



Australian Government

Department of Education, Employment and Workplace Relations

AVIO4003A Implement airside access

Revision Number: 1

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Modification History

Not applicable.

Unit Descriptor

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This unit involves the skills and knowledge required to implement processes and procedures for persons requiring access airside. Licensing, legislative, regulatory or certification requirements are applicable to this unit.

Application of the Unit

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This unit applies to aerodromes that operate across a variety of operational contexts within the Australian aviation industry.

The work must be carried out in accordance with applicable operational standards as required by CASA when implementing airside access

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.

This unit is nominally packaged at Certificate II.

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 Implement airside access procedures

- 1.1 Eligibility for access is determined
- 1.2 Access is permitted or denied
- 1.3 Escorts are provided when required
- 1.4 Appropriate records are maintained

2 Report on airside access

- 2.1 Reported access breaches are addressed in accordance with standard operating procedures
- 2.2 Recommendations and reports on access incidents are made to aerodrome management

Required Skills and Knowledge

REQUIRED KNOWLEDGE AND SKILLS

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

Required knowledge:

- Procedures for operating electronic communications equipment
- Requirements for completing relevant documentation
- Procedures to be followed in the event of an emergency
- Relevant sections of national and state or territory regulatory requirements and codes of practice
- Relevant OH&S and environmental procedures and regulations
- Standard operating procedures relating to implementing airside access procedures

Required skills:

- Communicate effectively with others when implementing airside access procedures
- Read and interpret instructions, regulations, procedures and other information relevant to implementing airside access procedures
- Interpret and follow operational instructions and prioritise work
- Complete documentation related to implementing airside access procedures
- Operate electronic communication equipment to required protocol
- Work collaboratively with others when implementing airside access procedures
- Adapt appropriately to cultural differences in the workplace, including modes of behaviour and interactions with others
- Promptly report and/or rectify any identified problems that may occur when implementing airside access procedures in accordance with regulatory requirements and workplace procedures
- Implement contingency plans for unexpected events that may arise when implementing airside access procedures
- Implement OH&S procedures and relevant regulations

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.

Problems and irregularities that may occur when implementing airside access procedures may include:

- control and loss of keys
- supply of materials

Dependent on the type of organisation concerned and the local terminology used, workplace procedures may include:

- company procedures
- enterprise procedures
- organisational procedures
- established procedures
- standard operating procedures (SOPs)

The work site may include:

- the airside
- the interface with the landside

Equipment may include:

- vehicle
- identity card(s)
- computer
- access locks and keys

Relevant documents may include:

- legislation
- the Aerodrome Manual
- passes and permits
- Transport Security Program
- ASIC program

Operating conditions may involve:

- a range of access scenarios

Applicable regulations and legislation may include:

- relevant Civil Aviation Safety Regulations and Civil Aviation Orders
- Manual of Standards - Aerodromes (part 139)

Unit Sector(s)

Not applicable.

Competency field

Competency Field

O - Security