

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 entry requirements and the application to enrol process for all domestic applicants wishing to participate in an Air Gold Coast course.

3. Entry Requirements and fair and equal treatment of students

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.

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 licenced course and students are not deemed competent until they have gained their licence. Recognition of Prior Learning (RPL) of training package individual units of competency is only available for units that do not equate to the CASA training syllabus. Please see the Student Handbook for further information.

The principles upon which admission decisions are made are:

- Air Gold Coast acts with honesty and integrity throughout the pre-enrolment process, when 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 has the cognitive ability to undertake the course on the basis of either:
 - a. Providing an Australian Year 12 Certificate with a preference for passes in English, Maths A and Physics. ; OR
 - b. Providing evidence of successful completion of an Australian Qualifications Framework Certificate IV or higher qualification (where the language of instruction is English) and issued by a body registered to award the qualification in the Australian Qualifications Framework (AQF) in Australia; OR
 - c. 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

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INCLUDING APPLICANTS ELIGIBLE FOR VET STUDENT LOANS

ASSESS (www.vetassess.com.au) to conduct its LLN assessments. VET ASSESS is a tool approved by the Secretary under Section 82 VSL Rules and published on the Department's website.

AND

- d. Undertake an approved [Pilot Aptitude Test](#) prior to interview to assess cognitive ability for the Course.

**Results of assessments will be made available to the applicant as soon as practical after the assessment and to the Secretary in the form, manner and by the time requested by the Secretary.*

- 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.

4. Enrolment Process – including eligible VET Student Loan Applicants

1. Submit Application 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 and retained for a period of 5 years by Air Gold Coast to meet compliance requirements.

2. Confirmation of received application

Air Gold Coast will contact the applicant to confirm that the application has been received and provide information on the next steps in the enrolment process.

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

- **Interview:** An interview (face to face or by phone if based interstate) with our Head or Operations (or delegate) will be scheduled;
- **Language, Literacy and Numeracy:** Applicants who have not provided evidence of Entry Requirements (a) or (b) will be required to undertake an online LLN test with VETASSESS at time of interview.
- **Pilot Aptitude Test:** Applicants will need to undertake an approved Pilot Aptitude Test prior to the date of interview or Air Gold Coast is licenced to conduct "Compass" Pilot Aptitude Testing (fees apply). This test can be undertaken on the day of interview if desired.
- **Questionnaire:** Applicants will be required to complete a small questionnaire about their reasons for applying for the course prior to the interview.

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.

All applicants successful or unsuccessful 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.

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INCLUDING APPLICANTS ELIGIBLE FOR VET STUDENT LOANS

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

Successful applicants

Will be sent a letter of offer confirming their place in their chosen course and 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 sent a list of what is required and where they can be purchased from.

Unsuccessful Applicants

Will be notified in writing of the reason for non-acceptance. Unsuccessful applicants will be advised of their right to appeal the decision and how to access the appeals process.

STEPS:

1. Apply using Application to Enrol – AGC website
2. Acknowledge application by email with next steps
3. Interview
4. Review Application against course criteria and suitability
5. Notification of Application outcome

