



REX CADET PILOT PROGRAMME (INCLUDING ADVANCED CADET PROGRAMME)

STUDENT HANDBOOK

VERSION 10 ISSUED 07 November 2013

Australian Airline Pilot Academy Pty Ltd
Don Kendall Drive, Wagga Wagga Airport
NSW 2651

Phone: +61 2 6926 7400

www.aapa.net.au

INTRODUCTION



Dear Student,

Congratulations on being accepted into the Regional Express (Rex) Cadet Pilot Programme which will be conducted at the Australian Airline Pilot Academy (AAPA) in Wagga Wagga.

As part of our holistic approach to training, you will be given opportunities to be attached to Rex's heavy maintenance workshop to better understand the impact of engineering on a pilot's duties as well as to fly on the jump seat in Rex Airlines' Saab 340 aircraft to observe first hand the multi-crew environment. Additionally, senior Rex Pilots will be brought in to expound on subjects such as Threat and Error Management during the course of your training.

This Student Handbook has been developed to guide you throughout your stay with us. It contains all the information that you need to know for you to experience a safe, pleasant and hassle-free experience at AAPA. You may wish to keep a copy of this Handbook with you at all times during your stay at the Academy. Alternatively, you may also refer to it on the AAPA website at www.aapa.net.au

Please take time to read through all the contents before your course commences and we hope you have an extremely exciting and fulfilling stay with us.

Yours sincerely,

Dale Hall
Chairman

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INTRODUCTION



The Australian Airline Pilot Academy (AAPA) is a wholly-owned subsidiary of Regional Express Holdings Limited, listed on the ASX500 – Australia’s 500 largest companies on the Stock Exchange. AAPA was established by Rex in November 2007 to combat the severe pilot shortage that swept through the airline industry during the financial year 2007-08.

Originally established as a joint venture between Rex and Mangalore Airport, AAPA was previously known as the Civil Aviation Training Academy (CATA) and located at Mangalore Airport, Victoria, 1.5 hours drive from Melbourne CBD. Rex subsequently acquired 100% of the academy in April 2008 and renamed it the Australian Airline Pilot Academy (AAPA) which it is known as today. AAPA relocated to Wagga Wagga in April 2009 with support from the NSW Government and the Wagga Wagga City Council.

The first course of cadets commenced their intensive live-in training program in December 2007. AAPA has since then been successfully delivering an innovative syllabus for the Rex Cadet Pilot Programme that graduates motivated students from ab-initio to entry into Rex as a First Officer with an Australian Commercial Pilots Licence and Multi Engine Command Instrument Rating in 32 weeks. AAPA has enrolled 14 batches of cadets for the 8-month ab-initio CPL/IR programme for Rex.

AAPA is approved by the General Civil Aviation Authority of the United Arab Emirates (UAE) to conduct the new ICAO Multi-Crew Pilot Licence (MPL) core flying training on behalf of Alpha Aviation Academy for cadet pilots from UAE. As of August 2013, 12 batches have already graduated and one batch is expected to graduate every two months going forward.

Besides being approved by the Civil Aviation and Safety Authority as a flight academy, AAPA has also been approved by Australian Skills Quality Authority as a Registered Training Organisation approved to deliver nationally recognised Certification IV in Aviation (Commercial Pilot Aeroplane Licence) and Diploma of Aviation (Instrument Flight Operations). In addition, AAPA is on the Commonwealth Register of Institutions and Courses for Overseas Students and is authorised to accept foreign students for both qualification enrolments.

SECTION 1: GENERAL INFORMATION



CONTACT LIST

Other important contact information:

For all emergencies that are life threatening, dial **000** to be attended by the emergency service departments which include Fire, Police and Ambulance services, operating 24 hours a day. Dialling **000** is free. Note that dialling **000** as a prank call or for non emergency situations is an offence. For general police enquiries please contact a local police station.

Organisation	Contact Information
Wagga Wagga Police Station	Address: 217-219 Tarcutta Street WAGGA WAGGA 2650 Phone: (02) 6922 2599 Open 24 hours
Wagga Wagga Fire Station	Address: The Esplanade, Wagga Wagga NSW 2650 Phone: (02) 6921 4375
Ambulance Service of Wagga Wagga	Address: 1 Saxon Street Wagga Wagga NSW 2650 Phone: (02) 6925 1836

LOCATION INFORMATION

Address

The Australian Airline Pilot Academy (AAPA) is located in Wagga Wagga, the largest inland city in the State of New South Wales in Australia.

The full address of the Academy is:

Don Kendall Drive
Wagga Wagga Airport
New South Wales 2651
Australia

Overview of location

Wagga Wagga, a vibrant "Garden City" with its excellent sports, recreation, entertainment and amenities facilities, provides an ideal home while you undergo the full course of your flight training with AAPA.

Wagga Wagga is the largest inland city in the State of New South Wales with a population of over 60,000 people on an area of about 480,000 hectares. It is the "capital" of the Riverina Region and the major support city for some 200,000 people who live and work in the rich southern agricultural area of the State.

Wagga Wagga has been carefully selected as the site for the Australian Airline Pilot Academy (AAPA) as it possesses ideal training conditions not found anywhere else in Australia such as:

- Conducive weather for training
- Both sealed and unsealed runway options
- Airport is equipped with an Instrument Landing System (ILS)
- Exposure to commercial Regular Passenger Transport (RPT) operations
- Extensive training area
- Synergies with the parent company Rex

For more details, please visit the AAPA website at <http://www.aapa.net.au/about-why-wagga.html>.

As the campus is fully self contained with the Accommodation, Academic, Flight Training, Dining and Recreational clusters all within walking distance of each other, there is no need to do much travelling to attend lessons, go for a swim or obtain your meals. However, if you would like to do some shopping or exploration of the town on your days off, the main city is merely 10 minutes drive away.

Being the "capital" of the Riverina Region, Wagga Wagga also has a wide range of local attractions for you to occupy your free time with. These include:

- Royal Australian Air Force (RAAF) Museum

LOCATION INFORMATION

- Biking paths around the Lake Albert and Murrumbidgee River regions as well as the many natural parks in Wagga Wagga
- Botanic Gardens that features many different garden sections such as the Australian Native section and Rainforest Area just to name a few
- Various galleries housed at the Wagga Wagga Civic Centre
- Many wineries dotted in and around Wagga Wagga
- Abundance of outdoor activities such as golf, go-karts, horse racing, bird watching, bush walking, and more

You may visit the Wagga Wagga City Council website <http://www.wagga.nsw.gov.au> for more information.

Getting to and from Wagga Wagga

Wagga Wagga is located mid way between Sydney and Melbourne, just under 500km from each and about 250km from Canberra, the capital of Australia.

Details on getting to Wagga Wagga are given in <http://www.aapa.net.au/about-location.html>.

Climate and weather

Wagga Wagga has an annual mean rainfall of 572mm and median rainfall of 575mm, distributed fairly equally over the full 12 months.

Maximum temperatures in summer are warm averaging between 29 and 32 degrees celsius. Relative humidity however remains low in the summer months with a 3pm average of about 30%. The winters are cool to cold with overnight minimums averaging 3 degrees celsius and daily maximums climbing to only 12 – 14 degrees celsius on average. Relative humidity is much higher in winter with a 3pm average of over 60% and a 9pm average just below 90%.

Frost and fog are a feature of Wagga Wagga in winter. Snow has been recorded in the area but is a very rare occurrence.

For more information on the climate and weather of Wagga Wagga, visit the website of Bureau of Meteorology of Australia at <http://www.bom.gov.au/weather/nsw/wagga>.

AVIATION MEDICALS

✚ You need a Class 1 Aviation Medical

A current Class 1 Aviation Medical is applicable to all professional technical aircrew of powered aircraft, and is required to exercise the privileges of a Commercial Pilot Licence and is valid for one year. It includes an appointment with a doctor and an ophthalmologist.

For this reason you are expected to hold a Class 1 Aviation Medical before starting the course. You are also required to keep it current for the duration of your training. To obtain this Class 1 Aviation Medical, you will need to make an appointment with a medical examiner approved by the Civil Aviation Safety Authority (CASA) of Australia at least a month before starting your course. A full list of approved medical examiners can be found at this website: <http://www.casa.gov.au/avmed/search.htm>.

If there are any questions about this, please feel free to contact us before the commencement of your course (refer to the contact list on page 6 of this booklet). If you do happen to arrive at the campus without a valid aviation medical, please inform the Chief Flying Instructor immediately.

✚ The Designated Aviation Medical Examiners (DAMEs) in Wagga Wagga are:**Dr P G BJORKLUND** (*female*)

'Renton' RMB 414
Patterson's Road
WAGGA WAGGA
NSW 2650
Australia
Ph: (61) 02 0488 284 544

Dr G PAPWORTH (*male*)

Wagga Wagga Base Hospital
Edward St
WAGGA WAGGA
NSW 2650
Australia
Ph: (61) 02 69386615

✚ The Designated Aviation Ophthalmologists (DAOs) in Wagga Wagga are:**Dr C Bailey** (*male*)

Calvary Hospital Professional Suite 3
WAGGA WAGGA
NSW 2650
Australia
Ph: (61) 02 6925 3122

SECTION 2: STUDENT SERVICES



AAPA CAMPUS FACILITIES

AAPA is the first pilot training establishment in the Asia Pacific region that can boast a brand new state-of-the-art fully self-contained campus with world class facilities. Please refer to AAPA campus facilities video, photos and detailed introduction on www.aapa.net.au.

News and event photos for graduated Rex Cadets are also available under Media section on the website



ACCOMMODATION

AAPA strives to ensure that you are comfortably accommodated in its brand new on-site modern accommodation facilities while you undergo many months of the rigorous pilot training. For greater privacy, all students are housed in individual rooms (with air-conditioning and heating) with a wash basin. Toilets and showers are communal but provide privacy.

The Wi-Fi environment in the accommodation blocks enables you to log into the school's Computer Based Training system to engage in self study anytime as desired. Common TV lounges and kitchens also promote group interactions which aid in team learning. All other wings of the campus such as the Academic Centre, Dining Hall and Flight Training Centre are within a short walking distance from the residential areas, thus significantly reducing travelling time.



MEALS

AAPA also operates a fully equipped kitchen and canteen on-site with a capacity for 200 students in the indoor dining hall which opens up onto a lawn with alfresco dining areas that can seat a further 50 students. Students can also gather here for group interactions or after classes or training to relax over some coffee, tea or dessert outside of meal times.

With the growing awareness of special dietary requirements, it is our desire that all visitors to our canteen including students and staff with such needs be well catered. Our chefs are pleased to assist by supplying alternative meals for special diets such as: vegan, halal or vegetarian to name a few. **Any student with special dietary requirement (including allergies) should inform the Manager Corporate Affairs / Chief Pilot Instructor when completing his / her enrolment documentation.** The Student is responsible for making alternative arrangements with the kitchen supervisor for the meals if his training / flying schedule clashes with standard meal times. Kitchen supervisor is contactable either in canteen or on **02 6926 7464**.

Students also have the flexibility of preparing their own simple meals at the shared kitchenette in their accommodation blocks as long as they clean up after themselves so as to be considerate to other residents.

There is also a great variety of other dining options in the Wagga Wagga City which is a short 10 minutes drive away. You may refer to the Wagga Wagga Community Guide at their website for a listing of all the dining options in the city:
<http://www.communityguide.com.au/community.cfm/?waggawagga>



SECTION 2: STUDENT SERVICES

STUDENT WELFARE SUPPORT

AAPA goes to great effort to ensure that the students have a complete and balanced life during their months of rigorous training. For this reason the campus boasts the following indoor and outdoor recreational facilities:

- ✚ Student TV lounges;
- ✚ 20m by 5m swimming pool with adequate changing, shower and locker facilities;
- ✚ Gymnasium with a wide range of equipment including treadmills, stationary bikes, various weight racks, dumb bell sets, flat/incline/decline benches, fitness balls and more;
- ✚ Sports field;
- ✚ Multi-purpose hard ball court; and
- ✚ Round the campus perimeter jogging track.



We have experienced staff members, the Manager Corporate Affairs and the Chief Flying Instructor who are able to offer advice and guidance to students in all aspects of student life.

The Manager Corporate Affairs / Chief Flying Instructor have a folder of services and contact information that may be available to resolve any matter that any student may be concerned about.

STUDENT WELFARE SUPPORT

Should the student require counselling services, the Manager Corporate Affairs / Chief Flying Instructor may refer you to the relevant staff or to an external service as appropriate. Counselling services are provided in accordance with confidentiality policy.

HEALTH AND DENTAL CARE

Insurance Cover

While the Academy is insured for liabilities caused by its negligence, the cadet is responsible for his own insurance to cover all the other risks of loss or damage to property and bodily injuries. **Therefore, you are recommended to purchase private medical insurance before course commencement to cover the duration of the Course.**

Private medical insurance providers you may select:

Medibank Health Insurance <http://www.medibank.com.au>

HCF <http://www.hcf.com.au/>

HBF <http://www.hbf.com.au/>

AHM <http://www.ahm.com.au/>

First Aid

If a student is ill or injured and needs help please contact any member of the Academy immediately. Students must report all injuries and accidents to a staff member. Students who suffer from a serious illness or allergies or who are required to take medication daily should advise the Manager Corporate Affairs / Chief Flying Instructor for any assistance or special arrangements.

Pharmacies and chemists you may visit to purchase medicines:

Blooms The Chemist

Shop 33

The Marketplace, Forsyth Street

Wagga Wagga

NSW 2650

Phone: (61) 02 6931 7840

www.blooms.net.au

Trading Hours:

Monday, Tuesday, Wednesday, Friday: 8:30 am to 7:00 pm

Saturday: 9:00 am to 5:00 pm

Sunday: 10:00 am to 4:00 pm

Wagga Wagga Pharmacy

46 Baylis Street

Wagga Wagga

NSW 2650

Phone: (61) 02 6921 4652

HEALTH AND DENTAL CARE

✚ Local places you may seek medical care if required are:

Wagga Wagga Medical Centre

4 Baylis Street

Wagga Wagga

NSW 2650

Phone: (61) 02 6921 4053

Fax: (61) 02 6921 1127

<http://www.waggamedicalcentre.com.au>

Trading Hours:

Monday - Friday: 8:30 am to 5:30 pm

Saturday morning: 8:30 am to 12:00 noon

Koorringal Medical Centre

295 Lake Albert Road

Koorringal

NSW 2650

Phone: (61) 02 6922 6855

<http://www.kmcwagga.com.au>

Trading Hours:

Monday - Friday: 8:30 am to 6:00 pm'8

Saturday: 9:00 am to 12:00 noon

Wagga Wagga Base Hospital

Edwards Street

Wagga Wagga

NSW 2650

Phone: (61) 02 6938 6666

Fax: (61) 02 6921 5632

✚ Places you may seek dental care when required:

Wagga Orthodontic Rooms

81 Fox Street

Wagga Wagga

NSW 2650

Phone: (61) 02 6921 2343

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HEALTH AND DENTAL CARE

Kooringal Mall Dental Surgery

Shop 32
Kooringal Mall
Wagga Wagga
NSW 2650
Phone: (61) 02 6922 6840

D N Coates Dental Practice

73 Berry Street
Wagga Wagga
NSW 2650
Phone: (61) 02 6921 3368

The Esplanade Dental Surgery

24 The Esplanade
Wagga Wagga
NSW 2650
Phone: (61) 02 6921 6035

SECTION 2: STUDENT SERVICES



FINANCIAL SERVICES

- ✚ You can find all the major banks in the main Wagga Wagga City Centre that can cater to all your financial needs.

ANZ Bank

98-100 Baylis Street
WAGGA WAGGA
NSW 2650
Phone: (61) 02 6926 9911

Commonwealth Bank

Corner of Fitzmaurice & Johnston Streets
WAGGA WAGGA
NSW 2650
Phone: (61) 02 6921 2144

St George Bank

186 Baylis Street
WAGGA WAGGA
NSW 2650
Phone: (61) 02 6921 9861

Westpac Banking Corporation

Level 1, 76 Morgan Street
WAGGA WAGGA
NSW 2650
Phone: 1300 134 979

National Australia Bank

53 FitzMaurice Street
WAGGA WAGGA
NSW 2650
Phone: 132 265

RESOLVING PROBLEMS

In the course of your training there could be occasions where the situation or environment is not to your satisfaction. This could range from trivial matters like lights not working to more serious issues like the feeling of being victimised or unfairly treated by the instructors.

AAPA has several avenues for resolving the various levels of issues:

- ✚ Maintenance Request - the cadet is requested to raise an automated maintenance ticket at <http://maintenance.rex.org.au> and the matter should be attended to expeditiously by our on-site maintenance crew.
- ✚ For IT issues, the address for the ticket is <http://it.rex.org.au>
- ✚ for uniform issues, raise a ticket at <http://uniforms.rexlink.com.au/>
- ✚ For Safety or Hazards, please login into <http://sms.org.au/>
- ✚ Suggestions for Improvement - this can be posted on the forum at <http://commonaapa.aapaforum.com/> and management will follow up on the suggestion. This forum can also be used for exchanging general information with all the other cadets at AAPA. If you prefer your suggestion not to be disclosed to everyone, you could drop an email to the RTO manager.
- ✚ Administrative Needs - drop an email to the Chief Operating Officer/ Manager Corporate Affairs.
- ✚ Instructor Issues - obviously we expect you to first discuss any such issues with the instructor. If you believe you need to escalate the matter further, you could drop an email to the Chief Flight Instructor/Chief Ground Instructor/Chief Pilot as you deem relevant.
- ✚ Issues related to Harassment Discrimination and Bullying (HDB) - please refer to the mechanism in our policy on HDB







Should you feel the need to raise a matter of importance to AAPA's most senior management, you could do so at Management-Committee@aapa.net.au which is copied to the entire Management Committee. If you prefer the distribution to be more restricted, you could drop an email to the Chief Operating Officer or the Chairman.

SECTION 4: CODE OF CONDUCT



AAPA has very demanding disciplinary standards and expects all cadets to uphold the same level of discipline and professional conduct that is to be expected of professional pilots of established airlines. Consequently cadets should not have the mistaken impression that more latitude will be given just because they are only 'students.'

All cadets at AAPA must abide by the AAPA's Code of Conduct which is attached in the Appendix. In addition, all cadets must also abide by the major policies of the Rex group which are also attached. In particular cadets are to take particular note of the following policies which could result in severe consequences if violated:

-  Student Residence Regulations
-  Conditions of Entry and Usage of Recreational Facilities
-  Closed Circuit Television (CCTV) Policy
-  Harassment, Discrimination and Workplace Bullying Policy
-  IT and Communications Policy
-  Social Media Policy

These policies could be consulted on line at notices.aapa.net.au