



14 COMPASS ROAD, JANDAKOT

PLEASE READ THE FOLLOWING IF YOU HAVE RECEIVED AN OFFER FOR THE FOLLOWING COURSE

National ID: AVI30219

**Course: AZS9 Certificate III in Aviation (Cabin Crew)
Pre-Course Information and Learning**

Course Outline: The Certificate III in Aviation (Cabin Crew) course requires you to be able to work effectively in a team environment as part of a flight crew, work on board a Boeing 737 in the aircraft cabin and perform first aid in an aviation environment. Part of your training will require you to be able to swim fully clothed to conduct emergency procedures in a raft. Self-defence skills are taught as part of the curriculum which may require you to be in close proximity to the trainees.

When you complete the Certificate III in Aviation (Cabin Crew) you will be recruitment-ready for an exciting career as a flight attendant or cabin crew member.

You will gain valuable experience and skills in emergency response drills, first aid, responsible service of alcohol, teamwork and customer service, and preparation for cabin duties. You will gain confidence in dealing with difficult passengers on an aircraft with crew member security training.

This course is specifically designed for those seeking an exciting career as a cabin crew member (flight attendant). This course has been developed in conjunction with commercial airlines and experienced cabin crew training managers to meet current aviation standards and will thoroughly prepare you to be successful in the airline industry.

South Metropolitan TAFE has a Boeing 737 which will be used for the majority of your practical training. The fun begins with practical exercises such as evacuating down a slide, simulated cabin fires with a smoke machine, firefighting, ditching and life raft training. You will have hands on instruction in the full-length cabin with business and economy class seating, fully operational galleys, cabin service equipment and PA system.

Graduates of this course have successfully gained employment with both regional and international airlines as cabin crew members.

Students should be fit and healthy in order to successfully complete the airlines emergency procedure training. A prerequisite for the course is the ability to swim a minimum of 50 metres, unaided and fully clothed. Students must provide a swimming certificate in order to demonstrate they meet the prerequisite and can therefore participate in the water training exercises.

Aerospace Training Centre

South Metropolitan TAFE's AeroSpace Training Centre is the largest provider in WA offering training in aircraft maintenance and aviation. Our lecturers have diverse industry backgrounds including international licensed aircraft maintenance engineers, airline transport pilots, airport managers, flight instructors, cabin crew training managers, emergency procedures instructors, RAAF maintenance supervisors, as well as military and commercial aviators and managers.

The fully equipped hangar of the AeroSpace Training Centre at Jandakot Airport has various aircraft engines, workshop stations, computer facilities, a flight simulator, and a number of aircraft including our own Boeing 737. Please note that there is a microwave / fridge and toastie maker for you to use at lunchtime, due to our remote location there are very few places to purchase lunch or dinner so we recommend that you bring lunch or dinner with you.



Cabin Crew Student Uniforms

It is a requirement of the course that students wear and maintain a uniform as well as follow the grooming guidelines for the duration of the course. Until your uniform has been ordered and prepared for you, we would ask that you wear business attire.

Uniforms can be purchased from our uniform supplier who will be available on the first day of your course to complete fittings and place orders. Payment for your uniform is required on the day of ordering. Payment can be made by EFPTOS.



Fashion biz dress embroidered with logo. \$88.00



Custom made scarf \$23.10



Men's epaulette Shirt Short Sleeve, embroidered with logo \$32.45



Men's Trousers with single colour embroidered with logo \$39.05



Custom made clip on tie \$21.00

All prices are exclusive of applicable GST



Cabin Crew Grooming Guidelines

Whenever attending South Metropolitan TAFE, Cabin Crew students should be neatly and professionally groomed, just as they would be if they were employed by an airline as Cabin Crew. Grooming and dress standards should portray a professional image. You should endeavour to maintain these standards throughout the day and for the duration of the course.

Airlines set high standards for their crew to maintain as they are 'the face of the airline' and also to meet safety requirements. As we will also be working on a live B737 aircraft throughout the course, the grooming requirements need to be adhered to by all Cabin Crew students.

Lecturers will provide daily feedback against current airline standards to assist, encourage and prepare you for a career as a Cabin Crew member.

South Metropolitan TAFE will require you to follow the grooming guidelines of the Cabin Crew course as follows:

Female Cabin Crew Course Members

Uniform

- Enclosed court shoes to be worn
- Dress length should be on the knee
- Black 15 denier stockings must be worn

Jewellery

- 1 chain and small pendant
- 1 ring per hand, worn on ring or middle finger
- No bangles or bracelets

Facial Jewellery

- Nose studs or other facial jewellery must not be worn

Earrings

- 1 earring per earlobe – studs only
- No loops or dangling below the ear lobe

Tattoos

- Must be covered at all times

Hair

- Must be clean and continually maintained
- Anything longer than collar length must be tied back in a ponytail or bun
- No extreme colours

- Ponytail not to be longer than 30 cm (if so wear in a bun)



Hair Accessories

- Must be black
- Must cover hair bands e.g. ribbon or plastic cover
- Secure hair with combs (3 maximum) or plain 'bobby pins' to match hair colour (black, silver, gold or brown) or plain black headband

Not Permitted:

- Casual hair styles and accessories (for example, flowers, sequined hair pieces, 'Alice bands', 'banana clips', decorative bobby pins, 'Melrose' clips or 'scrunchies', pointed accessories that prevent Cabin Crew adopting the brace position and could be considered a safety risk).

Nails

- Must be clean and well-manicured
- Clear or natural shade polish only

Make up

- Make up must be worn
- Make up should be natural, complimentary

Male Cabin Crew Course Members

Uniform

- Enclosed shoes to be worn
- Black socks to be worn

Hair

- Business style haircuts with no extreme colours, cuts or excess product
- No facial hair, cleanly shaven

Make up

- Not permitted (natural blemish cover only)

Facial Jewellery

- Nose studs or other facial jewellery must not be worn

Tattoos

- Must be covered at all times

All students should make sure their uniforms are clean and ironed for TAFE each day.



The Phonetic Alphabet

The phonetic alphabet, or "spelling alphabet", replaces letters and numbers with code words. The alphabet is used by pilots and air traffic control when they are talking over the radio to ensure that voice communications are understandable and also by Cabin Crew to refer to aircraft registrations and whenever clarity is required. In preparation for your Cabin Crew course we would encourage you to start to learn the phonetic alphabet and also the 24 hour clock as it will assist you in your aviation career.

AVIATION/PILOT ALPHABET

- A = **Alpha** (al fah)
- B = **Bravo** (brah voh)
- C = **Charlie** (char lee)
- D = **Delta** (del tah)
- E = **Echo** (eck oh)
- F = **Foxtrot** (foks trot)
- G = **Golf** (golf)
- H = **Hotel** (ho tell)
- I = **India** (in dee ah)
- J = **Juliett** (joe lee ett)
- K = **Kilo** (key loh)
- L = **Lima** (lee mah)
- M = **Mike** (mike)
- N = **November** (no vem ber)
- O = **Oscar** (oss cah)
- P = **Papa** (pah pah)
- Q = **Quebec** (qwa beck)
- R = **Romeo** (row me oh)
- S = **Sierra** (see air rah)
- T = **Tango** (tang go)
- U = **Uniform** (you nee form)
- V = **Victor** (vik tor)
- W = **Whiskey** (wis key)
- X = **X-ray** (ecks ray)
- Y = **Yankee** (yang kee)
- Z = **Zulu** (zoo loo)



**South
Metropolitan**

24-HOUR CLOCK CONVERSION SHEET

STANDARD	24-HOUR	STANDARD	24-HOUR
12 MIDNIGHT	2400	12 NOON	1200
12:01 AM	0001	12:01 PM	1201
12:15 AM	0015	12:15 PM	1215
12:30 AM	0030	12:30 PM	1230
12:45 AM	0045	12:45 PM	1245
1 AM	0100	1 PM	1300
2 AM	0200	2 PM	1400
3 AM	0300	3 PM	1500
4 AM	0400	4 PM	1600
5 AM	0500	5 PM	1700
6 AM	0600	6 PM	1800
7 AM	0700	7 PM	1900
8 AM	0800	8 PM	2000
9 AM	0900	9 PM	2100
10 AM	1000	10 PM	2200
11 AM	1100	11 PM	2300

Australian Airport Codes

The following are the airport codes of the major cities in Australia:

City / Airport	Code	Country
Adelaide Airport	ADL	Australia
Albany Airport	ALH	Australia
Albury Airport	ABX	Australia
Alice Springs Airport	ASP	Australia
Ayers Rock Airport	AYQ	Australia
Ayr Airport	AYR	Australia
Ballina Airport	BNK	Australia
Bamaga Airport	ABM	Australia
Blackwater Airport	BLT	Australia
Bowen Airport	ZBO	Australia
Brampton Island Airport	BMP	Australia
Brisbane Airport	BNE	Australia
Broken Hill Airport	BHQ	Australia
Broome Airport	BME	Australia
Bundaberg Airport	BDB	Australia
Burnie (Wynyard) Airport	BWT	Australia
Cairns Airport	CNS	Australia
Canberra Airport	CBR	Australia
Carnarvon Airport	CVQ	Australia
Casino Airport	CSI	Australia
Ceduna Airport	CED	Australia
Cessnock Airport	CES	Australia
Charters Towers Airport	CXT	Australia
Clermont Airport	CMQ	Australia

Coffs Harbour Airport	CFS	Australia
Collinsville Airport	KCE	Australia
Cooper Pedy Airport	CPD	Australia
Cooktown Airport	CTN	Australia
Coolangatta - Gold Coast Airport	OOL	Australia
Cooma Airport	OOM	Australia
Dalby Airport	DBY	Australia
Darwin Airport	DRW	Australia
Daydream Island Airport	DDI	Australia
Derby Airport	DRB	Australia
Dubbo Airport	DBO	Australia
Dunk Iceland Airport	DKI	Australia
Dysart Airport	DYA	Australia
Emerald Airport	EMD	Australia
Emerald Airport	EDR	Australia
Esperance Airport	EPR	Australia
Geelong Airport	GEX	Australia
Geraldton Airport	GET	Australia
Gladstone Airport	GLT	Australia
Goondiwindi Airport	GOO	Australia
Gove (Nhulunbuy) Airport	GOV	Australia
Great Keppel Island Airport	GKL	Australia
Griffith Airport	GFF	Australia
Groote Eyeland Airport	GTE	Australia
Groote Eylandt Airport	GTI	Australia
Gympie Airport	GYP	Australia
Hamilton Airport	HLT	Australia
Hamilton Island Airport	HTI	Australia

Hayman Island Airport	HIS	Australia
Hervey Bay Airport	HVB	Australia
Hinchinbrook Island Airport	HNK	Australia
Hobart Airport	HBA	Australia
Home Hill Airport	HMH	Australia
Honiara Airport	HIR	Australia
Ingham Airport	IGH	Australia
Innisfail Airport	IFL	Australia
Kalgoorlie Airport	KGI	Australia
Karratha Airport	KTA	Australia
Karumba Airport	KRB	Australia
Katherine Airport	KTR	Australia
Kingscote Airport	KGC	Australia
Kowanyama Airport	KWM	Australia
Kununurra Airport	KNX	Australia
Launceston Airport	LST	Australia
Laverton Airport	LVO	Australia
Learmouth (Exmouth) Airport	LEA	Australia
Leinster Airport	LER	Australia
Leonora Airport	LNO	Australia
Lindeman Island Airport	LDC	Australia
Lismore Airport	LSY	Australia
Lizard Island Airport	LZR	Australia
Lockhart River Airport	IRG	Australia
Longreach Airport	LRE	Australia
Mackay Airport	MKY	Australia
Maitland Airport	MTL	Australia
Maryborough Airport	MBH	Australia
Meekatharra Airport	MKR	Australia
Melbourne - Tullamarine Airport	MEL	Australia
Merimbula Airport	MIM	Australia
Middlemount Airport	MMM	Australia
Mildura Airport	MLQ	Australia
Moranbah Airport	MOV	Australia

Moree Airport	MRZ	Australia
Mount Gambier Airport	MGB	Australia
Mount Isa Airport	ISA	Australia
Mount Magnet Airport	MMG	Australia
Narrabri Airport	NAA	Australia
Narrandera Airport	NRA	Australia
Newcastle - Belmont Airport	BEO	Australia
Newcastle - Williamtown Airport	NTL	Australia
Newman Airport	ZNE	Australia
Noosa Airport	NSA	Australia
Norfolk Island Airport	NLK	Australia
Olympic Dam Airport	OLP	Australia
Orange Airport	OAG	Australia
Orpheus Island Airport	ORS	Australia
Paraburdoo Airport	PBO	Australia
Perth International Airport	PER	Australia
Port Augusta Airport	PUG	Australia
Port Hedland Airport	PHE	Australia
Port Lincoln Airport	PLO	Australia
Port Macquarie Airport	PQQ	Australia
Portland Airport	PTJ	Australia
Prosperpine Airport	PPP	Australia
Queenstown Airport	UEE	Australia
Rockhampton Airport	ROK	Australia
Scone Airport	NSO	Australia
Shute Harbour Airport	JHQ	Australia
Singleton Airport	SIX	Australia
South Molle Island Airport	SOI	Australia
Streaky Bay Airport	KBY	Australia
Sunshine Coast Airport	MCY	Australia
Sydney - Kingsford Smith Airport	SYD	Australia
Tamworth Airport	TMW	Australia
Taree Airport	TRO	Australia
Temora Airport	TEM	Australia

Tennant Creek Airport	TCA	Australia
Thursday Island Airport	TIS	Australia
Tom Price Airport	TPR	Australia
Toowoomba Airport	TWB	Australia
Townsville Airport	TSV	Australia
Wagga Airport	WGA	Australia
Warrnambool Airport	WMB	Australia
Weipa Airport	WEI	Australia
Whitsunday Resort Airport	HAP	Australia
Whyalla Airport	WYA	Australia
Wickham Airport	WHM	Australia
Wiluna Airport	WUN	Australia
Wollongong Airport	WOL	Australia
Woomera Airport	UMR	Australia
Wyndham Airport	WYN	Australia