THE REDCLIFFE AERO CLUB

Recognition of Prior Learning (RPL)

Trainer and Assessor Assessment Result Sheet

Part 6 (PPL & CPL)

Student Name:

Student No.:

AVI50222 Diploma of Aviation
(Commercial Pilot Licence – Aeroplane)

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Recognition of Prior Learning application
Trainer / Assessor Checklist

Competency Evaluation Checklist		
Student Name:		**Overall Score**
Student No.:		Competent / Not Yet Competent
Reviewed / Evaluated By:		
Date Evaluated:		
Qualification:	AVI50222 Diploma of Aviation (Commercial Pilot Licence – Aeroplane)	

AVIE0006 Maintain Aircraft Radio Communications

Elements and Performance Criteria — Please place a tick in the box when competency has been achieved.

E1. Operate radio equipment		**Element**
PC1.1. Serviceability of radio equipment is confirmed	☐	☐ Competent
PC1.2. Transmission and receipt of radio communications is conducted using appropriate procedures and phraseology	☐	☐ Not yet Competent
PC1.3. A listening watch is maintained, and applicable transmissions responded to appropriately	☐	
PC1.4. Appropriate emergency and urgency transmissions are conducted	☐	

E2. Manage radio equipment malfunctions		**Element**
PC2.1. Radio failure procedures are performed as required	☐	☐ Competent
PC2.2. Fault-finding procedures and corrective actions not involving special tools or instructions are employed	☐	☐ Not yet Competent

E3. Operate transponder		**Element**
PC3.1. Aircraft transponder is operated and monitored in accordance with the aeronautical information publication (AIP) during normal operations	☐	☐ Competent
PC3.2. Aircraft transponder is operated and monitored in accordance with the AIP during abnormal and emergency operations	☐	☐ Not yet Competent

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Recognition of Prior Learning application
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AVIF0033 Manage Aircraft Passengers and Cargo

Elements and Performance Criteria — Please place a tick in the box when competency has been achieved.

E1. Manage passengers during normal operations		**Element**
PC1.1. Passengers are briefed on safety, normal and emergency procedures before flight in accordance with regulatory requirements, orders and operations manual	☐	☐ Competent ☐ Not yet Competent
PC1.2. Passengers safety, comfort and well-being is provided for in accordance with regulatory requirements and workplace procedures	☐	
PC1.3. Passengers are managed on the ground and in accordance with regulatory requirements, orders and operations manual	☐	

E2. Manage passengers during an abnormal or emergency situation		**Element**
PC2.1. Passengers are warned of potentially hazardous conditions and emergencies during flight, and are briefed about related safety and emergency procedures in accordance with regulatory requirements, orders and operations manual	☐	☐ Competent ☐ Not yet Competent
PC2.2. Passengers are advised of nature of emergency and the procedures and precautions to be followed	☐	
PC2.3. Clear communication is established and maintained with passengers	☐	
PC2.4. passengers are managed during an emergency in accordance with regulatory requirements and workplace procedures	☐	

E3. Manage Cargo		**Element**
PC3.1. Cargo is managed in accordance with regulatory requirements and workplace procedures	☐	☐ Competent ☐ Not yet Competent
PC3.2. Cargo calculations are completed in accordance with workplace procedures and regulatory requirements	☐	
PC3.3. Dangerous goods are identified, and procedures are applied to ensure safety and security of people and cargo	☐	

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AVIW0029 Manage Pre-and Post-Flight Actions

Elements and Performance Criteria — Please place a tick in the box when competency has been achieved.

E1. Complete Pre-and Post-Flight Administration		**Element**
PC1.1. Pre- and post-flight planning and documentation is completed in accordance with regulatory requirements and/or operations manual	☐	☐ Competent ☐ Not yet Competent
PC1.2. Aircraft take-off and landing performance is calculated in accordance with performance charts	☐	
PC1.3. Aircraft weight and balance is confirmed	☐	
PC1.4. Pre- and post- flight maintenance release (flight technical log) and flight administration is completed in accordance with regulatory requirements and/or operations manual	☐	
PC1.5. Aircraft serviceability is determined by daily inspection, and certification of daily inspection in maintenance release (flight and technical log) is completed in accordance with regulations.	☐	

E2. Perform Pre- and Post-Flight Actions/ Inspection		**Element**
PC2.1. Equipment and documentation as required by regulation, is identified and secured in aircraft pre-flight	☐	☐ Competent ☐ Not yet Competent
PC2.2. Hazards are identified, risks are assessed, and hazard management is implemented	☐	
PC2.3. Internal checks are completed in accordance with approved checklist	☐	
PC2.4. External checks are completed in accordance with approved checklist	☐	
PC2.5. Flight equipment and documentation are removed from aircraft post-flight	☐	
PC2.6. Aircraft is secured in accordance with manufacturer specifications and organisational procedures	☐	

E3. Perform and Certify Daily Inspection		**Element**
PC3.1. Daily inspection of aircraft is performed in accordance with authorized aviation maintenance systems	☐	☐ Competent ☐ Not yet Competent
PC3.2. Appropriate actions are undertaken to rectify discrepancies	☐	
PC3.3. Daily inspection is certified in accordance with regulatory requirements	☐	

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AVIY0054 Control Aeroplane on the Ground

Elements and Performance Criteria — Please place a tick in the box when competency has been achieved.

E1. Start and Stop Engine		**Element**
PC1.1. Pre-start and after-start checks are completed in accordance with aircraft flight manual (AFM)/pilot's operating handbook (POH)	☐	☐ Competent ☐ Not yet Competent
PC1.2. Engine is started and shut down in accordance with AFM/POH	☐	
PC1.3. Emergencies are managed in accordance with AFM/POH and regulatory requirements	☐	
PC1.4. Pre-and after shutdown checks are completed in accordance with AFM/POH	☐	
PC1.5. Manufacturer limitations are complied with and deviations are reported as required Aeroplane is positioned to ensure safety when starting engine	☐	
PC1.6. Aeroplane is positioned to ensure safety when starting engine	☐	

E2. Taxi Aeroplane		**Competent**
PC2.1. Automatic terminal information service (ATIS)	☐	☐ Competent ☐ Not yet Competent
PC2.2. Aeroplane control and safe taxi speed is maintained in accordance with prevailing aerodrome, traffic, surface and weather conditions	☐	
PC2.3. Brake serviceability and functionality checks are performed clear of conflicting traffic and other hazards to confirm serviceability	☐	
PC2.4. Instrument checks are conducted, and altimeter settings are adjusted to confirm serviceability prior to aircraft departure	☐	
PC2.5. Engine handling and braking on the ground is in accordance with AFM/POH	☐	
PC2.6. Airfield markings/lights/signals/indicators are interpreted and complied with	☐	
PC2.7. Lookout is maintained, and right-of-way rules are adhered to while complying with applicable air traffic control (ATC) or marshalling instructions	☐	
PC2.8. Adverse effect of propeller slipstream of jet wash on other Aeroplanes, aerodrome facilities and personnel are avoided	☐	
PC2.9. Taxi path is inspected when surface conditions are obscured	☐	

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AVIY0055 Take-Off Aeroplane

Elements and Performance Criteria — Please place a tick in the box when competency has been achieved.

E1. Carry out pre-take-off procedures		**Element**
PC1.1. PC1.1 Critical take-off airspeeds, aircraft configuration, and emergency and abnormal procedures for normal and cross-wind take- offs are correctly identified	☐	☐ Competent ☐ Not yet Competent
PC1.2. PC1.2 Pre-take-off briefing is completed	☐	
PC1.3. PC1.3 Approved pre-take off and line up checklists are completed in accordance with flight manual/pilot's operating handbook (POH) or company operations manual	☐	
PC1.4. PC1.4 Correction for existing wind component to the take-off performance is verified and correctly applied	☐	
PC1.5. PC1.5 Runway approach path is visually cleared of conflicting traffic and other hazards prior to lining up for take-off	☐	
PC1.6. PC1.6 Aeroplane is aligned with runway centre line in take-off direction	☐	
PC1.7. PC1.7 Air traffic control (ATC) clearances are obtained as required	☐	

E2. Conduct aeroplane take-off		**Element**
PC2.1. PC2.1 Take-off power is applied, aeroplane is maintained aligned with centre of runway with wings-maintained level and rotated at manufacturer recommended speed to achieve planned climb performance	☐	☐ Competent ☐ Not yet Competent
PC2.2. PC2.2 Aeroplane is configured for nominated climb profile, and tracking on centerline of runway is maintained during take off	☐	
PC2.3. PC2.3 Power controls, settings, and instruments during take-off are monitored to ensure all predetermined parameters are achieved and maintained	☐	
PC2.4. PC2.4 Lookout is maintained using a systematic scan technique at a rate determined by traffic density, visibility and terrain	☐	
PC2.5. PC2.5 Separation with all circuit traffic is maintained	☐	
PC2.6. PC2.6 Radiotelephone listening watch is maintained	☐	
PC2.7. PC2.7 Local and published noise abatement requirements and curfews are observed	☐	
PC2.8. PC2.8 After take-off checks are performed in accordance with approved checklist	☐	

E3. Perform rejected take-off		**Element**
PC3.1. PC3.1 Requirement to abort/reject take-off is identified	☐	☐ Competent ☐ Not yet Competent
PC3.2. PC3.2 Power is reduced smoothly and promptly	☐	
PC3.3. PC3.3 Braking devices are activated	☐	
PC3.4. PC3.4 Control is maintained to bring aeroplane to a safe stop	☐	
PC3.5. PC3.5 Associated procedures and/or checklists are initiated and completed	☐	

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AVIY0056 Control Aeroplane in Normal Flight

Elements and Performance Criteria — Please place a tick in the box when competency has been achieved.

E1. Climb aeroplane		**Element**
PC1.1. Adjustments are made to attitude and power to achieve an increase of altitude at normal, maximum rate (VY), maximum angle (VX) and cruise conditions of flight during straight and turning manoeuvres	☐	☐ Competent ☐ Not yet Competent
PC1.2. Aeroplane is maintained in balanced flight and trimmed	☐	
PC1.3. Aeroplane is levelled off from climb at nominated altitude using standard aeroplane procedures	☐	
PC1.4. Flightpath clearance is ensured	☐	
PC1.5. Climb checks are completed	☐	
PC1.6. Air traffic control (ATC) altitude restrictions are observed	☐	

E2. Maintain straight and level flight		**Element**
PC2.1. Power, attitude and configuration are set to achieve straight and level flight	☐	☐ Competent ☐ Not yet Competent
PC2.2. Aeroplane is maintained in balanced flight and trimmed	☐	
PC2.3. Altitude and heading are maintained within tolerances	☐	
PC2.4. Flightpath clearance is ensured	☐	

E3. Descend aeroplane		**Element**
PC3.1. Power, attitude and configuration are set to achieve descent during glide, power assisted flight and approach profiles	☐	☐ Competent ☐ Not yet Competent
PC3.2. Aeroplane is maintained in balanced flight and trimmed	☐	
PC3.3. Aeroplane is levelled from a descent at a nominated altitude	☐	
PC3.4. Flightpath clearance is ensured	☐	
PC3.5. ATC altitude restrictions are observed	☐	
PC3.6. Aeroplane operating limits are not exceeded during descent	☐	
PC3.7. Effects of understanding and flaps are managed	☐	
PC3.8. Descent checks are completed	☐	

E4. Turn aeroplane		**Element**
PC4.1. Airspace cleared procedure is carried out	☐	☐ Competent ☐ Not yet Competent
PC4.2. Heading is altered in balanced flight during level, climbing, descending and gliding manoeuvres and turns are performed at varying rates to achieve specified tracks	☐	
PC4.3. Turn on to nominated heading or geographical feature is achieved	☐	
PC4.4. Aeroplane operating limits are maintained during turns	☐	

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Recognition of Prior Learning application
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AVIY0056 Control Aeroplane in Normal Flight

Elements and Performance Criteria Continued

Please place a tick in the box when competency has been achieved.

E5. Control aeroplane at slow speed		Element
PC5.1. Pre-manoeuvre checks are completed in accordance with operating procedures	☐	☐ Competent ☐ Not yet Competent
PC5.2. Aeroplane is flown at minimum clean approach speed and at minimum landing configuration approach speed as specified in aircraft flight manual (AFM)/Pilot's operating handbook (POH) in balanced flight	☐	
PC5.3. Height awareness is maintained during slow speed flight	☐	
PC5.4. Positive control responses are implemented, and reduced control effectiveness is recognised during slow flight manoeuvres	☐	
PC5.5. Stall warnings, cautions and indications are monitored during slow speed flight	☐	
PC5.6. Recovery to cruise speed is achieved while maintaining height	☐	

E6. Perform circuits and approaches		Element
PC6.1. Traffic patterns are conducted in accordance with aeronautical information package (AIP) procedures appropriate to the aeroplane type with allowance for wind velocity on al legs of the circuit.	☐	☐ Competent ☐ Not yet Competent
PC6.2. All checklists are completed, and radiotelephone procedures are followed	☐	
PC6.3. Approach path is appropriately intercepted and maintained in a manner applicable to aeroplane type, while remaining clear of other traffic	☐	
PC6.4. Traffic Control or adverse flight conditions are recognised when they arise, and a go-around is performed from any position in the traffic pattern	☐	
PC6.5. Right of way rules are applied and completed with	☐	
PC6.6. Radio listening watch is maintained in accordance with established procedures	☐	
PC6.7. Aeroplane is configured for landing	☐	

E7. Comply with airspace requirements		Element
PC7.1. While aeroplane is maintained within a specified are, compliance is maintained with air traffic requirements and restricted, controlled and other appropriately designated airspace	☐	☐ Competent ☐ Not yet Competent
PC7.2. Appropriate reactions are made to factors that may affect the safe progress of the flight	☐	
PC7.3. Awareness of aeroplane position in maintained using charts and geographical features	☐	
PC7.4. Radio listening watch is maintained in accordance with established procedures	☐	
PC7.5. Weather conditions are monitored, and appropriate action is taken	☐	
PC7.6. Local and published noise abatement requirements and curfew are observed	☐	

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Recognition of Prior Learning application
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AVIY0057 Land Aeroplane

Elements and Performance Criteria — Please place a tick in the box when competency has been achieved.

E1. Conduct aeroplane landing		**Element**
PC1.1. Aeroplane is landed at a controlled rate of descent with alignment above the runway centerline, within a specified area without drift, and directional control is maintained	☐	☐ Competent ☐ Not yet Competent
PC1.2. Existing wind conditions are confirmed, drift corrections are applied, precise ground track is maintained, and aeroplane is configured for cross-wind landing conditions are required	☐	
PC1.3. Ballooning and bouncing are minimised and controlled in accordance with established aeroplane landing procedures	☐	
PC1.4. Positive directional control is maintained, and cross-wind corrections are applied as required during the after -landing roll	☐	
PC1.5. After-landing checks are performed in accordance with approved checklist	☐	
PC1.6. Separation with conflicting air and ground traffic is maintained	☐	
PC1.7. Runway is vacated when practicable	☐	
PC1.8. Aeroplane is stopped safely using drag and /or braking devices within available runway length	☐	
PC1.9. Landing clearance is obtained at applicable airfields	☐	
PC1.10. Wake turbulence is avoided	☐	
PC1.11. Weather conditions are monitored	☐	

E2. Manage mishandled landing		**Element**
PC2.1. Conditional requirements for conducting a missed approach are recognised	☐	☐ Competent ☐ Not yet Competent
PC2.2. Decision to perform missed approach and subsequent go-around is made when safe landing cannot be achieved	☐	
PC2.3. Power, attitude and configuration are selected to safely control aeroplane	☐	
PC2.4. Aeroplane is manoeuvred clear of the ground and after take-off procedures are conducted	☐	
PC2.5. Allowance for wind velocity is made during go-around	☐	
PC2.6. Wake turbulence is avoided	☐	

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AVIY0058 Manage Aircraft Fuel

Elements and Performance Criteria — Please place a tick in the box when competency has been achieved.

E1. Plan fuel requirements		**Element**
PC1.1. Total en route and reserve fuel requirement is determined in accordance with regulatory requirements	☐	☐ Competent
PC1.2. Allowance is made for possible abnormal or emergency situation	☐	☐ Not yet Competent

E2. Manage fuel system		**Element**
PC2.1. Fuel system including pumps, engine controls and cross-feed systems are operated in accordance with aircraft flight manual (AFM)/ pilot's operating handbook (POH)	☐	☐ Competent ☐ Not yet Competent
PC2.2. Fuel quantity on-board is verified using two independent methods	☐	
PC2.3. Fuel quality checks are confirmed before flight	☐	
PC2.4. Fuel usage and status is monitored throughout flight and fuel log is accurately maintained	☐	
PC2.5. Aircraft is configured to achieve desired profile; best range of endurance and operational endurance calculations are revised as required	☐	
PC2.6. Work health and safety (WHS) procedures are followed at all times	☐	
PC2.7. Potential hazards are anticipated, and precautions are applied	☐	

E3. Refuel aircraft		**Competent**
PC3.1. Aircraft is refuelled correctly in accordance with AFM/ POH, WHS/OHS, regulatory requirements and workplace procedures	☐	☐ Competent
PC3.2. Appropriate precautions are taken to ensure the safety and property during refueling operations.	☐	☐ Not yet Competent

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AVIF0026 Implement Aviation Risk Management Processes

Elements and Performance Criteria — Please place a tick in the box when competency has been achieved.

E1. Identify aviation hazards and assess risk		**Element**
PC1.1. Hazards are identified through organisational methods in accordance with workplace standards	☐	☐ Competent
PC1.2. Stakeholders are identified and involved in the risk assessment process	☐	☐ Not yet Competent
PC1.3. Likelihood and consequence of hazards are assessed and ranked against established organisational risk assessment criteria	☐	

E2. Identify risk controls		**Element**
PC2.1. Controls that reduce risk to as low as responsibility practicable (ALARP) are identified in accordance with workplace policies and procedures	☐	☐ Competent
PC2.2. Risk management action plan is developed and communicated to all stakeholders	☐	☐ Not yet Competent
PC2.3. Risk management documentation is completed and checked for accuracy	☐	

E3. Control Aviation risk		**Element**
PC3.1. Risk Control selections are determined with consideration of effect on stakeholders	☐	☐ Competent
PC3.2. Risk control methods are communicated to stakeholders	☐	☐ Not yet Competent
PC3.3. Selected risk control methods/s is implemented, monitored and evaluated	☐	

E4. Monitor and review effectiveness of risk control		**Element**
PC4.1. Implemented risk controls are regularly monitored against measures of success / effectiveness	☐	☐ Competent
PC4.2. Assistance is provided to review risk in own era of operation	☐	☐ Not yet Competent
PC4.3. Management of risk is continuously monitored and reviewed in own area of operation	☐	
PC4.4. Review results are used to improve risk control	☐	

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AVIF0027 Implement Aviation Fatigue Risk Management Processes

Elements and Performance Criteria — Please place a tick in the box when competency has been achieved.

E1. Identify fatigue hazards and assess risk		**Element**
PC1.1. Fatigue hazards are identified through organisational methods in accordance with workplace standards	☐	☐ Competent
PC1.2. Stakeholders are identified and involved in the risk assessment process	☐	☐ Not yet Competent
PC1.3. Likelihood and consequence of fatigue hazards are assessed and ranked against established organisational risk assessment criteria	☐	

E2. Identify fatigue risk controls		**Element**
PC2.1. Controls that reduce fatigue risk to as low as reasonably practicable (ALARP) are identified in accordance with workplace policies and procedures	☐	☐ Competent
PC2.2. Fatigue risk management documentation is completed and checked for accuracy	☐	☐ Not yet Competent
PC2.3. Fatigue risk management action plan is developed and communicated to all stakeholders	☐	

E3. Control fatigue risk		**Element**
PC3.1. Control selection is determined with consideration of effect on stakeholders	☐	☐ Competent
PC3.2. Fatigue risk control methods are communicated to stakeholders	☐	☐ Not yet Competent
PC3.3. Selected control method is implemented, monitored and evaluated	☐	

E4. Monitor and review effectiveness of fatigue risk control		**Element**
PC4.1. Implemented risk controls are regularly monitored against measures of success / effectiveness	☐	☐ Competent
PC4.2. Assistance is provided to review fatigue risk in own area of operation	☐	☐ Not yet Competent
PC4.3. Management of fatigue risk is continuously monitored and reviewed in own area of operation	☐	
PC4.4. Review results are used to improve fatigue risk control	☐	

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AVIF0029 Implement Threat and Error Management Systems

Elements and Performance Criteria — Please place a tick in the box when competency has been achieved.

E1. Recognise and manage actual and potential threats		**Element**
PC1.1. Potential environmental or operational threats likely to affect flight safety are identified	☐	☐ Competent ☐ Not yet Competent
PC1.2. Actual environmental or operational threats that affect flight safety are identified	☐	
PC1.3. Competing operational priorities and task demands that may represent a threat to flight safety are identified	☐	
PC1.4. Countermeasures to manage threats are identified and implemented	☐	
PC1.5. Flight progress and effect of countermeasures are monitored and assessed to ensure a safe outcome	☐	
PC1.6. Alternative countermeasures are identified and implement, and effectiveness of countermeasures is re-evaluated for effectiveness	☐	

E2. Recognise and manage actual and potential errors		**Element**
PC2.1. Checklists and standard operating procedures (SOPs) are implemented to prevent aircraft handling, procedural or communication errors	☐	☐ Competent ☐ Not yet Competent
PC2.2. Committed errors are identified and responded to before aircraft enters an undesired state	☐	
PC2.3. Aircraft systems are monitored using a systematic scan technique to collect and analyse flight information for potential or actual error recognition purposes	☐	
PC2.4. Flight operating environment is monitored to collect and analyse flight information for potential or actual error recognition purposes	☐	
PC2.5. Individual or team performance is monitored to recognise potential or actual error concurrence	☐	
PC2.6. Countermeasure implementation and supervision are undertaken to prevent errors before aircraft enters an undesired state	☐	
PC2.7. Countermeasures implementation and supervision are undertaken to correct errors after aircraft enters an undesired state	☐	

E3. Recognise and manage undesired aircraft states		**Element**
PC3.1. Undesired aircraft states are recognised	☐	☐ Competent ☐ Not yet Competent
PC3.2. Individual and team tasks are prioritised to ensure an undesired aircraft state is managed effectively	☐	
PC3.3. Corrective actions to recover from an undesired aircraft state are applied in a safe and timely manner	☐	
PC3.4. Undesired aircraft states are reported and recorded as required in accordance with applicable workplace procedures	☐	

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AVIF0030 Manage Safe Flight Operations

Elements and Performance Criteria — Please place a tick in the box when competency has been achieved.

E1. Maintain effective lookout		**Element**
PC1.1. Systematic visual scan techniques are applied at a rate determined by traffic density visibility and terrain to maintain traffic separation	☐	☐ Competent
PC1.2. Radio listening watch is maintained, and transmissions are interpreted to determine traffic location and intention	☐	☐ Not yet Competent
PC1.3. Airspace-cleared procedures are performed before commencing any manoeuvre	☐	

E2. Maintain situational awareness		**Element**
PC2.1. All aircraft systems are monitored using a systematic scan technique	☐	☐ Competent
PC2.2. Information is collected to facilitate ongoing system management	☐	
PC2.3. Flight environment is monitored for deviations from planned operations	☐	☐ Not yet Competent
PC2.4. flight environment information is collected to update planned operations	☐	

E3. Assess situations and make decisions		**Element**
PC3.1. Problems affecting flight performance are identified and analysed	☐	
PC3.2. Potential solutions to flight performance problems are identified	☐	
PC3.3. Potential solutions and risks are assessed	☐	☐ Competent
PC3.4. Course of action is determined and communicated to flight crew, passengers and/or other personnel as required	☐	
PC3.5. Tasks are allocated and actioned to implement optimal course of action documents	☐	☐ Not yet Competent
PC3.6. Tasks are monitored for progress against determined course of action	☐	
PC3.7. Plan is re-evaluated as required to achieve optimal outcomes	☐	

E4. Set priorities and managing tasks		**Element**
PC4.1. Tasks workload and priorities are organised to ensure optimum outcome of the flight	☐	☐ Competent
PC4.2. Events and tasks are planned to occur sequentially	☐	
PC4.3. Events and tasks are anticipated to ensure sufficient opportunity for completion	☐	☐ Not yet Competent
PC4.4. Technology is used to reduce workload and improve cognitive and manipulative activities	☐	

E5. Maintain effective communication and interpersonal relationships		**Element**
PC5.1. Effective and efficient communication and interpersonal relationships are established and maintained with all stakeholders to ensure optimum flight outcome.	☐	☐ Competent
PC5.2. Objectives are defined and explained to stakeholders	☐	
PC5.3. Appropriate levels of assertiveness are applied that ensure the optimum completion of a flight	☐	☐ Not yet Competent

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AVIF0035 Manage Human Factors in Aviation Operations

Elements and Performance Criteria — Please place a tick in the box when competency has been achieved.

E1. Maintain personal performance		**Element**
PC1.1. Pre- and post-operational personal condition is managed to ensure safe and effective performance	☐	☐ Competent ☐ Not yet Competent
PC1.2. Individual performance when conducting aviation operations is monitored against workplace standards, procedures and requirements	☐	
PC1.3. Degradation of physiological condition is recognised and appropriate strategies are implemented to ensure safe outcome of aviation operations	☐	
PC1.4. Degradation of psychological condition is recognised and appropriate strategies are implemented to ensure safe outcome of aviation operations	☐	
PC1.5. Sources of stress are identified and managed to maintain a safe aviation operating environment	☐	
PC1.6. Limitations to personal performance are communicated to crew/team to maintain a safe aviation operating environment	☐	

E2. Communicate effectively with an aviation environment		**Element**
PC2.1. Effective listening skills are applied	☐	☐ Competent ☐ Not yet Competent
PC2.2. Questions are used to gain additional information	☐	
PC2.3. Information received is clarified/confirmed, interpreted and accurately communicated or reported with due observation of ethics and protocols required of the operational environment	☐	
PC2.4. Communication is undertaken in varying situations with culturally diverse, familiar and unfamiliar individuals, teams and crews	☐	
PC2.5. Appropriate protocols and procedures are followed when using communications systems during routine and contingency aviation operations	☐	
PC2.6. Responses are sought and provided to others in a timely manner	☐	
PC2.7. Countermeasure implementation and supervision are undertaken to correct errors after aircraft enters an undesired state	☐	

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AVIH0010 Plan a Flight Under Visual Flight Rules

Elements and Performance Criteria — Please place a tick in the box when competency has been achieved.

E1. Determine aircraft meets requirements for VFR flight			**Element**
PC1.1.	Aircraft requirements for VFR flight are determined	☐	☐ Competent
PC1.2.	Hazards are identified, risks are assessed, and hazard management implemented	☐	☐ Not yet Competent
PC1.3.	Flight and navigation instruments, minimum electrical lighting, navigation equipment and any other requirements fitted to aircraft are checked to ensure they are suitable and serviceable for VFR flight	☐	

E2. Obtain and use operational documents			**Element**
PC2.1.	Operational documents applicable to the flight are obtained and checked for currency	☐	☐ Competent
PC2.2.	Applicable information contained in documents for flight planning and management is interpreted and applied	☐	☐ Not yet Competent
PC2.3.	Documents required for the flight are stowed and their accessibility for the pilot during flight is ensured	☐	

E3. Prepare flight plan for VFR flight			**Element**
PC3.1.	Charts suitable for intended VFR flight are selected and prepared	☐	☐ Competent
PC3.2.	Applicable information to prepare a flight plan that details tracks, distances, times, altitudes to be flown and fuel requirements to reach destination are obtained, analysed and applied	☐	☐ Not yet Competent
PC3.3.	Meteorological, airways facilities, aerodrome and Notice to Airmen (NOTAM) information applicable to planning and conducting a flight is obtained, interpreted and applied	☐	
PC3.4.	Routes to optimise options in an engine failure are planned	☐	

E4. Determine operational requirements			**Element**
PC4.1.	Suitability of aerodrome lighting for night operations is determined	☐	☐ Competent
PC4.2.	Curfew requirements are complied with	☐	☐ Not yet Competent
PC4.3.	Duration of flight is determined	☐	
PC4.4.	Holding, alternate and reserve fuel requirements due to weather, navigation aid availability and aerodrome lighting are determined in accordance with operational requirements	☐	
PC4.5.	Total fuel requirements are calculated	☐	

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AVIH0010 Plan a Flight Under Visual Flight Rules

Elements and Performance Criteria Continued

Please place a tick in the box when competency has been achieved.

E5. Make flight notification		**Element**
PC5.1. Flight notification is prepared for planned VFR flight	☐	☐ Competent
PC5.2. Completed flight notification is submitted	☐	☐ Not yet Competent
PC5.3. Flight notification acceptance is confirmed	☐	

E6. Program navigation system		**Element**
PC6.1. Flight notification is prepared for planned VFR flight	☐	☐ Competent
PC6.2. Completed flight notification is submitted	☐	☐ Not yet Competent
PC6.3. Flight notification acceptance is confirmed	☐	

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AVIH0014 Navigate Aircraft Under Visual Flight Rules

Elements and Performance Criteria — Please place a tick in the box when competency has been achieved.

E1. Prepare navigation documents and flight plan		**Element**
PC1.1. Suitable navigation charts for intended flight are selected and prepared	☐	☐ Competent ☐ Not yet Competent
PC1.2. Applicable information is obtained, analysed and applied to produce a flight plan that details tracks, distances, times and fuel requirements to reach a destination	☐	
PC1.3. Pre-flight planning is used to minimise in-flight navigational work load	☐	
PC1.4. Applicable VFR are applied to current and forecast operating conditions to determine whether planned flight can proceed	☐	
PC1.5. Hazards to navigation are marked on charts as required	☐	

E2. Comply with airspace procedures		**Element**
PC2.1. Applicable flight airspace restrictions and dimensions are identified	☐	☐ Competent ☐ Not yet Competent
PC2.2. Air traffic clearances are obtained and compliance with them is maintained	☐	

E3. Conduct departure procedures		**Element**
PC3.1. Pre-flight planning and cockpit organisation are conducted to ensure charts, documentation and navigational equipment are accessible from the control seat	☐	☐ Competent ☐ Not yet Competent
PC3.2. Departure administration and communication is conducted	☐	
PC3.3. Track is intercepted within five nautical miles (nm) of airfield and departure time is recorded or alternative procedures are applied as required	☐	
PC3.4. Orientation is always maintained	☐	
PC3.5. Priority is given to controlling aircraft before conducting navigation administration or communication	☐	
PC3.6. Lookout is maintained using a systematic scan technique at a rate determined by traffic density, visibility and terrain	☐	
PC3.7. Local and published noise abatement requirements and curfews are observed	☐	

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AVIH0014 Navigate Aircraft Under Visual Flight Rules

Elements and Performance Criteria Continued

Please place a tick in the box when competency has been achieved.

E4. Navigate aircraft en route		**Element**
PC4.1. Planned route is maintained in accordance with VFR	☐	☐ Competent ☐ Not yet Competent
PC4.2. In-flight documentation and communication is completed	☐	
PC4.3. Waypoint and/or destination estimated time of arrival (ETA) are checked and revised as required	☐	
PC4.4. Search and rescue times (SARTIME) awareness is maintained and revised based on destination ETA calculations	☐	
PC4.5. Fuel consumption is monitored, and reserves revised	☐	
PC4.6. Pre-descent or navigation turning point checks are executed	☐	
PC4.7. Appropriate techniques to obtain a positive navigation fix at suitable intervals are used	☐	
PC4.8. Route, en route terrain, en route and destination weather awareness is maintained, and appropriate courses of action are implemented in accordance with changing weather conditions	☐	
PC4.9. Lookout is maintained using a systematic scan technique at a rate determined by traffic density, visibility and terrain	☐	
PC4.10. Aircraft is configured as required for turbulent, holding and maximum aircraft range based on environmental and operational conditions	☐	
PC4.11. Aircraft systems, fuel and engine warnings, cautions and indicators are monitored to ensure aircraft is operated to achieve flight plan objectives	☐	

E5. Maintain effective communication and interpersonal relationships		**Element**
PC5.1. Compliance with VFR is maintained during navigation at low level or in reduced visibility	☐	☐ Competent ☐ Not yet Competent
PC5.2. Pre-descent and/or navigation turning point checks are executed in accordance with regulatory requirements	☐	
PC5.3. Planned route is maintained in accordance with regulatory requirements and procedures	☐	
PC5.4. In-flight documentation is completed	☐	
PC5.5. Waypoint and/or destination ETA are checked and revised as required	☐	
PC5.6. Aircraft is operated and configured to maintain minimum height above ground level (AGL) and terrain separation and remaining within visual meteorological conditions (VMC)	☐	
PC5.7. Lookout is maintained using a systematic scan technique at a rate determined by traffic density, visibility and terrain	☐	
PC5.8. Hazards and threats to low flying navigation are identified and risk controls are implemented	☐	
PC5.9. Effects of wind velocity, false horizons, rising ground, adverse environmental conditions and mountainous terrain are managed, and contingency actions are planned as required	☐	
PC5.10. Aircraft is configured as required for reduced visibility and low cloud base environmental and operational conditions	☐	
PC5.11. Situational awareness is maintained at all times	☐	

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AVIH0014 Navigate Aircraft Under Visual Flight Rules

Elements and Performance Criteria Continued

Please place a tick in the box when competency has been achieved.

E6. Perform lost procedures			**Element**
PC6.1.	Positional uncertainty is identified and recognised	☐	☐ Competent ☐ Not yet Competent
PC6.2.	Position is fixed and new track to destination attainable within limits of fuel and daylight is determined using recognised methods	☐	
PC6.3.	Track to destination is re-established or re planned with consideration of fuel usage and reserves	☐	
PC6.4.	Waypoint and/or destination ETA are checked and revised as required	☐	
PC6.5.	Radio, navigation aids, transponder and air traffic control (ATC) services are used for assistance	☐	
PC6.6.	A timely precautionary search and landing is planned for possible circumstances of being lost or having no fuel or no light	☐	

E7. Perform diversion procedures			**Element**
PC7.1.	Requirement to perform diversion procedure is identified and a timely decision is made	☐	☐ Competent ☐ Not yet Competent
PC7.2.	Alternate acceptable aerodrome/destination is identified	☐	
PC7.3.	New route is determined and established	☐	
PC7.4.	Waypoint and/or destination ETA are checked and revised as required	☐	
PC7.5.	Flight plan is revised considering operational information, weather, terrain, airspace and fuel available	☐	
PC7.6.	Air traffic service is advised of action where possible and compliance with airspace procedures is maintained	☐	
PC7.7.	SARTIME awareness is maintained and revised based on diversion destination ETA calculations and is cancelled on arrival	☐	

E8. Use instrument navigation systems			**Element**
PC8.1.	Navigation systems are initialised and system validity checks are conducted as required	☐	☐ Competent ☐ Not yet Competent
PC8.2.	Receiver autonomous integrity monitoring (RAIM) checks are conducted as required	☐	
PC8.3.	Navigation aids and systems are utilised to confirm position, track and navigation information	☐	
PC8.4.	Flight plan is selected, loaded, checked and activated in aircraft navigation system	☐	
PC8.5.	Navigation systems are operated in accordance with operating instructions and procedures	☐	
PC8.6.	ATC radar is used for position information and tracking assistance as required	☐	
PC8.7.	Waypoints and position fixes are confirmed using instrument navigation systems	☐	
PC8.8.	Integrity of navigation aid/systems information is monitored and maintained	☐	

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AVIH0014 Navigate Aircraft Under Visual Flight Rules

Elements and Performance Criteria Continued

Please place a tick in the box when competency has been achieved.

E9. Execute arrival procedures			**Element**
PC9.1.	Arrival aerodrome, meteorological conditions and local traffic information is obtained and applied to arrival procedure plan	☐	☐ Competent ☐ Not yet Competent
PC9.2.	Radio communications are established and maintained	☐	
PC9.3.	Aerodrome landing direction and arrival procedure suitability are determined	☐	
PC9.4.	Descent point is calculated	☐	
PC9.5.	Arrival and circuit procedures are conducted at destination aerodrome	☐	
PC9.6.	Lookout is maintained during arrival procedure using a systematic scan technique at a rate determined by traffic density, visibility and terrain	☐	
PC9.7.	Aerodrome markings, lights, signals and indicators are interpreted, applied and adhered to	☐	
PC9.8.	Local and published noise abatement requirements and curfews are observed	☐	
PC9.9.	SARTIME awareness is maintained and revised based on diversion destination ETA calculations and cancelled upon arrival	☐	

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AVILIC0003 Licence to Operate a Commercial Aeroplane

Elements and Performance Criteria — Please place a tick in the box when competency has been achieved.

E1. Communicate in an aviation environment		**Element**
PC1.1. Effective face -to -face communication techniques are applied in accordance with general English language principles	☐	☐ Competent
PC1.2. Aeronautical radio is operated using appropriate operational communication aviation phraseology and terminology	☐	☐ Not yet Competent

E2. Perform pre-and post-flight actions and procedures		**Element**
PC2.1. Pre-flight actions and procedures are completed	☐	☐ Competent
PC2.2. Pre-Flight inspection is performed	☐	☐ Not yet Competent
PC2.3. Post -flight actions and procedures are completed	☐	

E3. Operate aeronautical radio		**Element**
PC3.1. Radio equipment is operated	☐	☐ Competent
PC3.2. Radiotelephone equipment malfunctions are managed	☐	☐ Not yet Competent
PC3.3. Aircraft transponder is operated during normal, abnormal and emergency situations	☐	

E4. Manage fuel		**Element**
PC4.1. Fuel plan requirements are determined	☐	☐ Competent
PC4.2. Fuel system is managed	☐	☐ Not yet Competent
PC4.3. Aircraft refueling procedures are correctly completed	☐	

E5. Manage passengers and cargo		**Element**
PC5.1. Passengers are managed	☐	☐ Competent
PC5.2. Passengers are aided and assisted as required	☐	☐ Not yet Competent
PC5.3. Cargo is managed	☐	

E6. Manage a safe flight		**Element**
PC6.1. Effective lookout is maintained	☐	☐ Competent
PC6.2. Situational awareness is maintained	☐	
PC6.3. Situations are assessed, and effective decisions made	☐	☐ Not yet Competent
PC6.4. Task priorities are set, and tasks managed	☐	
PC6.5. Effective communications and interpersonal relationships are maintained	☐	

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AVILIC0003 Licence to Operate a Commercial Aeroplane

Elements and Performance Criteria Continued

Please place a tick in the box when competency has been achieved.

E7. Recognise, direct and manage threats and errors		**Element**
PC7.1. Threats are recognised and managed	☐	☐ Competent
PC7.2. Errors are recognised and managed	☐	☐ Not yet Competent
PC7.3. Undesired aircraft states are recognised and managed	☐	

E8. Navigate aircraft		**Element**
PC8.1. Documents and flight plans are prepared	☐	☐ Competent ☐ Not yet Competent
PC8.2. Airspace procedures are complied with while navigating	☐	
PC8.3. Departure procedures are conducted	☐	
PC8.4. Aircraft is navigated en route to waypoint or destination	☐	
PC8.5. Aircraft is navigated at low level and in reduced visibility	☐	
PC8.6. Lost procedure is performed as required	☐	
PC8.7. Diversion procedure is performed as required	☐	
PC8.8. Instrument navigation systems are used to navigate under visual flight rules (VFR) or instrument flight rules (IFR)	☐	
PC8.9. Instrument navigation systems are used to navigate under visual flight rules (VFR) or instrument rules (IFR)	☐	

E9. Control Aeroplane on the ground		**Element**
PC9.1. Aircraft engine is started and stopped	☐	☐ Competent
PC9.2. Aeroplane is taxied	☐	☐ Not yet Competent

E10. Take-off Aeroplane		**Element**
PC10.1. Pre-take-off procedures are carried out	☐	☐ Competent
PC10.2. Aeroplane take-off is conducted	☐	
PC10.3. Cross-wind aeroplane take-off is conducted	☐	☐ Not yet Competent
PC10.4. After take-off procedures are carried out	☐	
PC10.5. Short field aeroplane take-off is performed using appropriate procedures	☐	

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Elements and Performance Criteria Continued

Please place a tick in the box when competency has been achieved.

E11. Control Aeroplane in normal flight		**Element**
PC11.1. Aeroplane is climbed	☐	☐ Competent ☐ Not yet Competent
PC11.2. Straight and level flight is maintained	☐	
PC11.3. Aeroplane is descended	☐	
PC11.4. Aeroplane is turned	☐	
PC11.5. Aeroplane is controlled at slow speeds	☐	
PC11.6. Aeroplane circuits and approaches are performed	☐	
PC11.7. Local area airspace procedures are confirmed as required and applied	☐	

E12. Land Aeroplane		**Element**
PC12.1. Aeroplane is landed	☐	☐ Competent ☐ Not yet Competent
PC12.2. Cross-wind aeroplane landing is conducted	☐	
PC12.3. Missed approach is conducted	☐	
PC12.4. Recovery from missed landing is performed	☐	
PC12.5. Short field aeroplane landing is performed using appropriate procedures	☐	

E13. Perform advanced manoeuvres		**Element**
PC13.1. Stall conditions are entered and recovered, with and without power applied, from straight and level, in approach configuration, while turning, climbing, and descending and with power applied. For multi-engine aircraft recovery with full power applied is not required nor is recovery from a stall in climbing, descending or turning flight	☐	☐ Competent ☐ Not yet Competent
PC13.2. Recovery from wing drop at the stall is conducted in single engine aeroplane only	☐	
PC13.3. Aeroplane is turned steeply	☐	
PC13.4. Aeroplane is side-slipped, when permitted	☐	

E14. Operate using full instrument panel		**Element**
PC14.1. Serviceability of flight instruments and instrument power sources is determined and monitored	☐	☐ Competent ☐ Not yet Competent
PC14.2. Full instrument panel manoeuvres are performed	☐	
PC14.3. Upset situations and unusual aircraft attitude recovery is performed using full instrument panel	☐	

E15. Operate using limited instrument panel		**Element**
PC15.1. Attitude indicator and stabilised heading indicator failures are recognised	☐	☐ Competent ☐ Not yet Competent
PC15.2. Limited instrument panel manoeuvres are performed	☐	
PC15.3. Upset situations and unusual aircraft attitude recovery is performed using limited instrument panel	☐	
PC15.4. Visual flight is re-established	☐	

PC15.5. Attitude indicator and stabilised heading indicator failures are recognised	☐	

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Elements and Performance Criteria Continued

Please place a tick in the box when competency has been achieved.

E16. Navigate using radio navigation aids and systems		**Element**
PC16.1. Radio navigation systems are operated and monitored	☐	☐ Competent
PC16.2. Aircraft is navigated using navigation aids and systems	☐	☐ Not yet Competent

E17. Operate at non-towered aerodromes		**Element**
PC17.1. Preparations for non-towered aerodrome operations are conducted	☐	☐ Competent
PC17.2. Aircraft is taxied at non-towered aerodrome or landing area	☐	
PC17.3. Non-towered aerodrome or landing area departure is performed	☐	☐ Not yet Competent
PC17.4. Non-towered aerodrome or landing area arrival is performed	☐	

E18. Operate at a controlled aerodrome		**Element**
PC18.1. Aircraft is operated in Class G airspace	☐	☐ Competent
PC18.2. Appropriate tolerances are applied and maintained	☐	
PC18.3. Aircraft radio procedures are implemented as required	☐	☐ Not yet Competent
PC18.4. Operations are conducted in accordance with suitable charts	☐	
PC18.5. Appropriate actions are performed in abnormal operations and emergencies	☐	

E19. Operate at a controlled aerodrome		**Element**
PC19.1. Preparations for controlled aerodrome operations are conducted	☐	☐ Competent
PC19.2. Aircraft is taxied at controlled aerodrome	☐	
PC19.3. Controlled aerodrome departure is performed	☐	☐ Not yet Competent
PC19.4. Controlled aerodrome arrival and landing are performed	☐	

E20. Operate in controlled airspace		**Element**
PC20.1. Aircraft is operated in controlled airspace	☐	☐ Competent
PC20.2. Airways clearance requirements are complied with	☐	
PC20.3. Tracking and altitude tolerances are maintained when operating on an airway clearance	☐	
PC20.4. Separation standards are applied between instrument and visual flights within controlled airspace	☐	☐ Not yet Competent
PC20.5. Appropriate abnormal and emergency response actions are implemented as required	☐	
PC20.6. Air traffic control (ATC) directions, instructions and requirements are adhered to within controlled airspace	☐	

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AVIO0017 Manage Disruptive Behaviour and Unlawful Interference with Aviation

Elements and Performance Criteria — Please place a tick in the box when competency has been achieved.

E1. Monitor passenger behaviour		**Element**
PC1.1. Facilities and transportation units under individual surveillance are regularly monitored to identify and/or record inappropriate behaviour	☐	☐ Competent ☐ Not yet Competent
PC1.2. Potential problem situations are quickly identified, and steps taken to resolve the situation in accordance with regulatory requirements	☐	
PC1.3. Incidents that breach aviation transport security requirements are identified and appropriate action taken	☐	
PC1.4. Surveillance equipment is operated within legal and workplace parameters	☐	
PC1.5. Hazards are identified, risks are assessed, and hazard management implemented	☐	

E2. Identify and resolve disruptive or unlawful behaviour		**Element**
PC2.1. Nature of disruptive behaviour or unlawful interference is accurately assessed, and incident resolved using appropriate resolution strategies or referred to appropriate personnel for resolution	☐	☐ Competent ☐ Not yet Competent
PC2.2. Procedures are followed to isolate offender/s and to minimise disruption to other passengers	☐	
PC2.3. Assistance is sought from other staff and external support services as required	☐	
PC2.4. Follow-up action is implemented in accordance with workplace rules, regulations and guidelines	☐	

E3. Take action to manage unlawful interference		**Element**
PC3.1. Assistance is sought from other staff and external support services as required	☐	☐ Competent ☐ Not yet Competent
PC3.2. Nature of offence and consequences of behaviour are clearly communicated to offender in accordance with workplace policies and procedures	☐	
PC3.3. Offenders are apprehended in accordance with legal and workplace parameters	☐	

E4. Report and document unlawful interference		**Element**
PC4.1. Unlawful interference incidents are reported using the appropriate document format in accordance with workplace policies and procedures	☐	☐ Competent ☐ Not yet Competent
PC4.2. Documentation is completed and processed in accordance with regulatory and organisational requirements	☐	

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AVIW0032 Operate and Manage Aircraft Systems

Elements and Performance Criteria — Please place a tick in the box when competency has been achieved.

E1. Operate and manage aircraft systems during normal flight		**Element**
PC1.1. Facilities and transportation units under individual surveillance are regularly monitored to identify and/or record inappropriate behaviour	☐	☐ Competent ☐ Not yet Competent
PC1.2. Potential problem situations are quickly identified, and steps taken to resolve the situation in accordance with regulatory requirements	☐	
PC1.3. Incidents that breach aviation transport security requirements are identified and appropriate action taken	☐	
PC1.4. Surveillance equipment is operated within legal and workplace parameters	☐	
PC1.5. Hazards are identified, risks are assessed, and hazard management implemented	☐	

E2. Manage aircraft systems during abnormal and emergency procedures		**Element**
PC2.1. Non-normal or emergency situations are recognised	☐	☐ Competent ☐ Not yet Competent
PC2.2. Control of aircraft flight path is maintained during abnormal and emergency response procedures	☐	
PC2.3. Affected aircraft system or sub-system is identified and confirmed	☐	
PC2.4. Checklist procedures are recalled and implemented during abnormal and emergency situations using appropriate techniques	☐	
PC2.5. Appropriate non-normal or emergency procedures are performed in accordance with relevant workplace and emergency procedures, and regulatory requirements	☐	
PC2.6. Course of action is decided, implemented, evaluated and revised to achieve safest outcomes	☐	
PC2.7. Location and operation of emergency systems applicable to aircraft type are explained	☐	

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AVIW0033 Operate Aircraft Using Aircraft Flight Instruments

Elements and Performance Criteria — Please place a tick in the box when competency has been achieved.

E1. Coordinate aircraft recovery resources		**Element**
PC1.1. Appropriate clearances are obtained prior to removal process	☐	☐ Competent ☐ Not yet Competent
PC1.2. Established removal procedures are followed	☐	
PC1.3. Removal activities are coordinated with aircraft owner and relevant regulatory bodies	☐	
PC1.4. Need for recovery equipment is determined and its source is identified	☐	
PC1.5. Aircraft escort services on airside are provided as required	☐	
PC1.6. Obstacle restriction areas are avoided or made safe in accordance with workplace policy and procedures	☐	
PC1.7. Signs and notices are complied with	☐	
PC1.8. Hazards are identified, risks are assessed, and hazard management implemented	☐	
PC1.9. Airport organisations and others likely to be affected by the removal are notified	☐	
PC1.10. Appropriate aircraft recovery location is identified and route to that location is established	☐	

E2. Maintain operational facilities		**Element**
PC2.1. Serviceability inspections are conducted to determine areas that may be restored to operational service	☐	☐ Competent ☐ Not yet Competent
PC2.2. Infringement of obstacle limitation surfaces (OLS) and any changes to declared distances are determined	☐	
PC2.3. Visual aids are provided, installed and removed at completion of aircraft recovery	☐	
PC2.4. Emergency response procedures are implemented as required	☐	
PC2.5. Notice to Airmen (NOTAM) action is initiated and cancelled as required to support aircraft recovery	☐	

E3. Document and record removal process		**Element**
PC3.1. Records of meetings are taken as required	☐	☐ Competent ☐ Not yet Competent
PC3.2. Visual recording of removal process is conducted where access allows	☐	
PC3.3. Appropriate logbook entries are made	☐	
PC3.4. Incident or aircraft recovery reports are prepared and processed	☐	

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AVIY0034 Operate in Controlled Airspace

Elements and Performance Criteria — Please place a tick in the box when competency has been achieved.

E1. Apply controlled airspace procedures		**Element**
PC1.1. Control area (CTA) and control zone (CTR) instructions for departure, climb, transition to cruise (levelling out), cruise, change of levels, descent and visual approach procedures are adhered to	☐	☐ Competent ☐ Not yet Competent
PC1.2. Airways clearance requirements for entering, operating in and departing from CTA and CTR are adhered to	☐	
PC1.3. Adverse weather conditions affecting airways clearance maintenance are advised to appropriate air traffic services as required	☐	
PC1.4. Air traffic service requirements for a change in level within CTA during routine flight are adhered to	☐	
PC1.5. Class C, D and G navigational chart information is identified and interpreted for use within controlled airspace	☐	
PC1.6. Separation standards between instrument flight rule (IFR) flights, and IFR and visual flight rule (VFR) flights in various classes of CTA are confirmed and applied	☐	
PC1.7. Restricted and danger area separation requirements are identified and maintained	☐	
PC1.8. Class C, D and G radio and navigation aid frequencies are identified and used within controlled airspace	☐	
PC1.9. Aircraft IFR/VFR separation requirements are maintained	☐	
PC1.10. Aircraft altitude and tracking tolerances when operating on an airways clearance are maintained	☐	
PC1.11. CTA protection tolerances are maintained	☐	
PC1.12. Radar vectoring procedures, including radio procedures and phraseologies, are implemented as required through air traffic services instruction	☐	
PC1.13. Airways clearance requirements for operating in all classes of airspace, including lead time required for flight plan submission, contents, clearance void time, and 'read back' requirements, are complied with	☐	

E2. Apply abnormal and emergency situation procedures		**Element**
PC2.1. Aircraft is configured to maintain safe operating conditions within controlled airspace requirements during abnormal and emergency situations	☐	☐ Competent ☐ Not yet Competent
PC2.2. Aircraft position and intention broadcasts are made to local and area traffic, including air traffic services	☐	
PC2.3. Appropriate radio communication failure or emergency transponder codes during abnormal or emergency situations are selected within CTA and CTR airspace	☐	
PC2.4. Air traffic service requirements for a change in level within CTA during abnormal or emergency situations are adhered to	☐	

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AVIY0035 Operate in Class G Airspace

Elements and Performance Criteria — Please place a tick in the box when competency has been achieved.

E1. Operate in uncontrolled airspace		**Element**
PC1.1. Aircraft tracking tolerances are maintained to remain within Class G airspace	☐	☐ Competent
PC1.2. Aircraft altitude tolerances are maintained to remain within Class G airspace	☐	
PC1.3. Traffic separation tolerances between instrument flight rule (IFR) and visual flight rule (VFR) operations are maintained	☐	☐ Not yet Competent
PC1.4. Abnormal and emergency situation response actions are implemented as required	☐	

E2. Navigate in controlled airspace		**Element**
PC2.1. Flight operations are conducted with appropriate separation from active aerodrome and landing areas	☐	☐ Competent
PC2.2. Controlled and restricted airspace areas are identified, and separation tolerances maintained during all phases of flight	☐	
PC2.3. Appropriate flight operating procedures are applied in vicinity of danger areas	☐	☐ Not yet Competent
PC2.4. Radio communication failure and aircraft emergency transponder codes are utilised as required	☐	

Instructors Name: _____

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Recognition of Prior Learning application
Trainer / Assessor Checklist

AVIY0036 Operate at Non-Towered Aerodrome

Elements and Performance Criteria — Please place a tick in the box when competency has been achieved.

E1. Conduct pre-flight preparations		**Element**
PC1.1. Relevant non-towered aerodrome operational information is extracted from authorised sources	☐	☐ Competent ☐ Not yet Competent
PC1.2. Information is interpreted to determine appropriate departure, arrival and landing requirements	☐	
PC1.3. Special aerodrome procedures are identified as required	☐	
PC1.4. Weather forecasts and local observations are checked for operating validity for flight planned duration	☐	
PC1.5. Relevant radio and navigation aid frequencies are identified for use during all flight modes	☐	

E2. Taxi aircraft at non -towered aerodrome or landing area		**Element**
PC2.1. Non-towered aerodrome or landing area charts are used	☐	☐ Competent ☐ Not yet Competent
PC2.2. Local or area barometric pressure adjusted for sea level (QNH) is set	☐	
PC2.3. Operating intentions are broadcast via radio telecommunications on appropriate frequency	☐	
PC2.4. Local and area traffic information is obtained and interpreted	☐	
PC2.5. Aircraft separation and lookout is maintained for other aircraft and for other aerodrome obstructions or hazards	☐	
PC2.6. Appropriate aircraft lighting is selected during aircraft taxi	☐	
PC2.7. Aerodrome ground markings are identified, and appropriate action taken during aircraft taxi	☐	
PC2.8. Aircraft is taxied, or air transited to runway holding point	☐	

E3. Perform aircraft departure		**Element**
PC3.1. Runway approaches are checked and cleared in all directions prior to entering runway	☐	☐ Competent ☐ Not yet Competent
PC3.2. Aircraft transponder code and appropriate mode are selected	☐	
PC3.3. Aircraft position and operating intentions are broadcast on appropriate frequencies	☐	
PC3.4. Aircraft separation is maintained during aircraft departure sequence	☐	
PC3.5. Air service provider is advised of departure details as required	☐	

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Recognition of Prior Learning application
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AVIY0036 Operate at Non-Towered Aerodrome

Elements and Performance Criteria Continued

Please place a tick in the box when competency has been achieved.

E4. Perform arrival and landing		**Element**
PC4.1. Relevant non-towered aerodrome operational information is extracted from authorised sources prior to entering circuit area	☐	☐ Competent ☐ Not yet Competent
PC4.2. Local or area barometric pressure adjusted for sea level (QNH) is set	☐	
PC4.3. Aircraft position and operating intentions are broadcast on appropriate frequencies	☐	
PC4.4. Aircraft separation and tracking tolerances are maintained	☐	
PC4.5. Wind velocity and direction is assessed to determine appropriate circuit and landing direction	☐	
PC4.6. Non-towered aerodrome runway or landing areas are confirmed as serviceable for landing sequence	☐	
PC4.7. Runway areas and landing areas are checked and confirmed to be clear of landing obstacles and hazards	☐	
PC4.8. Aircraft arrival sequence is conducted in accordance with manufacturer and organisational operating procedures	☐	
PC4.9. Aircraft is landed and cleared from runway and landing areas	☐	
PC4.10. Air service provider is advised of landing details as required	☐	

Instructors Name: _____

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Recognition of Prior Learning application
Trainer / Assessor Checklist

AVIY0037 Operate at a Controlled Aerodrome

Elements and Performance Criteria — Please place a tick in the box when competency has been achieved.

E1. Conduct pre-flight preparations		**Element**
PC1.1. Relevant controlled aerodrome operational information is extracted from authorised sources	☐	☐ Competent ☐ Not yet Competent
PC1.2. Information is interpreted to determine appropriate departure, arrival and landing requirements	☐	
PC1.3. Special aerodrome procedures are identified as required	☐	
PC1.4. Weather forecasts and local observations are checked for operating validity for flight planned duration	☐	
PC1.5. Relevant radio and navigation aid frequencies are identified for use during all flight modes	☐	

E2. Taxi aircraft at controlled aerodrome		**Element**
PC2.1. Air traffic clearances are obtained and complied with	☐	☐ Competent ☐ Not yet Competent
PC2.2. Aircraft is manoeuvred to holding point as instructed and appropriate action is taken to avoid other aircraft and obstructions	☐	
PC2.3. Aerodrome ground markings are identified, and appropriate action taken during aircraft taxi	☐	
PC2.4. Aerodrome lighting signals are identified, and appropriate action taken to comply with ground/hover taxi requirements	☐	
PC2.5. Airport runway incursion hotspots are identified	☐	
PC2.6. Aircraft separation and lookout are maintained for other aircraft and other aerodrome obstructions, including jet blast hazards	☐	
PC2.7. Appropriate aircraft lighting is selected during aircraft taxi	☐	
PC2.8. Aircraft is taxied, or air transited to runway holding point	☐	

E3. Perform aircraft departure		**Element**
PC3.1. Airways clearance is obtained and confirmed with air traffic services	☐	☐ Competent ☐ Not yet Competent
PC3.2. Runway approaches are checked and cleared in all directions prior to entering runway	☐	
PC3.3. Aircraft transponder code and appropriate mode are selected	☐	
PC3.4. Air traffic departure instructions are complied with, and air traffic is advised of clearance instructions non-compliance as soon as possible as required	☐	
PC3.5. Aircraft separation is maintained, and wake turbulence conditions avoided during aircraft departure sequence	☐	
PC3.6. Air traffic service is advised of departure details as required	☐	
PC3.7. Airways clearance instructions are maintained within tracking and altitude tolerances, and lookout is maintained until clear of the aerodrome control zone	☐	

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Recognition of Prior Learning application
Trainer / Assessor Checklist

AVIY0037 Operate at a Controlled Aerodrome

Elements and Performance Criteria Continued

Please place a tick in the box when competency has been achieved.

E4. Perform arrival and landing		**Element**
PC4.1. Relevant controlled aerodrome operational information is extracted from authorised sources prior to entering control area	☐	☐ Competent ☐ Not yet Competent
PC4.2. Local or area barometric pressure adjusted for sea level (QNH) is set	☐	
PC4.3. Air traffic clearance is gained from air traffic service and appropriate transponder code is selected prior to entry to control area, and air traffic is advised of clearance instructions non-compliance as soon as possible as required	☐	
PC4.4. Aircraft separation, lookout and tracking tolerances are maintained within the control area	☐	
PC4.5. Wind velocity and direction are assessed to confirm clearance instructions, and appropriate circuit and landing direction	☐	
PC4.6. Landing clearance is confirmed with air traffic service	☐	
PC4.7. Aircraft is landed and taxi clearance from runway and landing areas is obtained	☐	

Instructors Name: _____

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Recognition of Prior Learning application
Trainer / Assessor Checklist

AVIY0040 Apply Aeronautical Knowledge to Aviation Operations

Elements and Performance Criteria — Please place a tick in the box when competency has been achieved.

E1. Utilise aviation terminology		**Element**
PC1.1. Standard aeronautical terminology and phraseology is used to explain aviation operations	☐	☐ Competent ☐ Not yet Competent
PC1.2. Flight direction is correctly explained using accepted units of measure and direction	☐	
PC1.3. Flight speed, distance and velocity terms are correctly outlined	☐	
PC1.4. Aviation units of measure are utilised during aviation operations	☐	

E2. Apply knowledge of basic aircraft power plants and systems		**Element**
PC2.1. Piston engine aircraft operating principles are explained	☐	☐ Competent ☐ Not yet Competent
PC2.2. Operator knowledge of aviation fuels and oils usage is applied	☐	
PC2.3. Engine handling techniques and operating limitations are implemented	☐	
PC2.4. Aircraft system component malfunctions/failures and associated system warnings, cautions and indications are correctly outlined	☐	
PC2.5. Aircraft flight instruments are identified, and their purpose explained	☐	

E3. Apply basic aerodynamic theory		**Element**
PC3.1. Basic aircraft operational states are explained in terms of kinetic and potential energy terms	☐	☐ Competent ☐ Not yet Competent
PC3.2. Standard aerodynamic terminology and phraseology is used to describe aviation operations	☐	
PC3.3. Wake turbulence and associated aircraft operational effects are explained	☐	
PC3.4. Thrust stream turbulence, including jet blast and rotor downwash hazards to flight operations, are identified	☐	

E4. Apply knowledge of aviation navigation charts		**Element**
PC4.1. Visual chart types and major chart features displayed are explained	☐	☐ Competent ☐ Not yet Competent
PC4.2. Controlled airspace (CTA), prohibited, restricted and danger (PRD) areas are identified on appropriate visual charts	☐	
PC4.3. Appropriate PRD data is determined and extracted for use in aviation navigation planning	☐	
PC4.4. Runway information and operational limitations data is extracted from en route supplements for use in aviation navigation planning	☐	

E5. Apply knowledge of aviation operations, performance and planning		**Element**
PC5.1. Aircraft airworthiness requirements and certification documentation are identified and correctly compiled	☐	☐ Competent ☐ Not yet Competent
PC5.2. Aircraft take-off and landing performance data is extracted from authorised sources and is correctly used during aircraft performance planning	☐	
PC5.3. Aircraft weight and balance planning factors are correctly outlined and used during aircraft loading calculations	☐	

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Recognition of Prior Learning application
Trainer / Assessor Checklist

AVIY0041 Apply the Principles of Civil Law to Aviation Operations

Elements and Performance Criteria — Please place a tick in the box when competency has been achieved.

E1. Compile aviation documentation		**Element**
PC1.1. Flight time recording requirements are accurately transcribed and compiled within authorised flight documents and flight record systems	☐	☐ Competent
PC1.2. Aviation legislation, aeronautical information and general operating rules are confirmed and applied to aviation operations	☐	☐ Not yet Competent
PC1.3. Aircraft maintenance release requirements and documentation compliance requirements are clarified	☐	

E2. Apply flight crew licensing knowledge		**Element**
PC2.1. Knowledge of flight crew licence limitations and privileges is applied	☐	☐ Competent
PC2.2. Flight crew licence medical standards and limitations are confirmed and applied to aviation operations	☐	☐ Not yet Competent
PC2.3. Licence holder privileges relating to daily maintenance inspections, maintenance release documentation and defect reporting are complied with	☐	

E3. Apply flight rules and conditions of flight		**Element**
PC3.1. Rules of the air are applied to aviation operations	☐	
PC3.2. Aerodrome operating requirements are applied	☐	
PC3.3. Separation minima at non-controlled aerodromes is applied	☐	
PC3.4. Smoking restrictions during take-off, landing and refueling operations are complied with	☐	
PC3.5. Carriage and discharge of firearms requirements are applied	☐	☐ Competent
PC3.6. Visual flight rules (VFR) and visual meteorology conditions are applied to aviation operations below 10,000 feet (ft)	☐	
PC3.7. Altimetry procedures for flight below 10,000 ft are applied to aviation operations	☐	☐ Not yet Competent
PC3.8. Drugs and alcohol usage rules, including temporary medical unfitness for flight, are complied with	☐	
PC3.9. Aircraft lighting configuration and operating requirements are followed	☐	
PC3.10. Minimum operating heights for flights over populated and other areas are applied	☐	
PC3.11. Flight operating limitations for acrobatic flights and flights over public gatherings are complied with	☐	
PC3.12. Flight operating requirements for take-off and landing during daylight hours are applied	☐	

E4. Apply air services operations legislative requirements		**Element**
PC4.1. Passenger carriage legislative requirements are extracted from authorised references	☐	☐ Competent
PC4.2. Cargo, floatation and survival equipment, dangerous goods and miscellaneous cargo carriage requirements are applied	☐	☐ Not yet Competent
PC4.3. Legislative responsibilities and requirements of the pilot in command (PIC) are identified	☐	
PC4.4. Legislative requirements of flight crew before and after flight duties are applied	☐	

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Recognition of Prior Learning application
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AVIY0041 Apply the Principles of Civil Law to Aviation Operations

Elements and Performance Criteria Please place a tick in the box when competency has been achieved.
Continued

E5. Apply aerodrome airspace knowledge		**Element**
PC5.1. Aerodrome movement areas, landing areas, helicopter landing site (HLS) and markings are identified	☐	☐ Competent ☐ Not yet Competent
PC5.2. Aerodrome operating procedures are applied to circuit operations	☐	
PC5.3. Aerodrome meteorological minima is applied	☐	
PC5.4. Classes of controlled and uncontrolled airspace are complied with	☐	
PC5.5. Prohibited, restricted and danger (PRD) area flight operating conditions are applied	☐	
PC5.6. Flight information and air traffic service area boundaries and limitations are identified and applied to aviation operations	☐	
PC5.7. Altimetry datum and appropriate reference heights are calculated and applied to aviation operations	☐	
PC5.8. Airspace documentation is identified, and prescribed airspace requirements followed	☐	
PC5.9. Air Defence Identification Zone (ADIZ) operating requirements, pilot interception actions and vested powers of the PIC are explained	☐	

E6. Apply aviation emergency and search and rescue(SAR) knowledge		**Element**
PC6.1. Radio equipment testing and listening watch requirements are applied	☐	☐ Competent ☐ Not yet Competent
PC6.2. Aircraft navigation and landing light usage during emergency procedures is explained and applied	☐	
PC6.3. Emergency incident and accident definitions and reporting requirements are outlined	☐	
PC6.4. Mercy flight conditions and restrictions are outlined	☐	
PC6.5. Flight incident and accident notification responsibilities of the PIC are identified	☐	
PC6.6. Search and rescue time (SARTIME) is determined and applied to aviation operations	☐	
PC6.7. Emergency procedure documents are identified and utilised during emergency and SAR operations	☐	

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AVIY0083 Execute Advanced Aeroplane Manoeuvres and Procedures

Elements and Performance Criteria — Please place a tick in the box when competency has been achieved.

E1. Turn aeroplane steeply		**Element**
PC1.1. Pre-manoeuvre checks for steep turning are performed	☐	☐ Competent ☐ Not yet Competent
PC1.2. Flightpath is cleared before and during turn	☐	
PC1.3. Steep level turn of nominated bank angle is achieved without altitude change to nominated heading	☐	
PC1.4. Descending turn of nominated bank angle is achieved to nominated heading	☐	
PC1.5. Awareness of higher stall speed in turns is applied	☐	
PC1.6. Aeroplane operating limits are not exceeded	☐	

E2. Sideslip aeroplane		**Element**
PC2.1. Yaw is induced to achieve increased rate of descent while maintaining track and airspeed	☐	☐ Competent ☐ Not yet Competent
PC2.2. Recovery from sideslip is achieved and aeroplane is returned to balanced flight	☐	
PC2.3. Flightpath is cleared before and during manoeuvre	☐	
PC2.4. Glide speed is maintained	☐	

E3. Execute short take-off		**Element**
PC3.1. Take-off performance is calculated in accordance with performance chart	☐	☐ Competent ☐ Not yet Competent
PC3.2. Pre-take-off, line-up and after take-off checks are performed in accordance with approved checklist and regulatory requirements	☐	
PC3.3. Aeroplane is lined up to enable use of maximum runway length	☐	
PC3.4. Short take-off technique is applied in accordance with aircraft flight manual (AFM)/pilot's operating handbook (POH) requirements	☐	
PC3.5. Separation with other traffic is maintained	☐	
PC3.6. Appropriate allowance is made for surface and wind conditions	☐	

E4. Execute short landings		**Element**
PC4.1. Landing performance is calculated in accordance with performance chart	☐	☐ Competent ☐ Not yet Competent
PC4.2. Aeroplane is landed at nominated touchdown point using appropriate techniques and procedures in accordance with AFM/POH requirements	☐	
PC4.3. Separation with other traffic is maintained	☐	
PC4.4. Appropriate allowance is made for surface and wind conditions	☐	
PC4.5. After-landing checks are performed in accordance with approved checklist and regulatory requirements	☐	

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AVIY0083- Execute Advanced Aeroplane Manoeuvres and Procedures

Elements and Performance Criteria Please place a tick in the box when competency has been achieved.
Continued

E5. Enter and recover from stall		**Element**
PC5.1. Pre-manoeuvre checks for stalling are performed	☐	☐ Competent ☐ Not yet Competent
PC5.2. Stall signs and symptoms are recognised	☐	
PC5.3. Aeroplane is controlled by applying required pitch, roll and yaw inputs as appropriate in a smooth, coordinated manner, and aeroplane is accurately trimmed to enter and recover from stall conditions	☐	
PC5.4. Stall recovery in simulated partial and complete engine failure configurations is initiated and completed using established stall recovery techniques	☐	

E6. Recover from incipient spin		**Element**
PC6.1. Pre-manoeuvre checks for a stall are performed	☐	☐ Competent ☐ Not yet Competent
PC6.2. Stall signs and symptoms, including where the aeroplane exhibits a tendency to drop a wing at the stall in relevant manoeuvres, conditions and configurations, are recognised	☐	
PC6.3. Aeroplane is controlled during stall manoeuvres by applying required pitch, roll and yaw inputs as appropriate in a smooth, coordinated manner, to enter and recover from stall conditions where the aeroplane exhibits a tendency to drop a wing at the stall	☐	
PC6.4. Stall recovery is initiated and completed using established stall recovery techniques	☐	

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AVIY0047 Manage Abnormal Aeroplane Flight Situations

Elements and Performance Criteria — Please place a tick in the box when competency has been achieved.

E1. Manage engine failure after take-off		**Element**
PC1.1. Abnormal or failed engine indications are correctly identified	☐	☐ Competent ☐ Not yet Competent
PC1.2. Control of aeroplane is maintained during emergency response procedures	☐	
PC1.3. Immediate actions are performed in accordance with pilot's operating handbook (POH)	☐	
PC1.4. Landing area within gliding distance is selected and emergency procedures performed in accordance with aircraft flight manual (AFM)/POH	☐	
PC1.5. Flight profile is flown, from which a controlled landing could be achieved	☐	
PC1.6. Air traffic services or other agencies capable of providing assistance are advised of situation and intentions	☐	

E2. Perform forced landing following engine failure		**Element**
PC2.1. Partial or complete engine failure condition is correctly recognised and appropriate emergency response identified	☐	☐ Competent ☐ Not yet Competent
PC2.2. Control of aeroplane is maintained during emergency response procedures	☐	
PC2.3. Immediate actions are performed in accordance with POH	☐	
PC2.4. Recovery plan is formulated and explained, most suitable landing area within gliding distance selected and aeroplane manoeuvred to nominated landing area	☐	
PC2.5. Consideration is given to restarting engine as required, and engine is restarted as required	☐	
PC2.6. Optimal gliding flight profile is selected and flown, from which a controlled landing could be achieved	☐	
PC2.7. Air traffic services or other agencies capable of providing assistance are advised of situation and intentions	☐	
PC2.8. Passengers and/or flight crew members are updated on flight situation and are advised to adopt emergency positions, time permitting	☐	
PC2.9. Aeroplane is landed ensuring safest outcome if engine restart is not achieved	☐	

E3. Conduct precautionary search and landing		**Element**
PC3.1. Flight circumstances are assessed and appropriate decision to perform a precautionary landing is made	☐	☐ Competent ☐ Not yet Competent
PC3.2. Intentions are communicated to other traffic or agencies as required	☐	
PC3.3. Aeroplane is configured for inspection flight profile	☐	
PC3.4. Landing area is selected and inspected for approach, landing distance, surface and obstacle clearance to ensure aeroplane can be landed safely	☐	
PC3.5. Passengers and/or flight crew members are updated on flight situation and are advised to adopt emergency positions, time permitting	☐	
PC3.6. Aeroplane is landed and secured and passengers managed as required	☐	

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AVIY0047 Manage Abnormal Aeroplane Flight Situations

Elements and Performance Criteria Please place a tick in the box when competency has been achieved.
Continued

E4. Manage on-board abnormal and emergency situations		**Element**
PC4.1. Control of aeroplane is maintained during emergency response procedures	☐	☐ Competent ☐ Not yet Competent
PC4.2. Abnormal and emergency situations are correctly identified and managed in accordance with relevant emergency procedures and regulatory requirements	☐	
PC4.3. Appropriate emergency procedures are followed in accordance with AFM/POH and published procedures while maintaining control of aeroplane	☐	
PC4.4. Requirement for emergency evacuation of aeroplane is identified	☐	
PC4.5. Emergency evacuation of aeroplane is executed as required	☐	

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AVIZ0006 Manage Situational Awareness in Aircraft Flight

Elements and Performance Criteria — Please place a tick in the box when competency has been achieved.

E1. Maintain situational awareness			Element
PC1.1.	Continuous monitoring of all critical factors relevant to the safe progress of a flight is undertaken	☐	☐ Competent
PC1.2.	Effective visual scan is applied and radio communication, traffic information and aircraft systems are used appropriately	☐	
PC1.3.	Trends towards unsafe situations are recognised and appropriate corrective actions employed in accordance with workplace procedures and regulatory requirements	☐	☐ Not yet Competent
PC1.4.	Breakdown in situational awareness is identified from errors or discrepancies and is rectified by ensuring safe operation of aircraft and response to situation	☐	

E2 Assess situations and make decisions			Element
PC2.1.	Problems are identified and analysed	☐	☐ Competent
PC2.2.	Solutions are identified, and risks are assessed	☐	
PC2.3.	Course of action is chosen to ensure a safe outcome to a flight or manoeuvre	☐	
PC2.4.	Plan of action is communicated, and tasks allocated	☐	
PC2.5.	Actions are taken to achieve optimum outcomes	☐	☐ Not yet Competent
PC2.6.	Progress is monitored against plan	☐	
PC2.7.	Plan is re-evaluated to achieve optimum outcomes	☐	
PC2.8.	Operational changes and related risks are monitored and managed to ensure a safe outcome to a flight or manoeuvre	☐	

E3. Set priorities and manage tasks			Element
PC3.1.	Priorities and workload are organised to ensure completion of all tasks relevant to flight safety	☐	☐ Competent
PC3.2.	Safe and effective operation of aircraft is prioritised ahead of competing tasks	☐	
PC3.3.	Technology is appropriately used to reduce workload and to improve ability to perform mental and manipulative activities	☐	
PC3.4.	Fixation on single actions/functions is avoided	☐	☐ Not yet Competent
PC3.5.	Symptoms of fatigue are recognised and appropriate action taken to reduce its effects	☐	
PC3.6.	Critical events and tasks are anticipated and completed in time available	☐	

E4. Work with others in managing situational awareness			Element
PC4.1.	Level of assertiveness is applied that ensures safe flight completion	☐	☐ Competent
PC4.2.	Effective and efficient communications and interpersonal relationships are established and maintained with all stakeholders to ensure safe flight outcome	☐	
PC4.3.	Passengers and crew members are encouraged to participate in and contribute to safe flight outcome	☐	☐ Not yet Competent
PC4.4.	Appropriate action is taken in conjunction with others to cooperatively correct any identified unsafe situations that may develop during an aircraft flight	☐	

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AVIH0015 Plan a Flight Under Night Visual Flight Rules

Elements and Performance Criteria — Please place a tick in the box when competency has been achieved.

E1. Determine aircraft meets requirements for NVFR flight		**Element**
PC1.1. Aircraft requirements for NVFR flight are determined	☐	☐ Competent
PC1.2. Flight and navigation instruments, minimum electrical lighting, navigation equipment and any other requirements fitted to aircraft are checked to ensure they are suitable and serviceable for NVFR flight	☐	☐ Not yet Competent

E2 Obtain and use current operational documents		**Element**
PC2.1. Operational documents applicable to flight are obtained and checked for currency	☐	☐ Competent
PC2.2. Applicable information contained in documents for flight planning and management is interpreted and applied	☐	
PC2.3. Documents required for flight are stowed and their accessibility for pilot during flight is ensured	☐	☐ Not yet Competent

E3. Prepare flight plan for NVFR flight		**Element**
PC3.1. Charts suitable for intended NVFR flight are selected and prepared	☐	
PC3.2. Applicable information to prepare a flight plan that details tracks, distances, times, altitudes to be flown and fuel requirements to reach destination are obtained, analysed and applied	☐	☐ Competent
PC3.3. Hazards are identified, risks are assessed, and hazard management implemented	☐	
PC3.4. Meteorological, airways facilities, aerodrome and Notice to Airmen (NOTAM) information applicable to planning and conducting a flight is obtained, interpreted and applied	☐	☐ Not yet Competent
PC3.5. Routes to optimise options in engine failure are planned	☐	

E4. Determine operational requirements		**Element**
PC4.1. Suitability of aerodrome lighting for night operations is determined	☐	
PC4.2. Curfew requirements are complied with	☐	☐ Competent
PC4.3. Duration of flight is determined	☐	
PC4.4. Holding, alternate and reserve fuel requirements due to weather, navigation aid availability and aerodrome lighting are determined in accordance with operational requirements	☐	☐ Not yet Competent
PC4.5. Total fuel requirements are calculated	☐	

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Recognition of Prior Learning application
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AVIH0015 Plan a Flight Under Night Visual Flight Rules

Elements and Performance Criteria Continued

Please place a tick in the box when competency has been achieved.

E5. Make flight notifications		**Element**
PC5.1. Flight notification is prepared for planned NVFR flight	☐	☐ Competent
PC5.2. Completed flight notification is submitted	☐	☐ Not yet Competent
PC5.3. Flight notification acceptance is confirmed	☐	

E6. Program navigation system		**Element**
PC6.1. Data is prepared for transfer to approved airborne navigation system	☐	☐ Competent
PC6.2. Navigation data is loaded and checked	☐	☐ Not yet Competent

Instructors Name: _____

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Recognition of Prior Learning application
Trainer / Assessor Checklist

Assessments Result Sheet

Student's Name: _____ **Assessor's Name:** _____

Student Number: _____ **Course Commencement Date:** _____

Evidence supplied in students Recognition of Prior Learning application meets the unit of competency requirements for all units of competency signed off below

Course:
AVI50222 Diploma of Aviation (Commercial Pilot Licence - Aeroplane)

AVI50222 Diploma of Aviation (Commercial Pilot Licence - Aeroplane)

Course Code and Name		Code	Competency Achieved / Date / Signature		
AVIE0006	Maintain Aircraft Radio Communications	Core			
AVIW0029	Manage Pre- and Post-Flight Actions	Core			
AVIF0033	Manage Aircraft Passengers and Cargo	Core			
AVIY0054	Control Aeroplane on the Ground	Core			
AVIY0055	Take-Off Aeroplane	Core			
AVIY0056	Control Aeroplane in Normal Flight	Core			
AVIY0057	Land Aeroplane	Core			
AVIY0058	Manage Aircraft Fuel	Core			
AVIF0026	Implement Aviation Risk Management Processes	Core			
AVIF0027	Implement Aviation Fatigue Risk Management Processes	Core			
AVIF0029	Implement Threat and Error Management Systems	Core			
AVIF0030	Manage Safe Flight Operations	Core			
AVIF0035	Manage Human Factors in Aviation Operations	Core			
AVIH0010	Plan a Flight Under Visual Flight Rules	Core			
AVIH0014	Navigate Aircraft Under Visual Flight Rules	Core			
AVILIC0003	Licence to Operate a Commercial Aeroplane	Core			
AVIO0017	Manage Disruptive Behaviour and Unlawful Interference with Aviation	Core			

THE REDCLIFFE AERO CLUB

Recognition of Prior Learning application
Trainer / Assessor Checklist

Course Code and Name		Code	Competency Achieved / Date / Signature		
AVIW0032	Operate and Manage Aircraft Systems	Core			
AVIY0033	Operate Aircraft Using Aircraft Flight Instruments	Core			
AVIY0034	Operate in Controlled Airspace	Core			
AVIY0035	Operate in Class G Airspace	Core			
AVIY0036	Operate at Non-Towered Aerodrome	Core			
AVIY0037	Operate at a Controlled Aerodrome	Core			
AVIY0040	Apply Aeronautical Knowledge to Aviation Operations	Core			
AVIY0041	Apply the Principles of Civil Law to Aviation Operations	Core			
AVIY0083	Execute Advanced Aeroplane Manoeuvres and Procedures	Core			
AVIY0047	Manage Abnormal Aeroplane Flight Situations	Core			
AVIZ0006	Manage Situational Awareness in Aircraft Flight	Core			
AVIH0015	Plan a Flight Under Night Visual Flight Rules	Elective			

CFI Final Approval
Mal McAdam
Head of Operations / Chief Flight Instructor

Signature: _____

Date: / /

Additional Notes: (if applicable)

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