

Entry & Enrolment Policy and Procedure

INTEGRATED CPL APPLICANTS INCLUDING VET STUDENT LOANS

1. Purpose

Admission to Air Gold Coast is determined on the basis of course entry requirements which may include but is not limited to academic merit and the capacity of the applicant for flight training. Air Gold Coast recognises that this can be measured by formal qualifications and by means other than formally recognised educational attainment. Air Gold Coast assesses all applicants through procedures that are fair, equitable and transparent and will also ensure that the opportunities and benefits of Commonwealth assistance will be made equally available to all eligible students.

Air Gold Coast requires students to be fully informed prior to enrolment. To facilitate this, prospective students are provided with a Student Handbook which they are to read and understand prior to enrolment. This handbook can be accessed via the Air Gold Coast website, or sent via email or post and is discussed in the pre-enrolment meeting.

2. Scope

This policy provides information about admission, pre-arrival enrolment, enrolment in person, for Vet Student Loan students.

3. Entry Requirements and fair and equal treatment of students

Air Gold Coast's applicants are assessed and admitted using fair, equitable and transparent procedures on the basis of clearly defined, consistent, and equitable criteria. Air Gold Coast adheres to ASQA policies and procedures and the licensing body requirements for verifying applicants' credentials and the granting of course credit. In this way, Air Gold Coast is satisfied that the admission requirements ensure that students entering a course have an adequate basis of knowledge and skills to successfully undertake the studies proposed in the course. Air Gold Coast also ensures that admission requirements do not present unreasonable barriers to access.

A student who has completed, or partly completed, training from another flying school or Registered Training Organisation (RTO) may apply for credit for their previous flight training towards their qualification. The Diploma of Aviation is a licence course and students are not deemed competent till they have gained their licence. RPL of training package individual units is only available for units that do not equate to the CASA training syllabus. Please see the Student Handbook for that information.

The principles upon which admission decisions are made are:

- Throughout the pre-enrolment process, Air Gold Coast is assessing the suitability of the potential student for admission as a genuine student and enrolment into a course of study. The prospective student will be queried as to their reasons for undertaking the course and their educational and work history will be assessed against the course entry criteria.
- Air Gold Coast will assess if a student is academically suited and the cognitive ability to undertake the course on the basis of either:
 - Providing an Australian Year 12 Certificate with a preference for passes in English, Maths A and Physics. ; OR
 - Providing evidence of successful completion of an Australian Qualifications Framework Certificate IV or higher qualification (where the language of instruction is English); OR
 - Displaying competence at Exit Level 3 in the Australian Core Skills Framework in both reading and numeracy through an approved Language, Literacy and Numeracy test.
 - Air Gold Coast uses VET ASSESS (www.vetassess.com.au) to conduct its LLN assessments. All applicants are required to complete this assessment as part of the application; AND
 - Undertake an approved [Pilot Aptitude Test](#) prior to interview to assess cognitive ability for the Course.
- Air Gold Coast endeavours to address the reasonable needs of all students and potential students regardless of gender, ethnicity, age, disability or diversity of background. However flight training does present some barriers to some disabilities, such as blindness, quadriplegia, and deafness.

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- Air Gold Coast advises potential students in a professional, ethical, and responsible manner and does not provide potential students with false or misleading information. Potential students are supplied with all relevant information and/or link to the relevant company website prior to a student being accepted to a course.

4. Enrolment Process - VET Student Loan Applicants

1. Submit Enrolment Form and Supporting Documents

Application for Enrolment can be completed on the 'Apply Now' page on the website or by contacting admin@airgoldcoast.com.au for an Application for Enrolment. Supporting documents to be attached with the application include:

- Proof of Australian Citizenship (passport or birth certificate) or residency (humanitarian visa or qualifying New Zealand citizen);
- A copy of High School Certificate (with grades) or other academic evidence as outlined above.

Note: A copy of these documents are obtained by Air Gold Coast to meet compliance requirements.

2. Confirmation of received application

Air Gold Coast will contact the prospective student to confirm that the application has been received and information on when applications will close, the next steps in the enrolment process and when enrolments will be confirmed. Applications for Integrated CPL courses close approximately 2 months before the course start date and enrolments will be confirmed within 2 weeks of applications closing allowing enrolled students enough time to complete a Class 1 Aviation Medical and apply for an ASIC (Aviation Security Identification Card).

Prospective Students will need to undertake an approved Pilot Aptitude Test prior to the date of interview.

3. Online LLN Test and Interview with Head of Operations (or delegate)

Once applications are closed the applicants will be sent a link to complete an online LLN test with VETASSESS as well as a small questionnaire about their reasons for applying for the course. An interview (face to face or by phone if based interstate) with our Head or Operations (or delegate) will then take place after the application close date has past. Applicants will be selected on their suitability for the course which is based on their high school or other approved academic results, LLN test results, Pilot Aptitude Test results and interview performance.

Successful applicants will then be notified once all interviews have been completed. The number of full-time VET Student Loan students accepted by Air Gold Coast each intake is subject to its VET Student Loan provider cap and can change on short notice.

4. ARN, ASIC, Class 1 Medical

Successful applications will be sent via email a VET Student Loan Letter of Offer outlining the course details including the VSL Schedule of Fees. Included in this email will be application forms for an ARN (Aviation Reference Number), ASIC, list of DAME's for a Class 1 Aviation Medical. An ASIC and Class 1 Aviation Medical are mandatory entry requirements and failure to obtain either will result in the enrolment being cancelled.

5. Confirmation of Enrolment; VET Student Loan Application; Uniform and Resources

Successful applicants are required to confirm their enrolment by;

- Signing and returning the "Acceptance of Offer";
- Provide a copy of their ASIC and Class 1 Aviation Medical Certificate prior to induction.
- Confirmation of their VET Student Loan Approval. (**Confirmation of the VET Student Loan approval will be sent via an email from the Commonwealth Government which requires the student to respond to confirm their enrolment and submit their Tax File Number (TFN)*)
- Students are required to purchase their materials and uniforms before the induction and they will be send a list of what is required and where they can be purchased from.