



Australian Government

Department of Education, Employment and Workplace Relations

AVIF3011B Apply relevant laws and regulations to the management of an aerodrome

Revision Number: 1

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Modification History

Not applicable.

Unit Descriptor

Unit Descriptor

This unit involves the skills and knowledge required to ensure compliance with regulations and policies when managing an aerodrome, including compliance with relevant regulatory requirements and legal obligations, established industrial relations practices and requirements, and pertinent local laws and regulations. Licensing, legislative, regulatory or certification requirements are applicable to this unit.

Application of the Unit

Application of the Unit

Work must be carried out in accordance with workplace procedures and relevant regulatory requirements.

Use for ADF Aviation is to be in accordance with relevant Defence Orders and Instructions and applicable CASA compliance.

Work is performed under limited supervision usually within a team environment.

Work involves the application of relevant regulations, safety codes, policies and protocols when carrying out tasks and work activities as part of the management and operations of an Australian aerodrome.

Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Not applicable.

Employability Skills Information

Employability Skills This unit contains employability skills.

Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.

Performance criteria describe the required performance needed to demonstrate achievement of the element. Assessment of performance is to be consistent with the evidence guide.

Elements and Performance Criteria

| ELEMENT | PERFORMANCE CRITERIA |
|--|--|
| 1 Comply with relevant regulations and legal obligations | <p>1.1 Sources of information on regulatory requirements and legal obligations relevant to aerodrome operations and management are identified and accessed in accordance with workplace procedures</p> <p>1.2 An understanding of regulatory requirements and legal obligations relevant to aerodrome operations and management is developed and applied to day-to-day work at an aerodrome</p> <p>1.3 Compliance is maintained with the regulatory requirements and legal obligations that bind the operations and management of an aerodrome</p> |
| 2 Comply with established industrial relations practices and requirements | <p>2.1 Sources of information on established industrial relations practices and requirements relevant to the aerodrome operations are identified and accessed in accordance with workplace procedures</p> <p>2.2 An understanding of the established industrial relations practices and requirements relevant to the aviation industry is developed and applied to day-to-day work at an aerodrome</p> <p>2.3 An understanding of the employer/employee obligations and responsibilities is developed and applied to day-to-day work at an aerodrome</p> |
| 3 Comply with relevant local laws and regulations | <p>3.1 Customs and quarantine regulations and other pertinent regulations and local instructions relevant to the work activities of aerodrome personnel are correctly identified and appropriate action is taken in day-to-day work to ensure compliance where applicable</p> <p>3.2 Appropriate advice is provided to staff, passengers and visitors, contractors, airline operators and other personnel on compliance requirements of applicable regulations and other relevant local laws, when necessary</p> <p>3.3 Relevant documentation and reports are prepared and processed in accordance with workplace procedures and relevant regulatory requirements</p> |

Required Skills and Knowledge

REQUIRED KNOWLEDGE AND SKILLS

This describes the essential knowledge and skills and their level required for this unit.

Required knowledge:

- Relevant regulatory requirements pertaining to aerodrome operations and management
- Relevant workplace procedures and policies related to aerodrome safety, security, management and operations
- Relevant emergency procedures
- Aerodrome safety and security policies, principles and related guidelines, including policies and local instructions concerning Notices to Airmen (NOTAMs) and airside access, guidelines concerning runway visual range, policies/procedures related to works integrity at an aerodrome, policies/guidelines concerning manoeuvring area serviceability, and safety and security policies and procedures related to wildlife management
- Sources of information on relevant regulatory requirements
- The industrial award system
- The trade union system
- The concepts of arbitration and conciliation
- Principles of enterprise bargaining
- Employer/employee obligations and responsibilities
- Relevant industrial relations institutions, organisations and their functions
- Risks that exist when carrying out operational and/or management tasks at an aerodrome and related risk control procedures and precautions
- Problems that may occur when carrying out operational and/or management tasks at an aerodrome and appropriate action that should be taken in each case

Required skills:

- Communicate effectively with others when applying relevant laws and regulations to the management of an aerodrome
- Read and interpret instructions, regulations, procedures and other information relevant to applying relevant laws and regulations to the management of an aerodrome
- Interpret and follow operational instructions and prioritise work
- Complete documentation related to relevant laws and regulations to the management of an aerodrome
- Operate electronic communication equipment to required protocol
- Work collaboratively with others when applying relevant laws and regulations to the management of an aerodrome
- Adapt appropriately to cultural differences in the workplace, including modes of behaviour and interactions with others

REQUIRED KNOWLEDGE AND SKILLS

- Promptly report and/or rectify any identified problems that may occur when applying relevant laws and regulations to the management of an aerodrome in accordance with regulatory requirements and workplace procedures
- Implement contingency plans for unexpected events that may arise when applying relevant laws and regulations to the management of an aerodrome
- Apply precautions and required action to minimise, control or eliminate hazards that may exist during the application of relevant laws and regulations to the management of an aerodrome
- Monitor and anticipate operational problems and hazards and take appropriate action
- Monitor work activities in terms of planned schedule
- Modify activities dependent on differing workplace contingencies, situations and environments
- Work systematically with required attention to detail without injury to self or others, or damage to goods or equipment
- Adapt to differences in equipment and operating environment in accordance with standard operating procedures
- Select and use required personal protective equipment conforming to industry and OH&S standards
- Implement OH&S procedures and relevant regulations
- Identify and correctly use equipment required to apply relevant laws and regulations to the management of an aerodrome

Evidence Guide

EVIDENCE GUIDE

The Evidence Guide provides advice on assessment and must be read in conjunction with the performance criteria, required knowledge and skills, the range statement and the assessment guidelines for this Training Package.

Critical aspects for assessment and evidence required to demonstrate competency in this unit

- The evidence required to demonstrate competency in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria of this unit and include demonstration of applying:
 - the underpinning knowledge and skills
 - relevant legislation and workplace procedures
 - other relevant aspects of the range statement

Context of and specific resources for assessment

- Performance is demonstrated consistently over a period of time and in a suitable range of contexts
- Resources for assessment include:
 - a range of relevant exercises, case studies and/or other simulated practical and knowledge assessment, and/or
 - access to an appropriate range of relevant operational situations in the workplace
 - In both real and simulated environments, access is required to:
 - relevant and appropriate materials and equipment, and
 - applicable documentation including workplace procedures, regulations, codes of practice and operation manuals

Method of assessment

- Assessment of this unit must be undertaken by a registered training organisation
- As a minimum, assessment of knowledge must be conducted through appropriate written/oral tests
- Practical assessment must occur:
 - through activities in an appropriately simulated environment at the registered training organisation, and/or
 - in an appropriate range of situations in the workplace

Range Statement

RANGE STATEMENT

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance.

- Management and operations may be carried out:
- at any aerodrome in Australia
 - in any allowable operating and weather conditions
 - in accordance with regulatory and operational requirements
- Performance may be demonstrated:
- in approved simulated workplace situations
 - at an operational aerodrome
- An understanding of the employer/employee obligations and responsibilities may include but is not limited to:
- aviation safety and security legislation
 - OH&S and environmental legislation
 - the trade union system
 - the industrial awards system
 - the concepts of arbitration and conciliation
 - specific relevant enterprise awards/agreements
- Persons consulted may include:
- airline passengers
 - visitors to the aerodrome
 - contractors
 - other aerodrome personnel and managers
 - security personnel
 - safety personnel
 - relevant human resources staff
 - airline personnel and managers
 - emergency services personnel
 - union representatives
 - relevant technical staff
- Dependent on the type of organisation concerned and the local terminology used, workplace procedures may be referred to as:
- company procedures
 - enterprise procedures
 - organisational procedures
 - established procedures
 - standard operating procedures
- Information/documents may include:
- relevant regulations
 - aerodrome standard operating procedures and instructions and job specifications
 - workplace policies
 - aerodrome safety and security policies, principles and related guidelines and documentation
 - OH&S and environmental protection regulations
 - operational, safety and service checklists and procedures

RANGE STATEMENT

Dependent upon context, applicable regulations and legislation may include, but are not limited to:

- local laws and regulations
- induction and training materials
- conditions of service, legislation and industrial agreements including workplace agreements and awards
- Civil Aviation Act
- relevant requirements, standards and recommended practices of the International Civil Aviation Organization (ICAO) pertaining to aerodrome operations and management
- relevant Australian Civil Aviation Safety Regulations and Civil Aviation Orders pertaining to aerodrome operations and management
- IATA regulations
- local instructions and regulations
- aircraft navigation laws
- relevant security regulations
- relevant OH&S legislation
- relevant health, food handling and hygiene legislation
- equal opportunity and anti-discrimination legislation
- relevant customs and quarantine regulations
- relevant privacy regulations
- trade practices legislation
- state/federal/international liquor legislation
- insurance legal requirements
- relevant laws related to the consumption of alcohol and drugs
- relevant roads and transport regulations and license requirements
- relevant Australian Standards
- environmental protection legislation
- industrial relations and workplace compensation legislation

Unit Sector(s)

Not applicable.

Competency field

Competency Field

F - Safety Management