**Victorian Purchasing Guide**

**for**

**AVI08** **Aviation Training Package Version No** **4**

**11 September 2012**



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Victorian Purchasing Guide ⎯ Version History

|  |  |  |
| --- | --- | --- |
| Training Package Version  | Date VPGApproved | Comments |
| AVI08 Aviation Training Package Version 4 | 11 September 2012 | This Victorian Purchasing Guide reflects the changes made to the AVI08 Aviation Training Package Version 4. Inclusion of 37 new units and revision to one existing unit. Inclusion of 2 new qualifications. |
| AVI08 Aviation Training Package 3.1 | 4 July 2011 | Reflects the change made to the title of the AVI50510 Diploma of Aviation (Flight Instructor).  |
| AVI08 Aviation Training Package Version 3 | 4 October 2010 | Reflects the addition of 2 new qualifications and the revision of 2 existing qualifications.  |
| AVI08 Aviation Training Package Version 2 | 14 December 2009 | Reflects the addition of 27 new aviation units of competency and the updating of 2 qualifications. |
| AVI08 Aviation Training Package Version 1 | 27 November 2008 | Reflects the initial release of the training package after a full review of the TDA03 Aviation Training Package |

**AVI08 Aviation Training Package Victorian Purchasing Guide**

**CONTENTS**

INTRODUCTION 5

What is a Victorian Purchasing Guide? 5

Registration 5

QUALIFICATIONS 6

UNITS OF COMPETENCY AND NOMINAL HOURS 7

SAMPLE TRAINING PROGRAMS 13

CONTACTS AND LINKS 29

GLOSSARY 31

INTRODUCTION

What is a Victorian Purchasing Guide?

The Victorian Purchasing Guide provides information for use by Registered Training Organisations (RTOs) in the provision of Victorian government subsidised training.

Specifically the Victorian Purchasing Guide provides the following information related to the delivery of nationally endorsed Training Packages in Victoria:

* The nominal hour range (minimum-maximum) available for each qualification.
* Nominal hours for each unit of competency within the Training Package.
* Sample Training Programs

Registration

RTOs must be registered by either the Victorian Registration and Qualifications Authority (VRQA) or the Australian Skills Qualification Authority (ASQA) regulatory body to be eligible to issue qualifications and statements of attainment under the Australian Qualifications Framework (AQF).

The VRQA is the regulatory authority for Victoria that registers VET training organisations who provide courses to domestic students only and who only offer training in Victoria.

To register to provide training to international students and in other Australian states and territories you will need to apply with ASQA.

QUALIFICATIONS

|  |  |  |
| --- | --- | --- |
| **Code** | **Title** | **Qualification Nominal Hour Range** |
| **Minimum** | **Maximum** |
| AVI10108 | Certificate I In Aviation (Foundation Skills) | 140 | 230 |
| AVI20208 | Certificate II in Aviation (Flight Operations) | 270 | 490 |
| AVI20408 | Certificate II in Aviation (Ground Operations and Service) | 248 | 510 |
| AVI20512 | Certificate II in Aviation Transport Protection | 235 | 310 |
| AVI30208 | Certificate III in Aviation (Flight Operations) | 408 | 765 |
| AVI30408 | Certificate III in Aviation (Ground Operations and Service) | 376 | 770 |
| AVI30510 | Certificate III in Aviation (Rescue Crewman) | 326 | 408 |
| AVI30612 | Certificate III in Aviation (Remote Pilot) | 365 | 365 |
| AVI40108 | Certificate IV in Aviation (Commercial Pilot Aeroplane Licence) | 630 | 630 |
| AVI40208 | Certificate IV in Aviation (Commercial Pilot Helicopter Licence) | 620 | 620 |
| AVI40408 | Certificate IV in Aviation (Ground Operations and Service) | 501 | 1050 |
| AVI40508 | Certificate IV in Aviation (Leadership and Supervision) | 482 | 610 |
| AVI40610 | Certificate IV in Aviation (Aircrewman) | 470 | 628 |
| AVI50308 | Diploma of Aviation (Air Traffic Control) | 1060 | 1060 |
| AVI50408 | Diploma of Aviation (Instrument Flight Operations) | 310 | 320 |
| AVI50510 | Diploma of Aviation (Flight Instructor) | 395 | 490 |
| AVI60110 | Advanced Diploma of Aviation (Flight Instruction) | 585 | 815 |

UNITS OF COMPETENCY AND NOMINAL HOURS

RTOs are advised that there is a mapping table inside each Training Package that describes the relationship between new units and superseded or replaced units from the previous version of **AVI08 Aviation Training Package.**  Information regarding transition arrangements can be obtained from the state or national VET Regulating Authority (see Contacts and Links section).

You must be sure that all training and assessment leading to qualifications or Statements of Attainment from the **AVI08 Aviation Training Package** is conducted against the Training Package units of competency and complies with the requirements in the assessment guidelines.

Listing of the Units of Competency and Nominal Hours

| **Unit Code** | **Unit Title** | **Nominal Hours** |
| --- | --- | --- |
| AVIA3001B | Package dangerous goods for air transport | 40 |
| AVIB3001B | Inspect and report on an aerodrome | 30 |
| AVIB3002B | Inspect and report on aerodrome lighting systems | 20 |
| AVIB3003B | Inspect and report on the Obstacle Limitation Surfaces | 30 |
| AVIB3004B | Manage and carry out pre- and post-flight cabin checks | 20 |
| AVIC2001A | Drive on the airside | 10 |
| AVIC4002A | Administer airside driving | 15 |
| AVID2001B | Accept dangerous goods for air transport | 20 |
| AVID2003B | Prepare freight for flight | 20 |
| AVID2004B | Conduct aviation freight weighing operations | 20 |
| AVID2005B | Accept freight for air transport | 20 |
| AVID2006A | Load and secure aviation freight and baggage | 20 |
| AVID2007A | Unload aviation freight and baggage | 20 |
| AVIE2005A | Conduct radio procedures in the aviation airport environment | 20 |
| AVIE3003B | Complete a Notice to Airmen (NOTAM) | 20 |
| AVIE3004B | Maintain radio communications as part of airport operations | 20 |
| AVIE3006A | Maintain remote pilot aircraft systems (RPAS) aeronautical radio communications | 20 |
| AVIE4001B | Maintain aircraft radio communications | 20 |
| AVIE5002B | Apply air traffic control communication procedures and services | 80 |
| AVIF2007B | Implement regulations and policies during check-in procedures | 30 |
| AVIF2010B | Implement regulations and policies during aircraft safety and service operations | 40 |
| AVIF2012A | Monitor the transfer of hazardous materials | 20 |
| AVIF2014A | Undertake aircraft underwater escape and survival | 80 |
| AVIF2015A | Utilise emergency breathing system | 40 |
| AVIF2019A | Work in aircraft confined spaces | 30 |
| AVIF2020A | Employ fatigue management practices in the aviation workplace | 30 |
| AVIF2023A | Follow occupational health and safety procedures | 15 |
| AVIF2024A | Conduct housekeeping activities | 15 |
| AVIF3004B | Supervise the safety of aerodrome works and general access | 40 |
| AVIF3005B | Maintain the safety of people and aircraft | 30 |
| AVIF3006B | Respond to abnormal and emergency situations within the aircraft | 40 |
| AVIF3011B | Apply relevant laws and regulations to the management of an aerodrome | 40 |
| AVIF3016A | Marshal aircraft | 20 |
| AVIF3021A | Manage human factors in remote pilot aircraft systems (RPAS) operations | 20 |
| AVIF3022A | Apply regulations and policies during remote pilot aircraft systems (RPAS) operations | 20 |
| AVIF4001B | Manage human factors in aircraft flight | 20 |
| AVIF4008A | Supervise cabin safety and security | 30 |
| AVIF5003B | Manage human performance and team resources during air traffic control operations | 80 |
| AVIF5013A | Provide SAR alerting and emergency service | 200 |
| AVIG2002A | Work effectively in the aviation industry | 20 |
| AVIG2003A | Work in a socially diverse environment | 20 |
| AVIG5001B | Work professionally in an air traffic control workplace | 40 |
| AVIH3002B | Advise on major services and attractions at aviation destinations | 20 |
| AVIH3018A | Navigate remote pilot aircraft (RPA) | 40 |
| AVIH4001B | Navigate aircraft - VFR | 140 |
| AVIH4012A | Plan a flight under Night Visual Flight Rules (NVFR) | 50 |
| AVIH4013A | Navigate aircraft - NVFR | 70 |
| AVIH5016A | Plan a flight under Instrument Flight Rules (IFR) | 40 |
| AVIH5017A | Navigate aircraft – IFR | 70 |
| AVII2001B | Provide customer service on an aircraft | 30 |
| AVII2003C | Carry out beverage service on an aircraft | 40 |
| AVII2004B | Provide advice on cuisine on an aircraft | 20 |
| AVII2006B | Conduct in-flight retailing | 20 |
| AVII2007B | Check in aircraft passengers | 20 |
| AVII2008B | Provide assistance to transit and arriving passengers | 30 |
| AVII2009B | Serve wine to aircraft passengers | 20 |
| AVII2014B | Provide transport services to passengers with special needs | 30 |
| AVII3002B | Carry out food preparation and service on an aircraft | 40 |
| AVII3005B | Apply knowledge of the structure, products and services of the airline operator | 40 |
| AVII3010B | Carry out aircraft business/first class meal and beverage service | 40 |
| AVII3011B | Provide quality customer service | 20 |
| AVII4012B | Manage aircraft passengers and cargo | 40 |
| AVII4013A | Supervise cabin operations | 30 |
| AVII4015A | Monitor and enhance customer service excellence | 10 |
| AVIJ2001B | Contribute to the achievement of on-time performance standards | 20 |
| AVIJ4002B | Conduct quality control operations related to refuelling/defuelling aircraft | 20 |
| AVIK2001A | Use computers in the aviation screening workplace | 20 |
| AVIK3002A | Use infotechnology devices in the workplace | 15 |
| AVIL2001B | Manage a check-in queue | 20 |
| AVIL2005A | Complete routine administrative tasks | 10 |
| AVIL2006A | Promote effective workplace practice | 10 |
| AVIL3002B | Complete aircraft despatch duties | 20 |
| AVIL3003B | Plan an aircraft load | 40 |
| AVIL3004B | Assess pavement concessions | 40 |
| AVIM5001A | Operate a simulator | 40 |
| AVIM5002A | Conduct aeronautical knowledge training | 60 |
| AVIM5003A | Conduct flight training | 60 |
| AVIM5004A | Facilitate training in a synthetic environment | 30 |
| AVIM5005A | Conduct training for the issue of an endorsement | 50 |
| AVIM5007A | Conduct pre-assessment | 20 |
| AVIM5008A | Conduct flight review | 20 |
| AVIM6006A | Deliver operational flight management training | 60 |
| AVIN6003A | Manage flight training | 60 |
| AVIO2001A | Use firearms on an aerodrome to control wildlife hazards | 30 |
| AVIO2004A | Conduct frisk search of persons | 30 |
| AVIO2005A | Conduct screening using Explosive Trace Detection (ETD) | 10 |
| AVIO2006A | Control access to and exit from an airside security zone or landside security zone at an airport | 10 |
| AVIO2007A | Establish and maintain a sterile area at an airport | 15 |
| AVIO2008A | Manage the flow of items for screening by X-ray screening equipment | 10 |
| AVIO2009A | Screen articles by interpreting X-ray images | 20 |
| AVIO2010A | Screen articles to enter an airside security zone or landside security zone | 15 |
| AVIO2011A | Screen people to enter an airside security zone or landside security zone | 15 |
| AVIO2012A | Follow security procedures | 25 |
| AVIO2013A | Undertake emergency response action to a security threat  | 20 |
| AVIO2014A | Manage disruptive and/or unlawful behaviour | 20 |
| AVIO2015A | Apply and monitor workplace security procedures | 30 |
| AVIO4003A | Implement airside access | 10 |
| AVIP2001A | Capture records into a records keeping system | 10 |
| AVIR3001B | Service customer airline contracts | 30 |
| AVIW2002B | Operate an aerobridge | 20 |
| AVIW2008B | Conduct baggage handling operations | 20 |
| AVIW2010B | Operate baggage tug | 20 |
| AVIW2029A | Operate aircraft refuelling nozzle | 40 |
| AVIW2030A | Be airborne extracted by suspended rope | 30 |
| AVIW2031A | Be airborne extracted using suspended extraction equipment | 30 |
| AVIW2032A | Fast rope from a helicopter | 45 |
| AVIW2033A | Rappel from a helicopter | 45 |
| AVIW3003B | Operate aircraft embarkation and disembarkation equipment | 20 |
| AVIW3004B | Operate ramp equipment | 20 |
| AVIW3005B | Operate aircraft push-out tug | 20 |
| AVIW3006B | Refuel aircraft | 40 |
| AVIW3011B | Defuel aircraft | 40 |
| AVIW3021A | Coordinate aircraft ground operations | 10 |
| AVIW3023A | Implement wildlife hazard control measures | 30 |
| AVIW3024A | Perform wireman duties | 50 |
| AVIW3025A | Complete aircraft/equipment pre- and post-flight actions | 10 |
| AVIW3026A | Conduct night aided vision aviation operations | 10 |
| AVIW3027A | Deliver pyrotechnics and hand held stores | 10 |
| AVIW3035A | Manage remote pilot aircraft systems (RPAS) pre- and post-flight actions | 30 |
| AVIW3036A | Operate and manage remote pilot aircraft systems (RPAS) | 40 |
| AVIW4001B | Manage pre- and post-flight actions | 40 |
| AVIW4028A | Manage aircraft sensor systems | 10 |
| AVIW4034A | Supervise aircraft refuelling | 20 |
| AVIW5013B | Operate air traffic control equipment and workstations | 180 |
| AVIW5018A | Operate and manage aircraft systems | 40 |
| AVIW5022A | Coordinate the removal of disabled aircraft | 30 |
| AVIY3052A | Conduct Helicopter Landing Site and Unprepared Helicopter Landing Site operations | 10 |
| AVIY3067A | Control remote pilot aircraft (RPA) on the ground | 25 |
| AVIY3068A | Launch remote pilot aircraft (RPA) | 20 |
| AVIY3069A | Control remote pilot aircraft systems (RPAS) in normal flight | 30 |
| AVIY3070A | Recover remote pilot aircraft (RPA) | 20 |
| AVIY3071A | Manage remote pilot aircraft systems (RPAS) in abnormal flight situations | 40 |
| AVIY3072A | Manage remote pilot aircraft systems (RPAS) energy source | 25 |
| AVIY4001B | Control aeroplane on the ground | 20 |
| AVIY4002B | Take off aeroplane | 30 |
| AVIY4003B | Control aeroplane in normal flight | 60 |
| AVIY4004B | Land aeroplane | 40 |
| AVIY4005B | Execute advanced aeroplane manoeuvres and procedures | 60 |
| AVIY4006B | Manage abnormal aeroplane flight situations | 60 |
| AVIY4007B | Manage aircraft fuel | 20 |
| AVIY4008B | Control aircraft solely by reference to full instrument panel | 20 |
| AVIY4009B | Control aircraft solely by reference to limited instrument panel | 20 |
| AVIY4011B | Control helicopter on the ground | 20 |
| AVIY4012B | Control helicopter in hovering flight | 20 |
| AVIY4013B | Taxi helicopter | 20 |
| AVIY4014B | Take off helicopter and approach to hover | 20 |
| AVIY4015B | Control helicopter in normal flight | 60 |
| AVIY4017B | Execute advanced helicopter manoeuvres and procedures | 60 |
| AVIY4018B | Manage abnormal and emergency helicopter flight situations | 60 |
| AVIY4019B | Operate helicopter at low level | 40 |
| AVIY4024A | Operate aircraft in the traffic pattern at night | 20 |
| AVIY4051A | Conduct external load-lift operations | 10 |
| AVIY4053A | Perform aircrewman cockpit duties | 10 |
| AVIY4054A | Conduct hoisting operations | 10 |
| AVIY4055A | Conduct airborne extraction operations | 40 |
| AVIY4056A | Conduct airborne rappelling operations | 40 |
| AVIY4057A | Perform helicopter deck landing operations | 60 |
| AVIY4058A | Pilot a helicopter during external load operations | 40 |
| AVIY4059A | Pilot a helicopter during roping operations | 30 |
| AVIY4060A | Pilot a helicopter during winching operations | 30 |
| AVIY4061A | Perform aerobatic manoeuvres | 60 |
| AVIY4062A | Perform an aerobatic sequence | 60 |
| AVIY4063A | Perform close formation flight | 60 |
| AVIY4064A | Lead an aircraft formation flight | 60 |
| AVIY4066A | Control aircraft in advanced flight manoeuvres | 60 |
| AVIY5020A | Conduct full instrument panel manoeuvres | 50 |
| AVIY5021A | Conduct limited instrument panel manoeuvres | 50 |
| AVIY5022B | Manage traffic flow | 80 |
| AVIY5023A | Operate mulit-engine fixed wing aeroplane | 60 |
| AVIY5025A | Perform an instrument arrival | 20 |
| AVIY5026A | Perform standard arrival route (STAR) | 10 |
| AVIY5027A | Perform instrument departure - non published procedure | 20 |
| AVIY5028A | Perform instrument departure - published procedure (SIDSRD) | 20 |
| AVIY5033A | Perform visual circling approach | 10 |
| AVIY5034A | Perform non-directional beacon (NDB) instrument approach | 10 |
| AVIY5035A | Perform VHF omni-directional radio range (VOR) instrument approach | 20 |
| AVIY5036A | Perform instrument landing system (ILS) instrument approach | 20 |
| AVIY5037A | Perform distance measuring equipment (DME)/global positioning system arrival | 30 |
| AVIY5038A | Perform global positioning system (GPS)/non-precision approach (NPA) | 30 |
| AVIY5048A | Provide approach control services | 200 |
| AVIY5049A | Provide area control services | 200 |
| AVIY5050A | Provide aerodrome control services | 200 |
| AVIY5065A | Operate a multi-engine helicopter | 60 |
| AVIZ1005B | Maintain basic situation awareness in the aviation workplace | 20 |
| AVIZ2050A | Maintain security awareness and vigilance in the aviation workplace | 20 |
| AVIZ3051A | Manage situation awareness in remote pilot aircraft systems (RPAS) operations | 5 |
| AVIZ4001B | Manage situation awareness in aircraft flight | 40 |
| AVIZ5049A | Manage situational awareness in the air traffic control environment | 200 |

SAMPLE TRAINING PROGRAMS

A range of Sample Training Plans have been provided to demonstrate the flexibility of qualifications contained in the **AVI08 Aviation Training Package**, but are by no means mandatory.

|  |  |
| --- | --- |
| Occupation /Work Function | Entry & Induction |
| Qualification Title  | Certificate I In Aviation (Foundation Skills) |
| Qualification Code | AVI10108 |
| Description | Certificate I in Aviation (Foundation Skills) is an appropriate entry level and induction qualification for a worker in the Aviation Industry.  |
| Unit Code | Unit Title | Hours |
| *Core* |  |  |
| TLIE307C | Participate in basic workplace communication | 40 |
| TLIE507C | Carry out basic workplace calculations | 20 |
| TLIF107C | Follow occupational health and safety procedures | 20 |
| TLIG107C | Work effectively with others | 40 |
| TLIL107C | Complete workplace orientation/induction procedures | 30 |
| TLIO207D | Follow security procedures | 40 |
| AVIZ1005B | Maintain basic situation awareness in the aviation workplace | 20 |
|  | **Total Hours** | **210** |

|  |  |
| --- | --- |
| Occupation/Work Function | Cabin Crew |
| Qualification Title  | Certificate II in Aviation (Flight Operations) |
| Qualification Code | AVI20208 |
| Description | Certificate II in Aviation (Flight Operations) is appropriate for people working in the commercial airline industry as cabin crew. |
| Unit Code | Unit Title | Hours |
| Certificate I |  |  |
| TLIE307C | Participate in basic workplace communication | 40 |
| TLIE507C | Carry out basic workplace calculations | 20 |
| TLIF107C | Follow occupational health and safety procedures | 20 |
| TLIG107C | Work effectively with others | 40 |
| TLIL107C | Complete workplace orientation/induction procedures | 30 |
| TLIO207D | Follow security procedures | 40 |
| AVIZ1005B | Maintain basic situation awareness in the aviation workplace | 20 |
| Certificate II |  |  |
| AVIF2010B | Implement regulations and policies during aircraft safety and service operations | 40 |
| TLIG707B | Work in a socially diverse environment | 20 |
| AVII2001B | Provide customer service on an aircraft | 30 |
| AVII2006B | Conduct in-flight retailing | 20 |
| AVII2009B | Serve wine to aircraft passengers | 20 |
| AVII2014B | Provide transport services to passengers with special needs | 30 |
| TLIJ107C | Apply quality procedures | 20 |
|  | Total Hours | 390 |

|  |  |
| --- | --- |
| Occupation /Work Function | **Baggage Handlers** (also may include Ground Support and Ramp Services) |
| Qualification Title  | Certificate II in Aviation (Ground Operations and Service) |
| Qualification Code | AVI20408 |
| Description | The Certificate II in Aviation (Ground Operations and Service) is appropriate for people employed as Baggage Handlers, which may include Ground Support and Ramp Services at airports. |
| Unit Code | Unit Title | Hours |
| **Certificate I** |  |  |
| TLIA107C | Secure cargo | 20 |
| TLIB2407B | Clean transportation units and facilities for passenger use | 20 |
| TLIC107C | Drive vehicle | 30 |
| TLID107C | Shift materials safely using manual handling methods | 20 |
| TLID207C | Shift a load using manually-operated equipment | 20 |
| TLIO207D | Follow security procedures | 20 |
| AVIZ1005B | Maintain basic situation awareness in the aviation workplace | 20 |
| **Certificate II** |  |  |
| AVID2001B | Accept dangerous goods for air transport | 20 |
| AVID2004B | Conduct aviation freight weighing operations | 20 |
| AVID2003B | Prepare freight for flight | 20 |
| TLID407C | Load and unload goods/cargo | 30 |
| TLID1007C | Operate a forklift | 40 |
| TLIF1207C | Apply safe procedures when handling/transporting dangerous goods or explosives | 30 |
| TLIK107C | Use infotechnology devices and computer applications in the workplace | 40 |
|  | Total Hours | **350** |

|  |  |
| --- | --- |
| Occupation /Work Function | Passenger Screener |
| Qualification Title  | Certificate II in Aviation Transport Protection |
| Qualification Code | AVI204512 |
| Description | The following sample reflects the role of a security officer at an airport.  |
| Unit Code | Unit Title | Hours |
| **Core** |  |  |
| CPPSEC2001A | Communicate effectively in the security industry | 20 |
| AVIG2002A | Work effectively in the aviation industry | 20 |
| AVII3011B | Provide quality customer service | 20 |
| AVIO2012A | Follow security procedures | 25 |
| AVIZ2050A | Maintain security awareness and vigilance in the aviation workplace | 20 |
| **Group 1 – Passenger Screener** |
| AVIG2003A | Work in a socially diverse environment | 20 |
| AVIO2011A | Screen people to enter an airside security zone or landside security zone | 15 |
| AVIO2010A | Screen articles to enter an airside security zone or landside security zone | 15 |
| AVIO2006A | Control access to and exit from an airside security zone or landside security zone at an airport | 10 |
| **Elective** |  |  |
| AVIL2005A | Complete routine administrative tasks | 10 |
| AVIO2004A | Conduct frisk search of persons | 30 |
| AVIO2014A | Manage disruptive and/or unlawful behaviour | 20 |
| AVIF2023A | Follow occupational health and safety procedures | 15 |
| CPPSEC3002A | Manage conflict through negotiation | 16 |
|  | Total Hours | **256** |

|  |  |
| --- | --- |
| Occupation / Work Function | Senior Cabin Crew |
| Qualification Title  | Certificate III in Aviation (Flight Operations) |
| Qualification Code | AVI30208 |
| Description | The following sample relates to those working in the commercial airline industry as senior cabin crew. |
| Unit Code | Unit Title | Hours |
| Certificate I |  |  |
| TLIE307C | Participate in basic workplace communication | 40 |
| TLIE507C | Carry out basic workplace calculations | 20 |
| TLIF107C | Follow occupational health and safety procedures | 20 |
| TLIG107C | Work effectively with others | 40 |
| TLIL107C | Complete workplace orientation/induction procedures | 30 |
| TLIO207D | Follow security procedures | 40 |
| AVIZ1005B | Maintain basic situation awareness in the aviation workplace | 20 |
| Certificate II |  |  |
| AVIF2010B | Implement regulations and policies during aircraft safety and service operations | 40 |
| TLIG707B | Work in a socially diverse environment | 20 |
| AVII2001B | Provide customer service on an aircraft | 30 |
| AVII2006B | Conduct in-flight retailing | 20 |
| AVII2009B | Serve wine to aircraft passengers | 20 |
| AVII2014B | Provide transport services to passengers with special needs | 30 |
| TLIJ107C | Apply quality procedures | 20 |
| **Certificate III** |  |  |
| AVIB3004B | Manage and carry out pre- and post-flight cabin checks | 20 |
| AVIF3006B | Respond to abnormal and emergency situations within the aircraft | 40 |
| TLIF307C | Implement and monitor occupational health and safety procedures | 30 |
| TLIG207C | Lead a work team or group | 40 |
| AVII3005B | Apply knowledge of the structure, products and services of the airline operator | 40 |
| TLIO707C | Undertake emergency response action to a security threat  | 20 |
| TLIO1607B | Apply and monitor workplace security procedures | 40 |
|  | Total Hours | **620** |

|  |  |
| --- | --- |
| Occupation /Work Function | **Check-in & Customer Service** |
| Qualification Title  | Certificate III in Aviation (Ground Operations and Service) |
| Qualification Code | AVI30408 |
| Description | Certificate III in Aviation (Ground Operations and Service) is appropriate for people employed as Check-in & Customer Service staff at an airport or other location.  |
| Unit Code | Unit Title | Hours |
| **Certificate I** |  |  |
| TLIE307C | Participate in basic workplace communication | 40 |
| TLIE507C | Carry out basic workplace calculations | 20 |
| TLIF107C | Follow occupational health and safety procedures | 20 |
| TLIG107C | Work effectively with others | 40 |
| TLII207D | Apply customer service skills | 30 |
| TLIO207D | Follow security procedures | 40 |
| AVIZ1005B | Maintain basic situation awareness in the aviation workplace | 20 |
| **Certificate II** |  |  |
| TLIE107C | Present routine workplace information | 40 |
| TLIE707B | Use communication systems | 20 |
| TLIE807C | Process workplace documentation | 20 |
| TLIG707B | Work in a socially diverse environment | 20 |
| AVII2007B | Check in aircraft passengers | 20 |
| SITTTSL007A | Receive and process reservations | 30 |
| AVIL2001B | Manage a check-in queue | 20 |
| **Certificate III** |  |  |
| TLIA1707C | Apply product knowledge to organise work operations | 40 |
| BSBCUS301A | Deliver and monitor a service to customers | 35 |
| SITTTSL010A | Control reservations or operations using a computerised system | 120 |
| SITTTSL013A | Construct normal international airfares | 40 |
| TLIO1607B | Apply and monitor workplace security procedures | 40 |
| TLIQ1307B | Advise on and construct fares for customers | 30 |
| AVIR3001B | Service customer airline contracts | 30 |
|  | Total Hours | **715** |
| Occupation /Work Function | Rescue Crewman |
| Qualification Title  | Certificate III in Aviation (Rescue Crewman) |
| Qualification Code | AVI30510 |
| Description | This qualification is appropriate for a person seeking to work in the helicopter operational environment as a rescue crewman. |
| Unit Code | Unit Title | Hours |
| **Core**  |  |  |
| AVIF3005B | Maintain the safety of people and aircraft | 30 |
| PUAFIR209B | Work safely around aircraft | 8 |
| TLIA107C | Secure cargo | 20 |
| AVIF4001B | Manage human factors in aircraft flight | 20 |
| AVIW3025A | Complete aircraft/equipment pre- and post-flight actions | 10 |
| AVIZ1005B | Maintain basic situation awareness in the aviation workplace | 20 |
| AVIW3024A | Perform wireman duties | 50 |
| AVIF3006B | Respond to abnormal and emergency situations within the aircraft | 40 |
| AVIF2014A | Undertake aircraft underwater escape and survival  | 80 |
| **Electives** |  |  |
| AVIY3052A | Conduct Helicopter Landing Site and Unprepared Helicopter Landing Site operations | 10 |
| TLIO207D | Follow security procedures | 40 |
| HLTFA201A | Provide basic emergency life support | 8 |
| AVIE4001B | Maintain aircraft radio communications | 20 |
| AVIW3026A | Conduct night aided vision aviation operations | 10 |
|  | Total Hours | **366** |

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| --- | --- |
| Occupation /Work Function | Pilot |
| Qualification Title  | Certificate IV in Aviation (Commercial Pilot Aeroplane Licence) |
| Qualification Code | AVI40108 |
| Description | This qualification is appropriate for people seeking to work in the commercial airline industry.  |
| Unit Code | Unit Title | Hours |
| **Core**  |  |  |
| AVIE4001B | Maintain aircraft radio communications | 20 |
| AVIF4001B | Manage human factors in aircraft flight | 20 |
| AVIH4001B | Navigate aircraft - VFR | 140 |
| AVII4012B | Manage aircraft passengers and cargo | 40 |
| AVIW4001B | Manage pre- and post-flight actions | 40 |
| AVIY4001B | Control aeroplane on the ground | 20 |
| AVIY4002B | Take off aeroplane | 30 |
| AVIY4003B | Control aeroplane in normal flight | 60 |
| AVIY4004B | Land aeroplane | 40 |
| AVIY4005B | Execute advanced aeroplane manoeuvres and procedures | 60 |
| AVIY4006B | Manage abnormal aeroplane flight situations | 60 |
| AVIY4007B | Manage aircraft fuel | 20 |
| AVIY4008B | Control aircraft solely by reference to full instrument panel | 20 |
| AVIY4009B | Control aircraft solely by reference to limited instrument panel | 20 |
| AVIZ4001B | Manage situation awareness in aircraft flight | 40 |
|  | Total Hours | **630** |

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| --- | --- |
| Occupation /Work Function | Pilot (Helicopter) |
| Qualification Title  | Certificate IV in Aviation (Commercial Pilot Helicopter Licence) |
| Qualification Code | AVI40208 |
| Description | This qualification is appropriate for people seeking to work in the commercial airline industry as helicopter pilots transporting people and cargo. |
| Unit Code | Unit Title | Hours |
| **Core**  |  |  |
| AVIE4001B | Maintain aircraft radio communications | 20 |
| AVIF4001B | Manage human factors in aircraft flight | 20 |
| AVIH4001B | Navigate aircraft - VFR | 140 |
| AVII4012B | Manage aircraft passengers and cargo | 40 |
| AVIW4001B | Manage pre- and post-flight actions | 40 |
| AVIY4007B | Manage aircraft fuel | 20 |
| AVIY4011B | Control helicopter on the ground | 20 |
| AVIY4012B | Control helicopter in hovering flight | 20 |
| AVIY4013B | Taxi helicopter | 20 |
| AVIY4014B | Take off helicopter and approach to hover | 20 |
| AVIY4015B | Control helicopter in normal flight | 60 |
| AVIY4017B | Execute advanced helicopter manoeuvres and procedures  | 60 |
| AVIY4018B | Manage abnormal and emergency helicopter flight situations | 60 |
| AVIY4019B | Operate helicopter at low level | 40 |
| AVIZ4001B | Manage situation awareness in aircraft flight | 40 |
|  | Total Hours | **620** |

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| --- | --- |
| Occupation /Work Function | Freight Forwarder |
| Qualification Title  | Certificate IV in Aviation (Ground Operations and Service) |
| Qualification Code | AVI40408 |
| Description | This qualification is appropriate for people seeking work as freight forwarders.  |
| Unit Code | Unit Title | Hours |
| Core 28 |  |  |
| Certificate I |  |  |
| TLIE307C | Participate in basic workplace communication | 40 |
| TLIE507C | Carry out basic workplace calculations | 20 |
| TLIF107C | Follow occupational health and safety procedures | 20 |
| TLIG107C | Work effectively with others | 40 |
| TLII207D | Apply customer service skills | 30 |
| TLIO207D | Follow security procedures | 40 |
| TLID107C | Shift materials safely using manual handling methods | 20 |
| Certificate II |  |  |
| TLIA1307C | Receive goods | 20 |
| TLIA1407C | Use product knowledge to complete work operations | 20 |
| TLIA907E | Complete and check import/export documentation | 30 |
| AVID2005B | Accept freight for air transport | 20 |
| TLID307E | Handle dangerous goods/hazardous substances | 40 |
| TLIJ107C | Apply quality procedures | 20 |
| TLIK107C | Use infotechnology devices and computer applications in the workplace | 40 |
| Certificate III |  |  |
| AVIA3001B | Package dangerous goods for air transport | 40 |
| TLIA1007C | Coordinate goods to bond premises | 20 |
| TLIA1507C | Complete receival/despatch documentation | 40 |
| AVIE3004B | Maintain radio communications as part of airport operations | 20 |
| TLIE207C | Estimate/calculate mass, area and quantify dimensions | 30 |
| TLIE407C | Prepare workplace documents | 20 |
| TLIF307C | Implement and monitor occupational health and safety procedures | 30 |
| Certificate IV |  |  |
| TLIA3107C | Consolidate freight | 30 |
| TLIA3207C | Organise transport of freight or goods | 20 |
| TLIA3307C | Organise international transport of freight | 40 |
| TLII507C | Market services and products to clients | 40 |
| TLIL1007C | Assess and confirm customer transport requirements | 40 |
| TLIR107C | Monitor supplier performance | 30 |
| TLIR207C | Source goods/services and evaluate contractors | 30 |
|  | Total Hours | 830 |

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| --- | --- |
| Occupation /Work Function | Customer service supervisor/Cabin crew customer service manager |
| Qualification Title  | Certificate IV in Aviation (Leadership and Supervision) |
| Qualification Code | AVI40508 |
| Description | This qualification is appropriate for those seeking to work in the Aviation industry as a workplace supervisor.  |
| Unit Code | Unit Title | Hours |
| **Core** |  |  |
| AVII4015A | Monitor and enhance customer service excellence | 10 |
| TLIG707B | Work in a socially diverse environment | 20 |
| TLIL3207B | Implement equal employment equity strategies | 20 |
| TLIL3307B | Promote effective workplace practice | 20 |
| TLIO707C | Undertake emergency response action to a security threat  | 20 |
| TLIL507D | Apply conflict/grievance resolution strategies | 40 |
| BSBMGT402A | Implement operational plan | 40 |
| TLIP207C | Facilitate and capitalise on change in the workplace | 50 |
| BSBMGT401A | Show leadership in the workplace | 50 |
| BSBWOR402A | Promote team effectiveness | 50 |
| BSBOHS407A | Monitor a safe workplace | 50 |
| TLIP507C | Manage workplace information | 60 |
| **Electives**  |  |  |
| BSBHRM402A | Recruit, select and induct staff | 50 |
| BSBMGT502B | Manage people performance | 70 |
| SITXHRM008A | Manage workplace relations | 60 |
|  | Total Hours | **610** |

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| --- | --- |
| Occupation /Work Function | Aircrewman |
| Qualification Title  | Certificate IV in Aviation (Aircrewman) |
| Qualification Code | AVI40610 |
| Description | This qualification is appropriate for those seeking to work in the Aviation industry as an Aircrewman working in the helicopter operational environment. |
| Unit Code | Unit Title | Hours |
| *Core* |  |  |
| AVIW3025A | Complete aircraft/equipment pre- and post-flight actions | 10 |
| PUAFIR209B | Work safely around aircraft | 8 |
| AVIY3052A | Conduct Helicopter Landing Site and Unprepared Helicopter Landing Site operations | 10 |
| AVIY4054A | Conduct hoisting operations | 10 |
| AVIY4051A | Conduct external load-lift operations | 10 |
| TLIA107C | Secure cargo | 20 |
| AVIF4001B | Manage human factors in aircraft flight | 20 |
| AVIZ1005B | Maintain basic situation awareness in the aviation workplace | 20 |
| TLIE207C | Estimate/calculate mass, area and quantify dimensions | 30 |
| AVIF3005B | Maintain the safety of people and aircraft | 30 |
| AVIF2014A | Undertake aircraft underwater escape and survival  | 80 |
| AVIF3006B | Respond to abnormal and emergency situations within the aircraft | 40 |
| AVIL3003B | Plan an aircraft load | 40 |
| BSBMGT401A | Show leadership in the workplace | 50 |
| *Electives* |  |  |
| AVIW4028A | Manage aircraft sensor systems | 10 |
| AVIE4001B | Maintain aircraft radio communications | 20 |
| AVIW3026A | Conduct night aided vision aviation operations | 10 |
| TLIO207D | Follow security procedures | 40 |
| AVIY4055A | Conduct airborne extraction operations | 40 |
| AVIW3027A | Deliver pyrotechnics and hand held stores | 10 |
| AVIY4053A | Perform aircrewman cockpit duties | 10 |
| Total Hours |  | 518 |

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| --- | --- |
| Occupation /Work Function | Air Traffic Control contains three main employment streams:\*Aerodrome (Tower) Control, \*Approach (Terminal Area) Control\*Area (Enroute) Control |
| Qualification Title  | Diploma of Aviation (Air Traffic Control) |
| Qualification Code | AVI50308 |
| Description | The Diploma of Aviation (Air Traffic Control) is appropriate for people employed as air traffic controllers. Job functions are related to two main operating environments being RADAR and non-RADAR. The job function will relate directly to the operating position. Within the Aerodrome (Tower) Control stream there are three different types of tower sub-streams. These are: \*Capital City (RADAR) Tower \*Regional Outstation (non-RADAR) Tower\*General Aviation Airport Procedures (GAAP) (non-RADAR) Tower |
| Notes | These competencies are underpinned by ATC Licence Knowledge Objectives required in the Manual of Standards Part 65 determined by the Civil Aviation Safety Authority (CASA).  |
| Unit Code | Unit Title | Hours |
| **Core**  |  |  |
| AVIE5002B | Apply air traffic control communication procedures and services | 80 |
| AVIF5003B | Manage human performance and team resources during air traffic control operations | 80 |
| AVIF5013A | Provide SAR alerting and emergency service | 200 |
| AVIG5001B | Work professionally in an air traffic control workplace | 40 |
| AVIW5013B | Operate air traffic control equipment and workstations | 180 |
| AVIY5022B | Manage traffic flow | 80 |
| AVIZ5049A | Manage situational awareness in the air traffic control environment | 200 |
| **Elective** |  |  |
| AVIY5049A | Provide area control services | 200 |
|  | Total Hours | **1060** |

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| --- | --- |
| Occupation /Work Function | Flight Instructor |
| Qualification Title  | Diploma of Aviation (Flight Instructor) |
| Qualification Code | AVI50510  |
| Description | This is a specialist qualification for the aviation industry.  |
| Unit Code | Unit Title | Hours |
| Core |  |  |
| AVIM5002A | Conduct aeronautical knowledge training | 60 |
| AVIM5003A | Conduct flight training | 60 |
| AVIM5005A | Conduct training for the issue of an endorsement | 50 |
| AVIM5008A | Conduct flight review | 20 |
| BSBCMM401A | Make a presentation | 30 |
| TAEDEL301A | Provide work skill instruction | 40 |
| TAEDEL402A | Plan, organise and facilitate learning in the workplace | 25 |
| TAEASS402A | Assess competence | 15 |
| Electives |  |  |
| AVIM5004A | Facilitate training in a synthetic environment | 30 |
| TAEASS401A | Plan assessment activities and processes | 20 |
| TAEASS403A | Participate in assessment validation | 20 |
| TAEDES401A | Design and develop learning programs | 50 |
| Total Hours |  | 420 |

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| --- | --- |
| Occupation /Work Function | Flight Instructor Supervisor/Manager |
| Qualification Title  | Advanced Diploma of Aviation (Flight Instruction) |
| Qualification Code | AVI60110 |
| Description | This is a specialist qualification for the aviation industry that involves the application of a significant range of fundamental principles and complex techniques across a wide and often unpredictable variety of contexts in relation to either varied or highly specific functions.  |
| Unit Code | Unit Title | Hours |
| Core |  |  |
| TAADES501B | Design and develop learning strategies | 40 |
| TAAENV501B | Maintain and enhance professional practice | 40 |
| TAEDES401A | Design and develop learning programs | 50 |
| TAELLN401A | Address adult language, literacy and numeracy skills | 30 |
| AVIN6003A | Manage flight training | 60 |
| BSBMGT502B | Manage people performance | 70 |
| BSBLED401A | Develop teams and individuals | 40 |
| TAACMQ503B | Lead and conduct training and/or assessment evaluations | 45 |
| TAAASS501B | Lead and coordinate assessment systems and services | 50 |
| BSBRKG502B | Manage and monitor business or records systems | 40 |
| Electives |  |  |
| AVIM6006A | Deliver operational flight management training | 60 |
| TAACMQ501B | Develop training and/or assessment organisational policies and procedures | 40 |
| TAEDEL401A | Plan, organise and deliver group-based learning | 30 |
| TAADEL503B | Provide advanced facilitation to support learning | 40 |
| TAADES502B | Design and develop learning resources | 50 |
| Total Hours |  | 685 |

CONTACTS AND LINKS

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| **Industry Skills Council (ISC)** |
| Transport and Logistics Industry Skills Council | This ISC is responsible for developing the **AVI08 Aviation Training Package** and can be contacted for further information. You can also source copies of the Training Package and support material. | Address: Level 4, 411 Collins StreetMelbourne VIC 3000Phone/fax: (03) 9604 7200Email: enquiries@tlisc.org.auWeb: [tlisc.org.au](http://tlisc.org.au/) |
| **National Register for VET in Australia** |
| Training.gov.au (TGA) | TGA is the Australian governments’ official National Register of information on Training Packages, qualifications, courses, units of competency and RTOs. | training.gov.au  |
| **Australian Government** |
| The Department of Industry, Innovation, Science, Research and Tertiary Education (DIISRTE) | DIISRTE provides a range of services and resources to assist in delivery of Training Packages. Search the DIISRTE website for links to a range of relevant resources and publications. | <http://www.innovation.gov.au>You may also find Department of Education Employment and Workplace Relations website of use<http://www.deewr.gov.au> |
| **State Government** |
| Department of Education and Early Childhood Development(DEECD) | DEECD is responsible for funding and the implementation of Vocational Education and Training (VET) in Victoria, including Apprenticeships and Traineeships. | General information:[www.skills.vic.gov.au](http://www.skills.vic.gov.au/)Approved Training Schemes:<http://www.skills.vic.gov.au/corporate/publications/brochures-and-fact-sheets/apprenticeships-and-traineeships-in-victoria-industry-guides> |
| **Curriculum Maintenance Manager (CMM)** |
| Transport and Distribution | The CMM service is provided by Executive Officers located within Victorian TAFE institutes on behalf of DEECD. | Cheryl BartoloAddress: PO Box 14428Melbourne 8001Phone: (03) 9919 5302Email: cheryl.bartolo@vu.edu.au Web: http://trainingsupport.skills.vic.gov.au |
| **State VET Regulatory Authority** |
| Victorian Registration and Qualifications Authority (VRQA) | The VRQA is a statutory authority responsible for the registration of education and training providers in Victoria to ensure the delivery of quality education and training. | [www.vrqa.vic.gov.au](http://www.vrqa.vic.gov.au)Phone: 03 9637 2806 |

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| **National VET Regulatory Authority** |
| Australian Skills Quality Authority (ASQA) | ASQA is the national regulator for Australia’s VET sector vocational education and training sector. ASQA regulates courses and training providers to ensure nationally approved quality standards are met. | [www.asqa.gov.au](http://www.asqa.gov.au)Info line: 1300 701 801 |
| **Industry Regulatory Body** |
| Civil Aviation Safety Authority (CASA) | The industry Regulatory body can provide advice on licensing, legislative or regulatory requirements which may impact on the delivery of training or the issuance of qualifications in this Training Package. | Southern Region: Level 3235 Collins StreetMelbourne VIC 3000 Postal Address: PO Box 2005 Canberra ACT 2601Phone: 131 757Email: southernregion@casa.gov.auWeb: [www.casa.gov.au](http://www.casa.gov.au)  |
| **WorkSafe**  |
| WorkSafe Victoria | WorkSafe needs to provide written verification before High Risk Work Units can be added to an RTO’s scope of registration. | [www.worksafe.vic.gov.au](http://www.worksafe.vic.gov.au) Info line: 1800 136 089 |

GLOSSARY

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| --- | --- |
| **Code** | Nationally endorsed Training Package qualification code. |
| **Title** | Nationally endorsed Training Package qualification title. |
| **Unit Code** | Nationally endorsed Training Package unit code. |
| **Unit Title** | Nationally endorsed Training Package unit title. |
| **Nominal Hours** | The anticipated hours of supervised learning or training deemed necessary to conduct training and assessment activities associated with the program of study. These hours are determined by the Victorian State Training Authority. Nominal hours may vary for a qualification depending on the units of competency selected.  |
| **Scope of Registration** | Scope of registration specifies the AQF qualifications and/or units of competency the training organisation is registered to issue and the industry training and/or assessment services it is registered to provide. |