

Aviation (Ground Operations and Service)

AQF VET qualification: Certificate II in Aviation (Ground Operations and Service) (AVI20408)

Training Package: Aviation (AVI08) version 4

| BOS course name | Pattern of study | BOS course number | Schools Online (Administration) entry advice |
|---|-------------------|-------------------|--|
| Aviation (Ground Operations and Service) (240 hours) | 2 units x 2 years | 65071 | Enter this course number for both Preliminary (Year 11) and HSC (Year 12) |
| | or | | |
| | 4 units x 1 year | 51409 | Enter this course number for either Preliminary (Year 11) or HSC (Year 12) |

Eligibility: Nil

Exclusions: Aviation (Flight Operations)
Warehousing Operations

HSC course requirements

Aviation (Ground Operations and Service) (240 indicative hours)

- the possible qualification outcome is a Certificate II in Aviation (Ground Operations and Service) (AVI20408)
- accredited for a total of 4 units at the Preliminary and/or HSC level
- attempt units of competency to a minimum of 240 HSC indicative hours and to meet qualification packaging rules
- complete a minimum of 70 hours of mandatory work placement (conducted in simulated environments and/or non-flying aircraft).

The requirements for the completion of an HSC VET course are different to the requirements for AQF VET qualification completion. Registered Training Organisations (RTOs) need to ensure that delivery of courses meets HSC course requirements and complies with Training Package rules.

For a course to count towards the HSC program of study, students must satisfy the course completion criteria as required by the Board of Studies. (Refer to the [Assessment Certification Examination \(ACE\) website](#).)

There must be sufficient evidence that the student has:

- followed the course developed by the Board
- applied themselves with diligence and sustained effort to the set tasks and experiences provided in the course
- achieved some or all of the course outcomes
- (where applicable) undertaken the mandatory work placement.

Unit credit for the Higher School Certificate

Aviation (Ground Operations and Service) HSC VET courses count as Board Endorsed unit credit for the HSC but do not contribute towards an Australian Tertiary Admission Rank (ATAR).

To facilitate flexibility of VET in the HSC, courses may be delivered as Preliminary, as HSC or as a combination of Preliminary and HSC units.

The HSC credit units will be allocated to students' Preliminary and/or HSC patterns of study as required.

The pattern of study (BOS course number) entered on *Schools Online (Administration)* should reflect the delivery of the HSC VET course over successive years. For example, delivery of a 240 HSC indicative hour course over two years should be entered as 2 units x 2 years. Students will be credentialled for the HSC credit units entered each calendar year, provided they have satisfactorily completed the course requirements for that calendar year as determined by the school, college or RTO.

Course content

| Unit code and title | Status for AQF VET qualification | HSC indicative hours of credit |
|---|----------------------------------|--------------------------------|
| Equipment Checking and Maintenance | | |
| TLIB107C Check and assess operational capabilities of equipment | listed elective Cert II | 20 |
| Load Handling | | |
| TLID107C Shift materials safely using manual handling methods | elective Cert I Aviation | 10 |
| TLID207C Shift a load using manually-operated equipment | elective Cert I Aviation | 20 |
| AVID2005B Accept freight for air transport | listed elective Cert II | 10 |
| TLID307D Handle dangerous goods/hazardous substances | listed elective Cert II | 10 |
| TLID407C Load and unload goods/cargo | listed elective Cert II | 10 |
| Communication and Calculations | | |
| TLIE307C Participate in basic workplace communication | elective Cert I Aviation | 20 |
| TLIE507C Carry out basic workplace calculations | elective Cert I Aviation | 20 |
| TLIE707B Use communication systems | listed elective Cert II | 10 |
| Safety management | | |
| TLIF107C Follow occupational health and safety procedures | elective Cert I Aviation | 20 |
| HLTFA301B Apply first aid | listed elective Cert II | 20 |
| TLIF607C Apply accident-emergency procedures | listed elective Cert II | 15 |
| TLIF1007C Apply fatigue management strategies | listed elective Cert II | 10 |
| TLIF1807B Operate firefighting equipment | listed elective Cert II | 10 |

| Unit code and title | Status for AQF VET qualification | HSC indicative hours of credit |
|--|----------------------------------|--------------------------------|
| Teamwork | | |
| TLIG107C Work effectively with others | elective Cert I Aviation | 20 |
| TLIG707B Work in a socially diverse environment | listed elective Cert II | 10 |
| Customer Service | | |
| TLII207D Apply customer service skills | elective Cert I Aviation | 20 |
| AVII2007B Check in aircraft passengers | listed elective Cert II | 20 |
| AVII2008B Provide assistance to transit and arriving passengers | listed elective Cert II | 20 |
| AVII2014B Provide transport services to passengers with special needs | listed elective Cert II | 20 |
| Quality | | |
| AVIJ2001B Contribute to the achievement of on-time performance standards | listed elective Cert II | 10 |
| Technology | | |
| TLIK107C Use infotechnology devices and computer applications in the workplace | listed elective Cert II | 15 |
| TLIK307C Apply keyboard skills | listed elective Cert II | 15 |
| Resource Management | | |
| TLIL107C Complete workplace orientation/induction procedures | elective Cert I Aviation | 20 |
| TLIL807C Complete routine administrative tasks | listed elective Cert II | 10 |
| Equipment and Systems Operations | | |
| AVIW2008B Conduct baggage handling operations | listed elective Cert II | 10 |
| Situation Awareness | | |
| AVIZ1005B Maintain basic situation awareness in the aviation workplace | elective Cert I Aviation | 20 |

AQF VET qualification

Qualification packaging rules are contained in the *Aviation Training Package (AVI08)* at <http://training.gov.au>.

In summary, to attain Certificate II in Aviation (Ground Operations and Service) (AVI20408) students must achieve 14 units of competency including:

- a) 7 units of competency at Certificate I:
 - minimum 5 units from Certificate I in Aviation
- b) 7 units of competency at Certificate II:
 - minimum 5 listed units from Certificate II in Aviation (Ground Operations and Service).

Other information

Criteria for the endorsement of Board Endorsed VET courses (VET BECs)

The criteria for endorsement of VET BECs are outlined in the *Guidelines for Stages 5 and 6 Board Endorsed VET Courses* available on the Board's website at www.boardofstudies.nsw.edu.au/voc_ed/board-endorsed-courses.html.

HSC VET course delivery

HSC VET courses can only be delivered by an RTO with the relevant qualification and units of competency on their scope of registration. Scope of registration can be checked at <http://training.gov.au>.

RTOs offering training programs for the delivery and assessment of Aviation (Ground Operations and Service) HSC VET courses must meet the requirements of the VET Quality Framework, the [Aviation Training Package \(AVI08\)](#) and the HSC course.

Information about the delivery of HSC VET courses by RTOs other than school system RTOs or TAFE NSW institutes is contained on the Board's [Assessment Certification Examination \(ACE\) website](#).

Non-government schools outsourcing delivery of HSC VET courses to external providers also need to refer to the *Registered and Accredited Individual Non-government Schools (NSW) Manual* or *Registration Systems and Member Non-government Schools (NSW) Manual* which are available on the Board's website at www.boardofstudies.nsw.edu.au/manuals/#regaccredsystemsmanuals.

HSC work placement requirements

Work placement is a mandatory HSC requirement for all Aviation (Ground Operations and Service) VET courses.

Students undertaking HSC VET courses as part of a school-based apprenticeship or traineeship will meet mandatory work placement hour requirements through the on-the-job training component of the school-based apprenticeship or traineeship.

Students' outside employment (ie not under the auspices of the school) may be recognised towards the requirement for work placement in a VET course (ACE 8051 – [Assessment Certification Examination \(ACE\) website](#)).

Non-completion of work placement is grounds for withholding the HSC course. Schools and colleges are advised to follow the procedure for issuing 'N' determinations as outlined on the Board's [Assessment Certification Examination \(ACE\) website](#).

Allocation of HSC indicative hours of credit

Units of competency drawn from Training Packages are not defined in terms of duration. The amount of time required by individual students to achieve competency will vary according to their aptitude and experience. Where a training program is designed for delivery by an RTO, the RTO will specify the length of the training program according to the delivery strategies and/or curriculum resources chosen.

However, for the purposes of the HSC, VET courses must be described in terms of their indicative hours. For this reason, indicative hours for unit credit towards the HSC have been assigned to each unit of competency. It is emphasised that the assignment of indicative hours does not imply that all students will fulfil all requirements of a unit of competency within these hours. RTOs may determine that additional or fewer hours are required for the achievement of particular competencies. However, this does not alter the HSC indicative hours allocated, only the delivery hours.

Students may need to spend additional time practising skills in a work environment and completing projects and assignments, in order to fulfil Training Package assessment requirements.

Exclusions

Where there is significant overlap between an HSC VET course and other HSC VET or general education courses, the Board has an exclusion between the courses. Exclusions are applied at a course level rather than at the unit of competency level.

Schools should check all course exclusions when determining an appropriate pattern of study for their students.

Course exclusions for Aviation (Ground Operations and Service) are detailed on the first page of this course description.

Recognition of Prior Learning (RPL) and credit transfer within VET courses

Students who have current knowledge, skills or experience relevant to a VET course may be granted credit towards the course requirements.

Arrangements for RPL and credit transfer within VET courses, including processes, application forms and examples of possible scenarios, are detailed on the Board's website at www.boardofstudies.nsw.edu.au/voc_ed/rpl.html.

School-based apprentices and trainees

Information regarding provision for school-based apprentices and trainees within the HSC is available on the Board's website at www.boardofstudies.nsw.edu.au/voc_ed/apprenticeships-traineeships.html.

Information on requirements and arrangements for NSW school-based apprenticeships and traineeships is available at www.training.nsw.gov.au/individuals/apprenticeships_traineeships/school_based/index.html.

Students with special education needs

Students with special education needs may access a VET course in one of two ways:

- by undertaking the course under regular course arrangements, or
- by undertaking selected units of competency within the course that have been identified through the collaborative curriculum planning process.

For more information, see the [VET Courses and Students with Special Education Needs](#) fact sheet on the Board's website.

Students in Years 9 and 10 (Stage 5)

In certain circumstances students in Years 9 and 10 (Stage 5) may access Stage 6 VET courses. Further information is available on the Board's website at www.boardofstudies.nsw.edu.au/voc_ed/stage-5.html.