



**Australian Government**

# **AVI30408 Certificate III in Aviation (Ground Operations and Service)**

**Release 2**

# AVI30408 Certificate III in Aviation (Ground Operations and Service)

## Modification History

Release 2. This is the second release of this qualification in AVI08 Aviation Training Package Version 5.0.

## Description

### Rationale:

A general qualification for the Aviation Industry. Successful completion will require competency in units that relate to work defined as aligned at AQF Level 3. Qualifications should be structured to align with licensing and regulatory requirements applicable to the occupation concerned.

*Performance of a defined range of skilled operations, usually within a range of broader related activities involving known routines, methods and procedures, where some discretion and judgement is required in the selection of equipment, services or contingency measures and within known time constraints.*

### Occupations may include:

Aerodrome operations  
Supervisory baggage handling  
Airport reporting officer  
Aircraft refueller.

## Pathways Information

Not applicable.

## Licensing/Regulatory Information

Not applicable.

## Entry Requirements

Not applicable.

## Employability Skills Summary

### Employability Skills Summary for

### AVI30408 Certificate III in Aviation (Ground Operations and Service)

The following table contains a summary of the employability skills as identified by the Aviation Industry for this qualification. This table should be interpreted in conjunction with the detailed requirements of each unit of competency packaged in this qualification. The outcomes described here are broad industry requirements that may vary depending on packaging options.

Employability Skill	Industry/enterprise requirements for this qualification include:
<b>Communication</b>	<ul style="list-style-type: none"><li>• Implement and monitor communication systems and procedures required for aviation ground operations</li><li>• Read and interpret relevant regulations, instructions, signs and labels applicable to the supervision of aviation ground operations</li><li>• Speak clearly and directly on matters related to aviation ground operations</li><li>• Listen to and interpret verbal information related to aviation ground operations</li><li>• Write documents as part of duties, including completion of relevant forms, timesheets, service logs and incident reports</li><li>• Negotiate issues with others in the course of aviation ground operations</li><li>• Recognise and interpret non-verbal signs, signals and behaviour</li><li>• Use relevant communication equipment.</li></ul>
<b>Teamwork</b>	<ul style="list-style-type: none"><li>• Collaborate with others in the course of aviation ground operations</li><li>• Provide leadership to other personnel in the aviation ground workplace</li><li>• Motivate others in the workplace</li><li>• Assist others in the workplace to achieve and maintain competence</li><li>• Assist in the resolution of any interpersonal conflicts that may arise during aviation ground operations</li><li>• Avoid and prevent the harassment of others in the workplace</li><li>• Work with persons of different ages, gender, race, religion, political persuasion, etc.</li></ul>
<b>Problem solving</b>	<ul style="list-style-type: none"><li>• Identify and solve or report problems arising in the course of aviation ground operations</li></ul>

**Employability Skill****Industry/enterprise requirements for this qualification include:**

- Monitor and anticipate problems that may occur in the course of aviation ground operations including hazards and risks and take appropriate action to report or resolve the problems within limits of responsibility
- Identify and control hazards and risks in a range of aviation ground situations and take appropriate precautions
- Use mathematics to solve various calculations related to aviation ground operations.

**Initiative and enterprise**

- Modify activities dependent on differing aviation ground situations and contingencies
- Take appropriate initiatives in a range of operational situations such as those above
- Respond appropriately to any changes in equipment, standard operating procedures and the working environment.

**Planning and organising**

- Follow and apply operational and emergency plans, systems and procedures
- Monitor systems and procedures for compliance with regulations and codes of practice
- Implement the workplace security and safety management systems
- Monitor and evaluate operational performance and compliance
- Collect and interpret information needed in the course of aviation ground operations
- Organise and plan own work activities
- Manage time and priorities in the course of aviation ground operations.

**Self management**

- Interpret and apply regulations and instructions
- Establish and follow own work plans and schedules
- Evaluate own work performance.

**Learning**

- Contribute to learning and assessment activities in the workplace
- Assist others to adapt to any changes in workplace systems, equipment, procedures and the workplace operating environment
- Assist in the instruction, coaching or mentoring of others in the workplace
- Contribute to the assessment of the competence

**Employability Skill****Industry/enterprise requirements for this qualification include:**

of others in the workplace

- Assist in the creation of a learning environment in the warehouse and storage workplace
- Adapt own competence in response to any changes in aviation ground operations
- Update own knowledge and skills required for aviation ground activities.
- Use equipment and materials required during aviation ground operations
- Follow and apply operational and servicing instructions for equipment used during aviation ground operations
- Follow and apply OH&S procedures when using and servicing aviation ground equipment and facilities.

**Technology****Packaging Rules**

Requirements for completion of the qualification:

A successful assessment outcome for a total of **21 units** comprising:

**at least 5 and up to 7 units** from Certificate I in Aviation

where less than seven units are selected, the remaining units should be drawn from a relevant Certificate I qualification from any currently endorsed national Training Package or Accredited Course

plus

**at least 5 and up to 7 units** from Certificate II in Aviation

where less than seven units are selected, the remaining units should be drawn from a relevant Certificate II qualification from any currently endorsed national Training Package or Accredited Course

plus

**at least 5 and up to 7 units** from Certificate III listed in the following table

where less than seven units are selected, the remaining units should be drawn from a relevant Certificate III qualification from any currently endorsed national Training Package or Accredited Course.

Field		Unit	
A	<b>Handling Cargo/Stock</b>	AVIA3001B	Package dangerous goods for air transport
		TLIA807C	Transfer cargo

		TLIA1007C	Coordinate goods to bond premises
		TLIA1507C	Complete receipt/despatch documentation
		TLIA1707C	Apply product knowledge to organise work operations
		TLIA2307C	Coordinate stocktakes
<b>B</b>	<b>Equipment Checking and Maintenance</b>	AVIB3005A	Inspect and report on aerodrome serviceability
		AVIB3006A	Inspect and report on serviceability of aerodrome lighting systems
		AVIB3007A	Inspect and report on the Obstacle Limitation Surfaces
		TLIB207C	test equipment and isolate faults
<b>C</b>	<b>Driving Vehicle</b>	TLIC407D	Drive heavy rigid vehicle
		TLIC507D	Drive heavy combination vehicle
		TLIC707C	Operate vehicle carrying special loads
		TLIC807C	Drive coach/bus
<b>D</b>	<b>Load Handling</b>	TLID1507C	Identify and label explosives and dangerous goods
		TLID2007C	Care for livestock in transit
		TLID2707C	Prepare for transport of packaged dangerous goods
<b>E</b>	<b>Communication and Calculations</b>	AVIE3003B	Complete a Notice to Airmen (NOTAM)
		AVIE3004B	Maintain radio communications as part of airport operations
		TLIE1207C	Consolidate manifest documentation

		TLIE207C	Estimate/calculate mass, area and quantify dimensions
		TLIE407C	Prepare workplace documents
		TLIE1807B	Maintain freight records
<b>F</b>	<b>Safety Management</b>	AVIF3004B	Supervise the safety of aerodrome works and general access
		AVIF2010B	Implement regulations and policies during aircraft safety and service operations
		AVIF3012A	Apply relevant laws and regulations to the operation of an aerodrome
		AVIF3016A	Marshal aircraft
		HLTFA301B	Apply first aid
		TLIF307C	Implement and monitor occupational health and safety procedures
<b>I</b>	<b>Customer Service</b>	TLII907C	Provide on-board services to customers
		BSBCUS301A	Deliver and monitor a service to customers
<b>J</b>	<b>Quality</b>	TLIJ207C	Apply quality systems
		TLIJ707C	Conduct internal quality audits
<b>L</b>	<b>Resource Management</b>	AVIL3002B	Complete aircraft despatch duties
		AVIL3003B	Plan an aircraft load
		AVIL3004B	Assess pavement concessions
		BSBWOR301A	Organise personal work priorities and development
		SITTTSL007A	Receive and process reservations

		SITTTSL009A	Process travel-related documentation
		SITTTSL010A	Control reservations or operations using a computerised system
		SITTTSL012A	Construct domestic airfares
		SITTTSL013A	Construct normal international airfares
		SITTTSL014A	Construct promotional international airfares
		SITTTSL015A	Construct advanced international airfares
		TLIL307C	Conduct induction process
<b>N</b>	<b>Leadership and Supervision</b>	TLIG207C	Lead a work team or group
<b>O</b>	<b>Security</b>	TLIO707C	Undertake emergency response action to a security threat
		TLIO1207C	Manage disruptive and/or unlawful behaviour
		TLIO1607B	Apply and monitor workplace security procedures
<b>P</b>	<b>Administration and Finance</b>	TLIQ1307B	Advise on and construct fares for customers
		TLIT207C	Document a records system
		TLIT307C	Identify and classify records to be captured
<b>R</b>	<b>Contract Procurement</b>	AVIR3001B	Service customer airline contracts
<b>W</b>	<b>Equipment and Systems Operations</b>	AVIW3003B	Operate aircraft embarkation and disembarkation equipment
		AVIW3004B	Operate ramp equipment
		AVIW3005B	Operate aircraft push-out tug



AVIW3006B	Refuel aircraft
AVIW3011B	Defuel aircraft
AVIW3021A	Coordinate aircraft ground operations
AVIW3023A	Implement wildlife hazard control measures