



Student Enrolment Form

Please complete ALL areas of this form. This form can be completed digitally (except signature) or neatly with **blue** or **black** pen. Please be aware that we are unable to finalise your enrollment until all required information and documentation has been provided.

Please write your full legal name. Failure to do so could result in a delay in your enrolment being processed and may affect funding eligibility.

Personal Details

Please print clearly and neatly, your full legal name exactly as it appears on your identity documentation

Given Name: (First Name)	Middle Name/s : (Second Name)
Surname: (Last Name)	Additional Name: (Maiden Name)
Date of Birth:	Gender: <input type="checkbox"/> Female <input type="checkbox"/> Male <input type="checkbox"/> Other
Home Phone:	Mobile Phone:
Email:	

Residential Address:

Building / property name:	
Flat / unit details:	
Street or lot number (eg. 205 or Lot 18)	
Street name:	
Suburb / Town:	State / Territory:
Postcode:	Country: Australia
Postal Address: As Above or Write Address Below	

Please provide the physical address (street number and name, not post-office box)

Postal Address: If address is the same as your residential address, please tick the same as above box.

<input type="checkbox"/> My postal address is the same as my Residential address previously listed.	
Building / property name:	
Flat / unit details:	
Street or lot number (e.g. 205 or Lot 18)	
Street name:	
Suburb / Town:	State / Territory:
Postcode:	Country: Australia

If you are from a rural area, use the address from your state or territory's rural property addressing or numbering system as your residential street address. Building/ property name is official place name or common usage name for an address site, including the



name of a building, Aboriginal community, homestead, building complex, agricultural property, park, or unbounded address site.

Double Diploma enrolment candidates only:

- I have been made aware that to successfully complete the Aviation Double Diploma of Aviation (AVI50219 Diploma of Aviation (Commercial Pilot Licence - Aeroplane)/ AVI50519 Diploma of Aviation (Instrument Rating) I must complete all units of competency for both qualifications and meet CASA Industry standards as I progress through my training.
- I have a clear understanding of the VET Student loans funding in which I will access for the Aviation Double Diploma qualification.
- I understand that withdrawing prior to completion or failure to complete the scheduled Training plan in its entirety will result in having VET Student loan DEBT being allocated to my CHESSN without obtaining the Aviation Double Diploma AVI50219 Diploma of Aviation (Commercial Pilot Licence - Aeroplane)/ AVI50519 Diploma of Aviation (Instrument Rating) qualifications
- I have a clear understanding of what my training plan will entail which is outlined in the below documentation that I have been provided:
- F00381_Units of Competency Overview – DD AVI50219 & AVI50519 Diploma of Aviation (CPL & MEIR)
 - F00384_Course Overview Flyer – DD AVI50219 & AVI50519 Diploma of Aviation (CPL & MEIR)
 - F00385_Training Plan – DD AVI50219 & AVI50519 Diploma of Aviation (CPL & MEIR)
- I have been advised about the course structure in accordance with the VET Student loans Provider Manual Section 4.5.2 (Multiple Qualifications)
- “The Term “Double Diploma” is not recognised in the Act or the Australian Qualifications Framework as an approved course type. While students can undertake more than one course in the same study period, for the purposes of the VET Student Loan program, notwithstanding any relationship between the courses, the student’s enrolments are treated as separate enrolments and all requirements in the Act and the rules apply with respect to each enrolment.”
- Statement Issues by VET Student loans – Australian Government Department of Education, Skills and Employment on 23.06.2021

Enrolment Information

What course do you wish to enroll in? Please place a tick **v** in **One (1)** box only.

- | | |
|--------------------------|---|
| <input type="checkbox"/> | Aviation Double Diploma: AVI50219 Diploma of Aviation (Commercial Pilot Licence - Aeroplane) / AVI50519 Diploma of Aviation (Instrument Rating) |
| <input type="checkbox"/> | AVI50219 Diploma of Aviation (Commercial Pilot Licence - Aeroplane) (CPL Long course) |
| <input type="checkbox"/> | AVI50219 Diploma of Aviation (Commercial Pilot Licence - Aeroplane) (CPL Short Course) |
| <input type="checkbox"/> | AVI50519 Diploma of Aviation (Instrument Rating) (CPL MEIR Long Course) |
| <input type="checkbox"/> | AVI50519 Diploma of Aviation (Instrument Rating) (MEIR Short Course) |

Please continue to the Training plan information, if you have any questions that have not been answered through the “Pre-Enrolment Information & Application session” please speak with a member of the RAC RTO Team via email at info@redcliffeaeroclub.com.au.

Training plan Information

Please select one (1) course option only. Please place a tick **V** in **One (1) box only**.

Course Options (including qualification AQF)	Phase Entry	Duration / Units of Competency	Industry Recommendations	Aviation Skills Assessment (ASA)	Aeroplane Pilot Skill Assessment (APSA)	RPL App /CT App
<input type="checkbox"/> AVI50219 Diploma of Aviation (CPL - Aeroplane) (CPL Long course)	Phase 4	Duration 43 - 57 weeks (Full-Time) 29 Units of Competency	I hold a CASA RPL / Current Flight Review	x	x	x
<input type="checkbox"/> AVI50219 Diploma of Aviation (CPL - Aeroplane) (CPL Short Course)	Phase 14 then 8,7	Duration 42 weeks (Full-Time) 21 Units of Competency	I hold a CASA PPL / Current Flight Review	x	✓ APSA app for CASA PPL Licence Est cost \$586.75	x
<input type="checkbox"/> AVI50519 Diploma of Aviation (IR) (CPL MEIR Long Course)	Phase 8	Duration 50 weeks (Full-Time) 13 Units of Competency	I hold a CASA PPL / Current Flight Review	x	x	x
<input type="checkbox"/> AVI50519 Diploma of Aviation (Instrument Rating) (MEIR Short Course)	Phase 26	Duration 15 Weeks (Full-Time) 9 Units of Competency	I hold a CASA CPL / Current Flight Review	x	x	✓ CT or RPL App (CT Free) RPL Kit (4 x units) Est \$2,334.24
<input type="checkbox"/> Aviation Double Diploma: AVI50219 Diploma of Aviation (CPL - Aeroplane) / AVI50519 Diploma of Aviation (IR)	Phase 1	Duration 15 – 18 Months (Full time) 39 units of competency	No experience necessary	✓ Currently No charge	x	x
<input type="checkbox"/> Aviation Double Diploma: AVI50219 Diploma of Aviation (CPL - Aeroplane) / AVI50519 Diploma of Aviation (IR)	Phase 4	Duration 14 – 17 Months (Full time) 39 units of competency	I hold a CASA RPL / Current Flight Review	x	✓ APSA app for CASA RPL Licence Est cost \$586.75	x
<input type="checkbox"/> Aviation Double Diploma: AVI50219 Diploma of Aviation (CPL - Aeroplane) / AVI50519 Diploma of Aviation (IR)	Phase 14 then 8,7	Duration 12 – 15 Months (Full time) 39 units of competency	I hold a CASA PPL / Current Flight Review	x	✓ APSA app for CASA PPL Licence Est cost \$586.75	x
<input type="checkbox"/> Aviation Double Diploma: AVI50219 Diploma of Aviation (CPL - Aeroplane) / AVI50519 Diploma of Aviation (IR)	Phase 7,20 then 8 or individual Phase based on student	Duration 12 – 15 Months (Full time) 39 units of competency	I hold a CASA PPL / Current Flight Review & I have completed some CASA CPL Exams or CASA CPL syllabus	x	✓ APSA app for CASA PPL Licence Est cost \$586.75	x

Please read through the Training plan information thoroughly before deciding on your course option. If you have any questions or concerns that you have not had answered through the “Pre-Enrolment Information & Application sessions” please speak with a member of the RAC RTO Team via email at info@redcliffeaeroclub.com.au or call to arrange a phone consultation (07)3203 1777



Reporting Data Information

The following component of the enrolment form is designed to collect student data in an AVETMISS – compliant format. Data element names align the **AVETMISS VET Provider Collection specifications and the AVETMISS data element definitions**.

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

Language and Cultural Diversity

Citizenship:	<input type="checkbox"/> Australian Citizen <input type="checkbox"/> Permanent Resident <input type="checkbox"/> Other
Citizenship effective from date:	
Suburb of Birth:	State of Birth:
Country of Birth:	Other than Australia please specify:
If not born in Australia, year moved to Australia:	
Do you identify as? (for persons of both Aboriginal and Torres Strait Islander origin, please choose option 3)	<input type="checkbox"/> Aboriginal (1)
	<input type="checkbox"/> Torres Strait Islander (2)
	<input type="checkbox"/> Aboriginal and Torres Strait Islander (3)
	<input type="checkbox"/> None of the previous (4)
Do you speak a language other than English at home?	<input type="checkbox"/> No, only English (1201) <input type="checkbox"/> Yes, Other please specify _____
Do you require the service of an interpreter?	<input type="checkbox"/> Yes <input type="checkbox"/> No
How well do you speak English?	<input type="checkbox"/> Very Well <input type="checkbox"/> Well
	<input type="checkbox"/> Not Well <input type="checkbox"/> Not at all

Disability / Learning Needs

Do you feel you may need assistance with the Language, Literacy and Numeracy?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you consider yourself to have a disability, impairment or long- term condition?	<input type="checkbox"/> Yes <input type="checkbox"/> No

If you indicated the presence of a disability, impairment or long- term condition, please select the area(s) in the following list: You may indicate more than one area, please refer to the Disability supplement for an explanation of the following disabilities.	<input type="checkbox"/> Hearing / Deaf (11)	<input type="checkbox"/> Physical (12)
	<input type="checkbox"/> Intellectual (13)	<input type="checkbox"/> Learning (14)
	<input type="checkbox"/> Mental Illness (15)	<input type="checkbox"/> Vision (17)
	<input type="checkbox"/> Acquired brain impairment (16)	
	<input type="checkbox"/> Medical Condition (18)	
	<input type="checkbox"/> Other please specify (19) _____	

Education History – Schooling

What is your highest COMPLETED school level (or equivalent)?	<input type="checkbox"/> Never attended school (02) Never completed any primary or secondary level education
	<input type="checkbox"/> Completed Year 8 or below (08)
	<input type="checkbox"/> Completed Year 9 (09)
	<input type="checkbox"/> Completed Year 10 (10)
	<input type="checkbox"/> Completed Year 11 (11)
	<input type="checkbox"/> Completed Year 12 (12)



Are you still enrolled in secondary or senior secondary education?	<input type="checkbox"/> Yes <input type="checkbox"/> No
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If you are currently enrolled in secondary education, the **Highest school level** completed refers to the highest school level you have actually completed and not the level you are currently undertaking. For example, if you are currently in Year 10 the highest school level completed is Year 9.

What is (or was) the name of your high school?	
What State / Territory did you attend high school?	
What year did you leave high school?	
If completed or left school after 2012 Please provide USI number	
Are you still attending University?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are you still attending another RTO or TAFE?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Education History – Previous qualifications achieved

Have you successfully completed any qualification?

<input type="checkbox"/> Yes <input type="checkbox"/> No
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If yes, tick any applicable boxes (next page).

Please tick

Level Commenced	
Bachelor Degree / PHD or higher degree	<input type="checkbox"/> (008)
Advanced Diploma or associate degree	<input type="checkbox"/> (410)
Diploma / Associate Diploma	<input type="checkbox"/> (420)
Certificate IV (or advanced certificate / technician)	<input type="checkbox"/> (511)
Certificate III (or trade certificate)	<input type="checkbox"/> (514)
Certificate II	<input type="checkbox"/> (521)
Certificate I	<input type="checkbox"/> (524)
Other education (including certificates or overseas qualifications not listed above)	<input type="checkbox"/> (990)

Please provide details of any completed qualifications below (if applicable). If you have completed more than one, please provide additional qualifications in the spaces below:

Qualification One (1)

Name of Qualification completed:	
Issuing Training Provider / Institute / College / University:	
Your student number while attending this qualification:	
Year of Qualification Issued:	
What is the status of your qualification:	<input type="checkbox"/> Australian Qualification <input type="checkbox"/> Australian Equivalent <input type="checkbox"/> International

Qualification Two (2)

Name of Qualification completed:
Issuing Training Provider / Institute / College / University:
Your student number while attending this qualification:
Year of Qualification Issued:



What is the status of your qualification:	<input type="checkbox"/> Australian Qualification	<input type="checkbox"/> Australian Equivalent
	<input type="checkbox"/> International	

Education History – Previous qualifications started but not yet completed

Have you commenced study in any qualification or university degree that you have commenced but have not yet completed ?

<input type="checkbox"/> Yes <input type="checkbox"/> No
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Please tick **v** the qualification you have commenced

Level Commenced	
Bachelor Degree / PHD or higher degree	<input type="checkbox"/> (008)
Advanced Diploma or associate degree	<input type="checkbox"/> (410)
Diploma / Associate Diploma	<input type="checkbox"/> (420)
Certificate IV (or advanced certificate / technician)	<input type="checkbox"/> (511)
Certificate III (or trade certificate)	<input type="checkbox"/> (514)
Certificate II	<input type="checkbox"/> (521)
Certificate I	<input type="checkbox"/> (524)
Other education (including certificates or overseas qualifications not listed above)	<input type="checkbox"/> (990)

Please provide details of the institution / RTO in which you have commenced the qualification / degree. Please provide details below:

Incomplete Qualification / Degree One (1)

Name of Qualification completed:	
Issuing Training Provider / Institute / College / University:	
Your student number while attending this qualification:	
Year of Qualification Issued:	
What is the status of your qualification:	<input type="checkbox"/> Australian Qualification <input type="checkbox"/> Australian Equivalent <input type="checkbox"/> International

Employment

Of the following categories, which BEST describes your current employment status?

For casual, season, contract, and shift work, use the current number of hours worked per week to determine whether full time (35 hours or more per week) or part – time employed (less than 35 hours per week.)

(Tick ONE BOX only)

Full-time employees	<input type="checkbox"/>	(01)
Part-time employees	<input type="checkbox"/>	(02)
Self-Employed – not employing others	<input type="checkbox"/>	(03)
Self-Employed – employing others	<input type="checkbox"/>	(04)
Employed – unpaid worker in a family business	<input type="checkbox"/>	(05)
Unemployed – seeking full-time work	<input type="checkbox"/>	(06)
Unemployed – seeking part-time work	<input type="checkbox"/>	(07)
Not employed – not seeking employment	<input type="checkbox"/>	(08)

Study Reason

Of the following categories, select the one which BEST describes the main reason you are undertaking this course/ traineeship/ apprenticeship.

**(Tick ONE BOX only)**

To get a job	<input type="checkbox"/>	(01)
To develop my existing business	<input type="checkbox"/>	(02)
To start my own business	<input type="checkbox"/>	(03)
To try for a different career	<input type="checkbox"/>	(04)
To get a better job or promotion	<input type="checkbox"/>	(05)
It was a requirement of my job	<input type="checkbox"/>	(06)
I wanted extra skills for my job	<input type="checkbox"/>	(07)
To get into another course of study	<input type="checkbox"/>	(08)
For personal interest or self-development	<input type="checkbox"/>	(12)
To get skills for community / voluntary work	<input type="checkbox"/>	(13)
Other reasons	<input type="checkbox"/>	(11)

Unique Student Identifier (USI)

From 1 January 2015, we The Redcliffe Aero Club can be prevented from issuing you with a nationally recognised VET qualification of statement of attainment when you complete your course if you do not have a Unique Student Identified (USI). In addition, we are required to include your USI in the data we submit to NCVER. If you have not yet obtained a USI you can apply for it directly at

<https://www.usi.gov.au/your-usi/create-usi>.

You may already have a USI if you have done any nationally recognised training, which could include training at work, completing a first aid or RSA (responsible service of alcohol) course, getting a white card, or studying at a TAFE or training organisation. It is important that you try to find where you already have a USI before attempting to create a new one. You should not have more than once USI. To check if you already have a USI, use the 'Forgotten USI' link on the USI website at

<https://www.usi.gov.au/fags/i-have-forgotten-my-usi/>

Unique Student Identified (USI)

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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Aviation Industry Currency Information

Do you currently hold any Aviation qualifications or Industry Licences? If so, please provide information

ARN Number	<input type="checkbox"/> Yes Number: _____ <input type="checkbox"/> No You will need to obtain one ASAP.
CASA Medical Class One (1)	<input type="checkbox"/> Yes Expiry: _____ <input type="checkbox"/> No, but I am seeing my DAME shortly <input type="checkbox"/> No, but my DAME has Submitted my medical to CASA (Date submitted to CASA) _____
ASIC Security Clearance	<input type="checkbox"/> Yes Expiry: _____ <input type="checkbox"/> No You will need to obtain one ASAP. <input type="checkbox"/> Submitted but not yet received <input type="checkbox"/> (Date submitted) _____

You will need to have the above actioned and provide a JP Certified colour copy of these documents to the Redcliffe Aero club RTO team as part of your enrolment application.

Details on how to action the above can be found in our F00362_CASA Industry Pre-Requisites document



CASA issued Recreational Pilot Licence (RPL)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Aeroplane Flight Review Due: _____ <input type="checkbox"/> CASA RPL Theory Exam Result & KDR Responses (provide date, percentage achieved and copy of KPRs) _____
CASA issued Private Pilot Licence (PPL)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Aeroplane Flight Review Due: _____ <input type="checkbox"/> CASA PPL Theory Exam Result & KDR Responses (provide date, percentage achieved and copy of KPRs) _____
CASA issued Commercial Pilot Licence (CPL)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Aeroplane Flight Review Due: _____ <input type="checkbox"/> CASA CPL Theory Exam Results for each 7 x exams (provide date, percentage achieved and copy of KPRs) _____

Industry Currency / Experience (if applicable)

Please tick the corresponding box that best describes your experience at time of enrolment:

I have not commenced any Aviation training at this time	<input type="checkbox"/> Yes	<input type="checkbox"/> No
What is the date of your last flight?		<input type="checkbox"/> N/A
How many hours in total do you have in your pilot logbook in the last 90 days?		<input type="checkbox"/> N/A
How many hours are in your logbook to date (total) ?		<input type="checkbox"/> N/A
How many hours do you have as Pilot in Command (PIC) ?		<input type="checkbox"/> N/A
How many hours of Instrument Flying do you have?		<input type="checkbox"/> N/A

What types of aeroplanes have you flown into date? (please list all)	_____	<input type="checkbox"/> N/A

When did you last fly in a Cessna 172 ?		<input type="checkbox"/> N/A
What was the date of your last Aeroplane flight review?		<input type="checkbox"/> N/A
Do you have a MPPC and/or RU endorsement <input type="checkbox"/> MPPC <input type="checkbox"/> RU		<input type="checkbox"/> N/A
Where did you complete your last Aeroplane flight review?		<input type="checkbox"/> N/A

How frequently are you currently flying? **(Please tick answer most relevant)**

- Nil, I have not yet begun my Aviation training journey Weekly Fortnightly Monthly
 I haven't recently, but plan to fly frequently in preparation for the course

Credit Transfer Applications

Have you completed one the below qualifications? Please complete the table by indicating Yes or No in the appropriate column:

Qualifications	Yes	No
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AVI50219 Diploma of Aviation (Commercial Pilot Licence – Aeroplane)	<input type="checkbox"/>	<input type="checkbox"/>
AVI50519 Diploma of Aviation (Instrument Rating)	<input type="checkbox"/>	<input type="checkbox"/>
AVI50415 Diploma of Aviation (Instrument Rating)	<input type="checkbox"/>	<input type="checkbox"/>
AVI50215 Diploma of Aviation (Commercial Pilot Licence – Aeroplane)	<input type="checkbox"/>	<input type="checkbox"/>

If you have answered Yes to any of the above qualifications, do you wish to apply for a Credit Transfer application for units of competency you have already completed? Please indicate in table below:

Credit Transfer/s: Yes No

If yes, please request a Credit Transfer application by emailing info@redcliffeaeroclub.com.au. The RTO Team will provide you with further information prior to enrolment.

Please Note - for all qualifications not studied or completed with The Redcliffe Aero Club. A JP certified coloured copy of any relevant qualifications and/or Statement of Attainments will need to be submitted to the RTO Team with your application.

Recognition of Prior Learning Application

Recognition of Prior Learning (RPL) with “The Redcliffe Aero Club” may be an option for a person who has existing skills, knowledge, and Aeroplane Pilot Licences in the Australian Aviation Industry. Recognition of Prior Learning is a process where you the student must demonstrate your experience and knowledge to a Trainer / Assessor where your skills are analysed, assessed, and mapped to the units of competency that align with the qualification you are wishing to gain Recognition for.

The Recognition of Prior Learning Application is a comprehensive process which will consist of you gathering supplementary and secondary evidence.

Some of the evidence you will need to provide in your evidence portfolio may include:

- A comprehensive resume
- Letters of reference from your previous flight training centre / Flying school (including all training records, we can assist you in requesting these if needed)
- Letter of reference from your previous Flight Instructors
- References from previous clients / customers
- References from colleagues and co-workers
- Samples of your skills, photos, and videos etc.

The Trainer / Assessor / Flight Instructor will also assist you in completing the below documentation:

- Completed RPL Application Form
- Student Guide
- Evidence portfolio
- Completed Capability statement
- Trainer and Assessor Assessment Result Sheet
- Recordings of Competency conversations or Trainer documentation
- Dual Flight with Flight Instructor in Cessna 172, Cessna 182 or relevant Aeroplane.
- Suitability statement (template provided by “The Redcliffe Aero Club”)

The Redcliffe Aero Club will delegate a Trainer and Assessors to support you through the initial RPL Application process and answer any questions you have, then after the application has been completed and finalised, he/she will map all provided evidence directly to the unit of competency of the qualification packaging rules requirements. You can find further information regarding this on www.training.gov.au. You should allow adequate time to successfully complete a Recognition of Prior Learning application prior to commencing a course enrolment, use the below table as a guide to



complete a Recognition of Prior Learning application including all tasks relating to the application, students should also take into account, weather, Flight Instructor availability, Aeroplane availability, for the various qualifications.

RPL Application estimated time frames & costings:

Qualification	Units of Competency	Duration
AVI50219 Diploma of Aviation (Commercial Pilot Licence – Aeroplane)	8 units	3 -6 weeks
AVI50519 Diploma of Aviation (Instrument Rating)	4 units	2-4 weeks

Below is a list of estimated costs per unit of competency for your Recognition of Prior Learning Application, based on allocated hours in your Recognition of Prior Learning Course Overview and Training Plan. Additional fees for additional Flight or Ground School training may be required should the RPL Trainer / Assessor identify that the student requires a SPDP (Student Professional Development Plan) and/or Gap Training for areas of improvement before being deemed competent. “The Redcliffe Aero Club” requires payment to be made at time of commencing Recognition of Prior Learning Application and receiving intellectual property.

Qualification	Unit of competency	Unit of competency Recognition of prior learning application unit price	Estimated total RPL Application fee
AVI50219 Diploma of Aviation (Commercial Pilot Licence – Aeroplane)	8 units of competency (CASA PPL Components)	\$ 456.50	\$3,3652.00
AVI50519 Diploma of Aviation (Instrument Rating)	4 units of competency (CASA CPL Components)	\$ 583.56	\$2, 334.24
AVI50519 Diploma of Aviation (Instrument Rating)	5 units of competency (CASA CPL /NVFR Components)	\$ 584.16	\$2, 920.81

Each unit of competency cost includes time for you to present evidence to the Trainer / Assessor and/or, Flight Instructor to conduct competency conversations, assess Capability statement, assess Student portfolio, mapping documentation, Fly and observe student, demonstrate skill during flight and Assessor mapping units of competencies to Government standards and approve or reject evidence.

I understand that the cost of my Recognition of Prior Learning Application and units of competency costs are not covered by the VET Student Loan funding with “The Redcliffe Aero Club” and will need to be paid by myself or my employer. I understand that I am required to complete my Recognition of Prior Learning Application, have it assessed and pay all associated fees prior to commencing my enrolment. I understand that “The Redcliffe Aero Club” suggests that I commence this application process approximately two (2) months prior to my scheduled commencement date.

I have read and understood the above information and wish to apply for a Recognition of Prior Learning.

Yes No

If you wish to apply for Recognition of Prior Learning, please request an application by emailing - info@redcliffeaeroclub.com.au

Employee Details (If in the Aviation Sector)

Company ABN:

Company Name:



Work Phone:	Mobile Phone:
Workplace Address:	
Suburb / Town:	State / Territory:
Postcode:	
Mangers Name:	
Managers Email Address:	
Position you hold with organization:	

Marketing

How did you hear about The Redcliffe Aero Club	<input type="checkbox"/> Internet Search	<input type="checkbox"/> Previous Student/Member	<input type="checkbox"/> Social Media
	<input type="checkbox"/> Newspaper	<input type="checkbox"/> Word of Mouth	<input type="checkbox"/> Industry Recommendation
	<input type="checkbox"/> Other		

Next of Kin / In Case of Emergency

Please provide full legal name exactly as it appears on their identity documentation

Given Name: (First Name)	Middle Name: (Second Name)
Surname: (Last Name)	Relationship to you:
Suburb / State:	Gender: <input type="checkbox"/> Female <input type="checkbox"/> Male <input type="checkbox"/> Other
Home Phone:	Mobile Phone:

Fee Structure

I understand that while studying and training for one of the below enrolment options qualifications,

- Aviation Double Diploma: AVI50219 Diploma of Aviation (Commercial Pilot Licence - Aeroplane) / AVI50519 Diploma of Aviation (Instrument Rating)
- AVI50219 Diploma of Aviation (Commercial Pilot Licence - Aeroplane) **(CPL Long course)**
- AVI50219 Diploma of Aviation (Commercial Pilot Licence - Aeroplane) **(CPL Short Course)**
- AVI50519 Diploma of Aviation (Instrument Rating) **(CPL MEIR Long Course)**
- AVI50519 Diploma of Aviation (Instrument Rating) **(MEIR Short Course)**

There will be Additional Expenses that I need to be aware of and will need to pay upfront or when requested, that are not covered as part of training costs, these additional expenses include but are not limited to:

- 1) Club Membership Fee
- 2) CASA Exam Fees
- 3) Headsets / Life Jackets (can be hired from "The Redcliffe Aero Club" or students can purchase their own)
- 4) Uniforms / Club Shirt
- 5) Maps and Navigation Equipment
- 6) Textbooks
- 7) ASIC Card Application Fee
- 8) Medical Certificate (Class 1 and/or Class 2) DAME and application fees
- 9) Landing Fees (other than the Redcliffe Aerodrome – No Fees)(Some fees included in individual training plan)
- 10) CASA Approved Testing Officer (ATO) Flight Test Fees (including PPL,CPL, MEA and MEIR)



- Testing officer fees are to be paid in advance to the ATO, they usually request this in cash.
- The Testing Officer sets their own fee prices, Fees as of 12.11.2018 #subject to change without notice
 - PPL - \$880.00
 - CPL - \$880.00
 - CLR MEA - \$900.00
 - IR - \$900.00
- Fees are not payable to The Redcliffe Aero Club and are not covered by the VET Student Loan Funding

Also see additional costing of resources in the below documents

- F00365_Student Resource Costings
- F00004_Student Pilot Handbook

Fee for Service Student

I would like to enroll as a fee for service student	<input type="checkbox"/> Yes <input type="checkbox"/> No
I would prefer to pay for fees via Mastercard / Visa Card / Direct Bank Deposit (3-day clearance time frame applies)	<input type="checkbox"/> Yes <input type="checkbox"/> No
My fees will be paid by my employer (I understand that a purchase order must be provided to The Redcliffe Aero Club prior to training commencing)	<input type="checkbox"/> Yes <input type="checkbox"/> No
My fees will be paid by a third party other than my employer	<input type="checkbox"/> Yes <input type="checkbox"/> No

I understand that as not-for-profit organisation "The Redcliffe Aero Club" will charge me for the actual training hours I receive and not scheduled for example if I fly for .8 hours and have .6 ground school that is the training I will pay for. I understand that this is due at the time of training (same day payment).

Identification Numbers

The Redcliffe Aero Club Membership Number _____

The Redcliffe Aero Club Student Number _____

Tax File Number _____

CHESSN Number _____

<https://www.studyassist.gov.au/help-loans/your-chessn>

Privacy Notice

Under the *Data Provision Requirements 2012*, [The Redcliffe Aero Club] is required to collect personal information about you and to disclose that personal information to the National Centre for Vocational Education Research Ltd (NCVER).

Your personal information (including the personal information contained on this enrolment form), may be used or disclosed by The Redcliffe Aero Club for statistical, administrative, regulatory and research purposes. The Redcliffe Aero Club may disclose your personal information for these purposes to:

- Commonwealth and State or Territory Government Departments and Authorised Agencies; and
- NCVER.

Personal information that has been disclosed to NCVER may be used or disclosed by NCVER for the following purposes:

- populating authenticated VET Transcripts;
- facilitating statistics and research relating to education, including surveys and data linkage;



- pre-populating RTO student enrolment forms;
- understanding how the VET market operates, for policy, workforce planning and consumer information; and
- administering VET, including program administration, regulation, monitoring and evaluation.

You may receive a student survey which may be administered by a government department or NCVET employee, agent, or third-party contractor or other authorised agencies. Please note you may opt out of the survey at the time of being contacted.

NCVER will collect, hold, use and disclose your personal information in accordance with the *Privacy Act 1988* (Cth), the National VET Data Policy and all NCVET policies and protocols (including those published on NCVET's website at www.ncver.edu.au).

Changes to the National VET Data Policy (Private Notice) as of 1st January 2021

Comprehensive and timely data on Vocational Education and Training (VET) is important for increasing the efficiency and transparency of Australia's VET sector, to improve understanding of Australia's VET market and management of the national VET system,

The National VET Data Policy -available for download from

<https://www.dese.gov.au/national-vet-data/resources/national-vet-data-policy>

Further information can also be located on the www.redcliffeaeroclub.com.au website.



VET Student Loan Funded Students

I understand that any outstanding Training fees not covered by my "My Help balance" (VET Student Loans) will be my responsibility to pay "The Redcliffe Aero Club" directly within the allocated training phase.	<input type="checkbox"/> Yes
I understand that "The Redcliffe Aero Club" has been approved for their current VET Schedule and Fees for each Phase / Census are set out accordingly. I understand that The Redcliffe Aero Club must follow all VET Student Loan Funding guidelines and I cannot make individual changes to my VET Student Loan Funding Training Plan /Schedule.	<input type="checkbox"/> Yes
I am aware that all specific fee structure information in relation to my course can be found on the RAC website http://redcliffeaeroclub.com.au .	<input type="checkbox"/> Yes
I understand that I will be required to fly in any Aeroplane that meets the training plan and training needs analysis requirements for my training based on aeroplane availability. I understand that "The Redcliffe Aero Club" Chief Flight Instructor (CFI) has the authority to make the final decision.	<input type="checkbox"/> Yes
I understand that throughout the duration of my training should "The Redcliffe Aero Club" receive notification or identify any breaches from Air Services, CASA or any other regulatory body or regulatory regulations that I will be immediately placed on a "No Fly" list and my training suspended until the situation has been investigated and resolved.	<input type="checkbox"/> Yes
I understand that should the "The Redcliffe Aero Club" CFI or CEO believe that additional remedial or consolidation training be required to re-instate my "FLY" status this will be conducted at a mutually convenient time, the cost of this remedial or consolidation training is not covered by the VET Student Loans and will be required to be paid at the time of training conducted.	<input type="checkbox"/> Yes
I understand that should I be unable to meet the requirements of the "The Redcliffe Aero Club" CFI or CEO imposed remedial or consolidation training, my training could be suspended and/ or terminated.	<input type="checkbox"/> Yes
I understand that throughout the duration of the course I am responsible for my own time management and student progression. I understand that Training needs to be completed for each phase of my training plan prior to the phase completion date. I understand that should I not meet or maintain course progression "The Redcliffe Aero Club" RTO Co-Ordinator, CFI or CEO may suspend and/ or terminated my enrolment after consultation has been provided.	<input type="checkbox"/> Yes
I understand that at time of enrolment I will be given an individual training plan, which I will review, sign and return to info@redcliffeaeroclub.com.au	<input type="checkbox"/> Yes
I am applying for enrolment under the VET Student Loan Funding and understand that eligibility for funding is dependent on specific criteria.	<input type="checkbox"/> Yes
I understand that all Diploma Courses are structured on a full-time basis and require students to attend five (5) days per week for the duration of the course, unless a written arrangement or an amended training plan is provided by the RTO Co Ordinator, CEO and /or CFI.	<input type="checkbox"/> Yes
I understand that my VET Student Loan Funding covers estimated Ground School / Brief / Flight (specifically outlined in my excel training plan) and on occasion I may require and receive additional training that is outside of this training schedule and the allocated Phase training dates. Should this occur I understand that I will be required to pay additional money to "The Redcliffe Aero Club" for training that is not cover by my VET Student Loan Funding. This is evaluated on a case by case basis and will be dependent on my remaining training schedule. Should I be required to pay additional fees I understand that I will be issued an invoice and I will be required to pay this within 7 days.	<input type="checkbox"/> Yes
I understand that I may choose to train / Fly in a more sophisticated Aeroplane (e.g. Cessna 182, Cessna 206, Cessna 210, Cessna 310, Vulcanair) than allocated in my training plan for a portion of my training which requires the approval of the CFI / CEO or Grade 1 Flight Instructor. I acknowledge that this will be approved based on demonstrating Aeroplane handling competence in a Familiarisation dual flight with a Flight Instructor. I understand that the difference in hourly rates for these Aeroplanes / Flights will not be covered by VET Student Loan funding and I understand that I will be issued an invoice and I will be required to pay the invoice in full within 7 days.	<input type="checkbox"/> Yes
I understand that "The Redcliffe Aero Club" operates 7 days per week and is only closed Christmas Day and Good Friday and I may be required to attend Training on any other day (weekends and public holidays included)	<input type="checkbox"/> Yes

Student Signature: _____



Student Acknowledgment and Agreement

- ✓ It is my responsibility to read, understand and abide by the information provided with in the student handbook located on The Redcliffe Aero club website. <http://redcliffeaeroclub.com.au>
- ✓ I have read and understood the requirements for a Unique Student Identifier (USI) to process my enrolment, inline with the USI privacy statement provided in the student handbook. I understand that my qualification/ statement of attainment may not be issued to me without a USI.
- ✓ I understand that I am required to have a Valid CHESSN number.
- ✓ Information such as my academic progression, enrolment information, and results may be shared by The Redcliffe Aero Club (RTO No. 40971) with Government Departments, regulatory agencies and/or my employer where it relates to legislative requirements.
- ✓ If I withdraw from my course at any time prior to completion, I may be liable for any owing fees, in line with the Fees and Refund policy and VET Student Loan regulatory guidelines located on The Redcliffe Aero Club website.
- ✓ I have read and understood the Fees and Refund policy and VET Student Loan information located on the website.
- ✓ I understand my enrolment in the course will be suspended or cancelled if I act in a manner which breaches legislation, policy, procedures or knowingly fail to show duty of care.
- ✓ I understand that once I am offered a position as a student with The Redcliffe Aero Club (RTO No. 40971) I am required to pay all fees in full by the invoice due date, or alternative arrangements must be made in writing.
- ✓ I understand that my qualification, statement of attainment, academic transcript, completion letter and all relating sign off documentation may be withheld until my account has been finalised.
- ✓ I understand that my enrolment is valid until the nominated end date, on the proviso that I remain an active student and continue to progress.
- ✓ I understand that all Enrolment, VET Student Loans, and any other application documentation is required to finalise my enrolment application and understand my enrolment may be delayed due to the evidence that I have not provided.
- ✓ I understand that a course commencement date and nominated completion date will be provided to me on my confirmation of enrolment letter.
- ✓ I understand that I am required to attend "The Redcliffe Aero Club" on a fulltime basis (**minimum 4 days per week, except for Ground school when minimum, attendance is 5 days per week Mon -Fri**) unless advised or approved in writing, failure to commit to full time attendance may result in my enrolment being suspended and/or cancelled.
- ✓ I understand that should I be unable to attend due to sickness or other circumstances I will email info@redcliffeaero.com.au to advise.
- ✓ I understand that should I have two or more consecutive days off I am required to provide a medical certificate or other appropriate documentation.

Student Name:	Student Signature:	Date:
Witness Name:	Witness Signature:	Date:
Parent/ Guardian Signature:	Parent/ Guardian Signature:	Date:

If under the age of 18 years of age at the time of giving consent, then the consent of their guardian is required.



Student Declaration

By ticking the below listed statements and signing this application, I declare:

- I have honestly and accurately provided information contained within this enrolment application
- I declare that I have read, completed and understood all the details of this enrolment form and that I have been given the opportunity to ask questions and raise any concerns about the content of this form prior to signing the agreement.
- I have read, understood, and agree to the information provided within the student handbook and policies and procedures available on The Redcliffe Aero Club website. <http://redcliffeaeroclub.com.au>
- I give permission for The Redcliffe Aero Club to verify, locate, or create a Unique Student Identifier to process my enrolment, in line with the USI Privacy statement provided within the student handbook.
- I accept that my qualification or sign off documentation will not be issued without a USI and all fees finalised.
- I accept that information contained in these forms may be provided to State and Commonwealth agencies and research organisations and I consent to that occurring.
- I give permission for The Redcliffe Aero Club to contact the relevant training providers, to authenticate any academic transcript/s and statement of attainment/s I have submitted for recognition purposes.
- I understand that there are fees attached to my enrolment and study as outlined in the fee schedules available on The Redcliffe Aero Club website.
- I understand that if I access a VET Student Loan, I will owe a debt to the Australian Government for the loan, which will be managed by the Australian Taxation Office. (ATO)
- I have read all the Study assist information in the VET Student Loan handbook through the links and attachments provided on The Redcliffe Aero Club website.
- As a student of The Redcliffe Aero Club (RTO NO. 40971) I give permission for them to publish my photo on their website, social media accounts or industry newsletters as part of my professional development.

Student Name:	Student Signature:	Date:
Witness Name:	Witness Signature:	Date:
Parent/ Guardian Signature:	Parent/ Guardian Signature:	Date:

If under the age of 18 years of age at the time of giving consent, then the consent of their guardian is required.

OFFICE USE ONLY

Student Number: _____
 The Redcliffe Aero Club Number: _____
 VET Student Loan: _____
 Flight School Manager Set Up: _____
 Student Management System Set Up: _____
 Compliance Notes: _____
