

QMS 106 Student Scholarships



A #1 Education

1. PURPOSE AND SCOPE

This document describes the policy and procedures for

- 1.1. Awarding of domestic scholarships to Box Hill Institute students studying the Diploma of Aviation - Commercial Pilot Licence, enrolled in the CPL cluster and currently undertaking flight training with Soar Advanced Flight Training (SAFT)
- 1.2. Any student who have been awarded scholarship at any other Registered Training Organisation or flight school is not eligible to apply to this scholarship issued by Soar Aviation.
- 1.3. Recreational Pilot Licence Groups 1-4 a total of 5 scholarship in the form of a loyalty discount will be offered per group. The CEO can exercise discretion in offering more scholarships from time to time.

1.4 Recreational Pilot Licence Groups 5 – will be offered up to 7 scholarships per group. The CEO can exercise discretion in offering more scholarships from time to time.

1.5 Recreational Pilot Licence Groups 5 and 6 will be deemed as one cohort due to class size, and will offered up to 7 scholarships. Recreational Pilot Licence Group 12 will have a reduced maximum scholarship cap of 5 due to a smaller class.

1.6 The CEO has absolute discretion in allowing, granting, revoking and discontinuing any scholarship.

	Scholarship Open Date	Notification Date	Census Date
RPL 5 & 6	5/04/18	3/05/18	6/04/18
RPL 7	30/04/18	21/05/18	6/7/18
RPL 8	27/11/18	14/12/18	14/01/19
RPL 9	03/12/18	22/12/18	21/01/19
RPL 10	5/04/18	19/04/18	23/04/18
RPL 11	23/03/19	27/09/19	9/05/19
RPL 12	06/05/19	29/08/19	19/06/19
RPL 13	08/08/19	10/10/19	24/09/19

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RPL 14	19/09/19	09/11/19	5/11/19
RPL 15	17/10/19	21/12/19	3/12/19

**Students who have not met eligibility requirements &/or, if there are still available scholarships in the group, will still be eligible to apply for a scholarship place, post-notification date above.

1. POLICY

The policy statements that apply to RPL GROUPS one to four are:

- 1.1. All Victorian students enrolled in the Diploma of Aviation (Commercial Pilots Licence) at Box Hill Institute.
 - 1.2. All current Victorian students will be made aware of the scholarship requirements at their course induction or during their studies
 - 1.3. Any student who have been awarded scholarship at any other Registered Training Organisation or flight school is not eligible to apply to this scholarship issued by Soar Aviation.
 - 1.4. For RPL groups 1-4 scholarships will be capped at 5 per group. The CEO at his discretion may allow additional scholarships from time to time. Scholarships will be open 4 weeks prior to the end of your CPL theory classes.
 - 1.5. RPL groups 1-4 will only be eligible for a scholarship in either;
Flight Instructor Rating; OR
Instrument rating
 - 3.1. All students may be eligible for a scholarship if they:
 - Pass three commercial pilots licence examinations
 - Have a minimum of 50 hours as pilot in command
 - Have successfully completed Private Pilot's Licence or Navigation Endorsement
 - Have a letter of support from the course coordinator
- Students who do not meet the entry requirements as outlined in 2.4 a-d may apply for special consideration.
- 2.5 Scholarships do not cover the full tuition fees and students will incur a debt which may be subject to eligibility requirements and funding. The scholarship equates to approximately \$8,000 and is subject to change.

The policy statements that apply to RPL GROUPS five onwards are:

- 2.6 All Victorian students enrolled in the Diploma of Aviation (Commercial Pilots Licence) at Box Hill Institute.
- 2.7 All current Victorian students will be made aware of the scholarship requirements at their course induction

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- 2.8 Any student who have been awarded scholarship at any other Registered Training Organisation or flight school is not eligible to apply to this scholarship issued by Soar Aviation.
- 2.9 For RPL groups 5 onwards, scholarships will be capped at 7 per group. The CEO at his discretion may allow additional scholarships from time to time.
- 2.10 Scholarships will be awarded annually on academic performance, flight performance and with a letter of support for students who have met at least two criteria (c-e as outlined below):
- 2.11 Must be a domestic student and enrolled in the CPL cluster at Box Hill Institute (mandatory)
- 2.12 Must have completed the PPL flight test CASA or Navigation endorsement flight test in their first attempt (mandatory)
- 2.13 Obtain at least 75% in their first attempt of the CASA (PPL)/Navigation theory test.
- 2.14 Completed the practical flight requirements for PPL or Navigation before 72 hours total time inclusive of the flight test. Students needing more than 72 hours can apply for special consideration, which will be reviewed on a case by case basis.
- 2.15 Have a letter of support from the course coordinator.
- 2.16 Students who meet at least two of the above criteria (2.13-2.15) will be eligible to complete 33 hours of dual multi-engine flights during their CPL cluster.
- 2.17 All students need to complete their qualification and flight hours within the course completion/dates.
- 2.18 Students who successfully complete their CPL cluster including passing the CASA examination will receive a commercial pilots license with a multi-engine endorsement as part of the Diploma of Aviation (Commercial Pilots License)
- 2.19 Attaining a multi-engine endorsement may provide recognition of prior learning towards cluster one of their Multi-engine of the Diploma of Aviation (instrument rating), which will fast track their studies by approximately 8 weeks.
- 2.20 Scholarships do not cover the full tuition fees and students will incur a debt which may be subject to eligibility requirements and funding.

9. PROCEDURES	
3.1 Scholarship Process (Students)	
Responsibility (Action)	Role
3.1.1 Downloads and completes scholarship application	Student
3.1.2 Scholarship application is submitted before the closing date	Student
3.1.3 Application is reviewed, and a decision is made	Scholarship panel SOAR
3.1.4 Student is informed of the scholarship outcome. Students are sent letters signed by the CEO, as approval, advising the recipient of their award, the conditions under which the scholarship will apply	Scholarship panel SOAR

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3.2 Successful Applicant (Students)	
Responsibility (Action)	Role
3.2.1 Is provided with the enrolment information	Student
3.2.2 Student completes the enrolment information and submits to Box Hill	Student / Box Hill Admin Coordinator
3.2.3 Student is enrolled and informed of start, census and end dates	Box Hill Institute
3.2.4 Student receives a training plan	Flight instructor
3.2.5 Scholarships may be offered from time to time for special circumstances, as approved by the CEO	Chief Executive Officer
3.3 Appealing entry requirements (Students)	
3.3.1 Students have five days to appeal the decision of the scholarship panel.	Students/Scholarship panel

10. RECORDS			
Name of Record	Role	Storage Method & Location	Retention Period
QMS106_01 Scholarship Application RPL groups 1-4	Exec Director of Education and Innovation	Copy located within the student's file	7 years after date of enrolment)
QMS106_02 Scholarship Application RPL groups 5 onwards	Exec Director of Education and Innovation	Copy located within the student's file	7 years after date of enrolment)

11. FORMS AND ATTACHMENTS
QMS106_01 Scholarship Application – Student RPL groups 1-4 QMS106_02 Scholarship Application – Student RPL groups 5 onwards QMS106_03 Letter of support from Instructor

12. RELATED POLICIES / PROCEDURES

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13. LEGISLATION AND STANDARDS

Nil

14. AUTHORISATION

This document was adopted by Executive Director, Educational, and Innovation on 01/04/2018.

15. REVIEW DATE

This document will be due for review on 01/04/2019

The owner shall review this document in line with the Review Schedule, or as required.

16. KEYWORDS

Scholarship, Victorian, Eligibility, Students

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QMS106_01 Student Scholarship Application (RPL 1-4)

Student to Complete

Date: Group Student Number

Student Full Name

Address

Contact Number

Email Address

Scholarship Preference

Flight Instructor Rating; OR

Instrument Rating

Scholarship checklist

I have passed at least three commercial pilots licence examinations

I have a minimum of 50 hours as pilot in command

I have successfully completed Private Pilots Licence or Navigation Endorsement

I have a letter of support from course coordinator (attached)

Student Signature:

Office Use

Date Application Received

Nomination Successful Yes No

Approved by Manager of Education and Continuous Improvement

Date:

The student has been informed of outcome Yes No Date of correspondence to the student

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QMS106_02 Student Scholarship Application (RPL Groups 5 onwards)

Student to Complete

Date: Group Student Number

Student Full Name

Address

Contact Number

Email Address

Scholarship Preference

Multi Engine Endorsement (CPL Aeroplane)

Scholarship checklist

- Must be a domestic student and enrolled in the CPL cluster at Box Hill Institute (mandatory)
- Must have completed the PPL flight test CASA or Navigation endorsement flight test in their first attempt (mandatory)
- Obtain at least 75% in their first attempt of the CASA (PPL)/Navigation theory test.
- Have completed the practical flight requirements for PPL or Navigation before 72 hours total time inclusive of the flight test. Students needing more than 72 hours can apply for special consideration, which will be reviewed on a case by case basis.
- Have a letter of support from the course coordinator.

Student Signature:

Office Use

Date Application Received

Nomination Successful Yes No

Approved by Manager of Education and Continuous Improvement

Date:

The student has been informed of outcome Yes No Date of correspondence to the student

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QMS105_03 Letter of Support from Instructor

Instructor Name:

Date:

Student Name:

Criteria	5	4	3	2	1
1. Is always professional *	Very professional >95% of the time	Professional most of the time >85%	Professional >75% of the time	Sometimes professional >60	Is often unprofessional
2. Behaviour meets the need of becoming a professional pilot**	Behaviour is exemplary	Behaviour is consistently very good	Behaviour is consistently good	Behaviour is sometimes questionable	Behaviour is often questionable
3. Preparation for a flight lesson***	Very well prepared	Well prepared	Moderately prepared	Sometimes prepared	Not prepared
4. Communication*** *	Is very good at communicating	Is good at communication	Is sometimes a good communicator	Is rarely a good communicator	Communication is unprofessional
5. Always displays a positive attitude	Strongly agree	Agree	Neutral	Disagree	Strongly disagree
6. Ambassador*for the aviation industry	Exceptional ambassador	Excellent ambassador	Sometimes a good ambassador	Inconsistent	Rarely a good ambassador
7. Cancellations	No breaches	1-2 breaches	2-3 breaches	4-5 breaches	More than 6 breaches
8. Academic Achievements (CASA)	Avg > 80%	Avg 79-75%	Avg 74-70%	Avg 69-60%	Avg 59-50%
Total Score				/35	

*Professional - in appearance & presentation

** Behaviour - Is confident but not over confident and makes good decisions

***Preparation - Is punctual, prepared for the flight lesson and departs and arrives on time

**** Communication is clear, positive and appropriate

*****Ambassador – positive representation of SELF, Soar Aviation and other students