



Download this form before you begin

Please download and complete with Adobe Acrobat. If you are using a browser to complete this form you may lose your information. Send this form and any attachments to fcl.exams@casa.gov.au.



This form has separated the AROC course approval and the training components (61-9ARA)

Purpose of this form

This form is to be used by individuals seeking approval for AROC course content.

Who is this form for?

This form is for those developing an AROC course to be used for AROC training and assessment purposes.

Information needed to complete this form

Submit this form with the proposed course content for assessment.

Upon approval of the course content, you will need to submit a 61-9ARA form.

For more information about AROC training and assessments go to CASA website and:

- CASR Part 61 MOS – Schedule 3 – Unit 1.2.1 – RARO - RPL aeronautical radio operator
- CASR Part 61 MOS – Schedule 2 – C3 – Operate aeronautical radio

Aviation Reference Number (ARN)

An ARN is required to complete this form. If you do not have an ARN, [apply now](#).

If you are applying on behalf of an organisation, you will need to have authority to act on the entity's (applicant's) behalf and be able to provide the organisation's ARN.

Contact details

It is important the contact details on the ARN profile are current. CASA uses these contact details when processing this application.

If your address, contact or other details have changed, you must update them prior to lodging this form. You can do this by [changing your details](#) on the CASA website.

Failure to provide up to date contact details to CASA could result in additional fees being charged under the *Civil Aviation (Fees) Regulations 1995* and may constitute a criminal offence.

For more information

Go to the [CASA website](#) or [contact us](#).

Applicant

1 What are the **applicant** details?

Your contact details must be current. Update contact details via [changing your details](#).

Legal entity/full name

ARN

Phone number

Email address

Owner contact details

2 The AROC course being assessed is **owned by** (name of company or individual)?

It is **mandatory** for the owner of the AROC course to have an ARN. If they do not have an ARN, they will need to [apply now](#).

Full name

ARN required

3 What **qualifications or experience** do you have to support this application?

Qualifications:

Relevant experience

Proposed AROC course material

4 Attach all the proposed AROC course material, including:

- Theory training components addressing the requirements of CASR Part 61 Manual of Standard, Schedule 3, Unit 1.2.1 RARO.
- Examinations, not less than 2 separate exams containing at least 40 questions each.
- Details of how the practical training and assessment of the course will be conducted addressing the requirements of CASR Part 61 Manual of Standards, Schedule 2 Unit C3 Operate aeronautical radio.

Administration details include:

- candidate identification
- how the course will be presented
- security of materials
- policies for candidates failing
- policies for candidates suspected of improper conduct, e.g. cheating
- recording of candidates' results

Please note: The practical training (where candidates actually use and transmit on a radio) must be conducted under direct supervision as required by CASR Part 64.040 (b) along with the final examination.

To avoid unnecessary delays, please do not forward AROC courses which do not meet all the requirements of CASR Part 61 Manual of Standards.

Course material needs to be submitted in any of the following formats MS word, PDF, Power Point or MP3. For other formats request approval from fcl.exams@casa.gov.au

all AROC course material has been attached

 Provide certified copy if required

5 I declare:

- All statements in this application are true and correct.

I acknowledge by providing my details below and submitting this application:

- This satisfies the requirement for me to sign this application..
- I may commit an offence under the *Criminal Code Act 1995* if I make a false or misleading statement in my application.
- We may also use your licensing information in deidentified form for aviation safety research/analysis.

Privacy

Any personal information you provide to CASA, as part of this application, is protected by the *Privacy Act 1988*.

We will use the information provided to process this application and may also use it to conduct identity/security checks. Without your consent, we may not be able to process your application.

To meet our accountability obligations, we may disclose this information:

- to other government agencies or other national aviation authorities for certain purposes, and
- to comply with court orders and other legal requirements.

For more information about how we use, disclose and protect your personal information, see our [privacy statement](#) and [privacy policy](#).

Fees

I acknowledge CASA will provide a fee estimate, which will be sent to the contact for this application.

I accept the fee estimate must be raised and paid before the course is reviewed. If the whole time estimated is not used, then a refund will be provided. If the time required to review the course is more than initially predicted, an invoice will be provided for the estimated remaining time required to finalise the review. This will need to be paid before the review continues.

I accept if this application is withdrawn or refused by CASA, or if CASA is unable to assess this application because I have failed to provide the required information and/or documentation, I am liable to pay CASA fees for work conducted.

- I declare and acknowledge the above matters.
- I consent to CASA using my licensing information and other personal information for the above purposes.
- I have read CASA's privacy policy and I authorise CASA to use and disclose the information it collects for this application in accordance with that policy.

Full name

Date (DD/MM/YYYY)

/ /

Role authority

6 In what capacity are you making this declaration?

Self

Director

Agent

Executor

Other, please specify:

An authority must be provided if the person making this declaration is **not** the individual or an office holder of the entity named in question 2.

 Provide authority

Submitting this form to CASA

Choose one option only



By email – send this form with all supporting documents attached to fcl.exams@casa.gov.au



By post – return this form and all supporting documents to:

CASA Client Services Centre
GPO Box 2005
Canberra ACT 2601