Australian Government

AVI08 Aviation Training Package

Release: 3.0

INDUSTRY SKILLS COUNCILS
Creating Australia's Future

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Modification History

Table 1: Version Modification History for Aviation Training Package

<table>
<tr><th>Name</th><th>Version</th><th>Release Date</th><th>Comments</th></tr>
<tr><td>AVI08</td><td>3.1</td><td>November 2010</td><td>The following changes have been undertaken in this version of the AVI08 Aviation Training Package:

The title of the following Qualification has been altered:
<table><tr><td>AVI50510</td><td>Diploma of Aviation (Grade 2 Flight Instructor)</td></tr></table>To become;
<table><tr><td>AVI50510</td><td>Diploma of Aviation (Flight Instructor)</td></tr></table>
The following Skill Sets have been removed:
Grade 1 Flight Instructor Skill Set
Grade 3 Flight Instructor Skill Set</td></tr>
<tr><td>AVI08</td><td>3</td><td>April 2010</td><td>The following changes have been undertaken in this new Version of the AVI08 Aviation Training Package:

All codes have been updated to reflect current Training Package Development Handbook Policy.

All TLI07 units affiliated with this Training Package are now listed as imported units. They have remained available within Volume II of this Training Package.

The field codes within the Training Package have been updated and the following changes have been made:</td></tr>
</table>

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Old field code	New field code
M – Training	M – Training and Assessment
N – Assessment	N – Leadership and Supervision
W – Carrying out Operations on Equipment and Systems	W – Equipment and Systems Operations
Y – Control Aircraft and Traffic Management	Y – Aircraft Operation and Traffic Management

7 new units have been added

AVID2006A	Load and secure aviation freight and baggage
AVID2007A	Unload aviation freight and baggage
AVIF2019A	Work in aircraft confined spaces
AVIM5005A	Conduct training for the issue of an endorsement
AVIM6006A	Deliver operational flight management training
AVIM5008A	Conduct flight review
AVIN6003A	Manage flight training

1 existing unit has been revised

AVII2003C	Carry out beverage service on an aircraft

1 existing unit has been edited

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AVIY3052A	Conduct Helicopter Landing Site and Unprepared Helicopter Landing Site operations

The following unit has been realigned to a new field

AVIM5007A	Conduct pre-assessment

38 new imported units have been added

BSBAUD402B	Participate in a quality audit
BSBCMM301A	Process customer complaints
BSBFIM501A	Manage budgets and financial plans
BSBLED401A	Develop teams and individuals
BSBMGT502A	Manage people performance
BSBMKG501B	Identify and evaluate marketing opportunities
BSBRKG502B	Manage and monitor business or records systems
BSBWOR502A	Ensure team effectiveness
BSBWRK509A	Manage industrial relations
CHCCAR501B	Conduct career guidance interview
TAAASS501B	Lead and coordinate assessment systems and services
TAACMQ501B	Develop training and/or

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	assessment organisational policies & procedures
TAACMQ503B	Lead and conduct training and/or assessment evaluations
TAACMQ504B	Determine and manage scope of training and/or assessment services
TAACMQ505B	Lead a team to foster innovation
TAADEL503B	Provide advanced facilitation to support learning
TAADEL504B	Lead and coordinate training services
TAADES501B	Design and develop learning strategies
TAADES502B	Design and develop learning resources
TAAENV501B	Maintain and enhance professional practice
TAATAS502B	Prepare a tender bid
TAATAS503B	Manage contracted work
TAATAS504B	Facilitate group processes
TAEASS401A	Plan assessment activities and processes
TAEASS402A	Assess competence
TAEASS403A	Participate in assessment validation
TAEASS502A	Design and develop assessment tools

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TAEDEL301A	Provide work skill instruction
TAEDEL401A	Plan, organise and deliver group-based learning
TAEDEL402A	Plan, organise and facilitate learning in the workplace
TAEDES401A	Design and develop learning programs
TAEDES402A	Use training packages and accredited courses to meet client needs
TAELLN401A	Address adult language, literacy and numeracy skills
TAESUS501A	Analyse and apply sustainability skills to learning programs
TLIC707C	Operate vehicle carrying special loads
TLIF6307A	Administer the implementation of fatigue management strategies
TLIF6407A	Manage fatigue management policy and procedures
TLIU607B	Conduct environmental audits

1 unit has been deleted

AVI2D208B	Load and secure aviation freight

2 imported units have been removed

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HLTCPR201A	Perform CPR
TAADEL301C	Provide training through instruction and demonstration of work skills

2 new Skill Sets have been added

Manual Handle Freight/Baggage in Aircraft Cargo Hold Confined Spaces Skill Set
Grade 1 Flight Instructor Skill Set

2 existing Skill Sets have been revised

Aviation Operator Skill Set
Grade 3 Flight Instructor Skill Set

2 new qualifications have been added

AVI50510	Diploma of Aviation (Grade 2 Flight Instructor)
AVI60110	Advanced Diploma of Aviation (Flight Instruction)

2 existing qualifications have been updated

AVI30510	Certificate III in Aviation (Rescue Crewman)
AVI40610	Certificate IV in Aviation (Aircrewman)

The following qualifications have had units added to their elective unit list:

AVI10108 Certificate I in Aviation (Foundation Skills)

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			4 existing imported units	
			PRMCL04B	Maintain a carpeted floor
			PRMCL17B	Clean a wet area
			PRMCL37A	Clean external surfaces
			PRMCL38A	Clean a food handling area
			AVI20208 Certificate II in Aviation (Flight Operations)	
			1 new AVI units	
			AVID2006A	Load and secure aviation freight and baggage
			AVI20408 Certificate II in Aviation (Ground Operations and Service)	
			3 new AVI units	
			AVID2006A	Load and secure aviation freight and baggage
			AVID2007A	Unload aviation freight and baggage
			AVIF2019A	Work in aircraft confined spaces
			1 new imported unit	
			BSBCMM301A	Process customer complaints
			3 existing AVI units	
			AVIC2001A	Drive on the airside
			AVIF2012A	Monitor the transfer of hazardous materials
			AVIO2001A	Use firearms on an aerodrome to control wildlife hazards
			AVI30408 Certificate III in Aviation (Ground Operations and Service)	
			1 new imported unit	

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			TLIC707C	Operate vehicle carrying special loads
			2 existing AVI units	
			AVIW3021A	Coordinate aircraft ground operations
			AVIW3023A	Implement wildlife hazard control measures
			2 existing imported units	
			TLIJ207C	Apply quality systems
			SITTTSL015A	Construct advanced international airfares
			AVI40408 Certificate IV in Aviation (Ground Operations and Service)	
			3 new imported units	
			TLIF6307A	Administer the implementation of fatigue management strategies
			TLIF6407A	Manage fatigue management policy and procedures
			TLIU607B	Conduct environmental audits
			3 existing AVI units	
			AVIC4002A	Administer airside driving
			AVIO4003A	Implement airside access
			AVIW5022A	Coordinate the removal of disabled aircraft
			2 existing imported units	
			HLTFA402B	Apply advanced first aid
			BSBMGT401A	Show leadership in the workplace
			AVI40508 Certificate IV in Aviation (Leadership and Supervision)	

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			1 existing imported unit
			HLTFA402B — Apply advanced first aid
AVI08	**2**	**April 2009**	**Category II change** The following changes have been undertaken in this new Version of AVI08 Aviation Training Package: 27 new units have been added

AVIF214A	Undertake aircraft underwater escape and survival
AVIF215A	Utilise emergency breathing system
AVIF316A	Marshal aircraft
TLILIC108A	Licence to operate a forklift truck
AVIM501A	Operate a simulator
AVIM502A	Conduct aeronautical knowledge training
AVIM503A	Conduct flight training
AVIM504A	Facilitate training in a synthetic environment
AVIN501A	Conduct pre-assessment
AVIW229A	Operate aircraft refuelling nozzle
AVIW230A	Be airborne extracted by suspended rope
AVIW231A	Be airborne extracted using suspended extraction equipment
AVIW232A	Fast rope from a helicopter
AVIW233A	Rappel from a helicopter

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AVIW434A	Supervise aircraft refuelling
AVIY455A	Conduct airborne extraction operations
AVIY456A	Conduct airborne rappelling operations
AVIY457A	Perform helicopter deck landing operations
AVIY458A	Pilot a helicopter during external load operations
AVIY459A	Pilot a helicopter during roping operations
AVIY460A	Pilot a helicopter during winching operations
AVIY461A	Perform aerobatic manoeuvres
AVIY462A	Perform an aerobatic sequence
AVIY463A	Perform close formation flight
AVIY464A	Lead an aircraft formation flight
AVIY565A	Operate a multi-engine helicopter
AVIY466A	Control aircraft in advanced flight manoeuvres

1 new imported unit has been added

TAADEL301C	Provide training through instruction and demonstration of work skills

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			1 imported unit has been removed PMAOHS214B – Undertake helicopter safety and escape 15 new Skill Sets have been added Airborne Rappelling Skill Set Airborne Recovery Skill Set Aircraft Underwater Escape Skill Set Emergency Breathing System Skill Set Simulator Operator Skill Set Simulator Trainer Skill Set Simulator Operator/Trainer Skill Set Airborne Rappelling Supervisor Skill Set Aerobatic Pilot Skill Set Formation Pilot Skill Set Night Visual Flight Rules (NVFR) Pilot Skill Set Marine Transfer Pilot Skill Set External Load Pilot Skill Set Rappelling and Winching Pilot Skill Set Grade 3 Flight Instructor Skill Set

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			7 qualifications have been revised 6 new elective units added to AVI20208 Certificate II in Aviation (Flight Operations) 1 new elective unit has been added to AVI20408 Certificate II in Aviation (Ground Operations and Service) 1 new elective unit has been added to AVI30208 Certificate III in Aviation (Flight Operations) 1 new elective unit has been added to AVI30408 Certificate III in Aviation (Ground Operations and Service) 1 new elective unit has been added to AVI40408 Certificate IV in Aviation (Ground Operations and Service) 1 new elective unit has been added to AVI40508 Certificate IV in Aviation (Leadership and Supervision) 1 new optional unit has been added AVI50408 Diploma of Aviation (Instrument Flight Operations) 2 qualification have been updated 1 new core unit – to replace PMAOHS214B – and 3 new elective units have been added to AVI40609 Certificate IV in Aviation (Aircrewman). 2 existing core/mandatory units have been moved to the elective unit list. Qualification code has been updated from AVI40608. 1 new core unit – to replace PMAOHS214B – and 1 new optional unit has been added to AVI30509 Certificate III in Aviation (Rescue Crewman). Qualification code has been updated from AVI30508.

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Primary Release is the first release of the Aviation Training Package AVI08

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<tr><td>Category 2 change for CPL and HPL</td><td>Cat 2 change endorsed in 2007</td></tr>
<tr><td>CPL & HPL units</td><td>Requirement to review units post Cat 2 change to align with CASA’s reviewed Manual of Standards (MOS)</td></tr>
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			Helicopters	Development of 2 additional qualifications for: Rescue crewman, and Aircrewman Add 2 Skill Sets: Night Aided Vision Aviation Operations Skill Set Helicopter Wireman Skill Set
			Certificate IV	Development of additional qualification for: Certificate IV in Aviation (Leadership and Supervision) as well as an identified Skill Set for Supervisory Cabin Crew
			Review of first aid units	Reviewed first aid units aligned with various occupational roles and included in AVI08
			Development of 4 new units for Cabin Crew	New units drafted, developed and validated and embedded into Training Package
			Mapping of ATC units	Mapping of revised Air Traffic Control units to CASR Part 65 in order to satisfy compliance on behalf of CASA and Airservices Australia
			Revision of all competencies to ensure suitability across commercial and	In late 2007, DFA went from an observer of the process to an active participant, thereby

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			defence realms	requiring all standards be revisited to ensure applicability across both civilian and military regulatory realms
			Changes to documentation in alignment with Training Package Development Handbook	The Training Package Development Handbook changed in May, August and September 2007, resulting in changes to the Volume 1 document and to each unit requiring a licensing statement
			Changes to codes and insertion of AQF descriptor	Completed
			Development and validation of Aviation Operator – Helicopter Skill Set	This work has been completed and validated
			Development and validation of Night Flying Rules Skill Set	Night Flying Rules – work completed
TDA03	**2**	**April 2007**	**Category 2 change** Title and qualification requirement changes to an existing Aviation qualification: Licensed qualification Change: AVI40203A Certificate IV in Transport & Distribution – Aviation Flight Operations To: AVI40107 Certificate IV in Aviation Operations (Commercial Pilot Aeroplane Licence) and AVI40207 Certificate IV in Aviation Operations (Commercial Pilot Helicopter Licence) Reduces the requirements for completion from twenty eight (28) to fifteen (15) units. The fifteen (15) units	

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			are all placed at level IV Removes the thirteen (13) Cert 1–Cert III level units from the qualification which do not contribute to occupational outcomes for commercial pilots
TDA03	**1**	**March 2003**	**Primary Release**

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Preliminary Information

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Important Note to Users

Training Packages are not static documents; they are amended periodically to reflect the latest industry practices and are version controlled. It is essential that the latest version is always used.

Check the version number before commencing training or assessment

This Training Package is Version 3 – check whether this is the latest version by going to the National Training Information Service (www.ntis.gov.au) and locating information about the Training Package. Alternatively, contact the Transport and Logistics Industry Skills Council on (www.tlisc.com) to confirm the latest version number.

Explanation of version number conventions

The primary release Training Package is Version 1. When changes are made to a Training Package, sometimes the version number is changed and sometimes it is not, depending on the extent of the change. When a Training Package is reviewed it is considered to be a new Training Package for the purposes of version control, and is Version 1. Do not confuse the version number with the Training Package's national code (which remains the same during its period of endorsement).

Explanation of the review date

The review date (shown on the title page and in the footer of each page) indicates when the Training Package is expected to be reviewed in the light of changes such as changing technologies and circumstances. The review date is not an expiry date. Endorsed Training Packages and their components remain current until they are reviewed or replaced.

Version modification history

The version details of this endorsed Training Package are in the table below. The latest information is at the top of the table.

Table 1: Version Modification History for Aviation Training Package

Name	Version	Release Date	Comments
AVI08	**3.1**	**November 2010**	The following changes have been undertaken in this version of the AVI08 Aviation Training Package: The title of the following Qualification has been altered:

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The field codes within the Training Package have been updated and the following changes have been made:
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7 new units have been added

AVID2006A	Load and secure aviation freight and baggage
AVID2007A	Unload aviation freight and baggage
AVIF2019A	Work in aircraft confined spaces
AVIM5005A	Conduct training for the issue of an endorsement
AVIM6006A	Deliver operational flight management training
AVIM5008A	Conduct flight review
AVIN6003A	Manage flight training

1 existing unit has been revised

AVII2003C	Carry out beverage service on an aircraft

1 existing unit has been edited

AVIY3052A	Conduct Helicopter Landing Site and Unprepared Helicopter Landing Site operations

The following unit has been realigned to a new field

AVIM5007A	Conduct pre-assessment

38 new imported units have been added

BSBAUD402B	Participate in a quality audit

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BSBCMM301A	Process customer complaints
BSBFIM501A	Manage budgets and financial plans
BSBLED401A	Develop teams and individuals
BSBMGT502A	Manage people performance
BSBMKG501B	Identify and evaluate marketing opportunities
BSBRKG502B	Manage and monitor business or records systems
BSBWOR502A	Ensure team effectiveness
BSBWRK509A	Manage industrial relations
CHCCAR501B	Conduct career guidance interview
TAAASS501B	Lead and coordinate assessment systems and services
TAACMQ501B	Develop training and/or assessment organisational policies & procedures
TAACMQ503B	Lead and conduct training and/or assessment evaluations
TAACMQ504B	Determine and manage scope of training and/or assessment services
TAACMQ505B	Lead a team to foster innovation

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			TAADEL503B	Provide advanced facilitation to support learning
			TAADEL504B	Lead and coordinate training services
			TAADES501B	Design and develop learning strategies
			TAADES502B	Design and develop learning resources
			TAAENV501B	Maintain and enhance professional practice
			TAATAS502B	Prepare a tender bid
			TAATAS503B	Manage contracted work
			TAATAS504B	Facilitate group processes
			TAEASS401A	Plan assessment activities and processes
			TAEASS402A	Assess competence
			TAEASS403A	Participate in assessment validation
			TAEASS502A	Design and develop assessment tools
			TAEDEL301A	Provide work skill instruction
			TAEDEL401A	Plan, organise and deliver group-based learning
			TAEDEL402A	Plan, organise and facilitate learning in the workplace
			TAEDES401A	Design and develop learning programs
			TAEDES402A	Use training packages

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	and accredited courses to meet client needs
TAELLN401A	Address adult language, literacy and numeracy skills
TAESUS501A	Analyse and apply sustainability skills to learning programs
TLIC707C	Operate vehicle carrying special loads
TLIF6307A	Administer the implementation of fatigue management strategies
TLIF6407A	Manage fatigue management policy and procedures
TLIU607B	Conduct environmental audits

1 unit has been deleted

AVI2D208B	Load and secure aviation freight

2 imported units have been removed

HLTCPR201A	Perform CPR
TAADEL301C	Provide training through instruction and demonstration of work skills

2 new Skill Sets have been added

Manual Handle Freight/Baggage in Aircraft Cargo Hold Confined Spaces Skill Set

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Grade 1 Flight Instructor Skill Set

2 existing Skill Sets have been revised

Aviation Operator Skill Set
Grade 3 Flight Instructor Skill Set

2 new qualifications have been added

AVI50510	Diploma of Aviation (Grade 2 Flight Instructor)
AVI60110	Advanced Diploma of Aviation (Flight Instruction)

2 existing qualifications have been updated

AVI30510	Certificate III in Aviation (Rescue Crewman)
AVI40610	Certificate IV in Aviation (Aircrewman)

The following qualifications have had units added to their elective unit list:

AVI10108 Certificate I in Aviation (Foundation Skills)	
4 existing imported units	
PRMCL04B	Maintain a carpeted floor
PRMCL17B	Clean a wet area
PRMCL37A	Clean external surfaces
PRMCL38A	Clean a food handling area
AVI20208 Certificate II in Aviation (Flight Operations)	

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			1 new AVI units	
			AVID2006A	Load and secure aviation freight and baggage
			AVI20408 Certificate II in Aviation (Ground Operations and Service)	
			3 new AVI units	
			AVID2006A	Load and secure aviation freight and baggage
			AVID2007A	Unload aviation freight and baggage
			AVIF2019A	Work in aircraft confined spaces
			1 new imported unit	
			BSBCMM301A	Process customer complaints
			3 existing AVI units	
			AVIC2001A	Drive on the airside
			AVIF2012A	Monitor the transfer of hazardous materials
			AVIO2001A	Use firearms on an aerodrome to control wildlife hazards
			AVI30408 Certificate III in Aviation (Ground Operations and Service)	
			1 new imported unit	
			TLIC707C	Operate vehicle carrying special loads
			2 existing AVI units	
			AVIW3021A	Coordinate aircraft ground operations
			AVIW3023A	Implement wildlife hazard control measures
			2 existing imported units	

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			TLIJ207C — Apply quality systems SITTTSL015A — Construct advanced international airfares **AVI40408 Certificate IV in Aviation (Ground Operations and Service)** *3 new imported units* TLIF6307A — Administer the implementation of fatigue management strategies TLIF6407A — Manage fatigue management policy and procedures TLIU607B — Conduct environmental audits *3 existing AVI units* AVIC4002A — Administer airside driving AVIO4003A — Implement airside access AVIW5022A — Coordinate the removal of disabled aircraft *2 existing imported units* HLTFA402B — Apply advanced first aid BSBMGT401A — Show leadership in the workplace **AVI40508 Certificate IV in Aviation (Leadership and Supervision)** *1 existing imported unit* HLTFA402B — Apply advanced first aid
AVI08	**2**	**April 2009**	**Category II change** The following changes have been undertaken in this new Version of AVI08 Aviation Training Package: 27 new units have been added AVIF214A — Undertake aircraft

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				underwater escape and survival
			AVIF215A	Utilise emergency breathing system
			AVIF316A	Marshal aircraft
			TLILIC108A	Licence to operate a forklift truck
			AVIM501A	Operate a simulator
			AVIM502A	Conduct aeronautical knowledge training
			AVIM503A	Conduct flight training
			AVIM504A	Facilitate training in a synthetic environment
			AVIN501A	Conduct pre-assessment
			AVIW229A	Operate aircraft refuelling nozzle
			AVIW230A	Be airborne extracted by suspended rope
			AVIW231A	Be airborne extracted using suspended extraction equipment
			AVIW232A	Fast rope from a helicopter
			AVIW233A	Rappel from a helicopter
			AVIW434A	Supervise aircraft refuelling
			AVIY455A	Conduct airborne extraction operations
			AVIY456A	Conduct airborne rappelling operations
			AVIY457A	Perform helicopter deck landing operations

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AVIY458A	Pilot a helicopter during external load operations
AVIY459A	Pilot a helicopter during roping operations
AVIY460A	Pilot a helicopter during winching operations
AVIY461A	Perform aerobatic manoeuvres
AVIY462A	Perform an aerobatic sequence
AVIY463A	Perform close formation flight
AVIY464A	Lead an aircraft formation flight
AVIY565A	Operate a multi-engine helicopter
AVIY466A	Control aircraft in advanced flight manoeuvres

1 new imported unit has been added

TAADEL301C	Provide training through instruction and demonstration of work skills

1 imported unit has been removed

PMAOHS214B	Undertake helicopter safety and escape

15 new Skill Sets have been added

Airborne Rappelling Skill Set
Airborne Recovery Skill Set

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			Aircraft Underwater Escape Skill Set
			Emergency Breathing System Skill Set
			Simulator Operator Skill Set
			Simulator Trainer Skill Set
			Simulator Operator/Trainer Skill Set
			Airborne Rappelling Supervisor Skill Set
			Aerobatic Pilot Skill Set
			Formation Pilot Skill Set
			Night Visual Flight Rules (NVFR) Pilot Skill Set
			Marine Transfer Pilot Skill Set
			External Load Pilot Skill Set
			Rappelling and Winching Pilot Skill Set
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<tr><td>Development of Diploma for Instrument Ratings</td><td>Diploma established</td></tr>
<tr><td>Category 2 change for CPL and HPL</td><td>Cat 2 change endorsed in 2007</td></tr>
<tr><td>CPL & HPL units</td><td>Requirement to review units post Cat 2 change to align with CASA’s reviewed Manual of Standards (MOS)</td></tr>
</table>
</td>
</tr>
</table>

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			Helicopters	Development of 2 additional qualifications for: Rescue crewman, and Aircrewman Add 2 Skill Sets: Night Aided Vision Aviation Operations Skill Set Helicopter Wireman Skill Set
			Certificate IV	Development of additional qualification for: Certificate IV in Aviation (Leadership and Supervision) as well as an identified Skill Set for Supervisory Cabin Crew
			Review of first aid units	Reviewed first aid units aligned with various occupational roles and included in AVI08
			Development of 4 new units for Cabin Crew	New units drafted, developed and validated and embedded into Training Package
			Mapping of ATC units	Mapping of revised Air Traffic Control units to CASR Part 65 in order to satisfy compliance on behalf of CASA and Airservices Australia
			Revision of all competencies to ensure suitability across commercial and	In late 2007, DFA went from an observer of the process to an active participant, thereby

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			defence realms	requiring all standards be revisited to ensure applicability across both civilian and military regulatory realms
			Changes to documentation in alignment with Training Package Development Handbook	The Training Package Development Handbook changed in May, August and September 2007, resulting in changes to the Volume 1 document and to each unit requiring a licensing statement
			Changes to codes and insertion of AQF descriptor	Completed
			Development and validation of Aviation Operator – Helicopter Skill Set	This work has been completed and validated
			Development and validation of Night Flying Rules Skill Set	Night Flying Rules – work completed
TDA03	**2**	**April 2007**	**Category 2 change** Title and qualification requirement changes to an existing Aviation qualification: Licensed qualification Change: AVI40203A Certificate IV in Transport & Distribution – Aviation Flight Operations To: AVI40107 Certificate IV in Aviation Operations (Commercial Pilot Aeroplane Licence) and AVI40207 Certificate IV in Aviation Operations (Commercial Pilot Helicopter Licence) Reduces the requirements for completion from twenty eight (28) to fifteen (15) units. The fifteen (15) units	

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			are all placed at level IV Removes the thirteen (13) Cert 1–Cert III level units from the qualification which do not contribute to occupational outcomes for commercial pilots
TDA03	**1**	**March 2003**	**Primary Release**

Table 2: Summary of AQF Qualifications in AVI08 Version 3 Aviation Training Package

This table lists all of the qualifications in the AVI08 Version 3 Training Package. These are detailed in Part 2 of this volume.

Code	National qualification title
AQF1	
AVI10108	Certificate I in Aviation (Foundation Skills)
AQF2	
AVI20208	Certificate II in Aviation (Flight Operations)
AVI20408	Certificate II in Aviation (Ground Operations and Service)
AQF3	
AVI30208	Certificate III in Aviation (Flight Operations)
AVI30408	Certificate III in Aviation (Ground Operations and Service)
AVI30510	Certificate III in Aviation (Rescue Crewman)
AQF4	
AVI40108	Certificate IV in Aviation (Commercial Pilot Aeroplane Licence)
AVI40208	Certificate IV in Aviation (Commercial Pilot Helicopter Licence)
AVI40408	Certificate IV in Aviation (Ground Operations and Service)
AVI40508	Certificate IV in Aviation (Leadership and Supervision)
AVI40610	Certificate IV in Aviation (Aircrewman)
AQF5	

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Code	National qualification title
AVI50308	Diploma of Aviation (Air Traffic Control)
AVI50408	Diploma of Aviation (Instrument Flight Operations)
AVI50510	Diploma of Aviation (Flight Instructor)
AQF6	
AVI60110	Advanced Diploma of Aviation (Flight Instruction)

Table 3: Summary of Units of Competency in AVI08 Version 3 Aviation Training Package

The AVI08 units of competency listed below are presented in field order and include the Australian Qualifications Framework for each unit. Note there are no pre-requisites for any AVI units of competency.
For each unit in the table, the AQF level at which it is normally packaged is indicated. Where a unit is packaged at different AQF levels, the lowest level is shown as its nominal level.

Code	Title	AQF
A	**Handling Cargo/Stock**	
AVIA3001B	Package dangerous goods for air transport	3
B	**Equipment Checking and Maintenance**	
AVIB3001B	Inspect and report on an aerodrome	3
AVIB3002B	Inspect and report on aerodrome lighting systems	3
AVIB3003B	Inspect and report on the Obstacle Limitation Surfaces	3
AVIB3004B	Manage and carry out pre- and post-flight cabin checks	3
C	**Driving Vehicle**	
AVIC2001A	Drive on the airside	2
AVIC4002A	Administer airside driving	4
D	**Load Handling**	
AVID2001B	Accept dangerous goods for air transport	2
AVID2003B	Prepare freight for flight	2

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Code	Title	AQF
AVID2004B	Conduct aviation freight weighing operations	2
AVID2005B	Accept freight for air transport	2
AVID2006A	Load and secure aviation freight and baggage	2
AVID2007A	Unload aviation freight and baggage	2
E	**Communication and Calculation**	
AVIE4001B	Maintain aircraft radio communications	4
AVIE5002B	Apply air traffic control communication procedures and services	5
AVIE3003B	Complete a Notice to Airmen (NOTAM)	3
AVIE3004B	Maintain radio communications as part of airport operations	3
F	**Safety Management**	
AVIF4001B	Manage human factors in aircraft flight	4
AVIF5003B	Manage human performance and team resources during air traffic control operations	5
AVIF3004B	Supervise the safety of aerodrome works and general access	3
AVIF3005B	Maintain the safety of people and aircraft	3
AVIF3006B	Respond to abnormal and emergency situations within the aircraft	3
AVIF2007B	Implement regulations and policies during check-in procedures	2
AVIF4008A	Supervise cabin safety and security	4
AVIF2010B	Implement regulations and policies during aircraft safety and service operations	3
AVIF3011B	Apply relevant laws and regulations to the management of an aerodrome	3
AVIF2012A	Monitor the transfer of hazardous materials	2
AVIF5013A	Provide SAR alerting and emergency service	5
AVIF2014A	Undertake aircraft underwater escape and survival	2
AVIF2015A	Utilise emergency breathing system	2

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Code	Title	AQF
AVIF3016A	Marshal aircraft	3
AVIF2019A	Work in aircraft confined spaces	2
G Teamwork		
AVIG5001B	Work professionally in an air traffic control workplace	5
H Route Planning and Navigation		
AVIH4001B	Navigate aircraft - VFR	4
AVIH3002B	Advise on major services and attractions at aviation destinations	3
AVIH4012A	Plan a flight under Night Visual Flight Rules (NVFR)	4
AVIH4013A	Navigate aircraft - NVFR	4
AVIH5016A	Plan a flight under Instrument Flight Rules (IFR)	5
AVIH5017A	Navigate aircraft –IFR	5
I Customer Service		
AVII2001B	Provide customer service on an aircraft	2
AVII3002B	Carry out food preparation and service on an aircraft	3
AVII2003C	Carry out beverage service on an aircraft	2
AVII2004B	Provide advice on cuisine on an aircraft	2
AVII3005B	Apply knowledge of the structure, products and services of the airline operator	3
AVII2006B	Conduct in-flight retailing	2
AVII2007B	Check in aircraft passengers	2
AVII2008B	Provide assistance to transit and arriving passengers	2
AVII2009B	Serve wine to aircraft passengers	2
AVII3010B	Carry out aircraft business/first class meal and beverage service	3
AVII3011A	Provide quality customer service	3

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Code	Title	AQF
AVII4012B	Manage aircraft passengers and cargo	4
AVII4013A	Supervise cabin operations	4
AVII2014B	Provide transport services to passengers with special needs	2
AVII4015A	Monitor and enhance customer service excellence	4
J Quality		
AVIJ2001B	Contribute to the achievement of on-time performance standards	2
AVIJ4002B	Conduct quality control operations related to refuelling/defuelling aircraft	4
L Resource Management		
AVIL2001B	Manage a check-in queue	2
AVIL3002B	Complete aircraft despatch duties	3
AVIL3003B	Plan an aircraft load	3
AVIL3004B	Assess pavement concessions	3
M Training and Assessment		
AVIM5001A	Operate a simulator	5
AVIM5002A	Conduct aeronautical knowledge training	5
AVIM5003A	Conduct flight training	5
AVIM5004A	Facilitate training in a synthetic environment	5
AVIM5005A	Conduct training for the issue of an endorsement	5
AVIM6006A	Deliver operational flight management training	6
AVIM5007A	Conduct pre-assessment	5
AVIM5008A	Conduct flight review	5
N Leadership and Supervision		
AVIN6003A	Manage flight training	6

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Code	Title	AQF
O	**Security**	
AVIO2001A	Use firearms on an aerodrome to control wildlife hazards	2
AVIO4003A	Implement airside access	4
R	**Contract Procurement**	
AVIR3001B	Service customer airline contracts	3
W	**Equipment and Systems Operations**	
AVIW4001B	Manage pre- and post-flight actions	4
AVIW2002B	Operate an aerobridge	2
AVIW3003B	Operate aircraft embarkation and disembarkation equipment	3
AVIW3004B	Operate ramp equipment	3
AVIW3005B	Operate aircraft push-out tug	3
AVIW3006B	Refuel aircraft	3
AVIW2008B	Conduct baggage handling operations	2
AVIW2010B	Operate baggage tug	2
AVIW3011B	Defuel aircraft	3
AVIW5013B	Operate air traffic control equipment and workstations	5
AVIW5018A	Operate and manage aircraft systems	5
AVIW3021A	Coordinate aircraft ground operations	3
AVIW5022A	Coordinate the removal of disabled aircraft	5
AVIW3023A	Implement wildlife hazard control measures	3
AVIW3024A	Perform wireman duties	3
AVIW3025A	Complete aircraft/equipment pre- and post-flight actions	3
AVIW3026A	Conduct night aided vision aviation operations	3
AVIW3027A	Deliver pyrotechnics and hand held stores	3

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Code	Title	AQF
AVIW4028A	Manage aircraft sensor systems	3
AVIW2029A	Operate aircraft refuelling nozzle	2
AVIW2030A	Be airborne extracted by suspended rope	2
AVIW2031A	Be airborne extracted using suspended extraction equipment	2
AVIW2032A	Fast rope from a helicopter	2
AVIW2033A	Rappel from a helicopter	2
AVIW4034A	Supervise aircraft refuelling	4
Y	**Aircraft Operation and Traffic Management**	
AVIY4001B	Control aeroplane on the ground	4
AVIY4002B	Take off aeroplane	4
AVIY4003B	Control aeroplane in normal flight	4
AVIY4004B	Land aeroplane	4
AVIY4005B	Execute advanced aeroplane manoeuvres and procedures	4
AVIY4006B	Manage abnormal aeroplane flight situations	4
AVIY4007B	Manage aircraft fuel	4
AVIY4008B	Control aircraft solely by reference to full instrument panel	4
AVIY4009B	Control aircraft solely by reference to limited instrument panel	4
AVIY4011B	Control helicopter on the ground	4
AVIY4012B	Control helicopter in hovering flight	4
AVIY4013B	Taxi helicopter	4
AVIY4014B	Take off helicopter and approach to hover	4
AVIY4015B	Control helicopter in normal flight	4
AVIY4017B	Execute advanced helicopter manoeuvres and procedures	4
AVIY4018B	Manage abnormal and emergency helicopter flight situations	4

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Code	Title	AQF
AVIY4019B	Operate helicopter at low level	4
AVIY5020A	Conduct full instrument panel manoeuvres	5
AVIY5021A	Conduct limited instrument panel manoeuvres	5
AVIY5022B	Manage traffic flow	5
AVIY5023A	Operate multi-engine fixed wing aeroplane	5
AVIY4024A	Operate aircraft in the traffic pattern at night	4
AVIY5025A	Perform an instrument arrival	5
AVIY5026A	Perform standard arrival route (STAR)	5
AVIY5027A	Perform instrument departure - non published procedure	5
AVIY5028A	Perform instrument departure - published procedure (SIDSRD)	5
AVIY5033A	Perform visual circling approach	5
AVIY5034A	Perform non-directional beacon (NDB) instrument approach	5
AVIY5035A	Perform VHF omni-directional radio range (VOR) instrument approach	5
AVIY5036A	Perform instrument landing system (ILS) instrument approach	5
AVIY5037A	Perform distance measuring equipment (DME)/global positioning system arrival	5
AVIY5038A	Perform global positioning system (GPS)/non-precision approach (NPA)	5
AVIY5048A	Provide approach control services	5
AVIY5049A	Provide area control services	5
AVIY5050A	Provide aerodrome control services	5
AVIY4051A	Conduct external load-lift operations	4
AVIY3052A	Conduct Helicopter Landing Site and Unprepared Helicopter Landing Site operations	3
AVIY4053A	Perform aircrewman cockpit duties	4
AVIY4054A	Conduct hoisting operations	3

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Code	Title	AQF
AVIY4055A	Conduct airborne extraction operations	4
AVIY4056A	Conduct airborne rappelling operations	4
AVIY4057A	Perform helicopter deck landing operations	4
AVIY4058A	Pilot a helicopter during external load operations	4
AVIY4059A	Pilot a helicopter during roping operations	4
AVIY4060A	Pilot a helicopter during winching operations	4
AVIY4061A	Perform aerobatic manoeuvres	4
AVIY4062A	Perform an aerobatic sequence	4
AVIY4063A	Perform close formation flight	4
AVIY4064A	Lead an aircraft formation flight	4
AVIY5065A	Operate a multi-engine helicopter	5
AVIY4066A	Control aircraft in advanced flight manoeuvres	4
Z Situation Awareness		
AVIZ4001B	Manage situation awareness in aircraft flight	4
AVIZ1005B	Maintain basic situation awareness in the aviation workplace	1
AVIZ5049A	Manage situational awareness in the air traffic control environment	5

Table 4: Imported Units of Competency in AVI08 Version 3 Aviation Training Package

The AVI08 Version 3 Aviation Training Package has imported units of competency from the Business Services Training Package, Community Services Training Package, Health Training Package, Assessment Maintenance Training Package, Public Safety Training Package, Tourism, Hospitality and Events Training Package, Training and Assessment Training Package, Training and Education Training Package, and the Transport and Logistics Training Package. Please check the relevant Assessment Guidelines of the source Training Package by accessing the NTIS (or a physical copy) regarding any special conditions which may apply to the assessment of imported units of competency.
For up-to-date versions of the following units, refer to www.ntis.gov.au or the respective Industry Skills Councils:

- **Innovation and Business Industry Skills Council** – www.ibsa.org.au
- Community Services & Health Industry Skills Council – www.cshisc.com.au

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- Service Industry Skills Council – www.serviceskills.com.au
- Construction and Property Services Industry Skills Council – www.cpsisc.com.au
- Government Skills Australia – www.governmentskills.com.au
- Transport and Logistics Industry Skills Council – www.tlisc.com.au

Code	Title
BSB07 Business Services Training Package	
BSBAUD402B	Participate in a quality audit
BSBCUS301A	Deliver and monitor a service to customers
BSBCMM301A	Process customer complaints
BSBCMM401A	Make a presentation
BSBFIM501A	Manage budgets and financial plans
BSBHRM402A	Recruit, select and induct staff
BSBLED401A	Develop teams and individuals
BSBMGT401A	Show leadership in the workplace
BSBMGT402A	Implement operational plan
BSBMGT502A	Manage people performance
BSBMKG501B	Identify and evaluate marketing opportunities
BSBOHS407A	Monitor a safe workplace
BSBRKG502B	Manage and monitor business or records systems
BSBWOR301A	Organise personal work priorities and development
BSBWOR402A	Promote team effectiveness
BSBWOR502A	Ensure team effectiveness
BSBWRK509A	Manage industrial relations
CHC08 Community Services Training Package	
CHCCAR501B	Conduct career guidance interview
HLT07 Health Training Package	

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Code	Title
HLTFA201A	Provide basic emergency life support
HLTFA301B	Apply first aid
HLTFA402B	Apply advanced first aid
HLTFA404A	Apply advanced resuscitation techniques
PRM04 Asset Maintenance Training Package	
PRMCL04B	Maintain a carpeted floor
PRMCL17B	Clean a wet area
PRMCL37A	Clean external surfaces
PRMCL38A	Clean a food handling area
PUA00 Public Safety Training Package	
PUAFIR209B	Work Safely around aircraft
SIT07 Tourism, Hospitality and Events	
SITXHRM008A	Manage workplace relations
SITTTSL007A	Receive and process reservations
SITTTSL010A	Control reservations or operations using a computerised system
SITTTSL014A	Construct promotional international airfares
SITTTSL009A	Process travel-related documentation
SITTTSL012A	Construct domestic airfares
SITTTSL013A	Construct normal international airfares
SITTTSL015A	Construct advanced international airfares
TAA04 Training and Assessment Training Package	
TAAASS501B	Lead and coordinate assessment systems and services
TAACMQ501B	Develop training and/or assessment organisational policies & procedures

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Code	Title
TAACMQ503B	Lead and conduct training and/or assessment evaluations
TAACMQ504B	Determine and manage scope of training and/or assessment services
TAACMQ505B	Lead a team to foster innovation
TAADEL503B	Provide advanced facilitation to support learning
TAADEL504B	Lead and coordinate training services
TAADES501B	Design and develop learning strategies
TAADES502B	Design and develop learning resources
TAAENV501B	Maintain and enhance professional practice
TAATAS502B	Prepare a tender bid
TAATAS503B	Manage contracted work
TAATAS504B	Facilitate group processes
TAE10 Training and Education Training Package	
TAEASS401A	Plan assessment activities and processes
TAEASS402A	Assess competence
TAEASS403A	Participate in assessment validation
TAEASS502A	Design and develop assessment tools
TAEDEL301A	Provide work skill instruction
TAEDEL401A	Plan, organise and deliver group-based learning
TAEDEL402A	Plan, organise and facilitate learning in the workplace
TAEDES401A	Design and develop learning programs
TAEDES402A	Use training packages and accredited courses to meet client needs
TAELLN401A	Address adult language, literacy and numeracy skills
TAESUS501A	Analyse and apply sustainability skills to learning programs
TLI07 Transport and Logistics Training Package	

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Code	Title
TLIA107C	Secure cargo
TLIA207C	Maintain container/cargo records
TLIA507C	Check and evaluate records and documentation
TLIA807C	Transfer cargo
TLIA907E	Complete and check import/export documentation
TLIA1007C	Coordinate goods to bond premises
TLIA1107C	Package goods
TLIA1307C	Receive goods
TLIA1407C	Use product knowledge to complete work operations
TLIA1507C	Complete receival/despatch documentation
TLIA1707C	Apply product knowledge to organise work operations
TLIA2007C	Replenish stock
TLIA2207C	Participate in stocktakes
TLIA2307C	Coordinate stocktakes
TLIA2507D	Regulate temperature controlled stock
TLIA3007C	Organise cargo for export
TLIA3107C	Consolidate freight
TLIA3207C	Organise transport of freight or goods
TLIA3307C	Organise international transport of freight
TLIB107C	Check and assess operational capabilities of equipment
TLIB207C	Test equipment and isolate faults
TLIB307C	Carry out vehicle servicing and maintenance
TLIB407C	Carry out vehicle inspection
TLIB707C	Carry out maintenance of trailers

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Code	Title
TLIB807C	Carry out inspection of trailers
TLIB2407B	Clean transportation units and facilities for passenger use
TLIB2807B	Maintain and use hand tools
TLIB2907B	Use and maintain minor mechanical equipment
TLIB7307B	Clean road tankers
TLIC107C	Drive vehicle
TLIC307C	Drive medium rigid vehicle
TLIC407D	Drive heavy rigid vehicle
TLIC507D	Drive heavy combination vehicle
TLIC607C	Drive multi-combination vehicle
TLIC707C	Operate vehicle carrying special loads
TLIC807C	Drive coach/bus
TLID107C	Shift materials safely using manual handling methods
TLID207C	Shift a load using manually-operated equipment
TLID307E	Handle dangerous goods/hazardous substances
TLID407C	Load and unload goods/cargo
TLID1007C	Operate a forklift
TLID1307C	Move materials mechanically using automated equipment
TLID1507D	Identify and label explosives and dangerous goods
TLID1607D	Load and unload explosives and dangerous goods
TLID2007C	Care for livestock in transit
TLID2707C	Prepare for transport of packaged dangerous goods
TLIE107C	Present routine workplace information
TLIE207C	Estimate/calculate mass, area and quantify dimensions

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Code	Title
TLIE307C	Participate in basic workplace communication
TLIE407C	Prepare workplace documents
TLIE507C	Carry out basic workplace calculations
TLIE607D	Collect, analyse and present workplace data and information
TLIE707B	Use communication systems
TLIE807C	Process workplace documentation
TLIE1207C	Consolidate manifest documentation
TLIE1307C	Apply workplace statistics
TLIE1407C	Compile and process export documentation
TLIE1807B	Maintain freight records
TLIF107C	Follow occupational health and safety procedures
TLIF207C	Conduct housekeeping activities
TLIF307C	Implement and monitor occupational health and safety procedures
TLIF607C	Apply accident-emergency procedures
TLIF707C	Implement and coordinate accident-emergency procedures
TLIF907C	Conduct cleaning operations in enclosed spaces
TLIF1007C	Apply fatigue management strategies
TLIF1207C	Apply safe procedures when handling/transporting dangerous goods or explosives
TLIF1407C	Develop and maintain a safe workplace
TLIF1807B	Operate fire-fighting equipment
TLIF6307A	Administer the implementation of fatigue management strategies
TLIF6407A	Manage fatigue management policy and procedures
TLIG107C	Work effectively with others

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Code	Title
TLIG207C	Lead a work team or group
TLIG607C	Facilitate work teams
TLIG707B	Work in a socially diverse environment
TLII107D	Coordinate quality customer service
TLII207D	Apply customer service skills
TLII507C	Market services and products to clients
TLII907C	Provide on-board services to customers
TLIJ107C	Apply quality procedures
TLIJ207C	Apply quality systems
TLIJ707C	Conduct internal quality audits
TLIK107C	Use infotechnology devices and computer applications in the workplace
TLIK307C	Apply keyboard skills
TLIK707C	Perform electronic data interchange (EDI) to transmit shipping documentation
TLIL107C	Complete workplace orientation/induction procedures
TLIL307C	Conduct induction process
TLIL507D	Apply conflict/grievance resolution strategies
TLIL807C	Complete routine administrative tasks
TLIL907C	Manage personal work priorities and professional development
TLIL1007C	Assess and confirm customer transport requirements
TLIL3107B	Monitor and process attendance records
TLIL3207B	Implement equal employment equity strategies
TLIL3307B	Promote effective workplace practice

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Code	Title
TLIL3607B	Develop rosters
TLIL3707B	Apply and amend rosters
TLILIC108A	Licence to operate a forklift truck
TLIO207D	Follow security procedures
TLIO707C	Undertake emergency response action to a security threat
TLIO1107C	Provide revenue protection measures
TLIO1207C	Manage disruptive and/or unlawful behaviour
TLIO1307C	Administer the security of assets and facilities
TLIO1607B	Apply and monitor workplace security procedures
TLIP107C	Develop plans to meet customer and organisation needs
TLIP207C	Facilitate and capitalise on change in the workplace
TLIP507C	Manage workplace information
TLIP707C	Contribute to the development of a workplace learning environment
TLIQ107D	Conduct financial transactions
TLIQ707C	Prepare and process financial documents
TLIQ1007B	Maintain customer credit accounts and services
TLIQ1207B	Sell products and services
TLIQ1307B	Advise on and construct fares for customers
TLIR107C	Monitor supplier performance
TLIR207C	Source goods/services and evaluate contractors
TLIR307C	Negotiate a contract
TLIT107C	Capture records into a records keeping system
TLIT207C	Document a records system
TLIT307C	Identify and classify records to be captured

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Code	Title
TLIT407C	Maintain control of records
TLIT507C	Provide information from and about records
TLIU107B	Implement and monitor environmental protection policies and procedures
TLIU607B	Conduct environmental audits
TLIU707B	Care for the environment

Table 5: Mapping of AVI08 Version 3 Units of Competency to AVI08 Version 2 Units of Competency

This table shows the relationship between units of competency in the AVI08 Version 3 Training Package and units of competency in the AVI08 Version 2 Training Package.

AVI08 Version 3		AVI08 Version 2		Comments	E/N
Code	**Title**	**Code**	**Title**		**E**
AVIA3001B	Package dangerous goods for air transport	AVI3A108B	Package dangerous goods for air transport	Unit code updated	E
AVIB3001B	Inspect and report on an aerodrome	AVI3B108B	Inspect and report on an aerodrome	Unit code updated	E
AVIB3002B	Inspect and report on aerodrome lighting systems	AVI3B208B	Inspect and report on aerodrome lighting systems	Unit code updated	E
AVIB3003B	Inspect and report on the Obstacle Limitation Surfaces	AVI3B308B	Inspect and report on the Obstacle Limitation Surfaces	Unit code updated	E
AVIB3004B	Manage and carry out pre- and post-flight cabin checks	AVI3B408B	Manage and carry out pre- and post-flight cabin checks	Unit code updated	E
AVIC2001A	Drive on the airside	AVI2C108A	Drive on the airside	Unit code updated	E
AVIC4002A	Administer	AVI4C208A	Administer airside	Unit code	E

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AVI08 Version 3		**AVI08 Version 2**		**Comments**	**E/N**
Code	**Title**	**Code**	**Title**		**E**
	airside driving		driving	updated	
AVID2001B	Accept dangerous goods for air transport	AVI2D108B	Accept dangerous goods for air transport	Unit code updated	E
		AVI2D208B	Load and secure aviation freight	Unit deleted	

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AVI08 Version 3		**AVI08 Version 2**		**Comments**	**E/N**
Code	**Title**	**Code**	**Title**		**E**
AVID2003B	Prepare freight for flight	AVI2D308B	Prepare freight for flight	Unit code updated	E
AVID2004B	Conduct aviation freight weighing operations	AVI2D408B	Conduct aviation freight weighing operations	Unit code updated	E
AVID2005B	Accept freight for air transport	AVI2D508B	Accept freight for air transport	Unit code updated	E
AVID2006A	Load and secure aviation freight and baggage	AVI2D208B	Load and secure aviation freight	Unit replaced, outcomes no longer equivalent	N
AVID2007A	Unload aviation freight and baggage			New unit	
AVIE4001B	Maintain aircraft radio communications	AVI4E108B	Maintain aircraft radio communications	Unit code updated	E
AVIE5002B	Apply air traffic control communication procedures and services	AVI5E208B	Apply air traffic control communication procedures and services	Unit code updated	E
AVIE3003B	Complete a Notice to Airmen (NOTAM)	AVI3E308B	Complete a Notice to Airmen (NOTAM)	Unit code updated	E
AVIE3004B	Maintain radio communications as part of airport operations	AVI3E408B	Maintain radio communications as part of airport operations	Unit code updated	E
AVIF4001B	Manage human factors in aircraft flight	AVI4F108B	Manage human factors in aircraft flight	Unit code updated	E
AVIF5003B	Manage human performance and	AVI5F308B	Manage human performance and	Unit code	E

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AVI08 Version 3		AVI08 Version 2		Comments	E/N
Code	**Title**	**Code**	**Title**		**E**
	team resources during air traffic control operations		team resources during air traffic control operations	updated	
AVIF3004B	Supervise the safety of aerodrome works and general access	AVI3F408B	Supervise the safety of aerodrome works and general access	Unit code updated	E
AVIF3005B	Maintain the safety of people and aircraft	AVI3F508B	Maintain the safety of people and aircraft	Unit code updated	E
AVIF3006B	Respond to abnormal and emergency situations within the aircraft	AVI3F608B	Respond to abnormal and emergency situations within the aircraft	Unit code updated	E
AVIF2007B	Implement regulations and policies during check-in procedures	AVI2F708B	Implement regulations and policies during check-in procedures	Unit code updated	E
AVIF4008A	Supervise cabin safety and security	AVI4F808A	Supervise cabin safety and security	Unit code updated	E
AVIF2010B	Implement regulations and policies during aircraft safety and service operations	AVI2F1008B	Implement regulations and policies during aircraft safety and service operations	Unit code updated	E
AVIF3011B	Apply relevant laws and regulations to the management of an aerodrome	AVI3F1108B	Apply relevant laws and regulations to the management of an aerodrome	Unit code updated	E
AVIF2012A	Monitor the	AVI2F1208A	Monitor the	Unit code	E

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AVI08 Version 3		**AVI08 Version 2**		**Comments**	**E/N**
Code	**Title**	**Code**	**Title**		**E**
	transfer of hazardous materials		transfer of hazardous materials	updated	
AVIF5013A	Provide SAR alerting and emergency service	AVI5F1308A	Provide SAR alerting and emergency service	Unit code updated	E
AVIF2014A	Undertake aircraft underwater escape and survival	AVI2F1409A	Undertake aircraft underwater escape and survival	Unit code updated	E
AVIF2015A	Utilise emergency breathing system	AVI2F1509A	Utilise emergency breathing system	Unit code updated	E
AVIF3016A	Marshal aircraft	AVI3F1609A	Marshal aircraft	Unit code updated	E
AVIF2019A	Work in aircraft confined spaces			New unit	
AVIG5001B	Work professionally in an air traffic control workplace	AVI5G108B	Work professionally in an air traffic control workplace	Unit code updated	E
AVIH4001B	Navigate aircraft - VFR	AVI4H108B	Navigate aircraft - VFR	Unit code updated	E
AVIH3002B	Advise on major services and attractions at aviation destinations	AVI3H208B	Advise on major services and attractions at aviation destinations	Unit code updated	E
AVIH4012A	Plan a flight under Night Visual Flight Rules (NVFR)	AVI4H1208A	Plan a flight under Night Visual Flight Rules (NVFR)	Unit code updated	E

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AVI08 Version 3		**AVI08 Version 2**		**Comments**	**E/N**
Code	**Title**	**Code**	**Title**		**E**
AVIH4013A	Navigate aircraft - NVFR	AVI4H1308A	Navigate aircraft - NVFR	Unit code updated	E
AVIH5016A	Plan a flight under Instrument Flight Rules (IFR)	AVI5H1608A	Plan a flight under Instrument Flight Rules (IFR)	Unit code updated	E
AVIH5017A	Navigate aircraft –IFR	AVI5H1708A	Navigate aircraft –IFR	Unit code updated	E
AVII2001B	Provide customer service on an aircraft	AVI2I108B	Provide customer service on an aircraft	Unit code updated	E
AVII3002B	Carry out food preparation and service on an aircraft	AVI3I208B	Carry out food preparation and service on an aircraft	Unit code updated	E
AVII2003C	Carry out beverage service on an aircraft	AVI2I308B	Carry out beverage service on an aircraft	Unit revised, outcomes deemed equivalent	E
AVII2004B	Provide advice on cuisine on an aircraft	AVI2I408B	Provide advice on cuisine on an aircraft	Unit code updated	E
AVII3005B	Apply knowledge of the structure, products and services of the airline operator	AVI3I508B	Apply knowledge of the structure, products and services of the airline operator	Unit code updated	E
AVII2006B	Conduct in-flight retailing	AVI2I608B	Conduct in-flight retailing	Unit code updated	E
AVII2007B	Check in aircraft passengers	AVI2I708B	Check in aircraft passengers	Unit code updated	E
AVII2008B	Provide assistance to transit and	AVI2I808B	Provide assistance to transit and arriving	Unit code updated	E

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AVI08 Version 3		AVI08 Version 2		Comments	E/N
Code	**Title**	**Code**	**Title**		**E**
	arriving passengers		passengers		
AVII2009B	Serve wine to aircraft passengers	AVI2I908B	Serve wine to aircraft passengers	Unit code updated	E
AVII3010B	Carry out aircraft business/first class meal and beverage service	AVI3I1008B	Carry out aircraft business/first class meal and beverage service	Unit code updated	E
AVII3011A	Provide quality customer service	AVI3I1108A	Provide quality customer service	Unit code updated	E
AVII4012B	Manage aircraft passengers and cargo	AVI4I1208B	Manage aircraft passengers and cargo	Unit code updated	E
AVII4013A	Supervise cabin operations	AVI4I1308A	Supervise cabin operations	Unit code updated	E
AVII2014B	Provide transport services to passengers with special needs	AVI2I1408B	Provide transport services to passengers with special needs	Unit code updated	E
AVII4015A	Monitor and enhance customer service excellence	AVI4I1508A	Monitor and enhance customer service excellence	Unit code updated	E
AVIJ2001B	Contribute to the achievement of on-time performance standards	AVI2J108B	Contribute to the achievement of on-time performance standards	Unit code updated	E
AVIJ4002B	Conduct quality control operations related to refuelling/ defuelling aircraft	AVI4J208B	Conduct quality control operations related to refuelling/ defuelling aircraft	Unit code updated	E
AVIL2001B	Manage a	AVI2L108B	Manage a	Unit code	E

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AVI08 Version 3		**AVI08 Version 2**		**Comments**	**E/N**
Code	**Title**	**Code**	**Title**		**E**
	check-in queue		check-in queue	updated	
AVIL3002B	Complete aircraft despatch duties	AVI3L208B	Complete aircraft despatch duties	Unit code updated	E
AVIL3003B	Plan an aircraft load	AVI3L308B	Plan an aircraft load	Unit code updated	E
AVIL3004B	Assess pavement concessions	AVI3L408B	Assess pavement concessions	Unit code updated	E
AVIM5001A	Operate a simulator	AVI5M109A	Operate a simulator	Unit code updated	E
AVIM5002A	Conduct aeronautical knowledge training	AVI5M209A	Conduct aeronautical knowledge training	Unit code updated	E
AVIM5003A	Conduct flight training	AVI5M309A	Conduct flight training	Unit code updated	E
AVIM5004A	Facilitate training in a synthetic environment	AVI5M409A	Facilitate training in a synthetic environment	Unit code updated	E
AVIM5005A	Conduct training for the issue of an endorsement			New unit	
AVIM6006A	Deliver operational flight management training			New unit	
AVIM5007A	Conduct pre-assessment	AVI5N109A	Conduct pre-assessment	Recoded unit	E
AVIM5008A	Conduct flight review			New unit	
AVIN6003A	Manage flight training			New unit	
AVIO2001A	Use firearms on an aerodrome to	AVI2O108A	Use firearms on an aerodrome to	Unit code	E

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AVI08 Version 3		**AVI08 Version 2**		**Comments**	**E/N**
Code	**Title**	**Code**	**Title**		**E**
	control wildlife hazards		control wildlife hazards	updated	
AVIO4003A	Implement airside access	AVI4O308A	Implement airside access	Unit code updated	E
AVIR3001B	Service customer airline contracts	AVI3R108B	Service customer airline contracts	Unit code updated	E
AVIW4001B	Manage pre- and post-flight actions	AVI4W108B	Manage pre- and post-flight actions	Unit code updated	E
AVIW2002B	Operate an aerobridge	AVI2W208B	Operate an aerobridge	Unit code updated	E
AVIW3003B	Operate aircraft embarkation and disembarkation equipment	AVI3W308B	Operate aircraft embarkation and disembarkation equipment	Unit code updated	E
AVIW3004B	Operate ramp equipment	AVI3W408B	Operate ramp equipment	Unit code updated	E
AVIW3005B	Operate aircraft push-out tug	AVI3W508B	Operate aircraft push-out tug	Unit code updated	E
AVIW3006B	Refuel aircraft	AVI3W608B	Refuel aircraft	Unit code updated	E
AVIW2008B	Conduct baggage handling operations	AVI2W808B	Conduct baggage handling operations	Unit code updated	E
AVIW2010B	Operate baggage tug	AVI2W1008B	Operate baggage tug	Unit code updated	E
AVIW3011B	Defuel aircraft	AVI3W1108B	Defuel aircraft	Unit code updated	E
AVIW5013B	Operate air traffic control equipment and workstations	AVI5W1308B	Operate air traffic control equipment and workstations	Unit code updated	E

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AVI08 Version 3		**AVI08 Version 2**		**Comments**	**E/N**
Code	**Title**	**Code**	**Title**		**E**
AVIW5018A	Operate and manage aircraft systems	AVI5W1808A	Operate and manage aircraft systems	Unit code updated	E
AVIW3021A	Coordinate aircraft ground operations	AVI3W2108A	Coordinate aircraft ground operations	Unit code updated	E
AVIW5022A	Coordinate the removal of disabled aircraft	AVI5W2208A	Coordinate the removal of disabled aircraft	Unit code updated	E
AVIW3023A	Implement wildlife hazard control measures	AVI3W2308A	Implement wildlife hazard control measures	Unit code updated	E
AVIW3024A	Perform wireman duties	AVI3W2408A	Perform wireman duties	Unit code updated	E
AVIW3025A	Complete aircraft/equipment pre- and post-flight actions	AVI3W2508A	Complete aircraft/equipment pre- and post-flight actions	Unit code updated	E
AVIW3026A	Conduct night aided vision aviation operations	AVI3W2608A	Conduct night aided vision aviation operations	Unit code updated	E
AVIW3027A	Deliver pyrotechnics and hand held stores	AVI3W2708A	Deliver pyrotechnics and hand held stores	Unit code updated	E
AVIW4028A	Manage aircraft sensor systems	AVI4W2808A	Manage aircraft sensor systems	Unit code updated	E
AVIW2029A	Operate aircraft refuelling nozzle	AVI2W2909A	Operate aircraft refuelling nozzle	Unit code updated	E
AVIW2030A	Be airborne extracted by suspended rope	AVI2W3009A	Be airborne extracted by suspended rope	Unit code updated	E

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AVI08 Version 3		**AVI08 Version 2**		**Comments**	**E/N**
Code	**Title**	**Code**	**Title**		**E**
AVIW2031A	Be airborne extracted using suspended extraction equipment	AVI2W3109A	Be airborne extracted using suspended extraction equipment	Unit code updated	E
AVIW2032A	Fast rope from a helicopter	AVI2W3209A	Fast rope from a helicopter	Unit code updated	E
AVIW2033A	Rappel from a helicopter	AVI2W3309A	Rappel from a helicopter	Unit code updated	E
AVIW4034A	Supervise aircraft refuelling	AVI4W3409A	Supervise aircraft refuelling	Unit code updated	E
AVIY4001B	Control aeroplane on the ground	AVI4Y108B	Control aeroplane on the ground	Unit code updated	E
AVIY4002B	Take off aeroplane	AVI4Y208B	Take off aeroplane	Unit code updated	E
AVIY4003B	Control aeroplane in normal flight	AVI4Y308B	Control aeroplane in normal flight	Unit code updated	E
AVIY4004B	Land aeroplane	AVI4Y408B	Land aeroplane	Unit code updated	E
AVIY4005B	Execute advanced aeroplane manoeuvres and procedures	AVI4Y508B	Execute advanced aeroplane manoeuvres and procedures	Unit code updated	E
AVIY4006B	Manage abnormal aeroplane flight situations	AVI4Y608B	Manage abnormal aeroplane flight situations	Unit code updated	E
AVIY4007B	Manage aircraft fuel	AVI4Y708B	Manage aircraft fuel	Unit code updated	E
AVIY4008B	Control aircraft solely by reference to full	AVI4Y808B	Control aircraft solely by reference to full	Unit code updated	E

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AVI08 Version 3		**AVI08 Version 2**		**Comments**	**E/N**
Code	**Title**	**Code**	**Title**		**E**
	instrument panel		instrument panel		
AVIY4009B	Control aircraft solely by reference to limited instrument panel	AVI4Y908B	Control aircraft solely by reference to limited instrument panel	Unit code updated	E
AVIY4011B	Control helicopter on the ground	AVI4Y1108B	Control helicopter on the ground	Unit code updated	E
AVIY4012B	Control helicopter in hovering flight	AVI4Y1208B	Control helicopter in hovering flight	Unit code updated	E
AVIY4013B	Taxi helicopter	AVI4Y1308B	Taxi helicopter	Unit code updated	E
AVIY4014B	Take off helicopter and approach to hover	AVI4Y1408B	Take off helicopter and approach to hover	Unit code updated	E
AVIY4015B	Control helicopter in normal flight	AVI4Y1508B	Control helicopter in normal flight	Unit code updated	E
AVIY4017B	Execute advanced helicopter manoeuvres and procedures	AVI4Y1708B	Execute advanced helicopter manoeuvres and procedures	Unit code updated	E
AVIY4018B	Manage abnormal and emergency helicopter flight situations	AVI4Y1808B	Manage abnormal and emergency helicopter flight situations	Unit code updated	E
AVIY4019B	Operate helicopter at low level	AVI4Y1908B	Operate helicopter at low level	Unit code updated	E
AVIY5020A	Conduct full instrument panel	AVI5Y2008A	Conduct full instrument panel	Unit code updated	E

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AVI08 Version 3		**AVI08 Version 2**		**Comments**	**E/N**
Code	**Title**	**Code**	**Title**		**E**
	manoeuvres		manoeuvres		
AVIY5021A	Conduct limited instrument panel manoeuvres	AVI5Y2108A	Conduct limited instrument panel manoeuvres	Unit code updated	E
AVIY5022B	Manage traffic flow	AVI5Y2208B	Manage traffic flow	Unit code updated	E
AVIY5023A	Operate multi-engine fixed wing aeroplane	AVI5Y2308A	Operate multi-engine fixed wing aeroplane	Unit code updated	E
AVIY4024A	Operate aircraft in the traffic pattern at night	AVI4Y2408A	Operate aircraft in the traffic pattern at night	Unit code updated	E
AVIY5025A	Perform an instrument arrival	AVI5Y2508A	Perform an instrument arrival	Unit code updated	E
AVIY5026A	Perform standard arrival route (STAR)	AVI5Y2608A	Perform standard arrival route (STAR)	Unit code updated	E
AVIY5027A	Perform instrument departure - non published procedure	AVI5Y2708A	Perform instrument departure - non published procedure	Unit code updated	E
AVIY5028A	Perform instrument departure - published procedure (SIDSRD)	AVI5Y2808A	Perform instrument departure - published procedure (SIDSRD)	Unit code updated	E
AVIY5033A	Perform visual circling approach	AVI5Y3308A	Perform visual circling approach	Unit code updated	E
AVIY5034A	Perform non-directional beacon (NDB) instrument	AVI5Y3408A	Perform non-directional beacon (NDB) instrument	Unit code updated	E

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AVI08 Version 3		AVI08 Version 2		Comments	E/N
Code	**Title**	**Code**	**Title**		**E**
	approach		approach		
AVIY5035A	Perform VHF omni-directional radio range (VOR) instrument approach	AVI5Y3508A	Perform VHF omni-directional radio range (VOR) instrument approach	Unit code updated	E
AVIY5036A	Perform instrument landing system (ILS) instrument approach	AVI5Y3608A	Perform instrument landing system (ILS) instrument approach	Unit code updated	E
AVIY5037A	Perform distance measuring equipment (DME)/global positioning system arrival	AVI5Y3708A	Perform distance measuring equipment (DME)/global positioning system arrival	Unit code updated	E
AVIY5038A	Perform global positioning system (GPS)/non-precision approach (NPA)	AVI5Y3808A	Perform global positioning system (GPS)/non-precision approach (NPA)	Unit code updated	E
AVIY5048A	Provide approach control services	AVI5Y4808A	Provide approach control services	Unit code updated	E
AVIY5049A	Provide area control services	AVI5Y4908A	Provide area control services	Unit code updated	E
AVIY5050A	Provide aerodrome control services	AVI5Y5008A	Provide aerodrome control services	Unit code updated	E
AVIY4051A	Conduct external load-lift operations	AVI4Y5108A	Conduct external load-lift operations	Unit code updated	E

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AVI08 Version 3		**AVI08 Version 2**		**Comments**	**E/N**
Code	**Title**	**Code**	**Title**		**E**
AVIY3052A	Conduct Helicopter Landing Site and unprepared Helicopter Landing Site operations	AVI3Y5208A	Conduct Helicopter Landing Site and unprepared Helicopter Landing Site operations	Minor editing change – text correction	E
AVIY4053A	Perform aircrewman cockpit duties	AVI4Y5308A	Perform aircrewman cockpit duties	Unit code updated	E
AVIY4054A	Conduct hoisting operations	AVI4Y5408A	Conduct hoisting operations	Unit code updated	E
AVIY4055A	Conduct airborne extraction operations	AVI4Y5509A	Conduct airborne extraction operations	Unit code updated	E
AVIY4056A	Conduct airborne rappelling operations	AVI4Y5609A	Conduct airborne rappelling operations	Unit code updated	E
AVIY4057A	Perform helicopter deck landing operations	AVI4Y5709A	Perform helicopter deck landing operations	Unit code updated	E
AVIY4058A	Pilot a helicopter during external load operations	AVI4Y5809A	Pilot a helicopter during external load operations	Unit code updated	E
AVIY4059A	Pilot a helicopter during roping operations	AVI4Y5909A	Pilot a helicopter during roping operations	Unit code updated	E
AVIY4060A	Pilot a helicopter during winching operations	AVI4Y6009A	Pilot a helicopter during winching operations	Unit code updated	E
AVIY4061A	Perform aerobatic manoeuvres	AVI4Y6109A	Perform aerobatic manoeuvres	Unit code updated	E
AVIY4062A	Perform an aerobatic	AVI4Y6209A	Perform an aerobatic	Unit code	E

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AVI08 Version 3		AVI08 Version 2		Comments	E/N
Code	**Title**	**Code**	**Title**		**E**
	sequence		sequence	updated	
AVIY4063A	Perform close formation flight	AVI4Y6309A	Perform close formation flight	Unit code updated	E
AVIY4064A	Lead an aircraft formation flight	AVI4Y6409A	Lead an aircraft formation flight	Unit code updated	E
AVIY5065A	Operate a multi-engine helicopter	AVI5Y6509A	Operate a multi-engine helicopter	Unit code updated	E
AVIY4066A	Control aircraft in advanced flight manoeuvres	AVI4Y6609A	Control aircraft in advanced flight manoeuvres	Unit code updated	E
AVIZ4001B	Manage situation awareness in aircraft flight	AVI4Z108B	Manage situation awareness in aircraft flight	Unit code updated	E
AVIZ1005B	Maintain basic situation awareness in the aviation workplace	AVI1Z508B	Maintain basic situation awareness in the aviation workplace	Unit code updated	E
AVIZ5049A	Manage situational awareness in the air traffic control environment	AVI5Z4908A	Manage situational awareness in the air traffic control environment	Unit code updated	E

Table 6: Mapping of AVI08 Version 3 Qualifications to AVI08 Version 2 Qualifications

This table shows the relationship between qualifications in the AVI08 Version 2 Aviation Training Package and the qualifications in the AVI08 Version 3 Aviation Training Package.

Qualification code in AVI08 (V3)	Relationship	E/N	Comment in relation to AVI08 (V2) Aviation Training Package
AVI30510 Certificate III in Aviation (Rescue Crewman)	Revised qualification	E	This qualification has been restructured to enable selection of elective units and to reflect National Quality Council changes to qualification packaging rules

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Qualification code in AVI08 (V3)	Relationship	E/N	Comment in relation to AVI08 (V2) Aviation Training Package
AVI40610 Certificate IV in Aviation (Aircrewman)	Revised qualification	E	This qualification has been restructured to reflect National Quality Council changes to qualification packaging rules
AVI50510 Diploma of Aviation (Flight Instructor)	New qualification		This is a new qualification in the Training Package
AVI60110 Advanced Diploma of Aviation (Flight Instruction)	New qualification		This is a new qualification in the Training Package

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Overview of Training Packages

Overview of Training Packages

What is a Training Package?

A Training Package is an integrated set of nationally endorsed competency standards, assessment guidelines and Australian Qualifications Framework (AQF) qualifications for a specific industry, industry sector or enterprise.

Each Training Package:

- provides a consistent and reliable set of components for training, recognising and assessing peoples skills, and may also have optional support materials
- enables nationally recognised qualifications to be awarded through direct assessment of workplace competencies
- encourages the development and delivery of flexible training which suits individual and industry requirements
- encourages learning and assessment in a work-related environment which leads to verifiable workplace outcomes.

How do Training Packages fit within the National Skills Framework?

The National Skills Framework applies nationally, is endorsed by the Ministerial Council for Vocational and Technical Education, and comprises the Australian Quality Training Framework 2007 (AQTF 2007), and Training Packages endorsed by the National Quality Council (NQC).

How are Training Packages developed?

Training Packages are developed by Industry Skills Councils or enterprises to meet the identified training needs of specific industries or industry sectors. To gain national endorsement of Training Packages, developers must provide evidence of extensive research, consultation and support within the industry area or enterprise.

How do Training Packages encourage flexibility?

Training Packages describe the skills and knowledge needed to perform effectively in the workplace without prescribing how people should be trained.
Training Packages acknowledge that people can achieve vocational competency in many ways by emphasising what the learner can do, not how or where they learned to do it. For example, some experienced workers might be able to demonstrate competency against the units of competency, and even gain a qualification, without completing a formal training program.
With Training Packages, assessment and training may be conducted at the workplace, off-the-job, at a training organisation, during regular work, or through work experience, work placement, work simulation or any combination of these.

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Who can deliver and assess using Training Packages?

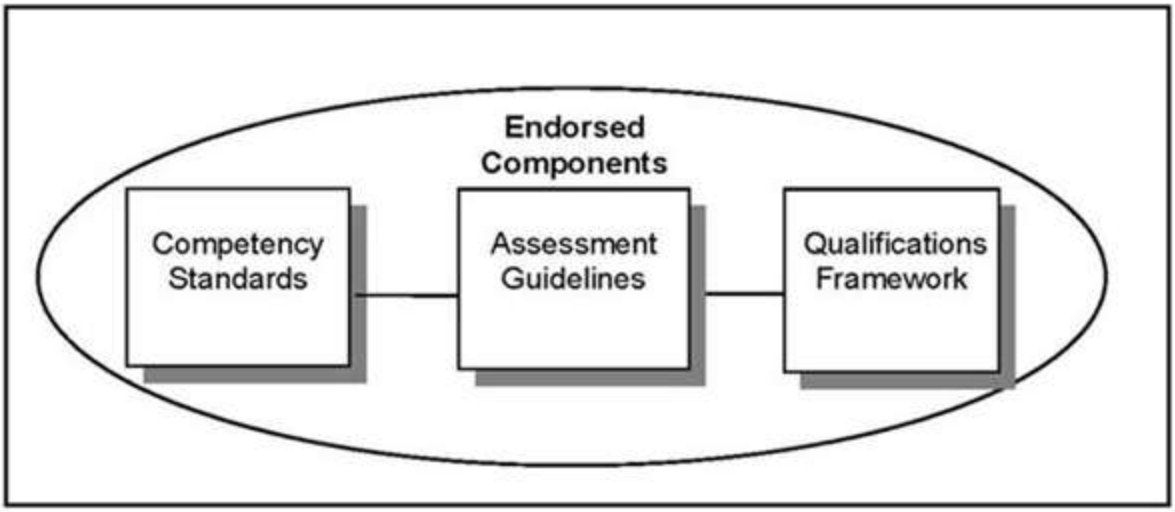
Training and assessment using Training Packages must be conducted by a Registered Training Organisation (RTO) that has the qualifications or specific units of competency on its scope of registration, or that works in partnership with another RTO, as specified in the AQTF 2007.

Training Package Components

Training Packages are made up of mandatory components endorsed by the NQC, and optional support materials.

Training Package Endorsed Components

The nationally endorsed components include the Competency Standards, Assessment Guidelines and Qualifications Framework. These form the basis of training and assessment in the Training Package and, as such, they must be used.



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Competency Standards

Each unit of competency identifies a discrete workplace requirement and includes the knowledge and skills that underpin competency as well as language, literacy and numeracy; and occupational health and safety requirements. The units of competency must be adhered to in training and assessment to ensure consistency of outcomes.

Assessment Guidelines

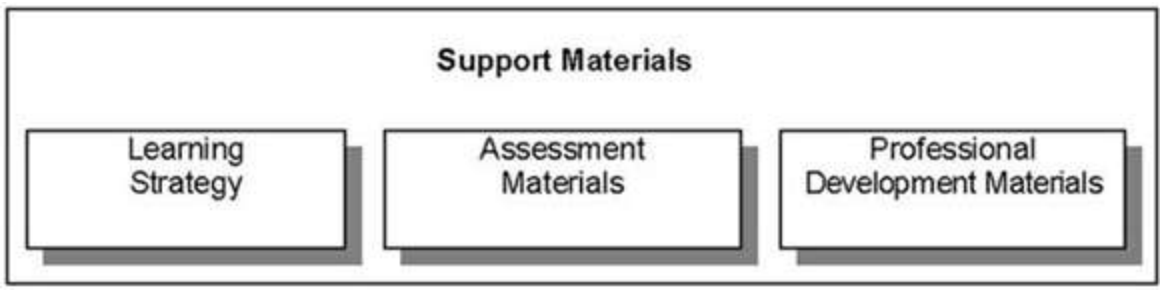
The Assessment Guidelines provide an industry framework to ensure all assessments meet industry needs and nationally agreed standards as expressed in the Training Package and the AQTF 2007. The Assessment Guidelines must be followed to ensure the integrity of assessment leading to nationally recognised qualifications.

Qualifications Framework

Each Training Package provides details of those units of competency that must be achieved to award AQF qualifications. The rules around which units of competency can be combined to make up a valid AQF qualification in the Training Package are referred to as the 'packaging rules'. The packaging rules must be followed to ensure the integrity of nationally recognised qualifications issued.

Training Package Support Materials

The endorsed components of Training Packages are complemented and supported by optional support materials that provide for choice in the design of training and assessment to meet the needs of industry and learners.
Training Package support materials can relate to single or multiple units of competency, an industry sector, a qualification or the whole Training Package. They tend to fall into one or more of the categories illustrated below.



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Training Package support materials are produced by a range of stakeholders such as RTOs, individual trainers and assessors, private and commercial developers and Government agencies.

Where such materials have been quality assured through a process of 'noting' by the NQC, they display the following official logo. Noted support materials are listed on the National Training Information Service (NTIS), together with a detailed description and information on the type of product and its availability <www.ntis.gov.au>

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It is not compulsory to submit support materials for noting; any resources that meet the requirements of the Training Package can be used.

Training Package, Qualification and Unit of Competency Codes

There are agreed conventions for the national codes used for Training Packages and their components. Always use the correct codes, exactly as they appear in the Training Package, **and with the code always before the title**.

Training Package Codes

Each Training Package has a unique five-character national code assigned when the Training Package is endorsed, for example XYZ08. The first three characters are letters identifying the Training Package industry coverage and the last two characters are numbers identifying the year of endorsement.

Qualification Codes

Within each Training Package, each qualification has a unique eight-character code, for example XYZ10108. Qualification codes are developed as follows:

- the first three letters identify the Training Package
- the first number identifies the qualification level (noting that, in the qualification titles themselves, arabic numbers are **not** used)
- the next two numbers identify the position in the sequence of the qualification at that level
- the last two numbers identify the year in which the qualification was endorsed. (Where qualifications are added after the initial Training Package endorsement, the last two numbers may differ from other Training Package qualifications as they identify the year in which those particular qualifications were endorsed.)

Unit of Competency Codes

Within each Training Package, each unit of competency has a unique code. Unit of competency codes are assigned when the Training Package is endorsed, or when new units of competency are added to an existing endorsed Training Package. Unit codes are developed as follows:

- a typical code is made up of 12 characters, normally a mixture of uppercase letters and numbers, as in AVIA3001B
- the first three characters signify the Training Package – Aviation Training Package AVI08 – in the above example and up to eight characters, relating to an industry sector, function or skill area, follow
- the last character is always a letter and identifies the unit of competency version. An 'A' at the end of the code indicates that this is the original unit of competency. 'B', or another incremented version identifier means that minor changes have been made. Typically this would mean that wording has changed in the range statement or evidence guide, providing clearer intent

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- where changes are made that alter the outcome, a new code is assigned and the title is changed.

Training Package, Qualification and Unit of Competency Titles

There are agreed conventions for titling Training Packages and their components. Always use the correct titles, exactly as they appear in the Training Package, and with the code always placed before the title.

Training Package Titles

The title of each endorsed Training Package is unique and relates the Training Packages broad industry coverage.

Qualification Titles

The title of each endorsed Training Package qualification is unique. Qualification titles use the following sequence:

- first, the qualification is identified as either Certificate I, Certificate II, Certificate III, Certificate IV, Diploma, Advanced Diploma, Vocational Graduate Certificate, or Vocational Graduate Diploma
- this is followed by the words 'in' for Certificates I to IV, and 'of' for Diploma, Advanced Diploma, Vocational Graduate Certificate and Vocational Graduate Diploma
- then, the industry descriptor, for example Telecommunications
- then, if applicable, the occupational or functional stream in brackets, for example (Computer Systems).

For example:

- AVI20208 Certificate II in Aviation (Flight Operations)
- AVI30408 Certificate III in Aviation (Ground Operations and Service).

Unit of Competency Titles

Each unit of competency title is unique. Unit of competency titles describe the competency outcome concisely, and are written in sentence case.
For example:

- AVIA3001B Package dangerous goods for air transport
- AVIB3001B Inspect and report on an aerodrome.

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Qualifications Framework

Qualifications Framework

The Australian Qualifications Framework

What is the Australian Qualifications Framework?

A brief overview of the Australian Qualifications Framework (AQF) follows. For a full explanation of the AQF, see the *AQF Implementation Handbook*. The 2007 version of the *AQF Implementation Handbook* is expected to be available on the Australian Qualifications Framework Advisory Board (AQFAB) website <www.aqf.edu.au> during September 2007, and in print in October 2007 (obtain the hard copy by contacting AQFAB on phone 03 9639 1606 or email at aqfab@curriculum.edu.au).
The AQF provides a comprehensive, nationally consistent framework for all qualifications in post-compulsory education and training in Australia. In the vocational education and training (VET) sector it assists national consistency for all trainees, learners, employers and providers by enabling national recognition of qualifications and Statements of Attainment.
Training Package qualifications in the VET sector must comply with the titles and guidelines of the AQF. Endorsed Training Packages provide a unique title for each AQF qualification which must always be reproduced accurately.

Qualifications

Training Packages can incorporate the following eight AQF qualifications.

- Certificate I in ...
- Certificate II in ...
- Certificate III in ...
- Certificate IV in ...
- Diploma of ...
- Advanced Diploma of ...
- Vocational Graduate Certificate of ...
- Vocational Graduate Diploma of ...

On completion of the requirements defined in the Training Package, a Registered Training Organisation (RTO) may issue a nationally recognised AQF qualification. Issuance of AQF qualifications must comply with the advice provided in the *AQF Implementation Handbook* and the AQTF 2007 *Essential Standards for Registration*.

Statement of Attainment

A Statement of Attainment is issued by a Registered Training Organisation when an individual has completed one or more units of competency from nationally recognised qualification(s)/courses(s). Issuance of Statements of Attainment must comply with the advice provided in the current *AQF Implementation Handbook* and the AQTF 2007 *Essential Standards for Registration*.
Under the AQTF 2007, RTOs must recognise the achievement of competencies as recorded on a qualification or Statement of Attainment issued by other RTOs. Given this, recognised competencies can progressively build towards a full AQF qualification.

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AQF Guidelines and Learning Outcomes

The *AQF Implementation Handbook* provides a comprehensive guideline for each AQF qualification. A summary of the learning outcome characteristics and their distinguishing features for each VET related AQF qualification is provided below.

Certificate I

Characteristics of Learning Outcomes

Breadth, depth and complexity of knowledge and skills would prepare a person to perform a defined range of activities most of which may be routine and predictable.

Applications may include a variety of employment related skills including preparatory access and participation skills, broad-based induction skills and/or specific workplace skills. They may also include participation in a team or work group.

Distinguishing Features of Learning Outcomes

Do the competencies enable an individual with this qualification to:

- demonstrate knowledge by recall in a narrow range of areas;
- demonstrate basic practical skills, such as the use of relevant tools;
- perform a sequence of routine tasks given clear direction
- receive and pass on messages/information.

Certificate II

Characteristics of Learning Outcomes

Breadth, depth and complexity of knowledge and skills would prepare a person to perform in a range of varied activities or knowledge application where there is a clearly defined range of contexts in which the choice of actions required is usually clear and there is limited complexity in the range of operations to be applied.

Performance of a prescribed range of functions involving known routines and procedures and some accountability for the quality of outcomes.

Applications may include some complex or non-routine activities involving individual responsibility or autonomy and/or collaboration with others as part of a group or team.

Distinguishing Features of Learning Outcomes

Do the competencies enable an individual with this qualification to:

- demonstrate basic operational knowledge in a moderate range of areas;
- apply a defined range of skills;
- apply known solutions to a limited range of predictable problems;
- perform a range of tasks where choice between a limited range of options is required;
- assess and record information from varied sources;
- take limited responsibility for own outputs in work and learning.

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Certificate III

Characteristics of Learning Outcomes

Breadth, depth and complexity of knowledge and competencies would cover selecting, adapting and transferring skills and knowledge to new environments and providing technical advice and some leadership in resolution of specified problems. This would be applied across a range of roles in a variety of contexts with some complexity in the extent and choice of options available.

Performance of a defined range of skilled operations, usually within a range of broader related activities involving known routines, methods and procedures, where some discretion and judgement is required in the section of equipment, services or contingency measures and within known time constraints.

Applications may involve some responsibility for others. Participation in teams including group or team co-ordination may be involved.

Distinguishing Features of Learning Outcomes

Do the competencies enable an individual with this qualification to:

- demonstrate some relevant theoretical knowledge
- apply a range of well-developed skills
- apply known solutions to a variety of predictable problems
- perform processes that require a range of well-developed skills where some discretion and judgement is required
- interpret available information, using discretion and judgement
- take responsibility for own outputs in work and learning
- take limited responsibility for the output of others.

Certificate IV

Characteristics of Learning Outcomes

Breadth, depth and complexity of knowledge and competencies would cover a broad range of varied activities or application in a wider variety of contexts most of which are complex and non-routine. Leadership and guidance are involved when organising activities of self and others as well as contributing to technical solutions of a non-routine or contingency nature.

Performance of a broad range of skilled applications including the requirement to evaluate and analyse current practices, develop new criteria and procedures for performing current practices and provision of some leadership and guidance to others in the application and planning of the skills. Applications involve responsibility for, and limited organisation of, others.

Distinguishing Features of Learning Outcomes

Do the competencies enable an individual with this qualification to:

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- demonstrate understanding of a broad knowledge base incorporating some theoretical concepts
- apply solutions to a defined range of unpredictable problems
- identify and apply skill and knowledge areas to a wide variety of contexts, with depth in some areas
- identify, analyse and evaluate information from a variety of sources
- take responsibility for own outputs in relation to specified quality standards
- take limited responsibility for the quantity and quality of the output of others.

Diploma

Characteristics of Learning Outcomes

Breadth, depth and complexity covering planning and initiation of alternative approaches to skills or knowledge applications across a broad range of technical and/or management requirements, evaluation and co-ordination.

The self directed application of knowledge and skills, with substantial depth in some areas where judgment is required in planning and selecting appropriate equipment, services and techniques for self and others.

Applications involve participation in development of strategic initiatives as well as personal responsibility and autonomy in performing complex technical operations or organising others. It may include participation in teams including teams concerned with planning and evaluation functions. Group or team co-ordination may be involved.

The degree of emphasis on breadth as against depth of knowledge and skills may vary between qualifications granted at this level.

Distinguishing Features of Learning Outcomes

Do the competencies or learning outcomes enable an individual with this qualification to:

- demonstrate understanding of a broad knowledge base incorporating theoretical concepts, with substantial depth in some areas
- analyse and plan approaches to technical problems or management requirements
- transfer and apply theoretical concepts and/or technical or creative skills to a range of situations
- evaluate information, using it to forecast for planning or research purposes
- take responsibility for own outputs in relation to broad quantity and quality parameters
- take some responsibility for the achievement of group outcomes.

Advanced Diploma

Characteristics of Learning Outcomes

Breadth, depth and complexity involving analysis, design, planning, execution and evaluation across a range of technical and/or management functions including

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development of new criteria or applications or knowledge or procedures.

The application of a significant range of fundamental principles and complex techniques across a wide and often unpredictable variety of contexts in relation to either varied or highly specific functions. Contribution to the development of a broad plan, budget or strategy is involved and accountability and responsibility for self and others in achieving the outcomes is involved.

Applications involve significant judgement in planning, design, technical or leadership/guidance functions related to products, services, operations or procedures.

The degree of emphasis on breadth as against depth of knowledge and skills may vary between qualifications granted at this level.

Distinguishing Features of Learning Outcomes

Do the competencies or learning outcomes enable an individual with this qualification to:

- demonstrate understanding of specialised knowledge with depth in some areas
- analyse, diagnose, design and execute judgements across a broad range of technical or management functions
- generate ideas through the analysis of information and concepts at an abstract level
- demonstrate a command of wide-ranging, highly specialised technical, creative or conceptual skills
- demonstrate accountability for personal outputs within broad parameters
- demonstrate accountability for personal and group outcomes within broad parameters.

Vocational Graduate Certificate

Characteristics of Competencies or Learning Outcomes

- The self-directed development and achievement of broad and specialised areas of knowledge and skills, building on prior knowledge and skills.
- Substantial breadth and complexity involving the initiation, analysis, design, planning, execution and evaluation of technical and management functions in highly varied and highly specialised contexts.
- Applications involve making significant, high-level, independent judgements in major broad or planning, design, operational, technical and management functions in highly varied and specialised contexts. They may include responsibility and broad-ranging accountability for the structure, management and output of the work or functions of others.
- The degree of emphasis on breadth, as opposed to depth, of knowledge and skills may vary between qualifications granted at this level.

Distinguishing features of learning outcomes

- Demonstrate the self-directed development and achievement of broad and specialised areas of knowledge and skills, building on prior knowledge and skills.
- Initiate, analyse, design, plan, execute and evaluate major broad or technical and management functions in highly varied and highly specialised contexts.
- Generate and evaluate ideas through the analysis of information and concepts at an

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abstract level.
- Demonstrate a command of wide-ranging, highly specialised technical, creative or conceptual skills in complex contexts.
- Demonstrate responsibility and broad-ranging accountability for the structure, management and output of the work or functions of others.

Vocational Graduate Diploma

Characteristics of Competencies or Learning Outcomes

- The self-directed development and achievement of broad and specialised areas of knowledge and skills, building on prior knowledge and skills.
- Substantial breadth, depth and complexity involving the initiation, analysis, design, planning, execution and evaluation of major functions, both broad and highly specialised, in highly varied and highly specialised contexts.
- Further specialisation within a systematic and coherent body of knowledge.
- Applications involve making high-level, fully independent, complex judgements in broad planning, design, operational, technical and management functions in highly varied and highly specialised contexts. They may include full responsibility and accountability for all aspects of work and functions of others, including planning, budgeting and strategy development.
- The degree of emphasis on breadth, as opposed to depth, of knowledge and skills may vary between qualifications granted at this level.

Distinguishing features of learning outcomes

- Demonstrate the self-directed development and achievement of broad and highly specialised areas of knowledge and skills, building on prior knowledge and skills.
- Initiate, analyse, design, plan, execute and evaluate major functions, both broad and within highly varied and highly specialised contexts.
- Generate and evaluate complex ideas through the analysis of information and concepts at an abstract level.
- Demonstrate an expert command of wide-ranging, highly specialised, technical, creative or conceptual skills in complex and highly specialised or varied contexts.
- Demonstrate full responsibility and accountability for personal outputs.
- Demonstrate full responsibility and accountability for all aspects of the work or functions of others, including planning, budgeting and strategy.

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Assessment Guidelines

Assessment Guidelines

Introduction

These Assessment Guidelines provide the endorsed framework for assessment of units of competency in this Training Package. They are designed to ensure that assessment is consistent with the AQTF 2007. Assessments against the units of competency in this Training Package must be carried out in accordance with these Assessment Guidelines.

Assessment System Overview

This section provides an overview of the requirements for assessment when using this Training Package, including a summary of the AQTF 2007 requirements; licensing/registration requirements; and assessment pathways.

Benchmarks for Assessment

Assessment within the National Skills Framework is the process of collecting evidence and making judgments about whether competency has been achieved to confirm whether an individual can perform to the standards expected in the workplace, as expressed in the relevant endorsed unit of competency.
In the areas of work covered by this Training Package, the endorsed units of competency are the benchmarks for assessment. As such, they provide the basis for nationally recognised Australian Qualifications Framework (AQF) qualifications and Statements of Attainment issued by Registered Training Organisations (RTOs).

Australian Quality Training Framework Assessment Requirements

Assessment leading to nationally recognised AQF qualifications and Statements of Attainment in the vocational education and training sector must meet the requirements of the AQTF as expressed in the AQTF 2007 *Essential Standards for Registration.*
The AQTF 2007 *Essential Standards for Registration* can be downloaded from <www.training.com.au/aqtf2007>. The following points summarise assessment requirements.

Registration of Training Organisations

Assessment must be conducted by, or on behalf of, an RTO formally registered by a State or Territory Registering/Course Accrediting Body in accordance with the AQTF 2007 *Essential Standards for Registration*. The RTO must have the specific units of competency and/or AQF qualifications on its scope of registration.

Quality Training and Assessment

Each RTO must provide quality training and assessment across all its operations. See the AQTF 2007 Essential Standards for Registration, Standard 1.

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Assessor Competency Requirements

Each person involved in training, assessment or client service must be competent for the functions they perform. See the AQTF 2007 *Essential Standards for Registration*, Standard 1, for assessor (and trainer) competency requirements.

Assessment Requirements

The RTOs assessments, including RPL, must meet the requirements of the relevant endorsed Training Package. See the AQTF 2007 *Essential Standards for Registration*, Standard 1.

Assessment Strategies

Each RTO must have strategies for training and assessment that meet the requirements of the relevant Training Package or accredited course and are developed in consultation with industry stakeholders. See the AQTF 2007 *Essential Standards for Registration*, Standard 1.

National Recognition

Each RTO must recognise the AQF qualifications and Statements of Attainment issued by any other RTO. See the AQTF 2007 *Essential Standards for Registration*, Condition of Registration 7: Recognition of qualifications issued by other RTOs.

Access and Equity and Client Outcomes

Each RTO must adhere to the principles of access and equity and maximise outcomes for its clients. See the AQTF 2007 *Essential Standards for Registration*, Standard 2.

Monitoring **Assessments**

Training and/or assessment provided on behalf of the RTO must be monitored to ensure that it is in accordance with all aspects of the Essential Standards for Registration. See the AQTF 2007 *Essential Standards for Registration*, Standard 3.

Recording Assessment Outcomes

Each RTO must manage records to ensure their accuracy and integrity. See the AQTF 2007 *Essential Standards for Registration*, Standard 3.

Issuing AQF Qualifications and Statements of Attainment

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Each RTO must issue AQF qualifications and Statements of Attainment that meet the requirements of the current AQF Implementation Handbook and the endorsed Training Packages within the scope of its registration. An AQF qualification is issued once the full requirements for a qualification, as specified in the nationally endorsed Training Package are met. A Statement of Attainment is issued when an individual has completed one or more units of competency from nationally recognised qualification(s)/courses(s). See the AQTF 2007 and the 2007 edition of the AQF Implementation Handbook—available on the AQFAB website <www.aqf.edu.au>.

Licensing/Registration Requirements

This section provides information on licensing/registration requirements for this Training Package, with the following important disclaimer.
Licensing and registration requirements that apply to specific industries, and vocational education and training, vary between each state and territory, and can regularly change.
The developers of this Training Package, and DEEWR, consider that the licensing/registration requirements described apply to RTOs, assessors or candidates with respect to this Training Package. While reasonable care has been taken in its preparation, the developers of this Training Package and DEEWR cannot guarantee that the list is definitive or accurate at the time of reading; the information in this section is provided in good faith on that basis.
Contact the relevant State or Territory Department(s) of the Civil Aviation Safety Authority (CASA) to check if the licensing/registration requirements described still apply, and to check if there are any others with which you must comply. For further information contact www.casa.gov.au

Civil Aviation Pilot Career Path Licensing & Endorsements

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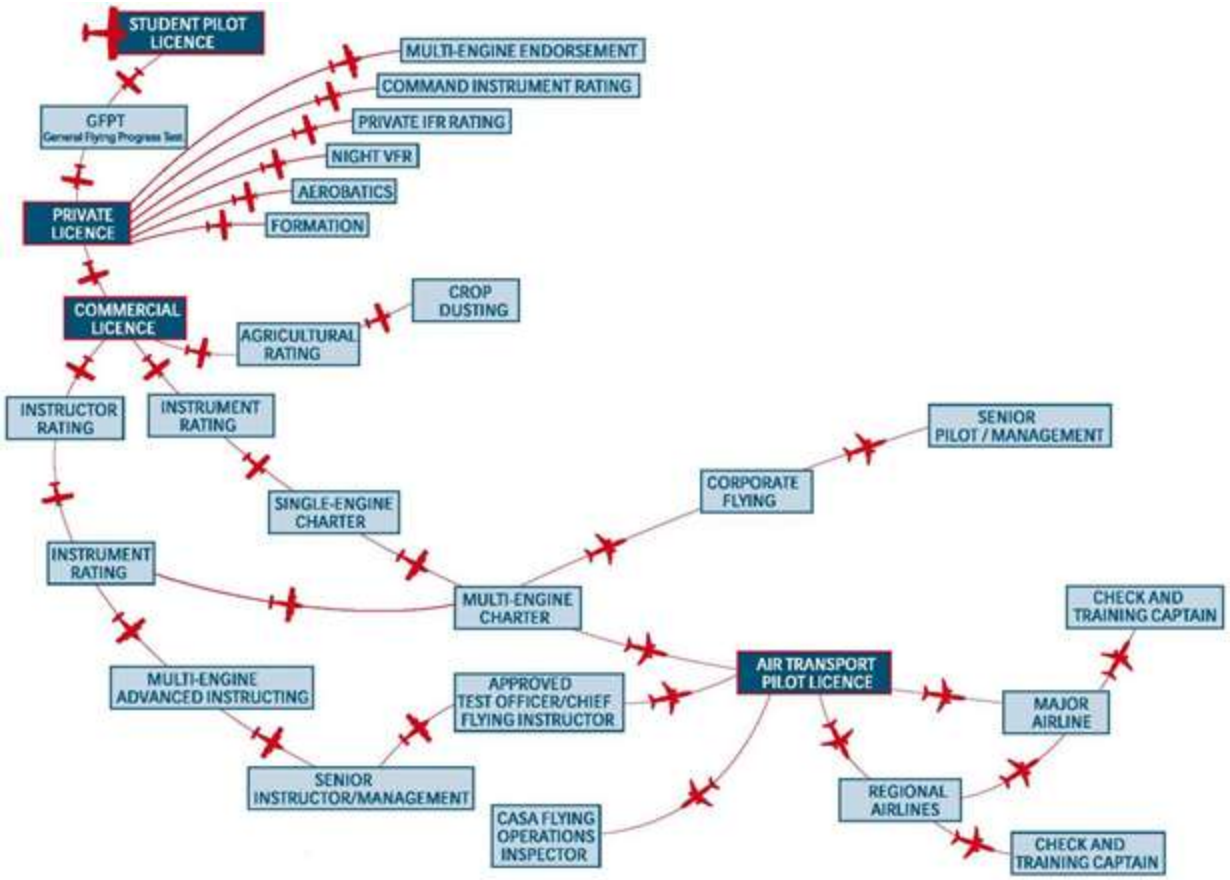

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Requirements for Assessors

In order to conduct assessment for statutory licensing or other industry registration requirements, assessors must meet the requirements outlined as follows, in addition to the AQTF requirements.

CASA Regional Offices

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Northern region

Contacts
CASA (local call cost) 131 757
2 Fenton Court Darwin Airport, Marrara NT 0812
T: 08 8943 2999 F: 08 8943 2986 E: nt@casa.gov.au
GPO Box 2005 Canberra ACT 2601
Townsville site
1 Coral Sea Drive, Townsville Airport, Garbutt QLD 4814
F: 07 4750 2699 E: northqld@casa.gov.au
GPO Box 2005 Canberra ACT 2601
Cairns site
78 Mick Borzi Drive, Cairns Airport QLD 4870
F: 07 4042 3600 E: northqld@casa.gov.au
GPO Box 2005 Canberra ACT 2601

Eastern region

The regional office is located at Hendra in Brisbane, with a sub office at Tamworth airport. It is responsible for all general aviation operations in:

- Queensland excluding the half north of Rockhampton and Longreach
- New South Wales north east corner including Tamworth, Armidale and Bourke, and the coast from Forster north

Contacts
CASA (local call cost) 131 757
Peter John T: 07 3144 7500 F: 07 3632 4050
Helen Savill, Personal Assistant T: 07 3144 7501 F: 07 3632 4050
12–14 The Circuit, 1 Airport Drive Brisbane 4007
E: southqld@casa.gov.au
Tamworth site
Cnr Rentell Street & Basil Brown Drive
Tamworth Airport NSW 2340
F: 02 6755 2240 E: southqld@casa.gov.au
GPO Box 2005 Canberra ACT 2601

Sydney region

The regional office is located at Bankstown Airport, with a sub office in Canberra. It is responsible for all general aviation operations in New South Wales excluding:

- West of 143°E around Broken Hill
- North east corner around Tamworth, Armidale and Bourke, and the coast from Forster north
- South of the Murray around Deniliquin and Albury
-

Contacts

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CASA (local call cost) 131 757
Roger Weeks, Area Manager T: 02 9780 3050
Greg Worthington, Team Leader – Flying Operations (Acting) T: 02 9780 3001
Paul Simpson, Team Leader – Airworthiness T: 02 9780 3027

Note: All mail must be addressed to the postal address, as Australia Post will not deliver to individual buildings on Bankstown Airport.

Building 628 Airport Avenue, Bankstown Airport
F: 02 9780 3072 E: sydneybasin@casa.gov.au
GPO Box 2005 Canberra ACT 2601

Canberra office

16 Furzer Street, Phillip ACT 2606
F: 02 9780 3072 E: sydneybasin@casa.gov.au
Contact
CASA (local call cost) 131 757
Terry Farquharson, Executive Manager T: 08 9366 2800

Southern Region

The regional office is responsible for carrying out CASA's core compliance and related functions and encouraging industry as applicable to the general aviation segment of the aviation industry, including maintenance organisations.
The regional office is located at Moorabbin Airport. It is responsible for all General Aviation operations in:

- Victoria excluding the north western corner around the towns of Nhil and Mildura
- New South Wales north of the Murray around Deniliquin and Albury
- Tasmania

Contacts
CASA (local call cost) 131 757
Owen Richards, Manager Flying Operations T: 03 9518 2750
David Farquharson, Team Leader Flying Operations T: 131 757 (local call cost)
Philippe Deville Administrator T: 131 757 (local call cost)
19 Second Avenue, Moorabbin Airport, Mentone VIC 3194
F: 03 9518 2793 E: southernregion@casa.gov.au
GPO Box 2005 Canberra ACT 2601

Western Region

The regional office is located at Perth airport, with a sub office at Adelaide airport. It is responsible for all general aviation operations in:

- West Australia excluding the north east corner around the Kimberley
- South Australia
- Northern Territory: south of the Tropic of Capricorn (includes Alice Springs)

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- New South Wales east to 143°E around Broken Hill
- Victoria north east corner including Nhil and Mildura

Contact
CASA (local call cost) 131 757
Des Byfield Regional Manager T: 08 9366 2800
Perth office
John Dolby, Flying operations team leader T: 08 9366 2854
Graham Hall, Senior Airworthiness Inspector T: 08 9366 2892
130 Fauntleroy Ave, Perth Airport WA 6104
F: 08 9366 2810 E: west@casa.gov.au
GPO Box 2005 Canberra ACT 2601
Adelaide office
Stephen Guerin, Flying Operations Inspector T: 08 8422 2926
John Crocker, Airworthiness Team Leader T: 08 8422 2910
4 Kel Barclay Avenue, Adelaide Airport SA 5950
F: 08 8422 2900 E: central@casa.gov.au
GPO Box 2005 Canberra ACT 2601

Licensing requirements in High Risk Licensing Work

In order to deliver the qualifications contained in this Training Package, assessors delivering qualifications requiring High Risk Licensing Work units from this Training Package or from other Training Packages should have the following minimum competency, recognition and experience:

- formal recognition of competency at least to the level being assessed
- relevant industry experience, that is, workplace experience within the last two years in the competency area being delivered
- relevant occupational registration or licensing in areas where this is a regulatory requirement to practise in the jurisdiction where the qualification is being assessed.

A number of occupations and job roles covered by the units of competency and qualifications in the AVI08 (Version 3) Training Package may be subject to state and territory licensing requirements.
These requirements vary significantly across jurisdictions. There is however one specific unit of competency – namely *TLILIC108A Licence to operate a forklift truck* – which has been agreed by all OH&S regulators and the Australian Safety and Compensation Council (ASCC) as meeting certain licensing categories.

Pathways

The competencies in this Training Package may be attained in a number of ways including through:

- formal or informal education and training
- experiences in the workplace
- general life experience, and/or
- any combination of the above.

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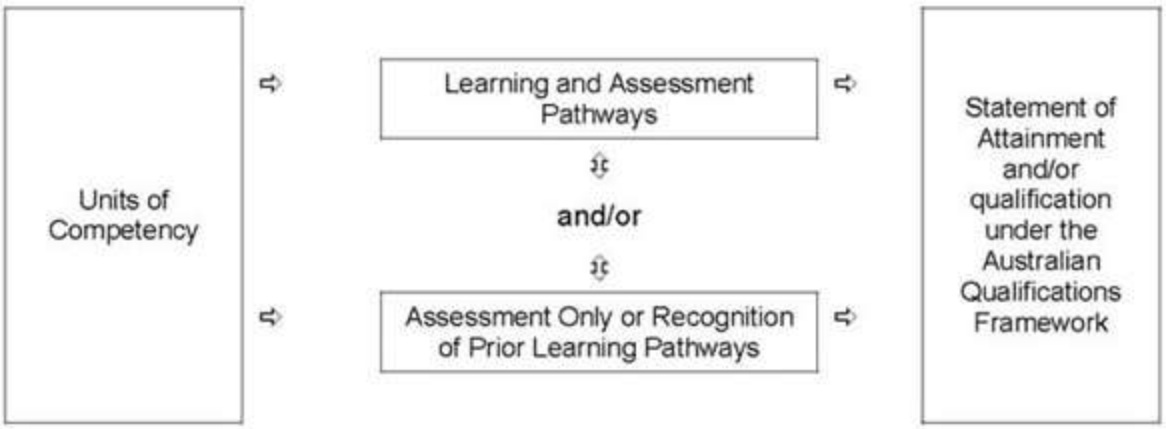
Assessment under this Training Package leading to an AQF qualification or Statement of Attainment may follow a learning and assessment pathway, an assessment-only or recognition pathway, or a combination of the two as illustrated in the following diagram.



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Each of these assessment pathways leads to full recognition of competencies held - the critical issue is that the candidate is competent, not how the competency was acquired.
Assessment, by any pathway, must comply with the assessment requirements set out in the Assessment Guidelines of the Training Package and the AQTF 2007.

Learning and Assessment Pathways

Usually, learning and assessment are integrated, with assessment evidence being collected and feedback provided to the candidate at anytime throughout the learning and assessment process.
Learning and assessment pathways may include structured programs in a variety of contexts using a range of strategies to meet different learner needs. Structured learning and assessment programs could be: group-based, work-based, project-based, self-paced, action learning-based; conducted by distance or e-learning; and/or involve practice and experience in the workplace.
Learning and assessment pathways to suit Australian Apprenticeships have a mix of formal structured training and structured workplace experience with formative assessment activities through which candidates can acquire and demonstrate skills and knowledge from the relevant units of competency.

Assessment-Only or Recognition of Prior Learning Pathway

Competencies already held by individuals can be formally assessed against the units of competency in this Training Package, and should be recognised regardless of how, when or where they were achieved.
In an assessment-only or Recognition of Prior Learning (RPL) pathway, the candidate provides current, quality evidence of their competency against the relevant unit of competency. This process may be directed by the candidate and verified by the assessor, such as in the compilation of portfolios; or directed by the assessor, such as through observation of workplace performance and skills application, and oral and/or written assessment. Where the outcomes of this process indicate that the candidate is competent, structured training is not required. The RPL requirements of the AQTF 2007 must be met (Standard 1).
As with all assessment, the assessor must be confident that the evidence indicates that the candidate is currently competent against the endorsed unit of competency. This evidence may take a variety of forms and might include certification, references from past employers, testimonials from clients, and work samples. The onus is on candidates to provide sufficient evidence to satisfy assessors that they currently hold the relevant competencies. In judging evidence, the assessor must ensure that the evidence of prior learning is:

- authentic (the candidate's own work)
- valid (directly related to the current version of the relevant endorsed unit of competency)
- reliable (shows that the candidate consistently meets the endorsed unit of competency)
- current (reflects the candidate's current capacity to perform the aspect of the work covered by the endorsed unit of competency), and
- sufficient (covers the full range of elements in the relevant unit of competency and addresses the four dimensions of competency, namely task skills, task management skills, contingency management skills, and job/role environment skills).

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The assessment only or recognition of prior learning pathway is likely to be most appropriate in the following scenarios:

- candidates enrolling in qualifications who want recognition for prior learning or current competencies
- existing workers
- individuals with overseas qualifications
- recent migrants with established work histories
- people returning to the workplace, and
- people with disabilities or injuries requiring a change in career.
-

Combination of Pathways

Where candidates for assessment have gained competencies through work and life experience and gaps in their competence are identified, or where they require training in new areas, a combination of pathways may be appropriate.
In such situations, the candidate may undertake an initial assessment to determine their current competency. Once current competency is identified, a structured learning and assessment program ensures that the candidate acquires the required additional competencies identified as gaps.

Assessor Requirements

This section identifies the mandatory competencies for assessors, and clarifies how others may contribute to the assessment process where one person alone does not hold all the required competencies.

Assessor Competencies

The AQTF 2007 specifies mandatory competency requirements for assessors. For information, Standard 1, Element 1.4 from the AQTF 2007 *Essential Standards for Registration* follows:

> *"1.4 Training and assessment is delivered by trainers and assessors who:*
>
> *a) have the necessary training and assessment competencies as determined by the National Quality Council or its successors*
>
> *b) have the relevant vocational competencies at least to the level being delivered or assessed*
>
> *c) continue developing their vocational and training and assessment competencies to support continuous improvements in the delivery of the RTO's services."*

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Designing Assessment Tools

This section provides an overview on the use and development of assessment tools.

Use of Assessment Tools

Assessment tools provide a means of collecting the evidence that assessors use in making judgments about whether candidates have achieved competency.
There is no set format or process for the design, production or development of assessment tools. Assessors may use prepared assessment tools, such as those specifically developed to support this Training Package, or they may develop their own.

Using Prepared Assessment Tools

If using prepared assessment tools, assessors should ensure these are benchmarked, or mapped, against the current version of the relevant unit of competency. This can be done by checking that the materials are listed on the National Training Information Service <www.ntis.gov.au>. Materials on the list have been noted by the National Quality Council as meeting their quality criteria for Training Package support materials.

Developing Assessment Tools

When developing assessment tools, assessors must ensure that they:

- are benchmarked against the relevant unit or units of competency
- are reviewed as part of the continuous improvement of assessment strategies as required under Standard 1 of the AQTF 2007
- meet the assessment requirements expressed in Standard 1 of the AQTF 2007.

A key reference for assessors developing assessment tools is TAA04 Training and Assessment Training Package and the unit of competency TAAASS403A *Develop assessment tools*. There is no set format or process for the design, production or development of assessment materials.

Conducting Assessment

This section details the mandatory assessment requirements and provides information on equity in assessment including reasonable adjustment.

Assessment Requirements

Assessments must meet the criteria set out in the AQTF 2007 Essential Standards for Registration.
For information, the mandatory assessment requirements from Standard 1 from the AQTF 2007 *Essential Standards for Registration* are as follows:

"1.5	*Assessment, including Recognition of Prior Learning:*

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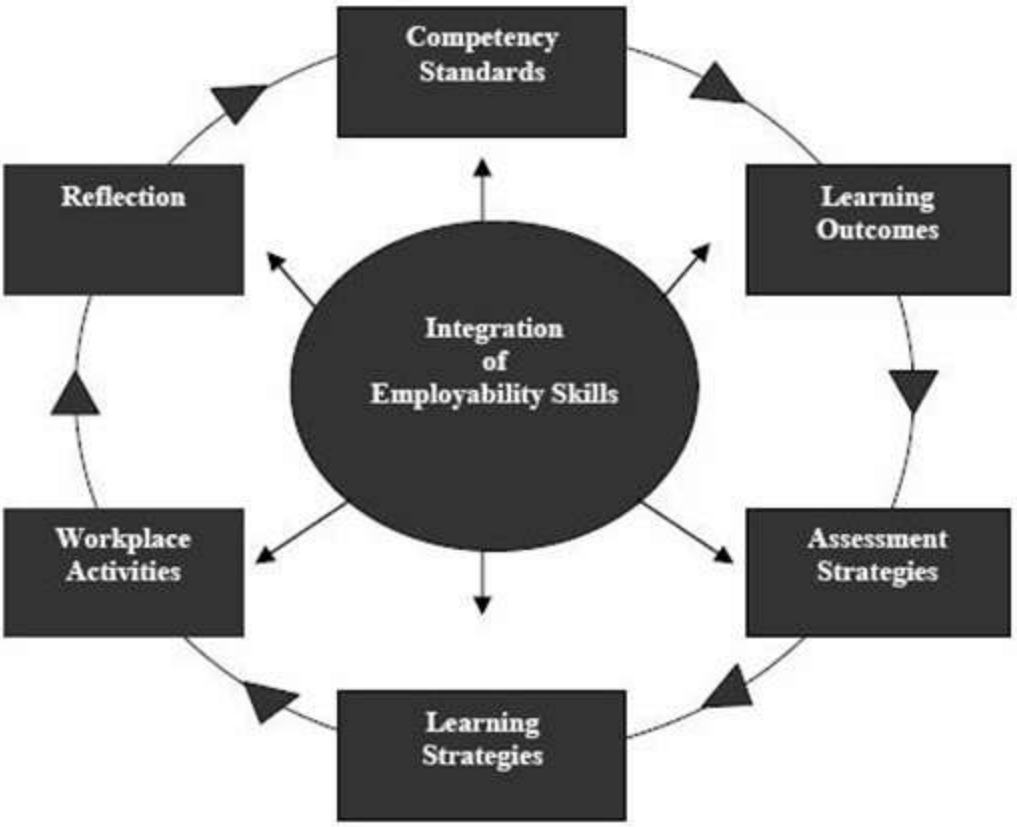
a) meets the requirements of the relevant Training Package or accredited course,

b) is conducted in accordance with the principles of assessment and the rules of evidence, and

c) meets workplace and, where relevant, regulatory requirements."

Assessment of Employability Skills

Employability Skills are integral to workplace competency. As such they must be considered in the design, customisation, delivery and assessment of vocational education and training programs in an integrated and holistic way, as represented diagrammatically below.



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Employability Skills are embedded and explicit within each unit of competency. Training providers must use Employability Skills information in order to design valid and reliable training and assessment strategies. This analysis could include:

- reviewing units of competency to locate relevant Employability Skills and determine how they are applied within the unit
- analysing the Employability Skills Summary for the qualification in which the unit or units are packaged to help clarify relevant industry and workplace contexts and the application of Employability Skills at that qualification outcome
- designing training and assessment to address Employability Skills requirements.

For more information on Employability Skills in the Transport and Logistics, Aviation and Maritime Training Packages, go to the Transport and Logistics Industry Skills Council website at: www.tlisc.com.au

Access and Equity

An individual's access to the assessment process should not be adversely affected by restrictions placed on the location or context of assessment beyond the requirements specified in this Training Package: training and assessment must be bias-free.
Under the rules for their development, Training Packages must reflect and cater for the increasing diversity of Australia's VET clients and Australia's current and future workforce. The flexibilities offered by Training Packages should enhance opportunities and potential outcomes for all people so that we can all benefit from a wider national skills base and a shared contribution to Australia's economic development and social and cultural life.

Reasonable adjustments

It is important that education providers take meaningful, transparent and reasonable steps to consult, consider and implement reasonable adjustments for students with disability.
Under the *Disability Standards for Education 2005*, education providers must make reasonable adjustments for people with disability to the maximum extent that those adjustments do not cause that provider unjustifiable hardship. While 'reasonable adjustment' and 'unjustifiable hardship' are different concepts and involve different considerations, they both seek to strike a balance between the interests of education providers and the interests of students with and without disability.
An adjustment is any measure or action that a student requires because of their disability, and which has the effect of assisting the student to access and participate in education and training on the same basis as students without a disability. An adjustment is reasonable if it achieves this purpose while taking into account factors such as the nature of the student's disability, the views of the student, the potential effect of the adjustment on the student and others who might be affected, and the costs and benefits of making the adjustment.
An education provider is also entitled to maintain the academic integrity of a course or program and to consider the requirements or components that are inherent or essential to its nature when assessing whether an adjustment is reasonable. There may be more than one adjustment that is reasonable in a given set of circumstances; education providers are required to make adjustments that are reasonable and that do not cause them unjustifiable hardship.

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See Part 4, Chapter 2 of the *Training Package Development Handbook* (DEST, September 2007) for more information on reasonable adjustment, including examples of adjustments.

Further Sources of Information

The section provides a listing of useful contacts and resources to assist assessors in planning, designing, conducting and reviewing of assessments against this Training Package.

Contacts

Transport and Logistics Industry Skills Council

Level 15, 628 Bourke Street,

Melbourne

VIC 3000

Ph: +61 3 9604 7200

Fax: +61 3 9606 0066

Email: tlisc@tlisc.com.au

Web: www.tlisc.com.au

Technical and Vocational Education and Training (TVET) Australia Limited
Level 21, 390 St Kilda Road, Melbourne
VIC 3150
PO Box 12211, A'Beckett Street Post Office,
Melbourne, Victoria, 8006
Ph: +61 3 9832 8100
Fax: +61 3 9832 8199
Email: enquiries@tvetaustralia.com.au
Web: www.tvetaustralia.com.au

For information on the TAE Training and Education Training Package contact:

Innovation & Business Skills Australia

Level 11, 176 Wellington Pde

East Melbourne VIC 3002

Telephone: (03) 9815 7000
Facsimile: (03) 9815 7001
Email: reception@ibsa.org.au

Web: www.ibsa.org.au

General Resources

AQF Implementation Handbook, third Edition. Australian Qualifications Framework Advisory Board, 2002, www.aqf.edu.au
Australian Quality Training Framework 2007 (AQTF 2007) – for information and resources go to www.training.com.au/aqtf2007/
AQTF 2007 *Essential Standards for Registration*. Training organisations must meet these standards in order to deliver and assess nationally recognised training and issue nationally recognised qualifications. They include three standards, a requirement for registered training organisations to gather information on their performance against three quality indicators, and nine conditions of registration

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AQTF 2007 *User's Guide to the Essential Standards for Registration*. A Users' Guide for training organisations who must meet these standards in order to deliver and assess nationally recognised training and issue nationally recognised qualifications.
AQTF 2007 *Standards for Accredited Courses*. State and Territory accrediting bodies are responsible for accrediting courses. This standard provides a national operating framework and template for the accreditation of courses.
TAA04 Training and Assessment Training Package. This is available from the Innovation and Innovation & Business Skills Australia (IBSA) Industry Skills Council and can be viewed, and components downloaded, from the National Training Information Service (NTIS).
National Training Information Service, an electronic database providing comprehensive information about RTOs, Training Packages and accredited courses www.ntis.gov.au
Training Package Development Handbook. Available online at www.deewr.gov.au

Assessment Resources

Training Package Assessment Guides – a range of resources to assist RTOs in developing Training Package assessment materials (originally developed by ANTA with funding from the Department of Education, Training and Youth Affairs) and made up of 10 separate titles. Go to www.resourcegenerator.gov.au/loadpage.asp?TPAG.htm
Printed and/or CD ROM versions of the Guides can be purchased from Technical and Vocational Education and Training (TVET) Australia Limited. The resource includes the following guides:

- Training Package Assessment Materials Kit
- Assessing Competencies in Higher Qualifications
- Recognition Resource
- Kit to Support Assessor Training
- Candidates Kit: Guide to Assessment in New Apprenticeships
- Assessment Approaches for Small Workplaces
- Assessment Using Partnership Arrangements
- Strategies for ensuring Consistency in Assessment
- Networking for Assessors
- Quality Assurance Guide for Assessment

An additional guide 'Delivery and Assessment Strategies' has been developed to complement these resources.

Assessment Tool Design and Conducting Assessment

VETASSESS & Western Australian Department of Training and Employment 2000, Designing Tests - Guidelines for designing knowledge based tests for Training Packages.
Vocational Education and Assessment Centre 1997, Designing Workplace Assessment Tools, *A self-directed learning program*, NSW TAFE.
Manufacturing Learning Australia 2000, *Assessment Solutions*, Australian Training Products, Melbourne.
Rumsey, David 1994, *Assessment practical guide*, **Australian Government Publishing Service, Canberra.**

Assessor Training

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Australian Committee on Training Curriculum (ACTRAC) 1994**,** *Assessor training program - learning materials***,** Australian Training Products, Melbourne.
Australian National Training Authority, *A Guide for Professional* Development, ANTA, Brisbane.
Australian Training Products *Ltd Assessment and Workplace Training, Training Package - Toolbox,* **ATPL Melbourne (available from TVET).**
Green, M, et al. 1997, *Key competencies professional development Package*, Department for Education and Children's Services, South Australia.
Victorian TAFE Association 2000, *The professional development CD: A learning tool,* **VTA, Melbourne.**

Assessment System Design and Management

Office of Training and Further Education 1998, Demonstrating best practice in VET project – assessment systems and processes, OTFE Victoria.
Toop, L., Gibb, J. & Worsnop, P. *Assessment system designs*, Australian Government Publishing Service, Canberra.
Western Australia Department of Training and VETASSESS 1998, *Kit for Skills Recognition Organisations*, WADOT, Perth.

Access and Equity Resources

For supporting resources, regularly check DEEWR Training & Skills section publications (which may include ANTA publications):
www.dest.gov.au/sectors/training_skills/publications_resources
Resources developed to support training and assessment for learners from equity groups or with special needs can be located via the VOCED website www.voced.edu.au

Legislation

Racial Discrimination Act 1975
http://www.comlaw.gov.au/ComLaw/Legislation/ActCompilation1.nsf/all/search/A413ADB46D5CC9B2CA257607000EBE58
Disability Discrimination Act 1992 (DDA)
http://www.comlaw.gov.au/ComLaw/Legislation/ActCompilation1.nsf/all/search/02E50FC08E783ED7CA257609000288E1
Human Rights and Equal Opportunity Commission www.hreoc.gov.au

Working with Diversity – AQTF supporting resources

Working with Diversity: A Guide to Equity and the AQTF
Working with Diversity: Quality Training for People with a Disability
Working with Diversity: Quality Training for Indigenous Australians

Language & Literacy

Adult literacy
http://www.dest.gov.au/sectors/training_skills/policy_issues_reviews/key_issues/nts/dap/literacy.htm

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Indigenous

Australian Government Indigenous Portal www.indigenous.gov.au
Indigenous Education Online https://indigo.deewr.gov.au/
Indigenous Education Consultative Bodies (IECB): contact State & Territory Training Authorities or Telephone 1800 800 821, or go to http://www.deewr.gov.au/Indigenous/Resources/Schooling/Pages/organisation_contacts.aspx
Partners in a Learning Culture - National Strategy and Blueprint for Implementation available from DEST (ANTA publication) www.dest.gov.au/sectors/training_skills/publications_resources/profiles/anta/profile/partners_in_a_learning_culture_final_report.htm

Disability

Australian Disability Clearinghouse on Education and Training (ADCET) www.adcet.edu.au
Disability employment agencies: contact State & Territory offices of Department of Family & Community Services for details of local disability employment agencies – or go to http://fahcsia.gov.au/sa/disability/relatedsites/Pages/default.aspx

Women

Women: Shaping Our Future www.dest.gov.au/sectors/training_skills/publications_resources/profiles/anta/profile/women_shaping_our_future.htm
Equal Opportunity in the Workplace Agency (EOWA). www.eowa.gov.au

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Competency Standards

Competency Standards

What is Competency?

The broad concept of industry competency concerns the ability to perform particular tasks and duties to the standard of performance expected in the workplace. Competency requires the application of specified skills, knowledge and attitudes relevant to effective participation in an industry, industry sector or enterprise.
Competency covers all aspects of workplace performance and involves performing individual tasks; managing a range of different tasks; responding to contingencies or breakdowns; and, dealing with the responsibilities of the workplace, including working with others. Workplace competency requires the ability to apply relevant skills, knowledge and attitudes consistently over time and in the required workplace situations and environments. In line with this concept of competency Training Packages focus on what is expected of a competent individual in the workplace as an outcome of learning, rather than focussing on the learning process itself.
Competency standards in Training Packages are determined by industry to meet identified industry skill needs. Competency standards are made up of a number of units of competency each of which describes a key function or role in a particular job function or occupation. Each unit of competency within a Training Package is linked to one or more AQF qualifications.

Contextualisation of Units of Competency by RTOs

Registered Training Organisations (RTOs) may contextualise units of competency in this endorsed Training Package to reflect required local outcomes. Contextualisation could involve additions or amendments to the unit of competency to suit particular delivery methods, learner profiles, specific enterprise equipment requirements, or to otherwise meet local needs. However, the integrity of the overall intended outcome of the unit of competency must be maintained.
Any contextualisation of units of competency in this Training Package must be within the bounds of the following advice:

- RTOs must not remove or add to the number and content of elements and performance criteria.
- RTOs can include specific industry terminology in the range statement.
- Any amendments and additions to the range statement made by RTOs must not diminish the breadth of application of the competency, or reduce its portability.
- RTOs may add detail to the evidence guide in areas such as the critical aspects of evidence or required resources and infrastructure—but only where these expand the breadth of the competency and do not limit its use.

Components of Units of Competency

The components of units of competency are summarised below, in the order in which they appear in each unit of competency.

Unit Title

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The unit title is a succinct statement of the outcome of the unit of competency. Each unit of competency title is unique, both within and across Training Packages.

Unit Descriptor

The unit descriptor broadly communicates the content of the unit of competency and the skill area it addresses. Where units of competency have been contextualised from units of competency from other endorsed Training Packages, summary information is provided. There may also be a brief second paragraph that describes its relationship with other units of competency, and any licensing requirements.

Employability Skills

This sub-section contains a statement that the unit contains Employability skills.

Pre-requisite Units (optional)

If there are any units of competency that must be completed before the unit, these will be listed.

Application of the Unit

This sub-section fleshes out the unit of competency's scope, purpose and operation in different contexts, for example, by showing how it applies in the workplace.

Competency Field (Optional)

The competency field either reflects the way the units of competency are categorised in the Training Package or denotes the industry sector, specialisation or function. It is an optional component of the unit of competency.

Sector (optional)

The industry sector is a further categorisation of the competency field and identifies the next classification, for example an elective or supervision field.

Elements of Competency

The elements of competency are the basic building blocks of the unit of competency. They describe in terms of outcomes the significant functions and tasks that make up the competency.

Performance Criteria

The performance criteria specify the required performance in relevant tasks, roles, skills and in the applied knowledge that enables competent performance. They are usually written in passive voice. Critical terms or phrases may be written in bold italics and then defined in range statement, in the order of their appearance in the performance criteria.

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Required Skills and Knowledge

The essential skills and knowledge are either identified separately or combined. *Knowledge* identifies what a person needs to know to perform the work in an informed and effective manner. *Skills* describe the application of knowledge to situations where understanding is converted into a workplace outcome.

Range Statement

The range statement provides a context for the unit of competency, describing essential operating conditions that may be present with training and assessment, depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts. As applicable, the meanings of key terms used in the performance criteria will also be explained in the range statement.

Evidence Guide

The evidence guide is critical in assessment as it provides information to the Registered Training Organisation (RTO) and assessor about how the described competency may be demonstrated. The evidence guide does this by providing a range of evidence for the assessor to make determinations, and by providing the assessment context. The evidence guide describes:

- conditions under which competency must be assessed including variables such as the assessment environment or necessary equipment
- relationships with the assessment of any other units of competency
- suitable methodologies for conducting assessment including the potential for workplace simulation
- resource implications, for example access to particular equipment, infrastructure or situations
- how consistency in performance can be assessed over time, various contexts and with a range of evidence
- the required underpinning knowledge and skills.

Employability Skills in Units of Competency

The detail and application of Employability Skills facets will vary according to the job-role requirements of each industry. In developing Training Packages, industry stakeholders are consulted to identify appropriate facets of Employability Skills which are incorporated into the relevant units of competency and qualifications.
Employability Skills are not a discrete requirement contained in units of competency (as was the case with Key Competencies). Employability Skills are specifically expressed in the context of the work outcomes described in units of competency and will appear in elements, performance criteria, range statements and evidence guides. As a result, users of Training Packages are required to review the entire unit of competency in order to accurately determine Employability Skills requirements.

How Employability Skills relate to the Key Competencies

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The eight nationally agreed Employability Skills now replace the seven Key Competencies in Training Packages. Trainers and assessors who have used Training Packages prior to the introduction of Employability Skills may find the following comparison useful.

Employability Skills	**Mayer Key Competencies**
Communication	Communicating ideas and information
Teamwork	Working with others and in teams
Problem solving	Solving problems Using mathematical ideas and techniques
Initiative and enterprise	
Planning and organising	Collecting, analysing and organising information Planning and organising activities
Self-management	
Learning	
Technology	Using technology

When analysing the above table it is important to consider the relationship and natural overlap of Employability Skills. For example, using technology may involve communication skills and combine the understanding of mathematical concepts.

Explicitly embedding Employability Skills in units of competency

This Training Package seeks to ensure that industry-endorsed Employability Skills are explicitly embedded in units of competency. The application of each skill and the level of detail included in each part of the unit will vary according to industry requirements and the nature of the unit of competency.
Employability Skills must be both explicit and embedded within units of competency. This means that Employability Skills will be:

- embedded in units of competency as part of the other performance requirements that make up the competency as a whole
- explicitly described within units of competency to enable Training Packages users to identify accurately the performance requirements of each unit with regards to Employability Skills.

This Training Package also seeks to ensure that Employability Skills are well-defined and written into units of competency so that they are apparent, clear and can be delivered and assessed as an essential component of unit work outcomes.

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Sample unit of competency components showing Employability Skills

The following table shows the sequence of a unit of competency, and each cell contains text taken from a range of units. It provides examples of where and how various Employability Skills could be embedded in each component.
Please note that in the example, the bracketed Employability Skills are provided for clarification only and would not be present in units of competency within this Training Package.

Unit Title	Give formal presentations and take part in meetings (Communication)
Unit Descriptor	This unit covers the skills and knowledge required to promote the use and implementation of innovative work practices to effect change. (Initiative and enterprise)
Element	Proactively resolve issues. (problem solving)
Performance Criteria	Information is organised in a format suitable for analysis and dissemination in accordance with organisational requirements. (Planning and organising)
Range Statement	Software applications may include email, internet, word processing, spreadsheet, database or accounting packages. (technology) Modify activities depending on differing workplace contexts, risk situations and environments. (Learning)
Required Skills and Knowledge	Work collaboratively with others during a fire emergency. (teamwork) Instructions, procedures and other information relevant the maintenance of vessel and port security. (Communication)
Evidence Guide	Evidence of having worked constructively with a wide range of community groups and stakeholders to solve problems and adapt or design new solutions to meet identified needs in crime prevention. In particular, evidence must be obtained on the ability to: assess response options to identified crime-prevention needs and determine the optimal action to be implemented in consultation with relevant others, design an initiative to address identified issues. (Initiative and enterprise).

Employability Skills Summaries and units of competency

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An Employability Skills Summary exists for each qualification. Summaries include broad advice on industry expectations with regard to Employability Skills at the qualification level. Summaries should be used by trainers and assessors to assist in identifying the Employability Skills requirements contained within units of competency.

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The AVI08 Aviation Training Package (Version 3)

The AVI08 Aviation Training Package (Version 3)

AVI08 Aviation Training Package (Version 3) is the outcome of a review and redevelopment process.

Introduction

The endorsed components of the AVI08 Aviation Training Package (Version 3) include national competency standards for:

- Flight Instructor Qualifications and Skill Sets
- Manual Handling Freight/Baggage in Aircraft Cargo Hold Confined Spaces Skill Set
- Helicopter Qualifications and Skill Set.

The AVI08 Aviation Training Package (Version 3) has been developed by the Transport and Logistics Industry Skills Council (TLISC) on behalf of the Australian Aviation Industry. An extensive review and consultation process occurred across all sectors of the Aviation Industry and with stakeholders in Aviation Industry training.

Summary of Changes in AVI08 Version 3

The new features of the Training Package include:

- 7 new units have been added
- 1 existing unit has been removed
- 38 new imported units have been added
- 2 imported units have been removed.
- 2 new Skill Sets have been added
- 2 Skill Sets have been revised
- 2 new qualifications have been added
- 2 qualifications have been revised.

The new units that have been included have been finalised following validation and are presented as part of the reviewed Training Package AVI08 Version 3.
A more detailed explanation of some of these changes is provided below.

Flight Instructor Qualifications and Skill Sets

The Aviation Industry has a graded system for Flight Instructors that starts at Grade 3 and concludes at Chief Flying Instructor. There are specific licensing and regulatory requirements for each of the various grades of Flight Instructors. This project addresses not only licensing and regulatory requirements but also articulates the occupational outcomes for all Flight Instructors.
The project was a strategic body of work undertaken to address the occupational outcomes, licensing and regulatory requirements of all grades of Flight Instructors.

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The development of units to identify both occupational outcomes and the licensing and regulatory requirements of Flight Instructors was identified by the Aviation Advisory Committee as the most efficient and effective way of addressing pilot skills shortages. The project was also seen as having a positive impact on the quality and quantity of available Flight Instructors by providing a clearly defined career structure aligned to qualification outcomes.

Manual Handling Freight/Baggage in Aircraft Cargo Hold Confined Spaces Skill Set

The introduction of the AVI08 Aviation Training Package saw the incorporation of much of the regulatory and licence requirements for the Aviation Industry into a cohesive Training Package.
However, there are still additional occupational roles, both regulated and unregulated, that require articulation into the Training Package. Once such area was identified as occupations that are required to work within aircraft confined spaces, in particular aircraft cargo holds. The project addressed this occupational role for ground operations personnel. The development of the Manual Handling Freight/Baggage in Aircraft Cargo Hold Confined Spaces Skill Set was identified by the Aviation Advisory Committee as the most efficient and effective way of addressing the competency requirements of those occupational roles that work within aircraft confined spaces.

Helicopter Qualification and Skill Set Restructure

Many of the helicopter occupations and Skill Sets have been incorporated into both the original and subsequent versions of the AVI08 Aviation Training Package. However, there were three areas that needed minor restructure to enable flexibility to meet industry needs whilst maintaining regulatory requirements.
These three areas were:

- Certificate III in Aviation (Rescue Crewman)
- Certificate IV in Aviation (Aircrewman)
- Aviation Operator Skill Set.
-

In particular the Certificate III in Aviation (Rescue Crewman) and Certificate IV in Aviation (Aircrewman) have been restructured to enable selection of elective units within these qualifications and to reflect National Quality Council changes to qualification packaging rules. This has been achieved whilst still maintaining the regulatory and industry requirements of these highly specialised and safety critical occupation related qualifications.
The Aviation Operator Skill Set on the other hand has been restructured specifically to conform to Training Package Development Handbook Policy whilst still maintaining industry/regulatory related outcomes.

Profile of the Australian Aviation Industry

Australia's aviation environment is unique: large, sparsely settled and a long way from the rest of the world. The Aviation Industry has four principal areas: general aviation, regional airlines, domestic airlines and international airlines.

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The general aviation sector is made up of all non-scheduled flying activity in Australia, other than that performed by the major domestic and international airlines. The major categories of flying are private, business, training, aerial agriculture, charter and aerial work. In the last few years, aerial agriculture, private flying and charter activity as well as regional flying have all seen significant increases in activity.
Domestic airline activity also saw increases with airline passenger numbers effectively recovered to pre-September 11 levels. New domestic players have contributed to these increases with total passenger movements increasing from 41.3 million in 2005 to 43 million in 2006 – an increase in activity of 6.3%.
Competitiveness and consumer demands for safety and security as well as regulatory compliance continue to impact on the skills needed by employees in the industry.
The changing face of the industry has forced many companies to look to training to make a seamless transition from the old to the new. The change stems from a multitude of sources such as reforms to relevant regulations and legislation, new work practices, the penetration of technology, increasing levels of automation, and the changing overall structure of the aviation industry and the economy.
Nationally recognised qualifications and the portability of skills are of increased importance, both for employers within the industry and for career planning for individuals.
The trend towards globalisation is placing increasing demands on the skills base in the aviation industry. Consequently, the skills base must continue to develop to support the delivery of the world's best practice in aviation services. This will ensure the international competitiveness of the aviation industry as it increasingly competes in both global and regional markets.
This Training Package is designed to help companies and training organisations produce a flexible and nationally consistent competent workforce for the aviation industry. It covers qualifications from Certificate I to Diploma and covers occupations in Ground Operations, Flight Operations, Air Traffic Control and Pilot Pathway.

Work in the Industry

The work roles and functions covered by this Training Package are from entry level through to senior management and include:

- Flight Crew – (Commercial Pilots, Flight Instructors, Helicopter Aircrewman and Rescue Crewman)
- Cabin Crew and Supervisory Cabin Crew
- Air Traffic Control
- Airport Management
- Airport Reporting Services
- Baggage Handling and Freight Services
- Ground Support and Ramp Services
- General Airport Operations
- Check in and Customer Service Staff.
-

Impacts on Training Package Development

Increased customer requirements, outsourcing, industry reform, competitive pressures, safety requirements, new technologies, environmental considerations, and regulatory and licensing requirements have all been addressed in the development of AVI08.

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Licensing/Registration Requirements

The Aviation Industry is bound by a wide range of licensing and regulatory requirements, including but not limited to:

- Civil Aviation Regulations (CARs), Civil Aviation Safety Regulations (CASRs) and other regulatory and advisory requirements of the Civil Aviation Authority
- relevant requirements, standards and recommended practices of the International Civil Aviation Organisation (ICAO)
- local instructions of airport authorities and air traffic services
- relevant national, state/territory emergency services regulations
- relevant state/territory road rules
- relevant state/territory roads and traffic authority driving regulations and licence/permit requirements including mass and loading regulations and state/territory oversize/mass pilot/escort permit requirement
- fatigue management regulations and codes of practice
- Australian, international and state/territory regulations and codes of practice for the handling, storage and transport of dangerous goods and hazardous substances, including:
- Australian and International Dangerous Goods Codes
- IATA's 'Dangerous Goods by Air' regulations
- Australian and International Explosives Codes
- quarantine regulations administered by the Australian Quarantine and Inspection Service (AQIS)
- customs regulations (export/import/bond requirements)
- relevant state/territory OH&S legislation
- relevant state/territory environmental protection legislation.

Persons employed in the Aviation Industry need to fulfil competency and training requirements as detailed in the regulations relevant to their occupation. Persons assessed as complying with these requirements are usually provided with some form of certification by CASA or other relevant bodies. These are certificates required by the relevant state/territory or Australian legislation or international code or convention before a person can be allowed to work in the occupation covered under the legislation. These certificates should not be confused with national educational qualifications that are issued by Registered Training Organisations. While in the Aviation Industry there is a close relationship between the regulatory certificates and the National VET qualifications, they are issued by different organisations under different legislative authority.

It should be noted that regulatory requirements are usually subject to ongoing review and improvement. There are also many national initiatives to improve consistency and cooperative arrangements across state/territory regulatory requirements. Given the dynamic nature of these reforms and improvements, it is important that Registered Training

Organisations access and interpret current regulatory requirements from CASA and other relevant regulatory authorities. Training and assessment resources and processes then will need to be adjusted to suitably incorporate and accommodate any pertinent changes to regulatory requirements.

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The regulatory/licensing requirements pertinent to a specific competency unit are dependent on the contexts within which the units are typically applied. As part of its development, additional detail has been provided throughout the Training Package to alert Registered Training Organisations and other users of the Training Package to the licensing regulatory requirements pertinent to specific units within the Training Package. The Assessment Guidelines have also been designed to incorporate information on action Registered Training Organisations should take to ensure that trainees are not only prepared and assessed against the competency units in the standards, but also fulfil relevant requirements of pertinent licensing/regulatory authorities.
Licensing and registration requirements that apply to specific industries and vocational education and training vary between each state and territory, and can regularly change. As a result, for information on applicable licensing and registration requirements please contact:
Civil Aviation Safety Authority (CASA) at www.casa.gov.au
or
Transport and Logistics Industry Skills Council at:
Level 15, 628 Bourke Street Melbourne VIC 3000
T: 03 9604 7200 E: tlisc@tlisc.com.au W: www.tlisc.com.au

Defence Aviation

The Australian Defence Force (ADF) owns and operates aircraft for the defence of Australia. The ADF has developed and established a regulatory framework for ADF aircraft in much the same way as commercial aviation meets regulations determined by the Civil Aviation Safety Authority (CASA). Therefore, RTOs delivering training for Defence must interpret the competencies according to Defence regulations and instructions.
Should RTOs delivering training or assessment require further information, they should contact:
Assistant Director National Skills Framework
Directorate Education and Learning Systems
Defence Education and Training Development Branch
Campbell Park (Defence); ACT 2600
T: (07) 3332 7756

High Risk Licensing

The licensing unit *TLILIC108A Licence to operate a forklift truck* is included in this Training Package as an imported unit. This unit was created as part of the DEEWR project which developed licensing units that reflect the minimum safety standards required by persons performing high risk work to obtain a 'licence to operate', as required by the Occupational Health and Safety (OH&S) regulators in each state and territory. (In total, twenty-six licensing units were developed. These units are made up of twelve units allocated to the Transport and Logistics Training Package, twelve units allocated to the Construction Training Package and two allocated to the Electricity Supply Industry – Generation Sector Training Package.)

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This work was undertaken to support the Australian Safety and Compensation Council (ASCC) agreement to declare the National Standard for Licensing Persons Performing High Risk Work (the National Standard). The National Standard applies to the operation of crane and hoists, forklifts and pressure equipment and the undertaking of scaffolding, rigging and dogging. The National Standard requires training and assessment to be undertaken by Registered Training Organisations (RTOs) under the Australian Quality Training Framework (AQTF).
This imported licensing unit is easily identified in the Aviation Training Package with the code beginning TLILIC. It is to be used for training and assessing for licensing purposes, whereas current industry units are to be used for assessing workplace competence, which occurs following employment and experience on the job.

Training Package Review Methodology

Broad process

The broad processes for the review of the Aviation Training Package include:

Desktop research drawing from a range of information sources

Including:

- the existing versions of the Aviation Training Package (i.e. AVI08 Version 2)
- Aviation regulations, certification requirements and codes of practice
- guidelines for Training Package development
- related developments in higher education and schools
- related Training Packages (e.g. business, tourism, health and asset maintenance)
- existing accredited courses for aviation occupations.
-

Industry and VET consultation processes

Including:

- consultative forums of key stakeholders at key stages of the project
- individual consultative meetings as required
- maintenance of an issues register to track inputs and suggested changes received from stakeholders
- meetings with the equity adviser appointed to the review to ensure that all equity requirements had be fulfilled
- meetings with representatives of the Aviation regulatory authorities to ensure that all proposed changes were consistent with regulatory requirements
- development of schedules of agreed changes to guide the consultants and the project steering committee.
-

Validation

Including:

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- validation meetings to confirm that agreed changes had been made and to identify any further enhancements necessary
- validation meetings to confirm continued inclusion of units where no changes were required

Aviation Advisory Committee Members

Membership of the Aviation Advisory committee is based on their broad understanding of the National Training Framework and their current knowledge and experience of the aviation industry.
The table below details the Aviation Advisory Committee members:

Name	**Organisation**
Warren Barnes	Qantas Ramp Services
Mike Becker	Becker Helicopter Services Pty Ltd
Michael Bent	REX
David Blake	OZ Jet
Jeff Boyd	Brindabella Airlines
Chris Butler	Qantas – Qantas College
Brett Reed	TWU
Chris Duffield	Menzies Aviation Group
Ben Hargreaves	Rehbein AOS
Kevin James	Sydney Airport Corporation
Jo Justo	Australian Services Union
Ken Keech	Australian Airports Association
Bryce Kroenert	Inflight Logistics Services
Guy MacLean	Australian & International Pilots Association
Anne Marinis	Airservices Australia
Russell Maxwell	Defence Education and Training Development Branch
Raj Mirchandani	Virgin

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John Nibbs	Defence
Simon Parsons	My Freight Career
Paul Tyrrell	Regional Aviation Association of Australia
Garry Veroude	Flight Training Adelaide
Ashley Van de Veld	Careflight Group
Bob Warn	Safeskies
Rob Strachan	Airservices Australia
Paul Birkinhead	Defence
James Harrington	Airservices Australia
Michael Juelg	CASA
Steve Tizzard	Recreational Aviation Australia
Julian Cattonar	Army Aviation
Denes Illyes	Navy Aviation
Warren Martin	RAAF
James Pateman	Navy Aviation
Stephen Baker	RAAF
Bill Hamilton	Multicrew Training MPL Pty
Trina Palazzolo	Inflight Logistics Services
Gary Donohue	Defence
Dave Bailey	RAAF – Air Traffic Control

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Qualifications Pathways

Qualifications Pathways

There are many pathways into and through occupations within the Aviation Industry. These occupations are subject to a wide range of state, territory, national and international regulatory requirements, codes and licences.

For many of the occupations, it is desirable to hold a certificate of competency or at least to have completed specific certification requirements before a person can be actively employed on the types of machinery concerned in particular operational areas. These certification requirements include educational requirements (e.g. the educational qualifications contained in this Training Package) but also involve a range of other requirements such as medical certificates, radio operator certificates, etc. In other words, for many occupations in the Aviation Industry, the achievement of an educational qualification is only a partial fulfilment of the regulatory requirements that must be demonstrated by a person seeking a certificate of competency from the relevant state or territory regulatory or safety authority.

The information described in Figures 1–5 explains the more significant pathways between qualifications and does not represent the only pathways. The information describes the pathway relationships between the 'education pathways' and is not intending to provide information on the diverse range of occupations and positions in the Aviation Industry. Users of the Aviation Training Package are therefore encouraged to access the pertinent documents from the relevant authorities to understand the various regulated occupations in the Aviation Industry and the full certification requirements for each.

VET in Schools

There are some qualifications within AVI08 that may be delivered and assessed as part of the VET in Schools initiatives. However, schools and Registered Training Organisations wishing to pursue this pathway should firstly consult with Industry Stakeholders, CASA, and State Training Authorities as to the appropriateness of this pathway so as to not raise false expectations around employment/career aspirations.

Australian Apprenticeships Job Pathways

In the past, a number of Aviation Apprenticeships/Traineeships have been available in occupational areas such as: cabin crew, baggage handling, check in and customer services, airport operations, aircraft refuelling, and helicopter and aeroplane pilots. For the most current information regarding Australian Apprenticeships (including School Based New Apprenticeships) please refer to your State Training Authority website, local Apprenticeship Centres and the Australian Apprenticeships Job Pathways website: www.najobpathway.com.au

Figure 1: Aviation Pathways Pilots

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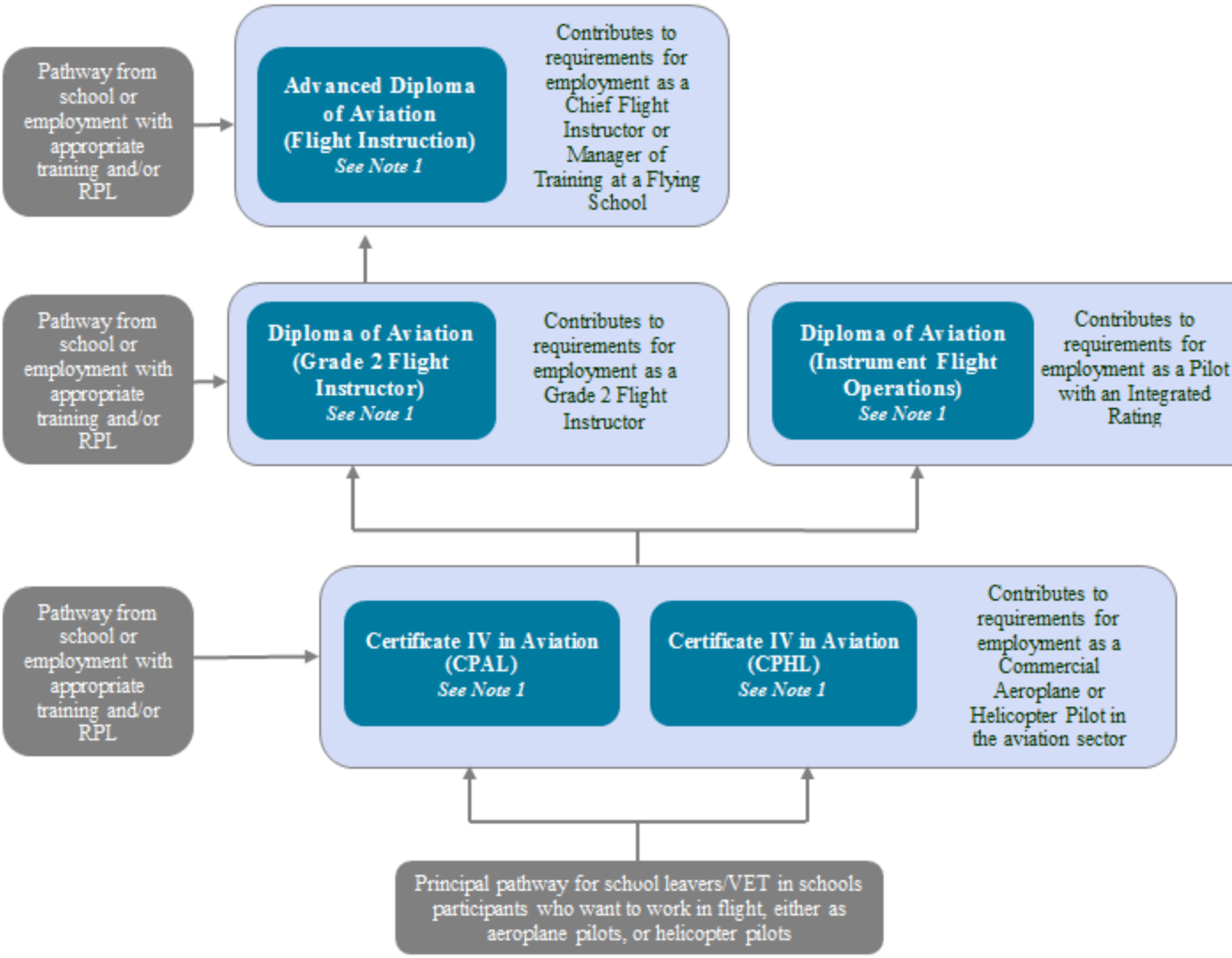

Note 1 – Figure 5 lists Skill Sets and their association with Aviation Occupational Pathways

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Figure 2: Aviation Pathways Flight Operations

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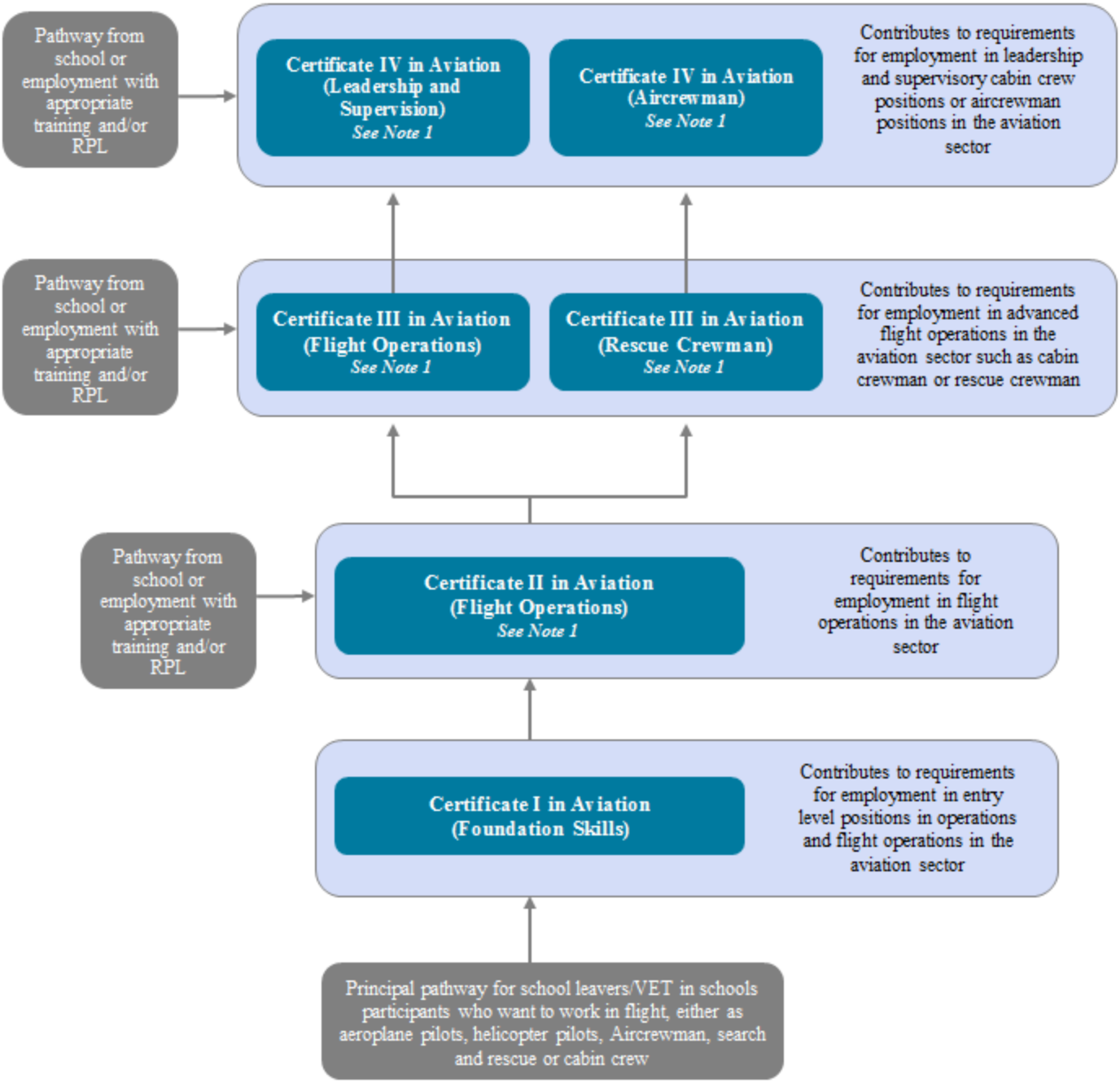

Note 1 – Figure 5 lists Skill Sets and their association with Aviation Occupational Pathways

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Figure 3: Aviation Pathways Ground Operations

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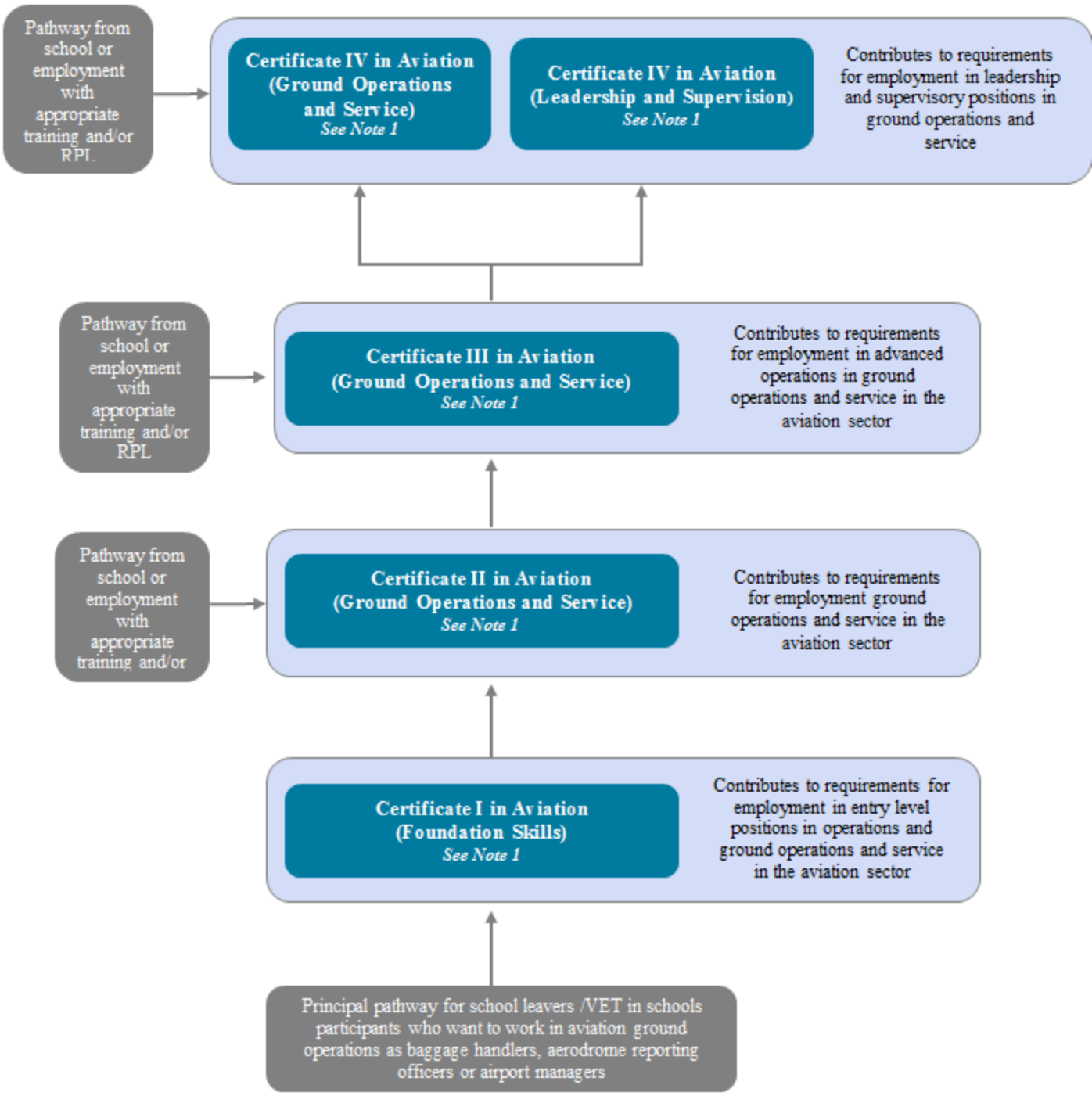

Note 1 – Figure 5 lists Skill Sets and their association with Aviation Occupational Pathways

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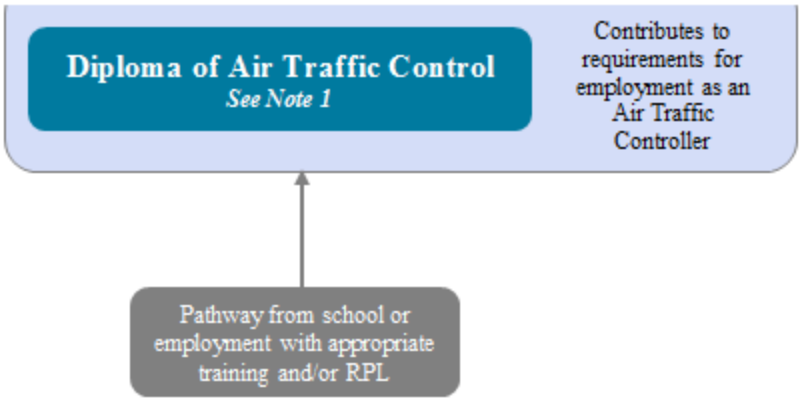
Figure 4: Aviation Pathways Air Traffic Control



Note 1 – Figure 5 lists Skill Sets and their association with Aviation Occupational Pathways

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Figure 5: Aviation Skill Sets / Pathways Matrix

Skill Sets	Ground Operations	Air Traffic Control	Flight Operations	Pilot Pathway
Aviation Operator Skill Set	■			
Manual Handle Freight/Baggage in Aircraft Cargo Hold Confined Spaces Skill Set	■			
Airborne Rappelling Skill Set	■			
Airborne Recovery Skill Set	■			
Simulator Operator Skill Set	■	■	■	■
Simulator Trainer Skill Set	■	■	■	■
Simulator Operator/Trainer Skill Set	■	■	■	■
Airborne Rappelling Supervisor Skill Set			■	
Helicopter Wireman Skill Set			■	
Aviation Supervisory Cabin Crew Skill Set			■	
Night Aided Vision Aviation Operations Skill Set			■	■
Aircraft Underwater Escape Skill Set			■	■
Emergency Breathing System Skill Set			■	■
Aerobatic Pilot Skill Set				■
Formation Pilot Skill Set				■
Night Visual Flight Rules (NVFR) Pilot Skill Set				■
Marine Transfer Pilot Skill Set				■
External Load Pilot Skill Set				■
Rappelling and Winching Pilot Skill Set				■

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AVI08 Version 3 Qualifications and Packaging Rules

AVI08 Version 3 Qualifications and Packaging Rules

The qualifications and packaging rules for AVI08 Version 3 are listed in the order below.

Certificate I	
AVI10108	Certificate I in Aviation (Foundation Skills)
Certificate II	
AVI20208	Certificate II in Aviation (Flight Operations)
AVI20408	Certificate II in Aviation (Ground Operations and Service)
Certificate III	
AVI30208	Certificate III in Aviation (Flight Operations)
AVI30408	Certificate III in Aviation (Ground Operations and Service)
AVI30510	Certificate III in Aviation (Rescue Crewman)

Certificate IV	
AVI40108	Certificate IV in Aviation (Commercial Pilot Aeroplane Licence)
AVI40208	Certificate IV in Aviation (Commercial Pilot Helicopter Licence)
AVI40408	Certificate IV in Aviation (Ground Operations and Service)
AVI40508	Certificate IV in Aviation (Leadership and Supervision)
AVI40610	Certificate IV in Aviation (Aircrewman)
Diploma	
AVI50308	Diploma of Aviation (Air Traffic Control)
AVI50408	Diploma of Aviation (Instrument Flight Operations)
AVI50510	Diploma of Aviation (Flight Instructor)
Advanced Diploma	
AVI60110	Advanced Diploma of Aviation (Flight Instruction)

Overview

There are fifteen qualifications in the AVI08 Aviation Package at the following AQF levels:

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- 1 at AQF1 Certificate 1
- 2 at AQF2 Certificate II
- 3 at AQF3 Certificate III
- 5 at AQF4 Certificate IV
- 3 at AQF5 Diploma
- 1 at AQF6 Advanced Diploma.

In this section the AVI08 qualifications and relevant packaging rules are presented in AQF level 1–6 order. Additionally, the 21 Skill Sets within AVI08 Aviation Training Package are described. They are:

- Aviation Operator Skill Set
- Manual Handle Freight/Baggage in Aircraft Cargo Hold Confined Spaces Skill Set
- Airborne Rappelling Skill Set
- Airborne Recovery Skill Set
- Simulator Operator Skill Set
- Simulator Trainer Skill Set
- Simulator Operator/Trainer Skill Set
- Airborne Rappelling Supervisor Skill Set
- Helicopter Wireman Skill Set
- Aviation Supervisory Cabin Crew Skill Set
- Night Aided Vision Aviation Operations Skill Set
- Aircraft Underwater Escape Skill Set
- Emergency Breathing System Skill Set
- Aerobatic Pilot Skill Set
- Formation Pilot Skill Set
- Night Visual Flight Rules (NVFR) Pilot Skill Set
- Marine Transfer Pilot Skill Set
- External Load Pilot Skill Set
- Rappelling and Winching Pilot Skill Set
-

Skill Sets

Skill Sets

Definition

Skill Sets are defined as single units of competency, or combinations of units of competency from an endorsed Training Package, which link to a licence or regulatory requirement, or defined industry need.

Wording on Statements of Attainment

Skill Sets are a way of publicly identifying logical groupings of units of competency which meet an identified need or industry outcome. Skill Sets are not qualifications.

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Where Skill Sets are identified in a Training Package, the Statement of Attainment can set out the competencies a person has achieved in a way that is consistent and clear for employers and others. This is done by including the wording 'these competencies meet *[insert Skill Set title or identified industry area]* need' on the Statement of Attainment. This wording applies only to Skill Sets that are formally identified as such in the endorsed Training Package. See the 2007 edition of the AQF Implementation Handbook for advice on wording on Statements of Attainment—the updated version is expected to be available on the AQFAB website <www.aqf.edu.au> during September 2007 and in print in October 2007.

Skill Sets in this Training Package

This section provides information on Skill Sets within this Training Package, with the following important disclaimer: Readers should ensure that they have also read the part of the Training Package that outlines licensing and regulatory requirements.

•

The Skill Sets within this Training Package are as follows:

- Aviation Operator Skill Set
- Manual Handle Freight/Baggage in Aircraft Cargo Hold Confined Spaces Skill Set
- Airborne Rappelling Skill Set
- Airborne Recovery Skill Set
- Simulator Operator Skill Set
- Simulator Trainer Skill Set
- Simulator Operator/Trainer Skill Set
- Airborne Rappelling Supervisor Skill Set
- Helicopter Wireman Skill Set
- Aviation Supervisory Cabin Crew Skill Set
- Night Aided Vision Aviation Operations Skill Set
- Aircraft Underwater Escape Skill Set
- Emergency Breathing System Skill Set
- Aerobatic Pilot Skill Set
- Formation Pilot Skill Set
- Night Visual Flight Rules (NVFR) Pilot Skill Set
- Marine Transfer Pilot Skill Set
- External Load Pilot Skill Set
- Rappelling and Winching Pilot Skill Set
-

Glossary

Glossary

Glossary

The following is an explanation of aviation-specific terms, acronyms and phonetic alphabet referred to in the Aviation Training Package.

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These definitions are advisory only. The definitions should also be confirmed against the definitions provided in the relevant Manuals of Standards issued by the Civil Aviation Safety Authority as part of Civil Aviation Safety Regulations. Compliance with relevant regulations, checks and actions in approved checklists, placards, Flight Manual/Pilot Operating Handbooks, or Operations Manuals have precedence and must be maintained.
It should also be noted that the glossary does not include the various terms used in aviation weather forecasts and related products. Training Package users should refer to the relevant publications issued by the Australian Bureau of Meteorology and Civil Aviation Safety Authority for definitions of terms used in aviation weather products.

Glossary of terms

Accident	An unplanned, unmeasured event or outcome which may or may not result in injury or property damage.
Aiming point	The 'aiming point' related to a visual approach and landing of a helicopter is that point at which a pilot looks to achieve a predetermined touchdown, hover or termination point.
Air Traffic Services (ATS)	A generic term, meaning, variously, flight information service, alerting service, air traffic advisory service, air traffic control service (area control service, approach control service or aerodrome control service) and any other service which CASA designates to be an air traffic service.
Air Waybill	The document entitled, 'Air Waybill/Air Consignment Note' made out by or on behalf of the shipper which evidences the contract between the shipper and carrier(s) for carriage of goods over routes of the carrier(s).
Aircraft – narrow-body	Any type of passenger aircraft with six seats abreast or less and a single aisle in the passenger cabin, for example, 737.
Aircraft – wide-body	Designates aircraft types with two aisles in the passenger cabin, for example, 747 and 767.
Aircraft configuration	Planned utilisation layout of aircraft interior space.
Airport – destination	Ultimate intended terminating airport of a flight.
Airport – origin	The place from where the flight commences.
Airspace cleared	Collision avoidance must always be practised and a procedure followed to ensure a collision does not occur. This procedure is performed before all turns and manoeuvres. The procedure is: • when turning left, "Clear right, clear ahead, clear left-turning left" or • when turning right, "Clear left, clear ahead, clear right-turning right". If an object is closing and remains on a line

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	of constant bearing (stays at the same point on the windscreen), a collision will occur if avoiding action is not taken.
Approach to hover	The process of maintaining a specified track and glide slope at reducing ground speed to a nominated termination point at the hover.
Approved checklist	A checklist derived from information set out in the Flight Manual/POH, placards or other approved documents provided with the aircraft, necessary to ensure the safe operation of the aircraft.
ATC Licence	A licence issued as an authority to act in a licensed air traffic control function and issued in accordance with ICAO Annex 1.
ATS Certificate	A certificate authorising an entity to provide air traffic services.
ATS Certificate Holder	An entity authorised under Part 172 of the Civil Aviation Safety Regulations to provide air traffic services at the location and in the airspace specified by the Airspace Authority.
ATS Licence	Either an Air Traffic Controller Licence or a Flight Service Licence issued as an authority to act in a licensed ATS function.
Avoid area	The area delineated on the height-velocity envelope chart in a helicopter's Flight Manual which shows the parameters within which operations should be avoided.
Baggage – cabin	Baggage of which the passenger retains custody (also as "Hand" and/or "Unchecked").
Baggage – checked	Equivalent to "Registered Luggage" means baggage of which the carrier takes sole custody and for which carrier has issued a baggage check.
Baggage – crew	Baggage which is the property of operating crew and which is separately identified.
Baggage – transfer	Baggage arriving at a point on one flight and continuing its journey there from on another flight within a defined time limit.
Boarding	Equivalent to term, "Embarkation" means passengers entering an aircraft.
Bulkhead – stressed	A bulkhead which in combination with the aircraft structure has been designated to restrain load.

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Cargo	Any goods carried on an aircraft which are covered by an air waybill.
Carriers	The air carrier issuing the ticket (or air waybill) and 311 air carriers that carry or undertake to carry the passenger and/or his baggage for the cargo thereunder or to perform any other services related to such air carriage.
Closure rate	The apparent speed at which a helicopter moves towards a specified point or object.
Compartment	A space designated within a hold.
Competency	The defined knowledge and/or skill including the minimum performance standard in that knowledge and/or skill area required of the relevant air traffic services licence holder. Note: an individual is either competent or not.
Consignment	Equivalent to the term "Shipment". One or more pieces of goods accepted by the carrier from one shipper at one time and at one address, receipted for in one lot and moving on one air waybill to one consignee at one destination address.
Controlled corrective action	Smooth, timely and coordinated use of controls made to achieve specified performance.
Controlled rate of descent on landing	'Controlled rate of descent' associated with a landing means that the touchdown is without harshness and the successful outcome of the landing is not in doubt.
Crew Resource Management (CRM)	The application of human factors knowledge within the working environment. This includes the special case of flight crew and cabin crew, their interactions with each other, with other groups, and with the technology of the system. It is an active process to identify threats to safety, communicate them to the Pilot in Command (PIC), and to carry out a plan to avoid or mitigate their potential consequences. CRM is the utilisation of all available human, informational, and equipment resources toward the goal of safe and efficient operations (e.g. flight, maintenance, air traffic control). CRM deals directly with the avoidance of human errors and the management and mitigation of the consequences of those errors that do occur.
Currency	Satisfactory completion of relevant written examinations and performance assessment within the time frame specified.

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Dangerous goods	Articles or substances which are capable of posing a significant risk to health, safety or property when transported by air and which are classified as such in the IATA Dangerous Goods Regulations.
Disciplined behaviour	The implementation of successful strategies to manage all personality traits and mental and physical limitations that, if ignored, could compromise safety.
Effect of turbulence	The effect of turbulence must be considered when measuring standards of flying competency. Assessors must evaluate each situation and then apply considered judgement to compensate for variations to the published standards.
Endorsement	An authorisation associated with a rating, and forming part thereof, which defines the location and discrete function at and/or for which a specified service may be performed by its holder.
Engine ingestion	Due to the suction power of the jet engine intake, foreign objects and nearby people can be sucked into the engine.
Equipment operators licence	Issued by the relevant airport authority.
Errors	Deviation from intentions.
Flight number	The alpha-numerical designator of a flight, prefixed by a two-letter or three-character designator.
Foreign object damage (FOD)	Engine damage resulting from foreign matter being ingested by the engine either on the ground or in the air.
FS Licence	A licence issued as authority to act in a licensed flight service function.
Functional Group	A group of one or more sectors and/or work stations that provide an array of air traffic services identified by the ATS provider as requiring a common core of knowledge and skills.
Hazard	Any situation, condition or circumstance capable of causing injury or damage.
Helicopter	A heavier-than-air aircraft supported by the reaction of the air on one or more normally power-driven rotors on substantially vertical axes.

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Helicopter is balanced	The skid ball in the balance indicator is less than a quarter of the ball diameter from the centre in forward flight.
Hold	A space confined by calling, floor, walls, and bulkhead, used for carrying load.
Hover helicopter	To maintain the helicopter over the hover point at nominated height and heading.
Hover point	That point on the surface of the earth over which a nominated part of the helicopter is maintained.
Human Factors	A developing and dynamic multi-disciplinary activity that aims to optimise the relationship between people and their activities by the systematic application of human sciences, integrated within the framework of systems engineering. Human Factors involves the study of the human's capabilities, limitations, and behaviours and the integration of that knowledge into the design of systems to enhance the safety, performance and the general well being of the operators of the systems.
Igloo -non-structural	A bottomless rigid shell made of fibreglass, metal or other suitable material. Its shape conforms to the contours of cargo aircraft envelopes. It covers the maximum usable area of an aircraft pallet to which it is secured during flight. This shell used in combination with an aircraft pallet and net assembly is known as a non-structural igloo.
In ground effect (IGE)	Hovering the helicopter less than 2/3 rotor diameter above a surface that restricts the induced flow.
Incident	An occurrence with the potential to cause ground damage or personal injury.
Interline	Transfer from one carrier to another.
Jet blast	The exhaust from a jet engine. This blast can create winds of up to 160 kph and high temperatures -stay clear.
Joining	Boarding or loading at a transit station.
Leadership	The ability to manage actions to induce other people to use their skills and knowledge to pursue a defined objective.
Lift off	The process of lifting the helicopter vertically from the surface to a stabilised hover.

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Light on the skids or wheels	That with collective pitch (power) applied, and the helicopter still in contact with the ground, any application of cyclic pitch or anti torque pedal will produce a discernible movement by the helicopter.
Like type endorsement	An endorsement defined by the ATS provider which has attributes and requirements sufficiently similar to other within the functional group to be suited to generic recency requirements of familiarisation, training and assessment.
Line up checks	These checks are performed before take-off when lined up in the runway or take-off direction. The checks should include: • compass checked and aligned with take-off direction • engine instruments indicate engine within operating limits.
Load control	A function to ensure the optimum utilisation of the aircraft capacity and distribution of load as dictated by safety and operational requirements.
Loading instruction	Instructions given by Load Control to the person responsible for the aircraft loading.
Mail – diplomatic	Governments' property carried under special agreements.
Manual of Standards	The CASA manual which prescribes operational and technical standards pertaining to the licensing, and training for licensing, of specified aviation personnel including flight crew, air traffic service personnel, and so on.
Minimum power speed	The speed at which level flight can be maintained with minimum power required.
Movement	The arrival or departure of an aircraft.
Nets	A network of webbing affixed to an aircraft within its holds or to aircraft ULD for the purpose of restraining a load within the hold or in the ULD.
Pallet – aircraft	A platform with a flat under surface to standard aircraft requirements on which goods are assembled and secured by nets, straps, igloos, etc., and subsequently locked into the aircraft to achieve rapid loading/unloading on compatible aircraft conveying and restraint systems. As such, it becomes a component of the aircraft loading and restraint system.
Pedal/spot turn	Turning a hovering helicopter about a vertical axis which passes through a nominated part (normally the mast) of the aircraft.

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Pre-manoeuvre checks	These checks are completed before performing manoeuvres that involve rapid changes of altitude, attitude or heading. The mnemonic "HASELL" may be used as a reminder for this check: H Height is sufficient to safely complete all manoeuvres A Airframe configuration is appropriate for manoeuvres S Security of harnesses and loose objects is ensured E Engine instruments are checked, RPM, mixture, boost pumps and carburettor heat are set as required. Fuel remaining is adequate
	L Location is correct, clear of built up areas, controlled airspace and restricted areas L Lookout is maintained before and during manoeuvres

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Pre-descent or navigation turning point checks	These checks are completed before descending for approach and landing or operations at low level. The mnemonic 'CLEAR' may be used as a reminder for this check: C Compasses are synchronised and checked L Log position and ETA to next reporting point E Engine instruments and fuel are checked A Altimeter sub scale is set and new altitude is confirmed R Radio is tuned to operating frequency and intentions broadcast
Proficiency	The assessed level of ability to carry out the functions of an Endorsement as measured against the minimum prescribed standard in a formal performance assessment. Note: individuals are variously proficient.
Protective equipment	Equipment when worn minimises the risk of injury or disease, for example, ear muffs, gloves, shoes, sunglasses (if applicable) and so on.
Pushback	Push aircraft clear of aerobridge or bay for departure.
Qualification – education	The formal certification issued by a RTO under the Australian Qualifications Framework that a person has achieved all the requirements for a qualification as specified in a national Training Package endorsed by the Australian National Training Authority (ANTA) (in this case the Aviation Industry Training Package).
Qualification – regulatory	An authorisation associated with a licence issued by CASA, and forming part thereof, which defines a specified ancillary activity for which the holder is authorised.
Ramp	The area of an airport intended for accommodation of aircraft for loading, unloading, fuelling, parking and maintenanc5. Also known as the apron or tarmac.
Rating	An authorisation entered on or associated with a licence and forming part thereof, stating special conditions, privileges or limitations pertaining to such a licence.
Recency	The on-going practical application of a function for a required minimum period within the time frame specified.
Recommended Practice	Any specification of uniform application recognised as desirable for the safety of air navigation, and including any means proposed by a regulator to put that specification into effect.
Registration – aircraft	A unique alphanumeric designation for an aircraft. SECTOR Equivalent to "Leg" means the space between two consecutive

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	scheduled stops on any given flight.
Rule	A direction prescribed by a service provider to satisfy maintenance of and compliance with a standard.
Safe(ly)	That a manoeuvre or flight is completed without injury to persons, damage to aircraft or breach of aviation safety regulations, while meeting the requirements of the Australian National Competency Standards for Private and Commercial Helicopter Pilots.
Safest outcome	That the manoeuvre or flight is completed with minimum damage or injury under the prevailing circumstances.
Sector	A volume of airspace defined for the purpose of providing an air traffic service.
Shut down checks	These checks are completed when committed to a forced landing after an engine failure. The purpose is to isolate fuel and electrical source that could lead to a fire. These checks may include: • throttle closed • boost pumps 'off' • mixture 'idle cut off' • fuel 'off' • magnetos off' • generator(s)/alternator(s) 'off' • safety harness 'secure' • any other checks detailed in Flight Manual/POH • master switch 'off' when electrical services no longer required
Situation awareness	An appreciation of all factors relevant to the safe progress of a flight.
Slip port	Any port which may be visited other than the home port of the worker
Special load	A load which, owing to its nature or value, requires special attention and treatment during the process of acceptance, storage, transportation, loading and unloading.
Stakeholder	Any person involved with, or affected by the flying operation to be performed.
Standard	Any specification of uniform application recognised as necessary for the safety of air navigation, and including any direction prescribed by a regulator to ensure conformity with that specification.
Standard operating procedures	Any procedure included in documents and publications authorised by the Civil Aviation Safety Authority.

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Stress(ors)	A disturbing physiological or psychological influence on human performance which may impact adversely on the safe conduct of a flight or situation.
Take off	The process of accelerating the helicopter through translational lift with the intent of departing.
Tare weight	The weight of an empty unit load device. It includes all liners and/or fittings, etc. when these are required by the specification or as registered with IATA.
Terminate with power (and recover to the hover)	When associated with autorotative flight this term means that the application of collective pitch with engine and rotor RPM coordinated (needles joined) brings the helicopter to a stabilised hover (auto to powered flight).
Termination point	The 'termination point' associated with a landing, is the point at which the helicopter terminates the approach to the hover.
Tie-down	Equivalent to "Restrain/Secure/Lash" means the term used to describe the securing of the bulkload or part thereof to fixed restraint points within an aircraft or in a ULD, to conform to restraint and safety requirements.
Tie-down – equipment	May comprise any or all of the following items which have, been authorised for use* tie-downflashing rings, straps, webbing, nets, ropes, cable and chains.
Tie-down – points	Attachment points for the tie-dawn equipment to secure load on aircraft and/or ULDs.
Touchdown point	The 'touchdown point ' associated with a landing, is the point at which the helicopter landing gear first contacts the runway or landing area.
Transfer	Traffic which arrives on a flight and continues on another flight of the same airline or another airline within a defined time limit.
Transhipp	A direct aircraft to aircraft transfer of ULD and/or its load.
Transit	Traffic which arrives on a flight and continues on the same flight.
Transit flight or through flight	A flight transiting one or more airports en route.
Transit station/airport	A scheduled en route stopping place on a flight.

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Transit time	The time an aircraft remains in transit.
Trouble checks	Trouble checks are performed to determine the cause(s) of an engine failure and to prepare the engine for a restart. Trouble checks may include: • carburettor heat set as required • fuel selected to a tank containing fuel • mixture set to optimum • fuel boost pumps selected in accordance with Flight Manual/POH • throttle set • magnetos on
Ullage	The space in a tank not occupied by its contents. Used as a measure of storage space still available
Unit load device (ULD)	A unit in which deadload (i.e. baggage) is bulk loaded. The unit is then loaded into the aircraft.
Unserviceable	No longer able to be used, for example, because of wear, damage, and so on.
Violations	Intentional deviations from known rules or standards.
Visual cues	Visual cues associated with hovering, means any visual features or references that are used to determine the position or movement of a helicopter relative to the hover point.
Visual references	'Visual references' associated with hovering means the features within the visual range of the pilot that are used as visual cues to maintain the helicopter over a hover point.

Acronyms

AD	Airworthiness Directive
ADF	Automatic Direction Finder
AGL	Above Ground Level
AIP	Aeronautical Information Publication
ATC	Air Traffic Control
ATIS	Automatic Terminal Information Service
ATO	Approved Testing Officer
AVFAX	Meteorological and NOTAM Facsimile Service
ATS	Air Traffic Services

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CAAP	Civil Aviation Advisory Publication
CAO	Civil Aviation Orders
CAR	Civil Aviation Regulations
CASA	Civil Aviation Safety Authority
CASR	Civil Aviation Safety Regulations
CPL	Commercial Pilot Licence
CTA	Control Area
CTAS	Common Traffic Advisory Frequency
CTR	Control Zone
DECTALK	Automated Meteorological Telephone Briefing
DME	Distance Measuring Equipment
DR	Deduced/dead Reckoning
ERS(A)	En Route Supplement (Australia)
ETA	Estimated Time of Arrival
ETD	Estimated Time of Departure
FROL	Flight Radio Operators Licence
FT	Feet
GAAP	General Aviation Aerodrome Procedures
GPS	Global Positioning System
HF	High Frequency
HLS	Helicopter Landing Site
IAS	Indicated Air Speed
KTS	Knots
MAP	Manifold Air Pressure

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MBZ	Mandatory Broadcast Zone
MPP	Most Probable Position
NAIPS	National Aeronautical Information Processing System
NDB	Non Directional Beacon
NOTAM	Notice to Airmen
POH	Pilot Operating Handbook
PPL	Private Pilot Licence
QNH	Altimeter subscale setting to obtain elevation or altitude
RPM	Revolutions Per Minute
R/T	Radiotelephone
SARTIME	Time Search Action
SIF	Selective Identification Feature
SSR	Secondary Surveillance Radar
TAS	True Air Speed
TEMPO	Temporary changes to prevailing weather conditions for periods not exceeding 60 minutes
VMC	Visual Meteorological Conditions
VHF	Very High Frequency
VFR	Visual Flight Rules
VOR	VHF Omni-directional Radio Range

Phonetic Alphabet

A – Alpha	J – Juliet	S – Sierra
B – Bravo	K – Kilo	T – Tango
C – Charlie	L – Lima	U – Uniform
D – Delta	M – Mike	V – Victor

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E – Echo	N – November	W – Whiskey
F – Foxtrot	O – Oscar	X – X-ray
G – Golf	P – Papa	Y – Yankee
H – Hotel	Q – Quebec	Z – Zulu
I – India	R – Romeo	

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