

# **BRUCE HARTWIG FLYING SCHOOL**

## DOMESTIC STUDENT INFORMATION HANDBOOK

BRUCE HARTWIG FLYING SCHOOL  
DOMESTIC STUDENT INFORMATION

**CODE of PRACTICE**

Section 1

**PROVISION OF EDUCATION AND TRAINING SERVICES**

Bruce Hartwig Flying School prides itself on the high professional standards that we provide in the delivery of education and training services and management structure. This ensures the learning environment at Bruce Hartwig Flying School is conducive to the success of students, safeguarding the interests and welfare of its students.

Bruce Hartwig Flying School is authorised by the Civil Aviation Safety Authority to conduct training at all levels of flight training, from Student Pilot Licence through to a full Commercial Pilot Licence. We are also authorised to deliver multi engine (twin) ratings, Night VFR Ratings, Command Instrument Ratings (CIR), Private Instrument ratings (PIR) and Instructor ratings.

Bruce Hartwig Flying School is a Registered Training Organisation by the Australian National Training Authority, through the **Training and Skills Commission**(SA)<sup>1</sup> to deliver the Certificate IV in Transport & Distribution (Aviation Flight Operations). National Provider No: 4439

Through a partnership with Regency TAFE, Bruce Hartwig Flying School is accredited to deliver the practical flight training modules for the Certificate III in Aviation Studies and the Certificate IV in Aviation, if you are enrolled in the TAFE course.

Bruce Hartwig Flying School ensures that teaching staff are not only suitably qualified but are also sensitive to the cultural and learning needs of students.

**MARKETING OF EDUCATION AND TRAINING SERVICES**

Bruce Hartwig Flying School will market its' educational services with integrity and accuracy, avoiding the use of vague and ambiguous clauses.

No false or misleading comparisons will be drawn with any other provider of course.

**FINANCIAL STANDARDS**

Bruce Hartwig Flying School will ensure that the contractual and financial relationship between the student and Bruce Hartwig Flying School is fully and properly documented, and that the copies of the documentation are made available to the student.

Bruce Hartwig Flying School does not require money "up front" for flying training of Australian students undertaking non award courses. Payment is made at the end of each flight and can be by EFTPOS facilities, cheque (with prior approval) or cash. Parents who are funding students are encouraged to set up EFTPOS accounts for their son/daughter from which training funds can be withdrawn.

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<sup>1</sup> The Training and Skills Commission is the peak advisory body and regulatory authority on post school education and training in SA (excluding the public universities).

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**REFUND OF FEES**

Bruce Hartwig Flying School has in place measures to ensure that students receive a refund of fees for services not provided, including services not provided as a result of the financial failure of Bruce Hartwig Flying School.

It is not a requirement for monies to be paid in advance for any non award course. If however, for any reason, a student requests that money be paid to Bruce Hartwig Flying School, in advance, Bruce Hartwig Flying School operates a separate trust account for the payment of such funds. Bruce Hartwig Flying School will not draw on that money except where the service has been provided. Under these circumstances, Bruce Hartwig Flying School will refund any remaining funds in credit, on student transfer or withdrawal.

Bruce Hartwig Flying School also offers the Certificate IV in Transport and Distribution (Aviation Flight Operations) which will require payment of some fees in advance.

A non refundable administration of AU\$500.00 fee applies on enrolment.

Recognition of Prior Learning (RPL) may be available in some areas on enrolment. If you would like to apply for RPL, you will need to make an appointment with the Chief Flying Instructor and provide evidence. A non refundable fee of \$110.00 applies.

Following the course commencement fees will be payable, in advance for the theory component of your course. These fees will not exceed AU\$1000.00 at any given time.

The practical training will be pay as you go (i.e. in arrears).

All monies paid in advance will be held in a separate trust account and the following refund policy applies.

**Bruce Hartwig Flying School will issue refunds when:**

- A course has been cancelled by us
- A student gives us written withdrawal from a course/module at least 4 weeks prior to the commencement of the course (with the exception of the non refundable administration fee)
- A student is unable to attend due to extended hospitalisation/illness and /or pregnancy/ and or compassionate grounds
- At the discretion of the principal

Any refund will be given on a pro rata basis. This will be as follows:

- A Student will automatically be refunded 85% of all tuition fees paid where they have accepted an offer of a place but subsequently given written notice of their inability to undertake the program a minimum of four weeks before the commencement of the course.
- A student will automatically be refunded 50% of all tuition fees paid where they give written notice of their inability to undertake the course less than four weeks before the commencement of the course and before the course commencing
- If the student has commenced the course but is subsequently unable to complete the program due to the extended hospitalisation/illness; compassionate grounds or at the discretion of the principal, the refund will be given for the portion of the course that the student is unable to complete.<sup>2</sup>
- Bruce Hartwig Flying School will pay any refund amounts owing within a period of up to 28 days

**Bruce Hartwig Flying School will not issue refunds:**

- For a change in students work hours
- Inconvenience to travel to class
- Moving interstate
- Job change or retrenchment
- No refunds will be available to students who fail to meet the attendance requirements of the course or who are terminated for misconduct
- Students who leave before finishing the course/module apart from those eligible under the conditions of our refund policy.

Disputes and grievances about refunds should first be taken up with the Admissions Officer. If the dispute cannot be resolved, you can contact the Training Advocate at [www.training.sa.gov.au/OVETorgs/pages/trainingadvocate](http://www.training.sa.gov.au/OVETorgs/pages/trainingadvocate) or on **1800 006 488** for independent advice. Also see the Grievance procedures on the next page.

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<sup>2</sup> Costing of course is not linear by nature, in hours. Practical flight training is significantly more expensive than the theory components of the course. Practical flight training costs also vary according to the syllabus.

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**PROVISION OF INFORMATION**

Bruce Hartwig Flying School will supply accurate, relevant and up-to-date information to prospective students and will supply this information to students and will review regularly all information provided to students to ensure its accuracy and relevance.

Our website is regularly updated to incorporate any changes and relevant handouts to students are in line with legislative requirements of both the Civil Aviation Authority and the Australian Quality Training Framework Standards.

**SUPPORT SERVICES**

Bruce Hartwig Flying School will provide adequate protection for the health, safety and welfare of students and, without limiting the ordinary meaning of such expression, will include adequate and appropriate support services in terms of academic and personal counselling.

These services will include adequate orientation, information, bridging courses and welfare facilities.

Sexual harassment will not be tolerated at Bruce Hartwig Flying School. If a report of perceived sexual harassment is made, it will be thoroughly investigated by the General Manager and the Chief Flying Instructor/ Training Manager. If the complaints are justified, the offending person will be removed from the course.

Reports of perceived sexual harassment will be made to the Office Manager.

**GRIEVANCES**

Bruce Hartwig Flying School will ensure that students have access to a fair and equitable process for dealing with grievances and will provide an avenue for students to appeal against decisions which affect the students' progress.

Every effort will be made by Bruce Hartwig Flying School to resolve students' grievances. To this end, a member of staff will be identified to students as the reference person for such matters. In addition, the grievance mechanism as a whole will be made known to students at the time of enrolment.

Where a grievance cannot be resolved initially, Bruce Hartwig Flying School will advise students of the appropriate legal body where they can seek further assistance.

**GRIEVANCE PROCESS**

As a student of Bruce Hartwig flying School, you may raise a grievance if you feel you have been adversely affected by such matters as unsatisfactory teaching, poor supervision, not satisfied with assessment results, unfair treatment, harassment or victimisation or any other matters. You have rights regarding the treatment you receive at Bruce Hartwig Flying School and you may take the following steps to ensure your grievance or problems are recognised and dealt with appropriately.

**Step 1**

Try talking or discussing your concerns informally with the member of staff or student involved.

**Step 2**

If the matter cannot be resolved informally then you may lodge a formal complaint.

To this end, a member of staff will be identified to students as the reference person for such matters.

Your reference person for grievances is:

Nominated

Staff Member: .....

**Step 3**

Students have the right to pursue other legal remedies (ie an independent community mediator) or seek free advice from the Training advocate on **1800 006 488**

or at [www.training.sa.gov.au/OVETorgs/pages/trainingadvocate](http://www.training.sa.gov.au/OVETorgs/pages/trainingadvocate)

*Note: It is your right to choose a nominee to act on your behalf in this process. If you choose to do so, we may require written authorisation from you.*

**Step 4**

If the matter is still not resolved to your satisfaction, you may lodge a formal complaint in writing to the following organisations.

Training and Skills Commission (SA) (for the Quality of Training issues)

Ph: 08 8226 3181

Office of Business and Consumer Affairs (OCBA) (for disputes over refunds)

Ph: 08 8204 9777

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**RECORD KEEPING**

**Student Records**

Bruce Hartwig Flying School will keep complete and accurate records of attendance and progress of students, as required by the Civil Aviation Safety Authority and the Department of Further Education, Employment, Science and Technology, as well as financial records that reflect all payments and balances due, and will provide copies of these records on request to the students. Bruce Hartwig Flying School has a Privacy Policy which states that we will not disclose any information that we gather about our staff or students to any third party with the exception of those we are required to provide information to under Commonwealth or State legislation. We use the information collected only for the services we provide. If staff or student information is required by a third party we will obtain written consent from the relevant staff or student prior to release of any information.

**OCCUPATIONAL HEALTH AND SAFETY**

All students are required to wear appropriate clothing and covered shoes when flying. Students are also required to wear headsets for flight training which provide reduction in aircraft noise.

When conducting fuel drains prior to flight, students are trained in aspects of fuel handling in regards to environmental issues as well as health issues. Care is to be taken when conducting fuel drains, not to spill any fuel on hands. If contamination occurs, wash your hands thoroughly with detergent and water.

Access to the maintenance area is available after the completion of a course on safety issues by the Chief Engineer or if accompanied by a duly authorised Flight Instructor.

Computer, Laser printers and other office equipment can have hazards associated with their use and may not be used by students unless they have undertaken appropriate training in their use.

Students are to report any faults of equipment or loose carpet, cables or other items that may be of an unsafe nature to the Office Manager.

**Bruce Hartwig Flying School offers both award (Certificate IV in Transport & Distribution (Aviation Flight Operations)) and non award courses.**

**COURSE COMMENCEMENT- NON AWARD**

**Private Pilot Licence, Commercial Pilot Licence, Private Instrument Rating, Command Instrument Rating, Multi Engine Rating & Instructor Rating.**

All Flying training courses are conducted on demand and as such there are no formal course commencement dates at this time. You will need to arrange an interview time with the Chief Flying Instructor to allow us to schedule to course to suit your requirements. All information is listed on our website. [www.learntofly.com.au](http://www.learntofly.com.au) **Courses**

**Regency TAFE or the University of South Australia**

If a student has commenced a course with Regency TAFE or the University of South Australia, the flying training component of their course commences approximately 1-2 weeks after the start date of their theory course.

**COURSE COMMENCEMENT- TDA40203A- CERTIFICATE IV in Transport and Distribution (Aviation Flight Operations)**

You will be advised on the next intake. Intake dates will also be posted on our website. Further information can be obtained through our admissions officer ([admissions@learntofly.com.au](mailto:admissions@learntofly.com.au))

**COURSE DURATION AND MINIMUM EXPERIENCE REQUIREMENTS**

Ground and Flight Training for the issue of a Private Pilot Licence (aeroplane); Commercial Pilot Licence (aeroplane) is to be conducted in accordance with the current Civil Aviation Safety Authority (C.A.S.A) day VFR (Visual Flight Rules) Syllabus (aeroplane).

In accordance with the Australian Quality Training Framework Standards for Registered training Organisations, Bruce Hartwig Flying School will recognise any relevant qualifications issued by any other Registered Training Organisation through Mutual Recognition. This also includes credit for flying experience which may be credited to your licence requirements.

If you would like to apply for Recognition of Prior Learning (RPL) or Recognition of Current Competencies (RCC), please advise the Chief Flying Instructor / Training Manager on enrolment. The processing fee for the consideration of RPL/RCC is \$110.00.

**Minimum Entry requirements / Aeronautical experience.**

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All students are required to submit Form 639 to the Civil Aviation Safety Authority for the issuance of a student licence and a security clearance.

More information can be obtained through the casa website

**<http://www.casa.gov.au/manuals/regulate/fcl/form639.pdf>**

The Chief Flying Instructor is a delegate of the Civil Aviation Safety Authority and as such is authorised to certify the id copies required to be submitted with this form. Contact the office to make an appointment to have your documentation authorised. If you are enrolling in the Certificate IV in Transport & Distribution (Aviation Flight Operations) course, this will be done as part of your enrolment. If you are unsure if the forms of id that are required, please contact the office.

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The CASA Requirements are:

**Student Pilot Licence**

Entry requirements for flight training courses are conducted according to the Civil Aviation Regulation (CAR's) Part 5

- a) "Applicants possess knowledge of the English Language that is sufficient to enable him or her to exercise safely the authority given by the licence...." CAR 5.09 Flight Crew Licence" issue and refusal
- b) "to qualify to hold a student pilot licence, be at least 16 years of age and holding a current medical certificate either Class 1 or Class 2.." CAR 5.65

**Private Pilot Licence**

In accordance with CAR 5.77, to qualify to hold a Private Pilot Licence, a person must:

- a) be at least 17 years old
- b) holds or is qualified to hold a flight radiotelephone operators licence
- c) has been awarded a pass in a Private Pilot Licence (aeroplane) theory examination
- d) has been awarded a pass in a Private Pilot Licence (aeroplane) flight test.

Prior to undertaking the navigational training associated with the Private Pilot Licence a student may elect to undertake a General Flying Progress Test (GFPT) which will allow the student passenger carrying privileges in a restricted area.

The minimum aeronautical experience of the student pilot before attempting a GFPT is: at least 20 hours of flight time of which includes

- i) at least 5 hours flight time as Pilot in Command
  - ii) at least 2 hours instrument flight
- CAR 5.76

Realistic time to achieve GFPT standard is 30 hours flight time

The minimum aeronautical experience required before a student may undertake a Private Pilot Licence test is:

at least 40 hours of flight time of which includes

- i) at least 5 hours of general flight time as Pilot in Command
  - ii) at least 5 hours of cross country flight time as PIC
  - iii) at least 2 hours of instrument time
- CAR 5.84

Realistic experience to reach the PPL standard is 22 hours for navigational sequences.

**Commercial Pilot Licence**

Pre requisites for CPL. A person must be:

- a) at least 18 years old
- b) hold holds or is qualified to hold a flight radiotelephone operators licence
- c) has been awarded a pass in a Commercial Pilot Licence (aeroplane) theory examination
- d) has been awarded a pass in a Commercial Pilot Licence (aeroplane) flight test.
- e) Meets the standards set out in the aeroplane day syllabus that are relevant to the Commercial pilot Licence. CAR 5.104

For students undertaking the Approved Integrated Commercial Pilot Licence, the minimum aeronautical requirements are:

At least 150 hours total flight time as pilot including

- i) at least 70 hours PIC
- ii) at least 20 hours cross country flight time as PIC
- iii) 10 hours instrument flying.

All aeronautical experience stipulated in CAR's should be viewed as minimum requirements only and accumulation of the minimum experience only will not necessarily guarantee attainment of the required standard. In the majority of cases, students will require hours in excess of the minimum.

**Minimum requirement to undertake a Flight Instructor Rating**

A Commercial Pilot licence.

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**Course costs non award:**

For all non award course costs refer to the website. The course is pay as you go with full EFTPOS / credit card facilities. We accept VISA, BANKCARD, MASTERCARD. Cheques are only accepted by prior arrangement with the finance officer.

**Course costs for**

**TDA40203A-Certificate IV in Transport & Distribution (Aviation Flight Operations)**

The Certificate IV course, requires completion of 28 units of study. On Completion you will be issued a Certificate IV in transport & Distribution (Aviation Flight Operations). If all units have been completed successfully, you will also have a Commercial Pilot Licence (issued by CASA). If all units have not been completed successfully, you will be issued with Statements of Attainment for the units completed.

The completion of the Certificate IV course is not a prerequisite to the issue of a Commercial Pilot licence.

**For further information on these units and how they relate to the CASA Day VFR Syllabus, please refer to the specific course outline on our website, and the required units for the completion of this course is listed an appendix A of this guide.**

**Total course cost: AU\$ 62,600.00**

This includes:

- Application processing Fee AU\$500.00 (non-refundable) and payable prior to enrolment
- Course deposit AU\$1,000 which is payable in advance on enrolment or 1 week prior to the commencement of the course, whichever is the later.
- The remainder of the course is payable in per unit of study (AU\$450 per unit) for the theory component of the course. On enrolment you will be given a payment schedule according to the units selected.
- The flight training component of the course is payable, after each practical flight lesson, by ETPOS/VISA/BANKCARD/MASTERCARD. (Cheque only by prior arrangement)

**What is included is the course:**

150 hours of flight training<sup>3</sup>

Basic Aeronautical Knowledge, Private and Commercial Theory

All flight instructor time appropriate to the flying syllabus

All pre-flight and post-flight briefings

General Flying Progress test Authorised testing officer (ATO) costs (excludes flight costs)

Private Pilots Licence flight testing officer ATO costs (excludes flight costs)

Commercial Pilot Licence flight testing officer ATO Costs (excludes flight costs)

This course includes the theory requirements to meet the syllabus standard, but is subject to conditions of review and conduct. These conditions are that the student has regular reviews with the Chief Flying Instructor and accepts our refund policy if it becomes obvious that the student has a physical or mental condition which our CFI believes will prevent him/her from ultimately gaining the desired commercial licence.

Students will be subject to review periods at which non-performance can result in the termination of their participation in the course. No refunds will be available to students who fail to meet the attendance requirements of the course or who are terminated for misconduct.

**Not included in the course fee;**

Students should allow purchasing at their own cost;

Navigation equipment

Textbooks

Headsets

CASA Publications & Amendment services

CASA Examination fees for theory tests

CASA Aircraft endorsement and licensing fees

An allowance of approximately AU\$1,800.00 should cover this. A more comprehensive list is available at the end of this guide (Appendix B)

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<sup>3</sup> 150 hours is the minimum hours set by the Civil Aviation Safety Authority as the requirement to be met on an integrated Commercial Pilot Licence. This does not mean you will be put up for a flight test at 150 hours. Additional hours may be required to meet the minimum standard (this is a skill and varies), all additional hours flown will be charged at our normal rates which are published on the website. [www.learnstofly.com.au](http://www.learnstofly.com.au)

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**Other items not included in the course cost:**

**Uniform:** Allow AU\$300 (uniforms are optional)

Accommodation, meals and transport is not included. See the accommodation links on the website for further information. There are many options of accommodation for interstate students in Adelaide. See Living in Adelaide at <http://www.studyadelaide.com>

**ASSESSMENT**

Students' assessment of competence is by means of:

- |                                                                                                                                                  |                                                                                                                                                                                                                                                                                                                     |
|--------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"><li>• Flight Licence Tests</li><br/><li>• Student progress sheets</li><br/><li>• Theory Examinations</li></ul> | <p>General Flight Progress Test;<br/>Private Pilot Licence test;<br/>Commercial Pilot Licence test</p> <p>De-briefing and flight assessments are carried out after each flight, which the student reads and initials.</p> <p>Civil Aviation Safety Authority theory Examinations, in house theory Examinations.</p> |
|--------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

All flight and theory assessments are carried out by the Civil Aviation Safety Authority (CASA) and / or its delegate.

**INFORMATION OF RECOGNITION OF PRIOR LEARNING & CREDIT TRANSFERS**

**Recognition of Prior Learning** (RPL), also known as Recognition of Current Competencies (RCC) acknowledges what you may already have learned from :

- work experience
- life experience (ie hobbies)
- other courses or qualifications.

The RPL process matches the skills and knowledge you already have against the course or qualification criteria you are doing, or intend to do. If what you have learned already is relevant to your course, then you may not have to complete some parts of the course or qualification.

**Credit transfer**

If you have successfully completed an identical module/competency at another educational institution or organisation, then you should apply for a credit transfer.

To gain a credit transfer you must be enrolled in the course or qualification for which credit transfer is sought. You must be able to provide the original statement of attainment to support your application. Further information on RPL and/or credit transfers can be obtained through the Office Manager.

**EMPLOYMENT OUTCOMES**

All graduates of professional pilot training courses will be qualified to gain employment within the Aviation Industry. Employment opportunities will depend however, on the level of Licences and ratings issued through the CASA.

Whilst a Commercial Pilot licence as issued by the CASA is the minimum requirement for employment as a professional Pilot, within the "real world" of Charter Operations, operators usually require additional ratings, eg Command Instrument rating and/or Multi engine ratings for a pilot to gain full time employment. To gain employment within Flight training Organisations, a commercial pilot must also have an Instructor rating.

The completion of the Certificate IV course is not a prerequisite to the issue of a Commercial Pilot licence.

**ASSESSMENT**

Students' assessment of the Flying Training component of the course is by means of:

- |                                                                                                               |                                                                                                                                                                                                                                              |
|---------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"><li>• Flight Licence Tests</li><br/><li>• Student progress sheets</li></ul> | <p>General Flight Progress Test (GFPT);<br/>Private Pilot Licence (PPL) test;<br/>Commercial Pilot Licence (CPL) test</p> <p>De-briefing and flight assessments are carried out after each flight, which the student reads and initials.</p> |
|---------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

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- Theory Examinations Civil Aviation Safety Authority theory Examinations, in house theory examinations.

All flight and theory assessments are carried out by the CASA and / or its delegate.

Most theory and flight assessments are able to be conducted on 24 hours notification with the exception of the Instrument theory examination and the Commercial Pilot licence theory examination, which have scheduled sessions set by CASA.

The resitting examinations both for flight and theory, is unrestricted.

**TEACHING METHODS**

All ground lessons will be conducted in a classroom environment. The flying exercises will be conducted individually with the exception of some navigational exercises, at the discretion of the Chief Flight Instructor.

More detailed information on the schools facilities, including the aircraft operated by the school, can be found on our website [www.learntofly.com.au](http://www.learntofly.com.au)

**TDA40203A – CERTIFICATE IV IN TRANSPORT & DISTRIBUTION  
(AVIATION FLIGHT OPERATIONS)  
REQUIRED UNITS OF STUDY**

UNIT CODE	UNIT TITLE	NOMINAL HOURS	THEORY	PRACTICAL
TDAE103A	Maintain aircraft radio communications	5	4	1
TDAF103A	Manage human factors in aircraft flight	15	13	2
TDAH103A	Navigate aircraft	120	30	90
TDAI1203A	Manage aircraft passengers and cargo	20	20	-
TDAY103A	Control aeroplane on the ground	5	4	1
TDAY203A	Take Off aeroplane	20	17	3
TDAY303A	Control aeroplane in normal flight	30	25	5
TDAY403A	Land Aeroplane	15	8	7
TDAY503A	Execute advanced aircraft manoeuvres and procedures	40	20	20
TDAY603A	manage abnormal aeroplane flight situations	40	35	5
TDAY703A	Manage aircraft fuel	10	8	2
TDAY803A	Control aeroplane solely by reference to full instrument panel	15	8	7
TDAY903A	Control aeroplane solely by reference to limited instrument panel	5	2	3
TDAZ103A	Manage situation awareness in aircraft flight	20	18	2
TDAD103A	Manage pre and post flight actions	20	18	2
TDAL303A	Plan aircraft load	20	20	-
TDAF1003A	Implement regulations and policies	40	40	-
TDAF603A	Respond to abnormal and emergency situations in aircraft	40		
TDAF503A	Maintain the safety of people and aircraft	20		
TDTF197B	Follow OHS procedures	10		
TDAB403A	Manage and carry out pre and post flight cabins checks	20		
TDTF1097B	Apply fatigue management	30		
TDAD203A	Load & secure aviation freight	20		
HLTFA1A	Apply First AID	15		
TDAZ503A	Manage basic situation awareness in the aviation workplace	20		
TDTO297B	Follow security procedures	10		
TDTE397B	Participate in basic workplace communications	10		
<b>TOTAL NOMINAL HOURS</b>		<b>635</b>		

\*\* Note these are *nominal* hours. All units requiring practical components (i.e. flight training) the nominal hours will vary student to student. This is a competency based training program and a required standard as set by the Civil Aviation Safety Authority will apply.

This is a list of the units required to be completed and passed to gain the Certificate IV level. If all Units are not completed, statements of attainment only for those units completed will be awarded.

**Certificate IV in Transport & Distribution (Aviation Flight Operations)  
Additional charges**

**Required text books**

Basic Aeronautical Knowledge	BAK	\$82.50
Private Pilot Licence	PPL	\$82.50
CPL Aerodynamics	CPLAERODY	\$45.00
CPL General Knowledge	CPLGK	\$45.00
CPL Performance	CPLPERF	\$65.00
CPL Meteorology	CPLMET	\$45.00
CPL Navigation	CPLNAV	\$51.00
CPL Air Law	CPLLAW	\$45.00
Human Performance and Limitations	HPL	\$45.00

\*\*Prices subject to change current 1/06/2007

Go to: [www.bobtait.com.au](http://www.bobtait.com.au)

**Headsets** – from \$260

**Navigation equipment, CASA Publications and Airservices publications & amendment services**

Go to : [www.aviationshop.com.au/concept/](http://www.aviationshop.com.au/concept/)

Use this site for indicative prices. We do not have preferred supplier.

We recommend that you do not purchase any of these items in advance as your instructor can advise you when and what is required at each stage of your training.

This is especially important with the publications, maps and charts as they are dated and may be obsolete before you use them.

**CASA Examination fees for theory tests**

Go to : [www.aslexam.com/TOL/StaticWithMenus.aspx?PageTitle=Fees&ContentID=292](http://www.aslexam.com/TOL/StaticWithMenus.aspx?PageTitle=Fees&ContentID=292)

For a current list of fees. These exams are set by CASA. The examinations you will be required to sit through this system are: PPL Private Pilot Licence (Aeroplane); and all the Commercial CPL (Aeroplane) subjects.

**CASA Aircraft endorsement and licensing fees**

Go to: [www.casa.gov.au/corporat/fees/index.htm](http://www.casa.gov.au/corporat/fees/index.htm)

Your Instructor of Chief Flying Instructor will advise you on which fees will apply to you.

Fees as at 1/6/2007 are:

CASA Application Form 639 – \$210.00

CASA Processing fees

5.20	Issue of a private pilot licence and a flight radiotelephone operator licence — processing and consideration of application	\$65.00
5.21	Issue of a commercial pilot licence and a flight radiotelephone operator licence) — processing and consideration of application	\$130.00

NB these fees will be changing 1/7/2007. Check the CASA website for current prices.

[www.casa.gov.au/corporat/fees/current.htm](http://www.casa.gov.au/corporat/fees/current.htm)

**Total minimum additional costs including basic uniform      \$2,100.00**