Australian Government

AVIK3002 Use infotechnology devices in an aviation workplace

Release: 1

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Modification History

Release 1. This is the first release of this unit of competency in the AVI Aviation Training Package.

Application

This unit involves the skills and knowledge required to use infotechnology devices in an aviation workplace, in compliance with relevant regulatory requirements of the Civil Aviation Safety Authority (CASA) and national operating standards.

It includes identifying infotechnology equipment and systems; accessing and operating computer-based equipment and systems; inputting, storing and presenting files or data; and implementing workplace procedures for management and security of data.

This unit addresses aviation technical skill requirements (physical, mental and task-management abilities) related to the use of technology by flight or ground operations personnel, and contributes to safe and effective performance in complex aviation operational environments.

Operations are conducted as part of recreational, commercial and military aircraft activities across a variety of operational contexts within the Australian aviation industry.

Work is performed independently or under limited supervision as a single operator or within a team environment.

Licensing, legislative, regulatory or certification requirements are applicable to this unit.

Use for Defence Aviation is to be in accordance with relevant Defence Orders, Instructions, Publications and Regulations.

Pre-requisite Unit

Not applicable.

Competency Field

K – Technology

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Identify infotechnology systems	1.1 Types of infotechnology devices and equipment used in an aviation work area are identified
	1.2 Functions of equipment, component parts and accessories are identified
	1.3 Applications for workplace activities of different infotechnology equipment and systems are interpreted
	1.4 Routine faults in operating systems, software applications and operator errors are identified
	1.5 Sources of information about rectifying/reporting faults with operating equipment, systems and application are identified
2 Access and operate computer-based equipment and systems	2.1 Work environments and equipment are adjusted to meet ergonomic requirements, and workplace policy and procedures
	2.2 Systems are accessed and checked as required for corrupted data or operating systems
	2.3 Equipment is set up for work requirements in accordance with workplace procedures and manufacturer guidelines
	2.4 Operating manuals or help screens for infotechnology equipment and software are used to inform work practices
	2.5 Software packages and accessories for required application are selected and accessed
	2.6 Required file or data to be accessed is identified
	2.7 Files and data are stored in accordance with workplace procedures
	2.8 Shut-down procedures for files, applications and equipment are followed
3 Input, store and present files/data	3.1 Data is entered using appropriate equipment, keyboard/mouse, bar code reader, touch screen or other electronic input system

	3.2	Accurate input is confirmed
	3.3	Files are accessed in accordance with workplace procedures
	3.4	Data is manipulated to suit work requirements and is checked for accuracy
	3.5	Saved files are accessed through relevant directories
	3.6	Information and storage devices are stored appropriately
	3.7	Information is presented using computerised projection facilities as required
4 Implement workplace procedures for management and security of data	4.1	Security procedures are followed in accordance with workplace procedures
	4.2	Precautions against loss or corruption of data are followed in accordance with workplace procedures

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Infotechnology devices must include one or more of the following:	- bar code readers - central processors - CD-ROM drives - computer driven projectors - desktop computers - keyboards - laptop computers - mobile phones - monitors - notebooks - portable electronic devices (PEDs) - printers - radio frequency devices

- smart phones
- tablets
- touch screens
- USB drives
- visual display units
- zip drives

Unit Mapping Information

This unit replaces and is equivalent to AVIK3002A Use infotechnology devices in the workplace.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.education.gov.au/Pages/TrainingDocs.aspx?q=4725260a-0af3-4daf-912b-ef1c2f3e5816