

## 13.1 Overview of Student Licences and Radio Licences/Certificates

This Chapter covers the issue of Student Pilot Licence (STUDENT), Student Flight Engineer Licence (SFEL), Flight Radiotelephone Operator Licence (FROL) and Aircraft Radiotelephone Operator Certificate of Proficiency (AROCP).

## 13.2 Who May Issue a Student Licence or Radio Licence/Certificate?

CARs  
5.09(1),  
83A(2)

CASA delegates under:

- CAR 5.09(1) may issue a STUDENT, SFEL or FROL
- CAR 83A(2) may issue an AROCP.

## 13.3 Controls

CARs 5.04,  
5.41, 5.42,  
5.65

CARs 5.04, 5.41(5), 5.42(2)(l) and 5.65. See also section 11.4 *Legislative References*.

## 13.4 Licence Format

The licences/certificates were previously produced in a paper docket format similar to a bank cheque book. The licence is like the “cheque” and the butt section of the book is the delegate’s record of the licence issued.

Licences issued in this format are still valid. However, these forms will not be reprinted. CASA now issues these licences and certificates in the new booklet format as either a flight crew licence or a certificate.

Examples of previous cheque book style student licences/certificates are shown in section 13.6 *Sample Previous Licences/Certificates*.

## 13.5 ARNs for Licence Issue/Theory Examinations/Medical Examinations

### 13.5.1 ARNs Required

CASA's Licensing, Examination and Medical Records Systems rely on persons having an ARN before being issued with a licence, booking a theory examination or presenting for a medical examination.

### 13.5.2 Medicals

A new medical system will be introduced in 2004 and is currently being trialled. This will enable DAMEs to enter data into the Medical Records System (MRS) via the Internet, allowing faster processing of medicals and issue of medical certificates.


Candidates presenting without an ARN will not be able to undertake a medical until an ARN is obtained from CLARC by submitting an Aviation Reference Number [\(ARN\)/Student Pilot Licence—Application](#) (Form 1162) with the required identification.


### 13.5.3 ARN Application

An [Aviation Reference Number \(ARN\)/Student Pilot Licence—Application](#) (Form 639) with supporting identification documentation is required to be submitted to CASA before being issued with an ARN.

The form will enable CASA to issue the applicant with an ARN to book a theory examination or attend a medical examination. The form will also enable CASA to issue a STUDENT pilot licence in the new booklet format or record the details if the licence is issued by a CFI.

## 13.6 Sample Previous Licences/Certificates

Company Record	Serial No.	 Australian Government Civil Aviation Safety Authority													
<table border="1"> <tr> <td>Name of Applicant</td> <td>.....</td> </tr> <tr> <td>Date of Birth</td> <td>..... / ..... / .....</td> </tr> <tr> <td>Residential Address</td> <td>.....</td> </tr> <tr> <td>Date of Issue</td> <td>.....</td> </tr> <tr> <td>Name of Delegate</td> <td>.....</td> </tr> <tr> <td>ARN</td> <td>.....</td> </tr> </table>		Name of Applicant	.....	Date of Birth	..... / ..... / .....	Residential Address	.....	Date of Issue	.....	Name of Delegate	.....	ARN	.....	I. AUSTRALIA      Serial No. Civil Aviation Safety Authority Australia <b>II. STUDENT PILOT LICENCE</b>	
Name of Applicant	.....														
Date of Birth	..... / ..... / .....														
Residential Address	.....														
Date of Issue	.....														
Name of Delegate	.....														
ARN	.....														
Note 1: It is the responsibility of the Delegate to ensure that the applicant satisfies all requirements for the issue of this licence. Refer to Civil Aviation Regulations 5.09 (1) and 5.65. The Delegate will also be responsible for maintaining all associated records.  Note 2: There is no requirement to notify the Civil Aviation Safety Authority Australia of the issue of this licence.		IV. Name of Holder ..... VII. Signature of Holder ..... VIII. Issued in accordance with Civil Aviation Regulations IX. Unless otherwise approved by the Authority, the holder must hold an appropriate current medical certificate before performing a duty authorised by the licence  X. Date of Issue ..... Name of Delegate ..... ARN ..... Signature of Delegate .....  XII Refer to the log book or Record of Flight Crew Qualifications for details of ratings and aircraft endorsements													
Form 641															

Company Record	Serial No.	 Australian Government Civil Aviation Safety Authority													
<table border="1"> <tr> <td>Name of Applicant</td> <td>.....</td> </tr> <tr> <td>Date of Birth</td> <td>..... / ..... / .....</td> </tr> <tr> <td>Residential Address</td> <td>.....</td> </tr> <tr> <td>Date of Issue</td> <td>.....</td> </tr> <tr> <td>Name of Delegate</td> <td>.....</td> </tr> <tr> <td>ARN</td> <td>.....</td> </tr> </table>		Name of Applicant	.....	Date of Birth	..... / ..... / .....	Residential Address	.....	Date of Issue	.....	Name of Delegate	.....	ARN	.....	I. AUSTRALIA      Serial No. Civil Aviation Safety Authority Australia <b>II. FLIGHT RADIOTELEPHONE OPERATOR LICENCE</b>	
Name of Applicant	.....														
Date of Birth	..... / ..... / .....														
Residential Address	.....														
Date of Issue	.....														
Name of Delegate	.....														
ARN	.....														
Note 1: It is the responsibility of the Delegate to ensure that the applicant satisfies all requirements for the issue of this licence. Refer to Civil Aviation Regulations 5.09(1) and 5.61. The Delegate will also be responsible for maintaining all associated records.  Note 2: There is no requirement to notify the Civil Aviation Safety Authority Australia of the issue of this licence.		IV. Name of Holder ..... VII. Signature of Holder ..... VIII. Issued in accordance with Civil Aviation Regulations IX. Unless otherwise approved by the Authority, the holder must hold an appropriate current medical certificate before performing a duty authorised by the licence  X. Date of Issue ..... Name of Delegate ..... ARN ..... Signature of Delegate .....													





# Flight Crew Licensing Procedures Manual

## 13. Student Licences and Radio Licences/Certificates

### 13.6 Sample Previous Licences/Certificates

Approved by Group General Manager Personnel, Licensing, Education and Training Version 6.1: December 2006

<p><b>Company Record</b> <span style="float: right;">Serial No.</span></p> <p>Name of Applicant .....</p> <p>Date of Birth ..... / ..... / .....</p> <p>Residential Address .....</p> <p>.....</p> <p>Date of Issue .....</p> <p>Name of Delegate .....</p> <p>ARN .....</p> <p>Note 1: It is the responsibility of the Delegate to ensure that the applicant satisfies all requirements for the issue of this licence. Refer to Civil Aviation Regulations 83(A) and (E). The Delegate will also be responsible for maintaining all associated records.</p> <p>Note 2: There is no requirement to notify the Civil Aviation Safety Authority Australia of the issue of this licence.</p> <p>Form 639</p>	 <p style="text-align: right;">I. AUSTRALIA <span style="float: right;">Serial No.</span></p> <p style="text-align: center;">Civil Aviation Safety Authority Australia</p> <p style="text-align: center;"><b>II. AIRCRAFT RADIOTELEPHONE OPERATOR CERTIFICATE OF PROFICIENCY</b></p> <p>IV. Name of Holder .....</p> <p>VII. Signature of Holder .....</p> <p>VIII. Issued in accordance with Civil Aviation Regulations</p> <p>X. Date of Issue ..... / ..... / .....</p> <p>Name of Delegate ..... ARN.....</p> <p>Signature of Delegate .....</p>
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<p><b>Company Record</b> <span style="float: right;">Serial No. <b>A</b></span></p> <p>Name of applicant <span style="float: right;">Date of birth</span></p> <p><input style="width: 200px; height: 20px;" type="text"/> <input style="width: 60px; height: 20px;" type="text"/></p> <p>Residential address</p> <p><input style="width: 300px; height: 30px;" type="text"/></p> <p style="text-align: right;">Postcode</p> <p>Date of issue <span style="float: right;">Name of Delegate</span></p> <p><input style="width: 60px; height: 20px;" type="text"/> <input style="width: 200px; height: 20px;" type="text"/></p> <p>Note 1: It is the responsibility of the Delegate to ensure that the applicant satisfies all requirements for the issue of this licence. Refer to Civil Aviation Regulations 5.09(1) and 5.183. The Delegate will also be responsible for maintaining all associated records.</p> <p>Note 2: There is no requirement to notify CASA of the issue of this licence. Details of aircraft endorsements</p> <p>Form 647</p>	 <p style="text-align: right;">I. AUSTRALIA <span style="float: right;">Serial No. <b>A</b></span></p> <p style="text-align: center;">Civil Aviation Safety Authority</p> <p style="text-align: center;"><b>II. Student Flight Engineer Licence</b></p> <p>IV. Name of Holder</p> <p><input style="width: 300px; height: 20px;" type="text"/></p> <p>VII. Signature of Holder <span style="float: right;">VIII. Issued in accordance with Civil Aviation Regulations</span></p> <p><input style="width: 150px; height: 20px;" type="text"/></p> <p>IX. Unless otherwise approved by the Authority, the holder must hold an appropriate current medical certificate before performing duty authorised by the licence.</p> <p>X. Date of issue <span style="float: right;">Name of Delegate</span></p> <p><input style="width: 60px; height: 20px;" type="text"/> <input style="width: 150px; height: 20px;" type="text"/></p> <p>Signature of Delegate <span style="float: right;">XII. Refer to log book or Record of Flight Crew Qualifications for</span></p> <p><input style="width: 150px; height: 20px;" type="text"/></p>
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### 13.7 Notes on Medical Certificates

Although not a prerequisite for issue of a flight crew licence, a current medical certificate is required prior to the pilot or engineer exercising the privileges of the licence.

As the holder of a FROL is considered a member of the flight crew, he or she must hold at least a Class 2 medical certificate prior to using the licence.

An applicant for an AROCP is not required to hold a medical certificate, as the person's general medical fitness is sufficient to exercise the non-flying privileges of the certificate.

If the applicant is assessed as fit at the time of the medical examination, the Designated Medical Examiner (DAME) may issue a 'temporary' medical certificate, which is valid for two months. A formal certificate will be issued by CASA after it receives and assesses the report submitted by the DAME.

If the applicant intends a career in aviation, you should encourage him or her to undertake medical examinations to commercial standard (that is, Class 1) at this early stage.

### 13.8 Use of the Aircraft's Radio Systems

CAR 5.66 CAR 5.66(1) authorises the holder of a STUDENT pilot licence to operate the aircraft's radio communication system for the purposes of the flight. As a consequence, a student is not required to hold a FROL.

However, STUDENT pilot licence holders must pass the FROL theory exam and practical operating test with a CASA FOI or an approved check radio operator before the issue of a private or commercial pilot licence.

To be issued with a FROL at the same time as a flight crew licence, an application must be made on an [Application for Aircraft Radiotelephone Operator Certificate of Proficiency/Flight Radio Operator Licence](#) (Form 638) and accompany the application for the flight crew licence.

**Note:** An approved check radio operator means a person who holds a CPL or ATPL and a flight instructor rating, or is employed and approved by a CAR 217 organisation to conduct the test.

## 13.9 Student Licences and Radio Licences/Certificates—Procedure

### 13.9.1 STUDENT/SFEL/FROL

#### *Industry Delegate—Procedure*

1. Confirm the identity of the applicant and that he or she:
  - o Possesses a satisfactory knowledge of the English language to safely exercise the privileges of the licence (read, write and understand)—refer to 3.3.4 *Testing English—Guidelines*, in the *Flight Crew Licensing Procedures Manual*
  - o Is a fit and proper person to hold the licence—in deciding whether an applicant is a fit and proper person, refer to the definition in CAR 5.09(3)
  - o Is at least the minimum acceptable age—for an STUDENT or FROL, the minimum age is 16; and for a SFEL, it is 18
  - o If the application is for a STUDENT pilot licence, has completed an [Aviation Reference Number \(ARN\)/Student Pilot Licence—Application](#) (Form 639) and provided proof of identification as listed on the form.
  - o If the application is for a SFEL, has also passed the basic flight engineer theory examination
  - o If a Flight Radiotelephone applicant, has passed the required theory examination and practical test with a CASA FOI or an approved check radio operator and has completed an [Application for Aircraft Radiotelephone Operator Certificate of Proficiency/Flight Radio Operator Licence](#) (Form 638).
2. For audit purposes, retain copies of all records in your files.
3. Forward the completed [Application for Aircraft Radiotelephone Operator Certificate of Proficiency/Flight Radio Operator Licence](#) (Form 638) or [ARN Application/Student Pilot Licence Application](#) (Form 1162) to CASA for processing.
4. In addition to applying for a licence the applicant will need to apply for an Aviation Security Status Check and AVID or an ASIC using the [application Form 639](#). When the application is completed and the applicant passes the check he/she will be issued with a photographic licence and an Aviation Identification that will be valid for five years or an ASIC which will be valid for two years.
5. If the applicant is under 18, he/she will not need to apply for an aviation security status check and AVID. If the applicant needs frequent access to a secure area of a [security controlled airport](#) that has Regular Public Transport (RPT) operations, he/she will need to apply for an ASIC but can obtain one without a security check.

CAR 5.09(3)

CARs  
5.41(1)(i),  
5.41(5)



6. if the applicant holds a current CASA non-photo licence, after 31 December 2005, if the applicant operates an aircraft in Australian Territory and the applicant needs to hold a licence issued by CASA, the applicant must have a current AVID or ASIC or must have applied for an aviation security status check.
7. If the applicant does not already have an ASIC, he/she can apply to CASA for an AVID or ASIC using the [application Form 639](#). This will include a new photo licence. Alternatively, the applicant can apply for an ASIC through any other ASIC issuing authority. In that case a photo licence will not be issued or required.
8. The applicant has a photo licence issued before 10 March 2005, the Photo ID issued with those licences include the words "Flight Crew Licence Identification". The security checks done before 10 March 2005 did not include a criminal records check and do not meet the requirements for a current Aviation Security Status check.
9. The applicant does not already have an ASIC, the applicant can apply to CASA for an AVID or ASIC using the [application Form 639](#). Alternatively, he/she can apply for an ASIC through any other ASIC issuing authority.

#### 13.9.2 AROCP

##### *Industry Delegate—Procedure*

1. Confirm the identity of the applicant and that he or she:
  - Possesses a satisfactory knowledge of the English language to safely exercise the privileges of the licence (read, write and understand)—refer to [3.3.4 Testing English—Guidelines](#), in the *Flight Crew Licensing Procedures Manual*
  - Has been trained in accordance with [CAR 83E](#)
  - Has passed the required oral examination and practical test with a CASA FOI or an approved radio check operator.
  - For audit purposes, retain copies of all records in your files.
  - Forward the completed application form to CASA for processing.

CAR 83E

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