

PROGRESSION POLICY AND PROCEDURE

AVI50222 DIPLOMA OF AVIATION (Commercial Pilot Licence – Aeroplane)

Progression

Full-time Course Progression Policy and Procedure

Air Gold Coast closely monitors each student’s development through monthly instructor/student progress meetings as well as at predetermined phases in their flight training. Our system encourages ongoing informal monitoring which is designed to allow minor adjustments to lessons for those candidates experiencing learning difficulties.

As a CASA approved Part 142 integrated course, there are also requirements for progression that must be met prior to being recommended for flight test based on the integrated syllabus. This course is planned to be completed within a set time frame of 46 weeks. Weather events, student progress or events beyond Air Gold Coast’s control may extend course duration.

Progress Reviews:

In addition to monthly instructor meetings, progress reviews will occur at each of the following phases in line with the course syllabus:

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RPL2	RPL Theory Exam	CASA Exam (Pass Result 70%)
RPL3	First Solo Flight	Internal written and flight assessments
RPL4	RPL Flight Test	Licence flight test by Flight Examiner
PPL1 – CPL3	CPL Theory Exams (7 subjects)	CASA Exams (Pass Result 70%) (Air Law (80%))
PPL 3	RPL Navigation Endorsement	Navigation Endorsement Test Flight
CPL3	PPL Flight Test	Licence flight test by Flight Examiner
CPL6	CPL Flight Test	Licence flight test by Flight Examiner

When intervention is required, this will be discussed and agreed upon with the student. An “intervention strategy” will be in the form of an action plan which will include ongoing monitoring, agreed benchmarks, and dates for those benchmarks to be achieved/met, with a turn-around to a satisfactory outcome in performance. This initial discussion will be facilitated by the AGC Head of Operations (or delegate) and will include the candidate’s primary flying instructor.

At this point, participation in previous intervention strategies, opportunities provided to students from prior attempts at the same flight sequence or theory assessment, attendance and information provided by the student in support of his/her continuation in the program will be considered.

Unless there is a need for further intervention, monitoring continues until the Action Plan has concluded and the student is no longer at risk of falling behind.

In the instance where the Action Plan has been applied but unsatisfactory performance outcomes continue, the student will be referred to the General Manager (GM) or delegate for further action which may include the process of recording and reporting unsatisfactory progress which could result in termination of the student’s enrolment.

A student who has not successfully completed an examination/test is not necessarily deemed to be “at risk”. However, where the competency has not been achieved during a theory examination/ flight check on more than one occasion, the student then becomes increasingly at risk.

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Benchmarks:

The benchmarks outlined in this document are typically very achievable, and they are included to avoid students from investing in this career path if they are not suitable to become commercial pilots.

Failure to meet any of the following benchmarks will deem the student to be “at risk”

Phase 1: Recreational Pilot Licence (RPL)

The Student has:

- Passed all Pre-Solo/Area Solo Exams within three (3) attempts
- Passed RPLA Theory Exam within three (3) attempts
- Achieved first solo flight within 25 hours of dual instruction
- Achieved first area solo within 40 hours of dual instruction
- Passed RPLA Flight Test within three (3) attempts

Phase 2: Private Pilot Licence (PPL)

The Student has:

- Completed their first Solo Navigation flight within 20 hours of dual instruction in Units PPL1 and PPL2
- Passed a minimum of three (3) CPL Theory exams before Navigation Endorsement Flight at the end of Unit PPL3
- Passed a minimum of three (3) CPL Theory exams within three (3) attempts

Phase 3: Commercial Pilot Licence (CPL)

The Student has:

- Passed all seven (7) CPL Theory exams before the end of Unit CPL3
- Passed all CPL Theory Exams within three (3) attempts
- Passed PPL Recommendation Flight within three (3) attempts
- Passed PPL Flight Test within three (3) attempts
- Passed CPL Recommendation Flight test within three (3) attempts
- Passed CPL Flight Test within three (3) attempts

Procedure

As soon a student becomes regarded as “at risk” the following procedure is followed:

- The Head of Operations (HOO) and the theory subject instructor or student’s flying instructor is to guide the student. This is to make sure the student is aware of the implications of non-achievement and to ensure there are no minor issues interfering with his or her performance.
- All relevant parties including Head of Operations will ensure the student has a clearly defined documented pathway to achieve satisfactory results for the course.
- The “Action Plan” is formally commenced and the student will be required to report weekly to their primary instructor to review progress.

If the student does not complete a course within the expected duration of study without a valid reason, a written notification of unsatisfactory course progression will be issued to the student where he/she does not conform to mandatory directions or meet the agreed specified and documented outcomes set out within the "Action Plan".

In saying this, if a student fails to meet adequate progress throughout the course, after an intervention strategy has been completed, the student is then given a written letter of their failure to meet any satisfactory progression and will be asked to ‘illustrate their cause’ as to why their enrolment at AGC should not be cancelled.

The student has access to the complaints and appeals procedure as outlined in the Student Handbook.

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AVI50519 DIPLOMA OF AVIATION (Instrument Rating)

Week 3	Instrument Rating Assessment	1 written exam
Week 7	Instrument Rating progress review	Simulated exercise– AGC HOO or delegate

AVI50419 DIPLOMA OF AVIATION (Flight Instructor)

Week 4	Principles & Methods of Instruction	1 written exam
Week 8	Progression Check	Flight assessment by AGC HOO or delegate

Failed Exam procedures:

A failed exam attempt indicates that the candidate has a knowledge deficiency on the subject tested which must be addressed by the candidate prior to re-attempting the failed exam. Exams can be attempted multiple times, however, on the third failed attempt minimum of three months block out period applies prior to the candidate being able to re-sit the same exam subject.

Failure of Attempt 1:

- Student to complete written report addressing each KDR in preparation for a scheduled revision –
 - In the event that the result is less than 50% and no KDR report is produced - the student will be required to re-sit the next available Theory Class on the subject.
- Scheduled revision session with AGC Instructor.
- Undertake a minimum of 5 Practice Exams with a required minimum pass mark of 85% (unless Air Law 90%) or above.
 - Air Gold Coast – Practice Exams
 - [Bob Tait Online Practice Exams](#) (Fees apply)
 - [Pilot Practice Exams](#) (Fees apply)
- Attempt 2 to be re-booked by student within one (1) month after Attempt 1

Failure of Attempt 2:

- Written report addressing each KDR in preparation of further scheduled revision
- Undertake a minimum of 6 Practice Exams with a required minimum pass mark of 85% (unless Air Law 90%) or above.
 - Air Gold Coast – Practice Exams
 - [Bob Tait Online Practice Exams](#) (Fees apply)
 - [Pilot Practice Exams](#) (Fees apply)
 - Scheduled revision session with an AGC Instructor prior to attempt 3 (**Fees Apply**)
- AGC Head of Operations (or delegate) to approve **Attempt 3**

Failure of Attempt 3:

- Automatically locked out by CASA – unable to re-sit test for three months
- Re-sit next available Ground Theory Class on the subject
- Written report addressing each KDR in preparation for a further scheduled remedial session
- Scheduled remedial session with Student’s Principal Flight Instructor (**Fees apply**)
- Consideration of suspension of flying lessons as part of a revised Intervention Plan
- AGC Head of Operations to approve **Attempt 4**

Failure of Attempt 4:

- Show Cause Letter
- Meeting to discuss options
 - Transfer to 200-hour course
 - Bob Tait Theory Course and Report to CASA
 - Withdraw from the Course
 - Cancellation of Enrolment.