

# Course Outline

## Jump Start Program



Skydive Nagambie P/L

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## INTRODUCTION

Skydiving is a unique and highly stimulating adventure activity. Through the benefits of evolving technology, parachute systems and skydiving techniques have been refined into a highly developed and extremely reliable state. This evolution and growth has greatly increased the mainstream appeal of the sport and made the ultimate adventure activity more accessible. There are a growing number of people who are trying skydiving in the search for the ultimate adventure activity.

As a consequence of this new accessibility and of a surging demand in the adventure tourism industry, the skydiving industry is experiencing unprecedented growth. This growth boom is creating a whole new industry for people to become involved in and creating many new full time positions not previously considered as serious career options. The difficulty in finding people adequately trained to fill these roles has led to the development of the Jump Start Program

The Jump Start Program is the first and only formal training course in Australia to offer a program that is specifically designed for those seeking future employment in the skydiving industry.

The Jump Start program operates in parallel with Skydive Nagambie, which is a commercial sports dropzone offering Tandem and Accelerated Freefall skydiving to the local and tourist markets. The close association between the two organisations means students receive first hand training at a fully operational dropzone. The Jump Start Program has gathered a team of some of Australia's finest tutors and instructors, each expert in their chosen fields. It is these experts who will train and guide you through of the training modules.





## ABOUT SKYDIVE NAGAMBIE

### Drop Zone Facilities

The Jump Start Program is based at Skydive Nagambie, located approximately one hour's drive from Melbourne, Victoria. Skydive Nagambie has been established as one Australia's premier parachute centres for over 17 years. Over that period Skydive Nagambie has run training courses in static line, accelerated free fall and tandem skydiving, training thousands of students of all ages and introducing them to the thrills and enjoyment of skydiving. Skydive Nagambie still achieves over 18,000 skydives every year.

Skydive Nagambie is staffed by over 30 highly skilled people, from all walks of life, employment and background, all committed to delivering the highest quality of service and expertise and cater to all levels of skydiving. These are the staff who will lead you through the course. Due to the intensive nature of the material, we ensure high levels of supervision and tutor to student ratios.

Initial classroom training as well as further theory lessons throughout the course, will take place in well appointed, air-conditioned comfort. Lessons will be conducted via large projectors, with notes available for study and revision.

Our main operations area has everything a skydiver needs, including a padded indoor packing area, 16m x 16m indoor creeper area, suspended training harnesses, aircraft mock up, equipment sales, video editing suites, and aircraft manifest. We have our own café, and a covered BBQ and picnic area.

Additionally, your onsite accommodation is in air-conditioned accommodation buildings with 2-3 people per room. There is a communal kitchen for the program to share. There are toilets and showers as well as a licensed bar to enjoy at the end of a hard day skydiving.

Thanks to our proximity to the Great Dividing Range, Skydive Nagambie has some of the most stable and reliable weather conditions in the state, with the treacherous Melbourne weather kept at bay.

And then there are our two skydiving aircraft regularly taking us to 15'000 feet. The XL750 is a 17 place turbine purpose built for skydiving. The Cessna is a 5 place piston aircraft with a beefed up motor which delivers plenty of grunt.





Skydive Nagambie is owned and operated by Don and Louise Cross who were recently awarded the Australian Parachute Federations Future 50's Award. This award was presented at the annual Technical Conference in recognition for their effort and commitment to student development.

**APF Future 50's Award**



**General Information**

- We accept Cash, Eftpos and Visa and MasterCard. Credit cards incur a 2% fee.
- ATMs available in town.
- Telstra mobile phones work here, other phones may have limited or no coverage
- Flights to Melbourne – there are heaps, but book early for good prices and frequent flyer points usage.
- Direct transport to Nagambie from Melbourne airport can be arranged through [www.airportdirect.com.au](http://www.airportdirect.com.au) or V-line train services [www.vline.com.au](http://www.vline.com.au)
- Check out [www.nagambielakestourism.com.au](http://www.nagambielakestourism.com.au) for more useful information about Nagambie.
- Local Post Office - 03 57942603 Open 9am to 5pm weekdays, closed on public holidays
- Local supermarket (IGA) times Open 8am to 7pm weekdays, 9am to 6pm weekends.
- Laundromat is open 7 days a week and has washing machines and dryers.
- Nagambie Taxi has sedans and bus for larger groups. Operates 24/7.

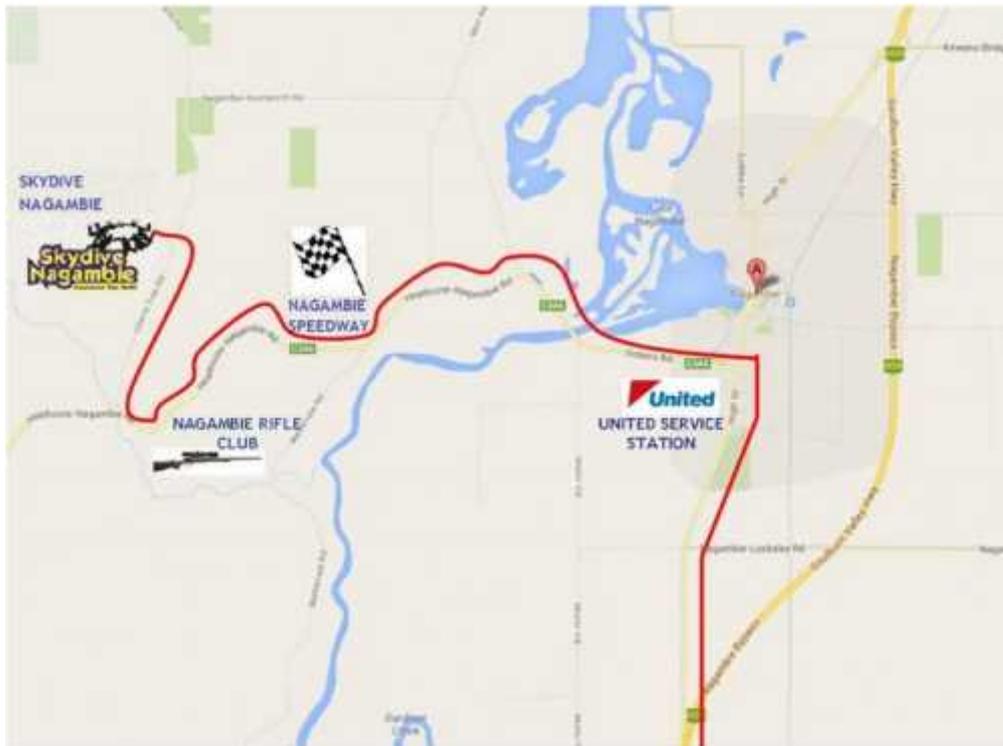
**Contact Details**

- **Skydive Nagambie Pty Ltd**
- Office Telephone 03 57941466 (International: + 61 3 57941466)
- Email Address [jump@skydivenagambie.com](mailto:jump@skydivenagambie.com)
- Website [www.skydivenagambie.com](http://www.skydivenagambie.com)
- Mailing Address PO Box 311, Nagambie, 3608, Victoria, Australia
- Drop Zone Address 12 Oliver's Rd, Nagambie, Victoria, Australia



## Where are we?

Skydive Nagambie is located only 1.5 hours drive north of Melbourne's CBD, and just another 15kms from the picturesque township of Nagambie. The directions below will get you right up to the front gate of the Drop Zone. If you experience any problems, please do not hesitate to call us on 03 5794 1466.



1. From Melbourne take the Hume freeway north and turn off at the Shepparton exit, past Seymour.
2. Head North West on Goulburn Valley Hwy/ National Highway M39
3. Nagambie is approximately a 15 min drive north along the Goulburn Valley Hwy.
4. Take the exit to Mitchellstown Rd (Nagambie)
5. At the roundabout take the second exit towards Nagambie.
6. Continue straight onto High street.
7. Turn left onto Vickers road/ C344 (at the united petrol station)
8. Continue along Vickers Rd (turns into Heathcote- Nagambie Rd) for approx 11km.
9. When you pass the Nagambie speedway on your right you have approximately 3kms until you reach Cherry Tree Road. You'll pass the Nagambie Rifle Range on your left. You have approximately 1.5kms until you reach Cherry Tree Rd.
10. Turn right onto Cherry Tree Road.
11. Olivers Road is located 600 meters on the left.
12. The entrance is 150m on your right.
13. Once reaching the car park, enter the main entrance and report to Manifest.

If you wish to use Google Maps or GPS the address is Olivers Road, Bailleston



## ABOUT THE JUMP START PROGRAM

The Jump Start Program is conducted under the auspices of the Australian Parachute Federation (APF). The certificates which form components of the course are issued by the APF and are aligned with the international sport licensing body, Federation Aeronautique Internationale (FAI).

As the aim of the course is to prepare students for employment in the specialist field of skydiving much of the course content has been designed and developed as a direct response to requests from industry operators. In order to make our graduates highly employable we work very closely with operators to ensure all important aspects of the commercial industry are covered within the course and our graduates are going into the industry with the correct skills to be successful in their chosen career.

The program consists of 14 weeks in total; 13 weeks are spent at Nagambie attending lectures and gaining jumping experience. Near the end of the course you will go on a 3 to 4 day dropzone tour where you experience the working environment of a variety of commercial dropzones and have the opportunity to carry out further skydives.

The program, which is broken down into six modules, provides a balanced approach to your instruction. A blend of theory and practical skills is spread out over the program period.

- AFF to Certificate B
- Rigging and Equipment
- Air Skills
- DZ Operations
- Aerial Photography
- Drop Zones Tour

At the completion of the program providing you have met the requirements you will have achieved the following;

- APF certificates A to D
- 200 skydives from both Turbine and Piston aircraft (For AFF course entry)
- 185 skydives from both Turbine and Piston aircraft (A licence certificate entrants)
- APF Packer B qualification
- Victorian Level 2 First Aid qualification
- APF Radio Operators qualification
- Competency in canopy flying, aerial videography, and flat flying skills
- Competency in video editing and production
- APF Display Licence
- APF Ground Communications Assistant
- APF Australian Star Crest
- Act as a DZSO in a non-training environment
- Trained in water recovery drills



## **Orientation Day:**

Prior to the commencement of your course, you will be notified of the date for your Orientation Day. Generally this day will be in the second week of the course and commence at 10:00am. This where APF membership, Indemnity forms, finances are completed, accommodation is allocated and a drop zone brief will occur for all students entering with an A licence. Today involves an opening address and general introduction to the course structure. Most importantly this is a chance to meet the other students and staff. It is compulsory that students attend the first day of the course.

## **Module One: AFF to Certificate B**

Our first goal is to assist you through the Accelerated Freefall (AFF) student training. Our Instructors and Jumpmasters will be with you all the way to guide you through the steps required to progress towards your first recognised skydiving achievement.

Throughout the AFF training you are introduced to many new skills, including basic freefall manoeuvres, unassisted canopy flight, parachute packing, all ultimately leading to solo skydiving. During this phase Skydive Nagambie will supply your parachute system, jumpsuit, altimeter and helmet.

Once you have achieved your APF Certificate A, you'll start to acquire your own parachute and ancillary equipment. Your Instructors will guide and assist you through this process, though it is your responsibility to source and pay for this.. Additionally we have arrangements within the parachute manufacturing industry offering discounts to our students on the Jump Start Program.

Those who already hold the equivalent of a FAI A Certificate will automatically be credited with this component of the module.

The adventure continues, building on all aspects our parachuting skills. Included in this module are "one on one" coaching jumps called "Skill Levels" which are designed to build your freefall and canopy flying skills. Up to 15 coach jumps have been allocated to the B licence module. One of our jumpmasters will accompany you on each of your skydives to guide you through various different freefall manoeuvres. At the completion of each skill level you will be given a full video analysis and debrief by your instructor. (We also have the ability for your Instructors to wear a freefall camera to aid the debriefing process.)

Progression through the skill levels develop into more challenging skydives incorporating 3 to 4 person groups. At the successful completion of this module you will have achieved 50 skydives and receive an APF Certificate B.





## Module Two: Rigging and Equipment

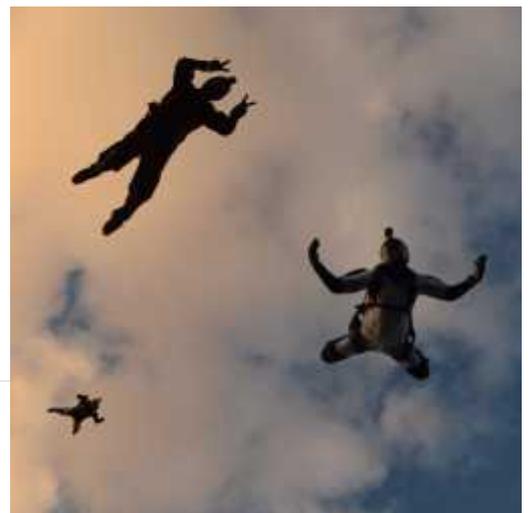
Packing parachutes is an entry level career opportunity, so for those looking for a foot in the industry door holding a legitimate packing qualification is a must. Prior to this module you will already be competent at packing your own parachute – this is the basic platform to start from before learning a variety of methods of parachute packing on commonly used tandem, student and sports equipment. Subjects such as history of parachute design and construction of the modern ram air parachute give us greater understanding of the equipment we are using in the industry today.

Additionally we like to raise the standard of parachute packing by introducing assembly, component replacement and basic maintenance. You will be taught and practiced in conducting “Jump Checks” which occur every fifty jumps to ensure that the equipment is in good condition. This is also a standard practice at most commercial dropzones. At the successful completion of this module you will have attained your APF Packer B qualification.

## Module Three: Air Skills

One of the highlights of this module is the visiting coaches who are specialists in their field. As the program progresses so do your skills, which enable us to layer more advanced information into your instruction. This module predominantly focuses on air skills, both in freefall and under canopy. We start with meteorology, understanding the forecasts and current conditions which we then apply practically through guiding the aircraft to the correct exit point. We look at different aircraft procedures, seating and exit techniques. There is one week dedicated to flat flying skills which is essential to setting the skill level for the Aerial Photography module. You will advance from skydiving in four person groups up to eight; participate in display jumps and numerous canopy flying exercises. All jumps, canopy flights and landings are video recorded and thoroughly debriefed. This is an intense and fun learning period of the program. Additional specialist lessons are also given on high altitude descents and cloud jumping procedures.

At the completion of this module you will have achieved over 100 jumps and received your APF Certificate C, Australian Star Crest (providing you have met the skill level required), and Display D licence.





## **Module Four: Dropzone Operations**

Dropzone Operations is a specialised field for which provides a good grounding for people wishing to take up a career in skydiving or for those who enjoy the challenge of coordinating dropzone activities.

One of the key personnel in coordinating activity on any dropzone is the Manifestor. In this module we explore what they need to do and how best to get it done. Skilled Manifestors are a valuable asset and people who are familiar with all areas of dropzone operations with good organisational skills are sought after.

Other facets of the Dropzone Operations module look into how we get customers to the door of the dropzone. We learn how to implement marketing strategies, sales techniques and customer service. We also look into the role of the Loadmaster and Ground Communications Assistant and the tasks and actions they perform in emergency situations, including a practical period on water landing recoveries. At the completion of this module you will have attained your Victorian Level 2 First Aid qualification and the APF Radio Operators qualification.

## **Module Five: Aerial Photography**

The Aerial Photography module will cover some of the more specialist areas of skydiving. We've all seen the action photos of skydivers flying through the skies. There has to be someone taking these photos and this is the role of a freefall cameraperson. There is a high level of flying skills involved in this field and the Jump Start Program has this module specifically aimed at developing these skills. A freefall cameraperson is kept busy at any commercial skydiving centre. Once a skydiver has an APF C licence and the necessary camera skills, they can work as a freefall cameraperson. Once operating in this role you will be surprised how quickly jump numbers are accumulated which opens the door to other more advanced qualifications. This is also the period in the program where we start acquiring your own camera helmet and camera. Your Instructors will help to guide your choices and assist you throughout this process. Additionally we have arrangements within the parachute manufacturing industry offering discounts to our students on the Jump Start Program.



With the completion of every freefall video a Video Editor adds the finishing touches to the cameraperson's footage to complete the video package. This includes creating special effects between scenes and building the storyboard for that special event that is a customer's first skydive. Modern dubbing suites are provided as the tools to edit and create the product.

At the completion of this module you will have achieved 50 camera flying jumps; all under the tutelage of some Australia's most experienced professional aerial photographers.

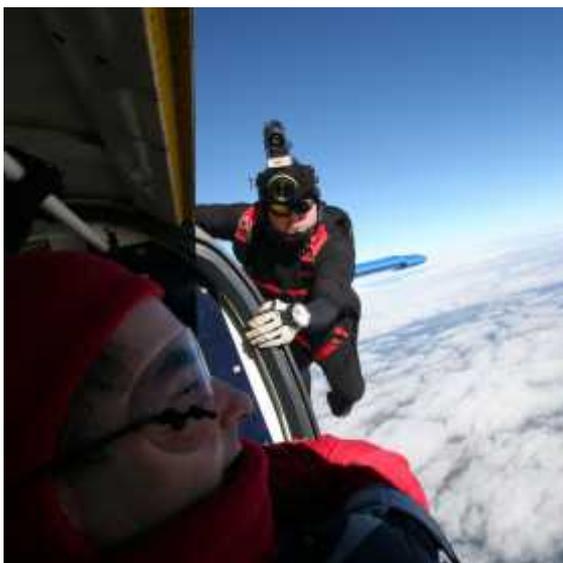


## Module Six: Drop Zones Tour

To give candidates an appreciation of life at a commercial dropzone and to consolidate the training received over the last 13 weeks we introduce them to some of the several different types of skydiving business models.

This involves visiting 2-3 different drop zones. Each dropzone has its own peculiarities unique to its location and training regime. The Jump Start Program provides all the fundamentals which can be applied at each of the different drop zones.

Most importantly, this is an opportunity to enjoy a light hearted break from Nagambie and consolidate the training received over the last 3 months.





## CAREER OPPORTUNITIES

The growing skydiving industry offers a number of exciting career opportunities. The Jump Start Program is designed to give you a substantial start towards employment in this field. Each module specifically targets the areas in which to get started within the skydiving industry. Additionally, the introduction to drop zones will help you in your search for employment on completion of the course.

### Parachute Packing

Every busy dropzone requires people who are skilled at packing tandem and individual parachute systems. Having a thorough knowledge in this field can help you in the introductory stages of your skydiving career. Parachute packing is often the initial stepping stone to a career in skydiving.

### Manifesting

A Manifestor is the key person responsible for the dropzone's efficient day to day coordination. A manifestor organises and records skydiving flights, teaming the correct staff and passengers together. They are the first point of contact a client has. Manifesting is often the busiest position on the dropzone and requires good people skills, careful planning and accuracy in transacting data.

### Aerial Photography

Behind every breath-takingly beautiful photo of skydivers flying through the air is a highly skilled freefall cameraperson. To succeed in this field, you need a sound knowledge and appreciation of your equipment and you'll need the flying skills to be exactly where you need to be when you need to be there.

Perfecting the freefall skills and mastering the technical knowledge are a substantial and integral part of the program. Once you've achieved your APF C licence and have accrued the necessary skills to work as a full time freefall camera person, you'll find yourself one of the busiest people on the dropzone. In this role, you'll be surprised at how quickly you rack up jump numbers which open the door to other, more advanced qualifications.

### Video Editing

With the completion of every freefall video a Video Editor adds the finishing touches to the cameraperson's footage to complete the video package. This includes creating special effects between scenes and building the storyboard for that special event that is a customer's first skydive. Modern dubbing suites are provided as the tools to create, edit and perfect the product.





### **AFF Jumpmasters and Instructors**

It is a highly rewarding experience teaching students, using your knowledge to help develop their skills in skydiving. While working in the industry as a packer, video editor, camera flyer or even behind manifest, you'll be building up the experience, knowledge and freefall skills necessary to become an AFF jumpmaster.

Experience as a jumpmaster can lead to the ultimate qualification of an Instructor. The minimum requirements to become an AFF Jumpmaster in Australia are a Packer B qualification; hold a Star Crest, an APF D Certificate and a minimum of 4 hours of freefall time.

### **Tandem Masters**

Tandem Masters are in high demand at any commercial dropzone all over the world. Tourists and locals alike look to experience the thrill of tandem skydiving while in the capable hands of a tandem master. The more determined skydiver can gain this rating after 2 years. The minimum prerequisites required to qualify as a Tandem Master in Australia are a Packer B qualification, hold a Star Crest, and an APF E Certificate (500 freefall jumps and further specific requirements) Once you are employed as a freefall cameraperson, the required jump numbers to become a Tandem Master come quickly.

### **Ground Crewing**

General dropzone duties ranging from dropzone preparation and maintenance, aircraft refuelling, bus driving, acting as Ground Control Assistant - relaying meteorological conditions as they change, and many other day to day operational duties. This role is one of the most vital key roles in keeping a busy dropzone running smoothly and safely.

### **Jump Piloting**

Although not a part of the Jump Start Program, there may be some of you who already have your private pilot licence, GFPT or simply display a keen interest in flying aircraft. This program will place you in very good stead in the eyes of a potential employer if this is the direction you wish to take.

### **Rigging**

For those who appreciate the technical aspects of parachute packing this could be the career path for you. It is a busy and rewarding field as every drop zone needs to rely on the skills of their rigger to maintain and repair the equipment. This includes the inspection and repacking of reserve parachutes.





## PROGRAM PREREQUISITES

### Application Process

If you meet the student prerequisites below and wish to apply for a place on the Jump Start Program simply send your completed application form directly to Skydive Nagambie. The application form is available at the end of this document. Suitable applicants will be accepted on a first in first served basis. The office will notify you of your acceptance and organise the payment schedule.

### Student Prerequisites

To be eligible to apply for a position on the Jump Start program you **must** meet the following criteria:

- Be 16 years of age or over. Students under 18 must have written parental permission.
- Due to equipment restrictions students must weigh under 95kgs.
- No pre-existing medical conditions.
- A laptop computer
- A Mobile Wi-Fi device– due to limited coverage, only Telstra Wi-Fi devices work on the dropzone
- All students must have a good understanding of written and spoken English.
- Ambulance cover, approx. \$60, is mandatory as an unexpected journey to hospital in an ambulance can be very costly.
- International students must meet the minimum Australian Immigration requirements.
- Funds **must** be available for the purchase of equipment as outlined below.
- Additionally;
  - A reasonable level of fitness is an advantage.
  - Basic computer skills are an advantage.
  - A full driver's licence is an advantage.

### Equipment Requirements

It will be necessary for all candidates to possess their own skydiving equipment by completion of their Certificate B, at the end of week 5. Providing a student has ordered their equipment by the end of week 2 (for customised new orders only through our preferred suppliers) the student may continue to use the equipment from Skydive Nagambie until it arrives after week 5. If other equipment is purchased through a third party, and does not arrive by the end of week 5 then additional gear hire charges will be incurred.

The following equipment is necessary in order to complete the Jump Start Program;

- Complete parachute system including Automatic Activation Device (AAD)
- Altimeter, Audible Altimeter, Helmet
- Jumpsuit, Goggles, Gloves



## Aerial Photography Requirements

In addition to the equipment requirements, Freefall Photographers are also required to have their own camera equipment. The following equipment is necessary after completing the Certificate C in Week 8 of the program.

- Audible Altimeter
- Camera Helmet
- Minimum camera requirement for this module is a Go Pro

Note: Your Instructors will guide and assist you through this process of acquiring your own parachute and associated equipment. Additionally, we have arrangements within the parachute manufacturing industry offering discounts to our students on the Jump Start Program. Equipment costs vary considerably. The table below gives a general outline on average prices for new and used parachutes and associated equipment.

Item	New	Used
Complete Parachute System (incl AAD)	AU\$6000 to AU\$8000	AU\$3000 to AU\$6000
Altimeter	AU\$210 to AU\$500	
Audible Altimeter	AU\$300 to AU\$450	
Jumpsuit	AU\$500 to AU\$700	
Camera Helmet	AU\$300 to AU\$500	
Stills Photography Camera	AU\$400 to AU\$900	
HD Video Camera	AU\$300 to AU\$500	
Camera Suit	AU\$350 to AU\$600	





## **JUMP START PROGRAM FEES**

Please see the separate Application Form for details of the fee amounts for the course you wish to apply for.

### **Fees Confirmation**

Prices are subject to change; please contact Skydive Nagambie before applying to confirm the Jump Start Programs current fees

### **Payment Conditions**

A non-refundable deposit is required to secure your position on the Jump Start Program. 50% of the remainder of the JSP fees must be paid into Skydive Nagambie's nominated account one month prior to the commencement of the course. The remaining 50% is to be paid on Day 1 of the course. Please see the separate Application Form for details on the dates that these become due.

### **Overdue Program Fees**

Students who fail to pay their course fees by due dates may have their enrolment terminated. The student may remain enrolled at the discretion of the Directors of Skydive Nagambie and continue their studies if they can make suitable arrangements to pay the amount of program fees owing.

### **Payment of Fees**

Banking details will be provided to the student on receipt of application.

### **Refunds**

The only applications for a refund of tuition fees which will be considered will be at the sole discretion of the Directors of Skydive Nagambie and will be considered on a case by case basis.

They may arise from:

- Medical reasons (not including pre-existing conditions, or non-disclosed conditions)
- Student removal from the program, (or)
- Prolonged extreme weather conditions

No refunds of jumps will occur should a student elect to leave the course early once the Certificate B module (week 2) has commenced. These jumps are also not transferable to a third party.

Under no circumstances will the deposit be refunded once your application has been accepted and processed.



Any refunds applicable will be calculated according to the number of jumps achieved. All applications for a refund under this section must be made in writing to the Directors of the Skydive Nagambie P/L.

All refunds will be in Australian dollars unless otherwise requested, by direct bank transfer. If a refund is made in currency other than Australian Dollars, then the current exchange rate offered by the National Australia Bank will be used. Any bank fees incurred are the student's responsibility.

In the instance where a student elects to discontinue with the Jump Start Program at any time during the AFF component they are only eligible for a partial refund of the total amount.

### **Included in the Programs fees are:**

- **Instruction and Coaching**

Specialist coaching is a highlight of the course and will have an allocation of skydives covered in the course cost. Specialist coaching in canopy flying, aerial photography, flat flying and many other areas are presented by some of Australia's most experienced and respected trainers. Should students wish to carry out additional coached skydives they can do so at their own expense during normal weekend operations outside the JSP timings.

AFF Module: Any repeat jumps of the AFF stages (after 3 repeats) will be at the candidates own expense.

B Rel Module: Up to 15 coach jumps included – any additional coach jumps required over this amount will be at candidates own expense.

- **Onsite Accommodation**

Accommodation during the course is covered in your course fees. You are accommodated on site in air-conditioned buildings. Additionally there is a community kitchen for all to share. There are toilets and showers as well as a licensed bar to enjoy at the end of a hard day skydiving. You will be required to bring own bedding including sheets and pillows, toiletries, towels etc

- **Skydiving**

A total of 200 skydives for students without an APF A Certificate and 185 skydives for those who start the course with a current APF Certificate A or foreign equivalent. This number includes several jumps done during the road trip component of the course.

Additional skydives outside of the course may be purchased for weekend and days off jumping at the regular Skydive Nagambie rate.



- **Equipment**

Until you have achieved your Certificate A, altimeters, helmets and jumpsuits are provided by Skydive Nagambie. You will find that you want to purchase your own jumpsuit as the course progresses as these are often best when specifically designed for your own body shape. One pair of goggles and a 200 jump Log Book will be given to you at the commencement of the course. Your Instructors will help you source equipment suited to your needs. See the attached price list for the latest in equipment supplies. Once you have acquired your own parachute system, the maintenance of your own equipment including reserve repacks are your own responsibility.

- **Aerial Photography**

Camera and video equipment will be provided for use on the course. A freefall camera helmet will also be provided for use during this module. Video editing facilities are also available for instruction in editing and production. This is introductory equipment and there is a period in the program where we start acquiring your own camera helmet and camera.

- **Australian Parachute Federation Fees**

Students entering the course with a current equivalent FAI recognised Certificate A will need to hold a valid APF sporting licence for liability and insurance purposes. The cost for the membership is the candidate's responsibility. Additional APF (B-D) certificate requirements during the course will be covered by the course fees.

Students entering the course at the AFF stage of the course will have all their membership and licence fees covered by the course, excluding the optional personal accident insurance.

- **Employment Opportunities**

As we progress through the program you will be building your skills towards employability. To aid you in gaining employment you will have created your own curriculum vitae and produced your own video which can be sent to prospective employers.

We have a strong relationship with most commercial dropzones in Australia and will assist in initiating your contact with these dropzones when applying for employment. International students may suggest overseas dropzone contacts and we will endeavour to build the necessary contacts also.



## **INTERNATIONAL STUDENTS**

Jump Start Program has agreed to observe and be bound by the APF Code of Ethics. Copies of the Code are available from the Australian Parachute Federation's website [www.apf.asn.au](http://www.apf.asn.au).

### **Immigration**

Full details of visa and permit requirements for studying and working in Australia are available through the Department of Immigration website [www.immi.gov.au](http://www.immi.gov.au)

### **Withdrawal/tuition termination procedure**

If a student withdraws from the course or if their tuition is terminated, Jump Start Program will notify the Australian Immigration Service immediately.

### **Eligibility for Health Services**

Most international students are not entitled to publicly funded health services while in Australia. If you receive medical treatment during your visit, you may be liable for the full costs of that treatment.

### **Travel/Accident Insurance**

It is mandatory that all students have adequate travel insurance which covers them for accidents in Australia. Ambulance cover is also mandatory as an unexpected journey to hospital in an ambulance can be very costly. If this cover is not provided in the students travel insurance then separate cover can be arranged at a cost at the commencement of the course. Proof of insurance will be required at the commencement of the course. Sportscover/Covermore provides insurance suitable for skydivers and covers a variety of adventure sports.

### **Prior to Arrival in Australia**

Students are required to organise their own tourist visa and have health and travel insurance. We are available to assist should they have any problems with this.

### **Upon Arrival in Australia**

Flight details must be given to the dropzone at least one week prior to arrival. Students can be collected from Melbourne airports upon arrival. It is recommended that students arrive at least 1 day prior to the commencement of the course to get personal affairs in order.



## **STANDARDS AND EXPECTATIONS**

As the Jump Start Program is conducted under the auspices of the APF all students are bound by all APF doctrine including the APF Operational Regulations and APF Code of Ethics. Skydive Nagambie also prides itself not only in maintaining a high standard of instruction and safety but also high ethical standards.

### **Indemnification of Liability**

Skydiving is considered an extreme adventure activity, a high level of safety is involved and the sport is highly regulated. Prior to the commencement of the program all students must complete the relevant APF indemnity forms and APF membership applications which acknowledges that skydiving is dangerous and serious accidents can happen and may result in serious injury or death and understand that skydiving activities including flying in parachuting aircraft are at their own risk entirely.

### **Medical Conditions**

A general level of fitness is required for skydiving. Upon arrival, you will be required to complete an indemnity form that includes questions about your medical history. If you have any injury or pre-existing medical condition, you will be required to provide medical clearance from your Doctor stating you are fit to undertake skydiving. Skydive Nagambie is unable to provide medical advice on whether it is safe to jump with a particular injury or medical condition.

### **Weather Conditions**

Skydiving is a weather based sport. We operate at the highest standards of safety and will not compromise the safety of customers, students and staff by jumping in unsafe conditions. Our Chief Instructor & Drop Zone Safety Officer assess the weather conditions each day and decide whether the conditions are suitable for skydiving.

### **Attendance**

In the order to gain all the experience and training for a student to successfully complete the program full attendance is required. However we understand that, being human, on occasion sickness can occur. A maximum of 5 days off jumping for sickness (a doctor's certificate will be required) or any other reason given is allowed. Days absent over this amount will be considered on a case by case basis and may incur a deduction of the total jump numbers offered in this course.

If a student does not turn up for, or is late for a scheduled jump without a medical certificate they will be charged or deducted skydives at the same rate as if they were present.

It is the responsibility of the student to catch up with work/lessons missed during absences and any additional costs incurred will be paid by the student.



Punctuality is essential, and all students are expected to maintain timings outlined in the Program Syllabus or by the Course Manager. Students are expected to arrive on schedule suitably dressed and prepared for the day's activities.

## **Drugs and Alcohol**

Skydive Nagambie has a NO drugs policy. Due to the risks associated with skydiving in general, at no times will a student be permitted to skydive should they be suspected of suffering the affects of fatigue, alcohol or drugs. Should a student fail to skydive as a result of the above, all expenses shall be the responsibility of the student and skydive numbers allocated for that day will be deducted. Skydive Nagambie reserves the right to have a student tested for substance abuse. Refusal to take the test may result in dismissal from the school.

## **Harassment Policy**

The Jump Start Program will not tolerate any persons engaging in verbal abuse, racist or sexist remarks, verbal or physical intimidation or ridicule of any person in any form by any party. Such conduct may result in disciplinary action being taken against any persons who is found to have harassed another person. Disciplinary action is in accordance with APF policy as defined in APF Operational Regulations and may include suspension or dismissal from the program. Students suffering from such harassment should report the matter directly to the Course Manager.

## **Damage to Drop Zone Facilities or Equipment**

Any loss or damage caused to drop zone property will be charged to students at the cost of replacement or repair. No equipment can be removed from the school without consent.

## **General Behaviour**

The standard of behaviour while attending the course must reflect that of the standard required of staff at a commercial dropzone. Use of bad language will not be tolerated and all staff, customers and fellow students should be treated with respect. Serious misconduct, as described in Disciplinary Procedures, will not be tolerated and can result in instant removal from the program.

## **Dress and Bearing**

Commercial staff who appear professional in their dress and bearing reflect a competent and professionally run organisation. A student's presentation should also reflect the standard required at a commercial dropzone.

Students will be required to maintain a standard of dress. A typical standard is casual but tidy. Enclosed shoes, such as runners/trainers are suitable. Open shoes such as sandals/thongs are not permitted during course hours. Both head and facial hair should be neatly groomed and apparel should be clean and in good repair.



## **TERMS AND CONDITIONS**

### **Procedure should the Jump Start Program fail to deliver a course**

In the event that the Jump Start Program fails to deliver a course of tuition for which a student has paid fees, the student shall be entitled to a refund of tuition fees for the period of non-delivery, such refund being calculated on a daily pro rata basis. Candidates will also be refunded the balance of any uncompleted jumps.

The Jump Start Program shall not be liable for any refund other than as mentioned in the Program Fees, Refund section above.

### **Program Postponement or Cancellation**

Should the Jump Start Program not commence due to minimum enrolment not being achieved, students will be refunded all deposits and course tuition fees that have been received. Skydive Nagambie reserves the right to postpone or cancel the scheduled Jump Start Program if for any reason the School cannot commence that course. Under such circumstances Skydive Nagambie will not be held liable for the postponement or cancellation if the program cannot be offered.

### **Assessment of Competency Policy**

The basis of assessment at the Jump Start Program is on the demonstration of competency. As the course is predominantly a practical course this is done through the assessment of air skills. Assessment of parachute emergency procedures, advanced freefall skills, advanced canopy skills, aerial photography and parachute packing will be ongoing throughout the duration of the program in order to demonstrate competency within these key areas. APF examinations include the First Jump Course, Certificate A and Packer B exams. In addition the JSP also has its own Certificate B exam, Radio Operators course and First Aid course.

Two academic assessments will be conducted being the creation of a Curriculum Vitae and construction of a short movie.

### **Student Withdrawal from the Program**

If a student wishes to withdraw from a course he/she must provide written notification to the Directors of Skydive Nagambie prior to withdrawal. Verbal notification is insufficient. The withdrawal becomes effective from the date that Skydive Nagambie receives the written notification of withdrawal from the student.

In the instance where a student elects to discontinue with the Jump Start Program at any time during the AFF component they are only eligible for a partial refund of the total amount.



## Student Removal from the Program

In the instance where the performance of the student does not meet the Jump Start Program requirements or demonstrate competency in any aspect of the curriculum, Skydive Nagambie reserves the right to remove a student from the program;

- In the interests of the staff or student's safety, or
- Acting in a manner dangerous to themselves or others in the course of parachuting activities, or
- As a result of any disciplinary procedures, or
- Absence from the program for reasons other than ill health

Students subjected to disciplinary procedures may have their enrolment terminated by the Jump Start Program in accordance with the disciplinary procedures. In such cases students are not entitled to a refund of course fees unless such withdrawal occurs within the AFF component of the program. Any student whose enrolment is terminated for disciplinary reasons will not be permitted to resume their studies at the Jump Start Program.

## Disciplinary Procedures

In the event of any APF member warranting disciplinary procedures, the following will occur;

- A first verbal warning will be issued in cases of substandard performance, or minor misconduct or minor breaches of APF Operational Regulations. An action to prevent reoccurrence will be issued also.
- An Incident report will be compiled for any safety breach of APF Operational Regulations in the Skydive Nagambie Incident and Occurrence Book. Action to prevent reoccurrence may also include the grounding and/or referral to the VTPC Area Safety Officer.
- In the event of a serious misconduct the matter will be referred to the VTPC Area Safety Officer and VTPC Chair of the Area Board of Review. Instant removal from the program will occur. Serious misconduct is defined as acts such as;
  - Serious breaches of safety,
  - Wilful abuse of Skydive Nagambie property,
  - Theft,
  - Drunkenness,
  - Sexual harassment,
  - Threatening behaviour, or
  - Being under the influence of or in the possession of, or misuse of illegal drugs.



## APPLICATION FORM

To apply for the next Jump Start course, please complete the application form available online at:

<http://www.skydivenagambie.com/uploads/Jump%20Start%20Application%20Form.pdf>