

Pacific Flight Services

Operations Manual – Part L

Recognition Information Kit (Form 22)

Version 1.0

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APPLICATION FOR RECOGNITION

Pacific Flight Services Recognition Policy	L22.1.1	There are two pathways for obtaining a Statement of Attainment and/or qualification under the Australian Qualifications Framework: L22.1.1.1 Training and assessment pathway; and L22.1.1.2 Assessment only pathway.
	L22.1.2	The assessment only pathway is known Recognition of Prior Learning.
	L22.1.3	Pacific Flight Services accepts and provides credit to learners for units of competency and/or modules (unless licensing or regulatory requirements prevent this) where these are evidenced by: L22.1.3.1 AQF certification documentation issued by any other RTO or AQF authorised issuing organisation; or L22.1.3.2 Authenticated VET transcripts issued by the Registrar.
	L22.1.4	When deciding to assess prior learning or grant course credit Pacific Flight Services must consider and preserve the integrity of the award to which it applies and comply with the requirements of the underpinning educational framework of the course.
	L22.1.5	If Pacific Flight Services grants RPL or course credit to an overseas learner, Pacific Flight Services must give a written record of the decision to the overseas learner to accept and retain the written record of acceptance for two years after the overseas learner ceases to be an accepted learner.
	L22.1.6	If Pacific Flight Services grants the overseas learner RPL or course credit that reduces the overseas learner's course length, Pacific Flight Services must: L22.1.6.1 Inform the learner of the reduced course duration following granting of RPL and ensure the confirmation of enrolment (CoE) is issued only for the reduced duration of the course; and L22.1.6.2 Report any change in course duration in PRISMS if RPL or course credit is granted after the overseas learner's visa is granted.
	L22.1.7	Any appropriate existing competency and/or qualification(s) issued by a bona-fide RTO are recognised under:
	L22.1.8	Recognition of qualifications: L22.1.8.1 Qualifications and Statements of Attainment issued under the Australian Qualifications Framework qualifications by another RTO are recognised under "National Recognition".
	L22.1.9	Recognition of prior learning (RPL): L22.1.9.1 The acknowledgement of a person's skills and knowledge acquired through previous training, work or life experience, which may be used to grant status or credit in a subject or module. L22.1.9.2 It can lead to a full qualification in the VET sector. (NCVER). L22.1.9.3 In the context of flying training RPL will include document based evidence.
	L22.1.10	Recognition of current competencies (RCC): L22.1.10.1 The assessment of a person's current capacity to perform; it applies if an individual has previously successfully completed the requirements for a unit of competency or a module and is now required to be reassessed to ensure that the competence is being maintained. L22.1.10.2 In the context of flying training a RCC assessment will include an in-flight check flight.
	L22.1.11	RPL Assessment Methods (Australian Qualifications Framework Council, November 2012):

	L22.1.11.1	<i>Should include reasonable adjustment for the literacy levels, cultural background and experiences of students, and It should not be a proxy for the assessment of skills such as literacy except where these are intrinsic to the learning outcomes of the qualification component;</i>
	L22.1.11.2	<i>Should address the specific evidence required to demonstrate prior achievement of the learning outcomes and assessment requirements of the particular qualification components for which credit is sought;</i>
	L22.1.11.3	<i>Should provide a range of ways for individuals to demonstrate that they have met the required outcomes and can be granted credit.</i>
	L22.1.11.4	<i>These might include:</i>
	L22.1.11.4.1	<i>Mapping of learning outcomes from prior formal or non-formal learning to the relevant qualification components;</i>
	L22.1.11.4.2	<i>Questioning (oral or written);</i>
	L22.1.11.4.3	<i>Observation of performance in work based and/or simulated environments;</i>
	L22.1.11.4.4	<i>Challenge examinations/assessments;</i>
	L22.1.11.4.5	<i>Consideration of third party reports and/or other documentation such as articles, reports, project material, papers, testimonials or other products prepared by the RPL applicant that relate to the learning outcomes of the relevant qualification component</i>
	L22.1.11.4.6	<i>Consideration of a portfolio and review of contents, and</i>
	L22.1.11.4.7	<i>Participation in structured assessment activities that individuals normally would be required to undertake if they were enrolled in the qualification components.</i>
	L22.1.12	<i>The assessment outcomes may enable the student to meet the entry requirements and/or components of the qualification. This may reduce the duration of the qualification.</i>
	L22.1.13	<i>The agreed credit outcomes of the assessment of previous learning through RPL are specific to the individual. They may establish a precedent which can be used for other RPL assessments and potentially form the basis for future credit transfer agreements.</i>
	L22.1.14	<i>Verification of Evidence:</i>
	L22.1.14.1	<i>AQF Qualifications and Statements of Attainment are to be recognised at enrolment through the Recognition process provided they are relevant to the course to be undertaken.</i>
	L22.1.14.2	<i>To have certificates or statements of attainment recognised under National Recognition, the original qualifications with a list of units completed are to be submitted for verification to the Head of Operations.</i>
	L22.1.14.3	<i>The qualification is checked for currency against the current endorsed training package version, and that the applicant's skills as represented by the Qualifications and/ or Statements of Attainment are still current.</i>
	L22.1.14.4	<i>Where any competency is found to be lacking further training and/ or assessment may be required to gain full recognition.</i>
	L22.1.14.5	<i>The Head of Operations must ensure that:</i>
	L22.1.14.5.1	<i>The qualification has been issued by a <i>bona fides</i> RTO;</i>
	L22.1.14.5.2	<i>The applicant has been enrolled at that RTO; and</i>
	L22.1.14.5.3	<i>The applicant is competent to complete a practical assessment if there is any doubt.</i>
	L22.1.15	<i>Recognition of Prior Learning 100% of a qualification:</i>
	L22.1.15.1	<i>Where a learner wishes to apply for recognition of prior learning for any one training package unit of competency the learner must undertake the assessment tool applicable to that unit of competency.</i>
	L22.1.15.2	<i>Where a learner holds a statement of attainment for all of the units of</i>

	<p><i>competency in a qualification the learner may apply for the qualification upon holding the respective industry regulated licence, rating or endorsement.</i></p>			
	<p>L22.1.16 Recognition of Prior Learning for Trainers and Assessors:</p>			
	L22.1.16.1	<p><i>An employee of Pacific Flight Services applying for Recognition of Prior Learning for a Qualification may conduct an annual Operator Proficiency Check, as required by the Civil Aviation Safety Regulations Part 61, for the purpose of demonstrating the Performance Criteria and Performance Evidence for that qualification only if the annual Operator Proficiency Check covers the Performance Criteria and Performance Evidence of that qualification.</i></p>		
	L22.1.16.2	<p><i>A successful outcome of the annual Operator Proficiency Check is a graded result of the number 1 (one) (Consistently achieve the standards as defined by CASR Part 61 Manual of Standards Schedule 8, Table 2 Aeroplane General Flight Tolerances Professional Level) in all the elements printed on the Operator Proficiency Check form.</i></p>		
	L22.1.16.3	<p><i>In assessing an application for Recognition of Prior Learning Pacific Flight Services will consider as evidence the items listed at L22.1.11.4 above.</i></p>		
	L22.1.16.4	<p><i>In assessing an application for Recognition of Prior Learning Pacific Flight Services will consider as evidence for the Performance Criteria and Performance Evidence of a unit of competency any CASA regulated licencing requirement that is equivalent to the Performance Criteria and Performance Evidence of that unit of competency</i></p>		
	L22.1.17	<p>International Learner Requirements:</p>		
	L22.1.17.1	<p>When an international prospective learner is granted Recognition before arrival in Australia, then the duration of their Learner Visa will be shortened accordingly.</p>		
	L22.1.17.2	<p>When an international learner is granted Recognition after arrival then the Department of Education will be notified by the PEO through PRISMS.</p>		
	L22.1.17.3	<p>The Registered Training Organisation undertakes to provide additional projects and supervised study periods to maintain a full time study load.</p>		
	L22.1.18	<p>Credit:</p>		
	L22.1.18.1	<p>Credit transfer applies to situations where learners have completed at another Registered Training Organisation a unit of competency identical to those they are currently enrolled in.</p>		
	L22.1.18.2	<p>An application for course credit can be made on Credit Transfer Form (Form 47), available from www.pacificflight.com.au.</p>		
Name				
Address				
Telephone				
Qualification / Unit of Competency Sought				
Relevant	Employer	Type of Work	Relevant Skills and Knowledge	Evidence

Employment Experience				
Relevant Education and Training	Institution	Qualification / Course / Unit / Module		Date Completed

Units Claimed and Evidence Checklist	Unit Code	Unit Description	Hold Statement of Attainment (attach copy)	Hold Pass in Unit Assessment Tool (attach copy)	Hold industry regulated licence, rating or endorsement (attach copy)	Hold current OPC (attach copy and log book entry)
	AVIE4001	Maintain aircraft radio communications				
	AVIF0004	Implement aviation risk management processes				
	AVIF0005	Implement aviation fatigue risk management processes				
	AVIF0007	Implement threat and error management strategies				
	AVIF0008	Manage safe flight operations				
	AVIF0011	Manage aircraft passengers and cargo				
	AVIF0014	Manage human factors in aviation operations				
	AVIH0002	Plan a flight under visual flight rules				

	AVIH4001	Navigate aircraft under visual flight rules				
	AVILIC0001	Licence to operate a commercial aeroplane				
	AVIO0002	Manage disruptive behaviour and unlawful interference with aviation				
	AVIW4001	Manage pre- and post-flight actions				
	AVIW5018	Operate and manage aircraft systems				
	AVIY0001	Operate aircraft using aircraft flight instruments				
	AVIY0002	Operate in controlled airspace				
	AVIY0003	Operate in Class G airspace				
	AVIY0004	Operate at non-towered aerodromes				
	AVIY0005	Operate at a controlled aerodrome				
	AVIY0008	Apply aeronautical knowledge to aviation operations				
	AVIY0009	Apply the principles of civil air law to aviation operations				
	AVIY0018	Execute advanced aeroplane manoeuvres and procedures				
	AVIY0019	Manage abnormal aeroplane flight situations				
	AVIY4001	Control aeroplane on the ground				
	AVIY4002	Take off Aeroplane				

	AVIY4003	Control aeroplane in normal flight				
	AVIY4004	Land Aeroplane				
	AVIY4007	Manage aircraft fuel				
	AVIZ4001	Manage situational awareness in aircraft flight				
	AVIY5024	Operate aircraft in the traffic pattern at night				
	AVIH0005	Plan a flight under instrument flight rules				
	AVIH5017	Navigate aircraft under instrument flight rules				
	AVIY0013	Conduct a 2D instrument approach				
	AVIY0022	Perform instrument arrival and standard arrival route procedures				
	AVIY5027	Perform non-published instrument departure procedures				
	AVIY5028	Perform published instrument departure procedures				
	AVIY5033	Perform visual circling approach				
	AVIY0014	Conduct a 3D instrument approach				

Declaration	<p>L22.1.19 I hereby apply for Recognition of Prior Learning as indicated above.</p> <p>L22.1.20 I certify that the information provided is true and correct, and that the Awards/Certificates/Statements attached have been awarded and that the units for which exemption/s is/are claimed have been satisfactorily completed</p>	
Signature of Applicant		
Date		
PEO Signature		
Date		
Recognition Granted	Recognition Denied	

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