

A Guide to Transferring Your Australian Defence Force Flying Qualifications to Civil Licences

There is a fair amount of work involved in getting everything together so that you can have the millions of dollars that the ADF has spent training you carried over into your future civil career. Don't leave it until the last minute. Get started on this as soon as you can even if you have no current intentions of leaving.



Do you have a CASA Aviation Reference Number (ARN)?

If you are not sure or can't remember contact CLARC on 1300 737 032 to check.

Otherwise you will need to apply for one before you can get much further. This can be done [online here](#).

A copy of your Passport or Birth Certificate is needed but the document doesn't need to be a certified true copy.

Current Photo - If no current Part 61 Licence

If you do not currently have a CASR Part 61 licence document then you will need to submit a *Form 61-9PIC – Lodgement of Current Photo with CASA*.

<https://www.casa.gov.au/files/form61-9picpdf>

A photo submitted to CASA must show your full face, head and shoulders. (Essentially a passport standard photo.) The photo must be taken not earlier than 6 months before the date of submission.

You will need to have the back of the photo certified that it is actually you. There is a full list on the CASA website of who can witness your photo.

(<https://www.casa.gov.au/standard-page/people-who-can-certify-proof-identity-documents>)

The most relevant for ADF members are:

- The DAME that will be completing your aviation medical
- A Justice of the Peace
- Member of the Australian Defence Force who is: an officer; or a non-commissioned officer within the meaning of the Defence Force Discipline Act 1982 with 5 or more years of continuous service; or a warrant officer within the meaning of that Act

Check on the back of the Form 61-9PIC for what you need written on the back of the photo for confirmation however, at time of writing this document it is the following; your name, the signature of the witness and their authority/title to certify.

Get additional photos printed and certified. You will need 2 additional certified photos later for your ASIC application.

CASA Aviation Medical

The CASA Aviation Medical system has now moved online and is called the AVMED Medical Records System (MRS).

You will need your CASA ARN to access the MRS online as registration fields require your ARN, Full Name and DOB. Then you will need to complete an online medical history questionnaire and pay for your medical processing fee.

Then find a DAME in your area and book an appointment:

http://services.casa.gov.au/avmed/dame_search/default.asp

During your medical the examiner will update the MRS and a medical certificate will be emailed out to you for printing and your records.

English Language Proficiency

<https://www.casa.gov.au/licences-and-certification/standard-page/english-language-proficiency-flight-crew>

As part of the recognition of your ADF qualifications CASA needs to confirm your English language proficiency. We know, we know, but - It is what it is and is fairly straightforward.

You need to locate a CASA approved testing officer (ATO) to conduct an assessment. *Note: Not all ATOs have the approval for ELP assessments. Contact a local flying school and ask for contact details for their local area ATO to arrange an assessment.*

There are two steps to the assessment.

Step 1 - Background Evidence

You will need to present to the assessor evidence that you have completed a secondary education in Australia, New Zealand or a country where the principal medium of instruction was English.

Or evidence that you have worked 3 of the last 5 years in Australia, New Zealand, UK, Ireland, USA or Canada.

There are other acceptable types of evidence that relate to English language testing for non-native English speakers if you need them and are listed in CASA documents. Proof of completion of Tertiary study is not sufficient.

Step 2 - Interview

Assessor will meet you for a general conversation to assess your English language skills.

Aviation Security Identity Card (ASIC)

Welcome to paying \$260 every 2 years for one of these. The bright side albeit small is you get discounts on coffee and (some) food at the larger airports.

You will need to have a current Aviation Medical before applying for your ASIC.

You need 2 passport style photos that have been certified. See getting photos certified earlier in this doc. ([Photo requirements](#))

Online Application Process:

<https://aviationidaustralia.net.au/application/application.aspx?issuer=C>

More Background Information:

<https://www.casa.gov.au/standard-page/aviation-security-identity-card-asic-application>

Night VFR Rating

No additional training or flight test required. You must prove that you have satisfied the requirement of a 3hr night VFR unaided navigation flight. If you have completed an IFR flight at night in VMC that meets the 3hr requirements this MAY be enough to qualify for the rating.

Note: The above information for NVFR is a bit sketchy. It may have changed so any feedback is very appreciated. For further reading look at [Requirements for grant of night VFR rating](#)

Instrument Rating

[CASR Reg 61.285](#) ADF Qualifications - Recognition states you need passes in 1. the aeronautical knowledge examination for the rating and 2. the flight test.

An Instrument Rating theory exam (IREX) can be [booked online through Aspeg](#). Their site lists examination venues and exam schedules. Sample questions and additional information about the exam can be found on [this CASA webpage](#). You need to be the holder of a PPL(A) or PPL(H) or higher grade of licence to sit the exam ([Reference](#)). All the more reason to start the process for recognition of your ADF qualifications sooner rather than later.

Bob Tait runs a 2 week full time IREX course in Brisbane for approx \$1900. There are a number of self study guides and texts available for purchase online via AFT and others. If you ask around the crewroom someone will likely have a copy. If you've had a great experience using a training course or particular book let us know so we can include your recommendation here.

Your ADF instrument rating will exempt you from the 40 hours of instrument training normally required. However you will still need a flight test before you can be issued a rating via [Form 61-2ADF](#) - Notification of Issue of CASR Part 61 Instructor or Instrument Rating for ADF.

And before you can sit the flight test you need a letter from CASA that indicates you have been assessed as meeting the requirements for issue of the rating. This letter should be triggered from CASA when you submit your [Form 61-1ADF](#) Flight Crew Licence application.

While filling out forms you may as well have [Application - Licence Reprint](#) completed as you'll need that to add your Instrument Rating to your licence.

A flight test of not less than 2 hours IF navigation is required to be awarded your CASA Instrument rating. You will need to fly and demonstrate each of the approaches that you wish to be awarded in addition to the navigation which will bring the flight time budget closer to 4 - 4.5 hours depending on nav aid access in your testing location.

Refer to Chapter 21 of the [Flight Examiner Handbook](#) for details of what will be included and assessed in the flight test. Schedule 5 CASR Part 61 [Manual of Standards](#) (MOS) has a list of the general knowledge topics you can expect in the ground trap.

The applicant is required to demonstrate her or his knowledge of each of the following topics:

- (a) the privileges and limitations of the instrument rating and each instrument endorsement covered by the flight test;*
- (b) proficiency check requirements;*
- (c) IFR and approach recency requirements;*
- (d) night recency requirements;*
- (e) NVFR operations;*
- (f) IFR flight and duty limitations;*
- (g) interpreting operational meteorological information;*
- (h) take-off minima;*
- (i) holding and alternate requirements;*
- (j) IFR procedures for all airspace classifications;*
- (k) departure and approach instrument procedures;*
- (l) operations below LSALT and MSA for day and night operations*
- (m) GNSS and PBN standards;*
- (n) circling approaches;*
- (o) adverse weather operations;*
- (p) ERSA normal and emergency procedures;*
- (q) IFR planning.*

Costs will include not only the aircraft hire cost but the testing officer fee. For this reason it is recommended that you conduct your initial CASA IFR rating in a single engine machine.

If you haven't flown that machine for sometime then allow a few hours to regain some recency and to remember how to use the pedals.

When you are employed by a company operating multi-engine machines they will almost certainly have to put you through type endorsement training. Once endorsed you can conduct a flight test in the type demonstrating one approach to be awarded your MECIR. This is significantly cheaper than doing your instrument rating flight test in a multi-engine machine if you are paying your own way.

Your military S-70 / MRH etc instrument renewals will still count towards your total renewals for job experience requirements.

Airline Transport Pilot Licence (ATPL)

For an ATPL, ADF pilots must obtain the same qualifications as for civilian applicants. Note: ADF applicants must complete ALL seven ATPL subject exams and meet the minimum aeronautical experience requirements as laid down in the CASRs.

Experience	Minimum hours	
	Aeroplane [®]	Helicopter ^{®®}
Aeronautical experience	1500 hours *	1000 hours **
Flight time as pilot	1400 hours including at least 750 hours in aeroplanes	900 hours including at least 750 in helicopters
Pilot in command (PIC) or pilot in command under supervision (PICUS) flight time	500 hours in aeroplanes as PICUS or 250 hours in aeroplanes comprising at least 70 hours as PIC (the rest may be PIC or PICUS)	250 hours in helicopters comprising at least 70 hours in helicopters (the rest may be PIC or PICUS).
Cross-country flight time	200 hours in aeroplanes	200 hours in helicopters
Cross-country flight time as PIC or PICUS	100 hours in aeroplanes	100 hours in helicopters
Flight time at night other than dual	100 hours in aeroplanes	50 hours in helicopters
Instrument time	75 hours	30 hours
Instrument flight time	45 hours in aeroplanes	20 hours in helicopters

The exams are going to take you a while to study for and pass so allow for that in your timeline.

CPL & ATPL Theory Study Books and Courses:

[AFT](#) at Sunshine Coast Airport have a good reputation for their study notes and/or courses. Furthermore you get two sets of notes as they contain the very well regarded Bob Tait literature too! This is a very traditional books and folders approach to theory study.

[Online Aviation Theory](#) - Exactly what it says in the name! Again, excellent content, and slightly cheaper than AFT. Then again it should be as you are purchasing a licence and not half of a rain forest! If you have access to the internet, then you have access to this training material. <https://onlineaviationtheory.com>

CASA has contracted out the invigilation of CPL and ATPL (A & H) theory examinations to a 3rd party company. You can find details of your nearest testing centre via this website.

<https://aslau.aspeqexams.com/>

Multi-Crew Cooperation (MCC) Course - ATPL applications

As part of your ATPL application you must provide CASA evidence of completing an operational conversion training course for an aircraft that is normally operated by 2 pilots.

Night Vision Imaging System Rating

If you meet the CASA minimum hour requirements for NVD flight then you do not need to conduct any NVD training:

- 250 helicopter hours
 - 5 hours dual helicopter NVG
 - 20 hours PIC helicopter
 - 20 hours instrument (including 5 hours dual) in a helicopter
- (Source: [CASR Reg 61.1025](#))

You will need to sit a 1.5HR flight test for awarding of the rating. Again consider your recency in the machine you will be flying in and if you need any additional hours to get familiar.

A NVD flight test in a single engine will cover you for the rating. There is no need to conduct the flight test in a multi-engine machine (\$\$\$\$).

A legislation theory exam on the contents of [CAO 82.6 Night Vision Goggles - Helicopters](#) must be passed at an approved NVD training school.

Refer to Chapter 26 of the [Flight Examiner Handbook](#) for details of what will be included and assessed in the NVIS flight test.

Instructor Rating

An ADF QFI is exempt from any flight training required for an instructors rating.

You will need to conduct a flight test (Reference: [CASR Reg 61.285 ADF Qualifications - Recognition](#)) as per [Form 61-2ADF - Notification of Issue of CASR Part 61 Instructor or Instrument Rating for ADF](#).

As for an Instrument Rating, before you can sit the flight test you need a letter from CASA that indicates you have been assessed as meeting the requirements for issue of an instructor rating. This letter should be triggered from CASA when you submit your [Form 61-1ADF](#) Flight Crew Licence application.

Refer to Chapter 31 of the [Flight Examiner Handbook](#) for details of what will be included and assessed in the flight test. *"Flight instructors should be good pilots and their flying should be smooth, polished and it should also be spirited."* Schedule 5 CASR Part 61 [Manual of Standards](#) (MOS) has a list of the general knowledge topics you can expect in the ground trap.

Depending on the amount of ab initio (pre-solo) training you have delivered you will be able to apply for a Grade 2 (200 hours ab initio) or Grade 1 (500 hours ab initio) rating.

If you have mainly been a SQN QFI with limited ab initio training hours then you will likely be issued with a Grade 3 Instructor rating.

Form 61-1ADF - Flight Crew Licence Application on the Basis of ADF Qualifications

<https://www.casa.gov.au/sites/default/files/flight-crew-licence-application-basis-adf-qualifications-form-61-1adf.pdf>

You need a ASIC before can submit this form as you will be including a certified true copy of your ASIC for application. There is an option to tick that you have applied for an ASIC but hopefully you have it by now and it is one less thing to hold things up if you can submit your certified copy now. You can't hold a Flight Crew Licence without a current ASIC.

Confirmation of your aeronautical experience must be certified by your Commanding Officer. There is a sizeable Annex that your CO needs to verify so you will want have any substantiating documentation ready for easy review.

You must include a certified true copy of specific pages of your logbook that provide evidence of your qualifications. The pages required include the **Certificate of Qualifications as a Pilot** (aircraft type endorsement, initial and postgraduate flying qualifications, competencies and renewals).

You must also include the last 3 full page openings of your logbook.

Certified Copy of Course Graduation certificates need to be attached (eg BFTS, 2FTS, SAA, CFS)

The ICAO English Language Proficiency Assessment by an ATO (see above) needs to be have been submitted previously to CASA or attached to this application.

CASA must already hold a current photo for you on file (see above) or if you haven't yet done that you need to have the photo and Form 61-9PIC attached to this application.

For information on Classes vs Types in Section B refer to [A Guide to Helicopter Type Ratings](#) (CASA) and then for the full lookup list of types see [Prescription of Aircraft and Ratings CASR Part 61](#)

On Receipt of Your New Part 61 Licence

Double check your licence that it has all the qualifications and ratings that you applied for and meet the requirements for. It is much easier (and cheaper) to get this rectified now while

you have all your documents to hand than to come back later and have to prove again your experience.

Maximising Your ADF Flying Currency Scheme (AFCS) and Career Transition Assistance Scheme (CTAS)

TBA - We are looking for additional information here as we don't have access to the AFCS Defence Instruction.

Resumes, LinkedIn, Forums and Aviation Recruiters

The Career Tools and [Manager Tools](#) podcasts are hosted by 2 ex-West Point Army Officers now providing management training after successful careers in top US civil companies. They have over 500 podcasts on many topics that around careers and management that are not explicitly taught in the ADF. An extremely valuable resource for free.

Start with [Career Management Document](#), [Your Resume Stinks](#) and [Building a Network](#).

CTAS has a provision for [Resume/CV creation assistance](#) which you can take advantage of.

Start renovating your LinkedIn profile to reflect a professional image and capture your work history and achievements. List your flight hours, qualifications, types and courses succinctly in the Summary field. Start connecting with your course mates and buddies that have already left the forces and are in civil flying jobs.

Get up to speed with the civil industry news by following online forums such as [PPRuNe](#) and [Bladeslapper](#).

Listen to an interview with a senior aviation recruiter from CHC - [link](#). Recruiters want to hear from you. They may not have anything straight away but they need to build their own bench of candidates so they can be effective at their jobs. They can also guide you as to the experience or qualifications you still need to be competitive for their likely positions.

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Our thanks to Scott Summers for some excellent input with regards NVFR, Instrument, Instructor and NVG qualification transfer.

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