

Recognition of Prior Learning

**You've done the work,  
now get your reward.**



ASSET AVIATION  
INSTITUTE

WELCOME PACK

BSB51915 Diploma of Leadership and Management



## Recognition of Prior Learning

**ASSET Aviation Institute appreciates the value of workplace and industry experience. We recognise that you have acquired valuable skills and knowledge from hard work, study, and constant formal assessments throughout your professional aviation life.**

You are an aviation leader and a manager—in one of the most complex and diverse industries in the world. Your skills are legitimate irrespective of how you acquired them, and our Institute's Recognition of Prior Learning (RPL) process is designed to recognise and validate your life experience.

**ASSET Aviation Institute can reward your work and life experience with a Diploma of Leadership and Management.**

### WHO CAN APPLY?

This course is designed for aviation professionals: pilots and crew, engineers, operations staff and aerodrome specialists. If you work in aviation, and you have years of operational experience in any of these disciplines, then you may be eligible to apply for our recognition program.





## A pilot learns a whole lot more than flying, in the air.

Over a career, pilots learn to manage people and time and complex processes and calculations and machines; pilots learn to think and communicate clearly under pressure, to cope with stress, to manage crises calmly, to plan, to assess risk, to make life and death decisions in real time (a long way off the ground). They keep people alive; they get them there on time; they carry cargo safely through all kinds of weather and land it where it's meant to be and when. They find their ways around the world. They learn to work long hours and to get on with it in every kind of mood at every time of day. In short, a pilot is more than a pilot; a pilot is a leader and a manager; what they know about themselves, about others, about consumer behaviour and complexity, about managing time and space, about inspiring confidence and finding their way in the dark... would qualify them for many high-level jobs anywhere in the world.

Yet when you leave the cockpit, you walk away with nothing but stories, nothing much to show for all you learned and mastered. You walk into your future with no qualification, no formal recognition of an extraordinary and bankable set of skills.

### Or so it used to be.

Now, what you learned as a pilot can earn you a Diploma of Leadership and Management from ASSET Aviation Institute, a qualification that opens up a career in a huge array of sectors, some as far from flying as could be imagined.

ASSET Aviation Institute is Australia's only ICAO accredited aviation educator. The Institute is accredited to issue its diploma through RPL (Recognition of Prior Learning and classroom teaching). The Diploma of Leadership and Management from

ASSET evaluates a pilot's expertise, experience and on-the-job learning against the Nationally Recognised Training Framework for Leadership and Management competencies.

The diploma tells the world beyond the aviation sector that a pilot is a world-class leader and manager.



## PRE-REQUISITE EXPERIENCE FOR RPL

If you have the following experience, you may apply for formal recognition of prior learning.

- **Professional flight crew** with five years of command experience (Commercial IFR operations in a multi-crew aircraft)
- **Government inspector** (Flight Operations or Airworthiness) with five years of operational experience as a team leader
- **Flight instructor** (Grade 1) with seven years of operational experience
- **Manager of flight operations** (Base manager, line manager of commercial operations) with five years of operational experience
- **LAME** with five years of operational experience as a LAME
- **Cabin supervisor or manager** (aircraft with more than 50 passenger seats) with seven years of supervisory experience
- **Safety department supervisor** or lead investigator with seven years of operational experience
- **Aerodrome supervisor or manager** with seven years of operational experience
- **Airline ground operations supervisor or manager** with seven years of operational experience.





## WHAT ARE THE COURSE SUBJECTS?

There are 12 units of competency that make up the Diploma of Leadership and Management, these are:

No.	TYPE	CODE	UNIT TITLE
1	Core	BSBLDR501	Develop and use emotional intelligence
2	Core	BSBLDR502	Lead and manage effective workplace relationships
3	Core	BSBW0R502	Lead and manage team effectiveness
4	Core	BSBMGT517	Manage operational plan
5	Elective	BSBLDR503	Communicate with influence
6	Elective	BSBLDR504	Implement diversity in the workplace
7	Elective	BSBMGT502	Manage people performance
8	Elective	BSBMGT516	Facilitate continuous improvement
9	Elective	BSBPMG522	Undertake project work
10	Elective	BSBW0R501	Manage personal work priorities and professional development
11	Elective	BSBR5K501	Manage risk
12	Elective	BSBADM502	Manage meetings



# What can I expect?

There are two parts to obtaining formal qualifications: learning, and then assessing your competence in what you have learned. **You've done the first part.** You have learned the skills and acquired knowledge and experience, so the only remaining task is for us to assess your competence.

You have three options for assessment of recognition of current competency and prior learning at ASSET Aviation Institute. You can choose one or a combination of assessment options to address assessment criteria. These are the three options open to you:

- Option A—complete aviation-specific assessment tasks;
- Option B — complete generic assessment tasks; or,
- Option C — provide examples of your own work and experience in an Evidence Portfolio.

Because of your flight crew experience, **Option C is likely to be the most direct pathway to your qualification.**

## Assessment Option C

### Evidence Portfolio assessment

The Evidence Portfolio assessment pathway allows you to demonstrate your competence in a given subject by producing examples of your own work and submitting them for review.

We'll offer you advice on what you could use for your submissions throughout the RPL process. The suggestions are based on your profession, for example, in the case of Unit 11 BSBRSK501 Manage Risk, we would suggest you submit an example of a risk assessment you have completed for the introduction of a new port, or new aircraft type into the fleet, or implementation of aerodrome works.

The evidence-portfolio assessment approach allows you to demonstrate your competence without completing additional assessment tasks. There are 34 assessment tasks to complete—how many you complete with your portfolio of evidence, and how many you complete through options A or B, is your choice.

Following the submission of your evidence portfolio we will conduct a final assessment interview. This is an opportunity for you and the assessor to talk about your evidence portfolio and to clarify information and resolve any issues. This meeting is useful to discuss gap training if required and to gain feedback about your results and for you to give us feedback about your experience with the Institute.



## Assessment Option A

### Aviation contextualised assessment

The aviation-contextualised assessment pathway enables you to demonstrate your competence by completing coursework activities—such as assignments, interviews, and exams that are specifically related to aviation. This pathway uses aviation-specific scenarios and case studies from airlines, charter operators, aerodromes, MROs and the regulator for the assessment tasks. In some activities, you may choose case studies or examples of your own.

The aviation-contextualised assessment approach is useful for those who are not necessarily looking for interests outside of aviation but want to stay on the subject matter in which they are most competent. Where general assessments might ask you to demonstrate competency in conducting a risk assessment for the opening of a new bank branch, or the relocation of a factory, the aviation-contextualised pathway asks you to do the same, only using aviation specific scenarios. The start of a new route, or opening of a new port, or the introduction of a new aircraft into the fleet for example.

There are 34 aviation-contextualised assessment tasks to complete. The majority require short form or essay answers using some sample industry templates and reports.

## Assessment Option B

### General leadership and management assessment

The general assessment pathway enables you to demonstrate your competence by completing coursework activities—such as assignments, interviews, and exams that are not specifically related to aviation. This pathway use scenarios and case studies from a variety of industries—retail, hospitality, mining, health and IT and others. Because sometimes you may not have examples of your working life that can demonstrate competence in a particular subject, and sometimes you want to explore your horizons beyond the aviation-specific material. The general assessment approach allows you to complete a task using non-aviation related scenarios.

The general assessment approach is useful for those who are thinking of branching out into other areas of the industry that are not so specific to flight operations. It is also a good way to test how your leadership and management skills transfer to other industries.

There are 34 general assessment tasks to complete. The majority require short form or essay answers using some sample templates and reports.



# Steps for learners

## These are the steps we need to take to complete your Diploma via RPL:

1. Receive your Learner RPL Pack. Check that it contains the textbook, *Management theory and practice* 6th Edition, your letter of admission and student login.
2. Read the learner pack as it will guide you through the assessment process for the professional flight crew recognition pathway.
3. Browse through the learning management system. Each unit has various assessment activities that you must complete. However, you have a choice of how you complete these activities: do the actual assessment task (Options A or B) or submit evidence showing that you are competent in the task (Option C).
4. Once you have decided which units (or assessment tasks within units) that you will complete via Option C, gather the evidence for that unit or assessment. We offer examples of what is suitable for submission as evidence. For units or assessment tasks where you have no evidence, don't worry, you can complete them via option A or B—and yes, you can use the textbook.

5. Submit your portfolio of evidence to the Institute via the online learning portal, or via post or email. Sometimes, your evidence is relevant for more than one task or unit.
6. Grant permission for the Institute to contact persons or organisations listed in your evidence portfolio for the purpose of verifying the information. Your assessor will contact you with this request.
7. Arrange a final interview with your assessor.

**1. Evidence guide BSBLDR501**  
Develop and use emotional intelligence

UNIT TYPE	UNIT CODE	UNIT TITLE
Core	BSBLDR501	Develop and use emotional intelligence

**Unit Description**

This unit covers the development and use of emotional intelligence to increase self-awareness, self-management, social awareness and relationship management in the context of the workplace. It includes identifying the impact of new emotions on others in the workplace, recognising and appreciating the emotional strengths and weaknesses of others, promoting the development of emotional intelligence in others and utilising emotional intelligence to maximise team outcomes.

The unit applies to managers who identify, analyse, synthesise and act on information from a range of sources and who deal with unpredictable problems. They use initiative and judgment to organise the work of self and others and plan, evaluate and coordinate the work of teams.

**Performance Evidence**

Evidence of the ability to:

- identify own emotional strengths, weaknesses, stressors, emotional states and triggers through self-reflection and feedback from others;
- model behaviours that demonstrate management of emotions;
- recognise and respond to the emotional states of others; and
- promote the development of emotional intelligence in others.

**Knowledge Evidence**

To complete the unit requirements fully and effectively the individual must:

- explain emotional intelligence principles and strategies;
- describe the relationship between emotionally effective people and the attainment of business objectives;
- explain how to communicate with a diverse workforce which has varying cultural expressions of emotion; and
- explain the use of emotional intelligence in the context of building workplace relationships.

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**Foundation Skills**

- **LEARNING:** Identifies and uses strategies to improve own emotional intelligence.
- **ORAL COMMUNICATION:** Uses appropriate language and nonverbal features to present information and seek feedback, and uses listening and questioning skills to elicit the views of others and to clarify or confirm understanding.
- **INTERACT WITH OTHERS:** Reflects on personal attitudes and considers the impact on others and modifies approach to support development. Adapts personal communication style to model behaviours, build trust, positive working relationships and to build an understanding of emotional intelligence. Leads a collaborative approach using training and inclusive techniques to develop understanding and skills that enhance own emotional intelligence.
- **GET THE WORK DONE:** Leads processes to develop, implement and monitor plans and processes to ensure team engagement and effectiveness.

**Examples of performance evidence for Option C**

Elements and performance criteria (EPC)	Examples of performance evidence
<b>Identify own emotional strengths, weaknesses, stressors, emotional states and triggers through self-reflection and feedback from others.</b>	Log book of flight hours demonstrating three years of continuous operational experience as a second or first officer in a multi-crew aircraft, plus: <ul style="list-style-type: none"> <li>• three consecutive formal simulator proficiency test reports showing assessment and feedback of competence in RPL CSRM. This report must show that you have been assessed against behavioural markers within a CARQ2 training organisation.</li> </ul>
<b>Model behaviours that demonstrate management of emotions.</b>	Log book of flight hours demonstrating three years of continuous operational experience as a second or first officer in a multi-crew aircraft, plus: <ul style="list-style-type: none"> <li>• three consecutive formal simulator proficiency test reports showing assessment and feedback of competence in RPL CSRM. This report must show that you have been assessed against behavioural markers within a CARQ2 training organisation.</li> <li>• two consecutive line-check reports from a CARQ2 training organisation.</li> </ul>

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**My evidence planner BSBLDR501 Develop and use emotional intelligence**

BSBLDR501	General Docs	Professional Docs	Work Experience
Identify own emotional strengths, weaknesses, stressors, emotional states and triggers through self-reflection and feedback from others.			
Model behaviours that demonstrate management of emotions.			
Recognise and respond to the emotional states of others.			
Promote the development of emotional intelligence in others.			

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**Emotional intelligence in others**

• three consecutive formal simulator proficiency test reports showing assessment and feedback of competence in RPL CSRM in a multi-crew environment as a commander. This report must show that you have been assessed against behavioural markers within a CARQ2 training organisation.

In addition to the above, either of the following:

- three recent assessment reports you have completed while assessing another pilot or crew or behavioural markers as an assessor in a CARQ2 training organisation; or
- reports from three training or coaching sessions you have performed on another pilot or behavioural markers in a CARQ2 training organisation, or as a trainer or 2 instructor or an SFT instructor.

**Examples of knowledge evidence and foundation skills for Option C**

Don't worry this is our job. We will assess your competence in these knowledge and performance skills through analysis of your evidence—we are airline pilots and check captains, so we know what to look for in your evidence portfolio.

Your job is to upload the evidence that we suggest in this learner pack. It may be that an interview with your assessor is required. Whether or not we schedule an interview with you depends on the quality and quantity of evidence you submit. For example, it may be that you have performed that task many times, but you do not have evidence to show this. In this case you may demonstrate your knowledge and performance to an assessor during an interview or an assessment session. Your assessor will discuss this with you if it's needed.

Alternatively, if you don't want to do an interview, you may complete assessment options A or B. Some people prefer to complete the assessment pathway A or B simply because it is deemed to be—particularly the emotional intelligence self-Audit. The choice is yours but regardless of the pathway our goal is to help you through the program.

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*Learner Pack Evidence Guide and Evidence Planner example*





# FAQs

## What if I need a refresher before I do the assessment?

We all forget, and as time goes by we forget more. If you feel you are weak in a certain subject, and not confident to complete any of the assessment streams, or if you are interested in reading more about the subject, you can update your knowledge before assessment using our self-study course material.

When you enrol, we will send you textbooks and online learning resources for all units in the course. The case studies and activities in the courseware are not all related to aviation, most of the learning material refers to a diverse selection of industries. The books are offered as a guide, for you to refresh your

knowledge, to explore deeper into a subject and to keep and to refer to as you progress and develop as a leader and manager.

Then, when you are ready, you can complete the assessment activities with fresh knowledge and up-to-date information.

## Can I mix and match assessment streams?

Yes, you can select the assessment stream for each unit that is the best fit for you and your situation.

## How much time do I have to complete the assessments?

You must complete and submit all 34 assessment tasks within 12 months of enrolment.

## How much time does it take to complete the assessments?

The time it takes to complete the diploma depends on your experience, knowledge of the subject matter and how much time you have to allocate to completing the activities.

An experienced professional with a comprehensive body of work collected from years of experience may submit an assessment portfolio that meets the performance criteria and be done in a week. Some, however, may choose to mix and match assessment options, taking their time to refresh their knowledge of individual subjects before attempting the activities, while powering through others by submitting examples of their previous work.

In most cases, if you allow one week for each assessment, you will have more than enough time, so 34 weeks.

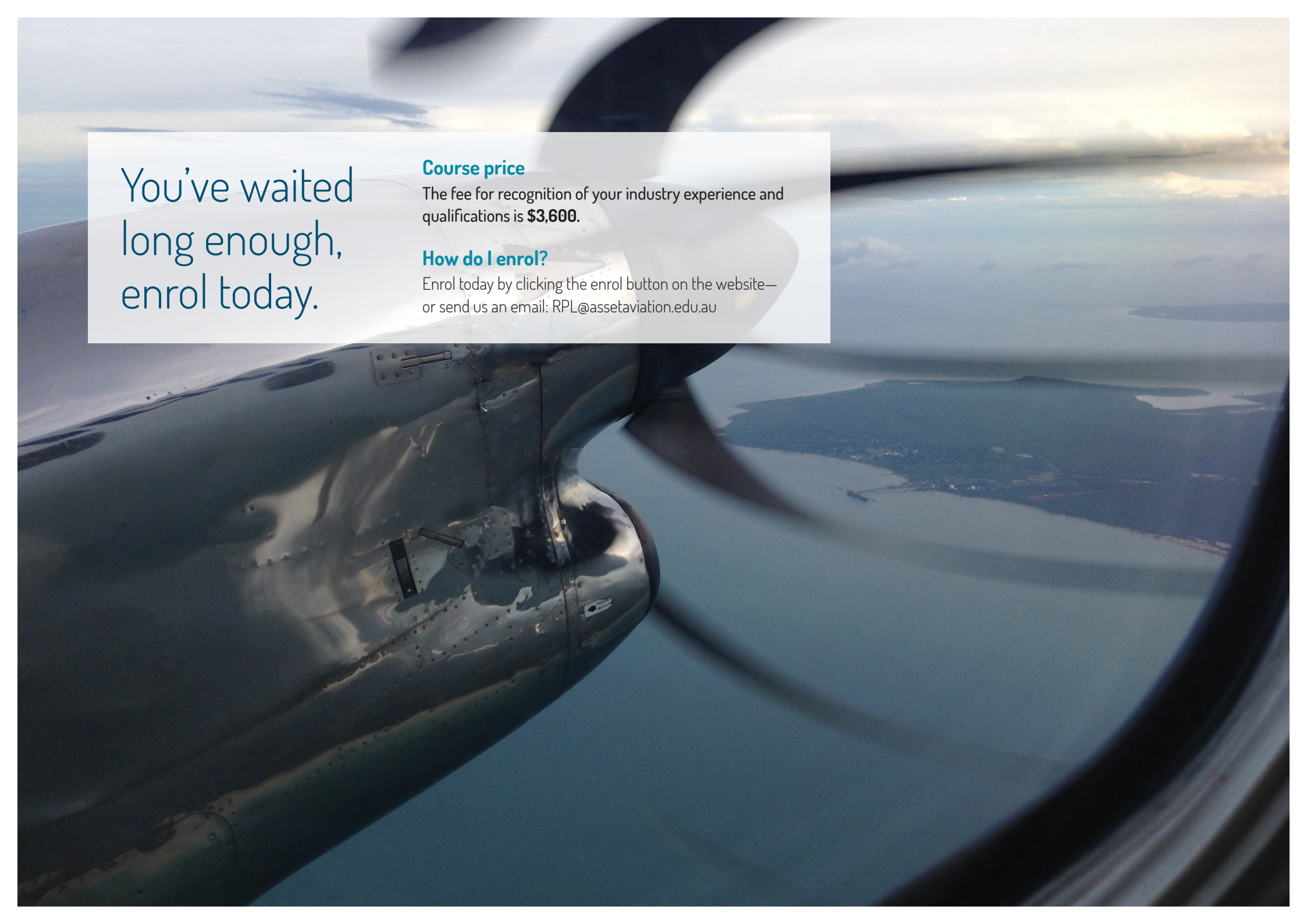
## How do I submit my assessments?

You can log-in to the Institute's learning management system, and submit your tasks there. You can work off-line with your paper Student Workbook if you prefer, and then copy and upload your assessments to the Institute, or you can send copies of your work by post, or email it to your assessor. However, we prefer you use our online system for all assessments because your work is kept safe in the one spot.

## Can I do my assessments at the Institute?

Yes, you can book into an evaluation workshop and complete your assessments at the Institute in Brisbane. We assess different units at each workshop, and they run throughout the year. Please check our website for dates and units to find a workshop that best suits you.





You've waited  
long enough,  
enrol today.

#### Course price

The fee for recognition of your industry experience and qualifications is **\$3,600**.

#### How do I enrol?

Enrol today by clicking the enrol button on the website—  
or send us an email: [RPL@assetaviation.edu.au](mailto:RPL@assetaviation.edu.au)

# Why ASSET Aviation Institute?

## ASSET Aviation Institute is Australia's only ICAO and IATA-Accredited aviation educator.

The Institute is accredited to issue its diploma through RPL (Recognition of Prior Learning) and classroom teaching. The Diploma in Leadership and Management from ASSET evaluates your expertise, experience and on-the-job learning against the Nationally Recognised Training Framework for Leadership and Management Competencies. The diploma tells the world beyond the aviation sector that you are a world-class leader and manager.

## About ASSET Aviation Institute

Our Institute with its primary training centre in Brisbane, Australia comprises a team of people, fewer than thirty, who share a common interest in this global, hi-tech, and critical industry; we desire to make it better, by improving you and your business.

We train aviation professionals to lead and manage; we advise our clients when they breach regulations and verify compliance; we offer ways to conform, make tasks easier, simpler or safer; we write documents or manuals

plainly and without jargon; and, we investigate when plans fail and accidents occur. We teach our clients good safety habits, supervisors and managers how to lead and organise, auditors about quality, trainers how best to teach, and reporting officers how to report.

We work for the United Nations' Technical Cooperation Bureau, governments, and airlines who fly heavy aircraft across continents and others who fly light ones across regions; we support huge corporations that span the globe with helicopters, and business jets, in search for minerals, oil and gas;

“We are professional aviation instructors, course developers, accredited auditors, air safety investigators, flight data and business analysts”.

and we work with people from small general aviation companies, who contribute to society and the industry as best they can. We share with our clients advice, skills and techniques learned from the world's best academics, airlines, helicopter operators, special mission operators and corporate flight departments; we audit and inspect to internationally traceable standards with strict codes of conduct, and we teach adults effectively using world-class training programs, techniques and technology—we work to make aviation better.

Our people travel the world going

about their daily duties, talking with and working alongside industry's best specialists and professionals. We attend and present our work at international aviation symposia, and we work closely with ICAO's TRAINAIR Plus program in Montreal, and IATA's training and development institute in Geneva, to ensure our own professional development and collective knowledge is updated—this is how we can offer you advice and training that is relevant, peer reviewed, traceable to an international standard and cost effective; this is how we improve the industry by improving you and your organisation.



# Did you know?

## ASSET Aviation Institute has three operational units: CDU, CRU, and the TDU.

We don't just deliver training programs; we develop them. ASSET Course Development Unit (CDU) is scanning the literature and looking internationally at best practice and the latest aviation thinking to develop training, for the sector across the world, that will carry the industry into a safer and more sustainable future.

Working with ICAO's Global Aviation Training team and partners overseas, in the industry,

universities, and research centres, ASSET's Cooperation Research Unit (CRU) works alongside the CDU; together we are at the leading edge of curriculum development for aviators. Our research and training development is flying the industry into its future.

As much as we love to research and develop new material, we love to teach. Our Training Delivery Unit (TDU) teach at home and travel the world delivering training programs. This combination of research, development and delivery makes the Institute an exciting place to work, and study.



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NATIONALLY RECOGNISED  
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Institute Website:  
[www.assetaviation.edu.au](http://www.assetaviation.edu.au)

Training Portal:  
[www.aviationclassroom.com](http://www.aviationclassroom.com)

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