



**Australian Government**

# **AVIL0001 Manage shifts, crewing and rostering activities in aviation**

**Release: 1**

# **AVIL0001 Manage shifts, crewing and rostering activities in aviation**

## **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 manage shifts, crewing and rostering activities in aviation, in compliance with relevant regulatory requirements of the Civil Aviation Safety Authority (CASA) and national operating standards.

It includes preparing to manage shifts, crewing and rostering, establishing crew resourcing framework, managing the development of crew rosters, and monitoring crew rosters.

This unit addresses aviation technical skill requirements (physical, mental and task-management abilities) related to resource management duties of 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**

L – Resource Management

## **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 Prepare to manage shifts, crewing and rostering

- 1.1 Operational timetables and schedules are identified and are kept updated within roster operations
- 1.2 Shifts and schedules are identified for routine and unplanned services to ensure routine and contingency crewing requirements can be met
- 1.3 Procedures to identify set workings or work tasks to be performed are identified and implemented
- 1.4 Potential operational problems and their impact on crewing needs are identified and contingency plans are developed

#### 2 Establish crew resourcing framework

- 2.1 Individual fitness for work requirements are identified and confirmed as appropriate for crewing requirements
- 2.2 Fatigue risk management requirements are identified and taken into consideration when establishing shifts and rosters
- 2.3 Crew qualifications and regulated competency requirements are identified and systems to monitor their ongoing currency are used
- 2.4 Organisational and workplace requirements are identified and strategies to manage them are developed and implemented

#### 3 Manage the development of crew rosters

- 3.1 Established regulatory, organisational and workplace requirements are met in developing crew shifts and rosters
- 3.2 Strategies that allow sufficient flexibility to allow contingency plans to be implemented are identified, developed and applied
- 3.3 Procedures are put in place to ensure rosters are circulated in accordance with organisational policies and procedures
- 3.4 Mechanisms are put in place to receive and address feedback from rostered personnel, and to identify and act on acceptable modifications
- 3.5 Procedures for documenting and distributing finalised crew rosters to appropriate personnel are established and

implemented

- 4 Monitor crew rosters**
- 4.1 Crew rostering is reviewed at appropriate times to ensure it meets current and future regulatory and organisational requirements
  - 4.2 Issues with crew rostering are identified and addressed in accordance with regulatory and organisational requirements
  - 4.3 Crew rosters are revised and disseminated as required

## 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.

## Unit Mapping Information

No equivalent unit.

## Links

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