



Amateur Radio New South Wales

ABN 66 000 012 082

PO Box 6044 Dural Delivery Centre NSW 2158

63 Quarry Road Dural NSW 2158

INFORMATION FOR AMATEUR RADIO LICENCE CANDIDATES

The next scheduled course is on **May 20th and 21st**.

Future dates can be found on our website: [ARNSW TRAINING](#)

Prerequisites and procedures for the course

Abbreviations: ARNSW = Amateur Radio NSW, ACMA=Australian Communications & Media Authority, AMC=Australian Maritime College WIA=Wireless Institute of Australia

- There are no educational, age, citizenship, or residential prerequisites.
- Morse code knowledge is not required.
- Any applicant who requires any form of [Special Assessment](#) in completing their exam or practical assessment must notify us of the details when registering.

What to bring with you

- A Government photo Identity document (e.g. Drivers Licence, valid Passport or Government issued Photo Identity Card).
- A calculator (candidates are permitted to use calculators during their exam provided that they are not wirelessly connected or part of a phone etc.).
- A working pen (and maybe a spare).
- (For Foundation Licence Candidates) The [Foundation Licence Manual](#)
- Copies of any previously successful Amateur Licence Assessments (if you partly qualified for a licence previously).
- [Radiocommunications Licence Conditions \(Amateur Licence\) 2015 --Latest Compilation](#) (if you are sitting for the Practical Assessment which is usually part of the Foundation Licence assessments .)
- Your Lunch

The course and assessments will be carried out in compliance with all ARNSW and AMC Covid safety requirements along with any NSW Public Health Orders current at that date.

Including, where applicable;

Service NSW QR Code Check-In

Check of Up-to-Date Vaccination

Mask wearing indoors

Social Distancing

Hand sanitation before and after handling equipment

Summary of costs involved

(prices accurate at date of production; subject to change by AMC or ACMA)

TYPE OF LICENCE	ITEMISED	\$
Foundation	Course & Facility Fee (whether you choose to attend the course or not)	20.00
	Foundation Licence Manual including postage (optional, but recommended) https://www.wia.org.au/licenses/foundation/foundationmanual/	50.00
	Foundation Theory, Practical & Regulations Assessment Fee	94.50
	AMC Callsign Recommendation fee - Level 1 - next available (or \$35 for 1 st /2 nd Preference)	26.50
	ACMA - First-Year Amateur Radio Licence Fee (Invoiced directly by ACMA & not paid during the course).Approximately	86.76
	TOTAL	<u>278.76</u>

Note: The AMC fee for Callsigns Recommendation is outlined here:

<http://www.amc.edu.au/industry/amateur-radio#1202510>

- The ACMA will send an invoice for (approximately) \$86.76 (As at 1st February 2023) for the first year's licence fee upon successful completion of the assessments and review of the documentation. Subsequent years' annual licence fee will be invoiced by the ACMA directly and is approximately \$55.
- **CANCELLATION FEE \$20:** If you cancel more than a week before the course no cancellation fee will be charged, otherwise \$20. The balance of your registration fee will be refunded via the same method as you used to pay. If we cancel we will refund all amounts received.
- The [registration form](#) can be completed and emailed to education@arnsw.org.au
- *There are limited places and no guarantees can be made of places. We must have advance notice of your intention to attend because if we don't have sufficient pre-booked candidates we may cancel or postpone the course. If we have too many, you will not get a place.*

Foundation Licence Handbook: Foundation Licence candidates should obtain and read the [Foundation Licence Handbook from the WIA](#). We recommend that you have read this book at least once before the course; however, some individuals have successfully obtained licences by just attending the course.

You might also benefit by watching some of the Foundation Licence Tutorials (especially the one on Practical assessments) on [The School of Radio & Electronics](#) website. You don't have to attend the course if you feel ready to sit the assessments.

Candidates for Standard & Advanced Licenses will have studied separately (often online via [Radio & Electronics School](#)) and need to pass the Theory exam, the Regulations exam and the Practical Assessment. If upgrading from a Foundation or Standard Licence, you need not complete the Practical Assessment again.

Advanced candidates with Standard Licences need only sit for the Advanced Theory assessment, as the Regulations Assessment and Practical Assessment for Standard and Advanced Licensees are the same.

All are welcome to attend the Foundation course because there are practical exercises during the course. This is included in the examination facility fee.

The weekend Foundation Licence course starts on Saturday at **08:30** AM until approx. 5 PM. It continues on Sunday from **08:30** AM to approx. 5 PM (sometimes ending a little later depending upon the number of candidates).

The course comprises one and a half days followed by assessments. The coursework will be based on the Foundation Licence Handbook, plus practical exercises, including radio station assembly and on-air procedures.

Please arrive by **08:30** am each day.

Our Location is [63 Quarry Road, Dural](#). Click [HERE](#) for manual directions.

Parking: There is parking available onsite. Please only park beside and behind the Centenary building and Transmitter building and don't block the entrance and exit. Click [HERE](#) for a site map.

Lunch: *You should bring your own lunch.*

Assessments

Foundation Assessments start about after lunch Sunday. However, Standard & Advanced assessments might be able to take place on Saturday or Sunday morning depending on the availability of sufficient assessors and free space. We will notify you in advance.

Type of Assessment	Duration	Pass Mark
Practical Assessment	30 – 45 Minutes	100%
<i>The following are multiple-choice exams:</i>		
Foundation Theory & Regulations	30 Minutes	70%
Advanced Theory	90 Minutes	70%
Standard Theory	60 Minutes	70%
Non-Foundation Regulations	30 Minutes	70%

ACMA LICENCE APPLICATION

All papers will be sent to the AMC for marking, together with the completed ACMA application for an Amateur Radio Licence. If you are successful the AMC will issue you a competency certificate and automatically forward the licence application to the ACMA. Currently, this could take between two to six weeks

ACMA will then send you an invoice for approximately \$86.76(as of February 2023) for the first year's licence fee. After ACMA receives the fee, your licence entry in the [ACMA database](#) will show "Granted" and you are then authorised to transmit.

When making your application to the AMC/ACMA you can request which callsign you would like to be issued rather than receiving the next available. *If you wish to be assigned a particular callsign, we suggest you also include an alternative in case your first choice has been allocated to someone else before your application is processed.*

From late 2020, any licensee in NSW can apply for the VK2 prefix plus any 3-letter suffix that is available e.g. VK2YES.

You can check whether your preferred callsign is available:

[Callsign Availability database](#)

If you have any further questions, please email education@arnsw.org.au

We request that you [register](#) your proposed attendance as soon as possible, and we look forward to seeing you at the course.