

# Aerodrome Reporting Officer Training



ASSET AVIATION  
INSTITUTE

## Welcome Pack

**Basic ARO Training**

**Aerodrome Reporting Officer Skill Set** AVISS00053

**Certificate III in Aviation (Aerodrome Operations)** AVI30516

**ARO Online Refresher**

## An Aerodrome Reporting Officer is a critical member of the aerodrome management team.

An ARO is an operational specialist; they patrol runways, preserve security, and continuously monitor airspace for obstacles, navigational equipment and infrastructure—without their protective eye, intuition and action, runway safety may be compromised.



Entry to the aerodrome airside starts with the basic ARO course. From there you can advance to the ARO Skill Set AVISS00053 and continue your career pathway toward the Certificate III in Aviation (Aerodrome Operations) AVI30516. But if you have existing skills and experience in the field, ASSET Aviation Institute can fast track your qualifications through recognition of prior learning.

### Stay up-to-date and compliant

Once qualified, keep your ARO skills and knowledge up-to-date and compliant, with our online ARO Refresher course.



## Basic ARO Course

ASSET Aviation Institute is Australia's only ICAO accredited aviation educator. The certificate tells the world that you are a world-class aerodrome reporting officer.

Check our website for course dates.

### Course fee

Check our website for current fees  
[assetaviation.edu.au](http://assetaviation.edu.au)

If you want to work at a small regional aerodrome as a reporting officer, start here.

**This entry-level three-day Aerodrome Reporting Officer course prepares you for work as an ARO and Works Safety Officer (WSO) at a regional airport or small country airstrip. Aerodrome Reporting Officers inspect critical areas of the airfield to ensure runways, taxiways, aircraft movement areas and airport infrastructure is safe for use. The course is based on the Australian Manual of Standards MOS Part 139—Aerodromes and is designed for anyone who wants to work as a reporting officer.**

ARO training is also of benefit to management and staff who need to understand the regulations and technical aspects of aerodromes, and who are responsible for management systems and monitoring processes that keep their aerodrome compliant.

### Our instructors will teach you how to:

- Conduct routine inspections of runways and aerodrome infrastructure;
- Report the condition of runways, navigational equipment, and facilities; and,
- Supervise maintenance workers.

### The content includes:

- Aerodrome design standards and regulations;
- Runways, taxiways and aircraft movement areas;
- Obstacles and obstructions;
- Inspecting and reporting;
- Aerodrome markers;
- Navigation aids; and
- Emergency response planning.

Your textbook, handbook, and log-in to our online learning classroom—where you can view videos and complete your interactive assessments ensures you have sufficient learning material to complete the course. For practice, you will use our aerodrome simulator to rehearse your inspections and reporting of various operational scenarios. You will leave the class with the confidence to start work. There are no pre-requisite requirements for this course.

**This course prepares you for the next step in your career—the nationally recognised ARO skill set.**





## AVISS00053 Aerodrome Reporting Officer Skill Set

ASSET Aviation Institute is Australia's only ICAO accredited aviation educator. The certificate tells the world that you are a world-class aerodrome reporting officer.

Check our website for course dates.

### Course fee

Check our website for current fees  
[assetaviation.edu.au](http://assetaviation.edu.au)

Want to work at a larger aerodrome and have your skills recognised nationally? Study with ASSET.

**Over one thousand airlines connect four thousand six hundred aerodromes across the globe; aerodrome reporting officers (ARO) are the gatekeepers to these runways. Inspecting, reporting, marking and repairing these critical facilities will be your vocation. You will patrol runways, preserve security and continuously monitor airspace for obstacles; checking navigational equipment and aerodrome infrastructure that it is fit for purpose. Without your protective eye, intuition and action, runway safety may be compromised.**

The ARO Skill Set (AVISS00053) is nationally recognised training; the competencies are from the Australian Government curriculum AVI08 Aviation Training Package, and the course meets the requirements of CASA AC139 for Aerodrome Reporting Officer training. The course satisfies the needs of an Aerodrome Reporting Officer or Works

Safety Officer intending to work at an Australian aerodrome—of any category or size. Over four days, our instructors will teach you these units:

- AVIB3005 Inspect and report on aerodrome serviceability
- AVIB3006 Inspect and report on aerodrome lighting systems
- AVIB3007 Inspect and report on obstacle limitation surfaces
- AVIC2001 Drive on the airside
- AVIE3003 Complete a Notice to Airman
- AVIE0001 Operate Aeronautical Radio
- AVIF3025 Facilitate the safety of aerodrome works and works site access
- AVIZ1005 Maintain basic situation awareness in the aviation workplace

Your textbook, handbook, and log-in to our online learning classroom—where you can view videos, manuals, and additional resources ensures you have sufficient learning material to complete the training. For practice, you will use our aerodrome simulator to rehearse your inspections and reporting of various operational scenarios—before completing your assessments in our interactive online classroom. Your final mastery test will be at an operational airfield. You will leave the class with the confidence to start work.

There is one pre-requisite—you must have an Australian driver's licence. This course prepares you for the next step in your aviation career—the Certificate III in Aviation (Aerodrome Operations).

### Fast track your qualification

Did you know, that if you have industry experience, you can apply for recognition of prior learning?

Email [rpl@assetaviation.edu.au](mailto:rpl@assetaviation.edu.au)



## AVI30516 Certificate III in Aviation (Aerodrome Operations)

ASSET Aviation Institute is Australia's only ICAO accredited aviation educator. The certificate tells the world that you are a world-class aerodrome reporting officer.

Check our website for course dates.

### Course fee

Check our website for current fees  
[assetaviation.edu.au](http://assetaviation.edu.au)

## Want to advance your career, be more than an Aerodrome Reporting Officer? Study with ASSET.

The Certificate III in Aviation (Aerodrome Operations) AVI30516 is nationally recognised training; the competencies are from the Australian Government curriculum AVI08 Aviation Training Package, and the course meets the requirements of CASA AC139 for Aerodrome Reporting Officer training. The qualification teaches the competencies of an ARO but moves beyond the skill set, and prepares you for a higher role—a supervisory position or team leader where you will take an active part in the management of the aerodrome and respond to emergencies. This qualification tells the world that you are world-class working airport professional.

Taught over six months, with two workshops and three months of practical assessment, you will learn these units:

- AVIB3005 Inspect and report on aerodrome serviceability
- AVIB3006 Inspect and report on serviceability of aerodrome lighting systems
- AVIB3007 Inspect and report on obstacle limitation surfaces

- AVIC2001 Drive on the airside
- AVIE3003 Complete a Notice to Airmen
- AVIE0001 Operate aeronautical radio
- AVIF0001 Apply aircraft safety procedures
- AVIF3012 Apply relevant laws and regulations to the operations of an aerodrome
- AVIF3025 Facilitate the safety of aerodrome works and works site access
- AVIF3026 Facilitate an aerodrome emergency response
- AVIO3001 Monitor airside access and airside driving
- AVIW3023 Implement wildlife hazard control measures
- AVIW5022 Coordinate the removal of disabled aircraft
- AVIZ1005 Maintain basic situation awareness in the aviation workplace

Your textbook, handbook, and log-in to our online learning classroom—where you can view videos, manuals, and additional resources ensures you have sufficient learning material to complete

the training. For practice, you will use our aerodrome simulator to rehearse your inspections and reporting of various operational scenarios—before completing your assessments in our interactive online classroom. Your final mastery test will be at an operational airfield.

There is one pre-requisite—you must have an Australian driver's licence. This course prepares you for the next step in your aviation career—the Diploma of Leadership and Management—or advanced education from ICAO through courses in Aerodrome Certification and Inspection.

### Fast track your qualification

Did you know, that CASA recommends that *'persons currently employed as AROs and WSOs who have been trained on the job have their skills and knowledge assessed against the competency standards by an RTO'*. If you have industry experience or the ARO Skill Set, you can apply for credit or recognition of prior learning—cutting your course time to four weeks

Email [rpl@assetaviation.edu.au](mailto:rpl@assetaviation.edu.au)



ASSET Aviation Institute

Aerodrome Reporting Officer Training **Welcome**

# ARO Online Refresher

ASSET Aviation Institute is Australia's only ICAO accredited aviation educator. The refresher course for AROs from ASSET updates your skills and refreshes your knowledge of theory and practice—how long has it been since you sat in a classroom?

## Enrolment fee

\$599\*

## You've done the work—now keep it current.

Over a career, aviation professionals learn one fundamental truth about aviation; its only constant is change. Regulations change, people change, technology changes and so too does your competency. To keep current and relevant, and to keep your aerodrome compliant; you need to practice your skills, perfect them over time and have them renewed. CASA recommends in AC 139-13(0) that ARO's consider refreshing their knowledge and skills every two years, but not more than five, from the date of initial training.

But sometimes it's hard to get to the classroom—to get time away from work, to travel, to book flights and accommodation—we understand the difficulties of operational life, especially for those who live in remote communities—far from the Institute. We offer you an alternative to travel—from the comfort of your home or workspace, you can study at your pace, at a time convenient for you.

Our online interactive learning system gives you over 12 hours of informative and entertaining content to refresh your memory of rules, regulations and standards. Mixed media including video, photographic and interactive assessment quizzes are designed to teach you what you've forgotten, and keep you compliant with MOS 139.

Book yourself in for an online course and renew your professional knowledge and skills.

*\*An ARO certificate or qualification together with a minimum of 12 months of practical experience in ARO operations is a pre-requisite for this course.*

## Are you an aerodrome manager?

Did you know, we offer group discounts for aerodromes?

## Email us to find out more

[rpl@assetaviation.edu.au](mailto:rpl@assetaviation.edu.au)





## Who can apply?

These courses are designed for aerodrome professionals: aerodrome operations supervisors, military aerodrome operations specialists, and aerodrome reporting officers.

ARO training is also of benefit to management and staff who need to understand the regulations and technical aspects of aerodromes, and who are responsible for management systems and monitoring processes that keep their aerodrome compliant.

**Did you know, 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 and fast-track your qualification.**



## What is RPL?

RPL means 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 continuous refresher training throughout your professional aviation life.

You are an aerodrome specialist—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 RPL process is designed to recognise and validate your life experience. **ASSET Aviation Institute can formally recognise your work and life experience with a Certificate III in Aviation (Aerodrome Operations), or an ARO Skill Set.** You just need to demonstrate your competence.

CASA recommends that “persons currently employed as AROs and WSOs who have been trained on the job have their skills and knowledge assessed against the competency standards by an RTO.”





## RPL Pre-requisites ARO Skill Set A VISS00053

If you have the following pre-requisites, you may apply for formal recognition of prior learning for the award of the ARO Skill Set.

- ARO with 12 months of operational experience at a registered or certified aerodrome
- ARO with 18 months of operational experience at an aerodrome other than certified or registered and 6 months of operational experience at a registered or certified aerodrome
- Government Inspector (Aerodromes) with 12 months of operational experience
- Department of Defence Member with 12 months of operational experience in aerodrome operations at a joint user aerodrome, or with 18 months of operational experience at an aerodrome other than certified or registered and 6 months of operational experience at a registered or certified aerodrome

There are pre-requisites for RPL pathway for the ARO Skill Set: you must have an Australian driver's licence and a permit to drive airside at any Australian aerodrome.



## RPL pre-requisites Certificate III in Aviation (Aerodrome Operations) AVI30516

If you have the following pre-requisites, you may apply for formal recognition of prior learning for the award of the Certificate III in Aviation (Aerodrome Operations) **AVI30516**.

- ARO with 24 months of operational experience at a registered or certified aerodrome
- ARO with 30 months of operational experience at an aerodrome other than certified or registered and six months of operational experience at a registered or certified aerodrome
- Government Inspector (Aerodromes) with 18 months of operational experience
- Department of Defence Member with 18 months of operational experience in aerodrome operations at a joint user aerodrome, or with 24 months of operational experience at an aerodrome other than certified or registered and 6 months of operational experience at a registered or certified aerodrome

There are pre-requisites for RPL pathway for the Certificate III in Aviation (Aerodrome Operations): you must have an Australian driver's licence and a permit to drive airside at any Australian aerodrome



## What do I need to do for RPL?

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.

There are six assessment tasks you need to complete—such as essays, assignments, interviews, and examinations, all of them loaded on our learning management system and written in the Student Workbook. The Skill Set has four assessment tasks.

You may choose one of two options for your assessment: option 1, complete the activities as written in the Student Workbook, or option 2, submit your own work.

### Assessment Option 1

#### Coursework Assessment

The Student Workbook assessment pathway enables you to demonstrate your competence by completing coursework activities—such as assignments, interviews, and exams that are specifically related to the duties of an ARO. This pathway uses aerodrome-specific scenarios and case studies from registered, certified and other category aerodromes for the assessment tasks. In some activities, you may choose case studies or examples of your own.

#### ARO Skill Set

There are four assessment tasks to complete. The majority require a short form or essay answers using some sample industry templates and reports. You are asked for photographic or video evidence as well—such as a video of you inspecting, or a photograph of a particular item, along with your commentary about it—the condition of the wind indicator for example.

#### Certificate III in Aviation (Aerodrome Operations)

There are six assessment tasks to complete. The majority require a short form or essay answers using some sample industry templates and reports. You are asked for photographic or video evidence as well—such as a video of you inspecting, or a photograph of a particular item, along with your commentary about it—the condition of the OLS for example.

### Assessment Option 2

#### 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—rather than the traditional approach of sitting exams or writing assignments.

There are six assessment tasks to complete for the certificate, and four for the Skill Set—how many you complete with your portfolio of evidence, and how many you complete through assessment option 1, is your choice. Your assessor will work with you to get sufficient evidence for each unit.





## 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 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 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 of aerodrome operations.

Then, when you are ready, you can complete the assessment activities with up-to-date knowledge and 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 assessment tasks within six months of enrolment.

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

The time it takes to complete the certificate 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.

Each task has several activities for you to complete; the average is seven activities per assessment task. In most cases, if you allow a week for each assessment task, you will have more than enough time, so approximately six 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 \$2,460.

**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)

We'll assess your application, and call you to discuss the  
process in great detail.



# Why ASSET Aviation Institute?

## 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 Certificate III in Aviation (Aerodrome Operations) from ASSET evaluates your expertise, experience and on-the-job learning against the Nationally Recognised Training Framework for aerodrome operations management.

The certificate tells the world beyond the aviation sector that you are a world-class operational 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 are professional aviation instructors, course developers, accredited auditors, air safety investigators, flight data and business analysts."**

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; 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.





## Where is the Institute?

ASSET Aviation's head office is located in Brisbane's CBD on level five of 10 Market Street (Queensland, Australia). The office is conveniently located within walking distance of many quality hotels and restaurants, cafes and tourist attractions (the office is next to the Brisbane River) and is easily assessable via various types of public transport.



## 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 that will carry the industry into a safer and more sustainable future, across the world.

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 and exciting place to work, and study.



**ASSET AVIATION**  
INSTITUTE

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

ACN 51 129 185 280  
RTO 41195

Level 5, 10 Market Street  
BRISBANE Qld 4000

GPO Box 2254,  
BRISBANE Qld 4001

**Phone:** +61 7 3103 6870

**Fax:** +61 7 3103 6871

**Email:** [info@assetaviation.com](mailto:info@assetaviation.com)



**TRAINAIR**  
PLUS



NATIONALLY RECOGNISED  
TRAINING



ISO 9001