



# PROFESSIONAL PILOT TRAINING RPL KIT – AVI50519 DIPLOMA OF AVIATION (INSTRUMENT RATING) - FORM SF20.9A058

## **Recognition Procedure**

AVI50519 - Diploma of Aviation (Instrument Rating) is registered and nationally recognised training by the Australian Skills and Quality Authority (ASQA) and The Civil Aviation Safety Authority (CASA). The following procedure is to be applied by PPT upon receipt of an application for recognition. Please note that this kit is for Step 1 – 2. Steps 3 – 7 take place after enrolment.

**Step 1:** Provide sufficient information to candidates to inform them of opportunities for alternative pathways via recognition and the recognition process.

**Step 2:** Candidates who request recognition of their current competence are to be invited to carry out a self - assessment to determine their suitability for a recognition application. This step is not compulsory but is strongly suggested.

**Step 3:** Students to compile their recognition submission. This form allows students to record their particular documentary evidence against each unit of competence and to attach this evidence as required.

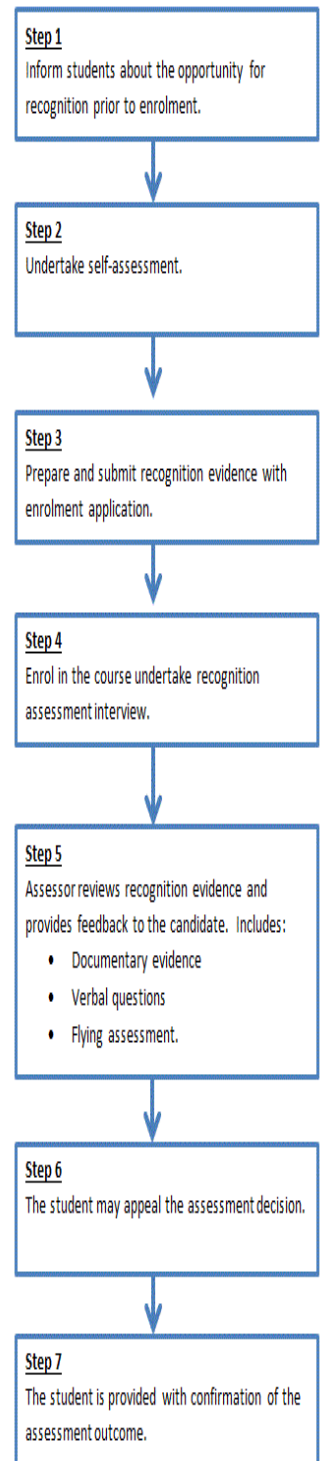
**Step 4:** Undertake a recognition assessment planning interview between the assessor and the candidate (using the Application for Recognition of Prior Learning (RPL) and / or credit transfer Form SF20.9A022). This is to include where possible:

- the candidate to identify appropriate forms of evidence;
- the candidate on the use of recognition tools; and
- informing the candidate about the assessment process

**Step 5** The Assessor is then to review the assessment evidence and decide on the need for additional evidence on perceived gaps. The Assessor may invite the candidate to undertake a recognition interview to answer verbal questions and a practical assessment. At the end of the evidence gathering process the Assessor is to provide the candidate with written feedback regarding the assessment outcomes, including the procedure for the candidate to appeal the assessment outcome.

**Step 6** If the student is not satisfied with the outcomes of a recognition application, they may appeal the outcome like other assessment decisions. Further information on the appeals process can be found in the Student Handbook or Student Management Policy

**Step 7** When all assessment and appeal processes have concluded, the assessment outcome is to be recorded in the students records and issue the candidate with written advice of the outcome. This may include issuing statements of attainment or qualifications awarded through recognition in accordance with PPT's policies and procedures.





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**Information for Assessors and Candidates – Step 1**

Candidates that are applying to enrol with PPT are given the information and guidance to apply for recognition of their prior learning against the qualifications they seek to enrol.

**What is recognition?**

Recognition involves the assessment of previously unrecognised skills and knowledge an individual has achieved outside the formal vocational education and training system.

Recognition assesses this unrecognised learning against the requirements of a unit of competence, in respect of both entry requirements and outcomes to be achieved. By removing the need for duplication of learning, recognition encourages an individual to continue upgrading their skills and knowledge through structured education and training towards formal qualifications and improved employment outcomes. This has benefits for the individual and industry. Most importantly, it should be noted that recognition is just another form of assessment and requires the same application of the principles of assessment and the rules of evidence which are applied in any form of competency base assessment.

Recognition will only be granted for whole units of competence.

**Credit Transfer**

The Australian Qualifications Framework Certificates and Statements of Attainment are recognised at enrolment through the Recognition of Prior Learning process. Qualifications issued overseas are required to be assessed by the Australian Government approved assessment authorities.

- ✓ The return of a Recognition of Prior Learning Application / Credit Transfer (Form SF20.9A022) with all supporting documentation triggers assessment overseen by the Chief Flying Instructor.
- ✓ The Application for RPL /Credit Transfer: Form SF20.9A022 should be submitted with the enrolment form. The recognition process will occur after enrolment and will incur a fee.
- ✓ Professional Pilot Training recognises relevant existing qualifications issued by a bona-fide RTO. An application for Credit Transfer of an existing qualification is checked by the Chief Flying Instructor to ensure that:
  - (a) The qualification has been issued by a bona fide RTO (where possible);
  - (b) The applicant has been enrolled in that RTO; and
  - (c) The applicant did achieve competency in the course or unit concerned.
- ✓ The Chief Flying Instructor checks existing qualifications against the current National Training Package, to determine whether the applicant's skills, as represented by the Certificates and/ or Statements of Attainment, match the units of competency and critical evidence of the proposed course.



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### **Forms of evidence**

Recognition acknowledges that workplace skills and knowledge may be gained through a variety of ways including both formal and informal learning or through work-based or life experience.

In evaluating assessment evidence, PPT applies the following rules of evidence:

- Sufficient
- Valid
- Authentic, and
- Current

Like assessment, recognition is a process whereby evidence is collected and a judgement is made by an assessor or assessment team. The judgement is made on evidence provided by candidates of the skills and knowledge that they have previously learnt through work, study, life and other experiences, and that they are currently using. It also includes evidence to confirm a candidate's ability to adapt prior learning or current competence to the context of the intended workplace or industry.

Forms of evidence toward recognition may include:

- Work records
- Records of workplace training
- Assessments of current skills
- Assessments of current knowledge
- Third party reports from current and previous supervisors or managers
- Evidence of relevant unpaid or volunteer experience
- Examples of work products
- Portfolio of design products
- Observation by an assessor in the workplace
- Performance appraisal
- Duty statements
- CASA Licencing

Many of these forms of evidence would not be sufficient evidence on their own. When combined together with a number of evidence items, the candidate will start to provide a strong case for competence. PPT reserves the right to require candidates to undertake practical assessment activities of skills and knowledge in order to satisfy itself of a candidate's current competence.



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### **PPT RPL Rulings**

#### **RPL for Private Pilot Licence**

If the PPL flight test was completed within 24 months of the course start date, the following rules apply:

- The PPL licence will be used as the instrument to award RPL for flying experience. The student will just need to meet the remaining CPL hourly aeronautical experience and training requirements, the following rules apply:
  - The student will have to complete an assessment flight prior to commencement of training to ensure currency of knowledge and skills
  - The training must meet the remaining CPL hourly aeronautical experience and training requirements.

#### **RPL for flying experience without holding a licence**

Students selected for enrolment will have to complete an assessment flight prior to commencement of training to ensure currency of knowledge and skills. Following the assessment flight, the Chief Flying Instructor (CFI) will determine how many flying hours (if any) are offered as RPL

#### **RPL for theory credits – external theory providers**

PPT will grant full RPL for theory completed externally based on the CASA flight crew examination result for all CPL subjects passed within 12 months of the course start date.

- ✓ Students will be required to demonstrate their flying skills to allow for mapping of their competencies against the training matrix. Evidence of practical skills will be mapped by the Chief Flying Instructor.
- ✓ Where any competency is found to be lacking recognition and approval for exemption from course work will not take place. Further training and/ or assessment is required to gain full recognition.
- ✓ The student's study plan and course costing may be adjusted to reflect the units granted.
- ✓ For recognition where life's experiences provide the skills, the validated resume demonstrates that those experiences reflect the performance criteria and elements of the unit of competency the training package lists.
- ✓ When students lodge a Recognition of Prior Learning Application, the Chief Flying Instructor is available to provide input into the process.
- ✓ In the case of a CRICOS student if the course credit is provided before the student visa is issued, then the net period of the course duration must be documented and placed with the relevant documents on the student file.
- ✓ Where the course credit is approved after the student visa has been issued, then if there is a change of course duration it will be advised through PRISMS and a record placed on the student file of the process and outcomes.



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- ✓ The student shall be advised of the outcomes of the request for course credit in writing and within 10 days of the application.

**Qualification Packaging**

The following units of competence are applicable to the recognition of competence towards the AVI50519 Diploma of Aviation (Instrument Rating):

**Core units**

AVIF0029	Implement threat and error management strategies
AVIF0030	Manage safe flight operations
AVIH0013	Plan a flight under instrument flight rules
AVIH0017	Navigate aircraft under instrument flight rules
AVIW0032	Operate and manage aircraft systems
AVIY0033	Operate aircraft using aircraft flight instruments
AVIY0044	Conduct a 2D instrument approach
AVIY0050	Perform instrument arrival and standard arrival route procedures
AVIY0073	Operate aircraft in the traffic pattern at night
AVIY0074	Perform non-published instrument departure procedures
AVIY0075	Perform published instrument departure procedures
AVIY0076	Perform visual circling approach
AVIY0081	Conduct a 2D global navigation satellite system non-precision instrument approach

**Elective units**

AVIH0015	Plan a flight under night visual flight rules
AVIH0016	Navigate aircraft under night visual flight rules
AVIY0045	Conduct a 3D instrument approach
AVIY0072	Operate a multi-engine aeroplane
AVIY0077	Conduct a 2D non-directional beacon instrument approach
AVIY0078	Conduct a 2D very high frequency omni-directional radio range instrument approach
AVIY0079	Conduct a 3D instrument landing system instrument approach
AVIY0080	Conduct a 2D distance measuring equipment global navigation satellite system instrument approach



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**Step 2: Recognition Self - Assessment Form**

**Candidate's name:** \_\_\_\_\_

**Tasks / Job Role:** \_\_\_\_\_

The purpose of this self - assessment is to guide you in your decision with regard to making a recognition application to Airways Aviation. The outcomes of this self - assessment will inform you in your decision to apply for recognition for all of the applicable units, for only some of the units or do not apply. Complete this self - assessment and bring it along to the RPL interview.

You will need to access the internet to look at the contents of the unit of competency as you answer the questions, please use the hyperlink provided.

**Answer the following questions:**

Unit of Competency		I have the experience and training in this competency			List the evidence you could provide	What are the gaps?
Click on the links below:		Yes	Maybe	No		
Descriptor and Code	Name and Assessment Requirements					
<b>Core units</b>						
<a href="#">AVIF0029</a>	<a href="#">Implement threat and error management strategies</a>					
<a href="#">AVIF0030</a>	<a href="#">Manage safe flight operations</a>					
<a href="#">AVIH0013</a>	<a href="#">Plan a flight under instrument flight rules</a>					
<a href="#">AVIH0017</a>	<a href="#">Navigate aircraft under instrument flight rules</a>					
<a href="#">AVIW0032</a>	<a href="#">Operate and manage aircraft systems</a>					
<a href="#">AVIY0033</a>	<a href="#">Operate aircraft using aircraft flight instruments</a>					
<a href="#">AVIY0044</a>	<a href="#">Conduct a 2D instrument approach</a>					



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<a href="#">AVIY0050</a>	<a href="#">Perform instrument arrival and standard arrival route procedures</a>					
<a href="#">AVIY0073</a>	<a href="#">Operate aircraft in the traffic pattern at night</a>					
<a href="#">AVIY0074</a>	<a href="#">Perform non-published instrument departure procedures</a>					
<a href="#">AVIY0075</a>	<a href="#">Perform published instrument departure procedures</a>					
<a href="#">AVIY0076</a>	<a href="#">Perform visual circling approach</a>					
<a href="#">AVIY0081</a>	<a href="#">Conduct a 2D global navigation satellite system non-precision instrument approach</a>					
<b>Elective unit/s</b>						
<a href="#">AVIH0015</a>	<a href="#">Plan a flight under night visual flight rules</a>					
<a href="#">AVIH0016</a>	<a href="#">Navigate aircraft under night visual flight rules</a>					
<a href="#">AVIY0045</a>	<a href="#">Conduct a 3D instrument approach</a>					
<a href="#">AVIY0072</a>	<a href="#">Operate a multi-engine aeroplane</a>					
<a href="#">AVIY0077</a>	<a href="#">Conduct a 2D non-directional beacon instrument approach</a>					
<a href="#">AVIY0078</a>	<a href="#">Conduct a 2D very high frequency omnidirectional radio range instrument approach</a>					
<a href="#">AVIY0079</a>	<a href="#">Conduct a 3D instrument landing system instrument approach</a>					
<a href="#">AVIY0080</a>	<a href="#">Conduct a 2D distance measuring equipment global navigation satellite system instrument approach</a>					





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Do you have enough evidence to apply for RPL for any full units of competency? If so please complete the Application for RPL/ Credit Transfer and send it to PPT with your enrolment application. You can attach your self-assessment form to the RPL application if you wish.

### Appealing Recognition Outcomes

If the candidate is not satisfied with the outcome of their RPL / credit transfer application, they may appeal using the Complaint and Appeal Information form – Form SF20.9A006. Further information is available in the Student Handbook.

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