



Australian Government

**Assessment Requirements for
MEACOM0030 Prepare and manage
aviation maintenance organisation budgets
and financial plans**

Release: 1

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Modification History

Release 1. Application changed. Elements and Performance Criteria changed. Foundation Skills made explicit. Assessment Requirements clarified. Supersedes and is equivalent to MEA146 Prepare and manage aviation maintenance organisation budgets and financial plans.

Performance Evidence

There must be evidence the candidate has completed all the tasks outlined in the elements and performance criteria of this unit, and demonstrated the ability to:

- prepare and manage one of the following budgets and its associated financial plan:
 - aircraft maintenance budget
 - aeronautical product maintenance budget
 - logistic services sales budget
 - regulatory compliance budget
 - capital expenditure budget.

In the course of the above work, the candidate must:

- identify strategic opportunities in aircraft and aeronautical product maintenance activities, including:
 - aircraft operators and fleet operators seeking to outsource maintenance
 - aeronautical product maintenance needs
 - changing regulatory requirements for maintenance
 - new aircraft types
 - provision of logistic support services
 - opportunity to respond to requests for tender to provide aircraft and aeronautical product maintenance
 - opportunity to accept sub-contract maintenance tasks from other maintenance organisations
- develop formal estimates of reviews, costs, cash flows, and logistic requirements
- produce balanced arguments to support financial proposals, including:
 - cost-benefit analyses
 - risk management plan assessing probability and consequences of potential negative event
 - market research results
 - tender details

- investment analyses evaluating capital expenditure proposals:
 - net present value (NPV)
 - incentive rate of return (IROR)
 - pay pack calculations
- develop and implement systems to ensure financial performance records are collected, maintained, and properly reported.

Knowledge Evidence

There must be evidence the candidate has knowledge of:

- legislation from all levels of government, codes and national standards required for business operation, including those for work health and safety (WHS), environmental issues, and equal employment opportunity (EEO)
- requirements regarding financial status of aviation maintenance organisations
- aircraft and aeronautical product maintenance and maintenance management/certification requirements
- financial planning processes and procedures within the organisation
- budgeting
- organisation's intended aircraft and aeronautical product maintenance activities
- consultative methods and processes
- capital investment evaluation techniques
- performance measurement techniques
- organisation roles in respect to financial delegations, accountabilities and responsibilities, including procedures for:
 - monitoring expenditure
 - authorising expenditure within limits
 - reporting on variances to budget/plan
 - taking remedial action within budget authority
- standards for organisational record keeping and audit requirements
- procedures for reporting on non-financial objectives in the context of overall organisational performance, including:
 - compliance with aviation maintenance organisation exposition (the Civil Aviation Safety Authority [CASA] regulatory system)
 - compliance with maintenance management plan (Australian Defence Force [ADF] regulatory system)
 - compliance with requirements of applicable airworthiness regulator
 - environmental and sustainability procedures
 - work health and safety (WHS)
 - quality and safety management
 - market share
 - customer service
 - security.

Assessment Conditions

The following conditions of assessment represent the requirements of the regulators (DASA and CASA) and maintenance stakeholders and must be rigorously observed.

Skills must have been demonstrated under routine supervision in the workplace or in a simulated environment that reflects workplace conditions and contingencies encountered in preparing and managing aviation maintenance organisation budgets and financial plans. The following conditions must be met for this unit:

- use of suitable facilities, equipment and resources, including:
 - workplace procedures, product and manufacturing specifications, codes, standards, manuals, and reference materials relevant to preparing and managing aviation maintenance organisation budgets and financial plans
 - all materials and documentation required to demonstrate the performance evidence above.

Evidence of tasks demonstrating competency must be recorded in a log of industrial experience and achievement.

Assessors must satisfy the NVR/AQTF mandatory competency requirements for assessors.

Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=ce216c9c-04d5-4b3b-9bcf-4e81d0950371>