

Aviation Australia E-Journal

User Manual for Apprentices and Employers

This guide has been developed for Apprentices and Employers for how to use the Aviation Australia E-Journal platform.

If you host Aircraft Maintenance Engineering apprentices and would like to use the E-Journal, please visit our website:

<https://aviationaustralia.aero/ejournal>

Table of Contents

Introduction.....	4
Overview	4
Firstly, Welcome Aboard!.....	4
Onboarding Inductions	4
Contact Us.....	4
Continuous Improvement Focus	5
Release Notes.....	5
Platform & Security	5
Getting Started.....	6
Accessing the Platform.....	6
Signing In	6
Apprentice View	7
My Course Page	8
Add Entry.....	8
View Journal of Experience Entries	8
Leave Feedback	8
Journal Entries	9
Journal Templates	9
Making Journal Entries	10
Remove or Install.....	13
Inspect	13
Test	14
Troubleshoot.....	14
Optional Evidence (Photos)	15
Selecting Your Supervisor	15
After Submitting a Journal Entry.....	16
Supervisor Signature and Decision	16
Assessor Verification and Validation	16
Managing Journal Entries	17
Viewing Journal Entries.....	17

Journal Entry List	18
Journal Summary	19
Employer Dashboard	20
Company Logins	20
Using the Company Dashboard	21
Student Reporting.....	21
Supervisor Signing.....	24
Approving Entries.....	24
Step 1: View entries.....	24
Step 2: Review and sign an entry	25
Employer Resource Agreement (ERA).....	25
Administrating the E-Journal.....	27
Troubleshooting.....	27
FAQS	27
Glossary.....	27
Appendices	28

Introduction

Overview

The Aviation Australia E-Journal platform is a web-based application used to manage apprentice electronic journals.

The software platform is being used Australia-wide in Queensland, Northern Territory, Western Australia and Victoria.

The platform is designed for and accessible by both **employers** and **apprentices** to improve the experience of completing and managing AME journals throughout the engineer's apprenticeship for all stakeholders.

The application has **four** primary users:

- **Students** - Apprentices in the workplace.
- **Supervisors** - The employer supervisors of the apprentices.
- **Company Logins** – Employer apprentice administrators.
- **Trainers** - Our qualified assessors at Aviation Australia.

Firstly, Welcome Aboard!

All **new** apprentices signing on from **September 2024** will be issued the E-Journal.

All existing apprentices who are conducting their apprenticeship with the 'paper-based' journal of experience, at this stage, will continue to do so until the completion of their journal and qualification.

Onboarding Inductions

Aviation Australia will always perform inductions for new employers and apprentices starting with their E-Journal for their given qualification.

Contact Us

This User Guide will provide an overview and how to use the new system effectively. Please read this guide, before enquiring below.

For more information including **Frequently Asked Questions**, please check out the **portal** on our website at <https://aviationaustralia.aero/ejournal-portal>

For specific enquiries and technical support, please send an email to

ejournal@aviationaustralia.aero

And we will respond as soon as we can.

It is important that you, as employers and apprentices, can raise issues and provide feedback so that you make best use of this platform.

All feedback will be directed to our **Apprentice & Assessment team at Aviation Australia** and be used to help improve the platform for all of our apprentices across Australia.

If you are an apprentice, you will be provided a **separate** additional contact point for apprenticeship-specific enquires and questions.

Continuous Improvement Focus

The electronic journal of experience application is a brand-new product by Aviation Australia and will receive regular patches and updates as required.

Release Notes

The following list will outline release notes related to employer and apprentice-facing functionality.

- October 2024:
 - Improved ability to edit and resubmit entries as an apprentice.
 - Added “pending” entries to the journal summary, so that apprentices can see what is awaiting signatures and assessor verification.
- September 2024:
 - E-journal product released for new apprentices.

Platform & Security

The Aviation Australia E-Journal is built upon a mature apprentice-management service hosted and managed by Ammonite. All data stored remains in Australia.

Ammonite received ISO27001 certification in February 2024. Ammonite’s Information Security Management System (ISMS) is aligned to the ISO 27001 standards and is regularly audited and assessed by third parties.

The Ammonite core product is used by over 80 Australian RTOs in trades including plumbing, carpentry and electrical for apprentice management.

Getting Started

Accessing the Platform

Students and employers will need to login via the following link:

<https://ejournal.aviationaustralia.aero/sign-up/login>

You may also scan the QR code below:



IMPORTANT: Your email and password will be supplied to you during the Aviation Australia journal induction.

The journal induction is an important step of the process for both employers and apprentices to ensure you get the most out of the electronic journal!

Signing In

Upon signing in for the first time, you will be required to change your password.

The system allows for resetting passwords, or if you experience trouble resetting passwords, please contact the ejournal support line (mentioned above).

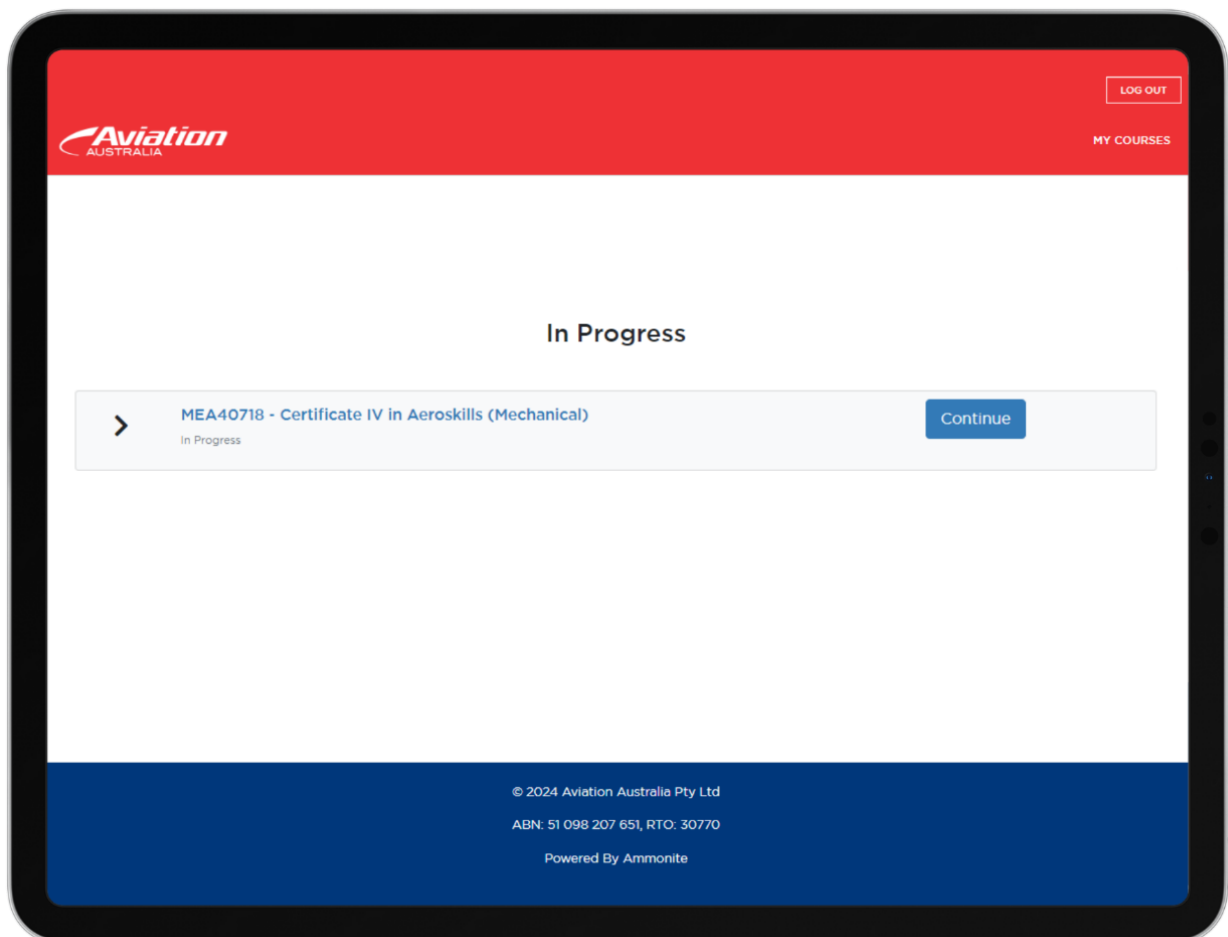
Apprentice View

The student view allows the apprentice to see their enrolled course(s) and access their journal for each qualification.

It has been kept clean and simple, if you see **'Start'** or **'Continue'** you can progress to the journal for that specific qualification.

Occasionally, an apprentice may have more than one qualification (if you are returning for further studies). In most cases you will see one.

It is recommended that you **bookmark** the E-Journal web page on a device that you will use to make regular journal entries (if applicable).

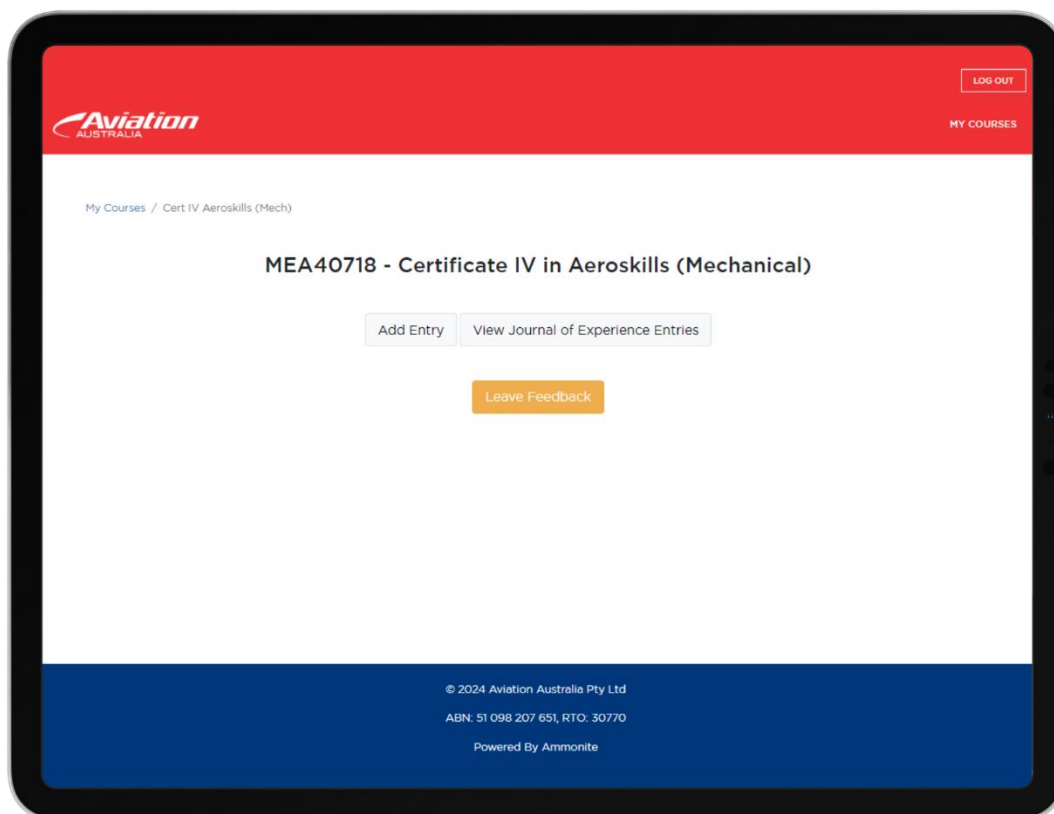


EXAMPLE SCREENSHOT ONLY – Demonstrated on an iPad screen.

My Course Page

From this main course page, you have the option to:

- Add Entry,
- View Journal of Experience Entries
- or Leave Feedback.



Add Entry

To create a new journal entry (after completing a workplace activity).

View Journal of Experience Entries

To view your entries as they go through the three-step workflow and to view your entire journal (summary).

Leave Feedback

This option is present to leave feedback. We will review this feedback; however, it is recommended that you also contact, for a more prompt response.

ejournal@aviationaustralia.aero

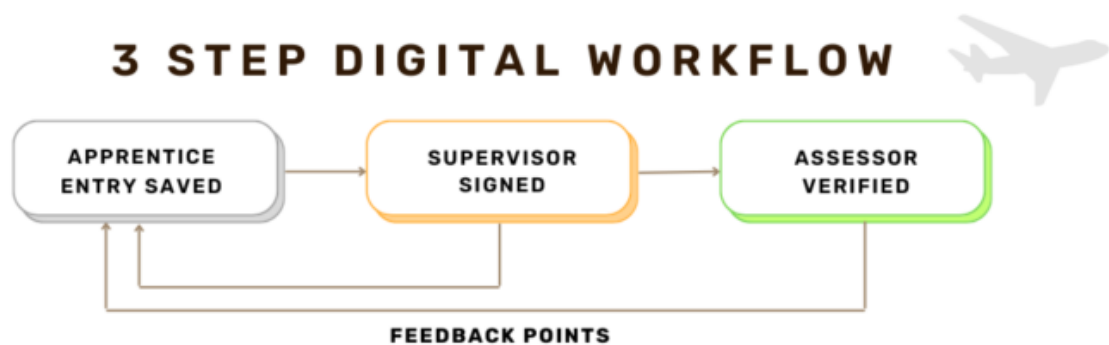
Journal Entries

This is the most important part of an apprentice's journal. When you submit an entry, it will go through the **three-step workflow**.

This workflow allows you to get feedback as entries are 1) signed and 2) validated.

After submission, your supervisor will sign your entry digitally, and then an Aviation Australia Assessor will review your entry before it is marked as **approved** in your journal.

At each feedback point in the workflow your entry could be **rejected back to you**, but don't fret, you can always log back in and fix it up with the feedback that is provided.



The workflow is driven by our primary goals:

- To ensure your entries meet the competency standards set by ASQA and;
- To ensure that your apprenticeship journey to qualification is frictionless as it can be!

Journal Templates

On the topic of compliance, our E-Journal includes the introduction of **Journal Templates for apprentices**. It is a new approach to making your entries in the journal.

A journal template, put simply, is a form that guides you make **correct** entries for each workplace activity required by your journal of experience.

When you press '**Add Entry**', you will find the task through the action-driven selection process. This will be demonstrated in the following section.

IMPORTANT NOTE: Where possible, it is recommended that you make your entries at the earliest reasonable point following your apprenticeship activities. The information will be fresh in your mind, and you will have the easiest time describing your tasks.

Once you've made your entry, it will be sent for signature straight away!

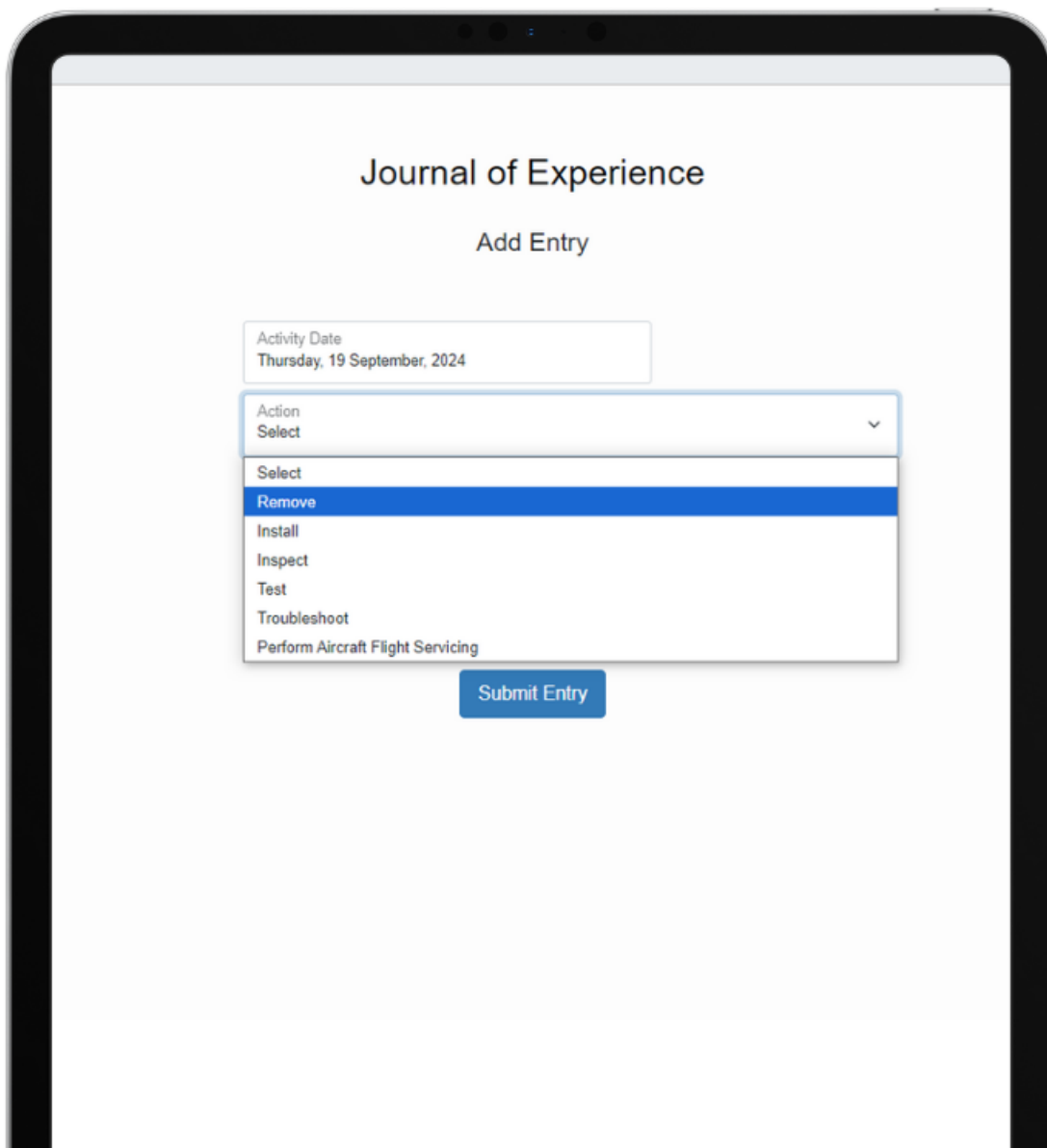
Making Journal Entries

The **Actions** list shows first, these options will be based on your individual training plan. An action is the “doing” word associated with every unit of competency on your training plan.

It is also typically the **type** of task that you performed and need to log.

This includes **Remove, Install, Inspect, Test, Troubleshoot and so on.**

You may find more advanced units including engine overhauls and more specific units will have longer and more specific **actions**.



EXAMPLE SCREENSHOT ONLY – All personal information removed

The **System Category** is the next selection.

This will reflect the Unit of Competency title, but not word-for-word as the action verbs have been moved to the end of the title.

Once you select the system category; it will identify the **unit code**, and you can start making your entry into the Journal Template.

The screenshot shows a mobile application interface for a 'Journal of Experience'. The main heading is 'Journal of Experience' with a sub-heading 'Add Entry'. Below this, there are three input fields: 'Activity Date' with the value 'Thursday, 19 September, 2024', 'Action' with the value 'Remove', and 'System Category' with the value 'Select System Category'. The 'System Category' field is highlighted with a red border, and a dropdown menu is open below it, showing a list of system categories. The first option, 'Aircraft fixed wing flight control system components (Remove and Install)', is highlighted in blue. Below the dropdown is a blue 'Submit Entry' button.

EXAMPLE SCREENSHOT ONLY – All personal information removed

Now you can make your **journal entry**. This page will display the journal template.

The Unit Code will appear, and the system (tasks) will show beneath.

“**Show Info**” shows the **Performance Criteria** for that unit, which acts as additional guidance as to what to type into the text boxes.

On the right-hand side of your tasks, you will see a counter of how many tasks are completed (and verified) by you.

A **completed** task is one that has been through the 3-step workflow and is approved. A **pending** task will not count towards that counter yet.

The screenshot displays a task entry form. At the top, the 'Activity Date' is set to 'Thursday, 19 September, 2024'. Below this, the 'Action' is 'Remove' with a green checkmark and a dropdown arrow. The 'System Category' is 'Aircraft fixed wing flight control system components (Remove and Install)' with a green checkmark and a dropdown arrow. The 'Unit Code' is 'MEA305'. A blue 'Show Info' button is located to the right of the unit code. Under 'Select a system:', there are three radio button options: 'Remove - Ailerons, elevators, rudders, trim tabs, speed brakes, spoilers, flaps and slats' with a counter of 2, 'Remove - Mechanical, hydraulic, pneumatic or electric actuators' with a counter of 3, and 'Remove - Mechanical flight control components' with a counter of 0 and an information icon. Below these are three input boxes for 'Aircraft Registration', 'Aircraft Type', and 'Job Number'. There are two large text areas: one for 'Component description' with the instruction 'Describe the component removed and reference any manuals used or procedures followed.' and another for 'Describe post-removal documentation completed'. A section titled 'Add Evidence (Photos, etc)' contains a 'Choose Files' button and a 'No file chosen' status. At the bottom, there is a 'Manual Reference' input box.

EXAMPLE SCREENSHOT ONLY – All personal information removed

You will be required to fill out every box in the **journal template**, and you may need to consult your employers AMS and task cards to fetch this information.

- Aircraft registration

- Aircraft Type
- Job Number
- Manual references

The input fields that sit between this information is known as the **journal template**. This will change based on the unit’s action and unit requirements.

Some examples include:

Remove or Install

Component description

Describe the component removed and reference any manuals used or procedures followed.

Describe post-removal documentation completed

EXAMPLE SCREENSHOT ONLY – This data may be subject to updates.

Inspect

Component description

Describe which component or system was inspected and why?

Level of inspection performed

Suggestions: DVI, GVI etc.

Describe post-inspection documentation completed

EXAMPLE SCREENSHOT ONLY – This data may be subject to updates.

Test

Component description
Describe which component or system was tested and why?
Type of test performed
Suggestions: Operational, functional, leak check etc.
Test outcome
What was the outcome of the test?

EXAMPLE SCREENSHOT ONLY – This data may be subject to updates.

Troubleshoot

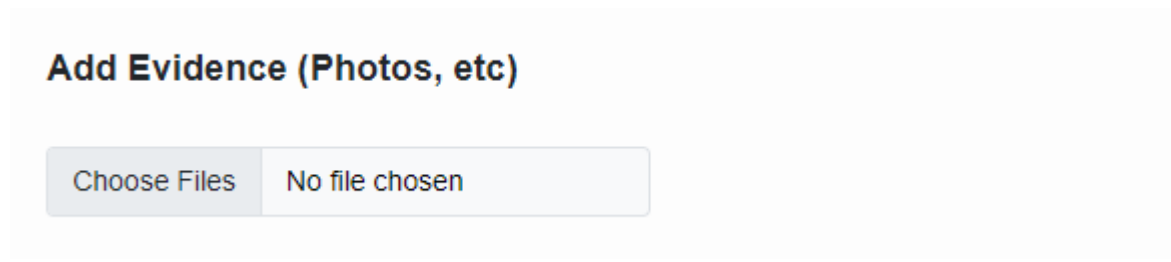
Describe the defect and how it was reported
Suggestions: Pilot report, during maintenance etc.
Describe your preparation for troubleshooting
Ensure that you reference manuals / guides required to identify unserviceability and prepare for troubleshooting the fault.
Confirmation of check of system
Describe how you confirmed the defect or isolated the fault.
Actions taken to correct defect?
Describe your action taken to correct the defect / fault.
Final test performed
What tests were performed to verify the defect was corrected?
Test outcome
What was the final outcome?

IMPORTANT: Your supervisor and assessor will be reading this information to understand the work you carried out. So, adding more detail is better than not enough, which will lead to a rejection likely asking for more information.

Optional Evidence (Photos)

Adding photos or files is **not required** but can be helpful additional information if you think your entry can be improved by including it.

It could be a task card or a photo of the component in question.

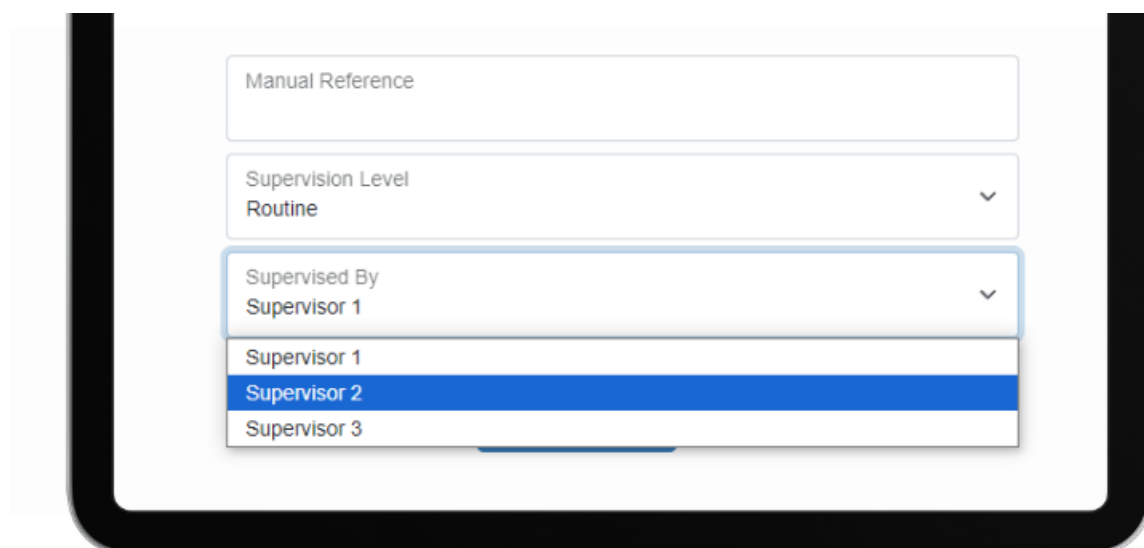


Selecting Your Supervisor

As you may have more than one supervisor who can supervise your work, it is important that you take care in selecting the supervisor correctly.

If you do not, your entry will be rejected back to you, and you will be required to resubmit.

At this stage, only routine-level supervision is accepted into the electronic journal.



Please remember to press **“Submit”** after you are done with your entry.

After Submitting a Journal Entry

Once you submit an entry, unless you need to submit multiple, your job is done for now.

Your selected supervisor will receive a notification that they have a pending approval. Which they can action digitally.

This might not be immediate; however, we also encourage supervisors to sign entries as frequently as is possible.

You will see your entry in your journal list with the status: **Supervisor Verification Required.**

Supervisor Signature and Decision

Your supervisor can either sign and **approve** or **reject** your entry.

If it is rejected, your supervisor will need to add notes on the reason for this and it will be sent back to you to make amendments and can be resubmitted once the required changes have been made.

Once your supervisor approves your entry, the entry will move to the Aviation Australia Assessment team and the status will change to **Trainer Verification Required.**

Assessor Verification and Validation

The Aviation Australia assessor will check your entry meets what is expected in the journal template.

They will ensure you have included reference manuals, followed correct steps and met the minimum requirements of the unit of competency performance criteria.

It is at this stage that an entry **may be rejected** if not enough information was supplied.

If this occurs, you will be given a reason and need to fix and resubmit your entry.

Remember, this journal is your evidence for your qualification, so these entries are important and need to tell an accurate story!

Managing Journal Entries

As an apprentice, you can view any of your submitted journal entries and their status.

An entry will be in any of the following statuses:

- Verified – **Green** (approved)
- Supervisor Verification Required – **Yellow** (pending)
- Trainer Verification Required – **Yellow** (pending)
- Rejected by Employer – **Red** (rejected)
- Rejected by Trainer – **Red** (rejected)

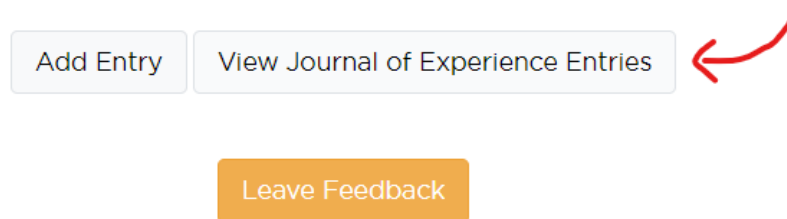
At any stage, you can download these entries into PDF format.



Viewing Journal Entries

From the course page, select View Journal of Experience Entries.

MEA40718 - Certificate IV in Aeroskills (Mechanical)



This will allow you to see your entries as a **list**, or as a **summary**.

Journal of Experience



Journal Entry List

Viewing the journals in the list, shows all of your entry data, colour coded in green (approved), yellow (pending) and red (rejected).

6 Jun 2024	Date: 6th June 2024
	Status: Verified
22 Aug 2024	Date: 22nd August 2024
	Status: Trainer Verification Required

Your rejected entries will remain on top of this page.

Show 1 Rejected Entry

Show entries

Entry Date	Details
21 Aug 2024	Date: 21st August 2024 Status: Rejected by Employer <input type="button" value="Edit"/>

To search for specific entries, it is recommended at this stage to show “All” and use **Ctrl+F** to find the unit code you are looking for.

Journal Summary

This is a nice, clean view of your journal progress.



This will show a summary of all units in your course.

You are required to have three approved journal entries for each task.

As you submit entries against tasks, and those entries are signed off, your journal summary will reflect this via a counter on the right-hand side.

Once you have completed the required 3 journal entries, the unit will turn green.

MEA303 Remove and install aircraft pneumatic system components	
Remove - Filters, valves, pumps, motors, actuators or regulators	2 / 3
Remove - Gauges (direct reading), temperature sensors, pressurisation controllers and temperature controllers	2 / 3 1 pending
Remove - Heat exchangers, pressure vessels, condensers, compressors, expansion turbines and humidifiers	3 / 3
Remove - Rigid and flexible pipelines, hoses and fittings	3 / 3
Remove - Ducting	3 / 3
Remove - Fire-extinguishers, including those containing ODS or SGG extinguishing agents (e.g. BCF)	1 / 3
Install - Filters, valves, pumps, motors, actuators or regulators	1 / 3 2 pending
Install - Gauges (direct reading), temperature sensors, pressurisation controllers and temperature controllers	2 / 3 1 pending
Install - Heat exchangers, pressure vessels, condensers, compressors, expansion turbines and humidifiers	0 / 3 3 pending
Install - Rigid and flexible pipelines, hoses and fittings	2 / 3 2 pending
Install - Ducting	1 / 3 3 pending
Install - Fire-extinguishers, including those containing ODS or SGG extinguishing agents (e.g. BCF)	3 / 3

EXAMPLE SCREENSHOT ONLY – All personal information removed

As an apprentice, we welcome any feedback that will make your life easier! Please use the ejournal contact provided at the start of this guide to provide any feedback or offer any suggestions.

All the best with your electronic journal of experience!

Employer Dashboard

An employer (Company) is registered within the Aviation Australia E-Journal.

This is a pre-requisite to apprentices starting their journals and will allow employers/representatives to view apprentice progress and obtain basic reporting.

The Company Dashboard presents like so:

The screenshot shows the Employer Dashboard interface. At the top, there are two tabs: "Students" (active) and "Company Details". Below the tabs is a search bar with "First Name" and "Last Name" input fields, a "Search" button, and a "Reset" button. Below the search bar, there is a "Show 25 entries" dropdown and an "All Student Courses" button. The main content is a table with the following columns: Name, Course, Start Date, Completion Date, Status, Progress, Activity, and Certificate. The table contains three rows of apprentice data.

Name	Course	Start Date	Completion Date	Status	Progress	Activity	Certificate
Apprentice 1	Cert IV Aeroskills (Avionics)	-	-	Active (Commencement)	80%		
Apprentice 2	Dip. of Aeroskills (Mechanical)	-	-	Active (Commencement)			
Apprentice 3	Dip. of Aeroskills (Avionics)	-	-	Active (Commencement)	100%		

Company Logins

Aviation Australia can create logins for any staff within your organisation to view this dashboard.

Supervisors are not required to have a company login and can sign apprentice journal entries directly from their work email. A supervisor may also be given a company login.

Company Name

The screenshot shows a navigation bar with five tabs: "Company Details" (active), "Company Logins", "Students", "Invoices", and "ERAs".

Company logins are typically created for the following employer staff:

- Accounts Manager
- Apprentice Manager – Primary reporting POC
- HR (where required)

Students are added as apprentices and will be onboarded between Aviation Australia and the employer.

You will be issued login details from Aviation Australia. MFA will be required on setup.

Using the Company Dashboard

When an employer staff member logs in to the platform, they will see the company dashboard.

This shows live and up-to-date information about each apprentice completing their journal within that organisation.

For larger organisations, a search capability is present to search apprentices by name.

Student Reporting

At a glance, you can see the overall (unit) progress of each apprentice.

Name	Course	Start Date	Completion Date	Status	Progress	Activity	Certificate
Apprentice 1	Cert IV Aeroskills (Avionics)	4 Sep 2024	-	Active (Commencement)	80%		
Apprentice 2	Dip. of Aeroskills (Mechanical)	6 Sep 2024	-	Active (Commencement)			
Apprentice 3	Dip. of Aeroskills (Avionics)	14 Sep 2024	-	Active (Commencement)	100%		

Digging deeper, on each student you can select their name:

Name	Course
Apprentice 1	Cert IV Aeroskills (Avior
Apprentice 2	Dip. of Aeroskills (Mech
Apprentice 3	Dip. of Aeroskills (Avior

In this view, you can see the apprentices training plan, details and unit level progress.

Students / Apprentice 1

Apprentice 1 : MEA40718 - Certificate IV in Aeroskills (Mechanical)

Active Yes

Course Added 4 Sep 2024 at 12:06 PM

Started 6 Sep 2024 at 12:01 PM

Completed Not Complete

Employer Employer Name
Employer Responsible Person

Trainer Aviation Australia Assessor



Journal of Experience



Journal of Experience Summary

Units								
Unit		Date Can Enrol	Enrol Date	Start Date	Due Date	Completed Date	Status	
GROUP 1								
MEASTR0005	Maintain aircraft structure and components	29 May 2024	15 Jan 2024	-	15 Jan 2028	-	In Progress	
MEASTR0001	Inspect aircraft structures	29 May 2024	15 Jan 2024	-	15 Jan 2028	-	In Progress	
MEA107	Interpret and use aviation maintenance	15 Jan 2024	29 May 2024	-	15 Jan 2028	-	In Progress	

You may also download their journal



Journal of Experience



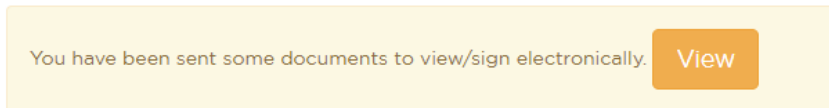
Journal of Experience Summary

Supervisor Signing

Approving Entries

The supervisors will be sent email notifications when an apprentice submits work for approval.

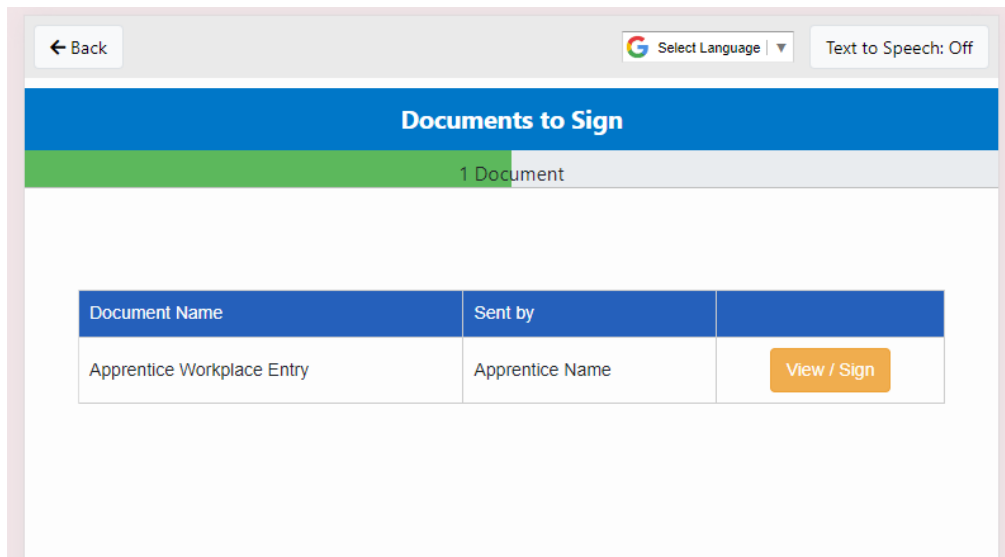
The supervisor can log on via the email link, or if they are issued a company login, can view notifications via the company dashboard by logging on.



The supervisor dashboard is kept very simple, it contains a list of entries made by their apprentices for review and signature.

As they work through the list, the entries move out of their documents to sign and are sent to an Aviation Australia assessor for verification.

Step 1: View entries



Step 2: Review and sign an entry


Describe post-removal documentation completed:
Manual Reference:
Supervision Level:

Entry information here

Supervisor Verification

Your Name:*
Supervisor Name

SIGN HERE



Add Signature

Outcome
Choose Outcome

Comment (optional)
Any notes that the supervisor might want to add to the entry

Submit

The supervisor may accept or reject the apprentice entry. A rejection will return the entry back to the apprentice for re-submission.

Outcome
Choose Outcome

- Choose Outcome
- Rejected
- Approved

There is an option to leave a comment for the apprentice to see in regard to the unit.

You will then be required to sign the outcome and save.

New signature

Sign above

Clear Save

Employer Resource Agreement (ERA)

Every apprentice must be added to an ERA within the platform.


This is the agreement between the employer, apprentice and training organisation (Aviation Australia). The ERA is used by the E-Journal to allocate supervisors and will be completed at/or during the apprentice induction.

Employer Resource Assessment

ERA Details Supervisors **24** Students **67** Progress Reports

PDF

← Previous Page 1 of 8 Next →



Department of Youth Justice,
Employment, Small Business and Training

1800 210 210 | apprenticeshipsinfo@qld.gov.au | desbt.qld.gov.au

Further Education and Training Act 2014

ATF-013 (APP)

Employer resource assessment - Apprentice/s (qual name): MEA40718

TO BE COMPLETED AND RETAINED BY THE SUPERVISING REGISTERED TRAINING ORGANISATION FOR AUDIT PURPOSES.

This form is made available to assist a supervising registered training organisation (SRTO) to comply with their obligations under the Further Education and Training Act 2014 (FET Act), and Skills Assure supplier (SAS) agreement where applicable.

The employer resource assessment (ERA) is an approved form under the FET Act. It is a report about an employer's capacity to provide or arrange to provide the range of work, facilities and supervision required under a training plan. A [guide for SRTOs](#) has been developed to assist with completing the ERA.

Apprenticeships and traineeships are pathways to obtaining a qualification or statement of attainment by completing employment based training with an employer. It is essential the employment arrangements, including facilities, range of work and supervision, support an apprenticeship or traineeship outcome. The SRTO plays an integral role in assessing an employer's capacity to provide the facilities, range of work and supervision when the SRTO prepares the training plan required for the apprenticeship or traineeship.

Administering the E-Journal

Each campus at Aviation Australia will have staff who will be performing the administrative aspects of the E-Journal and will be able to assist you with any queries and able to accept feedback on the E-Journal system.

To contact your administrator email, please use the ejournal@aviationaustralia.aero email.

Troubleshooting

Please contact ejournal@aviationaustralia.aero for any issues or feedback on the E-Journal.

FAQS

Please visit the website for FAQs.

<https://aviationaustralia.aero/ejournal-portal>

Glossary

Employee Resource Assessment (ERA) - A Queensland Government requirement. An ERA is also required by the E-Journal for the allocation of Apprentices and Supervisors.

Students - Apprentices in the workplace.

Supervisors - The third-party supervisors of the apprentices, which will be licenced aircraft maintenance engineers in industry.

Trainers - Our apprentice & assessment cell at Aviation Australia.

Appendices

Appendix 1 – Ammonite Security Processes. If you require a copy of this appendix, please email ejournal@aviationaustralia.aero.