



TOWNSVILLE FLIGHT TRAINING

# NEXT STEPS GUIDE

Finalising your enrolment in the  
AVI50519 Diploma of Aviation  
(Instrument Rating)



## ENROLMENT CHECKLIST

Enrolling in the AVI50519 Diploma of Aviation (Instrument Rating) isn't a difficult process, but there are a few steps involved. Please use this checklist to make sure you don't miss any steps!

### ☐ **Contact TAFE Queensland**

Aviation enrolments are handled by a dedicated Aviation Officer at TAFE Queensland North who will offer personalised guidance regarding entry requirements and assist with the enrolment process. Please contact Sarah Dale on 0417 783 739 or email Sarah.DALE@tafeqld.edu.au to get started.

### ☐ **Chat with a Townsville Flight Training instructor**

To make sure you are prepared as possible to start training, one of our friendly team of instructors will get in touch to say hi and answer any questions you might have about training with us, aircraft options, the industry etc. This is an informal chat and can be done over the phone or, if you are local, you can stop by the hangar and say hi in person.

Please let our receptionist know if you would prefer to be contacted on a certain date or time of day, or to book in to pop by our hangar.

### ☐ **Confirm your intention to join an intake**

Once you have decided which intake you would like to start in, please contact TAFE Queensland or Townsville Flight Training to register your interest.

### ☐ **Complete and return your TAFE Queensland enrolment paperwork**

A checklist of what you'll need to return is on page 5.

Once your enrolment paperwork has been submitted, and you have had a chat with an instructor, Townsville Flight Training will provide TAFE Queensland with a training plan and advise that they are satisfied that you are a suitable candidate for the program.

### ☐ **Confirmation of Enrolment**

TAFE Queensland will confirm with you the start date and then finalise your enrolment into the program by sending you an email which includes:

- > **Confirmation of Enrolment**
- > **Schedule of Fees**
- > **Qualification Guide**
- > **Statement of Fees and/or Payment Plan**

### **E-CAF Submission**

You will receive an email from the Commonwealth called an E-CAF. This form needs to be read carefully, completed, signed and submitted as per instructions from the Commonwealth to finalise your Vet Student Loan deferral.

## Steps to Enrol cont.

### ☐ **Confirm your licence prerequisites (mandatory course entry requirements)**

You will need to confirm that you hold current copies of the following and complete the [Prerequisites Confirmation Form online here](#). If you need to renew any of these please let us know and we'll send through a guide.

- ☐ **Class 1 Aviation Medical**
- ☐ **Aviation Security Identification Card (ASIC)**
- ☐ **Current Commercial Pilot Licence - Aeroplane**
- ☐ **Return Prerequisite Confirmation form**

### ☐ **For students with previous ME or IR experience ONLY:**

Submit evidence of previous flight training/ IREX exam result

Please send through all that apply:

- ☐ Logbook hours (scan each page)
- ☐ Details of previous school (our CFI will need to request training records)
- ☐ Passed IREX KDR (both pages of the KDR)

With this information, our instructors can assess your eligibility to join the course on an accelerated program and which units we can tick off.

### ☐ **Organise your study materials**

Details and prices can be found on page 10 of this guide

- ☐ Please confirm if you are purchasing your IREX book pack from us or have sourced your own books – just send a quick email to [info@tsvflight.com.au](mailto:info@tsvflight.com.au) to confirm, and we will invoice you as required

#### ☐ **Pay for your books**

We will need payment for books 2 weeks out from the start date to ensure delivery. Book packs are ordered on receipt of payment.

## Application Form Checklist

Once you have spoken to TAFE Queensland and Townsville Flight Training about the course, please complete and return the documents listed below:

You can complete the online application form [here](#):

or email completed forms to [tqnaviation@tafeqld.edu.au](mailto:tqnaviation@tafeqld.edu.au)

☐ **Student Personal Details Form**

Please fill out the relevant sections of this form, either online or person.

☐ **Aeroplane Selection Form**

Please nominate your choice of course stream (*not included in online application form – please return to [tqnaviation@tafeqld.edu.au](mailto:tqnaviation@tafeqld.edu.au)*)

☐ **Australian Citizenship**

Provide evidence of Australian Citizenship by submitting either a copy of your Birth Certificate, Passport or Citizenship Certificate. Passports must not be expired.

☐ **Academic Suitability**

Provide evidence of Academic Suitability by submitting either a copy of:

- Year 12 Certificate (issued by the Board of Education-within the State obtained)
- A copy of Certificate 4 or higher Qualification,
- Or complete the BKSB-Basic Key Skill Builders Test exiting at a Level 3 working toward a level 4 (this is a free, online, self-paced test that can be activated over the phone)

☐ **TAX File Verification**

Supply a screenshot of your details as shown in the Australian Taxation Office (ATO) portal in MyGov. We need to see your Full Name, Address and Date of Birth currently held by the Australian Taxation Office (ATO). Please note: if your details held at the ATO are not current, we will be unable to enrol you. Check your details are correct by logging into your MyGov account prior to enrolment.

☐ **Unique Student Identifier (USI)**

Provide a copy of your Unique Student Identifier or apply for one. Unsure if you have one? Go to [www.usi.gov.au](http://www.usi.gov.au) to either find or create. Once retrieved please email your USI number with your application.

☐ **Proof of Identification**

Driver's Licence (front and back) or Medicare card

You will be notified by TAFE Queensland if your documents are sufficient for the application. Further documentation may be requested.

## ADDITIONAL COSTS

Below are the additional costs for students enrolling in the AVI50519 Diploma of Aviation (Instrument Rating). Prices are current as of January 2022.

### IREX book pack

This pack is put together by TFT and contains everything you will need to study the theory components of your course, including the Bob Tait IREX book and practice exam access, and permitted reference materials for the exam (ERCs Lows, TACs, DAPs, AIP, ERSAs and Law extracts). This book pack can be ordered directly through our school, and be ready on site for your course start.

IREX text book pack: **\$690**

### Flight Training Induction Pack

This pack contains the necessary POHs, extracts, radio call cards and Twin Engine Aircraft text book for your Multi-Engine and Instrument Rating flight training.

Flight Training Induction pack: **\$125**

Once you have returned your enrolment forms to TAFE Queensland, we will get in touch to confirm if you will be purchasing these materials through us, and we will invoice you accordingly. Prompt payment is appreciated so that we have enough time to order & have the packs delivered in time for your start date.

### A note about ordering other books/ second hand:

We do not recommend using books from other publishers as it will make it hard to keep up, or ordering second-hand books as the information may be out of date. Arriving with incorrect/ incomplete study materials will be disruptive to your studies - the short length of the theory course means that you will find it hard to keep up without the right materials. You are responsible for making sure you have the correct training materials and sourcing any missing items yourself if you purchase theory materials from another source.

## IREX Exam

The Diploma of Aviation (Instrument Rating) covers two sittings of the IREX exam. Any subsequent re-examination is outside of the course. Cancellations/ no shows still attract a partial fee and will be counted by Tafe as one of your two sittings. Additional attempts will cost **\$189.90**, payable directly to ASPEQ.

## OTHER EXTERNAL COSTS

The below prices are approximate and are to be used as a guide only.

### Uniforms

Fixed wing pilots adhere to a professional dress code, and as a student, you are expected to do the same. Your uniform will consist of a white **pilot shirt with epaulette holders** (Trainee epaulettes will be awarded to students), dark navy pants, and comfortable dress shoes. Pilot shirts are available at workwear stores (such as Totally Workwear in Townsville) or online at pilot shops for between **\$40 & \$90ea**

### Amendments to Official Documents

Regulated documents have scheduled amendments, and you may require new copies of the following during your training. These documents are permitted in some CPL exams. Amendment dates are printed on the documents.

- Charts & Maps - ERC Lows \$12ea, AUS PCA \$7
- ERSA - \$40 (updated every 3 months)
- AIP & DAP amendments - \$11 (to be added to ring-bound folder – updated every 3 months)

### Aviation Headsets

- BOSE A20 Bluetooth enabled Headset \$1795 (not required but are available for purchase at Townsville Flight Training)

We also stock text books/ nav equipment/ stationary etc in case you need any replacements during your training.