AUSTRALIAN CENTRE FOR MISSION AVIATION

MISSION AVIATION COURSES

COURSE INFORMATION

2015

(Version 1, October 16, 2014)

For further information:
Email: Admissions Manager:
Delyse@acma.vic.edu.au
Phone: – (03) 9739 0612
From outside Australia – 61 3 9739 0612
www.acma.vic.edu.au

ACMA Course Info 2015, October 7, 2014
ACMA ABN: 47 144 017 587
ACMA supports students completing accredited training in the Bible Course through Australian College of Ministries (ACOM) ABN – 96130 267 604 – Registered Training Organisiation - 90965
Accredited Aviation Course conducted at ACMA on behalf of Melbourne School of Theology (MST)
MST details - ABN 58 004 265 016 Registered Training Organisation 3638
INTRODUCTION

The accredited aviation course conducted at ACMA is delivered on behalf of Registered Training Organisation (RTO) Melbourne School of Theology (MST – RTO 3638). ACMA supports students completing accredited training in the Bible Course through Australian College of Ministries (ACOM) ABN – 96130 267 604 – Registered Training Organisation - 90965

ACMA operations are facilitated as a cooperative program between ACMA, ACOM, MST, JAARS/Wycliffe Bible Translators, Mission Aviation Fellowship (MAF) and Africa Inland Mission (AIM) – note page 13 for further information.

In addition, a non-accredited course is also conducted at ACMA.

<table>
<thead>
<tr>
<th>COURSES</th>
<th>STATUS</th>
<th>FULL TIME DURATION</th>
<th>COMMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>MISSION AVIATION FLIGHT</td>
<td>Accredited. Delivered under MST RTO 3638</td>
<td>200 Hour CPL 1 year</td>
<td>The 200 hour CPL is the nationally accredited training package for the Commercial Pilot Licence. This course includes Night VFR rating and single engine instrument rating</td>
</tr>
<tr>
<td>Certificate IV in Aviation (Commercial Pilot Aeroplane Licence)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Course Code AVI40108</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>BIBLE/MISSION</strong></td>
<td>*ACMA is part of the ACOM training network RTO# 90965</td>
<td>1 year (Nominal hours 440 – 500 depending on electives selected)</td>
<td>May be taken full time or part time ACMA supports ACOM students in their learning</td>
</tr>
<tr>
<td>Certificate IV in Christian Ministry &amp; Theology (10433NAT*)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Certificate in Mission Aviation</td>
<td>Non Accredited</td>
<td>Delivered as a series of seminars over a 1 year period</td>
<td>Contains subjects specifically relevant to a ministry in mission aviation</td>
</tr>
</tbody>
</table>

Note - Most mission aviation organisations require the equivalent of 1 year of Bible/Mission training.

AIRCRAFT ENGINEERING

ACMA is now training aircraft maintenance engineers for mission aviation using an apprenticeship model. For more detailed information, contact Admissions Manager, Delyse Searle at

Delyse@acma.vic.edu.au

Note:
1. Government subsidised places (which attract reduced fees) at ACMA for Flight training are only available to Australian students who have not received a higher accredited award than Certificate III. For further information about Government subsidised places please see page 22.
For other further information, contact Admissions Manager, Delyse Searle at Delyse@acma.vic.edu.au

2. Higher education awards in ministry are available at Melbourne School of Theology (MST) for those seeking training at diploma level or above.
Details available from MST website – www.mst.edu.au
The Mission Aviation courses conducted at ACMA on behalf of MST and facilitated on behalf of ACOM, will, by means of an integrated program of studies in Aviation, Biblical, Theological, Intercultural/Missiological, and Ministry related disciplines, prepare men and women to minister effectively in the field of mission aviation. These Courses seek to integrate Biblical and theological study and reflection, ministry skills development, spiritual formation, personal development, and practical skills within a specialised defined area. They are founded on a Biblical, theological, ministry skills core, and possess a structure that allows students to concentrate in the areas of Mission Aviation Flight and Mission Aviation Engineering. It is expected that graduates from the Flight Course will be equipped to minister effectively as Commercial Pilots within a mission aviation context. Graduates from the Aircraft Engineering Training Program will be equipped to minister effectively as Aircraft Engineers within a mission aviation context.

The courses outlined in this manual are structured and timetabled as full-time courses. Students may undertake a program on a part-time basis, however great care must be taken by part-time students to ensure that their amended programs accord with the timetable and all course requirements.

COURSE ACCREDITATION

ACOM and MST are registered by the Australian Skills Quality Authority to offer the accredited courses listed on page 2.

Youth Allowance, Austudy, and Abstudy are available for the accredited courses for eligible full-time students.

Please Note: 1. Fee Help and HECS are not available for the courses listed on page 2.
2. Government subsidised training may be available for eligible Australian students enrolled in the accredited Flight course.
   See page 20 for further details.

Australian students applying for Youth Allowance / Austudy / Abstudy will need the following information for Centrelink:

COURSE NAME AND CODE:

- Certificate IV in Aviation (Commercial Pilot Aeroplane Licence) - AVI40108
- Certificate IV in Christian Ministry & Theology (10433NAT*)

CENTRELINK APPLICATION

Flight Course – Certificate IV in Aviation (Commercial Pilot Aeroplane Licence) AV140108 – 1 Year
As Melbourne School of Theology is the Registered training organisation (RTO) for the flight course you must nominate MST (and not ACMA) as the training provider in all communications with Centrelink in relation to the flight course.

Bible/Mission Course – Certificate IV in Christian Ministry & Theology (10433NAT*) – 1 Year
As the Australian College of Ministries is the Registered Training Organisation (RTO) for this course you must nominate ACOM (and not ACMA) as the training provider in all communications with Centrelink in relation to the Bible Course.

* see page 2
ENTRY REQUIREMENTS

Flight Courses

NOTE

Priority for flight training at ACMA is given to students enrolling in the Mission Aviation Flight Course. Applications from students who are not considering mission aviation may be considered, but all applications will be subject to meeting CASA requirements, as well as any requirements which ACMA may stipulate including interviews and assessments.

Students enrolling in the Mission Aviation Flight Course (Certificate IV in Aviation) must meet the following entry requirements:

i) Display a stable Christian character, confirmed by three references.

ii) Demonstrate a consistent church life for at least one year immediately prior to application into the Course. This demonstration will be fulfilled by regular and active participation in the life and program of a local church.

iii) Demonstrate a readiness to seriously consider a mission aviation career as a mission pilot.

iv) Minimum educational requirements for entry into the flight course are as follows:
Certificate IV in Aviation (Commercial Pilot Aeroplane Licence)AVI40108 - Year 10 or its equivalent.
Applicants will also be evaluated with respect to maturity, aptitude and motivation. Applicants who have not completed Year 10 may be admitted on consideration of other factors.

(v) Demonstrate the capacity to develop the skills required to safely operate aircraft in a commercial environment. This will be assessed by a trial instructional flight prior to acceptance into the Course. Please contact us for further information about this trial flight.

(vi) Age – Certificate IV in Aviation (Commercial Pilot aeroplane Licence)
CASA has a stipulation that under the Civil Aviation Regulations, a Commercial Pilot Licence holder must be not less than 18 years old.

(vii) Possess a current Australian Class 1 medical certificate issued by the Australian Civil Aviation Safety Authority (CASA) approved medical examiner. Only certain Doctors are approved by CASA to conduct the Class 1 medical. A list of these Doctors may be found on the internet at www.casa.gov.au. On the home page go to Services then Aviation medicals.
International students also need to complete this medical examination. A listing of Doctors within your country approved to conduct this medical will also be found on the above website. Please Note - you need to obtain an ARN (Aviation Reference Number) before doing the medical. The applications for this form for the ARN can be found on the above CASA website under manual and forms. The form number is 1162.
Please note this must be an Australian Class 1 CASA medical, to prove that you are fit to undertake commercial flying. A copy of this medical needs to be sent to us with your application.

(viii) Be able to meet the financial requirements as set out on pages 19 and following.

(ix) Attend an interview if required.
Students who possess a commercial Pilot Licence and seek to apply for Instrument Rating training should contact the Admissions Manager for information on that training and entry requirements.

**Bible/Mission Courses**

ACMA supports students completing nationally accredited training in the Bible course through Australian College of Ministries (ACOM). This training facilitated by ACMA is structured to meet the requirements of students training for Mission Aviation. Full details on the ACOM course can be found in the ACOM Vocational Education Handbook available from [http://acom.edu.au](http://acom.edu.au)

The nationally accredited Certificate IV in Christian Ministry & Theology (10433NAT*) is available to Mission Aviation students and others who desire training.

The non-accredited Certificate in Mission Aviation is available to Mission Aviation students and any others who desire the training.

Mission Aviation students will need to meet the entry requirements for the Mission Aviation course in which they are enrolling.

Non Mission Aviation students will need to complete a satisfactory interview with ACMA’s Bible/Mission Coordinator, as well as provide two references which confirm suitability for entry to the courses/s.

Higher level Bible/Mission courses (Diploma and above) are offered by Melbourne School of Theology. Details can be obtained from the MST website – [www.mst.edu.au](http://www.mst.edu.au)

**NOTE CAREFULLY**

As indicated on page 2, the sequence of training for full time students eligible for Government-funded places is critical. To avoid becoming ineligible for a Government-funded place, please discuss your proposed training program with the Admissions Manager.

* see page 2
RESIDENTIAL REQUIREMENTS
At the request of the mission aviation organisations who receive our graduates, it is recommended that all full-time Mission Aviation students live in community in accommodation provided for a minimum of one year. Australian Students must turn 18 in their first semester to be able to live at the provided accommodation at IBLP (Institute in Basic Life Principles – see page 10 for details of IBLP). If for any reason IBLP accommodation is not suitable for any student, assistance will be given to find alternative suitable accommodation.

Accommodation Costs per year at IBLP
Single and married units available mid January to mid December.

Note carefully – accommodation at IBLP is on a one-semester renewable contract. Students are required to commit to a contract for the entire semester.

Single Room - $140 per week – accommodation only - bond $120

Single rooms share bathroom/toilet facilities. The bathroom is between the 2 single rooms, and effectively serves as an ensuite to both rooms. All rooms are furnished including linen. There is a shared kitchen for student use.

Married Couple Units - $160 per week – accommodation only - bond $120

The married units consist of 2 rooms joined by an ensuite and passage way. Both rooms are fully furnished including linen. There is a shared kitchen for student use.

Family housing – there is sometimes a house or a flat available at IBLP for ACMA use with rent ranging between $185 - $220 per week. Rent includes accommodation and utilities throughout the whole year, but not meals.

COURSE CURRICULA AND FEES
The curriculum for each Course is detailed in the following pages.

Details of fees are contained in the Course Fees section at the end of this Manual. The fees shown are accurate at the time of publication shown on the front cover of this Manual. Fees for future years may be expected to increase in line with normal annual increases, and will be published at the appropriate time.
## 2015 ANNUAL DATES – AUSTRALIAN CENTRE FOR MISSION AVIATION

<table>
<thead>
<tr>
<th>TERM 1</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Mon. Jan 12</td>
<td>Flight students commence if beginning at the start of the year. Flight training commencement is also available at other times of the year.</td>
</tr>
<tr>
<td>Sat. Feb. 21</td>
<td>All students, together with their spouse and children, are required to attend the ACMA BBQ on this day at 4.00 pm – 8.00 pm at Coldstream.</td>
</tr>
<tr>
<td>Fri. Apr. 3 – April 12</td>
<td>EASTER BREAK</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>TERM 2</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Mon April 13</td>
<td>Term 2 commences</td>
</tr>
<tr>
<td>Sat. Jul. 4 – Sun Jul. 12</td>
<td>MID YEAR BREAK</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>TERM 3</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Mon Jul 13</td>
<td>Term 3 commences</td>
</tr>
<tr>
<td>Sat. Sep. 5</td>
<td>ACMA Open Day - (required attendance by all Staff and Students)</td>
</tr>
<tr>
<td>Sat Sep 19 – Sun Sep.27</td>
<td>MID SEMESTER BREAK</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>TERM 4</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Mon. Sep 28</td>
<td>Term 4 commences</td>
</tr>
<tr>
<td>Dec. 1</td>
<td>MST Celebration &amp; Graduation (including ACMA graduates)</td>
</tr>
<tr>
<td>Fri Dec. 11</td>
<td>Term 4 flight and Bible/Mission training concludes</td>
</tr>
</tbody>
</table>

* Bible/Mission students refer to the ACOM Vocational Education Handbook for key dates.
LOCATION AND DESCRIPTION

ACMA (Australian Centre for Mission Aviation) is situated at Coldstream airport, 96 Killara Rd., Coldstream. Coldstream is approximately 1 hour, 10 minutes east of Melbourne city. It is 1 hour 15 minutes drive from Melbourne International airport. All flight and Bible/Mission classes are taught at ACMA. The ACMA facilities consist of one large hangar, classrooms, briefing rooms, staff offices, amenities room and toilet facilities. The hangar is equipped with aircraft and aircraft components. Equipment utilised in flight training includes two flight training aircraft, one of which is equipped to IFR standards, and a flight simulator.

ACOM (Australian College of Ministries) has its headquarters at Level One, 3 Rider Boulevard, Rhodes, NSW 2138. It also has offices in other states of Australia.

MST (Melbourne School of Theology) – previously known as Bible College of Victoria – is situated in Wantirna which is a suburb approximately 45 minutes south east of Melbourne City. – 5 Burwood Highway, Wantirna (corner of Mountain Highway and Burwood Highway – check MST website for description of facilities.

IBLP (Institute in Basic Life Principles) where many of our aviation students are accommodated, is situated at 111 Mangans Rd., Lilydale. Lilydale is 1 hour east of Melbourne City, and 10 minutes from the ACMA facility at Coldstream airport. Early applications are advised to ensure accommodation.

Accommodation at IBLP

Single units share a bathroom with an opposite single room and are furnished.
Married units have furniture and their own bathroom facilities.
There is a shared kitchen for student use.
Other facilities include a gymnasium squash courts, basketball and tennis court and a fully equipped commercial kitchen.
Travel between campuses is the responsibility of the student, and is currently facilitated by means of car pooling.

HOUSING

It is recommended that aviation students live in community in accommodation provided for a minimum of one year in accordance with the policies detailed earlier under the paragraph titled “Residential Requirements”. Most mission aviation organisations recommend that future pilots and engineers include a period of community residence in their training program. Normally, there is sufficient on-campus housing available through ACMA at IBLP for all single students. Housing for married couples and families is in shorter supply, and is allocated by ACMA on a first-come basis determined by the order in which completed application papers are received. For this reason, students should apply as soon as they have decided to enrol in the Course. Housing at IBLP is considerably cheaper than elsewhere.

WEEKLY PROGRAM

The following information relates to the weekly program at ACMA for Mission Aviation students:

- All training is programmed Monday to Friday commencing at 8.15 am and normally concluding at 4.30 pm.
- Flight training is conducted at the Australian Centre for Mission Aviation at Coldstream Airfield, located 10 minutes drive from IBLP. Some modules (eg. night flying) are conducted at other locations that have the required facilities. Weather may dictate that flight training has to be scheduled on some Saturdays and outside the normal 0815-1630 times.
Additionally, flight students may be rostered to commence earlier than 0815 during the week on an as-required basis

- Certificate IV in Christian Ministry & Theology (10433NAT*) is delivered online with ACOM at times suited to the individual student. Scheduled class sessions and intensive seminars are conducted at ACMA on Friday afternoons, commencing at 1.00 pm.
- Other weekly activities which require a student’s attendance/involvement include:
  - Devotional sessions at the Mission Aviation Centre. (8.15 am each morning)
  - Weekly work duties at the Mission Aviation Centre.
  - February ACMA BBQ, the ACMA Open Day/Mission Aviation Discovery (MAD) day, and other special events.

* see page 2

**ATTENDANCE**

All students use a sign-in/ sign-out sheet each day for OH&S purposes. This is also required for pastoral and administrative (eg. Austudy) reasons.

Students are expected to attend all scheduled lessons.
As a matter of courtesy Instructors should be notified of reasons for absences from scheduled lessons.
ENQUIRY PROCEDURE

Initial enquiries should be addressed to:

Admissions Manager
Australian Centre for Mission Aviation
PO. Box 223
COLDSTREAM  VIC. 3770
Email Delyse at admissions@acma.vic.edu.au
Phone (03) 9739 0612  (International 61 3 9739 0612)
Fax (03) 9739 0922   (International 61 3 9739 0922)

APPLICATION PROCEDURE

All Mission Aviation applications should be addressed direct to the Admissions Manager at the above address.

Following initial receipt of a student’s application, reference forms will be sent by ACMA to the student’s nominated referees. When these references have been received back to us from the referees, and all details of a student’s application are complete, the application papers are circulated through the Applicants’ Committee for decision. Normally, provided that referees return their forms expeditiously, students can expect to receive notification about their application within 2-4 weeks. This notification will include information about further Interviews and assessments required.

Following the successful completion of the application papers, interviews and the assessment procedure a letter of acceptance will be sent to the applicant.

This acceptance into the course is subject to the applicant being able to meet the financial requirements specified in this Manual.

Applications for beginning-of-year enrolments close January 5. To ensure placement, suitable accommodation, and time to time to complete aptitude and medical tests, earlier application is advised - applications can be submitted as early as 12 months in advance. Late applications will be considered. Consideration of late applications, amongst other things, will be subject to the availability of appropriate staff to undertake the required processing and assessments.

Application for mid year or other times of the year may be placed at any time.

Spouses of married students wishing to live at IBLP need to supply the ACMA medical form and references form.
PART TIME STUDIES

The Flight Course can be taken on a limited part-time basis. However, students must recognise that electing to take a course part time may result in timetabling difficulties, and an increase in the hours required to achieve competence.

Bible/Mission subjects can be taken part time. Please contact the Admissions Manager for details on this.

STUDENT SUPPORT

Student support and Pastoral Care at ACMA takes a number of different forms:
* All students may make appointments with ACMA Staff as required.
* Additional pastoral care is provided by means of scheduled appointments with our Pastoral Support Staff on an as required basis. Appointments are made through ACMA’s Receptionist.
* In cases where more in depth counselling is required students will be given contact details of approved, Accredited Counsellors.

COMPLAINTS AND APPEALS POLICY

Students may make appeals and complaints about academic and non-academic matters. Please refer to the relevant ACMA Academic Guidelines for details on the process for complaints and appeals on any Sexual Harassment matters and the ACMA Academic Handbook for any academic complaint or appeal. ACOM students are to refer to the ACOM Vocational Education Handbook for grievance policies and procedures.

RPL (Recognition of Prior Learning) AND MUTUAL RECOGNITION

The RTO’s under whose authority ACMA operates recognise and accept the Qualifications issued by other registered training organisations based in any State/Territory of Australia and in some cases overseas. This can include a Statement of Attainment for specific modules or units of competency or may be a complete qualification. ACOM students are to refer to the ACOM Vocational Education Handbook for relevant policies and procedures.

DEFERRING, SUSPENDING OR CANCELLING A STUDENT'S ENROLMENT

Policy
ACMA only enables a student to defer or temporarily suspend their studies, including granting a leave of absence during the course, through formal agreement in certain limited circumstances.

Regulations
The student may only defer their enrolment on the grounds of:
* Compassionate or compelling circumstances

ACMA may temporarily suspend or totally cancel a student’s enrolment on the grounds of:
* Misbehaviour by the student.

Definitions
Compassionate or compelling circumstances include but are not limited to the following:
* Serious illness or injury, where a medical certificate states that the student was unable to attend classes and complete assessment
* Bereavement of close family members such as siblings, parents or grandparents (where possible a death certificate should be provided)
- Major political upheaval or natural disaster in the home country or district requiring emergency travel or preventing the student from continuing their studies;
- A traumatic experience which could include but is not limited to involvement in or witnessing of an accident, a crime committed against the student or the student has been a witness to a crime and this has impacted on the student (these cases should be supported by police or psychologists’ reports).

Misbehaviour includes but is not limited to:
- Taking unauthorized materials into a test;
- Submitting work for an assessment knowing it to be the work of another person;
- Improperly obtaining knowledge of an test paper and using that knowledge in the test;
- Arranging for another person to sit a test in the place of the candidate;
- Submitting a false medical certificate;
- Intimidation and/or sexual harassment;
- Unsatisfactory attendance or academic progress without compassionate or compelling reason and where lack of ability is not deemed to be the cause.
- Failure to pay course fees.

Procedures
- In the case of deferral for compassionate and compelling reasons students must submit a letter to the Manager of Academic Admissions (MAA) requesting deferral which explains the reason for the request. It must be accompanied by relevant evidence, such as a medical certificate.
- In the case of misbehaviour the relevant Training manager/CEO will write to the student identifying that there is a problem and requiring them to attend a meeting to discuss the situation. The RTO must also be advised and may be present at that meeting. The student is also entitled to bring a support person of their choice to that meeting. If the misbehaviour is of an academic nature the MAA will be present at the meeting. If there is no compelling or compassionate reason for the situation, a penalty appropriate to the misbehaviour will be placed on the student. That could range from one month probation to a two year suspension or cancellation of enrolment.
- The CEO will meet with the student again at the end of any probation or suspension period to determine if conditions have been met.
- All cases of suspension and cancellation for misbehaviour will be decided by the CEO on the recommendation of the relevant Training Manager and MAA if applicable).
- In the case of an overseas student, the Admissions Manager will inform the student that deferring, suspending or cancelling his or her enrolment may affect his or her student visa and the relevant RTO will notify the Secretary of DEST via PRISMS under section 19 of the ESOS Act.
- The CEO will inform the student of ACMA’s intention to suspend or cancel the student’s enrolment in the case of misbehaviour and notify the student that he or she has 20 working days to lodge an appeal. The suspension or cancellation will not take effect until the internal appeals process has been completed, unless extenuating circumstances relating to the welfare of the student apply.
- The Manager of Academic Administration will document all correspondence, meetings and decisions to be kept on the student’s file. All such documentation will also be copied to the RTO.
CO-OPERATING ORGANISATIONS

ACMA operations are facilitated in co-operation with ACOM (Australian College of Ministries), JAARS (the aviation/technical arm of Wycliffe Bible Translators, MAF (Mission Aviation Fellowship) MST (Melbourne School of Theology) and AIM (Africa Inland Mission) in the following capacities:

- JAARS at times provides seconded staff to ACMA and receives ACMA graduates.

- MAF receives ACMA graduates and co-operates with ACMA in sharing course material and flight safety related information.

- MST is the Registered Training Organisation for the accredited Flight Course delivered by ACMA on its behalf, and issues all qualifications relevant to that course.

- AIM (Africa Inland Mission) provides support with publicity.

- ACOM is the RTO for the Certificate IV in Christian Ministry and Theology (10433NAT*) and issues all qualifications relevant to that course.

* see page 2
FLIGHT COURSES

1. AVI40108 CERTIFICATE IV IN AVIATION (COMMERCIAL PILOT AEROPLANE LICENCE)

1 Year COURSE (200 hour CPL)
Including

SINGLE ENGINE INSTRUMENT RATING

COURSE INFORMATION 2015

PLEASE NOTE that all flight training undertaken while enrolled as a student in this course must be completed at ACMA, COLDSTREAM.
### STANDARD 4 SEMESTER CURRICULUM FOR MISSION AVIATION (FLIGHT)

<table>
<thead>
<tr>
<th>BIBLE/MISSION TRAINING</th>
<th>FLIGHT TRAINING</th>
</tr>
</thead>
</table>
| **Nationally Accredited Training**  
Certificate IV in Christian Ministry & Theology (10433NAT*)  
1 Year  
(May be taken full time or concurrently with Flight training)  
* Unity in Diversity  
* Unpacking the OT  
* Unpacking the NT  
* Spiritual Formation  
* Christian Vantage Point  
* Communicate the Word  
* Building Relationship Skills  
* Small Group Ministry  
* Community Mission | **Nationally Accredited Training**  
Certificate IV in Aviation  
(Commercial Pilot Aeroplane Licence)  
AVI40108  
1 Year of flight training leading to Commercial Pilot Licence. The Course covers all components of the approved 200 hour CPL Syllabus including:  
RPL Theory  
RPL training  
PPL Theory  
PPL Training  
PPL Training  
CPL Theory  
CPL Training  
In addition, students in this course complete:  
Single Engine Instrument Rating  
Night VFR Rating |

**Non Accredited Training**  
Certificate in Mission Aviation  
Requires successful completion of a series of seminars targeted to mission life and the ministry of mission aviation

* see page 2
CURRICULUM FOR STUDENTS WITH ADVANCED STANDING IN THE
CERTIFICATE IV IN AVIATION (COMMERCIAL PILOT
AEROPLANE LICENCE)

Direct entry for this program is available only to students who hold a minimum of a
Private Pilot Licence and have passed ALL CPL theory exams prior to
commencing the course.

<table>
<thead>
<tr>
<th>BIBLE/MISSION TRAINING</th>
<th>FLIGHT TRAINING</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Nationally Accredited Training</strong></td>
<td><strong>Nationally Accredited training</strong></td>
</tr>
<tr>
<td>Certificate IV in Christian Ministry &amp; Theology (10433NAT*)</td>
<td>Certificate IV in Aviation (Commercial Pilot Aeroplane Licence) AVI40108</td>
</tr>
<tr>
<td>1 Year</td>
<td>PIC hours as required</td>
</tr>
<tr>
<td>(May be taken full time or concurrently with Flight training)</td>
<td>CPL Training</td>
</tr>
<tr>
<td>* Unity in Diversity</td>
<td>Night VFR Rating</td>
</tr>
<tr>
<td>* Unpacking the OT</td>
<td>Single Engine Instrument Rating</td>
</tr>
<tr>
<td>* Unpacking the NT</td>
<td></td>
</tr>
<tr>
<td>* Spiritual Formation</td>
<td></td>
</tr>
<tr>
<td>* Christian Vantage Point</td>
<td></td>
</tr>
<tr>
<td>* Communicate the Word</td>
<td></td>
</tr>
<tr>
<td>* Building Relationship Skills</td>
<td></td>
</tr>
<tr>
<td>* Small Group Ministry</td>
<td></td>
</tr>
<tr>
<td>* Community Mission</td>
<td></td>
</tr>
</tbody>
</table>

| Non Accredited Training | |
| Certificate in Mission Aviation | |

Requires successful completion of a series of seminars targeted to mission life and the ministry of mission aviation.
The following fees are for the year 2015. Some fees published in this manual may be subject to cost increases during the year that are beyond the control of ACMA. As an example, flight fees may increase as a result of increase in the cost of aviation fuel.

Fees for future years are expected to increase in line with normal annual increases and will be published at the appropriate times.
PLEASE STUDY THIS SECTION CAREFULLY

Students entering the Mission Aviation Courses face a high financial load. Over the years in which the Mission Aviation Course has been operating, one factor relating to students’ finances is starkly evident – students who commence the Course with inadequate or unsure financial provision either drop out, struggle continually, or place themselves under undue stress. None of these results is satisfactory for the student or his/her fellow students.

In order to avoid repeating the difficulties we have observed, the following policies related to students in the Mission Aviation Course are effective.

1. Costs for students in the Mission Aviation Course include the following three components:

   (a) Fees for the Bible/Mission course as applicable.

   (b) Mission Aviation Flight Course training, which include:
       • Flight training including flight theory sessions, briefings, dual instruction, and solo flying.
       • Administration fees

   (c) Other costs payable by the student on an as-required basis, such as CASA exam fees, textbooks, uniforms, and flight equipment including headsets and navigational equipment.

2. All students entering the Mission Aviation Course must, prior to the commencement of each semester, demonstrate the capacity to pay that semester’s Course Fee in full by the end of that semester.

   Payment of fees is according to the following:

   • Payment of semester Admin. Fee in advance during the first week of the semester.

   • Upfront (deposit) payment of first flight training module fee payable on enrolment day and signing of an authority for automatic bank transfer payments so that all fees will be fully paid no later than one week prior to the end of semester.

3. Flight Students will not be permitted to enrol in any semester unless all fees for the previous semester have been paid in full.

Additionally, Flight Students must, prior to commencing their flight training, either:

(1) Deposit their full Flight Fees for the semester into the ACMA Flight Account. This includes the full amount for each module in which they are enrolled.

(2) OR have signed a Flight Training Agreement (FTA) between the student and ACMA for regular monthly payments. Students will only be rostered for flight training while their FTA payments are up to date.
All students should note the following:

A student whose enrolment is accepted on the basis of the establishment of a direct debit facility may not cancel that facility without the approval of the CEO of ACMA. Cancellation without approval, or notice that insufficient funds are in the student’s account to pay the direct debit, will result in immediate suspension of the student’s enrolment.

4. The fees detailed on following pages are calculated on the basis that the student is enrolled full-time in the respective program. Fees do not include provision for textbooks, uniforms or special equipment for students in the Flight Course. Typical expectations for some of these items are shown on the following pages.

5. Fees listed have been prepared with as much accuracy as possible at the time of publication. However, some costs are not directly controlled by ACMA and may be subject to change at short notice.

**PLEASE NOTE** that all fees shown are for this current year only. Fees indicated for future years are in current year terms only – students should expect normal annual increases in future years.

6. For students resident at IBLP accommodation fees are paid directly to IBLP.

Students living at IBLP should note the following:

**Single Students and Married Couples**

1. Accommodation does not include meals. Meals can be self catered for in the Dormitory Kitchen at IBLP.
2. Students living at IBLP outside of ACMA’s normal term dates need to add appropriate amounts to their IBLP fees for the additional time, as published under “Vacation Charges for Students” in the IBLP Fees Schedule.

**Family Houses and Flats**

- Family houses as mentioned on page 6 are rented for the entire year. Fees include accommodation and utilities throughout the whole year, but not meals. These houses are available from the end of the first week in January and need to be vacated at the end of the student’s occupancy at the end of December.
**SOURCES OF FUNDING**

Some of the ways that students fund their training includes:

- Austudy / Youth Allowance (Australian students only)
- Taking out a bank loan
- Using equity in a house loan
- Support from local church, family and friends
- Contacting different Christian agencies that may be able to support them.
- Personal savings

Please note that Fee Help is not available for Certificate courses.

**GOVERNMENT SUBSIDISED PLACES AT ACMA**

**Requirements**

You must be an **ELIGIBLE STUDENT** ie.

- You must be an Australian citizen or Permanent Residency (PR) holder.
- If you are **under 20 years** on 1 Jan 2015, there are no additional requirements
- If you are **20 years or over** on 1 Jan 2015, you can only receive a government-subsidised place for enrolment in a course that is a higher qualification than the highest accredited qualification already held. For instance, if you already hold an accredited Cert. IV in something, you cannot get a government-funded place for the Certificate IV in Aviation.

  **NB**  Eligible students are advised to contact ACMA Admissions Manager in relation to subsidy available.

**REFUND POLICY**

Refund of the Administration Fee and the Tuition Fee for students withdrawing from a course during the semester will be according to the following policy:

**Administration Fee**

- Up to the end of the first week of the semester, refund of 50% of the Administration Fee for that semester will be made.
- There will be no refund of the Administration Fee after the end of the first week

**Tuition Fee**

The balance of any flight fees will be refunded at the time of cessation of training.
ACMA FLIGHT COURSE FEES
For Certificate IV in Aviation (200 hour CPL) including Instrument Rating

NOTE
1. These figures do not include Flight training. Consult last page for typical flight costs.
2. These figures do not include accommodation – see page 6 for accommodation costs.

<table>
<thead>
<tr>
<th>Nationally Accredited Training</th>
<th>Non Accredited Training</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bible/Mission Training</td>
<td>Certificate in Mission Aviation</td>
</tr>
<tr>
<td>Certificate IV in Christian Ministry &amp; Theology (10433NAT*)</td>
<td>$45/seminar (maximum 10 Seminars)</td>
</tr>
<tr>
<td>$440/unit of competency (9 competencies)</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Nationally Accredited Training</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Certificate IV in Aviation (Commercial Pilot Aeroplane Licence)</td>
<td></td>
</tr>
<tr>
<td>Semester 1</td>
<td>Admin Fees* $ 5,500(please see Note 1. below)</td>
</tr>
<tr>
<td></td>
<td>Less scholarship -$4,200</td>
</tr>
<tr>
<td>Total</td>
<td>$1,300</td>
</tr>
</tbody>
</table>

| Semester 2                    | Admin Fees $ 5,500(please see Note 1. below) |
|                                | Less scholarship -$4,200 |
| Total                         | $1,300                   |

* see page 2

NOTE – 1. All full time students enrolled in the Mission Aviation Courses are eligible to receive a scholarship/bursary which reduces the Administration fee paid by the student to $1300.

* Administration Fees in the Flight Course are directed towards the fees paid by ACMA for the conduct of the course, including accreditation and audit fees levied by the various government authorities.

PART TIME STUDENTS PAY AN ADMIN FEE OF $330 PER SEMESTER

Students in the Flight Course can also expect additional expenditure for the following items:
- Headset $250-$700 – This will be required at the beginning of flight training
- RPL/PPL/CPL Theory Texts - refer to textbooks on page 26
- CASA documents, flight maps, and navigational equipment $900
- ACMA Flight Uniform - $300. This is required of all students in the Flight Stream, and is to be worn at all times when at the Mission Aviation Centre or under instruction. The uniform includes 3 shirts with epaulettes, flight jumper, jacket and cap (cap optional). The uniform will be ordered during Week 1. As part of the flight uniform, students are to provide their own navy blue trousers and black shoes. (Note – sneakers are not acceptable footwear for flight.)
- CASA theory examination fees. These approximate: $1100

* see page 2
THE STANDARD ADVANCED STANDING CERTIFICATE IV IN AVIATION
200 HOUR CPL) PLUS POST – INCLUDING INSTRUMENT RATING
FOR STUDENTS WITH MINIMUM PPL PLUS ALL CPL THEORY

1. THESE FIGURES DO NOT INCLUDE FLIGHT TRAINING COSTS. CONSULT LAST PAGES FOR TYPICAL FLIGHT COSTS
2. THESE FIGURES DO NOT INCLUDE ACCOMMODATION – SEE PAGE 6 FOR ACCOMMODATION COSTS

<table>
<thead>
<tr>
<th>Nationally Accredited Course</th>
<th>Non Accredited Training</th>
<th>Nationally Accredited Training</th>
</tr>
</thead>
<tbody>
<tr>
<td>Certificate IV in Christian Ministry &amp; Theology (10433NAT*)</td>
<td>$45/seminar (maximum 10 Seminars)</td>
<td>Admin Fees/Semester $5,500 (please see Note 1. below)</td>
</tr>
</tbody>
</table>

Note: The time taken to complete this course will depend on the standard of training and aeronautical experience of the student on entry to the course.

<table>
<thead>
<tr>
<th></th>
<th>Admin Fees/Semester</th>
<th>Less Scholarship</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Admin Fees/Semester</td>
<td>$5,500 (please see Note 1. below)</td>
<td>- $4,400</td>
<td>$1300</td>
</tr>
<tr>
<td>Additional semesters as required</td>
<td>Admin Fees/Semester</td>
<td>Less scholarship</td>
<td>Total</td>
</tr>
<tr>
<td></td>
<td>$5,500 (please see Note 1. below)</td>
<td>-$4,400</td>
<td>$1300</td>
</tr>
</tbody>
</table>

NOTE

1. All full time students enrolled in the Mission Aviation Course are eligible to receive a scholarship/bursary which reduces the Administration Fee per semester paid by the student to $1300

2. Please see notes on previous page relating to additional expenditure for Flight Students.

* see page 2
IMPORTANT NOTE ABOUT FLIGHT TRAINING AT ACMA

The flight training detailed on the following pages relates to the course delivered at ACMA. ACMA is a specialist flight training organisation. The course structure has been determined in close consultation with the major mission aviation operators, and is designed to produce graduates who meet their standards.

Please note the following important factors relating to the courses detailed on the following pages:

1. Graduates who complete all of the modules receive
   + Certificate IV in Aviation (Commercial Pilot Licence)
   + Night VFR Rating
   + Single Engine Command Instrument Rating
   + Experience in Remote Area Flying

2. The CPL training incorporated into the course follows the structure of the approved 200 hour CPL.
**FLIGHT TRAINING FEES 2015**  
For Cert. IV in Aviation (200 hour CPL)  
Including Single Engine Instrument Rating

Please note the following important points:  
1. The fees below are prepared as a guide to typical course costs.  
2. Flight training has been divided into modules. Students may not commence flight training in any semester unless an agreed Flight Training Agreement (FTA) has been signed. At any time when a student fails to comply with the FTA, training will be immediately suspended.  
3. The Estimated Module Fee includes the cost of flight training in that module including pre and post flight training briefings.  
4. Some students may require additional hours (and therefore funds) to complete a module. In this case, additional costs will be charged at the rates stipulated in the student’s FTA.

<table>
<thead>
<tr>
<th>MOD ULE #</th>
<th>CONTENT</th>
<th>BRIEFINGS (hours)</th>
<th>MINIMUM HOURS</th>
<th>AIRCRAFT</th>
<th>ESTIMATED MODULE FEE</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>To first solo</td>
<td>9</td>
<td>7.0 Redbird FMX(VFR) 7.3D 0.2S</td>
<td>Redbird FMX sim PPL trainer PPL Trainer</td>
<td>$2,723</td>
</tr>
<tr>
<td>2</td>
<td>First solo to area solo</td>
<td>3.5</td>
<td>4.6D 4.0S</td>
<td>PPL trainer PPL trainer</td>
<td>$ 2,162</td>
</tr>
<tr>
<td>3</td>
<td>Area solo to RPL*</td>
<td>7.5</td>
<td>7.0D 7.0S 1.0 Sim</td>
<td>PPL Trainer PPL trainer Redbird FMX sim</td>
<td>$3,715.</td>
</tr>
<tr>
<td>4</td>
<td>RPL Test</td>
<td>Test</td>
<td>1.5 Test</td>
<td>PPL trainer</td>
<td>$ 605</td>
</tr>
<tr>
<td>5</td>
<td>RPL to PPL</td>
<td>10</td>
<td>4.0 Redbird FMX(VFR) 14.1D 5.2S 1.0 Sim (IF)</td>
<td>Redbird FMX sim PPL trainer PPL trainer Redbird FMX</td>
<td>$5,164</td>
</tr>
<tr>
<td>6</td>
<td>PPL Test</td>
<td>Test</td>
<td>3.0 Test</td>
<td>PPL Trainer</td>
<td>$1,010</td>
</tr>
<tr>
<td>7</td>
<td>PIC (Pilot in Command)</td>
<td>30.0S</td>
<td>PPL trainer</td>
<td>$4,800</td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>IFR NVFR Navaids</td>
<td>4</td>
<td>4.0 Sim</td>
<td>Redbird FMX</td>
<td>$ 740</td>
</tr>
<tr>
<td>9</td>
<td>NVFR</td>
<td>3</td>
<td>5.0 Redbird FMX(VFR) 7.2D 1.0S</td>
<td>Redbird FMX sim PPL Trainer PPL trainer</td>
<td>$2,869</td>
</tr>
<tr>
<td>10</td>
<td>NVFR Test</td>
<td>Test</td>
<td>2.0 Test</td>
<td>PPL trainer</td>
<td>$ 740</td>
</tr>
<tr>
<td>11</td>
<td>A/C Endorsement IFR/CPL trainer</td>
<td>2</td>
<td>4.0D</td>
<td>IFR/CPL trainer</td>
<td>$1,600</td>
</tr>
<tr>
<td>12</td>
<td>Instrument Rating</td>
<td>16</td>
<td>14.0 Sim 18.0 D</td>
<td>Redbird FMX IFR Trainer</td>
<td>$9,230</td>
</tr>
<tr>
<td>13</td>
<td>IR Test</td>
<td>Test</td>
<td>2.5D</td>
<td>IFR Trainer</td>
<td>$1,100</td>
</tr>
<tr>
<td>14</td>
<td>PIC Day /Night/IFR</td>
<td>30.0S 22.6S</td>
<td>PPL Trainer IFR Trainer</td>
<td>$10,902</td>
<td></td>
</tr>
<tr>
<td>15</td>
<td>CPL</td>
<td>4.0</td>
<td>8.8D</td>
<td>CPL Trainer</td>
<td>$3,488</td>
</tr>
<tr>
<td>16</td>
<td>CPL test</td>
<td>Test</td>
<td>3.5D</td>
<td>CPL trainer</td>
<td>$1,460</td>
</tr>
</tbody>
</table>

Airport & Airways Fees $ 800.00  
Night Flying Loading $ 400.00  
Ground School (RPL/PPL/CPL) $ 3,600.00  
Coldstream Operations Fee $ 2,600.00  
Textbooks and stationery $ 850.00  

**TOTAL** $60,558.00

* RPL refers to the Recreational Pilot Licence introduced by CASA on 1 September 2014 which replaced the GFPT.*
CURRENT HOURLY RATES AT TIME OF PUBLICATION

AIRCRAFT HIRE

<table>
<thead>
<tr>
<th>Service</th>
<th>DUAL</th>
<th>SOLO</th>
</tr>
</thead>
<tbody>
<tr>
<td>RPL/PPL training</td>
<td>$270/hour</td>
<td>$160/hour</td>
</tr>
<tr>
<td>Post PPL Solo</td>
<td>N/A</td>
<td>$160/hour</td>
</tr>
<tr>
<td>NVFR training</td>
<td>$290/hour</td>
<td>$180/hour</td>
</tr>
<tr>
<td>IFR &amp; CPL training</td>
<td>$360/hour</td>
<td>$270/hour</td>
</tr>
<tr>
<td>Redbird SIM</td>
<td>$105/hour</td>
<td>$15/hour</td>
</tr>
</tbody>
</table>

INSTRUCTOR RATES AND TEST FEES

- Briefings: $80/hour
- Instructor Flight time: $90/hour
- Test Fees – set by Flight Examiner. Students can expect total flight test fees of $1,000
- Instructor IFR: $95/hour
- GFPT/RPL,PPL,NVFR Test Fee: $110 each
- CIR, CPL, Test Fee: $220 each

EXPERIENCE BREAKDOWN AT COURSE CONCLUSION

Total Aeronautical Experience - 203.5 hours (In addition, there is 16 hours in the RBFMX simulator which does not count towards Total Aeronautical experience)

Flight Time

- Dual 83.5 hours
- Solo 100.0 hours
- Total 183.5 hours

Instrument time

- Simulator 20.0 hours
- Flight 30.0 hours
- Total 50.0 hours

Night Time

- Dual 9.0 hours
- Solo 15.0 hours
- Total 24.0 hours

NOTE
1. These rates are current at the time of publication and may be subject to change.
2. The above estimates do not include CASA charges for the issue of licences/ratings.
3. See page 22 for additional aviation costs
4. NVFR – there is a likelihood of additional costs to this training segment due to the need to pay for remote night training accommodation costs.
5. Briefings include ground tuition along with pre and post flight briefings in individual and group sessions.