does not incur a surcharge.* As part of the Induction process for enrolled students at AFC, student's will be required to complete a Customer Account Form (FN013) which requests basic personal details and payment method preferences for Tuition Fees and any other incurred costs. These details will be entered into the financial management system (Greentree™) and the account strictly controlled and managed by the AFC Administrator.
Training Program Duration	This is an intensive flying Training Program conducted continuously over 12 weeks requiring full-time attendance by a student i.e, comprising of student Contact Time of approximately 40 hours per week. Training weeks nominally include five (5) days from Monday to Friday. Ground, Simulator and Flight Training will typically be conducted between 0800hrs and 1700 hours, with the exception that night flying practical training will be conducted after dusk hours. The Training Program provides sufficient flight hours, including hours Pilot-in-Command experience and synthetic trainer experience to meet the stipulated flight times for CASA licencing requirements. The Training Program offers four primary training phases – Recreational Pilot Licence (RPL) phase (basic flight training), Private Pilot Licence (PPL) phase (basic navigation training) *Optional Night Visual Flight Rules (NVFR),* Operate Multi Engine Aeroplane and Commercial Pilot Licence (CPL) phase (advanced Navigation phase).

6	General Information

Topic	Description
	Completion time is dependent on each individual student's ability and the time committed to the Training Program study. In addition, there is Non-Supervised time where the student is encouraged to practise flight sequences and undertake self-directed learning.
Amount of Training/Volume of Learning	The 'Amount of Training' identifies the notional duration of all activities required for the achievement of the learning outcomes of this Training Program.
	The volume of structured learning allocated to this Training Program includes the following defined terms for Contact, Supervised, Supported and Non-Supervised training hours and are used to ensure alignment with the Training and Assessment Strategy (ARTOCW: 4023) for this qualification.
	• **Contact Hours**: time in which the student attends the training environment.
	• **Supervised Hours**: learning and/or assessment which has direct involvement with the instructor and forms part of the structured learning.
	• **Supported Hours**: self- study within the classroom with instructor support available and forms part of the structured learning.
	• **Non-Supervised Hours**: as an activity that involves the student:
	➢ homework.
	➢ self-study.
	➢ email exchange with Instructor.
	The following nominal amounts of defined training represent the amount of training/volume of learning for this Training Program.

Supervised Hours	190
Supported Hours	230
Non-Supervised Hours	252
Total volume of learning	672 Hours

Topic	Description
	The flying component of this Training Program will be conducted in the following aircraft:
	➢ Cessna Skyhawk C172S single-engine aircraft with the Garmin G1000® integrated flight instrument system comprising:
	▪ Dual flying – 35.0 hours.
	▪ Solo flying – Nil hours.
	▪ * Simulator- 21.6 hours.
	* All simulator based training will be conducted in the Fly This Sim FM210 FSTD using the Cessna 172 configurations or in the TRU Ascent C172S (G1000) FSTD.
Delivery Location	The delivery location for this Training Program will be at three principal locations:
	1. **Training Program administration and enrolment**. Airflite Flying College, 15 Eagle Drive Jandakot Airport, WA 6164.
	2. Flying and Instructional component.
	➢ Airflite Flying College, 15 Eagle Drive Jandakot Airport, WA 6164 or
	➢ Airflite Pty Ltd, 37 Eagle Drive Jandakot Airport WA 6164.
	Face to face classroom training is conducted at 15 Eagle Drive Jandakot or 37 Eagle Drive.

6	General Information

Topic	Description
	All simulator training is conducted on the premises in the CASA approved flight simulator at the Airflite Flying College. All one-on-one pre-flight briefing and post flight briefings are conducted in the briefing suites at Airflite Flying College. Practical flying is conducted in a fleet of single-engine aircraft that are either owned or leased by the Airflite Flying College parent company Airflite Pty Ltd; aircraft are located on the airfield tarmac adjacent to 15 Eagle Drive or 37 Eagle Drive, Jandakot Airport WA 6164. The student will be escorted by the instructor to the aircraft.
Facilities at AFC	Change room and unisex shower facilities are available at the AFC training facility for student and staff use. Tea & Coffee is supplied; students are advised to bring other dietary requirements with them e.g. lunch. A Microwave oven is available to warm any food; there is also a refrigerator available for storage of food. There is a cafe 'Aviator's Café' a short walk from the facility which serves a wide range of snacks and beverages which students may access during their designated break periods.
Learning Resources	Each student is also expected to supply the following items/equipment: ➢ Laptop Computer running, as a minimum, Windows 10 and equipped with 8GB RAM and minimum 250GB HDD and i5 minimum processor Note: MAC computers may not be used due to compatibility with Garmin G1000 training software. ➢ iPad 4 or later with WiFi + Cellular. ➢ Training Program prescribed textbooks and references as required from the '*Aviation Theory Centre*' series of publications. ➢ Aviation Headset. ➢ Travel Bag (carry on size). ➢ Navigation equipment including navaid rule, protractor and CR2 computer. ➢ Class 1 medical certificate. ➢ Aviation Security Identification Card (ASIC). ➢ Pilot uniform to comply with AFC Dress Code and any replacement uniform garments. ➢ Access to broadband internet at home is recommended for any study student's wish/need to do external and self-study of the facility. AFC will provide student's with the following resources and equipment: ▪ pilot headset carry bag, ▪ company branded epaulets, ▪ company branded cap, ▪ company branded name badge, embossed with the student's name and the words "student", ▪ company branded tie.

7	Delivery and Assessment

Mode of Delivery	Students receive ground theory training with practical flight training within AFC's approved CASR Part 142 flight training organisation to deliver integrated training courses and approved Registered Training Organisation (RTO No.52904) to deliver VET based Training Programs.
	
	The four delivery modes used for this Training Program are:
	
	1. **Ground Theory:** This involves CASA endorsed Flight Instructor led, classroom delivery for:
	   ➤ **TAE Units for Aviation** will be delivered at the beginning of the Training Program with some of the practical assessment integrated into the flying component of the Flight Instructor Rating training sequence.
	   ➤ **Principles and Methods of Instruction** and lesson development for briefing sessions.
	   ➤ **Flight Lesson Briefings** will be delivered to students by the instructor, then the student will develop their own brief, practice it with fellow students, then deliver it to the instructor for assessment.
	
	2. **Practical In-Flight Training:** One on one instruction in-flight supports and confirms the assimilation of relevant knowledge and skills theory. Each flight will be demonstrated to the student by the instructor, then the student will practice it with fellow students, then deliver it to the instructor for assessment.
	
	3. **Simulator Training:** This involves extensive simulation of a variety of weather types and other physical variations to enable students to familiarise themselves with aircraft instrumentation and navigation systems.
	
	4. **Self-Study:** This involves the student to conduct self-directed study, using relevant textbooks and supplied training material. This method is directly used for two units AVIF00026 and AVIF0027 where there will be no instructor led training.
	
	   Self-Study will also be required to successfully complete a CASA Cyber theory examination i.e. Pilot Instructor Rating Exam (PIRC). Self-Study for this examination will be enhanced by scheduled classroom tutorials and practice assessments prior to the CASA PIRC examination
	
	In addition, aspects of the Training Program will also require determination of underpinning knowledge through written assessments, observation of in-flight skills and the practical demonstration of appropriate flying skills.

Assessment Evidence Gathering	The rules of Assessment evidence are applied in the following manner: • **Currency** – AFC review the internal theory assessments regularly to ensure that they meet the requirements of the CASA syllabus and the Training Package Assessment requirements. • **Sufficiency** - Students are required to meet both written assessments and skill demonstration assessment requirements. Assessments require, according to the specifications in the Training Program, that evidence is captured over a period of time and in a variety of different means. The assessment mapping process used by AFC ensures that all performance and knowledge criteria aspects of competency are covered by the assessment's suite used and thereby satisfies the fundamental principle that competency can be achieved and demonstrated repeatedly. • **Validity** - The tasks that the students do in the workplace are set and reflect the units of competency and cover the skills required of a Pilot. Verification of workplace skills is obtained through a flight test. • **Authenticity** – AFC theory assessments are conducted in house under controlled examination conditions with supervision.

7	Delivery and Assessment

	Evidence of satisfactory knowledge for this Training Program is obtained through the following:
	• **Results of Examinations, Assignments and Assessment of underpinning knowledge at pre-flight briefings**. The standards for skills are expressed in terms of performance criteria for each element of competency in syllabuses. Evidence of competency in flying skills is obtained by reviewing actual student performance against the standards detailed in the relevant syllabus.
	• **Student Logbooks.** All students must have an accurate and up to date logbook whilst undertaking training. The flight instructor shall check and certify the accuracy of entries in the student's logbook. This is done by cross referencing the hours entered against the student's Flight Activity report in FSM. This will be completed monthly. The instructor shall tally the student's flying hours for the month and to date and record these at the end of each month in the student's logbook in red pen.
	• **Student familiarity with relevant Operations Manual volume.** All students undertaking flight training with AFC are required to familiarise themselves with the relevant sections of the *AFC Training Management System Manual (AFCTRG-TMS)* as they relate to the activities that the student is undertaking. By signing the flight dispatch produced by FSM, the students agree they will act in accordance with the *AFC Training Management System Manual (AFCTRG-TMS)* requirements.
	• **Flight Lesson Debriefing and Recording.** As soon as possible after a flight, the instructor will debrief the student. The purpose of the debrief is to review the flight in relation to the student's performance against the competencies on the lesson plan. In particular, the student will be made aware of: ➢ aspects that meet the criteria, and ➢ aspects that need improvement or further training to achieve competency. The debriefing shall also identify items that need to be repeated or that will be introduced in the next lesson.
Assessment Methods	Aspects of this Training Program require determination of underpinning knowledge through written assessments, oral questioning, and observation of in-flight skills and the practical demonstration of appropriate flying skills. The Assessment Methods for this Training Program will consist of: • **Direct Observation/Practical Demonstration** – the completion of a specified task or set of procedures, normally performed under close supervision, using a detailed lesson plan for each flight sequence. • **Oral/Verbal Questioning** – a response is provided to a series of questions presented in order to demonstrate understanding of principles or reasoning behind the action taken. Oral questioning will occur before flight tests to examine the knowledge deficiencies identified from the CASA exam. • **Written Short Answer** – a written response item consisting of a question/s with answers of a single word, a few words, a sentence, or paragraph. • **Role Play** – some TAE units require role play of workplace situations. • **Assignments** – to design and develop learning programs and assessment activities. • **Multi Choice Answer (MCA)** – is a form of an objective assessment in which students are asked to select only correct answers from the choices offered as a list. • **External** - external cyber assessment for the CASA Pilot Instructor Rating Common (PIRC) examination administered for CASA at an approved testing centre.

7	Delivery and Assessment

	• **Practical Flight Test** – Internal and external. External will be conducted by a CASA Approved Testing Officer for the issue of a Flight Instructor Rating.
Credit Transfer and Recognition of Prior Learning (RPL)	**Credit Transfers** This Training Program is based on a CASA rating course i.e., where skills are developed through different phases to reach the FIR competency levels required in flight, and knowledge evidence is spread over different units. Accordingly, most of the unit's of competency that make up this Diploma are not marked competent until the end of the Training Program, just prior to the CASA FIR Flight test. However, Credit Transfers may apply if students have completed: ➢ Diploma of Aviation (Commercial Pilot Licence-aeroplane), for the following units: ▪ AVIF0026 Implement aviation risk management processes. ▪ AVIF0027 Implement aviation fatigue risk management processes. ➢ Certificate IV in Training and Assessment. ▪ Relevant TAE Units for Aviation. Transition from an old version to a new version of a training package. ➢ If the national register (training.gov.au) deems a superseded unit of competency to be equivalent to its new replacement, students may claim credit for a successfully completed superseded unit. **Recognition of Prior Learning** Students may request Recognition of Prior Learning (RPL) assessment. Students are advised of the opportunity to apply for RPL at enrolment and, if requested, will be required to provide verifiable details of prior learning. The evidence will be assessed for currency and against requirements of the units of competency, and if the evidence proven to be authentic and relevant, an amended program strategy will be prepared, taking into account the student's prior learning. For this Training Program, students transferring from another flying school, will need to provide evidence by way of their logbooks and training records for validation, authenticity and relevance. If the evidence is proven to be valid, it will be recognised and assessed to ascertain the entry point to this Training Program. These recognitions will only be for CASA units. The Student Handbook provides further information relating to the Recognition of Prior Learning (RPL)/Credit transfer process – alternatively student's can contact the AFC Administrator.

8 Certification	
Topic	**Description**
Certificates and Statements of Attainment	As this Training Program is based on a CASA rating course, the qualification will be issued on successful conclusion of the FIR Flight Test, subject to all agreed fees owed to the AFC have been paid and then within 30 calendar days of all conditions being met: • A qualification (testamur/certificate) and record of results will be issued if the qualification in which the student is enrolled is complete. The record of results will show the units of competency achieved in the Training Program and corresponding results. Note: Statement of Attainment's will not be issued for individual TAE Units for Aviation. The TAE Unit for Aviation will only be issued via the qualification(testamur/certificate). • Where a student withdraws or partially completes a Training Program, a Record of Results will be issued within thirty (30) days of withdrawal for any units that are completed from the Training Program. Statement of Attainment's will not generally be issued due to the clustered arrangement of the Units of Competency within the Training Program.

Section 2: Program Details

8	**Training Program Learning Details**

This Section 2 outlines of the proposed learning details for this Training Program and provides a brief summary of each intended assessment activity and the units it is fully or partially drawn from. Also, this section lists the evidence gathering tools to be used with each activity.

Part 1: TAE Units for Aviation

Introduction	The Training Program will begin with a 6 day program which introduces the student to training and assessment in the workplace. In this section, student's will examine the training and assessment industry, the rules and regulations that govern the industry and learn how to develop learning programs from nationally recognised training. This Training Program has been specifically designed for aviation and instructor training. Wherever possible, the requirements of the units have been contextualised for aviation and integrated into the rest of the diploma Training Program. BSBCMM401 Make a presentation is integrated in this training, as TAE units support the knowledge required.
Requirements and Resources	Requirements and resources student's are required to supply: ➢ A laptop or tablet for internet research (supplied by student). ➢ Pen and highlighter.
Assessment	• ARTOASMT:5011 Assessment – TAE Assessment Workbook ➢ Integrated workbook consisting of written questions, and the producing of work samples. • ARTOASMT:5012 Assessment – LLN Assessment Workbook ➢ Integrated workbook resulting in the production of work samples. • ARTOASMT: 5023 Work skills Assessment ➢ Direct observation and work sample. Clustered with BSBCMM401 • ARTOASMT: 5027 Assess Competence ➢ Direct Observation assessment • ARTOASMT: 5015 Conduct Flight Training ➢ Direct Observation and work Samples – clustered with TAEDEL301 • ARTOASMT: 5014 Conduct Aeronautical Knowledge Training ➢ Direct Observation and work samples assessment. Clustered with AVIM0003 • ARTOASMT: 5021 Final Assessment: Unit of Competency - TAE Units for Aviation. ➢ Final assessment verification to determine Competent/Not Yet Competent of all evidence required for the clustered TAE Units. The assessment process will be discussed with student's in detail upon enrolment interview – alternatively student may contact AFC if additional information is required.

Part 2: Principles and Methods of Instruction	
Introduction	The Principles and Methods of Instruction (PMI) Training Program takes the knowledge of adult education from the TAE Units of Aviation and applies them specifically to conducting flight training, using the CASA syllabus and the Diploma of Aviation Training package. The PMI Training Program is a pre-requisite to the CASA Pilot Instructor Rating Common (PIRC) examination which is a mandatory assessment to satisfy the requirements of the Flight Instructor Rating. This will be conducted over 2 days.

Requirements and Resources	Requirements and resources required for this Training Program are:
	 ➢ A laptop or tablet for internet research.
	 ➢ Internet access.
	 ➢ Laptop or iPad (supplied by student).
	 ➢ Additional resources the student should obtain/ gain access to:
	   ➢ CASA Advisory Circular 61-08 v1.0 - teaching and assessing non-technical skills for single-pilot operations
	   ➢ CASA Safety Behaviours: Human Factors for Pilots - 2nd edition
	 https://www.casa.gov.au/safety-management/publication/safety-behaviours-human-factors-pilots-2nd-edition
	   ➢ Aviation Instructors Handbook – FAA-H-8083-9A
	 https://www.faa.gov/regulations_policies/handbooks_manuals/aviation/aviation_instructors_handbook/media/faa-h-8083-9a.pdf
	   ➢ Human Factors for the Private & Commercial Pilot Licences - Aviation Theory Centre.
	 https://books.aviationtheory.net.au/human-factors-fourth-edition
	   ➢ Flying training resources - Flight Instructor Manual (Aeroplane)
	 https://www.casa.gov.au/files/fimpdf
	   o Part 61 MOS Schedule 3, Section 2.4 (CASA PIRC Syllabus)
	   o A suitable management book on motivation which details the theories of motivation
	     ▪ Abraham Maslow's "Hierarchy of Needs"
	     ▪ Douglas McGregor "X & Y" Theory
	     ▪ Frederick Herzberg "2-Factor" Theory
	 ➢ Measuring Instructional Results by Robert F Mager
	 ➢ Additional texts on "behavioural objectives"

Assessment	**Assessment** Assessments for this will be integrated with the remaining training.

Part 3: Conduct Aeronautical Knowledge and Flight Training	
Introduction	During this part of the Training Program, student's will put all the theory knowledge into practice.
Delivery and Assessment	**General Overview** **In Flight Instruction** **Delivered in accordance with Airflite Flying College's CASR approved syllabuses - AFCTRG-G3TE and AFCTRG-DFMPPC** Airflite Flying College's CASR approved syllabus - AFCTRG-G3TE and AFCTRG-DFMPPC will be delivered first over a period of approximately 50 days (this includes conducting of assessments), AFCTRG-DFMPPC will be conducted over 2 days. The structure of this part of the Training Program is about developing and delivering briefs (lessons) for each flight sequence, conducting the flight and evaluating student performance. The instructor shall demonstrate the lesson to the student, and then the student will develop their own lesson plan according to the CASA template, practice their lesson with the others in the group then present to the instructor for assessment. Part of the lesson development will include creating presentations for each lesson. This will be assessed along with the student's whiteboard presentation. **Assessment** Will be conducted over the course of the 12 week Training Program, to allow for flexibility and management of the progress of each individual student. The Instructor and students will agree on assessment time throughout the Training Program. A basic guide-line to assessment timing will be detailed in Part 5. The Aviation Units will be assessed through a number of specific assessments as follows: • ARTOASMT:5014 Summative Assessment - Conduct Aeronautical Knowledge Training ➤ Direct observation, will be clustered with TAEDEL401 Plan Organise and Deliver Group Based Learning • ARTOASMT:5015 Assessment - Conduct Flight Training ➤ Direct Observation, will be clustered with TAEDEL301 • ARTOASMT:5016 Assessment - Pre Instructor Rating Flight Test ➤ Direct Observation - are used to assess practical competence against the required Units of Competence for the qualification (Diploma) as well as a pre-requisite for the CASA Practical Flight Test required for issue of a Flight Instructor Rating. • ARTOASMT:5017 Assessment - Conduct Flight Review Part 1 ➤ Is an open book assessment (conducted under exam conditions) designed to ensure trainee instructors have the underpinning knowledge required to conduct a flight review. • ARTOASMT:5018 Assessment - Conduct Flight Review Part 2 ➤ Direct observation, as trainee Grade 3 instructors are not qualified to conduct flight reviews this will be assessed through simulation. • ARTOASMT:5013 Assessment (PMI) Examination ➤ Multiple Choice Answer and Written Short Answer assessment • ARTOASMT:5019 Formative Knowledge Assessment CASA PIRC Assessment ➤ A computerised theory assessment conducted externally by CASA. ➤ This assessment is as verification evidence of the CASA PIRC assessment (external) being completed to the satisfactory requirement of CASA and provides the Knowledge evidence for the Flight Instructor rating.

Part 3: Conduct Aeronautical Knowledge and Flight Training	

	• ARTOASMT: 5010 Summative Assessment – Manage Risk in Aviation workbook.
	   ➢ An integrated self-study workbook, consisting of written questions and case studies.
	   ➢ This workbook will address the requirements of AVIF0026 Implement Aviation risk management processes and AVIF0027 Implement aviation fatigue risk management processes.
	      (this assessment may not be required where credit transfer or RPL applies)
	• ARTOASMT: 5004 – Conduct Training for Endorsement
	   ➢ Direct Observation and Work sample Assessment. The chosen Endorsement it Multi Pitch Propeller Control Design Feature (another endorsement, in line with the assessment conditions may be selected based on the earner group's needs)
	• ARTOASMT: 5001 Aviation Training WB
	   ➢ Written Short Answer (open book) Assessment
	• ARTOASMT: 5006 – Human Factors and Non – Technical skills Work book
	   ➢ Written short answer open book assessment
	• ARTOASMT: 5011 - TAE Assessment WB
	   ➢ Integrated workbook consisting of written questions, and the producing of work samples.
	• ARTOASMT: 5012 - LLN Assessment WB
	   ➢ Integrated workbook resulting in the production of work samples.
	• ARTOASMT: 5022 Final Assessment: Unit of Competency – AVI Units
	   ➢ Final assessment verification to determine Competent/Not Yet Competent of all evidence required for the clustered TAE Units

Resources	Requirements and resources required for this Training Program are:
	   ➢ A laptop or tablet for internet research.
	   ➢ Internet access
	   ➢ Additional resources the student should obtain:
	      ➢ CASA Advisory Circular 61-08 v1.0 - teaching and assessing non-technical skills for single-pilot operations
	      ➢ CASA Safety Behaviours: Human Factors for Pilots - 2nd edition
	      https://www.casa.gov.au/safety-management/publication/safety-behaviours-human-factors-pilots-2nd-edition
	      ➢ Aviation Instructors Handbook – FAA-H-8083-9A
	      https://www.faa.gov/regulations_policies/handbooks_manuals/aviation/aviation_instructors_handbook/media/faa-h-8083-9a.pdf
	      ➢ Human Factors for the Private & Commercial Pilot Licences - Aviation Theory Centre
	      https://books.aviationtheory.net.au/human-factors-fourth-edition
	      ➢ Flying training resources - Flight Instructor Manual (Aeroplane)
	https://www.casa.gov.au/files/fimpdf

Part 4: Implement Aviation Risk Management

Introduction	This part of the Training Program is conducted through self-directed learning – the learning resources for this may be provided to the student prior to the Training Program commencement. This applies to the knowledge required for AVIF0026 and AVIF0027.
Delivery and Assessment	**Delivery** Students will be provided with ARTOCW: 5021 Student training guidance – Manage Risk in Aviation, which serves as their learning guide. Students will also be given ARTOASMT: 5010 Manage Risk Assessment workbook. **Assessment** Students are required to complete the assessment prior to ARTOASMT: 5016 Pre instructor Rating Test Flight.
Resources	In addition to the documents above the student should have access to the following resources: ➢ A laptop, iPad or Computer. ➢ Internet Access.

Part 5: Assessment Timeline (guide only)

Weeks 1	Hand out ARTOASMT: 5011 and ARTOASMT: 5012 During delivery of TAE. ARTOASMT:5011 part 1-6 completed by Day 5
Week 2	ARTOASMT:5011 RPL Activity 1 Completed on day 1 of this week Conduct Assessment for (DLP2 –WS1/ARTOASMT: 5023) on day 2 of week 2. ARTOASMT: 5013 Completed on Day 4 of this week It is also recommended that the student books their external PIRC exam this week (ARTOASMT:5019) Handout ARTOASMT:5006 and ARTOASMT:5001 – open book suggested to be completed by week 4
Week 4-7	Conduct ARTOASMT: 5014 (GBL1, GBL2 – ARTOCW:5011) Conduct ARTOASMT: 5015 (WS2 – ARTOCW: 5011)
Week 7-10	Conduct ARTOASMT: 5027 Conduct ARTOASMT: 5014 (GBL3 – ARTOCW:5011) Conduct ARTOASMT: 5015 (WS3 – ARTOCW: 5011)
Week 10-11	Conduct ARTOASMT:5017 Conduct ARTOASMT: 5018 Confirm remaining elements of ARTOASMT: 5011, ARTOASMT: 5012 AND ARTOASMT: 5010 have been completed
Week 12	Conduct ARTOASMT: 5016 Conduct ARTOASMT: 5004 CASA Flight Test/s – Flight Instructor Rating and Multi Pitch Propeller Design Feature Training Endorsement *Requirements for CASA Licencing