

CONSULTATION STRATEGY

Aviation Training Package Development

Diploma of Aviation (Flight Instructor)

Project Purpose Statement

This project will review the Diploma of Aviation (Flight Instructor) Training Package to address the current shortage of flight instructors that is having a knock-on effect on new pilot numbers.

The Aviation Industry 2024 Workforce Plan identified that the flight training industry faces significant challenges due to a shortage of instructors and trainers, particularly experienced staff such as senior instructors and flight examiners, and airline check and training captains. This is having a knock-on effect on new pilot numbers.

Project Timeframe

Overview of major stages in this project. Please note timeframes and dates may change through the progress of the project.

- Establishment of a Technical Committee August 2024
- 5 TC cycles, with the last cycle serving as the final review and signoff
- Meetings will be mainly online with one face to face, if required and between 2-4 hours in duration
- Stakeholder Consultation - There will be 2 Public Consultations during the review and development phase:
 - 1st consultation – April 2025 (4 weeks)
 - 2nd consultation – May 2025 (2 weeks)
- Submission - Submission of draft Training Products / Final draft for SRO / States and Territories review – May 2025
- Project approved by Assurance Body – 31 October 2025
- 2 Webinars during the life of the project:
 - 1st Webinar – May 2025 (Stakeholder project overview)
 - 2nd Webinar – November/December 2025 (Implementation Support)

Stakeholder Consultation

This Stakeholder Consultation strategy has been developed to ensure ISA identify and engage all relevant stakeholders through our consultations. It reflects a shared commitment to embedding effective engagement and consultation practices to ensure Training Product review and development work is responding to the needs of the industry. Consideration will be given to capturing the views of stakeholders in metropolitan, regional and remote areas across all states and territories, including employers and organisations with limited representation.

Objective

The aim of this consultation strategy is to gather insights and feedback from key stakeholders in the sector to inform the revision and development of training package products. This strategy will ensure the products are relevant, up-to-date, and align with industry and regulatory needs.

Stakeholder Identification

Key stakeholder groups for this project include:

- Industry subject matter experts
- Registered Training Organisations (RTOs)
- Industry associations and bodies
- Regulator [CASA]
- Government agencies
- Employers and business representatives
- DEWR
- State Training Authorities & Senior Responsible Officers (SROs)
- Applicable Unions
- Appropriate Jobs and Skills Councils (JSCs)
- Aboriginal and Torres Strait Islander community representatives, where applicable
- Disability advocates, where applicable
- Any other relevant organisations and individuals

Consultation Mechanisms

Consultation mechanisms will be determined based on the size of the project, and drivers for the work and impact of the project deliverables.

Different mechanisms will be required for projects with a diversity of views to those where there is generally consensus about workforce requirements and project outputs and their implementation.

ISA will work closely with stakeholders throughout the life of the project and consider all ideas, opinions, and feedback to ensure the revised training products meet the needs of industry. A consultation log containing a high-level summary of all feedback and ISA's response will be maintained and available on our website.

To ensure consultation achieves the depth of reach required to obtain balanced and representative feedback, project promotion will be multifaceted including as many of the following as required:

- Direct engagement: Face to face consultations, Site visits, Phone, emails, video/teleconferencing meetings
- ISA Newsletter and targeted EDMs to stakeholders
- ISA website (project pages)

- Conferences and industry events
- Stakeholder networks and forums
- ISA regional fora
- Media – digital and broadcast media (media releases)
- Social media – (e.g.: Twitter now known as X and LinkedIn posts)
- Webinars.

Refer to **Appendix A: Organisations for Targeted Consultations**

Refer to **Appendix B: Key Stakeholder types.**

Where there is a large volume of project outputs, consultation mechanisms and timing will be structured to ensure stakeholders are afforded appropriate access to material, and time to provide considered feedback (*it needs to be remembered that the vast majority of stakeholders will be managing the review of material and development and submission of feedback in addition to their duties in their substantive job role*).

Where projects are more contentious, and there is a known diversity of views, more direct forums such as webinars, workshops/forums and/or focus groups will be used to facilitate the open exchange of views.

Consultations:

The training products in this project will be drafted in consultation with the Technical Committee and their networks. At the public consultation stage, ISA will then present and discuss the draft training products, collecting feedback from a wide range of stakeholders across the country. Whilst specific public consultation dates are identified, feedback is welcomed at any time, and will help the Technical Committee in drafting the training products. Stakeholders are encouraged to contact the project specialist via ISA website.

Accessibility:

The consultation process will be accessible to all stakeholders. ISA will provide options for participation that cater to various needs and preferences.

Feedback Acknowledgment:

We will acknowledge the input and feedback from stakeholders, recognising their valuable contributions to the project.

If you have any questions about this project, please contact Tricia Fidock Project Specialist, tricia.fidock@isajsc.org.au.

Appendix A: Organisations for Targeted Consultations

Stakeholder Type	Organisation	Coverage
Commonwealth Government Representative	CASA	National
	Department of Employment and Workplace Relations	National
Employers	Airlines, Passenger & Freight	State and National
	Flight Schools	State and National
	Other Employers	State and National
Industry Association	Australian Flight Training Industry Association	National
ITABs/Advisory bodies	Various	State
Regulator	Civil Aviation Safety Authority (CASA)	National
STAs & SROs	State Training Authority	State
	Senior Responsible Officers	State and National
Training Providers	All RTOs with qualification on scope	State and National
Union/s	Pilots TWU Australian Services Union	State and National

Appendix B: Key Stakeholder types by state

Stakeholder type	National	QLD	NSW	ACT	Vic	SA	NT	TAS	WA
Industry employers	✓	✓	✓	✓	✓	✓	✓	✓	✓
Industry association /Peak industry body	✓								
ITAB	✓	✓	✓	✓	✓	✓	✓	✓	✓
Government Commonwealth Enterprises	✓								
Government State Enterprises		✓	✓	✓	✓	✓	✓	✓	✓
Aviation Regulator	✓								
STAs & SROs	✓	✓	✓	✓	✓	✓	✓	✓	✓
Training Providers	✓	✓	✓	✓	✓	✓	✓	✓	✓
Unions	✓								