



## **The Redcliffe Aero Club**

### **COVID-19 Amended Student Training Plan – Group 2**

I understand that “The Redcliffe Aero Club” has made some changes to my training plan, in order to minimise the spread and impact of the coronavirus (COVID-19) for the protection of members, staff and directors. All changes have been implemented in line with the Government of Health, CASA, ASQA and VET Student Loans requirements.

We have also implemented the below recommendations from the World Health Organisation which includes:

- All dual training flights have been suspended until further notice
- Only private hire flights will be conducted until further notice
- The club lounge is closed for social gathering of more than ten (10) people
- The bar area is closed until further notice (no purchases can be made)
- All attendees are required to wash their hands on a regular basis, guidance for hand washing is displayed in each bathroom and kitchen at the club
- Sanitising wipes are in each aircraft, please wipe down all controls as part of your pre and post flight actions
- Tables, chairs, telephones and keyboards will be wiped down frequently and additionally when student mapping computers have been used
- Anti-bacterial gel and tissues are located throughout the club
- Anyone required to attend a meeting at the club who is unwell or at risk of contracting the virus (elderly, compromised immune system etc.) will do so via skype or telephone

These measures are current as of **Wednesday 25.03.2020**, however additional isolation measures may be implemented depending on requirements of the Government of Health, CASA, ASQA and VET Student Loans requirements.

#### **Changes to your original Training Plan?**

The main changes that have been made to the AVI50219 Diploma of Aviation (Commercial Pilot Licence – Aeroplane) training plan is that many of the Phases have been rescheduled so that students who wish to continue with their enrolment in the qualification can continue to progress and maintain access to the VET Student Loan funding.

The Training Plan has been developed so that students can continue with ground school training and maintain progression towards their qualification and CASA Industry Standards. This Training Plan also provides for the provision of more additional changes should this be required due to additional measures implemented by the Government of Health, CASA, ASQA and VET Student Loans requirements.

The Training Plan is intended to be as flexible as possible based on the current circumstances and with the ever-changing conditions within the Aviation industry during this Coronavirus (COVID-19) outbreak with this in mind the changes to the original training plan does increase the course duration of the whole course by 7 weeks.

This includes two (2) separate self-study phases which are at no cost to you but enable you to Self-Study offsite for upcoming CASA CPL Exams also taking into consideration the environmental, financial and mental challenges that the coronavirus (COVID-19) outbreak has caused for students, staff, club members, board of directors, family and friends.

The delivering RTO must comply with relevant national standards and relevant state training authority legislation, policies and procedures, including but limited to VET Student Loan requirements.



## PART ONE

### SECTION ONE (1) – Contact Details

Student Name (full legal name)	
RAC Student No.	

### SECTION TWO (2) – RTO Information

RTO Trading Name:	The Redcliffe Aero Club
RTO National Code:	40971
RTO Address:	1 Wirraway Drive, Kippa Ring, QLD, 4510
RTO Email:	<a href="mailto:info@redcliffeaeroclub.com.au">info@redcliffeaeroclub.com.au</a>

RTO Contact Person / Position:	Lauree Skene-Gordon - RTO Co-Ordinator / Trainer & Assessor
Contact Details:	(07) 3203 1777 <a href="mailto:lauree@redcliffeaeroclub.com.au">lauree@redcliffeaeroclub.com.au</a>
Trainer Contact Person / Position:	Malcolm McAdam Chief Flight Instructor (CFI)
Contact Details:	(07) 3203 1777 <a href="mailto:mal@redcliffeaeroclub.com.au">mal@redcliffeaeroclub.com.au</a>

### SECTION THREE (3) – Course Information

Student is enrolled in below course (Trainer to place tick in corresponding box) ✓

<input checked="" type="checkbox"/> AVI50219 Diploma of Aviation (Commercial Pilot Licence - Aeroplane)
<input type="checkbox"/> AVI50519 Diploma of Aviation (Instrument Rating)
<input type="checkbox"/> AVI50419 Diploma of Aviation (Flight Instructor)

### SECTION FOUR (4) – Responsibilities

You, the student and The Redcliffe Aero Club will make all efforts to work co-operatively together to maintain progression while ensuring that all recommendations, regulations and restrictions are abided by during the coronavirus (COVID-19) outbreak and beyond.

Students must communicate if they become unwell or if circumstances change which may impact their ability to continue with full time study.

The Redcliffe Aero Club will ensure that students maintain consistent attendance with all CASA, ASQA, Health and VET Student Loan requirements as required

#### Students Responsibilities include:

- Undertaking all training and assessment contained in this Training Plan
- Working with the “The Redcliffe Aero Club” and other relevant parties to achieve competence in required skills

#### RTO's Responsibilities included but not limited to:

- Providing training and assessments in accordance with the Training Plan, using flexible delivery wherever possible and providing a variety of learning material which meets the current Australian Government Coronavirus (COVID-19) Health Restrictions and/or recommendations
- Notifying students to ensure they are updated on the impact that the Coronavirus (COVID-19) outbreak has and continues to have on their enrolment, funding and training
- Notifying the student and any relevant training authority regarding any issues relating to student progression, obstacles that may affect students continued training and successful completion of their chosen qualification
- Providing the student with details of how they access the RTO's Coronavirus (COVID-19) special circumstances Form, Coronavirus (COVID-19) suspension letter and Coronavirus (COVID-19) cancellation letter



### **SECTION FIVE (5) –Support Services**

“The Redcliffe Aero Club” will work alongside students to identify, adapt and modify additional support you may require throughout the COVID-19 outbreak to assist you, for you to successfully undertake and complete the ground school training component of your courses.

Training, including Trainer / Assessor / Flight Instructor one-on-one coaching will continue but may be through other mediums should this be required. Providing support and/or offer support through structured learning and training materials provided by the “The Redcliffe Aero Club” in line with the Australian Government Coronavirus (COVID-19) health recommendations, this may be required to be completed via skype.

### **SECTION SIX (6) – Training and Assessment**

In line with the Australian Government Coronavirus (COVID-19) health recommendations as they progress and change, The Redcliffe Aero Club will continue to evaluate the health and safety of our students, staff, club members and the general public. We will continue to Identify how your training and assessment will take place and specifies. The Redcliffe Aero Club also acknowledges that we must continue to focus on students also meeting industry standards which include all CASA, ASQA, and VET Student Loans requirements, so that students are qualified to receive a diploma qualification, continue to access the VET Student Loans and to apply for various levels of Pilot Licences once they have completed their Nationally Recognised Qualification. Providing them with the skills and knowledge to enable them to become employed Pilots in the Aviation Industry both in Australia and overseas.

### **SECTION SEVEN (7) – Signatures**

All signatories to the Training Plan should read and understand the documentation above before signing.

## **PART TWO**

### **SECTION ONE (1) – Training and Assessment**

#### **AVI50219 Diploma of Aviation (Commercial Pilot – Aeroplane)**

As The Redcliffe Aero club continues to adapt and abide by the Australian Government Coronavirus (COVID-19) health recommendations, we are reviewing our training and Assessment methods to ensure staff and students safety.

Number of Units of Competency for the Nationally Accredited Qualification

Core	Elective	Total
28	1	29

### **SECTION TWO (2) -Training Methodology**

The Redcliffe Aero Club has strategically adapted your training plan to include a combination of Self Study phases and ground school phases over the upcoming months as dual training is no longer permitted due to the Australian Government Coronavirus (COVID-19) health recommendations. As a result, your training methods will also change and include only the below highlighted in green, until further notice.

Key	Description	Key	Description	Key	Description
YYY	Combination of all modes	NNN	Not applicable (RPL or Credit transfer)	S	Simulation
B	Briefing	C	Classroom	FA	Flight Assessment
P	Practical				



### **SECTION THREE (3) - Assessment Method Key**

Key	Description	Key	Description	Key	Description
SR	Supervisor Report	D	Demonstrated by Student	SF	Solo Flight
QA	Verbal Questions and answer	W	Written Task	GC	Ground School
SIM	Aeroplane Simulation			O	Observation by Assessor

### **SECTION FOUR (4) - Skills Recognition**

RPL	Recognition of Prior Learning	CT	Credit Transfer
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### **SECTION FIVE (5) - Outcome Identify Key**

C	Competent	NTC	Not Yet Competent	W	Withdrawn / Discontinued
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The above tables demonstrate how your assessor will assess your competence throughout the duration of your course. Your course will consist of the above training methods outlined in section two. Your assessments will be conducted through a range of assessment methods which are outlined in section three. If I have previous skill or qualifications these would be outlined in skill recognition outlined in section four. When I have been assessed my trainer will provide me with an outcome which is outlined in section five.

### **PART THREE – Units of Competency**

See below



### PART THREE – Units of Competency

Units of Competency		Formal Training						RPL CT	Method	Outcome	Date deemed competent by RTO
Unit Code	Unit Title	Unit type (core or elective)	Unit Training Dates		Delivery Mode	Responsibility for training					
			Start	End		Employer	RTO				
AVIE0006	Maintain aircraft radio communications										
AVIF0026	Implement aviation risk management processes										
AVIF0027	Implement aviation fatigue risk management strategies										
AVIF0029	Implement threat and error management strategies										
AVIF0030	Manage safe flight operations										
AVIF0033	Manage aircraft passengers and cargo										
AVIF0035	Manage human factors in Aviation operations										
AVIH0010	Plan a flight under visual flight rules										
AVIH0014	Navigate aircraft under visual flight rules										
AVILIC0003	Licence to operate a commercial Aeroplane										
AVIO0017	Manage disruptive behaviour and unlawful interference with aviation										
AVIW0029	Manage pre- and post-flight actions										
AVI IW0032	Operate and manage aircraft systems										
AVIY0033	Operate aircraft using aircraft flight instructions										
AVIY0034	Operate in controlled airspace										
AVIY0035	Operate in Class G airspace										



AVIY0036	Operate at non- towered aerodromes										
AVIY0037	Operate at a controlled aerodrome										
AVIY0040	Apply aeronautical knowledge to aviation operations										
AVIY0041	Apply the principles of civil air law to aviation operations										
AVIY0046	Execute advanced Aeroplane manoeuvres and procedures										
AVIY0047	Manage abnormal Aeroplane flight situations										
AVIY0056	Control Aeroplane on the ground										
AVIY0055	Take off Aeroplane										
AVIY0056	Control Aeroplane in normal flight										
AVIY0057	Land aeroplane										
AVIY0058	Manage aircraft fuel										
AVVIZ0006	Manage situational awareness in aircraft flight										
AVIH0015	Plan a flight under night visual flight rules										

- The above table outlines the units of competency that will be undertaken for the qualification AVI50219 Diploma of Aviation (Commercial Pilot Licence – Aeroplane)

**PART FOUR – CASA Syllabus Overview**

Dates	Phase Duration	Phase / Census	Syllabus Name	Lesson Name	Total Phase Cost
Tues 14.04.2020 – Sun 10.05.2020	4 weeks	AVI50219 Phase 1 / Census 1	Ground School (Diploma Units of Competency)	CASA Resource Booklet 1 - Introduction CASA Resource Booklet 2 - Safety Culture CASA Resource Booklet 3 - Human Performance CASA Resource Booklet 4 - Communication CASA Resource Booklet 5 - Teamwork CASA Resource Booklet 6 - Situational Awareness CASA Resource Booklet 7 - Decision Making CASA Resource Booklet 8 - Threat and error management CASA Resource Booklet 9 - Human information processing CASA Resource Booklet 10 - Design and automation CASA Workbook - Safety Behaviours Human Factors for Pilots	\$4,871.15
			AVIF0004 Implement Aviation Risk Management Processes		
			AVIF0005 Implement Aviation Fatigue Risk Management Processes		
			AVIO0002 Manage Disruptive Behaviour and Unlawful Interference with Aviation	RAC Theory Ground School	
				RAC Student Assessment / practical Activities	
Mon 11.05.2020 – Sun 31.05.2020	3 Weeks	AVI50219 Phase 2 / Census 2	PPL Ground School	Ground school PPL Theory	\$4,871.15
Mon 01.06.2020 – Sun 26.07.2020	8 weeks	AVI50219 Phase 3 / Census 3	CPL Theory Subjects	RAC Theory Ground School (CPL)	\$6,120.00
Mon 27.07.2020 – Sun 06.09.2020	6 weeks	AVI50219 Phase 4 / Census 4	Private Pilot Licence (PPL) (PPL 1)	Nav 1 Brief Nav 1 Nav 2 Brief Nav 2 Nav 3 Brief Nav 3 PPL Theory (Student Self Study) PPL(A) CASA EXAM Safety Behaviours Kit - Workbook Review Nav 4 Brief Nav 4 - Solo	\$5,598.42



Mon 07.09.2020 – Sun 18.10.2020	6 weeks	AVI50219 Phase 5 / Census 5	Private Pilot Licence (PPL) (PPL 2)	Sim Brief Sim Nav 5 Brief Nav 5 Nav 6 Brief Nav 6 Nav 7 Brief Nav 7 Nav 8 Brief Nav 8 - Solo Consolidation PPL Pre- Test Brief PPL Pre- Test Flight CASA PPL Flight Test	\$9,919.70
Mon 19.10.2020 – Sun 01.11.2020	2 Weeks	AVI50219 Phase 6 / Census 6	Manual Propeller pitch control endorsement	Introduction to Aircraft Circuit Flying - Normal and Emergency	\$1,067.30
Mon 02.11.2020 – Sun 07.02.2021	12 Weeks (Excluding Xmas break)	AVI50219 Phase 7 / Census 7	Aeroplane Category Rating (CPL) (CPL 1)	Commercial Operations Brief Nav 1 - Long DR & CTR Landing Command Hour building	\$21,059.15
Mon 08.02.2021 – Sun 07.03.2021	4 Weeks	AVI50219 Phase 8 / Census 8	Aeroplane Category Rating (CPL) (CPL 2)	IF - Full Panel IF - SIM ADF IF - A/C ADF IF - SIM VOR IF - A/C VOR IF - A/C VOR & ADF IF - SIM GNSS	\$3,342.09
Mon 08.03.2021 – Sun 04.04.2021	4 Weeks	AVI50219 Phase 9 / Census 9	Aeroplane Category Rating (CPL) (CPL General Flying)	IF - LTD Panel & UA General Flying - Precision CCTS General Flying - Precision CCTS Solo STOL STOL Solo General Flying - S&L (Range, Endurance, Slow) General Flying - Steep Turns/Limit Turns/Side Slip General Flying - Steep Turns/ Limit Turns/Side Slip Solo	\$3,270.48



Mon 05.04.2021 – Sun 02.05.2021	4 Weeks	AVI50219 Phase 10 / Census 10	Aeroplane Category Rating (CPL) (CPL Nav Part 1 )	Nav 2 - CTA Workload Nav 3 - Solo General Flying - Advanced Stalls & Incipient Spins General Flying - XWind CCTS General Flying - CCT Emergencies Nav 4 - Solo Nav 5 - Long DR & CTR Landing Nav 6 - Solo	\$10,267.29
Mon 03.05.2021 – Sun 30.05.2021	4 Weeks	AVI50219 Phase 11 / Census 11	Aeroplane Category Rating (CPL) (CPL Nav Part 2)	Nav 7 - CTA Workload & DR Nav General Flying Revision - Solo Consolidation Airwork - Test Form Airwork & Test Form Theory (CFI) Nav 8 - Dual Comm - CPL Pre Test Nav Ex (CFI) CASA CPL Flight Test (Aeroplane Hire only)	\$7,595.70

- The above table outlines the CASA Syllabus Names and the phases / lessons you will undertake with The Redcliffe Aero Club while studying and training towards the CASA licencing requirements for your Commercial Pilot Licence. These will be assessed by both the Flight Instructors at The Redcliffe Aero Club as well as external CASA testing officers, amendments will be required in line with the Australian Government Coronavirus (COVID-19) health recommendations.



## PART FIVE

### SECTION ONE (1) – Student and “The Redcliffe Aero Club” COVID-19 Training Declaration

I agree that The Redcliffe Aero Club has provided me with as much information about my enrollment in the qualification AVI50219 Diploma of Aviation (Commercial Pilot Licence – Aeroplane) as available at this time and how the Australian Government Coronavirus (COVID-19) health recommendations and outbreak has affected my course structure.

I understand that I will be provided with information to my nominated email address concerning any matters relating to my training as soon as they become available from ASQA, VET Student Loans, CASA, Australian Government Coronavirus (COVID-19) health organisation or any other Government regulatory body in relation to my progression and training.

I, understand that the new proposed training plan commencing **Tuesday 14.04.2020** has the below significant changes:

- Phase 3 Training (PPL Flying) has been cancelled.
- I have not been charged for this phase under the VET Student Loans, this will be allocated to my VET Student Loans fees once I recommence Phase 3.
- I acknowledge that I have been provided with additional study time in the upcoming months with self-study phases which are at no cost to me but provide me with adequate time to commence my studies toward completing my CASA CPL Pilot Exams.
- I understand that due to the Australian Government Coronavirus (COVID-19) health organisations recommendations this has amended my estimated course completion date by an approximately seven (7) additional weeks.
- I understand that it is the intention of The Redcliffe Aero Club that I will be focusing on ground school and preparation of my CASA CPL Exams until approximately the end of July 2020, which may change based on Governmental requirements.
- I have been provided with the opportunity to suspend and / or withdraw from my current enrolment, and only be charged for the training that I have already received under the VET Student Loan regulations and have chosen to continue with my enrolment following the amended COVID-19 training plan that The Redcliffe Aero Club has outlined.

All parties agree that the RTO has provided full details to the student to the best of their ability at the time of review and signing.

### SECTION TWO (2) – Student and RTO Signatures

**Student**

**Date:** \_\_\_\_\_

Student Name: \_\_\_\_\_ ( full legal name as on ID)

Student Signature: \_\_\_\_\_

**Witness**

**Date:** \_\_\_\_\_

Witness Name: \_\_\_\_\_ ( full legal name as on ID)

Witness Signature: \_\_\_\_\_

**RTO (Authorised Representative)**

**Date:** \_\_\_\_\_

RTO Representative Name: **Lauree Skene-Gordon**

RTO Representative Position: **RTO Co-Ordinator / Trainer & Assessor**

RTO Representative Signature: \_\_\_\_\_