

Recruitment and Enrolment Procedure

Domestic Student Version

Purpose

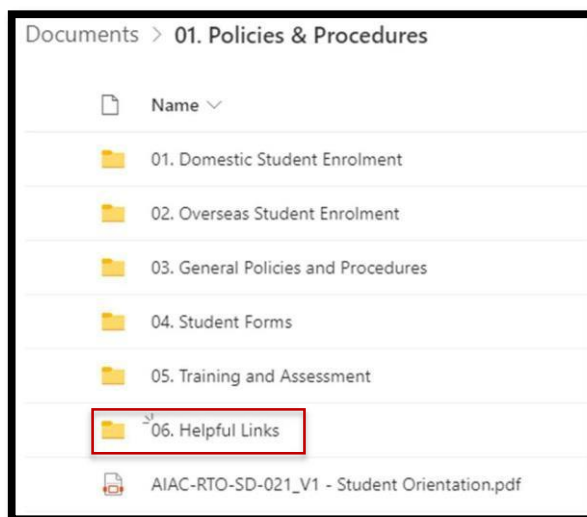
The purpose of this document is to outline the recruitment and enrolment process for prospective students wishing to enrol into an AIAC accredited course. AIAC intends to provide the cohort with as much information as reasonably possible so as the prospective student can make an informed decision regarding studying at AIAC and in Australia. If you wish to enroll in a non-accredited course, or for more information, please contact us at info@aiaccollege.com or +61 2 6584 0484.


Definitions

CASA:	Civil Aviation Safety Authority	RTO:	Registered Training Organisation
ASIC:	Aviation Security Identification Card	CT:	Credit transfers
AIAC:	Australian International Aviation College	DAME:	Designated aviation medical examiner
RPL:	Recognition of Prior Learning	ARN:	Aviation Reference Number
eCoE	electronic Confirmation of Enrolment	OSHC	Overseas student health cover
CO	Compliance Officer	HOO	Head of Operations
TPS	The Tuition Protection Service	VET	Vocational Education and Training
ESOS	The Education Services for Overseas Students Act		
CRICOS:	Commonwealth Register of Institutions and Courses for Overseas Students		
PRISMS	Provider Registration and International Student Management System		

Helpful Links

A list of helpful links regarding CASA, ASQA, Studying in Australia, etc. can be found in our Policy & Procedure folder



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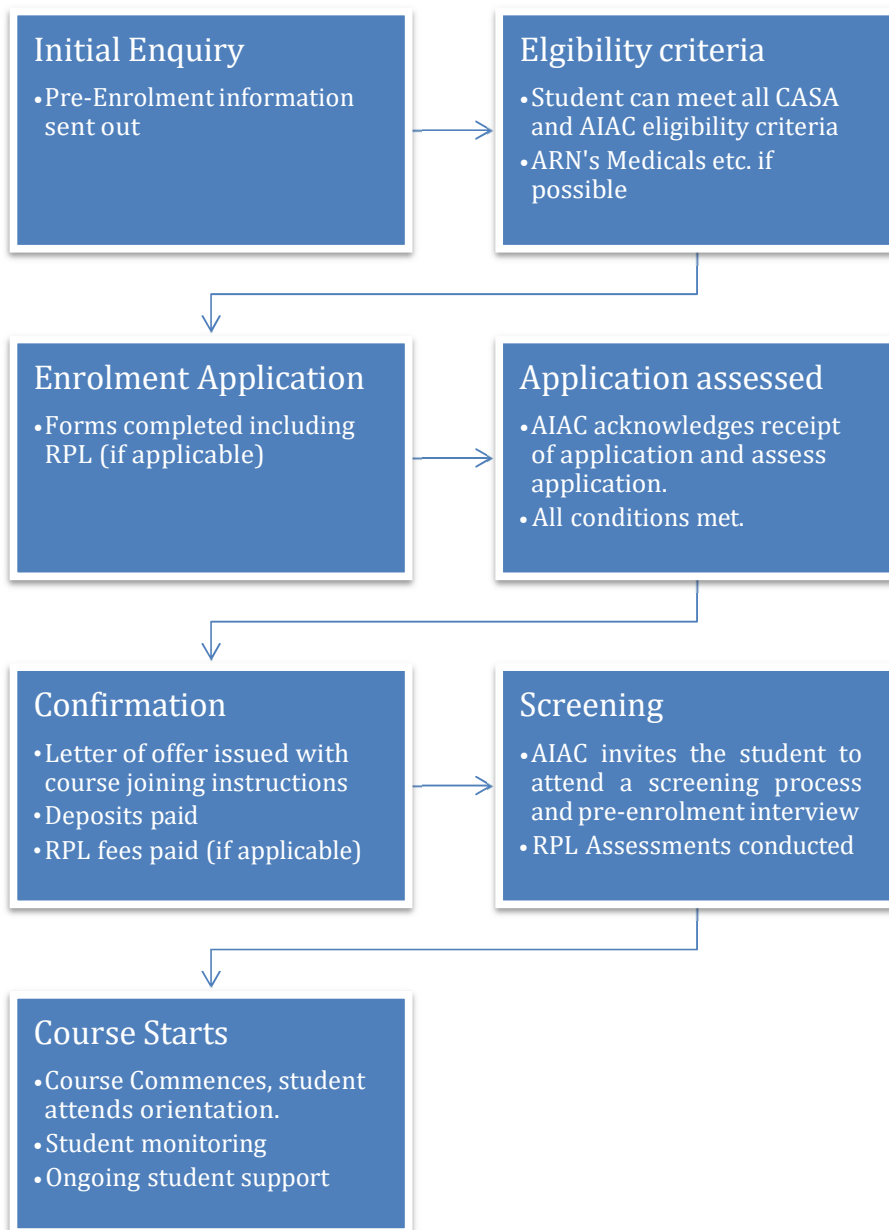
1 Enrolment Procedure


AIAC provides a fair enrolment process for all students and does not discriminate. Placement is based solely on availability and the ability of the student to meet course entry and regulatory requirements. A high emphasis is placed on the students' ability to complete the integrated Pilot licence course and is determined through various pre-enrolment processes. AIAC have student support structures in place to help each student achieve his/her desired outcome.

Unless specifically stated, the following procedures apply to both domestic and International Students.

AIAC regularly reviews and updates information. AIAC accepts no responsibility for information received from sources other than AIAC.

Enrolment procedure at a glance



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1.1 Pre-Enrolment

The AIAC website or the Pre-Enrolment information pack contains all the necessary information for the student to make an informed decision about studying at AIAC and in Australia. Make sure that before applying to study with us, you go through all relevant information and policies found on our website.


The Pre-Enrolment information pack can be downloaded from here [Pre-Enrolment-Information-Pack.pdf](#) or we can send you a copy.

1.2 Minimum Entry Requirements

After reading our policies and procedures, if you think that you would like to study with us, the next step is to make sure that you meet the eligibility requirements set out by CASA and AIAC. This will include a criminal history check, medical examinations and age restrictions amongst other items.

- a. **Age:** Evidence must be provided that the student will be at least eighteen years of age on the first day of the course.
- b. **Medical:** Evidence must be provided that the student holds a valid CASA issued Class 1 Medical Certificate.
- c. **Education:** Evidence that the student has a suitable education background that will allow them to complete the aeronautical and flight training without difficulty. Applicants should have finished at least Year 12 High School studies or equivalent.
- d. **Experience:** Our courses require no previous flying experience or work experience in the aviation sector. Courses are open to school leavers, university graduates or mature age students.
- e. **Language:** Domestic students will need to provide evidence of attending an Australian High School or similar.
- f. **ARN:** Hold an Aviation Reference Number - An aviation reference number (ARN) is similar to a customer number and you'll need it to fill in most of our application forms. You need to have an ARN before you visit a DAME for a medical examination. You will need to create an account with CASA (MyCASA portal) and have a valid email address.
- g. **ASIC:** Hold or be able to obtain an AISC. This involves an Australian Federal Police background check. Without this, you will not be able to attend training.
- h. **Finances:** As this is a Fee For Service (FFS) course, you will need to provide evidence of your financial ability to fund the course, pay for incidental costs and any possible remedial training.
- i. **Devices:** Own personal laptop or tablet for effective study and access to our flight management software and online documents.
- j. **Email:** Have a personal e-mail address. AIAC and CASA's formal communication will be through email.
- k. **USI:** Students will be required to provide a valid Unique Student Identifier. This is explained more in the enrolment application.
- l. Complete our online assessment and General English language interview
- m. **Written Agreement:** This will be issued after your application is successful. This document will include any conditions related to your enrolment and provide your study details.
- n. Consent to mandatory drug and alcohol testing.
- o. Provide genuine and certified copies of identification as per the Enrolment Application.
- p. Pay the Course deposit fee when returning your written agreement (non-refundable)
- q. Provide next of Kin and a nominated contact person (can be the same).
 - a) *The nominated contact person is used in the event of issuing refunds if a third party has paid for your tuition.*
- r. Download and read our **student handbook**.
- s. You will also need to agree to and abide by AIAC's policies and procedures.

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Pre-Requisites

The AVI50222 Diploma of Aviation (Commercial Pilot Licence – Aeroplane) has no specific pre-requisites apart from the above intake requirements. Entry into the AVI50519 Diploma of Aviation (Instrument Rating) will require the student to have their AVI50222 Diploma of Aviation (Commercial Pilot Licence – Aeroplane) or be concurrently enrolled in both of AIAC's diploma courses.

Students that do not have their AVI50222 Diploma but would like to enrol in our Instrument Rating course, may contact us as we may have non-diploma courses available that will meet your needs. Separate eligibility criteria will apply.

1.3 Conditions of enrolment

All enrolments will be conditional on the applicant meeting the above requirements. It is important to note that if the prospective student is unable to obtain a class 1 Medical certificate, an ARN number, or obtain an ASIC, the student will not be able to either (1) be enrolled or (2) continue in his/her studies. Therefore, domestic students should have these items before applying.

AIAC accepts no responsibility for enrolled students failing one or more of the above stated conditions.

1.4 Enrolment Confirmation

If you have been accepted into an AIAC accredited course, AIAC will issue you a Letter of offer, an Enrolment confirmation pack (course joining instructions) at least 4 weeks from the course commencement date. The confirmation pack will include information such as:

- Letter of offer
- Enrolment contract (written agreement)
- The course(s) you are enrolled in.
- The start date, duration and holiday periods
- Deposits, Tuition Fees, Incidental costs and payment terms and Fees agreement
- Conditions of enrolment (if applicable)
- Media release agreement
- RPL details (if applicable)
- Course summary.

If the student accepts the letter of offer, the document must be signed and returned to AIAC along with the \$1,500 deposit (non-refundable). AIAC will send an email confirming we have received the Enrolment confirmation and issue a receipt for the deposit. Your deposit covers all your textbooks and other study related material and is required to secure your place in our course.

If you have not been accepted, AIAC will issue you a letter explaining the reasons. This letter will also include information on how to access our complaints and appeals procedure.

1.5 Screening


Students may be asked to attend a screening interview after arrival to college. The program consists of a Basic Aeronautical Knowledge exam (multiple choice) with a pass mark of 70%, a General English Language interview with the HOO and a computerised aptitude test (COMPASS) focusing on:

- Eye-hand-foot co-ordination (Control)
- Eye-hand co-ordination (Slalom)
- Short term memory (Memory)
- Mental arithmetic (Mathematics)
- Spatial Orientation (Orientation)
- Multi-Tasking (Task Manager)

The COMPASS test usually takes between 90 – 120 minutes (max) and results are made available immediately after completion. The HOO will use your results to form an assessment of your ability to complete the course. English assessments are conducted by approved ELP assessors and are assessed against the guidelines as set out in the CASA part 61 MOS.

The prospective student should be aware that failure in a particular aspect of the screening process may not automatically eliminate him/her from our programs. We will use this information to assess areas where the student may need extra support. The final enrolment decision rests with the HOO.

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Transport and associated costs need to be met by the student. The screening fee is included in your deposit.

If you applied for RPL/CT, the screening interview and assessment flight may alter our initial RPL outcome. Refer to the RPL/CT application forms for more information.

1.6 Fair Treatment and Equal Opportunity

AIAC's enrolment process is fair and anti-discriminatory because it:

- Provides prospective students with relevant and adequate information prior to enrollment, allowing individuals to make an informed choice about their study needs.
- Processes and screens all applicants equitably and with transparency.
- Treats applicants fairly and courteously at all times, and keeps applicants advised of their application and enrolment progress.
- Bases admission solely on the availability of places and the applicant satisfying all course entry, medical and other regulatory requirements.

AIAC considers each application on a case-by-case basis and individuals will not be discriminated against because of their funding option. Importantly though, all students must meet certain regulatory requirements before they can be accepted into a course at AIAC. This includes, but is not limited to: CASA requirements, CASA Medical checks, ability to obtain an ASIC (Aviation Security Identity Card), the ability to provide 100 points of identification, satisfactory English Language Proficiency and any other regulatory requirements.

2 How to apply

To re-iterate, any application will be dependent on the applicant being able to obtain their ARN, ASIC and Medical. If you cannot access any of the links in this document, please contact us for assistance.

Prospective Students should have their ARN, Police Clearance Check and Medical certificate **before** submitting their Enrolment Application.

- Read this document and associated policies before applying.
- Download and complete our Enrolment Application form.
- Download and read the Schedule of Fees and Payment terms.
- Download and complete our RPL kit if applicable.
- Compile the certified copies of your identity and education documents (this is explained in the Enrolment Application). **Do not send original documents**
- Send your application forms and supporting documents and application fee to:

The Registrar
Australian International Aviation College
Lot 11, Abbott Close,
Port Macquarie, NSW 2444 Australia.

Or email documents to info@aiacollege.com

The Registrar or RTO Compliance Officer will acknowledge your application with 7 working days of receiving the documents and advise you if any further information is required.

If your application is accepted, you will be invited to complete an online Basic Aeronautical Knowledge assessment and a General English Language Assessment. This is conducted through Moodle, and we will email you with all the required information.


If everything is in order you will be sent an Enrolment Confirmation pack which includes your letter of offer, enrolment contract, schedule of fees and more important information.

To complete the enrolment, the student will need to fill out the Student Declaration and return via email or post to AIAC and pay the course deposit. The HOO will sign the declaration on behalf of AIAC and confirm via email that the Offer of Enrolment has been received.

2.1 Student intakes

AIAC have rolling intakes throughout the year, normally every 3 months. AIAC will automatically enrol you in the next available intake where the course commencement date is more than 4 weeks from the approval of your application, or 90 days for overseas students.

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2.2 Paying a deposit

To secure your place in our course, all students are required to pay a \$1,500 AUD non-refundable deposit when the enrolment contract is returned. This is to enable AIAC to source all your textbooks, pilot equipment and other study related material. Failure to pay your deposit may result in your enrolment being cancelled. Refer to our Schedule of fees and our refund policy for more information.

Copies of remittances for your deposit should be forwarded to accounts@aiacollege.com. Payment information will be included in your enrolment confirmation.

2.3 Confirming your enrolment

AIAC will email you 14 days before the course commencement date to confirm your enrolment and provide any further information that may be required.

2.4 Enrolment Cancellation

Refer to our Cancel-Defer-Suspend policy

2.5 Mode of delivery

All training, theory and practical, is delivered onsite and face to face. Solo flights are supervised by a qualified instructor. You will also be expected to spend some time in self-study. There is no workplace or group learning activities.

2.6 Locations

AIAC operate out of 3 buildings at the Port Macquarie Airport. We also have purpose-built classrooms in Gordon Street, Port Macquarie.

Port Macquarie Airport:

Hangar 1 – This is where you will conduct your flight training and some of your briefings from. We also have some rooms here for self-study. Located at 1 Oliver Drive.

Hangar 24 – This is our Maintenance department. Located at the corner of Keena Place and Abbott Close

Administration – The AIAC office can be found at Lot 11 Abbott close.

Classrooms – Your ground theory and some briefings will be conducted here. This is also where you will sit your CASA exams. Located at suite 4, 149 Gordon Street.

AIAC operate 2 buses to assist cadets in getting to the various locations at no extra cost.

2.7 Unique Student Identifier (USI)

All students will need to provide a valid USI or request AIAC to enrol you into the USI scheme on your behalf. More information is provided in the Enrolment application.

If an exemption applies under the Student Identifier Act 2014, evidence supporting this will be required. You are advised however that the results of any training will not be accessible through the Commonwealth and will not appear on any authenticated VET transcript prepared by the Registrar.

3 Student Policies

At a minimum, the prospective student should access, read and understand the following policies and procedures. We can email them to you.

- Student Code of Conduct
- Refund policy and procedures
- Complaints and Appeals policy and procedures
- Recognition of Prior Learning and Credit Transfer policy and procedures (if applicable)
- Student Transfer policy and procedures
- Student Support policy and procedures
- Progress Monitoring policy and procedures
- Student Attendance policy and procedures
- Student Intervention policy and procedures
- Defer-Suspend-Cancel policy and procedures

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4 Disclaimer and Other information.

Information contained in this document is correct at the time of publishing. AIAC takes all reasonable steps to ensure information is accurate and current. AIAC takes no responsibility for information from other sources or if this document is more than 12 months old from the implementation date.

All students will be responsible to find their own way to AIAC.

AIAC staff are available to assist in the enrolment process by contacting info@aiacollege.com.

AIAC recommend that the student keeps a copy of this and all other correspondence/receipts etc. in a safe place.

Course placement is subject to availability. If the student requires excessive additional flight hours to complete training, his or her training may be stopped, and the student will be deemed as not competent. The student may have to re-enrol in the course to continue studying. In this case, Recognition of Prior Learning may apply for any units of competencies that the student has previously shown to meet AIAC assessment standards. Course cancellation, re-enrolment and RPL will be assessed by the HOO in consultation with the involved flight instructors and the student. Failure to be able to meet competencies is a safety issue and the student may need to undertake further self-study before re-enrolling at AIAC.


Important: Tuition fees are based on students meeting all competencies on their first attempt and following the syllabus as outlined in our training & assessment strategy. Costs for remedial training, re-sitting exams, flight tests and additional accommodation need to be covered by the student.

Incidental costs (other costs related to your living expenses and studies) are non-refundable and generally paid to third parties.

Tuition and incidental costs are outlined in our Schedule of Fees and enrolment confirmation.

The AVI packages are generally bundled together although they can be separated and delivered at different times, however this is not recommended. By completing both Diplomas concurrently, you will greatly increase your employment opportunities and reduce your study costs.

Refer to our [Schedule of Fees](#) for further information regarding tuition fees and incidental costs.

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5 Review of policy and procedures

The Recruitment and Enrolment policy and procedure will be reviewed 12 months from the date of implementation or after any significant change in regulation by the RTO Compliance Officer. The document map and control register (AIAC-QHS-RG-006_V1) will be used to manage the review schedule.

Office use only			
Date implemented	15/03/2021	Review date:	Dec 2022
Authorised by:	D. Murray	New version no.	1.1

5.1 Amendments and Version history

Version no.	Amendment date	Amendment details	Amended by	Date of inclusion
1.0		Original document created and released	D. Murray	15/03/2021
1.1	01/12/2021	Updated pre-paid tuition fees and other information	D. Murray	03/12/2021