

# AMS

Aerodrome Management Services Pty Ltd  
RTO Provider Number: 52413



## AVISS00053 AERODROME REPORTING OFFICER SKILL SET

### Course Overview

Our Nationally Recognised course has been designed to provide participants with the confidence to perform the role of Aerodrome Reporting Officer and Works Safety Officer at an aerodrome. Our courses are held regularly around Australia, alternatively we can deliver this course at your aerodrome.

This course is mapped from the AVISS00053 Aerodrome Reporting Officer Skill Set units of competency as well as the key ARO requirements from CASA Advisory Circular AC139.C-02 Aerodrome Personnel.

Successful completion of the AVISS00053 Aerodrome Reporting Officer Skill Set will equip participants with the skills and knowledge to:

- Plan for, and conduct serviceability inspections on infrastructure, obstacles, and lighting,
- Complete standard ARO/workplace documentation,
- Operate an aeronautical radio,
- Facilitate the safety of aerodrome works site and access, and
- Report on hazardous situations via NOTAM.

AMS takes a 'no-surprises' approach to all assessment activities. Assessments will be explained to each participant prior to taking place so there is an opportunity to ask questions or clarify assessment requirements. For more information relating to our assessments for this course please ensure you review the next page.

Our trainers will provide additional training and support where required, as per the AMS [Learner Agreement](#).

### Units of Competency

Upon successful completion of required assessments, course participants will receive a Statement of Attainment for the following units of competency:

- AVIB0002 Inspect and report on aerodrome serviceability
- AVIB0003 Inspect and report on serviceability of aerodrome lighting systems
- AVIB0004 Inspect and report on obstacle limitation surfaces
- AVIZ0003 Maintain basic situational awareness in an aviation workplace
- AVIE0005 Complete a Notice to Airmen (NOTAM)
- AVIC0001 Drive on the airside
- AVIE0003 Operate aeronautical radio
- AVIF0045 Facilitate the safety of aerodrome works and works site access



### Aeronautical Radio Operator Certificate (AROC)

AROC training and assessment is included in your ARO course. CASA has approved AMS trainers to conduct this training, carry out the required assessments, and submit the application your behalf.

Please refer to Page 3 of this brochure for more information relating to AROC applications.

## BEFORE YOU ENROL - COURSE CONSIDERATIONS & REQUIREMENTS

### The Enrolment Process

Due to the amount of personal information we are required to collect from potential students, plus enrolment T&C's that must be acknowledged, we ask upcoming ARO students enrol themselves via our online enrolment form.

### Language, Literacy, Numeracy and Digital Skills

It is important to note that this course will be trained and assessed at [AQF Level 3](#) (Certificate III level). AMS is available to assist you to identify your eligibility for enrolment into this course if required.

As a guide, course participants must:

- complete self-guided learning and assessment activities (online and paper-based),
- conduct online research to locate legislative information, forms, applications and advisory information,
- read, interpret, and complete workplace documentation and forms (online and paper-based),
- complete course theory work, including written answers and basic drawings (e.g. placing lines on a map),
- complete routine physical activities of an ARO,
- perform basic math calculations,
- communicate in small groups and understand verbal information and cues.

Additionally, course participants must:

- access a computer or large screen to complete online learning/course preparation activities,
- hold a current driver's licence to complete the assessment requirements for *AVIC0001 Drive on airside*,
- organise work placement at an aerodrome (where they will be under the supervision of a suitably experienced ARO), to complete the post-course assessment requirements.

### Duration of Learning & Assessment Activities

This course is competency-based. This means to be deemed competent in the units of competency participants are required to do more than just attend their course. Participants must provide evidence that they have understood the training, acquired the skills and knowledge, and can effectively apply them in an aviation workplace.

For this reason, it is not possible to complete all the assessment requirements during the face-to-face component of the AVISS00053 Aerodrome Reporting Officer Skill Set course. A summary of the assessment activities for this course are listed below.

- **Pre-Course Assessment (Theory)** - Prior to the course students must complete self-guided study and assessment activities to prepare for the course. This component will provide students with important, primary information that relates to their upcoming course. We recommend students allow 5-6 hours to read the Pre-Course Learner Guide, complete the application activities contained within the Learner Guide, followed by their Pre-Course Theory Assessment. This must be handed in on Day 1 of the classroom component.
- **Classroom Component (Theory + Practical)** - The classroom component is delivered over 4 full days: 3-days will be in a classroom environment and 1-day will be at a live aerodrome (under the supervision of an AMS trainer). Course participants will receive their own comprehensive ARO Handbook to reference during the face-to-face component of the course, which will be theirs to keep. Theory and group activity assessments are completed over the duration of the course, including a practical assessment at a live aerodrome on Day 4 (approximately 35 hours in duration).
- **Post-Course Assessments (Workplace + Theory + Practical)** After the course students must complete post-course assessment activities, designed to cement their knowledge and an opportunity to further build their skills. The post-course component involves spending time at an aerodrome to become familiar with the procedures

and practices for that aerodrome. Students should carry out practical activities on the aerodrome until they have a comfortable understanding of the items listed on the post-course checklist. We recommend 2-3 full days at an aerodrome as a minimum.

It is the responsibility of the course participant to consider if they can obtain work placement, and to organise this work placement accordingly. The post-course assessment includes a familiarisation checklist, as well as a few commonly used documents/reporting tools that need to be completed (we will show you these during your course) and co-signed with a suitably qualified workplace supervisor/ARO.

Taking all assessment requirements and timeframes into account, a certificate could be issued within 2 months.

### **Student Handbook**

For more information relating to AMS training policies (including our student handbook) please visit the Student Information section of the AMS website: <http://amsaustralia.online/Student-Info>

### **Course Fees and Payment**

A formalised quote will be provided upon request. We do not collect enrolment fees in advance where a purchase order can be supplied. For private students an enrolment fee is payable in lieu of a purchase order to secure your enrolment. Credit card payments can be made over the phone on or after the first day of the course. A 2% CC surcharge applies for credit card payments. AMS reserves the right to withhold certification until full course payment has been made.

### **Ready to Enrol?**

For all public courses, our enrolment links (including date and location options) are available on the AMS website: <https://amsaustralia.online/AVISS000053>.

### **Would you like us to come to you?**

It often works out cheaper and is less of a logistical nightmare for your training coordinator if we come to you. Please email [training@amsaustralia.com](mailto:training@amsaustralia.com) or call us on (08) 9221 6777 if you would like an obligation free quote for training at your site.

## **FREQUENTLY ASKED QUESTIONS**

### **Q. I haven't been in a "classroom" for years/I'm not sure how I'll go.**

A. Our "classroom" environment is informal, welcoming, and extremely supportive. Our trainers keep the course content interesting and interactive, using various training methods. We encourage questions and welcome group discussions. If you are still concerned please call us prior to enrolment, or have a chat with your trainer during a break.

### **Q. Do I need to do anything before the classroom start date?**

A. Yes! We have included a handy checklist with the pre-course theory to help you prepare for "Day 1" in the classroom. A reminder will also be sent to you via email approximately 5 days before the course start day.

### **Q. Once I've done this course, will I need to complete refresher training in the future?**

A. Yes. ARO refresher training should be completed every 2-5 years (CASA Advisory Circular AC139.C-02 Aerodrome Personnel). Your organisation may require you to complete refresher training at particular intervals.

# FREQUENTLY ASKED QUESTIONS

## **Q. Do I need the AROC/radio certificate?**

A. Anyone using an air band radio must hold an approval to do so (AIP Book - General Chapter 5). Please refer to the next page for specific information relating to the CASA radio licence requirements.

## **Q. Do I have to do this course to be an ARO?**

A. No. It is up to the aerodrome organisation to determine what is adequate training for their personnel, completing a Nationally Recognised Skill Set is just one way to achieve ARO status. Please refer to the CASA Advisory Circular - AC 139.C-02 Aerodrome Personnel for further guidance relating to the requirements for ARO training.

## **Q. Can I become an ARO at any aerodrome after completing this course?**

A. Yes. However, while you may have a Statement of Attainment for the AVISS00053 Aerodrome Reporting Officer Skill Set, each aerodrome will still have their own procedures which will be learnt either on-the-job or as part of the onboarding process at that aerodrome.

## **Q. What is the pre-course assessment all about? What can I expect to see?**

A. The pre-course learner guide is designed to give students a head start with foundation knowledge leading up to the first day in the classroom. In a nutshell, we have taken on **a lot** of student feedback and designed the guide to ensure we weren't throwing a heap of terminology and new concepts at you on Day 1 (if you're new to the industry). We recommend taking 5-6 hours to study the learner guide, follow up on recommended readings and activities, and complete the theory questions. Remember, you are welcome to contact us anytime if you have a question relating to your course.

## **Q. What is the post-course assessment all about? What is required?**

A. The post-course assessment involves getting onto an aerodrome and becoming familiar with the procedures and practices of an ARO/WSO by working through the familiarisation checklist and working with an experienced ARO who will validate you have completed required tasks. You should carry out these tasks until **you and your mentoring ARO** are satisfied you have a strong level of understanding. We recommend taking "as much time as you need" to complete this assessment, however keep in mind this assessment is due within 3 months from your class-based component.

## **Q. My aerodrome doesn't have lighting - can I still do the course?**

A. Yes, you can still do the course, but you will still need to approach an aerodrome that has lighting to complete the post-course requirements.

## **Q. I am new to the industry. Can you organise my post-course work placement for me?**

A. AMS can make recommendations regarding where you could complete your post-course assessment, but ultimately it is the responsibility of the course applicant to approach industry (and do a little networking). The aviation industry is a pretty friendly place, and historically our students have always found work placement with either regional or major aerodromes.

## **Q. How long does it take to issue my certificate?**

Once you have submitted your post-course assessment please allow the training team 5 business days to review and process your work, and a further 1-2 business days for the certificate to be issued if a re-submission is not required. We will email the certificate to the email provided at enrolment.

## **Q. I still have some questions - is there someone I can talk to?**

A. Yes! If you have any questions please call us on (08) 9221 6777 during business hours, or email us any time at [training@amsaustralia.com](mailto:training@amsaustralia.com) and we will get back to you as quickly as possible.

# CASA RADIO LICENCE APPLICATIONS

## **Q. How long does it take to get my radio certificate?**

A. Your AROC will be issued directly to you from CASA. If you provided us with your Aviation Reference Number (ARN) and have successfully completed your radio assessment CASA will send the AROC instruments electronically to your registered email address within 2 weeks from the course date.

Please contact CASA on 131 757 quoting your ARN if you need to chase up your AROC certificate.

## **Q. Do I really need an Aviation Reference Number (ARN) to get my AROC?**

A. Yes. CASA will not accept an application without your Aviation Reference Number included on the paperwork. If you do not provide AMS your ARN, we cannot send off your application.

## **Q. I would prefer a paper copy of my AROC, can you send me one?**

A: AMS cannot send you a copy as we do not see the AROC licences - they are issued directly from CASA to the student. You can request a hard copy from CASA by calling 131 757.

## **Q. Do I need to do an English assessment as part of the application process?**

A. Yes. Applicants for an AROC must undergo a General English Language Proficiency Assessment with us at some point during the course in accordance with CASR 64.025 (legislation currently under review). If the AMS assessor does not consider your English to be 'required standard' they will refer you to a CASA Approved English Test Centre for further assistance (additional costs may be payable by the applicant).

You can still undertake your radio training with us, however we cannot submit your application to CASA without the associated General English Language Proficiency Assessment.

## **Q. English is my second language, will I pass the General English Language Proficiency (GELP) assessment?**

A: This is largely dependent on the individual. If English is not your first language this does not necessarily mean that you will not be successful in passing the General English Language Proficiency Assessment.

If you have concerns relating to the GELP assessment, please call us on (08) 9221 6777 and one of our approved English assessors can undertake a brief, informal assessment over the phone. NOTE: This does not form part of the formal assessment, it is a tool to determine whether you will require further assistance with your English language assessment.

## **Q. Can I use the radio before receiving my AROC instrument from CASA?**

A: No. You should wait to receive your AROC instrument from CASA before you use your aerodrome radio.

