

Enrolment Form

Enrolment forms to be emailed to: This form needs to be completed and submitted at least 16 working days prior to your first census date. Census dates can be found in your schedule of fees flyingcollege@airflite.com			
Full name:	Student ID number (if know	n):	
Opt to defer tuition fees on VET student loan	Yes □	l No □	
Do you have an Aviation Reference Number Do you have CASA Class 1 Medical certificate? Do you have an Aviation Security ID card (ASIC)?	Yes □ Yes □ Yes □	No 🗆	
Enrolment checklist:			
Please attach the following documents with your application to support your eligibility for Loan: Evidence of Citizenship status (please refer to section 7 in this form) Proof of identification Previous qualifications (if applicable)	the course and/or VE	T Student	
1 Enrolment Training Program (Qualification):		T	
Please tick the Training Program to which this enrolment applies.		Tick	
Dual Diploma of Aviation + 100 hrs Multi-engine AVI50222 Diploma of Aviation (Commercial Pilot Licence – Aeroplane) AVI50519 Diploma of Aviation (Instrument Rating) AVISS00069 Multi-Engine Aeroplane Pilot Skill Set AVISS00046 Night Visual Flight Rules Pilot Skill Set			
Dual Diploma of Aviation (Moorabbin) Delivered in collaboration with CAE Australia Flight Training AVI50222 Diploma of Aviation (Commercial Pilot Licence – Aeroplane) AVI50519 Diploma of Aviation (Instrument Rating) AVISS00069 Multi-Engine Aeroplane Pilot Skill Set AVISS00046 Night Visual Flight Rules Pilot Skill Set	CYE		
AVISS00069 Multi-Engine Aeroplane Pilot Skill Set AVISS00046 Night Visual Flight Rules Pilot Skill Set	е		
AVI50222 Diploma of Aviation (Commercial Pilot Licence – Aeroplane) – Single Engine			
AVISS00046 Night Visual Flight Rules Pilot Skill Set			
AVI50419 Diploma of Aviation (Flight Instructor)			
AVI50519 Diploma of Aviation (Instrument Rating) + 33 hrs Multi-Engine			
Other (Please specify if you are applying for Credit-Transfer or Recognition of Prior learning	n):		

Issue: 0 Version: 0.6 © All rights reserved
Revision Date: 17 Aug 2022 MAY NOT BE CURRENT VERSION WHEN PRINTED



2 Privacy Notice

Why AFC collects your personal information.

As a registered training organisation (RTO), Airflite Aviation Pty Ltd through its training division Airflite Flying College (AFC) collect your personal information so we can process and manage your enrolment in a vocational education and training (VET) Training Program with us.

The collection of Personal Information is mandatory as without it, we are unable to issue you with a nationally recognised VET qualification or statement of attainment when you complete your Training Program.

*Numerical numbers in italics adjacent to answer boxes are for NCVER purposes only.

How AFC use your personal information.

AFC use your personal information to enable us to deliver VET courses to you, and otherwise, as needed, to comply with our obligations as an RTO.

How AFC disclose your personal information.

AFC is required by law (under the National Vocational Education and Training Regulator Act 2011 ((NVETR Act)) to disclose the personal information we collect about you to the National VET Data Collection kept by the National Centre for Vocational Education Research Ltd (NCVER). The NCVER is responsible for collecting, managing, analysing and communicating research and statistics about the Australian VET sector.

We are also authorised by law (under the NVETR Act) to disclose your personal information to the relevant state or territory training authority.

How the NCVER and other bodies handle your personal information.

The NCVER will collect, hold, use and disclose your personal information in accordance with the law, including the Privacy Act 1988 (Cth) (Privacy Act) and the NCVER Act. Your personal information may be used and disclosed by NCVER for purposes that include populating authenticated VET transcripts; administration of VET; facilitation of statistics and research relating to education, including surveys and data linkage; and understanding the VET market.

The NCVER is authorised to disclose information to the Australian Government Department of Education, Skills and Employment (DESE), Commonwealth authorities, State and Territory authorities (other than registered training organisations) that deal with matters relating to VET and VET regulators for the purposes of those bodies, including to enable:

- administration of VET, including program administration, regulation, monitoring and evaluation.
- facilitation of statistics and research relating to education, including surveys and data linkage.
- understanding how the VET market operates, for policy, workforce planning and consumer information.

The NCVER may also disclose personal information to persons engaged by NCVER to conduct research on NCVER's behalf.

The NCVER does not intend to disclose your personal information to any overseas recipients.

For more information about how the NCVER will handle your personal information please refer to the NCVER's Privacy Policy at www.ncver.edu.au/privacy.

If you would like to seek access to or correct your information, in the first instance, please contact your RTO using the contact details listed below.

DESE is authorised by law, including the Privacy Act and the NVETR Act, to collect, use and disclose your personal information to fulfil specified functions and activities. For more information about how the DESE will handle your personal information, please refer to the DESE VET Privacy Notice at https://www.dese.gov.au/national-vet-data/vet-privacy-notice.

Surveys.

You may receive a student survey which may be run by a government department or an NCVER employee, agent, third-party contractor or another authorised agency. Please note you may opt out of the survey at the time of being contacted.

Contact information.

At any time, you may contact AFC to:

- request access to your personal information.
- correct your personal information.
- make a complaint about how your personal information has been handled.
- ask a question about this Privacy Notice.

VET Student Loan

VET student loan gives rise to a VET debt that continues to be a debt due to the Commonwealth until it is repaid and is only approved for students who meet the eligibility criteria. The loan is repaid gradually through the pay-as-you-earn (PAYE) tax system once the student's income is above the minimum repayment threshold, which is set by the Australian Taxation Office.



Registered Training Organisation - 52904 15 Eagle Drive, Jandakot Airport WA 6164 Phone: +61 (8) 9499 7060 Email: flyingcollege@airflite.com.au

PLEASE COMPLETE THE FORM IN BLOCK CAPITAL LETTERS ONLY

3 Personal Details:						
Please write the name that you used AFC to apply for a USI on your behall purpose. See section on the USI at th	f, you must write you	r name, including any m				
Family Name (Surname)						
Given Name (s)						
Birth Date (dd/mm/yyyy)						
Gender	Male		Female		Other	
4 Contact Details		-	'			
Phone	less	After Hours		Mobile		
Email		·				
5 Address						
What is the address of your usual resi Please provide the physical address for training, work or other purposes b If you are from a rural area use the a Building/property name is the official building complex, agricultural prope	(street number and r efore returning to yo ddress from your sta place name or com	our home. te or territory's 'rural pro Imon usage name for ar	perty addressing' or 'num	ıbering' system as y	our residential street address.	
Building/Property Name						
Flat/Unit Details						
Street or Lot Number (e.g 205	or Lot 118)					
Street Name						
Suburb, Locality or Town						
State/Territory						
Postcode						
Postal Address (if different	from above)					
Building/Property Name						
Flat/Unit Details						
Street or Lot Number (e.g 205	or Lot 118)					
Street Name						
Postal Delivery Box						
Suburb, Locality or Town		-				
State/Territory						
Postcode						



Registered Training Organisation - 52904 15 Eagle Drive, Jandakot Airport WA 6164

Phone: +61 (8) 9499 7060 Email: flyingcollege@airflite.com.au

6	Language and Cult	rural Diversity			
Country of Birth			Australia	□ Yes 1101	□ No
		In which country were you born?	Other (please specify)		
·		Year of Arrival in Australia (If applicable)			
		If more than one language,	English Only	☐ Yes 1201	□ No
Lane	ruggo spoko at homo	ii iiidic iiidii dhe langdage,			

Language spoke at home Other (Please specify indicate the one spoken most often language) Are you of Aboriginal or Torres Strait Aboriginal □ Yes \square No Islander origin? Aboriginal or Torres Strait (For persons of both Aboriginal and Islander Torres Strait Islander □ Yes □ No Torres Strait Islander origin, mark both 'Yes' boxes)

7 Citizenship	status fo	or VET Student Loans (provide e	vidence	e)				
Australian Citizen	n Citizen Permanent humanitarian visa Holder New Zealand Citizen **							
**New Zealand Citizen eligibility requirements. Please answer the following questions								
hold a New Zealand Special Category visa (<u>subclass 444</u>) Yes No No							l No □	
• have beer	n usually re	esident in Australia for at least 10 years				Yes		l No □
have been a dependent child when you were first usually resident in Australia; Yes							l No □	
have been in Australia for periods totalling 8 years during the previous 10 years.						Yes		I No □
• have beer	n in Austra	lia for periods totalling 18 months during	g the prev	vious 2 yea	ars.	Yes		l No □
Other (please specif	fy):							
8 Tax File Nur	nber (TF	(N) – Only required to provide when you opt to de	fer payment	of your tuitio	n fees using	a VET student	loan	
TFN Number:			<u>or</u> I hav	e a Certifi	cate of A	pplication	for a	TFN 🗆
9 Unique Student Identifier								
attainment when yo we are required to in	ou comple nclude yo	revented from issuing you with a nation the your Training Program if you do not ur USI in the data we submit to NCVER. .au/students/create-your-usi/on computer	have a Ui If you ha	nique Stuc ve not yet	lent Ident	tifier (USI).	In add	dition,
USI	Do you	have a Unique Student Identifier (USI)				□Ye	es	□No
USI Identifier	Enter vo	our Unique Student Identifier						

USI Application via AFC

If you do not have a Unique Student Identifier (USI) and would like us to apply for a USI on your behalf you must authorise us to do so and declare that you have read the privacy information at https://www.usi.gov.au/documents/privacy- notice-when-rto-applies-their-behalf>.

You must complete a separate application and also provide some additional information so that AFC can verify your identity and facilitate the application for a USI on your behalf. Please see AFC Administrator for assistance.



Registered Training Organisation - 52904 15 Eagle Drive, Jandakot Airport WA 6164 Phone: +61 (8) 9499 7060

Phone: +61 (8) 9499 7060 Email: flyingcollege@airflite.com.au

11 Flying Training Program

Students who are enrolling in a flying training program will be required to complete the following additional form upon during induction: Application for Enrolment AFCFOR-APP. This form is required by AFC to meet its CASR Part 141/142 accreditation with CASA.

iz Emergency ec	Jiliaci i cisoli (opilolic	ny						
Name			Relat	ionship				
Address								
Phone	Business	After hours		Mobile				
Email								
13 Disability								
Disability	Do you conside long-term cond	er yourself to have a disabition?	oility, ir	npairmen	t or	□ Yes		□ No
Disability Type	If you indicated the presence of a disability, impairment or long-term condition, please select the area(s) in the following list: (You may indicate more than one area) Please refer to the Disability Supplement (attached) for an explanation of the following disabilities.)							
	Hearing/deaf □					11		
			Phy	sical		12		
		1	Intellec	tual		13		
		Learning (see learner Supp	oort be	low)		14		
		Me	ental ill	ness		15		
		Acquired brain i	mpairn	nent		16		
			٧	ision		17		
	Medical condition □ 18							
		Other (Please provide det	tails be	low)		19		



14 Learner Support						
Language/Literacy and Numeracy (LLN)	LLN is identified by AFC as the most common form of learning disability and where Learner Support assistance will be required. AFC may adopt the Australian Core Skills Framework (ACSF) approved LLN assessment tool i.e. Core Skills Profile for Adults (CSPA) to identify the LLN skills of students and compare the student results against the ACSF levels of the Training Program enrolled in. This informs AFC of any LLN support needs you may have and provides an opportunity for AFC to better assist you to remedy any identified LLN need.					
	Core Skills Profile for Adults (CSPA). The CSPA is an approved (by the Secretary under VSL Rules 2016 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).					
LLN Assessment Consent		If deemed applicable, do you consent to undergoing a LLN ACSF Assessment by AFC to identify any specific learner needs you may have?				
Learner Support Services	Please note that AFC operates a Learner Support program offering and providing assistance in a range of learning support areas that include: Library and access to internet for research. Promotion of co-operative learning with other students. Ongoing monitoring of students' progress. Individualised learning tasks. Demonstration of methods. Group problem-solving. Career and pathway counselling. Language, Literacy and Numeracy support (LLN). You are able to access any of the services within Learner Support program: At enrolment via this Enrolment Form. During induction to AFC. During course duration, and in particular at course Interview sessions. Any time by contacting an AFC staff member. Any combination of the above.					
Learner Support Services Acknowledgement	Do you acknowledge and understand the existence and purpose of Airflite Aviation's Learner Support program, and the services				□ No	
15 Schooling						
Schooling	What is your highest COMPLETED school level? (Tick ONE box only) If you are currently enrolled in secondary education, the Highest school level completed refers to the highest school level you have actually completed and not the level you are currently undertaking. For example, if you are currently in Year 10 the Highest school level completed is Year 9.				el you are	
	Year 12 or equivalent		12			
	Year 11 or equivalent		11			
	Year 10 or equivalent		10			
	Year 9 or equivalent		09			
	Year 8 or below		08			
	Never attended school		02			
Enrolment Status	Are you still enrolled in secondary or senior secondary	ndary educ	ation?	□ Yes	□ No	
Year left school						
Previous Qualification Achieved	Have you successfully completed any of the qualifications listed below: (Tick any applicable box)				□No	
Qualification	Qualification	on Title				
Bachelor's degree or higher o					008	
Advanced diploma or associ	ate degree				410	





Jandakot Airport WA 6164 Phone: +61 (8) 9499 7060 Email: flyingcollege@airflite.com.au

	Λ					
Diploma (or associate diplo	ma)					420
Certificate IV (or advanced					511	
Certificate III (or trade certif					514	
Certificate II						521
Certificate I						524
Other education (including qualifications not listed above						990
16 Employment					1	.1
Employment Status	Of the following catego For casual, seasonal, contract full time (35 hou	(Tick ONE I	box only) t number of hour	worked pe	r week to determ	
Employmen	nt Status	Employment P	osition/Role			
Full-time employee.						01
Part-time employee.						02
Self-employed – not employ	Self-employed – not employing others.					03
Self-employed – employing					04	
Employed – unpaid worker i					05	
Unemployed – seeking full-ti					06	
Unemployed – seeking part-					07	
Not employed – not seeking	employment.					08
17 Study Reason						
Study Reason Categories	Of the following categor undertaking this course,				e main reasc	n you are
	To get a job.			01		
	To develop my existing	business.		02		
	To start my own busines	S.		03		
	To try for a different car	eer.		04		
	To get a better job or promotion.			05		
	It was a requirement of	my job.		06		
I wanted extra skills for my jo		my job.		07		
	To get into another cou	urse of study.		08		
	For personal interest or s	self-development.		12		
	To get skills for commun	nity/voluntary work.		13		
	Other reasons.		11			



18 Policy Summary and Acknowledgement

AFC has a suite of sanctioned policies that cover a wide array of issues and through these policies, AFC governs its operation and uses the policies as a framework to provide and maintain an excellent learning environment for all.

It is important that students at AFC are aware of, and are prepared to abide by, the policies in place at the time of enrolment and any time after during a student's tenure at AFC.

A summary of the Policies that are mandatory for all students to be aware of are summarised below:

- > Privacy Policy.
- > Drug and Alcohol Policy.
- > Student Code of Conduct Policy.
- > Student Dress Code Policy.
- Student Misconduct Policy.
- Training Fees Refund Policy.
- Complaints and Appeals Policy.
- > Student Equal Opportunity and Anti-Discrimination and Harassment Policy.
- > Student Flight Cancellation Policy.

Access to the policies stated above can be through the Student Handbook via the AFC website, or via a request to the AFC Administrator.

All students as part of their enrolment at AFC are to acknowledge that they have read and understood the policies outlined above and are willing and prepared to abide by these policies. Declaration of this commitment is outlined by section 15 of this Enrolment Form.

19	Stuc	lent	Decl	larat	ion

I declare that the information I have provided to the best of my knowledge is true and correct.

Do you consent to the use and disclosure by AFC of your photograph(s)/film/quotations and any

I declare that I have read and understood AFC's Policies that govern the activities within AFC and agree to abide by and comply with these policies as part of my enrolment obligation.

I declare that I have made a conscious decision to commit to meeting the study and attendance demands of the Training Program in which I am enrolled.

I understand and consent to the requirement that I may be photographed/filmed/interviewed by AFC and by doing so, I will be providing AFC with Personal Information (as defined by the Australian Privacy Principles of the Privacy Act 1988).

I consent to the collection, use and disclosure of my personal information in accordance with the Privacy Notice outlined by this Enrolment Form.

feedback and/or recording(s) materials, including internet (we AFC. The use of such personal exposure of AFC activities.	□ Yes	□ No				
Student Signature		Date				
Parental/guardian consent is required for all students under the age of 18.						
Parent Guardian/ Signature		Date				

Related Documents:

- 1. Disability Supplement (attached).
- 2. Unique Student Identifier Application via AFC (separate document).



Registered Training Organisation - 52904

Jandakot Airport WA 6164 Phone: +61 (8) 9499 7060 Email: flyingcollege@airflite.com.au

20 AFC Administration Use On	ly			
Enrolment Accepted	□ Yes	□ No		
USI Validated	□ Yes	□ No		
Evidence of qualification checked	□ Yes	□No		
LLN assessment required	□ Yes	□No		
Other pre-requisite(s) checked	□ Yes	□ No		
Proof of Citizenship status checked	□ Yes	□ No		
HELP balance checked for VSL students	□ Yes	□No		
Previous Enrolment at AFC	□ Yes	□No	ID No:	
Student ID Assigned	□ Yes	□ No	ID No:	
Enrolment Confirmation Sent	□ Yes	□ No	Date Sent	



Disability Supplement

The purpose of the Disability supplement is to provide additional information to assist with answering the disability question. Disability in this context does not include short-term disabling health conditions such as a fractured leg, influenza, or corrected physical conditions such as impaired vision managed by wearing glasses or lenses.

If you indicated the presence of a disability, impairment or long-term condition, please select the area(s) in the following list:

'Hearing/deaf'

Hearing impairment is used to refer to a person who has an acquired mild, moderate, severe or profound hearing loss after learning to speak, communicates orally and maximises residual hearing with the assistance of amplification. A person who is deaf has a severe or profound hearing loss from, at, or near birth and mainly relies upon vision to communicate, whether through lip reading, gestures, cued speech, finger spelling and/or sign language.

'Physical

A physical disability affects the mobility or dexterity of a person and may include a total or partial loss of a part of the body. A physical disability may have existed since birth or may be the result of an accident, illness, or injury suffered later in life; for example, amputation, arthritis, cerebral palsy, multiple sclerosis, muscular dystrophy, paraplegia, quadriplegia or post-polio syndrome.

'Intellectual

In general, the term 'intellectual disability' is used to refer to low general intellectual functioning and difficulties in adaptive behaviour, both of which conditions were manifested before the person reached the age of 18. It may result from infection before or after birth, trauma during birth, or illness.

' Learning

A general term that refers to a heterogeneous group of disorders manifested by significant difficulties in the acquisition and use of listening, speaking, reading, writing, reasoning, or mathematical abilities. These disorders are intrinsic to the individual, presumed to be due to central nervous system dysfunction, and may occur across the life span. Problems in self-regulatory behaviours, social perception, and social interaction may exist with learning disabilities but do not by themselves constitute a learning disability.

' Mental illness'

Mental illness refers to a cluster of psychological and physiological symptoms that cause a person suffering or distress and which represent a departure from a person's usual pattern and level of functioning.

'Acquired brain impairment'

Acquired brain impairment is injury to the brain that results in deterioration in cognitive, physical, emotional or independent functioning. Acquired brain impairment can occur as a result of trauma, hypoxia, infection, tumour, accidents, violence, substance abuse, degenerative neurological diseases or stroke. These impairments may be either temporary or permanent and cause partial or total disability or psychosocial maladjustment.

'Vision'

This covers a partial loss of sight causing difficulties in seeing, up to and including blindness. This may be present from birth or acquired as a result of disease, illness or injury.

' Medical condition

Medical condition is a temporary or permanent condition that may be hereditary, genetically acquired or of unknown origin. The condition may not be obvious or readily identifiable, yet may be mildly or severely debilitating and result in fluctuating levels of wellness and sickness, and/or periods of hospitalisation; for example, HIV/AIDS, cancer, chronic fatigue syndrome, Crohn's disease, cystic fibrosis, asthma or diabetes.

' Other

A disability, impairment or long-term condition which is not suitably described by one or several disability types in combination. Autism spectrum disorders are reported under this category. The purpose of the Disability supplement is to provide additional information to assist with answering the disability question.