



Professional Pilot Training

PROFESSIONAL PILOT TRAINING PTY LTD

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www.professionalpilottraining.com.au

2020 - 2021

STUDENT ENROLMENT APPLICATION
FORM SF20.9A041



Professional Pilot Training Student Enrolment Application Form SF20.9A041

Entry Requirements

1. All students CASA and PPT Requirements to be a student pilot.

The Civil Aviation Safety Authority (CASA) provides a fair, effective and efficient aviation safety regulatory system and promotes a positive safety culture throughout the aviation community. Australian Skills Quality Authority (ASQA) regulates the Australian vocational and education sector and ensures courses and training providers meet national quality standards. To become a student pilot at Professional Pilot Training you must adhere to these requirements by Australian law.

- For international students - an IELTS of 5.5. For more information visit: www.ielts.org or <https://www.casa.gov.au/>.
- For Australia - PPT can conduct a CASA English language proficiency test at an additional cost. Certified copies of results are required with your application.
- Pass a Class 1 Aviation Medical Examination conducted by a Designated Aviation Medical Examiner (DAME) appointed by the Australian Civil Aviation Safety Authority (CASA) prior to course commencement. See the links to the CASA web on our web site at www.professionalpilottraining.com.au.
- A minimum age of 18 years at the commencement of training. We cannot support you as required under Australian Laws if you are younger than this.
- An Aviation Reference Number (ARN) issued by the CASA. PPT will assist with the application.
- A minimum of a secondary school education to the New South Wales (NSW) year 12 standard or its equivalent – unless you are a mature age entrant.
- Hold an Australian Federal Police security clearance for the Australian Securities Identification Card (ASIC). PPT will assist with the application.
- Pass the selection of an Electronic Aptitude Test known as the Electronic Aptitude Test (EAT), before being offered a place on courses.
- Consent to mandatory random drug and alcohol test. Under the **CASR Part 99 - Drug and Alcohol Management Plans (DAMPs) and Testing legislation**

2. Overseas applicants only

- Overseas applicants will either be self-funded or sponsored by a parent or airline. They will need to be able to study a full time course load and support themselves and their children in Australia in order to meet VISA conditions. Overseas students studying in Australia require a student visa from the Australian Department of Immigration and Border Protection.
- Students will need a medical examination by an immigration approved doctor before a student visa will be approved.
- The application for the CASA Aviation Reference Number (ARN) is to be made by cadets prior to departure of their home country. PPT can assist you through this process.

3. Funding

- Students must have access to funding to complete the course and live in Australia (Refer to Form SF20.9A030 Schedule of VET tuition Fees and the Form SF20.9A038 Student Handbook).
- Enrolment is offered only after the Compliance Administration Officer confirms that the course is able to be funded. In some cases there will be more applicants than places for funded programs. In this case the Chief Pilot will make the final decision as to who is offered enrolment.

How to Apply:

It is important that you read the course brochure and the student handbook from start to finish, so you have all the information you need to make a decision about enrolling with Professional Pilot Training (PPT).



Professional Pilot Training Student Enrolment Application Form SF20.9A041

Read the application process on the next page and fill out the form. Your application will need to be received by the date published on the course information sheet. If you have any further questions please do not hesitate to visit our website www.professionalpilottraining.com.au or contact our office during business hours.

Application Process

Step 1:

Enrolment Application Form and Fees are to be emailed and sent to:

cao@ppt.net.au
Professional Pilot Training
PO Box 160
Coffs Harbour 2540
NSW Australia

To process your application we require you to attach the following:

- Enrolment Administration Fee (bank cheque or EFT receipt).
- signed Terms and Conditions (this enrolment application);
- evidence of your IELTS (or equivalent such as TOEFL);
- evidence of your schooling showing that you have completed NSW Year 12 or equivalent;
- evidence of any previous study; and
- 2 passport photos of yourself.

Step 2:

Your application will be processed at PPT. If you are a successful applicant, you will be scheduled to sit the electronic aptitude test known as the Electronic Aptitude Test (EAT). When you arrive at PPT, you will be charged a EAT program fee prior to sitting the test. This will then be followed up with a brief interview with our Chief Flying Instructor or our Senior Base Instructor. If necessary you will also be scheduled to take the English Language Proficiency test, if you do not have evidence of your IELTS level 5.5 certificate or the equivalent such as TOEFL. Additional charges are also required to sit the CASA ELP test, (for more information on additional costs please refer to the course flyer).

Step 3:

If you pass the EAT and ELP tests (or provided evidence of your IELTS level 5.5 certificate or the equivalent such as TOEFL), PPT will send you:

- A copy of these Terms and Conditions that you sign below.
- Enrolment and Fees Agreement outlining:
 - Incidental costs
 - CASA class 1 medical application.
 - CASA Aviation Reference Number application.
 - CASA Australian Securities Identification Card application.
 - Course Deposit and additional cost (e.g. accommodation and meals) for Fee For Service (FFS) students.
- Advise you to book a medical examination with a Designated Aviation Medical Examiner (DAME).

Step 4:

Sign the Enrolment and Fees Agreement and return it to the Flying School with the Fees prior to course commencement and course deposit. Once PPT has received these items, PPT will issue an electronic confirmation of enrolment (eCoE) so that you can use to apply for a Student VISA and/or send you a Letter of Confirmation to confirm your acceptance to our course.

Fees and Payments

Fees must otherwise be paid in the form of a bank draft or bank cheque, and made payable Professional Pilot Training Pty Ltd. Payment should be forwarded by bank transfer:

Account Name:	Professional Pilot Training Pty Ltd
BSB:	112879
Account Number:	412755952
Bank:	St George
SWIFT / BIC code:	SGBLAU25 (required for International transfers)

NOTE: Professional Pilot Training Pty Ltd is not responsible for any moneys paid to an agent or third party.



Professional Pilot Training Student Enrolment Application Form SF20.9A041

Personal details

1. Enter your full name *

Family name (surname)	
Given names	

Attach: 2 x passport
sized photos here.

* Please write the name that you used when you applied for your Unique Student Identifier (USI), including any middle names. If you do not yet have a USI and want [name of RTO] to apply for a USI on your behalf, **you must write your name, including any middle names, exactly as written in the identity document** you choose to use for this purpose. See section on the USI at the end of this form for a detailed explanation.

2. Enter your birth date

Day/month/year			
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3. Sex (Tick ONE box only)

Male	<input type="checkbox"/>
Female	<input type="checkbox"/>
Other	<input type="checkbox"/>

4. Enter your contact details

Home phone	_____	Work phone	_____
Mobile	_____	Email address	_____

5. What is the address of your usual residence?

Please provide the physical address (street number and name not post office box) where you usually reside rather than any temporary address at which you reside for training, work or other purposes before returning to your home. 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	_____
Flat/unit details	_____
Street or lot number (e.g. 205 or Lot 118)	_____
Street name	_____
Suburb, locality or town	_____
State/territory	_____
Postcode	_____



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6. What is your postal address (if different from above)?

Building/property name

Flat/unit details

Street or lot number (e.g. 205 or Lot 118)

Street name

Postal delivery information (e.g. PO Box 254)

Suburb, locality or town

State/territory

Postcode

Language and cultural diversity

7. In which country were you born?

Australia

☐ 1101

Other – please specify

8. Do you speak a language other than English at home?

(If more than one language, indicate the one that is spoken most often)

No, English only

☐

English only – Go to question 10

1201

Yes, other – please specify

9. How well do you speak English?

Very well

☐ 1

Well

☐ 2

Not well

☐ 3

Not at all

☐ 4

10. Are you of Aboriginal or Torres Strait Islander origin?

(For persons of both Aboriginal and Torres Strait Islander origin, mark both 'Yes' boxes)

No

☐

Yes, Aboriginal

☐

Yes, Torres Strait Islander

☐

Disability

11. Do you consider yourself to have a disability, impairment or long-term condition?

Yes

☐ Y

No

☐ N

No – Go to question 13



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12. 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)

Hearing/deaf	<input type="checkbox"/> 11
Physical	<input type="checkbox"/> 12
Intellectual	<input type="checkbox"/> 13
Learning	<input type="checkbox"/> 14
Mental illness	<input type="checkbox"/> 15
Acquired brain impairment	<input type="checkbox"/> 16
Vision	<input type="checkbox"/> 17
Medical condition	<input type="checkbox"/> 18
Other	<input type="checkbox"/> 19

Schooling

13. What is your highest COMPLETED school level? (Tick ONE box only)

Year 12 or equivalent	<input type="checkbox"/> 12	
Year 11 or equivalent	<input type="checkbox"/> 11	
Year 10 or equivalent	<input type="checkbox"/> 10	
Year 9 or equivalent	<input type="checkbox"/> 09	
Year 8 or below	<input type="checkbox"/> 08	
Never attended school	<input type="checkbox"/> 02	Never attended school – go to question 16

14. In which YEAR did you complete that school level?

15. Are you still attending secondary school?

Yes	<input type="checkbox"/> Y
No	<input type="checkbox"/> N

Previous qualifications achieved

16. Have you SUCCESSFULLY completed any of the following qualifications?

Yes	<input type="checkbox"/> Y	
No	<input type="checkbox"/> N	No – go to question 18

17. If YES, then tick ANY applicable boxes.

Bachelor degree or higher degree	<input type="checkbox"/> 008
Advanced diploma or associate degree	<input type="checkbox"/> 410
Diploma (or 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
Certificates other than the above	<input type="checkbox"/> 990



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Employment

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

(Tick **ONE** box only)

Full-time employee	<input type="checkbox"/> 01
Part-time employee	<input type="checkbox"/> 02
Self employed – not employing others	<input type="checkbox"/> 03
Employer	<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

19. Of the following categories, which **BEST** describes your main reason for 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
Other reasons	<input type="checkbox"/> 11

Unique Student Identifier

From 1 January 2015, we Professional Pilot Training Pty Ltd can be prevented from issuing you with a nationally recognised VET qualification or statement of attainment when you complete your course if you do not have a Unique Student Identifier (USI). If you have not yet obtained a USI you can apply for it directly at <http://www.usi.gov.au/create-your-USI/> on computer or mobile device.

20. Enter your Unique Student identifier (if you already have one)

Unique student identifier

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If you do not have a USI please complete the next page.



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Additional Information for USI Application – only required if you do not already have a USI

Town/City of Birth _____
(please write the name of the Australian or overseas town or city where you were born)

We will also need to verify your identity to create your USI.

Please provide details for one of the forms of identity below.

Please ensure that the name written in 'Personal Details' section is exactly the same as written in the document you provide below.

Australian Driver Licence

State: _____ Licence Number: _____

Medicare Card

Medicare card number _____

Individual reference number (next to your name on Medicare card): ____

Card colour: (select which applies)

Green ☐ Expiry date ____/____/____ (format MM/YYYY)
(month/year)

Yellow ☐ Blue ☐ Expiry date ____/____/____ (format DD/MM/YYYY)
(day/month/year)

Australian Birth Certificate

State/Territory _____

Details vary according to State/Territory (see note above)

Australian Passport

Passport number _____

Non-Australian Passport (with Australian Visa)

Passport number _____ Country of issue _____

Immicard

Immicard Number _____

Citizenship Certificate

Stock number _____ Acquisition date ____/____/____
day/month/year

Certificate of Registration by Descent

Acquisition date ____/____/____
(day/month/year)

In accordance with section 11 of the *Student Identifiers Act 2014*, Professional Pilot Training Pty Ltd will securely destroy personal information which we collect from individuals solely for the purpose of applying for a USI on their behalf as soon as practicable after we have made the application or the information is no longer needed for that purpose, unless we are required by or under any law to retain it.



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English Language Assessments

1. Do you have a current CASA ICAO-level 6 assessment result or an IELTS of 5.5 or have completed secondary education in English?

(You will need to provide a copy of your English language assessment certificate)

Yes ☐ Y

No ☐ N – if NO, CASA requires Australian students to complete an ELP Test before sitting the Private Pilot Flight test. Training is included in the PPT courses.

International Students

(If you are an International student please provide the following details)

2. What is your Nationality? _____.

Passport Number: _____

Date of Issue: _____

Date of Expiry: _____

3. What is the type of Australian Visa (if any) you are currently holding?

Visa Type : _____

Date of Issue: _____

Date of Expiry: _____

Course Details

4. What is the Qualification/s you are applying for?

Course Name 1: _____.

Start Date: _____ End Date: _____.

Course Name 2: _____.

Start Date: _____ End Date: _____.



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Students Funding

5. How will this course be funded?

(Tick the appropriate box)

- Fee for Service ☐
- Employer Sponsored ☐
- Other ☐ _____
(Please specify)

Previous Pilot Training

6. Are you transferring from another pilot school?

- No ☐ N
- Yes ☐ Y _____
(If so please specify which school)

7. Do you intend to apply for Recognition of Prior Learning towards this qualification?

(If yes you will need to complete form 22 RPL application and form 23 RPL application kit)

- No ☐ N
- Yes ☐ Y

Office Use Only

USI # _____ CRICOS # _____

ARN # _____ PPT Student ID # _____



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Privacy Statement & Student Declaration

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

I understand that my RTO Professional Pilot Training Pty Ltd is required to submit data sourced from this enrolment form to the national VET administrative collection as a regulatory reporting requirement. The information contained on my enrolment form may be used by my RTO or the following third parties for administrative, regulatory and/or research purposes:

- School - if I am a secondary student undertaking VET, including a school based apprenticeship or traineeship.
- Employer - if I am enrolled in training paid by my employer.
- Government departments and authorised agencies.
- Researchers.

Application for Unique Student Identifier

If you would like us Professional Pilot Training to apply for a USI on your behalf you must authorise us to do so and declare that you have read the privacy information at <http://www.usi.gov.au/Training-Organisations/Pages/Privacy-Notice.aspx>. You must also provide some additional information as noted at the end of this form so that we can apply for a USI on your behalf.

I [NAME]authorise Professional Pilot Training Pty Ltd toapply pursuant to sub-section 9(2) of the Student Identifiers Act 2014, for a USI on my behalf.

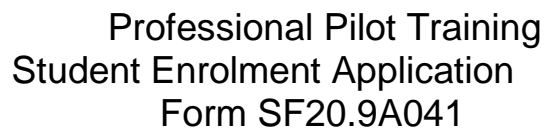
☐ I have read and I consent to the collection, use and disclosure of my personal information pursuant to the information detailed at <http://www.usi.gov.au/Training-Organisations/Pages/Privacy-Notice.aspx>

☐ I understand that I may receive a National Centre for Vocational Education Research (NCVER) student survey.

[STUDENT SIGNATURE]

[DATE]

Note: parental consent required if student is under the age of 18.



Professional Pilot Training wants to make sure that the course you are enrolling in is the correct course for you. Please submit answers to the following questions so the Chief Executive Officer can make that assessment.

1. Why do you wish to enrol in this course?
2. Why do you wish to study in Australia?
3. What are your future employment plans?
4. How do you propose to finance (pay for) your stay and studies in Australia?
5. Give us some detail on your work and study history - attach your resume or any other supporting information.