

PEARSON AVIATION PTY LTD

INFORMATION FOR INTERNATIONAL STUDENTS

RTO 20289
CRICOS03017M



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Preamble

The information contained within this Handbook is for general information purposes only to assist you in deciding whether or not to study in Australia at Pearson Aviation Pty Ltd.

The information herein should be read in conjunction with the Education Services for Overseas Students Act 2000 (ESOS) a copy of which may be found at: http://www5.austlii.edu.au/au/legis/cth/consol_act/esfosa2000442/ and the regulations a copy of which may be found at:

http://www5.austlii.edu.au/au/legis/cth/consol_reg/esfosr2001551/

and the Standards for Registered Providers (Standards) at copy of which may be found at:

<https://internationaleducation.gov.au/Regulatory-Information/Education-Services-for-Overseas-Students-ESOS-Legislative-Framework/National-Code/nationalcodepartd/Pages/ESOSNationalcode-PartD.aspx>

There are good reasons for obtaining your pilot qualifications in Australia.

- Australia has an excellent safety record in aviation.
- It has a long history of successful pilot training. High professional standards are expected and generally flight training is not disrupted by bad weather.
- Australia has a favourable exchange rate and prices are competitive.

About Us

Pearson Aviation is the pre-eminent flying school at Essendon Airport in Melbourne. It places emphasis on high professional standards and safety; it has an excellent reputation in the industry and is firmly established as a provider of quality aviation services in the Melbourne region.

Its staff are highly qualified and experienced. There are aeroplanes available ranging in complexity from the Cessna 172 to executive jets.

Its premises are conveniently located on the airport at: *First Floor, Hangar 5, 228 Wirraway Road, Essendon fields* adjacent to the aeroplanes used for training.

Pearson Aviation is approved by the Civil Aviation Safety Authority to offer courses at all levels including training to be the Captain of a jet aeroplane and is listed on the Commonwealth Register of Institutions and Courses for Overseas Students as a registered provider of education programs for overseas students. Our CRICOS number is 03017M

Pearson Aviation has no association with any other course provider.

Pearson Aviation makes no claims that at the completion of the course (Commercial Pilot Aeroplane Licence, AVI 50215) you will be eligible for permanent migration to Australia or for employment with any organisation within or without Australia.

Attainment of the AVI 50215 Diploma of Aviation (Commercial Aeroplane Pilot) does not qualify you for automatic entry into any other course.

Essendon Airport:

Is ideal for training professional pilots.

It is located within the same Melbourne Primary Control Zone that is used by Boeing 747 international flights into Melbourne Airport so that your flight training will be conducted in the radar environment of the professionals.

Essendon has long sealed runways, a control tower, on site maintenance workshops, approach and runway lighting and sophisticated navigation aids including RNAV (GNSS), and an Instrument Landing System.

Students will also have access to a nearby General Aviation Aerodrome, which uses Class D airspace procedures with dual runways and contra-rotating circuits as well as access to a large country training area and country aerodromes.

As a training aerodrome for professional pilots Essendon Airport is unsurpassed.

In addition Essendon Airport is in the suburbs of Melbourne so that accommodation is not difficult to arrange. The airport is connected by electric tram to the city centre 16 km away. Taxis and buses also are available.

If you train at Essendon you will not be isolated.

Melbourne:

Melbourne is a modern multi-cultural city of some 5 million people with communities from countries all over the world so that there will always be someone to relate to and something interesting to do.

It is renowned for its restaurants from every nation, for its arts, entertainment, shopping, public transport, sport, parks and gardens and sightseeing.

It is politically stable and has been said to be the world's most liveable city.

Information on Living in Melbourne and costs

See Schedule 2 for information as to the costs of living in Melbourne.

Courses Available

- **AVI 50215 Diploma of Aviation (Commercial Aeroplane Licence)** Duration 52 weeks (including 4 weeks' vacation)
- **AVI 50415 Diploma of Aviation (Instrument Rating)** – Duration 26 weeks (including 2 weeks' vacation)

Courses for international students will be full time courses.

Students will be expected to attend at least 20 hours per week and maintain at least 90% attendance. Any failure to meet these requirements will lead to the implementation of Pearson Aviation's Policy and Procedure for Monitoring Attendance and may lead to disciplinary action.

All pilot licences obtained in VH registered aircraft in Australia meet the requirements of the International Civil Aviation Organisation and are recognised and highly regarded throughout the world; however individual countries may require additional theoretical or flight training or flight test for the issue of a local licence or rating.

Accommodation

Alternatives are available.

1. Homestay Victoria.
2. Self-Arranged.

1. Homestay Victoria.

Homestay Victoria is a private company that arranges for students to live with families in Melbourne. Food is included in the price and clothes washing is done by the host family.
Costs: See Schedule 2.

2. Self Arranged Accommodation.

You might have friends in Melbourne who will arrange your accommodation or you might rent rooms with other students.

Things to consider if you arrange your own accommodation.

- a. Convenient and reliable transport must be available to Essendon Airport.
- b. You must have facilities and privacy to study.
- c. Working for payment is discouraged because it will interfere with your studies.

Student Support Services

Pearson Aviation is proud of its dedication to delivering personalised attention to its students. We endeavour to assign one instructor to each student for the duration of the course. All theory classes are kept small to facilitate individual attention.

If a student feels they are unable to attend school to enable them to complete their course in anticipated timeframes students are encouraged to avail themselves of the support services provided by the school.

These services may include but are not limited to such things as extra tuition or counselling. Students' performance will be monitored and assessed to ensure that they complete the course within the expected time frames. Remedial intervention will commence as soon as a short fall in performance is noted.

Pearson Aviation has a counselling service, which any student experiencing any difficulty with any part of the course or their welfare, will be offered immediately. Pearson Aviation will comply with the ESOS Act and the National code in relation to reporting students as and when required.

The "in house" support services are provided at no cost to the student.

Complaints and Disputes Resolution

Pearson Aviation has a comprehensive policy for the investigation and resolution of disputes and grievances. Students are able to make complaints via many different channels i.e. verbally to any member for staff via email or in writing. All complaints are dealt with as soon as practicable. Complaints will be assessed for the level of complexity and will be prioritised accordingly. A full time Student Liaison Officer (Lynda Pearson 0429408032 contactable 24/7) and part time Social Worker are available to the Students where and when necessary. Complaints are dealt with in house as much as possible. If the student is unhappy with the outcome they may take their complaint to an outside agency to be dealt with. All in-house complaints processes are free of charge. Depending on the outside agency, complaints dealt with may have a minimal cost. The office of the Overseas Student Ombudsman is also available for the receipt of complaints against CRICOS providers. <http://www.oso.gov.au/>

Pearson Aviation has in place a comprehensive student complaints and appeals process any student can avail themselves of this process if they find it necessary. The complete process is outlined in the Policy and Procedures and the appropriate legal agreement. If the internal or external complaints handling or appeals process results in a decision that supports the student the school will immediately implement any decision and or corrective action required and advice the student of the outcome.

Support for student's family.

Pearson Aviation Pty Ltd does not have the resources to offer support services to student's dependent family members. Accordingly, student's who will be accompanied by dependent family members should consider the implications of the non-availability of family support services from Pearson Aviation Pty Ltd.

Critical Incident in relation to International Students

Definition of a Critical Incident;

A traumatic event, or the threat of such (within or outside Australia), which causes extreme stress, fear or injury.

Overview;

Pearson Aviation recognises its obligations under the ESOS act and the relevant standards to assist its students as required in the event of a Critical incident. The contact person (24 hours 7 days) in the first instance will be Lynda Pearson (0429408032).

1. Pearson Aviation will upon the identification and reporting of a critical incident by a student make written record of the reporting and assessment of the incident.
2. Pearson Aviation will assess the severity of the incident and in consultation with the student determine a suitable course of action to be taken.

3. Pearson Aviation will direct the student to appropriate support services to assist them in the resolution of any critical incident.
4. Pearson Aviation will allow necessary time away from study if required.
5. If it is determined that such time away from study will impact upon the students ability to complete in expected timeframes Pearson Aviation will report such to Department Of Education via PRISMS as necessary and issue an amended CoE

Further Information

Overseas Students can access further information and regulations by going to Australian Education International at www.education.gov.au

Payment to Pearson Aviation

When you forward the "Application Form" enclose an Application Fee of **AUD \$250.00. This fee is not refundable.**

When you forward the signed agreement to enrol for the course with Pearson Aviation Pty Ltd you will need to enclose:

- a. An enrolment processing fee of AUD\$1250.00 (non refundable).
- b. The deposit for your accommodation (if we are booking your accommodation).
- c. Payment for any prescribed ELICOS course.
- d. The cost of Private Health insurance.

The accommodation cost will depend on which type of accommodation you choose. Payment will be required for two weeks in advance.

***Note that the following items are not included in these fees.**

- Travel costs of any kind except transport from the airport.
- Costs of English standard tests and assessment of qualifications
- Visa costs
- Accommodation except for the first two weeks.
- Living expenses
- Medical insurance costs
- Flight time over and above that contracted for by Pearson Aviation. Additional training will be charged at normal dual or solo rates operating at the relevant time.
- Repeat flight tests and theory tests in the event of a test failure. Repeat flight tests cost AUD\$850.00 test fee plus solo rates for the aeroplane.
- Landing and airways charges apart from those included in the normal flight training program.
- Any other item listed in the Legal Agreement as not included in the course.

Fee Changes.

Pearson Aviation reserves the right to increase flight training and other fees should the cost of component services and charges be increased. Should fee changes become necessary, the changes will be widely publicised and one month's notice will be given.

Security Of The Money You Forward.

The Australian government has strict regulations to ensure that money you forward for fees (other than the Application fee and the enrolment processing fee which are non-refundable) to the company will be fully protected for your benefit. Pearson Aviation P\L meets these requirements in full.

Student Refunds.

Any monies (other than the application and processing fees) received in advance will be deposited in an independently run and audited Trust Account. Refund of fees in trust be assessed on application by the student for refund and paid within 4 calendar weeks.

Some courses for International students may be charged in arrears and, therefore, no refunds will be necessary.

Suspension or Withdrawal from a Course.

Pearson Aviation will keep written records on the students file regarding any changes to enrollments. Pearson Aviation will faithfully carry out all its obligations to keep the Secretary of Department Of Education (via PRISMS) informed of student enrollments in regard to changes to CoEs. The Suspension or withdrawal from a course may affect a student visa.

The student has the right to request a suspension or deferment of a course on the grounds of compassionate or compelling circumstances at any time during their course. The school will require written verification of such a request (i.e. doctors certificate regarding a students inability to attend class).

The school has the right to defer or suspend a student from a course if misbehavior or disruptive behavior is identified. In the event of a cancellation or suspension by the school the student has the right to access the schools policy and procedure for dispute resolution within 20 working days of the of the notification to suspend or cancel a course. Any suspension or cancellation may not take effect until such a process has been completed.

1. Withdrawal prior to commencement of the course

If for any reason you withdraw from the course after the Orientation Day program then Pearson Aviation reserves the right to charge for any goods and services delivered to the date of withdrawal and such charges will be due and payable immediately upon presentation of invoice.

2. Withdrawal during the course

If you withdraw during the course Pearson Aviation P\L will require up to ten weeks notice and reserves the right to charge fees for all goods and services rendered during the notice period.

3. Withdrawal initiated by the Company

If for any reason you are expelled from the course due to disruptive or dangerous behaviour or if you withdraw from the course as a result of a company recommendation due to lack of adequate progress, then charges for all goods and services rendered to the date of course termination will become immediately payable upon presentation of invoice. A student has the right to initiate the company policy for dispute reporting and resolution if they feel a decision made by the company regarding their expulsion is unreasonable or unfair.

4. Suspension by the school

A student's enrolment may not be extended beyond that allowed for in the original C o E for any reason other than on compassionate or compelling grounds or if Pearson Aviation is forced to implement its intervention strategy for students who are identified as being at risk of not meeting satisfactory course progress or because of approved deferment or suspension of study granted under Standard 13 of the national Code of Practice for RTOs.

How to Gain Entry to a Course. **

It is necessary to gain entry to a course before the Australian government will issue a student visa.

1. **The first step** is to complete and mail to Pearson Aviation the "Application Form". A non refundable fee of AUD\$250.00 is to be forwarded with the application.

If the application is acceptable, Pearson Aviation will forward an Agreement between Pearson Aviation and yourself to be signed and a formal Letter of Offer.

2. **The second step** is to complete and forward this signed Agreement with Pearson Aviation P\L for provision of the course.

****** Should any additional requirement apply, it will be stated in the attached Letter of Offer.

When the agreement is completed you will be sent a Confirmation of Enrolment (CoE), which you will need when you apply for your Australian Student Visa.

There are three ways of taking these steps.

1. By mailing direct to Pearson Aviation Pty Ltd.
2. Through an Australian Education Centre in your country.
3. Through an agent appointed by Pearson Aviation to assist students in your country (PLEASE NOTE; currently Pearson Aviation has no approved agents appointed)

The Australian Education Centre and the agent may charge fees for their services.

Pre-Requisites for Entry to the Course

The information you provide on the "Application Form" will enable us to decide your eligibility for our Pilot Training Courses. The main items are:

1. **Age.** You must be 18 years of age before taking a flight test for a Commercial Licence. Students **must be 18 years of age on enrolment to the course**, there is no upper age limit.
2. **English.** To gain entry to a flight training course at Pearson Aviation P/L it is necessary for you to prove that you have reached **Level 5.5 of the International Language Standard** in English or equivalent, with no individual element less than 5. Arrangements can be made for this test to be taken at the Australian or British Embassy in your country. Further information on English Language Proficiency requirements can be found on the CASA web page www.casa.gov.au
3. **Medical certificate.** You must undergo and pass a CASA Class 1 Medical certificate examination. Further information on CASA medical requirements can be found at www.casa.gov.au
4. **Education.** You should have a pass at year 12 secondary school level or equivalent. **Send a certified copy of the result to Pearson Aviation P/L as soon as possible.** If you have not reached the level of English required by Pearson Aviation you would be able to apply for an ELICOS course in Melbourne, Australia, to bring your English up to the required standard. In this case Pearson Aviation would make you a provisional offer which means that you would be accepted for pilot training when the ELICOS course is complete. ELICOS courses cost AUD\$1,250.00 for a five week course. (AUD\$250.00 per week)

The provisional offer would enable you to get a student visa, which could be extended once you were in Australia to proceed with the pilot training course.

It should be noted that after you arrive in Australia, the CFI of Pearson Aviation reserves the right to require you to take additional ELICOS courses should your English standard not meet the level required for entry to the course.

General Standard of Education.

You are expected to have obtained qualifications equivalent to the completion of Australian year 12.

To have your qualifications assessed it will be necessary for you to send certified copies of your academic transcripts to Pearson Aviation P/L, Essendon Airport, Victoria, Australia 3041.

When they are received Pearson Aviation will arrange to have them assessed and notify you of the result.

The cost for this service is covered in the Application Fee.

Recognition of Prior Learning

Under the Australian Qualifications Framework, a registered body will generally recognise appropriate prior learning. All accredited institutions are required to have a policy on RPL.

Pearson Aviation *will not* actively recruit students but will enrol a student transferring from another course (prior to the student completing six months of their principle course) **provided that** the student obtains a letter of release from their previous course provider, **and presentation of:**

- a valid pilot licence - issued by the government of a country which is a signatory to the Chicago Convention 1944 and abides by the rules of the International Civil Aviation Organisation (ICAO)
- a log book appropriately certified by the relevant authority of the licence issuing State or a Certificate of Attainment issued by an Australian Registered Training Organisation which is authorised to deliver pilot training under the AQTF.

Shortening of Course Duration due to the issue of Course Credits

- ❖ If the granting of course credits leads to the shortening of a course the school will indicate the actual net course duration on the CoE issued for that student for that course.
- ❖ If however the course credit is granted after the student visa is issued the school will report the changes to the course duration via PRISMS as required under section 19 of the ESOS act.

Transfer between Registered Providers.

Pearson Aviation will accept students transferring from or to another RTO provided that the student meets the requirements as stipulated in the Policy and Procedure for student transfer and Standard 7 of the Standards for Registered Providers.

The full range of Policies and Procedures will be covered in the Orientation Program each student is required to attend prior to commencement of their training.

The Student is required to notify the school and CASA of any change of address while enrolled in the course.

Medical Certificate and Insurance

You will need an **Aviation Medical Certificate** for the type of Pilot Licence you require. You will need to be examined by a doctor approved for this purpose. A Class 1 Medical is required for a Commercial Licence. A list of doctors approved to examine for aviation medicals can be found on the CASA web site: www.casa.gov.au

Additionally, the Australian government requires all international students not covered by their country's reciprocal health arrangement, to have **private health insurance** covering the period of stay in Australia but not less than a period of 12 months. Students must arrange for health insurance cover with a private provider prior to application for a Student Visa.

NOTE This health insurance does not cover you for all medical issues make sure you have read the Insurers Policy and if you have questions we refer you to our Student Support Services who will endeavour to clarify any issues for you

Signing the Agreement with Pearson Aviation Pty Ltd. & Costs

After it has been established that you are eligible for the course, Pearson Aviation Pty Ltd will send you a copy of an agreement between you and the company. When it is properly signed it will be legally binding on you and also legally binding on the company to provide the course.

When you are satisfied with the contents of the agreement (we suggest you obtain independent legal advice), it should be signed and forwarded to Pearson Aviation P/L with a bank cheque made out to Pearson Aviation Pty Ltd to cover the following items:

1. Cost of two weeks accommodation (if required) AUD\$
2. Cost of prescribed ELICOS course (if required) AUD\$

If you are successful in gaining entry into the course, a Confirmation of Enrolment (C.o.E) will be forwarded to you and you may then finalise your student visa.

- You will be notified of the amounts for these items when the agreement is forwarded to you. The accommodation cost will depend on the type of accommodation you choose. Course costs are set out in Schedule 2 attached and the cost of the ELICOS course will depend on the number of weeks required.

NOTE Privacy

Information will be collected on application forms and during your enrolment in order to meet our obligations under the ESOS Act and the National Code 2007; to ensure student compliance with the conditions of their visas and their obligations under Australian immigration laws generally.

The authority to collect this information is contained in the Education Services for Overseas Students Act 2000, the Education Services for Overseas Students Regulations 2001 and the National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2007. Information collected about you on your application form and during your enrolment can be provided, in certain circumstances, to the Australian Government and designated authorities and, if relevant, the Tuition Assurance Scheme and the ESOS Assurance Fund Manager. In other instances information collected on the application form or during your enrolment can be disclosed without your consent where authorised or required by law.

How to Obtain your Student Visa.

You should take the Letter of Offer and your CoE with you to the Australian Embassy or Australian Consul's office when you apply for your student visa.

Please notify Pearson Aviation as soon as your student visa is issued so that final arrangements can be made.

Travel to Australia.

You are to make your own travel arrangements to Melbourne.

You should arrange to arrive two weeks before the course begins so that your English standard, your accommodation and health insurance can be finalised, and so that you can attend the orientation program conducted by the company.

We will need to know the arrival time of your flight so that we can arrange to meet you at the Melbourne Airport if this is required.

SCHEDULE 1

COURSES AVAILABLE and STARTING DATES MELBOURNE – ESSENDON AIRPORT BASE					
COURSES	Theory time Weeks	Flight training time. Weeks	Vacation	Total Weeks	Starting Date
Diploma of Aviation (Commercial Aeroplane Licence) AVI50215	24	24	4	52	As required
Diploma of Aviation (Instrument Rating) AVI 50415	4	20	2	26	As required